



# Windows to Mac Tips PDF

The time codes in this PDF link to video segments in Lucas Roberts' Windows to Mac 2024 YouTube video at [macinhome.com/windows](https://macinhome.com/windows)

Instead of doing longer explanations with images in this PDF you'll see direct links to take you to that exact spot in the video to save you the most time possible and to prevent this PDF being 73 pages. :)

## **01:02 where's my right click?!**

**01:24** Right click on Mac trackpad: Use the **"two finger click"**

**01:45** Right click on Magic Mouse isn't on by default and needs to be turned on:

**System Settings -> Mouse -> Secondary click -> Click Right Side**

**02:30** Change your Trackpad to click in the bottom right instead of two finger click:

**System Settings -> Trackpad -> Point & Click -> Secondary Click -> Click in Bottom Right Corner**

## **02:51 closing programs with the x**

**03:06** The little red x doesn't quit apps; it only **closes the frontmost window**

**03:22** See which apps are open so you can quit some to keep your Mac speedy:

**Notice the little black dot under the apps in the Dock**

**04:06** Quit your open apps:

**Command-Q** on the keyboard

**04:12** Quit apps easily from the Dock:

**Right click the icon on the Dock then "Quit"**

## **04:43 alt-tab to switch programs**

**04:59** Mac app switcher:

**Command-Tab** on the keyboard

**05:37** Quit apps while staying in the app switcher:

**Command-Tab** then keep holding Command and **press Q**

**05:58** Cycle between open windows within an app:

**Command-`** (right above Tab)

**06:20** Zoom out and see all your open apps and windows via Mission Control:

**Three-finger swipe up** on the trackpad or the **mission control key on the keyboard (F3 usually)**

## **07:04 Windows File Explorer**

**07:59** Turn on the Path Bar to see where you are (get those bread crumbs on Mac):

**View menu -> Show Path Bar**

**08:45** Made a mistake moving something?

**Command-Z** to undo and put it back where it was

**08:49** Turn on the Status Bar to see number of items and free space on internal HD or in iCloud Drive:

**View menu -> Show Status Bar**

**09:31** Remove something from Finder left side bar:

**Right-click -> Remove from Sidebar**, and add things back via from **Finder menu -> Settings -> Sidebar**

**09:53** Three most useful Finder view modes (super useful keyboard shortcuts I did not mention in the video!):

Icon view **Command-1**

List view **Command-2**

Column view **Command-3**

**10:34** Change how a list is sorted:

**Click the column headers in List view**

**11:00** Sort list view by Size and show the sizes of folders as well:

View menu -> Show View Options (or better, **Command-J**) -> Calculate All Sizes

**12:31** Rename files and folders quickly:

Use the **Return** key on the keyboard

**12:35** Delete files or folders super-fast:

**Command-Delete** to move things from Finder into the Trash in the bottom right

## **13:08 my docs, my downloads, my pictures, oh my!**

**13:24** See where your files actually live in the Home folder:

**Go menu -> Home (with House icon)**

**14:23** Add the Home folder to the left sidebar:

**Finder menu -> Settings -> Sidebar and turn on the house with your username**

**15:33** Set new Finder windows to go straight to Documents (or any folder you want):

**Finder menu -> Settings -> General -> New Finder windows show -> Documents**

## **16:17 taskbar file and folder shortcuts**

**16:33** Put your own favourite folders on the left sidebar in Finder:

**Drag a folder to the Sidebar** and look for the blue line for it to go between two other folders

**17:41** Put a favourite folder on the Dock:

**Drag it down to the Dock at the bottom right next to the Trash** and it'll make a space

**18:39** See where your currently open document lives:

**Right click its name on the title bar** (top middle of the open window)

## **19:22 scrolling up and down in open windows**

**19:48** Scroll up and down (and left and right) in open windows:

**Two finger scroll** on the trackpad

**20:17** Scroll up and down in open windows on Apple Magic Mouse:

**Slide your finger on the top of the mouse... up down left right**

**20:27** Enable the scroll bars in Finder windows:

**System Settings -> Appearance -> Show scroll bars -> Always**

## **20:54 how do I make open windows bigger?**

**21:04** The little green button ruins lives:

**Don't click the green button** :)

**21:33** See your extra Desktops and full-screen Apps in Mission Control:

**Three-finger swipe up** on the trackpad or the **mission control key on the keyboard (F3 usually)**

**21:42** Get out of full screen mode with one key:

Press **escape** on the keyboard to get out of full screen mode

**21:52** Smart resize an open window:

**Double click the grey space in the window title bar**

**22:19** Proportionally resize open windows:

**Hold Option key while dragging a corner or side**

## **22:52 settings (formerly control panel)**

**23:10** Get into Mac Control Panel (System Settings):

**Apple menu in the top left -> System Settings**

**23:29** Find the settings you want:

Use **Search** in the **top left of System Settings**

**23:58** Show some useful little menus in the top right from:

**System Settings -> Control Center -> choose the service -> "Always Show in Menu Bar"**

Bluetooth menu -> Show in Menu Bar

Focus (Do Not Disturb) menu -> Always show in menu bar

Sound menu -> Always Show in Menu Bar

Battery -> Show Percentage

Time Machine -> Show in Menu Bar

## **25:10 programs ... launching and uninstalling**

**25:31** Keyboard shortcut to get into Applications folder:

**Command-shift-a**

**25:59** Remove an app from the Dock

**Drag it upwards** and pause till you see "Remove"

**Right click** the app and go to **Options -> Remove from Dock**

**26:24** Add an app to the Dock:

Go into Applications and **drag from Applications down onto Dock**

**27:10** Quick search and open apps with Spotlight

**Command-space**, or use the magnifying glass in the top right

Type the name of the app then press **return**

**27:34** Uninstall (delete) an application:

Go into the Applications folder with **command-shift-a** and then **command-delete** to send the one you want to delete into the Trash