



## Lose Control, Gain Command

You're probably used to doing certain tasks on your Windows computer in particular ways. This section shows you how to accomplish the same tasks on a Mac.

### On Windows, I used to...

### On a Mac...

Press the Control (Ctrl) key for keyboard shortcuts (such as Ctrl+C to copy).

Press the Command key (the one with the Apple logo on it) for keyboard shortcuts (such as Command-C to copy).

Press the Alt key as a modifier, or to type special characters.

Press the Option key as a modifier, or to type special characters (such as é).

Click the close box to close windows.

Click the close button (the round, red one in the upper-left corner) to close windows.

Click the close box to exit programs.

From the application menu, choose **Quit *Application name***, or press Command-Q, to quit an application.

Click the minimize box to minimize windows to the taskbar.

Click the minimize button (the round, yellow one in the upper-left corner) to minimize windows to the Dock.

Click the maximize box to maximize my window.

Click the zoom button (the round, green one in the upper-left corner) to expand your window.

Access My Computer to see and access everything on my computer.

Double-click your hard drive icon on the Desktop to see and access all software on your computer. Access mounted volumes (such as external hard drives and flash drives), servers, and discs (CD or DVD) by double-clicking their respective icons on the Desktop (the icons appear when you connect a device or insert media into your computer). You can also use Spotlight to locate anything on your computer fast.

Use My Computer to access content from various drives (such as stuff on my C: Drive or a CD in my D: Drive).

Access content on any mounted disk, mounted volume, or disc by double-clicking the appropriate icon that appears on the Desktop when the device or media is connected or inserted, respectively.

Perform various functions from window menus.

Perform various functions from menus in the menu bar at the top of your screen. The

contents of the menu bar changes, according to the current active application.

Rename documents by clicking **Rename this file** in the **File Tasks** menu.

Click on any file (or folder) name, then click it again to display the name in a text box. Rename the item as you like by typing over the text.

Press a button to eject discs or disks.

Drag the disc, disk, or volume icon to the Trash (it turns into an Eject icon) to eject or unmount items. You can also press the Eject key on your keyboard (in the upper-right corner) to eject a CD or DVD.

Use Windows Messenger to chat with buddies.

Use iChat AV to chat with buddies. iChat AV allows you to chat with anyone who has an AIM (AOL Instant Messenger) or .Mac address (you don't need to be a .Mac member to have one).

Use Device Manager to get information about my computer.

Use System Profiler to get hardware and software information about your computer. From the **Apple** menu, choose **About This Mac**, then click More Info.

Use the Performance control panel to check system performance.

Use Activity Monitor (/Applications/Utilities) to check system performance.

Move unwanted files and folders to the Recycle Bin.

Drag unwanted files and folders to the Trash (in the Dock). To empty the Trash, choose **Empty Trash** from the **File** menu.

Use the Start menu and the taskbar to access programs, folders, and files.

Use the Dock to access applications, folders, and files. You can add your favorite items to the Dock by simply dragging the icon to the Dock. Or double-click your hard drive icon to use the Finder to access stuff.

Use Windows Explorer to find stuff on my computer.

Use the Finder to find stuff on your computer. To open a new Finder window, double-click your hard drive icon on the Desktop or click the Desktop and choose **New Finder Window** from the **File** menu (or press Command-N).

Use the Control Panel to customize various settings.

Use System Preferences to customize various settings. To open it, choose **System Preferences** from the **Apple** menu. Then click an item that you'd like to configure.

Press Ctrl+Alt+Delete to terminate unresponsive programs.

Press Command-Option-Escape (Esc) to force quit unresponsive applications. Once you press these keys, select any application from the Force Quit window and click Force Quit.

Store and access stuff in My Documents and My Pictures folders.

Store stuff in the Documents and Pictures folders in your Home folder. To access your Home folder, double-click your hard drive icon on the Desktop and click the house icon that bears your user name in the resulting window's sidebar. You also have folders to store your music, movies, and more.

Right-click my mouse to access stuff in a shortcut menu.

If you're using an Apple one-button mouse, Control-click items (press and hold the Control key while clicking) to access stuff in a shortcut menu. (If you opt to use a multibutton mouse, you can right-click as usual.)

Use Microsoft Photo Editor (or My Pictures) to view and edit pictures, Windows MovieMaker to edit my home movies, and Windows Media Player to listen to tunes.

Use iPhoto to view and edit pictures, iMovie to edit your home movies, and iTunes or QuickTime Player to listen to tunes (iTunes also allows you to rip music from CDs, buy music from the iTunes Music Store, burn CDs, and more). Your Mac also comes with GarageBand to make your own music and iDVD to create your own DVDs (if your Mac has a built-in DVD burner).

Access Properties to set application, folder, or file options.

Use the Info window to set application, folder, or file options. To open an Info window, select an item and choose **Get Info** from the **File** menu (or press Command-I).

Use ScreenTaker to take pictures of my screen.

Use Grab or Preview to take pictures of your screen. To take a screen shot, press Command-Shift-3.

Use Network Connections to configure network settings.

Use Network preferences to configure (and troubleshoot) network settings. To open Network preferences, choose **System Preferences** from the **Apple** menu, then click Network.

Use Printers & Faxes to set up my printer and fax tasks.

Use Print & Fax preferences to set up your printer and fax tasks. To open Print & Fax preferences, choose **System Preferences** from the **Apple** menu, then click Print & Fax.

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