

## PC user needs to use a Mac

Short cuts are usually same. Use Control on the PC and Command (Apple/⌘) on the MAC

Access applications through the dock at the bottom of the desktop (double click to open – single click if already open) If it doesn't show pull cursor down to bottom area to pop up.

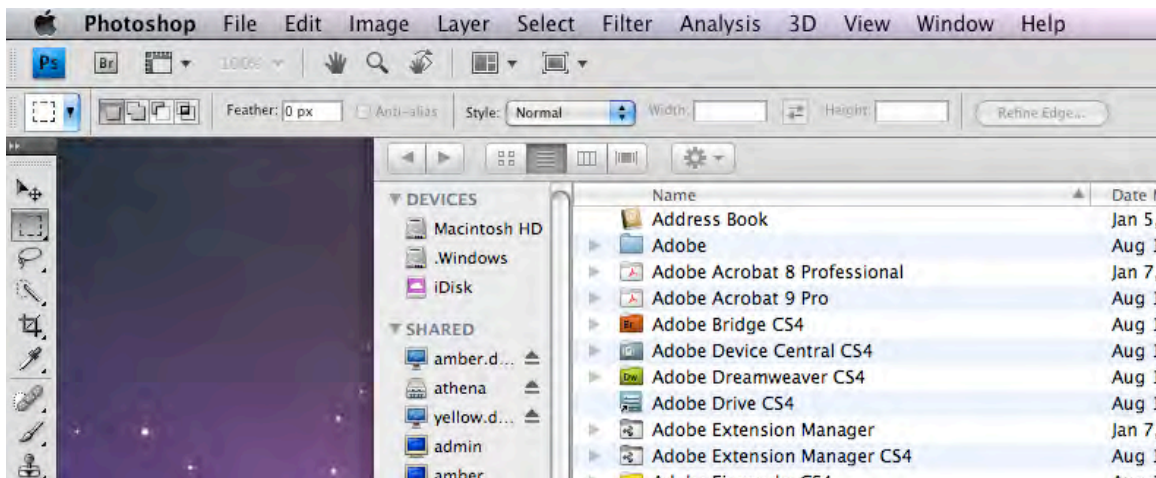


A white dot under application icon if already open Note: you can drag files from a window on the icon to have that software open the file.



This icon is the desktop/operating system area called "Finder"

If you are in an application (software, program) it will show the title of it at the top of the screen like below. This person is in the Photoshop application.





**M**acs use volumes not drives (amounts to same thing though) and they mount with icons on desktop. Double click to open and view contents. Window (below) will open up. Note: volume must be "ejected" to remove including cds, dvds, and jump drives (usb drives, thumb drives). Drag to trash icon on dock or select and use command (⌘)- E.

**W**hen you open a window it will show the network volumes and hard drive folders on the left. The sphere is your personal network folder for you to store files in and is available on any machine.



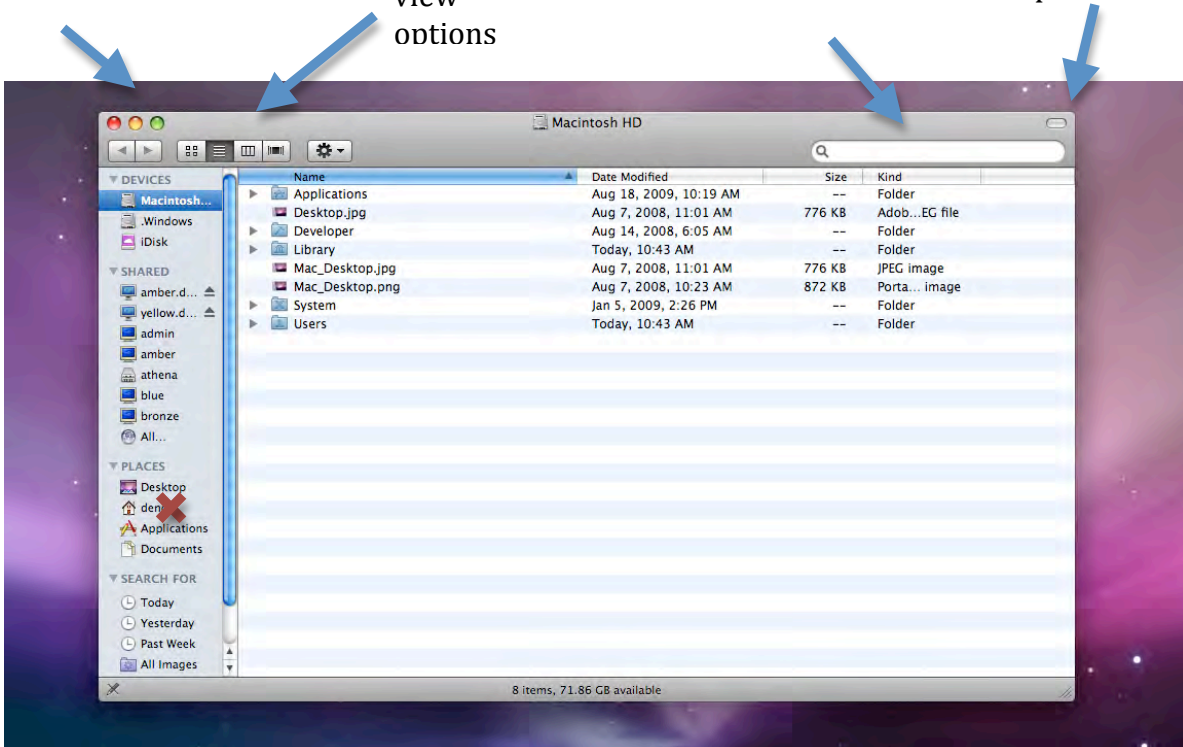
**DO NOT USE THE FOLDER WITH THE HOUSE ICON**  
It is only on the hard drive of the machine you are currently on.

Red – close  
Yellow-dock  
Green- fit area

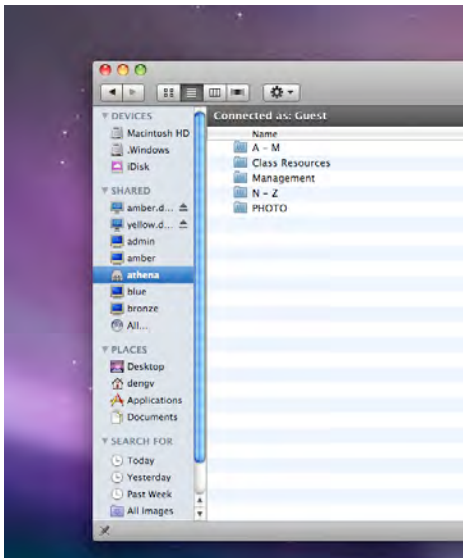
Window  
view  
options

Search Box

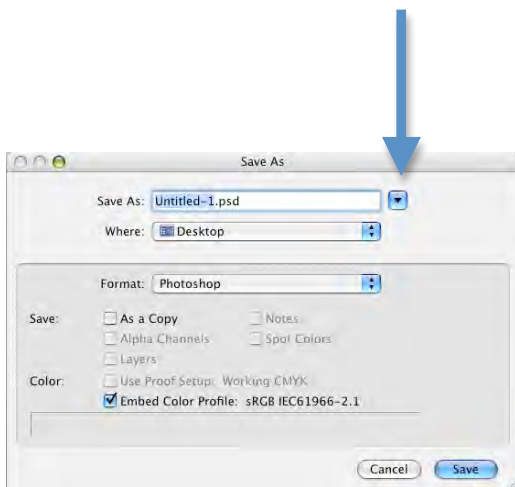
Hide/Show  
window  
options



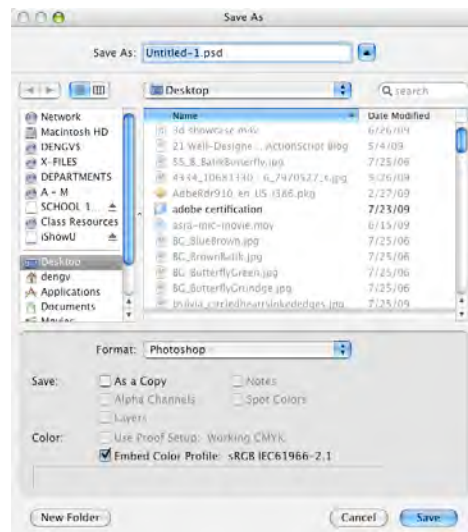
Network volume ATHENA is where you can store additional work, turn in work to your instructor (if directed) and find "Class resources" volume for resource files furnished by your instructor.



When saving in an application, click on the blue down arrow button to get to the volumes and network servers.



to



To log out use the apple menu in the upper left corner and select log out.

