

Handout “Streamline Your Workflow”

by Helen Rains

This seminar features macOS apps and shortcuts that make your work easier, including filling out and signing PDF forms using Preview, taking and marking up screenshots, scanning with Image Capture.

Create and use signatures using Preview



To sign PDFs, you can capture your signature using your trackpad, the built-in camera on your Mac, or your iPhone or iPad.

In the Preview app on your Mac,



Click the Show Markup Toolbar, then click the Sign button.



Follow the onscreen instructions to create and save your signature.

Fill out a PDF form using Preview

Some PDFs are forms you can fill out and then print or send. (PDF forms that aren't editable won't allow you to select or enter text.)

In the Preview app on your Mac, open the PDF form.



Click a field in the form, then type your text.

If you save the form (by choosing File > Export), you can close it, open it later, and continue to fill it out.

Use annotations to fill in a form using Preview

PDF forms that aren't editable won't allow you to select or enter text. When PDF's are created that way you actually have to use the annotation markup tools in Preview to fill in forms by adding text and signature.



Text

Type your text, then drag the text box where you want.



Sign

If signatures are listed, click one, then drag it where you want. To resize it, use the blue handle.

Take pictures or screen recordings using Screenshot



You can take pictures (called screenshots) or recordings of the screen on your Mac using the Screenshot panel of tools or keyboard shortcuts. Screenshot provides a panel of tools that let you easily take screenshots and screen recordings, with options to control what you capture.



1. **On your Mac, press Shift-Command-5 to open Screenshot and display the tools.**
2. Click a tool to use to select what you want to capture or record, entire screen, window, a portion of the screen.
For a portion of the screen, drag the frame to reposition it or drag its edges to adjust the size of the area you want to capture or record.
3. Click Options you want.
4. Click Capture to Start the screenshot or screen recording.



For a list and commands of Screenshot keyboard shortcuts:

On your Mac, choose Apple menu > System Preferences, click Keyboard, then click Shortcuts select Screenshots.

Scan images in Image Capture



After connecting a scanner to your Mac, use Image Capture to scan images. If your scanner has an automatic document feeder, you can scan several pages at once. If you have a flatbed scanner, you can scan multiple images, straighten any that were placed crooked on the scan bed, and save each image to its own file.

1. Connect your scanner to your computer, then turn on your scanner.
2. In the Image Capture app on your Mac, select your scanner in the Devices or Shared list.
Scan your images.

Help Tip: Every app that comes with your Mac includes help so you can become a pro using it!

- To learn how to use the Preview or Image Capture app, open the app, then choose Help in the menu bar.
- For screenshot help, Go to Finder > Help Menu , in Search field type, “Take screenshots or screen recordings on Mac”.