

PC and MAC Translations

A PC stands for Personal Computer, which can be any computer from an IBM to HP to Dell to any brand. Typically, a PC will run on the operating system Microsoft Windows. A Mac is the Apple Macintosh, which runs on its own operating system. Both systems are pretty compatible now as far as functionality and sharing files.

If you are only familiar with one system, here are some “translations.”



To start with, there are 2 areas on both systems where you will find mostly everything you will need:

PC - **START** button on the bottom left hand corner
 - **MY COMPUTER** icon (can be named anything)



MAC - **APPLE** icon on the top left hand corner
 - **Harddrive** icon (looks like a grey box)



OPERATION	PC	MAC
Get to your applications:	START, then All Programs OR shortcut icons on desktop	Dock at the bottom of the screen, OR look for the Harddrive icon, then go to Applications
Shut down:	START, then Shut Down	Apple icon, then Shut Down
Close a window, resize and minimize (puts the window/application you are working on at the bottom):	Top right hand corner:  minimize, resize, close	Top left hand corner:  Close, minimize, resize (when mouse rolls over, pictures show up)
To get to the 'pop up menu' (the right click menu):	Right click with PC mouse	CTRL + Mouse Click (control button underneath the shift)
Documents folder:	My Documents folder on the desktop or in My Computer	Go to the Harddrive icon, then on the left hand side, Documents folder
Viewing a picture or PDF (other than Adobe Acrobat):	Microsoft Image Viewer	Preview Application
Computer is working / waiting, the cursor...	Turns into the Hourglass	Turns into the spinning rainbow wheel (if the wheel won't stop, see below)
Force Quit – when an application is not responding:	Alt + Ctrl + Del Go to Task Manager and quit the non-responsive program	3 Ways: *Apple Menu -> Force Quit *keyboard: Apple + Option + Esc *go to the dock at the bottom of the screen -> find your application -> “right click” on icon -> Force Quit