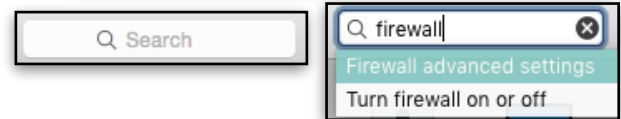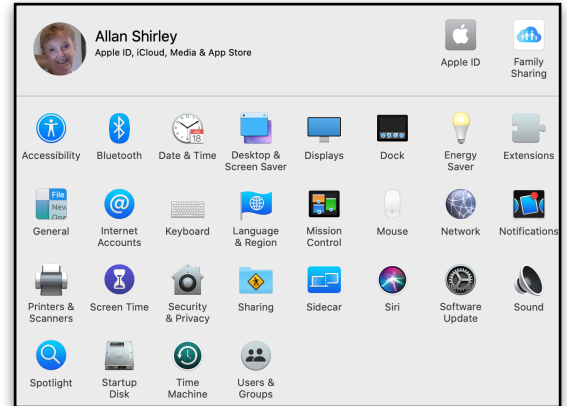# System Preferences

System Preferences

Find your **System Preferences** in the Black Apple Menu . This View is **Organized Alphabetically** from the **View Menu.** You should know where they are and what they do but **you probably will access them only once** so don't worry about remembering them **after you have set them to personalize your Mac!**

You can always **search** for the correct System Preference with the Search Bar at the **top right**. It will spotlight choices to match your search word.

Use the **View Menu>Customize** and **uncheck** those you don't use. Click Done. Reverse the process to show them again by adding a check in the box. Control click to remove third party Preferences.
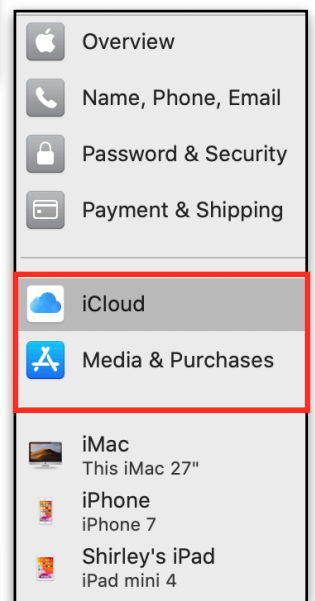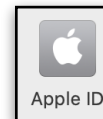
There is a question mark in the lower corner of each **opened Preference** to **explain** the **preference**. Click on it to see the information. Use the back arrow or the dotted icon to return to all System Preferences.

At the **upper left** you will see your picture or icon. If nothing is there except initials, double click on it and select a default icon, take picture with Camera or choose a photo from your photos. You may open Photo Booth (in you Applications folder) to take several pictures until you are happy with one.
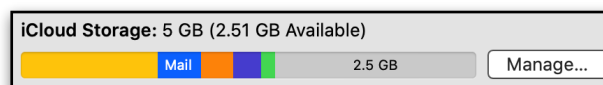
Click on **Apple ID** on the **upper right** and you will see this list under your picture with all your personal information, **be sure it is all correct**. This is another way to get into your iCloud settings.

In **iCloud** you will see checks for all the Apps on your Mac using iCloud. Below the Apps using iCloud you will see the iCloud Storage and what is still available to you. Apple gives you 5 GB free and you can click on Manage to pay for more. Purchased music, apps, books, and TV shows do NOT COUNT in the 5 GB. Hover over each colored strip below to see what it is.

Under **Media & Purchases** you probably will want to ask for a password for all purchases especially if you have guests using your computer.

At the bottom, see how much of the free storage is still available.

iCloud Storage: 5 GB (2.51 GB Available)

Mail   2.5 GB   Manage...

Be sure to check Optimize Storage. You will see a cloud icon if the item is stored in the cloud. Just double click the item and it will appear.

> ☑ Optimize Mac Storage
>
> The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older Documents will be stored only in iCloud when space is needed.
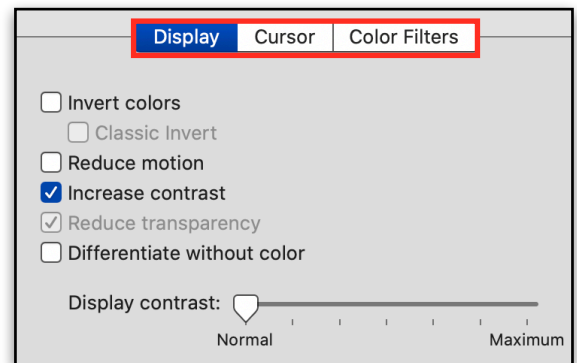
You may set up the items shown at the right for **Family Sharing**. I have found that having two computers or setting up a second user with all their own desktop and preferences is much better.

- Share purchased apps, music, movies, books, and TV shows.
- Share an Apple Music family subscription.
- Share an iCloud storage plan for everyone's photos, files, and backups.
- Share your location with family members and help find missing devices.
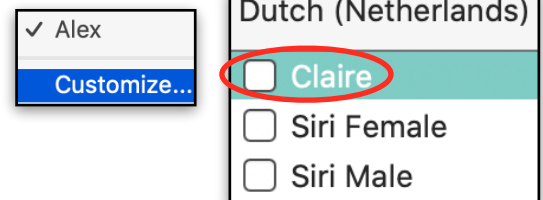- Share a photo album, family calendars, and reminders.

Accessibility

There are 14 categories that you can use. Read about them here: http://www.apple.com/accessibility/osx/ **The most notable are:**
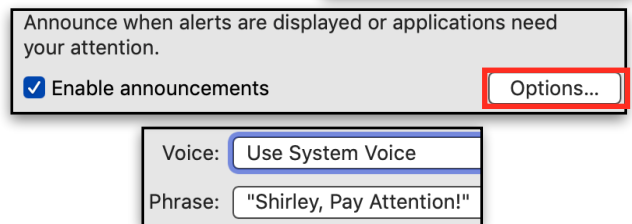
Display. Increase contrast & **Reduce transparency** makes everything easier to see in **Light Mode BUT** makes everything very black in **Dark Mode.** Set your **Cursor size** here, remember the **tip** causes the action. **Don't confuse** the Display contrast with the Cursor size. Color Filters allows you to change to Grayscale (artists use a lot) or any of the other color filters if you have a type of color blindness.
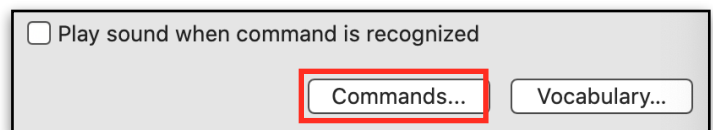
> **Display**   Cursor   Color Filters
>
> ☐ Invert colors
>   ☐ Classic Invert
> ☐ Reduce motion
> ☑ Increase contrast
> ☑ Reduce transparency
> ☐ Differentiate without color
>
> Display contrast: ▽
>   Normal   Maximum

Speech is next. You can use the default (Alex) System Voice **or** Customize to download one you prefer (they use a lot of **memory** so be careful). Select and click on **Play WITHOUT CHECKING** to hear them.

> ✓ Alex
> Customize...

> Dutch (Netherlands)
> ☐ Claire
> ☐ Siri Female
> ☐ Siri Male

Speech options will allow you to customize the announcements and the delay before it is brought to your attention. In **Options**, you can add a **Phrase** in **Edit Phrase List** to say your name to get your attention.

> Announce when alerts are displayed or applications need your attention.
> ☑ Enable announcements   Options...

> Voice: Use System Voice
> Phrase: "Shirley, Pay Attention!"

Voice Control> Commands gives you a list of words you can use with your computer or add to them with Vocabulary.

> ☐ Play sound when command is recognized
>   Commands...   Vocabulary...
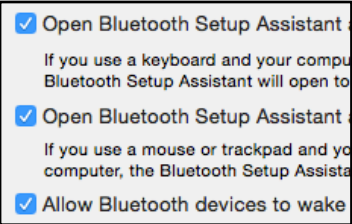
Siri Choose type to access if you are uncomfortable talking to your computer but be aware that that turns off Siri listening to your voice.
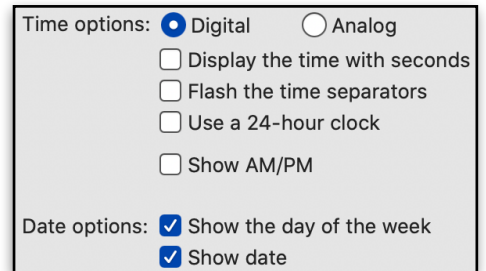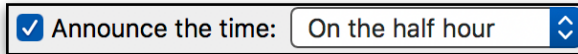
> ☐ Enable Type to Siri

Bluetooth

Bluetooth refers to your devices that are connected to your Mac wirelessly. All boxes in **Advanced** should be checked. It is also helpful to have **Bluetooth in the menu bar** (shown to the right) to check your percent of charge for your device (mouse, keyboard).

☑ Open Bluetooth Setup Assistant
If you use a keyboard and your compu
Bluetooth Setup Assistant will open to

☑ Open Bluetooth Setup Assistant
If you use a mouse or trackpad and yo
computer, the Bluetooth Setup Assista

☑ Allow Bluetooth devices to wake
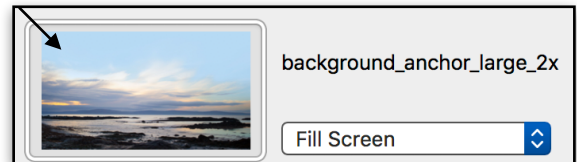
☑ Show Bluetooth in menu bar

Date & Time

Click on the **Clock Tab**, to can add the day of the week and date to the Menu Bar. **Check Announce the time** to remind you to **blink** to **save your eyes**, or to get up and **stretch** to **save** your **back**!

Time options: ⦿ Digital   ○ Analog
☐ Display the time with seconds
☐ Flash the time separators
☐ Use a 24-hour clock
☐ Show AM/PM

Date options: ☑ Show the day of the week
☑ Show date

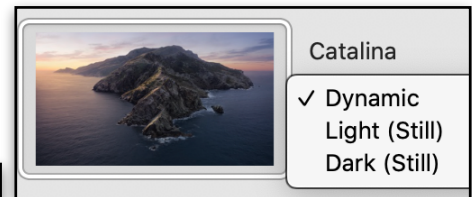☑ Announce the time: On the half hour

Desktop & Screen Saver

DESKTOP is fun to play with. There are about 70 **Apple** Desktop pictures. Using the **disclosure triangles** below you can use pictures from **Photos.** Click on the one you want to use or drag and drop a single photo into the "**Well**." Be sure and check **Fit**, **Fill or Stretch, etc**. Decide if or how often you want to change.
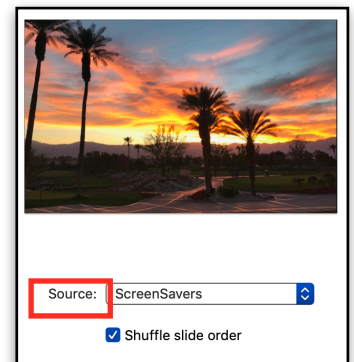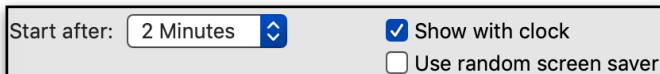
Well

background_anchor_large_2x

Fill Screen

Tip: In **Photos**, make an album called **Desktop** and put your favorite pictures there!

Use the Dynamic to see the picture change throughout the day. You must have Location Services turned on in Security & Privacy. Dynamic may reduce your battery life on laptops.

Catalina
✓ Dynamic
Light (Still)
Dark (Still)

SCREEN SAVER will allow you get up and walk away **IF** you set **Screen Saver** and the **Energy Saver Preference** to work in **tandem**. I like **Ken Burns** on the **left** then click on **SOURCE** to choose pictures from your **Photos. Tip:** Make it easy by putting your favorite photos in an **Album** and title it "**ScreenSavers**".
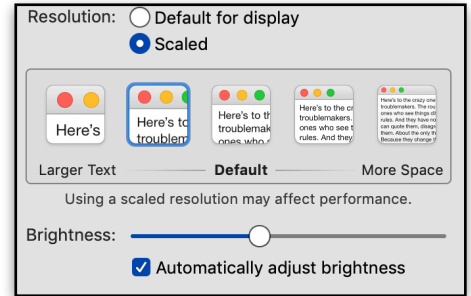
Recent Photos Events:
Albums
Shared
People

Default Collections:
Landscapes
Sierras
Flowers
Colors
Catalina

Choose Folder...
Photo Library...

Source: ScreenSavers
☑ Shuffle slide order

Start after: 2 Minutes   ☑ Show with clock
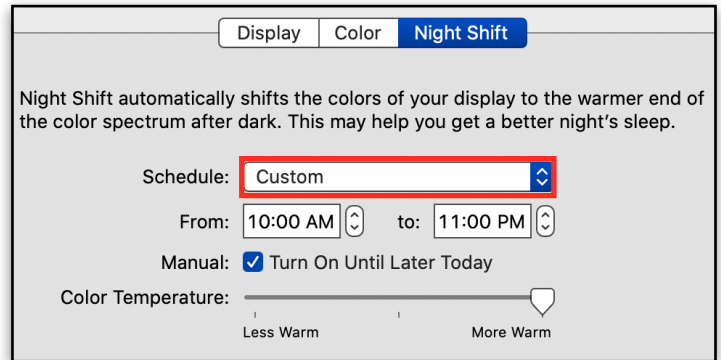☐ Use random screen saver

Display

If you have a **Retina Mac**, choose **Scaled** to change how large **Menu bar text** is. The Mac goes dark for an instant.

On a non-Retina Mac, **Change** the Resolution to **Scaled** to enlarge your Menu bar text. The **smaller** the **number**, the **larger** the **text**, **but not** as sharp. The screen goes black for just a second during the change.
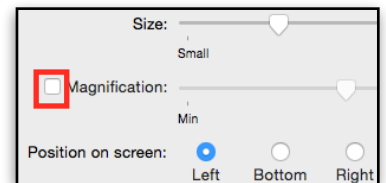
Night Shift (**newer** Macs) allows you to turn down the blue light from your Mac which suppresses melatonin, a hormone that promotes sleep. I really like the less blue light all day so I schedule it from 10 A.M. to 11 P.M. After using it this way, going back to the blue light is really glaring!
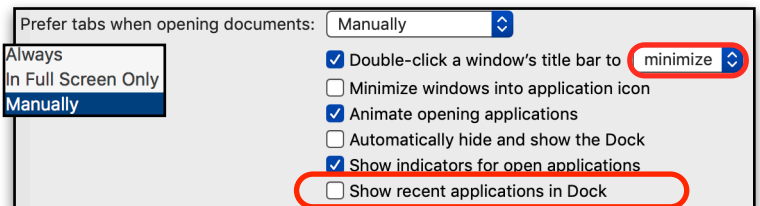
Dock

Here is where you set the Dock up to look like you want it. Large will stretch to within in about a half inch from the edge of your screen. If Magnification drives you crazy, as it does me, uncheck it here. I prefer my Dock on the Left as the screen is wider than it is high.

Double-clicking a title bar **default** is to **Zoom**. I use **Minimize** more often because it easier to double click the title bar than click the tiny yellow button. If you **Minimize** windows into an app, you have to remember the app and use the Control key to open them. **Animate** opening jumps the dock icon to show it is opening. **Automatically** hide requires you to mouse to the Dock area every time you want access (tedious mousing). Show indicator lights helps you know how many apps are running (**Command +Tab** does too). Many open apps may slow down your Mac.

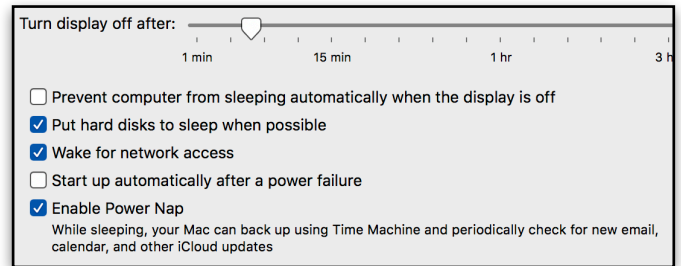I'm not fond of Tabs, so I choose to use them Manually.

"Show recent apps in Dock". It may be helpful to you as you can bring the app back right away. Or, you may find it is a distraction, as I do.

Energy Saver

Set your Energy Saver so you can get up and walk away from your computer. Set it to work in tandem with Screen Saver e.g., set Screen Saver at 2 minutes then Turn Display off at 3 minutes and Hard Disk when possible. **Wake** for **Network** access is needed to share printer and to use Find My Mac. **Power Nap** on **newer** Macs allows your Mac to auto-check for email, system updates/notifications and run a Time Machine backup. Note that **Laptops** may have slightly **different** energy saver options depending on power or battery and you can add a menu icon to show percent of battery charge.

Turn display off after:

1 min   15 min   1 hr   3 h

☐ Prevent computer from sleeping automatically when the display is off
☑ Put hard disks to sleep when possible
☑ Wake for network access
☐ Start up automatically after a power failure
☑ Enable Power Nap
   While sleeping, your Mac can back up using Time Machine and periodically check for new email, calendar, and other iCloud updates

You can also use **Schedule** to automatically wake your Mac and shut it down. [Schedule...]

☑ Start up or wake   Every Day ⬍   at   9:00 AM ⬍
☑ Sleep ⬍   Every Day ⬍   at 12:00 AM ⬍

Extensions

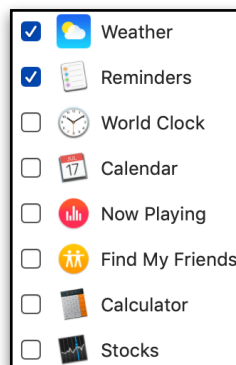**All** shows third party extensions that **you** have added.

Actions and **Photos Editing** allow **Markup** in **Mail** and **other apps.** It is used primarily for PDFs & photos you are sending. To use it on a PDF or photo sent **TO** you, you must have Mail>Edit Menu>Attachments> "*Include attachment in reply*" selected.
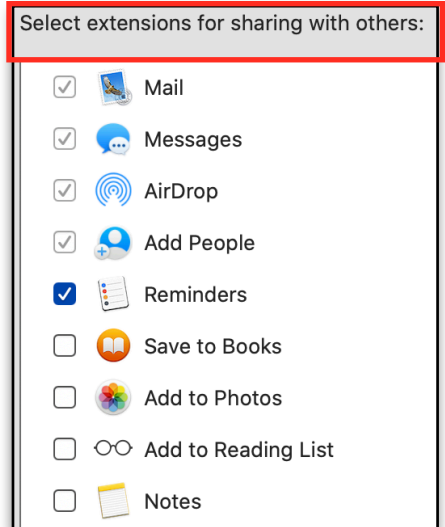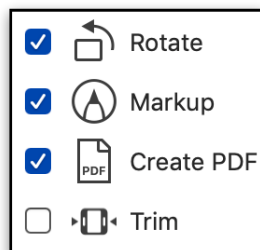
☑ Ⓐ Markup

Share Menu You can select what is shown here. Some are pre-checked. **Drag** in the order you want. Add only the ones you use. **Note:** Apple has removed Twitter, Facebook and LinkedIn for security reasons.

Select extensions for sharing with others:

☑ Mail
☑ Messages
☑ AirDrop
☑ Add People
☑ Reminders
☐ Save to Books
☐ Add to Photos
☐ Add to Reading List
☐ Notes

In **Today** check items to show in the Notification Center. Drag them in the order you want.

☑ Weather
☑ Reminders
☐ World Clock
☐ Calendar
☐ Now Playing
☐ Find My Friends
☐ Calculator
☐ Stocks

Finder has what you can do with "Quick Actions" and the Preview Pane.
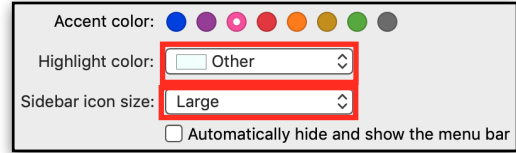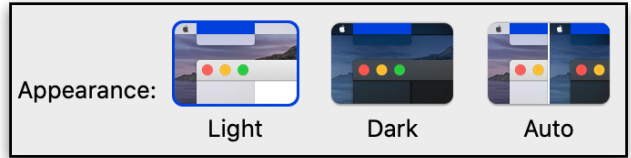
☑ Rotate
☑ Markup
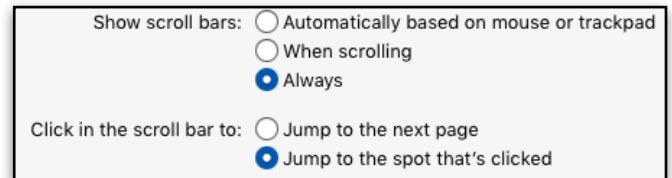☑ Create PDF
☐ Trim

System Preferences

General

Try the **Dark or Auto Appearance**. The **Accent** color is for all your buttons, menus and disclosure choices.

Note: Look back at Accessibility >Display (page 2) to see how those choices affect Dark Mode.
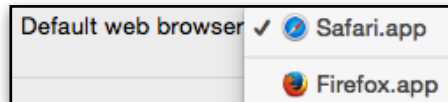
Your **Highlight color** should be light enough to allow text to be read. **Sidebar icon size** controls Finder and MAIL sidebars. I don't know why anyone would want to hide the Menu Bar. You would have to continuously mouse up to find it. That is too much mousing for me.
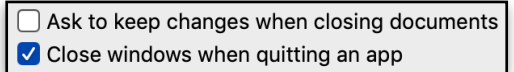
Always Scroll is the best otherwise you are constantly looking for the scroll bar. "Click in scroll bar to" is your choice.
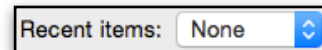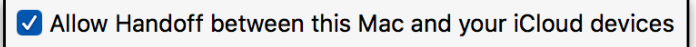
Choose browser default here.

After you **First** Save a document, "Auto Save" takes over. Unsaved changes are automatically saved when you close a document.

I don't use **Recent Items**. Go to the Menu, Recents to use.

Use Handoff if your Mac and devices are **new enough**. This has to be checked to use Universal Clipboard (to copy on one device and paste on another).

Font smoothing gets rid of pixillation where it can. Unchecked, you will see lighter text.

Internet Accounts

If you haven't set up your email account yet, set it up here. Click on the server for the account (e.g. iCloud, Google etc., which are **I**nternet **M**essage **A**ccess **P**rotocol accounts), put in your email address and password and the computer automatically sets it up in Apple Mail. If you have an older "local" account that uses POP (Post Office Protocol account like verizon.net) use **"Other"** at the bottom of the list.
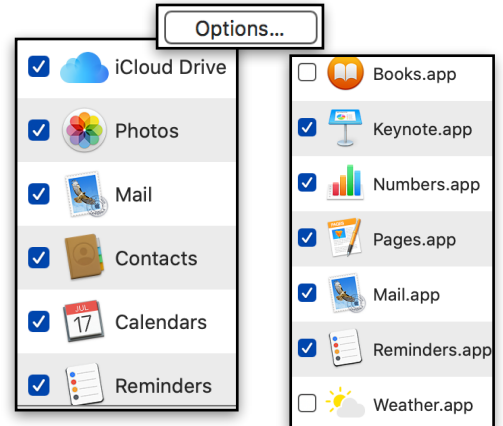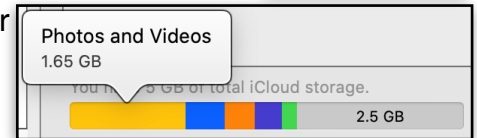
Internet Accounts (cont.)

For SECURITY reasons Apple has removed: Twitter, Facebook, LinkedIn, Vimeo and Flickr.
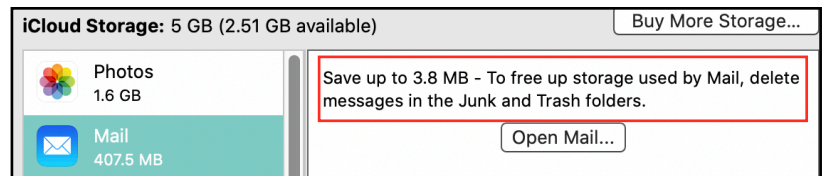
Once you set up your account(s), Click on iCloud and **Check** what you want to **sync** to your **other devices.** You must have an Apple ID and be signed in to the **same** Apple ID on all your devices. Note the OPTIONS in **iCloud Drive** which allows you put **Desktop & Documents Folder** in iCloud (useful if you are running out of HD space). In iCloud Drive, I only store Keynote, Numbers, Pages, Mail and Reminders so they sync to all my devices.
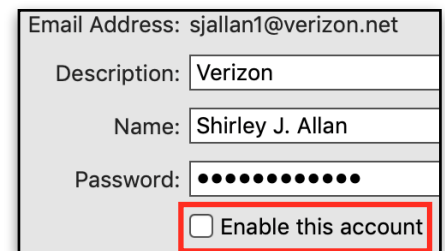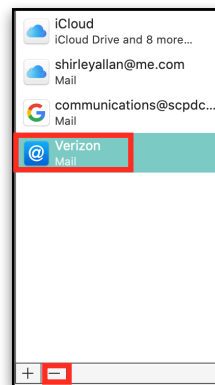
At the bottom, your storage shows **again**. You can hover over each colored area to see how much storage you are using in iCloud. Photos and especially Videos always take the most space.

Click on **Manage** to see **options** for **each App**. Click on an App on the left, to see what to do to reduce the Storage. Click on **Manage** to **Buy More** for a monthly cost if you need it (99¢ for 50 GB)

Delete an account by clicking on an email that you no longer use in the left column, and press the minus at the bottom OR click on the account and **uncheck Enable this account** to keep it around for emergencies!

Keyboard

KEYBOARD: Uncheck *"Use F1"* to use the Function Keys as depicted with pictures on your keyboard's top line of keys. **Check it** to use **F10,** to bring up the foremost window, (hide other windows), **F11** to clear the desktop sending windows to the sides.

TEXT allows you to input key combinations to result in another thing being typed. Delete those you won't use. Use the Plus to add and select and use Minus to delete.
Check **Correct your spelling** automatically in the **language** you choose just below. Use **Auto Cap** and **double-space to get a period** if you like.

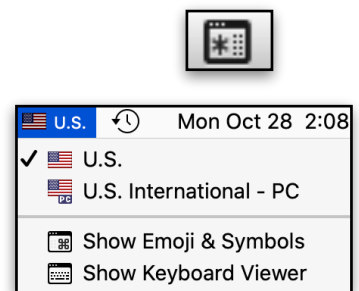| Replace	^	With
!!!		Now is the time for all goo...
(c)		©
***		The quick brown fox jumps...

☑ Correct spelling automatically
☑ Capitalize words automatically
☐ Add period with double-space

SHORTCUTS are listed. You can add to the list, uncheck those you don't use or change the keyboard shortcut. Note Screen Shots here.

Keyboard		☑	Save picture of selected area as a file	⇧⌘4
Input Sources		☐	Copy picture of sel...area to the clipboard	^⇧⌘4
Screen Shots				

INPUT SOURCES refers to all the languages you may use. Click the **Plus** to see them all. To see an American Flag as the icon for the input menu, search for and click on **U.S. and US international PC.** It replaces the rather blah icon of the input menu in the menu bar (check to show). Scroll down to Emoji or Keyboard viewer to use.

☑ Show Input menu in menu bar
☐ Automatically switch to a document's input source

🇺🇸 U.S.   🕐   Mon Oct 28 2:08
✓ 🇺🇸 U.S.
🇺🇸 U.S. International - PC
⌨ Show Emoji & Symbols
⌨ Show Keyboard Viewer

DICTATION works in Pages (Word Processing), TextEdit, Mail and Safari's Google search. Use it for short bursts of text (**about 30 seconds**) and don't forget to say the punctuation!

Press the **fn key twice** to **activate** the microphone, start dictating after the beep, press the **fn key once** to **stop or** click **done** on the microphone icon.

When you use Siri and Dictation, the things you say and dictate will be sent to Apple to process your requests. In addition to these audio recordings, your device will send other Siri Data, such as:

• contact names, nicknames, and relationships (e.g., "my dad"), if you set them up in your contacts;
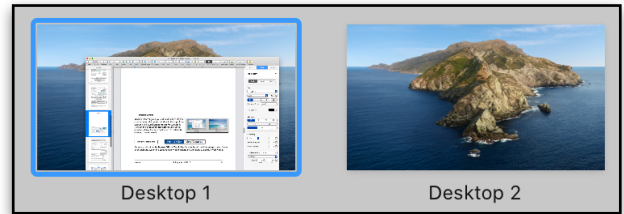
🎤 Done

Language & Region

Click the plus to change to a different language for your menus, websites, and messages here. Drag to place them in order. If you add to **Input Sources** (above) they will be added to the list. **Type** in a different language by choosing the language and use the **Keyboard Viewer** in **Input Sources** to see the keys you are typing.

System Preferences

Mission Control

Mission Control gives you virtual desktops. **Set F9 to start it.** Click on the **plus** at the **top right** to add virtual desktops. Drag the item back down to delete the desktop. I never use it.
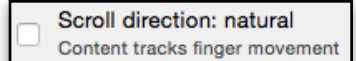
Desktop 1   Desktop 2
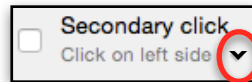
Mouse & Track Pad

Point & Click   More Gestures

Be sure and look at the **Mouse OR** the **Track Pad** to see all the different gestures. Hover over each and watch the video to see what checking the box does to decide if you want it.

Point & Click tab: "Scroll direction: Natural" is the opposite of older systems but similar to other Apple Devices (I'm too old to change).
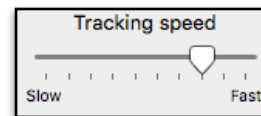
Scroll direction: natural
Content tracks finger movement

Note the tiny **disclosure V** that gives you **more choices when checked** in both Point & Click and More Gestures.

Secondary click
Click on left side

Turn off (uncheck) those that bother you (e.g. accidentally triggering Smart Zoom)

Make your **cursor move faster** across the screen here.
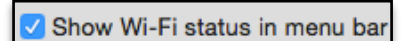
Tracking speed
Slow   Fast

Note: Latest models of MacBooks, MacBook Pro and the Magic Trackpad 2 have "**Force Touch.**" It is enabled by default. Turn it off or adjust its pressure at System Preferences> Trackpad.

Network

If you have a Network Modem you want Wi-Fi at the top. Check "Show WiFi Status in menu bar." See it connecting (all dark stripes).
If you have a wired connection, you want **Ethernet** at the top.
If you have a **laptop** and take it away from home you want **Ask to join new networks** checked. It will remember those joined.

☑ Show Wi-Fi status in menu bar

Notifications   Controls the Notifications Center on the top right menu bar.

Click on **Do not Disturb**. Set the time on the right.

Drag to sort the most used to the top and least used to the bottom.

Turn off those you don't use.

Allow Notifications from Books

Turn on Do Not Disturb:
☑ From: 9:00 PM to: 8:00 AM
☑ When the display is sleeping
☐ When the screen is locked
☑ When mirroring to TVs and projectors
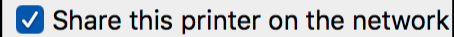

Notifications (cont.)

For those you choose to show in Notifications, choose **Banners** which slide out and go away automatically or **Alerts** which must be dismissed or postponed.

Printers & Scanners

Choose your default printer here and change to **Scan** to use it as a scanner. Choose to Share so you can print from other devices if you have an "air print" printer.
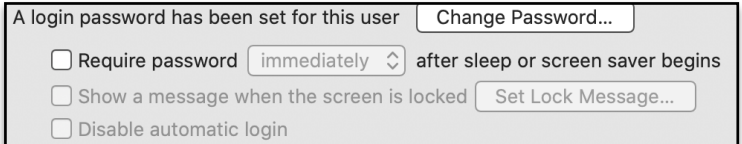
Print | Scan

☑ Share this printer on the network

Screen Time

You may turn on and monitor the time you spend on different Apps or all Apps; how may times you receive notifications etc.

Security & Privacy

GENERAL: Choose to change your current password here **OR** to change to your Apple ID password here (you have to know your current password). BUT using an Apple ID password prevents auto login in "Users & Groups."
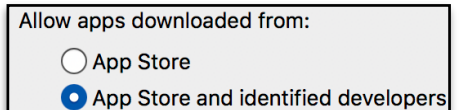
A login password has been set for this user   Change Password…
☐ Require password immediately ⌄ after sleep or screen saver begins
☐ Show a message when the screen is locked   Set Lock Message…
☐ Disable automatic login

If you use a Laptop and use it in an unsecured place, Disable automatic login, here and in Users & Groups.

The **General** tab contains **Gatekeeper at the bottom.** If you download and want to install an app that does not have a **Signed Certificate** from Apple, go to Security & Privacy. You **might** be able to open the App that you are sure of by Control clicking it and selecting "Open."

Allow apps downloaded from:
○ App Store
◉ App Store and identified developers

A **Signed Certificate** from Apple means the app is encrypted to Apple's Standards. This reduces the chance of malware. Apple can revoke a certificate for malicious activity and prevent the app from running on Macs. Only download from the App Store or from a known developer, not from a third party to be safe.

FILEVAULT encrypts everything. Forget your password and you will never see anything again!

FIREWALL is really not needed if you have a router or a Modem that contains a router (which is a hardware Firewall) but it is always safe to have it on.

● Firewall: On

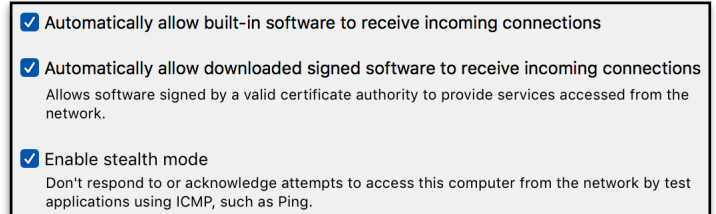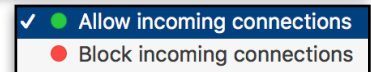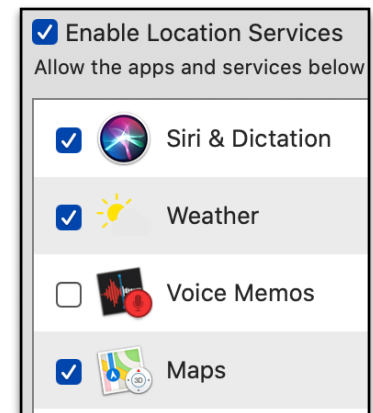## Firewall Options...

Firewall Options I would never block all incoming as it will prevent all sharing services. Options mean that the firewall is allowing that app to send and receive network traffic. **Your Mac will** determine whether or not an app should be allowed to send and receive depending on the validity of the certificate. You may add apps by clicking disclosure triangle but I wouldn't do it unless you are very sure.

Printer Sharing	● Allow incoming connections
com.apple.WebKit.Networking	● Allow incoming connections
Ⓠ Quicken 2016.app	● Allow incoming connections

✓ ● **Allow incoming connections**
● Block incoming connections

☑ Automatically allow built-in software to receive incoming connections

☑ Automatically allow downloaded signed software to receive incoming connections
Allows software signed by a valid certificate authority to provide services accessed from the network.

☑ Enable stealth mode
Don't respond to or acknowledge attempts to access this computer from the network by test applications using ICMP, such as Ping.

Privacy controls which app has access to things like Location, Contacts, Calendars, Reminders, Accessibility and Analytics etc. Make sure that only certain apps have access to your sensitive data.

Click on **Location Services** in the left column and **System Services Details** the right column at the bottom of the list to determine if you want location based suggestions etc.
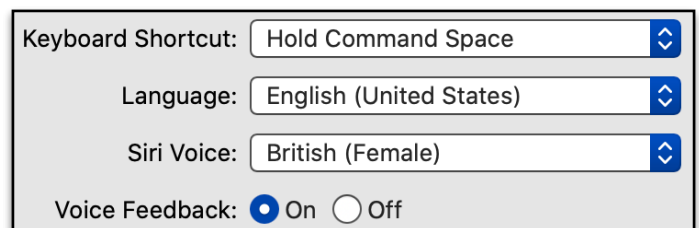
☑ Enable Location Services
Allow the apps and services below

☑ Siri & Dictation
☑ Weather
☐ Voice Memos
☑ Maps

Sharing

Turn on **Screen Sharing** ONLY **when** YOU **initiate the contact to a trusted source (e.g.,Apple)**. **Bluetooth** sharing allows you to pass documents to other devices in close proximity. **Printer Sharing allows you to print from** another room and from other devices to a printer that is ON but paused. There is no need to turn Printer sharing for AirPrint printers.

Printers:
☐ Brother QL-570
☑ HP ENVY 5660...

Users:
👥 Everyone   Can Print

Siri

Siri is there to help by asking. Fun to play with as you saw in the Desktop Class. You can change her language and voice here.

Keyboard Shortcut:	Hold Command Space
Language:	English (United States)
Siri Voice:	British (Female)
Voice Feedback:	● On ○ Off

Software Update

Is here as well as in "About this Mac" from the Apple Menu. I have all the items in **Advanced** checked.

☑ Automatically keep my Mac up to date   Advanced…

Sound

Select your "Alert" sound and be sure you Show Volume in Menu Bar. **Input** has to be all the way to the right to pick up a soft voice for Siri and for sending Video emails.

Select an alert sound:
Name
Ping
Pop
Purr

☑ Show volume in menu bar

Sound Effects | Output | Input

Spotlight

Check Only those areas you want Spotlight to search. Click on Spotlight in the menu bar (Magnifying glass) and it appears in the middle of your screen. Place it where you want and it will open there the next time. Type in your search in natural language. Spotlight searches the web, music, app store, movies, restaurants and maps, sports team's schedule/scores etc. Queries using **Spotlight Suggestions and Look up** will be sent to Apple but is not associated with you. If you do not want this to happen, uncheck Spotlight Suggestions.

☑ Mail & Messages
☐ Movies
☐ Music
☑ Other
☑ PDF Documents

☑ Allow Spotlight Suggestions in Look up

Time Machine

If you use an external Hard Disk as a back-up, check to show it in the Menu bar. When back ups are happening the tail of the circle will show a triangle. **If you unplug your back up drive and leave Time Machine** on it will back up to your internal **startup drive** once every 24 hours. NOT GOOD as it will fill up your computer. **Options** allows you to exclude items from the back up.

☑ Show Time Machine in menu bar

Users & Groups

See the current user on the left, Other users will be under it.

Your Admin (computer) password need not be long but your Apple ID password should be very long. A forgotten Adm. Password can be accessed by clicking on the ? in the password box when you are logging in. A tiny message appears letting you know that "if you forgot your password, you can reset it using your Apple ID. Click the ➡ button to bring up the Reset Password. **Be aware that it will reset Keychain.**
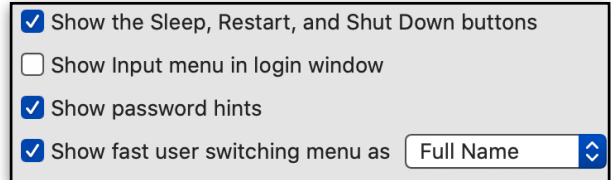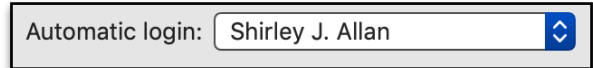

At the **bottom left** you will see the **Login Options**. Home Desktop users can choose the **Automatic Login** so you don't have to type in a password each time. **If you use your Apple ID password to Log in to your Mac or if you have enabled File Vault, you can NOT use Automatic Login.**
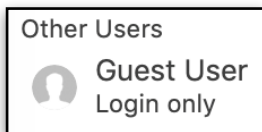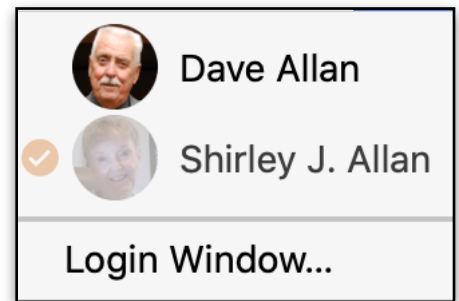
With Login Options, you do want to have Sleep, Restart etc. shown as well as password hints.
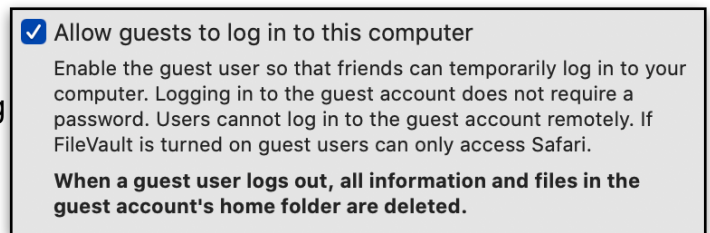
Click the **+** to add another user (generally a Standard User who can install and change their own settings but can't add or change other users settings). Always fill in Password hints to save yourself trouble!

Fast User Switching can be used by two or more users without logging out and logging back in. Each users has their own desktop picture, document files, settings etc. Click on the account to use and the desktop screen appears to turn around to that person's account to sign in with their password. Everything is left open on the first account and is available immediately as soon as the first user signs back in. The Grayed out account is the one in current use.

You can allow a Guest User. When they log out, all information they used is deleted.

How to use a blank Password.
Open Users & Groups, click the lock and enter your administrator password. Click your username on the left and select Change Password; Enter your Old Password but don't put anything under New Password; Click Change Password and agree to have a blank password. Don't know if this still works!

That's all folks !