

Intro to Macs Cheat Sheet

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Mac vs PC

Mac (Macintosh) an Apple desktop or laptop computer that runs an Apple operating system called OS X

PC (Personal Computer) a desktop or laptop computer that runs a Microsoft Windows OS such as Windows 10

Mac Computers

| Pros | Cons |
|--|--|
| Design/aesthetics | Apple hardware limited compared to PC hardware |
| Everything works together well in Apple "eco-system" | "Apple eco-system" can be considered a "walled garden" |
| Apple software arguably better than Windows software | Less 3 rd party software available than for PCs |
| Less vulnerable to viruses and malware | Learning curve if new to Mac environment |
| Less bloatware | Customization limited |
| High quality display | Initial price |

Mac Features

Finder access programs, files, & folders
Dock launch bar for programs and folders
Launchpad show all apps on computer
Mission Control show desktops
Spotlight Search search computer & web
Apple menu about, settings, users, power

Mac Computers (2016)

MacBook thin, light laptop
MacBook Air thin, light laptop
MacBook Pro powerful laptop
iMac large all-in-one desktop
Mac Pro powerful desktop tower
Mac mini low-priced, small desktop

Mac Apps

Photos photo manager
iMovie video editor
GarageBand music creator
Pages word processor
Numbers spreadsheet app
Keynote presentation app
Safari web browser
Mail email app
Messages IM and text message app
FaceTime video chat app
Calendar calendar app
Notes basic note app
App Store online app downloads
iTunes media library and store
iBooks ebook reader
Maps map and directions app
Contacts contacts app
Reminders reminder app

Mac Keys

⌘ Command similar to PC Ctrl key
⇧ Shift make uppercase letter
⌥ Option modifier key, use w/ other keys
⌃ Control hold w/ click, same as R-click
⌕ Caps Lock toggles upper/lower-case
Fn Function mod. key, use w/ other keys

Mac Keyboard Shortcuts

⌘+A select all
⌘+C copy, ⌘+X cut
⌘+V paste
⌘+Z undo
⌘+Q quit app
⌘+Spacebar spotlight search
⌘+Tab switch between apps
⌘+Delete move item to trash
Fn+Delete delete to right

Mac Gestures

Tap click
2-finger tap right-click
2-finger double-tap zoom in/out
2-finger slide scroll vertical/horizontal
Pinch in/out zoom in/out
Rotate index & thumb rotate item
2-finger swipe left/right go to next/previous page
2-finger swipe left from right edge open notification center
3-finger & thumb spread show desktop
3-finger & thumb pinch show launchpad
4-finger swipe up show mission control
4-finger swipe down show open apps
4-finger swipe right/left switch desktops

Sources

Mac Keyboard Shortcuts
<https://support.apple.com/en-us/HT201236>
Mac Trackpad Gestures
<https://support.apple.com/en-us/HT204895>
Mac vs. PC Debate
<http://www.intel.com/content/www/us/en/tech-tips-and-tricks/pc-vs-mac-the-big-debate.html>