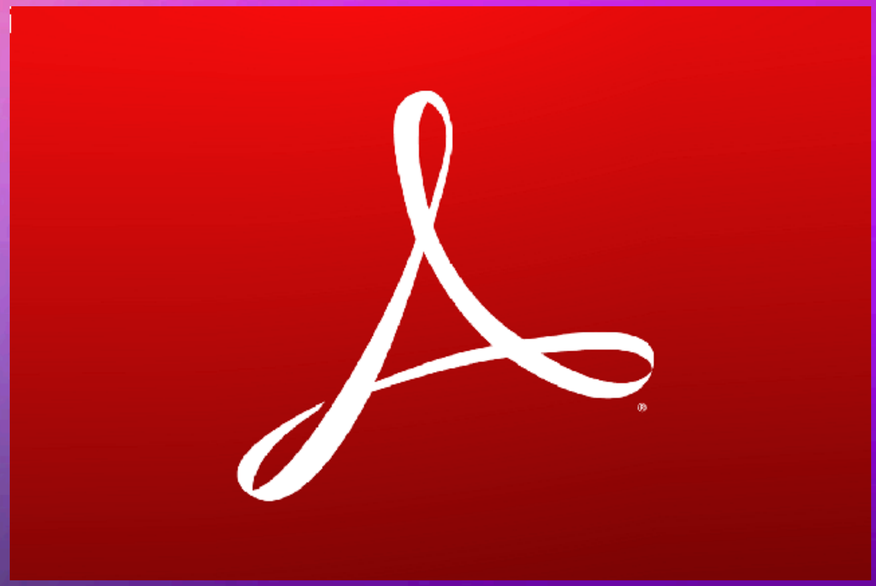
PREVIEW

VS

ACROBAT



Adobe Acrobat operations on a PDF

($14.99/mo, requires annual commitment)

- View
- Edit

  Change text or images in your PDF documents on any device.
- Create

  Turn practically any file format from HTML to Microsoft Office documents to images into PDF files
- Convert

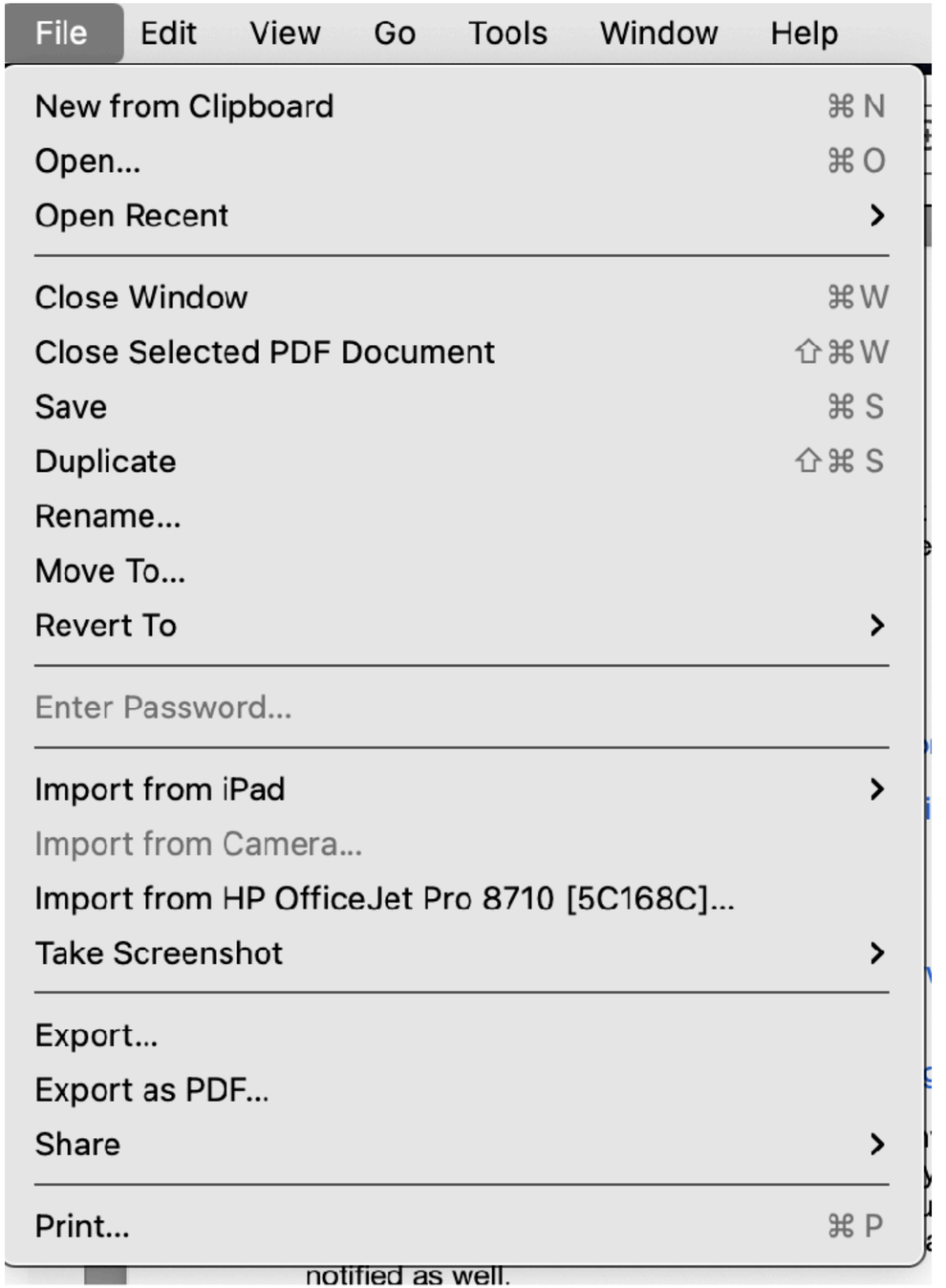
  Convert PDFs to Word or Excel files and keep all your fonts and formatting, including tables and bullet points.
- Sign

Preview operations on a PDF

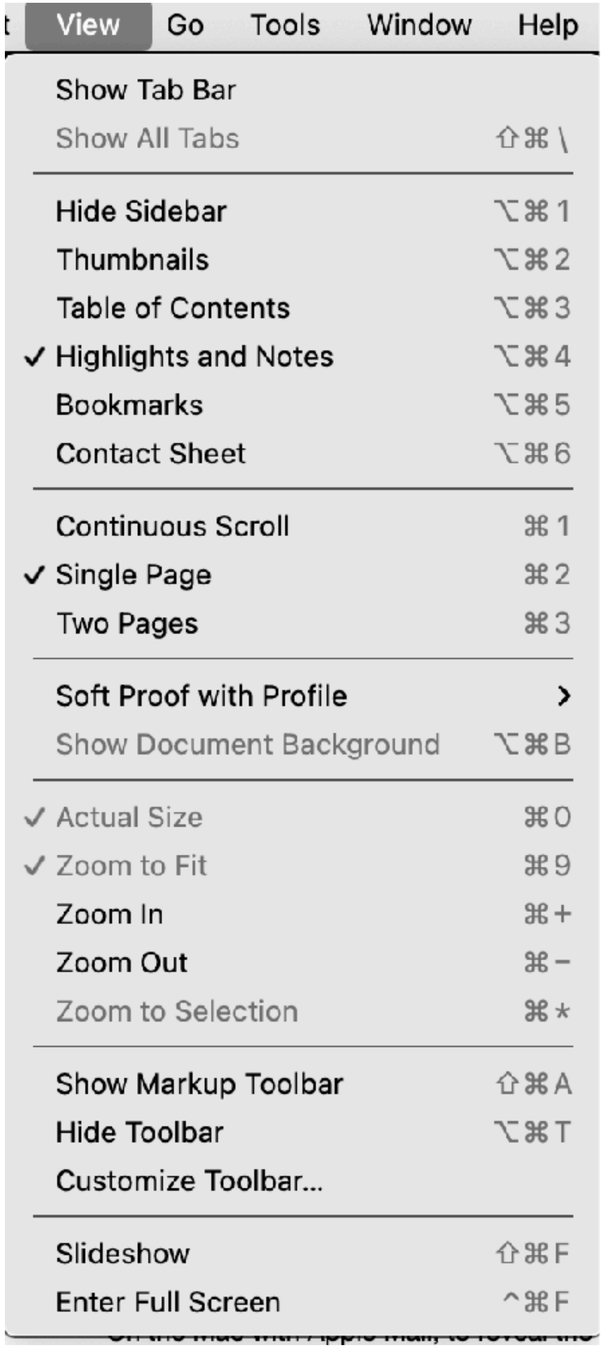
(Free with a Mac. Files on iOS is somewhat comparable)

- View
- Crop portions of a page
- Text to speech
- Add highlights
- Add notes
- Use Markup to annotate
- Redact text
- Magnifier
- Add a signature
- Add and delete pages
- Reducing size (compacting)
- Add bookmarks
- Rotate page
- Export to different formats
- Export with Quartz filter

File


File
Edit
View
Go
Tools
Window
Help
New from Clipboard ⌘N
Open... ⌘O
Open Recent
Close Window ⌘W
Close Selected PDF Document ⇧⌘W
Save ⌘S
Duplicate ⇧⌘S
Rename...
Move To...
Revert To
Enter Password...
Import from iPad
Import from Camera...
Import from HP OfficeJet Pro 8710 [5C168C]...
Take Screenshot
Export...
Export as PDF...
Share
Print... ⌘P
notified as well.

View


View
Go
Tools
Window
Help
Show Tab Bar
Show All Tabs ⇧⌘\
Hide Sidebar ⌥⌘1
Thumbnails ⌥⌘2
Table of Contents ⌥⌘3
✓ Highlights and Notes ⌥⌘4
Bookmarks ⌥⌘5
Contact Sheet ⌥⌘6
Continuous Scroll ⌘1
✓ Single Page ⌘2
Two Pages ⌘3
Soft Proof with Profile ›
Show Document Background ⌥⌘B
✓ Actual Size ⌘0
✓ Zoom to Fit ⌘9
Zoom In ⌘+
Zoom Out ⌘−
Zoom to Selection ⌘*
Show Markup Toolbar ⇧⌘A
Hide Toolbar ⌥⌘T
Customize Toolbar...
Slideshow ⇧⌘F
Enter Full Screen ^⌘F

Thumbnail view

Crop a PDF

formatting options is determined by selecting one of the seven possible *User Interface variants* (found under the View tab in the Menu Bar).

What is shown for the Writer Toolbar in the previous image above is the Standard Toolbar. Other variants look like variations of the Word Toolbar. Similar to Pages, additional formatting options are available in a right sidebar (see image below right).

In all, Writer provides more formatting options than the others while Pages provides the least formatting options.

If you want to start a document using a template, Word has a vast selection of templates to choose from. Many of the Word templates can be used in both Pages and Writer, but first you have to have access to them, and that requires a subscription to Word. Notwithstanding, there are hundreds of additional templates available on the Internet. Some templates are unique to the app that they are written for and this is because they use proprietary code called macros that is specific to the app. When you look for templates specific to Pages or Writer, the number of available templates are quite few. For Pages, there are a lot of templates available for a price.

The User Interface for Pages is quite lean. Simplicity of use is the byword for Apple. Word attempts to clean up the User Interface by hiding the Toolbar formatting options. Writer can be as complex or as lean as you like.

The options for formatting text for each app can be as simple or as complex as your design requires. There are fewer text formatting options in Pages than in the others. The one thing to keep in mind is that it is far easier to use a template with any of the apps wherein you simply add text to the text frames and insert images in the picture frames. If you don't like the template design, then you need to learn all techniques for document, page, and paragraph styles.

Adding images, as was done in this document, can be done by inserting an image from the menu bar, from the toolbar, or simply by dragging an image onto the document where you want it to show up. This can be problematical with all of the apps, but is much easier to do in Pages. The image formatting options for Word and Writer are quite complex. To include in this document a discussion for making adjustments to the size and position of an image for each of the apps would require many pages. So, this will be done in the class with as much brevity as possible if only to give the student an idea of what is involved.

Adding links to a document is done with the keyboard shortcut Cmd-K in all apps, or from the Menu Bar in the Insert tab.

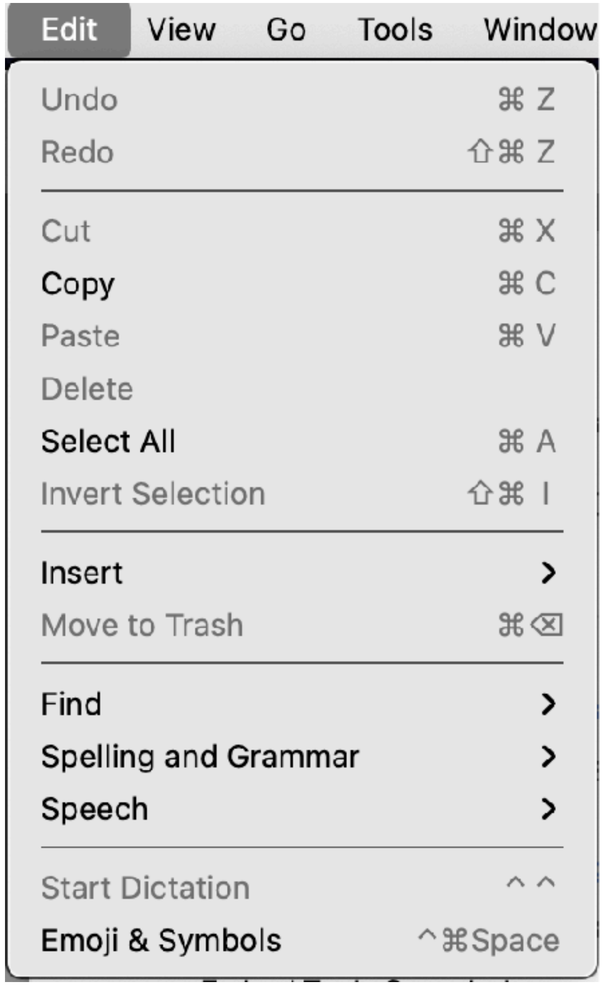
Sharing a document is best done by exporting the document as a PDF file as this preserves the exact format of the document. When printing a document, there is an option to print to a PDF file.

To share a document from one app to the other with the intention to allow for editing the shared document, export the document as a Word document (.doc or .docx) since that is the common format that all of them can work with. The changes to the document that can result will be due mostly to differences in available fonts and in the way that page and paragraph formatting are handled. If images are included in the document, then it may require a little

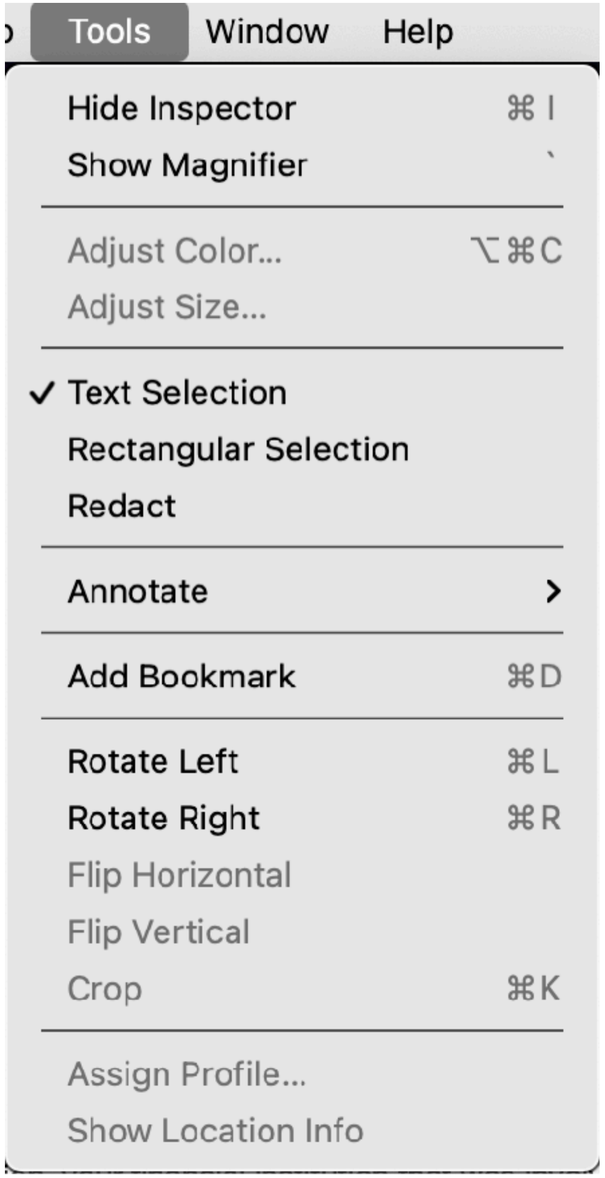
BEFORE

AFTER

Edit


Edit
View
Go
Tools
Window
Undo ⌘ Z
Redo ⇧⌘ Z
Cut ⌘ X
Copy ⌘ C
Paste ⌘ V
Delete
Select All ⌘ A
Invert Selection ⇧⌘ I
Insert
Move to Trash ⌘⌫
Find
Spelling and Grammar
Speech
Start Dictation ^ ^
Emoji & Symbols ^⌘Space

Tools


Tools
Window
Help
Hide Inspector ⌘ I
Show Magnifier `
Adjust Color... ⌥⌘C
Adjust Size...
✓ Text Selection
Rectangular Selection
Redact
Annotate
Add Bookmark ⌘D
Rotate Left ⌘L
Rotate Right ⌘R
Flip Horizontal
Flip Vertical
Crop ⌘K
Assign Profile...
Show Location Info

Redact Text in a PDF

What to do if you have been scammed.

If you have been scammed, you need to report the incident to the local police. Hopefully you kept details on the incident, otherwise it makes no sense to report it to anyone.

Here is a list of government offices to contact:

AARP Fraud Watch Network:
877-908-3360 www.aarp.org/fraudwatchnetwork
Internal Revenue Service:
800-829-1040 www.irs.gov
Medicare:
800-633-4227 www.medicare.gov/fraud
Social Securit Administration:
800-772-1213 www.ssa.gov
Federal Trade Commission:
[redacted] www.ftc.gov, www.identitytheft.gov

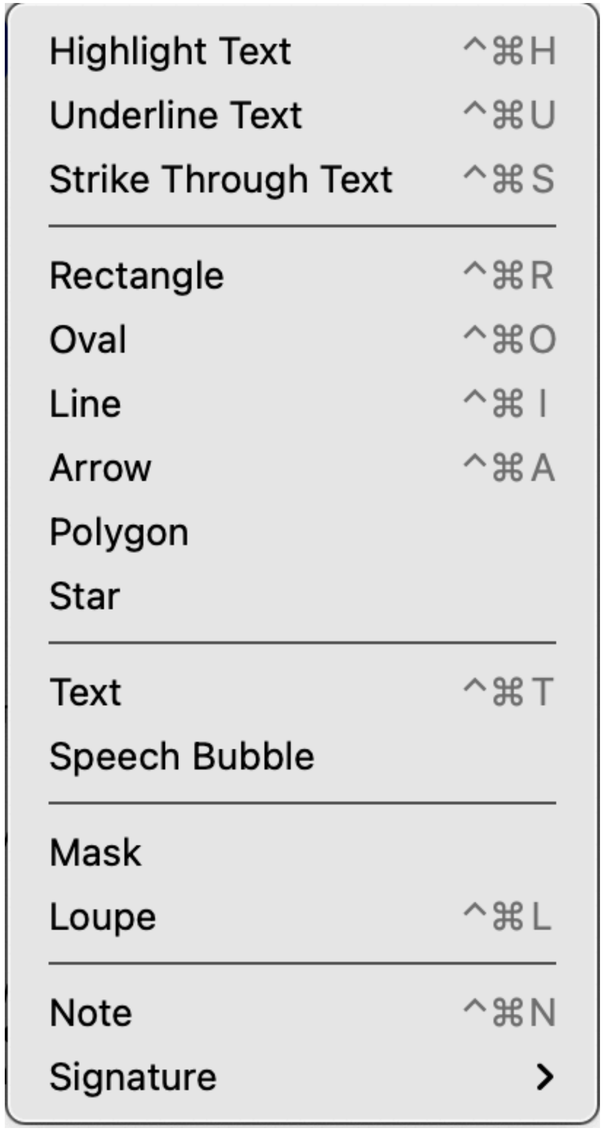
[redacted]
If your computer has been compromised, notify all of your financial institutions to have your accounts frozen and new credit cards issued.
If someone claimed to be representing a company, then that company needs to be notified as well.

When including any email content, it is best if you set the mail content to expose the raw content of the header information as this shows the path that the email went through to get to you. It might not reveal the sender's actual location, but enough information like this could help the authorities to narrow down the location.

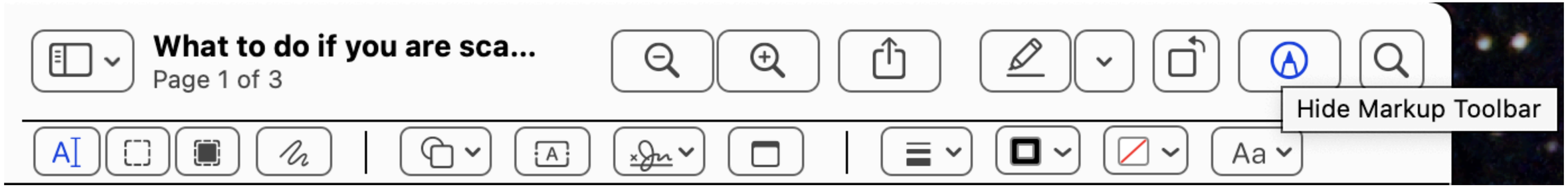
On the Mac with Apple Mail, to reveal the full header information, click on View in the Menu Bar of Mail, then click Message, then click "All Headers." Clicking on "Raw Source" reveals every detail of even the content of the message, and that might not be necessary.

Copying the full header information revealed like this to include in a report can be tricky, but it is better than forwarding an email or copying just the content of an email for a report. In fact, forwarding an email actually loses all traceable information about the sender of the email being forwarded.

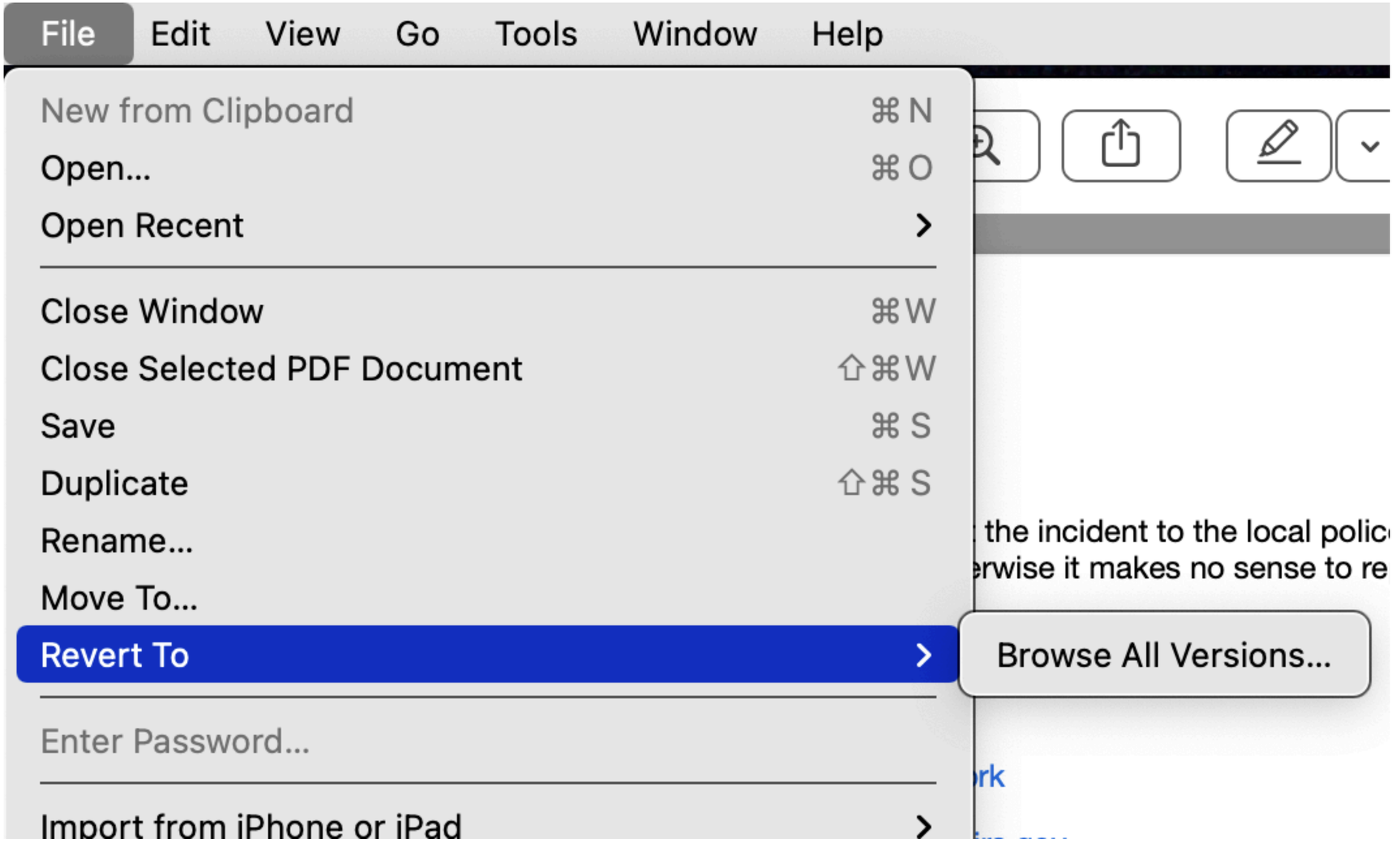
Annotate


Highlight Text ^⌘H
Underline Text ^⌘U
Strike Through Text ^⌘S
Rectangle ^⌘R
Oval ^⌘O
Line ^⌘I
Arrow ^⌘A
Polygon
Star
Text ^⌘T
Speech Bubble
Mask
Loupe ^⌘L
Note ^⌘N
Signature ›

Markup



Versioning


File
Edit
View
Go
Tools
Window
Help
New from Clipboard ⌘N
Open... ⌘O
Open Recent
Close Window ⌘W
Close Selected PDF Document ⇧⌘W
Save ⌘S
Duplicate ⇧⌘S
Rename...
Move To...
Revert To
Enter Password...
Import from iPhone or iPad
Browse All Versions...
the incident to the local polic
erwise it makes no sense to re

What to do if y...

What to do if you are scam...
Page 1 of 3

1

2

3

What to do if you have been scammed.

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Here is a list of government offices to contact:

AARP Fraud Watch Network:
877-908-3360 www.aarp.org/fraudwatchnetwork

Internal Revenue Service: 800-829-1040 www.irs.gov

Medicare:
800-633-4227 www.medicare.gov/fraud

Social Securit Administration: 800-772-1213 www.ssa.gov

Federal Trade Commission:
202-326-2222 www.ftc.gov, www.identifytheft.gov

In addition, your financial institution that was involved needs to be notified.
If your computer has been compromised, notify all of your financial institutions to have your accounts frozen and new credit cards issued.
If someone claimed to be representing a company, then that company needs to be notified as well.

When including any email content, it is best if you set the mail content to expose the raw content of the header information as this shows the path that the email went through to get to you. It might not reveal the sender's actual location, but enough information like this could help the authorities to narrow down the location.

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Current Document

Done

What to do if you are scamm...
Page 1 of 3

Restore

Today at 9:20 PM

Using Preview

PMUG SIG, October 25, 2021

Preview operations on a PDF:

- View
- Crop portions of a page
- Text to speech
- Add highlights
- Add notes
- Use Markup to annotate
- Redact text
- Magnifier
- Add a signature
- Add and delete pages
- Reducing size (compacting)
- Add bookmarks
- Rotate page
- Export to different formats
- Export with Quartz filter

Adobe Acrobat operations on a PDF:
I still see people with Adobe Acrobat installed and using that to view PDFs. So what can you use Adobe Acrobat Pro DC for?

- Edit PDF's
- Create PDFs
- Convert PDFs
- Sign PDFs

Preview does all that with one exception - editing PDF's. Granted, the features for those tasks in Adobe are a bit more elaborate than what Preview offers, but those extra features are rarely needed by any casual Apple user and can be accomplished using other Apple apps.

Adobe Acrobat Pro DC is $14.99/mo payable yearly, or the standard for $12.99/mo paid yearly. Preview is free.

If you really need to do desktop publishing to create fantastical PDFs, then Affinity Publisher for $50 (one time purchase with optional annual upgrades at a discount) is an option.

Versioning: Preview automatically saves changes for you as you work, so you don't have to save your changes manually. You can save a document manually if you want to, for example, save a copy of the document in a different location.

Preview periodically saves “snapshots” of your document, called versions, so that you can view the document as it appeared in the past and revert to a previous version. When you’re actively editing a document, Preview saves a version at least every hour, and more often if you’re making significant changes. Preview also saves a version when you open a document, save or duplicate a document, lock or rename a document, or revert to a previous version.

Converting a PDF to an editable file is simple on iOS, iPadOS, and macOS. Open the PDF file, highlight the text, copy what is highlighted, and paste it in a Pages, Keynote, or TextEdit document. It doesn’t preserve text formatting and it doesn’t copy some character styles, like superscript and subscript, so that’s an extra step required with this process. It’s not perfect, but it is free. Even the most expensive OCR app has problems with anything that isn’t plain text.

In iOS and iPadOS, there is no Preview app. The Files app can do what Preview does on a Mac, but it does have some limitations as to the kinds of files it will display. PDF files are easily displayed with the Files app.

Unrelated to Preview:
An issue that some people ask about is how to print a page from a website without the ads and other stuff. If the page can be viewed in Reader mode, that eliminates the adds and other stuff. Otherwise, the only way I would approach it is to highlight the entire content (Command-A), paste it into a new Pages or Word or Writer document, and then edit the document, then print the document. Time consuming, but effective.