

Medical Office Systems, LLC

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Stuff You May Not Know You Have

I often discover things I never new existed... In this issue, I hope to point out a few items I discovered in my Windows-to-Mac experiment. Many are handy utilities and all of these listed below come with your computer – no need to buy or download a utility to do these functions.

#1. Screen Capture: I often used the Windows “Snipping Tool” program to capture all or part of my computer screen view. I used the screen capture to paste it into whatever documentation I was creating. Naturally I need the same function on the Mac, and it exists as “Grab.app”.

Windows: [Start], [All Programs], [Accessories], Snipping Tool

MAC: [Finder], [Applications], [Utilities], Grab.app

#2: Sticky Notes: I tend to forget things, so I used the Windows Sticky Notes program to write short notes and reminders for myself, like “Eat Lunch Today”. These Sticky Notes appear on your desktop and stay there until you erase them. Really Handy. On the Mac it is known as “Stickies”, and it works the same way.

Windows: [Start], [All Programs], [Accessories], Sticky Notes

MAC: [Finder], [Applications], Stickies.app

#3: Calculator: Who still has a dedicated calculator on their desk anymore? I don’t, or rather I lost mine. No problem; you have a very capable calculator ready to go.

Windows: [Start], [All Programs], [Accessories], Calculator

MAC: [Finder], [Applications], Calculator.app

#4: Text Editor: Sometimes I just want to jot down some notes in a file format that I can move anywhere without needing extra software. Again, there are built-in utilities available on both Windows and Mac, and they are interchangeable.

Windows: [Start], [All Programs], [Accessories], NotePad (plain text files only)

Windows: [Start], [All Programs], [Accessories], WordPad (plain text [or] rich text format)

MAC: [Finder], [Applications], TextEdit.app

#5: Image Capture: Sometimes you might need to capture an image from a camera, cellphone, or file on a disk into your computer. An example is the case of a scanner and a document you wish to capture.

Windows: [Start], Windows Fax And Scan

MAC: [Finder], [Applications], ImageCapture.app

#6: Burn Files to DVD: This one is a bit tricky, as there is not an explicit burn program to start. Rather, it is an option within each platform’s file menus. Each begins with selection of a file or folder, then a click to burn.

Windows: Start File Explorer, select a file or folder, [Right-Click], [Send To], then select your DVD drive

Mac: [Finder], select a file or folder, [File], [Burn Folder to Disc]

-John Becker

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