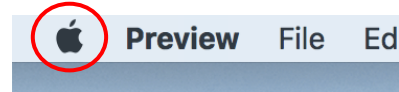# Macs for PC Users: Frequently Asked Questions

How do I shut down the Mac or put it to sleep?

To shut down the Mac or put it in sleep mode, click on the apple icon in the top left corner.
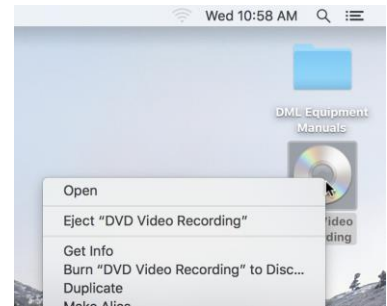

Do common PC keyboard shortcuts work on the Mac?

Yes, many common PC keyboard shortcuts work on the Mac, but Macs use the **Command** key (which also has the ⌘ on it) in place of the **Control** key used by PCs. So copying, for example, is done on a PC with Ctrl+C, and on a Mac with Cmd+C. See attached for more keyboard shortcuts.

How do I open the CD/DVD drive?

The CD/DVD drive is on the table to your right. There is a tiny button on the front of the disc tray to open it. When you insert a disc, an icon for it will appear in the top right corner of the computer desktop

If there is a disc in the drive already, you may need to eject it from the computer to get the drive to open. Eject the disc from the computer by dragging the disc icon to the trash, or by right-clicking on the disc icon and selecting "Eject" from the menu that appears.

How do I adjust the volume?

There are volume buttons at the top of the keyboard. You can also tap and twist the volume dial, which is found right in front of the screen.

Where is my flash drive? How do I safely remove my flash drive?

When you insert a flash drive or other storage device, an icon for that device will appear on the Mac desktop, usually in the top right corner.

When you are finished, drag that icon to the trash can icon the bottom right corner, and the trash will become an eject icon. You can also right-click on the disc icon and choose "Eject." Once the drive disappears from the screen, you can safely remove your flash drive.

How do I rename a file?

To rename a file, left-click once on the file in its folder location to select it. The file will be highlighted in dark blue. Left-click a second time directly on the name of the file, which will allow you to type in a new name. Or, you can also right-click the file name to change it.

How do I delete files?

To delete a file, drag that file to the trash can icon at the bottom right corner of the desktop. You can also shut down or restart the computer to delete everything that you have saved or done on the machine.

How do I find a folder; for example, the Documents folder?

To find a folder, click on the Finder icon in the bottom left corner of the desktop. This will open a Finder window, which allows you to navigate to various folders, such as Documents and Pictures.
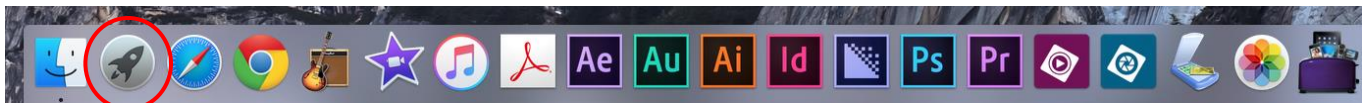
How do I get online?

You can surf the web using the Safari, the Mac's web browser, or Google Chrome. Click the Safari or Chrome icon at the bottom of the desktop to begin.

Can I see all the software on the Mac?

The icons at the bottom of the screen are called the **Dock**; we have many of the most commonly used programs there.

To see all the software available on the Mac, click the gray spaceship icon to go to the **Launchpad.** The Launchpad screen shows all the programs you can use.