

Preview™ 3.0

Preview is a chooser-level printer driver for the Macintosh Computer. Unlike other Macintosh printer drivers such as the LaserWriter, ImageWriter or MacJet that send the output to a particular printer, Preview sends the output to the Macintosh screen. This enables the user to see on his screen exactly what is going to be sent to the printer. Although some Macintosh software come with their own preview-like function, Preview is *application independent* so no matter which application you are in, you will always have access to Preview.

Installing Preview

Preview is installed just like any other printer driver such as MacJet. You simply drag its icon into your System Folder and Preview is installed.

Using Preview

To use Preview, you must select it as the current printer driver. This can be done in one of two ways: You can open the "Chooser" desk accessory and click on the Preview Icon or you can use the Preview FKEY to toggle back and forth between Preview and your regular printer driver (Installation and use of the Preview FKEY is described below). Once Preview is the selected printer driver, all you do is select "Print" from the application's file menu. At this point Preview comes up with a standard print dialog box requiring the user to select which page or pages are to be previewed. You can choose "all" pages or enter a page range. Then you click on the "OK" button and a miniature version of your document will appear on the screen. To view a portion of your document in actual size simply move the "magnifying glass" cursor over the portion of the document that you would like to enlarge. Use the scroll bars to move around the page to view other areas of the document. To return to miniature full page view, click anywhere in the documents window. To view the following pages in a multi-page document, click the "Next" button. This will step you to the next page. When you are viewing the last page, the "Next" button will cause Preview to exit, bringing you back to the current application.

Preview's own display window is resizable. You can expand and/or reduce Preview's window to fill as much of your screen as desired. The new window size is remembered and Preview will use it as the default window size until the window is resized again. As well as retaining your specific window size, Preview also comes with a generic page size that will fit on all Macintosh screens. You can always reset to this window size by clicking the "Reset Window Size" button in the print dialog box.

If your document is in landscape orientation, Preview must be set to landscape. This is done by selecting Page Setup from the application's File menu. When the Page Setup dialog box comes up, click on the landscape icon. Preview also supports 50% reduction. If this option (in Page Setup) is selected, printing from Preview will display your documents as if they were printed half size.

Installing and Using the FKEY

The Preview-Switch FKEY is included as a convenience to the Preview user. It is used to quickly toggle back and forth between your regular printer driver and Preview without having to go into the Chooser. By default, the Preview Switch FKEY is numbered as FKEY-6. In this case, to switch from your normal printer driver, such as the LaserWriter to Preview you just hit the key combination of command-shift-6. After you've done all the previewing you wish to do you simply hit command-shift-6 again to toggle back to the LaserWriter.

To make the installation and removal of the FKEY as simple as possible, Preview comes with an application called "Preview FKEY Installer". To use the installer, double click on its icon. The window comes up with three buttons, "Install", "Remove" and "Cancel" only two of these will be active. If you already have the FKEY installed, the "Install" button is dimmed. If you don't already have the FKEY installed, the "Remove" button is dimmed. Either case the "Cancel" button causes the installer to exit.

Before installing the FKEY, the installer checks to make sure that FKEY-6 is not already taken by another FKEY. If so, a dialog box will come up displaying which alternate FKEY numbers are available. Simply click on any one of the available numbers and the installer will proceed to install the FKEY with the alternate number. If the FKEY is already installed, clicking on the "Remove" button removes the FKEY from your System.

Caution: You can change the number of the Preview-Switch FKEY to any number (1-9) you wish, but do not change the name. In order for Preview and Preview FKEY Installer to work properly, the FKEY must have the name "Preview Switch".