TAKE CONTROL OF

AUTOMATING YOUR MAC

A friendly guide to finding (or creating) time-saving shortcuts.

by JOE KISSELL

4TH EDITION

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Joe Kissell

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   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 Automating Your Mac, 3rd Edition** Joe Kissell,2019 Updated November 21 2019 Looking for ways to work smarter and faster with your Mac In this updated and expanded third 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 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 10 automation apps adding up to more than 100 in savings 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 Third Edition With this book you ll learn how to Get started with the built in macOS automation tools including Automator AppleScript and shell scripts Take full advantage of input devices to save clicks Customize toolbars and your Touch Bar to put hard to find controls at your fingertips Use your voice to control your Mac with Siri dictation 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 Use Omni Automation for JavaScript based automation tasks Control nearly anything on your Mac with Keyboard Maestro

Take Control of Automating Your Mac, 2nd Edition Joe Kissell,2017 Work faster increase your efficiency and have more fun with automation Looking for ways to work smarter and faster with your Mac In this updated and expanded 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 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 11 automation apps adding up to more than 100 in savings 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 Second Edition With this book you ll learn how to Get started with the built in macOS automation tools including Automator AppleScript and the command line Take full advantage of input devices to save clicks 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 Web sites faster with a password manager Automate cloud services with IFTTT and Zapier Set up automatic backup and syncing Use Omni Automation for JavaScript based automation tasks Control nearly anything on your Mac with Keyboard Maestro BONUS We ve included discounts totalling over 100 on 11 of the key apps Joe covers 10% to 30% off on Keyboard Maestro LaunchBar Hazel Nisus Writer Pro OmniGraffle Script Debugger TextExpander TextSoap TypeIt4Me Typinator and UI Browser look for coupons at the end of the **Take Control of Automating Your Mac, 2nd Edition** Joe Kissell,2017 *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 RAIDs 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 Backing Up Your Mac, 4th Edition** Joe Kissell,2023-03-27 Set up a rock solid backup strategy so that you can restore quickly and completely no matter what catastrophe arises Version 4 4 1 updated March 27 2023 This book helps you 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 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 Fourth 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 fourth edition a major rewrite fully delves into the new challenges presented by Ventura Monterey Big Sur M series Macs and the ever changing landscape of Mac backup hardware software and cloud services It features entirely rethought advice about bootable and non bootable duplicates backup media and disk formats as well as changes in Time Machine and the weird world of APFS snapshots This book covers macOS 10 14 Mojave through macOS 13 Ventura 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 RAIDs 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 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 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 <u>Take Control of the Mac Command Line with Terminal, 3rd Edition</u> 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 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 Shortcuts, 2nd Edition** Rosemary Orchard,2023-01-30 Automate your iPhone iPad or Mac Version 2 1

updated January 30 2023 Automation is no longer just for advanced computer users Apple s Shortcuts app lets anyone with an iPhone iPad or Mac automate day to day tasks from the simple to the complex This book is a complete introduction to Shortcuts covering every aspect of building installing debugging running syncing and sharing shortcuts It also includes step by step recipes for creating numerous useful shortcuts yourself Apple s Shortcuts app brings extensive automation capabilities to your iPhone iPad or Mac using a drag and drop fill in the blanks interface much like Automator but much more powerful It lets you perform sequences of tasks including ones that span various apps with just a tap a click or a voice command or even automatically when certain conditions are met Shortcuts can save you time and effort help you accomplish previously complicated tasks and let you customize your device to better meet your needs Apple finally brought Shortcuts to the Mac in macOS 12 Monterey The book now includes coverage of macOS Ventura iOS 16 and iPadOS 16 But for all its utility Shortcuts is not self explanatory so it can be challenging to figure out its quirks and create effective time saving automations That s where Take Control of Shortcuts comes in Written by automation expert Rosemary Orchard this book opens the world of automation to users at every level With Rosemary s help you ll learn how to Navigate the Shortcuts app Understand the user interface on each platform and terminology then install and run your first shortcut Run shortcuts Discover many different ways to run a shortcut from tapping or clicking an icon to using Personal or Home automations Siri and Apple Watch Build shortcuts Start with simple one step shortcuts and work your way up to complex shortcuts with input output variables conditionals loops and more Debugging advice is also included Install and sync shortcuts Download and install shortcuts others have written sync your shortcuts across your devices and share them with other people Then to both illustrate the main principles you ve learned and give you practical tools to get you started Rosemary walks you step by step through the creation of 25 sample shortcuts most which you can also download and install using links in the book Examples include Event templates A daily overview Converting and sharing images Adding a song to a playlist Logging expenses Turning on lights automatically when you get home Disabling rotation lock just for YouTube on an iPhone Reminding you about upcoming deadlines 15 minutes after you arrive home Automatically setting seasonal scenes for HomeKit lights The book also discusses how Shortcuts can use REST APIs to talk to various web services with detailed examples and numerous complementary apps that work in conjunction with Shortcuts Whether you re completely new to automation or already have significant programming experience you ll find plenty of useful information in this friendly practical guide   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 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

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Take Control of Calendar and Reminders, 6th Edition Glenn Fleishman,2024-11-14 Manage your schedule more effectively using Calendar and Reminders Version 6 0 updated November 14 2024 Learn how to unlock the full potential of Apple s Calendar and Reminders This book helps you get the most out of these two apps showing you how to customize them sync data across devices and share meeting invitations and reminder lists You ll also learn how to use Siri as a shortcut and how to fix common problems n In the days before personal computers and mobile devices we had to rely on paper calendars and to do lists to help us organize our time and activities Now we have powerful tools like Apple s Calendar and Reminders that are much more responsive to our needs Put an event on your schedule invite others to join or set yourself an alarm or more than one Or keep a list of to do items add to it and view it on all your Apple devices and share your list with family or friends The sixth edition features complete coverage of macOS 15 Sequoia macOS 14 Sonoma iOS 18 iPadOS 18 iOS 17 iPadOS 17 and watchOS 11 along with the new Apple Intelligence features on supported devices Glenn guides you through getting to know these incredibly helpful apps including lesser known but handy features For example did you know that Calendar lets you set an alert that factors in public transportation schedules and time to get to your starting point so you can leave early enough to catch the train bus tram or ferry you need and any connections and arrive at your event on time Or that Reminders can prompt you to do something not only at a certain time but also once you ve reached a specific destination like the grocery store If you ve never taken the opportunity to explore Calendar and Reminders this book will show you how to make them an important part of your daily routine If you ve already been using Calendar and Reminders you ll learn how to use them more effectively troubleshoot common problems and delve deeper into their capabilities Learn how to get the best out of Calendar and Reminders including how to Customize Calendar to your liking from setting time zones to color coding specific calendars Create events making them repeat at regular intervals or on certain dates Embed video links in Calendar events for quick launching Add reminders from within the Calendar app Use the new Multi Day view in Calendar for iPhone

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