

Lesson 5-7: A Look at System Preferences

Figure 5-12

The System Preferences window.

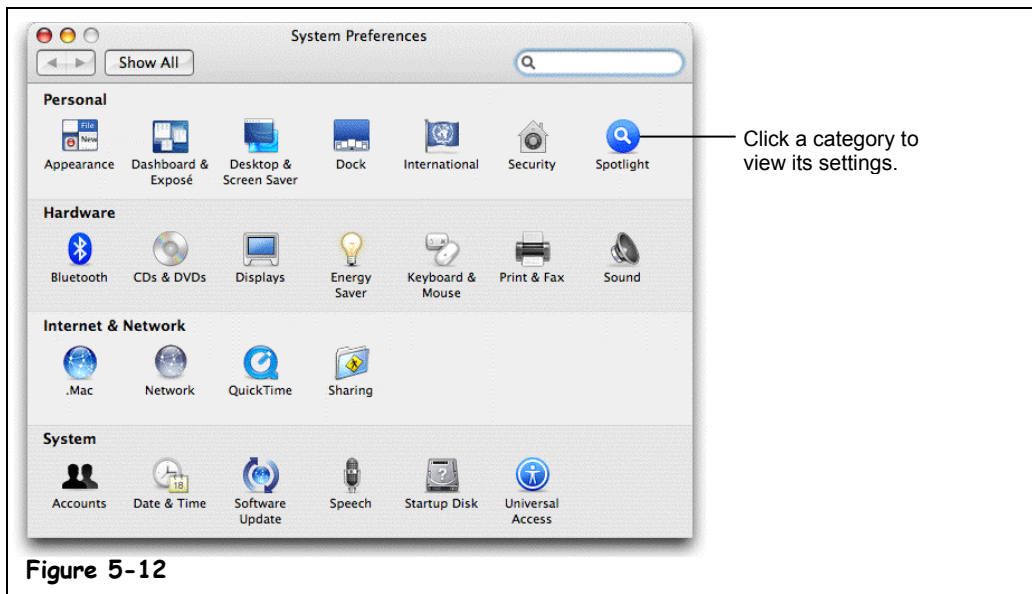


Figure 5-12

The System Preferences window is the place to go when you want to change the various settings of your computer. Since the rest of this chapter deals entirely with configuring your computer, you'll be seeing a lot of the System Preferences window in the upcoming lessons. This lesson is just a quick introduction to the System Preferences window. No exercises here—just a guided tour to help you become familiar with it.

1. Click the **System Preferences icon in the Dock.**

The System Preferences window appears, as shown in Figure 5-12.

The System Preferences window is categorized by topic so it is easier to find the setting(s) you want to change. Click a preferences icon to view its settings.

2. In the Hardware section, click the **Print & Fax preferences icon.**

The settings for the Print & Fax preferences appear.



Let's return to the main System Preferences window.

3. Click the **Back button at the top of the window.**

You've returned to the original System Preferences window. Go ahead and take a look at the following table for a brief description of the various System Preferences.

4. When you're finished, close the System Preferences window.

Table 5-2: System Preferences

| | <i>Topic</i> | <i>Description</i> |
|---|-------------------------------|---|
|  | Appearance | Change the overall look of Mac OS X. |
|  | Dashboard & Exposé | Change the shortcut keys and hot corners used to activate features. |



System Preferences icon

Other Ways to Open System Preferences:























- Select **Apple** → **System Preferences** from the menu.



Print & Fax icon



Back button

| | <i>Topic</i> | <i>Description</i> |
|--------------------|--|---|
| Personal |  Desktop & Screen Saver | Change the background of your screen and apply a Screen Saver. |
| |  Dock | Change how the Dock is displayed. |
| |  International | Change the language that is shown in menus and dialogs. |
| |  Security | Maintain the security settings for your computer. |
| |  Spotlight | Change how search results appear. |
| Hardware |  Bluetooth | Helps you make wireless connections between computers and other devices. |
| |  CDs and DVDs | Adjust how your computer reacts when you insert a CD or DVD. |
| |  Displays | Change your display's resolution and colors. |
| |  Energy Saver | Optimize your computer's settings to save energy. |
| |  Keyboard & Mouse | Create keyboard shortcuts and adjust mouse speed. |
| |  Print & Fax | Manage printer settings. |
| |  Sound | Change the alert, speaker, and microphone sound. |
| Internet & Network |  .Mac | Set up and manage your .Mac user account. |
| |  Network | Check status of your network connections. |
| |  QuickTime | Register and update your QuickTime player. |
| |  Sharing | Set up and manage sharing services. |
| System |  Accounts | Change settings and passwords for individual users. |
| |  Date & Time | Change the date and time and/or zone. |
| |  Software Update | Check for new and updated versions of your software. |
| |  Speech | Control speech recognition and text to speech settings. |
| |  Startup Disk | Select the system you want to use when starting up your computer. |
| |  Universal Access | Adjust settings for an individual user's vision, hearing, and mobility needs. |

 **Quick Reference**

To Open System Preferences:

- Click the **System Preferences** icon in the Dock.

Or...

- Select **Apple** → **System Preferences** from the menu.

Move on to the next lesson to start customizing your computer!