

**Training Session 11 – MacIntosh Preview Part 1**  
**– Ian Stringer**

In this Training Session, we explore the **Preview** application. This application is very powerful and allows you to manipulate many things on your computer.

If you have double-clicked any file and it wanted to open in **Adobe Reader**, first click the file to select it then **Get Info (⌘I)**. Look down the **Info** pane to **Open with...** (you may need to click the triangle to see the options). This shows the default **Application** for opening this file; in this case it should show **Adobe Reader**. Click the up-down arrows and select **Preview**. Then click on **Change All...** This will now set the default **Application** to open all files with **Preview** and not **Adobe Reader**.

Click on the **Preview** icon in your **Dock** and open **Preview Preferences (⌘,)**. There are four icons across the top of this pane. Click on **General** and read the options. Click the first button **Open all files in one window**

Let us start with working on photographs. You can do a lot of things with photographs in **iPhoto**, but **Preview** allows you to do extra things. Open an **Event** in **iPhoto**, click on a pic of a person and drag it out of **iPhoto** onto the **Desktop** (it will be a copy; check its size with **⌘I**). Repeat for a second pic. Close **iPhoto**, and double-click each pic to open them in **Preview**. Check what you get.

Click on the pic to make that window active and close the Preview window **⌘W**. Click on the second button **Open groups of files in the same window**, and double-click each pic again to open each pic in its own window. Close the two Preview windows **⌘W**, **⌘W**. Now select both pics together by clicking the first then holding down the **⌘** key while clicking the second pic. They should both be highlighted. Now double-click the **group of files** to get both pics in the same window. Close the Preview window **⌘W**, Click on the third button **Open each file in its own window** and double-click each pic again (not both together!) to open each pic in its own window. Close one of the two Preview windows **⌘W**.

Note, you can select your **Window background:** colour. (You may need to click the **Zoom** - button in the **Tool Bar** to reduce the size of your pic and see the background.) Click on the colour button to open a **Colors** pane. This allows you to explore a range of colours on different palettes; have a good look at the different palettes. (I favour **Aqua** on the **Crayons** palette, in the centre set of colours.) Close the **Colors** pane, click on the pic and close the Preview window (**⌘W**).

Click on **Images** in the Preferences pane and set **Initial image scale:** to **Actual size**. Now double-click on one of your pics. The picture will be huge (remember how big it is from **⌘I**). Close the Preview window **⌘W**, change to **Scale large images to fit window** and double-click on your pic again to see it fit your screen. This would be the default setting. Now click on **Define 100% scale as: Size on screen equals size on printout**. This would be the default setting. Now reduce the size with the **Zoom** - button and change to **1 image pixel equals 1 screen pixel** and see the pic resized. Either setting seems to produce the same size image on the printer! Close the Preview window **⌘W**.

Click on **PDF** in the Preferences pane and have a look at the many options. Open one of the PDF Training Sessions. Try turning off and on **Viewing documents: Smooth text and line art**. There are a lot of outcomes to experiment with here. Close the Preview window **C**, and **Preview Preferences (⌘W)**.

Double-click on one of the pics. Look now at the **Tool Bar**. **Previous** and **Next** will switch between images/pages. **Zoom** has a - (minus) and + button. These will reduce or magnify the image. Good to check fine detail/pixelation. The **Move** button is a bit tricky, it works together with **Select**. **Text** allows you to **Annotate** your image (see under **Tools**). **Select** allows for **Rectangular**, **Elliptical** or **Lasso** selections of parts of your image, which can then be **Moved** and cropped. **Annotate** opens a tool-bar across the bottom of your image. This allows you to add such things as **arrows**, **ellipses**, **rectangles** and **text** to your image (not the same as the **Select** choices). You can adjust the font, size, thickness and colour of these additions. A bit fiddly. Click on the **Sidebar** button to show or hide the sidebar. Note what is at the bottom of the Sidebar - you can change its width and the way your images are treated.

It may be best for me to write a separate Training Session to show how you can make the most of the drop-down menus in the **Preview Menu Bar**.

The **Help** drop-down menu will take you to **Preview Help** where you can explore a wide range of related topics.

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