

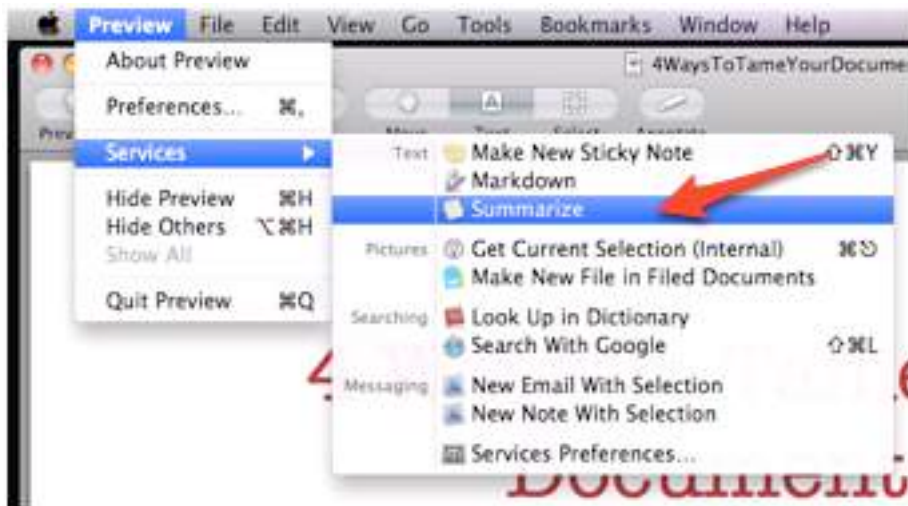
Text Summary Feature in Mac OSX

Posted on **October 7, 2012** by **laubj**

Here is a free tool built into the Mac OSX operating system (and MS Word for PC) that will summarize text from a long document or article into a few key points or even as an executive summary in just a few clicks. This feature needs to be enabled on your Mac before you can start using it. After that, it will always be available to summarize whatever text you highlight.

Open up a searchable PDF in Preview, a text file in a text editor, or a website in Safari.

Highlight some text and go to the Services menu. In this example in Preview I will go to Preview and then Services. Do you see Summarize in the list like this screenshot? If not, you're going to have to enable it.



Enabling Summarize

From that same Preview (or whichever app you are in) > Services menu, click Services Preferences.

In the right pane, scroll way down to the bottom of the Text section and you should see Summarize there. Check it to enable.



SUMMARIZE IT!

Back in whatever application you were just using, highlight the text you want to summarize or Select All if you want to do the whole document.

Right click on the text, and you should see Summarize (it may be buried in a Services submenu). Click it and it will open up the Summary application.

4 Ways To Tame Your Documents

re Almost There

I'm reading this, it probably means that you've decided to "go paperless". Does going paperless mean that every piece of paper in your life is eliminated? Probably not.

...But it does mean that you have already made an important step in uncluttering and de-stressing your life.

Whether you already have a scanner or not, I'm guessing you have a bunch of documents on your computer and you are not sure of the best way to handle them.

- Search in Spotlight
- Search in Google
- Look Up in Dictionary
- Copy
- ✓ Automatically Resize
- Zoom In
- Zoom Out
- Actual Size
- Single Page
- ✓ Single Page Continuous
- Two Pages
- Two Pages Continuous
- Next Page
- Previous Page
- Sentences

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- Make New File in Filled Documents
- Get Current Selection (Internal)
- Summaries
- Markdown
- Open URL

Your text will now be summarized, but it doesn't stop there. By default it shrinks it by about 50%.

Summary

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Where Do We Go From Here?

After reading this guide, I'd like you to commit to actually put into place at least one of these recommendations and give it a try for a while. I promise it will make a big difference in your ability to find the information you need quickly and easily.

...Many people go to the trouble of scanning their documents to PDF, but don't take the critical step of making their PDFs searchable.

...Imagine if you had to go to some directory and click into different categories or folders to try to find what you are looking for. It would take forever, and half the time you'd give up.

...Chances are, you go to Google and type in some keywords and more often than not, what you need is there on the first page.

Let's say that your furnace is acting up, but you can't remember if it is still in warranty. If all your documents were scanned and searchable, you could go to your document system and type in "furnace" or "Lennox", and it would bring back your purchase receipt, your warranty documents, and maybe even the manual!

☒ Sentences
☐ Paragraphs

1Summary Size100%

Clear all