

## March 2018 - More Fun with Preview Application

### RESIZING PICTURES WITH PREVIEW

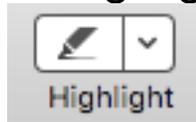
- open a picture in Preview application
- choose Menu Bar > Tools > Adjust Size
- a small screen appears with choices of custom, width, height, in pixels, percentage, inches, cm, mm, points
- “scale proportionately” — forces image to keep its original proportions
- deselect “resample image” to keep from losing any detail before changing the width or height
- must save after changes are made

### SCREENSHOTS USING PREVIEW

- with page open where a screenshot is needed
- open Preview app
- from Preview Menu Bar, choose File > Take Screenshot > From Selection, From Window, From Entire Screen
- from Selection allows you to “select” the area
- from Windows chooses the window
- from Entire Screen chooses entire screen & takes a bit longer
- each choice requires titling & “saving,” & will result in a file wherever saved which can be opened, copied/pasted, etc
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## HIGHLIGHTING IN PDF FORMATTED FILE

- select text to be highlighted



- click once on left side of highlight tool
- highlights in yellow
- select text again and choose different color from arrow menu, if desired
- right click to “Remove Highlight”

## USING NOTES IN A PDF FORMATTED FILE

- on Preview Toolbar click once on  Markup
- Markup Toolbar appears
- choose Comments 
- a small colored square appears
- it can be moved around wherever you wish
- one click on the square opens it and allows short comments to be typed in
- reduce size by clicking outside square
- repeat for more comments
- after adding comments, Preview Menu Bar > View > Highlights & Notes to reveal in right sidebar a summary; select to delete