



MacVoices #25070: Take Control
Joe Kissell Takes Control of Mac Basics

Take Control Of Dropbox Joe Kissell

Joe Kissell



Take Control Of Dropbox Joe Kissell:

Take Control of Backing Up Your Mac, 5th Edition Joe Kissell, 2025-01-17 Set up a rock solid backup strategy so that you can restore quickly and completely no matter what catastrophe arises Version 5.1 updated January 17 2025 Joe Kissell provides the advice you need to create a Mac backup strategy that protects your data and enables quick recovery He compares backup software services and media to help you make the best choices You'll learn to set up test and maintain backups plus how to restore files after a calamity n Creating and maintaining a solid backup plan is essential to anyone who uses a Mac in order to prevent the loss of important data if disaster strikes whether through hardware or software failure theft human error or other mishap In Take Control of Backing Up Your Mac Fifth Edition tech expert Joe Kissell explains how to design a sensible backup strategy choose and configure the best backup hardware and software for your needs and understand how to make your backups as painless as possible His advice is equally useful to those who have never had a backup system and those whose backup systems are in need of an update The book delves into the challenges presented by recent versions of macOS M series Macs and the ever changing landscape of Mac backup hardware software and cloud services It explains what you need to know about bootable and non bootable duplicates backup media and disk formats as well as recent changes in Time Machine and the weird world of APFS snapshots It also shows you how to include in your backups files and folders that are stored in the cloud even if there's no local copy of them Using this book you'll learn how to Design or update the ideal backup system If you're starting from scratch you'll find all the information necessary to assemble a reliable and easy to use backup system If you're updating an existing system you'll learn about what's new in hardware software and online services that might affect the way you back up your Mac in the future Choose backup software Apple's Time Machine is both free and easy to use but it's not the best choice for everyone and even if you do use Time Machine you'll certainly want to supplement it with other tools You'll learn about key features to look for in a backup app and find tips on using several popular tools You'll also discover the pros and cons of cloud backup services and get help choosing the right one An online appendix covers dozens of apps and services Shop for hardware Depending on your needs and goals you may need one or more external SSDs or hard drives but the range of options sizes interfaces speeds and more can be bewildering Joe helps you find the best backup hardware whether it's individual SSDs or hard drives RAID's NAS devices or other options Make and maintain backups Once you've selected hardware and software you'll need to know how to make your first backup set up your backups to run unattended and test them regularly to make sure they're working as they should This includes both versioned backups which contain old file versions and deleted files and for some users bootable or non bootable data only clones And you'll learn about strategies for keeping extra backups offsite Operate Time Machine If you choose Time Machine for versioned backups you'll learn how to back up and restore individual files app specific data such as contacts and even an entire disk You'll also discover why and how to encrypt Time Machine backups how APFS snapshots work inside and

outside Time Machine and what to do if Time Machine misbehaves Deal with unusual backup needs If you deal with exceptionally large files such as audio and video files spend a lot of time on the road away from your usual backup hardware run Windows on your Mac or rely on cloud services to store essential data you ll want to take extra or different steps to make sure everything is safely backed up You ll also learn various approaches to backing up and restoring data from Apple s Notes app Manage your media What happens when a backup drive fills up or becomes so old that you worry about its future reliability What if you want to archive older files for posterity but not necessarily maintain them as part of your daily backups Joe explains how to deal with media management tasks such as these Recover lost data Backing up data can be easy but restoring it is often more challenging When you discover that data is missing whether due to a disk error theft or a simple mistake you need to know the exact steps needed to recover it and get back to work as soon as possible

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 1Password, Second Edition Joe Kissell, 2016-01-13 Easily create and enter secure passwords on all your devices Remembering and entering Web passwords can be easy and secure thanks to 1Password the popular password manager from AgileBits In this book Joe Kissell brings years of real world 1Password experience into play to explain not only how to create edit and enter Web login data easily but also how to autofill contact and credit card info when shopping online audit your passwords and generate better ones and sync and share your passwords using a variety of techniques including 1Password for Teams Joe focuses on 1Password 6 for the Mac but he also provides details and directions for the iOS Windows and Android versions of 1Password Meet 1Password Set your master passcode explore the various 1Password components and decide on your ideal usage strategy While reading Take Control of 1Password on my iPad I was furiously highlighting passages and following along with 1Password open on my Mac The book showed me how some of my passwords were weak or duplicates I immediately changed those passwords to unique and secure ones Elisa Pacelli in her MyMac book review Master logins In 1Password a typical login contains a set of credentials used to sign in to a Web site Find out how to create logins sort them search them tag them and more You ll especially find help with editing logins For example if you change a site s password from dragon7 to eatsevendragonsforlunchatyahoo you ll want to incorporate that into its login Or use 1Password s password generator to create highly secure random passwords like dGx7Crve3WucELF s Understand password security Get guidance on what makes for a good password and read Joe s important Password Dos and Don ts A special topic covers how to perform a security audit in order to improve poor passwords quickly Go beyond Web logins A primary point of 1Password is to speed up Web logins but 1Password can also store and autofill contact information for more than one identity even along with credit card information You ll also find advice on storing passwords for password protected files and

encrypted disk images plus ideas for keeping track of confidential files scans of important cards or documents and more Sync your passwords Discover which 1Password syncing solution is right for you Dropbox iCloud or a Finder folder as well as a device to device Wi Fi sync Share your passwords Learn how 1Password integrates with the 1Password for Teams online service for sharing passwords within groups such as your family or company work group You ll also discover the answers to key questions including Should I use my Web browser s autofill feature What about iCloud Keychain Should I use that too What can I do quickly to get better password security Should I buy 1Password from AgileBits or the Mac App Store How can I find and update weak passwords I created long ago What s the best way to work with the password generator What should I do about security questions like the name of my pet How can 1Password provide a time based one time password TOTP How can I access my 1Password data on another person s computer How do I initiate 1Password logins from utilities like LaunchBar

Take Control of 1Password, 6th Edition Joe Kissell, 2024-03-20 Easily create and enter secure passwords on all your devices Version 6.2 updated March 20, 2024 Annoyed by having to type hard to remember passwords Let 1Password do the heavy lifting With coverage of 1Password version 8 for Mac Windows Linux iOS iPadOS Android and Apple Watch author Joe Kissell shows you how to generate and enter secure passwords speed up your online shopping and share and sync web logins and other confidential data Wrangling your web passwords can be easy and secure thanks to 1Password the popular password manager from AgileBits In this book Joe Kissell brings years of real world 1Password experience into play to explain not only how to create edit and enter web login data easily but also how to autofill contact and credit card info when shopping online audit your passwords and generate better ones handle two factor authentication 2FA sync data across devices using a hosted 1Password account individual family or business and securely share passwords with family members coworkers and friends This fully revised sixth edition covers 1Password version 8 for Mac Windows Linux iOS iPadOS Android and Apple Watch It does not include instructions for using earlier versions of 1Password Topics include Meet 1Password Set your master password explore the various 1Password components and decide on your ideal usage strategy What s New in Version 8 1Password 8 unifies features and interface across platforms and adds important new features but it also includes some controversial changes Learn what has changed how to migrate from older versions and what new behaviors you must adjust to Master logins In 1Password a typical login contains a set of credentials used to sign in to a website Find out how to create logins sort them search them tag them and more You ll also find help with editing logins for example changing a password or adding further details Understand password security Get guidance on what makes for a good password and read Joe s important Password Dos and Don ts A special topic covers how to perform a security audit in order to improve poor passwords quickly Go beyond web logins A primary point of 1Password is to speed up web logins but 1Password can also store and autofill contact information for more than one identity even along with credit card information You ll also find advice on storing SSH keys passwords for password protected files and encrypted disk images confidential

files software licenses scans of important cards or documents and more Sync your passwords Discover how a hosted 1Password account can sync all your data securely across your devices Share your passwords Learn to store passwords within a family or team hosted account or even with people who don't already use 1Password at all You'll also discover the answers to key questions including Should I keep using my web browser's autofill feature What about iCloud Keychain Should I use that too Do I need the full 1Password app or is the browser extension enough How does the Universal Autofill feature for Mac work across browsers and apps What are passkeys and what can 1Password do with them How can 1Password help me with sites where I sign in with my Apple Google or Facebook account What's the easy way to prevent sensitive information from falling into the wrong hands at a border crossing What can I do quickly to get better password security How can I find and update weak passwords I created long ago What should I do about security questions like the name of my pet How can 1Password provide a time based one time password TOTP

Take Control of Sonoma Joe

Kissell, 2024-03-20 Meet the latest version of macOS Version 14.2 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 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 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 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 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

Take Control of Your Digital Legacy, 2nd Edition Joe Kissell, 2024-02-02 Preserve your data for posterity Version 2.0.1 updated February 2, 2024

How do you want to be remembered A will takes care of your physical possessions but what about your digital life photos email files online accounts and so on If you want to pass your electronic ephemera on as part of your digital legacy turn to tech expert Joe Kissell for advice on dealing with large quantities of data file formats media types the need for a digital executor and more n We all have digital data that s important to us now but a lot of it could also be important to our children friends and relatives long after we re gone But you have to take concrete steps now to make sure that data is preserved in the right way and handled according to your wishes It s not all about posterity either since following Joe s advice will also help loved ones access your key accounts and important info if you re temporarily incapacitated which can happen at any time The book will help you with these essential tasks Identify your key digital assets online accounts photos audio files videos passwords documents email and more Plan for each type of digital asset based on your priorities for today for shortly after you are no longer around and for posterity Joe explains the ideal file formats to use how to deal with social media sites the best ways to digitize paper documents and photos and strategies for sharing passwords with family members among much else Communicate your wishes in a digital will and designate someone to be its digital executor The book includes a template document that you can develop into a personalized digital will Preserve your data for the future You ll consider types of archival storage media cloud based storage services backups and what instructions to provide about maintaining your data as file formats and storage media types evolve Whether you just want to ensure that your heirs get copies of your favorite family photos and a few key documents or you want to catalog and preserve tens of thousands of digital items this book helps you make smart decisions about your digital legacy Questions answered include What strategies can I use for sorting and preserving email and instant messages How can I ensure that my email account s will be available to those wrapping up my estate What if I have digital data that should be destroyed when I die What should I do with my huge photo collection both digital and paper How should I pass on control of my Apple Google and Microsoft accounts How can I make my passwords and passkeys available to those who will need them but keep them private for now What should I think about when handing down purchased audio and video files What should happen to my Facebook account when I m no longer around What choices are available for keeping my digital archive available and backed up How long should I expect archival media to last Should I write an obituary Are online digital legacy services any good How will organizing all this stuff

benefit me while I m alive 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 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 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 Managing Your Files, 2nd Edition Jeff Carlson, 2023-05-23 Take the pain out of dealing with files and folders Version 2.0 updated May 23 2023 Your Apple devices contain an overwhelming number of files and folders and as these items accumulate they create more work for you Does your file management system involve throwing everything on the desktop and then pawing through it laboriously when you need to find something Do you even have a system There's a better way This book helps you organize search and clean up the files on your Mac iPhone and iPad providing practical steps and realistic strategies to save time reduce clutter and decrease stress n Apple users have fantastic tools at their disposal for using creating and editing files of all kinds but few of us have any real strategy for naming organizing or tagging those files making them increasingly difficult to find later on In this book veteran technology author Jeff Carlson helps you make sense of what could be millions of files on your Mac iPhone or iPad so that you can spend less time hunting for things and more time doing useful work or having fun Jeff starts by helping you set appropriate file management goals and develop overall strategies that fit your needs and preferences Then he gets into the details of how to use the Finder on a Mac the Files app in iOS and iPadOS and third party tools to make sense of your files and folders and easily find what you're looking for This book covers topics such as How to keep important items in sync among your devices Choosing when to use internal storage vs external storage such as an external hard drive a NAS or the cloud Whether and how to use iCloud Drive to sync your files including Desktop and Documents folders How to create shortcuts to your favorite files and folders Understanding how the macOS folder hierarchy works The best ways to use the desktop What you should consider when creating a folder hierarchy Why and how to use tags to categorize files How you can automatically sort rename and file items on your Mac Ways you can collaborate with others on the same files and folders When to consider third party information management apps such as DEVONthink How to find files and folders with Spotlight in macOS iOS and iPadOS Alternative search tools you might want to consider How to work your way through a long backlog of unsorted or poorly sorted files Techniques for encrypting sensitive files and other data Ways to free up storage space If you're struggling with file management this book will help you get a grip on the process and get your devices to do more of the hard work for you

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