

## Adjusting System Settings

It is sometimes necessary to change the settings on the computer system you are using. Settings that you need to know how to change for the OCR Functional Skills examinations are:

- Volume
- Brightness
- Desktop background
- Colours
- Mouse settings
- Screen resolution

The methods outlined below use Microsoft Software. If you use different software your teacher will guide you to similar methods.

### CAUTION!

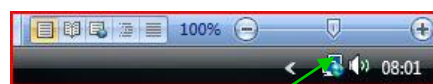
Any change in settings can affect the way you see and use your computer. Seek advice if you are not sure what effect changing the settings will make.

Some computers have been 'locked' so changes cannot be made. Ask the technicians or your teachers for help and advice if that is the case.

### Changing the volume

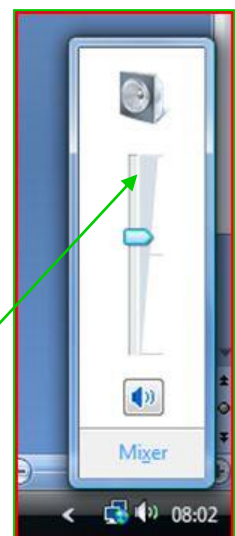
The volume of sound would need changing for a number of reasons.

- To make it louder for a hard of hearing person.
- To make it softer because there are other people in the room doing other things.
- To switch it off because you are in an examination.



Find the loudspeaker symbol and click it

Drag the slider with the mouse



## Changing the brightness

There are usually controls on monitor you are using to change the brightness and contrast.

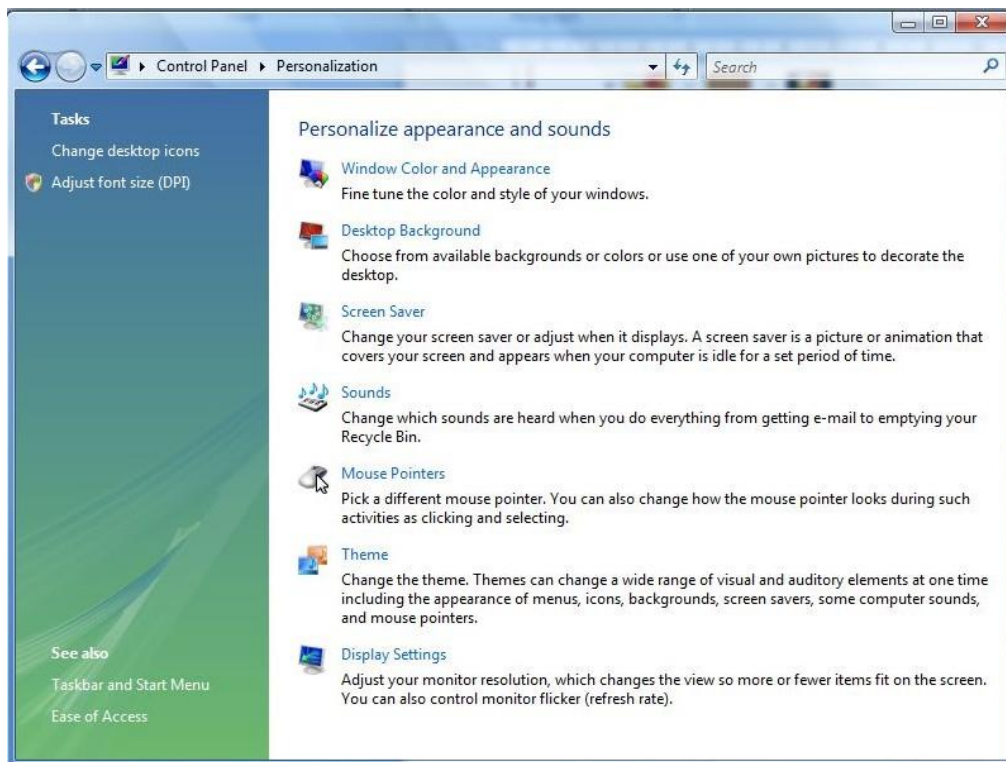
You might need to change these settings:

- on a sunny day
- if you have sensitive eyesight
- to make an image clearer to see.



## Personalising your computer

Use the personalising settings option from the control panel.

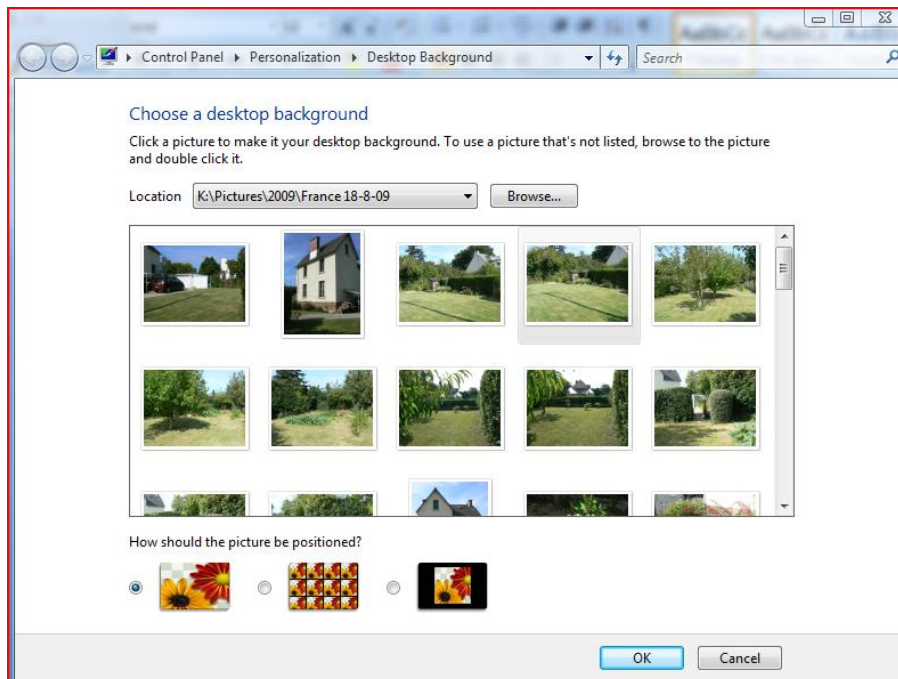


## Changing the desktop background – wallpaper

Use the **control panel** to choose a desktop background. This is sometimes called wallpaper.

You might want to change the wallpaper because:

- You want a personal picture on it such as a child, friend or pet.
- Your company wants a company logo to appear.



## Screen saver

Screen savers are moving images that come on automatically after a set time which you can adjust. They are for amusement or security. (When a screen saver is playing no one can see your screen. If a password is required to unlock the computer you will have to type it in to stop the screen saver working.) You can use built in screen savers, buy them or even create your own.

Use the **help** functions of the computer to find out how you can create your own screen saver on your machine.

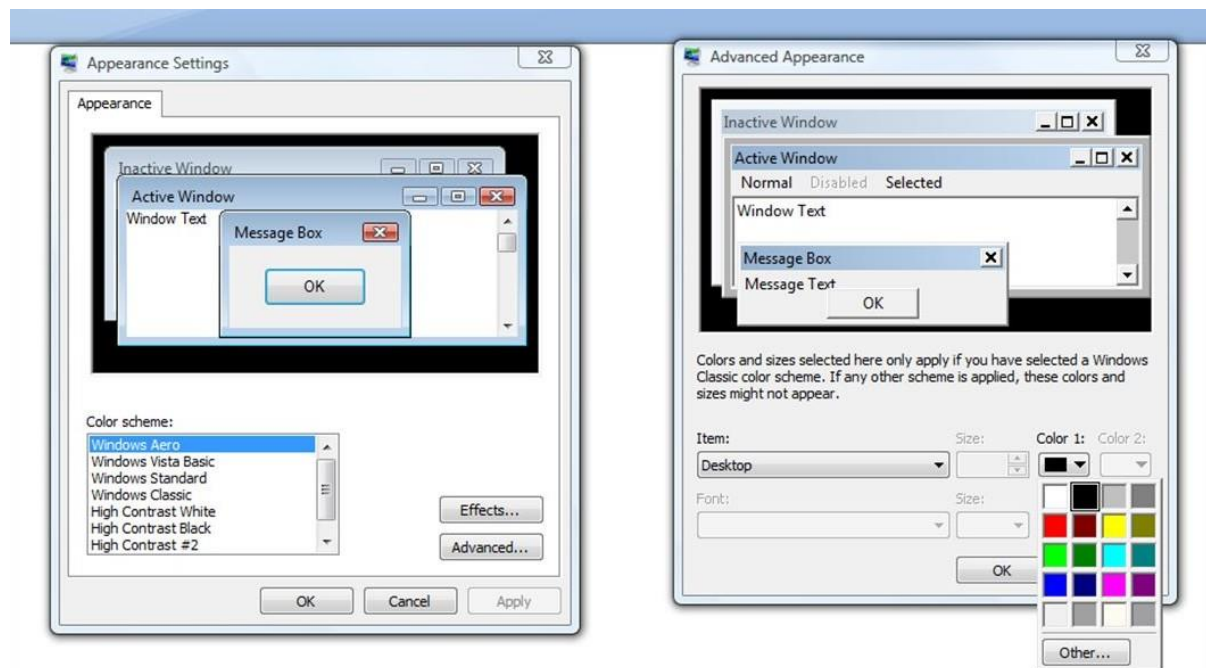
## Changing the colours

Back ground colours can be changed:

- if your eyes are sensitive to certain colours
- you have a preference for one colour or another
- A certain colour gives your company a corporate identity.

It is also possible to change the colours of the appearance of almost any of the Windows fonts.

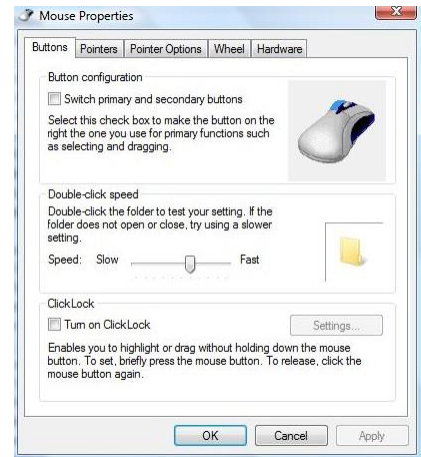
(Choose colour and appearance from the control panel. The exact wording will depend on the version of Windows you are using.)



## Changing the mouse settings

Many people find the mouse difficult to use or have difficulty seeing the pointer on the screen. It is possible to change many mouse settings including turning a mouse into one more suitable for left-handed people.

Find the 'mouse' link in the control panel and explore some of the effects.



## Changing the screen resolution

When an image is displayed, the **resolution** is described by how many pixels per inch are capable of being shown on the monitor. (A pixel is one dot on the screen.) So if you have a high density screen the picture will be clearer than on a low density one. If you right click your screen and go to **properties** you will find a display similar to the one shown below. This will not only show you the resolution of your screen but allow you to experiment with different screen resolutions.

