

Operating System Summary

(steps to perform tasks described below)

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| | Windows Version (XP, 7, etc.): | Macintosh Version (MAC OS 10.x): |
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| Cold Boot (start when off) | To boot a Windows computer, turn on the computer and the monitor. | Press the Power “On” button on the computer. |
| Warm Boot (restart) | To reboot a Windows, click START, then SHUT DOWN, and finally RESTART. | Choose restart from the blue/black apple menu on the top left side of the main menu bar. |
| Shutting Down | To shut down a Windows computer, click START, and then choose shut down from the menu. | Choose shut down from the blue/black apple menu on the top left side of the main menu bar. |
| Names of disks/drives | Floppy drive is A: The 3.5” floppy drive is called “A:” Hard drive is “C:” Compact/DVD disc drive: “E:” Others drives identified by letter and colon (varies by individual computers) | Each disk (rather than hard drive) has a name (up to 32 characters). You can change their names anytime and put your own name or choose other names for the drives. If you are using an external disk drive you can call that one; “External”. |
| Determining Contents of Disks | Double click My Computer on the desktop, then double click the appropriate disk icon (floppy, zip, CD, etc). | Double click the disk icon will show you the contents of the disk you choose to determine. |
| Removing a disk | Disk drives generally have an eject button. If you are not currently working on a file that is stored on a disk, you should be able to press the button and eject it. | The standard method of removing a disk is to drag its icon to the Trash (in the dock). The Trash becomes an <i>eject symbol</i> . There may also be an EJECT command in one of the menus. You can also right click the mouse and select the Eject “disk name” . |

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| Start Program | The easiest way to start programs is to click on the START button, then on PROGRAMS . | To start a program on a Macintosh you need to double click on the program icon. You may also click once if the icon is displayed on the dock. Opening a document created by a program will automatically start the program. |
| Stop Program | The usual way to quit a program in Windows is to choose Exit command from the File menu, ALT F X is a shortcut for quitting. (ALT underlined letter of <u>F</u> ile, underlined letter of <u>E</u> xit). You can click the X button. | To quit a program on a Macintosh choose the QUIT command from a menu (the name of the program in the menu bar). Command Q is a shortcut for quitting. Right click on the program icon on dock and choose quit. |
| Format Disk | In My Computer , right click the disk you choose and choose format option from the menu will format the disk you choose. Simply choose “FORMAT” from the menu. | Blank (unformatted) disks are automatically formatted (follow instructions on the screen). Disk Utility can be used to formatting. |
| Delete File | The easiest way to delete a file is to click on its icon and press “DEL” . You can also right-click on an icon and choose “Delete” from the menu that appears. | Drag the file icon to the Trash and empty the Trash (choose Empty Trash from the Finder menu). You can also right click the Trash icon and choose “Empty Trash” command from the opened menu. |

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| Rename File | Right click on the file icon and choose “ RENAME ” from the menu that appears. Type the new name for the chosen file to rename. | Click on the file name (shown below the icon or in a list). Wait about one second, and click on the file name again, and then you can re-type the name as you want it. |
| Copy File | Right click on the file icon and choose “ COPY ”. You then need to “ PASTE ” the file in another location. | To copy a file on to a different disk, drag the file icon to the disk icon and drop it. You can also right click on the file icon and choose Copy “file name” , then you need to “ PASTE ” the file in another location you want it to be. |
| Copy Disk | In My Computer , right click the disk you choose and choose format option from the menu will format the disk you choose. Simply choose the “ BACKUP ” from the menu. | You can copy a disk by dragging it to the hard drive (it becomes a folder), then dragging the folder contents onto another disk. |