

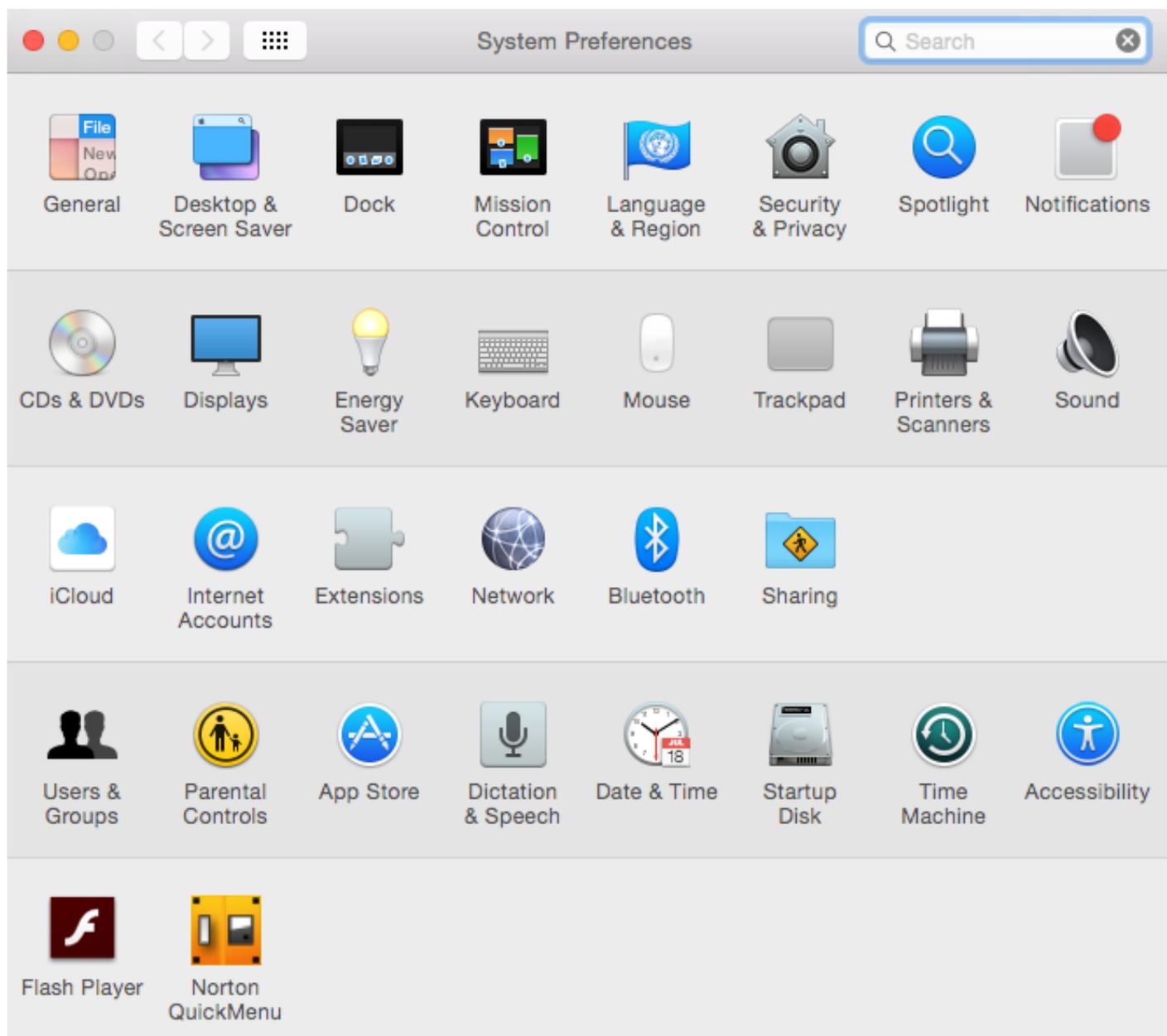
UNDERSTANDING AND USING the APPLE COMPUTER'S SYSTEM AND APPLICATION PREFERENCES

INTRODUCTION: Preferences exist for the computer itself, for a User's personal use and for each of the softwares which run on the machine. They are the way a User tells the machine and the individual software how he or she wants either or both the machine and the software to operate. They have already been set by the manufacturer for optimal use. You should, and are able, to change them only for a specific reason.

Preferences can be confusing because each is different and specific. However, each person will be dealing with only those for the softwares and the computer he or she uses.

IN CHANGING, WORKING WITH PREFERENCES, YOU CANNOT HURT THE MACHINE, ONLY MAKE IT ACT DIFFERENTLY.

SO: FOR THE COMPUTER: The total, overall, for every user's operation: Menu Bar> the apple at the left side>SYSTEM PREFERENCES These Preferences might look or be slightly different from a Desktop



or a Laptop or for the Version (new or older) of the operating system or software you are using: They can also change somewhat from one Operating System to an earlier or later one.

FOR EACH SOFTWARE: Menu Bar>under the name of the software actively running at the moment. That software's name is the word in the upper left of the Menu Bar next to the black apple. The word FINDER there means the computer itself, not a software.)

WARNING: Be especially careful, and be certain you know exactly what you are doing, before making any changes to the Preferences in MAIL (DO NOT TOUCH ACCOUNT PREFERENCES IN Mail unless you have a good reason — You will when you change an e-mail address or an internet service provider.)

PREFERENCES (way they look, what they do) ARE VERY DIFFERENT FROM ONE SOFTWARE, ONE ENTITY, ONE MANUFACTURER TO ANOTHER. But, Apple requires a conformity for any software which runs on a Mac -- In what they do, how they work, and how they look. After all, Macs are different from PC's.

Easy to change, BUT IMPORTANT TO REMEMBER WHAT CHANGES YOU HAVE MADE, SO THAT YOU CAN EASILY CHANGE THEM BACK TO WHAT THEY WERE, OR TO SOMETHING ELSE NEW AND DIFFERENT, IF NOT SATISFIED.

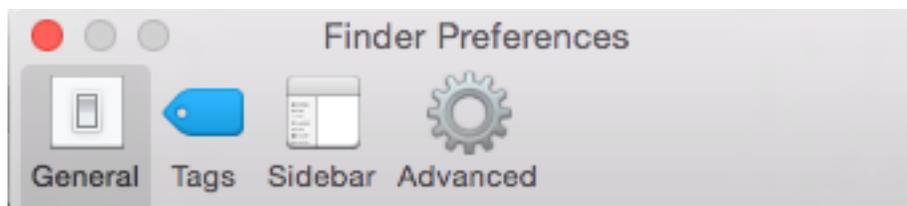
DON'T DO ANYTHING, MAKE ANY CHANGES, UNTIL YOU ARE SURE OF WHAT YOU WANT AND ARE DOING. DON'T BE AFRAID TO TRY SOMETHING NEW. PREFERENCES CAN BE CHANGED AT ANY TIME BACK TO WHAT THEY WERE OR TO SOMETHING NEW AND DIFFERENT.

If ever you have a question of what something means or if something you would like is possible or available for that specific software, use HELP, always there, the last choice available on the Menu Bar. Preferences are different and specific for each software or for the Operating System, so have that software actively running—the word in the upper left of the Menu Bar.

REMEMBER UNDO: Menu Bar>Edit: To Undo the action you have just made — However, you must not have clicked on the mouse or typed anything after making the action you want to undo.

Useful Preferences In SAFARI: General, Privacy, Notifications.

FOR THE FINDER: General Preferences: To get to the Finder, the computer itself, click on the desktop. An individual User's personal preferences in his or her use



CONCLUSION: System and Finder Preferences can seem to be confusing: System Preferences are for everyone using the computer Finder Preferences are for an individual User, and can be different for each User of the machine.

SUMMATION: 1. Any time you make a change, you can easily change back or to something else. 2. It isn't necessary to change any Preferences unless you have a reason to. 3. If you have a question, use HELP: (The last word in the Menu Bar at the top of the screen.) 4. Use caution. Pay attention to what you are doing, and do it for a specific reason.