Note: This discussion is based on macOS, 12.6.1 (Monterey). Some illustrations may differ when using other versions of macOS. Most illustrations are from screenshots on my iMac or MacBook Pro. <u>Credit</u>: See the credits at the end of this presentation.

In Part 2, I'll continue my review of Quick Look. I've drawn much of the material for this presentation from the article (https://macmost.com/17-things-you-may-not-know-about-quick-look.html) and also my previous presentation from 2019. Part 3 will be presented next month to finish the discussion.

Quick Look, Part 1 Review

Using **Quick Look** is a way to preview the contents of a file without having to actually open it by launching an application.

Several Ways to View a File. First, select a file in the Finder by clicking on its icon or filename. Then choose among several options to view the file:

- Tap the **Spacebar** (easiest method).
- Choose **Quick Look** from the **File** menu.
- Use the keyboard shortcut: **Command + Y**.
- **Right-Click** (Control-Click) the file's icon or filename and choose **Quick Look** from the pop-up contextual menu.
- Choose the **Quick Look** action button on the **Toolbar** in the Finder window.

View Multiple Pages. Use the mouse to view other pages by dragging the **Scroll Bar** or by using the **Scroll Wheel** on the mouse. You can also use the **Page Up**, **Page Down**, **Home**, and **End** buttons to move about the Quick Look window. You may also be able to use the **Arrow** keys. (My experience in the Finder was that the arrow keys selected the next file to display instead of scrolling in Quick Look.)

Quick Look Stays Active. Want to look at another file? The Quick Look window doesn't go away until you dismiss it. Just select another file, and it will also be displayed in Quick Look.

Multiple Ways to Dismiss. Dismiss the Quick Look window with any of the actions that opened it. For example:

- Open the window by the keyboard shortcut (**Command+Y**) and dismiss it with the **Spacebar**.
- Use the standard **Close Window** keyboard shortcut, **Command+W**.
- Dismiss the window with the **Esc** key.

Move the Window. Click the mouse pointer in the window's **Toolbar**, and drag the window to your desired location on the screen.

Resize the Window. Resize a Quick Look window by dragging a side or corner, just like for a window in the Finder.

Viewing an Attachment in Mail Using Quick Look. You should be able to use Quick Look to view an attachment in an email message in Apple's Mail app just like in the Finder—mostly. Occasionally, I wasn't able to choose **Quick Look Attachments...** from Mail's File menu.
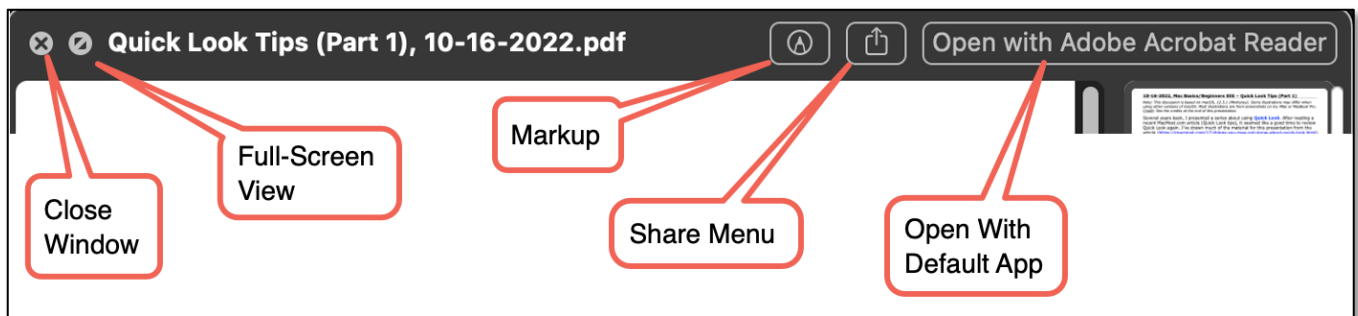
Quick Look, Part 2

Quick Look Window

**Toolbar.** The Quick Look window has a Toolbar at the top:
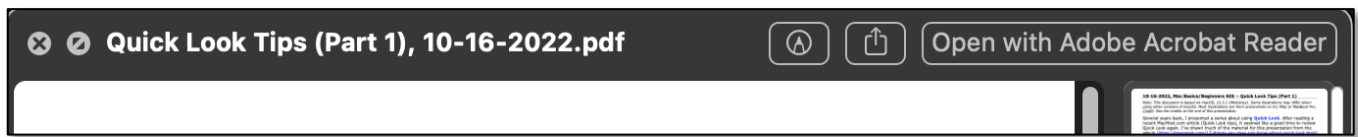
Quick Look Toolbar

Toolbar Buttons. Typically, the Quick Look Toolbar will have five buttons:

Quick Look Toolbar Buttons

- **Close Window**: Click to close the Quick Look window.
- **Full-Screen View**: Click to view the file in full-screen mode. You can also use the keyboard shortcut **Option + Spacebar**.
- **Markup**: Click to bring up the **Markup Toolbar**:
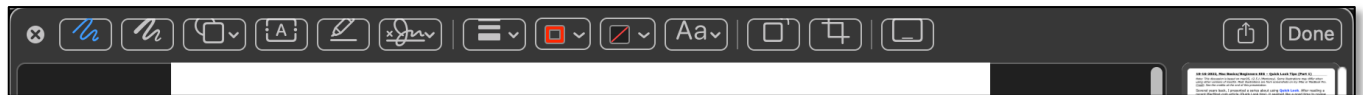
Markup Toolbar

  Note: In my limited experimenting with image files, I found that the **Markup** button is available with JPEG (.jpg) and PNG (.png) files but *not* with HEIC files (.HEIC). Per Adobe: "HEIC stands for High Efficiency Image Container. … HEIF essentially saves images in higher quality than JPEG while also using less space."

- **Share Menu**: Click to open the **Share** menu so you can send the file to someone via Messages, Mail, AirDrop, etc. The choices available depend on how you have configured the Share Menu in the Extensions System Preference.
- **Open With Default App**: Every file has a default app. In this example, it's Adobe Acrobat Reader. Click this button to open the file with its default app. You can also **Right-Click** on this button to display a list of apps that can also open the file.

Toolbar for Multiple Files. If more than one file is selected, the Quick Look Toolbar changes by adding additional buttons to select and view the files:
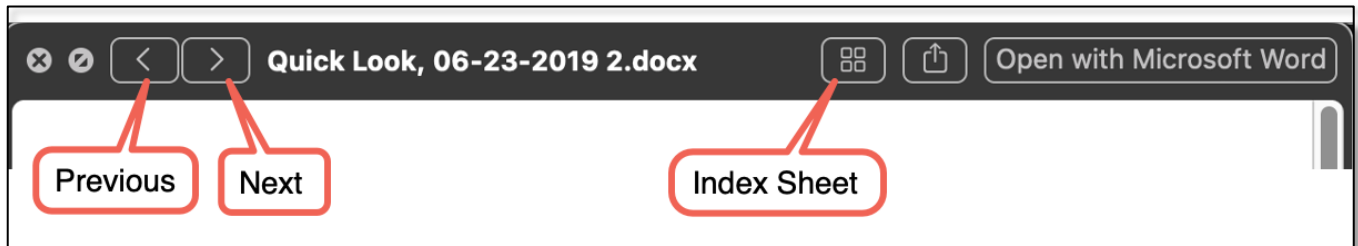
Quick Look Toolbar Buttons – Multiple Files Selected

- **Previous** and **Next** Buttons: Click these to move from file to file. You can also use the **Arrow** keys instead of clicking on the buttons.
- **Index Sheet**: Alternatively, click the **Index** button to display thumbnails for all the files. Then you can click on the thumbnail of a desired file to display it:
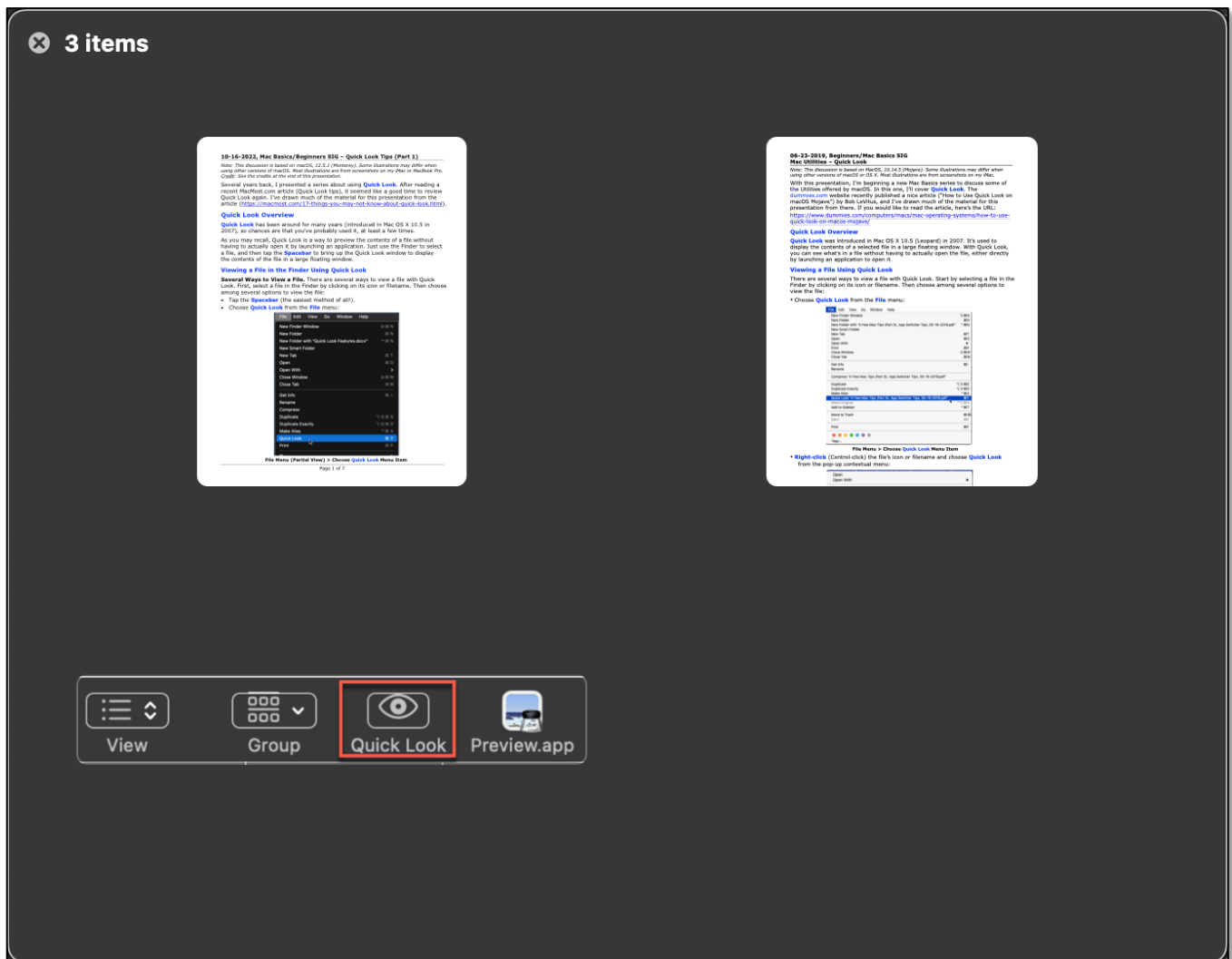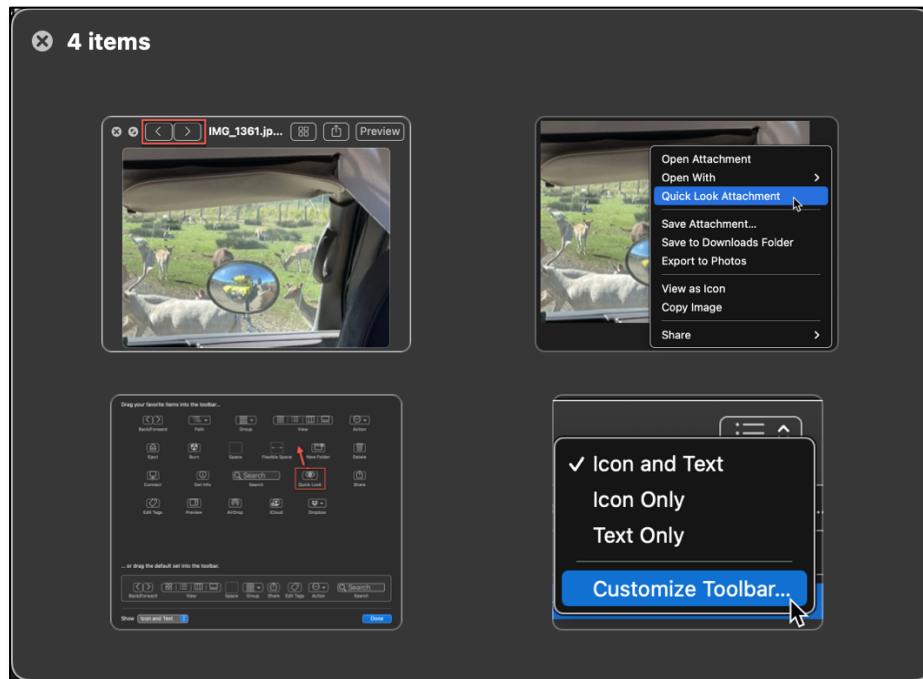

Quick Look Index View – Multiple Files Selected

Note: In Quick Look's Index View, the Markup button is not present. Select one of the items in this view to display that item, and the Markup button will then be available.
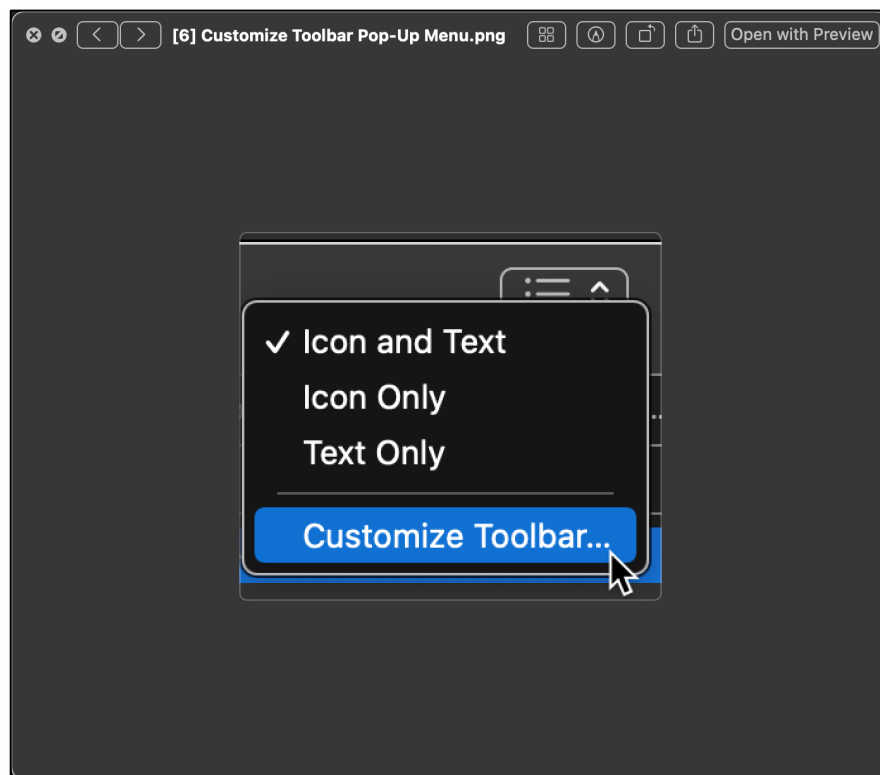
Quick Look Display of Images

Whether it's one or several images that you would like to view, Quick Look is a great way to display them like any other file. Here's an Index View of four images:

Quick Look Index View – Multiple Images Selected

Click on one of the images to display it in the Quick Look window:

**Quick Look – Multiple Images Selected (One Image Displayed)**

- **Zoom an Image**: **Zoom In** or **Zoom Out** with these keyboard shortcuts:
  - Zoom In: **Command + =**
  - Zoom Out: **Command + -**

In addition to the previous set of Toolbar buttons, one new button has been added:

- **Rotate Image**: Each click rotates the image counterclockwise by 90°.
- Hold down the **Option** key to reverse the rotation direction to clockwise.
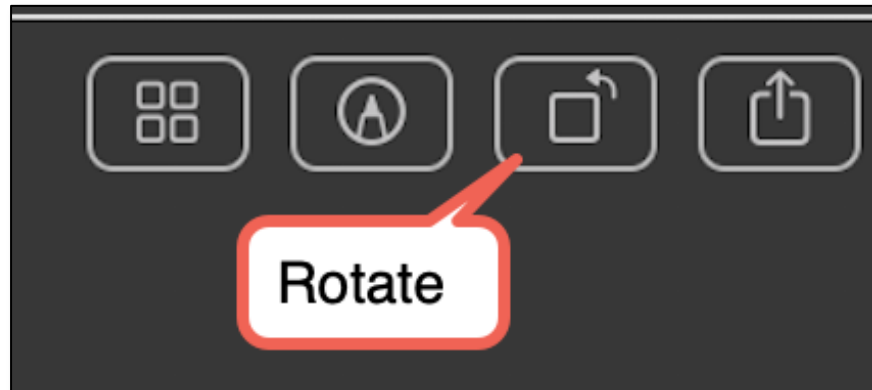

Rotate Button

Note: As I previously noted in my experimenting with image files, I also found that the **Rotate** button is available with JPEG (.jpg) and PNG (.png) files but *not* with HEIC files. (.HEIC).

Slideshow (Full-Screen) Mode

If you have a number of files—maybe some vacation pictures—that you would like to display in a slideshow, Quick Look can be a handy tool. Simply select them, and then use Quick Look's **Slideshow** mode. Start this mode in one of three ways:

- Hold down the **Option** key. Then and choose **Slideshow** from the Finder's **File** menu. (When you hold down the **Option** key, the **Quick Look** menu item changes to **Slideshow**, including the number of items selected).
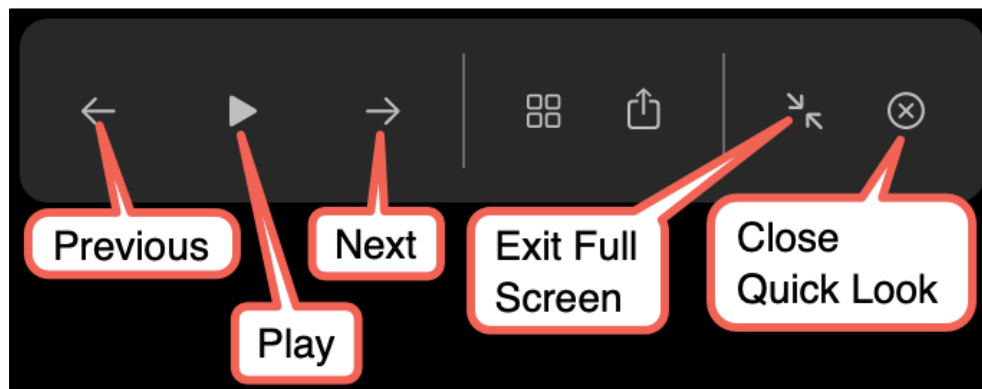
  (See the image on the next page.)
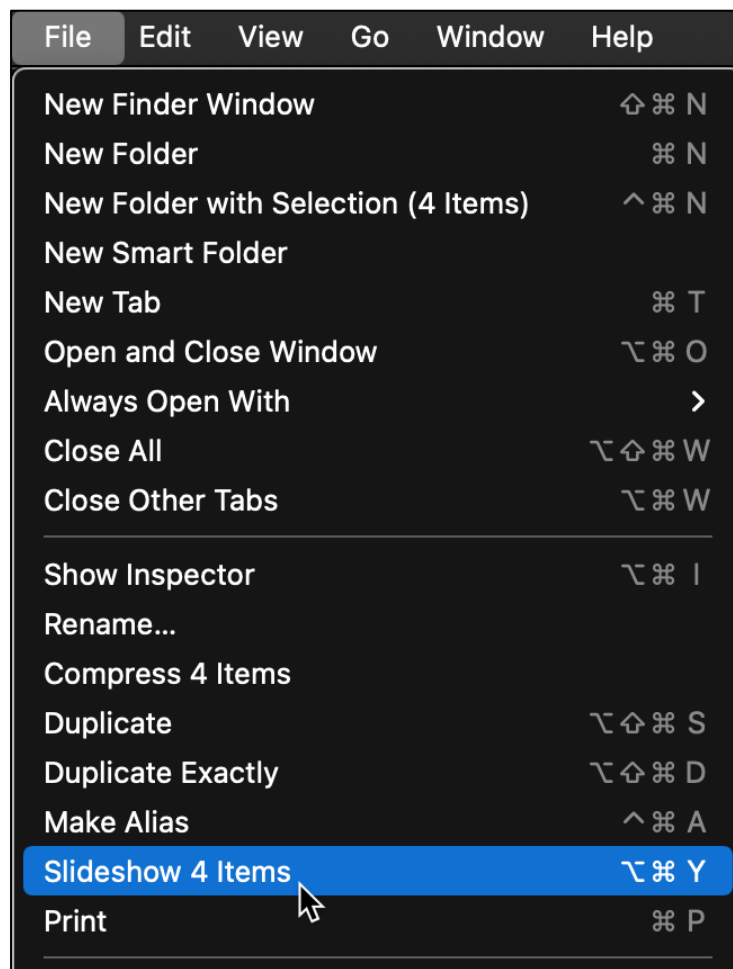
File Menu > Choose Slideshow Menu Item

- Use the Keyboard shortcut: **Option + Command + Y**.
- If your files are already open in the Quick Look window, click the **Full Screen** button:

Then use the Slideshow controls (discussed on the next page).

In Slideshow mode, some additional control buttons appear onscreen:

Slideshow Controls

Click the **Play** button, and **Slideshow** will then display the files sequentially with a 3- to 4-second pause on each one. The Play button changes to a **Pause** button:

Click this button to stop display on a desired file.

> Note: The Slideshow controls disappear after a few seconds of inactivity. Bring them back when you need them by moving the mouse pointer.

Summary

As discussed in Part 1, Quick Look has a lot to offer when viewing files (opening a file for a "quick look" without using the default app, multiple ways to open Quick Look, viewing multiple pages, keeping Quick Look active to view multiple files, multiple ways to dismiss, moving and resizing a Quick Look Window, and viewing an attachment in Apple Mail).

In our discussion in Part 2, we examined more Quick Look features:

- Quick Look's window and its Toolbar, including Markup and for multiple files
- Display of images, including viewing multiple images as well as the Index Sheet, zooming an image, and rotating an image
- Slideshow Mode

Next Presentation

For the next presentation, we'll take a look another macOS feature or utility.

Have a favorite Mac Tip or utility? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

—Steve Parker

Credit:

17 Things You May Not Know About Quick Look
https://macmost.com/17-things-you-may-not-know-about-quick-look.html