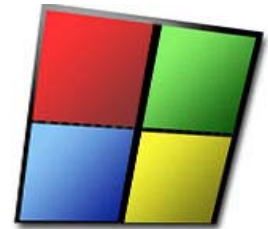


Migrating from the Mac to Windows



This document is intended to help you make the transition from the Macintosh OS (operating system) to the Windows OS. Since there are currently several versions of windows operating systems in use around campus, this guide is designed to be generic when possible with windows version specific information when needed.

The first step in making the transition is to relax. Windows and Mac OS's have "borrowed" liberally from each other for the past decade. This means that the two OS's are not really that different from each other. Seventy percent of the stuff you understood about the Mac OS will hold true for the Windows OS. The other thirty percent will however, bug you till you get used to it. Here are some of the differences.



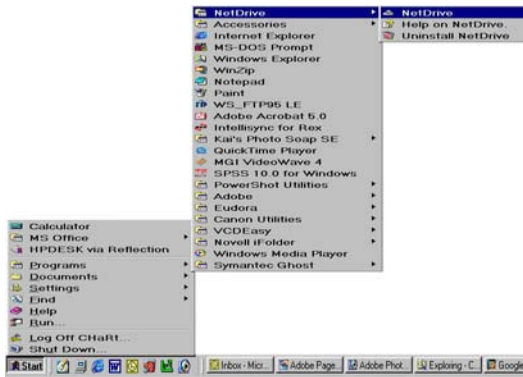
Mousing around

A major difference between the two operating systems is the use of the mouse. Up until recent versions of the Mac OS, the mouse only had one button. Windows OS recognizes lots of buttons and two are standard. The index finger controls the main button and your middle finger, the alternate button. With your main button, you can click once to select something and twice to run (execute) a program. With your alternate button, you can activate a pop-up menu dealing with what ever your mouse is over at the time. You may hear some people referring to the main button as a "left button" and the alternate button as a "right button." This, of course, is a misnomer as it only applies to people holding the mouse in their right hand.

The "Other" Button

The alternate button in Windows controls a fairly standard pop-up menu that is specific to what ever your pointer is over. If the pointer is over a file icon when you click the alternate button, you will get a menu with choices to copy or cut the file as well as to select the properties of the file. If you are over the desktop when you click the alternate button, you will also get a choice marked properties, this option will show the control panel options for the desktop/display. Try experimenting with the alternate button to see the various context-sensitive menus available.





Main Menus

On the Mac, you have the **Apple** menu in the upper right hand corner of your desktop. In Windows, you have the **Start** menu in the lower right hand corner of your desktop. They have basically the same in function. You can customize the start menu by dragging icons from the desktop over the start button, and then releasing it on the submenu where you want that program icon to appear. You can also move the various program choices listed in the start menu by clicking them and dragging them to where you want them. This click and drag feature also works with the quick launch bar next to the start button.

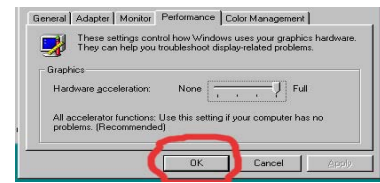
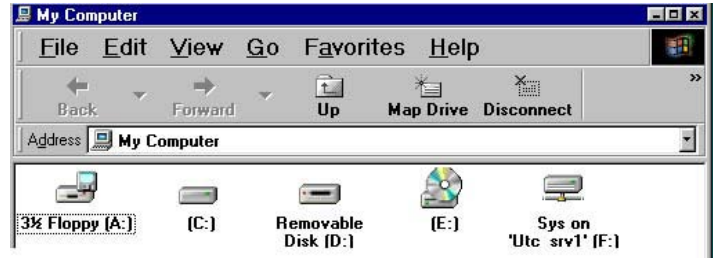
Selecting choices inside nested menus

On a Mac, you click on a pull down menu and then trace the path you want to take into the cascading menus. In Windows, you can click each menu choice to lock it open to the next level of a cascading menu. This allows you to not have to be quite so accurate with your program selection if you are subject to “wandering mouse syndrome”.



Where Are My Files?

On the Mac, all file storage devices appear on the desktop. On Windows, they do not do. Storage devices appear in the “My Computer” icon. Double click this icon to have access to the various drives. In Windows, the diskette drive and CD-ROM drive icons are shown even when there is no media in them. If you double click on a CD-ROM drive icon when there is no CD in it, it will just tell you that there is nothing in it.

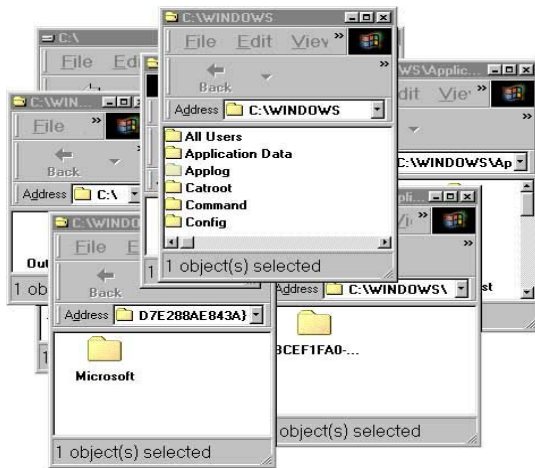


Selecting Options

On a Mac, to choose an option, you go to the option and select it. You then close the window and the choice is made. In Windows, it is a little different in that there is one extra step to do. After choosing all the options you want, you don’t just close the window, you have to click the **OK** button to save you choice. If you were to just close the window like you did with a Mac, your choices would not be saved. You may also see a button named “apply.” This button applies the choices you just made without closing the selection window. Lastly, the “cancel” button allows you to discard any changes you may have made. This is really helpful when you accidentally click something and want to make sure that it does not take effect.

Eject, eject, eject!

Please do not try to eject a disk by dragging it to the trash can. This will not eject the disk and it may delete data. To eject a disc on machines running Windows, you just have to push the physical button located next to the diskette or CD.



Managing Windows in Windows

You can tell Windows to open each folder (or subdirectory) in a new window or to reuse the same window if you do not like having all that clutter on your desktop as you dive down into nested subdirectories. To do this, just double click the “My Computer” icon to run this program, then choose View>Folder Options (this means click on the View pull down menu and then on the Folder options menu). Now click the Settings button and choose the radio button next to “Open each folder in the same window.” Notice all the other choices you have while you’re in here. Now click the **OK** button to save your choice.

Make your Desktop more “Mac-useful”

If you really liked having access to your hard drive or zip disk from your desktop, you can create a shortcut (which is the Windows name for an alias) to anything and place it on your desktop. To do this just find the object (a drive, a folder, or a file) you want on your desktop and click the alternate button over it. One of the choices should be “Send to> Desktop (Create Shortcut).” This should place a shortcut for that object on your desktop. You will then be able to double-click that shortcut to get to that object. To put a shortcut for your hard drive on your desktop, open “My Computer” and click the alternate button to get the pop-up menu. Choose “Create Shortcut” and one will be placed on your desktop.



3½ Floppy (A)

Macintosh

This is a word file
 This is an excel file
 This is a picture file

Windows

This is a word file.**doc**
 This is an excel file.
 This is a picture file.

File Names

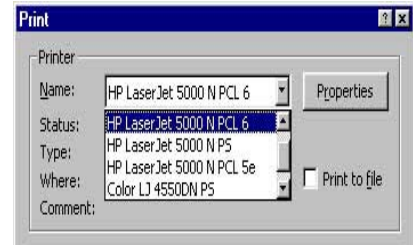
There is a major difference in the way that the Mac and Windows names files. On the Mac, you could name a file anything you wanted. The Mac program that created that file would put some code into the file letting the OS know which program to run when that file was double-clicked. Windows, knows which program should open a file by looking at the extension that file has. An extension is the last three letters of a file name. The name of the file is separated from the extension by a period. You cannot use the following characters in a Windows filename.

^:*?<>| These characters are reserved to mean something to Windows and you are blocked from including them as part of a filename. If you have a lot of files already named for the Mac and don’t want to manually update each files name, there are program’s available on the Internet to convert file names from Mac format to Windows format. (example: www.sigsoftware.com/namecleaner/)

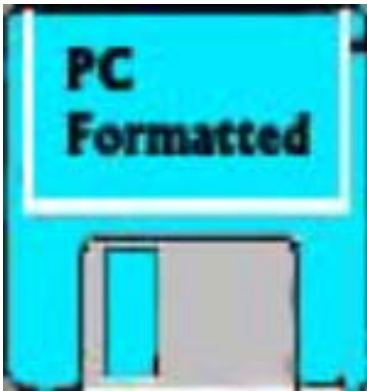
Printing in Windows

Most of the features for printing a document on a Windows machine will look familiar to you. There are a few differences however, that you might want to know about. In Windows, there is no chooser from which to select a printer from the network. If you want to see what printers are on the network near you, double click on the “Network Neighborhood” icon located on the desktop. This will not only show you which network printers are visible from your computer, it will also show you other computers that are in your workgroup.

Also, you may remember that to adjust the settings of a printer in Mac OS, you choose Print from the file menu of a program and then find the appropriate category in the pull down menu to display the correct setting choices. Every printer was adjusted using this standard interface. It is different on a Windows machine. You still choose Print on the File pull down menu but instead of seeing the settings to adjust, you will see a button marked Properties to the right of the printer selection drop down box. Clicking this button launches a printer setup utility that was created by the manufacturer of the selected printer. Each printer manufacturer had to develop their own interface for setting up their printer so each will look a little different. This allows the manufacturer to customize the settings for their printer but it also means you will have to learn multiple setup utilities if you use printers from different manufacturers.



Copying files from your old Mac



Macs can read PC disks but Windows cannot read Mac disks. You can buy a program that will allow Windows to read a Mac disk but it is not installed on your computer by default. If you need to transfer files from your Mac to a Windows machine, you will need to copy these file onto a Windows disk. If you copied all your files to Mac formatted zip disks or floppies, you will need to transfer them to a PC formatted zip disk or floppy. You can do this on any Mac. You can also do this on any computer in the Walker Teaching Resource Center. Just bring your disks up and copy them all to the a temporary folder. Then copy them back to PC formatted disks. If you do not have any PC formatted disks, once you are through copying the files onto one of our computers, you can reformat your Mac disks to be PC disk format.

The Network Connection

Another way to transfer files from your old computer to your new one is by using the University network service. By copying the files to OneNet and then copying them on to your new computer, you will not have to worry about incompatible disks. To do this, you need to upload your files into the OneNet file storage space. The easiest way to do this is to use an FTP program like Fetch. Point it to OneFtp.utc.edu and use your standard OneNet login and password to connect. Once your files are safely on OneNet, connect your Windows based computer to OneNet in the same manner using the same login and password. Several programs are available to do FTP. The best one is a program called Netdrive that can be found in the OneNet help page under clients. This program connects your OneNet file storage area to your computer as if it were another hard drive. Once you are connected, just copy and paste your files over to your Windows computer.



Resources for migrating from the Mac to Windows

[Phlip.greenspun.com/wtr/mac-to-pc-migration.html](http://phlip.greenspun.com/wtr/mac-to-pc-migration.html)

<http://www.macwindows.com/>

www.eudora.com/techsupport/kb/1333hq.html

<http://www.uni-koeln.de/themen/Graphik/ImageProcessing/fileext.html>



Questions?

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Walker Teaching Resource Center