

TAKE CONTROL OF

Notes

Covers Apple's Notes App for
Mac • iPhone • iPad • Web

by **GLENN FLEISHMAN**

\$9.99

Table of Contents

Read Me First	4
Updates and More	4
Apple Intelligence Requirements	5
Add a Control to Control Center	5
What's New in Version 2.1	6
What Was New in the Second Edition	7
Introduction	10
Notes Quick Start	11
Why Notes	13
Make and Manage Notes	16
Choose Where to Put Notes	16
Make a Note	17
Import Notes from Other Services	24
Organize Notes	27
Search Notes	38
Password-Protect Notes	42
Revise and Format Notes	49
Learn Basic Formatting	49
Add Collapsible Sections	54
Work with Lists	55
Make Tables	60
Perform Math	61
Manage Attached Files	66
Record and Transcribe Audio	70
Record and Transcribe New Audio	70
Record and Transcribe Phone Calls	73
Use Graphics in Notes	76
Add Photos or Videos	76

Scan Documents	78
Work with PDFs in Notes.....	81
Write and Draw with Notes	82
Work with Freehand Writing	86
Share to and from Notes	92
Share to Notes	92
Share from Notes	94
Link Between Notes	97
About This Book	99
Ebook Extras	99
About the Author	100
About the Publisher.....	101
Copyright and Fine Print	102

Read Me First

Welcome to *Take Control of Notes, Second Edition*, version 2.1, published in September 2025 by alt concepts. The first edition of this book was written by Josh Centers, the second edition was updated by Glenn Fleishman, and the book was edited by Joe Kissell.

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 to advanced features like scanning documents, password protecting notes, making sketches, and managing attachments.

If you want to share this ebook with a friend, we ask that you do so as you would with a physical book: “lend” it for a quick look, but ask your friend to buy a copy for careful reading or reference. Discounted [classroom and Mac user group copies](#) are available.

Copyright © 2025, Glenn Fleishman and © 2023, Josh Centers. All rights reserved.

Updates and More

You can access extras related to this ebook on the web (use the link in [Ebook Extras](#), near the end; it’s available only to purchasers). On the ebook’s Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
- Access the book in both PDF and EPUB formats. (Learn about reading on mobile devices on our [Device Advice](#) page.)
- Read the ebook’s blog. You may find new tips or information, as well as a link to an author interview.

If you bought this ebook from the Take Control website, it has been added to your account, where you can download it in other formats

and access any future updates. However, if you bought this ebook elsewhere, you can add it to your account manually; see [Ebook Extras](#).

Apple Intelligence Requirements

Apple has [minimum hardware requirements](#) for Apple Intelligence, which was introduced in iOS 18.1, iPadOS 18.1, and macOS 15.1. Apple Intelligence requires an iPhone 15 Pro or iPhone 16 or 16 Pro (A17 Pro, A18, or A18 Pro chips) or later, M1 or later iPad Air or Pro, or any M-series Mac, starting with the original M1 chips.

For the purposes of this book, three features require Apple Intelligence: recording and transcribing audio within Notes (see [Record and Transcribe New Audio](#)) and using the Phone or FaceTime app (see [Record and Transcribe Phone Calls](#)); and the Magic Wand drawing tool (see [Make or Improve Images with Magic Wand](#)).

Add a Control to Control Center

Several times in this book, I mention adding a control. This used to be a simple matter and limited to iPhones and iPads. However, Apple has changed the way you customize Control Center in more recent versions of their operating systems, including expanding to macOS.

Add a Control in iOS 18/iPadOS 18 or Later

On an iPhone or iPad starting in iOS 18/iPadOS 18 or later, follow these steps:

1. Swipe to reveal Control Center:
 - ▶ On an iPhone with Face ID, swipe down from the upper-right corner.
 - ▶ On an iPhone with a Home button, swipe up from the bottom.
 - ▶ On an iPad with Touch ID, swipe down along the upper-right edge.

2. Pick the screen you want to have the control appear on by swiping up or down or tapping icons to the right of Control Center.
3. Tap Add a Control.
4. Search for the control you want, then tap to add it.
5. Drag it to the position on the screen you want.
6. Tap anywhere outside Control Center to complete.

Add a Control in macOS 26 Tahoe

Control Center customization came to the Mac with the release of macOS 26 Tahoe. Here's how to add controls in Tahoe:

1. Click the Control Center  icon.
2. Click Edit Controls.
3. Use the Search Controls field or browser to find a control.
4. Hover over the control, and an Add Control  icon appears. Click it.
5. Drag the control in Control Center to your preferred location if you don't like where it appeared.
6. When complete, click Done.

What's New in Version 2.1

This update covers all the changes introduced in Notes with the release of Apple's new version 26 operating systems for the iPhone, iPad, and Mac. Most of what's new in these updates relates to the interface, with Apple's adoption of the Liquid Glass metaphor across their operating systems, and iPadOS's introduction of windowing and a new form of multitasking.

Where appropriate throughout the book, I've added instructions on using menus or multiple windows in iPadOS 26, since that is now an option and you might prefer them to other interactions.

Here are other updates to this version:

- **Markdown support:** Notes now offers limited support for the standard Markdown format, including embedded images. You can import and export Markdown format, but not edit using Markdown. See [Markdown at a Discount](#).
- **Search within a note:** Previous editions of this book somehow omitted how to search within a note. Sorry! That's been fixed in [Search Within a Note](#).
- **Move paragraphs up and down:** I added a short section explaining how to use this text movement tool. See [Move Paragraphs Up or Down](#).
- **Phone extensions:** The Phone app was overhauled in the latest operating system releases, and call recording/transcription now reach to the iPad and Mac as of iPadOS 26 and Tahoe. See [Record and Transcribe Phone Calls](#).
- **Control Center in Tahoe:** The addition of Control Center customization to macOS 26 Tahoe means you can add a Quick Note control on a Mac just as you could previously on an iPhone or iPad. See [Add a Control in macOS 26 Tahoe](#), above, and [Make a Quick Note on a Mac](#).

Note: Apple hasn't improved the lackluster Writing Tools that are part of their Apple Intelligence suite of features introduced in late 2024. I covered them in the previous edition of this book, but given how weak they are and that they work the same in all apps on supported devices, we decided to remove that section for now. We'll revisit these tools if Apple improves them.

What Was New in the Second Edition

The second edition thoroughly updated the book for significant changes made by Apple to Notes in macOS 15 Sequoia, iOS 18, and iPadOS 18 (including macOS 15.4, iOS 18.4, and iPadOS 18.4).

The biggest addition to Notes was how it handles audio. The app can now record audio directly and produce readable and searchable transcripts in real time. On an iPhone 12 or later (with the right combination of language and country/region), you can record a call directly from the Phone app or FaceTime audio into Notes. With Apple Intelligence—on supported devices—these transcripts can also be automatically summarized. For more on this set of new features see [Record and Transcribe Audio](#).

This revision also overhauled the increasingly complicated options of using passwords to lock notes, a subject that, if not fully understood, can put you in jeopardy of losing access to past locked entries. See [Password-Protect Notes](#).

Other updates that appeared in the course of these operating system releases include:

- **Lock Screen Notes:** You can add a Control Center control that lets you start a note from the Lock Screen. See [Make a Note in the iPhone/iPad Control Center](#).
- **Section divisions:** You can create collapsible sections within a note to show and hide portions to make a longer note easier to browse and read. See [Add Collapsible Sections](#).
- **Highlighting:** Notes now supports five different highlighting colors for text. See [Learn Basic Formatting](#).
- **Math:** Enter expressions in a note and the app solves them for you. Two-variables formulas can be turned into graphs. On an iPhone or iPad, you can handwrite expressions and they're recognized. See [Perform Math](#).
- **Sync Calculator Math Notes (iPad only):** If you use the Calculator app to create Math Notes, these appear in Notes in the Math Notes Smart Folder, but only on an iPad. See [Perform Math](#).
- **Attach files:** You can now add more than image files to a note. An attachment option lets you use the iPhone or iPad Files app browser to select files. See [Manage Attached Files](#).

- **Smart Script (iPad only):** Notes cleans up your handwriting to look more legible when you write with an Apple Pencil. You can also turn pasted text into something that looks like it was written in your hand. See [Work with Freehand Writing](#).

Note: Portions of the updated text were adapted from Josh's *Take Control of iOS 18 and iPadOS 18* and, with permission, from Joe Kissell's *Take Control of Sequoia*.

Introduction

When it debuted alongside the iPhone, the Notes app was about as bare-bones as a notes app could be. It took only plain-text notes—displayed in Marker Felt against a ruled yellow background—and didn’t do much else.

Over time, Notes became more capable. It moved to the Mac, got a makeover, and gained the capability to create things like sketches and checklists, and even scan documents.

With the release of iOS 18, iPadOS 18, and macOS 15 Sequoia, Notes finally became a truly powerful hub for note taking, math calculations, file attachments, and recording and transcription of audio and voice calls. The iOS 26, iPadOS 26, and macOS 16 Tahoe updates further refine feature, bringing more consistency to Notes features across platforms, while extending the Phone app and call recording/transcription to the iPad and Mac.

Even before this major refresh, you could have used Notes for years and missed some of the best features that Apple added to it over time without much fanfare. It can make to-do lists, outlines, tables, and more. It could replace other apps to centralize where you keep track of nearly everything that’s not a calendar entry, email, or contact.

For iPad users with an Apple Pencil, Notes turns your iPad into a full-on writing tablet and sketch book, including “improving” your handwriting by simplifying rougher strokes.

This book covers the Notes app as it works in iOS 18 and 26, iPadOS 18 and 26, and macOS 15 Sequoia and 16 Tahoe, and, to a lesser extent, the iCloud Notes web app. Where useful, I have noted which features are exclusive starting with these releases.

Notes Quick Start

Notes can do a lot, but everything you need to know basically falls into six categories.

Learn the basics:

- You won't get far without knowing how to [Make a Note](#).
- If you're moving from another notes app, you can [Import Notes from Other Services](#).
- Once you have a healthy collection, you'll want to [Organize Notes](#) into folders.
- When you can't find a note, you need to know how to [Search Notes](#).
- For sensitive information, you'll want to [Password-Protect Notes](#).

Format notes:

- [Learn Basic Formatting](#) to get started with note formatting, including how to [Add Collapsible Sections](#).
- [Apply Styles](#) for more advanced formats.
- Learn how to [Work with Lists](#) to use Notes for tasks and shopping lists.
- [Perform Math](#) within Notes, including graphing.

Work with audio:

- [Record and Transcribe New Audio](#) to see an editable live transcription.
- [Record and Transcribe Phone Calls](#) live from the Phone app on an iPhone.

Add graphics to notes:

- You can [Add Photos or Videos](#) to a note.
- Need to quickly digitize a paper? Notes can [Scan Documents](#).

- You can [Write and Draw with Notes](#).

[Share information to and from Notes:](#)

- Add images, links, map locations, and more with [Share to Notes](#).
- [Share from Notes](#) so you can collaborate with others.
- [Browse Notes Attachments](#) to quickly find photos, documents, audio clips, and more!

Why Notes

If you're considering Notes as your main note app, this chapter will let you know if Notes is right for you or not. If you already use and like Notes, feel free to skim this chapter, but you might learn something you didn't know! Here are three reasons why you might consider Notes as your primary note-taking app:

- **It's always there:** If you're heavily invested in the Apple ecosystem, Notes is always there: on your iPhone, your iPad, your Mac, and any computer with a web browser. The best notes app is often the one that you have with you. (Unfortunately, there is no Notes app for the Apple Watch, and of course Notes isn't on Apple TV.)
- **Seamless syncing:** For the most part, iCloud sync works flawlessly between Notes on different devices. Make a change on one platform and it appears on the others almost instantly.
- **Versatility:** As I explain below, and throughout this book, Notes has a wide variety of tools for formatting notes, making lists, solving equations, and creating graphics. You might be surprised at what all Notes can do!

And here are some reasons you may **not** want to rely on Notes:

- **You need serious formatting:** Notes has some pretty good formatting options (see [Revise and Format Notes](#)), but don't expect a formatting palette as expansive as that in Pages.
- **You're not all-in on Apple:** Notes isn't available on Android and it doesn't have native apps for Linux and Windows. However, you can use a web app version on [iCloud.com](https://icloud.com) with fewer features.

iCloud Notes Has Limited Features

Notes is best used in a native app on iPhone, iPad, or Mac. However, if you're on any operating system with a full-featured web browser or away from a device you normally use, you can access many features of Notes from [iCloud.com](https://www.icloud.com) by logging in to your Apple Account and clicking Notes in the app launcher.

iCloud Notes works most similarly to the desktop Mac app with a stripped-down feature set. It can't [Import Notes from Other Services](#), add a lock to a note (see [Password-Protect Notes](#)), [Add Photos or Videos](#), or Mark up attachments like images and PDFs (see [Mark Up Attachments on a Mac](#)).

Before deciding whether or when to use Notes, you should know what it can do. Here are a few real-world examples of tasks it can perform:

- **Quick text:** A big advantage of Notes if you're an iPhone or iPad owner is that you can quickly start a note from the Lock Screen, either from Control Center or with an Apple Pencil. See [Make a Note](#). You can [Make a Quick Note](#) from anywhere.
- **Organize research:** You can [Tag Notes](#), share documents and web links to a note (see [Share to Notes](#)), scan physical documents into a note (see [Scan Documents](#)), use Notes to create rudimentary outlines (see [Indent Text and Lists](#)), and even link between notes (see [Link Between Notes](#)). I often use Notes for planning Take Control titles and for serious study.
- **Record and transcribe audio:** Apple decided to use Notes as the hub for recording and transcribing audio, whether it's capturing a call from an iPhone (with automated disclosure to those on the call) or starting as an audio recording within Notes. See [Record and Transcribe Audio](#).
- **Keep secrets:** Did you know that you can [Password-Protect Notes](#) with sensitive information? That's especially useful to know if you store things like financial documents in a note.
- **Take handwritten notes and sketch ideas:** If you prefer old-fashioned input, Notes can do that. With your finger or an Apple

Make and Manage Notes

In this chapter, I cover the basics of making and managing notes. Feel free to skip ahead if you don't need help here, but there are some tricks you may not be aware of, such as creating notes from the Lock Screen, importing notes from other note apps, and setting your default sort order. You can also lock notes so that a passcode, Touch ID, or Face ID is required to unlock them.

Choose Where to Put Notes

There are three places where you can store notes:

- **In iCloud:** By default, Notes are synced with your iCloud account. On a Mac, you can find that in System Settings > *Your Name*, and on an iPhone or iPad, under Settings > *Your Name*. For most people, this is the best choice.
- **On the device:** You can choose to save notes directly on your device. This offers the best privacy, but has two major drawbacks: notes stored locally do not sync and if your device is lost or erased you could lose those notes if you're not regularly backing up the device.

This option is disabled by default. To enable it on a Mac, open Notes > Settings and select "Enable the On My Mac account." On an iPhone or iPad, go to Settings > Apps > Notes and turn on "On My iPhone" Account or "On My iPad" Account.

- **On an IMAP server:** If you've set up an IMAP account on your device for email or calendar entries, you can also store notes there and they will sync between the devices linked to that account. The upside is that this provides cross-platform sync. The downside is that IMAP limits formatting options for notes.

To sync notes with IMAP, you must make sure that service is enabled. On a Mac, go to System Settings > Internet Accounts > *Email Provider Name* and turn on Notes. On an iPhone or iPad, visit Settings > Apps > Mail > Mail Accounts > *Email Provider Name* and enable Notes.

Note: See Joe Kissell's [Take Control of Apple Mail](#) for more on setting up mail accounts on Mac, iPhone, and iPad.

Set Your Default Notes Account

If you have set up anything but iCloud for storing notes, you can set the default account to use for newly created notes. On a Mac, go to Notes > Settings and choose an account from the “Default account” pop-up menu. On an iPhone or iPad, go to Settings > Apps > Notes > Default Account. Regardless of that setting, you can create a note in any account at any time and move notes between services—see [Move Notes](#).

Make a Note

To create a new note within the Notes app, click or tap the Create a New Note  icon (⌘-N). That's all! Okay, not quite all—there are several alternative ways to create a new note, and two kinds of notes you can create.

Apple lets you create a standard note from many places, including an iPhone or iPad lock screen. You can also create what's called a Quick Note, which means making a note without leaving the app you're currently using.

Make a New Note Outside the Notes App

At any moment, you might think of something you want to put into the Notes app. Apple has you covered by providing many ways to create a new note or continue editing one you just made.

Revise and Format Notes

A Note's first line is also its title. That's really all the formatting and structure Apple applies by default. You can simply type away and insert media if you like. However, applying styles, sections, tables, highlighting, and other elements help make a note more useful to you and to anyone you share it with.

Learn Basic Formatting

Notes offers most of the basic formatting options you've come to expect like bold, italic, and even strikethrough.

Click or tap the Format **Aa** icon to see a full range of formatting options (**Figure 21**). To apply formats like bold and italic to ranges of text, you must first select the desired text. Similarly, remove formats by selecting the same text and choosing the same formatting option.

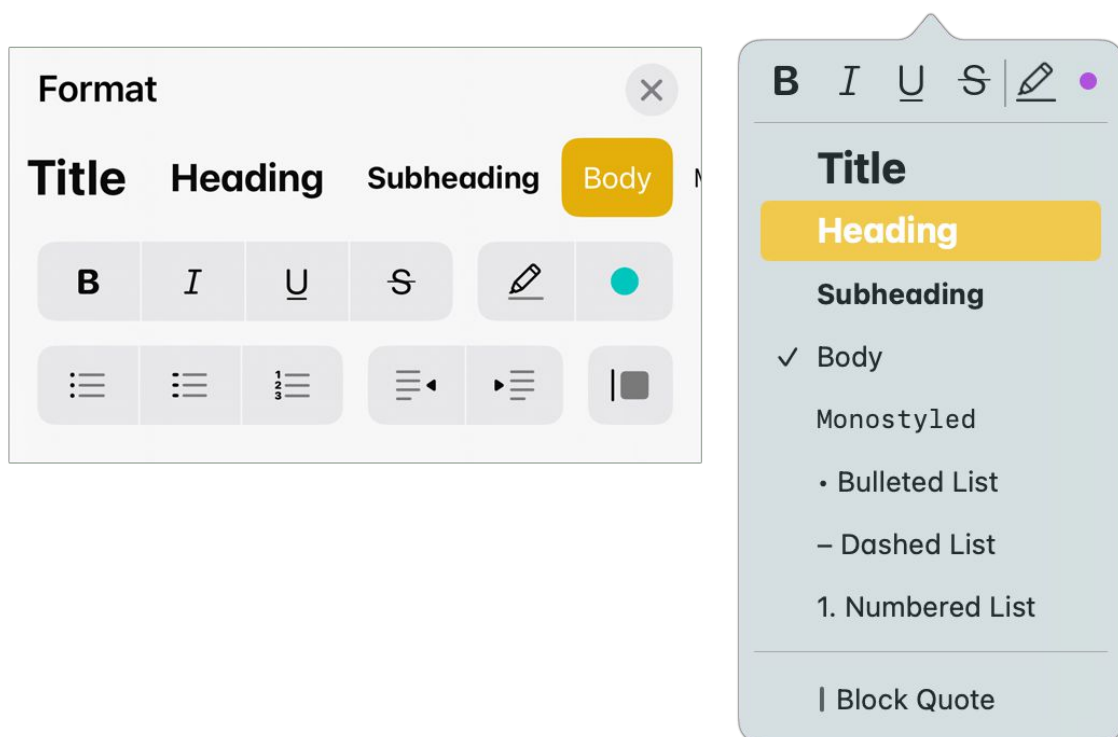


Figure 21: Format options are compactly grouped, but appear a little differently on each operating system (iPhone, left; Mac, right).

Tip: Touch and hold the Format **Aa** icon on an iPhone or iPad to display just the styles, from Title down to Block Quote, as they appear on the Mac menu in **Figure 21**.

In iOS 26, you also get a bonus Format bar. With text selected, the Format bar floats above the QuickType bar (**Figure 22**). It provides access to everything on the iPhone/iPad Format menu as well as some options only available on the Mac, including Move Up and Move Down, described below. You can swipe the bar left and right to see more options.

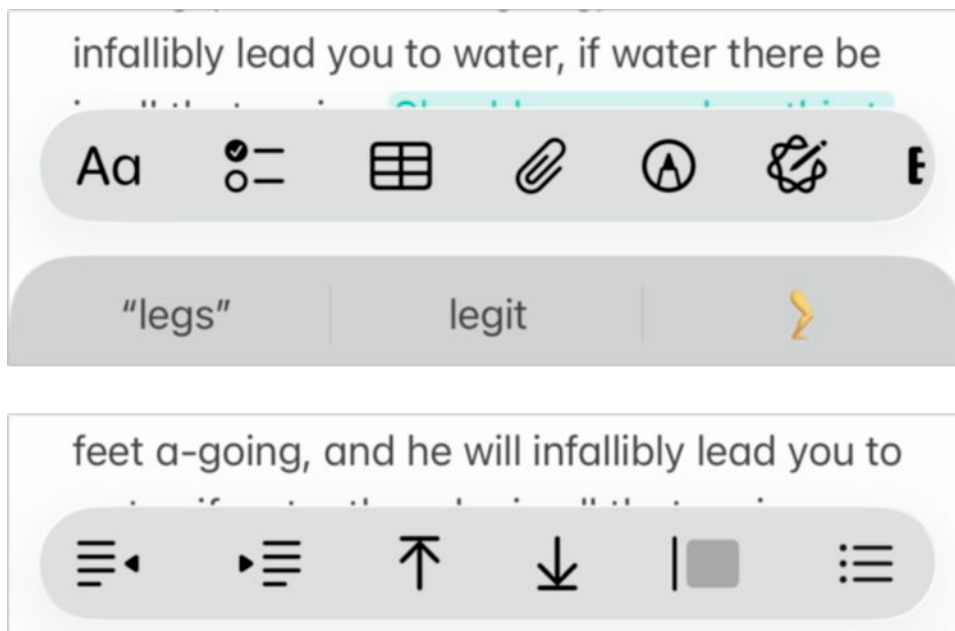


Figure 22: The floating Format bar in iOS 26 shows common options by default when it first appears (top); you can swipe to get more sophisticated or complicated ones, like Align Right or Move Down.

You can set the default text size for notes, too. On an iPhone or iPad, add the Text Size **AA** control to Control Center (see [Add a Control to Control Center](#)). With Notes launched, swipe to reveal the control, touch and hold it, and choose Notes Only. Then use the slider to adjust the text size. On a Mac, go to Notes > Settings and drag the “Default text size” slider.

Record and Transcribe Audio

Notes can handle images, audio, video, PDFs, and formatted text—what’s missing? That’s right: recording audio directly within the app. Apple has paired their machine-learning audio transcription with Notes to let you record and transcribe directly within a note.

Even more remarkably, Notes is the repository for recording voice calls made using the Phone app (in iOS 18.1 or later, iPadOS 26, or Tahoe) FaceTime app (iOS 26, iPadOS 26, or Tahoe).

Note: Transcription requires an iPhone 12 or later or one of [a lengthy list of minimum models](#) for iPads. Your device’s language has to be set to one of the following: English, Spanish, Portuguese, Italian, French, German, Japanese, Korean, Simplified Chinese, and Traditional Chinese.

Record and Transcribe New Audio

The transcription feature makes recording audio with Notes the easiest and least costly way to produce a written record that’s mostly accurate. Unlike Dictation on an iPhone, iPad, or Mac, recording audio in Notes lets you keep everything in a single place that you can add further detail to: the audio file, its associated transcript, and anything else you include in the Note.

The controls and features are nearly identical across platforms but just different enough to require separate explanation (**Figure 43**).

Here’s how to record in Notes on an iPhone or iPad:

1. With a note selected, tap the paperclip  icon.
2. Choose Record Audio from the menu.

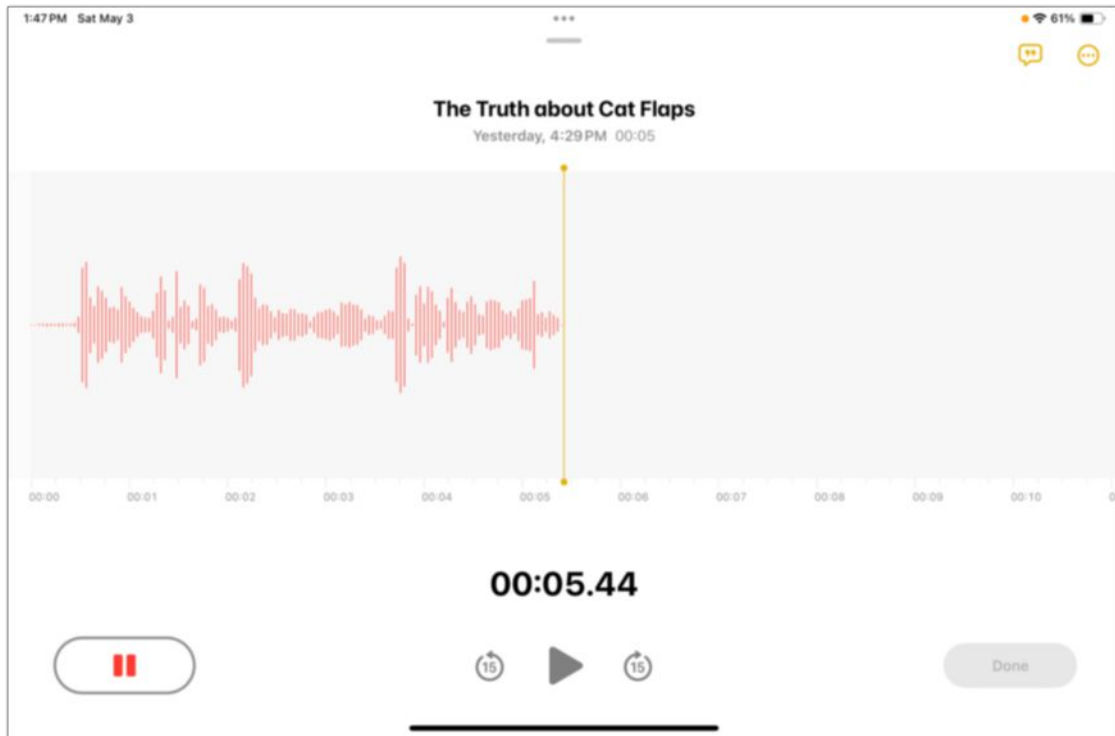


Figure 43: The recording panel provides controls while you're capturing audio, including renaming and viewing the live transcript.

3. A full-screen recording view opens. Tap the red record  button to start recording.
4. When you're finished with the recording, tap Done.

On a Mac, follow these steps:

1. With a note selected, click the paperclip  icon and choose Record Audio (Tahoe); click the Record  button on the toolbar (Sequoia); or Control-click/right-click in a note and choose Record Audio (either version).
2. A pane opens in Notes on the right-hand side. Click the red record  button to start recording.
3. Click Done to finish.

In all versions of Notes, you can tap or click the pause  button to temporarily stop recording. Tap or click the Resume button that replaces the pause  button to continue.

Use Graphics in Notes

Notes isn't restricted to text: you can embed and create photos, insert videos, draw in a note, markup PDFs, or even scan documents!

Tip: You can also attach any kind of file, although there's not much you can do with ones that aren't images, videos, or PDFs. See [Manage Attached Files](#).

Add Photos or Videos

You use different ways to bring photos and videos into Notes on an iPhone, iPad, or Mac. Here are the two pathways.

Add Photos and Videos on iPhone or iPad

Here are two methods that work with any iPhone or iPad:

- **Take Photo or Video:** Take a photo or video that will go directly into your note. In a note, tap the paperclip  icon and choose Take Photo or Video, which opens a slimmed-down version of the Camera app. Take your photo or video as usual, tap Use Photo or Use Video, and it is added directly to the note.

Tip: By default, photos taken in Notes do not appear in Photos, but they will if you turn on Save to Photos in Settings > Apps > Notes.

- **Import from Photos:** You can add any photo or video saved in the Photos app. Tap the paperclip  icon and choose Choose Photo or Video to bring up the photo browser. Tap a photo to select it—selected photos show a yellow  or blue  checkmark. Tap Add when you're finished to insert the selected photos and videos into the note.
- **Attach a File:** You can also import a photo or video: tap the paperclip  icon and choose Attach File. See [Manage Attached Files](#).

Tip: You can also share a photo to a note. See [Share to Notes](#).

The easiest way to add images to a note on an iPad is via drag and drop while Notes is in Split View with another app.

Add Photos and Videos on a Mac

The easiest way to add a photo or video to a note on a Mac is to drag one in from the Finder or Photos, or to copy one in another app and paste it into your note. Here are some other ways to add graphics to a note on a Mac:

- **Continuity Camera:** You can use an iPhone or iPad to capture a photo directly into Notes on a Mac. This feature is called Continuity Camera. Here's how it works:
 1. While in a note, click the paperclip  icon (Tahoe), choose File > Insert from iPhone or iPad, or click the Photos  icon (Sequoia); next, choose Take Photo.

Tip: If you have two or more iPhones or iPads associated with your iCloud account, you will see a separate entry with a unique Take Photo item for each on the list.

2. A streamlined version of the Camera app opens on your device, allowing access to some features, like flash and changing the camera. Tap the shutter button to take a photo.
 3. Tap Use Photo.
 4. The photo appears directly in your note.
- **Photos browser:** You can view your Photos library directly in Notes. In Tahoe, click the paperclip  icon and choose Choose Photo or Video; in Sequoia, choose Window > Photo Browser or click the Photos  icon and choose Photos. This presents a full-fledged embedded Photos Library browser (**Figure 47**). Select one or more images or videos and click Add to insert them into the note.

Share to and from Notes

Notes can contain much more than images and scanned documents. You can share websites, maps, and other things to a note. Likewise, you can share a note with others, and even add collaborators to a note!

Share to Notes

You can share items to Notes from apps like Maps, Safari, and Voice Memos, and have whatever you're viewing inserted into a new note. Here's how:

1. While viewing content you want to add to a note, tap or click the Share  icon.
2. On an iPhone or iPad, tap Notes, which should be in the second row of the activity view. If not, swipe the second row all the way to the left and tap More. On a Mac, choose Notes from the pop-up menu.
3. In the dialog that appears, enter any additional text you would like to add, choose the note to save to, and tap or click Save. If you choose New Note, a new note is created with the attachment (**Figure 59**). You can select from any account or note to append the shared item to instead.

Don't be afraid to experiment with sharing to Notes from other apps—you might be surprised at what you can put in a note! In **Figure 60**, I show a couple of examples of what a note can contain: an audio file from Voice Memos and a location from Maps.

Tip: To learn more about share sheet options, see [Mac Basics](#) or [iPhone and iPad Basics](#).

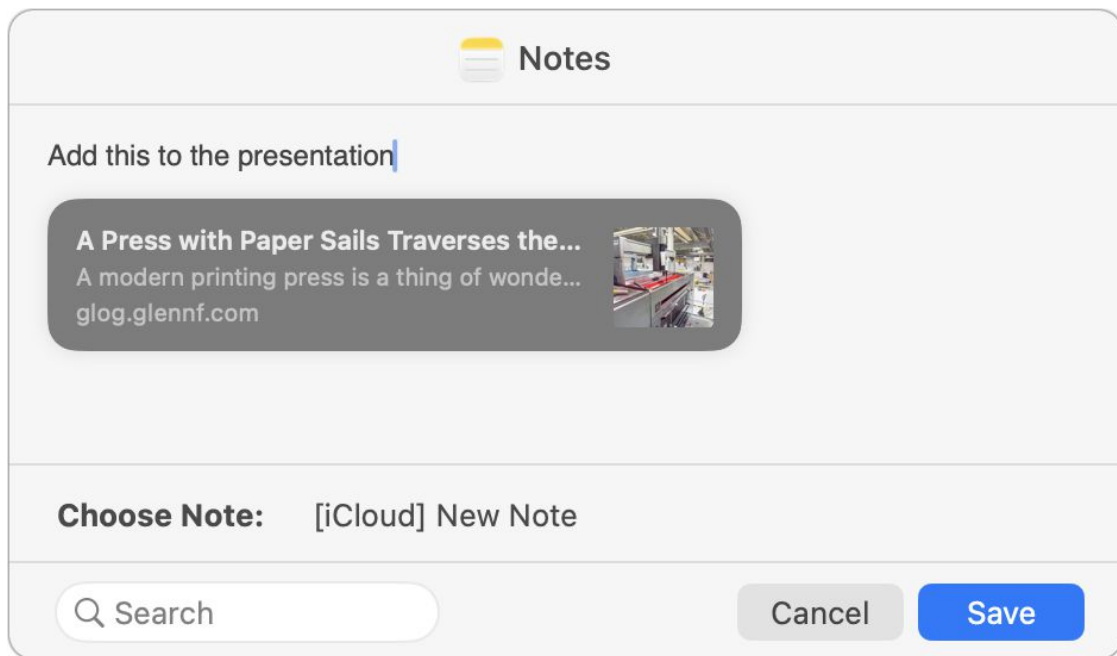


Figure 59: Share a bookmark from Safari into a note.

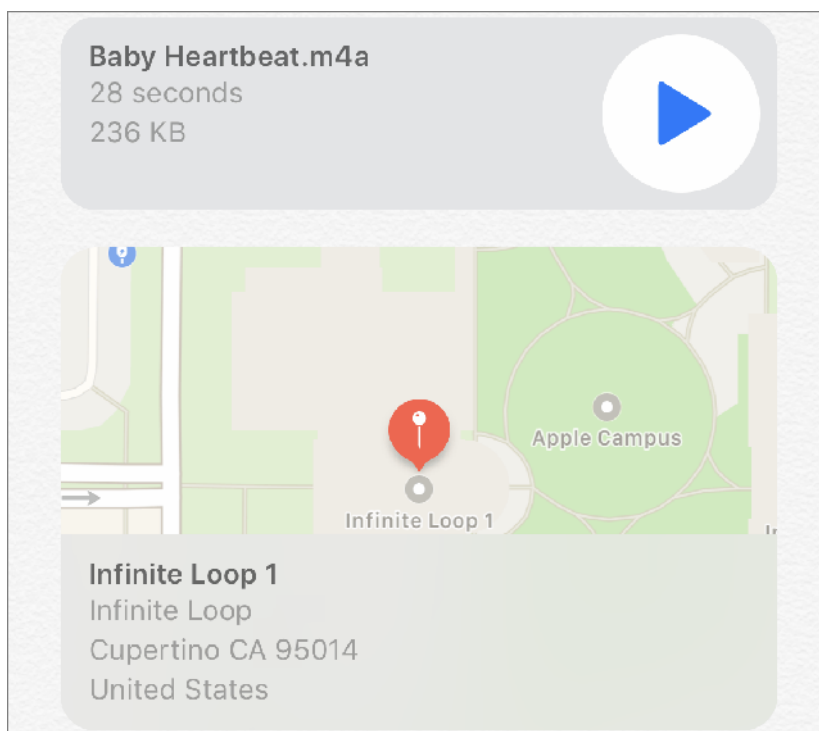


Figure 60: Media shared from different apps can be included in a single note.

About This Book

Thank you for purchasing this Take Control book. We hope you find it both useful and enjoyable to read. We welcome your [comments](#).

Ebook Extras

You can [access extras related to this ebook](#) on the web. Once you're on the ebook's Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy a subsequent edition at a discount.
- Access the book in both PDF and EPUB formats. (Learn about reading on mobile devices on our [Device Advice](#) page.)
- Read the ebook's blog. You may find new tips or information, as well as a link to an author interview.
- Find out if we have any update plans for the ebook.

If you bought this ebook from the Take Control website, it has been automatically added to your account, where you can download it in other formats and access any future updates.

More Take Control Books

This is but one of many Take Control titles! We have books that cover a wide range of technology topics, with extra emphasis on Macs and other Apple products.

You can buy Take Control books from the [Take Control online catalog](#) as well as from venues such as Amazon and the Apple Books Store. But it's a better user experience and our authors earn more when you buy directly from us. Just saying...

Our ebooks are available in two formats, PDF and EPUB, which are viewable on any computer, smartphone, tablet, or e-reader. All are DRM-free.

About the Author



Take Control Books Executive Editor Glenn Fleishman never stops writing about technology and its implications. He's in his third decade of writing for publications as varied as *American History*, *Fast Company*, the *Economist*, *Increment*, the *New York Times*, *Macworld*, and *TidBITS*, and many others. In 2012, he was a two-game champion on *Jeopardy*!

You can find Glenn on [Mastodon](#) (@glennf@zeppelin.flights) and [Bluesky](#) (@glennf.com). Reach him by email at glenn@glennf.com.

Acknowledgments

Josh Centers wrote the previous editions of this book, and I thank him for his fine work and handoff as I take over updates.

Shameless Plug

I have two recent books about technology that—mostly—aren't about computers. [Six Centuries of Type & Printing](#) is a brisk yet thorough look at the technological development that has taken us from Gutenberg (and even before) to the present day. You can order a copy of the print, ebook, or audiobook edition [directly from me](#).

[How Comics Are Made](#) traces the history of newspaper comics in North America from 1896 to the present, looking at the path from a cartoonist's hand to the printed page. Find a copy at bookstores world-

wide. Links for ordering from local, regional, and national chains can be [found at my website](#). ([Check your local library as well!](#))

About the Publisher

alt concepts, publisher of Take Control Books, is operated by [Joe Kissell](#) and [Morgen Jahnke](#), who acquired the ebook imprint from TidBITS Publishing Inc.'s owners, Adam and Tonya Engst, in 2017. Joe brings his decades of experience as author of more than 60 books on tech topics (including many popular Take Control titles) to his role as Publisher. Morgen's professional background is in development work for nonprofit organizations, and she employs those skills as Director of Marketing and Publicity. Joe and Morgen live in Saskatoon, Saskatchewan, Canada, with their two children.

Credits

- Editor and Publisher: Joe Kissell
- Cover design: Sam Schick of [Neversink](#)
- Logo design: Geoff Allen of [FUN is OK](#)

Copyright and Fine Print

Take Control of Notes

ISBN: 978-1-990783-69-2

Copyright © 2025, Glenn Fleishman and © 2023, Josh Centers. All rights reserved.

[alt concepts](#), 419 8B-3110 8th St. East, Saskatoon, SK S7H 0W2 Canada

Why Take Control? We designed Take Control electronic books to help readers regain a measure of control in an oftentimes out-of-control universe. With Take Control, we also work to streamline the publication process so that information about quickly changing technical topics can be published while it's still relevant and accurate.

Our books are DRM-free: This ebook doesn't use digital rights management in any way because DRM makes life harder for everyone. So we ask a favor of our readers. If you want to share your copy of this ebook with a friend, please do so as you would a physical book, meaning that if your friend uses it regularly, they should buy a copy. Your support makes it possible for future Take Control ebooks to hit the internet long before you'd find the same information in a printed book. Plus, if you buy the ebook, you're entitled to any free updates that become available.

Remember the trees! You have our permission to make a single print copy of this ebook for personal use, if you must. Please reference this page if a print service refuses to print the ebook for copyright reasons.

Caveat lector: Although the author and alt concepts have made a reasonable effort to ensure the accuracy of the information herein, they assume no responsibility for errors or omissions. The information in this book is distributed "As Is," without warranty of any kind. Neither alt concepts nor the author shall be liable to any person or entity for any special, indirect, incidental, or consequential damages, including without limitation lost revenues or lost profits, that may result (or that are alleged to result) from the use of these materials. In other words, use this information at your own risk.

It's just a name: Many of the designations in this ebook used to distinguish products and services are claimed as trademarks or service marks. Any trademarks, service marks, product names, or named features that appear in this title are assumed to be the property of their respective owners. All product names and services are used in an editorial fashion only, with no intention of infringement. No such use, or the use of any trade name, is meant to convey endorsement or other affiliation with this title.

We aren't Apple: This title is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple Inc. Because of the nature of this title, it uses terms that are registered trademarks or service marks of Apple Inc. If you're into that sort of thing, you can view a [complete list](#) of Apple Inc.'s registered trademarks and service marks.