



## Intro to Macs with Vivi

In most cases, you can do the same things on a Mac that you can on a PC. The interfaces are different but the functions are the same.

### Where to look

- The **Macintosh HD** icon is equivalent to the My Computer icon on a PC.
- Instead of a Start menu, Macs rely on its **Menu Bar** at the top of the screen. The Menu Bar also changes depending on which program you're using at the time.
- The far-right side of the Menu Bar is like a PC's System Tray.

**Spotlight:** Located in the upper-right hand corner of the Desktop in the magnifying glass icon. Use Spotlight to quickly locate files and applications.

- In the right-hand side is the **Apple Menu**. Click on it and you get Sleep, Restart and Shut Down, as well as Log Out and Force Quit.

**Force Quit** command: Equivalent of Ctrl + Alt + Delete on a PC.

- **The Dock:** Usually located at the bottom. Launch applications from it.

The **Trash** sits on the right. Treat it the way you would a PC Recycle Bin.

**Finder** is the face icon on the Dock, usually on the far left. It is similar to Windows Explorer. It shows a computer's contents.

- **System Preferences:** Find it by going to the Apple Menu (□) → System Preferences. Presents roughly similar options as a PC's Control Panel.

### Working with windows

- Manipulate windows with the buttons in their upper-left-hand corner. The **red button** closes. The **yellow button** minimizes. The **green button** maximizes.
- To re-size a window, click on its bottom right-hand corner and drag.



- To move a window, click on the title bar and drag.

### Shortcut key symbols

- = command key
- = option/alt key
- ⇧ = shift key
- = delete key

### Navigating folders

- Folders can be displayed several ways: icons, lists, a series of columns and Cover Flow. Use the buttons at the top of a folder to change the view.

### Programs

- Four ways to find programs on a Mac:

The Dock

Spotlight

Macintosh HD (go to “Applications”)

Finder (go to “Applications”)

### Miscellaneous:

- **Right-clicking:** If you have a Apple mouse without buttons, press the control key while clicking on the item as a workaround.
- **Additional resources:**

<http://www.ischool.utexas.edu/technology/tutorials/start/pctomac/>

<http://www.peachpit.com/articles/article.aspx?p=412362>