

tips for new mac users

- **right click** – if you have a usb mouse that has two buttons, right clicking is no problem. however if you have a macbook (like i do), all they give you is that huge single button for mouse clicking. for someone coming from windows this can be frustrating. in order to double click you must place two fingers on the trackpad, and then click the regular click button. this is the default setting. an alternative method, which i prefer can be found in the “keyboard & mouse” settings. in this window, go to the trackpad tab, and check the box that says “clicking”. this option allows you to right click by tapping two fingers, one before the other, on the trackpad.
- **end task** – in windows when a program stops responding, normally one would do a “ctrl + alt + delete” and “end task” the program. in os x when a program stops responding (which i find very infrequent), you can force the program to quit by using the keyboard shortcut: command + option + esc. this will bring up a window that shows you running application. select the non-responsive app and force it to quit. alternatively you can right click the app in the dock and select “force quit”
- **installing apps** – in windows most application have a “setup.exe” or “install.exe” file somewhere in the install folder that is used to install the program. in os x you just drag the app into the “application” folder.
- **uninstalling apps** – in windows uninstalling applications is done with the “add or remove programs” menu in the control panel. this is convenient because you can see all the application on you system (that is unless you have malware, spyware, or a root kit...). however, everybody knows that just because you uninstall and application from this menu, that does not necessarily mean that all the files associated with that program have been removed from your computer. many times registry entries are left behind that can slow down your system the longer you run windows and continue to install and uninstall programs. uninstalling apps in os x is as easy as dragging the application to the trash. however, things are not quite as perfect as you would imagine. even though the main app has been removed from the applications folder, most of the time files associated with that app remain on you system (unless the app comes with an uninstaller script). a common location for these files may be in the “/library/application support/” folder in your home directory. 3rd party apps exist that claim to uninstall all files associated with an app, but i have not felt the need to use them. what’s nice about os x is that because it does not use one centralized registry for all the apps, installing and uninstalling apps do not bog down your system over time.
- **encryption** – there are many 3rd party windows applications that can be us to encrypt you files. [axcrypt](#) and [truecrypt](#) are both free and open source, and i highly recommend them for windows users. recently truecrypt 5.0 has added support for os x (but i don’t like the idea of using fat32 or ntfs formatted images to store my information). however, this functionality is also built into ox x in two forms. the first is called file vault. when activated, this will encrypt all the data in your home folder. the second option (which i use) is to create an encrypted “.dmg” image. this can be done with the “disk utility” included in os x.

- **keyboard shortcuts** – i used windows keyboard shortcuts all the time. my most commonly used keystrokes included: window key + e, to bring up the explorer window, alt + tab, to tab through the open windows, alt + f4, to close the current window, f2, to rename the selected file, shift + delete, to delete a file without moving it to the recycling bin etc... likewise i now use a variety of os x shortcut keys, some of which resemble the windows versions. my most commonly used mac keystrokes include:

command + n, to bring up the finder
command + w, to close the current window
command + q, to quit the current application
command + option + esc, to bring up the windows equivalent of the task manager
command + tab, to tab through the open windows
command + tab, then hold command + q, to quit the selected application
command + esc, to start front row
command + right bracket to go to the front row home screen
command + left bracket to exit front row completely from any screen
command + e, to eject a disk
command + i, get information about a file
command + , (comma) brings up the preferences for just about any application
command + j, brings up viewing options for the active window
command + m, minimized the current window
command + shift + delete, to empty the trash
command + shift + g, to go to a specific file location (useful for hidden folders)
command + shift + a, opens application folder in finder
command + shift + u, opens utility folder in finder
command + shift + k, opens network folder in finder
command + 1, change to icon view
command + 2, change to list view
command + 3, change to column view
command + 4, change to cover flow view
command + option + d, show/hide the dock
spacebar on a selected file will bring up a preview of the file without opening it in the default app (os 10.5 and higher required)

- **getting mad at your computer** – this is typically only experienced by windows users. however, if you do get mad at your mac, all you need to do is lean back and observe how pretty and well engineered it is; this should ease your anger, how can you get mad at something that looks so good.