



**MOVING FROM PC TO APPLE MACINTOSH OSX
IN THE ITS STUDENT COMPUTER LABORATORIES**

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Application Menu

You'll notice that once an application is open, there is an extra menu, called the [application name] menu. The example at right shows the Word Application menu.

The contents of this menu change depending on the application in use. One constant in this menu is the Quit function. This is the same as Exit on a PC.

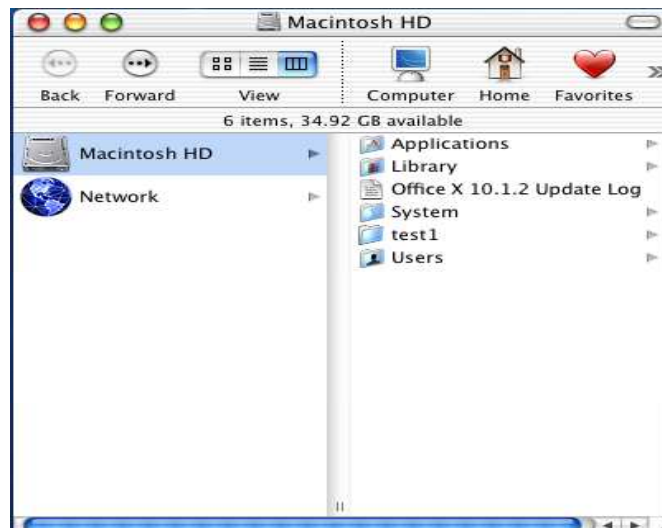


Properties

On a Mac this is called Get Info. Click on the file or folder. Go to the File menu and choose Get Info or use the keyboard shortcut Command I. You can set file privileges, check general information, etc.

Windows

To close a window, click on the red button in the top left corner of the window. To minimise, click on the yellow minimize button to put the window in the dock. To open the window again, click its icon in the Dock.



To move a window, drag it by the title bar.

To remove a floppy disk or CD, drag it to the trash. (Don't worry, your work will be safe - this simply pops out the floppy or CD). You **cannot** just eject a floppy disk on a Macintosh or it will ask you to reinsert the disk when you try to shut down.

NOTE: There are no floppy drives in the student labs in Bld 17.

Shortcuts – this is known as an Alias on a Mac

What is it? A small file which directs the computer to find the original file and open it.

To create an Alias.

1. Select the file (click once on the file)
2. Go to the file menu and choose Make Alias
The Alias will be created immediately below the original file.
You can drag the Alias to the desktop or anywhere on the hard drive.

Shortcut keys

Most keyboard shortcuts in Word, Excel, etc are the same, but instead of using the Control key, use the Command key (the one with the Apple on it), eg Control B for bolding becomes Command B.

Creating folders

Choose New Folder from the File menu or right click or use Command Shift N

Trash

There are several options for placing files and folders in the Trash.

- Click on the item and drag it to the Trash located on the Dock
- If you have a 2 button mouse, right click on the item and select Move to Trash
- Select the item, hold Command and press Delete

Moving and copying files and folders

When you drag a file or folder from one folder to another on the same disk, you move it. You can also make a copy of the document or folder when you drag it. To copy a file or folder to another folder on the same disk, press the Option key while you drag the item. You cannot right click whilst dragging on a Mac.

You can also copy a file or folder by selecting it and choosing Copy from the Edit menu, select the folder where you want the copy, then choose Paste.

To make a shortcut (alias) of a document or folder, press the command and option keys when you drag the item.

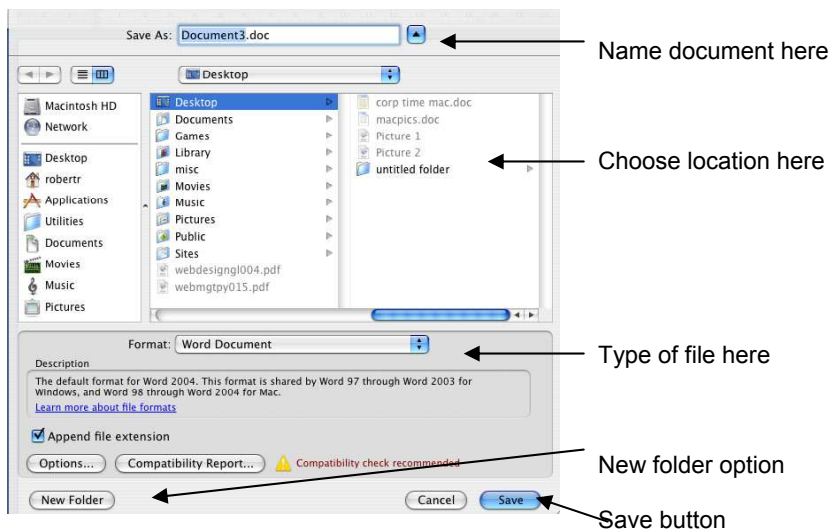
Force Quit: If an application is not responding on a PC, you use Control Alt Delete to access the Task Manager window where you can shut down the application you are currently using. The Macintosh does not have an equivalent. You can force an application to shut down by holding down the Command and Option keys down and pressing the Esc key.

Saving

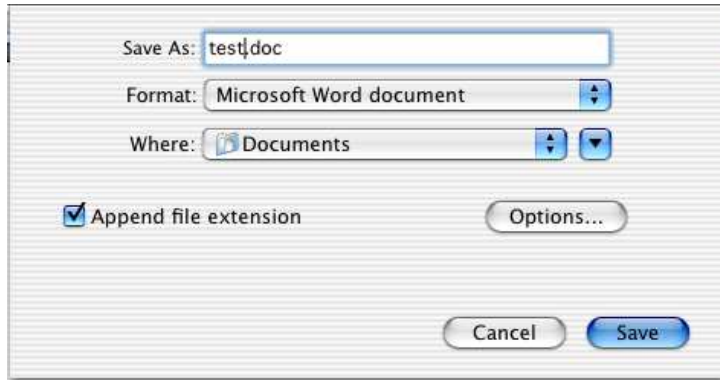
To save documents in OSX, go to the File menu and choose Save As or click the Save As button on the toolbar

or use the keyboard shortcut Command S

The normal Save As window is shown below

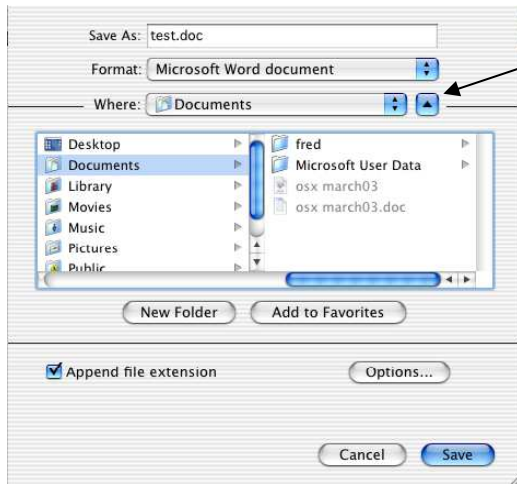


However, the saving dialog box may open in a compressed view as shown below:



In this view you should type the name of the document and choose the location from the list under Where. Note that you have an option to append a file extension. It is a good idea to leave this turned on as PC users sometimes have trouble opening files that do not have an extension.

Where is the option to create a new folder?



Click on the pointer to the right of the Where field and the window will expand to show folder locations and also a New Folder button.

Saving

Do **not** turn off the Append file extension checkbox

Where is the option to create a new folder?

Click on the pointer to the right of the Where field and the window will expand to show folder locations and also a New Folder button.

Troubleshooting and shortcuts

Documents not opening:

If you double click on a document and you are asked what program you would like to open with:

Click Cancel on the window which has opened

Click once on the document which did not open

Go to the File menu and choose Get Info

Select the application to open with, eg Word

Quick Reference

Some Terms

Windows	Macintosh
Systems Properties	About this Mac – find this under the Apple menu
Shortcut	Alias – right click on file
Start menu	Apple menu and Dock
Taskbar	Dock
Right click	Control-click or right click if you have a 2 button mouse
Properties	Get Info – right click or select file and hold Command key and press I
Recycle Bin	Trash
Control Key	Command or Apple key
Alt key	Option key
Close Window	Command W
Exit program	Command Q – known as Quit on a Mac
Close all windows	F11 –enables you to see the Desktop
Shrink all windows	F9 – enables you to see all open applications
All windows in application exposed	F10
Control Alt Delete	Command Option Esc – known as Force Quit
Alt Tab	Command Tab
Keyboard shortcuts Control Alt	Command Option
Eject disk, CD etc	Drag disk, CD, USB to Trash – Trash becomes an Eject button
Show Desktop	No equivalent on Mac – use F11 to close all windows (use F11 to reopen windows)
Shut Down – Start menu	Go to Apple menu and choose Shut Down

Some Differences in MS Word

Insert Page Break : Hold down Command and Shift keys and press Enter

Formatting

Margins – Go to the Format menu and choose Document

Printing

Choosing Portrait or Landscape – Go to the File menu and choose Page Setup

Styles:

To stop auto styles being applied: Go to the Tools menu and choose Auto Correct.

Then click on the Auto format as you type tab.

At the bottom of the window, uncheck the two boxes - Format beginning..... and Define styles....

To prevent text from an old document bringing styles to the new document,

Use "Paste Special" to paste unformatted text without bringing the style.

This Paste Special is not available through the mouse – it is only available via the Edit menu.