

If you're used to PCs, Macs can be confusing. Here are some key differences to help you:

First things first. What's going on with this mouse?!

- Rest your hand over the mouse naturally - Apple symbol down!
- Your mouse doesn't have a line to show the divide between right and left click, but you click in the same spots with the same fingers
- Instead of a wheel, slide your finger along the mouse to scroll
 - Up = Down! Down = Up!



System Preferences and you mouse right-click option

- **System Preferences** is like *Control Panel* – set your preferences here!
- Use [Apple symbol] - System Preferences – Mouse to set a secondary right-click



What's the deal with all the pictures?

- Those are the **apps**, or *programs*, available on this computer. You'll find all kinds of new and interesting apps that aren't available on your PC, or that do the same job as some of the programs you know and love on your PC



Photos



iMovie



GarageBand



Pages



Numbers



Keynote



Safari



Mail



Messages



FaceTime



Calendar



Contacts



App Store



iTunes



iBooks



Maps



Photo Booth



Time Machine

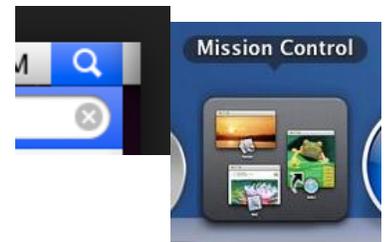
Finder and Dock

- The **Finder** is like *Windows Explorer* – it helps you find your files AND apps
- The **Dock** is like your *Taskbar* - a place where you can drag your most used apps
 - Make your Dock as big or small as you wish from [Apple symbol] - System Preferences



Mission Control and Spotlight

- Lose track of your programs? **Mission Control** shows you every app you have open
- **Spotlight** lets you search your computer for files or apps



Menu bar at top

- The **menu** at the top of the page changes to show you which app is open at any given time

Close/Hide/Maximize on the right

- No more 'big red X', just some stylish and simple dots
 - Red for *close*, Yellow for *hide*, Green for *maximize*
 - You can still drag edges and corners to size your "window"



Keyboard shortcuts

One of the biggest adjustments for PC to Mac users is the difference in *function keys*:

- There is no *backspace* button on small Mac keyboards; use **Fn-Delete** together instead
- *Alt* is now **Option**
- *Ctrl* is now **Cmd**
- *Windows key* is now **Ctrl**
- *Ctrl-Alt-Delete* is now **Command-Option-Escape**
- Find a full list of keyboard shortcuts at <https://support.apple.com/en-ca/HT201236>

Need more help? Visit <https://www.apple.com/ca/support/macbasics/> for instructions, videos, tutorials and more!