BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

Windows to Mac

Everything a lifelong Windows user needs
to feel at home on a new Mac

A plain-English guide for switching to the Mac

Same jobs, new kitchen — you can't break it

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What's Inside

This is your Windows-to-Mac guide. Read it in any order and at your own pace — there is no test, and you can't fall behind. A Mac isn't harder than the PC you're used to; it's just arranged differently, and these chapters show you where everything went and how to do each daily task the Mac way. If a screen looks a little different on your Mac, the idea is still the same — and the search box in System Settings will always find what moved.

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PART 1

Welcome to the Mac — Breathe Easy

You already know how to use a computer. A Mac isn't harder than a Windows PC — it's just arranged a little differently. This first part settles your nerves and shows you the lay of the land.

CHAPTER 1

A Note from Bill

Hello, and welcome. If you're holding this book, you've just moved — or are about to move — from a Windows computer to a Mac. Maybe you finally treated yourself to a shiny new MacBook, or the family handed one down, or your old PC gave out and the fellow at the store steered you to Apple. Whatever brought you here, take a breath: you're going to be just fine, and this book will walk beside you the whole way.

I'm Bill. Helping folks feel at home with their technology is what I do every day, right here in Portage County, and I wrote this the way I'd sit down next to you at your kitchen table: patiently, in plain English, no rushing and no fancy words. If I ever use a term you don't know, I'll stop and explain it right then — you won't have to look anything up.

The single most reassuring thing I can tell you

A Mac is **not harder** than the Windows PC you're used to. It is not more advanced, not more technical, and not just for young people or artists. It's a computer that does all the same everyday things — email, the web, letters, photos, video calls — with the pieces simply laid out in different places and given different names. Ninety percent of your frustration in the first week comes down to "where did they put that?" This book answers exactly that question.

WHAT THIS DOES FOR YOU

What this book does for you

By the time you finish, the Mac won't feel foreign — it'll feel like your computer. You'll know where your files live, how to copy and paste, how to get your old photos and documents moved over, and how to do every daily task you did on Windows. The goal isn't to make you an expert; it's to make you comfortable.

You truly cannot break it

Here's my big promise, the same one I give everyone: **you cannot break your Mac by clicking around and exploring.** You can't wear it out, and you can't delete something important just by looking. Clicking, poking, and trying things to see what happens is exactly how everyone learns — including me, years ago. If you ever feel lost, there's always a way back, and we'll cover it.

Go at your own pace

You do not have to read these pages in order, and there's no test at the end. Start here, or flip to whatever answers today's question. Keep the book by the computer and reach for it whenever you need it. It's a reference, not a race — you cannot fall behind.

FROM BILL

And I'm a phone call away

This book will carry you a long way on your own. But if you ever get truly stuck, you're never stuck alone — that's not how I do things. Call me at **(330) 200-8042** and we'll work it out together, with no judgment and no rushing. There's no such thing as a silly question when you're learning a new computer.

— Bill

CHAPTER 2

Same Jobs, Different Furniture

Before we dive in, let's set your expectations with a simple idea that makes the whole switch click into place.

Think of it like moving to a new kitchen

Imagine moving into a new house with a different kitchen. You still cook the same meals — but the drawers are in new spots, the stove has different knobs, and what the old place called the "pantry" the new one calls the "larder." You're not relearning how to cook; you're just learning where things are. That's exactly what moving from Windows to Mac is. Same cooking, new kitchen.

The handful of names that change

Most of your confusion will come from a short list of renamed-and-relocated pieces. Here they are up front, and we'll cover each properly in its own chapter:

On Windows, this was…	On your Mac, it's…
The Taskbar	becomes the **Dock** — the row of app icons, usually along the bottom.
File Explorer / This PC	becomes **Finder** — how you browse your files and folders.
The Start menu	its job is split between the **Dock**, **Launchpad**, and **Spotlight** search.
Control Panel / Settings	becomes **System Settings** — reached from the **Apple menu**.
The Ctrl key (for copy/paste)	becomes the **Command (⌘)** key for most shortcuts.
The Recycle Bin	becomes the **Trash** — at the end of the Dock.

GOOD TO KNOW

Keep this table handy

If you remember nothing else from this book, a glance at that little table will orient you nine times out of ten. There's a fuller version — a complete Windows-to-Mac translation cheat-sheet — at the very back of the book for you to tear out and keep by the computer.

What stays exactly the same

Plenty carries over untouched, so don't feel you're starting from zero. The internet is the same internet — your email, your bank's website, Facebook, YouTube, your news sites all work just as before. Microsoft Word and Excel run on a Mac. Your printer still prints. A

mouse still points and clicks. You already know far more than you think.

PART 2

The Lay of the Land

A guided tour of the Mac screen — the Dock, the menu bar, the Apple menu, and the window buttons — so nothing on screen is a mystery.

CHAPTER 3

The Desktop and the Dock

When your Mac finishes starting up, you land on the **Desktop** — the home base, just like on Windows. Let's walk around it slowly.

The Dock — your old Taskbar

Along the bottom of the screen sits a row of colorful icons called the **Dock**. It does the job the Taskbar did on Windows: it holds your favorite and currently-open apps, ready for a single click. Click an icon once (not twice) to open that app or bring it to the front.

- A small **dot** under an icon means that app is open right now.
- The Dock is split by a faint line: **apps** on the left side, and **the Trash plus any minimized windows or folders** on the right.
- You can drag an app's icon onto the Dock to keep it there, or drag one off to remove it (the app itself isn't deleted — just the shortcut).

> **TIP**
>
> **If the Dock disappears**
>
> Some Macs are set to hide the Dock until you need it. If yours vanishes, just move your pointer all the way to the bottom edge of the screen and it slides back into view. Nothing's broken — it's just being tidy.

The menu bar — the strip along the top

This is one of the biggest differences from Windows, so let's be clear about it. On a Mac, there's a white strip across the very **top of the screen** called the **menu bar**. Unlike Windows — where each window carries its own menus — the Mac shows the menus for whatever app you're *currently using* up there at the top, always in the same place.

So when you're in your word processor, the top menu bar shows that program's File, Edit, Format and so on. Switch to your web browser and the same strip changes to the browser's menus. One tidy strip, always at the top, showing the menus for whatever you're doing right now.

The right side of the menu bar

Over on the right end of that top strip are little status icons — the clock and date, the Wi-Fi symbol, the battery, the sound, and a magnifying glass. These are your quick controls, much

like the bottom-right corner of the Windows taskbar. Click any of them to see more.

CHAPTER 4

The Apple Menu and System Settings

At the very top-left of the screen, no matter what you're doing, sits a small black **Apple logo**. This is the **Apple menu**, and it's your reliable home base for the computer's own commands.

What's in the Apple menu

Click the and you'll find the handful of commands you'll reach for most:

Command	What it does
System Settings	All the computer's settings — this is the Mac's **Control Panel**. Wi-Fi, display, sound, printers, your account, and much more.
Sleep / Restart / Shut Down	Put the Mac to sleep, restart it, or turn it fully off. (On Windows these lived in the Start menu.)
App Store	Where you get new apps, safely.
About This Mac	Tells you which Mac you have and which version of macOS it's running — handy if you ever call me.

System Settings — your new Control Panel

Open the Apple menu and click **System Settings**. This is where you change how the Mac works: connect to Wi-Fi, make text bigger, set up a printer, adjust the sound, change your desktop picture. It's organized as a list down the left side; click a category to see its options on the right. If you can't find something, there's a **search box** at the top of the System Settings window — type what you want ("printer," "text size") and it'll jump you there.

GOOD TO KNOW

The names shift a little over the years

Apple occasionally renames or rearranges things in System Settings between yearly updates. Don't worry if a menu sits in a slightly different spot than this book shows — the **search box** at the top will always find it. That's why I lean on searching rather than memorizing exact paths.

CHAPTER 5

Windows, and the Three Little Buttons

Every program opens in a **window** — a framed box on screen — just like Windows. But the controls for those windows are in a different corner and behave a little differently, which trips up almost every switcher. Let's clear it up.

The buttons are on the LEFT, and they're dots

On Windows, the minimize, maximize, and close buttons sit at the top-*right* of each window. On a Mac, they're three small colored **dots** at the top-*left*:

Button	What it does
Red dot	Closes the window. (See the important note below — this usually does NOT quit the program.)
Yellow dot	Minimizes the window, tucking it down into the right side of the Dock. Click it there to bring it back.
Green dot	Fills the screen with the window (full screen). Click it again, or move your pointer to the top and click the green dot, to come back out.

The big one: closing a window vs. quitting a program

This is the difference that confuses everyone, so I'll say it plainly. On Windows, clicking the X usually *closes the whole program*. On a Mac, clicking the red dot often just **closes that window** while the program *keeps running* quietly in the background — you'll still see the dot under its icon in the Dock.

That's not a problem and nothing is wrong, but if you truly want to **quit** a program, use the menu bar: click the program's name (next to the Apple logo at the top-left) and choose **Quit**. Or press the keyboard shortcut **Command + Q**. We'll cover shortcuts next.

> TIP
>
> **Why Macs leave programs running**
>
> It's actually a convenience: a program that's already running opens instantly when you click it again. Leaving a few open won't slow a modern Mac down. But if your screen feels cluttered, quitting with Command + Q (or the menu's Quit) tidies up completely.

Switching between open programs

To hop between what's open, you can click its icon in the Dock, or hold down the **Command** key and tap **Tab** — a row of open apps appears, and each tap of Tab (while holding Command) moves along it. Let go on the one you want. It's the Mac's version of the Windows Alt+Tab you may know.

PART 3

The Keyboard, the Trackpad, and Clicking

The Command key, the copy-and-paste shortcuts you already know (just one key different), how to right-click, and the finger gestures that make a Mac feel effortless.

CHAPTER 6

The Command Key — Your New Ctrl

Here's the keyboard change that matters most, and the good news is it's just *one key*. On Windows, the **Ctrl** key does your shortcuts — Ctrl+C to copy, Ctrl+V to paste. On a Mac, that job moves to the **Command** key, marked ⌘ (and often the word "command"), which sits right beside the space bar.

The shortcuts you already know, one key different

Every copy-and-paste habit you built on Windows works on the Mac — you just press **Command** where you used to press Ctrl. Here are the ones worth knowing:

To do this…	Press…
Copy	Command + C
Paste	Command + V
Cut	Command + X
Undo (take back the last thing)	Command + Z
Select all	Command + A
Save	Command + S
Print	Command + P
Find on a page	Command + F
Quit the program	Command + Q

TIP

A gentle way to remember it

Just tell yourself: "On the Mac, Command is the new Ctrl." The letter keys stay exactly the same — C for copy, V for paste. If a Windows shortcut used Ctrl, try the same thing with Command and it almost always works. You're not relearning; you're swapping one key.

The other Mac keys, briefly

A few other keys have Mac names. You rarely need them at first, but here they are so nothing's strange:

Mac key	What it is
Option (or Alt)	A helper key for extra functions, like Alt on Windows.
Control (ctrl)	Still here, but used far less than on Windows. Its main everyday use is "Control-click" to right-click (next chapter).
Return	The Enter key.
Delete	Backspace — it rubs out the letter to the left, same as on Windows.

GOOD TO KNOW

Want to keep your old muscle memory?

If pressing Command instead of Ctrl feels impossible after decades, you can actually swap them: open Apple menu > System Settings > Keyboard > Keyboard Shortcuts > Modifier Keys and switch Command and Control. Most folks adjust within a week and leave it alone — but the option is there, and I'm happy to set it for you.

CHAPTER 7

Right-Clicking and the Trackpad

On Windows you right-click constantly to get that little menu of options. You can absolutely still do that on a Mac — it's just not always obvious how, because Mac mice and trackpads often don't have an obvious separate right button.

How to right-click on a Mac

There are a few easy ways; use whichever feels natural:

- **On a trackpad** (the touch pad on a laptop): press down with **two fingers** at once. That's a right-click.
- **On an Apple mouse:** it looks like one smooth button, but pressing down on the *right side* of it registers as a right-click.
- **The works-everywhere method:** hold the **Control** key and click normally. Control-click is always a right-click, on any mouse or trackpad.

> **TIP**
> **Turn on two-finger right-click if it's not working**
> If two-finger tapping doesn't bring up the menu, switch it on: Apple menu > System Settings > Trackpad, and look for **Secondary click**. Set it to "Click or tap with two fingers." Then you've got an easy right-click forever.

The trackpad gestures worth learning

If you're on a MacBook laptop, the trackpad is wonderfully capable once you know a few finger moves. You don't need all of them, but these three make daily life smoother:

To do this…	Do this on the trackpad
Scroll up and down a page	Slide **two fingers** up or down on the trackpad.
Right-click	Press or tap with **two fingers**.
See all open windows	Slide **three or four fingers** up. Everything spreads out so you can pick one.

"My scrolling goes the wrong way!"

Many switchers find that scrolling feels *backwards* at first — push up, the page goes down. Apple calls its default "natural" scrolling (like swiping a phone). If it bothers you, change it:

Apple menu > System Settings > Trackpad (or Mouse), and turn **Natural scrolling** off. Within a day it'll feel like your old PC again.

WHAT THIS DOES FOR YOU

Why the trackpad is worth a few minutes

Once two-finger scrolling and two-finger right-click become second nature, a MacBook feels quick and natural — no reaching for a mouse, no hunting for buttons. Five minutes of practice pays off every single day you use the computer.

CHAPTER 8

Spotlight — The Fastest Way to Anything

If I could teach a Windows switcher just one Mac trick, it would be this one. **Spotlight** is a search box that finds and opens anything on your Mac in seconds — programs, files, settings, even answers — without hunting through menus.

How to use it

1. Hold the **Command** key and tap the **space bar** (Command + Space). A search box appears in the middle of the screen. (You can also click the small magnifying glass at the top-right of the screen.)
2. Start typing what you want — a program's name ("Mail," "Safari," "Word"), a document's name, or even a setting ("printer," "Bluetooth").
3. The best match is highlighted at the top. Press **Return** to open it.

That's it. Want to write a letter? Command + Space, type "Pages" (or "Word"), press Return. Want to find that document called "Taxes"? Command + Space, type "taxes," press Return. It's faster than any menu, and it never makes you remember where something lives.

> **TIP**
> **Spotlight replaces a lot of hunting**
> On Windows you may have searched from the Start menu. Spotlight is that, but quicker and more powerful. Once you get in the habit of Command + Space, you'll stop digging through folders and icons entirely. It's the move that makes seasoned Mac users look so fast.

Launchpad — seeing all your programs

If you'd rather *see* all your programs laid out like app icons on a phone, look for **Launchpad** (a rocket-ship or grid icon in the Dock, or search it in Spotlight). It shows every app on your Mac in a grid; click one to open it. Between Spotlight for speed and Launchpad for browsing, you'll never lose a program.

PART 4

Your Files and Folders

Where your documents and photos live on a Mac, how to find them in Finder, and how saving works — the part that makes a computer feel truly yours.

CHAPTER 9

Finder — Your File Explorer

On Windows you browsed your files with **File Explorer** (or "This PC"). On a Mac, that job belongs to **Finder**. Finder is always running — it's the smiling blue-and-white face at the far left of the Dock — and it's how you open, move, and organize everything you've saved.

Opening a Finder window

Click the blue smiling **Finder** face in the Dock. A window opens showing your files and folders, with a list of places down the **left side** (the sidebar) — much like the left panel in File Explorer.

The folders you'll actually use

Down that left sidebar are your main folders. The ones that matter day to day:

Folder	What's in it
Documents	Your letters, spreadsheets, and files — the same idea as the Documents folder on Windows.
Desktop	Anything you keep sitting on the desktop screen lives here too.
Downloads	Where files you save from the web or email land — the first place to look for something you just downloaded.
Pictures	Where photos are kept (though the Photos app, covered later, manages most of them for you).
Applications	All your installed programs. Double-click any to open it.

TIP

If you don't see your folders in the sidebar

You can choose what appears there: with a Finder window open, click **Finder** in the top menu bar > **Settings** > **Sidebar**, and tick the boxes for Documents, Downloads, your name, and anything else you want one click away.

Opening things — one difference to note

To open a file or folder in Finder, **double-click** it, same as Windows. To open an app from the Dock, though, a **single** click is enough. A good rule: *single-click in the Dock, double-click in Finder*.

CHAPTER 10

Saving, Finding, and Organizing

Saving a document and finding it again works just like Windows, with Mac names on the buttons. Let's make sure you never "lose" a file.

Saving a document

1. In whatever program you're using, press **Command + S** (or click **File** in the top menu bar, then **Save**).
2. A small window appears. Type a **name** you'll recognize.
3. Choose **where** to put it — **Documents** is the sensible default for most things. Click the little arrows or the "Where" box to pick.
4. Click **Save**. Done — it's tucked safely in that folder.

> **TIP**
> **Pick one home for your files and stick to it**
> The easiest way never to lose a document is to always save to the same place — **Documents** is perfect. When everything lands in one folder, finding it later is simple, and Spotlight (Command + Space) can pull it up by name in a heartbeat.

Finding a file you can't locate

Two reliable ways, for when something's wandered off:

- **Spotlight:** Command + Space, type part of the file's name, press Return. Fastest of all.
- **Search within Finder:** open a Finder window and type in the search box at its top-right. You can search your whole Mac this way.
- **Check Downloads and Recents:** if you just saved or downloaded it, the **Downloads** folder and the **Recents** item in the sidebar are the first places to peek.

Making a new folder to stay organized

To keep things tidy — a folder for "Letters," one for "Medical," one for "Taxes 2026" — open the folder where you want it (say Documents), then right-click (Control-click) an empty spot and choose **New Folder**. Give it a name and press Return. Drag files into it to file them away.

GOOD TO KNOW

The Trash works just like the Recycle Bin

To throw a file away, drag it to the **Trash** at the end of the Dock, or right-click it and choose **Move to Trash**. It isn't gone for good until you **empty the Trash** (right-click the Trash and choose Empty), so you've got a safety net if you change your mind.

CHAPTER 11

iCloud Drive and Keeping Files Safe

Your Mac can keep your files backed up and in sync through **iCloud Drive** — Apple's free online storage that comes with your Apple Account. It's optional, but it's a lovely safety net worth understanding.

What iCloud Drive does

When it's turned on, iCloud Drive keeps a copy of your Desktop and Documents **online**, so if anything ever happened to your Mac, your files would be safe and recoverable. It also means those files can appear on your iPhone or iPad automatically. Think of it as a fireproof filing cabinet in the cloud.

A note on storage space

iCloud comes with a modest amount of free storage shared across your Apple devices. If you have a lot of files and photos, you may be offered more storage for a small monthly fee (this is called iCloud+). You're never forced to pay — it's entirely your choice, and plenty of folks get along fine on the free amount.

> TIP
>
> **Don't let "storage full" messages rattle you**
>
> If you ever see a message that your iCloud storage is full, it simply means the free online space is used up. Nothing is broken and nothing is lost. You can free some up, decide a small monthly plan is worth it, or just ignore it if your files are fine on the Mac itself. When in doubt, that's a perfect thing to call me about before paying for anything.

The belt-and-suspenders approach: a backup drive

Beyond iCloud, the gold standard for peace of mind is **Time Machine**, the Mac's built-in backup, which copies your whole computer to an external drive automatically. We cover it properly in Part 7 — but know that between iCloud and Time Machine, your Mac gives you two sturdy ways to never lose a precious photo or document.

PART 5

Setting Up and Moving In

Starting a new Mac, your Apple Account, and — the big one — bringing your files, photos, and documents over from your old Windows PC so nothing gets left behind.

CHAPTER 12

Starting a Brand-New Mac

If your Mac is brand new, the very first time you turn it on it walks you through a friendly setup. You don't need to prepare anything — just follow the gentle on-screen questions. Here's what to expect so nothing surprises you.

The setup questions, in plain English

It asks about…	What to do
Language & country	Pick your language and region. Easy.
Wi-Fi	Choose your home internet network from the list and type its password. If unsure of the password, it's often printed on the internet box (router).
Apple Account	Sign in with your Apple Account, or create one for free. (More on this next.)
Touch ID	On many Macs, you can register a fingerprint to unlock it with a touch — convenient and secure. Optional.
Migration	It may offer to bring over your files from another computer — say yes if you're switching from a PC; we cover this in Chapter 14.

TIP

There's no wrong answer, and you can change anything later

Every one of these setup choices can be changed afterward in System Settings. If a question stumps you, pick the simplest option (or skip it) and move on — you're not locking anything in. And if you'd like company for the very first setup, that's exactly the sort of thing I'm glad to help with.

Setting up a password

You'll create a **password** (and maybe a fingerprint) to unlock your Mac. Choose something you'll remember but others wouldn't guess, and write it down somewhere safe at home. This password protects everything, so it's worth getting right.

CHAPTER 13

Your Apple Account

The **Apple Account** (you may hear it called an Apple ID — same thing) is the free account that ties your Mac, and any iPhone or iPad, together. It's how you get apps, use iCloud, and keep things in sync. If you already have an iPhone, you almost certainly already have one — use that same account on your Mac.

If you already have an iPhone or iPad

Wonderful — you have an Apple Account already. Sign in on your Mac with the **same** email and password you use on your iPhone. Doing so links them beautifully: your photos, contacts, messages, and files can flow between the two, so a photo taken on your phone can appear on your Mac on its own.

If this is your first Apple device

No trouble — you'll create an Apple Account during setup (or later in System Settings). It's free and needs only an email address and a password. Keep a note of both somewhere safe; you'll use this account now and then, and it's a small headache to recover if forgotten.

STAY SAFE

Guard your Apple Account — scammers love it

Your Apple Account is valuable, so be wary: Apple will **never** call, text, or email you out of the blue asking for your password or a verification code. Those are scams. Never give your Apple Account password or any code to someone who contacts you. If a message claims there's a problem with your account, don't click its links — and feel free to call me to check. We'll cover scams fully in Part 8.

Why linking your devices is worth it

WHAT THIS DOES FOR YOU

What one account across devices does for you

With the same Apple Account on your Mac and iPhone, your worlds join up: a document you start on the Mac you can finish on the iPad; a photo from your phone is already on your Mac; a phone number a friend sends is in both address books. It turns separate gadgets into one smooth setup that just knows you.

CHAPTER 14

Moving Your Files Over from a Windows PC

Here's the question every switcher asks first: "How do I get all my stuff — my photos, documents, everything — off my old Windows computer and onto the Mac?" Good news: Apple built a free helper for exactly this, and there's a simple manual way too.

The easy way: Migration Assistant

Apple's **Migration Assistant** copies your files, photos, email settings, and more from a Windows PC straight to your Mac. It copies — it doesn't erase anything from your old PC, so there's no risk to your originals. Here's the shape of it:

1. On your **Windows PC**, download and install the free **Windows Migration Assistant** from Apple's website (search "Windows Migration Assistant" and get the version that matches your Mac's macOS). Make sure Windows is up to date first.
2. Connect both computers to the **same Wi-Fi network** (your home internet).
3. Open Migration Assistant on the PC, and on the Mac open it too (Spotlight: Command + Space, type "Migration Assistant"). On the Mac, choose **From a Windows PC**.
4. The Mac shows a **code**; make sure the same code appears on the PC, and confirm.
5. Tick what you'd like to bring over — documents, photos, email accounts — and let it copy. Keep both computers awake and plugged in while it works; a lot of files can take a while.

> **TIP**
>
> **This is a great one to do together**
>
> Migration is a little fiddly the first time — two computers, a download, a code to match. It's a perfect task to hand to a patient grandchild or to call me for. We'll get your whole life moved over in one sitting so you can start fresh on the Mac with everything already in place.

The simple manual way: a USB drive

If you'd rather do it by hand, or only need a few things, a **USB flash drive** (a small memory stick) works a treat:

1. Plug the USB drive into your **Windows PC**.
2. Copy your documents and photos onto it (drag them to the drive in File Explorer).
3. Safely remove it, then plug it into your **Mac**.

4. It appears in Finder's sidebar — open it and drag your files into your Mac's **Documents** or **Pictures** folder.

GOOD TO KNOW

What about my email and web favorites?

Your email usually just works once you sign back into it (webmail like Gmail needs nothing moved — it's all online). Web bookmarks/favorites can be brought over too, though it's a small extra step. If email or favorites matter to you, jot them on your list of "things to sort" and we can tackle them together.

PART 6

Doing Your Everyday Things

Writing letters, getting on the web, your email, your photos, and printing — all the daily tasks you did on Windows, now shown the Mac way.

CHAPTER 15

Writing Letters and Documents

Writing a letter, a list, or a note is one of the most common things people do on a computer, and the Mac gives you a couple of good ways to do it. You have choices, and none is wrong.

Option 1: Microsoft Word, just like before

If you used **Microsoft Word** on Windows and love it, good news — Word runs on the Mac too. You can install it (it's part of Microsoft 365, usually a yearly or monthly subscription, or sometimes a one-time purchase) and it works almost exactly as it did on your PC. Your old Word documents open right up, unchanged.

Option 2: Pages, free and already on your Mac

Your Mac comes with Apple's own free word processor, **Pages**. It does everything most folks need — letters, lists, flyers — at no cost, and it can open and save Word documents too, so you can still trade files with family who use Word. To try it: Command + Space, type "Pages," press Return.

If…	Then…
You loved Word and want it exactly	Install Microsoft Word on the Mac. Familiar, costs a subscription.
You want free and simple	Use Pages — already installed, opens Word files, costs nothing.
You share files with Word users	Either works; both can save in Word's format (.docx).

TIP

A document is a document, whichever you choose

Don't agonize over this. Both Word and Pages make the same kind of letter, and both can open what the other creates. Try Pages first since it's free and right there; if you miss Word, add it later. You can even have both.

CHAPTER 16

Getting on the Web

The internet is exactly the same internet you knew on Windows — same websites, same email, same banking. Only the program you use to browse (the "web browser") may look a little different.

Safari — the Mac's built-in browser

Your Mac comes with **Safari**, Apple's web browser, marked by a blue compass icon in the Dock. It's fast, private, and does everything Microsoft Edge or Internet Explorer did on your PC. Click it, type a web address or a search into the bar at the top, and press Return. The same web, same as ever.

Prefer Chrome? You can keep it

If you used **Google Chrome** on Windows and want to stick with it, you can install it on the Mac too (and sign in to bring your bookmarks along). **Microsoft Edge** is also available for Mac. Use whichever browser feels like home — they all reach the same internet.

GOOD TO KNOW

Your bookmarks can come with you

Those saved "favorites" (bookmarked websites) from your PC can usually be carried over, especially if you used Chrome or Edge and sign in to the same account on the Mac. If a handful of important sites didn't make the trip, just visit them once and re-save them — a two-minute job.

Searching the web

To look something up, click in the bar at the top of your browser, type your question in plain words — "library hours Ravenna Ohio," "how to roast a turkey" — and press Return. Same as Windows. The web doesn't care what kind of computer you're on.

CHAPTER 17

Email and Photos

Two more daily staples, handled the Mac way — though if you already read your email in a web browser, you may not have to change a thing.

Your email

If you get your email through a **website** (like Gmail.com or your provider's site), nothing changes at all — open your browser, go to the site, sign in, done. If you prefer a dedicated program, the Mac includes the **Mail** app; you add your email account to it once (it walks you through) and then your messages arrive there, much like Outlook did. Either way works.

Your photos

The Mac includes the **Photos** app, which gathers your pictures in one tidy place and can sort them by date, by the people in them, and by where they were taken. If you have an iPhone signed in to the same Apple Account, your phone's photos can flow into the Mac's Photos app automatically — lovely for viewing holiday snaps on the big screen.

- To see your pictures: open **Photos** from the Dock or via Spotlight.
- To bring in photos from a camera or USB stick: plug it in and Photos offers to **Import** them.
- To share one: click it, then the **Share** button (a square with an arrow), and pick Mail, Messages, or AirDrop.

TIP

The Share button is everywhere, and it's your friend

That little **square-with-an-arrow-pointing-up** icon is the Mac's universal "send this somewhere" button — in Photos, Safari, and most apps. Spot it and you can email a photo, text a web page, or send a file to another Apple device in a couple of clicks.

CHAPTER 18

Printing

Printing on a Mac is refreshingly simple, and your existing printer almost certainly works with it.

Setting up your printer

Most modern printers connect over your home Wi-Fi, and the Mac finds them on its own. To add one: Apple menu > System Settings > **Printers & Scanners** > **Add Printer**, then pick yours from the list. If it's a USB printer, simply plugging it in usually sets it up automatically.

Printing something

1. With the document, photo, or web page open, press **Command + P** (or click **File** in the top menu bar, then **Print**).
2. A print window appears. Check your printer is chosen and the number of copies is right.
3. Click **Print**. Off it goes.

> **GOOD TO KNOW**
>
> **If the printer won't show up**
>
> Nine times out of ten, a printer that won't appear just needs to be turned off and back on, and to be on the same Wi-Fi as your Mac. If it still hides after that, it's a quick thing to call me about — printers are fussy on every kind of computer, not just Macs, so don't take it personally.

PART 7

Keeping Your Mac Happy

Updates, backing up so you never lose a thing, a word on viruses, and making the screen comfortable for your eyes — the gentle upkeep that keeps a Mac running sweetly for years.

CHAPTER 19

Updates — Let Them Happen

Now and then Apple sends out free **updates** that fix small problems and keep your Mac secure. You don't need to fuss over them — the simplest and safest approach is to let them install on their own.

Turning on automatic updates

Open Apple menu > System Settings > **General** > **Software Update**, and turn on automatic updates. From then on, your Mac quietly keeps itself current, usually overnight. When a big yearly update arrives, it may ask your permission and restart — that's normal, and it's fine to let it, ideally when you're not in the middle of something.

> **GOOD TO KNOW**
>
> **Why the Mac looks a little different after an update**
>
> After a big update, an icon may change color or a setting may move. That's not you doing anything wrong — it's just Apple tidying up. The ideas in this book hold steady even when the exact look shifts, which is why I describe *what* to do, and lean on the search box when a menu has wandered.

Getting new programs safely

The safest place to get new apps is the **App Store** (Apple menu > App Store, or the blue "A" icon). Everything there has been checked by Apple. You can also download well-known programs (like Chrome or Zoom) straight from their makers' official websites. When in doubt about whether something is safe to install, pause — and feel free to ask me first.

CHAPTER 20

Backing Up with Time Machine

This is the chapter that lets you sleep soundly. **Time Machine** is the Mac's built-in backup: with one external drive, it automatically keeps copies of everything on your Mac, so a spilled coffee or a failed computer never costs you your photos and documents.

What you need

Just one thing: an **external hard drive** — a small box or stick that plugs into your Mac and holds your backups. Any family member can help you pick one; a drive with plenty of room costs modestly and lasts years. That's the whole shopping list.

Setting it up — once

1. Plug the external drive into your Mac.
2. The Mac usually asks whether you'd like to use it with **Time Machine** — say yes. (If it doesn't ask: Apple menu > System Settings > **General** > **Time Machine** > Add Backup Disk.)
3. That's it. From now on, whenever the drive is connected, Time Machine quietly backs up on its own — no button to press, nothing to remember.

WHAT THIS DOES FOR YOU

What a backup really does for you

A backup means the worst-case scenario — a dropped laptop, a theft, a drive that dies — becomes a bad day instead of a heartbreak. Your grandchildren's photos, your letters, your records: all recoverable. For the price of one small drive, it's the best peace of mind money can buy. I recommend it to everyone, on every kind of computer.

Getting something back

If you ever delete something by accident or need an older version of a file, Time Machine lets you "go back in time" and retrieve it. It's a bit of a journey to use the first time, so if the day ever comes that you need to recover something precious, call me and we'll walk through it together — carefully, so nothing goes wrong in the rescue.

CHAPTER 21

Viruses, Security, and Staying Comfortable

Two common worries for switchers — "do I need antivirus?" and "how do I make this comfortable for my eyes?" — answered plainly.

Do Macs get viruses?

Macs are built with strong protections against viruses, and for most home users, the safeguards already inside macOS are enough — you generally do **not** need to buy extra antivirus software. In fact, many "your Mac is infected!" pop-ups and ads for cleanup programs are themselves scams. The best protection isn't a program you buy; it's a few careful habits, which we cover in the next part.

SCAM ALERT

Ignore "your Mac has a virus" pop-ups

If a web page or pop-up shouts that your Mac is infected and tells you to call a number or install something, it is **always a scam** — real virus warnings never work that way. Don't call, don't click, don't install. Just close the window (or the browser), and if it rattled you, call me. Apple will never warn you like that.

Making the screen easy on your eyes

A Mac can be made very comfortable to read. The settings worth knowing:

To…	Go to…
Make text bigger	System Settings > Displays, and choose a "Larger Text" option; many apps also have a text-size setting.
Make everything bigger	System Settings > Accessibility > Zoom, to magnify the screen; or Display settings to scale things up.
Bolder, clearer text	System Settings > Accessibility > Display, where you can turn on bold text and reduce motion.
Have the Mac read to you	System Settings > Accessibility > Spoken Content, to have text read aloud.

TIP

Set it up for comfort — that's not giving in

Bigger text and a brighter screen aren't a sign of anything; they're just good sense. Set the Mac up so it's a pleasure to read, not a strain. If you'd like, I'll come by and tune the whole thing to your eyes in one visit — text size, brightness, the works.

PART 8

Staying Safe, Your Cheat-Sheet & When to Call Bill

The scams to know, a one-page Windows-to-Mac translation to keep by the computer, and an honest word about when a call to me is the right move.

CHAPTER 22

Staying Safe on Your New Mac

Switching to a Mac doesn't change the one rule that keeps you safe on any computer: the danger is almost never the machine — it's the occasional trickster trying to fool the person using it. Know these few patterns and you can use your Mac with complete confidence.

SCAM ALERT

Fake "support" calls and pop-ups

A pop-up, call, or email claims your Mac has a problem and offers to "help" — often asking you to call a number, install something, or let them "see your screen." **Never let a stranger take control of your Mac.** Apple and Microsoft do not call you this way. Hang up, close the window, and don't install a thing.

SCAM ALERT

Apple Account and password phishing

A message says there's a problem with your Apple Account or a purchase, and asks you to "verify" by clicking a link and entering your password or a code. Don't. Apple never asks for your password or codes this way. Open your account yourself by going to Apple's real site — not through any link you were sent.

SCAM ALERT

"You've won" and urgent money requests

Prizes you didn't enter, refunds you weren't expecting, a grandchild or official demanding money fast and in secret — all old tricks that arrive by email and web too. **Never send money or gift cards** because of a message, and verify any "emergency" by calling the person back on a number you already have.

Three habits that keep you safe on any computer

- **Slow down when something feels urgent.** Urgency and secrecy are the scammer's favorite tools. Real institutions don't rush you.
- **Never give a password, code, or remote access** to someone who contacted you. Ever.
- **When unsure, pause and ask** a trusted family member — or me — before clicking, installing, or paying. There's no shame in checking; the wise ones always do.

FROM BILL

These calls are exactly what I'm here for

If anything on your Mac ever makes you uneasy — a scary pop-up, a "support" person, a message that doesn't add up — stop and call me *before* you do anything: **(330) 200-8042**. Those "is this real?" calls are never a bother. They're the whole reason I do this work, and there's never a charge for asking.

CHAPTER 23

The Windows-to-Mac Cheat-Sheet

Tear this out and keep it by the computer. It's everything a switcher reaches for, at a glance.

Where did it go? Windows → Mac

On Windows	On your Mac
Taskbar	The Dock (row of icons, usually at the bottom)
Start menu	Spotlight (Command + Space) and Launchpad
File Explorer / This PC	Finder (blue smiling face in the Dock)
Control Panel / Settings	System Settings (in the Apple menu, top-left)
Recycle Bin	Trash (end of the Dock)
The X to close (top-right)	The red dot (top-left) — but use Command + Q to fully quit
Ctrl key for shortcuts	Command (⌘) key, beside the space bar
Right-click	Two-finger click on the trackpad, or Control-click

The shortcuts to remember

To do this	Press this
Copy / Paste	Command + C / Command + V
Undo	Command + Z
Save / Print	Command + S / Command + P
Find on a page	Command + F
Quit a program	Command + Q
Search for anything	Command + Space (Spotlight)
Switch between programs	Hold Command, tap Tab

The five-second reassurances

- **Lost a window?** Check the Dock (yellow-dot minimized windows tuck in on the right).
- **A program won't quit?** Click its name at the top-left, choose Quit — or press Command + Q.
- **Can't find a file?** Command + Space, type its name, press Return.

- **Scrolling feels backwards?** System Settings > Trackpad, turn off Natural scrolling.
- **Scary pop-up?** Close it, install nothing, and call Bill if it worried you.

CHAPTER 24

When to Call Bill

This book will carry you a long way, and most days you won't need anyone's help at all. But you're never stuck alone — that's simply not how I do things. Here's an honest word about when picking up the phone is the right move, so you never feel you're imposing.

Good reasons to call — none of them silly

- You've got a **brand-new Mac** and want help with the first setup, your Apple Account, and getting comfortable — a lovely way to start off right.
- You need to **move everything over** from your old Windows PC and would rather not wrestle with Migration Assistant alone. We'll get your whole life moved in one sitting.
- You want to set up a **backup** (Time Machine) so your photos and documents are safe for good.
- A **scary pop-up or "support" call** has you uneasy — always check with me *before* you click, install, or pay.
- You just want someone to **sit with you**, in plain English and no rushing, while the Mac stops feeling foreign. That's the whole job, and I love it.

How to reach me

I'm Bill, and I run **Bill's Home Tech** right here in Portage County, Ohio. I've spent 30+ years helping people feel at ease with their technology, and helping someone settle into a new computer without the frustration is one of my favorite parts of the work.

Phone	(330) 200-8042 — call or text. If I can't pick up, leave a message and I'll call you back.
Book a visit online	billshometech.com/book
Where I work	Portage County, Ohio, and the nearby communities.
If you visit the website	You may chat with Sophie, my friendly assistant on the site, who can help you book a time to talk.

FROM BILL

My standing offer

If anything in this book — or anything your Mac does — ever puzzles you, pick up the phone. No question is too small and no problem too silly. I'll come out, or talk you through it, as plainly and patiently as it takes. Watching someone go from "this Mac is so confusing" to using it with a smile never gets old. That's why I do this.

— Bill · Bill's Home Tech · (330) 200-8042 · BillsHomeTech.com

A few parting words

Here's the truth to carry away from all these pages: **you already know how to use a computer.** You weren't starting over when you picked up this Mac — you were just learning where a familiar kitchen keeps its drawers. Give it a week or two and the new spots become second nature.

Don't feel you must learn it all at once — you never will, and you don't need to. Pick one thing this week: master Command + Space, or get your files moved over. Before long the Mac won't feel like someone else's computer — it'll feel like yours. **You're going to do just fine.**

— Bill