

Preview: The Mac's Swiss Army Knife

It's been around the block

1. Preview was a part of the very first version of Mac OS X in 2001
2. Started as a simple PDF and image viewer
 - 2.1. Portable Document Format was created by Adobe in the 1990s as a way for people to share documents that retained their look and feel without having to have the software that created the original document
3. Not as full-featured as Adobe Acrobat Reader or other Acrobat products but it's cheaper (as in free!) and faster

Tour of the interface

4. Toolbar: Buttons for common commands
 - 4.1. Some commands may be dimmed if they don't apply
 - 4.1.1. View: Show a Sidebar with various content
 - 4.1.2. Page History: Move through the history of pages you've viewed in a document
 - 4.1.3. Proxy icon: Drag this as if you were dragging the document icon; command-click to see the file's path
 - 4.1.4. Document name: Change the document's name and tags, move it to another location, change its lock status
 - 4.1.5. Inspector: Get information about a document or image. If the Inspector icon has stars on it, then the Mac has recognized something in the image. Click a Visual Look Up icon to get more info.

- 4.1.6. Zoom: Change the view by zooming in or out
 - 4.1.7. Share: To share a document or image with other people or other apps
 - 4.1.8. Previous/Next: Page through a document
 - 4.1.9. Page: Go to a specific page in a document
 - 4.1.10. Highlight: Click the button, pick a color, then drag the pointer across text to highlight it
 - 4.1.10.1. Control-click highlighted text to remove the highlight
 - 4.1.11. Rotate: In 90-degree increments with each click of the button
 - 4.1.12. Markup: To reveal the Markup tools
 - 4.1.13. Form Filling: To add text to designated areas of a PDF document
 - 4.1.14. Search: To search for text in a document
 - 4.1.15. View > Customize Toolbar to add, remove, or rearrange buttons in the Toolbar. Changes apply to all Preview windows.
5. Sidebar
- 5.1.1. Show or hide the Sidebar
 - 5.1.2. Show Thumbnails
 - 5.1.3. Table of Contents
 - 5.1.4. Highlights and Notes
 - 5.1.5. Bookmarks contained within the document
 - 5.1.6. Contact Sheet

5.1.7. Continuous Scroll, Single Page, Two Pages: Choose how you wish to view the document

Images

6. View an image: Double-click it to open it
 - 6.1. Works with JPEG, PNG, PSD, TIFF, HEIC, Open EXR
7. Convert an image: Choose File > Export and pick a different format
8. Print an image: Choose File > Print and select options
9. Work with text in an image
 - 9.1. Drag across text to select it
 - 9.2. Control-click the text to show up a menu to copy the text, look up the meaning of the text, search the web, translate the text into another language, or share it
 - 9.3. If the text contains a phone number, email address, or web address, the Mac can call the number using FaceTime, compose an email message or add it to Contacts, or go to a website
10. The Tools menu
 - 10.1. Show Magnifier: Magnifies an area of an image beneath the pointer
 - 10.2. Adjust Color: Reveals a histogram to change settings such as sharpness, exposure, contrast, saturation, and more
 - 10.3. Adjust Size: Change the dimensions of an image
 - 10.4. Selection (Automatic, Rectangular): Use to select portions of the image, then perform an action on it (e.g, crop)
 - 10.5. Annotate

- 10.5.1. Shapes (Rectangle, Oval, Line, Arrow, Polygon, Star):
Change the size and look of the shapes by dragging the blue and green handles
- 10.5.2. Text, Speech Bubble: Stand-alone text, or text in a speech bubble. Double-click in the speech bubble to add text.
- 10.5.3. Mask: Make a portion of your image stand out
- 10.5.4. Loupe: Magnify an area of the image. Drag the blue handle to enlarge the circle; drag the green handle to change the magnification
- 10.5.5. Signature: Add your signature to a photo
- 10.6. Rotate Left/Right: In 90° increments
- 10.7. Flip Horizontal/Vertical
- 10.8. Crop: Select a portion of the image by dragging a rectangle, then choose Crop
- 10.9. Remove Background: Point at the command and an animated silver lining will surround the portion of the image that will remain after the background is removed
- 10.10. Assign Profile: See how your image will look on other devices that may display colors differently
- 11. Markup: Click to show the Markup Toolbar
 - 11.1. Selection tools (Rectangular, Elliptical, Lasso, Smart Lasso):
Select an area of an image, then crop, copy, or delete
 - 11.2. Instant Alpha: Removes the background of the image
 - 11.3. Sketch: The app will clean up your sketches of circles, squares, stars, and other standard shapes
 - 11.4. Draw: Tool appears if you have a force touch trackpad; doesn't recognize standard shapes

- 11.5. Shapes: Drag to add, then resize, drag, highlight, or add a loupe
- 11.6. Text: Type your text, then drag the text box where you want
- 11.7. Sign: Add a signature, or create one using a trackpad, camera, or nearby iPhone or iPad
- 11.8. Adjust Color: Same options as in the Tools menu
- 11.9. Adjust Size: Same options as in the Tools menu
- 11.10. Shape Style: Select an shape and change the thickness and type of lines used
- 11.11. Border Color: Change the color of the lines used in a shape
- 11.12. Fill Color: Change the font or the font style and color
- 11.13. Text Style: Select text and change the font or the font style and color
- 11.14. Image Description: Enter, view, or edit a description of an image; useful for screen readers used by vision-impaired people

PDF files

- 12. View a PDF file: Double-click it to open it
 - 12.1. Set your Mac so that every PDF file opens in Preview instead of another app
 - 12.1.1. Click a PDF file once to select it
 - 12.1.2. From the Finder's File menu, choose Get Info
 - 12.1.3. Click the Open With pop-up menu and choose Preview
 - 12.1.4. Click the Change All... button to make Preview the default app for all PDF files
- 13. Convert an image: Choose File > Export and pick a different format

- 13.1. From the Quartz Filter pop-up menu, choose Reduce File Size; this menu can also be used to add effects to a PDF file
- 13.2. Click the Permissions... button to add a password to the PDF; specify permissions for actions with the PDF that won't require entering the password. (See also: File > Edit Permissions)
14. Print an image: Choose File > Print and select options
15. Working with pages of a PDF file
 - 15.1. Click View > Thumbnails or Contact Sheet
 - 15.2. Drag thumbnails to rearrange them
 - 15.3. Option-drag thumbnails to duplicate them
 - 15.4. Select thumbnails and press the delete key to delete them
 - 15.5. Extract pages by dragging thumbnails to the desktop
 - 15.6. Insert pages from another PDF by dragging thumbnails into the sidebar or Contact Sheet
16. The Tools menu—many tools are the same as those for Images
 - 16.1. Show Magnifier: Magnifies a large area of the PDF
 - 16.2. Selection (Text, Rectangular): Choose to select portions of the PDF (text or larger areas), then perform an action on it (e.g, copy)
 - 16.3. Redact: Select Redact, then select text to permanently block it out
 - 16.4. Annotate
 - 16.4.1. Highlight, Underline, Strike Through Text: Select the command, then drag across text to highlight, underline, or strike through it
 - 16.4.2. Note: Add a note to your document

- 16.4.3. Add Bookmark: Add a bookmark to a page of the PDF file; look for the icon in the upper right-hand corner of the page
- 17. Markup: Click to show the Markup Toolbar; many of the tools are the same as those for images
 - 17.1. Selection tools (Text, Rectangular): Select an portion of the PDF file then perform an action on it (e.g., copy); same options as in the Tools menu
 - 17.2. Redact: Click the button then select text to permanently redact it
 - 17.3. Note: Add a note to the PDF file
- 18. Form Filling
 - 18.1. Click the Form Filling button in the toolbar to show the fields on the form
 - 18.2. Click in the field and type text
 - 18.3. If you save the form (by choosing File > Export), you can close it, open it later, and continue to fill it out.
- 19. Search: Click the button and type the text to search for

Help

- 20. Me: Mike Matthews, mamatthews@icloud.com, 925-876-4098
- 21. Apple Support: support.apple.com
- 22. Free Apple User Guides downloadable in Books app