

# MARKUP

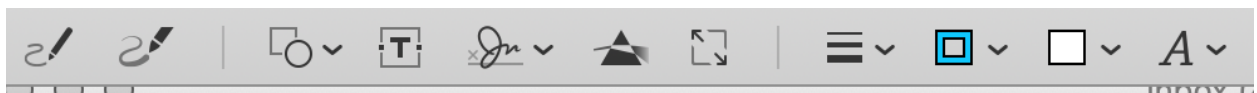




## Markup

Using “Markup” is a procedure featured all throughout the MAC Mojave operating system to be used with image files (jpg, png, pdf, screenshots, photos).



Markup allows “drawing” on these image files with freehand, shapes, arrows, lines, conversation bubbles, text boxes, formatting the latter with choices of font, color, size & more.


Below are the basic tools in “Markup” with some additions in certain areas...be aware that not all tools work in all choices of venues. Tools use “handles” for resizing, selecting, deleting & click/hold/drag for repositioning




1.  Sketch a shape—after “drawing,” select actual drawing or “cleaned up” shape from tiny menu, can reposition, resize, delete, change border size & color (see 5. & 6.), see fill (7.)
2.  Draw a shape using a single stroke; only available on Force Touch trackpad

## MARKUP

3.  Choose a shape: reposition, resize, change border size & color (see 5. & 6.), fill with color (see 7.) Use the Zoom tool  at the bottom of the Shapes palette to magnify and call attention to a part of an image.

4.  Create a text box: drag to reposition, resize, double click text for formatting choices (size, color, position, font, bold, italic, underline, justification—see 8. below)

5.  Choose a border size for shape; change thickness & type of lines used in a shape

6.  Choose color for border



7.  Choose a color fill for shape or no fill

8.  Change the font, color, size for text

...select a tool, then when finished with that tool, select it again to deselect it before choosing another tool to work with OR try merely choosing another tool...“handles” showing indicates it is selected, & allow you to work with it or delete.

# MARKUP

## **Using Markup In Photos**

In Photos, select picture, go to Photos Menu Bar > Image > Show Edit Tools OR select picture, press Command/Return (you are in Edit screen) in upper right of screen—click once on  Extensions in Toolbar > choose  Markup. You might want to make a duplicate to play with...also In Photos, after markup procedures, choices are ‘Cancel’ or ‘Save Changes,’ upper right. If you have saved changes, you can always re-enter the Edit screen in Photos and “Revert to Original,” which will take away all editing...

For help, Photos Menu Bar > Help > Photos Help > Table of Contents > Improve Photos > Add Comments or Draw on a Photo

\*\*\*\*

Mojave now allows “markup” of image files right in any window view of the Finder without opening any other application, also in Quick Look, and in any file opened by the Preview app (Preview app opens image files).

USING MARKUP ON AN IMAGE FILE e.g. a pix (.jpg)  
or .pdf or screenshot

# MARKUP

**In Finder Window...** in any View (icon, list, column, gallery) for image files only...

First, go to Finder Menu Bar > View > Show Preview & then right in a Finder Window, select an image file; a Preview (far right) will appear & below the Preview find a




small Markup icon. With one click on the markup button, a new screen opens with a Markup toolbar & is ready for use with those Markup tools...

Click to choose a tool & experiment. Blue handles indicate selection & allow movement, editing or deletion of procedure.

After performing a “markup” procedure, with its blue handles showing, can choose to delete with delete key. Select an earlier process & with one click the blue handles appear again with ability to edit/delete. To return to original file, click “Revert” in upper right corner. When finished, click Done in upper right corner.

For Help, Finder Menu Bar > Help > type “markup” (no quotes) & choose from topics listed...

## **Using Markup In Quick Look**

Select image listing or icon, press space bar for Quick Look, click  for Markup tools in upper right.

# MARKUP

## **Using Markup in Preview App**

For an image formatted page (pdf, png, tiff, etc) upon opening (opens in Preview), choose Preview Menu Bar > View > Show Markup Toolbar OR click once on Markup

icon in Toolbar...



For help, Preview Menu Bar > Help > Preview Help > Table of Contents > Edit PDFs > Annotate a PDF or other choices

## **Using Markup in Mail...**

Additionally, any image file attached to an email is available for markup also—altho it can be marked up before attaching...

As an attachment within email, hovering over the open attachment will show a tiny down arrow, which when clicked, brings forth the markup tools for your use right in Mac Mail...

Most any file created by TextEdit, Pages, Keynote, Numbers can change their format to an image file (pdf) and be available to play with “Markup.”