

Changing document and system settings (Tutorial A5)

http://www.atomiclearning.com/k12/en/movie/27950/play_window?type=Tutorial&sid=1670

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

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the Home key, and then choosing Calculator. Now, to open the document settings, I'll press the Home key, and then choose System

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Info. Next, select Document Settings. This will open the general settings dialog box. There are two types of settings: document

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settings only affect the current document you're working with, and will not affect any new documents. System settings, however,

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will change the settings globally, not only for the current document, but for all future documents as well, until you reset back to

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the default settings. To change document settings, just use the Tab key to highlight the drop-down menu for a specific setting.

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For example, if I want to change the way this particular document interprets angles from radians, which is the default, to degrees,

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I can just highlight the drop-down menu that currently says Radian, and use the down arrow key to choose Degree instead, and then

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press Enter. For this example, I'm also going to highlight the menu that currently says "Auto" by pressing the Tab key, and then

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I'll use the down arrow key followed by Enter to select "Approximate. Now, if I use the Tab key to highlight "OK" and then press Enter,

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I've applied that setting only to this particular document. To demonstrate this, I'll evaluate the sine of 90 degrees, and then

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press Enter to return a value of one. Now, I'll create a new document by pressing the Home key, and then choosing New Document. I'll

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be prompted to save my previous document because it's got unsaved changes. I'll use the Tab key to choose "No," and then I'll press

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Enter to select it. Now, I'll insert the Calculator application, and open the settings dialog box again by pressing "Home," choosing

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System Info, and then "Document Settings. You can see that we have reverted to the radians setting. This is because the change

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from Radians to Degrees was only for the current document I was working with. I'll press Enter to close the dialog box. Now, let's

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change a system setting to affect not only this document, but all future documents as well. First, let's evaluate pi using the

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current floating decimal point setting. I'll press the pi button on the left side of the keypad. Now, I'll press Ctrl-Enter to

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approximate the value of pi. Let's change how many digits are displayed in an answer. This time, I'll open System Settings by

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pressing the Home key, followed by System Info, and then "System Settings." I'll use the Tab key to highlight that drop-down menu

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that currently says Float, and then use the down arrow key and the Click key to click on Float 2. This will only display two



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digits instead of floating the decimal point. I'll press Enter to move back into the document, and then I'll press Enter again

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to confirm that I want to make these settings systemwide. Now, if I evaluate pi again, because I have limited the number of digits

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to be displayed, the calculator now approximates pi as 3.1. Because this is now the system setting, all future documents will display

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only two digits in the answer. If you've made many changes to your settings, and would just like to revert them to the original

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defaults, just press "Home," then choose System Info, followed by System Settings. Then, use the NavPad and Enter key to select

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the Defaults button. You'll see a warning dialog box describing what is going to happen. If you want to continue and reset all

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settings back to the factory defaults, just highlight and press OK. I'll get that confirmation dialog box again. If you're sure

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you want to reset the settings, just press Enter. If you've made a mistake and want to undo the reset, just press Escape a couple

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of times to move back out of the settings menus. I want to reset, so I'll press Enter. The settings have now been reverted to the

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defaults.

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