



System Preferences

Show help in all areas

Personal



General



Desktop & Screen Saver



Dock



Mission Control



Language & Text



Security & Privacy



Spotlight



Notifications

General	Scroll bars -- show or hide Sidebar icon size
Desktop and Screen Saver	Change desktop picture and screensaver pictures/options
Dock	Change size and location
Security and Privacy	Do not change password!
Spotlight	Add private folders, if necessary Delete and order types of documents
Notifications	Alert style Set to none to not get notified. Close in the notification center also

System



Users & Groups



Parental Controls



Date & Time



Software Update



Dictation & Speech



Time Machine











Accessibility



Startup Disk

Date and Time	Automatic change Change clock style -- 24 hours, 12 hours
Software update	Uncheck automatically?
Dictation and Speech - Text to Speech	Turn dictation on to hit FN key twice to record voice in a word processing program Text to speech - select voice and rate
Accessibility	Look through these on your own -- can change cursor size, zoom options, voice over (enable) -- this talks over everything you do.

Hardware							
 CDs & DVDs	 Displays	 Energy Saver	 Keyboard	 Mouse	 Trackpad	 Print & Scan	 Sound
CD's and DVD's	Insert CD/DVD blank -- leave as is Change the video to open in VLC or DVD Player and change picture or music as you like.						
Displays	Mirror optioning in the bottom						
Energy Saver	Batter and power adapter Change computer and display times as necessary						
Keyboard	Look through keyboard shortcuts						
Trackpad	Look through trackpad options under point and click, scroll and zoom, and more. Activate and deactivate as necessary.						
Print and Scan	Set default printer to hallway printer and click on options and supplies, driver, and be sure optional duplex unit is clicked.						
Sound	Headphones and microphones -- manually switch when USB is inserted.						

