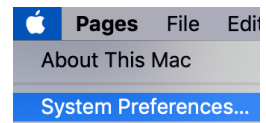


How to turn and use Summarize

1. Open System Preferences



System Preferences



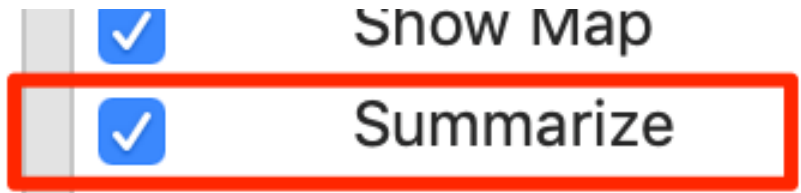
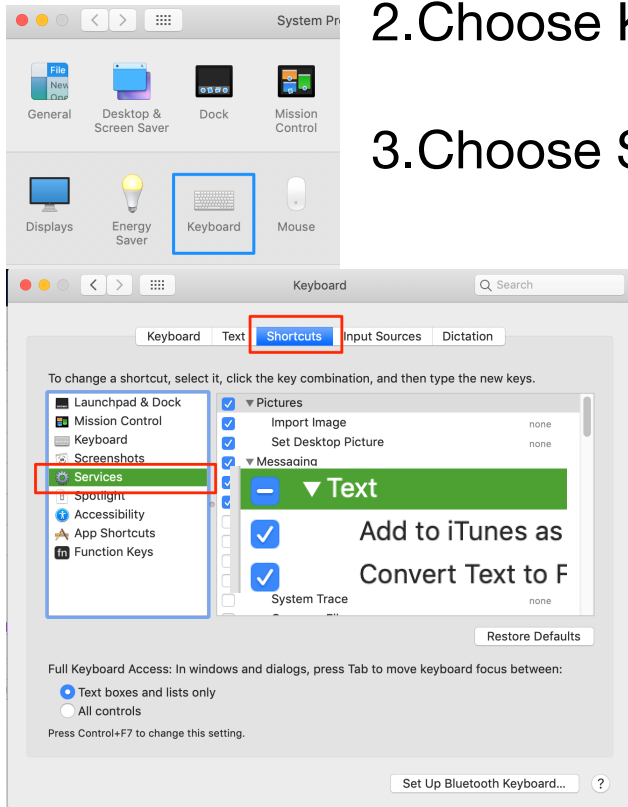
2. Choose Keyboard

3. Choose Shortcuts

4. Choose Services on the left

5. Text on the right

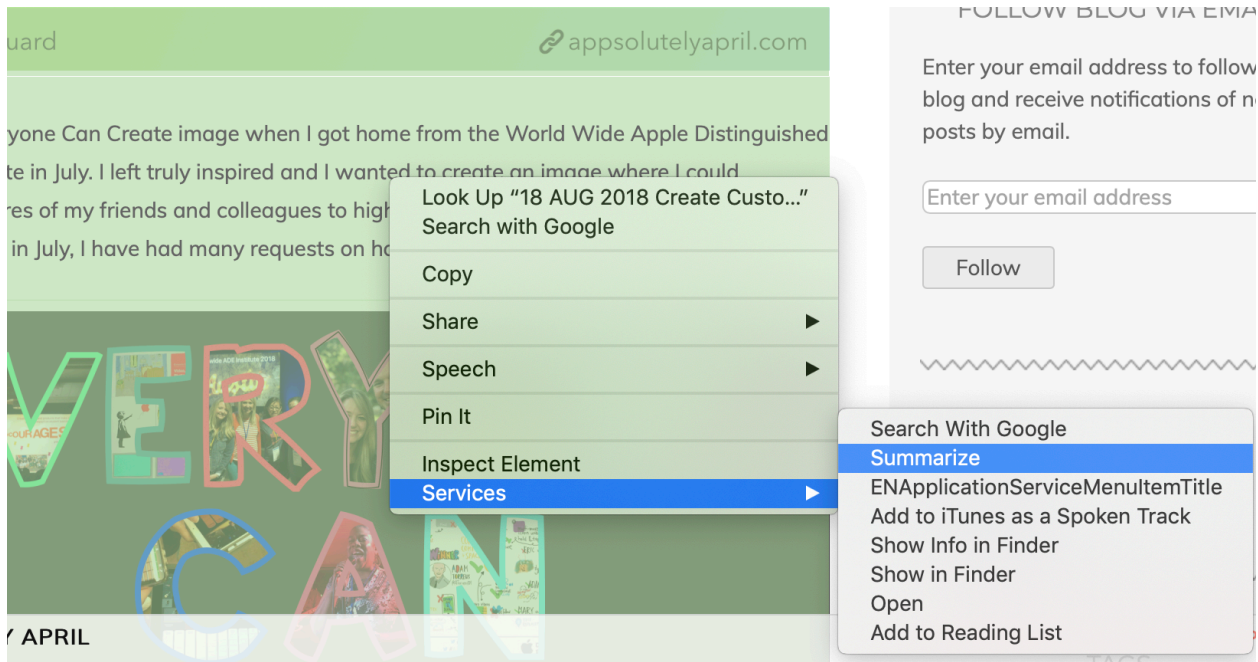
6. Scroll down to Summarize, it is the last choice under Text, check the box



7. Choose a website you wish to summarize, select the text.

8. Control click or right click to activate the window

9. Choose Services then Summarize



10. A window will open and you can use the slider to adjust your summary either by paragraph or sentence. This can be saved or you might even copy and paste into a document.

