



Inter-Cultural Association of Greater Victoria

BUILDING CULTURAL CONNECTIONS

Computer Essentials

Finding and changing Settings

Why settings are important

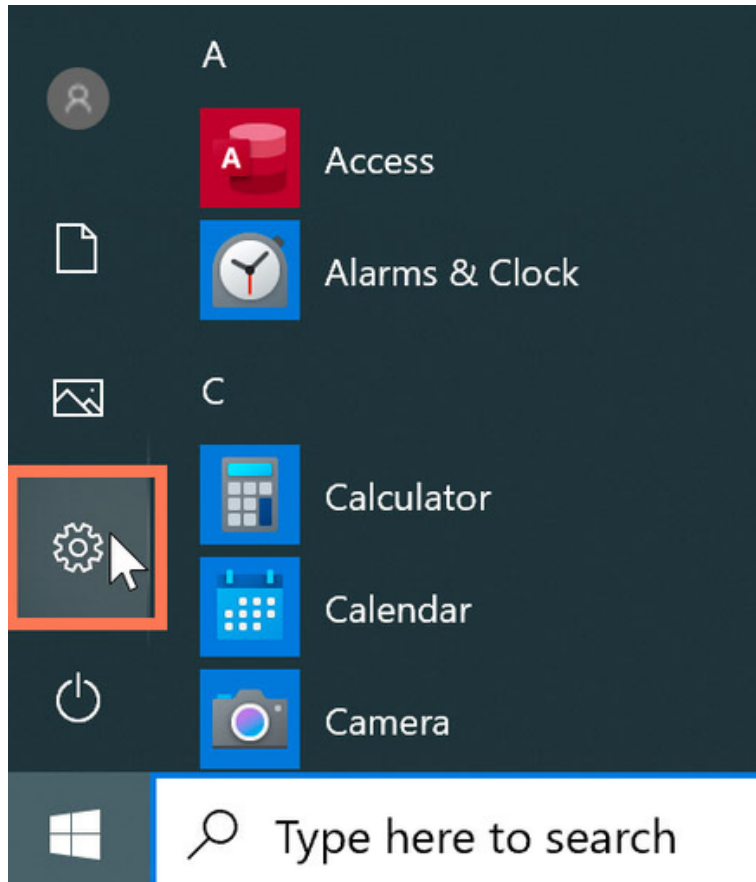
Settings are how you can adjust how your devices work to be more comfortable for you. Examples include:

- What language you use
- Visibility options (bigger mouse, text)
- Colours
- Updates and security (passcodes, PINs)

The first thing you should do when you get a new device is make sure you know how to get to settings and make changes.

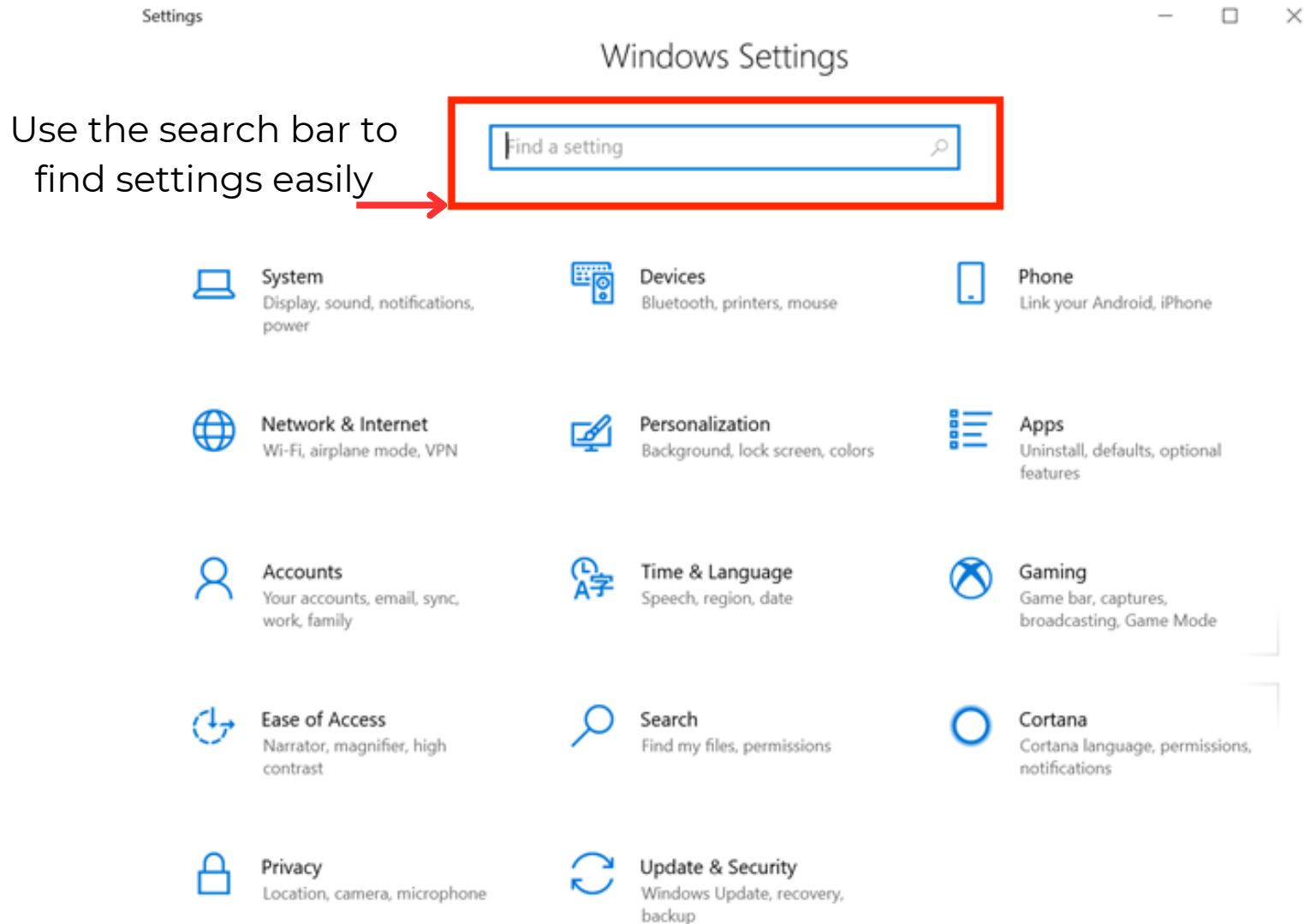


Computers - Microsoft

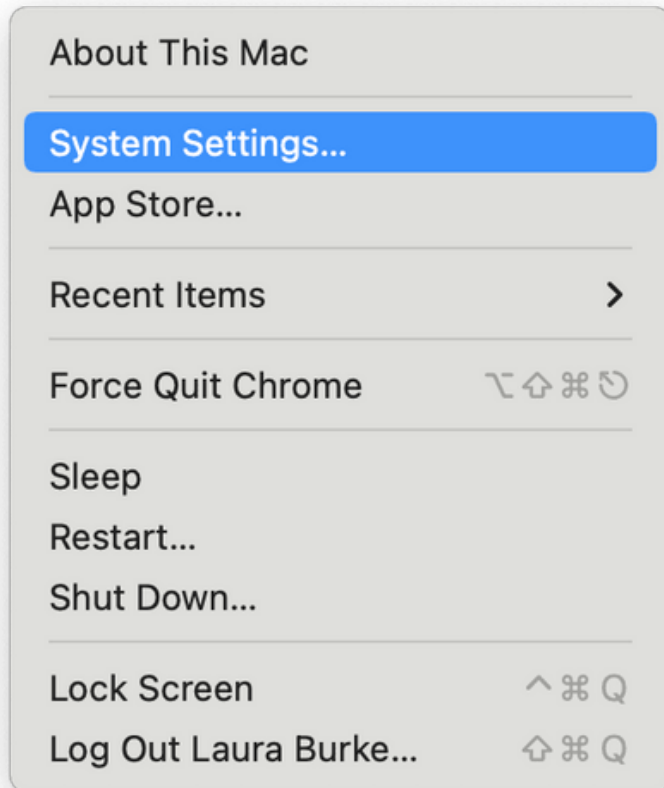


- Open the start menu
- Click the gear icon or type “Settings” in the search bar to open Settings.

Computers - Microsoft



Computers - Mac



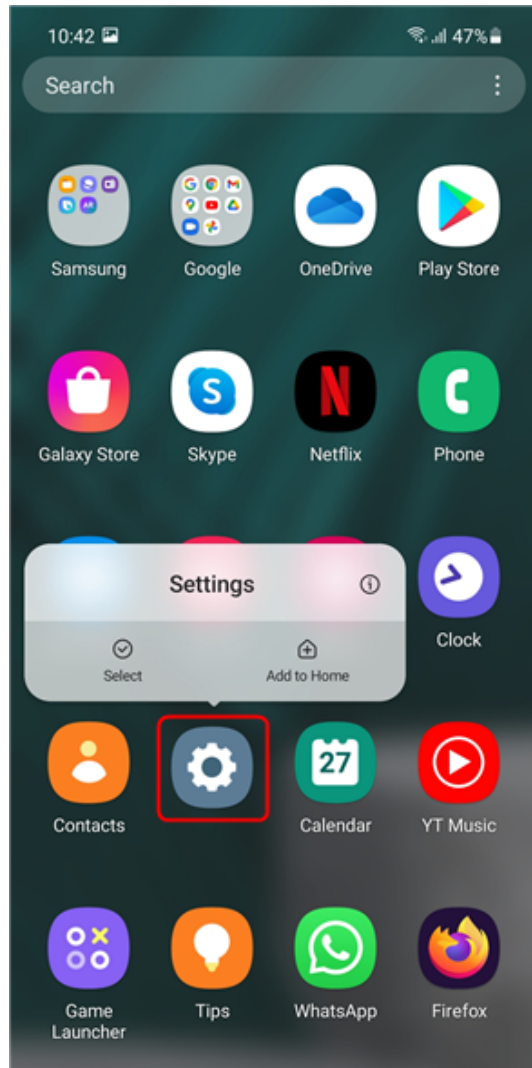
- Click on the Apple icon
- Select “System Settings”
- You can also click the Settings Icon in the Dock

Computers - Mac



- You can use the search bar to find settings quickly.
- Apple Settings can also show you how much storage space you have used.

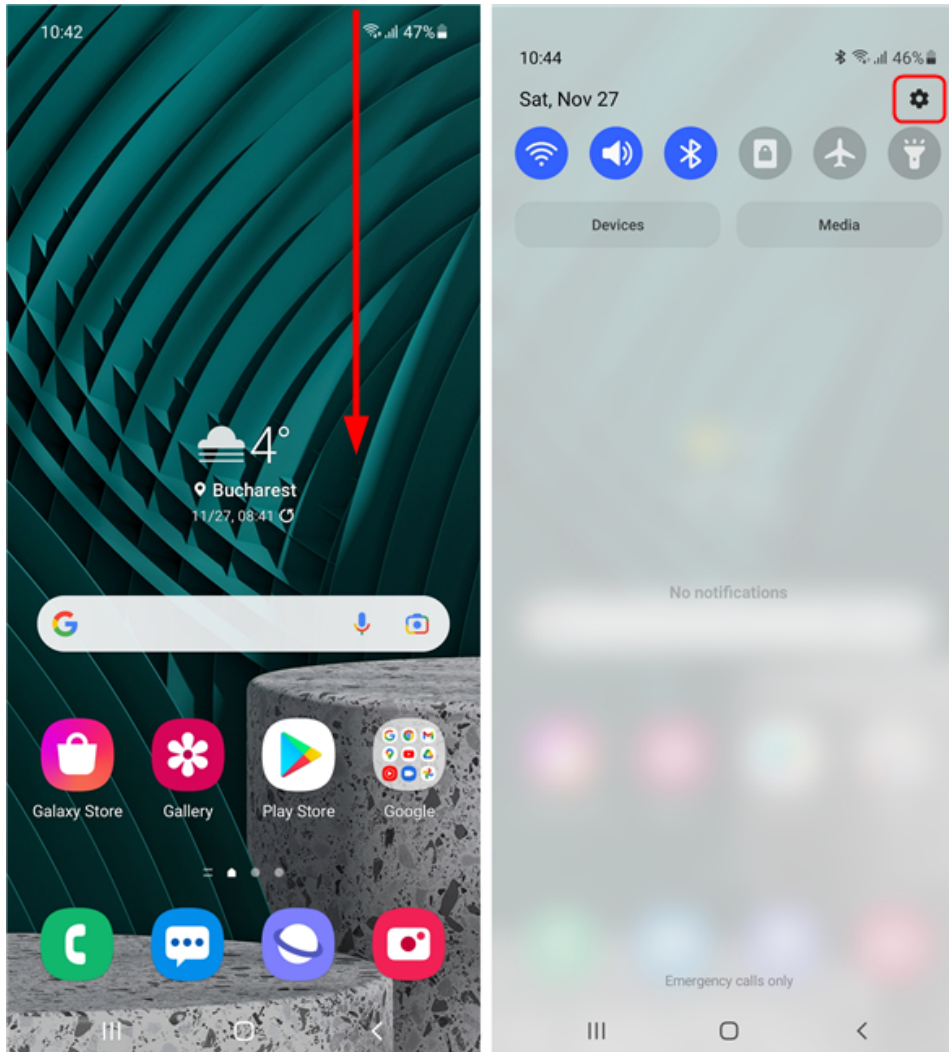
Smartphones & Tablets - Android



On smartphones you can find Settings listed as an app. This means you can find it by pulling up your app menu.

Depending on your phone you will either be swiping upwards or sideways to see all your apps.

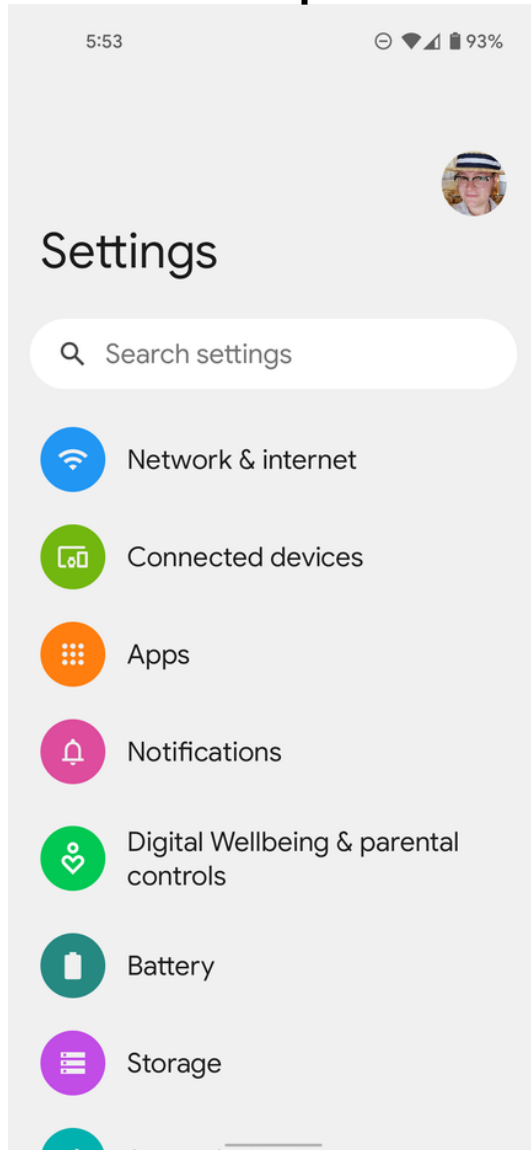
Smartphones & Tablets - Android



You can also launch settings by swiping down from the very top of your screen.

This will show your quick menu. Look for the gear icon and click it to launch settings.

Smartphones & Tablets - Android



You can adjust a lot of smartphone settings from this list. You can:

- add new email accounts
- connect to the internet or to other devices with bluetooth
- delete apps you don't want
- Adjust how many notifications you receive and which apps send them.

Smartphones & Tablets - Apple



iPhone settings can be found on the home-screen or in the app menu.

They offer many of the same settings as Androids do.



Thank You

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