

# Windows - Mac Translation Guide



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This can be found in the top left corner of the screen. When clicked a drop down menu will appear. This contains many of the features of the start menu in Windows, such as:

**System Preferences = Control Panel + Properties** (display, screen saver, power, etc)

The **Dock** gives you access to programs and minimized windows. In the apple menu, Dock allows you to customize dock settings, such as position on screen and magnification.

**Recent Items = Recent Documents**

**Trash = Recycle Bin**

**Force Quit = Task Manager** use this to end programs (shortcut Option+Command+Escape)

**Get Info = Properties** (of a file in right click menu)

## How to "Right Click"

1. Click while holding down CTRL
2. Click with two fingers on the track pad (must be set in preferences)
3. Plug in a USB mouse with two buttons



**Finder = Explorer**



**Macintosh HD = My Computer**

**Documents = My Documents**

**Music = My Music** (etc., just drop the "my")

**Shortcuts: for Cut, Copy, Paste, Undo:** simply substitute **Command** for **Control**

**Web Browser: Safari**



You can also download and install Firefox, IE, Chrome, etc

**Shortcut Symbols:**  = Option or Alt     = Shift     = Control (not frequently used)

 = Command (formerly ) most common modifier, used like Control in Windows

**For more on Shortcuts visit:**

<http://www.mactricksandtips.com/2008/10/mac-101-56-useful-mac-shortcuts.html>



**Applications = Program Files**

(this shows up in the right column of finder and lists all applications/programs)