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Take Control Of Working With Your Ipad Joe Kissell

Michael E. Cohen



Take Control Of Working With Your Ipad Joe Kissell:

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new to Siri or a seasoned pro you're sure to find lots of tricks and suggestions in this book to improve your experience of using Siri

Take Control of Apple Mail, 6th Edition Joe Kissell, 2025-06-08 Master Mail for Mac iPhone and iPad Version 6.2.2 updated June 8 2025 Use Apple Mail more effectively Email expert Joe Kissell explains what's new with Mail for Mac iPhone and iPad and how to best set up your Gmail iCloud IMAP and Exchange accounts He then shows you how to take Mail to the next level with plugins and automation manage your incoming email customize Mail and solve common problems *Take Control of Apple Mail* is your complete guide to Apple's Mail app In this book Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how plugins and automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with Mail's natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important an award winning strategy for avoiding email overload You'll quickly find the information that's most important to you including Key changes in Mail for Sequoia Sonoma iOS 18 iPadOS 18 and iOS 17 iPadOS 17 such as Mail Categories Priority Messages Message and Thread Summaries Smart Replies and Apple Intelligence Writing Tools How to take advantage of the Mail privacy features Mail Privacy Protection and Hide My Email Getting through your email faster with gestures Using advanced search techniques to find filed messages Using third party add-ons to significantly enhance how you use Mail The whys and hows of sending attachments Defeating spam with the Junk Mail filter and what to do if you need more firepower Understanding special mailboxes like Sent Drafts and Junk Taking charge of email organization with rules and other measures Backing up and restoring email Importing email from other apps older versions of Mail or another Mac Deciding whether you should encrypt your email along with detailed real world steps for signing and encrypting messages Taking Mail to the next level with AppleScript and Automator Key skills for using Mail for iPhone and iPad such as working with incoming and outgoing messages using attachments and configuring accounts Fixing problems receiving sending logging in bad mailboxes and more Although this book primarily covers Mail in macOS 10.14 Mojave through macOS 15 Sequoia iOS 18 iPadOS 18 and iOS 17 iPadOS 17 the majority of it is also applicable to earlier versions

Take Control of iCloud, 9th Edition Joe Kissell, 2025-05-15 Understand iCloud's capabilities and limitations and put its key features to good use Version 9.2.1 updated May 15 2025 Apple's iCloud service is highly useful but it can also create headaches for the average user In this book Joe Kissell explains how to avoid frustrations and make iCloud work for you across all your devices iCloud is a simple idea in theory access to all your data on all your devices via the cloud that can become complicated when put into practice Instead of wasting time fiddling with iCloud when there are many other more important things to be done with the information it contains learn how to minimize frustrations with *Take Control of iCloud Ninth Edition* Whether you want a quick tip or a deep dive into the inner workings of iCloud you'll find what you need in this best selling book by Apple

expert Joe Kissell Start by learning what iCloud can do how it differs from other cloud services and how best to set it up on Macs iOS and iPadOS devices Apple TVs and Windows PCs Then move on to finding out the key aspects and hidden gotchas of iCloud s core features including iCloud Apple s paid membership tiers with extra features Photo features iCloud Photos iCloud Photo Sharing and iCloud Shared Photo Library Family Sharing iTunes Match and iCloud Music Library iCloud Drive Mail and Mail Drop Contacts Calendars Reminders and Notes iCloud Keychain the iCloud website Location features Find My Device Find My Item Find My People and the Find My app Two factor authentication Activation lock Backing up and recovering data Managing your privacy and security including the use of Advanced Data Protection This edition has been updated to cover macOS 15 Sequoia iOS 18 iPadOS 18 and recent changes to the iCloud website It also continues to cover macOS 10 15 Catalina macOS 11 Big Sur macOS 12 Monterey macOS 13 Ventura macOS 15 Sonoma and iOS 17 iPadOS 17 but drops coverage of earlier operating system versions *Take Control of Your 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 Sonoma Joe Kissell, 2024-03-20 Meet the latest version of macOS Version 14 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 Pages, 4th Edition Michael E. Cohen, 2023-10-10 Unlock the power of Pages for Mac and iPad Version 4.0 updated October 10, 2023 Discover how to make the most out of Pages In this fully revised

fourth edition Michael E Cohen digs deep into Pages unearthing the nuggets of knowledge you need to make your work shine Create complex documents of all sorts on your Mac or iPad sync them via iCloud and share them with other people n Apple s Pages word processor is a big rich app with hundreds of features tucked away in nooks and crannies making Michael E Cohen s comprehensive book an essential resource for newbies and experts alike Whether you prefer to dive into the details or get quick help with a particular feature this book has got you covered Note This edition of the book focuses primarily on the Mac and iPad versions of Pages although it does cover the iPhone and web versions of the app to a limited extent In this thoroughly revised fourth edition Michael expands his already extensive guide detailing all the changes Apple has made to Pages since the last version of the book was released including support for macOS 14 Sonoma and iPadOS 17 Among many other new and updated features learn about using Mail Merge adding and working with 3D images and collaborating with other users on a document You ll also learn how to find features that have been moved or renamed With Michael s help you can navigate Pages like a pro You ll also learn how to Find all the tools you need whether on a Mac or an iPad Do everyday word processing including working with fonts tabs indents rulers search and replace spell checking and more Format longer more complex documents with customized headers footers page numbers tables of content footnotes and section breaks Manage styles including paragraph styles character styles list styles and object styles Create your own templates complete with layout objects Master the many multi touch gestures in iPadOS that give you pinpoint control over page elements Include complex tables and charts and make them look exactly the way you want Customize layout and manipulate graphics like a pro Collaborate with others in real time using iCloud Share your documents across devices using Mac iPad iPhone or almost any web browser

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 Notes, 2nd Edition](#) Glenn Fleishman,2025-09-29 Unlock the potential of Apple s Notes app Version 2.1 updated September 29 2025 This book tells you everything you need to know about Apple s Notes app for iPhone iPad Mac and the web from basic features like formatting text and creating lists to advanced features like scanning documents protecting notes with passwords making sketches and managing attachments Apple s Notes has come a long way since it was first introduced with the iPhone as a simple note taking app but many users are still unaware of its expanded capabilities Now available on iPhones iPads and Macs and on the web at iCloud.com Notes has become a surprisingly powerful tool for writing sketching organizing and sharing information of all kinds Take Control of Notes offers a thorough grounding in this deceptively simple app showing you how to master its many tools and avoid or work around its limitations This version is updated for iOS 16 iPadOS 16 and macOS 15 Sequoia Learn the basics of Notes Use the Quick Note feature to start a note from anywhere or start a note from your iPhone iPad Lock Screen Apply and modify character level and paragraph level formatting in a note Move text around with keystrokes Add highlighting to emphasize portions of a note Share notes with other users and add mentions Get advanced insight into formatting and creating rich entries Make lists including checklists and lists with multiple levels of indentation Create collapsible sections within a note Work with tables Add photos videos audio maps and other documents to your notes Scan printed documents into Notes and save them as PDF attachments Draw and sketch using your finger or an Apple Pencil Perform simple or complex math in Notes simply by typing Clean up handwritten text to look more legible iPad only Use Apple Intelligence to turn a sketch or description into a complete image Understand organizational and system features like how to Organize your notes into folders tag notes and search their contents Use the system password passcode or a separate password to lock your notes keeping them encrypted and private Choose where to store notes iCloud IMAP or a device and whether or how they sync Import notes from other

apps and services Create internal references to link notes together Record audio and transcribe a phone call from the Phone app

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Take Control of DEVONthink 4 Joe

Kissell, 2025-09-29 Manage your information with the powerful tools in DEVONthink 4 Version 1.1 published September 29, 2025. DEVONthink 4 offers a slew of features for defeating information overload, but mastering its power is easier with real-world advice from DEVONthink power user Joe Kissell. He helps you understand the best ways to put information into DEVONthink and how to organize it so you can find it later. He also covers syncing DEVONthink databases among your Apple devices and using DEVONthink To Go for iPhone and iPad. DEVONthink 4 is an incredibly powerful information management app that can function as anything from a simple snippet keeper and note taker through a massive database for a complex research project. It has a wealth of document processing, organization, and searching tools that go far beyond the Mac's Finder, and it can create many types of documents from scratch as well as importing data in numerous ways. All these features give you unprecedented control over your data. They also mean DEVONthink is a lot to wrap your head around. This book, created in partnership with DEVONtechnologies, helps you get started with DEVONthink by acquainting you with not only its interface and major features but also its philosophy. You'll learn how to approach the tasks you may want to accomplish, which features might serve you best, and which you might want to ignore, and how to develop a workflow that makes sense given your needs and preferences. You'll also learn how to extend your DEVONthink experience beyond your main Mac with detailed coverage of the many ways you can sync DEVONthink databases to other Macs and to iPhones and iPads using the DEVONthink To Go app. The book covers newly added DEVONthink 4 features such as versioning, revision proof databases, PDF bookmarking, and optionally in the Pro and Server versions, extensive support for generative AI, plus user interface changes including significantly reworked inspectors. After covering essential DEVONthink vocabulary and concepts, Joe helps you start using DEVONthink effectively. You'll learn how to: Decide how many databases you need and set them up. Determine whether to input or index data. Import data from many different apps. Import data from a scanner including OCR options. Use grouping and tagging to organize data. Add and work with DEVONthink 4's extensive metadata capabilities. Use simple and sophisticated techniques for searching. Create smart groups that automatically gather newly imported data. Use smart rules and AppleScript or JavaScript to automate countless activities within DEVONthink. Create documents in plain text, HTML, Markdown, and more. Edit documents in DEVONthink or externally. Find the best way to sync DEVONthink data with other devices. Work with reminders, smart templates, and other sophisticated tools. Convert documents between formats. Chat with your documents using your favorite large language model (LLM). Effectively use the DEVONthink To Go iPhone/iPad app. Share DEVONthink documents with other people. Export documents from DEVONthink. Back up and maintain healthy databases. Questions answered in the book include: What is DEVONthink good for, and what should be left to other apps? What kinds of data can I import? Short answer: Nearly everything. How can I display my data in a way that works well for me? When I import documents from different sources, where do they end up, and why? Is it better to sort imported documents right away or leave them for later? Should I group my data, tag it, or both? What are duplicates and replicants, and how can I tell them apart?

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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

iPhone and iPad Basics, 2nd Edition Glenn Fleishman, 2025-09-15 Master the fundamentals of your iPhone or iPad Version 2.0 updated September 15 2025 iPhones and iPads were intended to be easy to use but over the years a lot of complexity has crept in As a result most of us even those who have been using these devices for years jump through unnecessary hoops to perform basic tasks and overlook helpful but less than obvious features This book walks you through everything you need to know to navigate your device with ease n Apple doesn t include an instruction manual with iPhones or iPads assuming that you ll search the web to learn how to do anything you can t easily figure out That s a pity because it spells frustration for new

users and means a great deal of your fancy device's power may go unused Glenn Fleishman is here to help with iPhone and iPad Basics a friendly guide to all the information Apple never gave you Do you know the difference between the Lock Screen and the Home Screen What Control Center is and how to customize it How to use a share sheet What to do when you get too many annoying notifications How to find apps in a sea of icons Ways to run multiple apps at the same time on an iPad Those are just a few of the topics Glenn explains in detail You'll learn about Terms and concepts The names and meanings of important interface elements Hardware controls What all the physical controls do plus charging options and the StandBy feature for iPhones Cameras Use the front and rear facing cameras on your iPhone or iPad Customization Configure the Lock Screen Home Screen Dock Control Center and innumerable settings to your liking Apps What all of Apple's built-in apps do how to add new apps and how to switch between apps Finding stuff Use Spotlight to find apps files contacts and more Siri How to use your voice to interact with your iPhone or iPad Keyboards All the tricks of the on-screen keyboard plus what you can do with an external keyboard Sharing Share nearly any sort of information on your device with other people or services using the share sheet Focus settings Avoiding distractions with enhanced Do Not Disturb features Special iPad features How to multitask on an iPad and more Switching from Android Tips for moving to an iPhone or iPad from an Android device This book keeps its focus on basics deliberately avoiding advanced topics Rather than serving as a comprehensive reference guide it helps you find your footing and helping you feel confident with the major capabilities of your iPhone or iPad

The Business of iPhone and iPad App Development Dave Wooldridge, Michael Schneider, 2011-08-18 The phenomenal success of the iPhone iPad and the iPod touch has ushered in a gold rush for developers but with well over 300 000 apps in the highly competitive App Store it has become increasingly difficult for new apps to stand out in the crowd Achieving consumer awareness and sales longevity for your iOS app requires a lot of organization and some strategic planning Updated and expanded for iOS 4 this bestselling book will show you how to incorporate marketing and business savvy into every aspect of the design and development process giving your app the best possible chance of succeeding in the App Store The Business of iPhone and iPad App Development was written by experienced developers with business backgrounds taking you step by step through cost effective marketing techniques that have proven successful for professional iOS app creators perfect for independent developers on shoestring budgets No prior business knowledge is required This is the book you wish you had read before you launched your first app

Take Control of Your Apple Account, 2nd Edition Glenn Fleishman, 2025-09-10 Prevent or solve problems with your Apple Account Version 2.0 updated September 10 2025 The center of the Apple world is your Apple Account This identifier ties up your access to iCloud to purchased and streaming music TV and movies and to all your devices While an Apple Account is essential Apple has made it difficult to navigate the many features associated with it and particularly to troubleshoot and resolve problems that crop up This book answers dozens of questions and guides you through solutions It also explains how to use security recovery and other features tied to your Apple Account

n Everything

Apple relies on your Apple Account. It's a key that unlocks a long list of Apple products and services on any of numerous devices. iCloud uses an Apple Account, as does Apple Music, the App Store, the Music TV, and Books apps, and more. An Apple Account protects your personal information, including email, and iPhone/iPad backups help you find a lost iPhone/iPad/Mac or Apple Watch, and can even unlock your Mac. So it goes without saying that if something goes wrong with your Apple Account, you could be in for a world of hurt. Unfortunately, things go wrong with Apple Accounts all the time. Fortunately, Glenn Fleishman, a veteran technology journalist and the author of Macworld's Mac 911 column, is ready to help with expert advice on how to manage your Apple Account, including how to prevent, solve, or work around most common problems. This book is fully up to date with iOS 26, iPadOS 26, macOS 26 Tahoe, watchOS 26, tvOS 26, and other Apple products and services. In this book, Glenn answers questions like: What all is my Apple Account used for? How does my iCloud account relate to my Apple Account? What's two-factor authentication, and how do I manage it, and not get locked out of my account? Should I invest in hardware security keys to up the protection of my Apple Account? Are there other mechanisms I can use to ensure that I can recover an Apple Account in the event of a problem? Spoiler: yes! What should I do if I have two or more Apple Accounts or iCloud accounts? Will I lose access to all my Apple media purchases if I move to another country? Can I share an Apple Account with someone else? What does an Apple One subscription offer, and how does it interact with Family Sharing and iCloud storage tiers? Is there an explanation for how code-based and hardware-based second factors protect my account, and how they differ from passkeys? Yes! What exactly should I do if I think someone is hacking my Apple Account? How can I recover a forgotten Apple Account password? What happens if I'm assaulted or drugged, and someone gains access to my iPhone passcode and resets my Apple Account? Sadly, a too-real, if uncommon, problem. What steps should I take if Apple locks me out of my account? If I lose access to an email address associated with my Apple Account, what can I do? What Apple Account changes in recent versions of iOS/iPadOS and macOS do I need to know about? How can I use Family Sharing to share data and purchases within my family? What types of subscriptions can I manage with my Apple Account, and how? Which payment methods can I associate with my Apple Account, and how do I manage them? And that's just the beginning. Glenn has packed a remarkable amount of concise problem-solving information into this comprehensive book. Read it before you encounter Apple Account problems to minimize your risk, and if you've already encountered a problem, read it to find the best path to a rapid solution.

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