

Changing document & system settings (Tutorial A7)

http://www.atomiclearning.com/k12/en/movie/85840/play_window?type=Tutorial&sid=2410

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You can very easily change document or system settings.
I'll first insert the Calculator application into a blank

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page by pressing the Home key, and then choosing Calculator.
Now, to open the document settings, I'll press the Home

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key, and then choose Settings. I can select this by using
the arrows on the Touchpad, or by pressing the number 5

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on the keypad. Next, select Document Settings. This will
open the Document Settings dialog box. To change document

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settings, just use the Tab key to highlight the drop-down
menu for a specific setting. For example, if I want to

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change the way this particular document interprets angles
from radians, which is the default, to degrees, I can highlight

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the drop-down menu that currently says Radian, press the
Click key, use the down arrow key to choose Degree instead,

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and then press Enter. For this example, I'm also going
to change the Calculation Mode by pressing the Tab key,

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and then I'll use the Click key, and then the down arrow
key followed by Enter to select "Approximate." Now, I can

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use the Tab key to highlight "OK" and then press Enter,
I've applied that setting only to this particular document.

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To demonstrate this, I'll evaluate the sine of 90 degrees, and then press Enter to return a value of one. Now, I'll

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create a new document by pressing the Home key, and then choosing New Document. I'll be prompted to save my previous

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document because it's got unsaved changes. I'll use the Touchpad and Click key to choose "No." Now, I'll insert

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the Calculator application, and open the settings dialog box again by pressing "Home," choosing Settings, then Document

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Settings. You can see that we have reverted to the Radians setting. This is because the change from Radians to Degrees

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was only for the current document I was working with. If I want Degrees to be the default, I can use the Tab key

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to highlight the menu, then press the Click key, followed by the down arrow to select Degree, and then press Enter

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to accept it. Now I'll highlight or roll over the button on the bottom of the page that says Make Default, and press

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the Click key. I'll get a dialog box asking me if I want to save this as the default. I can choose OK to accept

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that. Now all future documents will also have the Degree setting. This is also the method for adjusting the settings

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for the Scratchpad. If you've made changes to your settings, and would just like to revert them to the original defaults,



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just press “Home,” then choose Settings > Document Settings. Then, use the Touchpad or arrows to highlight the Restore

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button, and press the Click key. You’ll see a warning dialog box describing what is going to happen. If you want to

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continue and reset all settings back to the factory defaults, just highlight and press OK. Now, highlight and press OK

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again. The settings have now been reverted to the defaults.

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