



Tips for Switchers (Windows -> Mac)



| Skill | Windows OS | Macintosh OS 8/9 | Macintosh OS X |
|------------------------|--|--|---|
| Show a contextual menu | Right Click | 1. Right Click (if 2 button mouse is present) 2. Control Click | 1. Right Click (if 2 button mouse is present) 2. Control Click |
| Switch Applications | Click application icon in task bar | Click application icon in upper left corner menu | Click application icon in dock (task bar) |
| Quit an Application | 1. Click "x" (upper right corner) 2. File - Quit or Control - Q | File - Quit or Command - Q (Close box - upper left corner - just closes the WINDOW) | File - Quit or Command - Q (Close box - red dot "x" - upper left corner - closes WINDOW) |
| Eject a Disk | 1. Close window for A: if open 2. Press EJECT button | 1. Drag disk to trash or Control Click - EJECT 2. Press EJECT button (if present) | 1. Drag disk to trash or Control Click - EJECT 2. Press EJECT button (if present) |
| Connect to a Server | Open Network Neighborhood / My Network Places | 1. Apple Menu, click CHOOSER 2. Click APPLESHARE | In Finder, choose GO menu, CONNECT TO SERVER or iDISK |
| Configure a Printer | START - SETTINGS - PRINTERS - Add a Printer | 1. Apple Menu, click CHOOSER 2. Click Laserwriter 8 or other driver | After choosing FILE - PRINT, click on printers at top and choose EDIT PRINTER LIST |
| Browse folder options | In a Window: TOOLS - FOLDER OPTIONS (Change Browse Options) | Hold down OPTION when opening a Window to open in SAME Window | Hold down COMMAND when opening a Window to open in DIFFERENT Window |