

Preview

Apple's (Unheralded)

Digital Image and PDF Document Viewer App



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Seven Basic Functions of Preview

View - Some 27 different image formats plus PDFs

Edit - Image files and PDFs

Grab - A frame from a quick time movie

Convert - Image formats by saving in a different format

Annotate PDFs - Fill in PDF Forms affix a Signature

Share - Share with friends and family

Print - Create paper copies



Pulling PDF Files and Images in Preview

Opening — Double click the file or image

File types — JPG, JPEG, TIFF, PNG, GIF, BMP, PDF plus 21 others

Import from Clipboard

Copy an image from anywhere on the Mac to the Clipboard

In Preview click > File > New from Clipboard (creates new untitled image)

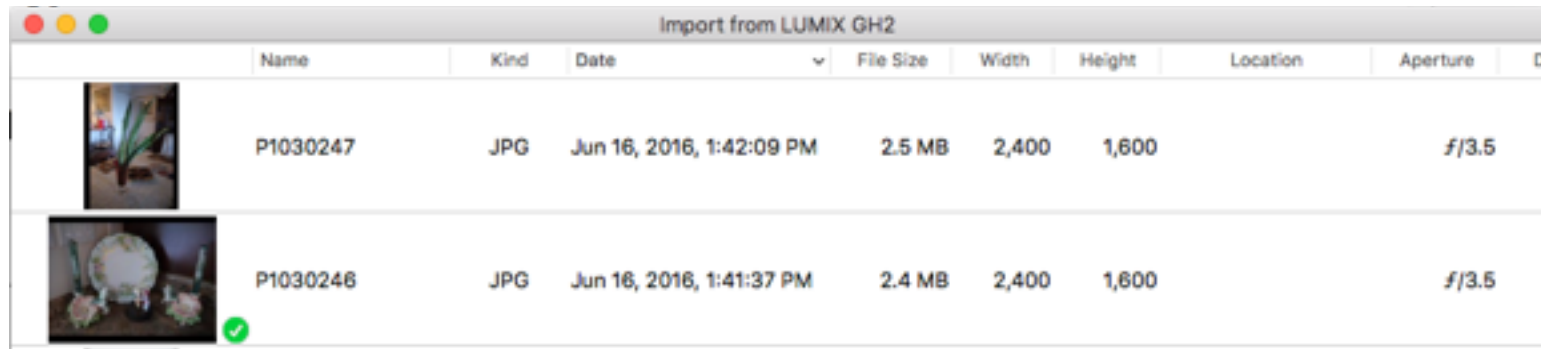
Extract PDF Pages

Select one or more pages in the Preview Sidebar, then click >Edit > Copy

In Preview click > File > New from Clipboard (creates new untitled file of selected pages)

Import from Camera (hook up camera to USB port)

Import thumbnail screen appears — select images and click Import



Creates file in designated folder for each image plus opens a new Preview window w/ a copy of each image imported

Import from Scanner (must have compatible scanner attached)

In Preview — click > File > Import from <ScannerName>

Take Screenshot

In Preview — click > File > Take Screenshot

Choices — From Selection, From Window, or From Entire Screen

Capture Frames From Videos

Play a video in Quicktime Player

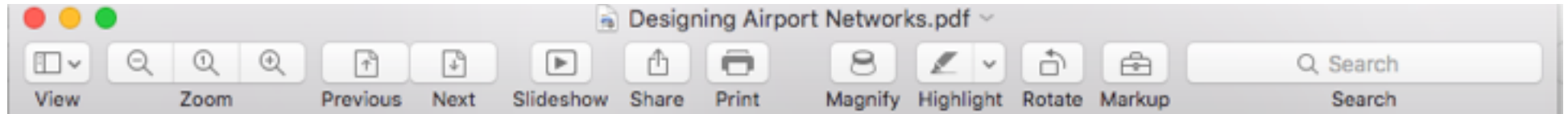
Pause the playback (wait until video controls go away)

Click > Edit > Copy

In Preview click > File > New from Clipboard (creates new untitled file of selected pages)

Viewing Image and PDF Files

Toolbar



Zoom — Actual size, larger, smaller

Previous and Next pages

Slideshow — Just what it says (5 second, but also manual)

Share — Send image directly to Mail, Messages, Notes, etc.

Magnify — Neat capability

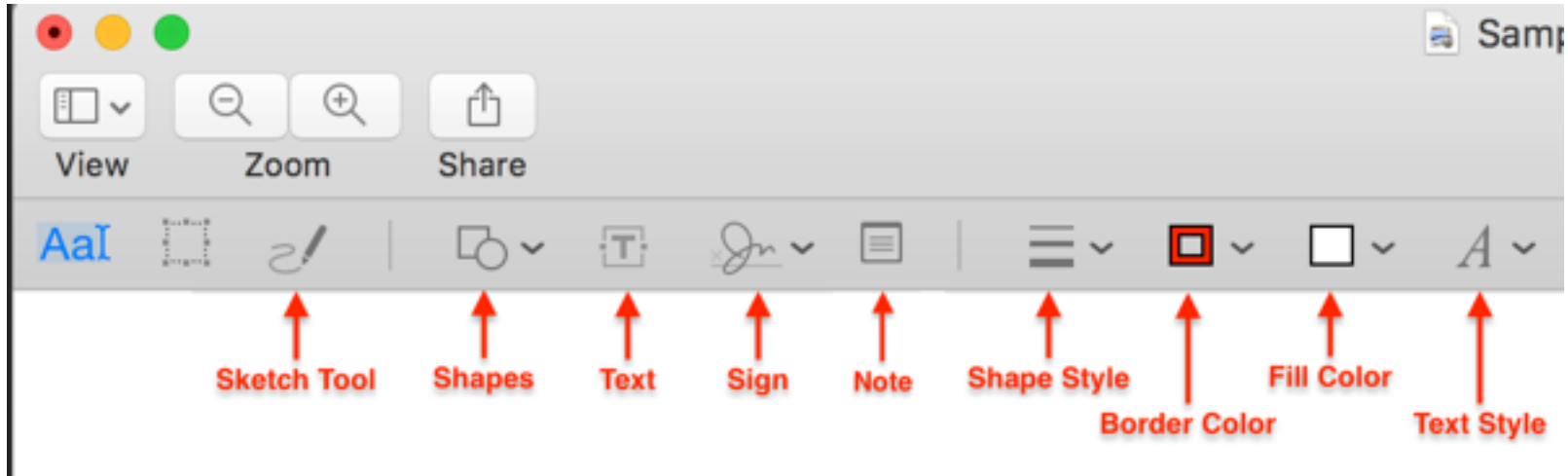
Sidebar

Table of Contents

Thumbnails

Annotating Documents and Images

Click > Markup (Toolbar)



Tools

Sketch (freehand drawing)

Shapes (insert preset shapes)

Text (insert a text box)

Sign (insert a previously captured signature)

Shape Style (line thickness)

Border Color

Fill Color

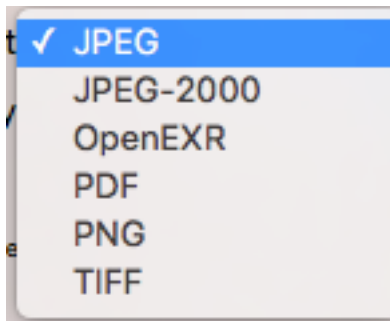
Text Style (font and size)

Export Images to Change Format

Click > File, Hold down option key, Click > Save As...

Rename the file if desired

Select the desired image format



Edit PDF Documents

Fill in forms — Double click desired text location

Reorder pages — Drag pages in sidebar to change order

Add pages — In the sidebar, select a page

Click > Edit > Insert

Page from Scanner

Page from File

Blank Page

Add signatures — Click > Markup > Sign (on Markup toolbar)

Select the signature to be inserted

Move the signature block to the desired location

Online References

Mac Basics — <https://support.apple.com/en-us/HT201740>

The Many Superpowers of Apple's Preview — <http://www.macworld.com/article/2863923/the-many-superpowers-of-apples-preview-app-part-1.html>

The Power of Preview: Pulling Files into Preview — <http://tidbits.com/article/16284>

The Power of Preview: Viewing Images and PDFs — <http://tidbits.com/article/16323>

The Power of Preview: Annotating Documents and Images — <http://tidbits.com/article/16379>