

MAC LESSON #5

ALPHABETICALLY ORGANIZE SYSTEM PREFERENCES

One of the things I use most often on my Mac computer is System Preferences. By default, OS X, the Mac Operating System program, puts all the individual preferences in horizontal rows. They are sorted by four categories, which include Personal, Hardware, Internet & Network and System.

That's all fine and good if you know exactly which category to look under. But if you're new to the Mac system, you'll appreciate a feature that let's you sort preferences alphabetically rather than by category. That way you'll know that Mac and Accounts are at the top while Startup Disk and Universal Access are at the bottom.

All you have to do is open the System Preferences window, go under the View menu, and choose Organize Alphabetically. You can always go back to Organize by Categories.

