

macOS User Guide

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macOS Big Sur 11.0



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What's it called on my Mac?

If you're not sure what something is called on a Mac, here's a list of Windows and Mac terms to help you find what you're looking for.

Note: On a Mac notebook computer, you must press and hold the Fn key before pressing the other keys of a shortcut; for example, press Fn-Control-F2.

Windows term	Mac term	Description
Alt key	Option key	To enter special characters, press and hold the Option key in combination with letter keys. For example, to enter é, press Option-E, then press the E key again.
Alt key	Control-F2	To use the keyboard to open menus in the menu bar at the top of the screen, press Control-F2, then use the arrow keys to select a menu. Press Return to open the selected menu, then use the arrow and Return keys again to choose menu options.
Alt-Tab	Command-Tab	To switch between open apps, press Command-Tab. Release the keys when the app you want is selected.
Alt-Tab	Exposé	To see all the open windows in the current app, press and hold its icon in the Dock . Release the trackpad or mouse when thumbnail images of the windows appear. To see another app's windows, press Tab.
Close button	Close button	To close a window, click the red Close button  in the top-left corner of the window.
Control key	Command key	To perform actions or shortcuts, use the Command key with keyboard combinations. For example, pressing Command-S usually saves a document or file.
Control Panel	System Preferences	To customize your Mac, choose Apple menu  > System Preferences. See Customize your Mac with System Preferences . You can set options to, for example, change the size and location of the Dock, apply a light or dark appearance, use a different desktop picture, and more.
Cortana	Siri	Siri can do things like open files or apps for you, or find things on your Mac or on the internet. See Use Siri .

Windows term	Mac term	Description
Device Manager	System Information	The System Information app gives you detailed information about your Mac hardware and software. Choose Apple menu > About This Mac.
Disk drive eject button	Media Eject key	To open and close the optical drive, press the Media Eject key  on your keyboard. To eject disks in other types of drives (or if your keyboard doesn't have the Media Eject key), select the disk in the Finder , then choose File > Eject.
Exit	Quit	To exit from an app, choose Quit from the app menu. (The app menu is labeled with the app's name; for example, <i>Safari</i> or <i>Mail</i> .)
Flip 3D	Mission Control	To see all open windows in Mission Control, press Control-Up Arrow (or use the Control Strip).
Gadgets	Widgets	Notification Center offers widgets you can use to do things like monitor stocks and show the weather. See Use Notification Center . To open Notification Center, click the date and time in the menu bar.
Microsoft Photo Editor	Photos	Use the Photos app to import photos (and videos) from an iOS or iPadOS device or a camera, view and edit your photos, share your photos, and more.
Mouse	Mouse (one-button)	If you have a one-button mouse and want to open a shortcuts menu, press and hold the Control key as you click.
Mouse	Magic Mouse or Apple Mouse	If you have a Magic Mouse or other multiple-button mouse, you can customize the buttons by choosing Apple menu > System Preferences, then clicking Mouse.
My Computer, This PC	In the Finder, choose Go > Computer	You see disks connected to your Mac, CDs and DVDs inserted in your optical disc drive, network volumes you're connected to, and any disk partitions you have.

Windows term	Mac term	Description
My Documents, Documents folder	Documents folder	To store a document, use the Documents folder. To see your Documents folder, open a Finder window, then click Documents in the sidebar.
My Pictures, Pictures folder	Pictures folder	The Pictures folder is located in your home folder . In the Finder, choose Go > Home.
My Recent Documents	Recent Items	<p>As you open apps and files, their names are kept in the Recent Items list in the Apple menu. You can use Recent Items to quickly reopen apps and documents.</p> <p>Many apps include an Open Recent command in the File menu that lists documents you worked on recently.</p>
Network Connections	Network preferences	<p>To configure network settings, choose Apple menu > System Preferences, then click Network.</p> <p>You can use Wireless Diagnostics to solve problems with a network you've already set up.</p>
On-Screen Keyboard (OSK)	Keyboard Viewer	<p>To open the Keyboard Viewer, in the menu bar click the Input menu (identified by the Show Emoji & Symbols icon , a flag, or an input method character), then choose Show Keyboard Viewer.</p> <p>If you don't see the menu, choose Apple menu > System Preferences, click Keyboard, click Input Sources, then select "Show Input menu in menu bar."</p>
Performance Monitor	Activity Monitor	To see how your Mac is performing and which processes it's running, open the Activity Monitor app (located in the Utilities folder in the Applications folder).

Windows term	Mac term	Description
Print Screen	Shift-Command-3 Shift-Command-4	To take a picture of the entire screen, press Shift-Command-3. To take a picture of part of the screen, press Shift-Command-4, then drag the pointer to select an area. To open Screenshot for more options when taking screenshots or screen recordings, press Shift-Command-5.
Printers & scanners	Printers & Scanners preferences	To select and set up printers, choose Apple menu > System Preferences, then click Printers & Scanners.
Properties	Get Info	To see information about a file, folder, disk, server, or other item, select it in the Finder, then choose File > Get Info. In the Info window, you can set ownership and permissions for the item. For files, you can select the app that you want to open the file.
Recycle Bin	Trash	To delete files and folders, drag them to the Trash in the Dock. To permanently delete the files, choose File > Empty Trash.
Search	Spotlight	Find files, email, and other items. See Search with Spotlight . Many apps, such as the Finder, Mail, and Contacts, provide a search field in the toolbar where you can quickly search for items in the app.
Shortcuts	Alias	To make an <u>alias</u> , select the file or app, then choose File > Make Alias.
Snipping Tool	Screenshot	Press Shift-Command-5 to display Screenshot and take screenshots or screen recordings of windows, the whole screen, or a portion of the screen.
Standby or Sleep	Sleep	Sleep is a low-power mode. To put your computer to sleep, choose Apple menu > Sleep.
Start menu	Launchpad	For quick access to all your apps and utilities, click the Launchpad icon  in the Dock (or use the Control Strip).

Windows term	Mac term	Description
Start menu and Task bar	Dock	Use the Dock to open your favorite apps, files, folders, and websites. By default, the Dock appears at the bottom of the screen. To add a file or folder to the Dock, drag it to the right of the Dock's separator line.
System Tray	Status menus	Status menus appear as icons in the right half of the menu bar. Use status menus to connect to a wireless network, check the battery status of your Mac notebook computer, and more. Use Dock & Menu Bar preferences to change which status menus appear in the menu bar.
Task Manager	Activity Monitor	To see how your Mac is performing and which processes it's running, open the Activity Monitor app (located in the Utilities folder in the Applications folder).
Windows Explorer	Finder	To organize files, folders, and apps, use the Finder. To open a Finder window, click the desktop, then choose File > New Finder Window.
Windows Media Player	QuickTime Player Music	To play movies and music, use the QuickTime Player app. To listen to music CDs, purchase music from the iTunes Store, and create your personal digital music library, use the Music app.
Windows MovieMaker	iMovie	To download video from your digital video camera and create your own movies, use the iMovie app.

See also

[Open Microsoft Office documents on your Mac](#)

[Windows keys on a Mac keyboard](#)

[Right-click on Mac](#)

[Get to know the Mac desktop](#)

[Use the Touch Bar on Mac](#)

[Apple Support article: Mac keyboard shortcuts](#)

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