Take Control Of Text Expander

Joe Kissell

Take Control of TextExpander Michael E. Cohen,2011 Join expert Mac writer Michael E. Cohen as he helps you enjoy the power of TextExpander 4, the award-winning text expansion utility from Smile. If you're a TextExpander newbie, you'll learn how to create snippets of text (like your address) that you can insert into any text by typing a short abbreviation (for example, addd). Once you're comfortable with TextExpander's core controls and options, it's time to learn the more sophisticated options for inserting a snippet. You'll also discover how to add optional snippet groups created by Smile and others, create and share your own groups, move groups between Macs using Dropbox, and get the basics on integrating TextExpander with AppleScript and even with the command line. The ebook also explain how to share your snippets with your iOS devices and access them using Smile's TextExpander touch app. Running TextExpander is like embedding a superhero typist in your Mac. Read Take Control of TextExpander to learn how to: Reply faster: If you frequently send similar bits of text{u2014}directions, chunks of legal writing, bios, product descriptions, company names, addresses, URLs, and so forth{u2014}let TextExpander quickly type all that text for you, making it a snap to respond quickly to customer questions or requests from colleagues, and a breeze to send other routine correspondence (Dear Mom, I'm still not pregnant. Love, Me). You can even create fill-in snippets that ask you for details and fill in all the rest of the text automatically. Make typing more exciting: Discover how to grab and insert the URL in your browser's frontmost window into whatever you're writing, to insert HTML or CSS tags in a flash, to automagically add the date to filenames as you save, and more. It's like having another set of fingers. Type more accurately: Find out how to add the auto-correct dictionary groups from Smile and to create your own auto-correction options, so you'll spend less time fixing common typing mistakes or going red-faced when you spot an egregious error too late. Enjoy life more: When you let TextExpander handle your routine typing, your brain will be free to think more creatively about the rest of what you type. And you just might knock off work a little sooner some days. Specific questions answered in this ebook include: How do I register my demo copy of TextExpander and buy a family pack? What are some common uses of TextExpander that I can try as I learn? How do I use TextExpander to timestamp my text automatically? How can I put the clipboard contents into an expanded snippet? How can I make a TextExpander snippet that expands into a fill-in form? How do I work with formatted text and pictures in snippets? How do I handle capitalization and snippet expansions? How can I get to TextExpander quickly, and hide it when I don't need it? What do I do if I can't remember a snippet's expansion abbreviation? How can I edit my snippets quickly? How can I quickly insert special characters like smileys and stars? How do I insert a snippet and move the insertion point into the middle of it? How do I insert a snippet immediately after a quotation mark or bracket? I do a lot of CSS coding. TextExpander sounds great, but how can I leverage someone else's work and not have to create my own set of CSS expansions? How can I invoke an AppleScript from within a TextExpander snippet expansion, and use the result in my snippet?

Take Control of TextExpander Michael E. Cohen (Web site designer),2015

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Take Control of TextExpander, 2nd Edition Michael Cohen,2015 Type 120 words per minute and have fun doing it with TextExpander! Join Mac expert Michael E. Cohen as he helps you enjoy the power of TextExpander 5, the award-winning text expansion utility from Smile. With Michael's guidance, you'll learn how to create snippets of text (like your address) that you can insert into any text by typing a short abbreviation (for example, addd). You'll find steps for easily expanding your collection of useful snippets with the Snippet Creation Assistant and the Suggestions feature, and learn how to create more sophisticated snippets, including snippets with formatting, clipboard contents, fill-in fields, macros, and scripts. You'll discover how to add snippet groups created by Smile and others, create and share your own groups, and sync groups with Dropbox or iCloud Drive. And, you'll find directions for taking advantage of your snippets on an iOS device with Smile's TextExpander touch app. This ebook was created in collaboration with Smile. Thanks to everyone at Smile who helped us make the book even more detailed and useful! Running TextExpander is like embedding a superhero typist in your Mac. Read Take Control of TextExpander to learn how to: Reply faster: If you frequently send similar bits of text--directions, chunks of legal writing, bios, product descriptions, company names, addresses, URLs, and so forth--let TextExpander type all that text for you quickly, making it a snap to respond quickly to customer questions or requests from colleagues, and a breeze to send other routine correspondence (Dear Mom, I'm still not pregnant. Love, Me). You can even create fill-in snippets that ask for details and fill in all the rest of the text automatically. Make typing more exciting: Automagically add the date to filenames as you save, to shorten URLs or to insert HTML or CSS tags in a flash, and more. It's like having another set of fingers. Type more accurately: Add the autocorrect dictionary groups from Smile and how to create your own autocorrection options, so you'll spend less time fixing common typing mistakes or going red-faced when you spot an egregious error too late. Automate easily: Unleash the power of TextExpander to automate tasks on your Mac with JavaScript, AppleScript, and Unix shell script snippets. Enjoy life more: When you let TextExpander handle your routine typing, your brain will be free to think more creatively about the rest of what you type. And you just might knock off work a little so ...

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 documents on your Mac with PDFpen 13 and PDFpenPro 13, and on the go with PDFpen for iPad & iPhone.n These days, an ever-increasing amount of "paper"—contracts, tax forms, bills, reports, and more—comes into our lives as PDF files. We generate this virtual paper too, since it's so much easier to save a document as a PDF and send it to a colleague via email than it is to print and send via fax or email. To read, edit, and manipulate all these PDFs, you need the appropriate tools and skills. Given the high price of Adobe Acrobat DC Pro, many Mac users have turned to Smile's affordable PDFpen apps to help them sign PDF forms, handle scanned documents, make changes in existing PDFs, create new PDFs from a variety of sources, and to export PDFs to other file formats (including Word and Excel). With Take Control of PDFpen, you'll learn how to do all these tasks and more on your Mac with PDFpen or PDFpenPro or on the go with PDFpen for iPad & iPhone. If you haven't used PDFpen before, this free book is an excellent way to find out what it has to offer. TidBITS members can save 20% on all Smile products purchased through the Smile cart, including PDFpen 13 and PDFpenPro 13. To learn more, visit the Membership Benefits page. To access the coupon code, make sure you've logged in and click through from the Your Member Benefits page. Take Control of PDFpen begins with a guide to purchasing options: PDFpen versus PDFpenPro, from Smile versus the Mac App Store, and the advantages of the iOS/iPadOS version. Next, you'll meet PDFpen with an overview of the PDF format and a tour of the interface. With the basics out of the way, highlights of what you'll learn to do include: • Add and remove pages, and combine pages from multiple files into one PDF. • Mark up a PDF with highlights, comments, editing marks, and more. • Compare two different parts of a PDF with the Split View. • Edit a PDF by fixing typos, adding text, formatting text, and redacting confidential text. • Scan a document into a PDF, and make the text editable with OCR—with single or multiple documents. • Add photos or scans to a PDF quickly with Continuity Camera and an iOS/iPadOS device. • View and work with OCRed text in the OCR layer (PDFpenPro only) • Add clickable links, headers, footers, page numbers, and images. • Annotate a document with lines, shapes, text, and callouts. • Make a clickable table of contents (PDFpenPro only). • Add a watermark to each page of a PDF. • Password-protect a PDF. And (PDFpenPro only), prevent others from printing or editing a PDF. • Turn a PDF into a formatted Microsoft Word document, or (PDFpenPro only) export it in Excel or PowerPoint format. • Reduce the size of your PDFs. • Create blank PDFs with stationery. • Add a digital signature with DocuSign (PDFpenPro only). And, you'll find directions for working with PDF forms: • Fill out forms with ease. • Add a handwritten signature. • Apply a digital signing certificate. • Print just form entries on a pre-printed form. • Create an

interactive PDF form (PDFpenPro only) that can collect data and send it to you via email or the web. You can add an interactive signature field, which makes it easy for the form to be signed online. An appendix describes the useful AppleScripts that ship with PDFpen. This ebook was created in collaboration with Smile, with PDFpen's developers tech editing the book.

Take Control of Automating Your Mac, 5th Edition Joe Kissell,2024-01-29 Work faster, increase your efficiency, and have more fun with automation! Version 5.0, updated January 29, 2024 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 seven 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 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 1Password, Second Edition Joe Kissell,2016-01-13 Easily create and enter secure passwords on all your devices! Remembering and entering Web passwords can be easy and secure, thanks to 1Password, the popular password manager from AgileBits. In this book, Joe Kissell brings years of real-world 1Password experience into play to explain not only how to create, edit, and enter Web login data easily, but also how to autofill contact and credit card info when shopping online, audit your passwords and generate better ones, and sync and share your passwords using a variety of techniques--including 1Password for Teams. Joe focuses on 1Password 6 for the Mac, but he also provides details and directions for the iOS, Windows, and Android versions of 1Password. Meet 1Password: Set your master passcode, explore the various 1Password components, and decide on your ideal usage strategy. While reading Take Control of 1Password on my iPad I was furiously highlighting passages and following along with 1Password open on my Mac. [The book] showed me how some of my passwords were weak or duplicates. I immediately changed those passwords to unique and secure ones. --Elisa Pacelli, in her MyMac book review. Master logins: In 1Password, a typical login contains a set of credentials used to sign in to a Web site. Find out how to create logins, sort them, search them, tag them, and more. You'll especially find help with editing logins. For example, if you change a site's password from dragon7 to eatsevendragonsforlunchatyahoo, you'll want to incorporate that into its login. Or, use 1Password's password generator to create highly secure random passwords, like dGx7Crve3WucELF#s. Understand password security: Get guidance on what makes for a good password, and read Joe's important Password Dos and Don'ts. A special topic covers how to perform a security audit in order to improve poor passwords quickly. Go beyond Web logins: A primary point of 1Password is to speed up Web logins, but 1Password can also store and autofill contact information (for more than one identity, even), along with credit card information. You'll also find advice on storing passwords for password-protected files and encrypted disk images, plus ideas for keeping track of confidential files, scans of important cards or documents, and more. Sync your passwords: Discover which 1Password syncing solution is right for you: Dropbox, iCloud, or a Finder folder, as well as a device-to-device Wi-Fi sync. Share your passwords: Learn how 1Password integrates with the 1Password for Teams online service for sharing passwords within groups, such as your family or company work group. You'll also discover the answers to key questions, including: Should I use my Web browser's autofill feature? What about iCloud Keychain? Should I use that too? What can I do quickly to get better password security? Should I buy 1Password from AgileBits or the Mac App Store? How can I find and update weak passwords I created long ago? What's the best way to work with the password generator? What should I do about security questions, like the name of my pet? How can 1Password provide a time-based one-time password (TOTP)? How can I access my 1Password data on another person's computer? How do I initiate 1Password logins from utilities like LaunchBar?

Take Control of Apple Mail, 6th Edition Joe Kissell,2024-01-18 Master Mail in macOS, iOS, and iPadOS! Version 6.1, updated January 18, 2024 Use Apple Mail more effectively! Email expert Joe Kissell explains what's new with Mail for macOS, iOS, and iPadOS, and how to best set up your Gmail, iCloud, IMAP, and Exchange accounts. He then shows you how to take Mail to the next level with plugins and automation, manage your incoming email, customize Mail, and solve common problems. Take Control of Apple Mail is your complete guide to Apple's Mail app. In this book, Joe explains core concepts like special IMAP

mailboxes and email archiving, reveals Mail's hidden interface elements and gestures, and helps with common tasks like addressing and adding attachments. He also offers tips on customizing Mail, including a nifty chapter on how simple plugins and special automation can dramatically improve the way you use Mail. Joe also covers finding that message in the haystack with Mail's natural-language search, improving the messages you send, how digital signatures and encryption work in Mail, and—perhaps most important—an award-winning strategy for avoiding email overload. You'll quickly find the information that's most important to you, including: • Key changes in Mail for Sonoma, Ventura, iOS 17/iPadOS 17, and iOS 16/iPadOS 16, such as automated handling of two-factor verification codes, link tracking protection, discontinuation of plugin support in favor of extensions, unsending messages, scheduling messages to send later, following up on messages awaiting replies, reminding yourself about important messages in your Inbox, getting notifications for missing attachments and recipients, and more • How to take advantage of the new 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 • Using markup features to embellish, and even sign, outgoing attachments • Defeating spam with the Junk Mail filter—and what to do if you need more firepower • Understanding special mailboxes like Sent, Drafts, and Junk • Using notifications to stay apprised of incoming messages • Taking charge of email organization with rules and other measures • Backing up and restoring email • Importing email from other apps, older versions of Mail, or another Mac • Deciding whether you should encrypt your email, along with detailed, real-world steps for signing and encrypting messages • Taking Mail to the next level with AppleScript and Automator • Key skills for using Mail in iOS and iPadOS, such as working with incoming and outgoing messages, using attachments, and configuring accounts • Fixing problems: receiving, sending, logging in, bad mailboxes, and more Although this book primarily covers Mail in Sonoma, Ventura, Monterey, Big Sur, Catalina, Mojave, iOS 17/iPadOS 17, and iOS 16/iPadOS 16, the majority of it is also applicable to earlier versions.

Take Control of DEVONthink 3 Joe Kissell,2023-12-29 Manage your information with the powerful tools in DEVONthink 3 Version 1.15, updated December 29, 2023 This book teaches you the basics of DEVONthink 3 and DEVONthink To Go for iOS/iPadOS. You'll learn how to find your way around, get information into and out of DEVONthink, and make the most of the app's key features.n With the information-management app DEVONthink 3, you no longer have to swim in a sea of web bookmarks, email receipts, RSS feeds, scanned memos, and downloaded bank statements. DEVONthink stores your digital documents and clippings, helps you scan and store paper documents, and serves as home base for organizing and viewing all your information. But mastering all that power can take effort, and this book—created in partnership with DEVONtechnologies—has the real-world advice you need to understand how DEVONthink can bring order to your information. 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 iOS/iPadOS devices using the DEVONthink To Go app. After covering essential DEVONthink vocabulary and concepts, including the completely reworked user interface of DEVONthink 3, 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 • Configure where incoming data will go • 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 3's expanded metadata capabilities • Use simple (and sophisticated) techniques for searching • Create smart groups that automatically gather newly imported data • Use smart rules and AppleScript 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 • Effectively use the DEVONthink To Go iOS/iPadOS 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? • Which types of data can be created or edited within DEVONthink? • How do I make my DEVONthink database accessible via the web using DEVONthink Server? • How do I move documents out of DEVONthink using the Share feature? • How do I use DEVONthink To Go on my iOS/iPadOS device? Plus, we now plan to update this free book approximately four times per year for the foreseeable future to cover ongoing changes in DEVONthink and add new tips and advice!

Take Control of Notes Josh Centers,2023-12-13 Unlock the potential of Apple's Notes app! Version 1.7, updated December 13, 2023 This book tells you everything you need to know about Apple's Notes app for iOS, macOS, and the web, from basic features like formatting to advanced features like scanning documents, password protecting notes, making sketches, and managing attachments.n 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 Macs, on iOS/iPadOS devices, and on the web at iCloud.com, Notes has become a surprisingly powerful tool for writing, sketching, organizing, and sharing information of all kinds. In Take Control of Notes, Josh Centers provides a quick but thorough guide to this deceptively simple app, showing you how to master its many tools—and avoid or work around its limitations. Among many other things, you'll learn how to: • Choose where to store notes (iCloud, IMAP, or a device) and whether or how they sync • Import notes from other apps and services • Apply and modify character-level and paragraph-level formatting in a note • Make lists (including checklists and lists with multiple levels of indentation) • Work with tables in notes • Encrypt notes with a password • Add photos, videos, audio, maps, and other content to your notes • Scan printed documents into Notes and save them as PDF attachments • Draw and sketch using your finger or an Apple Pencil • Share notes with other users, and add @-mentions • Use the Quick Note feature in macOS and iPadOS to start a note from anywhere • Organize your notes into folders, tag notes, and search their contents

Mac Basics, Snow Leopard (Macworld Superguides) , Need a crash course in the basics of operating and working with your Snow Leopard Mac? This 126-page guide will help teach you the ins and outs to get you up to speed and computing like a pro. The readers of Macworld are amazingly diverse. Among our audience are some incredibly tech-savvy folks, and we're glad to have them. There are also some people among us who are relatively novice Mac users, who avidly read what we write in order to flex and improve their Mac skills. For the past few years we've offered a book, the Mac Basics Superguide, that's been a hit with both audiences. And I'm happy to announce that we've just updated that book for Snow Leopard. If you're someone who's struggling with the basics of operating a Mac, or someone who's a new user of Mac OS X (perhaps you've made the switch from Windows to Mac) this new 126-page guide will get you up to speed. Written in an easy-to-follow style, the Mac Basics Superguide, Snow Leopard Edition will give you detailed tips and information about using the Finder and the Dock, switching between programs, using Apple's Spotlight search tool, opening and saving your files, and setting up system preferences and user accounts. We've tossed in some basic security and troubleshooting advice to keep your Mac up and running smoothly. And our own Dan Frakes, who pens our Mac Gems blog and magazine column, has assembled a list of 20 great low-cost programs that will enhance your Mac experience. But I said this book was for the Mac experts among us, too. Here's what I mean by that: It's the book you give to the people you know who need a leg up on using their Mac-all of your friends and family members who use you as the be-all, end-all Mac resource. The reality is, a Mac expert can only be in one place at any given time. This book

can always be around as a handy reference when there's no flesh-and-blood expert nearby. (I sent my mom a copy of the first edition of this book, and I like to think it's reduced the number of questions she asks of me.) You Mac experts out there might also appreciate the writers who contributed to this book: Christopher Breen, Dan Frakes, Glenn Fleishman, Rob Griffiths, Joe Kissell, Ted Landau, Harry McCracken, and Kirk McElhearn.

Take Control of the Mac Command Line with Terminal, 3rd Edition Joe Kissell,2024-02-12 Learn how to unleash your inner Unix geek! Version 3.3, updated February 12, 2024 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.n 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. Now includes complete coverage of Monterey, Big Sur, Catalina, and zsh! 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 <). • Use grep to search for text patterns in files and filter output. • Install new command-line software from scratch or with a package manager. • Use handy shortcuts in the Terminal app itself and in zsh. Questions answered include: • What changed on the command line in recent versions of macOS? • What are the differences between the zsh shell and the bash shell? • Which shell am I using, and how can I change my default shell? • How do I quickly figure out the path to an item on my Mac? • How can I customize my Terminal window so I can see man pages behind it? • How can I make a shortcut to avoid retyping the same long command? • Is there a trick for entering a long path quickly? • What should I say when someone asks if I know how to use vi? • How do I change my prompt to suit my mood or needs? • What is Command Line Tools for Xcode? • When it comes to package managers, which one should I use? Finally, to help you put it all together, the book showcases 67 real-world recipes that combine commands to perform useful tasks, such as listing users who've logged in recently, manipulating graphics, using a separate FileVault password, creating and editing user accounts, figuring out why a disk won't eject, copying the source code of a webpage, determining which apps have open connections to the internet, flushing the DNS cache, finding out why a Mac won't sleep, sending an SMS message, and deleting stubborn items from the Trash.

Take Control of Preview Josh Centers,Adam Engst,2023-05-24 Discover Preview's hidden features for editing images and manipulating PDFs! Version 1.3, updated May 24, 2023 Apple's Preview app is bundled with every Mac and yet many Mac users have only a shallow understanding of what it's capable of. Mac experts Adam Engst and Josh Centers have plumbed Preview's depths to create a cheerful, colorful book that explains dozens of techniques for importing, viewing, editing, and converting images in Preview. It also puts you in control of reading, annotating, manipulating, and encrypting PDFs.n Packed with real-world examples and tips, the book teaches you how to bring files into Preview from a camera, iOS or iPadOS device, or scanner (or just from the Finder). Once you discover Preview's surprisingly capable collection of image-editing tools, you'll soon be editing imported photos by tweaking the exposure, color saturation, sharpness, and more. You can even mark up your images with circles, arrows, and text, plus numerous other shapes. In the second part of the book, Adam and Josh focus on PDFs in Preview, describing how to configure Preview to make reading PDFs as fluid as possible. Since so many paper forms now come in PDF, the book shows you how to fill out PDF-based forms, complete with quick insertion of your digital signature. Those who read digital textbooks or who collaborate on documents will learn to annotate PDFs with highlights, notes, and bookmarks. You'll even learn how to create PDFs from a scanner, the clipboard, and the Print dialog. Finally, Adam and Josh cover various ways protect your PDFs, including encrypting them, restricting permissions, and redacting portions of them. Preview is a veritable Swiss Army Knife. Don't miss out on the many ways it can make your life easier, including these capabilities: • Import photos from your iPhone or iPad. • Scan paper-based documents and images. • Add a scanned page to an existing PDF. • Take a screenshot that includes the pointer. • Open hundreds of images in a single window. • Trash unwanted images with a keystroke. • Duplicate, rename, and move images without leaving Preview. • Play a manually arranged slideshow of images or PDF pages. • Resize and change the resolution of images. • Crop out undesirable content. • Identify people, landmarks, and objects in images. • Mark up screenshots with shapes and text labels. • Magnify a portion of an image with a loupe. • Add text captions and speech bubbles to photos. • Tweak the white point and black point in photos. • Make photos sepia or black-and-white. • Edit a photo while comparing it to its original version. • Export to any of numerous formats, including HEIC. • Put thumbnails, table of contents, notes, or bookmarks in your sidebar. • View search results by rank or page order. • Copy text and images from a PDF, and copy text from any image. • Highlight text just like you would in a college textbook. • Add notes to highlighted text and as freestanding objects. • Review notes in the sidebar or Annotations inspector. • Create bookmarks to pages you want to revisit quickly. • Annotate a PDF with customizable shapes and arrows. • Fill in PDF forms, whether or not they're interactive. • Create and insert a digital version of your signature into PDF forms. • Add, remove, and rearrange pages in a PDF. • Rotate PDF pages that were scanned at the wrong orientation. • Encrypt PDFs so they can't be opened without a password. • Set restrictions on who can perform various actions on a PDF document. • Redact sensitive information from a PDF.

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Take Control of Apple TV, 4th Edition Josh Centers,2023-12-13 Everything you need to know about the Apple TV! Version 4.0, updated December 13, 2023 Whether you're considering an Apple TV, already own one, or have a smart TV or streaming device that supports AirPlay and/or the Apple TV app, you can more fully enjoy Apple's ecosystem with this ultimate guide by editor Josh Centers. You'll learn about the best TVs and sound equipment to buy, how to maximize your Apple TV's picture quality, get the most out of the Apple TV app, control your media with AirPlay, and so much more!n Josh walks you

through cables, ports, and setup, and explains how to use gestures and spoken commands with the Siri Remote—yes, you can talk to your TV! He helps you navigate and customize the Home screen, plus describes getting-started settings such as inputting your Apple ID and enabling parental controls. You'll learn how to use the TV app (whether on the Apple TV box itself, on a Mac, iPhone, or iPad; or on a third-party smart TV), and how you can best view home movies and TV shows. The book also looks at using an Apple TV to listen to your music or Apple Music, download and play podcasts from the Podcasts app, and browse your photos. In Take Control of Apple TV you'll also read about: • What's new in tvOS 17 • Which Apple TV model to buy—or whether you should get different hardware instead • Getting the most out of your the Siri Remote (either version) • Alternatives to the Siri Remote • Using Control Center on an Apple TV • Using a game controller with Apple TV • Controlling Apple TV with Shortcuts • Using AirPlay to beam the display of your Mac or iPhone screen to your TV • Making Mac or iOS/iPadOS audio play through your TV's speakers • Making and receiving FaceTime calls on an Apple TV • Using SharePlay to watch shows with friends in other places • Running Home Sharing to play media from a local computer • Using one or more HomePods as speakers for your Apple TV • Using an Apple Watch to control your Apple TV • What you can do with Conference Room Display mode • How to tell whether an iOS/iPadOS app includes a free copy of its Apple TV version • How to reset or restore an Apple TV—useful for troubleshooting or for handing your device to a new owner

Take Control of Apple Home Automation Josh Centers,2023-02-22 Manage your smart home with Apple's HomeKit platform Version 1.5, updated February 22, 2023 Thanks to Apple's HomeKit platform, you can easily configure smart home devices (such as light bulbs, outlets, thermostats, sensors, cameras, and door locks) from a variety of manufacturers to behave exactly as you need them to; integrate them with a hub such as a HomePod or Apple TV; and control them with an iOS/iPadOS device, a Mac, an Apple Watch, Siri commands, or automated programming. This book gives you all the information you need to get started. Smart home devices are everywhere these days—you can buy internet-connected light bulbs, thermostats, door locks, sensors, and dozens of other products. But these devices aren't very smart on their own. Apple's HomeKit platform offers a way to integrate, monitor, control, and automate smart home devices from a wide variety of manufacturers. Using the built-in Home app on a Mac or iOS/iPadOS device (perhaps along with third-party apps), you can connect to your various smart devices, see what they're up to, control them, and even get them to operate on a schedule or respond to changing conditions in your home automatically. Even with HomeKit, however, home automation can be a daunting prospect. That's why Josh Centers wrote Take Control of Apple Home Automation. The book walks you carefully through every step of the process, showing you how you can start with a basic system that costs less than $50 and work your way up to as much complexity as you want or need. And you don't have to be a computer geek to simplify and improve your life with HomeKit-compatible products. Even if you don't know a wire nut from a macadamia or which end of a screwdriver to stick in a socket (spoiler: neither!), Josh's thorough advice will enable you to work wonders in your home. In this book, you'll learn: • The most common home automation myths (and why you shouldn't worry about them) • How to choose HomeKit-compatible devices that meet your needs, and which products you might want to avoid • Exactly what HomeKit is, what it does, how it works, and what its limitations are • Why you need a hub (in the form of an Apple TV, HomePod, or iPad) and how to set it up • Important safety rules for working with electrical products, especially those that require wiring • How to install advanced accessories such as a smart switch, thermostat, or door/window sensor—including illustrated, step-by-step instructions • What Apple's Home app for Mac and iOS/iPadOS does—and how to configure homes, zones, rooms, accessories, services, and scenes • Tips for controlling your smart home using a Mac, iOS/iPadOS device, Apple Watch, HomePod, or Siri • Ways to automate your smart home using schedules, sensors, geofencing, and other tools (without making your house seem haunted) • The best ways to troubleshoot home automation problems This book was sponsored by Elgato (the original makers of the Eve line of HomeKit devices, which spun off into a separate company in 2018), so many of the examples feature Eve products, although nearly all the advice in the book is applicable to HomeKit products from any manufacturer. (You'll also read about working with Philips Hue bulbs, ecobee thermostats, and numerous other devices.) If you're an Apple user who's interested in joining the smart home revolution—or adding even more smarts to your existing setup—this book is the ideal guide.

Take Control of iOS 16 and iPadOS 16 Josh Centers,2022-12-23 Update your iPhone and iPad knowledge\ Version 1.3, updated December 23, 2022 iOS 16 and iPadOS 16 introduce new features and customization options for your iPhone or iPad. Once gain, TidBITS Managing Editor Josh Centers is here to help you learn what's new in Take Control of iOS 16 and iPadOS 16. This book also serves as a general guide to the basics of using iOS and iPadOS, including getting started with common apps such as Siri, Messages, and Camera. Anyone with an iPhone or iPad probably knows that Apple releases major new versions of their operating systems (iOS and iPadOS, respectively) every fall. The version 16 releases in 2022 once again add important new features and provide more ways to tailor your device to your needs. As he has done for quite a few years, Josh Centers provides in-depth coverage of the features that are new or different. This time, however, in response to reader feedback, Josh has provided more information about the things that haven't changed, giving you a book that helps you get up to speed with your iPhone or iPad, understand the quirks of the user interface, and become proficient in using the most important built-in apps. Although it is not intended as a comprehensive guide to everything an iPhone or iPad can do, it's now suitable for beginners and long-time iOS/iPadOS users alike. Among the many topics covered in the book are: • A complete list of what's new in iOS 16 and iPadOS 16—in 35 major categories • Information on what each of the built-in apps does • How to use and customize the Lock screen, Control Center, and Home screen • Creating and using Focus modes for enhanced Do Not Disturb settings • Using Handoff to start tasks on one device and then continue them on another • How to search with Spotlight • Making the most of Siri for getting information and performing tasks • Working with keyboards (built-in and external) for text editing, emojis, and more • Sharing almost any content with others in a variety of ways • Special iPad-exclusive features (including Stage Manager on iPads with Apple M-series chips) • How to communicate using Apple's Messages app • Using the built-in Camera app for photos and videos • Configuring your device's accessibility features, including Live Captions for real-time transcriptions of audio

Take Control of iOS 17 and iPadOS 17 Josh Centers,2024-04-03 Teach your iPhone or iPad new tricks Version 1.2, published April 3, 2024 Josh Centers is back with his tenth book on Apple's mobile operating systems. This guide for users of iPhones and iPads explores the new features and interface changes in iOS 17 and iPadOS 17. It also covers iOS and iPadOS basics, such as working with the Lock screen, Control Center, and Home screen, and using built-in apps like Camera, Messages, and Siri.n Whether you're upgrading an iPhone or iPad to Apple's latest mobile operating systems or trying to master the obscure ins and outs of your device, Take Control of iOS 17 and iPadOS 17 is here to help. As he has done since 2014, Josh Centers explores what's new and different in this year's releases, including Contact Posters, improved autocorrect and predictive text, interactive Home screen widgets, accessibility improvements, offline maps, animated video reactions, and much more. In addition, the book includes information about many basic iPhone and iPad features, even if they haven't changed recently. Although this book is not intended as a comprehensive guide to everything an iPhone or iPad can do, it's suitable for beginners and long-time iOS/iPadOS users alike. Among the many topics covered in the book are: • A complete list of what's new in iOS 17 and iPadOS 17 • How to create and use Contact Posters • Working with interactive Home screen widgets • Using Live Speech and Personal Voice to assist in communication • Adding animated reactions to video calls • How to use new features in apps like Find My, Freeform, Health, Home, Notes, Reminders, and Safari • Downloading maps for offline use • Information on what each of the built-in apps does • How to use and customize the Lock screen, Control Center, and Home screen • Creating and using Focus modes for enhanced Do Not Disturb settings • Using Handoff to start tasks on one device and then continue them on another • How to search with Spotlight • Making the most of Siri for getting information and performing tasks • Working with keyboards (built-in and external) for text editing, emojis, and

more • Sharing almost any content with others in a variety of ways • Special iPad-exclusive features (including Stage Manager on iPads with Apple M-series chips) • How to communicate using Apple's Messages app • Using the built-in Camera app for photos and videos • Configuring your device's accessibility features, including Live Captions for real-time transcriptions of audio

Take Control of 1Password, 6th Edition Joe Kissell,2024-03-20 Easily create and enter secure passwords on all your devices! Version 6.2, updated March 20, 2024 Annoyed by having to type hard-to-remember passwords? Let 1Password do the heavy lifting. With coverage of 1Password version 8 for Mac, Windows, Linux, iOS/iPadOS, Android, and Apple Watch, author Joe Kissell shows you how to generate and enter secure passwords, speed up your online shopping, and share and sync web logins and other confidential data. Wrangling your web passwords can be easy and secure, thanks to 1Password, the popular password manager from AgileBits. In this book, Joe Kissell brings years of real-world 1Password experience into play to explain not only how to create, edit, and enter web login data easily, but also how to autofill contact and credit card info when shopping online, audit your passwords and generate better ones, handle two-factor authentication (2FA), sync data across devices using a hosted 1Password account (individual, family, or business), and securely share passwords with family members, coworkers, and friends. This fully revised sixth edition covers 1Password version 8 for Mac, Windows, Linux, iOS/iPadOS, Android, and Apple Watch. It does not include instructions for using earlier versions of 1Password. Topics include: Meet 1Password: Set your master password, explore the various 1Password components, and decide on your ideal usage strategy. What's New in Version 8: 1Password 8 unifies features and interface across platforms and adds important new features—but it also includes some controversial changes. Learn what has changed, how to migrate from older versions, and what new behaviors you must adjust to. Master logins: In 1Password, a typical login contains a set of credentials used to sign in to a website. Find out how to create logins, sort them, search them, tag them, and more. You'll also find help with editing logins—for example, changing a password or adding further details. Understand password security: Get guidance on what makes for a good password, and read Joe's important Password Dos and Don'ts. A special topic covers how to perform a security audit in order to improve poor passwords quickly. Go beyond web logins: A primary point of 1Password is to speed up web logins, but 1Password can also store and autofill contact information (for more than one identity, even), along with credit card information. You'll also find advice on storing SSH keys, passwords for password-protected files and encrypted disk images, confidential files, software licenses, scans of important cards or documents, and more. Sync your passwords: Discover how a hosted 1Password account can sync all your data securely across your devices. Share your passwords: Learn to store passwords within a family or team hosted account, or even with people who don't already use 1Password at all. You'll also discover the answers to key questions, including: • Should I keep using my web browser's autofill feature? • What about iCloud Keychain? Should I use that too? • Do I need the full 1Password app, or is the browser extension enough? • How does the Universal Autofill feature for Mac work across browsers and apps? • What are passkeys, and what can 1Password do with them? • How can 1Password help me with sites where I sign in with my Apple, Google, or Facebook account? • What's the easy way to prevent sensitive information from falling into the wrong hands at a border crossing? • What can I do quickly to get better password security? • How can I find and update weak passwords I created long ago? • What should I do about security questions, like the name of my pet? • How can 1Password provide a time-based one-time password (TOTP)?

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