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Take Control of

v2.0

Mail

on the

iPad

iPhone and

iPod touch

Joe Kissell

**SECOND
EDITION
COVERS
iOS 4**

Take Control Of Working With Your Ipad Joe Kissell

Glenn Fleishman



Take Control Of Working With Your Ipad Joe Kissell:

Take Control of Working with Your iPad Joe Kissell, 2010 Want to get some real work done on your iPad Joe Kissell helps you find and use the best productivity apps and techniques Whether you'd like to run your office from an easy chair take meeting notes on your iPad or edit and create documents spreadsheets presentations and more while you're travelling light Joe's real world advice helps you adopt the right mindset and make the most of your iPad Special topics include non obvious tips on how to use the iPad's virtual keyboard effectively the best ways to transfer documents among apps and devices how to print from the iPad and other

Take Control of Working with Your iPad, 2nd Edition Joe Kissell, 2011 Any day can be Take Your iPad to Work Day Let Joe Kissell help you find and use the best productivity apps and techniques for your iPad Whether you'd like to run your office from an easy chair take meeting notes on your iPad or travel light and still be able to create and edit documents spreadsheets presentations and more Joe's real world advice helps you make the most of your iPad Special topics include clever tips on how to use the iPad's virtual keyboard effectively the best ways to transfer documents among apps and devices how to print from the iPad with or without AirPrint compatible printers and ways to surmount common hurdles that keep you from using your iPad productively You'll also learn the pros and cons of Apple's productivity tools and get savvy suggestions for third party products that you may want to add to your iPad toolkit

Take Control of Siri, 3rd Edition Scholle McFarland, 2025-04-22 Make the most of Apple's digital assistant Version 3.0 updated April 22 2025 When it comes to using your Apple devices Siri is the hands free time saving and fun technology that ties everything together Whether you want to ask a question make a call find your iPhone or set a timer not only can Siri do it but it usually offers the fastest way This book explores how to get the most out of Siri on your iPhone iPad Mac Apple Watch Apple TV and HomePod

n Siri Apple's voice controlled digital assistant has been around since 2010 when it debuted on the iPhone But since then it has become vastly more powerful and useful and has spread across Apple's entire ecosystem it now runs on iPhone iPad Mac Apple Watch Apple TV and HomePod Siri can listen and speak in a wide range of languages and accents perform a long list of helpful day to day tasks and keep you entertained in the process And starting with iOS 18.2 iPadOS 18.2 and macOS 15.2 Siri gains both Apple Intelligence features and a connection to ChatGPT Although Siri is easy to use it's so multitasked that you might easily overlook some of its best features In this book former Macworld editor Scholle McFarland takes you deep into Siri's capabilities You'll learn tons of tips and tricks about making the most of Siri Discover how Siri can increase your efficiency and productivity lend a hand when you're in the car or out for a jog and even make it simpler to play music or find movies and TV shows to watch Among many other things this book teaches you What hardware and software you need to use Siri The relationship between Siri and Apple Intelligence on supported devices How to change Siri's language voice and speed Ways to personalize Siri by telling it about yourself your contacts and more The numerous ways to activate Siri by touch or by voice How to use Siri with AirPods wired earbuds or third party headphones The optional

role of ChatGPT in answering Siri requests When and to what extent you can use Siri without an internet connection What to do if the wrong device answers your Siri or Hey Siri request How to ask Siri about sports math and conversions time food health movies people stocks the weather jokes real world sounds random facts and more Tips for asking Siri follow up questions How to control music on any device with or without an Apple Music subscription Techniques for using Siri to get directions set reminders and appointments send messages and email start FaceTime calls take notes read articles and get help with your Apple products How to use Siri to share what's on your screen with Messages What Siri can and can't do for you on an Apple TV or HomePod How to get your HomePod to recognize different people's voices Everything you need to know about your privacy where Siri is involved Whether you're new to Siri or a seasoned pro you're sure to find lots of tricks and suggestions in this book to improve your experience of using Siri

Take Control of Your Passwords, 4th Edition Joe Kissell, 2025-01-09 Overcome password frustration with Joe Kissell's expert advice Version 4.2 updated January 9 2025 Password overload has driven many of us to take dangerous shortcuts If you think `ZombieCat12` is a secure password that you can safely reuse a password or that no one would try to steal your password think again Overcome password frustration with expert advice from Joe Kissell Passwords have become a truly maddening aspect of modern life but with this book you can discover how the experts handle all manner of password situations including multi factor authentication that can protect you even if your password is hacked or stolen The book explains what makes a password secure and helps you create a strategy that includes using a password manager working with oddball security questions like What is your pet's favorite movie and making sure your passwords are always available when needed Joe helps you choose a password manager or switch to a better one in a chapter that discusses desirable features and describes nine different apps with a focus on those that work in macOS iOS Windows and Android The book also looks at how you can audit your passwords to keep them in tip top shape use two step verification and two factor authentication and deal with situations where a password manager can't help New in the Fourth Edition is complete coverage of passkeys which offer a way to log in without passwords and are rapidly gaining popularity but also come with a new set of challenges and complications The book also now says more about passcodes for mobile devices An appendix shows you how to help a friend or relative set up a reasonable password strategy if they're unable or unwilling to follow the recommended security steps and an extended explanation of password entropy is provided for those who want to consider the math behind passwords This book shows you exactly why Short passwords with upper and lowercase letters digits and punctuation are not strong enough You cannot turn a so so password into a great one by tacking a punctuation character and number on the end It is not safe to use the same password everywhere even if it's a great password A password is not immune to automated cracking because there's a delay between login attempts Even if you're an ordinary person without valuable data your account may still be hacked causing you problems You cannot manually devise random passwords that will defeat potential attackers Just because a password doesn't appear in a dictionary that

does not necessarily mean that it's adequate. It is not a smart idea to change your passwords every month. Truthfully, answering security questions like "What is your mother's maiden name" does not keep your data more secure. Adding a character to a 10-character password does not make it 10% stronger. Easy-to-remember passwords like "correct horse battery staple" will not solve all your password problems. All password managers are not pretty much the same. Passkeys are beginning to make inroads and may one day replace most but not all of your passwords. Your passwords will not be safest if you never write them down and keep them only in your head. But don't worry; the book also teaches you a straightforward strategy for handling your passwords that will keep your data safe without driving you batty.

Take Control of Sonoma Joe Kissell, 2024-03-20. Meet the latest version of macOS: Version 14 released March 20, 2024. macOS 14 Sonoma makes your Mac more secure and easier to use with a wide array of new and improved features. Learn how to upgrade your Mac from an earlier version of macOS, find your way around Sonoma, use new features, and discover extensive changes to built-in apps such as Safari and Messages. Sonoma is Apple's latest effort to make Macs even more powerful and easier to use, and Joe Kissell is back with a complete guide to the upgrade process as well as an in-depth look at what's new. People participating in video calls or sharing their screens via FaceTime, Zoom, and similar apps have some helpful new tools at their disposal. Widgets can now live on your desktop. Messages adds usability features. Safari offers greater privacy and flexibility, and Notes includes hyperlinks and better PDF support. **Take Control of Sonoma** walks you through all these changes and many more. This book teaches you things like: How to tell whether your Mac is compatible with Sonoma. Steps you should take before upgrading. How to perform an in-place upgrade or do a clean install and migrate your old data from a backup. What's new in the System Settings app. Using new Safari 17 features such as profiles that separate your Safari data into multiple contexts, turning any website into a standalone app, sharing passwords and passkeys securely, and browsing the web with greater privacy. How to put widgets on your desktop. Navigating long multi-person Messages conversations more easily using filters to narrow down searches, sharing your location, or requesting someone else's within Messages, and more easily working with stickers. Creating categories in Reminders to organize your lists and getting alerts before a scheduled task is supposed to occur. Viewing complete PDFs within Notes and easily creating links that take you from one note to another. Improving your privacy and security by securely sharing passwords and passkeys and using information from your keychain in apps besides Safari. Small but interesting changes throughout macOS such as accessibility improvements, a less annoying Autocorrect feature plus inline typing predictions, AutoFill for PDFs, and new capabilities for AirPods, dictation, screen savers, wallpaper, your lock screen, and screen sharing, among other features. Improvements to bundled apps including FaceTime, Find My, Home, Mail, Music, Photos, and Siri.

Take Control of Pages, 4th Edition Michael E. Cohen, 2023-10-10. Unlock the power of Pages for Mac and iPad. Version 4.0 updated October 10, 2023. Discover how to make the most out of Pages. In this fully revised fourth edition, Michael E. Cohen digs deep into Pages, unearthing the nuggets of knowledge you need to make your

work shine Create complex documents of all sorts on your Mac or iPad sync them via iCloud and share them with other people n Apple s Pages word processor is a big rich app with hundreds of features tucked away in nooks and crannies making Michael E Cohen s comprehensive book an essential resource for newbies and experts alike Whether you prefer to dive into the details or get quick help with a particular feature this book has got you covered Note This edition of the book focuses primarily on the Mac and iPad versions of Pages although it does cover the iPhone and web versions of the app to a limited extent In this thoroughly revised fourth edition Michael expands his already extensive guide detailing all the changes Apple has made to Pages since the last version of the book was released including support for macOS 14 Sonoma and iPadOS 17 Among many other new and updated features learn about using Mail Merge adding and working with 3D images and collaborating with other users on a document You ll also learn how to find features that have been moved or renamed With Michael s help you can navigate Pages like a pro You ll also learn how to Find all the tools you need whether on a Mac or an iPad Do everyday word processing including working with fonts tabs indents rulers search and replace spell checking and more Format longer more complex documents with customized headers footers page numbers tables of content footnotes and section breaks Manage styles including paragraph styles character styles list styles and object styles Create your own templates complete with layout objects Master the many multi touch gestures in iPadOS that give you pinpoint control over page elements Include complex tables and charts and make them look exactly the way you want Customize layout and manipulate graphics like a pro Collaborate with others in real time using iCloud Share your documents across devices using Mac iPad iPhone or almost any web browser **Take Control of Apple Screen and File Sharing** Glenn

Fleishman,2025-10-27 Share screens and files among your Apple devices and beyond Version 1.1 updated October 27 2025 Do you need to access a Mac across the room or around the globe Or share files securely with a relative or colleague Want to know about Apple s latest much improved screen sharing among iPhones iPads and Macs and what s missing in them This book is a friendly but comprehensive guide to screen sharing screen mirroring network file sharing and cloud file sharing using Apple devices n The software and data we need is often not right in front of us Take Control of Apple Screen and File Sharing provides a fully up to date guide to the many resources for accessing stuff we don t have within reach You learn how to access your own screens nearby over a network and over the internet share your screens with others for remote control or viewing and mirror screens to larger displays and into group chats You also become an expert on local file sharing with Macs and sharing from cloud based storage like iCloud Drive and Google Drive With the help of this book you ll Get to know the Mac Screen Sharing app to connect to view and control the screens of other Macs Access other people s screens to help them troubleshoot problems or share what they re working on for work or fun Understand where third party screen sharing systems improve on Apple s offerings Learn the difference between screen sharing and mirroring and where the two intersect and even overlap Use screen sharing over FaceTime and Messages with one person or dozens using Macs iPhones

or iPads Mirror your iPhone's screen and optionally its notifications on your Mac Find out how and why mirroring an Apple Watch to an iPhone could be useful Set up and use networked file sharing on your Mac Turn to cloud services like iCloud Drive Dropbox Google Drive and Microsoft OneDrive to share files securely with others and impose limits on what they can do Enable secure remote access among all your devices and with other people using a virtual local area networking VLAN system Get to understand Virtual Network Computing VNC screen sharing its standardization its limitations and its security weaknesses

Take Control of Apple Mail, 6th Edition Joe Kissell, 2025-06-08 Master Mail for Mac iPhone and iPad Version 6.2.2 updated June 8 2025 Use Apple Mail more effectively Email expert Joe Kissell explains what's new with Mail for Mac iPhone and iPad and how to best set up your Gmail iCloud IMAP and Exchange accounts He then shows you how to take Mail to the next level with plugins and automation manage your incoming email customize Mail and solve common problems Take Control of Apple Mail is your complete guide to Apple's Mail app In this book Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how plugins and automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with Mail's natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important an award winning strategy for avoiding email overload You'll quickly find the information that's most important to you including Key changes in Mail for Sequoia Sonoma iOS 18 iPadOS 18 and iOS 17 iPadOS 17 such as Mail Categories Priority Messages Message and Thread Summaries Smart Replies and Apple Intelligence Writing Tools How to take advantage of the Mail privacy features Mail Privacy Protection and Hide My Email Getting through your email faster with gestures Using advanced search techniques to find filed messages Using third party add-ons to significantly enhance how you use Mail The whys and hows of sending attachments Defeating spam with the Junk Mail filter and what to do if you need more firepower Understanding special mailboxes like Sent Drafts and Junk Taking charge of email organization with rules and other measures Backing up and restoring email Importing email from other apps older versions of Mail or another Mac Deciding whether you should encrypt your email along with detailed real world steps for signing and encrypting messages Taking Mail to the next level with AppleScript and Automator Key skills for using Mail for iPhone and iPad such as working with incoming and outgoing messages using attachments and configuring accounts Fixing problems receiving sending logging in bad mailboxes and more Although this book primarily covers Mail in macOS 10.14 Mojave through macOS 15 Sequoia iOS 18 iPadOS 18 and iOS 17 iPadOS 17 the majority of it is also applicable to earlier versions

Take Control of Automating Your Mac, 5th Edition Joe Kissell, 2025-01-17 Work faster increase your efficiency and have more fun with automation Version 5.1 updated January 17 2025 Ever wondered if automation could make your life easier In Take Control of Automating Your Mac Fifth Edition Mac expert Joe Kissell shows you how to save time and aggravation by using numerous

built in macOS tools as well as helpful third party apps to automate routine tasks and procedures n Looking for ways to work smarter and faster with your Mac In this updated and expanded fifth edition of his popular guide to Mac automation Joe Kissell shows how anyone at any level of experience can save time and effort and avoid unnecessary errors by using automation techniques that range from the simplest keyboard shortcut to the most complicated script In this book Joe teaches you how to automate routine tasks in a wide variety of ways You can begin by making the most of productivity features such as Siri Spotlight for launching apps and text replacement and then move on to the more sophisticated automation tools built into macOS such as Shortcuts Automator AppleScript services and shell scripts In addition Joe gives extensive information about third party automation apps that can make a huge difference to your work efficiency such as Keyboard Maestro TextExpander OmniGraffle and many more As an extra bonus the book includes coupons for discounts on six automation apps Whether you re new to automation you just need a refresher or you re experienced with automation but want to go deeper this book can teach you the skills you need to automate with ease Take back your time work more efficiently and have more fun with your Mac with Take Control of Automating Your Mac Fifth Edition With this book you ll learn how to Get started with the built in macOS automation tools including Shortcuts Automator AppleScript and shell scripts Take full advantage of input devices to save clicks and keystrokes Customize toolbars and your Touch Bar to put hard to find controls at your fingertips Use your voice to control your Mac with Siri and Voice Control Dictation Commands Automate text expansion for faster more consistent typing Control the Finder with a launcher and by organizing files with Hazel Supercharge your clipboard to remember and reformat previous copies Write macros in Microsoft Office and Nisus Writer Pro Create rules to file email automatically in Apple Mail and Outlook Log in to websites faster with a password manager Automate cloud services with IFTTT and Zapier Set up automatic backup and syncing Run tasks automatically with Login Items Calendar events or launchd Use Omni Automation for JavaScript based automation tasks Control nearly anything on your Mac with Keyboard Maestro

Take Control of Notes, 2nd Edition Glenn Fleishman, 2025-09-29 Unlock the potential of Apple s Notes app Version 2.1 updated September 29 2025 This book tells you everything you need to know about Apple s Notes app for iPhone iPad Mac and the web from basic features like formatting text and creating lists to advanced features like scanning documents protecting notes with passwords making sketches and managing attachments Apple s Notes has come a long way since it was first introduced with the iPhone as a simple note taking app but many users are still unaware of its expanded capabilities Now available on iPhones iPads and Macs and on the web at iCloud.com Notes has become a surprisingly powerful tool for writing sketching organizing and sharing information of all kinds Take Control of Notes offers a thorough grounding in this deceptively simple app showing you how to master its many tools and avoid or work around its limitations This version is updated for iOS 16 iPadOS 16 and macOS 12 Sequoia but also includes working with previous iOS 18 iPadOS 18 and macOS 15 Sequoia Learn the basics of Notes Use the Quick Note feature to start a note from

anywhere or start a note from your iPhone iPad Lock Screen Apply and modify character level and paragraph level formatting in a note Move text around with keystrokes Add highlighting to emphasize portions of a note Share notes with other users and add mentions Get advanced insight into formatting and creating rich entries Make lists including checklists and lists with multiple levels of indentation Create collapsible sections within a note Work with tables Add photos videos audio maps and other documents to your notes Scan printed documents into Notes and save them as PDF attachments Draw and sketch using your finger or an Apple Pencil Perform simple or complex math in Notes simply by typing Clean up handwritten text to look more legible iPad only Use Apple Intelligence to turn a sketch or description into a complete image Understand organizational and system features like how to Organize your notes into folders tag notes and search their contents Use the system password passcode or a separate password to lock your notes keeping them encrypted and private Choose where to store notes iCloud IMAP or a device and whether or how they sync Import notes from other apps and services Create internal references to link notes together Record audio and transcribe a phone call from the Phone app

Take Control of iCloud, 9th Edition Joe Kissell, 2025-05-15 Understand iCloud's capabilities and limitations and put its key features to good use Version 9.2.1 updated May 15 2025 Apple's iCloud service is highly useful but it can also create headaches for the average user In this book Joe Kissell explains how to avoid frustrations and make iCloud work for you across all your devices iCloud is a simple idea in theory access to all your data on all your devices via the cloud that can become complicated when put into practice Instead of wasting time fiddling with iCloud when there are many other more important things to be done with the information it contains learn how to minimize frustrations with Take Control of iCloud Ninth Edition Whether you want a quick tip or a deep dive into the inner workings of iCloud you'll find what you need in this best selling book by Apple expert Joe Kissell Start by learning what iCloud can do how it differs from other cloud services and how best to set it up on Macs iOS and iPadOS devices Apple TVs and Windows PCs Then move on to finding out the key aspects and hidden gotchas of iCloud's core features including iCloud Apple's paid membership tiers with extra features Photo features iCloud Photos iCloud Photo Sharing and iCloud Shared Photo Library Family Sharing iTunes Match and iCloud Music Library iCloud Drive Mail and Mail Drop Contacts Calendars Reminders and Notes iCloud Keychain the iCloud website Location features Find My Device Find My Item Find My People and the Find My app Two factor authentication Activation lock Backing up and recovering data Managing your privacy and security including the use of Advanced Data Protection This edition has been updated to cover macOS 15 Sequoia iOS 18 iPadOS 18 and recent changes to the iCloud website It also continues to cover macOS 10.15 Catalina macOS 11 Big Sur macOS 12 Monterey macOS 13 Ventura macOS 15 Sonoma and iOS 17 iPadOS 17 but drops coverage of earlier operating system versions *Take Control of PDFpen, 3rd Edition* Michael E. Cohen, 2021-05-03 Edit and enhance your PDFs easily with PDFpen 13 Version 3.0 updated May 3 2021 This book tells you how create edit and enhance PDF documents on your Mac with PDFpen 13 and PDFpenPro 13 and on the

go with PDFpen for iPad iPhone n These days an ever increasing amount of paper contracts tax forms bills reports and more comes into our lives as PDF files We generate this virtual paper too since it s so much easier to save a document as a PDF and send it to a colleague via email than it is to print and send via fax or email To read edit and manipulate all these PDFs you need the appropriate tools and skills Given the high price of Adobe Acrobat DC Pro many Mac users have turned to Smile s affordable PDFpen apps to help them sign PDF forms handle scanned documents make changes in existing PDFs create new PDFs from a variety of sources and to export PDFs to other file formats including Word and Excel With Take Control of PDFpen you ll learn how to do all these tasks and more on your Mac with PDFpen or PDFpenPro or on the go with PDFpen for iPad iPhone If you haven t used PDFpen before this free book is an excellent way to find out what it has to offer TidBITS members can save 20% on all Smile products purchased through the Smile cart including PDFpen 13 and PDFpenPro 13 To learn more visit the Membership Benefits page To access the coupon code make sure you ve logged in and click through from the Your Member Benefits page Take Control of PDFpen begins with a guide to purchasing options PDFpen versus PDFpenPro from Smile versus the Mac App Store and the advantages of the iOS iPadOS version Next you ll meet PDFpen with an overview of the PDF format and a tour of the interface With the basics out of the way highlights of what you ll learn to do include Add and remove pages and combine pages from multiple files into one PDF Mark up a PDF with highlights comments editing marks and more Compare two different parts of a PDF with the Split View Edit a PDF by fixing typos adding text formatting text and redacting confidential text Scan a document into a PDF and make the text editable with OCR with single or multiple documents Add photos or scans to a PDF quickly with Continuity Camera and an iOS iPadOS device View and work with OCRed text in the OCR layer PDFpenPro only Add clickable links headers footers page numbers and images Annotate a document with lines shapes text and callouts Make a clickable table of contents PDFpenPro only Add a watermark to each page of a PDF Password protect a PDF And PDFpenPro only prevent others from printing or editing a PDF Turn a PDF into a formatted Microsoft Word document or PDFpenPro only export it in Excel or PowerPoint format Reduce the size of your PDFs Create blank PDFs with stationery Add a digital signature with DocuSign PDFpenPro only And you ll find directions for working with PDF forms Fill out forms with ease Add a handwritten signature Apply a digital signing certificate Print just form entries on a pre printed form Create an interactive PDF form PDFpenPro only that can collect data and send it to you via email or the web You can add an interactive signature field which makes it easy for the form to be signed online An appendix describes the useful AppleScripts that ship with PDFpen This ebook was created in collaboration with Smile with PDFpen s developers tech editing the book [Take Control of DEVONthink 4](#) Joe Kissell, 2025-09-29 Manage your information with the powerful tools in DEVONthink 4 Version 1.1 published September 29 2025 DEVONthink 4 offers a slew of features for defeating information overload but mastering its power is easier with real world advice from DEVONthink power user Joe Kissell He helps you understand the best ways to put information into DEVONthink and how to

organize it so you can find it later He also covers syncing DEVONthink databases among your Apple devices and using DEVONthink To Go for iPhone and iPad n DEVONthink 4 is an incredibly powerful information management app that can function as anything from a simple snippet keeper and note taker through a massive database for a complex research project It has a wealth of document processing organization and searching tools that go far beyond the Mac s Finder and it can create many types of documents from scratch as well as importing data in numerous ways All these features give you unprecedented control over your data They also mean DEVONthink is a lot to wrap your head around This book created in partnership with DEVONtechnologies helps you get started with DEVONthink by acquainting you with not only its interface and major features but also its philosophy You ll learn how to approach the tasks you may want to accomplish which features might serve you best and which you might want to ignore and how to develop a workflow that makes sense given your needs and preferences You ll also learn how to extend your DEVONthink experience beyond your main Mac with detailed coverage of the many ways you can sync DEVONthink databases to other Macs and to iPhones and iPads using the DEVONthink To Go app The book covers newly added DEVONthink 4 features such as versioning revision proof databases PDF bookmarking and optionally in the Pro and Server versions extensive support for generative AI plus user interface changes including significantly reworked inspectors After covering essential DEVONthink vocabulary and concepts Joe helps you start using DEVONthink effectively You ll learn how to Decide how many databases you need and set them up Determine whether to input or index data Import data from many different apps Import data from a scanner including OCR options Use grouping and tagging to organize data Add and work with DEVONthink 4 s extensive metadata capabilities Use simple and sophisticated techniques for searching Create smart groups that automatically gather newly imported data Use smart rules and AppleScript or JavaScript to automate countless activities within DEVONthink Create documents in plain text HTML Markdown and more Edit documents in DEVONthink or externally Find the best way to sync DEVONthink data with other devices Work with reminders smart templates and other sophisticated tools Convert documents between formats Chat with your documents using your favorite large language model LLM Effectively use the DEVONthink To Go iPhone iPad app Share DEVONthink documents with other people Export documents from DEVONthink Back up and maintain healthy databases Questions answered in the book include What is DEVONthink good for and what should be left to other apps What kinds of data can I import Short answer Nearly everything How can I display my data in a way that works well for me When I import documents from different sources where do they end up and why Is it better to sort imported documents right away or leave them for later Should I group my data tag it or both What are duplicates and replicants and how can I tell them apart Which types of data can be created or edited within DEVONthink How do I make my DEVONthink database accessible via the web using DEVONthink Server How do I move documents out of DEVONthink using the Share feature How do I use DEVONthink To Go on my iPhone iPad How excited skeptical should I be about these new AI features Take Control of Your Paperless

Office, 4th Edition Joe Kissell, 2024-02-02 Digitize your documents and reduce paper clutter Version 4 0 1 updated February 2 2024 The paperless office doesn't have to be a myth Turn paper into usable digital files reducing clutter and increasing convenience This book helps you assess your situation develop a strategy and learn clever techniques for keeping more paper at bay with detailed discussion of the hardware software and processes needed to get the job done Join Joe Kissell as he helps you clear the chaos of an office overflowing with paper With Joe's guidance you can develop a personal clean up strategy and choose your tools including a scanner and the software you need to perform OCR optical character recognition You'll also learn about devices and services for storing your digitized documents and document management apps that help you categorize locate and view your digital document collections Once you have your gear in hand Joe shows you how to convert your paper documents to digitized files and gives you ideas for how to organize your office workflow explaining how to develop day to day techniques that reduce the amount of time you spend pressing buttons launching software and managing documents You'll also master paper reducing skills such as Scanning or photographing documents you find while out and about business cards receipts menus flyers and more so you keep only digitized versions Joe discusses a variety of mobile scanning options for iOS iPadOS and Android Creating a digitized image of your signature so you can sign and share documents digitally rather than printing them for the sole purpose of signing them with a pen Using paperless options for bills invoices bank statements and the like Cutting down on unwanted catalogs and junk mail Switching to mostly paperless postal mail Using your computer to send and receive faxes without a fax machine fax modem or separate phone line Amazingly some people still need to do this even in the 21st century The book contains answers to numerous questions including What is a searchable PDF and why is it key to a paperless office What differentiates document scanners from other types of scanners What's a book scanner What if I need a mobile portable scanner What does TWAIN stand for and should my scanner support it Why do I need OCR software and what features should I look for How do I choose a good scanner and OCR software How should I name and file my digitized documents What are my options if I need to edit a scanned PDF How can I automate my workflow for scanning documents What paper documents should I keep in physical form How do I use common tools to add a signature to a PDF How can I access my digital documents remotely How should I back up my important digital documents

Take Control of Your Online Privacy, 5th Edition Joe Kissell, 2025-01-30 Learn what's private online not much and what to do about it Version 5 1 updated January 30 2025 Nearly everything you do say or do online can be recorded and scrutinized by advertisers data brokers and a long list of other people and organizations often without your knowledge or consent When your personal data falls into the wrong hands you risk theft embarrassment and worse But you can take steps to greatly improve your online privacy without sacrificing all your convenience Nowadays online privacy is extremely hard to come by Corporations governments and scammers alike go out of their way to gather up massive amounts of your personal data The situation feels bleak but you have more control than you may realize In this book Joe Kissell helps

you to develop a sensible customized online privacy strategy No matter what devices or operating systems you use you ll find practical advice that ordinary people need to handle common privacy needs The massively revised fifth edition of Take Control of Your Online Privacy is packed with information that helps you get a handle on current topics in online privacy including data breaches hardware bugs quantum computing two factor authentication how ads can track you and much more You ll receive savvy advice about topics such as these Why worry Find out who wants your private data why they want it and what that means to you Determine your personal risk level learn which privacy factors are most important to you what you can and can t control and what extra steps you can take if you re at a high risk of being personally targeted Hear some good news five steps you could take that would massively increase your online privacy and some bad news why some of those steps may be difficult or infeasible Remove personal information from Google and data brokers though the process comes with limitations and gotchas Discover Apple Specific Privacy Features for users of Macs iPhones and iPads Manage your internet connection Secure your Wi Fi network and keep your data from leaking out Find advice on why and when to use a VPN or a network connected privacy appliance plus why you should be skeptical of VPN reviews Browse and search the web Avoid bogus websites control your cookies and history block ads browse and search anonymously and find out who is tracking you Send and receive email Find out how your email could be intercepted learn techniques for encrypting email when necessary get tips for sending email anonymously and know when email is not the best way to communicate Watch your social media Understand the risks of sharing personal information online especially on Facebook tweak your settings and consider common sense precautions Talk and chat online Consider to what extent any phone call text message or online chat is private and find tips for enhancing privacy when using these channels Protect your smart devices Address privacy issues with Internet of Things devices like smart TVs smart speakers and home automation gear Think mobile Ponder topics like supercookies location reporting photo storage spear phishing and more as you decide how to handle privacy for a mobile phone or tablet Help your children As a parent you may want to take extra steps to protect your children s privacy Find a few key tips to keep in mind

iPhone and iPad Basics, 2nd Edition Glenn Fleishman, 2025-09-15 Master the fundamentals of your iPhone or iPad Version 2.0 updated September 15, 2025 iPhones and iPads were intended to be easy to use but over the years a lot of complexity has crept in As a result most of us even those who have been using these devices for years jump through unnecessary hoops to perform basic tasks and overlook helpful but less than obvious features This book walks you through everything you need to know to navigate your device with ease n Apple doesn t include an instruction manual with iPhones or iPads assuming that you ll search the web to learn how to do anything you can t easily figure out That s a pity because it spells frustration for new users and means a great deal of your fancy device s power may go unused Glenn Fleishman is here to help with iPhone and iPad Basics a friendly guide to all the information Apple never gave you Do you know the difference between the Lock Screen and the Home Screen What Control Center is and how to customize it How to

use a share sheet What to do when you get too many annoying notifications How to find apps in a sea of icons Ways to run multiple apps at the same time on an iPad Those are just a few of the topics Glenn explains in detail You ll learn about Terms and concepts The names and meanings of important interface elements Hardware controls What all the physical controls do plus charging options and the StandBy feature for iPhones Cameras Use the front and rear facing cameras on your iPhone or iPad Customization Configure the Lock Screen Home Screen Dock Control Center and innumerable settings to your liking Apps What all of Apple s built in apps do how to add new apps and how to switch between apps Finding stuff Use Spotlight to find apps files contacts and more Siri How to use your voice to interact with your iPhone or iPad Keyboards All the tricks of the on screen keyboard plus what you can do with an external keyboard Sharing Share nearly any sort of information on your device with other people or services using the share sheet Focus settings Avoiding distractions with enhanced Do Not Disturb features Special iPad features How to multitask on an iPad and more Switching from Android Tips for moving to an iPhone or iPad from an Android device This book keeps its focus on basics deliberately avoiding advanced topics Rather than serving as a comprehensive reference guide it helps you find your footing and helping you feel confident with the major capabilities of your iPhone or iPad

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