

## USING YOUR MAC FOR THIS CLASS

If you are using your MAC for this class, you can use the software. You'll need to be running Leopard on your Mac. Leopard comes with Bootcamp which allows you to set up a drive so that you are able to work in Windows mode. Here is a link to information about Bootcamp <http://www.apple.com/macosx/features/bootcamp.html> so that you can learn more about using your Mac with Windows programs.

Here is an article from the 4.09.09 edition of PC Magazine with information on using your Mac to run Windows programs: <http://www.pcmag.com/article2/0,2817,2344661,00.asp>

You'll need to have either Windows XP or Windows Vista in order to run Office 2007. My Mac experts tell me that Windows XP is what they use. If you need Windows XP, send me an email request stating which class you are taking along with your contact information. The Business Division has an agreement with Microsoft which allows students in our classes to get Windows XP at no charge. Unfortunately, Office 2007 is not one of the programs that we can get which is why we ordered the textbook along with the 180-day license for Office 2007.

Once you set up Windows, you'll be able to install Office 2007 so that you can do the homework for this class.

You may find that you'll want to work cross platform fairly often, running both Mac and Windows software. If that is the case, you Mac users may want to look at Parallels or VMWare Fusion. Both are add-on programs for the Mac that allow you to use Windows programs without having to reboot. Both Parallels and Fusion are popular and you can find online articles comparing the two programs.

### Print Screens on a Mac

Here are a couple of links to information on print screens for the Mac

<http://forums.macrumors.com/archive/index.php/t-137047.html>

<http://eduscapes.com/tap/topic7.htm>

<http://www.answers.com/topic/mac-print-screen>

For either the Mac or the PC platforms, it is possible to have a utility program for screen captures. Such programs are designed simply to easily capture screen images or portions of the screens. Some of the programs are free. Try Shareware.com or Tucows.com to start. Do you have to have a screen capture program? No, it is not necessary to get a screen capture program.

Here's a message from one of my colleagues who uses the Mac:

Hi Karen...

I absolutely love this little screen shot widget app for the mac called "screenshot plus". It's intuitive and everything you could need.

Here is the website:

<http://www.apple.com/downloads/dashboard/business/screenshotplus.html>

### **Mac/PC Shortcut Keys**

Many of the Mac shortcut keys are similar to those on the PC. If you do a Google search for shortcut keys, you'll find several sites with information on shortcut keys using a Mac or PC.

Note: All web addresses were checked on December 29, 2009.