



Specification Checks for existing computers: Windows 10 & Mac

We would be grateful if you could provide the following information prior to your assessment.

1. Your computer specification
2. The type of hard drive
3. The storage capacity of your computer

If you are unable to do this, please bring your laptop with you to the assessment.

Windows 10

1. How to check your computer spec

- To check the specification of your computer without a mouse –hold down the Windows key, press the 'X' key, release both, then press the 'Y' key.
- Take a screen shot capturing the system information by pressing the 'Ctrl' and 'PrtScn' buttons at the same time.
- Paste the image into an email

2. Checking the type of hard drive

- Go to the search pane by the Windows icon on the bottom left.
- Type the word "defragment" and hit return.
- The "media type" will be listed:
 - SSD will have their media type listed as "Solid State Drive"
 - HDD will have their media type listed as "Hard Disc Drive"
- Add this information to the email

3. Checking the storage capacity

- Press and hold the windows key, then press the "r" key
- Type "msinfo32" in the run dialogue box that appears, press OK
- Using the menu on the left-hand side, double click the + to the left of 'components'

- From the newly revealed menu double click the + to the left of 'storage'
- From the new menu click on 'disks'
- The hard drive 'size' is displayed (there may be more than one disk drive)
- Add this information to the email

Send the email to accesscentre@staffs.ac.uk

Mac computer

1. Your computer spec

- Click on the apple icon at the top left-hand side of the screen
- Click on 'about this mac'
- Take a screen shot by pressing command + shift + 3 at the same time. (see <https://support.apple.com/en-us/HT201361>)

Example:

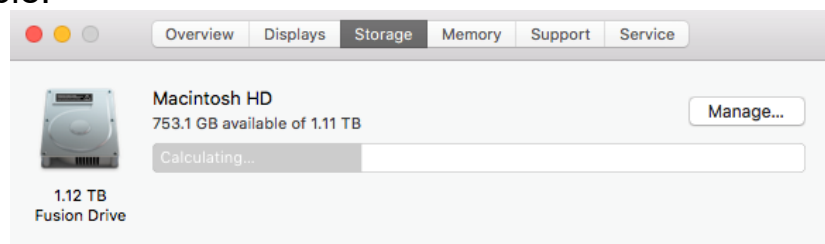


- This will save a .png file on your desktop.
- Attach the file to an email

2. The storage capacity

- Click on the storage tab
- Take a screen shot by pressing command + shift + 3 at the same time. (see <https://support.apple.com/en-us/HT201361>)

Example:



- This will save a .png file on your desktop.
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