

PREVIEW PRESENTATION
(Penny Holland's portion following Sue K)

**OPENING MULTIPLE DOCUMENTS in PREVIEW,
and MERGING them into one PDF.**

Better than having multiple windows open and shuffling between them, you can view any number of documents in ONE preview window.

Double click on one document to automatically open PREVIEW,
or you can grab a whole bunch of items and **drag and drop these onto PREVIEW's icon**. (These can be of mixed formats--JPG, PNG, PDF, etc.)

OR when one item is open in Preview, you can add more to the group by OPENING THE SIDEBAR and dragging the other items onto the sidebar.
(you can also use EDIT>Insert)

Look at the SIDEBAR CHOICES
View > CONTENT ONLY
THUMBNAILS
TABLE OF CONTENTS
HIGHLIGHTS AND NOTES (look at later)
BOOKMARKS (Look at later)
CONTACT SHEET

YOU CAN REARRANGE THE ORDER of items ON THE SIDEBAR.

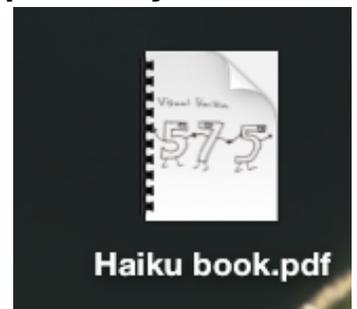
NOW, TO MERGE THESE INTO ONE DOCUMENT:

In **THUMBNAIL VIEW** try to **SELECT ALL** and **SAVE**.

This doesn't always work on my laptop, so here is a **work around**;
Select ALL THUMBNAILS and select **PRINT**

When the Print Window opens, go down to the lower left corner and click **PDF**
THEN SELECT **SAVE AS PDF**

NOTE:Once properly SAVED, the multiple paged PDF will appear on your desktop as an icon with what looks like a PLASTIC SPIRAL BINDER.



READING, ANNOTATING, SIGNING PDF FILES

Open a PDF that contains multiple pages. Remember it has a "spiral bound" icon.

Open and look at sidebar.

Open Markup tools and use **MAGNIFIER** to read the text.

(Or TOOLS menu>SHOW MAGNIFIER)

NOTE: This text reading magnifier is rectangular and fits the page of text!

When done magnifying: TOOLS>HIDE MAGNIFIER will get rid of it.

Checkout the LOUPE tool

(located with the **SHAPES** creator, or **Menu: TOOLS>Annotate>Loupe**

(This is best used with photos and graphics.

For fun: Loupe the Loupe! You can add one loupe on top of another!)

MORE ANNOTATIONS:

See icon on Markup tool bar. Or use TOOLS>ANNOTATE>**NOTE**

1. You can write notes that will show up in Sidebar and VIEW NOTES there.

2. Also talk about TOOLS>ANNOTATE>**HIGHLIGHT TEXT** and/or **ADD BOOKMARK**

VIEW these in SIDEBAR. (Note: to delete annotations go to INSPECTOR, select all and delete. To delete bookmarks, control/click bookmarks in the sidebar and delete.)

3. TOOLS>ANNOTATE>**MASK**(To frame or highlight a rectangular section for viewing purposes.)

FILL IN A PDF FORM

TO REMOVE a form page from a document:

Show THUMBNAILED in the sidebar, and drag the form page to desktop to make a copy for ease of demo. Note: this doesn't affect the original document. It creates a copy of the page.

PREVIEW automatically senses the lines or spaces you need to fill in when you click there.

Use FONT tool to choose Font name, size, color, etc.

Begin typing to fill in the blanks. Keep clicking on places to fill in and type.

Create a SIGNATURE: Show both TRACKPAD and CAMERA signatures.

Once a signature is created, attach the SIGNATURE to form and size it appropriately.

You can even change the color of the signature ink!

SCREEN SHOTS

FILE>TAKE SCREEN SHOT>

from SELECTION

from WINDOW

from ENTIRE SCREEN

If time, possibly do some annotations on Screen Shot--arrows, comments, etc.

MORE FUN WITH PREVIEW (IF TIME ALLOWS)

<http://www.macworld.com/article/2865527/the-many-superpowers-of-apples-preview-app-part-2.html>

HOW TO EXTRACT AN APPLICATION ICON:

Go to Applications folder and click on desired app. Do a Command-C to copy it to clipboard, then open a new doc in Preview and open a new doc in PREVIEW using Command-N. All the sizes of the icon will appear and you can choose which one you want. To save a specific size as a new file, select the thumbnail and do a FILE>EXPORT. (CHOOSE PNG OR TIFF to preserve the icon's background transparency!)



PASSWORD PROTECTING/ENCRYPTING A PDF

You can protect your PDF document with a password of your choice if you want to keep others from opening the PDF.

To do this, go to FILE>EXPORT>ENCRYPT where you will be asked to create your own password. (If you use this EXPORT function on a non-PDF you will not be able to encrypt the file.)

SOFT PROOF YOUR PRINT

If you want to see how your document will print under certain constraints or printing procedures:

go to **VIEW>SOFT PROOF WITH PROFILE**

This would be used to see how a photo, for instance, might look when printed out. You can, for instance, select BLACK AND WHITE to turn your color photo to B/W (Artists sometimes use this to check out the grayscale values of a painting.)

EXTRAS: PREVIEW can also be used to import a document from your scanner or to import photos from your camera. You can access these from the FILE menu.