

06-23-2019, Beginners/Mac Basics SIG Mac Utilities – Quick Look

Note: This discussion is based on MacOS, 10.14.5 (Mojave). Some illustrations may differ when using other versions of macOS or OS X. Most illustrations are from screenshots on my iMac.

With this presentation, I'm beginning a new Mac Basics series to discuss some of the Utilities offered by macOS. In this one, I'll cover **Quick Look**. The [dummies.com](https://www.dummies.com) website recently published a nice article ("How to Use Quick Look on macOS Mojave") by Bob LeVitus, and I've drawn much of the material for this presentation from there. If you would like to read the article, here's the URL: <https://www.dummies.com/computers/mac/mac-operating-systems/how-to-use-quick-look-on-macos-mojave/>

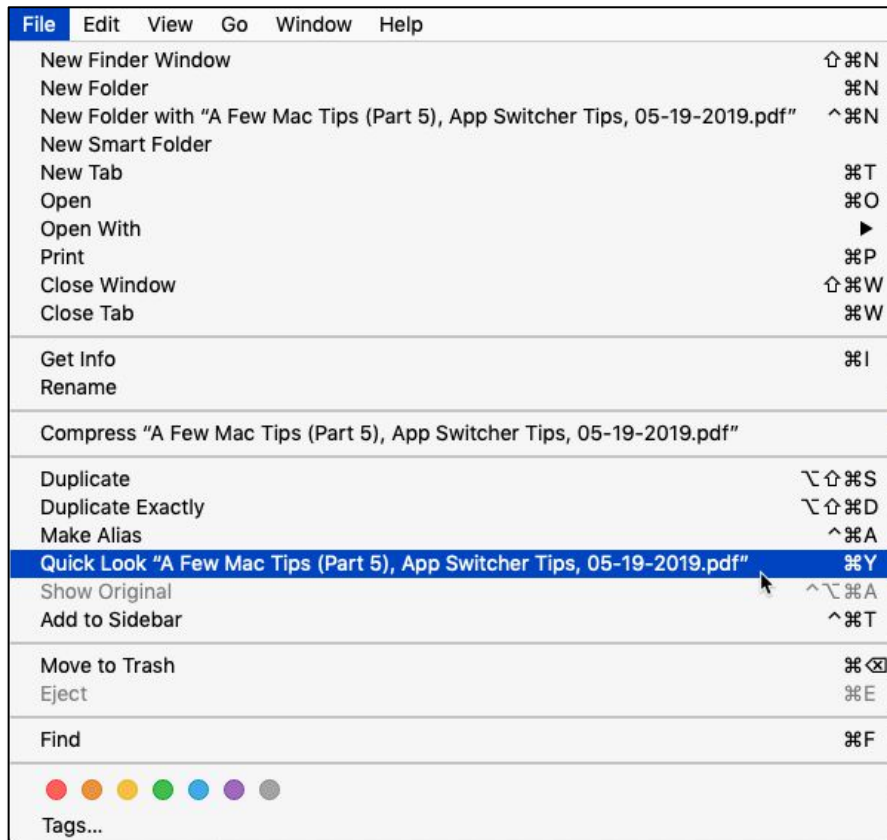
Quick Look Overview

Quick Look was introduced in Mac OS X 10.5 (Leopard) in 2007. It's used to display the contents of a selected file in a large floating window. With Quick Look, you can see what's in a file without having to actually open the file, either directly by launching an application to open it.

Viewing a File Using Quick Look

There are several ways to view a file with Quick Look. Start by selecting a file in the Finder by clicking on its icon or filename. Then choose among several options to view the file:

- Choose **Quick Look** from the **File** menu:

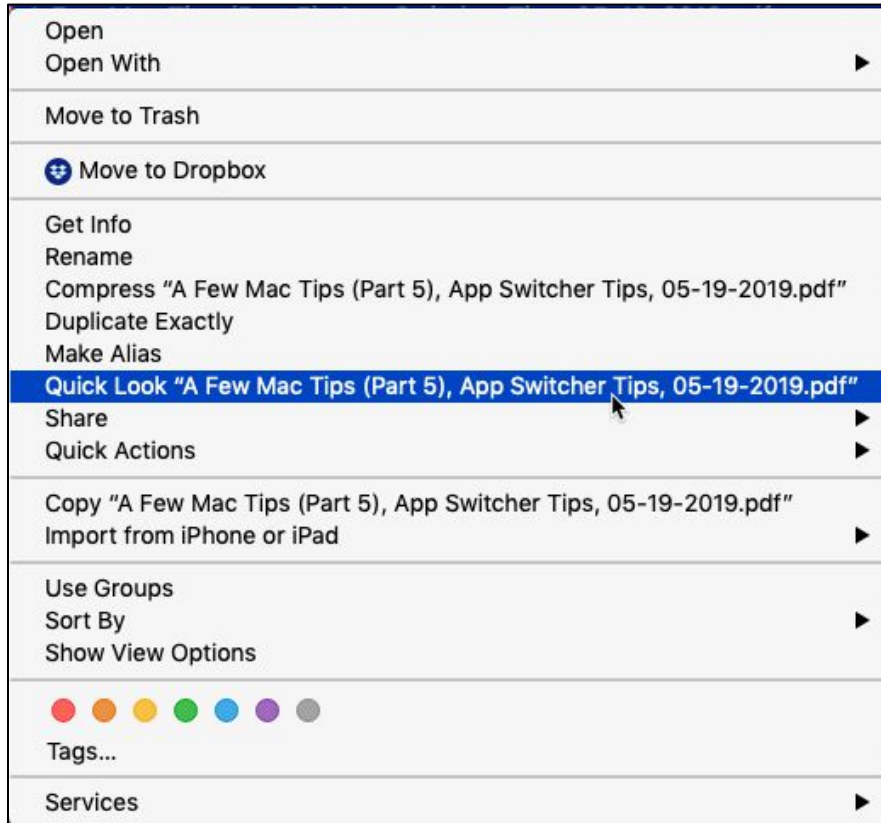


File Menu > Choose Quick Look Menu Item

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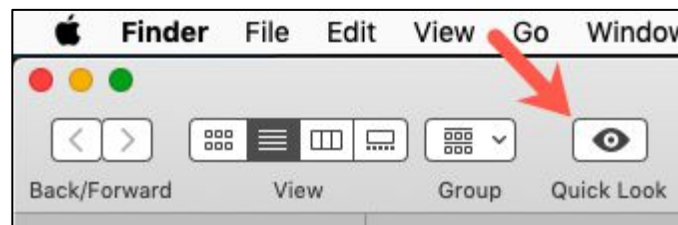
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- **Right-click** (Control-click) the file's icon or filename and choose **Quick Look** from the pop-up contextual menu:



Pop-up Contextual Menu > Choose Quick Look Menu Item

- Choose the **Quick Look** action button on the Toolbar in the Finder window:



Quick Look Action Button on the Toolbar

- Use the keyboard shortcut: **Command (⌘) + Y**.
- Use the keyboard shortcut: **Spacebar** (the easiest method of all!).

Then the Quick Look window—in this case, a Microsoft Word document—is displayed (next page):

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A Few Mac Tips (Part 5), App Switcher Tips, 05-19-201... Open with Microsoft Word ↑

05-19-2019, Beginners/Mac Basics SIG A Few Mac Tips (Part 4), The App Switcher


Note: This discussion is based on MacOS, 10.14.4 (Mojave). Some illustrations may differ when using other versions of macOS or OS X. Illustrations are from screenshots on my iMac.

In this presentation of *A Few Mac Tips*, I'll cover the **App Switcher** and some of its features that you may not be aware of and might want to try out. The material I'm covering is drawn from a recent video posting ("Mac App Switcher Tips and Tricks") on the excellent tutorial website, macmost.com, plus a little experimentation of my own. Here's the URL if you want to see the video: <https://macmost.com/mac-app-switcher-tips-and-tricks.html>

App Switcher Basics

Brief Review. The **App Switcher** on your Mac has been around for a long time. Simply use the keyboard shortcut, **Command then Tab**, to switch between apps:


- First, hold down the **Command** key.
- Then while continuing to hold the **Command** key down, tap the **Tab** key. (See the illustration below.)



App Switcher (Move Forward in the App List):

1. Press **Command** then **Tab** (Displays the App List)
2. Hold down the **Command** key
3. Tap the **Tab** key (Moves Forward to the next item in the App List)

- The first tap of the **Tab** key displays a horizontal list of open apps and selects the next app in the list. (The first app in the list is the one that you were last using.)



App Switcher – Apps List

Credit: <https://www.macrumors.com/how-to/open-files-quit-hide-apps-mac-app-switcher/>

- While continuing to hold down the **Command** key, each subsequent tap of the **Tab** key moves forward to the next app in the list.
- When you get to the app that you want, release the **Command** key to switch focus to that app.

Note: After the last app in the list is reached, the App Switcher loops around to the beginning of the list.

Quick Look Window

View Multiple Pages. If the file has more than one page, you can use the mouse to view other pages by dragging the scroll bar or by using the scroll wheel on the mouse.

Move the Window Around. You can also use the mouse pointer to move the Quick Look window around on the screen.

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Resize the Window. Resize the window as desired by dragging a side or corner.

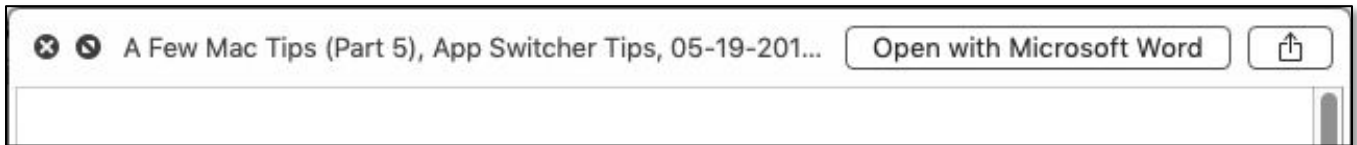
Multiple Ways to Dismiss. You can also dismiss the Quick Look window with any of the actions that opened it. For example, you could open the window by the keyboard shortcut (Command+Y) and dismiss it with the Spacebar.

Also, you can use the standard **Close Window** keyboard shortcut, **Command+W**.

Finally, you can always dismiss the window with the **Esc** key.

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 four buttons:

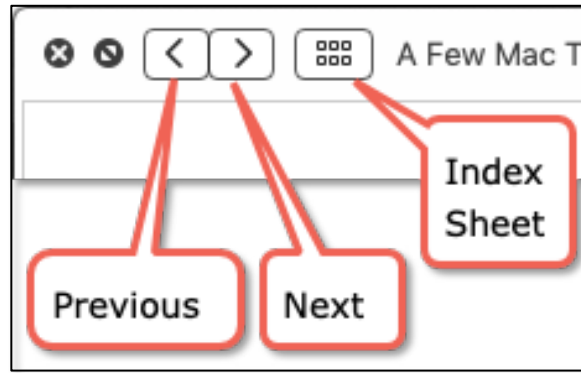


Quick Look Toolbar Buttons

- **Close Window:** Click to close the Quick Look window.
- **Full-Screen View:** Click to view the file in full-screen mode.
- **Open With Default App:** Every file has a default app. In this example, it's Microsoft Word. Click this button to open the file with its default app.
- **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.

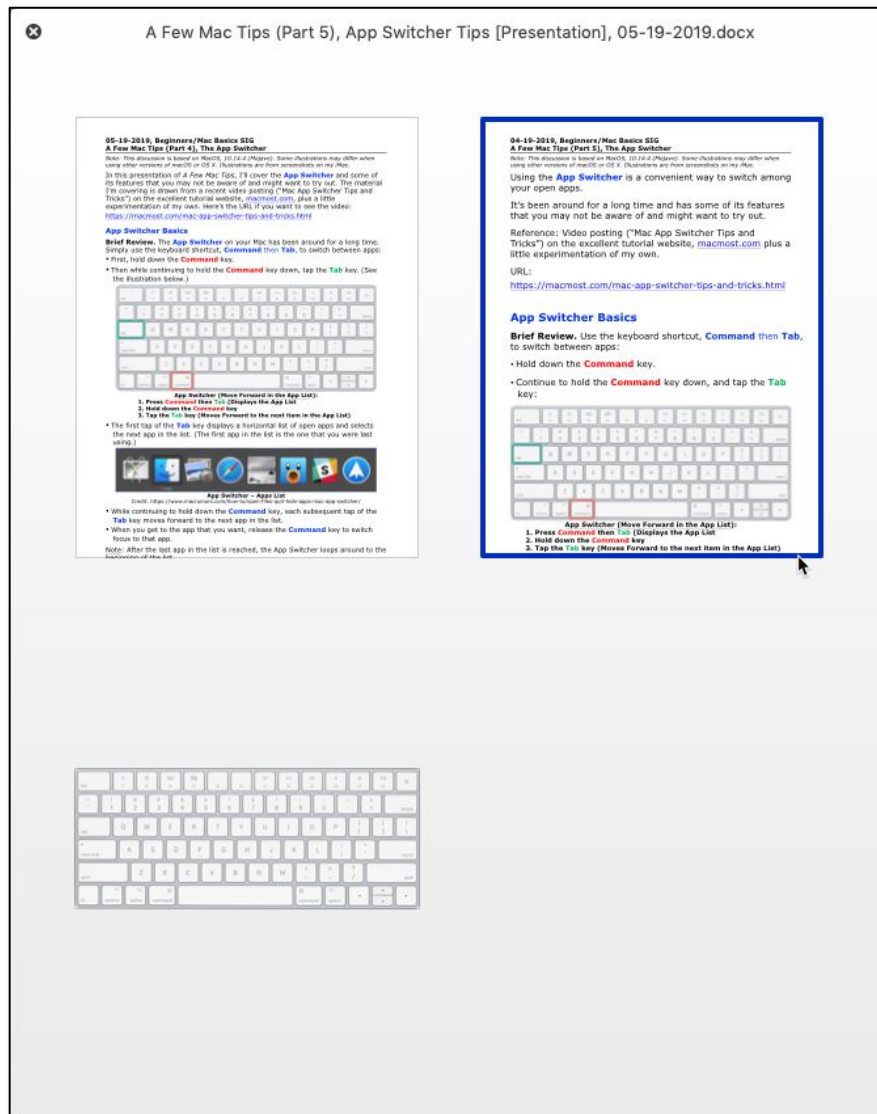
Toolbar for Multiple Files. If more than one file is selected, the Quick Look Toolbar changes by adding additional buttons to select and view the files (next page):

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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:

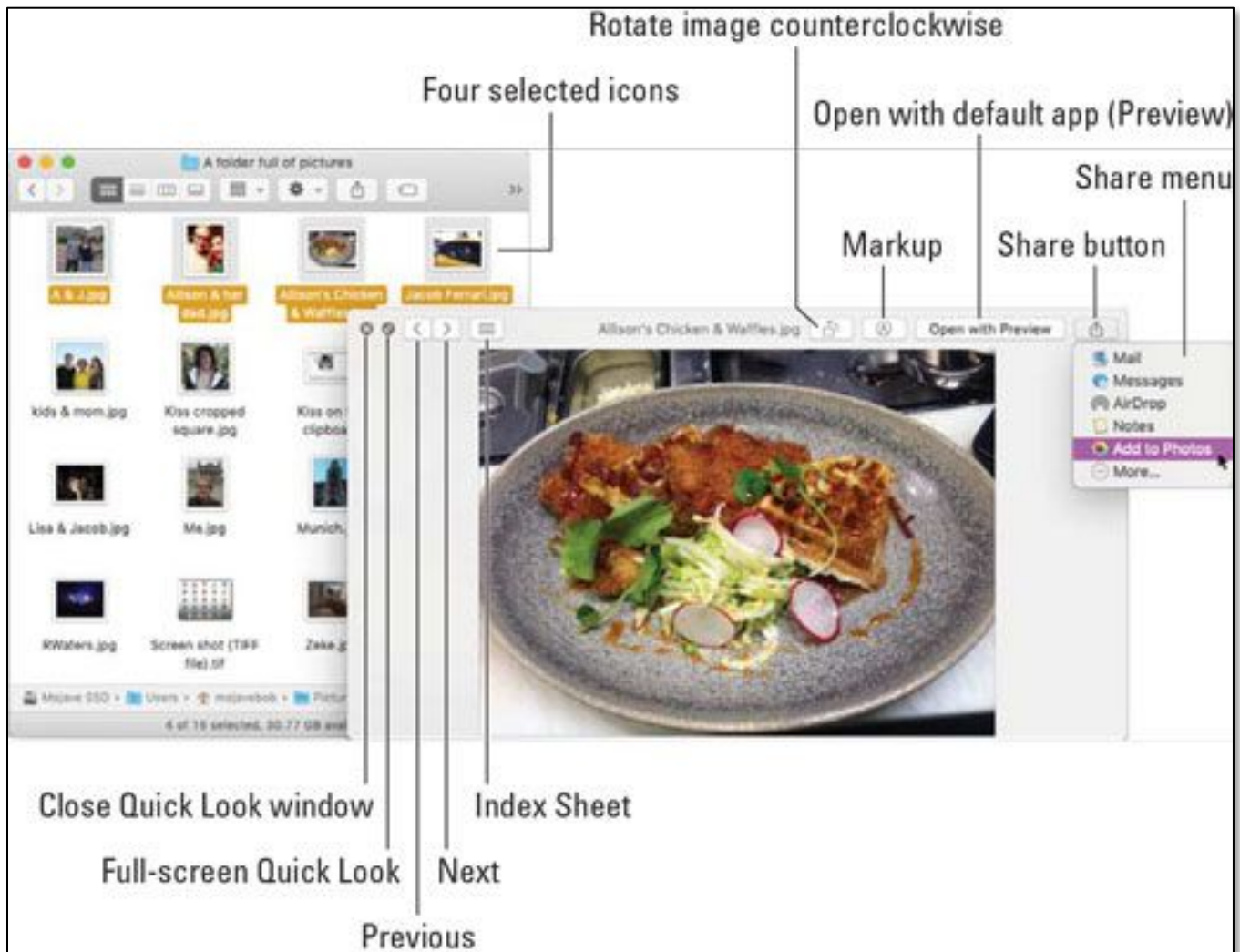


Quick Look Index View – Multiple Files Selected

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Quick Look Display of Images

If you have a bunch of images that you would like to view (say, some vacation photos), Quick Look is a great way to display them:



Quick Look – Multiple Image Files Selected

(Credit: How To Use Quick Look On MacOS Mojave, <https://www.dummies.com>)

In addition to the previous set of Toolbar buttons (Close Window, Full-Screen View, Previous, Next, Index Sheet, Open With Default App, and the Share Menu), two new buttons have been added:

- **Rotate Image Counterclockwise**: Each click rotates the image by 90°. If you hold down the **Option** key, the rotation direction reverses, and each click rotates the image clockwise.
- **Markup**: Click this button to bring up the Markup toolbar to annotate your image if you wish. It's similar to the one found in the Preview app.

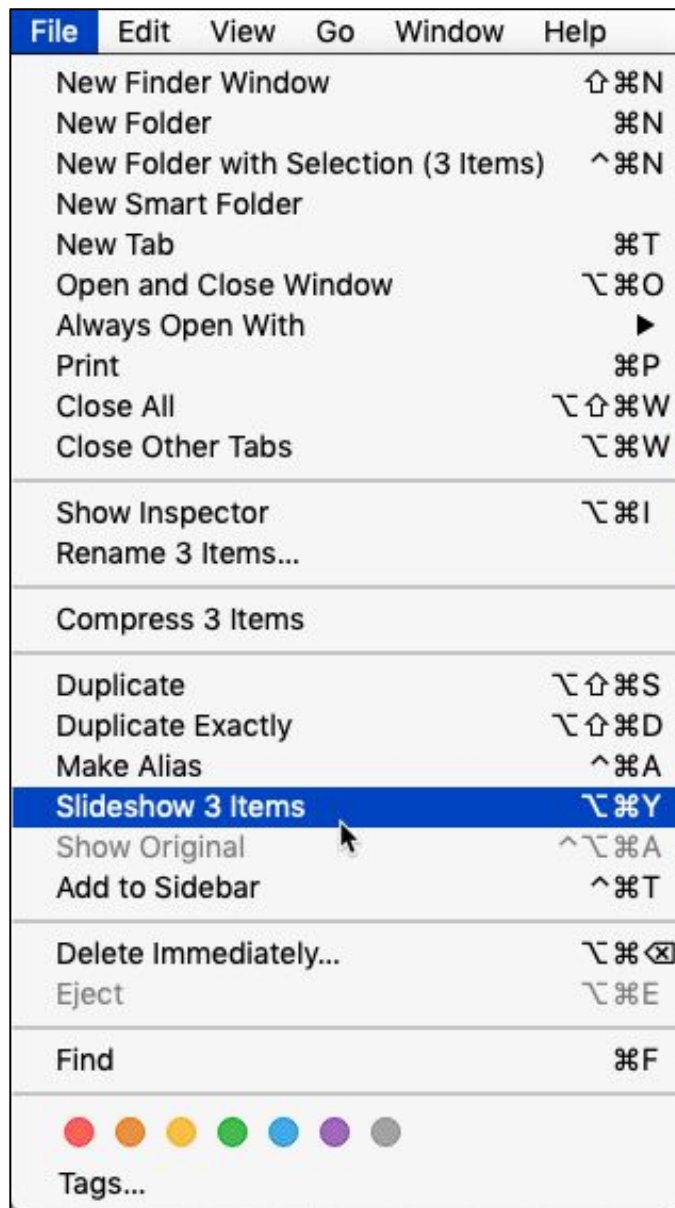


Markup Toolbar

Slideshow (Full-Screen) Mode

If you have a number of files—maybe those vacation pictures—that you would like to display in a slideshow, Quick Look can be a handy tool. Simply select the pics, 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 **File** menu. (When you hold down the **Option** key, the **Quick Look** menu item changes to **Slideshow**, including the number of items selected):

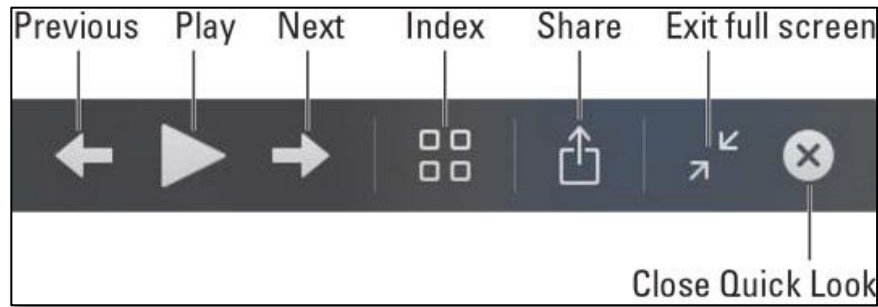


File Menu > Choose **Slideshow** Menu Item

- Use the keyboard shortcut: **Option (⌘) + Command (⌘) + Y**.
- If your files are already open in the Quick Look window, click the full-screen button (⌘).

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When you're in Slideshow mode, a new set of controls appears onscreen:



Slideshow Controls

(Credit: How To Use Quick Look On MacOS Mojave, <https://www.dummies.com>)

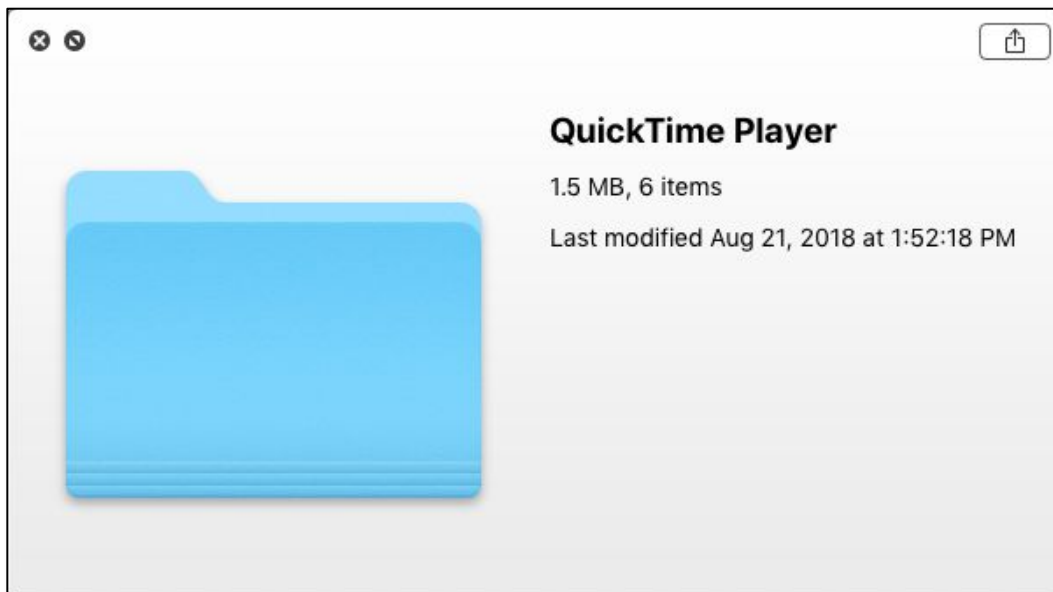
When you click the **Play** button, **Slideshow** displays the files sequentially with a 3- to 4-second pause on each one. (The pause time doesn't appear to have any adjustment. Maybe a Terminal command?) The Play button changes to a **Pause** button (⏸) that you can click to stop display on a desired file.

Note: The Slideshow controls disappear after a few seconds of inactivity. To bring them back when you need them, just move the mouse pointer, and they will appear again.

Quick Look Limitations

The downside to using Quick Look is that it doesn't work with every type of file. At present, it works with most of the popular ones though: Microsoft Office, Pages, Numbers, Apple iWork, plain text, PDF, TIFF, GIF, JPEG, PNG, and most types of audio and video files.

Quick Look doesn't work with folders or apps. You'll know it doesn't work if Quick Look shows you a big document, folder, or application icon instead of the contents of that file. Here's what shows up when you use Quick Look on a Finder folder:



Quick Look Display for a Folder

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Notice that the Quick Look window does show a couple of data items (folder name, size, number of items in the folder, and the date anything was last modified in the folder)—the same information available if you use the Finder’s Get Info command (Command+I).

Here’s what shows up when you use Quick Look on an application in the Finder:



Quick Look Display for an App

Here the Quick Look window shows a few data items that are available when the Get Info command is used (such as app name, size, and the date it was last modified in the folder).

Note: For folders and apps, Quick Look still gives you the ability to display in **Full-Screen** mode if you wish as well as to **Open** the item and **Share** it.

Summary

Quick Look has a lot to offer when viewing files:

- Open for a “quick look” without using the default app
- Multiple ways to open Quick Look
- Full-screen view
- Annotate images
- Slide Show Mode

Next Presentation

For the next presentation, we’ll take a look another macOS 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.

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

–Steve Parker

Credit:

How To Use Quick Look On MacOS Mojave

<https://www.dummies.com/computers/mac/mac-operating-systems/how-to-use-quick-look-on-macos-mojave/>