
Quick Look Basics

Click a folder or topic title. Or to read in the recommended order click the >> button.



Using Quick Looks

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Using Quick Looks

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What Are Quick Looks?

Quick Looks are topics that look like the real Windows applications on your computer. By clicking different parts of the Quick Look topic (which is just a picture of the application), you can get a quick overview of the features you'll find in the real application.

Click the >> button above to read the Quick Look topics in order.

topic

Screens that contain information. This information can be in the form of a Quick Look graphic, an explanation of a command, a conceptual overview, a procedure, or a table of keys. Information in pop-up windows and contents screens are not considered topics.

Windows application

An application that was designed for Windows and will not run without Windows. All Windows applications follow the same conventions for arrangement of menus, style of dialog boxes, use of the keyboard and mouse, and so on.

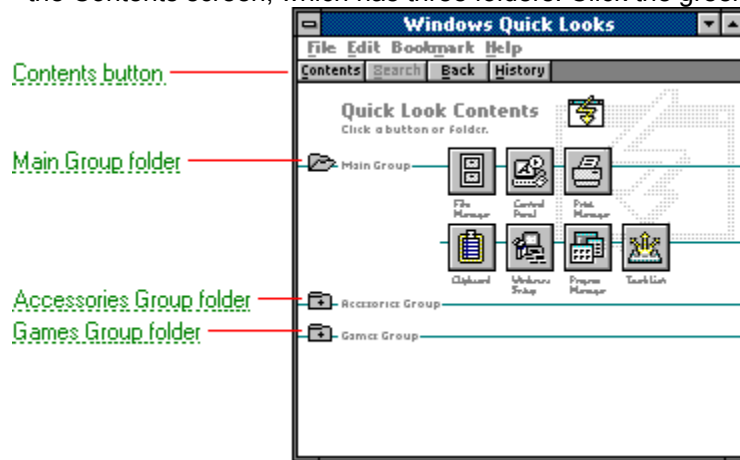
>> button



Displays the next topic in a series of topics, until you reach the last topic in the series. Then the button is dimmed. Use this button to move from topic to topic in the recommended order.

Choosing a Quick Look

Each application that comes with Windows has a Quick Look. When you start the Quick Looks, you see the Contents screen, which has three folders. Click the green text to learn more:



After you open a folder, you can click the button of the Quick Look you want to see.

Contents button

Once you begin using the Quick Looks, you might want to return to the Contents screen so you can choose another Quick Look.

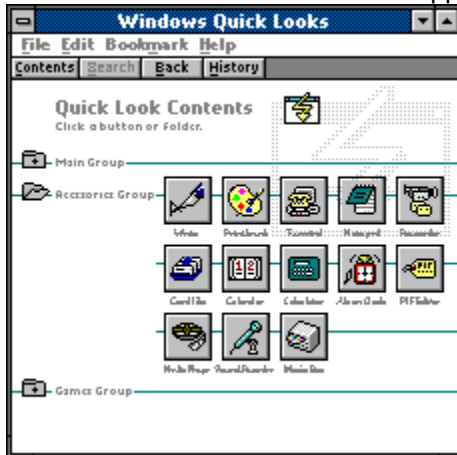
To return to the Contents screen from any Quick Look, click the Contents button.

Main Group folder

Contains the Quick Looks for the applications in the Main group, as well as Task List.

Accessories Group folder

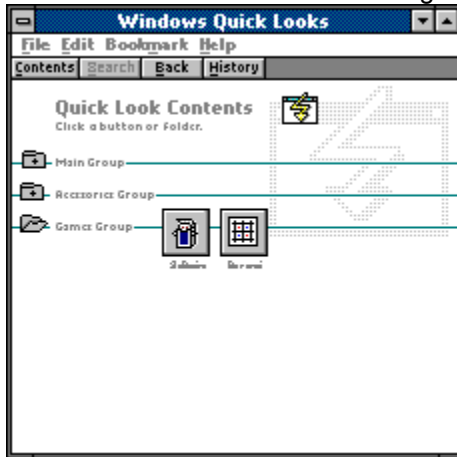
Contains the Quick Looks for the applications in the Accessories group.



(Some accessory applications have more than one Quick Look because they have different views, such as Standard Calculator and Scientific Calculator.)

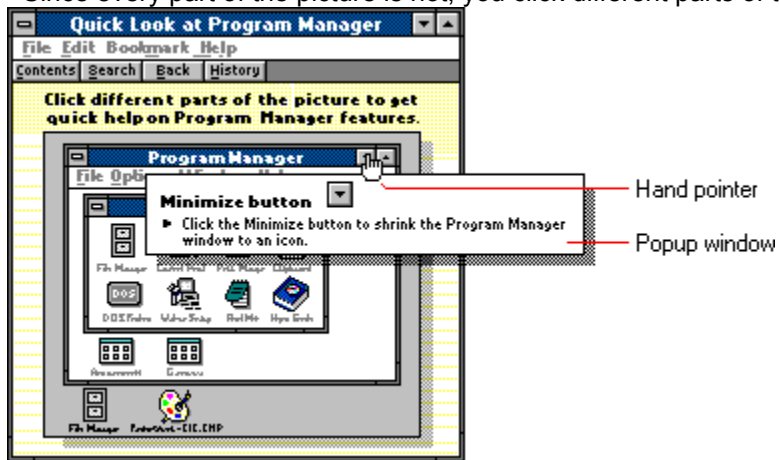
Games Group folder

Contains Quick Looks for the two games that come with Windows.



Quick Look Topics


Quick Look topics are graphics with hotspots that you click to get more information about an application. Since every part of the picture is hot, you click different parts of the picture to learn about each element.



hotspot

Hotspots are areas of the Quick Look screen you can click to see information about the application.

To choose a hotspot:

- 1 Point to the Quick Look picture.
The pointer changes to this shape. 
- 2 Click the mouse button.
The information appears in a popup window.

To close a popup window:

- ▶ Click anywhere.


Moving Between Quick Looks

There are six buttons that let you move around easily between the different Quick Looks. If a button does not appear or appears dimmed, the feature is not available.

This

Shows you

Contents

The Quick Looks Contents screen, where you can choose a Quick Look. 


Search

Not available when using the standalone Quick Looks.

Back

The last screen you viewed. You can backtrack through every screen you've viewed since you started the Quick Looks.

History

The last 40 screens you've viewed, the most recent screen appearing first. You can choose to view any one of these screens. 

<<

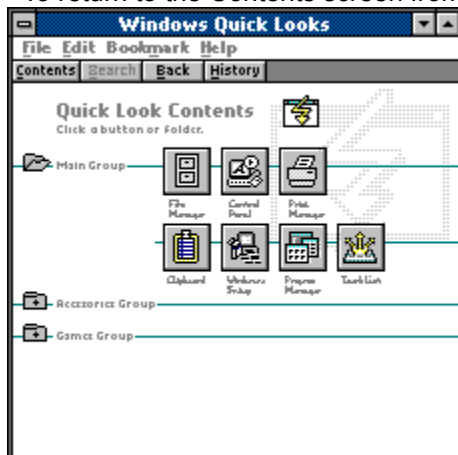
The previous topic in a series of topics. Available only in these "Quick Look Basics" topics.

>>

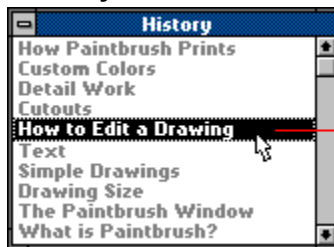
The next topic in a series of topics. Available only in these "Quick Look Basics" topics.

Quick Looks Contents

To return to the Contents screen from any Quick Look, click the Contents button.



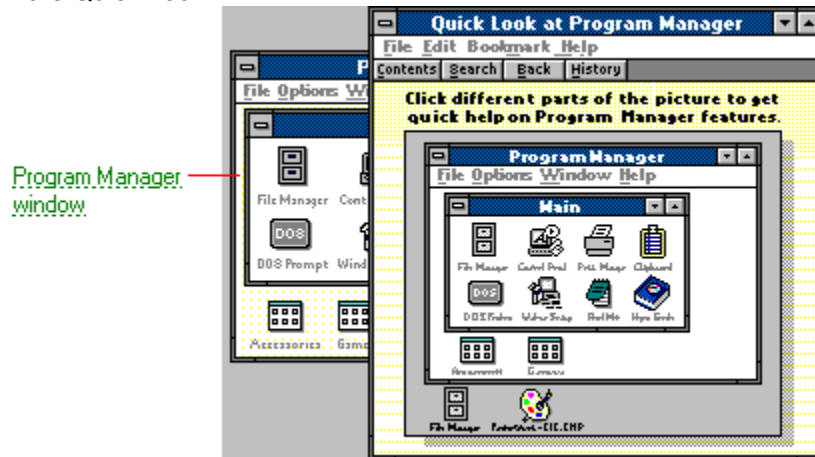
History window



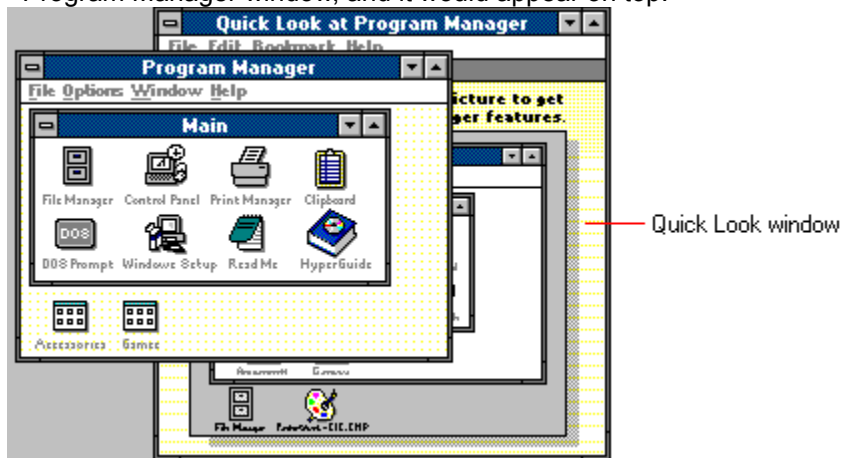
Double-click to view
a topic.

Switching Between a Quick Look and an Application

When you are using a Quick Look, you might want to have the real application running on the Windows desktop. For example, if you were looking at the Program Manager Quick Look, you could have Program Manager open at the same time. Then you could easily switch between Program Manager and the Quick Look.



For example, to switch from the Quick Look to Program Manager, you would click any visible part of the Program Manager window, and it would appear on top:



To switch back to the Quick Look from Program Manager, you click in the Quick Look window.

Quitting the Quick Looks

Now that you have learned how to use the Quick Look topics, you can return to the Contents screen and choose one.

To return to the Quick Look Contents screen:

- ▶ Choose the Contents button.

When you are finished using the Quick Looks, you can close the Help window.

To quit the Quick Looks:

- ▶ Choose Exit from the File menu.
The Help window closes.

