

5-minute PD

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PD in the Privy

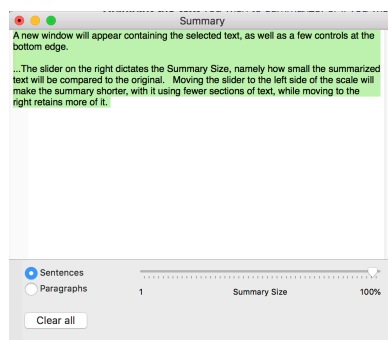
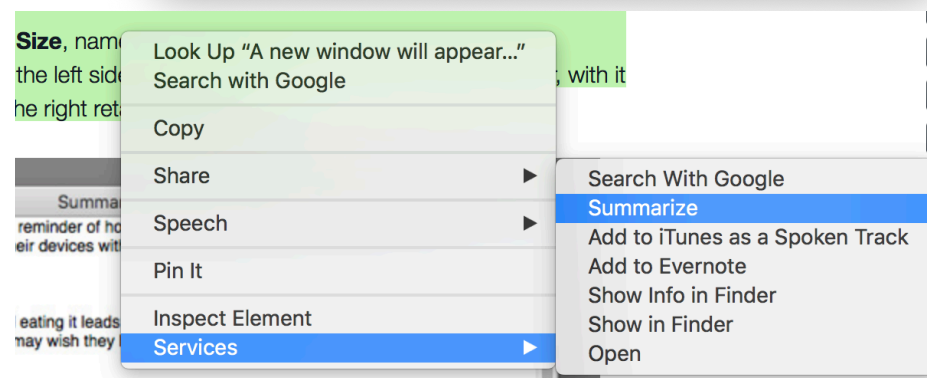
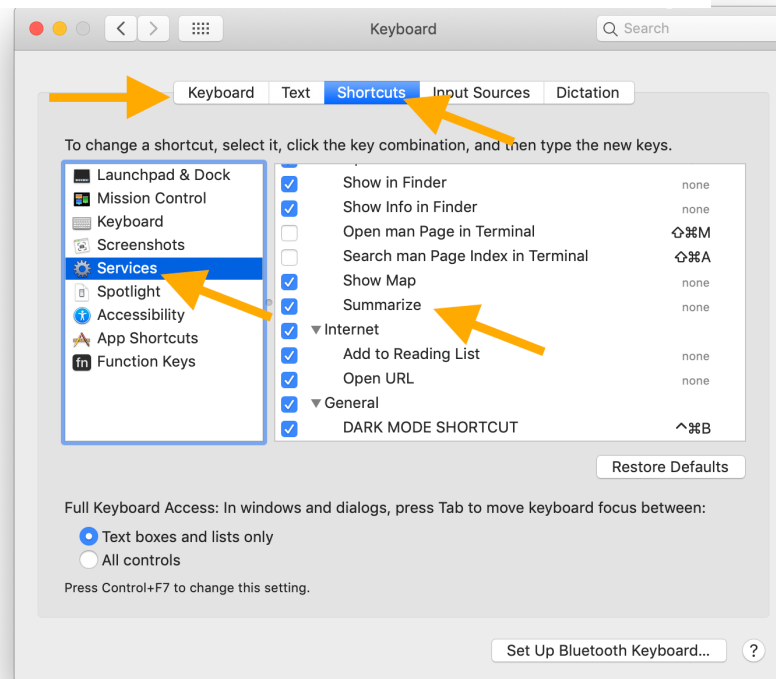
Just Five minutes to
learn something new

Tech Tip

How to shorten long text documents in macOS with the Summarize service

Highlight the text you wish to summarize, or if you wish to do it to the whole document, click Edit then Select All. Once selected, right click or control click followed by **Services**, then **Summarize**.

A new window will open and you can adjust the 'Summary Size' dial as desired, as well as choosing Sentences or Paragraphs.



For a digital copy of
this 5-minute PD

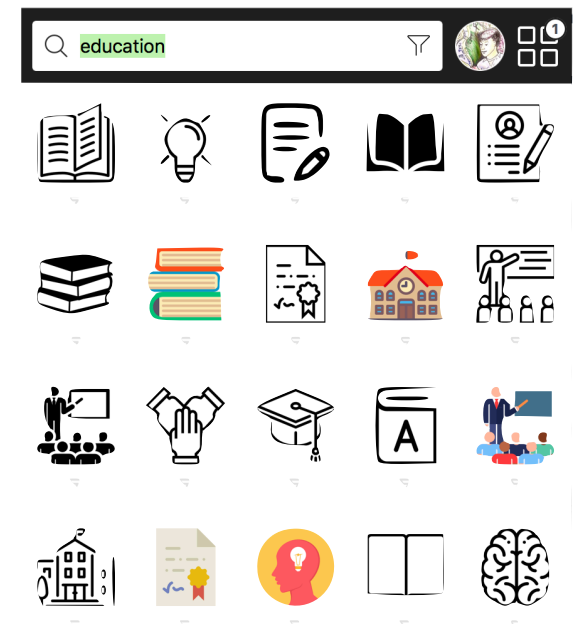
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