

Tutorial - Mac to PC

Introduction:

If you are used to working on a Mac at home or in the campus computer labs (currently using MacOS 10.3.3), you might need some help adjusting to the PCs of the Writing Program computer classrooms. This tutorial is meant to help you make that transition.

Keyboard layout:

The layout of the Mac keyboard is nearly identical to that of PC's. If you are used to the Mac, you are probably used to the "Apple" button. On PCs you will use the "Ctrl" button in place of "Apple" for the majority of keyboard shortcuts. For example, Apple+S saves on the Mac, but Ctrl+S saves on the PC.

The Mouse:

Traditionally, the Windows mouse is very different from the Mac mouse. Many Mac mice have only one button. However, the PC mouse has a right and a left button. You may have heard of actions regarding PC usage in terms of "right-clicking" or "left-clicking." This is because the two buttons on a PC mouse perform different functions. You use the left-button as the primary button for all of your clicking actions (selecting, highlighting, double-clicking). Right-clicking on a file name, an icon, picture or some other object using the right button will bring up content menus. *When in doubt, right-click on an object to read about its properties, or to troubleshoot when encountering a problem.*

Menus:

In Mac OSes before OS 9, to keep a menu active you had to click and hold down the mouse button while scrolling through the menu's selections. In Mac OS 9 and newer, you may click once to activate a menu, and then let go.

Windows allows you to do either! You can click and hold or click once and let go to activate the menu, and then click once on your selection to activate it.

Apple Menu & Dock vs Windows Start Button:

Macs have an Apple Menu in the absolute upper left of the screen, next to which you will find the menus for individual programs as you use them. In OSes 9 and previous, the Apple menu contains programs and files to open, folders to organize them, etc. However, the Macs currently using the latest version of OS X have a "Dock," generally located at the bottom center of the screen. This Dock serves as a general "launching pad" for various applications. You will be able to launch programs such as Microsoft Word, Safari, etc. from this Dock. From the Apple menu, you can set the location and alignment of the Dock (such as bottom-centered, as it defaults to).

Windows has a "Start" button (usually in the bottom left corner), which contains a folder for individual applications, a folder for recently opened documents, and a folder for the control panel. Above all of these, the user can set specific links to programs for easy access.

The Application Menu (the next selection to the right from the "Apple" menu in the upper-left) in the Mac OS contains a command called "Hide." By selecting "Hide"

while in any given application, that program will essentially "hide" itself on the desktop. It will remain open and in use, but will not physically be seen. To bring it back up, simply select its name from the Application Menu. This in conjunction with "Hide Others" (which will hide ALL but the current application) can keep a neat working space.

Application Menu vs Task Bar:

As you're using multiple programs, you may want an easy way to switch back and forth between them. You can also cycle through open applications by pressing Apple + Tab on the Mac. Windows has a similar feature, accomplished with Alt + Tab. On both Mac and Windows computers, pressing this combination will switch back and forth between currently open programs.

By continuing to hold either the "Apple" or "Ctrl" button during this combination, a new temporary window will appear on the screen, visually showing which applications are currently in use. You can hold the "Apple" or "Ctrl" button and press "Tab" to cycle through these applications in this window.

Both Windows and MacOS provide a much more visible display of what programs are in use, and keeps this display neat on the screen. In the MacOS, the Dock will place a little, upwards-pointing arrow at each currently-open-application icon. In Windows, the area directly to the right of the "Start" menu will show a list of currently-open-applications in a series of named rectangles.

In Windows, the taskbar (the bar at the bottom of the screen where the "Start" button is located) contains quick-launch buttons directly to the right of the Start button. These can be added and deleted by the user by simply dragging icons of programs to it (or right clicking and selecting "Delete" to delete them). The middle part of the task bar contains rectangular buttons with both the icon and name of the program / document in a row. These are listed in order, from left to right, in the order they were opened (this order cannot be changed). The final part of the task bar is the "Tray," in which icons of programs that are running or can be run appear. By clicking them (and/or right-clicking them), specific options can be set in these programs.

In Windows, you can minimize open documents or programs by clicking the "Minimize" button in the upper-right corner of that document's or program's window (the third button from the right; it looks like a thick horizontal line at the bottom of the box). This will essentially hide the program from view down to the task bar. By clicking that program's / document's box in the task bar, it will be brought back up into view. To minimize all programs at once (and bring the view back to the desktop), there is a button immediately to the right of the Start button (which looks like a pencil on a square) that you can click. Again, to bring any program back into view, simply click its corresponding box in the task bar.

In the MacOS, you can minimize open documents by clicking the orange button in the upper-left of the document (located between the red "X" and the green "+"). The document will "shrink" down to a new area in the Dock, located at the right next to the Trash Can. To maximize the document again, simply click the new icon that appeared in the Dock.

Finding a file:

Newer Mac OSes use a subprogram called Sherlock to search the contents of a computer for a specific file. To use it, press Apple+F in Finder. You can also find this in the Apple menu in OS 9, or the Finder menu in OS X.

Windows machines have a "Find" feature in the Start menu, from which you can choose several options. The most important option is the "Files or Folders," which you use to search for files on your own computer. You can specify which drive to look on, which folders to look in, etc.

Opening files:

You may be used to opening folders while closing the folder containing a file as you open that file. For example, you have browsed to your "School" folder and want to open up the file "Presentation." If you hold the "Option" button on the keyboard while you double click, you will open up the document, and the "School" folder will close itself, further keeping your working area clean. Mac OSX has slightly upgraded their file browsing structure, which now works very similar to Windows Explorer on Windows-based machines.

You will probably find it much easier to navigate the contents of your computer by using "Windows Explorer" (which can be found by going through the *Start >> Programs >> Accessories* menu). Explorer has a left-side navigation system with a hierarchical structure. Opening Windows Explorer on its own will set you to a default starting location of either your "C" drive, or your "My Documents" folder. In normal navigation of your "C" drive (not in Windows Explorer; this is done by double-clicking your way through icons on the desktop), if you hold the "Shift" button while double clicking a folder to open, Windows Explorer will open, set with an opening location of that folder on your hard drive.

Renaming a File:

In the Mac OS, to rename a file you simply click its filename. In Windows, you must right-click a file and select "Rename" from the menu.

Directory structure:

You may find yourself lost when browsing files on your computer. On a Mac, simply hold down the Apple button when clicking a title bar, and a selectable listing will pop down showing the path to that file on your hard drive.

Windows Explorer makes this simple by providing an actual hierarchical structure in the view, which you can scroll up, down, left, and right to view every possible file path.

View:

In the Mac OS you can select "Icons," "Buttons," and "List" to view the files in a directory. "Icons" will be what you may be used to seeing on other platforms. "Buttons" change the icons to larger square "buttons" that you press once to launch. "List" is a text-only listing of files (with the addition of columns that contain information about the file). When in list view, you can click the column heading to sort all files in that directory according to that column's title (name, date, etc.).

Windows Explorer has similar options (Large Icons, Small Icons, List, Details). "Large

Icons" will be what a typical Mac icon will look like (small icons will be a small version of this). "List" will list the files in order by name, whereas "Details" will be the equivalent of "List" on the Mac, in which you see details such as date created, file size, etc. along with the text listing of files.

File Extensions:

You'll probably notice that while working on a Mac that many files (most) don't have file extensions. Word documents won't have "*.doc" in them. How does the computer know what they are? Macs have always operated this way. The Mac OS stores a hidden file type code inside each file, rather than having it as a part of the filename itself. You can have a file extension in the filename, if you wish; it will have no effect on how the file is handled.

Traditionally, a file created on a PC and later transferred to a Mac will retain the file extension (the filename may be truncated to a certain number of characters, but the extension will remain intact).

Windows requires a file extension for every file (technically, a file can be the same file without any extension, but Windows will not know how to open it, and with what program). These file extensions are generally three letters following a period (such as "*.doc" for a Word document). They may be four letters in the case of files such as "*.html".

Window sizes:

Macs and Windows machines handle the size of open documents in a similar way. Older Mac OS versions have two buttons in the top corner of all windows: Zoom, and Close. The "X" button closes the window entirely, while the "Zoom" button (indicated by the "square" icon) adjusts the window to different sizes, such as full screen or part of a screen.

Taking a hint from Windows, Mac OS X has also implemented a minimize/maximize feature, along with the traditional "close" and "zoom" buttons. In the upper left corner of a window, you will notice three buttons: a red "X," a yellow minus, and a green plus. The "X" is the standard "close window" button, while the new minus sign is the button to minimize the window. The green plus is the old "zoom" button.

In Windows, there are three buttons located at the top corner: Minimize, Restore/Maximize, and Close. "Minimize" (shaped like a dash) zooms the window to the Taskbar at the bottom of the screen. "Restore" (the button has an image of two windows) adjusts the size of the screen to make it take up a smaller portion of the screen. When in "Restore" mode, the button becomes "Maximize," which puts the window back at the full screen size. The "Close" button (shaped like a "X") closes the window completely.

Ejecting a disk:

It may seem dangerous, and is completely unintuitive, but to eject a disk from the floppy drive on a Mac (or anything, such as a CD-ROM), drag its icon on the desktop to the wastebasket ("Trash Can"). You can also highlight its icon on the desktop, and press Apple+Y (for "Put Away"). Mac OS X does include an eject option in the menu, now, for much easier ejecting.

Fortunately, Windows makes the ejecting of a disk much more user-friendly. Simply press the button next to the disk drive on your CPU, and out it comes. Make sure you do not currently have any files from the disk or CD in use before ejecting.

Frozen program?

On the Mac, if a program is frozen and will not respond, press Apple+Option+Esc for the "Force Quit" option. In OS X, "Force Quit" is located in the Finder menu. Also in OS X, if a program does freeze, you can move into Finder or another application without crashing the entire computer. The "Force Quit" option in OS X is set up similar to the Task Manager in the PC. You should become familiar with the Task Manager brought up via Ctrl+Alt+Delete. You can close individual programs (listing in a scrolling window), or completely reboot.

Shutting Down:

To shut down a Mac, select the "Special" menu in Finder, and select "Shut Down" (in OS X, this is located in the Finder menu). In Windows, this is done by clicking "Shut Down" from the Start menu, and selecting your option (Sleep, Restart, Shut Down, etc.).