

Mac Preview

When you double click on a graphic icon (photo) the default response is *Preview*, a small yet powerful application that lets you do a whole range of quick image editing.

Preview lets you view several types of image files, including JPG, GIF, HDR, TIF, PSD, PICT, PNG, BMP, and SGI. You can rotate, resize, and crop images, and you can convert them to different file types.. Preview is also a good graphic converter.

What You Can Do With Preview

- **Adjust an image's colors and exposures**

You can adjust the colors and exposures in an image. You can improve an image that's too bright or dark, a picture that doesn't have enough contrast, or a picture that needs to be sharper.

- **Assign keywords to an image or PDF**

You can assign keywords to your images and PDF documents, and then perform searches using those keywords.

- **Automate Preview tasks with Automator**

Automator is an application that allows you to perform tasks automatically by linking several actions into a workflow. You can use Automator to automate tasks in Preview. For example, you can use Automator to scale, rotate, or crop groups of images.

- **Change an image to match a ColorSync profile**

You can change your image so it matches a specific color model and ColorSync profile. The pixels in the image are modified to match the new color model and ColorSync profile. To leave the pixels unchanged and change only the ColorSync profile that's applied to the image, choose Tools > Assign Profile

- **Change the background color**

By default, Preview shows a gray background behind images and PDF files. If you expand the window larger than the size of the document, or if the image has transparent sections, you can see the background color.

- **Choose a ColorSync profile for an image**

You can choose the ColorSync profile used for an image, so its colors are matched to your device. The image saved in the file is not modified; only the ColorSync profile for the image is changed. To change the image, choose Tools > Match to Profile.

- **Convert graphic file types in Preview**

With Preview, you can convert image files to different file types. This can be useful when you share files with people who use other kinds of computers or when you want to open files in different applications that don't read all file types. You can also minimize the file size of an image by converting it to a different file type, making it easier to send the image in an email message or post it on the web.

Preview can convert image files to BMP, JP2, JPEG, PDF, PICT, PNG, SGI, TGA, and TIFF.

- **Crop PDF documents**

You can crop a page in a PDF document to remove parts you don't need. You can crop just the page you're viewing or all pages in the document.

Cropping a document does not destroy any of its contents. You can always view the uncropped document by choosing View > PDF Display > Media Box.

- **Filli out PDF forms**

Preview lets you fill out a PDF form. You can then print it or fax it to someone.

Whatever you enter is saved with the document and can be seen by anyone who reads it. However, after you save the document, you can no longer edit any of its fields. Before filling out a form, you may want to create a copy of it, so you can go back to the original. And before saving the form, be sure it's filled out completely and correctly.

- **Findi text in a PDF file**

You can search a PDF file for a word or any set of characters.

- **Highlight sections of a PDF document**

You can highlight interesting or important parts of a document by enclosing them in a red oval. The ovals are saved with the document and can be seen by anyone who reads it. However, after you save the document, you can no longer edit or delete them. Before highlighting sections in a document, you may want to create a copy of it, so you can go back to the unmarked original.

- **Find text in a PDF file**

You can search a PDF file for a word or any set of characters.

- **Take a picture of a menu**

You can take a picture of a pull-down or pop-up menu.

- **View a slideshow**

You can display a slideshow of all the images in a Preview window or all the pages in a PDF file. The contents are displayed using the full screen, and controls at the bottom of the screen let you move from item to item, or to end the slideshow. In order to display a slideshow of images, you must first open those images in one window.

- **View several images in one window**

You can display more than one image file in a window. When a window contains more than one image, its drawer contains a thumbnail image for each image file. Selecting the thumbnail displays its image. Preview can automatically display more than one image in a window, or you can add images to an existing window.