

Wooler & District Camera Club

Using Preview for Mac - Cropping and Resizing

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1. Preview

Preview is an application supplied with the OS X operating system for Apple Mac computers. It is capable of opening, displaying, and modifying image files of many different types, including JPEG, PDF, PNG, PSD, TIFF and DNG RAW files. **Preview** can prepare images for WDCS competitions that are fully compliant with competition rules. **Preview** can also enhance the images.

2. Before using Preview

It's assumed you're able to save your photos to your computer and to find them afterwards. It's assumed as well that you will have chosen the photos you want to enter into the two competitions of the evening.

On your desktop, create and name two folders. [Right-click > New Folder] and type a competition title to name the folder. Repeat for the second folder.

Go to your chosen photos where they are saved. Select a photo and copy it. Use [Left-click to select, then Right-click > Duplicate]: the copy will have the same file name, with " copy" added. Repeat as necessary. Leave open on the desktop where the files are saved.

Open the competition folders on your desktop. Select the competition entries and drag-and-drop them to their respective competition folders. The originals should remain where they are saved. From now on, work only on the copies in the competition folders.

The largest image size, of 1400 x 1050 pixels, allowed in WDCS competitions is much smaller than the images produced by most digital cameras. This means that your photo

1. needs resizing without changing its shape, if it's already 4 : 3 aspect ratio; or
2. needs its shape changed by cropping, for composition reasons; or
3. needs both cropping and resizing.

Case 3 is the most general case, and will be assumed for what follows.

3 Using Preview

3.2 Rotating the image

Open an image file in **Preview** using [Left-click] to select, then [Right-click > Open with > Preview]. If the image is in landscape orientation but should be in portrait orientation, [cmd-L] or [cmd-R] rotates the image 90° anti-clockwise or clockwise. Use [cmd-Z] to undo.

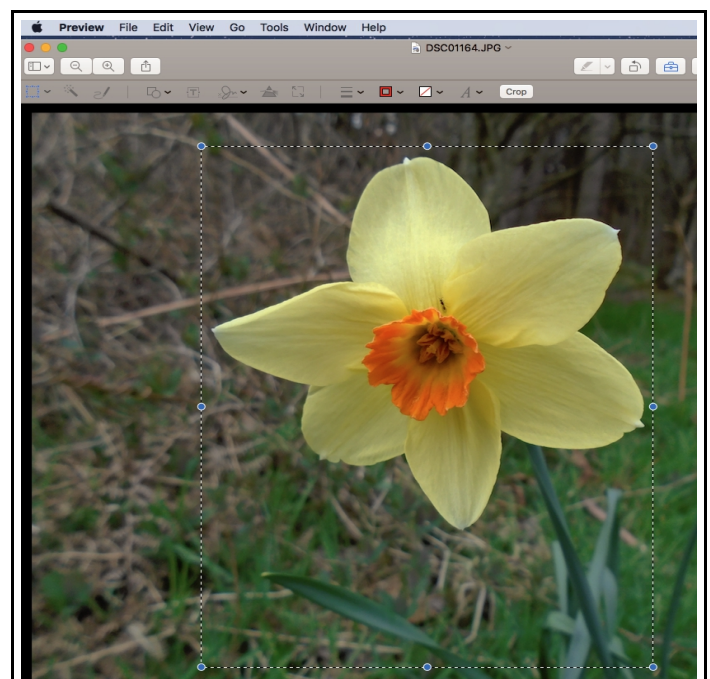
3.1 Cropping the image

Open the image file in **Preview**. The cursor will be a cross + icon.

Position the cursor at any corner of the intended crop rectangle. [Left-click] and hold. Drag the cursor to form the intended crop rectangle. The result will be like the picture on the right. Note that the word "Crop" appears at the top of the image.

Note the filled circles at the corners and at the mid-points of the sides of the crop rectangle. If the cross + cursor is positioned on a filled circle, the cursor changes to a double-headed arrow and that corner or side can be dragged to a new position. The size in pixels of the crop rectangle appears next to the cursor.

If the cross + cursor is positioned inside the crop rectangle, it becomes an open hand. [Left-click & hold]



changes the cursor to a grasping fist, and the entire crop rectangle can be re-positioned.

If the cross **+** cursor is positioned outside the crop rectangle, [left-click] deletes the rectangle. Another crop rectangle can then be drawn.

Once the required rectangle has been drawn, [cmd-K] or [left-click] on "Crop" executes the crop operation. (N.B. To start again, [cmd-Z] restores the un-cropped image.)

3.3 Resizing the image

After cropping, [Left-click] > Tools > Adjust Size will produce the drop-down menu shown in the picture on the right.

Ensure that in the "Image Dimensions" panel

- the "Fit into:" box is set to "Custom";
- the box to the right of the "Width:" and "Height:" boxes is set to "pixels";
- the box to the right of the "Resolution:" box is set to "pixels/inch";
- "Scale proportionally" is ticked; and
- "Resample image" is ticked.

The following instructions apply to competition entries.

Go to the "Resolution:" box and enter "72".

If the image is a *landscape* shape, go to the "Width:" box and enter 1400. The number in the "Height:" box will change proportionally.

If the number in the "Height:" box is 1050 or less, the image is within the 1400 x 1050 size limit.

If the number in the "Height:" box is more than 1050, go to the "Height:" box and enter 1050. The "Width:" number will change but will be less than 1400.

If the image is a *portrait* shape, go to the "Height:" box and enter 1050. The "Width:" number will be 1050 or less.

Finally, [left-click OK] to resize the image.

3.4 Saving the cropped and resized image

To satisfy competition rules, the image must be in JPEG format, with a file size no larger than 900 KB (0.9 MB). This file size condition is separate from image size in pixels. In order to be able to adjust the file size, the image must be *exported*, not simply saved.

[Right-click File > Export] to obtain the drop-down menu shown in the lower picture on the right.

- "Export As:" box. Type a descriptive name for the image.
- "Tags:" box. Ignore.
- "Where:" box. Type where the file is saved.
- "Format:" box. Select JPEG.
- "Quality:" slider: Moving the slider to the left to reduces file size, given by the number following the words "File Size:"

Finally, [left-click Save] to save the cropped, resized and renamed image.

4 Last words

Several images can be opened in **Preview** and processed one at a time. Images can be increased in size rather than reduced. Preview will also enhance images: use [left-click Tools > Adjust Color] or [alt-cmd-C].

[Cmd-W] closes **Preview**.

