

Mac & Chromebook | Easy | 2 min read

Switching from Windows to a Mac: what is different

Moving from Windows to a Mac can feel strange at first, but most things have an equivalent. This guide shows where to find the basics.

The screen layout

- The **menu bar** at the very top shows menus for the app you are using. The **Apple menu** in the top left is where you shut down, restart and open System Settings.
- The **Dock** at the bottom holds your apps. A small dot under an icon means it is open.
- **Finder** is like File Explorer. Click the smiling face icon in the Dock.

Closing is not quitting

Clicking the red button at the top left of a window usually closes the window, but the app often stays open. To fully quit, press **Command and Q**, or choose **Quit** from the app menu.

Keyboard differences

- **Command** works like Ctrl does in Windows. Command and C copies, Command and V pastes.
- **Delete** on a Mac removes the character before the cursor, like Backspace.
- **Return** is the Enter key.
- To delete forwards, hold **Fn** and press Delete.

Where things are

- Settings: **System Settings** (called **System Preferences** on older versions).
- Install apps: from the **App Store**, or by downloading a file and dragging the app into **Applications**.
- Uninstall: open **Applications** in Finder and drag the app to the Trash.
- Search: **Command and Space** for Spotlight.

Your files

Many Windows files open on a Mac, including Word and Excel documents if you have Microsoft 365. External drives formatted for Windows (NTFS) can usually be read but not always written to. Ask us before you copy anything important.

Right-click

Hold **Control** and click, or click with two fingers on the trackpad.

Your first week

Spend time exploring, and ask us about moving your photos, emails and bookmarks. A good plan is to keep your old PC until you are sure everything has been copied across.

When to get more help

Contact us for help moving files, setting up email, finding Mac versions of Windows programs, or getting a printer working.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.