

WORKING WITH PREVIEW

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INTRODUCTION:

I assume everyone here is familiar with Apple's premiere and powerful imaging application iPhoto. Although it is certainly the application we are most likely to use to work with images, we should also know that it isn't the only imaging application native to Mac OS X. Several imaging applications are part of the standard Mac OS X installation that may be useful to you, including PREVIEW and Image Capture. Today I'll talk about the application PREVIEW.

PREVIEW

As the name implies, PREVIEW'S primary function is to let you preview documents. Perhaps the application should be more accurately called VIEW. In the context of PREVIEW, documents refer to image files i.e. photos, PDFs, and others. Although you can't make many changes in the documents you preview, PREVIEW is very useful for viewing a wide variety of documents.

NOTE: *PREVIEW IS MAC OS X DEFAULT IMAGE AND PDF VIEWING APPLICATION*

VIEWING IMAGES IN PREVIEW

Many of the image file types you commonly encounter under Mac OS X are configured to open in PREVIEW by default.

NOTE: On some computer, PREVIEW might not be the default application for viewing image, PDF, or other files. If not, you can open any image file by first opening PREVIEW and then using the Open command, or by setting PREVIEW to the application associated with a specific image file. (How to do the latter may be a subject for future presentation). Another way to open an image is to have PREVIEW on your dock and by dragging and dropping the image onto the PREVIEW icon the image will automatically open.

To open and view images in PREVIEW, use the following steps:

1. Open an image file. PREVIEW will open and you will see the PREVIEW window. If the image does not fill the PREVIEW window, you'll see gray borders around it.
2. Use the tools in the toolbar to control how the images appear, such as the Zoom In button to make the image larger.

TIP: To zoom in on part of an image, select the part on which you want to zoom and select View, Zoom to Selection. To remove the selection box, click the image outside of the box.

Many of PREVIEW'S commands are straightforward, such as the Zoom To Fit command that sizes the current image so it fills the PREVIEW window.

PREVIEW also features a Drawer that is useful when you are working with more than one image at a time. When you select several images and open them, PREVIEW'S Drawer will open and you will see thumbnails of each image you opened. Select an image's thumbnail to view it in the PREVIEW window.

You can open and close the Drawer by clicking the Drawer button on the toolbar or by selecting View, Drawer, or by pressing **SHIFT-COMMAND-D**.

NOTE: If you open images one-at-a-time, a PREVIEW window will open for each image file. (See PREVIEW PREFERENCE Table below for other choices).

USING PREVIEW TO CROP AN IMAGE

Cropping is one of the most basic and useful image editing options. Fortunately, you can use PREVIEW to easily crop images, as you can see in the following steps:

1. Open the image you want to crop.
2. Drag in the image to select the portion of the image you want to keep. As you select part of the image, the part that is not selected will be darkened.
3. To adjust the selected part of the image, drag the selection box around or resize it by either dragging a corner or dragging the resize handle located in the center of each side of the selection box.

TIP: To keep the selection box proportional to the original image, hold down the Shift key while you drag.

4. When you have the part of the image you want to keep selected, select Tools, Crop or press **Command-K**. The areas of image outside of the selection box will vanish.

*TIP: You can return to the most recently saved version of an image by selecting **File, Revert**.*

VIEWING A SLIDESHOW IN PREVIEW

iPhoto, iDVD, and iMovie can be used to create slideshows. Although not nearly as sophisticated as those applications, you can create a basic slideshow in PREVIEW.

Here's how.

1. Use PREVIEW to open the image files you want to view in a slide show.
2. Select View, Slideshow or press **SHIFT-COMMAND-F**. The PREVIEW interface will disappear and the images will be displayed as a slideshow.
3. Move the mouse and a set of controls will appear at the bottom of the screen.

From Left to right, the buttons are:

- **Back** – Moves the slideshow back one image
- **Pause/Play** – Pauses or plays the slideshow
- **Next** – Moves to the next image
- **Index Sheet** – Displays thumbnails of each image so you can click one to move to that image

- **Fit to Screen/Actual Size** – Adjusts the size of the image to fill the screen to the actual size
 - **Close** – Stops the slideshow
4. Use the appropriate buttons to control the slideshow
 5. When you are done, click the Close button or pres Esc. You will move back to the standard PREVIEW window.

OTHER PREVIEW IMAGE FUNCTIONS THAT MAY BE USEFUL

- **Get Info** — Use this command to get detailed information about an image.
- **Image Correction** — You can change many aspects of an image, such as its brightness, sharpness, and so on, by selecting Tools, Image Correction. Use the controls in the resulting window to configure specific aspects of the image.

USING PREVIEW TO CONVERT FILES TO DIFFERENT FORMATS

One of the nice things PREVIEW does for you is enables you to convert an image from one format to another. Here's how:

1. Open the image you want to save in a different format.
2. Select File, Save As. The Save As sheet will appear.
3. Select the file format in which you want to save the file in from the Format pop-up menu. File formats are: BMP, GIF, JPEG, TIFF, TGA, SGI, PNG, PDF and others.
4. If the format you select has options, use the slider, check boxes, or other controls to configure its settings.
5. Rename the file, choose a save location, and then click Save. A new file in the format you selected will be created

USING PREVIEW TO READ PDFS

Portable Document Format (PDF) files are a common way to distribute electronic documents. You are likely to encounter PDFs on the Web, as file attachments to emails, and so on. PREVIEW is Mac OS X's default PDF viewer. *(You can change it to Adobe Reader but why should you)?*

NOTE: One of the many benefits of Mac OS X is that PDF is a native format. This means you can create a PDF from *any* application without using Adobe's Acrobat or Distiller (although those tools offer some special features that are not available to Mac OS natively). *(See last slide before Table for instructions on how to create a PDF).*

To view PDFs with PREVIEW, do the following:

1. Open a PDF document in PREVIEW.
2. Open PREVIEW'S Drawer. You'll see a thumbnail of each page in the document.
3. Click a thumbnail to move to a specific page, or type the page number in the Page box on the toolbar.
4. Move to pages one at a time by clicking the Next or Previous button in the toolbar or by pressing the Down or Up arrow keys.

5. Adjust the display of a PDF document by using the commands shown when you select View, PDF Display. The options include Single Pages, which shows the document page-by-page; Facing Pages, which shows two pages at a time; and so on.
6. You can annotate a PDF, such as to make comments or highlight parts of it, by selecting Tools, Annotate Tool. Then you choose the tool you want to use by selecting Tools, Text Annotation (this enables you to add text annotations to the document) or Tools, Oval Annotation (this enables you to draw ovals to highlight parts of a PDF). You can use both type of tools on the same page, and you can include multiple annotations on the same page.
7. To move around inside a document, select Tools, Scroll Tool or press (Command-1). The cursor will become the hand and you can drag around a page to move it within the PREVIEW window (unless the entire page fills the window, in which case you won't be able to do this).
8. To select text so you can copy and paste it into other documents, select Tools, Text Tool or press Command-2. Select the text you want to copy and select Edit, Copy. The text will be moved to the Clipboard, from which you can paste it into other documents.
9. To select parts of a page using a selection box, select Tools, Select Tool or press Command-3. Drag on the page to select the part you want of it. You can then copy that part and paste it into other documents. To remove the selection box, press Esc or click outside the selection box.
10. To add a bookmark to a PDF, move to the location at which you want to set a bookmark and select Bookmarks, Add Bookmark or press Command-D. In the resulting sheet, name the bookmark and click Add. You can return to this point in the document at any time by selecting it on the Bookmarks menu.
11. To search a PDF document, type the text for which you want searched in the Search box that appears at the top of the Drawer. As you type, PREVIEW will search the document for your search text. When it finds the first instance, the page on which it appears will be shown and the search term will be shaded so you can easily see where it is. In the Drawer, each occurrence of the search term appears on the list of results (at the top of the list, you will see how many occurrences there are in the document). When you click an occurrence, the page on which it appears is shown in the PREVIEW window and the search term is highlighted on the page.
12. If you made annotations to the document, save it before you close it.

CREATING PDFS

To create a PDF version of a document, you use the Print command to “print” the document to a PDF file.

1. Create your document by using the appropriate application.
2. Save the document.
3. Select File, Print to open the Print sheet.
4. Open the PDF drop-down menu and select Save as PDF.
5. Use the Save to File sheet to name the file and choose a location.
6. Click Save.

A PDF file is created in the location you specify. This document can be viewed using the PREVIEW application or with Adobe Reader.

**TABLE I
PREVIEW PREFERENCE**

TAB	PREFERENCE	WHAT IT DOES
General	Thumbnail size slider	Sets the size of the thumbnails in the Drawer
General	Window background color	Sets the color of the area outside an image in the Preview window (the default is gray).
Images	When opening images: Open all images in one window	No matter how you open images (one at a time or many at once), they all appear in the same window and you can use the Drawer to work with them.
Images	When opening images: Open groups of images in the same window.	When you open multiple images at the same time, they all appear in the same window and you can use the Drawer to work with them.
Images	When opening images: Open each images in its own window	No matter how many images you open at once, they each appear in a separate Preview window.
Images	Default image size: Actual size	Opens images at their default sizes.
Images	Default image size: Scale large images to fit window	Automatically zooms out in large images so the entire image is displayed in the Preview window.
Images	Default image size: Scale up small images to fit window	Automatically zooms in for small images so the image fills the entire Preview window; you can choose this only when "Scale large images to fit window" is selected.
Images	Respect image DPI for Actual Size	This causes the Actual Size command to take the image's resolution into account when resizing it.
PDF	Default document scale	Choose auto-scale to use the default size settings stored in the PDF file; choose Use scale of and enter a value to cause Preview to use the scale value you enter when you open a PDF.
PDF	Remember last page viewed	Causes Preview to display the page you last viewed when you open a document.
PDF	Greeking threshold	Sets the size at which greeking is used to display text; this is done when text becomes too small to be displayed legibly and instead is replaced by symbols that look like Greek.

PDF	Anti-alias text and line art	When checked, Preview will smooth out text and art through anti aliasing it.
PDF	Open drawer only for Table of Contents	Causes Preview to open the Drawer only when a PDF has a table of contents element included in it.
Bookmarks	Remove	This pane shows all the bookmarks that have been created using Preview; for each, the label, file, and page are show. Select a bookmark and click Remove to delete it from the document in which it was created.
Color	Preferred CMM	Use the pop-up menu to choose the Color Management Model that should be used for an image; your choices will depend on how the image was created. Select Automatic to have Preview choose the model it sees as best or is the default for an image.