

# Preview App on the Mac

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Zoom SIG  
September 8, 2020





Preview is the **image viewer** and **PDF viewer** of the macOS operating system. In addition to viewing and printing digital images and Portable Document Format (PDF) files, it can also edit these media types.

PDFs are **P**ortable **D**ocument **F**iles

**Preview is like a Swiss Army Knife**

**Preview is only available on a Mac**

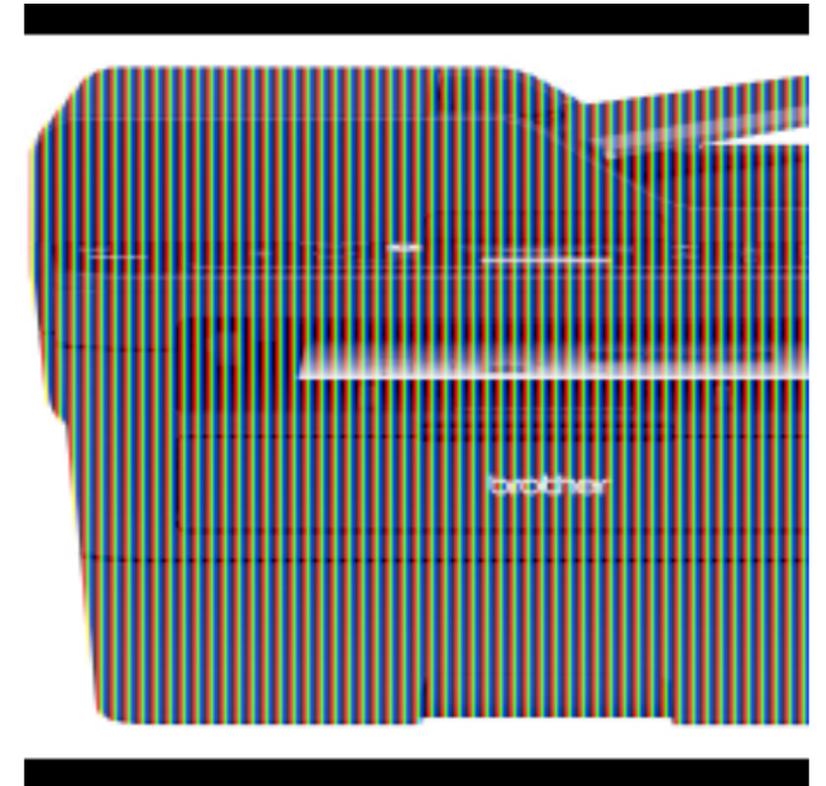


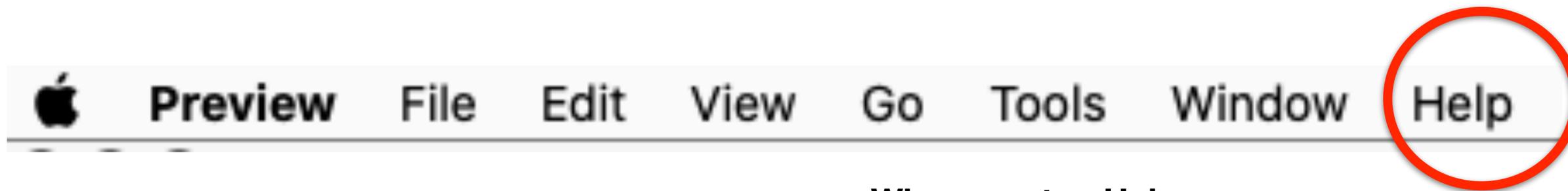
# What Preview **Can't Do** with a PDF in Preview

- Make a document from scratch
- Edit text or delete an image in a PDF
- OCR Optical Character Recognition
- Create a Table of Contents
- Can't create an interactive PDF with forms
- Can't export it to Word

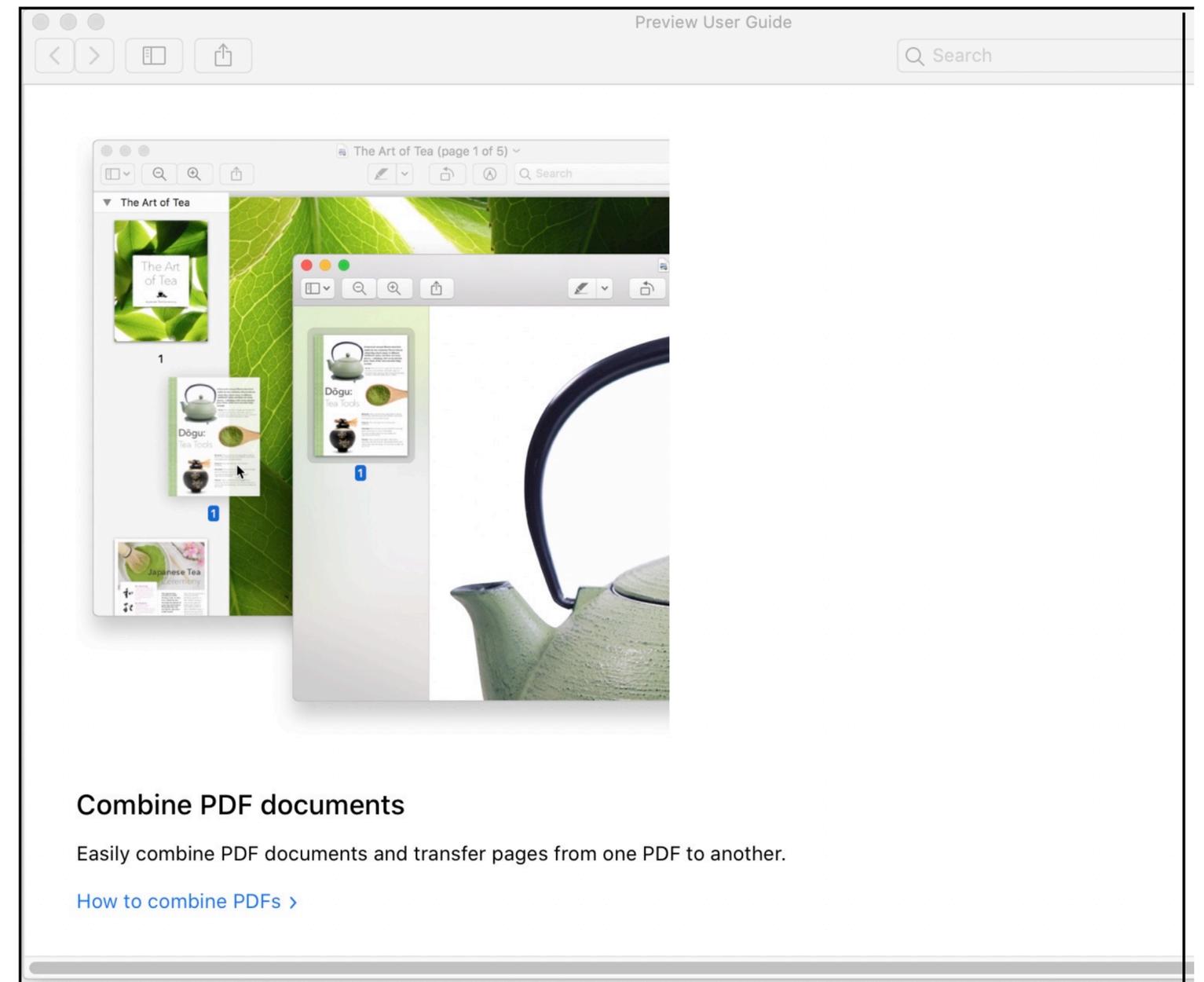
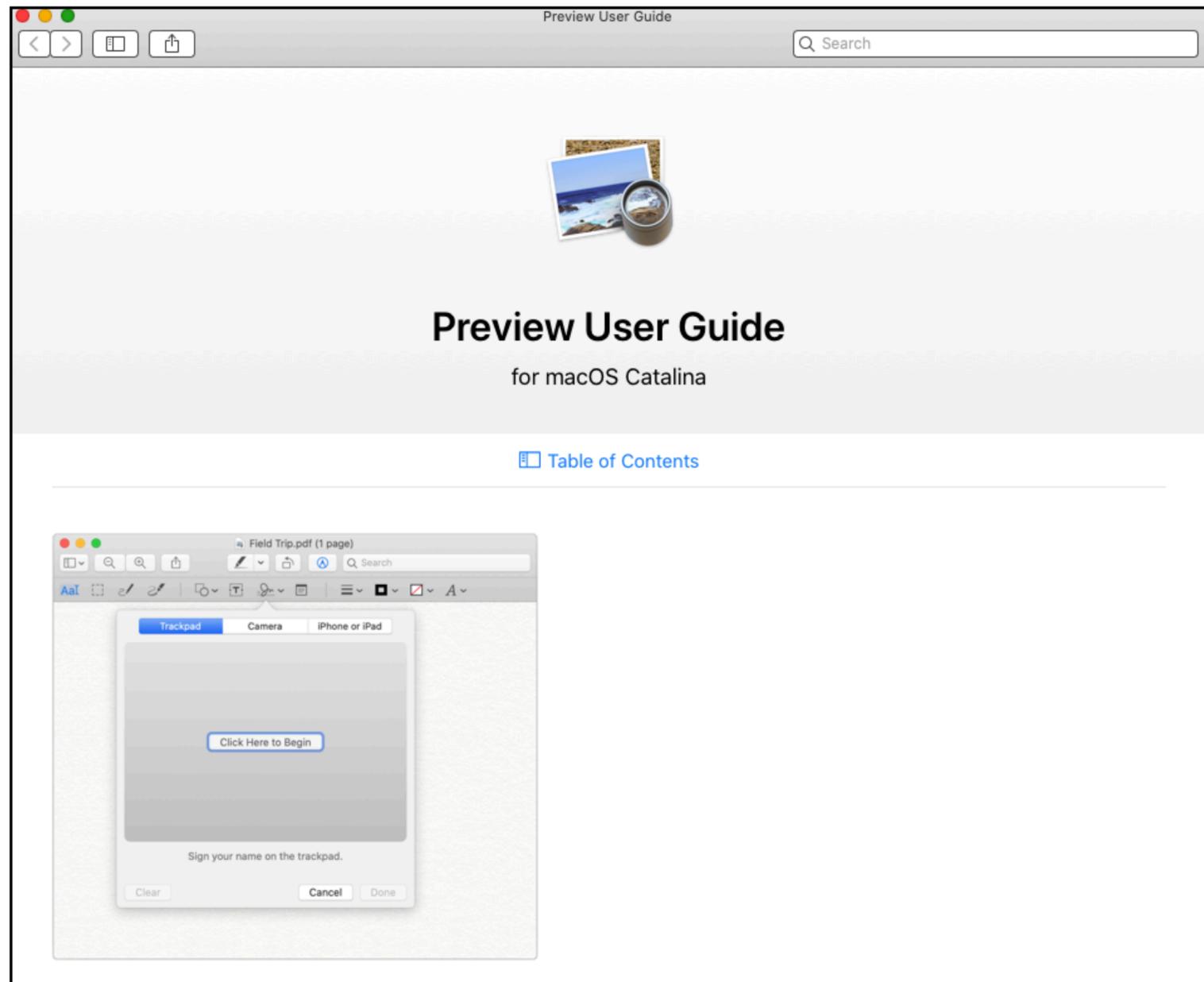
# Preview can.....

- 1 Take screenshots and import photos directly from a camera
- 2 Scan from a scanner or printer with a flatbed tray
- 3 Crop, resize, and edit images
- 4 Combine and Annotate PDFs
- 5 Convert images to many different formats





When you tap Help

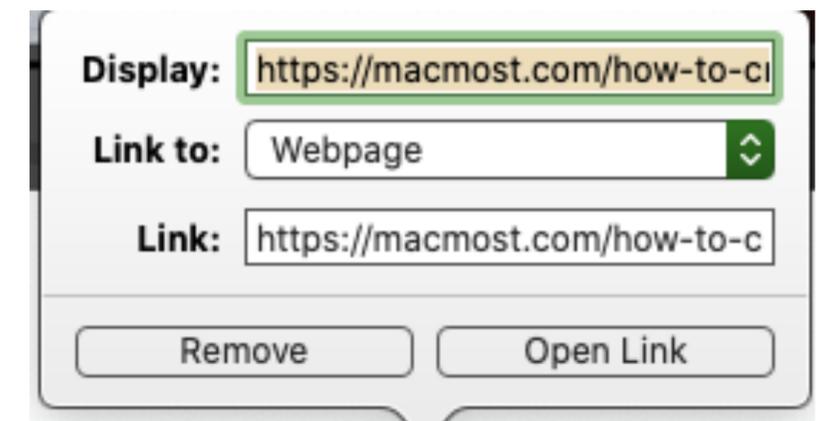


## How To Create a Single PDF From Multiple Documents On a Mac

7/30/20

9:00 am

You don't have to create a document all at once in a single app. You can take different documents from different apps like Pages, Numbers, Keynote, web reports, images and more, and combine them into a single PDF using Preview. This allows you to create pages of your document in the app best suited for that content.



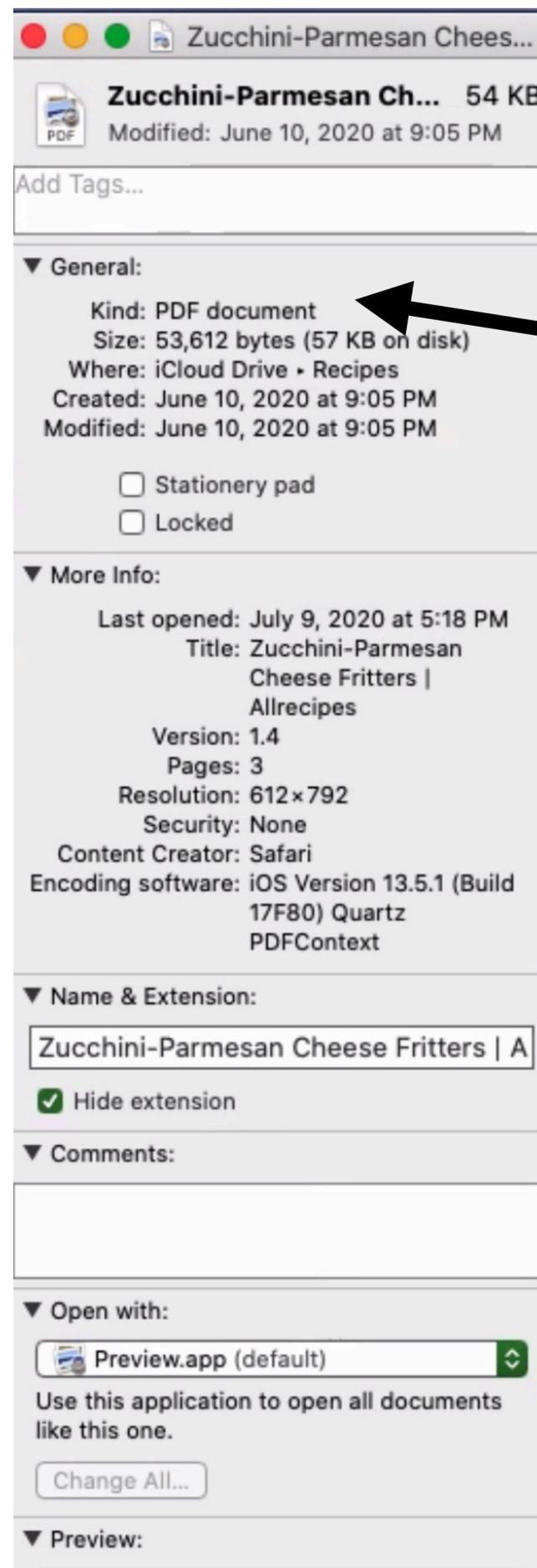
<https://macmost.com/how-to-create-a-single-pdf-from-multiple-documents-on-a-mac.html>

# Get Information

Set up Preview to be the default for images and pdfs

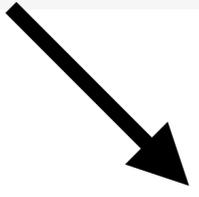
Command-I

Default 



PDFs will now open with Preview rather than Acrobat Reader

Apple Preview File Edit View Go Tools Window Help



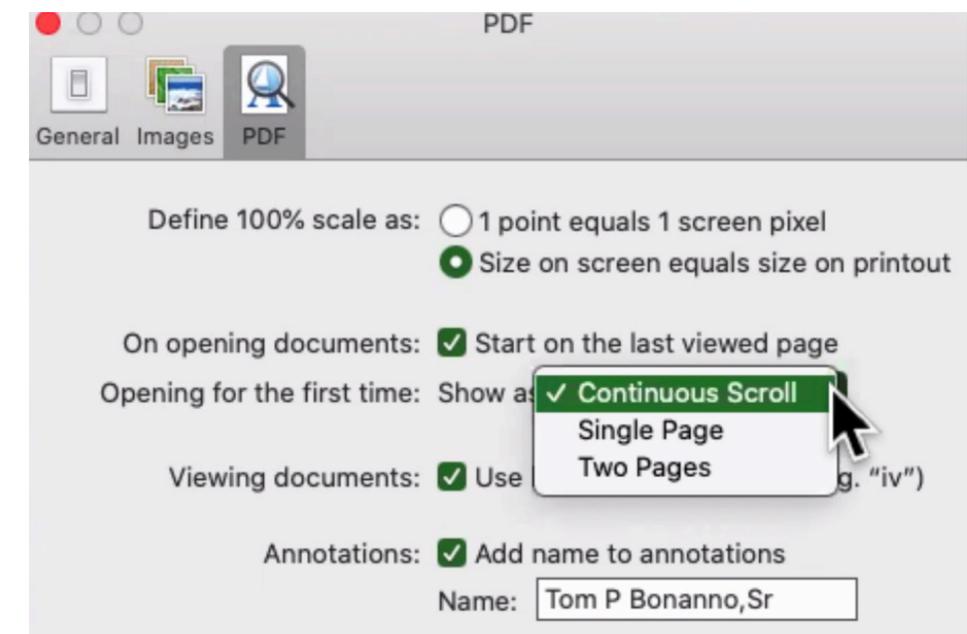
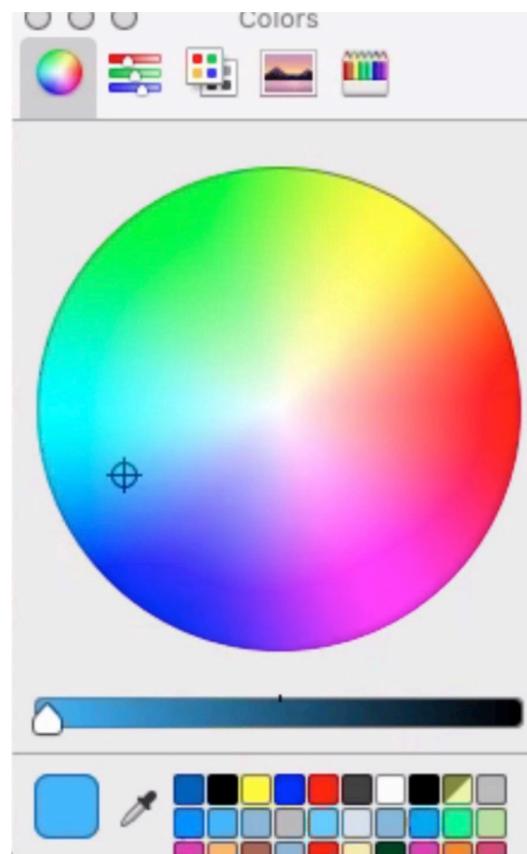
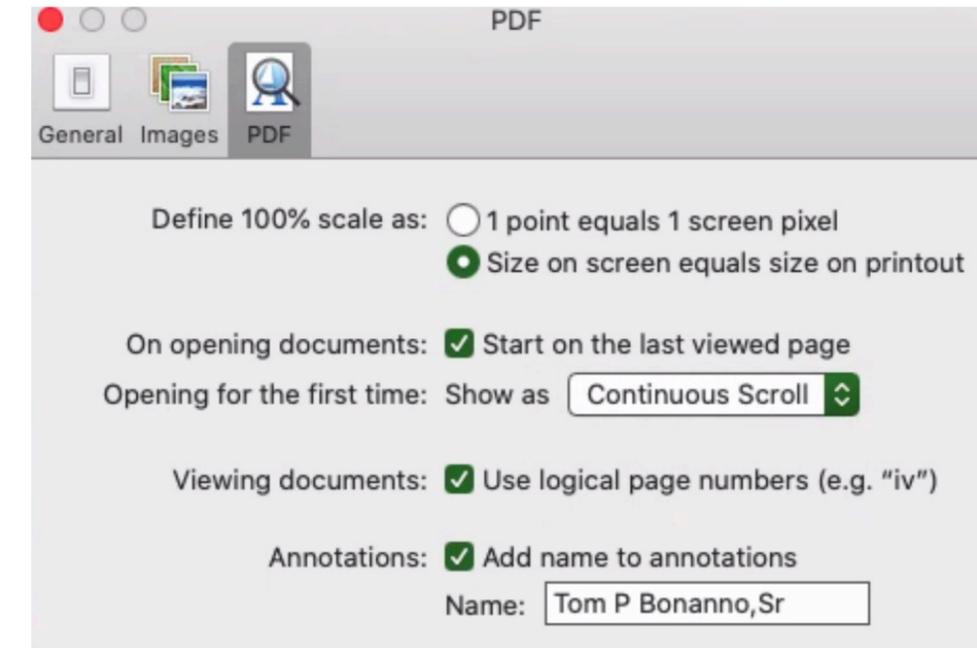
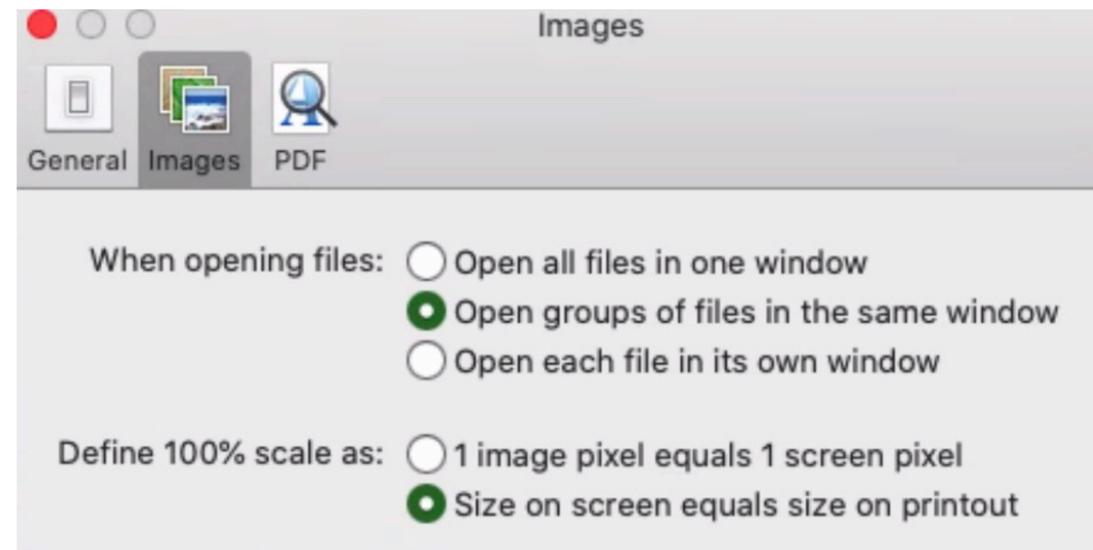
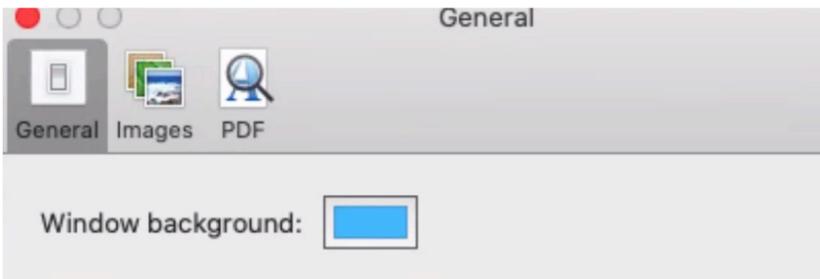
- Preview File Edit
- About Preview
- Preferences... ⌘,
- Services ▶
- Hide Preview ⌘H
- Hide Others ⌘⇧H
- Show All
- Quit Preview ⌘Q

# Exploring Preferences in Preview (Overview)

## General

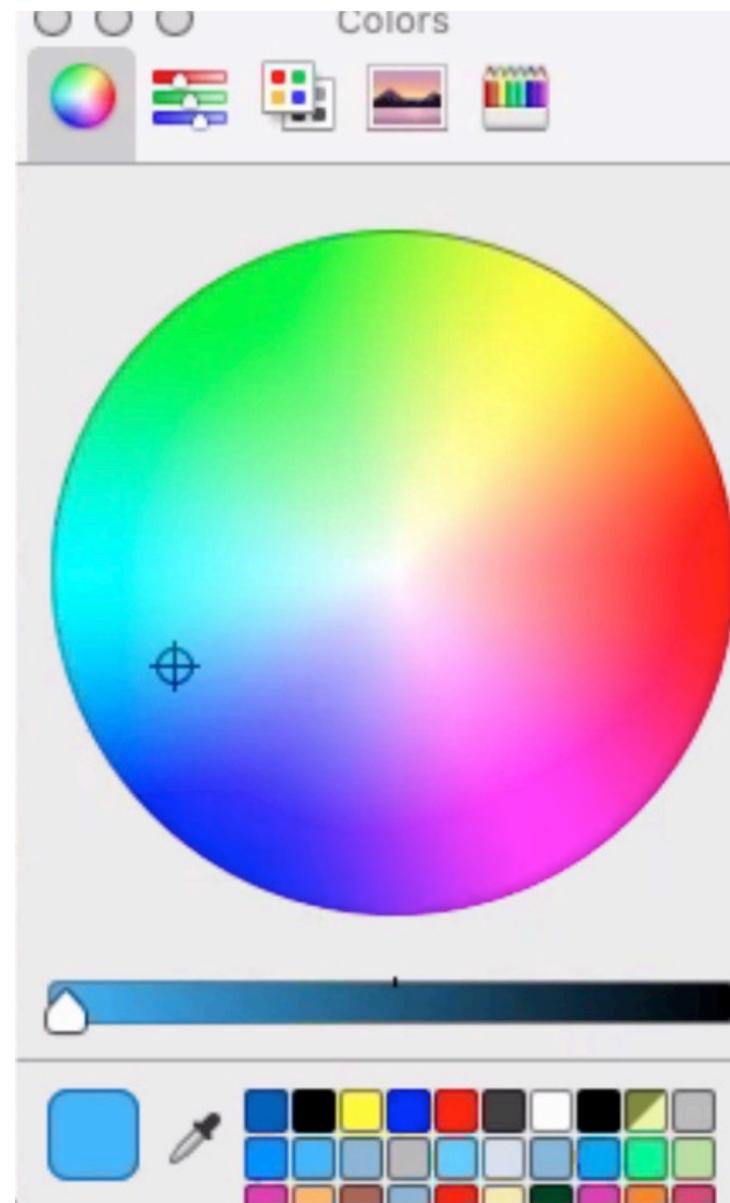
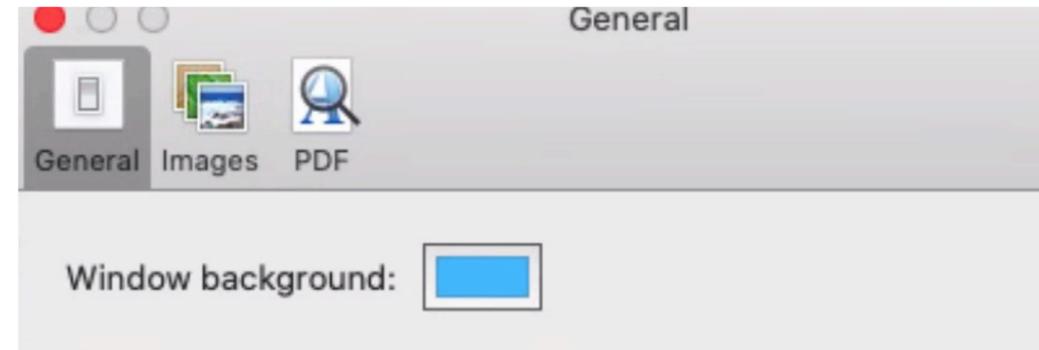
## Images

## PDF



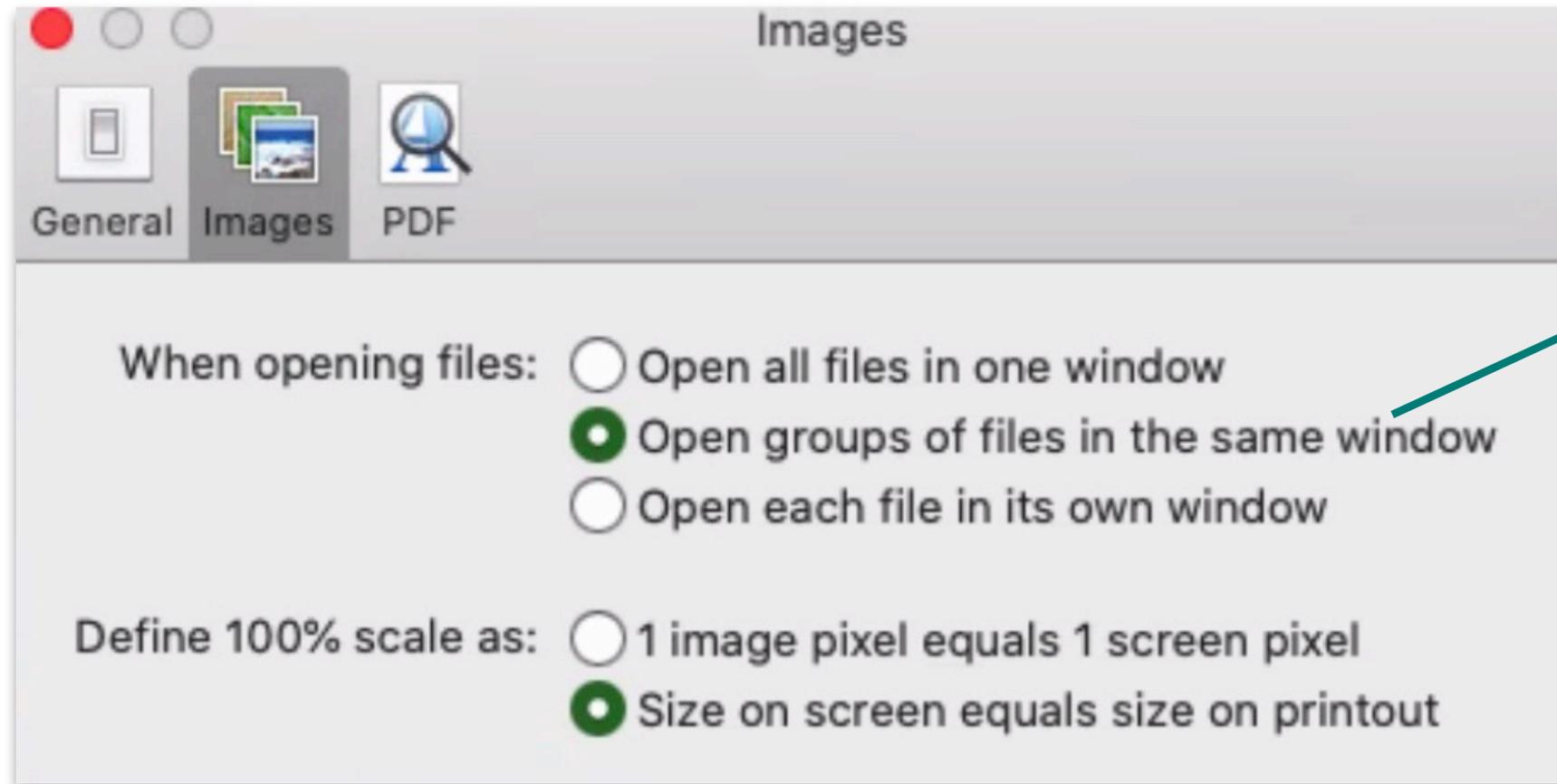
# General

## Preferences in Preview



# Preferences in Preview

## Images



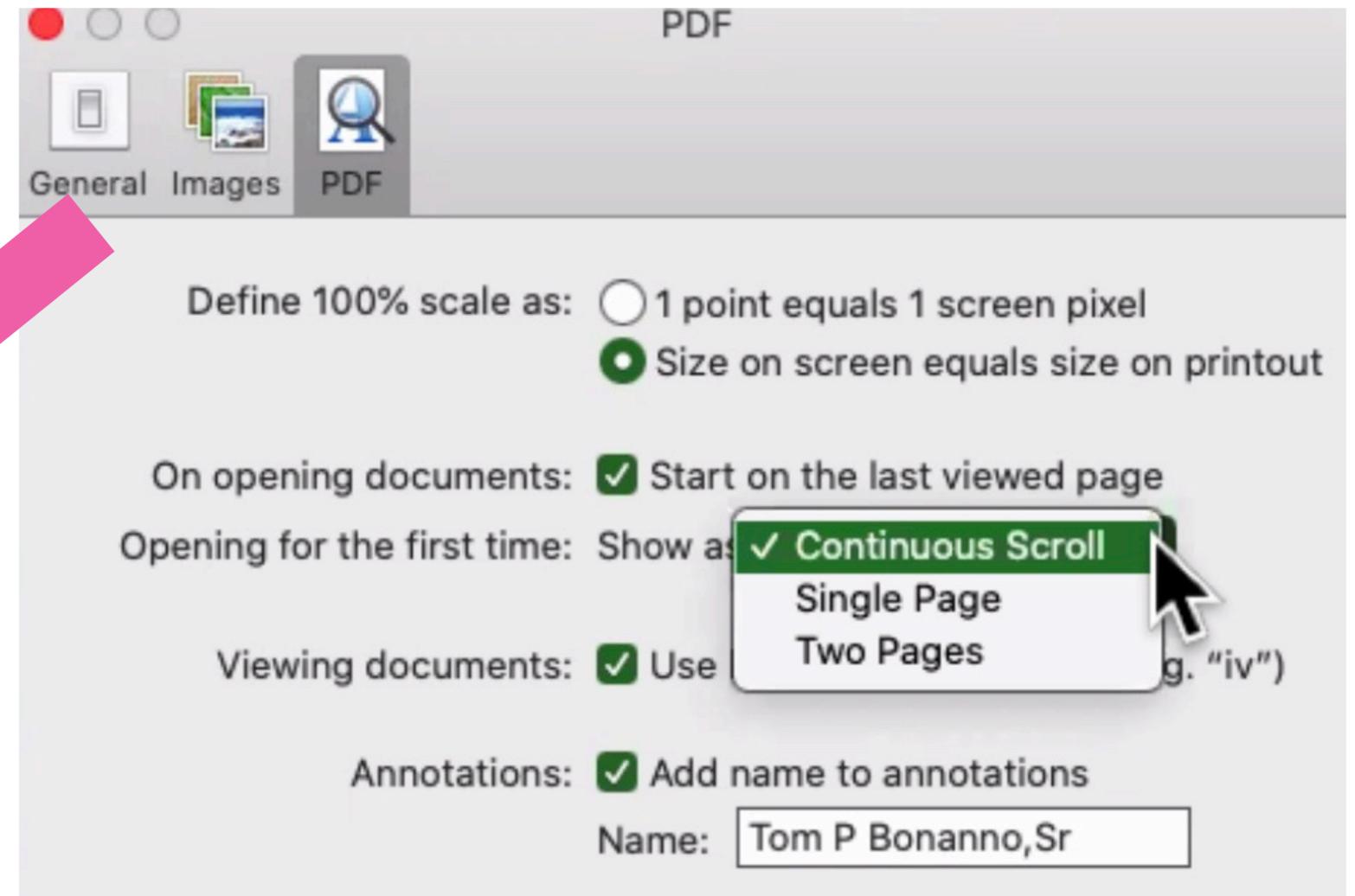
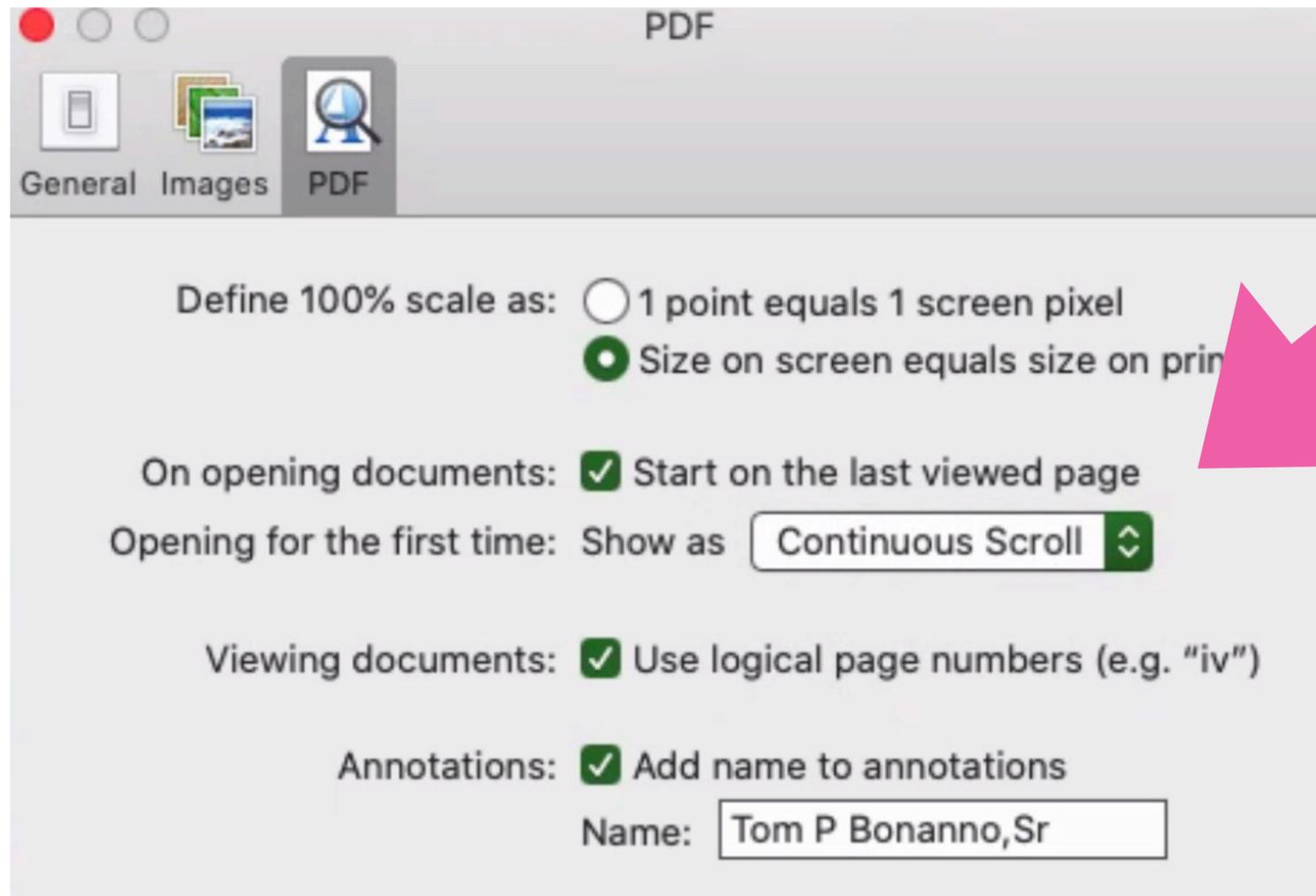
“...This option is generally the best choice. It brings together all the files you open at once in a single window, letting you navigate through them in the sidebar”

“The moral of the story is that you shouldn’t get too wrapped up in how large an image looks in Preview. If your image is destined for the screen, focus on the pixel dimensions.”

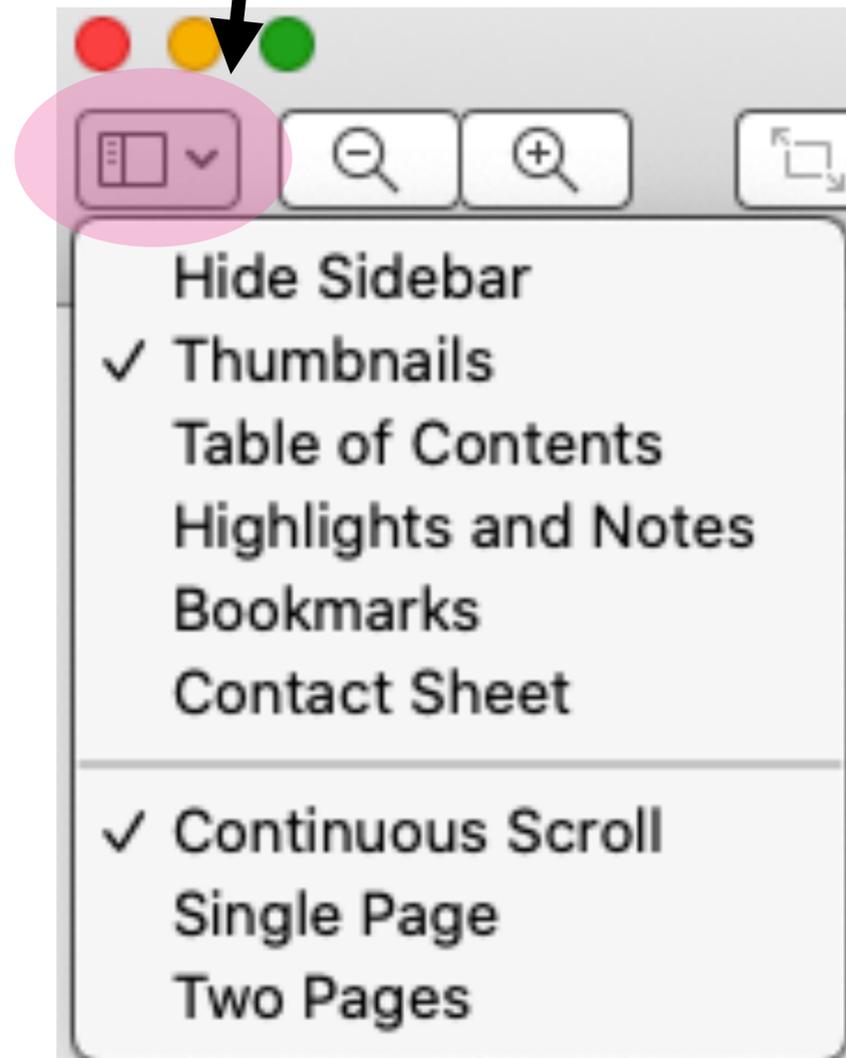
**Excerpt From: Josh Centers and Adam Engst. “Take Control of Preview (1.2).” Apple Books.**

# Preferences in Preview

## PDF



# Sidebar View



You don't really need to dig in Preferences.

Just do this under View in Preview Sidebar Menu

You can't make a Preview document from scratch

**Open up an existing file**

**JPG**

**HEIC**

**PNG**

**TIFF**

**PDF**

and a few other formats such as BMP, GIF, and JPEG 2000

**Also opens Pages, Numbers, Keynote, even **view** a  
Photoshop document .PSD even if you don't have Photoshop**



Florida (more states)

Your Voucher was purchased successfully. Please check your email inbox for a confirmation message. If you do not receive Mail folder and verify that your email address (marcia.mitchell@gmail.com) is spelled correctly. As always, please contact

Today's Deal

How It Works

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My Products

Pending Purchases

Gift Cards

Settings

## Pending Purchases



Stonecrest Golf Club

18 Holes with Cart and Range Balls

Expires: May 1, 2019

Total Quantity: 2 (Buy More!)

Total Paid: \$50

[order details](#)



GolfBallKing  
GOLF BALLS FOR LESS

This purchase includes **20% OFF** your next order at GolfBallKing.com!

Outside of Preview  
**Quick Look** in the Finder

Just press the spacebar or Command -Y



Florida (more states)

Rotate Markup Open in Preview Share

Your Voucher was purchased successfully. Please check your email inbox for a confirmation message. If you do not receive Mail folder and verify that your email address (marcia.mitchell@gmail.com) is spelled correctly. As always, please contact

Today's Deal

How It Works

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More States

My Vouchers

My Products

Pending Purchases

Gift Cards

Settings

## Pending Purchases



Stonecrest Golf Club

18 Holes with Cart and Range Balls

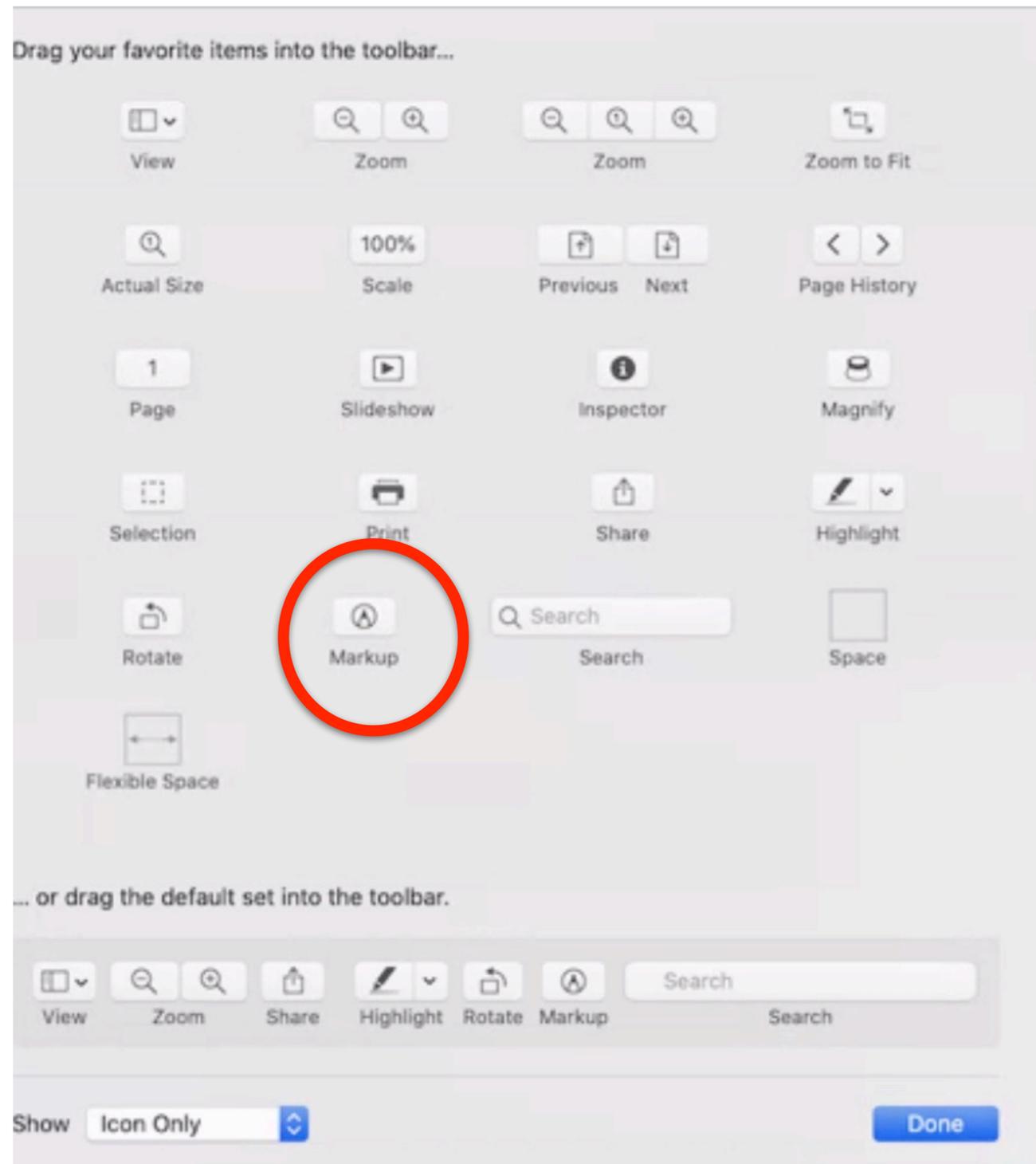
Expires: May 1, 2019

Total Quantity: 2 (Buy More!)

Total Paid: \$50

order details

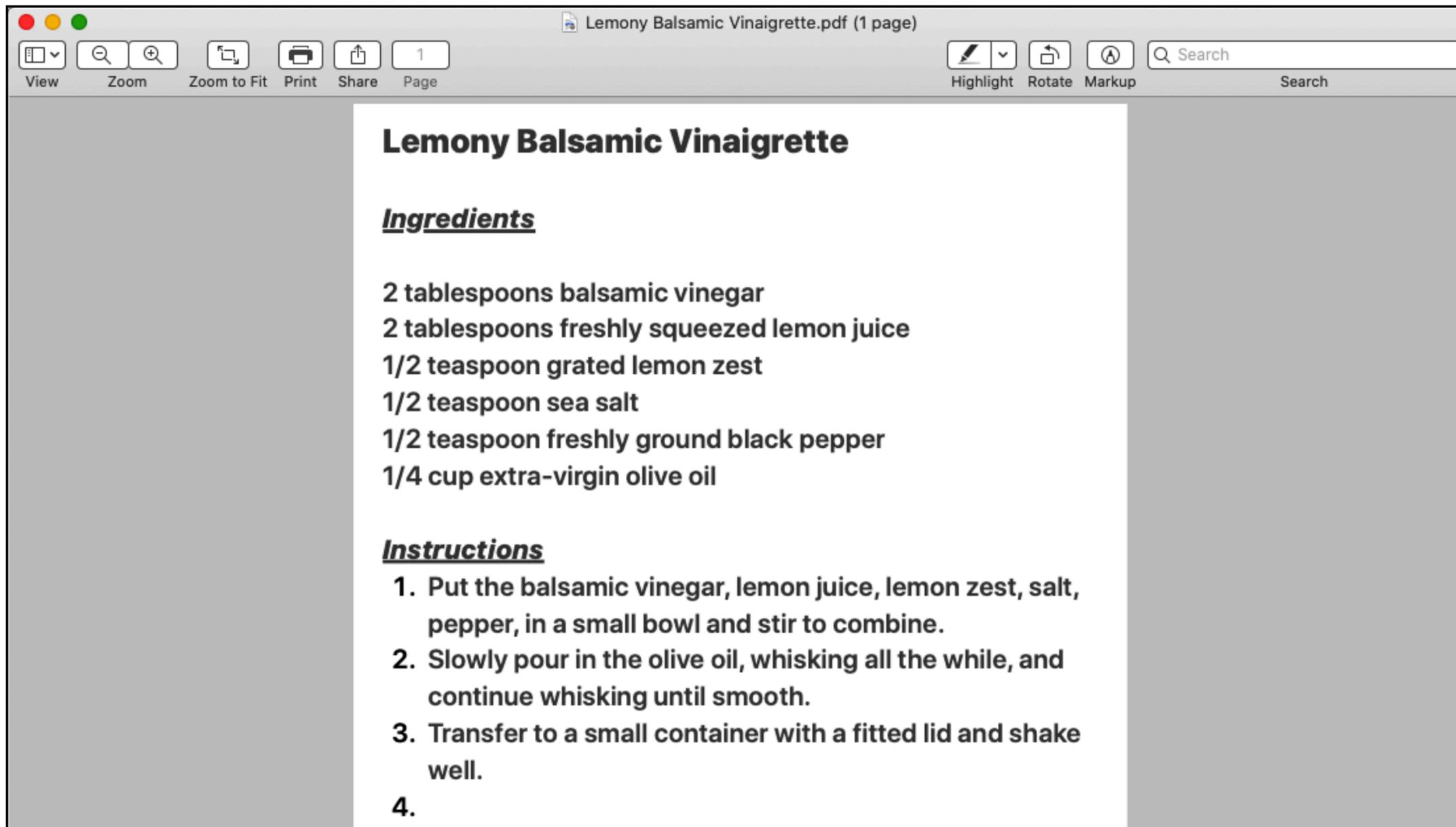
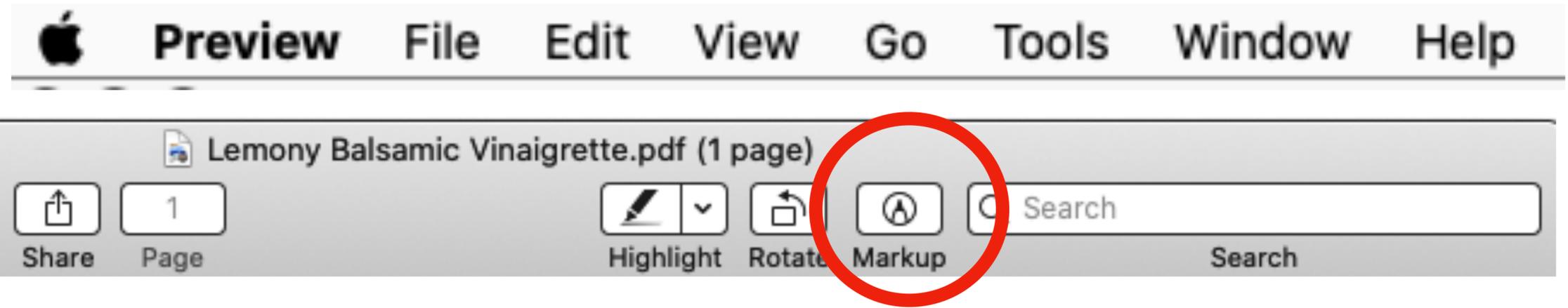
# Preview's Customized Toolbar





- **View** displays the menu choices in the Sidebar
- **Zoom** allows you to Zoom In and Out
- **Share** displays options for sending the current image or PDF
- **Highlight** Only active in a PDF enables you to turn on annotations, choose a color and style
- **Rotate** works with images and PDFs
- **Markup** displays the Markup toolbar
- **Search** brings up a search field to find text in a PDF

# Note the ToolBar



# Mark Up or Annotate a PDF

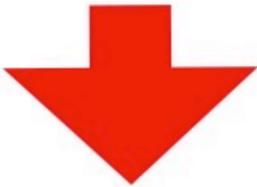


Use the markup toolbar in Preview to add text and comments, sign documents, highlight text, and more.

To show the markup toolbar, click the Show Markup Toolbar button at the top of the window, or choose

**View > Show Markup Toolbar.**

# View of Markup Tools



**Markup**

**Highlight**

**Text Style**

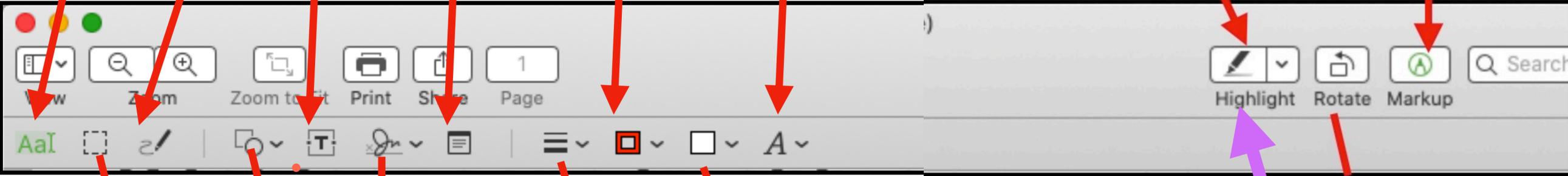
**Border Color**

**Note**

**Text**

**Sketch Tool**

**Text Selection Tool**



Highlight

Rotate

Markup

**Rotate**

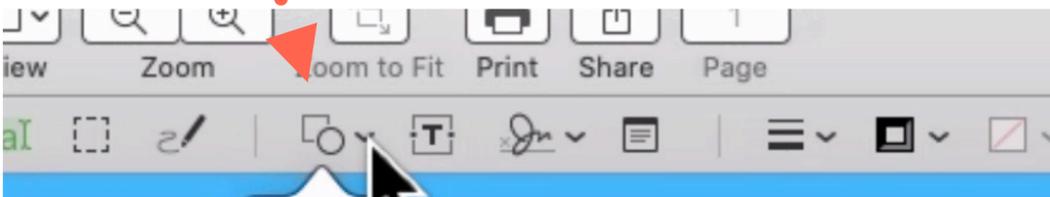
**Rectangular Selection Tool**

**Shapes**

**Sign**

**Shape Style**

**Fill Color**



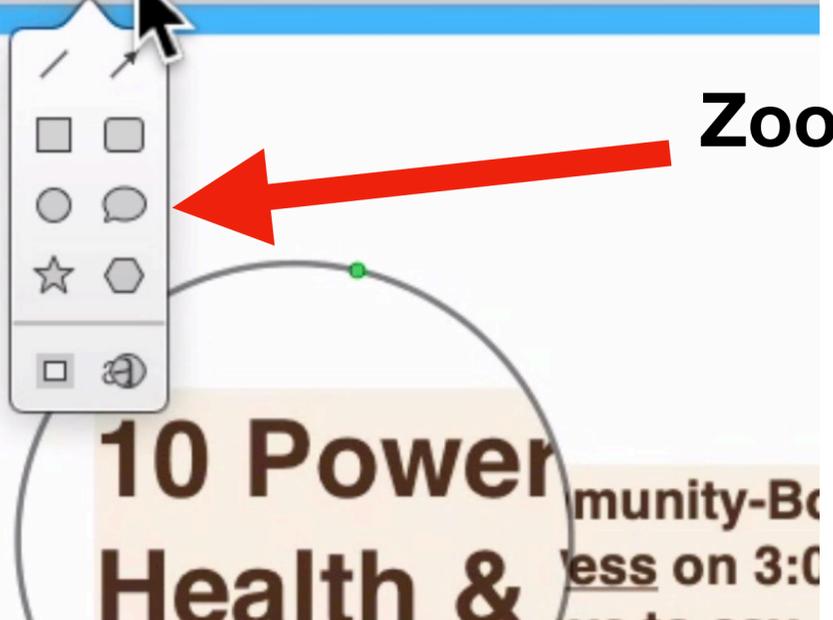
**Zoom Tool**

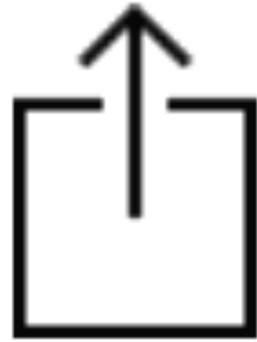


**Highlight pulldown**

- Yellow
- Green
- Blue
- Pink
- Purple

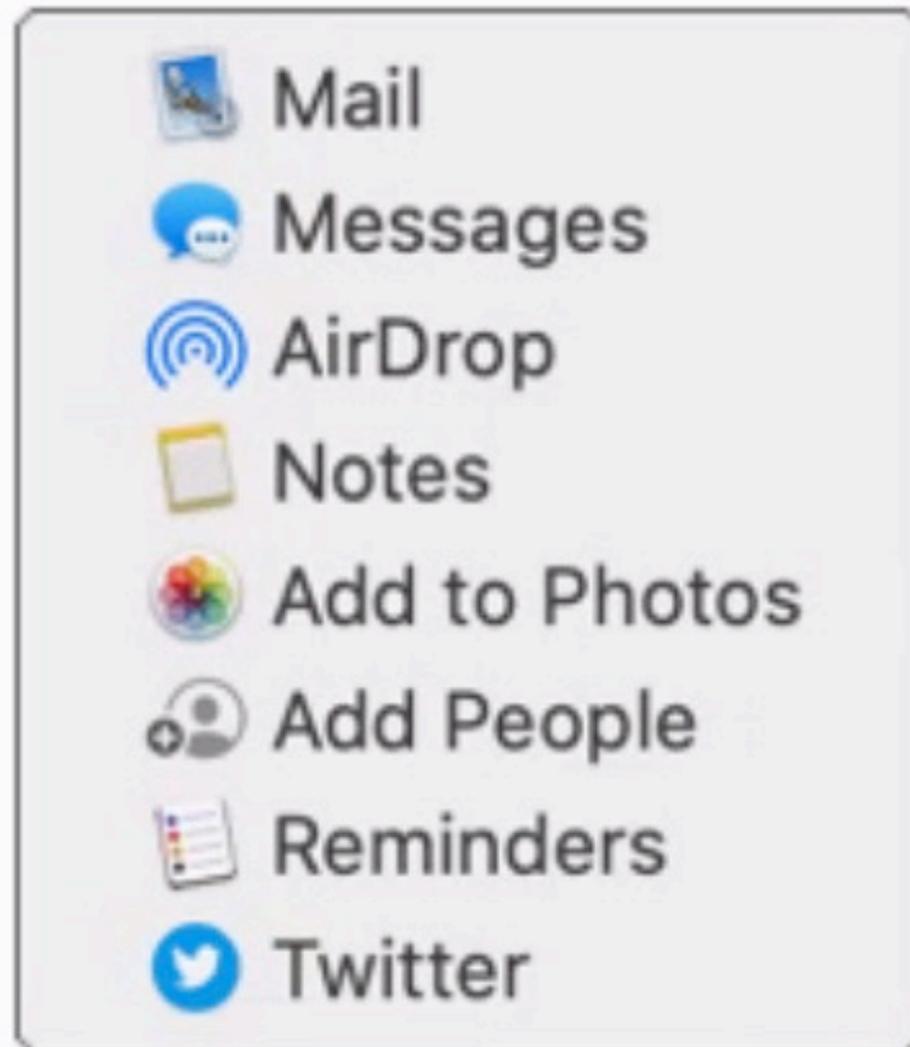
- U Underline
- ⌘ Strikethrough



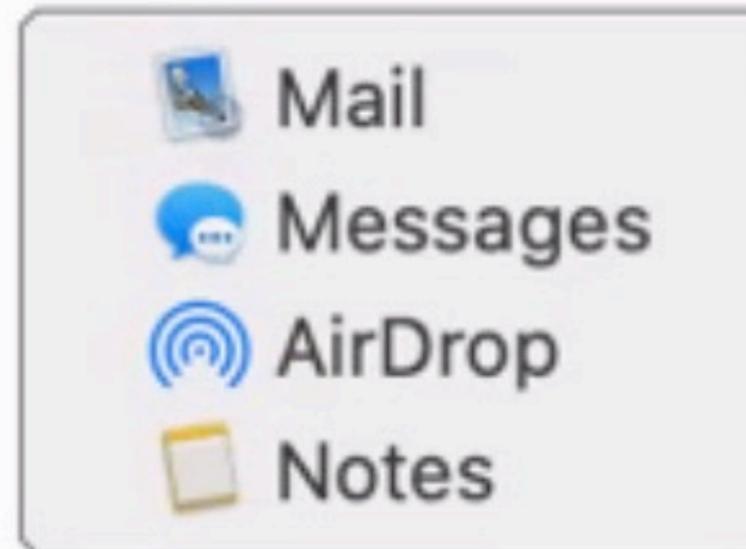


# Sharing in Preview

Images

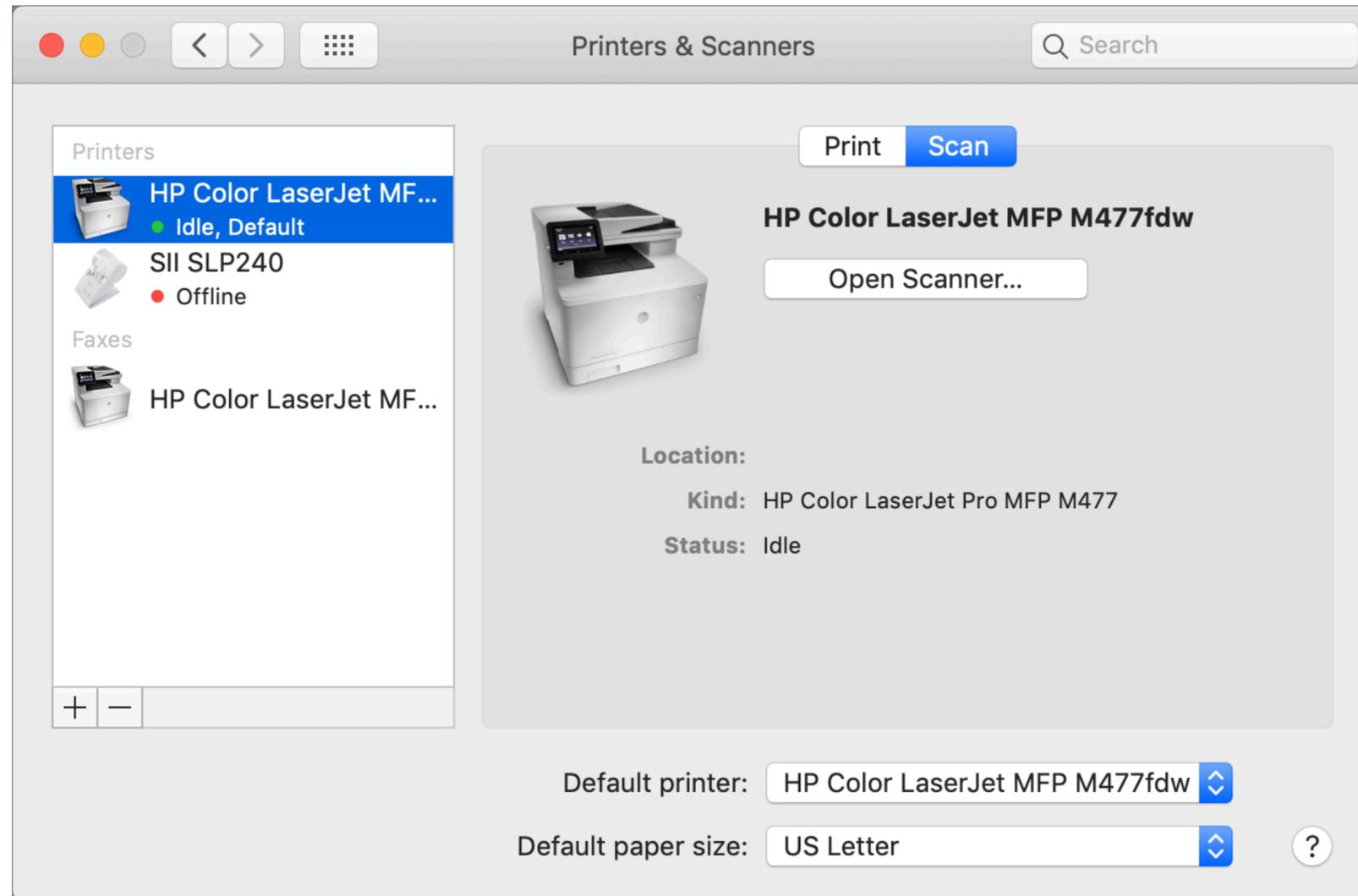


PDF



... and People and Books

# Use Preview to Scan Documents



The scanner must be connected via USB, not wireless

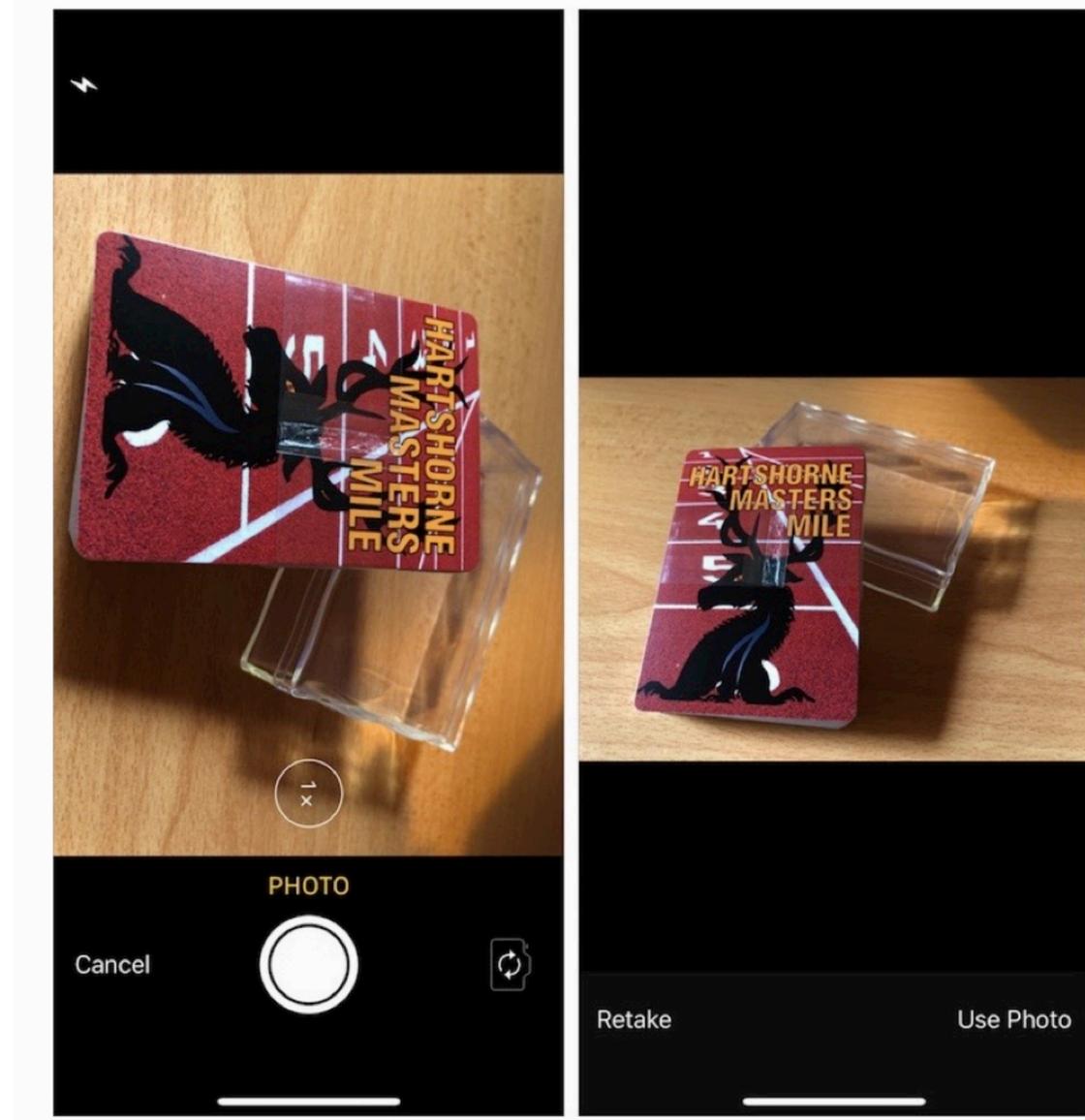
“Before you try to import from a scanner, make sure your scanner appears in System Preferences > Printers & Scanners.”

Excerpt From: Josh Centers and Adam Engst. “Take Control of Preview (1.2).” Apple Books.

If you do scan usually choose 300 dpi

## Some Ways to Import

- From the Clipboard /Copy and Paste
- Screenshot
- A Scanner
- **From iPhone and iPad**
- From a digital camera



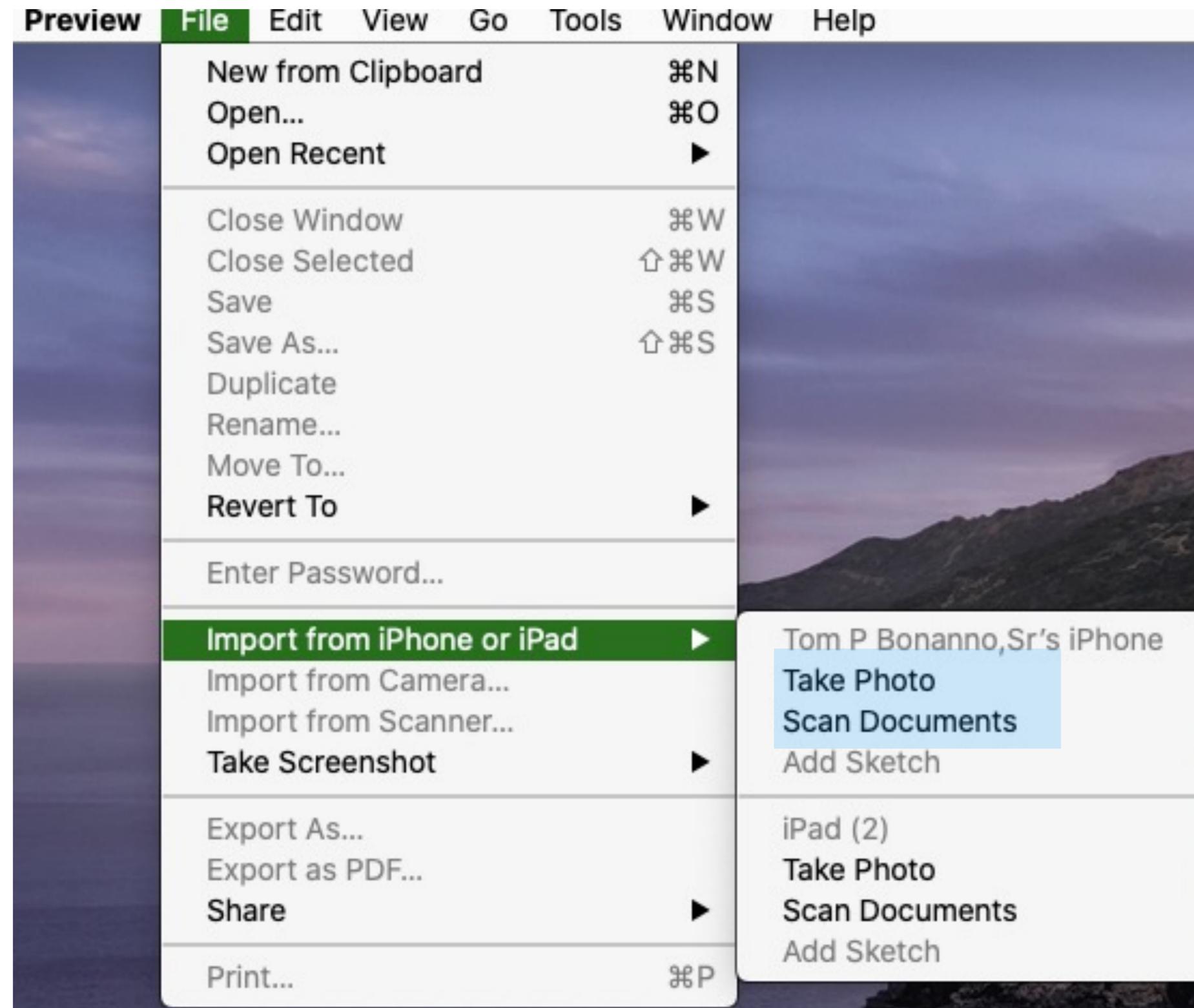
### **From iPhone**

**Must be on some wifi, bluetooth,  
same Apple ID  
File > Import Photo  
Take the Photo  
Select Use Photo**

# In Preview use your iPhone or iPad to Scan

**File > Import from iPhone or iPad**  
**Scan Documents**  
**Take a picture**  
**Keep Scan and goes**  
**right to Preview**

**When scanning a document**  
**it isn't editable text**



# You can do screenshots right in Preview

## **File > Take Screenshot....**

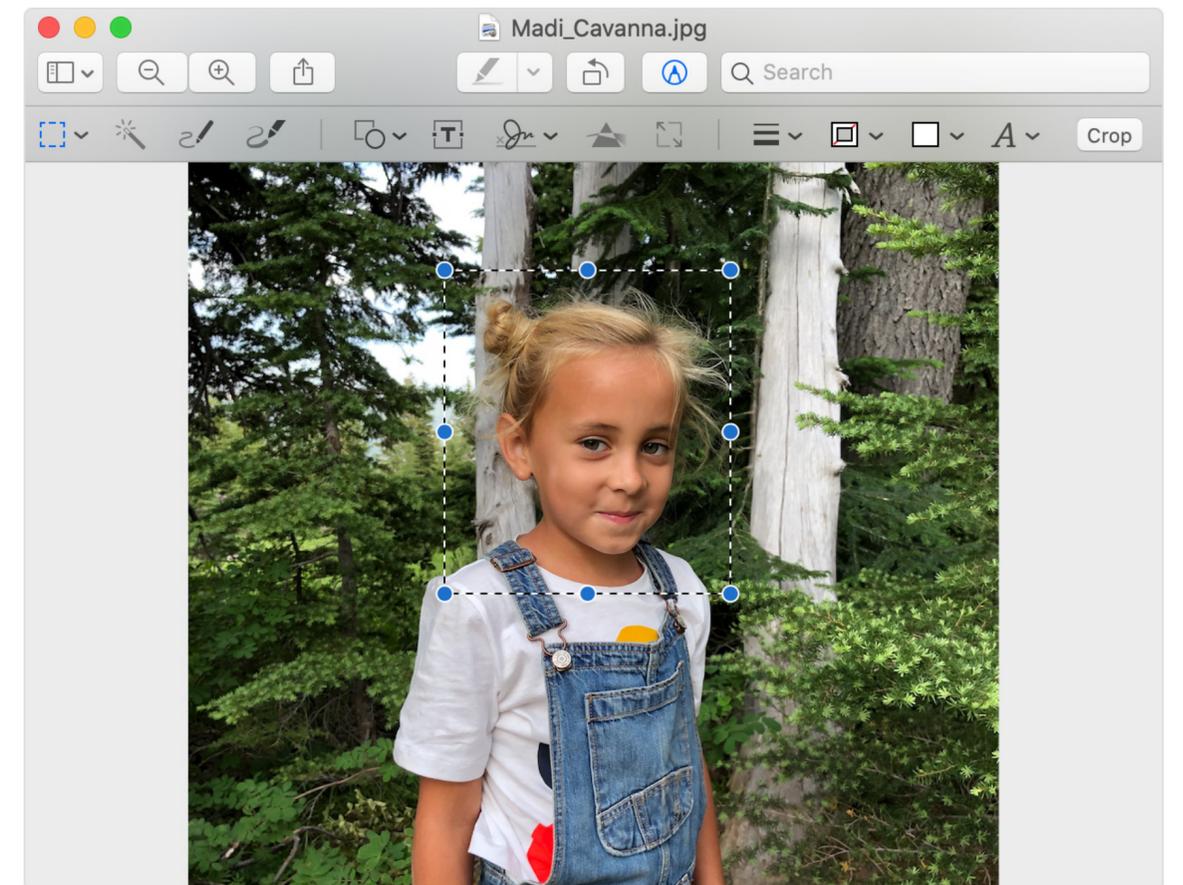
- From Selection
- From Window
- Entire Screen 10 second countdown

No need to remember Command-Shift 3, 4 or 5

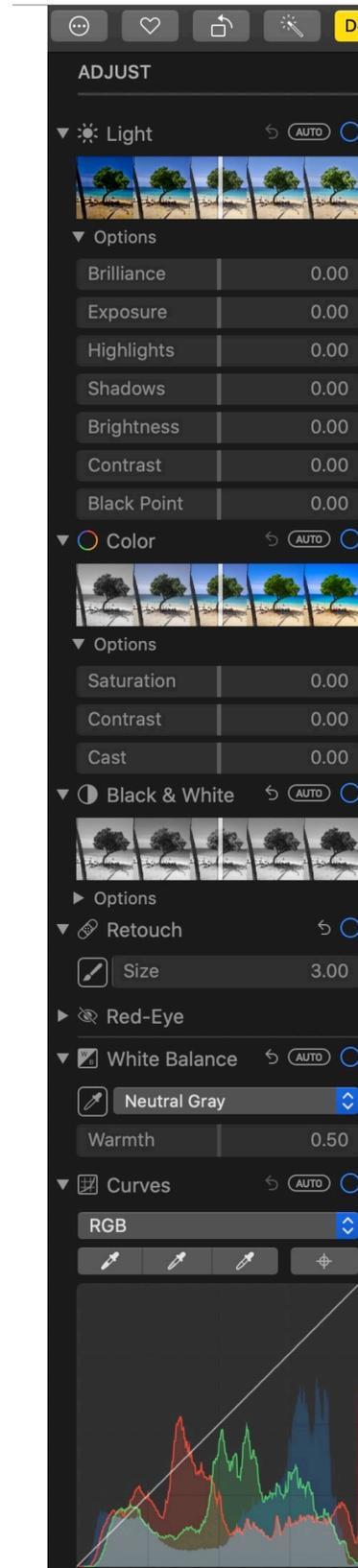
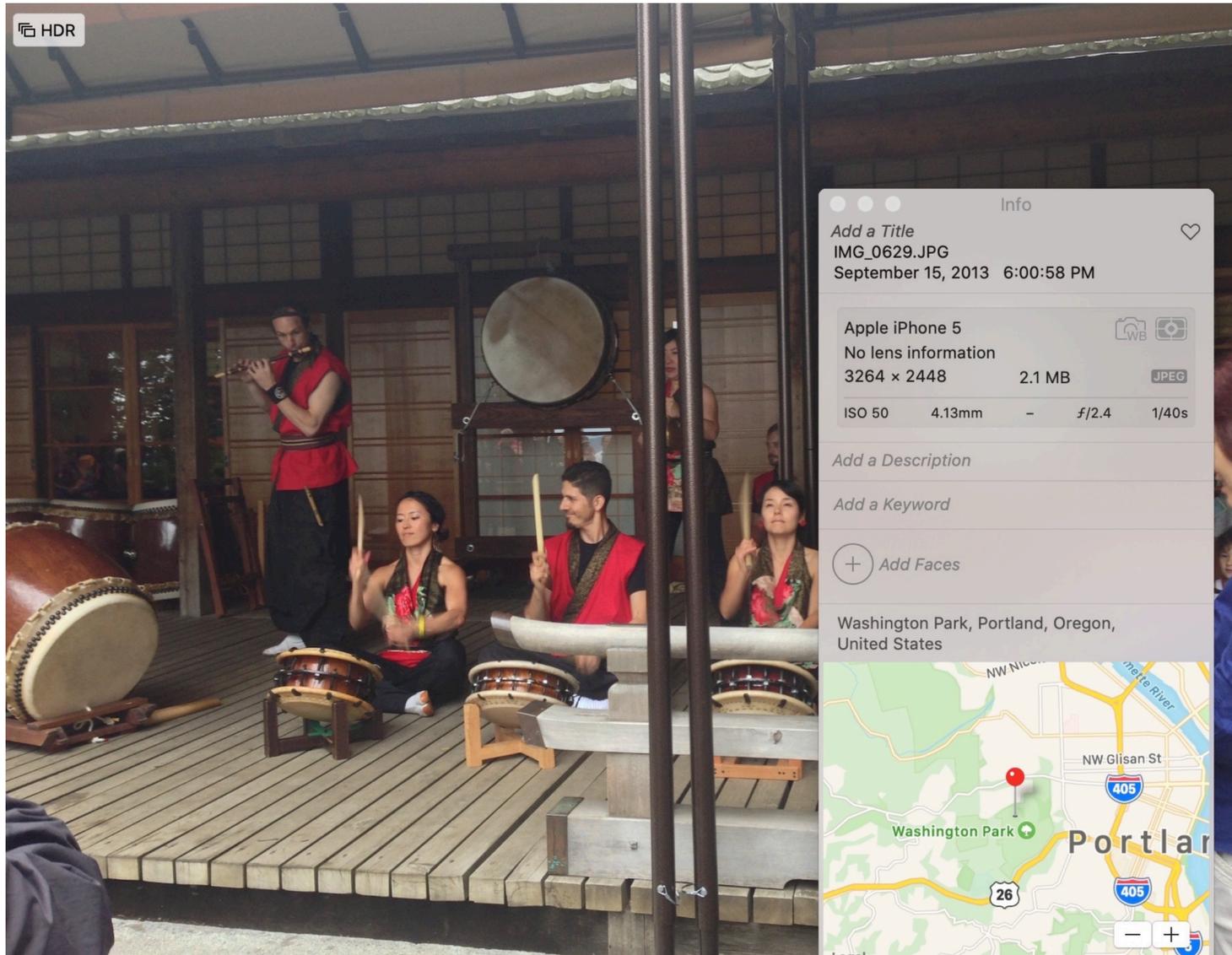
# Working with Images in Preview

## Edit images

- **Crop**: Drag to select the crop area, then choose Tools > Crop.
- **Rotate**: Choose Tools > Rotate Left or Rotate Right.
- **Adjust color**: Choose Tools > Adjust Color, then drag a slider to make an adjustment.
- **Adjust size**: Choose Tools > Adjust Size, enter the desired dimensions, then click OK.



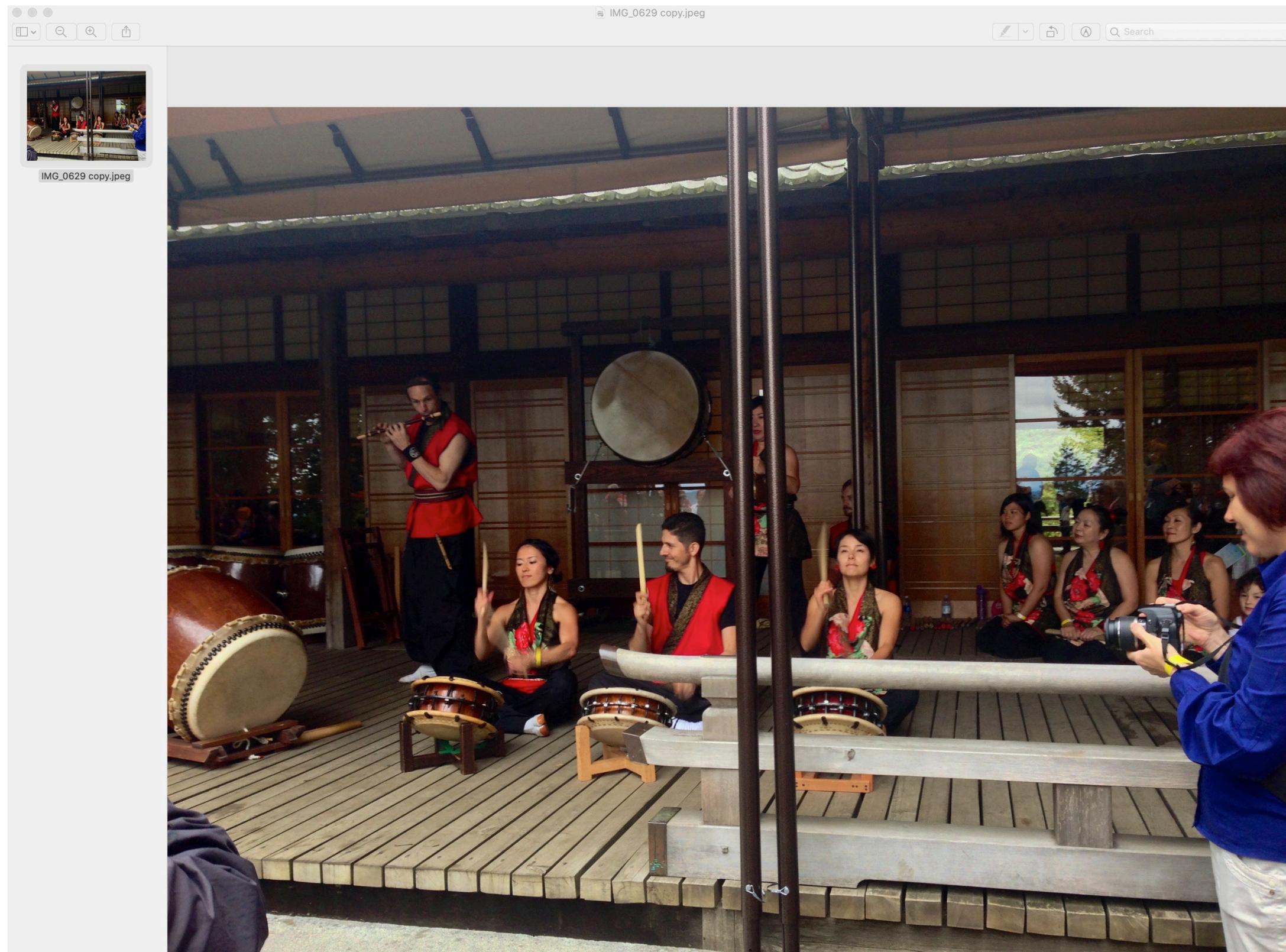
# Preview is great for **quick** image adjustments.



## Adjustments In Photos

- **Adjust Size**
- **Crop**
- **Adjust Color a bit**

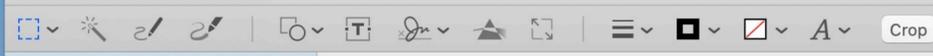
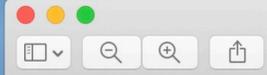
It isn't anywhere  
as powerful  
as image editing  
in the Photos app



**Copy image  
and open in  
Preview**

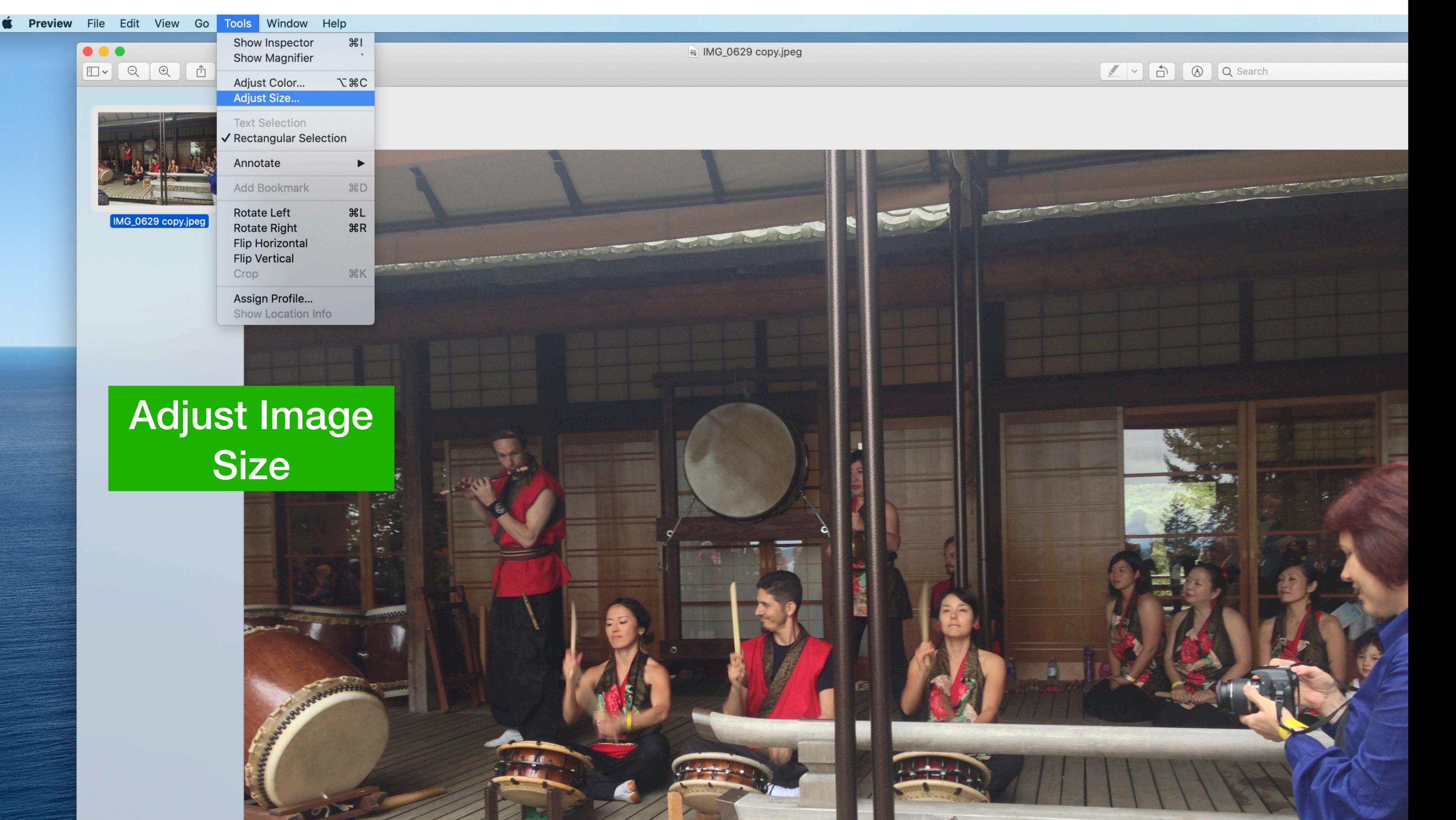
**I just dragged it  
to the Preview icon  
In the Dock**





# Cropping



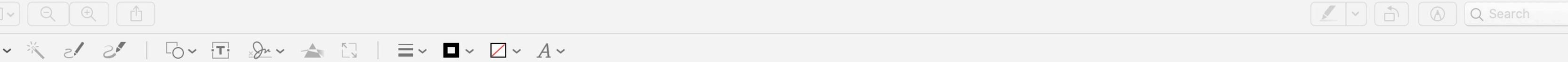


- Show Inspector ⌘I
- Show Magnifier
- Adjust Color... ⌘⌘C
- Adjust Size...**
- Text Selection
- ✓ Rectangular Selection
- Annotate ▶
- Add Bookmark ⌘D
- Rotate Left ⌘L
- Rotate Right ⌘R
- Flip Horizontal
- Flip Vertical
- Crop ⌘K
- Assign Profile...
- Show Location Info



# Adjust Image Size





IMG\_0629 copy.jpeg

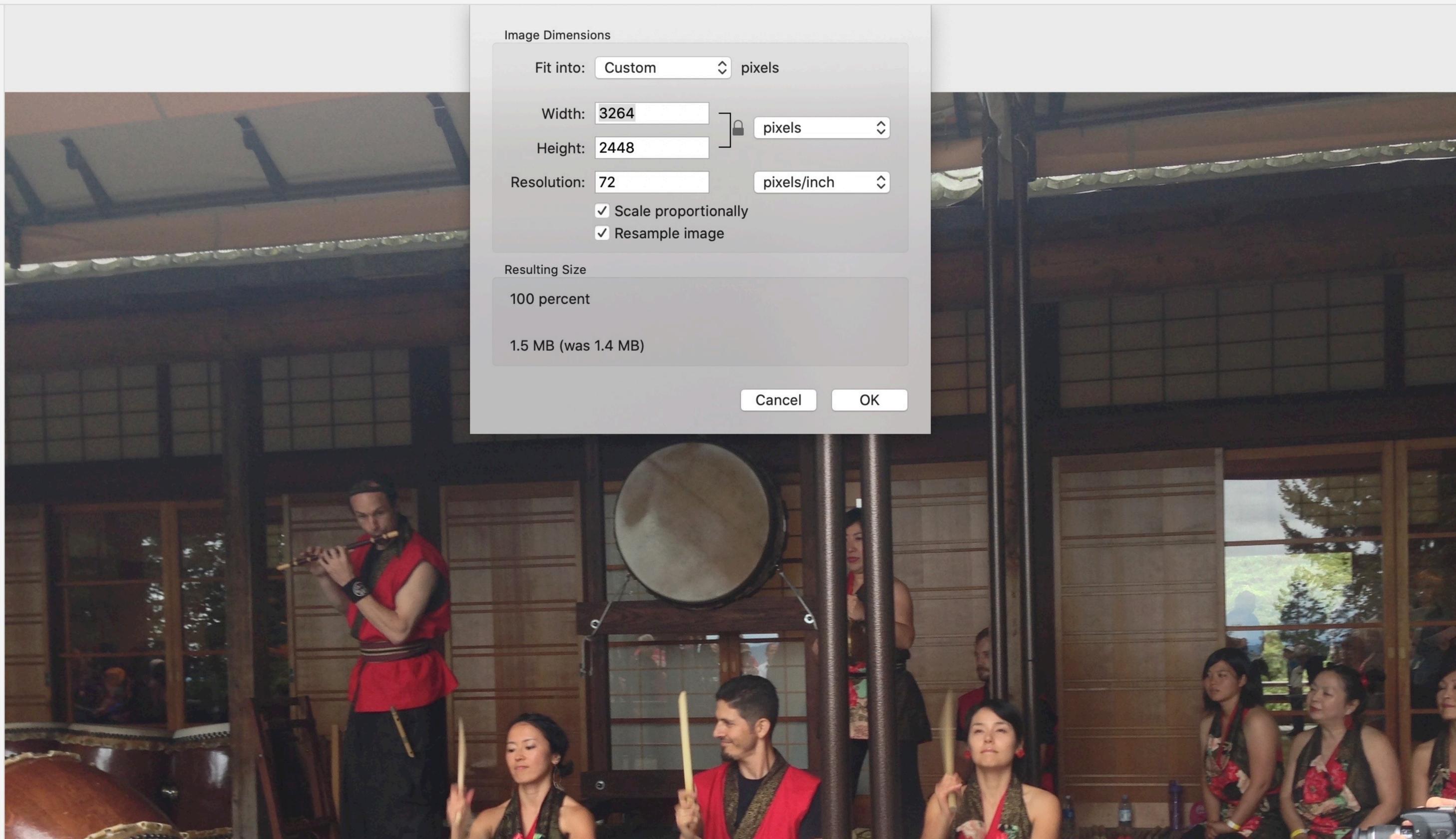


Image Dimensions

Fit into: Custom pixels

Width: 3264 pixels

Height: 2448 pixels

Resolution: 72 pixels/inch

Scale proportionally

Resample image

Resulting Size

100 percent

1.5 MB (was 1.4 MB)

Cancel OK



IMG\_0629 copy.jpeg

Image Dimensions

Fit into: Custom pixels

Width: 45.33 inches

Height: 34 inches

Resolution: 72 pixels/inch

Scale proportionally

Resample image

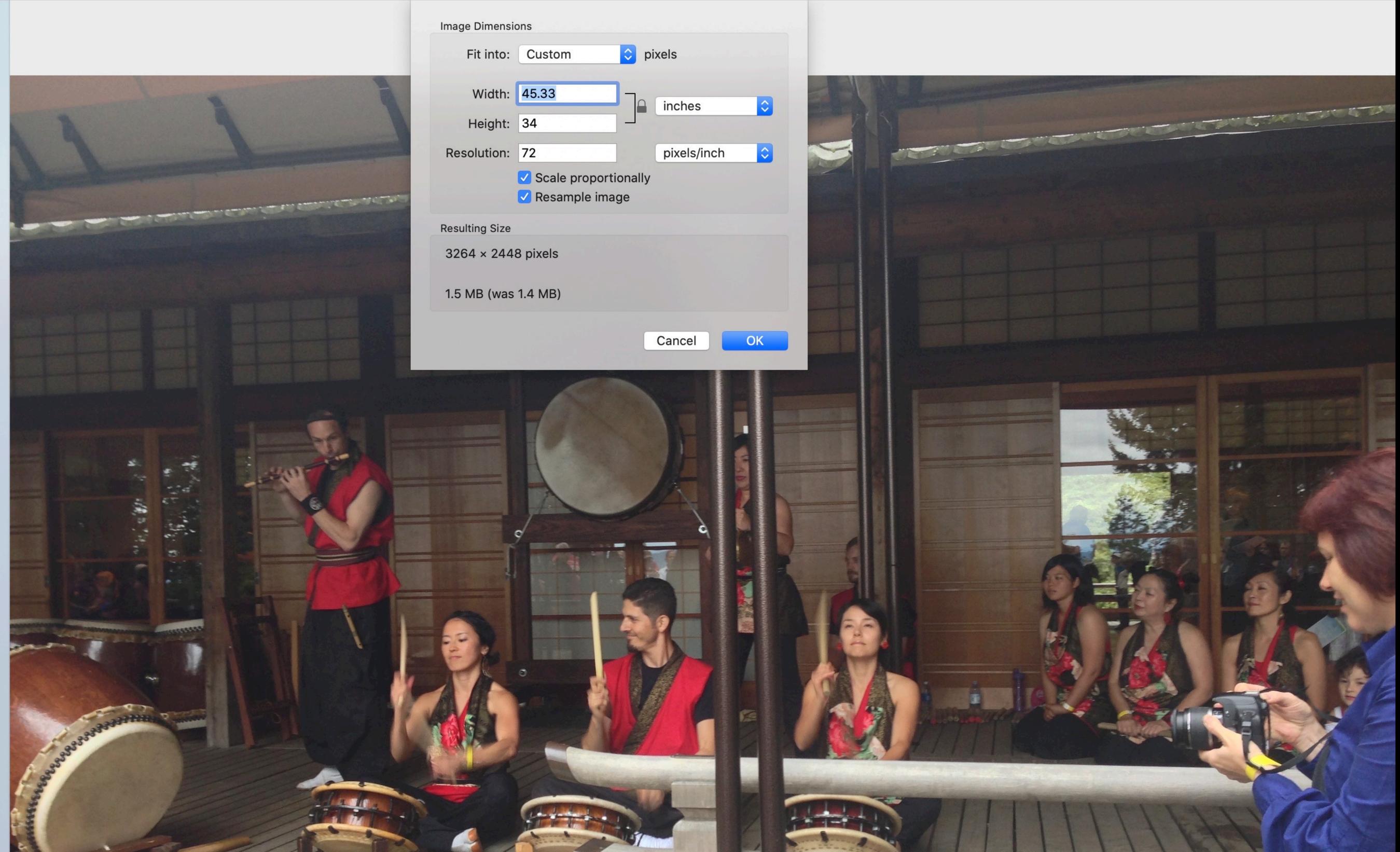
Resulting Size

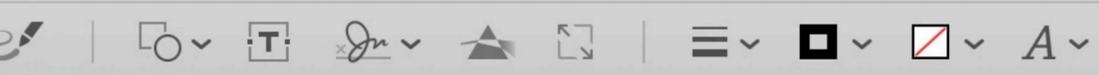
3264 x 2448 pixels

1.5 MB (was 1.4 MB)

Cancel

OK





y.jpeg

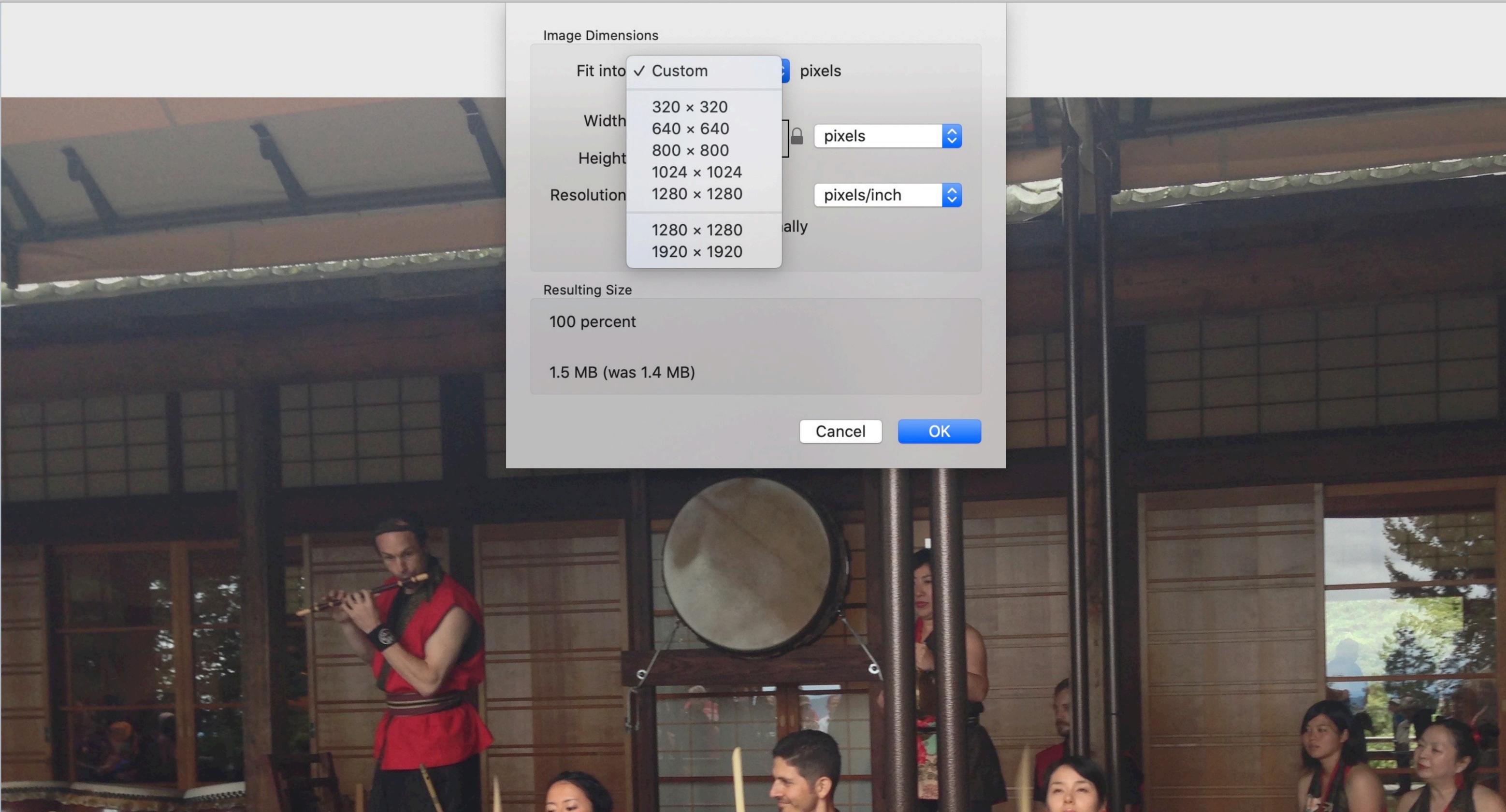


Image Dimensions

Fit into  Custom pixels

Width 320 x 320

Height 640 x 640

Resolution 800 x 800

1024 x 1024

1280 x 1280

1280 x 1280 ally

1920 x 1920

pixels

pixels/inch

Resulting Size

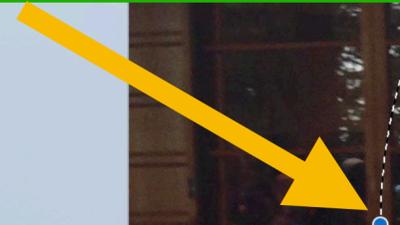
100 percent

1.5 MB (was 1.4 MB)

Cancel OK

- Undo ⌘Z
- Redo ⌘⇧Z
- Cut ⌘X
- Copy ⌘C**
- Paste ⌘V
- Delete
- Select All ⌘A
- Invert Selection ⌘⇧I
- Insert ▶
- Move to Trash ⌘⇧⌘
- Find ▶
- Spelling and Grammar ▶
- Speech ▶
- Start Dictation...
- Emoji & Symbols ^⌘Space

Selecting doesn't need to be just a rectangle



Copy and Paste  
to the  
Clipboard  
to make a  
new document





IMG\_0629 copy.jpeg



# Adjust Colors

Adjust Color - IMG\_0629 copy.jpeg

Auto Levels

Exposure:

Contrast:

Highlights:

Shadows:

Saturation:

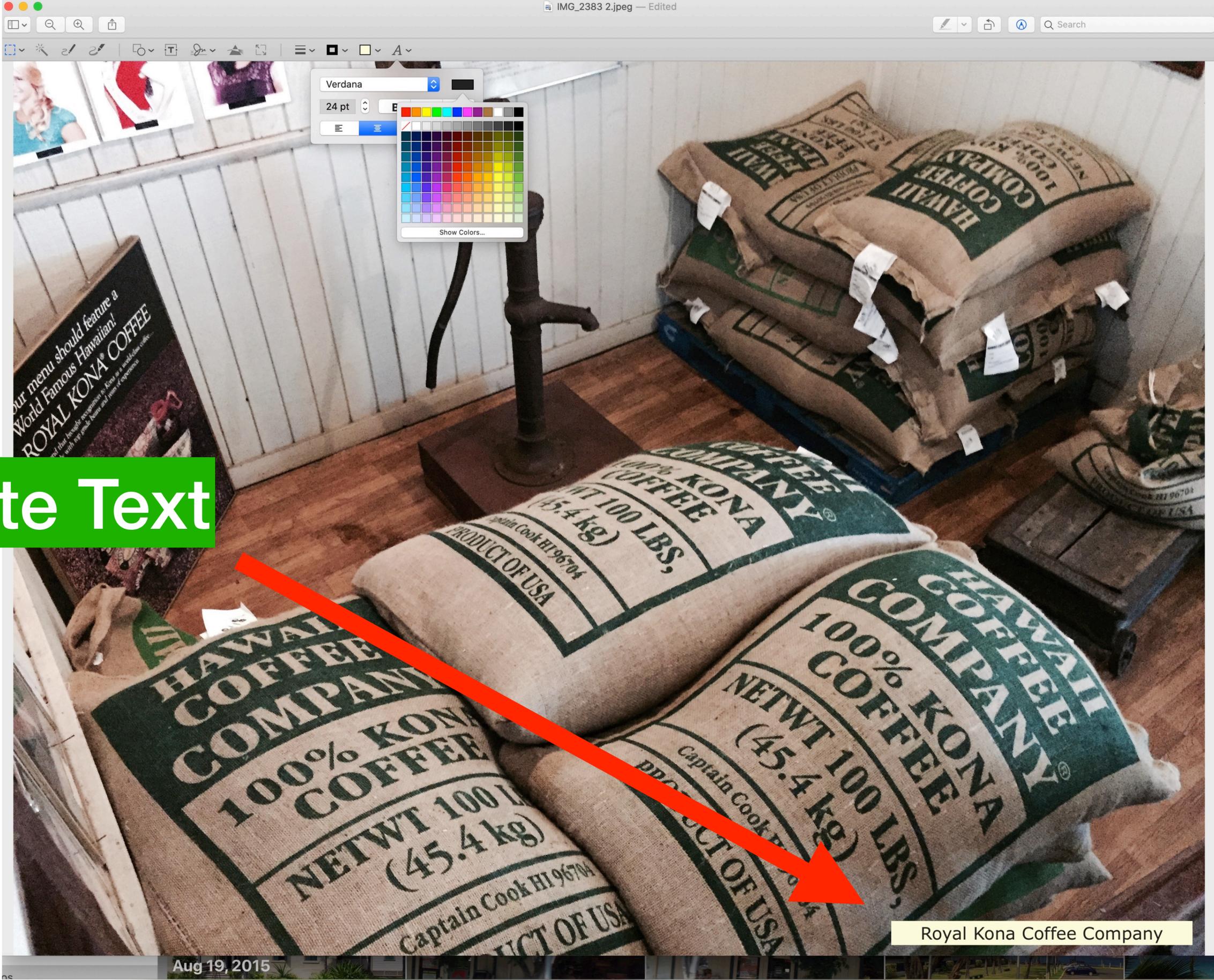
Temperature:

Tint:

Sepia:

Sharpness:

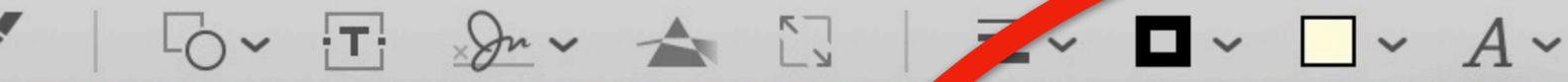
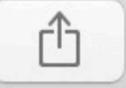
Reset All



# Annotate Text

Royal Kona Coffee Company

Aug 19, 2015



Verdana

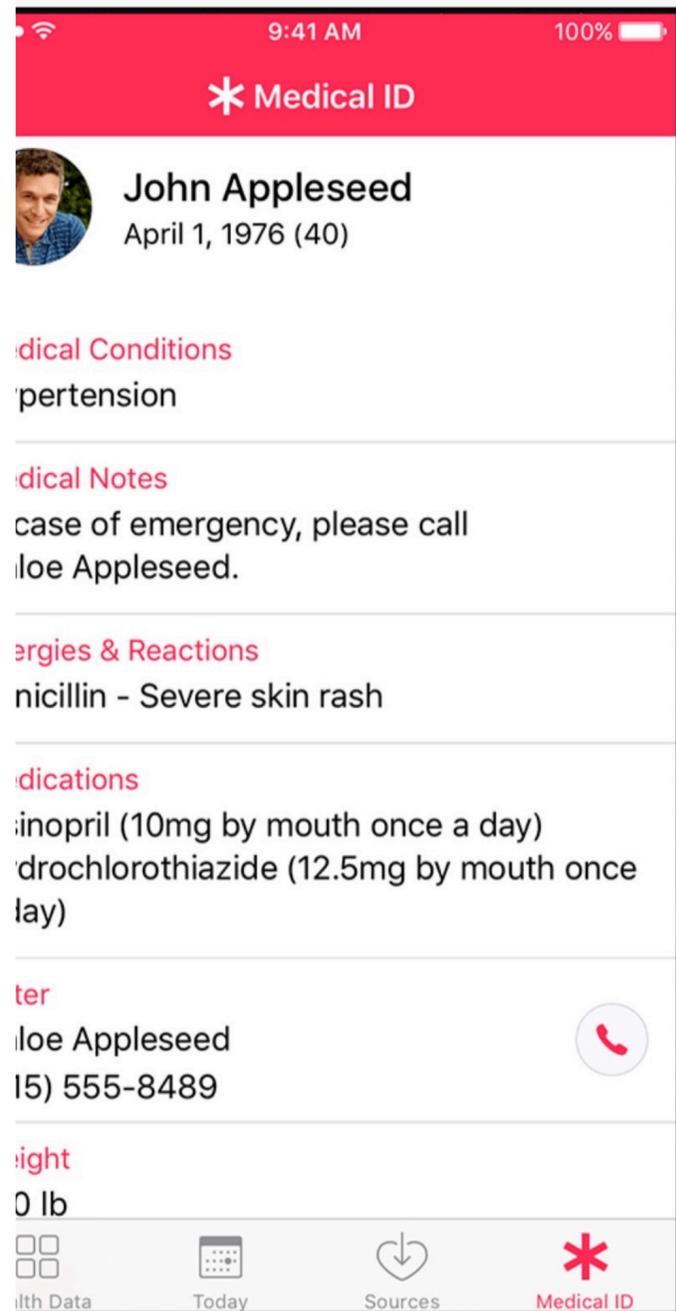
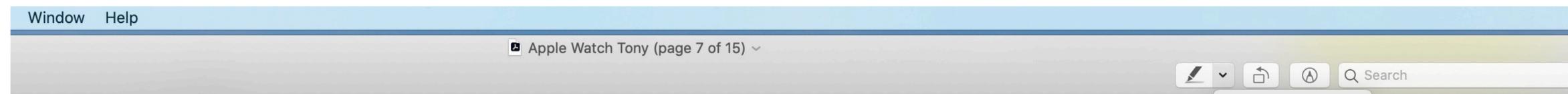
24 pt

B

Show Colors...

Duplicate and keep original

# Highlight Text in a PDF



1. Open the Health app and tap the Summary tab.
2. Tap your profile picture in the upper-right corner.
3. Under Medical Details, tap Medical ID.
4. Tap Edit in the upper-right corner.
5. To make your Medical ID available from the Lock screen on your iPhone, turn on Show When Locked. In an emergency, this gives information to people who want to help. **To share your Medical ID with emergency responders, turn on Share During Emergency Call.** When you make a call or send a text to emergency services on your iPhone or Apple Watch, your Medical ID will automatically be shared with emergency services.\*
6. Enter health information like your date of birth,



Change the highlight color

Using last week's Apple Watch PDF you can highlight important text... Just like you did in school when we had printed books.

Select version:

macOS Catalina 10.15

Search the user guide

[Table of Contents](#) 

## Fill out and sign PDF forms in Preview on Mac

Some PDFs are forms you can fill out and then print or send. If a form requires a signature, you can add your signature to any PDF.

### Fill out a PDF form

1. In the Preview app  on your Mac, open the PDF form.
2. Click a field in the form, then type your text.

If you save the form (by choosing File > Export), you can close it, open it later, and continue to fill it out.

### Create and use signatures

To sign PDFs, you can capture your signature using your trackpad, the built-in camera on your Mac, or iPhone or iPad.

## Create and use signatures

To sign PDFs, you can capture your signature using your trackpad, the built-in camera on your Mac, or iPhone or iPad.

1. In the Preview app  on your Mac, if the Markup toolbar isn't showing, click the Show Markup Toolbar button , then click the Sign button .

2. Follow the onscreen instructions to create and save your signature.

### trackpad

- *Create a signature using your trackpad:* Click Trackpad, click the text as prompted, sign your name on the trackpad using your finger, press any key, then click Done. If you don't like the results, click Clear, then try again.

If your Mac has a Force Touch trackpad, you can press your finger more firmly on the trackpad to sign with a heavier, darker line.

### computer camera

- *Create a signature using your computer's built-in camera:* Click Camera. Hold your signature (on white paper) facing the camera so that your signature is level with the blue line in the window. When your signature appears in the window, click Done. If you don't like the results, click Clear, then try again.

### iPhone/ iPad

- *Create a signature using your iPhone or iPad:* Click iPhone or iPad. On your iPhone or iPad, sign your name using your finger or Apple Pencil. When your signature appears in the window, click Done. If you don't like the results, click Clear, then try again.

3. Add the signature to your PDF.

Choose the signature you want to use, drag it to where you want it, then use the handles to adjust the size.

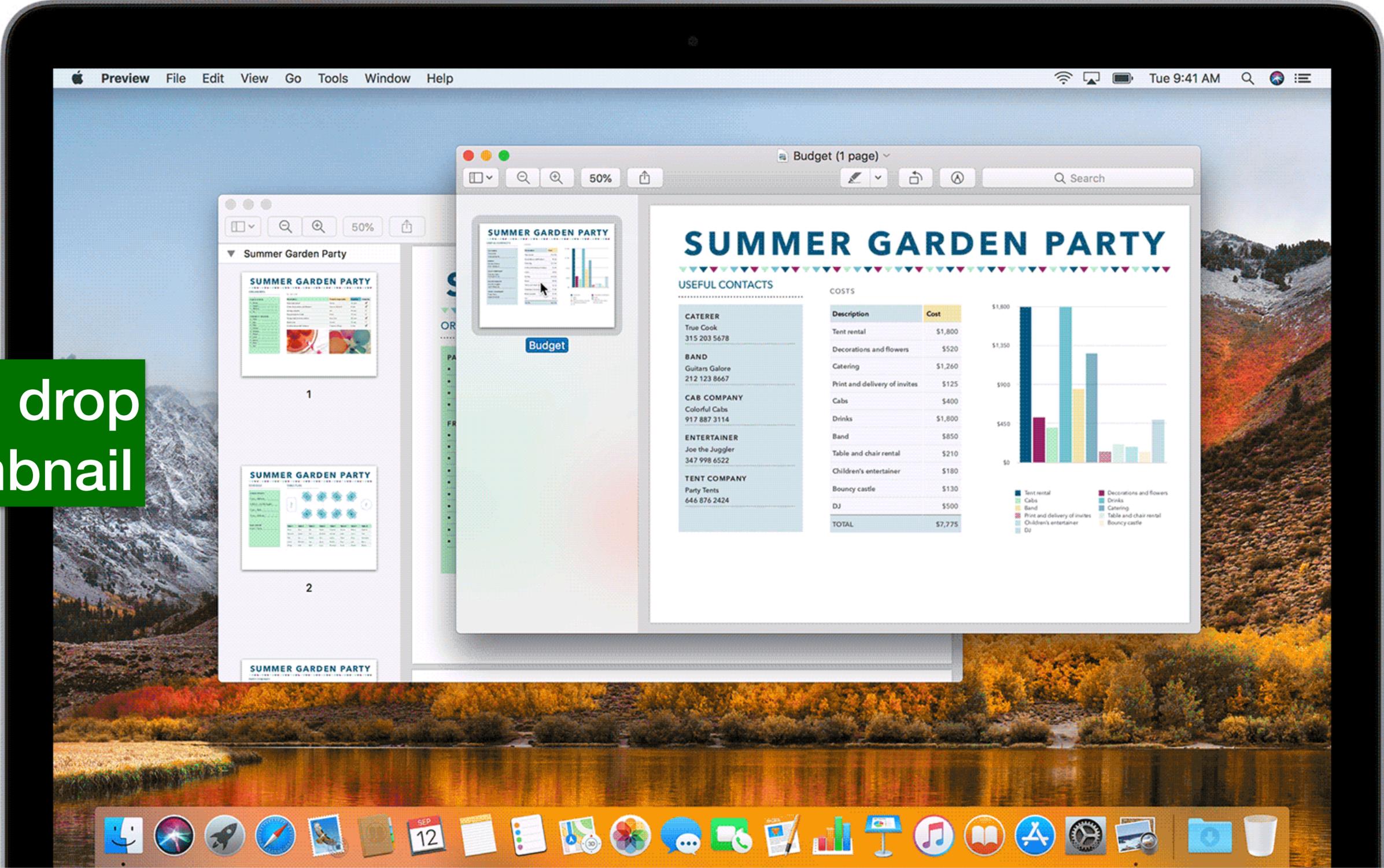
If you use iCloud Drive, your signatures are available on your other Mac computers [that have iCloud Drive turned on](#).



## Add your signature to a PDF

1. Click the Sign button in the markup toolbar, or choose Tools > Annotate > Signature.
2. Click Create Signature, then choose whether to use your trackpad, built-in camera, or iOS device to create a signature:
  - Click **Trackpad**, then use your trackpad to sign your name with your finger. After you sign your name, press any key on the keyboard.
  - Click **Camera**, then sign your name on white paper and hold it up to the camera. Your Mac will automatically scan the signature and show it in the Camera window.
  - Click **iPhone** (or iPad or iPod touch), then sign your name on your device's screen when prompted.
3. Click Done.
4. Choose your signature to add it to the document. You can move and resize it anywhere on the document.

# Combining PDFs



<https://support.apple.com/en-us/HT202945>

# Q & A