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Take Control Of Apple Mail

Joe Kissell



Take Control Of Apple Mail:

Take Control of Apple Mail Joe Kissell, 2014 Master Mail in Mavericks and iOS 7 Email is essential for everything from work to shopping to keeping in touch with family Could you get anything done without it In this book email expert Joe Kissell helps you make sure Apple Mail won't leave you in the lurch providing essential setup usage and troubleshooting advice whether you use Gmail iCloud Exchange or IMAP or more than one in both OS X 10.9 Mavericks on your Mac and iOS 7 on your iPad iPhone or iPod touch Along the way Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and offers tips on customizing Mail to your preferences including the best power user plugins for Mail on the Mac You'll also learn how to find that message in the haystack figure out how digital signatures and encryption work in Mail and uncover solutions to numerous common problems Perhaps most important Joe shares his strategy for avoiding email overload the article where he first introduced it won American Business Media's Neal Award for Best How To Article Using the fully linked table of contents Quick Start page or other hot links in the ebook you'll quickly find the essential information that's most important to you including Key changes in Mail for Mavericks Interesting new features in Mail for iOS 7 Setting Mail's Junk Mail filter correctly and other tips for defeating spam Understanding special mailboxes like Sent Drafts and Junk Addressing email to multiple recipients and to smart groups Using notifications to manage incoming messages Turning on the much loved classic window arrangement Customizing the Mail sidebar toolbar message header interface and more Using search tokens AND understanding Boolean searches Joe's suggested smart mailboxes Taking charge of email organization with rules and other measures Keeping attachments problem free 12 things you should know about iOS Mail Fixing problems receiving sending logging in bad mailboxes and more Mail plugins that will improve your Mail experience How to decide if you should encrypt your email Detailed real world steps for signing and encrypting email

Take Control of Apple Mail Joe Kissell, Adam Engst, 2004 Mail Apple's built in mail application with Mac OS X is largely unsung It's used by millions of users but there's no manual to show you the ropes In **Take Control of Apple Mail** longtime Mac consultant and writer Joe Kissell puts Mail through its paces teaching you in step by step illustrated examples how to best configure and use Mail's simple yet powerful features You'll learn numerous solutions to real world confusions and problems with Apple Mail such as fixing problems related to sending and receiving mail dealing with authentication errors sending attachments successfully repairing damaged mailboxes and connecting to Exchange servers Joe also covers various ways to address outgoing messages quickly backup and restore email set up rules and more Along the way you'll learn how to prevent spam from overtaking your mailbox while two appendices cover related issues including sources and a brief description for third party software that can enhance or supplement Mail

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 Apple Mail, 4th Edition Joe Kissell, 2018 Master Mail in High Sierra and iOS 11 You can work more effectively in Apple Mail with expert advice from Joe Kissell You'll learn how to make Mail serve your needs with essential setup usage and troubleshooting instructions whether you use Gmail iCloud Exchange IMAP or POP or more than one account on your Mac running 10.13 High Sierra or 10.12 Sierra or on your iPad iPhone or iPod touch running iOS 11 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 simple plugins and special 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 Note You may have heard about a new encryption issue called EFAIL that can affect Apple Mail This issue was discovered too late to cover it in the book but we have an article with

complete details here What You Need to Know About the EFAIL Vulnerability You ll quickly find the information that s most important to you including Key changes in Mail for High Sierra and Sierra and iOS 11 Getting through your email faster with gestures Using advanced search techniques to find filed messages Using plugins to significantly enhance how you use Mail The whys and hows of sending attachments Using markup features to embellish and even sign outgoing 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 Using notifications to stay apprised of incoming messages 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 18 things everyone should know about Mail in iOS 11 Fixing problems receiving sending logging in bad mailboxes and more

Take Control of Apple Mail, 5th Edition Joe Kissell, 2021 Master Mail in macOS iOS and iPadOS Version 5.1 updated January 26 2021 Use Apple Mail more effectively Email expert Joe Kissell explains what s new with Mail for macOS iOS and iPadOS 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 simple plugins and special 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 Big Sur and iOS 14 iPadOS 14 Getting through your email faster with gestures Using advanced search techniques to find filed messages Using plugins to significantly enhance how you use Mail The whys and hows of sending attachments Using markup features to embellish and even sign outgoing 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 Using notifications to stay apprised of incoming messages 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 in iOS and iPadOS 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 on Big Sur Catalina Mojave iOS 14 iPadOS 14 and iOS 13 iPadOS 13 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 Apple Mail, 2nd Edition** Joe Kissell, 2014 Master Mail in Yosemite and iOS 8 Email is a necessary evil in today s world but you can work more effectively in Apple Mail with the hard won advice in this book written by email expert Joe Kissell You ll learn how to make Mail serve your needs with essential setup usage and troubleshooting instructions whether you use Gmail iCloud Exchange IMAP or POP or more than one in both 10.10 Yosemite on your Mac and iOS 8 on your iPad iPhone or iPod touch Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail s hidden interface elements helps with common tasks like addressing and adding attachments and offers tips on customizing Mail to your preferences You ll also learn how to

find that message in the haystack figure out how digital signatures and encryption work in Mail and uncover solutions to numerous common problems Perhaps most important Joe shares his strategy for avoiding email overload the article where he first introduced it won American Business Media's Neal Award for Best How To Article Mavericks and iOS 7 After you download this ebook you can follow its Ebook Extras link to download the first edition which focuses on Mavericks and iOS 7 Using the fully linked table of contents Quick Start page or other hot links in the ebook you'll quickly find the essential information that's most important to you including Key changes in Mail for Yosemite and iOS 8 The whys and hows of sending attachments with Mail Drop How to sign annotate and otherwise modify outgoing attachments such as permission forms or contracts within Mail Setting Mail's Junk Mail filter correctly and other tips for defeating spam Understanding special mailboxes like Sent Drafts and Junk Using notifications to manage incoming messages Turning on the much loved classic window arrangement Using search tokens AND understanding Boolean searches Taking charge of email organization with rules and other measures 14 things everyone should know about iOS Mail Deciding whether you should encrypt your email plus detailed real world steps for signing and encrypting email Fixing problems receiving sending logging in bad mailboxes and more Managing Mail's new Automatically detect and maintain account settings checkbox especially if it's causing a connection problem

Take Control of Apple Mail in Mountain Lion Joe Kissell, 2012 Use Apple Mail in OS X 10.8 Mountain Lion more effectively with real world advice from Joe Kissell Perhaps you want to understand the basics of receiving composing and sending email Joe has you covered Or maybe you're more interested in learning about Mail's many advanced options including account setup employing multiple accounts formatting rules smart mailboxes and iCloud or Gmail integration Either way everyone will be interested Joe's explanation of the new in Mountain Lion VIP feature and how to control which messages become notifications Plus Joe has laced the ebook with *Take Control of Apple Mail in Lion* Joe Kissell, 2012 Are you using Apple Mail in Lion effectively In this book email expert Joe Kissell provides the comprehensive guidance you need Perhaps you just want to fully understand the basics of receiving composing and sending email Or maybe you want to master many advanced options including account setup employing multiple accounts formatting rules smart mailboxes and iCloud or Gmail integration Either way you'll find helpful advice and detailed steps based on extensive real world experience You'll also find tips on various third party add-ons that make Mail smarter and more enjoyable

Take Control of Sequoia Joe Kissell, 2025-04-29 Get up to speed quickly with macOS 15 Version 1.2 updated April 29, 2025 macOS 15 Sequoia is one of Apple's most ambitious updates in years Along with the usual range of new features it introduces Apple Intelligence which permeates many parts of the system and fundamentally changes the sorts of things you can do with your Mac and how you do them This book is your complete guide to what's new in Sequoia Sequoia adds a great many features to macOS although some of them didn't appear until later releases This book now up to date through version 15.4.1 covers all the changes so far You'll learn about Apple Intelligence capabilities new window tiling features iPhone mirroring

videoconferencing tools the much discussed Passwords app how Siri is becoming more powerful new ways of formatting messages in the Messages app additional features in Notes among other changes Joe also walks you carefully through the upgrade process from earlier versions of macOS This book teaches you things like How to tell whether your Mac is compatible with Sequoia 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 18 features such as page highlights a redesigned Reader view a tool to remove distracting page elements and a new video viewer What Apple Intelligence can do so far including Siri changes ChatGPT integration writing tools and image generation The many ways you can now tile your windows and how to turn off the annoying bits What the new Passwords app can and can't do and why it probably won't replace your current password manager Using the new iPhone Mirroring app to interact with your iPhone right on your Mac's screen How to enhance video calls using apps like FaceTime Zoom or Slack with background replacement and better screen sharing controls Ways to format text and add animations in Messages plus smart replies scheduled replies and emoji or sticker tapbacks New ways to use Notes including new text formatting options transcription of live audio collapsible sections and text highlighting How to use Math Notes for calculations without a calculator or spreadsheet and not just in the Notes app Small but interesting changes throughout macOS such as accessibility improvements and new capabilities for AirPods Improvements to bundled apps including Calculator Calendar Finder Freeform Home Mail Maps Music Photos Podcasts Reminders TV and Weather

Take Control of Apple Mail in Leopard, 1st Edition Joe Kissell, 2008-06-10 [Take Control of Apple Mail in Leopard](#) Joe Kissell, 2009 Go under the hood with new and old features in Apple Mail in Leopard Are you using Apple Mail in Leopard effectively In this book completely updated from its previous Panther and Tiger editions author Joe Kissell provides comprehensive guidance with a focus on new and updated features You'll learn how to use and customize the Mail window control the size and styling of incoming messages and make rules to move messages into different mailboxes automatically The book covers outgoing mail showing you smart ways to address messages send attachments and send HTML based messages But that's not all You'll also find advice about setting up accounts solving account connection problems and other bug a boos handling spam managing attachments making backups searching signatures notes and to do items Data Detectors and more You'll find answers to questions such as What are the most important changes in Leopard Mail How can I read my email on more than one computer How do I set up my Gmail account to work with Mail What should I do if my email won't come in What if it won't send How do I use Mail as an RSS reader How can I make the text of an incoming message larger Is there a way to force Mail to display only plain text How can I automatically sort my messages into different mailboxes How do I read save and delete incoming attachments I made a note but where did it go Are there third party tools that extend Mail's capabilities

Take Control of FaceTime and Messages, 4th Edition Glenn Fleishman, 2025-09-29 Master Apple's video audio and text

messaging tools Version 4.0 updated September 29, 2025 Dig into FaceTime Messages and Phone from the basics through the most advanced and interesting features available including screen sharing group calls and sending rich messages in Take Control of FaceTime and Messages This comprehensive book will answer every question and reveal useful features you never knew existed in FaceTime Messages and Phone form the core of video texting and calling tools for Apple devices In this book Glenn Fleishman lays out your options to best understand use and customize these apps Start by mastering or reviewing the basics of each app then move into group calls and texts using rich media maintaining your privacy and adding whimsy to conversations Covers iOS iPadOS macOS tvOS and watchOS The book covers what's new in the FaceTime Messages and Phone apps updated for macOS 12.0 Tahoe iOS 16 iPadOS 16 watchOS 8 and tvOS 16 You will learn how to Master the basics of the FaceTime Messages and Phone apps Make and receive phone calls with the new Phone apps for iPad and Mac and the updated Phone app for iPhone Understand the updated unified interface for FaceTime and iPhone which highlights your favorite and most recent calls and conversations Filter and block unwanted phone calls and messages Work with the Filter menu and use it to show just what you need to see in an app Enable Live Translation to carry on a real time conversation with someone who speaks another language via text or audio You'll learn about FaceTime capabilities such as Managing the many filters and options for how you appear on a call such as blurring or replacing your background or making you appear better lit in the foreground How to use FaceTime for audio or video calls with one person or a group of up to 32 people Why you might want to use a FaceTime Link and how it can extend FaceTime to Windows and Android users How to work with audio input and output devices in FaceTime How to use enhanced audio Mic Mode and video Portrait Mode effects in FaceTime calls on supported devices How to place and receive FaceTime calls on an Apple TV using Continuity Camera How to use SharePlay which lets parties carry on a FaceTime conversation while enjoying synchronized video audio or screen sharing Find out things you never knew about Messages including Why some conversations in Messages use iMessage blue bubbles for individuals gray bubbles for businesses while others use SMS MMS RCS green bubbles and the differences between them How to conduct a poll in a group chat All about advanced Messages features such as nested replies and person to person Apple Pay Why Messages isn't just for text but also for audio messages Digital Touch effects animations and more How to use satellite features to send and receive iMessages when you're outside cellular range Simple ways to create events and reminders from Messages conversations What to do when group chats get out of control managing notifications using mentions and understanding the differences between SMS and MMS chats How to view transcriptions of audio messages Make better use of the Phone app How to make phone calls including emergency calls using the new or updated Phone app from your iPhone iPad Mac or Apple Watch Manage call waiting or create conference calls Record a call with permission and view a live transcript of the conversation in progress Screen calls by having the caller identify themselves and their reason for calling to an automated assistant Block unwanted calls without even hearing the Phone app ring How to use Live

VoiceMail to see the message a caller is leaving in real time

Take Control of the Mac Command Line with Terminal, 3rd Edition Joe Kissell, 2025-01-17 Learn how to unleash your inner Unix geek Version 3.4 updated January 17 2025 This book introduces you to the Mac's command line environment teaching you how to use the Terminal utility to accomplish useful interesting tasks that are either difficult or impossible to do in the graphical interface If you've ever thought you should learn to use the Unix command line that underlies macOS or felt at sea when typing commands into Terminal Joe Kissell is here to help With this book you'll become comfortable working on the Mac's command line starting with the fundamentals and adding more advanced topics as your knowledge increases Joe includes 67 real life recipes for tasks that are best done from the command line as well as directions for working with permissions carrying out grep based searches creating shell scripts and installing Unix software The book begins by teaching you these core concepts The differences among Unix a command line a shell and Terminal Exactly how commands arguments and flags work The basics of Terminal's interface and how to customize it Next it's on to the command line where you'll learn How to navigate your Mac's directory structure Basic file management creating copying moving renaming opening viewing and deleting files Creating symbolic links The types of command line programs How to start and stop a command line program How to edit a text file in nano How to customize your prompt and other shell defaults The importance of your PATH and how to change it if you need to How to get help Joe goes way beyond telling you to read the man pages You'll extend your skills as you discover how to Create basic shell scripts to automate repetitive tasks Make shell scripts that have variables user input conditional statements loops and math See which programs are running and what system resources they're consuming Quit programs that refuse to quit normally Enable the command line to interact with the Finder Control another Mac via its command line with ssh Understand and change an item's permissions owner and group Run commands as the root user using sudo Handle output with pipe or redirect or

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 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 MailMaven* Joe Kissell, 2025-10-20 Learn to love email again Version 1.0 published October 20 2025 Discover MailMaven a powerful new email app for Mac This book shows you the app s inner workings and how you can use its unique tools to manage your email more quickly and efficiently You ll improve your organization automate numerous email actions

find messages quickly and express yourself more clearly Any Mac user who relies heavily on email but feels limited by other email apps will benefit from MailMaven and this book n MailMaven from SmallCubed is the email app many Mac users have been waiting for It does all the things you expect of a full featured email client but goes way beyond simple tools like Apple Mail Microsoft Outlook and Thunderbird to say nothing of web based email apps With MailMaven you once again have complete control over your email with a deeply customizable interface and a long list of power user features wrapped up in a friendly easy to understand interface Plus it s powered by human intelligence no AI here Take Control publisher Joe Kissell who previously wrote several books about Apple Mail but has felt increasingly frustrated by its deficiencies has been working with the SmallCubed team for several years as they developed MailMaven offering design input feedback and countless hours of testing to help turn it in to the email app of his dreams This task oriented book reflects both his affection for the app and his deep understanding of its inner workings MailMaven isn t free but thanks to the generous sponsorship of SmallCubed this book is It picks up where the app s own documentation which Joe also wrote leaves off helping you make the most of the app s seemingly endless array of options You ll learn about things like Finding your way around the app and learning its user interface Using extensive tagging tools including keywords review dates projects background colors and more to mark and later locate messages Syncing tags across multiple Macs Following complex message threads with the Conversation Map Creating and using smart mailboxes Incorporating rules into your workflow for both incoming and outgoing messages plus on demand keystroke rules Working with templates to provide boilerplate text automatically updating variables and more Customizing your signature in ways you never imagined How to migrate from Apple Mail Connecting MailMaven to your IMAP iCloud Gmail Exchange Outlook Yahoo and AOL accounts Importing and exporting messages and mailboxes Keeping junk mail out of your inbox Using delivery options to specify exactly when messages should be sent Customizing MailMaven in dozens of different ways Using advanced search tools to locate messages quickly If you ve been searching for a great alternative to your current Mac email app MailMaven may be just what you need This book helps you get up to speed quickly

Take Control of Solving Mac Problems Joe Kissell, 2025-01-07 Maintain troubleshoot and speed up your Mac Version 1.1 published January 7 2025 Macs are generally quite reliable computers but things still can and do go wrong When you encounter an error message an ornery app or other unwanted behavior don t panic Take a deep breath and turn to the expert advice in Take Control of Solving Mac Problems This book which replaces updates and extends Joe s earlier books Take Control of Maintaining Your Mac Take Control of Troubleshooting Your Mac and Take Control of Speeding Up Your Mac is a complete guide to both preventing and solving Mac problems You ll learn how to think like a technician use powerful tools and techniques and cope with surprises The book covers three distinct areas Maintain Your Mac Perform preventive maintenance steps that will reduce the likelihood of problems and make it easier to recover if something does go wrong Make sure macOS and other software is up to date Free up disk space and reduce clutter Learn about backups creating a

troubleshooting account and other measures to take before disaster strikes Explore third party maintenance apps that may simplify common operations Follow a simple ongoing maintenance routine Troubleshoot Mac Problems The heart of the book is about diagnosing problems and finding solutions Learn 14 useful troubleshooting techniques that you can apply to a wide range of issues Find ready to use solutions to 25 common Mac problems Discover how to approach novel or unusual problems without obvious remedies Understand the best and worst ways to search for help online Figure out when it's time to seek professional help and where to find it Speed Up a Slow Mac Learn what to do if individual apps bog down or your entire system seems sluggish Find out what to do if web browsing is unusually slow Get to know Activity Monitor to find out what's going on under your Mac's hood Learn ways to reduce CPU and RAM usage Find memory leaks and tame background processes Determine your options for hardware upgrades when software fixes aren't enough That's just a taste of the extensive material in this detailed 189 page book It's designed for Macs running macOS 11 Big Sur or later including macOS 12 Monterey macOS 13 Ventura macOS 14 Sonoma and macOS 15 Sequoia The following Mac models are at least capable of running a supported version of macOS iMac mid 2014 or later iMac Pro Mac mini late 2014 or later Mac Pro late 2013 or later Mac Studio MacBook 2015 MacBook Air 2013 or later MacBook Pro late 2013 or later In other words any Mac released in 2014 or later plus the 2013 models of the MacBook Air MacBook Pro and Mac Pro

Take Control of Preview Josh Centers, Adam Engst, 2023-05-24 Discover Preview's hidden features for editing images and manipulating PDFs Version 1.3 updated May 24 2023 Apple's Preview app is bundled with every Mac and yet many Mac users have only a shallow understanding of what it's capable of Mac experts Adam Engst and Josh Centers have plumbed Preview's depths to create a cheerful colorful book that explains dozens of techniques for importing viewing editing and converting images in Preview It also puts you in control of reading annotating manipulating and encrypting PDFs Packed with real world examples and tips the book teaches you how to bring files into Preview from a camera iOS or iPadOS device or scanner or just from the Finder Once you discover Preview's surprisingly capable collection of image editing tools you'll soon be editing imported photos by tweaking the exposure color saturation sharpness and more You can even mark up your images with circles arrows and text plus numerous other shapes In the second part of the book Adam and Josh focus on PDFs in Preview describing how to configure Preview to make reading PDFs as fluid as possible Since so many paper forms now come in PDF the book shows you how to fill out PDF based forms complete with quick insertion of your digital signature Those who read digital textbooks or who collaborate on documents will learn to annotate PDFs with highlights notes and bookmarks You'll even learn how to create PDFs from a scanner the clipboard and the Print dialog Finally Adam and Josh cover various ways protect your PDFs including encrypting them restricting permissions and redacting portions of them Preview is a veritable Swiss Army Knife Don't miss out on the many ways it can make your life easier including these capabilities Import photos from your iPhone or iPad Scan paper based documents and images Add a scanned page to an existing PDF Take a screenshot that includes the

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