



TAKE CONTROL OF

# YOUR PAPERLESS OFFICE

**FOR MAC & WINDOWS**

*by* JOE KISSELL

**4th**  
EDITION

# Take Control Of Your Paperless Office Joe Kissell

**Joe Kissell**



## **Take Control Of Your Paperless Office Joe Kissell:**

**Take Control of Your Paperless Office, 4th Edition** Joe Kissell, 2024-02-02 Digitize your documents and reduce paper clutter Version 4.0.1 updated February 2, 2024 The paperless office doesn't have to be a myth Turn paper into usable digital files reducing clutter and increasing convenience This book helps you assess your situation develop a strategy and learn clever techniques for keeping more paper at bay with detailed discussion of the hardware software and processes needed to get the job done Join Joe Kissell as he helps you clear the chaos of an office overflowing with paper With Joe's guidance you can develop a personal clean up strategy and choose your tools including a scanner and the software you need to perform OCR optical character recognition You'll also learn about devices and services for storing your digitized documents and document management apps that help you categorize locate and view your digital document collections Once you have your gear in hand Joe shows you how to convert your paper documents to digitized files and gives you ideas for how to organize your office workflow explaining how to develop day to day techniques that reduce the amount of time you spend pressing buttons launching software and managing documents You'll also master paper reducing skills such as Scanning or photographing documents you find while out and about business cards receipts menus flyers and more so you keep only digitized versions Joe discusses a variety of mobile scanning options for iOS iPadOS and Android Creating a digitized image of your signature so you can sign and share documents digitally rather than printing them for the sole purpose of signing them with a pen Using paperless options for bills invoices bank statements and the like Cutting down on unwanted catalogs and junk mail Switching to mostly paperless postal mail Using your computer to send and receive faxes without a fax machine fax modem or separate phone line Amazingly some people still need to do this even in the 21st century The book contains answers to numerous questions including What is a searchable PDF and why is it key to a paperless office What differentiates document scanners from other types of scanners What's a book scanner What if I need a mobile portable scanner What does TWAIN stand for and should my scanner support it Why do I need OCR software and what features should I look for How do I choose a good scanner and OCR software How should I name and file my digitized documents What are my options if I need to edit a scanned PDF How can I automate my workflow for scanning documents What paper documents should I keep in physical form How do I use common tools to add a signature to a PDF How can I access my digital documents remotely How should I back up my important digital documents

*Take Control of Your Paperless Office* Joe Kissell, 2010

**Take Control of Your Paperless Office, 2nd Edition** Joe Kissell, 2014 Digitize your documents while cutting back on incoming and outgoing paper Updated June 5, 2014 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 Mac compatible tools a document scanner and the software you need to perform OCR optical character recognition devices and services for storing your digitized documents and tools to categorize locate and view your digital document collections Once

you have your gear in hand Joe shows you convert your paper documents to digitized files and gives you ideas for how to organize your office workflow explaining how to develop the day to day techniques that reduce the amount of time you spend pressing buttons launching software and managing your digitized documents In addition to all of the above Joe clues you in to these paper reducing skills Scanning or photographing documents you find while out and about business cards receipts menus flyers and labels so you keep only digitized versions Joe discusses a variety of mobile scanning options with an emphasis on using a camera equipped iOS device and lists similar options for employing Android Windows and BlackBerry smartphones 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 Setting up your computer to send and receive faxes so you can avoid using a physical fax machine with paper input and output Joe describes online fax services and using a fax modem Common techniques for reducing paper paperless billing online bank statements and more and less common practices such as paperless postal mail services and check depositing services Joe also shares effective tips for reducing the amount of catalogs junk mail and paper that you receive The book answers numerous questions including What is a searchable PDF and why is it key to a paperless office Where should I store my digital documents How should I back up my important digital documents What differentiates document scanners from other types of scanners What does TWAIN stand for and should my scanner support it Why do I need OCR software and what features should I look for What scanners and OCR products does Joe recommend How can I automate my workflow for scanning documents What paper documents should I keep in physical form

**Take Control of Your Paperless Office, 3rd Edition** Joe Kissell, 2017 Digitize your documents while reducing incoming and outgoing paper 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 Mac compatible tools a scanner and the software you need to perform OCR optical character recognition plus devices and services for storing your digitized documents and tools to 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 Bonus The book also comes with downloadable folder action AppleScripts that simplify the process of OCR ing PDFs in Adobe Acrobat ABBYY FineReader Express PDFpen PDFpenPro and Readiris Save or move a PDF in the appropriate folder and the script does the rest You ll master these paper reducing skills 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 with an emphasis on using a camera equipped iOS device but with mention of a few options for Android smartphones 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 Setting up your computer to send and

receive faxes so you can avoid using a physical fax machine with paper input and output Joe describes online fax services and using a fax modem note that fax modem support is not available in macOS 10.12 Sierra Joe also discusses standard techniques for reducing paper paperless billing online bank statements reducing unwanted catalogs and junk mail and more as well as less common practices such as paperless postal mail services and check depositing services You'll find 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 **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 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 autobiography Are online digital legacy services any good How will organizing all this stuff benefit me while I m alive [Take Control of PDFpen, 3rd Edition](#) Michael E. Cohen,2021-05-03 Edit and enhance your PDFs easily with PDFpen 13 Version 3 0 updated May 3 2021 This book tells you how create edit and enhance PDF

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**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 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 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 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 Sonoma* Joe Kissell, 2024-03-20 Meet the latest version of macOS Version 1 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 link 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 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 Thanksgiving Dinner, 2nd Edition** Joe Kissell, 2023-10-22 Learn how to prepare a delicious Thanksgiving dinner with a maximum of enjoyment and a minimum of stress snafus and sleeplessness Version 2.0 updated October 22 2023 Joe Kissell trades his trackpad for a whisk and brings his knack for breaking complex topics into simple steps to the task of preparing a full bore Thanksgiving dinner With Joe's help and extensively tested recipes cooking a complete Thanksgiving feast can be both delicious and stress free If you'd like your Thanksgiving preparations to go smoothly and who wouldn't turn to experienced tech writer and foodie Joe Kissell for

help At least half the battle is a good plan and Joe provides you with a customizable plan that gets you organized helps you figure out what you need to buy and prevents last minute problems Once the planning and shopping are done follow Joe s detailed tested recipes for Thanksgiving dinner roast turkey with gravy stuffing mashed potatoes cranberry relish candied sweet potatoes and pumpkin pie Read this ebook to learn the answers to questions such as What type of turkey should I buy Is there a fast way to make cranberry relish What s the secret to making perfect gravy How do you deal with a raw turkey and which end is the neck See the FAQ tab above for more questions and some answers

**Take Control of Tahoe** Joe Kissell,2025-08-26 Make your Mac more powerful and shiny with macOS 26 Version 1 0 updated August 26 2025 Apple has given Macs a new look and feel with macOS 26 Tahoe But it s not just a pretty face Tahoe adds impressive features that will save you time and effort while enabling you to customize your Mac like never before This book is your complete guide to what s new in Tahoe and how to upgrade n macOS 26 Tahoe which made a huge version number leap from macOS 15 Sequoia joins other Apple operating systems in using a new year based numbering scheme Featuring Liquid Glass the first major user interface overhaul in years plus a great many new features Tahoe makes your Mac more powerful than ever This book thoroughly covers everything that s new or different and provides detailed upgrade instructions It isn t a complete guide to everything Tahoe can do To get a full overview of your Mac s features read Mac Basics which will be updated to cover version 26 in September 2025 This book was written during the public beta testing period for macOS 26 Tahoe If you re using the beta version you ll be able to try out the new features if you plan to wait until the public release of version 26 this book will show you what to expect We plan to release a free update to the book as soon as Tahoe officially ships covering any changes between the beta versions and the final release This book teaches you things like How to tell whether your Mac is compatible with Sequoia and which features require an M series Mac Steps you should take before upgrading How to upgrade your Mac to Tahoe using either an in place upgrade or a clean install including migration of your old data from a backup How Liquid Glass changes the appearance of macOS the many ways you customize it and how to disable parts of the new interface you may dislike Brand new ways to customize Control Center and your menu bar What s new in Spotlight a completely revamped interface and support for Actions that let you perform hundreds of activities from the keyboard without opening a single app Using the new Phone app for Mac which includes features like Hold Assist Call Filtering and Call Screening How to carry on a conversation with someone who speaks another language using the Live Translation feature in FaceTime Messages and Phone New Mac apps Apps yes an app called Apps Games Journal and Magnifier What s new in the System Settings app The but interesting changes you ll find throughout macOS such as accessibility improvements and new capabilities for AirPods AutoFill Family Genmoji and more Noteworthy improvements to bundled apps including FaceTime Image Playground Messages Music Passwords Photos Reminders Safari and Shortcuts

**Take Control of Ventura** Joe Kissell,2023-05-11 Meet the latest version of macOS Version 1 2 updated May 11 2023 macOS 13 Ventura brings important

new usability security and convenience features to your Mac Learn how to upgrade your Mac from an earlier version of macOS find your way around the new system and make use of the interesting new capabilities such as Stage Manager Passkeys and even a way to use your iPhone as a webcam macOS 13 Ventura may look a lot like its predecessor macOS 12 Monterey but it packs a lot of useful new features along with some potentially confusing user interface choices Joe Kissell once again provides a complete guide to the upgrade process as well as an in depth look at what s new While Stage Manager provides yet another way to manage your windows apps like Mail and Messages finally offer solutions to longstanding irritations Continuity Camera learns some fancy new tricks and macOS offers even more options to manage your privacy and security Take Control of Ventura walks you through all these changes This book teaches you things like How to tell whether your Mac is compatible with Ventura 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 Adapting to the sometimes confusing new System Settings app which replaces System Preferences Managing windows and apps with Stage Manager New Mail features undo sending a message schedule a message follow up on messages awaiting replies and more Editing or unsending messages in the Messages app Using new Safari 16 features such as shared tab groups and editable suggested passwords Understanding passkeys which promise to replace passwords in many places eventually How to share a Photos library with family and friends Using Continuity Camera to turn your iPhone into a webcam Small but interesting changes throughout macOS such as accessibility improvements new features in Focus and Dictation and expanded Live Text capabilities How to use the brand new Weather app Improvements to bundled apps including FaceTime Maps Notes Reminders and more

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**Take Control of the Mac Command Line with Terminal, 3rd Edition** Joe Kissell, 2025-01-17 Learn how to unleash

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