

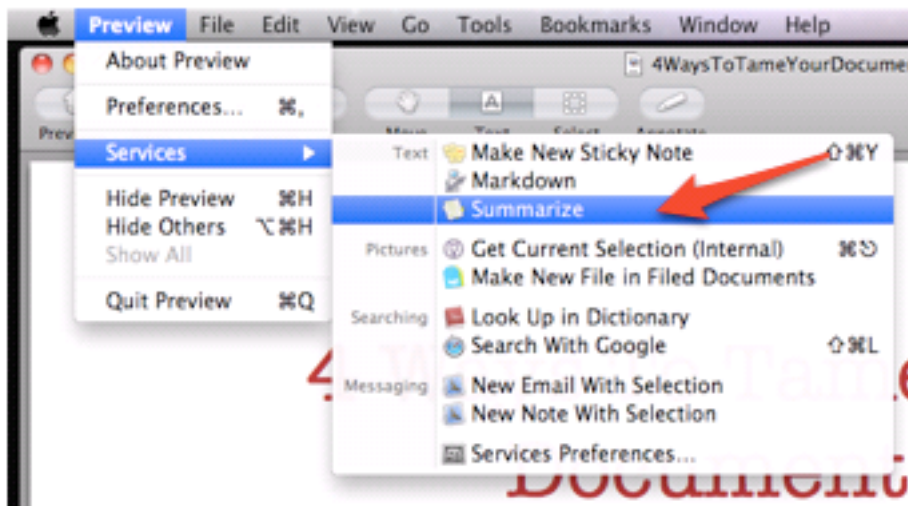
Text Summary Feature in Mac OSX

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.

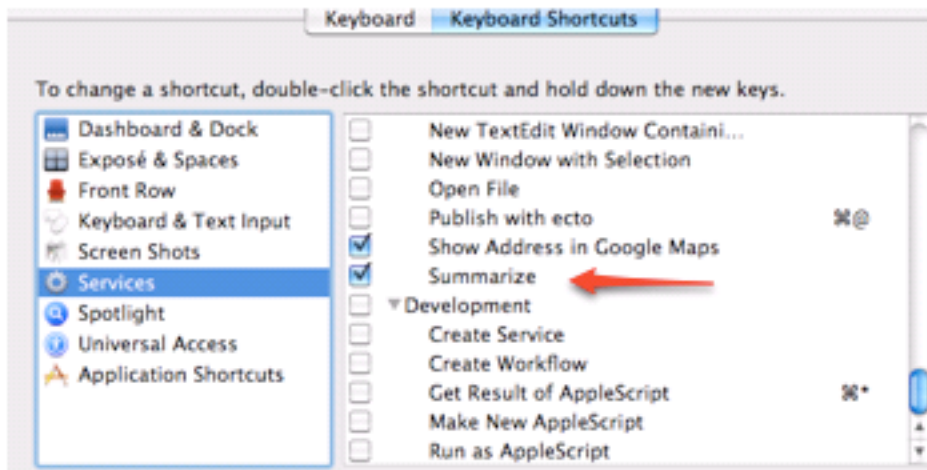
Highlight some text and go to the Services menu. In this example in Preview I will go to Preview and then Services. Do you see Summarize in the list like this screenshot? If not, you're going to have to enable it.



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.

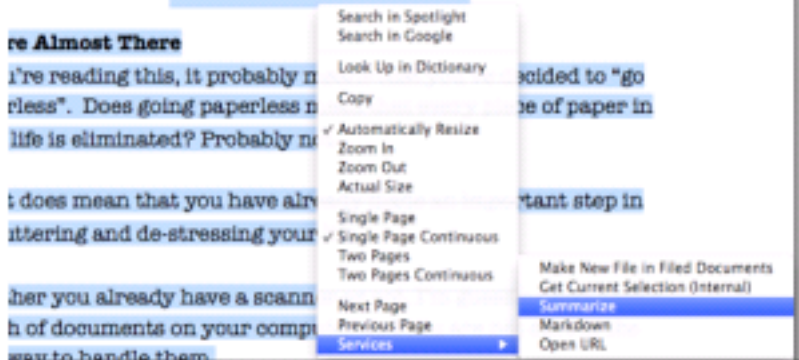


SUMMARIZE IT!

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



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

