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March 19, 2015 2:20 PM Answer Useful flow response - more options March 19, 2015 4:41 PM in response to babowa In response to babowa I see only save version when I hit the option/file. Is my original lost forever, then? No way to go back and delete the text (annotation) in the photo? I'm confused about what the heck has happened since I duplicate the photo so I don't spoil the original. Thank you so much for your response. March 19, 2015 16:41 Responding - More options March 19, 2015 16:50 in response to Margaret B. In response to Margarita B. You click on the file in the menu bar and then click the Option key. I can't take a screenshot with the option of key depression, but without it, it looks like this: Once you save it, hit the key option and save as magical will appear under Save. March 19, 2015 16:50 Answer Useful answer - more options March 20, 2015 8:43 AM in response to babowa In response to Babova Thank you, but I have no saving option ... only save the version. When I hit the option key, it changes close to close everything .. I have a preview of 5.5.3. March 20, 2015 8:43 A.M. The answer is that the OS vs. 7.So, which OS do you work for. March 20, 2015 8:47am Response Useful response flow - more options March 21, 2015 3:53 PM in response to babowa Response to babowa I'm sorry ... my OS Lion 10.7.5 March 21, 2015 3:53 PM Answer Useful Flow Response - More Options March 21, 2015 3:59 PM in response to Margaret b. In response to Margarita B. and that's why you have a save version version. I don't remember exactly how it worked (and I didn't care about it either, as I didn't care about Lion OS), but see if it creates a copy for you - I believe it does. At the same time, I will ask the hosts to move it to the right forum (Lion). March 21, 2015 3:59 pm to 3:59PM - MORE October 16, 2019 - Filed: Mac Tutorials You may run into trouble trying to remove text from PDF as not as good a type of file as Word for text editing. 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Use the preview toolbar to add text and comments, sign documents, highlight text, and more. To show the labeling toolbar, click The Markup toolbar button at the top of the window or select the View toolbar at Show Markup. In most PDFs, you can simply click on the text box and then enter the text in the box. If you can't add text to the box, use the text box instead: Click the text button in the toolbar marking, or select the tools to annotate the text. To show font, size, and color settings in the text box, click the Text Style button in the marking toolbar. To move the text box, just drag it. To turn the selection mode on or off, click the Highlight button in the toolbar. In the selection mode, you see the main points when selecting text. To change the color of the backlight or switch to a kick or emphasize, click next to the Hightlight button and then select the option. To remove the selection, click on the text and then select Delete Highlight. To add a note, click the Note button in the labeling toolbar or select the tools to annotate the note. To close the note, click outside the note window. Notes can be moved anywhere in the document. To open the note, click on the note box. To view all the notes and highlights, select the highlights and notes. Click the Sign button in the marking toolbar or select the tools to annotate the signature. Click Create a Signature and then choose whether to use a trackpad, built-in camera, or iOS device to create a signature: Tap Trackpad and then use a trackpad to sign your name with your finger. If you have a Force Touch trackpad, you can click harder on the trackpad to sign with a dark line. Once you sign your name, click any key on the keyboard. All on the camera and then sign your name on white paper and keep it up to the camera. Your Mac automatically scans the signature and shows it in the camera window. Tap your iPhone (or iPad or iPod touch) and then sign your name on the device screen on demand. Learn more about using iPad, iPhone, or iPod touch to sketch or mark up documents. Click Finish. Choose a signature to add to the document. You can move and want to use it anywhere in the document. Harvest: Drag to choose the area of the harvest and then choose the tools of the harvest. Turn: Select the tools to turn left or turn right. Adjust the color: Select the tools to adjust the color and then drag the slider to make adjustments. Adjust the size: Select the tools to adjust the size, enter the desired sizes, and then press OK. Get quick access to edit management: Click show Markup toolbar button at the top of the box. To share click Share or select the share file. Then choose the option. To save a document or image in a different format, select the Export File, select the format, and then click Save. Thank you for your feedback. In our last lesson I described how to annotate image files, and many of these tools also work with PDF files. You can nail rectangles, ovals, lines, arrows, text fields, and word and thought bubbles for PDFs, just like you can images. But But provides some additional tools developed specifically with THE PDF files in mind. First, it's the Markup tool that's easiest to access by clicking the toolbar button that looks like a marker. The icon fits because this tool works almost exactly like a lighted pen. Simply select the color from the menu and then drag the mouse pointer over the text you want to highlight. The background will immediately capture this color around this text, and a new entry will appear in the Highlights and Notes panel. The Markup tool menu also includes the Underline and Strikethrough teams that do what they say. All of these options can be slathered together. You can highlight the passage in purple, select the Underline and drag again to emphasize the text, then choose Strikethrough and drag again to add percussion marks to the text. To remove the selection from a word, sentence, or block of text, select Show Inspector (Command-I), tap the last tab in the resulting window (annotation inspector), select the annotation you want to remove, and press the Mac deletion key. When you select the View toolbar (or click the Edit toolbar button in the Preview toolbar), you'll see the Edit toolbar that we explored last week. However, when you view a PDF file, the contents of the Edit toolbar will be different from the toolbar content you know. In this case, you'll find two new entries to the right of the Thought Bubble-Note button and signature. Let's look at each of them. Note: Preview Notes are designed to mimic paper sticky notes, short snippets of text posted on the PDF page. You can take notes in a number of ways. First, click the Note tool (it turns blue to indicate that it is active and the cursor of choice will turn into a cursor). To add a note, click on the page where you want the note to appear and type the text into the small yellow box of text that appears. When you're done, click outside the note field. To move the note, drag it to the destination of your choice. Just scroll the text and append a note to it. It's all good, but the note floating in space doesn't tell you what it's related to. Placing a note at the top of a page can be a useful way of specifying general instructions that apply to the entire page; but if you want to refer to something very specific, you better take a different approach. Select the Markup tool and highlight some text. Now check-click (or right click) the highlighted text and select Add Note. A yellow text box will appear. Enter the text and click outside the text box, and the note will appear at the end Text. You can view all your annotations in the Annotation Inspector tab. Finally, you can open the inspector (Command-I), click on the annotation inspector tab, select the annotation that in a related list, and click Click to add a note. The field of notes will appear above the chosen annotation. Signature: In a not-too-terribly distant past, Apple has added the option to add your signature to the PDF file. In fact, this feature allows you to graft an image of your signature onto an existing PDF file. It's not the same as digital signature, which is a safer method of electronic document signing. The style of pre-signing documents is much more casual- something to use when you sign an IOU to a former friend, for example. Here's how to create and use such a thing. Start the preview, open its preferences, and select the Signature tab. Click the plus button at the bottom of the window. A signature capture window will appear and your Mac's camera will be ready. Scrawl your John Hancock on a piece of paper, and place this paper in front of the camera so that the signature is aligned with the blue line in the viewing area. Signature Capture will capture your signature and display it to the right of the viewer. Click Accept and the tool will add a signature to preview's list of available signatures. You can add a signature to your PDF files with the Mac camera. When you need to sign a PDF, select the tools to annotate the signature. There will be a crosshairs. Drag it out and your signature will appear. (If you keep more than one signature, click the Signature menu in the toolbar and select the signature you want to use.) Drag the signature to the place where you want it to appear and, if necessary, radimate it. Save the PDF and your signature will be embedded in the document. Choosing a Preview text doesn't allow you to change the text of the PDF document, but you can select the text in that document, copy it and paste it elsewhere. If you don't have another tool than the choice of text chosen, it's simple. Let's say I want to insert text from the PDF file into textEdit. In Preview, I select text and click Command-C to copy it. I then create a new TextEdit document and click Command-V to insert that text. (The best choice is to tap The Shift-Option-Command-V, which is equivalent to a zgt; and match style. Typical text choice. But let's say you want to copy the text in columns. For example, you can copy two columns of text that appear on the side of a page, occupying two-thirds of a page. If I use a regular tool of choice, I also copy the entire text that appears in the first column under the sidebar. There is a trick to avoid this. Hold the Option key and drag the text you want to copy, even if it covers multiple columns. When you release the mouse/trackpad, the text has just been selected. And while we're on the issue of choosing blocks of text, let's look at the rectangular selection tool that is to the right of the text selection tool. You use this tool to draw a rectangle of choice around what you want to capture on the PDF page. Then you can copy this choice. In most cases, when you enter the selection into a new image - an unspoded picture. But if your choice of Preview file is from the Clipboard team, the selection will appear as editable PDF text. Microsoft Word also offers the option of accepting selected text as an image or a PDF fragment. With this information and what I told you about editing and annotating images with Preview, you should be able to do much more than just browse through photos and PDFs. Next week: A quick look at the Player's Note: When you buy something after clicking links in our articles, we can earn a small commission. Read our policy affiliate links for more details. 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