



TAKE CONTROL OF

# APPLE MAIL

**COVERS MAIL IN**

macOS Mojave–Monterey  
iOS 14 & 15 • iPadOS 14 & 15

*by* **JOE KISSELL**

**5<sup>TH</sup>**  
**EDITION**

# Take Control Of Apple Mail

**Dr.Muzammil Hussain**



## **Take Control Of Apple 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 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** 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 Automating Your Mac, 5th Edition* Joe Kissell, 2015-01-17 Work faster increase your efficiency and have more fun with automation Version 5.1 updated January 17 2015 Ever wondered if automation could make your life easier In *Take Control of Automating Your Mac Fifth Edition* Mac expert Joe Kissell shows you how to save time and aggravation by using numerous built in macOS tools as well as helpful third party apps to automate routine tasks and procedures n Looking for ways to work smarter and faster with your Mac In this updated and expanded fifth edition of his popular guide to Mac automation Joe Kissell shows how anyone at any level of experience can save time and effort and avoid unnecessary errors by using automation techniques that range from the simplest keyboard shortcut to the most complicated script In this book Joe teaches you how to automate routine tasks in a wide variety of ways You can begin by making the most of productivity features such as Siri Spotlight for launching apps and text replacement and then move on to the more sophisticated automation tools built into macOS such as Shortcuts Automator AppleScript services and shell scripts In addition Joe gives extensive information about third party automation apps that can

make a huge difference to your work efficiency such as Keyboard Maestro TextExpander OmniGraffle and many more As an extra bonus the book includes coupons for discounts on six automation apps Whether you re new to automation you just need a refresher or you re experienced with automation but want to go deeper this book can teach you the skills you need to automate with ease Take back your time work more efficiently and have more fun with your Mac with Take Control of Automating Your Mac Fifth Edition With this book you ll learn how to Get started with the built in macOS automation tools including Shortcuts Automator AppleScript and shell scripts Take full advantage of input devices to save clicks and keystrokes Customize toolbars and your Touch Bar to put hard to find controls at your fingertips Use your voice to control your Mac with Siri and Voice Control Dictation Commands Automate text expansion for faster more consistent typing Control the Finder with a launcher and by organizing files with Hazel Supercharge your clipboard to remember and reformat previous copies Write macros in Microsoft Office and Nisus Writer Pro Create rules to file email automatically in Apple Mail and Outlook Log in to websites faster with a password manager Automate cloud services with IFTTT and Zapier Set up automatic backup and syncing Run tasks automatically with Login Items Calendar events or launchd Use Omni Automation for JavaScript based automation tasks Control nearly anything on your Mac with Keyboard Maestro

**Take Control of Your AirPort Network** Glenn Fleishman, Adam C. Engst, 2005 Wi Fi networking is supposed to be simple So why do so many people tear their hair out when trying to configure their wireless networks It s all about the details In this book Wi Fi experts Glenn Fleishman and Adam Engst put AirPort through its paces teaching you in step by step illustrated examples about how to remove the frustration in your configuration The book covers the range of your AirPort and Wi Fi needs starting with how to pick the appropriate base station and adapter card Apple is often best but it s worth considering alternatives It tells you how to determine the best place for your Wi Fi equipment and then how to configure your base station and computer for precisely your needs A long section explains setting up your own dynamic addressing a common need for home networks with a mix of computers and needs Next the book covers six ways to improve your network s coverage area and range providing higher speeds at longer distances Finally you find out about securing your network both keeping intruders out and securing the data that passes over the network Four appendices cover related issues including AirPort Express configuration setting up a software base station using AirPort Management Utilities and finding the right Wi Fi adapter for an older Mac or PC

**Take Control of FaceTime and Messages, 3rd Edition** Glenn Fleishman, 2024-10-15 Master Apple s video audio and text messaging tools Version 3.0 updated October 15 2024 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 n 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 all three apps and the many ways in which they interact extensively showing you What's new in the FaceTime Messages and Phone apps updated for macOS Sequoia 15 1 iOS 18 1 iPadOS 18 1 watchOS 11 1 and tvOS 18 1 How to master the basics of the FaceTime Messages and Phone apps Essential settings and preferences for these apps Ways to share your screen or let someone share theirs with you in both FaceTime and Messages and when to use which How to have fun and get creative with Message Effects Camera Effects stickers and hashtag images How Apple secures live audio video and texting Strategies and tools to identify and block unwanted phone calls and messages How to use Apple Intelligence features in the Messages and Phone apps You'll learn about FaceTime capabilities such as 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 How to use gestures to create animated video effects How to replace your background in video calls 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 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 from your iPhone iPad Mac or Apple Watch What the verified label on incoming phone calls means How to use Live Voicemail to see the message a caller is leaving in real time 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 iCloud, 9th Edition Joe Kissell, 2025-05-15 Understand iCloud s capabilities and limitations and put its key features to good use Version 9.2.1 updated May 15 2025 Apple s iCloud service is highly useful but it can also create headaches for the average user In this book Joe Kissell explains how to avoid frustrations and make iCloud work for you across all your devices iCloud is a simple idea in theory access to all your data on all your devices via the cloud that can become complicated when put into practice Instead of wasting time fiddling with iCloud when there are many other more important things to be done with the information it contains learn how to minimize frustrations with Take Control of iCloud Ninth Edition Whether you want a quick tip or a deep dive into the inner workings of iCloud you ll find what you need in this best selling book by Apple expert Joe Kissell Start by learning what iCloud can do how it differs from other cloud services and how best to set it up on Macs iOS and iPadOS devices Apple TVs and Windows PCs Then move on to finding out the key aspects and hidden gotchas of iCloud s core features including iCloud Apple s paid membership tiers with extra features Photo features iCloud Photos iCloud Photo Sharing and iCloud Shared Photo Library Family Sharing iTunes Match and iCloud Music Library iCloud Drive Mail and Mail Drop Contacts Calendars Reminders and Notes iCloud Keychain the iCloud website Location features Find My Device Find My Item Find My People and the Find My app Two factor authentication Activation lock Backing up and recovering data Managing your privacy and security including the use of Advanced Data Protection This edition has been updated to cover macOS 15 Sequoia iOS 18 iPadOS 18 and recent changes to the iCloud website It also continues to cover macOS 10.15 Catalina macOS 11 Big Sur macOS 12 Monterey macOS 13

Ventura macOS 15 Sonoma and iOS 17 iPadOS 17 but drops coverage of earlier operating system versions

**Take Control of Your Online Privacy, 5th Edition** Joe Kissell, 2025-01-30 Learn what's private online not much and what to do about it Version 5.1 updated January 30, 2025 Nearly everything you do say or do online can be recorded and scrutinized by advertisers, data brokers, and a long list of other people and organizations often without your knowledge or consent. When your personal data falls into the wrong hands, you risk theft, embarrassment, and worse. But you can take steps to greatly improve your online privacy without sacrificing all your convenience. Nowadays, online privacy is extremely hard to come by. Corporations, governments, and scammers alike go out of their way to gather up massive amounts of your personal data. The situation feels bleak, but you have more control than you may realize. In this book, Joe Kissell helps you to develop a sensible, customized online privacy strategy. No matter what devices or operating systems you use, you'll find practical advice that ordinary people need to handle common privacy needs. The massively revised fifth edition of *Take Control of Your Online Privacy* is packed with information that helps you get a handle on current topics in online privacy, including data breaches, hardware bugs, quantum computing, two-factor authentication, how ads can track you, and much more. You'll receive savvy advice about topics such as these:

- Why worry? Find out who wants your private data, why they want it, and what that means to you.
- Determine your personal risk level; learn which privacy factors are most important to you, what you can and can't control, and what extra steps you can take if you're at a high risk of being personally targeted.
- Hear some good news: five steps you could take that would massively increase your online privacy, and some bad news: why some of those steps may be difficult or infeasible.
- Remove personal information from Google and data brokers, though the process comes with limitations and gotchas.
- Discover Apple-specific privacy features for users of Macs, iPhones, and iPads.
- Manage your internet connection: Secure your Wi-Fi network and keep your data from leaking out; Find advice on why and when to use a VPN or a network-connected privacy appliance, plus why you should be skeptical of VPN reviews.
- Browse and search the web: Avoid bogus websites, control your cookies and history, block ads, browse and search anonymously, and find out who is tracking you.
- Send and receive email: Find out how your email could be intercepted, learn techniques for encrypting email when necessary, get tips for sending email anonymously, and know when email is not the best way to communicate.
- Watch your social media: Understand the risks of sharing personal information online, especially on Facebook; tweak your settings and consider common-sense precautions.
- Talk and chat online: Consider to what extent any phone call, text message, or online chat is private, and find tips for enhancing privacy when using these channels.
- Protect your smart devices: Address privacy issues with Internet of Things devices like smart TVs, smart speakers, and home automation gear.
- Think mobile: Ponder topics like supercookies, location reporting, photo storage, spear phishing, and more as you decide how to handle privacy for a mobile phone or tablet.
- Help your children: As a parent, you may want to take extra steps to protect your children's privacy. Find a few key tips to keep in mind.

**Take Control of 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 arrays, 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 **Mac Security Bible** Joe Kissell, 2009-12-17 Your essential no holds barred guide to Mac security threats and solutions Myth number one Macs are safer than PCs Not really says author Joe Kissell named one of MacTech's 25 Most Influential People in the Mac community for 2008 In this timely guide he not only takes you beyond the myths he also delves into the nitty gritty of each potential threat helping you weigh the pros and cons of the solutions you might choose Learn to measure risk versus inconvenience make informed decisions and protect your Mac computers your privacy and your data with this essential guide Explains the security threats to Macs including data in transit from your e-mail or network and malware such as viruses worms and Trojan horses these threats formerly the exclusive worry of PC users now increasingly threaten Macs Explores physical security and hardware barriers software settings third party solutions and more Shows Mac OS X users how to develop and enforce security policies Covers security for Windows running on a Mac with Boot Camp virtualization software such as Parallels Desktop or VMware Fusion and more Learn the full range of options you need to consider to make your Mac safe Note CD ROM DVD and other supplementary materials are not included as part of eBook file *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 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 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 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

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