

Set My Preferences

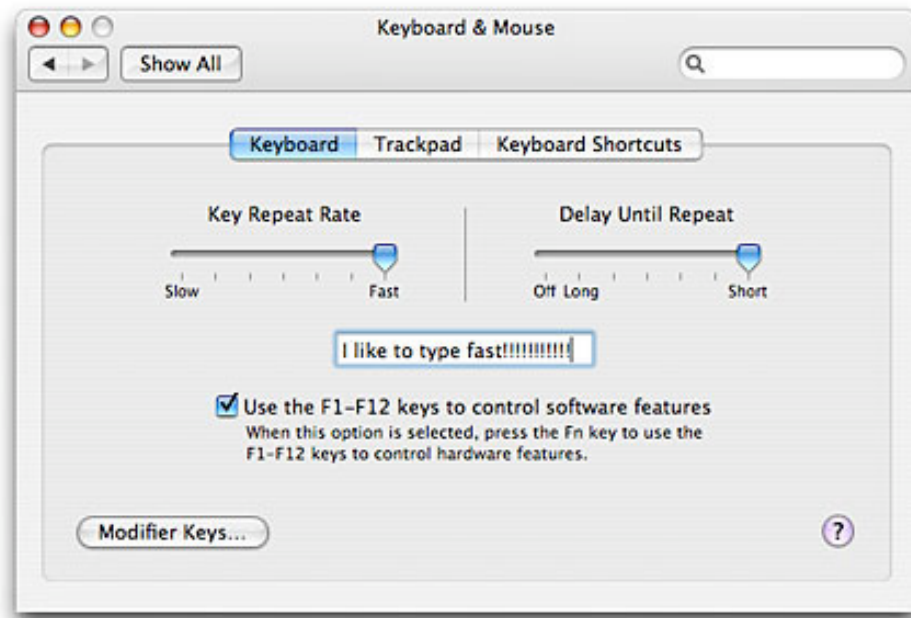
Besides changing the look and feel of your Mac interface, you can also let your Mac know how you prefer to work. This is done through preferences. Your Mac has a system-wide set of user-configurable preferences called System Preferences, which allows you to adjust things like your screen resolution, keyboard and mouse control, sound, and more. Just about every application on your Mac has its own set of preferences too (from the application menu, choose **Preferences**). Here are some of the ways you can sway your Mac to follow your preferences.



System Preferences is chock full of controls that let you tweak your system to how you see fit.

Optimize My Keyboard, Mouse, and Trackpad

We all type, point, and click differently. That's why it's important to make sure that you optimize your keyboard and mouse (or trackpad, if you're using an iBook or PowerBook) for your movements. Here's how to do this.



Customize Your Keyboard

The Keyboard preferences can be adjusted for how quickly your fingers dance across the keys or how long they linger on them.

1. From the **Apple** menu, choose **System Preferences**.

In the System Preferences window, click Keyboard & Mouse to display its preferences.

Click the Keyboard tab. These controls allow you to set the keyboard sensitivity for how fast you type.

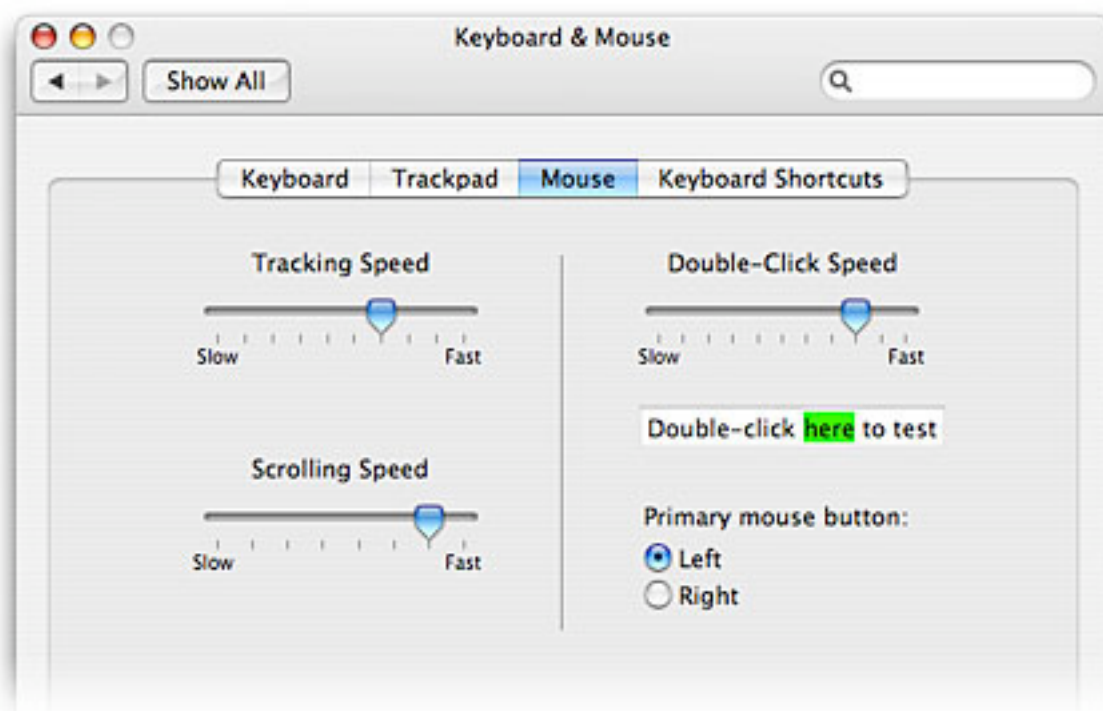
To control how quickly a key types its character repeatedly when held down, move the Key Repeat Rate slider left to slow down the rate, or right to speed it up. You can use the text field in the middle of the window to test your setting.

To control how long you can hold down a key before it starts repeating, move the Delay Until Repeat slider left to allow a longer delay (better for those who tend to press keys slowly), or right to shorten it.

If you want to reassign the modifier keys on your keyboard (Control, Option, Command, and Caps Lock), click Modifier Keys. In the dialog that slides down, you can change which modifier is assigned to what key, or disable a key altogether (for example, if you keep hitting Caps Lock by accident and wind up typing in ALL CAPS, choose **No Action** from the **Caps Lock Key** pop-up menu). Click OK when finished.

If you're using an iBook or PowerBook and want to use the F1-F12 keys on your keyboard to control other application features, select the checkbox—you'll need to press the Function (fn) key along with any F1-F12 key to perform a key's default hardware function.

Optimize Your Mouse



Your Mouse preferences settings may differ from ours, depending on what kind of mouse you're using.

Open System Preferences and click Keyboard & Mouse to display its preferences.

Click the Mouse tab. These controls let you set the mouse sensitivity to control how fast the arrow flies across your screen when you move

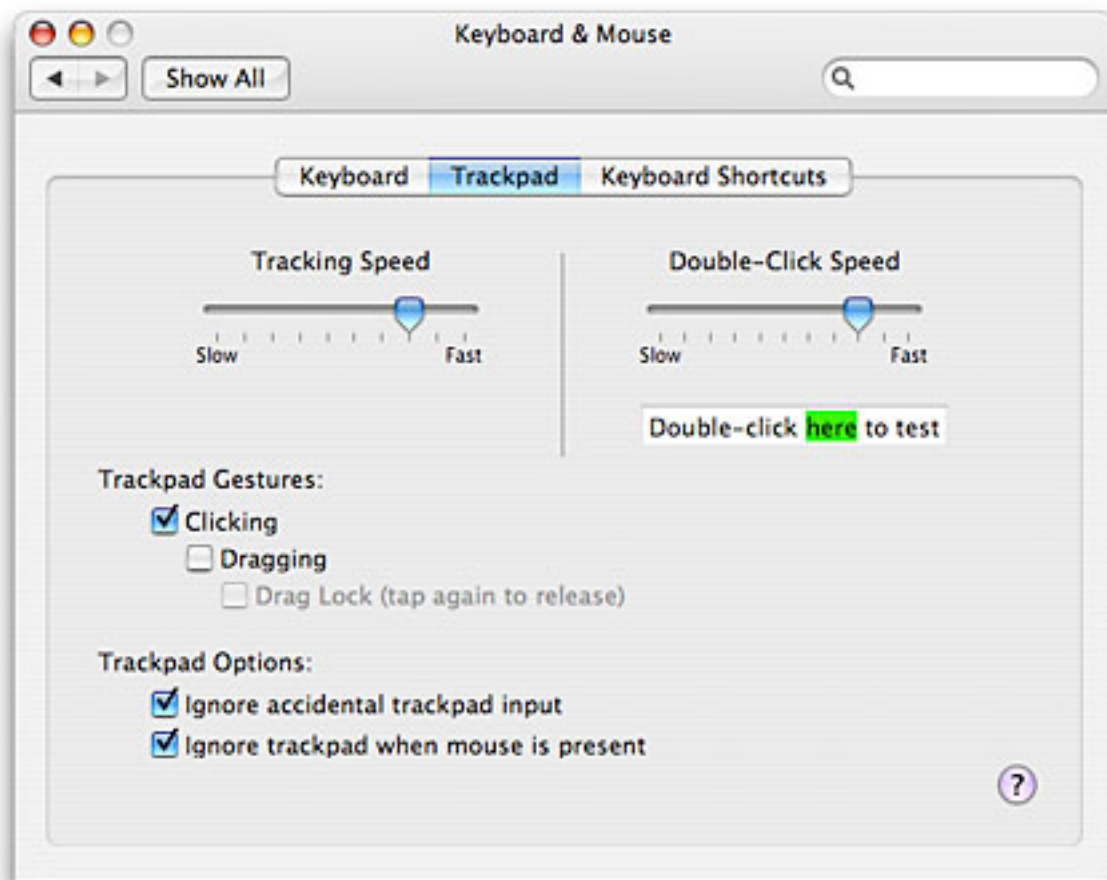
your mouse, and adjust for your double-click reflexes. Other controls may be available, depending on the type of mouse you're using.

To control how fast the arrow moves across your screen when you move the mouse, move the Tracking Speed slider left to slow it down, or right to speed it up.

To set your computer's reaction to your double-click speed, move the Double-Click Speed slider left if you tend to click slower, or right if you've got an itchy trigger finger.

If your mouse has a scroll wheel, you can set its scroll speed using the Scrolling Speed slider. You can also change the mouse's primary button if you're using something other than an Apple 1-button mouse.

Optimize Your Trackpad (for MacBook PowerBook and etc. users)



MacBook PowerBook iBook, etc. users can change the speed and functionality of their trackpad.

Open System Preferences and click Keyboard & Mouse to display its preferences.

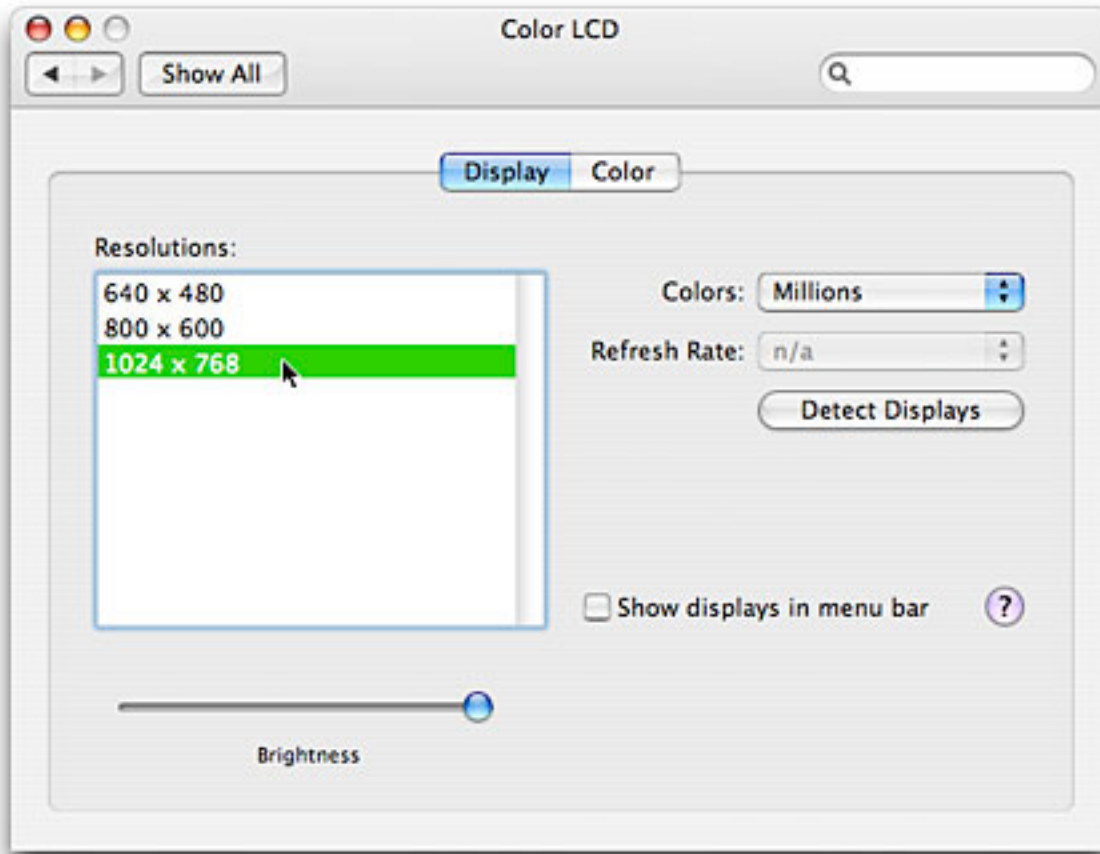
Click the Trackpad tab. These controls let you set the trackpad sensitivity to control how fast the arrow flies across your screen when you move your finger across the trackpad, and adjust for your double-click reflexes.

To control how fast the arrow moves across your screen, move the Tracking Speed slider left to slow it down, or right to speed it up. To set your computer's reaction to your double-click speed, move the Double-Click Speed slider left if you tend to click slower, or right if you've got an itchy trigger finger.

If you want to add double-click functionality to your trackpad, select the Clicking checkbox below Trackpad Gestures. You can also select the Dragging and Drag Lock checkboxes if you'd like to drag items using the trackpad.

Change My Screen Resolution

Some people want to maximize all the screen real estate they possibly can to cram a bunch of files on their Desktop or view graphics at the best possible resolution. Others don't want to see clutter; they just want to see things—big. No matter what your predilection, here's how to adjust your screen resolution.



This iBook display provides a maximum 1024 x 768 resolution, but also supports two smaller resolutions.

Open System Preferences and click Displays to display its preferences.

Click the Display tab; your display's supported resolution settings are listed in the Resolutions pane, from the smallest to the largest size dimensions.

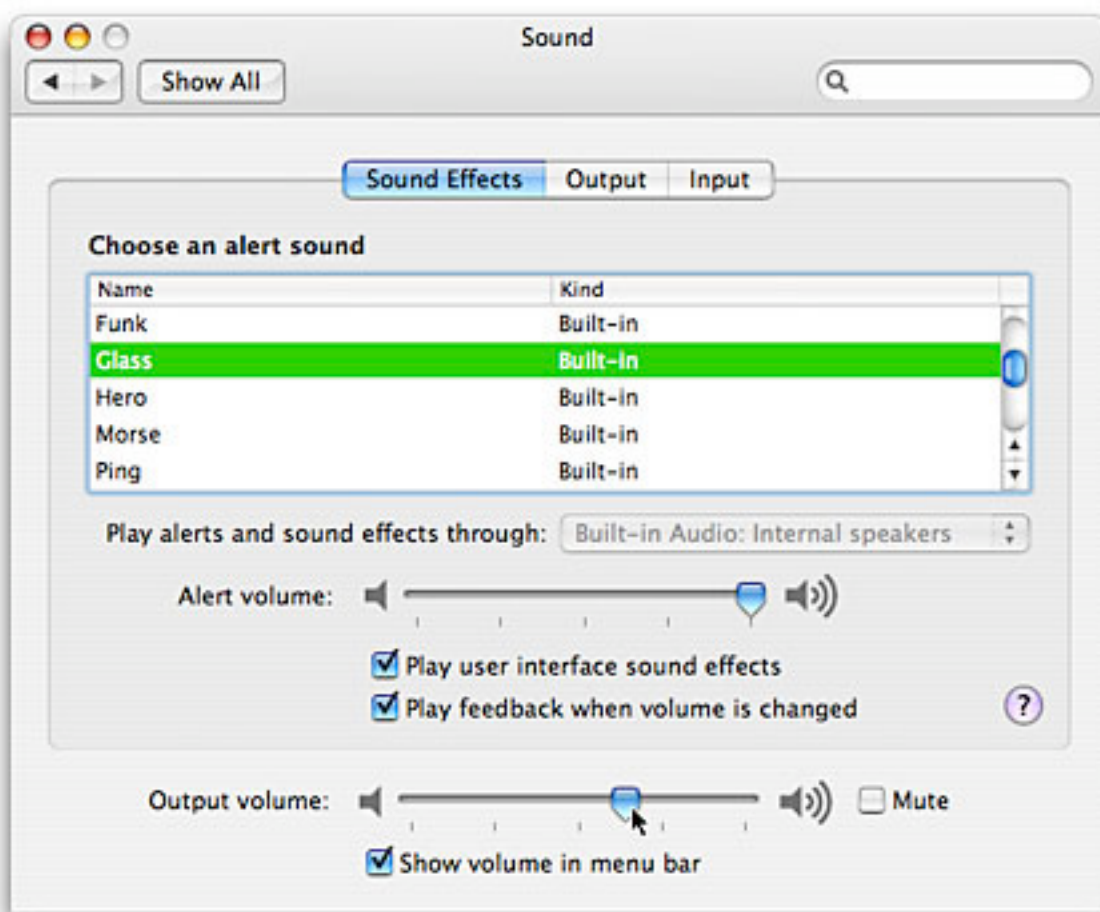
Select any of the dimensions to change the resolution. A smaller resolution gives you less Desktop space to display windows and interfaces, but these elements also appear larger (if you've got bad eyesight, a smaller resolution can help). A larger resolution maximizes

your screen space, letting you see more of a photo or document, and can help you manage applications whose interface elements span multiple windows.

To adjust your screen's brightness, move the Brightness slider left to make it dimmer, or right to make it brighter.

Change My Sounds

Unless you have your sound volume turned down, you probably noticed that your Mac sometimes makes a little noise every now and then. That's its way of letting you know what's going on. Here are a few ways you can change and modify your computer's sounds.



We're suckers for sound effects—if you are too, be sure to select the "Play user interface sound effects" checkbox.

Open System Preferences and click Sound to display its preferences.

To change the alert sound (it plays when your Mac wants to get your attention), click the Sound Effects tab, and select a sound in the top list

(the sound will play when you click it if you're curious to hear what it sounds like).

If you want to hear sound effects play when you do other things in the Finder (such as when you drag stuff to or empty the Trash, or throw items off the Dock), select the "Play user interface sound effects" checkbox.

To change the overall volume of sound effects (this doesn't affect other sound source volumes, such as when you play audio in iTunes), move the "Alert volume" slider left to turn the volume down, or right to turn it up.

To adjust the overall volume of your Mac (this affects all sound sources), move the "Output volume" slider left to quiet things down, or right to crank it up. If you'd rather have your Mac be quiet, select the Mute checkbox.

To adjust the sound balance for your internal or external speakers, click the Output tab, select your speaker device from the list, and move the Balance slider left to skew the stereo sound mix to the left channel, or right to hear more from the right channel.

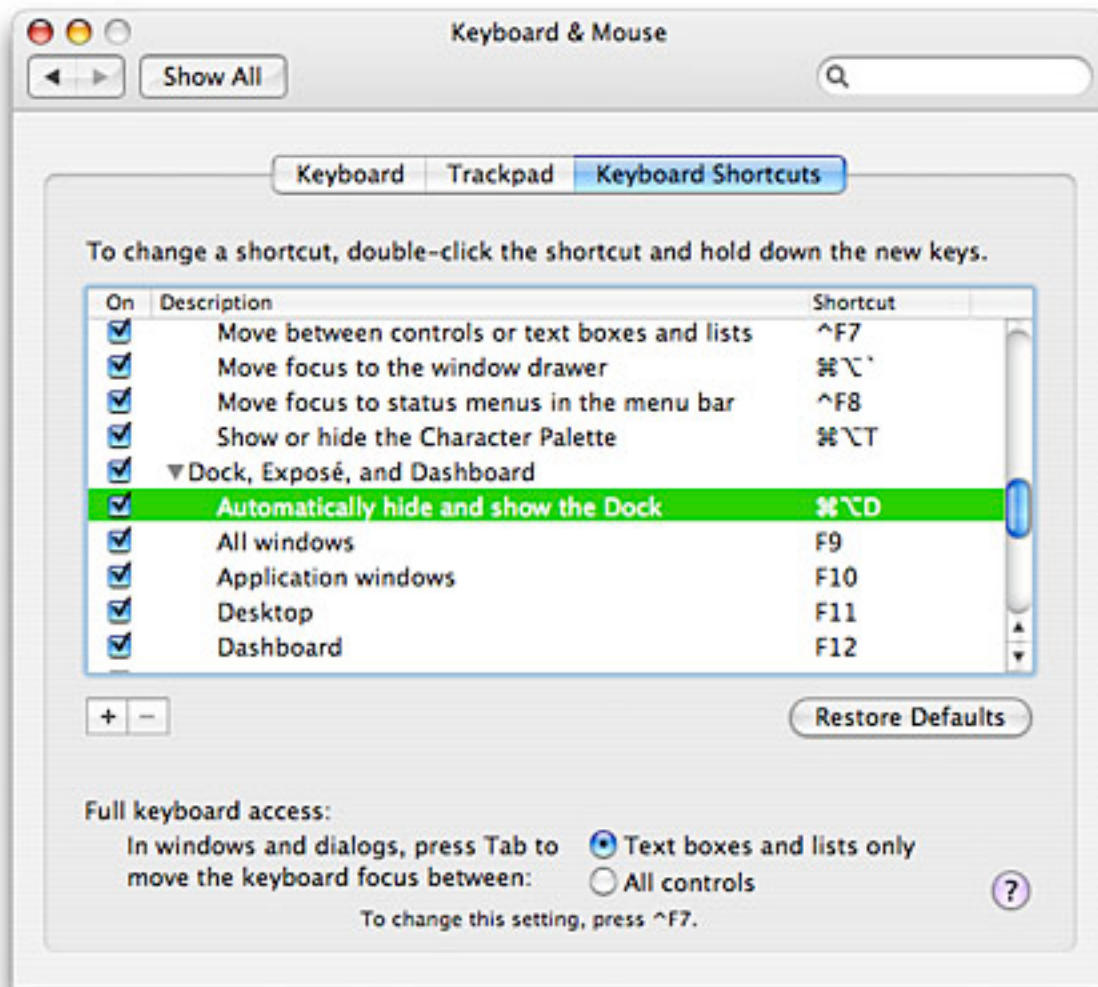
Customize My Keyboard Shortcuts

Your Mac has plenty of functions and commands that can be triggered by a simple *keyboard shortcut*, pressing two or three keys simultaneously to perform an action.

Take a look in any menu (for example, click on the **File** menu in the menu bar); you'll see a list of functions and commands, as well as a two- or three-character code to their right. These are keyboard shortcuts. Most shortcuts are made up of one or two modifier keys (Command, Option, Control, or Shift) and another key. Here's what modifier keys those weird characters in the menus represent:



But you don't have to stick with the keyboard shortcuts we assigned for your Mac. You can customize many of the functions with your own key combinations.



You can dictate which keys to press to make your Mac perform certain tasks in the Keyboard Shortcuts pane.

Open System Preferences and click Keyboard & Mouse to display its preferences.

Click the Keyboard Shortcuts tab to display a list of some of the system-wide menu commands whose shortcuts you can change.

To change any item, double-click on the actual shortcut (the characters in the Shortcut column) and press your preferred key combination to enter it in the text field.

To change the keyboard shortcut for any unlisted system-wide or application-specific item, click the plus (+) button.

In the dialog, choose **All Applications** or a specific one from the **Application** pop-up menu, and type the exact name of the menu command that you want to change in the Menu Title field (look in the menu to view the exact name).

Type your preferred keyboard combination in the Keyboard Shortcut field, and click Add.

Change My Computer's Sleep Habits

To conserve energy, all Macs have the ability to sleep; that is, when you haven't touched your computer after a set amount of time, the computer will power down until you wake it up (sleep doesn't turn off your computer; it merely puts it into an inactive state that consumes much less power). Waking your Mac from sleep is also a lot faster than waiting for your Mac to start up if you shut it down instead.

This is especially helpful for iBook and PowerBook users who want to conserve battery life. But sometimes you may need to alter your computer's nap time, such as when you're burning a DVD—if you're not interacting with your Mac during this time, it could go to sleep during the process. Or if you really want to conserve energy, you may want to have your Mac go to sleep earlier than scheduled. Here's how to change sleep preferences.

Set the Sleep Time

To eke the most battery life out of our iBook, we gave our Mac narcolepsy.

Open System Preferences and click Energy Saver to display its preferences.

Click the Sleep tab.

Move the sliders for both the computer and display to change the times in which they go to sleep.

Click the Options tab.

Select any other options you want, such as wake options, in the panel.

Customize Your iBook or PowerBook Sleep Habits

If you're using an iBook or PowerBook, you can set different sleep times for your battery and power adapter use.

In Energy Saver preferences, choose **Power Adapter** or **Battery** from the **Settings for** pop-up menu.

To change the sleep times for your power source choice, either move the computer and display sliders to change the sleep time, or choose one of the energy presets from the **Optimization** pop-up menu.

Schedule Sleep or Shut Down

You can also automate when your Mac goes to sleep and wakes up, or shuts down and starts up. If you want to put your Mac on a set schedule:

You can set your Mac to automatically start up right before you get in the office and shut down after you've left.

In Energy Saver preferences, click Schedule.

In the dialog, select the "Start up or wake" checkbox.

Choose a scheduled interval from the top pop-up menu (such as **Every Day** or **Weekdays**).

Set a wake up or start up time in the field to its right.

Select the bottom checkbox and from the pop-up menu to its right, choose either **Sleep** to have your Mac automatically sleep and wake on schedule, or **Shut Down** to make your Mac automatically shut down and start up on schedule.

Choose a scheduled interval from the next pop-up menu (such as **Every Day** or **Weekdays**).

Set a sleep or shut down time in the field to its right.

Click OK.

Change My Language

Your Mac is set to display the language for the country in which you bought the computer. In other words, if you bought your Mac in the United States, your Mac is set to English. If you bought your Mac in France, your Mac understands French. But if you prefer to use a different language, you can.

If you bought your Mac in the U.S. but English isn't your preferred

language, you can switch what language your Mac speaks via drag-and-drop.

Open System Preferences and click International to display its preferences.

Click the Language tab.

In the Languages pane, drag your preferred language to the top of the list.

Restart your Mac (or log out and log back in) to apply the language throughout your system.

Set My Media Preferences

When you insert a CD or DVD into your Mac, we told your Mac what it should do. For example, when you insert a music CD, iTunes automatically opens so you can listen to it. When you insert a DVD, DVD Player opens so you can kick back and watch.

But you don't have to stick with our assumptions. You can tell your Mac what you want it to do when you insert a prerecorded CD or DVD, or a blank disc.

You can tell your Mac which applications, scripts, or actions to take when you insert media in your Mac.

Open System Preferences and click CDs & DVDs to display its preferences.

The top two pop-up menus let you decide what your Mac should do when you insert a blank CD or DVD. By default, both menus are set to **Ask what to do** (this opens a dialog). You can change it to open your choice of application, open Disk Utility, run a script, or simply ignore it.

The bottom three pop-up menus let you choose what your Mac should do when you insert a music CD, picture CD, or video DVD, respectively.

Change My Date and Time

Your Mac has the ability to automatically set the correct date and time, or you can choose to set these manually. You can also decide how you want the time and date to display on your Mac. Here's how to set these preferences.

We not only chose to display our time as an analog clock in its own movable window,

we also set it to announce the time on the hour.

Open System Preferences and click Date & Time to display the preferences.

Click the Date & Time tab.

If you want your Mac to always set the date and time automatically, select the "Set Date & Time automatically" checkbox, choose your location from the pop-up menu to the right, and skip to step 7.

To set things manually, deselect the "Set Date & Time automatically" checkbox.

To set the date, click on the month, day, or year in the field above the calendar to select it, and either use the up or down arrows to change the value, or type in the information. Or click on the correct date in the calendar graphic (use the left and right arrows to change the month).

To set the time, click on the hour, minute, seconds, or AM/PM in the field above the clock to select it, and either use the up or down arrows to change the value, or type in the information. Or click and drag the hands on the clock graphic to the correct time.

Click the Time Zone tab and either click your approximate location on the map or choose the city closest to you from the **Closest City** pop-up menu.

To change the way the clock displays on your Mac, click the Clock tab. In this pane, you can select where to display the time and date (in the menu bar or in a window), whether to view the time in digital or analog format, and a few other preferences.

Tip: You can customize various aspects of any application by choosing Preferences from the application menu.