

Mac / iPad



Training
for when your used to
PC's with Windows

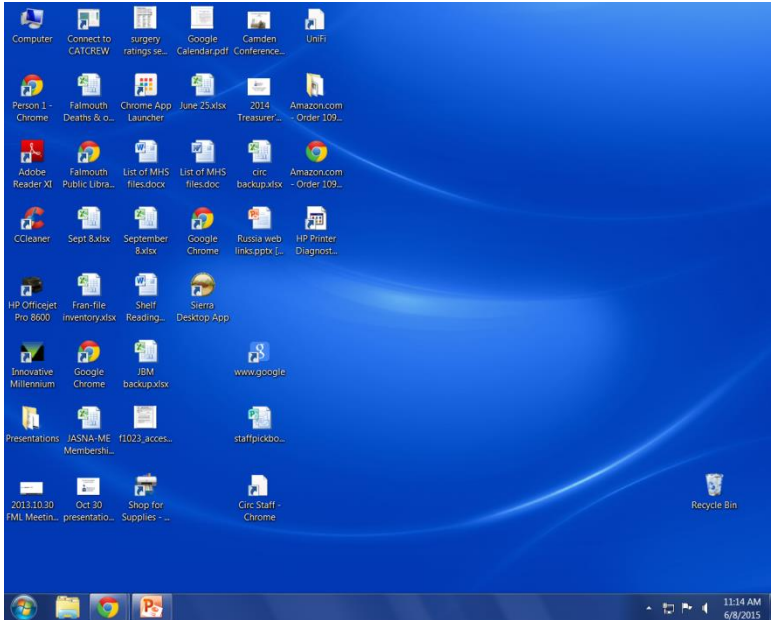


Different Operating Systems Same Stuff



- PC's use Windows for their operating system (most of the time).
- Mac's use OSX for their operating system (most of the time).
- Both of these have very similar features they are just called different things and located in different places...now were going to do some matching up.

Windows PC Desktop



Mac Desktop



Program & File icons, Clock, large open space for more stuff...side by side they look pretty similar don't they.

For a bit of history this is because they both copied the idea for this kind of graphic interface from Xerox a long time ago.

Now for the Similarities & Differences

The image shows a Mac OS desktop environment with a starry space background. A red border highlights the menu bar at the top and the dock at the bottom. Three white text boxes with red arrows pointing to specific desktop elements provide explanations:

- Menu Bar:** A box in the top-left corner explains that the menu bar is a feature not found in Windows, and that some features are tied to the taskbar.
- Desktop:** A central box explains that the area between the menu bar and the dock is the desktop, which is a large blank space for placing items.
- Dock:** A box in the bottom-left corner explains that the dock is where users access frequently used programs, and that it is called a taskbar in Windows.

The desktop includes a menu bar with 'Finder', 'File', 'Edit', 'View', 'Go', 'Window', and 'Help'. The dock contains icons for various applications including Safari, Mail, Photos, Music, and professional software like Adobe After Effects (Ae), Illustrator (Ai), Audition (Au), Dreamweaver (Dw), and Photoshop (Ps). On the right side, there are desktop icons for 'Windows 8 Shared Items', 'Olympic Rings.ai', 'X-Plane 10 Demo', and 'Design Projects'.



Start vs. Finder



The start button and finder are pretty similar.

- Both show you all the programs on your computer.
- Both allow you to search for a file.
- Both give you access to the various directories on your computer via shortcut icons / links.
(Documents, Pictures, Music, etc...)

More of the Same



- Both Windows and OSX have a recycle bin / trash can.
- In both you can click and drag stuff into the recycle bin, or into any folder you want.

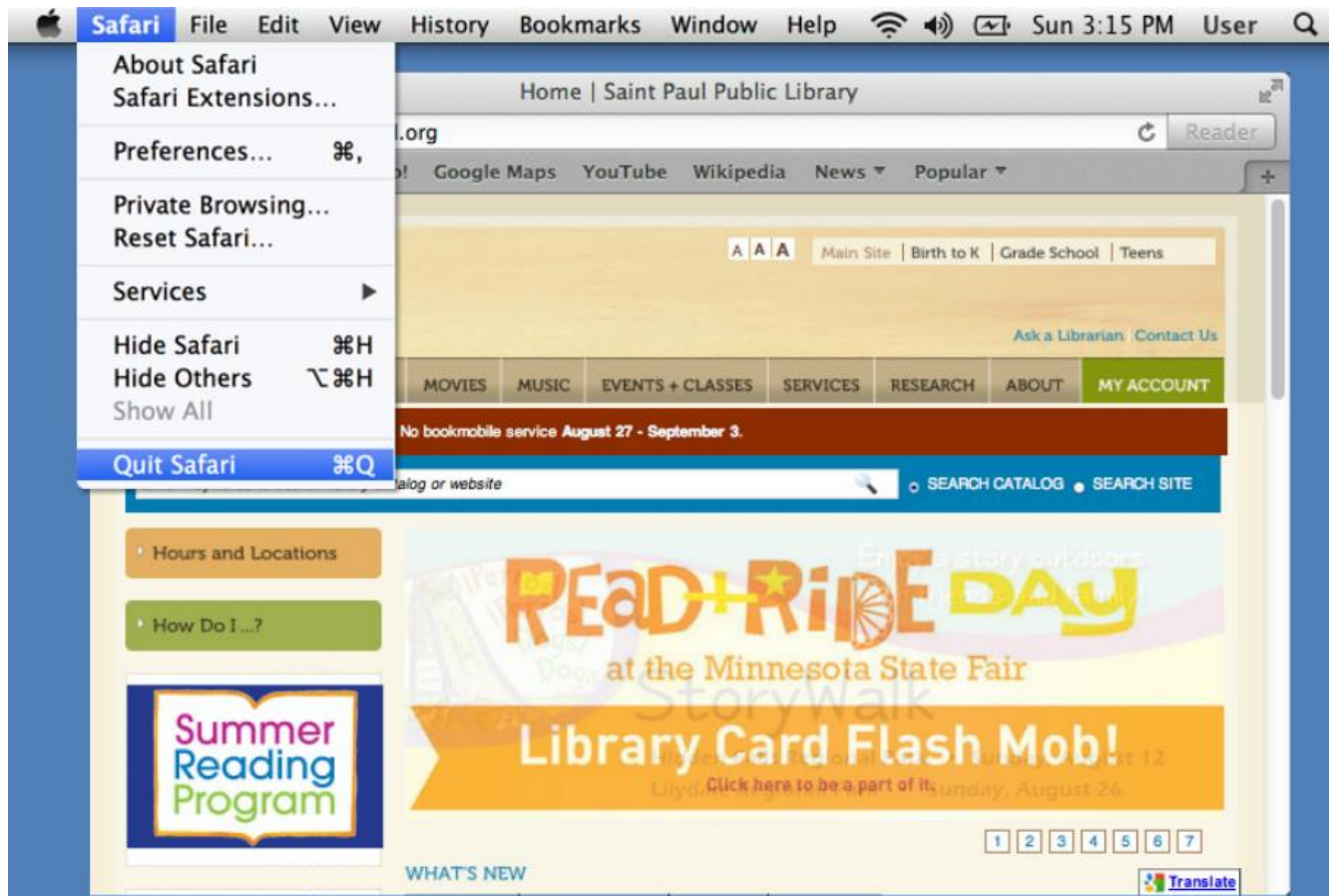
Making Windows Bigger, Smaller, or Go to the Taskbar / Dock

This ones a bit backward for most windows users.



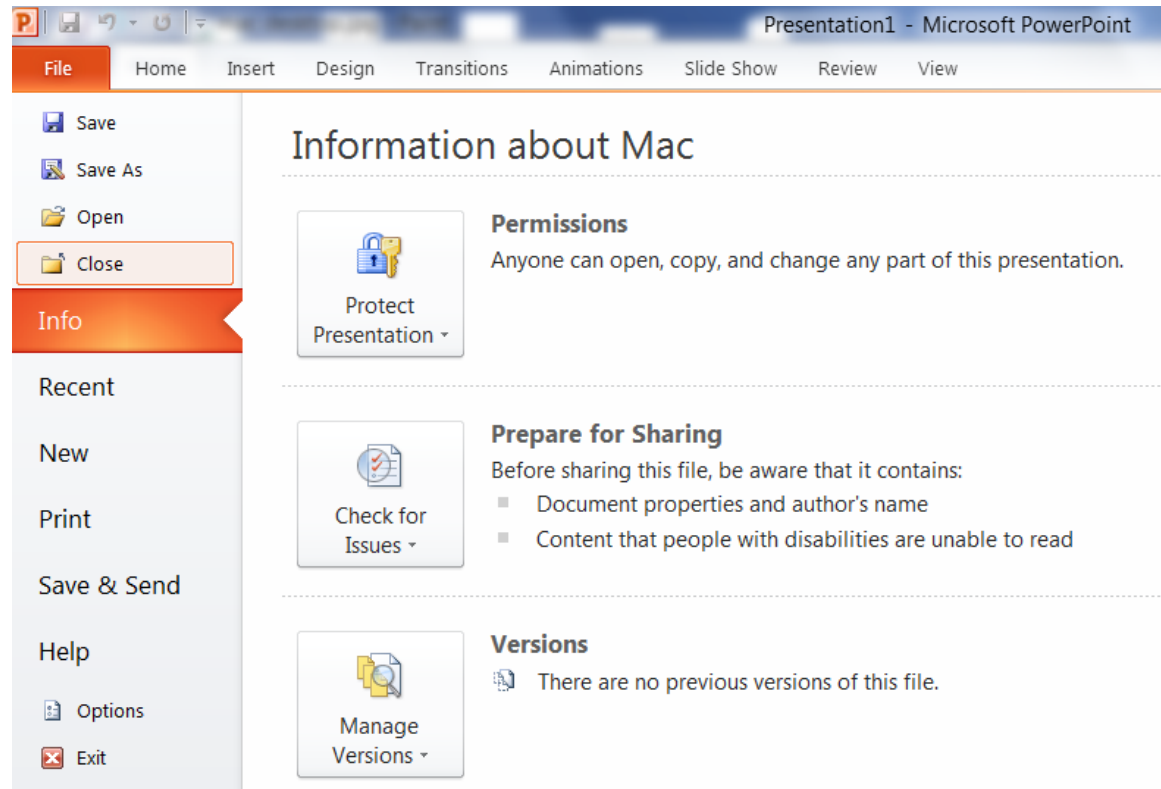
- The buttons for this are on the top left instead of top right.
- The X (as in windows) closes the window.
- The --- as in windows minimizes the window to the Dock.
- And the + is equal to the Square icon in windows that maximizes the window to full screen.

The Menu Bar



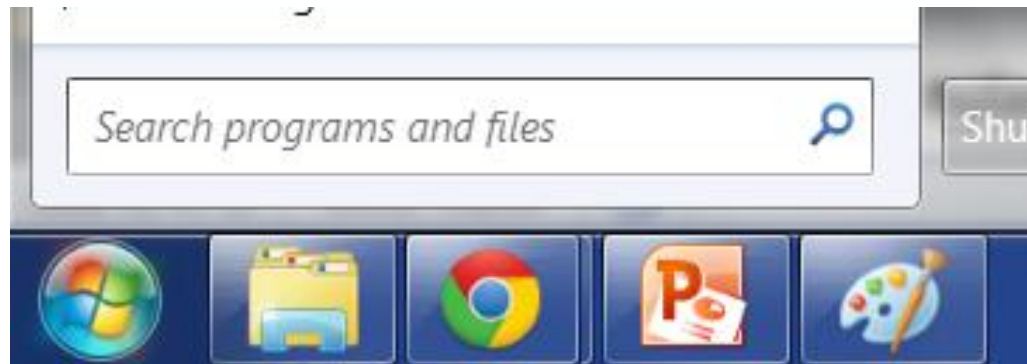
- An important thing to note about the menu bar is that the options change depending on which program you are running.
- The exception to this is the little apple icon which is always there.

Windows Menu / Toolbars / Ribbons



- Windows has changed the name of the menu bar over the years. From Menu bar, to Toolbar, now to Ribbons.
- When you are in a program it does the same things as the Mac Menu Bar.
- Windows just doesn't keep it up on the desktop at all times.

Spotlight = Search

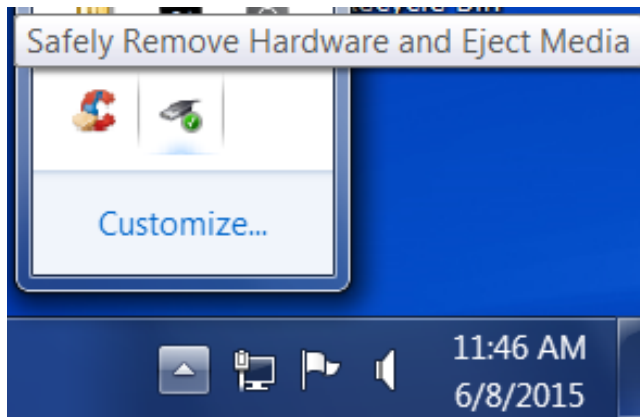


If the fact that both features use a magnifying glass wasn't clue enough the Mac Spotlight feature lets you search your computer for anything ... just like the Windows Search feature.

Ejecting USB's Safely



Mac OS X gives you a nice little “eject” icon next to the drive when you are in Finder, Or you can right click the drive icon (which shows up on the desktop) and click the icon there.



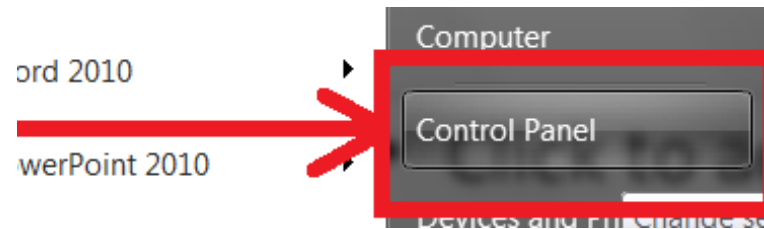
Windows hides the option under the little up arrow on the task bar. The little USB plug with a green check lets you eject USB drives safely.

- Again both OS's give the option to eject a USB drive (Thumb Drive) safely, but they are in different places.

Changing Settings...bit of techie stuff.



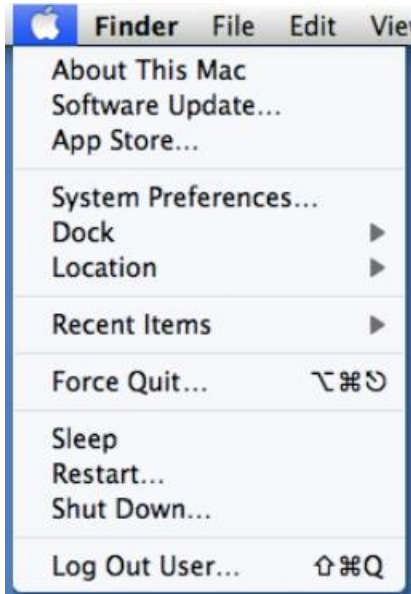
The Mac's System Preferences icon gives access to the same tools as the Control Panel has in Windows.



For those who like to tweak their system a bit, or even just want to change the background / screensaver the System Preferences or Control Panel get you to the tools where you can do that.

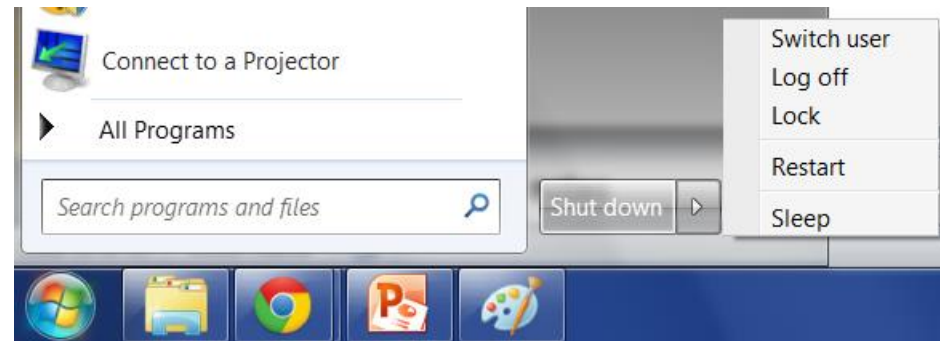
Also good to know if you want to fix a computer yourself.

I Just Want to Turn This Thing Off!



Remember that never changing Apple icon...well that's where Mac OSX hid the shutdown options.

Windows hid them under the Start, Shutdown menu.



- Sadly both Windows and Mac's have taken to button the shutdown options a few clicks away.

Any Questions?

