MacOS Cheat Sheet for Windows Users

Apple Menu
- Use to access
  - **System Preferences**
  - App Store
  - Lock Screen
  - Shutdown/Restart
  - **Force Quit** (Task Manager/Ctrl+Alt+Del)

Click for Documentation

Menu Bar
- **File, Edit, View** etc menus are located here
- There is only **one menu bar on the screen**
  - **It changes depending on what application is currently active**, rather than each application having it's own separate menu bar

Click for Documentation

Status Area/Notifications
- Click on the **date** to access **notifications**
- Configure 🛜 **WiFi,** ⍟ **Bluetooth**
- Configure 🕐 **TimeMachine Backups**
- The equivalent to the **system tray** in Windows

Click for Documentation

Minimise/FullScreen/Mission Control
- 🔴**closes,** 🟡 **minimises,** 🟢 **full screens**
  - *Buttons on the TOP LEFT of the window!*
- **Three finger swipe up** to access Mission Control to **view all open applications, windows** and **workspaces**
- **Workspaces** appear in a row at the top of **Mission Control**

Click for Documentation

Preview
- **Preview is your PDF and image viewer app**
- There's more functionality there than meets the eye - *worth reading the documentation*
- Use it to **sign documents**, **crop, adjust and convert images**,
- **Capture images** - File ➡ Import from [iPhone/Camera/Scanner]

Click for Documentation

Using External Drives
- Connected drives will appear on the **desktop**
- **ALWAYS right click to eject external drives before unplugging**

Click for Documentation

Finder is the **File Explorer** Access it from the **Dock**

System Preferences
- Equivalent to the **Control Panel** in Windows
- Use Passwords to **manage stored passwords**
- Security & Privacy ➡ Privacy to **manage app permissions** for camera/microphone etc
- **Printers & Scanners** to add/manage devices

Click for Documentation

Opening Apps/LaunchPad
- Open using ▦ from the **Dock**
- Apps will automatically be added to the LaunchPad when installed
- The equivalent to the **Start menu** in Windows

Click for Documentation

Backing Up/TimeMachine
- See the **link below** on how to configure
- When drive is connected, backup will begin
- Click 🕐 in the Status Area to view progress
- *ALWAYS right click to eject backup drives*
- Connect the drive **once a week** to back up
- For best results cycle TWO backup drives

Click for Documentation

⌘ Keyboard Shortcuts
- The ⌘ **Command Key** is often used in place of the **Ctrl** key used for Windows shortcuts
- ⌘ + **X** to **Cut**
- ⌘ + **C** to **Copy**
- ⌘ + **V** to **Paste**
- ⌘ + **Space** to search files, apps, emails, etc
- ⌘ + **Q** to quit app

Click for Documentation

Dock / Trash
- Works like the **taskbar** on Windows
- Move mouse to bottom of screen to **unhide**
- Shows **app shortcuts** and **running apps**
- **Running apps** show a **dot** under their icon
- **Minimised windows** will appear to the **right**
- 🗑 **Trash** on the far right - click to open

Click for Documentation

Gestures / Mouse Buttons
- Gestures are performed on the trackpad
- **Right click** - tap with two fingers
- **Drag two fingers** up/down to **scroll**
- **Pinch** with two fingers to **zoom in/out**
- **Two finger swipe** left/right go **back/forward**
- **Three finger swipe** between f**ull-screen apps**

Click for Documentation