

# Preview's Hidden Powers

By Christian Boyce ([macman@christianboyce.com](mailto:macman@christianboyce.com), [christianboyce.com](http://christianboyce.com))

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## Four topics

1. Marking up images and PDFs
2. Combining documents and rearranging pages
3. Sharing and Printing: secrets of the pros
4. Odds and Ends

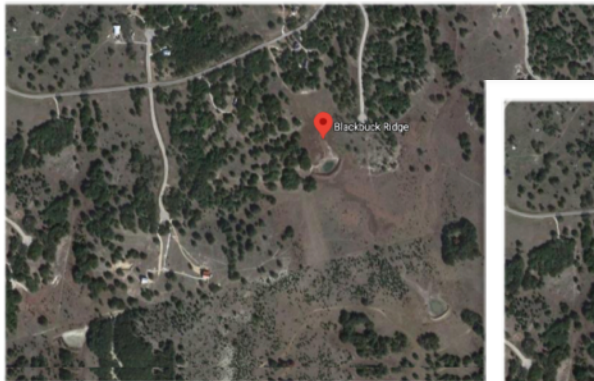
### 1. Marking up images and PDFs



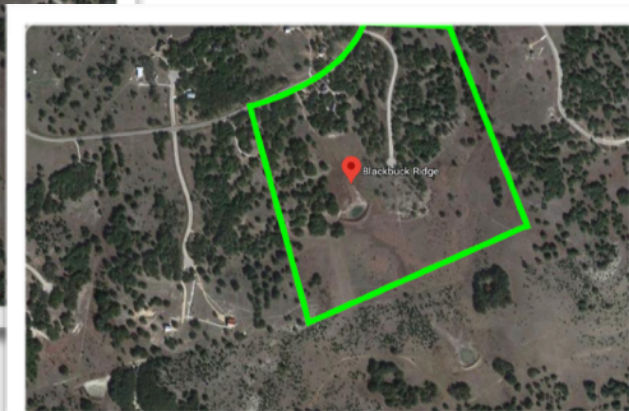
*The Markup icon*



*(older Markup icon)*



*Make a map!*



*Point out the deer in your picture!*

#### **Amendment I**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

#### **Amendment II**

*Needs clarifying— unclear*

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

*Mark up written documents!*

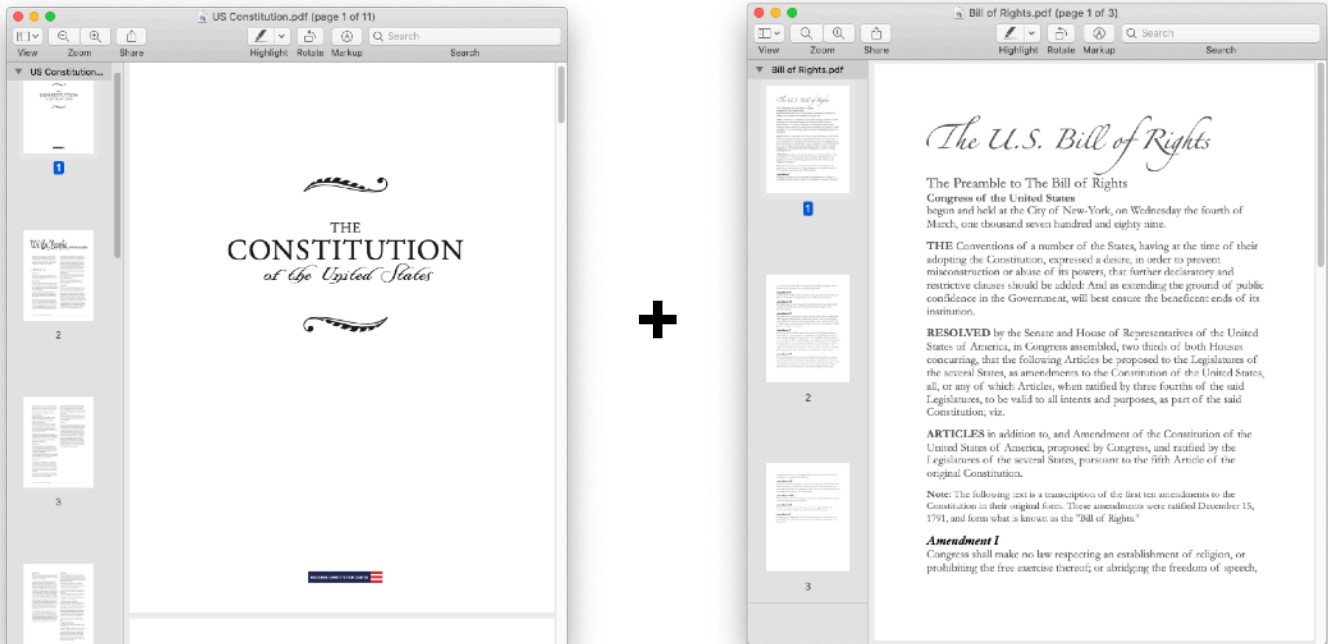
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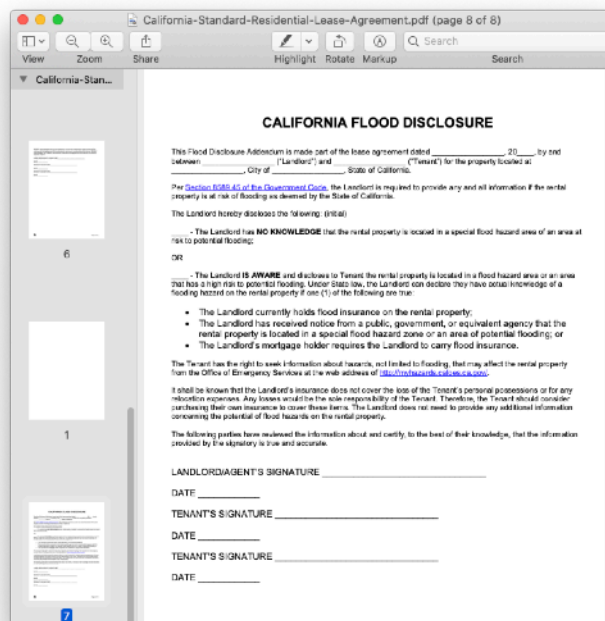
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## 2. Combining documents and rearranging pages



*Combine two PDFs!*



*Blank pages? Pages in the wrong order? No problem.*

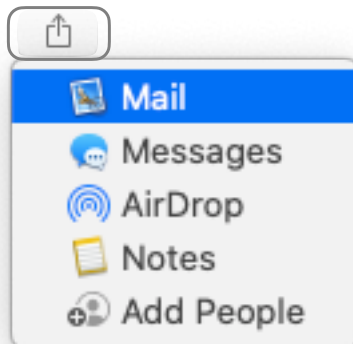
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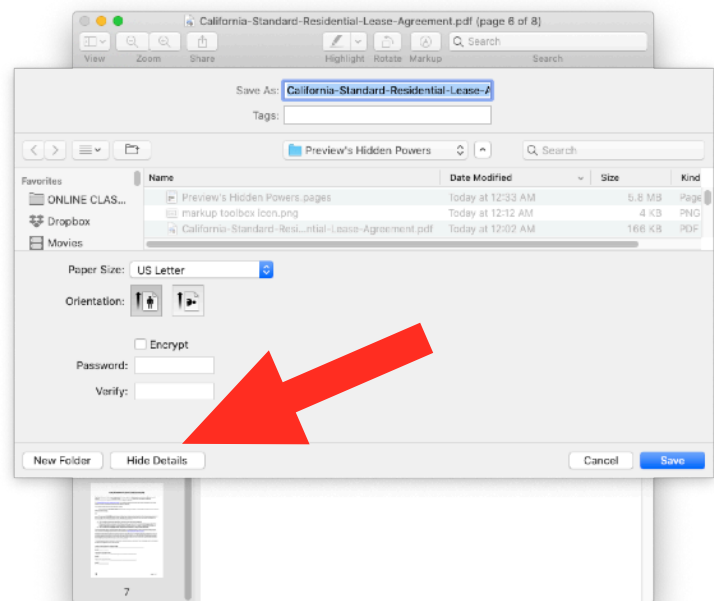
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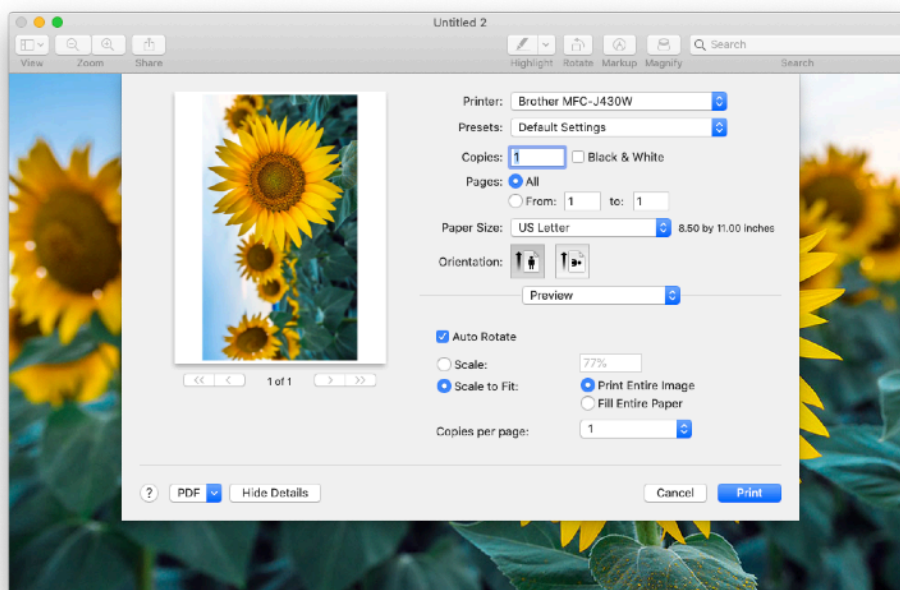
## 3. Sharing and Printing: the secrets of the pros



*Fastest way to send it!*



*Password-protect a PDF!*



*The world's best Print dialog!*



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## 4. Odds and Ends

### CALIFORNIA RESIDENTIAL LEASE/RENTAL AGREEMENT

LANDLORD \_\_\_\_\_

TENANT(S) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

1. **RENTAL AMOUNT:** Beginning \_\_\_\_\_, 20\_\_\_\_, TENANT agrees to pay LANDLORD the sum of \$\_\_\_\_\_ per month in advance on the \_\_\_\_\_ day of each calendar month. Said rental payment shall be delivered by TENANT to LANDLORD or his designated agent to the following location: \_\_\_\_\_. Rent must be actually received by LANDLORD, or designated agent, in order to be considered in compliance with the terms of this agreement.

2. **TERM:** The premises are leased on the following lease term: (please check one item only)

☐ Month-to-Month

(or)

☐ Until \_\_\_\_\_, 20\_\_\_\_.

3. **SECURITY DEPOSITS:** TENANT shall deposit with landlord the sum of \$\_\_\_\_\_ as a security deposit to secure TENANT'S faithful performance of the terms of this lease. The security deposit shall not exceed two times the monthly rent. After all the TENANTS have left, leaving the premises vacant, the LANDLORD may use the security deposit for the cleaning of the premises, any unusual wear and tear to the premises or common areas, and any rent or other amounts owed pursuant to the lease agreement or pursuant to Civil Code Section 1950.5. TENANT may not use said deposit for rent owed during the term of the lease. Within 21 days of the TENANT vacating the premises, LANDLORD shall furnish TENANT a written statement indicating any amounts deducted from the security deposit and returning the balance to the TENANT. If TENANT fails to furnish a forwarding address to LANDLORD, then LANDLORD shall send said statement and any security deposit refund to the leased premises.

4. **INITIAL PAYMENT:** TENANT shall pay the first month rent of \$\_\_\_\_\_ and the security deposit in the amount of \$\_\_\_\_\_ for a total of \$\_\_\_\_\_. Said payment shall be made in the form of cash or cashier's check and is all due prior to occupancy.

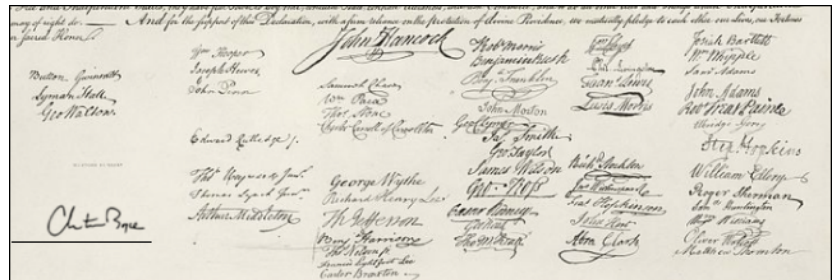
5. **OCCUPANTS:** The premises shall not be occupied by any person other than those designated above as TENANT with the exception of the following named persons: \_\_\_\_\_



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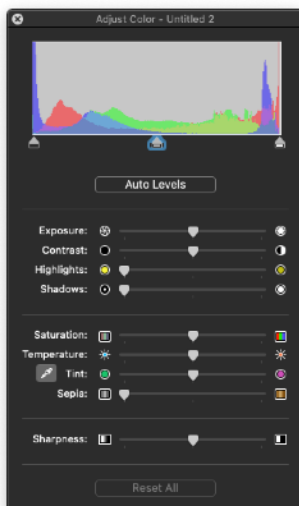
### Did You Know...

1. If you copy an image, and go to Preview, and do ⌘-N, it makes a new document with whatever it is you copied?
2. You can set Preview to be your default app for opening PDFs?
3. If you have a document open in Preview, you can figure out where it's located—in one click?

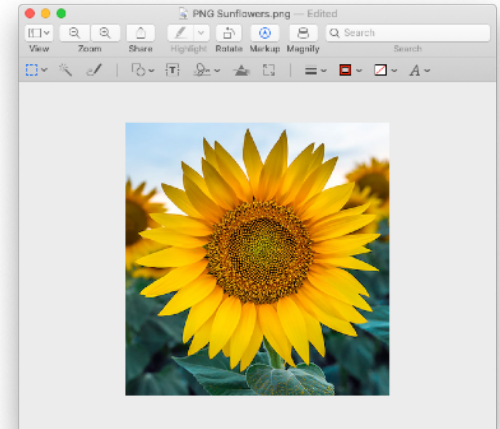
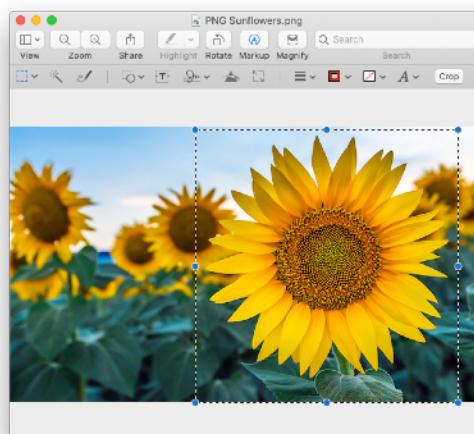


*Fill in PDF forms!*

*Sign important documents without printing them out!*



*Improve a photo!*



*Crop a photo!*