



### Introduction

If you are familiar with common commands on a Personal Computer, this self-help document will show you how to perform the comparable functions on a Macintosh. The tables below describe the PC command on the left and adjacent are the step by step instructions used on the MAC. Please note that these commands may change depending on what operating system you are using.

**Process Summary**

**Introduction  
Common Commands**

### Common Commands

PC Command	MAC Command
<b>My Computer or Computer-</b> Used to view all resources on your computer such as drives, files, folders, etc.	<b>Finder-</b> When you start-up your Mac, you are greeted by the <b>Finder</b> . This is where you access files, folders, applications, etc.

### How to Access Finder

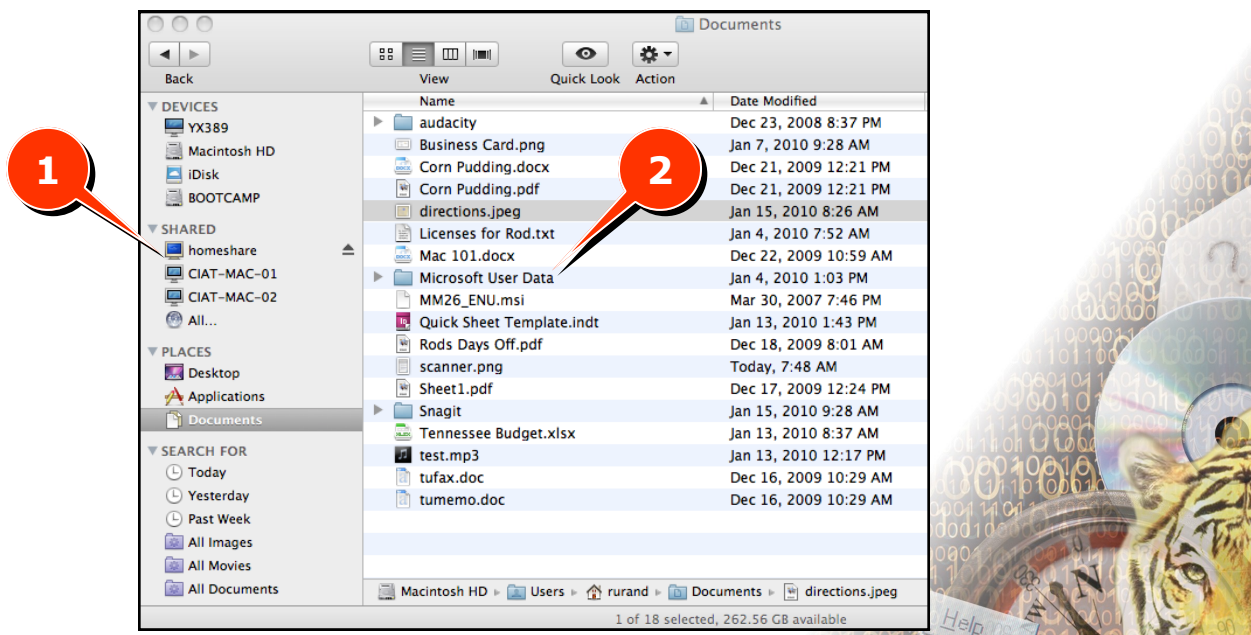
1. Click on the **Finder** Icon located on the Dock (Fig 1, 1).



Figure 1

2. The **Finder** window opens to reveal the hard drive contents, the navigation window (Fig 2, 1), system folder and documents (Fig 2, 2).

Figure 2



PC Command	MAC Command
<p><b>Control Panel</b>- Allows users to view and manipulate basic system settings and controls such as adding hardware, adding and removing software and changing accessibility options.</p>	<p><b>System Preferences</b>- In similar fashion to the Windows Control Panel, the System Preferences window allows users to modify key settings for each application.</p>

**How to Set System Preferences**

1. Click on the **System Preferences** icon (Fig. 3, 1) on the **Dock**.



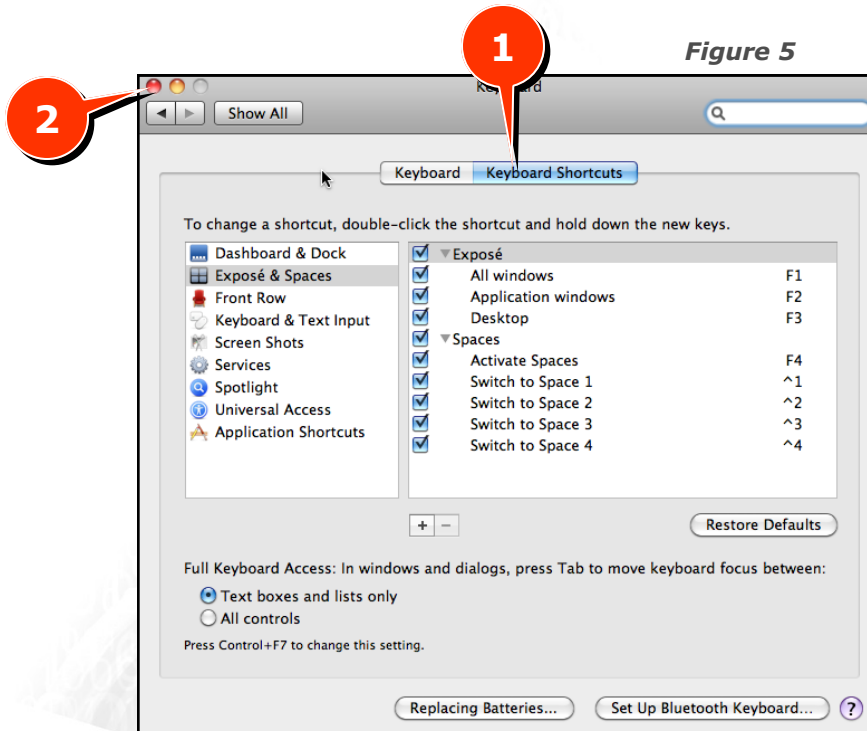
**Figure 3**

2. The **System Preferences** window (Fig 4) will launch.



**Figure 4**

3. Choose from the tabs (Fig 5, 1) to select the options desired. To accept the changes, click on the red **Close** button located in the top left hand corner (Fig 5, 2).



**Figure 5**

PC Command	Mac Command
<b>Programs-</b> used to identify software that is loaded on the computer.	<b>Applications-</b> The Applications Folder is like the Programs Folder in Windows.

**How to Launch an Application**

1. To launch an application that is not found on the dock, click on the **Applications Folder** located to the immediate right hand side of the divider (Fig 6, 1). The same Applications window can also be launched from within Finder (Fig 7, 1).

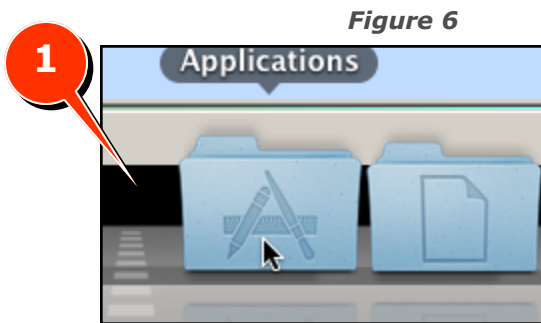


Figure 6

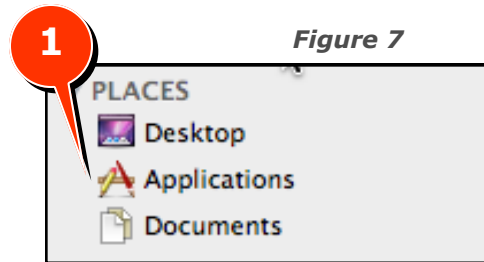


Figure 7

2. The **Applications** window launches. Select the application to launch by clicking on the application icon (Fig 8).



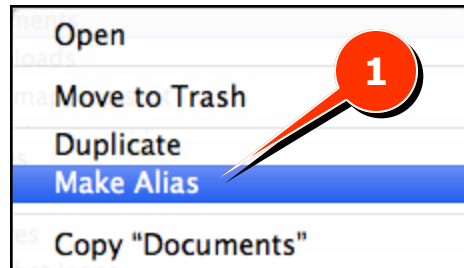
Figure 8

PC Command	MAC Command
<b>Shortcuts</b> – A quick way to launch a program from the desktop instead of navigating to the Programs folder.	<b>Alias</b> – Similar to a PC, an <b>Alias</b> is the ability to create two icons that are in two places at the same time. An <b>Alias</b> takes up virtually no disk space and you can have more than one Alias for an application, folder or file.

**How to Set Create an Alias**

1. **Control Click** (right Click on a newer Magic or Mighty Mouse) on a file, folder or Application that requires an alias.
2. A menu will appear. Click **Make Alias** (Fig 9, 1).
3. A duplicate icon will appear that can be relocated to any location on the computer.

Figure 9



PC Command	MAC Command
<b>Taskbar</b> - The area the occupies the lower portion of a Windows environment. All active (open and minimized) windows reside here and can be viewed/maximized by clicking on the window or program.	<b>Dock</b> - The shimmering futuristic centerpiece of the MAC operating system. The <b>Dock</b> is a combination of the Start Menu and the Taskbar. The Dock allows a user to launch any application and will also indicate with a bright white light (Fig 10, 1) any application currently open and minimized. A dividing line (Fig 10, 2) separates applications from user folders (located on the right hand side).

**How to Use the Dock**

1. Launch an application from the **Dock** by clicking on the application icon.
2. Open applications are indicated by a bright white light (Fig 10, 1). Clicking that application icon again will maximize the window unlike Windows which launches a second version of that program.
3. A dividing line (Fig 10, 2) separates applications (located on the left hand side) and User Folders (located on the right hand side).
4. To add applications to the **Dock**, launch the Applications folder (Fig 10, 3) and drag an application to a desired position on the **Dock**.

Figure 10



PC Command	MAC Command
<b>System Tray-</b> Houses all temporary and stay resident programs (TSR) that are required to run in the background such as the System Clock, Network Access Icon and Virus Notifications.	<b>Menu Extras-</b> More frequently known as <b>Menulets</b> , the location for these is the top right hand side of the screen.

**How to Activate Menu Extras**

1. **Control Click** (right click on a newer Magic or Mighty Mouse) to activate a small pop-up menu (Fig 11, 1).

★ The **Menulet** is also one of two places to eject a CD/DVD from the system.



Figure 11

PC Command	MAC Command
<b>Recycle Bin-</b> The depository for all items that have been deleted from the system. The recycle bin is manually emptied by the user.	<b>Trash Can-</b> Similar to the Recycle Bin, the <b>Trash Can</b> holds all discarded files.

**How to use the Trash Can**

Drag a file, folder or application into the trash can located at the far right hand side of the **Dock** (Fig 12, 1).

Figure 12

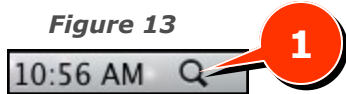


! Although items are removed from their physical location, they are never really deleted from the computer. Mac's have a Secure Empty trash feature found on the Finder toolbar.

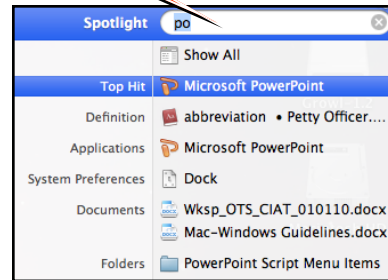
PC Command	MAC Command
<b>Search-</b> The search function will locate files, folders and programs on the computer.	<b>Spotlight-</b> A comprehensive tool that uses predictive text to locate and categorize items on the computer.

**How to Use Spotlight**

1. Click on the magnifying glass (Fig 13, 1) on the menulet.



**Figure 14**



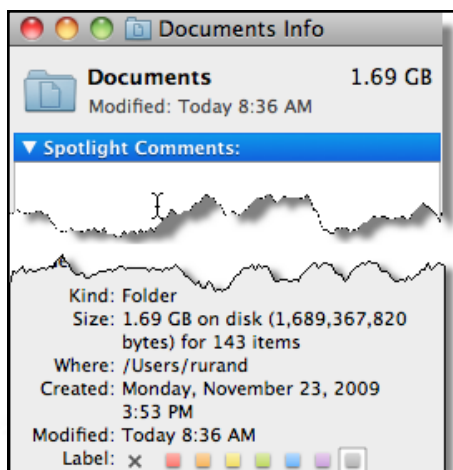
2. Type in a phrase or keyword (Fig 14, 1) and immediate results are returned and categorized according to use and function.

PC Command	MAC Command
<b>System Properties-</b> A user can identify and set attributes for each file and folder.	<b>Get Info-</b> Works exactly as System Properties does by identifying the properties of each file and folder.

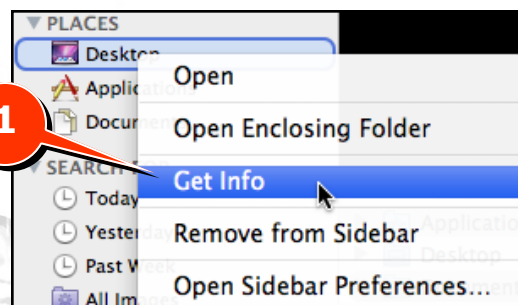
**How to Retrieve Properties of a File**

1. **Control Click** (right click on a newer Magic or Mighty Mouse) on any file, or folder (Fig 15).
2. Select **Get Info** (Fig 15, 1) from the dropdown menu.
3. A **Get Info** dialog box appears (Fig 16) with information such as user permissions, size and location.

**Figure 16**



**Figure 15**



PC Command	MAC Command
<b>Windows Sidebar- A</b> new feature in Vista and improved in Windows 7, the Sidebar allows users to direct weather, news and RSS feeds to the desktop.	<b>Widgets -</b> Perform similar functions to Windows Sidebar, allowing a user to customize RSS feeds on their desktop.

### How to Set Widgets

1. Click the **Widget** icon on the Dock (Fig 17, 1).
2. All active **Widgets** will appear in the middle of the screen. Click and drag any widget to position it to a desired location.

**Figure 17**



**Figure 18**



- ★ Add additional Widgets: A plus sign (Fig 19, 1) appears in the bottom left hand corner when the widgets are active. Clicking this plus sign activates the **Manage Widgets** screen.

**Figure 19**

