

Quick Interface Tour

Here's a quick tour of what you see after a Mac computer boots up.

1 Menu bar

Items in the menu bar will change with the active application. You'll see the application's name and menu on the far left. When your Mac boots up, the active application is Finder, which is like Windows Explorer where you can browse files and folders.

2 Desktop

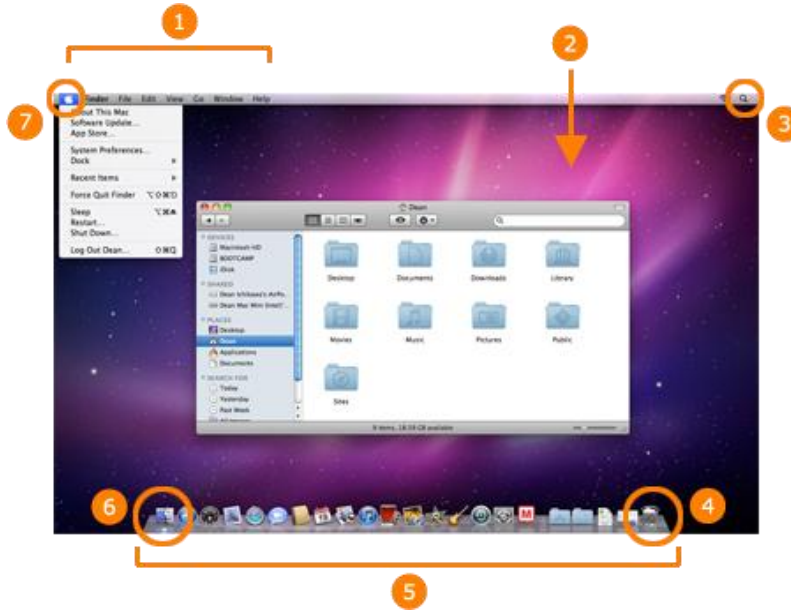
Just like in Windows, files and folders can be stored on the desktop—it's basically just another folder on your computer.

7 Apple menu

The Apple menu contains system-related items like shutdown and restart. You can also access System Preferences, which is like the Control Panel in Windows where you can make changes to your settings.

6 Finder

Finder is the application that a Mac uses to manage files and folders. You can access it from the Dock or by clicking anywhere on the desktop.



3 Spotlight

Spotlight allows you to search for anything on your computer, even map content.

4 Trash

Trash is like the Recycle Bin on Windows, but in addition to deleting files and folders, you can drag CDs, external drives, and network drives to the Trash to eject or dismount them.

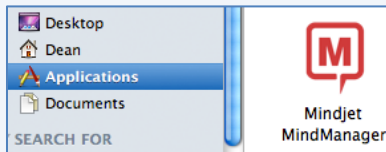
5 Dock

The Dock is like the taskbar in Windows. It contains shortcuts to applications, and on the far right, files and folders and the Trash. Applications that are open will be marked with a little glowing dot beneath the application's icon.

Launching MindManager

Here are three ways to launch MindManager on a Mac:

- 1) Browse for MindManager in a Finder window and double-click its icon. Macs store applications in one central "Applications" folder that you can find in the sidebar of any Finder window.



- 2) Search for "MindManager" using Spotlight and select it from the search results.



- 3) Click the MindManager icon, if it has been added to the Dock.



Quitting MindManager

All Mac applications have an "application menu" and it's always in the upper-left corner of the screen. Click the application menu ("Mindjet MindManager") and select "Quit Mindjet MindManager".

Mac Keyboards & Commonly-Used Shortcuts

In addition to an **Alt** and **Control** key, Macs have a **Command** key marked with the symbol: **⌘**. The **Command** key is the primary key used for most keyboard shortcuts. For example, the shortcuts for Cut, Copy, and Paste are:

- Cut: Command+x
- Copy: Command+c
- Paste: Command+v

In addition, some Mac mice only have one button, so luckily, you can press the **Control** key as you click to bring up a **right-click menu** where applicable.

Switching to Another Application

On Windows, you might switch to another program with Alt+Tab or by selecting it from the task bar. Here's two ways to switch to another application on a Mac:

1) Command (⌘) +Tab

This works pretty much the same as Windows, except that it doesn't list all open windows, just open applications. You can either press Command+Tab until you get to the application you want and then let go of the keys, or you can also press Command+Tab to bring up the list of applications and use your mouse to click the one you want.

2) Dock

You can also click an application's icon in the dock to switch to it.

