

## This tutorial explains “How to “Change the Macs’ Name”

Also included are instructions on:: **How to “Create a New Administrative User Account”** for yourself, and,

## How to Setup Your Personal “ME” Card in the Address book

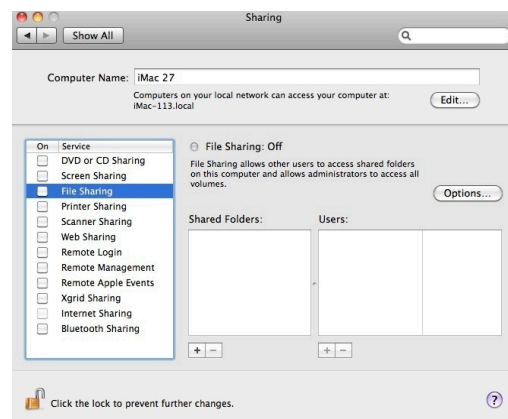
If you have a Mac that is running any version of **Mac OS X**, at some point in time you may want (or need) to **change the Mac’s name**. For example :

- You may want to sell or give the Mac away, and need to remove the owner’s name from it, (perhaps at the same time that you remove all of your other **Personal Information**).
- You may **buy** or otherwise **acquire** a used Mac that has someone else’s owner name and other information on it.
- Or, the **Mac’s Name** may have been incorrectly entered during the **original set-up** and you’re now “**stuck**” with an **incorrect name** on the Mac..

Here are some quick tips that should help you to correct the problem(s), and change the Mac Name, Create a new User Name, as an Administrator, and Remove and/or Replace any old “ME” cards in the Addressbook.

The **System Name** is stored in the “**Sharing**” **Control Settings** of **System Preferences**. Select "**System Preferences**" in the Finder Apple menu, or click the **System Preferences icon** in the **Dock**.

Next, Click on the **Sharing Folder Icon** (Shown as below).



The **Computer’s Name** is located just below the **Titlebar**, as shown above.

**To change the Macs' Name, first delete the name.**

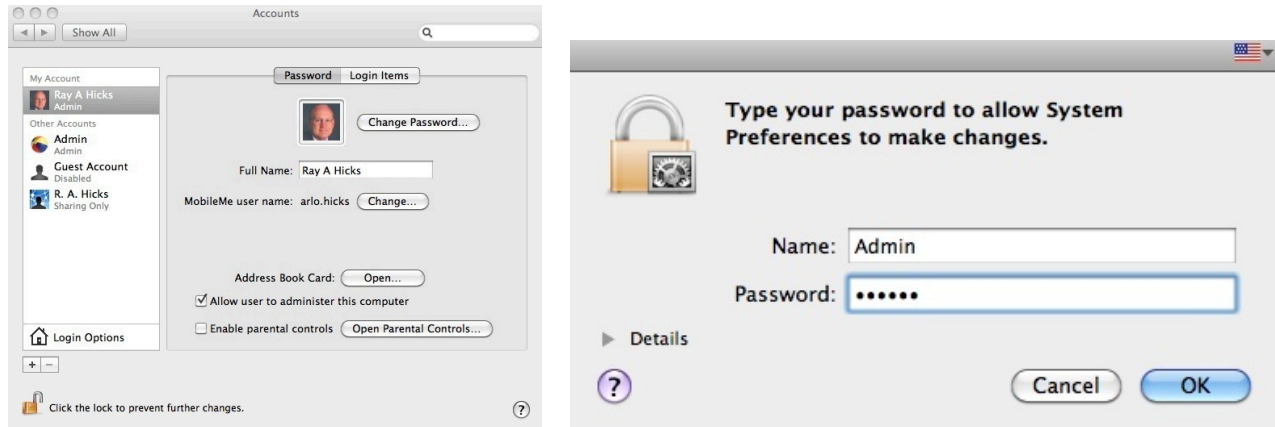
Then enter the name that you want for your Mac.

When you have finished, close the window.

This should have changed the **Macs’s “Name.”**

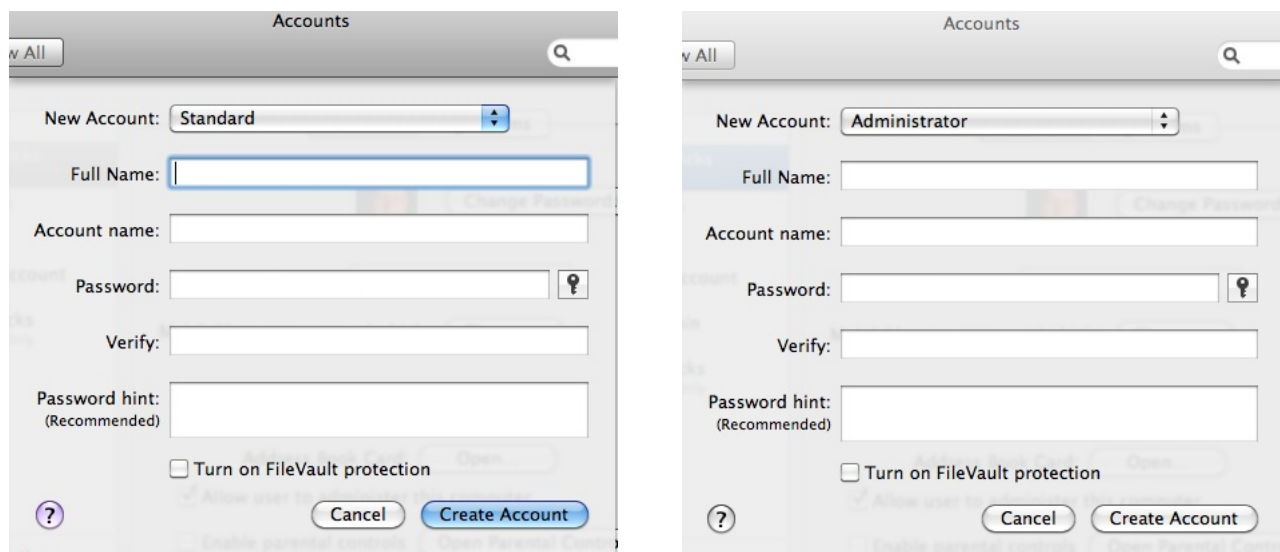
Another change that you may need to make, is the name of the Default User Account. Open System Preferences, then Select the Accounts Icon and Click.

When the pane opens, if the lock icon indicates “locked,” click the lock.



Next, enter an existing administrator’s name and password.

On the “Accounts setup pane” in the lower left just above the lock, Click on the + mark “Creat a New User Account .”



First, in the New Account Pane, click the “blue” triangle symbol, then select “Administrator.”

Next, Enter the new “Users Name” and Password in the appropriate boxes. Do not check the Turn on Filevault Protection box.

Last, click the Create Account Button.

**Finally**, open **Address Book** application and **delete** any incorrect **“My Card”** information. I have included the Instructions below.



### **Setting up your address card**

Address Book automatically creates an address card for you using information you supplied when you first set up your computer. You can add more information to your card.

#### **To set up your address card:**

1. Select your card.

Add to it any information you want to include, such as your email addresses, phone numbers, birthday, and so on. You can customize your card by adding a picture; the picture is used for your account and is visible to other users of your computer.

#### Showing pictures on cards

2. Choose Card > Make This My Card.

Other applications on your computer, such as iCal, iChat, and Mail, use information from your card. You can keep some or all of the information on your card private and exclude it when you send your card to contacts.

**This should conclude the process of Changing Macs' Name and/or deleting any prior owners' identifying information.**