



Chapter 10
Mac & Windows
“Varsity” Skills



Mac/Windows Varsity Skills

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“The more you know about the other platform, the more you know about your own!”

-- Knute Holian 6/10/96, Skill Path Seminar --

Adjust the Clock



Mac- Click on the Date in upper right hand of desktop, choose Open Date & Time.

Windows- Double click the time icon on the taskbar and choose Date/Time to edit the month, date, year and time. Click OK when you are finished.

Application Access



Mac- Drag and drop application icon from your application folder onto the Dock.

Windows- Drag the icon of a file, folder, shortcut to the Start Button.

Application Alias

Mac- Create the Alias by selecting the file, folder or application at the desktop and go to File Menu and choose Make Alias. Then drag the Alias icon to the Desktop.



Windows- Create the shortcut by selecting the file, folder or application and right mouse click; then do not release the mouse but drag and drop the icon onto the desktop; because you do not release the mouse, the contextual menu will have the choice to Create Shortcut here. After making that choice, release the mouse button. To put the Shortcut into the Start Menu, drag the icon onto the Start Button.

Backup Files

Mac and Windows- Rather than taking files one at a time, it is easier to backup entire folders. Perhaps keep a Current Folder for recent tasks. Multiple Backup Files by day or week should also be maintained.

Battery on Laptop

One generic tip for laptop users is to fully discharge and recharge the battery at least every 2 months. Anomalies happen with laptops where the "power manager" gets corrupted and suddenly the computer runs on AC but not battery (or vice versa). One book suggests unplugging electricity and removing battery for 10 minutes. More drastically on the Mac, zap the PRAM.

Change the Battery

Most Macs and PCs have a tiny battery which keeps active the clock and various settings from 1 session to the next. Usual battery life is 2-5 years. One obvious warning is when the date changes unexpectedly.

Collapse Windows

Mac- You can minimize a window by double-clicking its title bar. To enable this feature, choose Apple menu, then System Preferences and click Appearance. Make sure "Minimize when double-clicking a window title bar" is selected.



Windows- The Windows version of collapsing is minimizing a window down to a button on the Task bar. To do this, click on the minimize button, the first of three boxes on the far right of each window.

Control Panels

Mac-Go to System Preferences on the Dock or under Apple Menu.



Windows- under the Start menu, you will find control panels — Add New Hardware/Programs, Mouse, Network, Printers, Change Desktop theme, screensaver, background.

Copy Selected Files

Mac- To select noncontiguous files, hold Command down & click on each subsequent file. Drag the batch of files onto the desired destination.



Windows- To select contiguous files, in either text or icon view, click on first file, then hold Shift and click in the last of the series. To select multiple non-contiguous files, hold down CTRL and click. Then right-click and choose Send To.

Desktop Pattern

Mac- Go to System Preferences, then Desktop and Screen Saver. You can choose one of the Apple supplied backgrounds or an image from your iPhoto library. Make your desired choice and then click the close button.



Windows- Start Menu, then Control Panel. From Pick a Category, choose Appearance and Themes. Then from Pick a Task, choose Change the desktop pattern. Click Apply to see what your choice will look like, but you can keep choosing options and apply. When you find the one you like, choose OK.

Expand Directories

Mac- When looking at the list view folders, you can click on downward triangle next to the cog icon. Choose "Show View Options." You will be able to add more information options for that window only or for all windows.



Windows- Open a folder and make a choice from the View Menu. To add more information about each file you see, select "Choose Details." You can add Date Created, Category, and much more.

Extensions/Safe Mode

Mac- When you hold down Shift at time of start-up, your Mac starts up without extensions. This can be useful for troubleshooting but will cause many anomalies. In Safe Mode or Safe Boot, only required items in the Startup Items and Extensions folders are loaded.



Windows- Holding down the F8 key at time of start-up allows your computer to start in Safe Mode, again for troubleshooting. The word SAFE will appear in the top left of the screen.

File Formats

Mac and Windows- From the Save As menu option, you can find a drop down menu that will allow you to save the file in a variety of formats, including a file in another word processing format, a text file or RTF (rich text format) which is very flexible. To save in PDF format on the Mac, you need to choose the Print Option and then click on the PDF button.

Fixing a Screen Freeze

Mac- If the application freezes, try Command-Option-Esc. If this does not work, you can restart with Command- control and the restart button. The Force Quit option is under the Apple Menu, but Command-Option-Esc still works.



Windows- If application freezes, try Ctrl-Alt-Delete to display the Close Program dialog box. Select the program that has given you fits and then click End Task. If this fails, try closing all other programs and Shut down Windows from the Start Button. If Windows won't cooperate, press Ctrl-Alt-Delete twice. If all else fails, shut down the computer.

Hide/Display Taskbar

Windows- You can move or resize the taskbar by clicking and dragging, but you can also hide the taskbar to create more room on the desktop. To hide the taskbar, right-click on an empty part of the taskbar and choose Properties. Click next to Autohide, then OK. The taskbar then is hidden below the screen. To make it appear, move the mouse to the edge where the taskbar is hidden. Or push Ctrl +Esc and the taskbar appears with the Start menu open.

Keep Files on Desktop

Mac and Windows- Any data file and most applications can be dragged from a folder and left on the desktop. This can be convenient when this file needs to be accessed frequently. Each time you restart the computer, the file will be right there! Because Macs support Scraps, you can also select text or graphics and then drag and drop onto the desktop. You can also leave important files on the Dock by dragging and dropping the file onto the Dock.



Windows- To copy a file from its folder onto the desktop, hold down the CTRL key; drag and drop onto the desktop. To move a file from its folder onto the desktop, hold down the Shift key; drag and drop onto the desktop. Because Windows supports Scraps, you can select text or graphics and then drag and drop them onto the desktop to then be inserted into other documents.