



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.

## Lock Files (Read-Only)



Mac- To lock a file, click once on the file to select it, choose Get Info under the File menu. The box marked locked needs to be either X-ed on or off.

Windows- To lock (or unlock) a file, click once on the file to select it, then right mouse click and choose Properties, and then click on the Read-only box in the Attributes section.

## Move Graphics



Mac- Select and copy the graphic and then open the other application and choose paste. Or you can drag and drop the graphic onto the desired file. Or you can select the graphic, drag to the desktop and then drag onto the other document in the different application.

Windows- Select and copy the graphic and then open the other application and choose paste. Or you can drag and drop the graphic onto the desired file. Or you can select the graphic, drag to the desktop, then drag onto the other document in the different application.

## Move Text



Mac-Select and copy the text and then open the other application and choose paste. Almost all applications accept drag and drop, so simply resize the windows so you can see both document screens, then select the text and drag and drop into the other document window. Or create a clipping, by dragging the selected text to your desktop.

Windows- Select and copy the text and then open the other application and choose paste. Or you can select the text, drag to the desktop to create a Scrap, then drag onto the other document in the different application.

## Other Characters



In older versions of OS X, Key Caps is found in the Applications folder, then Utilities folder. In 10.3 and beyond Key Caps no longer exists. Instead, go to System Preferences and click on International. Then click on the Input Menu. Check mark next to Character Palette and Keyboard Viewer and be sure "Show input Menu in menu bar" is checked. Close the window. An American Flag will appear in your menu bar. Choose " Show Keyboard viewer"

Windows- Many word processors have a feature called Insert Special Character with a menu listing! All Windows users, however, should be able to go to the Start Button, choose Accessories and then Character Map to see the various characters. Hold down the

mouse button while moving the pointer over the characters and then hold down the button to magnify a letter. Many people remember ALT 0233 for é, ALT 0149 for • and ALT 0188 for 1/4.

#### Play Audio CDs



Mac- iTunes should launch automatically.

Windows- With Windows Media Player open, insert the CD. On the Play Menu, choose CD Audio. To eject the CD, from the Play Menu, click Eject.

#### Play Movies



Mac- Double click on the movie icon or open the QuickTime-Player application. Be sure to download Real Player from [www.real.com](http://www.real.com) to view .ram files.

Windows- To open Windows Media Player, click Start, then All Programs, then Accessories, then Entertainment, then Windows Media Player. Be sure to download Real Player from [www.real.com](http://www.real.com) to view .ram files.

#### Print from Desktop



Mac- Mac supports drag and drop printing. Drag file icon onto the printer icon.

Windows- From My Computer or the Desktop, select the document and then right mouse click and choose Print from the shortcut menu.

#### Rebuild or Defrag



Mac- Some people suggest rebuilding the desktop every few months. To do so, hold down Command and Option while starting up. You will be asked if you want to rebuild the desktop. Although this destroys Get Info messages on older systems, this removes info on deleted files that can slow down your Mac. To defragment a Mac (a different function), you usually need to purchase a program such as Norton Utilities.

Windows users can defrag the hard drive via Programs then Accessories then System Tools; Norton Utilities provides more house-cleaning features.

#### Recently Used Files

Mac-Go to the Apple menu, choose Recent Items. There is also a useful Clear Menu feature on the bottom of the list to protect your privacy.



Windows- From the Start menu, choose My Recent Documents, and a list of the last documents created will appear. Point to the document you want and then release the mouse.

#### Reorganize Folders

Mac and Windows- Lay out your “messy window” on one side of the screen and 1 or more new windows on other side of screen with no overlapping. View each window alphabetically, then start dragging, perhaps using the Shift trick for selecting multiple files.



In order to put desktop items where you want them on Windows, click with right mouse button on desktop and make sure auto-arrange feature is off.

#### Screen Snapshot

Mac- To take a snapshot of a specific part of the screen, push Command-Shift-4 and use the Cross hatch that appears to capture an area in a rectangle. When you release the mouse, you will hear the snapshot sound. A PDF file labeled Picture 1 will appear on your desktop. You can also use Grab, found in the Applications Folder, then Utilities folder. Under the Capture menu, you can choose Selection, Window, Screen, or Timed Screen. Your capture will then have to be saved; Grab will save a TIFF file.



Windows- Press Print Screen button on the top row of the keyboard among the Function Keys (PrtSc) to copy the screen to the clipboard (hold ALT for just the window). Then go to a graphics program (e.g. Paint which comes with Windows) and choose Paste or simply choose Paste from any application.

#### Shortcut Menu

Mac- Macs have contextual shortcut menus; hold Control and click on a file, folder, application, or the desktop.



Windows- PCs have contextual shortcut menus; right mouse click on a file, folder or application.

## Macintosh Only Tips

#### Adding a folder to save

If the desired folder you want to Save in does not appear in the list, you can drag and drop that folder from your desktop into the Save Dialogue list.

#### Apple System Profile

Under the Apple Menu, choose "About this Mac" and then click on More Info to view the Apple System Profile to discover a wealth of information about your iMac, including what System version you are running, a memory overview, the processor and its speed, a

network overview, and even production information. Click any of the options on the side of the window (Memory, Firewire, Airport Card, software, etc) for information on those items.

Default Web Browser	Open Safari, then go to Safari Menu, then Preferences. Click the General icon, and then choose Safari or the desired browser from the Default Web Browser pop-up menu.
Empty Trash (Secure)	To ensure that deleted files cannot be recovered, from the Finder Menu, choose Secure Empty Trash.
Finding Original of an Alias	Click and hold on the icon on the Dock and choose Show in Finder.
Keyboard Shortcuts	To view the available Function key and keyboard shortcuts or to change or disable them, go to Apple menu, then System Preferences and click Keyboard & Mouse. Click Keyboard Shortcuts. To disable a shortcut, deselect the check box next to its description in the list. To change the key combination for a shortcut, select the character in the Shortcut list. Type a new shortcut by holding down the key combination that you want to use instead. Quit and restart any applications you are using for the new keyboard shortcut to take effect.
Network Location	If you change network settings, switching between locations is easy. For example, you might want to make a location for "home," and a location for "school" where you connect to your school network. Go to System Preferences, then Network pane. Choose New Location from the Location pop-up menu. Enter settings for each configuration you want to use in that location. After you create your locations, you can switch all of your network settings by choosing Location from the Apple menu.
Moving the Dock	Go to Apple menu, choose Dock, then pick location.
Moving between Open Applications	You can move between open applications by typing Command+Tab. If you keep the Command key down and then select Shift, you'll be able to move backwards through them.
Remove Trash Warning	Press the Option key when you choose Empty Trash to prevent the warning message from appearing. You can also turn off the warning by going to the Finder menu, choosing preferences, then clicking on the Advanced icon, then unchecking the option :Show Warning Before Emptying Trash."

Screenshot of a Window	Use the Grab application to Capture a selected window.
Storing TCP/IP configuration	Open the Network control panel and select Command+Shift+4 to take a picture of the open window. You can do the same thing for the Remote Access control panel. Once you've taken the screen shots, you can print them out. Or rename the Picture 1 and Picture 2 files and save them on your hard drive.

## Windows Only Tips

Arrange Windows	To quickly tile several windows, first open all the windows you want to work with and then minimize each one. Next, double click on one file to open up. Now here's the trick. Next, hold down the Ctrl key and click the second window. Right-click on one of the "pushed in" buttons and choose either of the Tile commands from the shortcut menu. Tile vertically to see the windows side by side; use the horizontal option to tile the windows one over the other.
Automatic Start Up	To have an application open automatically when you restart your PC, go to Start Menu, then All Programs, then right mouse click on Startup from the list that appears and choose Open. A folder will appear. Now find the icon for the application you would like to autostart. Right mouse click on the icon and choose Create Shortcut. Then drag that shortcut into the Startup folder. Close the folder and done.
Customize Start Menu	Right Mouse click on the Start Menu to choose Properties. Choose Customize to select icon size and number of programs in Start Menu. The Advanced Tab features allow you to turn on or off the "List Recently opened documents" and allows you to clear the list.
Custom Shortcuts	To add an application to your Start Menu easy access program list, go to Start Menu, then All Programs and right mouse click on the desired program and choose PIN to Start Menu. Or drag a shortcut onto the Start button.
Home Page Shortcut	In Explorer, you can quickly change your home page. First, go to the website that you would like to set as your new home page. Then Click the icon at the left of the Address bar, alongside the address of the page, and drag the icon onto the Home button on your Internet Explorer toolbar. When you release the mouse button, IE asks you if you want to make this page your new home page. Click Yes, and you're done.

Maximize Windows	Double-click anywhere on the title bar. The entire title bar acts as an oversized toggle. Double-click to maximize the window; double-click again to restore the original window size.
Opening File/Taskbar	Drag a file onto an opened application icon in the Taskbar to open the program in the application you desire rather than double clicking on the file and sometimes running into problems. The technique is "drag and hover" over the application icon. Click the file you want to open and hold down the mouse button. Drag the file on top of the taskbar button for the program you want to use--don't let go of the mouse button yet, or you'll get an error message. After a second or two, the program window appears on the screen, above all other windows. Now drag the file icon up to the window and drop it.
Opening File/Shift	To open a file with a different program, right-click on the file and then Click Open With. Choose the desired application from the list that appears.
Opening Favorites	From the Start Menu, choose My Documents. Go to the Favorites Menu and choose from the list that appears. Your browser will open and you will automatically go to your favorite website.
Send To Menu	You can customize the Send To menu, so that when you right-click on a file, you can quickly send it to the desired location. The Send To menu is usually set to send a file to the My Documents Folder, a floppy disk, zip drive and the desktop as a shortcut. But you can add items to the menu to make your life easier. For instance, you can add frequently used folders as a destination. To add a shortcut to the Send To menu, first open the Sendto folder - click the Start button, choose Run, type Sendto, and press Enter. Right-click and choose New, Shortcut to launch the wizard that lets you quickly create shortcuts.
Show Favorites	With Explorer open, Ctrl+I to open the Favorites window, where you can edit, copy, rename, delete, and reorganize Web shortcuts. Right-click on any icon in the Explorer bar to rename, delete, or copy the shortcut
Start Menu arranging	You can drag items around directly on the Start menu to change the order or which sub-menu an item is located on. You can also right-click and delete, or see the properties of the shortcut on the Start menu. You can right-click an item and then choose Sort by Name.