

printout

Keystone MacCentral Macintosh Users Group ❖ www.keystonemac.com

Keystone MacCentral November Program

Nov 16, 2021 06:30 PM

Our program will include
a presentation about
MacOS Shortcuts by Dennis
&
Free and Easy PhotoEditing
with Snapseed by Jim



We have virtual meetings via Zoom
on the third Tuesday of each month.

Emails will be sent out prior to each meeting.
Follow the directions/invitation each month
on our email – that is, just click on the link
to join our meeting.

Contents

Keystone MacCentral November Program	1
Digitize Any Text with Live Text in iOS 15 and iPadOS 15	
<i>By Josh Centers</i>	3 - 6
How You Can Lose a File Despite Three Layers of Backup	
(and How To Avoid It) By Glenn Fleishman.....	6 - 8
iPadOS 15 Finally Makes Multitasking Discoverable	
<i>By Adam Engst</i>	8 - 13
Apple Updates	13

Keystone MacCentral is a not-for-profit group of Macintosh enthusiasts who generally meet the third Tuesday of every month to exchange information, participate in question-and-answer sessions, view product demonstrations, and obtain resource materials that will help them get the most out of their computer systems. Meetings are free and open to the public. *The Keystone MacCentral printout* is the official newsletter of Keystone MacCentral and an independent publication not affiliated or otherwise associated with or sponsored or sanctioned by any for-profit organization, including Apple Inc. Copyright © 2021, Keystone MacCentral, 310 Somerset Drive, Shiresmanstown, PA 17011.

Nonprofit user groups may reproduce articles from the Printout only if the copyright notice is included, the articles have not been edited, are clearly attributed to the original author and to the Keystone MacCentral Printout, and a copy of the publication is mailed to the editor of this newsletter.

The opinions, statements, positions, and views stated herein are those of the author(s) or publisher and are not intended to be the opinions, statements, positions, or views of Apple, Inc.

Throughout this publication, trademarked names are used. Rather than include a trademark symbol in every occurrence of a trademarked name, we are using the trademarked names only for editorial purposes and to the benefit of the trademark owner with no intent of trademark infringement.

Board of Directors

President

Linda J Cober

Recorder

Wendy Adams

Treasurer

Tim Sullivan

Program Director

Dennis McMahon

Membership Chair

Eric Adams

Correspondence Secretary

Sandra Cober

Newsletter Editor

Tim Sullivan

Industry Liaison

Eric Adams

Web Master

Tom Bank II

Digitize Any Text with Live Text in iOS 15 and iPadOS 15

One of the coolest features in iOS 15 and iPadOS 15 is Live Text. Once you're running these operating systems, the Camera, Photos, Notes, and Safari apps—and undoubtedly more soon—can recognize text in photos and let you select it just as you would any other text. You can then copy it and paste it into any other app. The system-wide search finds text in photos, too. (And if you can't upgrade or haven't yet upgraded to iOS 15 or iPadOS 15, or want similar capabilities on the Mac before macOS 12 Monterey ships, see [“Work with Text in Images with TextSniper and Photos Search”](#), 23 August 2021. Even after Live Text is available everywhere, I suspect the developers of these and similar utilities will look for ways of going beyond what Apple provides.)

Live Text is immediately useful. Whenever I need a spare part for some appliance, I take a picture of the sticker inside it to figure out its model number. I can now directly copy the model number and paste it into a search engine without manually transcribing it. Took a photo of a business card but can't find it? You can search for it. Read a passage in a book that you'd like to research? Take a picture and then paste the text into Notes to refer to later.



Our own Michael Cohen figured out a clever use for this feature. If you're reading something in Libby or another app that doesn't let you copy text, you can take a screenshot and then copy the text from a screenshot.

To use Live Text, you need an iPhone or iPad with an A12 Bionic processor or better. That means you need:

- iPhone XR, XS, XS Max, and later, including the iPhone SE (2nd generation)
- iPad Pro 12.9-inch (3rd generation) and later
- iPad Pro 11-inch
- iPad Air (3rd generation) and later
- iPad (8th generation)
- iPad mini (5th generation)

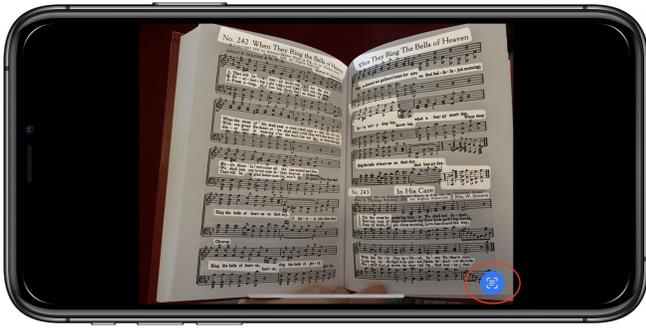
See [“The Real System Requirements for Apple’s 2021 Operating Systems”](#) (11 June 2021) for more specifics on iOS 15 and iPadOS 15’s requirements.

Most Live Text use happens in the Photos and Camera apps, Safari, and within the system-wide search. You can also use Live Text with the device’s camera to import real-world text directly into any app that accepts text input. Here’s how to use each. See my book, [Take Control of iOS 15 and iPadOS 15](#), for more tips on new features in those operating systems.

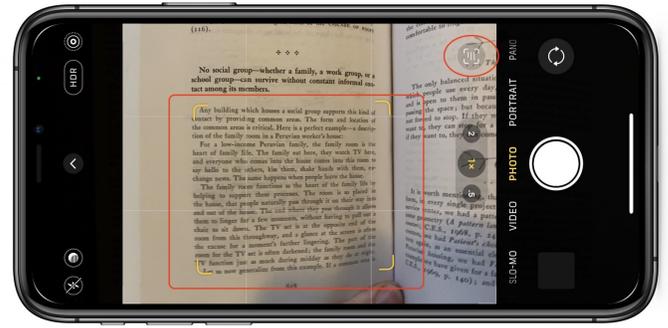
Live Text in Photos

You select text in a photo like any other text: touch and hold the text until it highlights in blue. Then you can move the blue drag handles to adjust the selection. After you select text, the familiar popover appears with options to copy text, select all text, or look up a term.

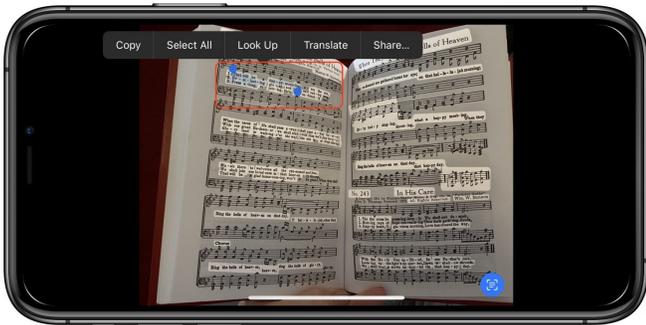
If you're having trouble, tap the Detect Text button in the lower-right corner of the photo, which darkens the image apart from the detected text, which is highlighted.



Detect Text usually works pretty well, but if the text is angled, odd things can happen, like being forced to select text you're trying to exclude or preventing you from adjusting the text selection.



Tap the Detect Text button to zoom in on the text, which is frozen so you can easily copy it.

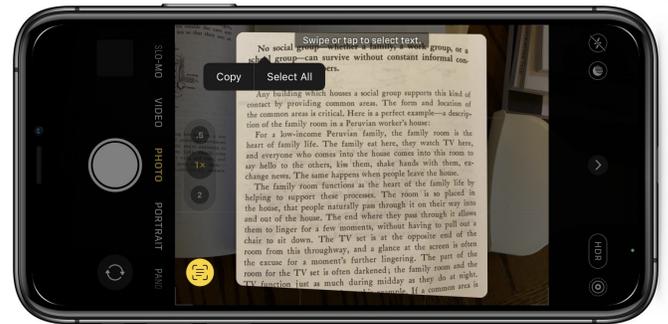


I can't select a single line from this song without selecting text from the other two lines.

You may wonder how Live Text interacts with Live Photos that contain text since you touch and hold to animate a Live Photo, and you also touch and hold to select text. The trick is to touch and hold somewhere away from text to animate the Live Photo.

Live Text in Camera

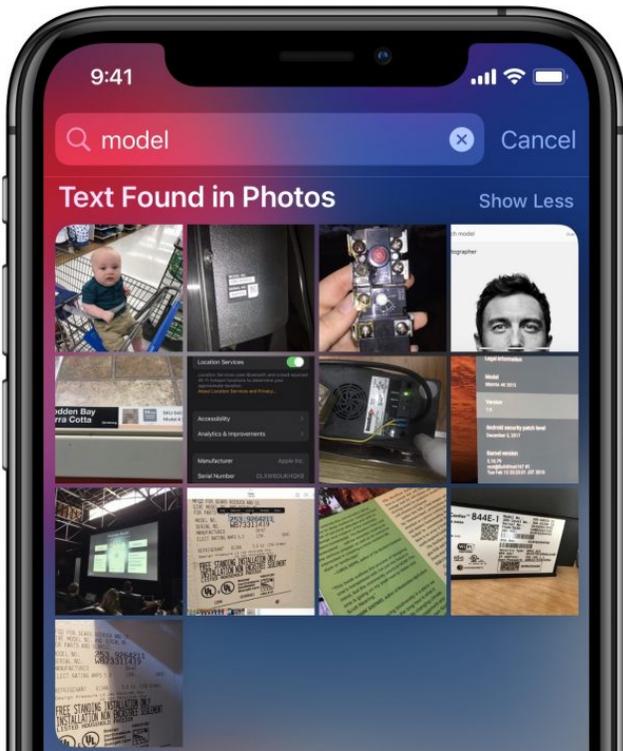
If you don't want to clutter up your camera roll, you can copy text directly in the Camera app. Aim your viewfinder over the text. A yellow outline appears around any text the Camera app detects.



I find this more awkward than snapping a photo and copying text later, so I don't use it often.

Search for Live Text

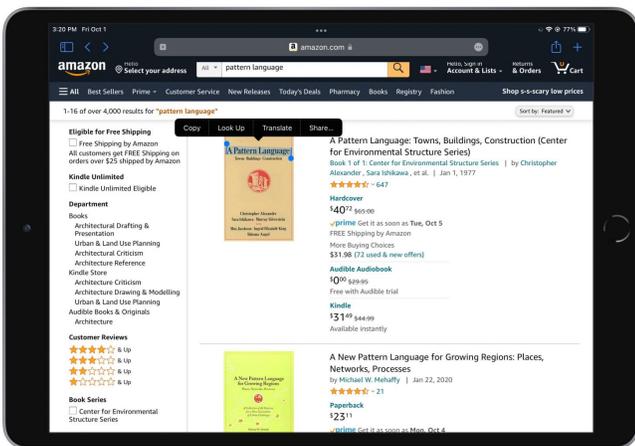
iOS 15 and iPadOS 15 index all of the text they recognize in photos so you can search for it. Bizarrely, you can't search for Live Text in the Photos app. Instead, you have to [swipe down from the middle of the Home screen](#) to activate the system-wide search (Apple doesn't call it Spotlight in iOS and iPadOS anymore). Scroll down to the Text Found in Photos heading.



Searching for “model” reveals every appliance sticker I’ve taken a picture of, and although it finds some other photos too, it narrows the results considerably.

Live Text in Safari (And Other Web Browsers)

Just as in Photos, you can touch and hold an image in Safari to select text. As you might expect, given Apple’s requirement that all Web browsers rely on WebKit in iOS and iPadOS, it also works in Brave and Firefox and likely in other browsers, too.



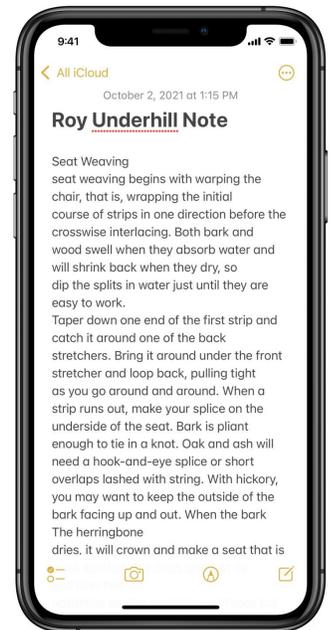
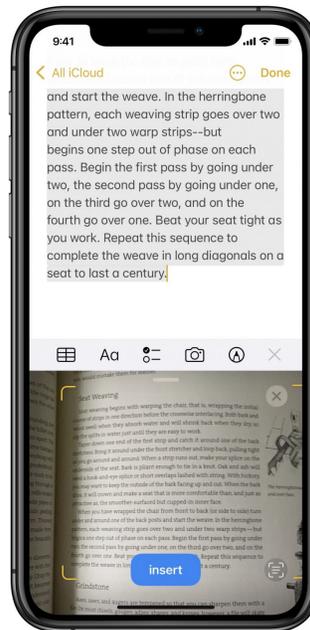
Also, as in Photos, if you need to touch and hold an image to invoke another action (like seeing a preview of the page the image links to), touch and hold away from any text.

Import Live Text Directly into Apps

It may take some time before we become accustomed to this capability, but you can use Live Text with the device’s camera to import real-world text directly into any app that accepts text input. Tap in a text field to reveal the popover and tap the Scan Text icon.



A viewfinder appears on the bottom half of the screen, with a yellow outline around the text. Detected text floods into the text field, but only as a preview. If it’s what you want, tap the “insert” button. (We have no idea why its name is lowercase.)



As you can see, text input via Live Text works pretty darn well, even if using it may take some getting used to.

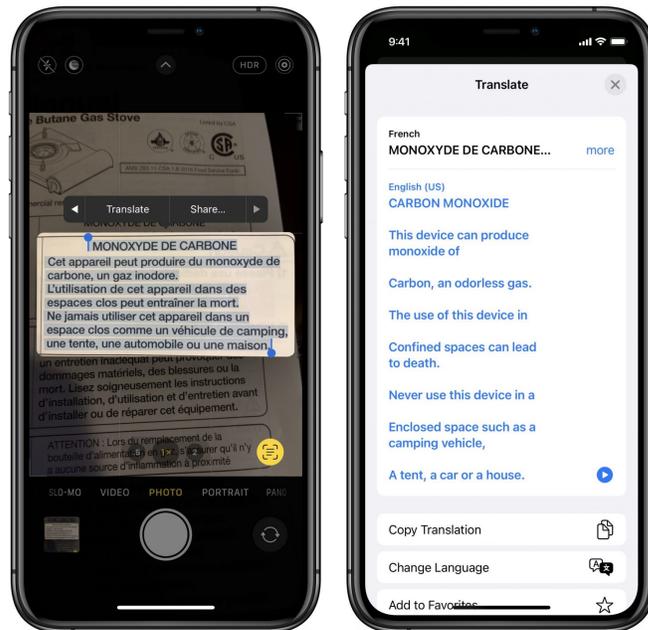
VoiceOver for Live Text

Live Text is also a great feature for accessibility because it enables VoiceOver to read the text in images. Go to Settings > Accessibility > VoiceOver > VoiceOver Recognition and turn on Text Recognition to enable it.

When viewing a photo with text while VoiceOver is enabled, tap the text in the photo to have VoiceOver read it to you.

Translating Live Text

One last tip. The Translate app is now a system service, so you can translate any text you select, including text in photos or picked up by the camera. It's one of the options in the popover that appears when you select text. 🗨️



By Glenn Fleishman

How You Can Lose a File Despite Three Layers of Backup (and How To Avoid It)

I have preached the gospel of file backups for decades, from floppies through digital tape systems to today's local and cloud-based systems for continuous archiving of even the tiniest changes to files. Color me a rainbow for how surprised I was a few days ago when I found I had permanently lost the original form of a file that a colleague had shared with me 45 days earlier. And it was my own fault.

How to Lose Data in 45 Days

Reader, I have not one, not two, but three continuous archiving systems deployed:

- **Dropbox:** I store nearly all my active documents in Dropbox for up-to-the-second uploads of the slightest change.
- **Time Machine:** Although I came late to the party after years of dubious feelings about its reliability, I eventually added Time Machine backups to my home network. I was glad I did when Time Machine helped recover from two disasters in the last year.
- **Backblaze:** A stalwart secure cloud-hosted backup provider, Backblaze has rescued several terabytes of data for me over the years. I count on

it to keep a deep archive of both current files and those I've changed and deleted.

So how did I manage to lose data despite these three backup systems? My colleague shared the file with me by adding it to a shared Dropbox folder. It synced properly in Dropbox since it was copied to my computer. But then I worked on it right away, causing both Backblaze and Time Machine to back up only the version I had edited heavily, not the original.

I have Backblaze set to archive continuously, but it does take some amount of time to recognize new or changed files. As [its support document notes](#):

We designed Backblaze to be lightweight, so it might take 2 hours to reflect new numbers and find your new files. The reason it takes 2 hours is that Backblaze runs VERY SLOWLY on purpose to try to keep the load off your CPU and disk. The result is that it can take up to 2 hours to detect any new files, or new hard drives, or if a file has changed, or a configuration has changed.

Apple schedules Time Machine to run every hour, and Time Machine also tries to keep your Mac from being overloaded. Either I'd modified the file before Time Machine copied it to a drive, or it may have backed up the original but deleted it later to recover space on the backup drive.

You see, a salient fact here is that when I needed the original version of the file, 45 days had elapsed from when my colleague first uploaded the original version. I pay Backblaze for its [Extended Version History](#) option on my office Mac, which gives me a year of depth, but given the original version wasn't captured, that didn't help.

Time Machine makes hourly snapshots but then prunes them as time passes. [As Apple explains it](#):

After you connect the storage device and select it as your backup disk, Time Machine automatically makes hourly backups for the past 24 hours, daily backups for the past month, and weekly backups for all previous months.

That explanation is a little backward: Time Machine drops hourly snapshots over time on a rolling basis. It retains no more than the 24 most recent hourly

backups, one per day for the previous month, and then one per week before that unless it has to start deleting the oldest versions for space reasons. There's no easy way to know what versions it might have pruned. Regardless, the file I wanted wasn't available in Time Machine's backup.

But let's circle back to Dropbox. The file was still in Dropbox; couldn't I just pull up an older version? [Dropbox maintains older versions of files](#), but only for 30 days. However, I was paying for Dropbox's [Extended Version History Add-On!](#)

Or at least I thought I was. For many years, I *had* paid for that option—known as Packrat before the marketing folks got to it. But during the pandemic, I opted to upgrade from Dropbox Plus to Dropbox Family when my spouse needed more space than the free tier Dropbox provides plus some extra storage she'd earned through referrals years ago. The Plus and Family plans both offer 2 TB of storage, and I was consuming only a fraction of my Plus plan's storage. Plus costs \$11.99 per month (\$119.98 annually), and Family is \$19.99 per month (\$239.88). Up to six users can join a Family plan, making the upgrade a good deal for us.

What I hadn't noticed or brushed off when I upgraded is that the Family plan has no option for Extended Version History. Drat.

A Safer Approach

What should I have done? The same technique we've employed for decades at TidBITS and Take Control: use folders and file-naming conventions to create a clear version path that doesn't depend on local or cloud-based archiving systems.

Instead of opening a file and modifying it directly, first make a copy with an incremented number in its name, and work on that version. Put the previous version in a folder labeled "Old" (nested in a folder with a name that's more descriptive), and you're golden. I rely on this technique to manage nearly all my other files. In collaborative situations, we also employ a "Checked Out" folder and add our initials after the incremented version number to clarify who has modified the file.

Name	Date Modified	Size	Kind
TCo Upgrading to Mojave 1.0-1-jk.rtf	Aug 18, 2018 at 8:58 PM	9.5 MB	rich text (RTF)
TCo Upgrading to Mojave 1.0-2a-tje.rtf	Aug 24, 2018 at 6:03 PM	9.6 MB	rich text (RTF)
TCo Upgrading to Mojave 1.0-3-jk.rtf	Aug 28, 2018 at 2:30 PM	10 MB	rich text (RTF)
TCo Upgrading to Mojave 1.0-4-tje.rtf	Aug 29, 2018 at 11:17 AM	9.7 MB	rich text (RTF)
TCo Upgrading to Mojave 1.0-5-jk.rtf	Aug 29, 2018 at 4:34 PM	10.1 MB	rich text (RTF)
TCo Upgrading to Mojave 1.0-final.rtf	Aug 30, 2018 at 1:21 AM	10.1 MB	rich text (RTF)
TCo Upgrading to Mojave 1.1-1-jk.rtf	Sep 20, 2018 at 7:03 PM	9.7 MB	rich text (RTF)
TCo Upgrading to Mojave 1.1-2-tje.rtf	Sep 22, 2018 at 10:21 AM	9.7 MB	rich text (RTF)
TCo Upgrading to Mojave 1.1-3-jk.rtf	Sep 24, 2018 at 12:00 AM	9.7 MB	rich text (RTF)
TCo Upgrading to Mojave 1.1-final.rtf	Sep 25, 2018 at 11:36 AM	10 MB	rich text (RTF)
TCo Upgrading to Mojave 1.2-1-jk.rtf	Sep 30, 2018 at 9:04 PM	10.1 MB	rich text (RTF)
TCo Upgrading to Mojave 1.2-2-tje.rtf	Oct 1, 2018 at 12:55 PM	9.8 MB	rich text (RTF)
TCo Upgrading to Mojave 1.2-3-jk.rtf	Oct 1, 2018 at 4:56 PM	9.8 MB	rich text (RTF)

(One extra tip: despite my long history with the Mac, I had missed the fact that the Finder sorts alphabetically and numerically when punctuation is involved, meaning you don't need to add leading zeroes. In other words, I learned only recently that a file whose name contains `1.1-9-gf` will sort correctly after a similarly named file that contains `1.1-8-gf` and before one that contains `1.1-10-gf`. Neat, eh? TidBITS wrote about this problem—and [the solution](#) that eventually made its way into the Finder—25 years ago in “[The Natural Order of Things](#),” 3 February 1997.)

This system gives you an extra set of supports on top of the belt, suspenders, and duct tape you already have holding up your trousers. If something goes terribly wrong, you typically have a deep well of backups and likely versions of current files. It's hard to lose work entirely this way and nearly impossible to lose much work.

One slip-up in a life of blameless file management, and that's where I found myself.

Fortunately, my colleague managed versioning better and was able to send me the unmodified original a few hours after I had come up empty while poring through my archiving systems. And I've learned a lesson: archive-based file versioning may be fine, but there's no shame in relying on old-fashioned manual versioning to back up your backup. 🗑️

By Adam Engst

iPadOS 15 Finally Makes Multitasking Discoverable

Confession time. I've never been able to remember the cryptic gestures necessary to invoke Split View and Slide Over on the iPad. In part, that's because I find using the iPad slower and clumsier than using the Mac, so whenever I might need Split View, in particular, I just switch to a Mac. If I can't remember these gestures among the myriad other bits of Apple tech trivia that fill my brain, I have to assume that people less enmeshed in their Apple devices can't either.

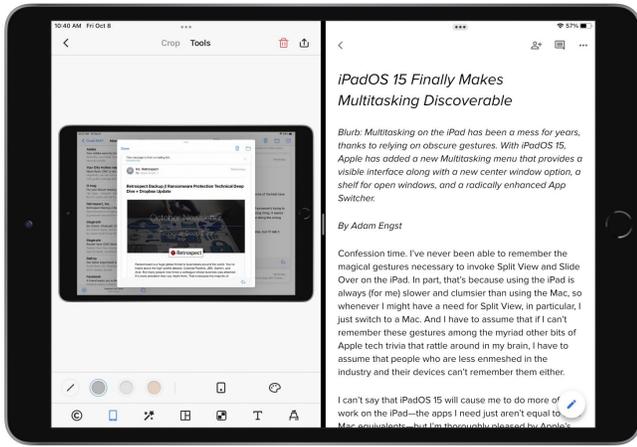
I don't know that iPadOS 15 will cause me to do more of my work on the iPad—the apps I need just aren't equal to their Mac equivalents—but I'm thoroughly pleased by Apple's changes to

multitasking. Most notably, you no longer have to remember arcane gestures!

iPadOS Multitasking Views

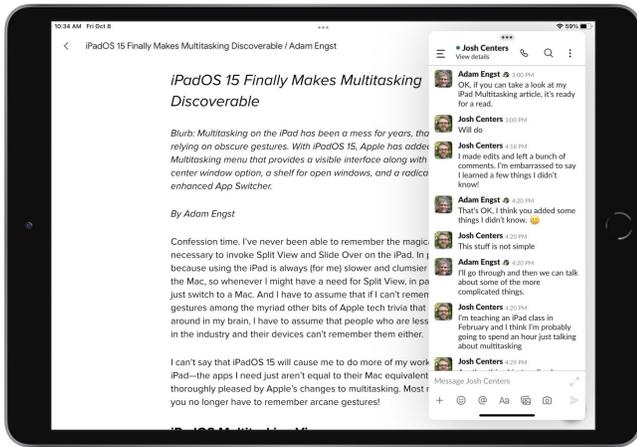
First, a quick recap: if you haven't been able to remember the esoteric multitasking swipes, you probably don't remember what views they enable.

- **Split View** lets you put two apps—or two windows from the same app—onscreen simultaneously, with a black divider bar whose handle you can drag to change the percentage of the screen devoted to each app. Split View is useful when you need to work in one app while referring to content in another or when transferring data between apps.



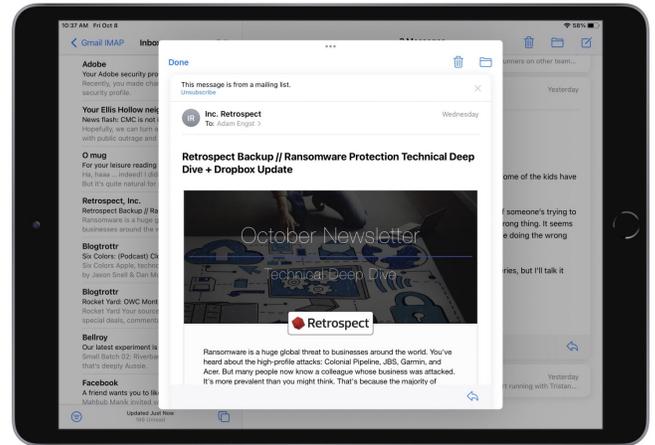
Split View showing PicSew (left) and Google Docs (right)

- **Slide Over** positions an app—or a stack of apps you can swipe through—as a floating window on either the right or left edge of the screen. A swipe to the edge of the screen hides it, and a swipe from that edge reveals it again. You can also drag it (from an edge of the window) from one side to the other and swipe between multiple Slide Over apps using the bar at the bottom. Slide Over is helpful for a quick reference to your calendar or to-do list or for maintaining a Messages or Slack conversation while working on something else.



- Slack in a Slide Over window above Google Docs
- **Center window**, which is new to a few apps in iPadOS 15, centers a single app window on top of the current full-screen app. Center window can be helpful for viewing or editing a particular

message in Mail or note in Notes without changing the background context. For that, it relies on the new shelf, described below.



- *Email message in a center window above Mail*

In what we can hope is an acknowledgment that gestural interfaces suffer from discoverability and memorability problems, Apple added two new visible interface elements to expose multitasking options—the Multitasking menu and the shelf—and radically changed the App Switcher to facilitate multitasking. Here's how you use these features.

Change Views with the Multitasking Menu

The most significant improvement to multitasking in iPadOS 15 is the new multitasking **•••** control that appears in the top center of every window, whether it's in full screen, Split View, Slide Over, or center window.

Note that when you're in Split View, the multitasking control in one of the Split View windows features a gray border (below left) that indicates which of the two views is active—in other words, which one will receive keystrokes if you start typing.



Tap the multitasking menu to reveal the Multitasking menu, which has three (or four, if you're in a center window) icons. The icon with a gray circle around it indicates the current mode

you're in (above left, showing Split View). Tap one of the other icons to put the current app into that mode. From left, they are:

- **Full Screen:** The most common scenario is that you'll tap the multitasking control when only a single app is showing. In that situation, the full screen  icon is selected, and you can tap the Split View  icon or Slide Over  icon to put the current app into those modes. When you have an app in Split View or Slide Over, tap the full-screen icon to make that app take over the entire screen.



- **Split View:** To put the current app into Split View, tap the Split View  icon to shove the current app to the left edge of the screen, revealing the Home screen and the Dock. A little lozenge replaces the Multitasking menu, telling you that you're working with Split View and to choose another app. Tap any other app to open it (on the right side) with the current app (on the left side).



- **Slide Over:** Tap the Slide Over  icon to push the current app to the edge of the screen where you last positioned the Slide Over window. Again, iPadOS reveals the Home screen and Dock and shows a lozenge that tells you that you're working with Slide Over and to choose another app. Tap any other app to open it full screen, with the current

app floating above it in Slide Over mode.

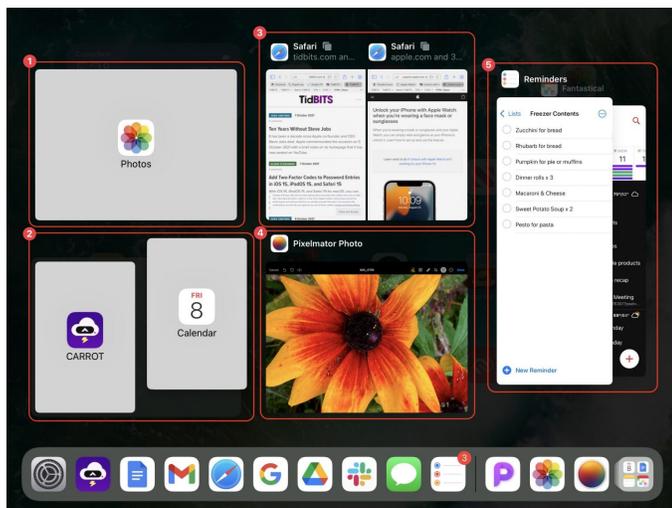


Manage Split View and App Windows with the App Switcher

The next multitasking-related problem that Apple tackled was the inability to see which Split View combinations you had created and switch among them. The key word there is “switch”—to that end, Apple significantly enhanced the App Switcher, accessed by double-pressing the Home button or swiping up from the bottom of the screen. It provides a plethora of multitasking-related options:

- **Switch among apps and windows:** Tap any app, Split View combination, or Slide Over window (located out of sight to the right of the App Switcher) to switch to it. Note that if you open the App Switcher while viewing an app and then tap a Slide Over window, the Slide Over window displays over the current app. However, if you open the App Switcher from the Home screen and tap a Slide Over window, it opens both the Slide Over window and the last app to which it was attached.
- **Make a Split View:** Drag any app or window onto another one to combine them into a Split View.
- **Replace a Split View app:** Drag any app or window onto the left or right side of a Split View combination to replace that app or window.
- **Break a Split View combination:** Drag the left or right side of a Split View combination off until it displays as a full-screen thumbnail.

- **Turn an app into a Slide Over window:** Drag any app to the right side of the screen where the Slide Over windows live and release it once the dragged app becomes a skinny rectangle.
- **Turn a Slide Over window into a Split View:** Drag a Slide Over window over a full-screen app or over one half of a Split View combination. (You can't convert a Slide Over window to a full-screen app, but you can drag it over another full-screen app to create a Split View and then drag that half of the Split View out to take it full screen.)



1: A Photos/Calendar Split View from which Calendar is being dragged out

2: Creating a Carrot/Calendar Split View by dragging Calendar onto Carrot

3: A two-window Safari Split View

4: Pixelmator Photo as a simple full-screen app

5: Reminders and Fantastical in Slide Over windows

In Callout 3, note the little stacked square icons next to the Safari Split View windows. Those indicate that the app in question has multiple tabs or windows. Tap the icon to display just that app's tabs or windows in the App Switcher.



Switch Windows with the Shelf

Although the App Switcher gives you some visibility into open windows in an app, another new multitasking feature, the shelf, is more useful for managing multiple windows for a single app. When you use the Dock or a search to open an app with multiple windows available, the shelf displays them all at the bottom of the screen. The shelf doesn't appear when you switch to an app using the App Switcher or four-finger swipe, but you can bring it up at any time by tapping the multitasking control at the top of the screen. In a Split View combination, each window gets its own shelf.

When you're looking at windows on the shelf, tap one to switch to it. You can also swipe up on windows on the shelf to close them. As soon as you tap anywhere else in the app to start working, the shelf disappears.



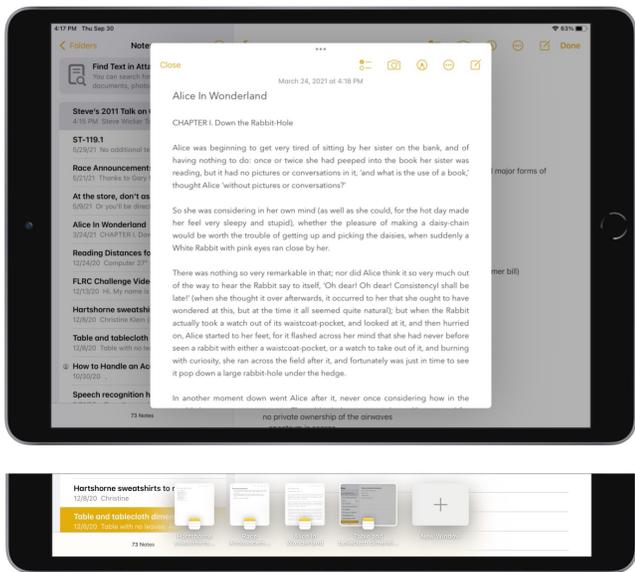
You can end up with some rather odd collections of thumbnails on the shelf. While writing about center windows in Notes, I found myself with thumbnails for full-screen windows, Split View combinations, center windows, and Slide Over windows. Switching among them resulted in some non-intuitive combinations and situations. There may be bugs here, but I doubt anyone will put the necessary effort into figuring out where it's behaving confusingly or incorrectly.



A Few More Words about Center Window

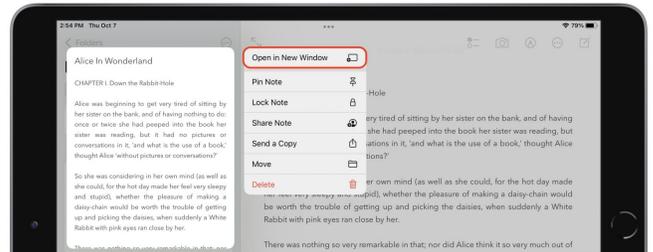
As I mentioned above, center windows are a new addition to iPadOS's multitasking options. In apps with content-centric sidebars, such as Mail and Notes, you can now open an item like a message or a note in its own window in the center of the screen. (Those are the only apps I can find that support center window mode; there are undoubtedly others I don't have.)

Center windows are somewhat useful for previewing the full content of the item. But the real win comes when you swipe down on the center window's multitasking control to put the window on the shelf, thus keeping it available for quick reference. Remember that you can tap the multitasking control at the top of a normal or Split View window (not a center window) to reveal the shelf and then tap a thumbnail on the shelf to open a window.



To create a center window, touch and hold the item in the sidebar and then tap Open in New Window from the menu that appears. Mail also creates center windows by default when you begin

composing a new message. To close a center window, tap Close or anywhere outside the window. You might think you could swipe up on a shelf thumbnail to open it, given that swiping down adds a center window to the shelf, but swiping up on thumbnails closes the window as well.

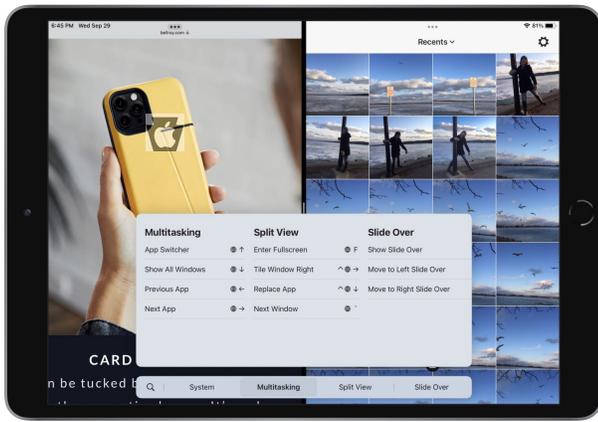


If you tap the multitasking control in a center window, you'll see that a new fourth icon is selected, indicating that it's a center window: tap one of the other icons to make the window full screen, put it into a Split View, or make it a Slide Over window.



Keep Your Hands on the Keyboard with Multitasking Keyboard Shortcuts

If you're seriously interested in using multitasking on an iPad, you're probably also working with a physical keyboard much of the time. In iPadOS 15, Apple added a useful set of keyboard shortcuts that you can learn about by pressing and holding the Globe key and then tapping the Multitasking tab at the bottom. It may take a little while to internalize the shortcuts, but if you do most of your work on an iPad, you will probably find the effort worthwhile.



Once you've upgraded your iPad to iPadOS 15, I encourage you to give the new multitasking interface and features a try. Although I remain skeptical of center windows, and I doubt I'll ever be a serious enough user of iPad multitasking to use the App Switcher heavily to manage Split View combinations, the new Multitasking menu and shelf are extremely welcome additions to the iPad experience. 🍏

Apple Updates

Security Update 2021-007 (Catalina)
Oct 25, 2021 – 1.49 GB

System Requirements

– macOS 10.15

macOS Catalina Security Update 2021-007 (19H1519) is recommended for all users and improves the security of macOS 🍏

