

# Mac vs Windows

It is fairly easy to shift back and forth from Mac to Windows today. However, if you are new to that, or have been a way for it for too long, this guide will help make things clear.

The keyboard of the Mac is subtly different from the typical Windows keyboard. Thus the keyboard shortcuts are different.



**Mac**

**PC**

**CONTROL**

**COMMAND (for most shortcuts)  
or CONTROL**

**ALT**

**OPTION**

**Windows/Start**

**COMMAND/Apple**

**BACKSPACE**

**DELETE**

**DELETE**

**DEL**

**SHIFT**

**SHIFT**

**ENTER**

**RETURN**

* Action	Windows	Macintosh
Backward delete	BACKSPACE	DELETE
Capture whole screen to Clipboard	PRINT SCREEN	COMMAND+CONTROL+SHIFT+3
Capture front most window	ALT+PRINT SCREEN	COMMAND+SHIFT+3
Close active window	CONTROL+W	COMMAND+W
Copy a file/folder	CONTROL+ drag icon	OPTION+ drag icon
Copy to Clipboard	CONTROL+C	COMMAND+C
Create an alias or shortcut	Mouse right-click, then select Create Shortcut	Select item, then COMMAND+L
Delete to Clipboard	CONTROL+X	COMMAND+X
Exit a dialog box without changes	ESC	ESC
Find/Search	CONTROL+F	COMMAND+F
Force exit from unresponsive application	CONTROL+ALT+DELETE	COMMAND+OPTION+ESC
Forward delete	DELETE	DEL (Mac notebooks: Function (fn)+DELETE)
View item information or properties	ALT+ENTER	COMMAND+I
Log off Current User	Windows logo key +L	COMMAND+SHIFT+Q
Maximize window	CONTROL+F10	CONTROL+F3, then UP ARROW or DOWN ARROW to select minimized windows on Dock, then ENTER
Minimize windows	Windows logo key +M	COMMAND+M
New folder	CONTROL+N	COMMAND+SHIFT+N
Open file	CONTROL+O	COMMAND+O
Paste Clipboard content	CONTROL+V	COMMAND+V
Print	CONTROL+P	COMMAND+P
Exit/quit program	ALT+F4	COMMAND+Q
Rename file/folder	Select item, then F2	Select item, then ENTER
Save file	CONTROL+S	COMMAND+S
Select all items	CONTROL+A	COMMAND+A
Select more than one item in a list (noncontiguous)	CONTROL, then click each item	COMMAND, then click each item
Send items to Recycle Bin/Trash	Select items, then DELETE	Select items, then COMMAND+DELETE
Send/receive e-mail	CONTROL+K	COMMAND+K
Shut down	Windows logo key +U+U	COMMAND+OPTION+CONTROL+Eject key
Switch to next window	CONTROL + F6	COMMAND+~ (tilde)
Switch to previous window	CONTROL+SHIFT+F6	COMMAND+SHIFT+~ (tilde)
Toggle through open applications	ALT+TAB	COMMAND+TAB
Type special characters	ALT+ character key	OPTION+ character key
Undo	CONTROL+Z	COMMAND+Z