

Quick View Plus Viewer Technology

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This software is based in part on the work of the Independent JPEG Group.

Introduction

Quick View Plus gives you easy access to files created in over 200 programs, regardless of whether you have those programs on your computer. With Quick View Plus you can work effortlessly with files or parts of files created in the format of text, spreadsheets, databases, presentations, and graphics. You can:

- View and print
- Copy and paste with full formatting
- Search for text
- Zoom and rotate graphics
- Transfer files and data between Windows, Macintosh, and DOS word-processing and presentation programs
- View, decompress, and save individual files from archives without decompressing the archives
- View embedded objects created through object linking and embedding (OLE)
- Start the program (if you have it) used to create a viewed file

You can do all this with files already on your computer or with files downloaded, received, or copied from these sources:

- Internet
- E-mail
- Networks
- Bulletin boards

Quick View Plus integrates seamlessly into Windows, numerous Windows programs, and the most popular World Wide Web browsers, so it's always there when you need it.

Quick View Plus enhances the Quick View feature in Windows 95, giving you 170 additional file types and fully formatted viewing.

Chapter 1: Getting Started

[Package Contents](#)

[System Requirements](#)

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Package Contents

Check the package to confirm that it contains the following:

- Program diskettes (three 3.5-inch diskettes)
- User's Guide
- Registration information
- Serial number labels
- License agreement
- Supported formats card

If any of these are missing from the package, please call Inso Customer Support at (312) 527-HELP or send email to supportchi@inso.com.

System Requirements

Quick View Plus runs on any system running Windows 95 or Windows NT 4.0 or later. A minimum installation requires approximately 5MB of disk space; a full installation requires approximately 7MB of disk space.

Installing Quick View Plus

[Making Backup Copies](#)

[Customizing Your Installation](#)

[Uninstalling Quick View Plus](#)

Note Do not use the program diskettes except to make copies. Using copies reduces the chance of damaging or infecting the program diskettes.

Making backup copies

Make backup copies of the program diskettes. For information on copying diskettes, see your Windows 95 or Windows NT documentation.

To customize your installation

After installing Quick View Plus, you can modify your installation.

1. Click the **Start** button.
2. Point to **Settings**, and then click **Control Panel**.
3. Double-click **Add/Remove Programs**.
4. In the **Add/Remove Programs** dialog box, click the **Install/Uninstall** tab.
5. Click **Install**.
6. Follow the instructions on your screen.

To uninstall Quick View Plus

1. Click the **Start** button.
2. Point to **Settings**, and then click **Control Panel**.
3. Double-click **Add/Remove Programs**.
4. In the **Add/Remove Programs** dialog box, click the **Install/Uninstall** tab.
5. In the **Remove** window, click **Quick View Plus** and then click **Remove**.
6. Follow the instructions on your screen.

Registering Quick View Plus

Please register your copy of Quick View Plus. You can register by filling out the registration card included in the package and sending it to Inso Corporation.

If you have a modem, you can register your copy of Quick View Plus electronically immediately after installation by following the prompts on the screen. If you don't register right away, you can register electronically at any other time when you're using Quick View Plus.

[Register Quick View Plus electronically](#)

[Inso Corporation contact information](#)

To register Quick View Plus electronically:

1. On the **Help** menu, click **Register Quick View Plus**.
2. In the **Quick View Plus Registration** dialog box, type the requested information and click **Continue**.
3. Follow the prompts.

If you need help using Quick View Plus, contact Inso Corporation:

Phone:

(312) 527-HELP

Fax:

(312) 670-0820

Internet:

supportchi@inso.com

Mail:

Inso Corporation
330 N. Wabash,
15th floor
Chicago, IL 60611

Getting Help

After installing Quick View Plus, you can use the [online help](#). For additional information, see the WELCOME folder, and check out our FAQs and technical bulletins at www.inso.com.

Chapter 2: Quick Tour

This quick tour of Quick View Plus shows you how easy it is to display and work with files of various types in the view window. The tour uses sample files that are installed with Quick View Plus in the SAMPLES folder.

Quick Tour: Starting Quick View Plus

1. Click the **Start** button, point to **Programs**, and click **Windows Explorer**.
2. In the left side of the **Exploring** window, click the icon representing the drive on which you installed Quick View Plus (usually the C drive).
3. Scroll to the directory in which you installed Quick View Plus (the default is C:\Program Files\Quick View Plus) and click to display its contents.
4. Scroll to the **SAMPLES** folder and click it to display its contents in the right pane of the **Exploring** window.
5. Point the cursor at the file **SAMPLE.DRW** and click the right mouse button. The context menu appears at the location of the cursor.
6. On the context menu, click **Quick View Plus**.

Quick View Plus starts, and the file **SAMPLE.DRW** is displayed in the view window.

Note Because this is a drawing file, Quick View Plus will display the **Drawing** menu to the left of the **Help** menu. For other file types, Quick View Plus displays a different menu with different options.

7. If you want to zoom in or out on the drawing, click **Zoom** on the **Drawing** menu and then click **In** or **Out** on the submenu.

Quick Tour: Dragging Files into the View Window

Once you've opened a view window, you can display files in rapid succession by dragging them into it, and you can view objects embedded in them. This section uses a spreadsheet file, an archive file, and a word-processing file with an embedded object to show you how to do this.

You can drag any file into the view window. If you choose the SMPXLS.XLS file, Quick View Plus displays the **Spreadsheet** menu to the left of the **Help** menu. If you choose the SMPPDX.DB3 file, Quick View Plus displays the **Database** menu.

[View a Spreadsheet](#)

[View an Archive](#)

[View a Word Processing File](#)

To view a spreadsheet file

1. Point to the icon for the file SMPXLS.XLS.
2. Press and hold the mouse button and drag the icon until it is above the view window.
3. Release the mouse button.

The view window displays the dropped file in place of the file previously displayed. Because this is a spreadsheet file, the menu to the left of the **Help** menu changes to **Spreadsheet**.

To view an archive file

1. Point to the icon for the file SMPZIP.ZIP.
2. Press and hold the mouse button and drag the icon until it is above the view window.
3. Release the mouse button.

The view window displays a tree-like representation of the archive's directory structure with a list of the files in it. The menu to the left of the **Help** menu changes to **Archive**.

4. If you want to view the contents of a file in the archive, double-click the filename.
5. If you want to extract (decompress) one or more files from the archive, select one or more files in the view window and then click **Extract This File**, **Extract Selected Files** or **Extract All Files** on the **Archive** menu. In the **Choose Destination for Extracted Files** dialog box, enter a name for the uncompressed file(s), and the path to where you want to save it/them.

To view a word-processing file

1. Point to the icon for the file SMPWW6.DOC.
2. Press and hold the mouse button and drag the icon until it is above the view window.
3. Release the mouse button.

The view window displays the dropped file in place of the file previously displayed. Because this is a word-processing file, the menu to the left of the **Help** menu changes to **Document**.

4. To view the object embedded in the first page of this file, double-click the box in the center of the page.

Quick View Plus displays the object in the **Embedded Object** window.

5. To save a copy of the embedded object, click **Save Copy** on the **File** menu, specify a folder and a name for the copy in the **Save Copy** dialog box, and click **Save**.
6. To close the **Embedded Object** window, click **Close This View** on the **File** menu.

Quick Tour: The View Window

The view window has all the features of a standard Windows program (title bar and sizing buttons, main menu, and scroll bars). It displays the current file and the following toolbar buttons, which give you quick access to several menu commands:



When not activated, or "unpinned" (as shown here), causes each newly viewed file to be displayed in a new view window.

When activated or "pinned," causes each newly viewed file to replace the one already in the view window.



Starts the program used to create the file (if the program is on your computer), with the file displayed and ready for editing. (The button changes to reflect the type of program used to create the file.)



Displays the **Print** dialog box so that you can change the settings (if necessary) and send the file to the printer.



Copies the entire file or a selected portion of the file to the Clipboard.



Finds the previous occurrence of a search term you type into or select from the **Find Text** box:





Finds the next occurrence of a search term you type into or select from the **Find Text** box.

Chapter 3: Starting Quick View Plus

You can start Quick View Plus and open a view window from several places in Windows. If you integrated Quick View Plus into any programs or browsers during installation, you can also view documents from within them.

When you open a view window, Quick View Plus displays a file-type-specific menu with an appropriate name and appropriate options for the type of file. This menu is to the left of the **Help** menu on the main menu bar. If you open a file of a different type in the same window (as described in [Using Quick View Plus](#)), the menu and its options change accordingly.

You can start Quick View Plus from:

- [Explorer](#)
- [Taskbar](#)
- [Find command](#)
- [Desktop](#)
- [Windows programs](#)
- [Browsers and e-mail programs](#)

Starting from Explorer

You can start Quick View Plus from Explorer by using the context menu of any file or by using the menu bar. (You open the context menu by ***right-clicking***, that is, by pointing the cursor at the filename and clicking the right mouse button.)

[Starting From the Context Menu](#)

[Starting From Explorer's Menu Bar](#)

To start Quick View Plus from the context menu

1. In the **Contents of** side of the **Exploring** window, right-click the file you want to view.
2. On the context menu, click **Quick View Plus**.

Quick View Plus starts, and the selected file is displayed in the view window.

To start Quick View Plus from Explorer's menu bar

1. In the **Contents of** side of the **Exploring** window, click the file you want to view.
2. On the **File** menu, click **Quick View Plus**.

Quick View Plus starts, and the selected file is displayed in the view window.

Starting from the Taskbar

After you start Quick View Plus during a Windows session, a "notification icon" that looks like a magnifying glass appears on the taskbar in the lower right corner of your screen. From this icon, you can open a Windows File Open dialog box and use it to select a file for viewing.



Do one of the following:

- Double-click the magnifying glass icon
- Point to the magnifying glass icon, click the right mouse button, and click **Open a file for viewing** on the menu.

Starting from the Find Command

1. Do one of the following:
 - Click the **Start** button. Point to **Find** and then click **Files or Folders**.
 - Right-click the **My Computer** icon and click **Find** on the context menu.
2. In the **Find: All Files** dialog box, specify what to search for and where.
3. Click **Find Now**.

A pop-down window appears with the results of your search.
4. Right-click the file you want to view.
5. On the context menu, click **Quick View Plus**.

Quick View Plus starts, and the selected file is displayed in the view window.

Starting from the Desktop

1. On the Windows desktop, right-click the file you want to view.
2. On the context menu, click **Quick View Plus**.

Quick View Plus starts, and the selected file is displayed in the view window.

Starting from Windows Programs

You can start Quick View Plus and use it to preview files before opening them in any program that uses the Windows File Open dialog box.

To start Quick View Plus from a Windows program

1. On the **File** menu in the program, click **Open**.
2. Right-click the file you want to view.
3. On the context menu, click **Quick View Plus**.

A Quick View Plus session opens with the selected file in the view window.

Starting from Browsers and E-Mail Programs

Quick View Plus can be integrated into several browsers and email programs. You can configure Quick View Plus to operate in this manner when you install it, or at any later time from within Quick View Plus by clicking **Programs** on the **View** menu. Once Quick View Plus is integrated, you can use it to preview e-mail attachments and downloadable World Wide Web files without having or starting the programs used to create them. For additional information see the [Integrations](#) topic in WELCOME in your Quick View Plus program folder.

[World Wide Web Browsers](#)

[Microsoft Exchange](#)

[Norton Navigator](#)

[Lotus Notes 4.0](#)

World Wide Web Browsers

Quick View Plus can be used from within World Wide Web browsers in several ways.

[Using Quick View Plus as a Helper Application](#)

[Using Quick View Plus as a Netscape Navigator Plug-In](#)

[Using Quick View Plus as an ActiveX document viewer in Internet Explorer](#)

Using Quick View Plus as a Helper Application

Virtually all World Wide Web browsers allow outside programs to be used as "Helper Applications" to open files that the browsers themselves can't display. Quick View Plus can automatically install itself as a helper application to support the most popular Web browsers, including Netscape Navigator, Internet Explorer, America Online, and Spy Mosaic. When installed in this manner, Quick View Plus acts as the helper application for a number of common file types. When you click a file of a supported type within the browser, it downloads the file and displays it in a Quick View Plus window.

If you want to set up Quick View Plus to view additional file types from within your browser, consult your browser's documentation on helper applications.

Using Quick View Plus as a Netscape Navigator Plug-In

Programs that can operate within Netscape Navigator are called "plug-ins." Netscape Navigator allows such plug-ins to display files within its browser window.

Using Quick View Plus as an ActiveX document viewer in Internet Explorer

Like Netscape Navigator, Microsoft's Internet Explorer (V. 3.0 and later) allows outside programs to operate within the browser and display files. It does this through a mechanism called ActiveX. When Quick View Plus displays files within Internet Explorer, its **Edit** and **View** menus are available on the Internet Explorer menu bar; its help system is available from the Internet Explorer help menu; and its toolbar is available in the Internet Explorer window.

As with other Web browsers, Quick View Plus can install itself as the ActiveX document viewer for a number of popular file types. If you want Quick View Plus to display additional file types within Internet Explorer, click **Programs** on the **View** menu then select the Internet Explorer tab.

Note Quick View Plus integrates seamlessly when used as a plug-in with Netscape Navigator or as an ActiveX object with Internet Explorer. Viewing a file in this mode is no different from opening any file through your browser. No additional steps are required, and no separate view window appears.

Microsoft Exchange

To view attachments in Microsoft Exchange:

1. Right-click the attachment you want to view.
2. On the context menu, click **Quick View Plus**.

Quick View Plus starts, and the selected attachment is displayed in the view window.

Norton Navigator

All Norton Navigator integration features available to Quick View are available with Quick View Plus. See your Norton Navigator User's Guide for a further explanation of these integration features.

Lotus Notes 4.0

You can use Quick View Plus to enhance the attachment-viewing capability of Lotus Notes 4.0 and later. As of this printing, these enhancements include higher view fidelity and the ability to view additional file formats. For more information on the attachment-viewing capability of Lotus Notes, see your Lotus Notes User's Guide.

Chapter 4: Using Quick View Plus

Once you've started Quick View Plus in any of the ways described in [Starting Quick View Plus](#), you can use all its features. This chapter describes how to do the following general tasks:

- [View multiple files](#)
- [Quickly print multiple files without viewing them](#)
- [Save a copy of a viewed file or embedded object](#)
- [Print a viewed file](#)
- [Copy all or part of a viewed file to the Clipboard](#)
- [Open a viewed file for editing \(start its program\)](#)
- [Send a viewed file as a mail attachment](#)
- [Find specific text in a viewed file](#)

For details on features for specific types of files, see [Working With Specific File Types](#).

Viewing Multiple Files

After starting Quick View Plus and opening a view window as described in [Starting Quick View Plus](#), you can view additional files by:

- [Opening multiple view windows](#) (opening a new window for each file and viewing them simultaneously)
- [Replacing the contents of the current view window](#) with a different file (viewing files sequentially)

Opening Multiple View Windows

You can open multiple view windows from within Explorer. When you open multiple view windows, a new Quick View Plus window opens for each viewed file. You can open the windows one at a time, or you can select several files and start Quick View Plus sessions for all of them simultaneously.

[Open Multiple View Windows Individually](#)

[Open Multiple View Windows Simultaneously](#)

To open multiple view windows individually

1. On the **View** menu, make sure there is not a check mark to the left of **Pin to ...** . (If there is one, click it to make it disappear.)
2. Click a file in the Explorer window as described in [Starting Quick View Plus](#).
3. Do one of the following:
 - Press the right mouse button and click **Quick View Plus** on the context menu.
 - On the **File** menu, click **Quick View Plus**.
4. Repeat Steps 2 and 3 for each file you want to view.

To open multiple view windows simultaneously

1. In Explorer, click the first file.
2. To select additional files, do one of the following:
 - To select a sequence of *adjacent* files, press the SHIFT key and click the last file in the sequence.
 - To select a sequence of *nonadjacent* files, press the CTRL key and click each file.
3. Do one of the following:
 - With the cursor over one of the selected files, press the right mouse button and click **Quick View Plus** on the context menu.
 - On the **File** menu, click **Quick View Plus**.
4. If you want to make all view windows visible, right-click on an open space on the taskbar and click **Cascade**, **Tile Horizontally**, or **Tile Vertically**.

Replacing the Current View Window with a Different File

You can view files sequentially by using the same Quick View Plus session (and view window) for each file. You can do this by either of the following methods:

- Dragging each file into the view window
 - "Pinning" the view window to the window from which you started Quick View Plus (Explorer, Exchange, etc.), and then clicking **Quick View Plus** on the context menu for each file
- When Pin is active (the default), you can also use the **Attach** command to attach the view window to the Explorer window, so that it stays in the same position whenever you select a new file for viewing, or when you resize or move the original window.

[Drag a File Into the View Window](#)

[Drag a File When Quick View Plus is on the Taskbar](#)

[Pin the Quick View Plus Session to Another Window](#)

[Attach the View Window to Explorer Window](#)

To drag a file into the view window

1. In Explorer, point to the name or icon for the file you want to view.
2. Press and hold the mouse button and drag the filename or icon until it is above the view window.
3. Release the mouse button.

The view window displays the dropped file in place of the file previously displayed.

To drag a file when Quick View Plus is on the taskbar

1. In Explorer, point to the name or icon for the file you want to view.
2. Press and hold the mouse button and drag the file representation graphic until it is above the **Quick View Plus** button on the taskbar.
3. Continue to hold the mouse button.

The **Quick View Plus** window opens.

4. Drag the file representation graphic until it is above the view window.
5. Release the mouse button.

The view window displays the dropped file in place of the file previously displayed.

To pin the Quick View Plus session to another window

⇒ On the **View** menu, click **Pin to ...** , so that a check mark appears to its left or click the pin icon to activate pinning.

Each time you view a new file (either by dragging it into the view window or by selecting the file and choosing Quick View Plus from the context menu), it replaces the currently viewed file.

To attach the view window to Explorer window

1. On the **View** menu, make sure there is a check mark to the left of **Pin to ...** or click the pin icon to activate pinning. (If there isn't, click the menu option to make a check mark appear.)
2. On the **View** menu, click **Attach**.
3. To specify where you want to attach the view window, do one of the following:

To attach the view window on the ...	Click
--------------------------------------	-------

Right	Attach to Right Side of ...
Left	Attach to Left Side of ...
Bottom	Attach to Bottom of ...
Right or bottom (whichever is better)	Choose Right or Bottom Automatically

Printing Multiple Files Without Viewing Them

You can use Quick View Plus to print multiple files without opening or viewing them.

[Print Multiple Files Without Viewing Them](#)

To print multiple files without viewing them

1. In Explorer, click one of the files you want to print.
2. To select additional files, do one of the following:
 - To select a sequence of *adjacent* files, press the SHIFT key and click the last file in the sequence.
 - To select a sequence of *nonadjacent* files, press the CTRL key and click each file.
3. With the cursor over one of the selected files, press the right mouse button and click **Quick Print** on the context menu.

Quick View Plus prints all the selected files to the default printer with the default settings.

Saving a Copy of a Viewed File or Embedded Object

You can use Quick View Plus to save a copy of any file you view. This is particularly useful for saving objects embedded in other files.

Quick View Plus saves the file in the format of the program used to create it.

[Save Copy of Viewed File](#)

[Save Copy of Embedded Object](#)

To save a copy of a viewed file

1. On the **File** menu, click **Save Copy**.
2. In the **Save Copy** dialog box, select the folder in which you want to save the file, and specify a name for the file.
3. Click **Save**.

To save a copy of an embedded object

1. In the **View** window, double-click the embedded object.
Quick View Plus displays the object in the **Embedded Object** window.
2. On the **File** menu, click **Save Copy**.
3. In the **Save Copy** dialog box, specify a folder and a name for the copy.
4. Click **Save**.
5. To close the **Embedded Object** window, click **Close This View** on the **File** menu.

Printing

You can print all or part of any file displayed in the view window.

For details on customizing how Quick View Plus prints specific types of files, see [Customizing Quick View Plus](#).

For more information about printing, see your Windows 95 or NT documentation.

[Print a File From View Window](#)

To print a file from the view window

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, specify the printer name, print range, and number of copies.
3. If you want to select paper (size, orientation, source), graphics, fonts, or devices, click **Properties**, select the appropriate tabs and options in the **Properties** dialog box, and click **OK**.
4. If you want to change the default font, header, or page margins used by Quick View Plus, click **Options** on the **View** menu. Make the desired changes in the **Print** tab of the **Options** dialog box, and click **OK**.
5. To print the file and close the **Print** dialog box, click **OK**.

Copying to the Clipboard

You can copy all or part of a file to the Clipboard and then paste it into another program. This is useful, for example, if you are exchanging spreadsheet files with someone who does not use the same spreadsheet program as you do. You can also copy objects created through object linking and embedding (OLE).

For details on copying to the Clipboard from specific types of files, see [Working With Specific File Types](#).

To customize how Quick View Plus copies specific types of files to the Clipboard, see [Customizing Quick View Plus](#).

[Copy Entire File to Clipboard](#)

[Copy Partial File to Clipboard](#)

[Copy Embedded Objects to Clipboard](#)

To copy an entire file to the Clipboard

1. On the **Edit** menu, click **Select All**.
2. On the **Edit** menu or the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Copy**.

To copy part of a file to the Clipboard

1. In the view window, select the part of the file you want to copy.
2. On the **Edit** menu or the context menu (opened by clicking the right mouse button anywhere in the view window), click **Copy**.

To copy embedded objects to the Clipboard

1. In the view window, double-click the embedded object.

If it is an OLE object and the program used to create it is on your computer, that program starts. Otherwise, Quick View Plus simply displays a new view window with the object in it.

2. Do one of the following:

- On the **Edit** menu, click **Select All**.
 - In the view window, position the mouse pointer in the upper left corner of the section you want to copy. Drag diagonally down and to the right until the box (that appears as you drag) outlines the selection you want.
3. On the **Edit** menu, click **Copy**.

Opening Files for Editing

If the program used to create a file is on your computer, you can open the file for editing directly from the view window.

[Open File for Editing](#)

To open a file for editing

⇒ On the **File** menu, click **Open [Filename] for Editing** or click the program-specific button to the right of the **Pin** button on the toolbar.

Quick View Plus starts the program used to create the file (if the program is on your computer), with the file displayed and ready for editing.

Sending Files as E-Mail Attachments

You can send the file displayed in the view window as an e-mail attachment with Exchange and most other e-mail programs.

[Send File as E-mail Attachment](#)

To send a file as an e-mail attachment

1. On the **File** menu, click **Send**.
2. In the **Choose Profile** dialog box, choose an e-mail program and click **OK**.
An e-mail session opens with the file inserted as an attachment.


Finding Text

You can find specific text in any viewed file containing text. You can do this from the Edit menu or the toolbar.

[Find Text With Edit Menu](#)

[Find Text With Toolbar](#)

To find text with the Edit menu

1. On the **Edit** menu, click **Find**.
2. In the **Find** dialog box, enter the text you want to find.
3. If you want to find text that exactly matches the uppercase and lowercase letters in the **Text to Find** box, click **Match Case**.
4. To specify the direction of the search, click **Forward** or **Backward**.
5. Click **Find**.
6. To find more instances of the specified text, click the **Find Previous**  or **Find Next**

 button.

To find text with the toolbar

1. In the **Find Text** box on the toolbar , do one of the following:

- Enter the text you want to find.
- Click the arrow next to the **Find Text** box, and then click the text you want to find.

2. Click the **Find Previous**  or **Find Next**

 button..

Quick View Plus scrolls the view window to the previous or next occurrence of the text. Upper- and lowercase are ignored unless you selected **Match Case** the last time you used the **Edit** menu and the **Find** dialog box to find text.

Making Windows Wallpaper from a Graphics File

After displaying any graphics file (BMP, GIF, TIF, etc.) in the view window, you can instruct Windows to use it as your wallpaper (the background for the Windows desktop).

[Make Wallpaper From Graphics File](#)

To make wallpaper from a graphics file

- On the **File** menu, click **Make Wallpaper**.

Using Online Help

You can get online help for Quick View Plus as you do with any Windows program, through:

- A list of task-oriented and reference topics (**Contents** tab)
- A list of search keywords (**Index** tab)
- Full-text index of every word in every Help topic (**Find** tab)
- Context-sensitive help (F1 key or right mouse button)

[Display Help on Specific Topic](#)

[Display Context-Sensitive Help](#)

To get Help on a specific topic

1. On the **Help** menu, click **Help Topics**.
2. Do one of the following:

To access Help through ...	Click this tab
Contents (list of task-oriented and reference topics)	Contents
Search keywords	Index
Full-text index	Find

Follow the instructions on the screen.

To display Context-sensitive Help

- In the view window or any dialog box, do one of the following:
- Press the right mouse button and click the **What's This** pop-up menu.
- Press F1.

Closing a View Window and Exiting Quick View Plus

After opening one or more view windows, you can close any of them and/or exit Quick View Plus. When you close a view window, you end the Quick View Plus session only for that window. Quick View Plus then runs in the background, and you can still access it through any of the methods previously described.

When you exit Quick View Plus, you simultaneously close all open view windows and end the Quick View Plus sessions for them.

[Close View Window](#)

[Exit Quick View Plus](#)

To close a view window

1. Position the cursor in the view window you want to close.
2. On the **File** menu, click **Close This View**.

To exit Quick View Plus

- Do one of the following:
- Position the cursor in any open view window and click **Exit Quick View Plus** on the **File** menu.
- Click the **Quick View Plus** notification icon in the rightmost corner of the taskbar, and then click **Exit Quick View Plus** on the menu.

Chapter 5: Working with Specific File Types

[Using Quick View Plus](#) described many features of Quick View Plus that help you view and manage files of all types. You can take advantage of features tailored to these specific file types and elements:

- [Word-processing files](#)
- [Spreadsheet and database files](#)
- [Bitmaps](#)
- [Drawing files](#)
- [Archive files](#)
- [Internet files](#) (UUEncoded and HTML files)
- [Objects embedded using object linking and embedding \(OLE\)](#)

Quick View Plus displays a file-type-specific menu with a different name and different options for each type of file you display. This menu appears to the left of the **Help** menu on the main menu bar. You can also choose any file-type-specific command from the view window's context menu, which you open by clicking the right mouse button anywhere in the view window.

Follow the instructions in each section of this chapter after starting Quick View Plus and displaying a file of the appropriate type in the view window (as described in [Starting Quick View Plus](#)).

You can also use the options described in [Customizing Quick View Files](#) to change the defaults for:

- [View window](#)
- [Display](#)
- [View format](#)
- [Printing](#)
- [Copying to the Clipboard](#)
- [Integrations](#)

Word-Processing Files

You can view word-processing files in three modes (**Draft**, **Normal**, or **Preview**). In Preview mode, you can view word-processing files in three sizes (**Full Size**, **Window Size**, and **Window Width**).

[Select Viewing Mode for Word-Processing Files](#)

[Select Onscreen Page Size in Preview Mode](#)

To select a viewing mode for word-processing files

- On the **Document** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), do one of the following:

To display text with ...	Click
A single font (selected from the Display tab of the Options dialog box, reached from the View Options command in the View menu), with character formatting (bold, italic, etc.), paragraph alignment, spacing, and tabs, but no embedded objects	Draft
All fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects	Normal
Line wrapping and page margins; all fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects	Preview

To select an onscreen page size in Preview mode

- On the **Document** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), do one of the following:

To set the page's onscreen size to ...	Click
The full size of	Full Size

the printed page

Fit entirely within
the view window **Fit to
Window**

Fit within the
width of the view
window **Fit to
Window
Width**

Spreadsheet, Presentation, and Database Files

After displaying a spreadsheet, presentation, or database file in the view window, you can:

- [View spreadsheets in Draft mode](#)
- [Show or hide the gridlines](#) (in spreadsheet or database files)
- [Display any sheet in a multiple-sheet file](#)

To view spreadsheets in Draft mode

- On the **Spreadsheet** menu click **Draft view**.

To show or hide gridlines in spreadsheet and database files

- On the **Spreadsheet** or **Database** menu, or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Gridlines** to select or deselect display of gridlines.

Displaying Multiple-Sheet Files

Many spreadsheet and database formats allow multiple sheets in a single file. Quick View Plus displays a tab for each sheet on the left side of the horizontal scroll bar in the view window. To the left of the tabs are buttons that move tabs in and out of view, and move between consecutive sheets:



[Select Among Individual Sheets](#)

[Select Data For Copying To Clipboard](#)

To select among individual sheets in multiple-sheet files

- Do any of the following:
- To switch to the sheet that *follows* the currently displayed sheet, click the down arrow button.
- To switch the sheet that *precedes* the currently displayed sheet, click the up arrow button.
- To scroll the tabs to the right, click the right-single-arrow button.
- To scroll the tabs to the left, click the left-single-arrow button.
- To scroll the tabs all the way to the end, click the right-double-arrow button (displayed only for files with a large number of sheets).
- To scroll the tabs all the way to the beginning, click the left-double-arrow button (displayed only for files with a large number of sheets).
- To change the horizontal size of the tab area, click the small vertical bar on the right edge of the tab area and drag it to the left or right.

To select data for copying to the Clipboard

- Do one of the following:

To select	Do this
A column	Click the column heading
A row	Click the row number
Adjacent columns or rows	Click the first column heading or row number, press and hold SHIFT, and then click the last column heading or row number.
Nonadjacent columns or rows	Click the first column heading or row number, press and hold CTRL, and then click additional column headings or row numbers.

Bitmap Files

After displaying a bitmap file (BMP, GIF, TIF) in the view window, you can adjust the display by:

- Using the entire screen
- Changing the display size
- Rotating the bitmap
- Zooming in or out
- Dithering the colors

[Adjust the Display of Bitmap Files](#)

[Copy All or Part of a Bitmap to the Clipboard](#)

To adjust the display of bitmap files

- On the **Bitmap** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), do one of the following:

To	Click
Use the entire screen to display the file	Show Full Screen
Change the display size of the bitmap:	Size ; then click:
<ul style="list-style-type: none">Display the bitmap in its original size	Original Size
<ul style="list-style-type: none">Size the bitmap so that it uses the entire view window of the view window) without distorting the aspect ratio	Fit to Window
<ul style="list-style-type: none">Size the bitmap so that it uses the entire height of the view window	Fit to Window Height
<ul style="list-style-type: none">Size the bitmap so that it uses the entire width of the view window	Fit to Window Width
<ul style="list-style-type: none">Rotate the bitmap to the right	Rotation ; then click: <ul style="list-style-type: none">None90 degrees180 degrees270 degrees
Zoom in or out on all or part of the bitmap:	Zoom ; then click:

- Zoom in ● In
on the entire
bitmap
 - Zoom ● Out
out on the entire
bitmap
 - Zoom in ●
on a portion you
select by clicking **Selection**
in the bitmap and
dragging the
mouse to define
a rectangle
 - Reset to ●
the size selected
in the Size menu **Reset**
-

Improve the **Dither**
color of bitmaps
(applies only to
bitmaps created
with more colors
than your
computer
currently uses)

To copy all or part of a bitmap to the Clipboard

1. Do one of the following:
 - On the **Edit** menu, click **Select All**.
 - In the view window, position the mouse pointer in the upper left corner of the section you want to copy. Drag diagonally down and to the right until the box (that appears as you drag) outlines the selection you want.
2. On the **Edit** menu, click **Copy**.

Drawing Files

After displaying a drawing file in the view window, you can adjust the display by:

- Using the entire screen
- Changing the display size
- Zooming in or out

[Adjust Display of Drawing Files](#)

[Copy All or Part of a Drawing to the Clipboard](#)

To adjust the display of drawing files

- On the **Drawing** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), do one of the following:

To	Click
Use the entire screen to display the drawing	Show Full Screen
Change the display size of the drawing:	Size ; then click:
<ul style="list-style-type: none"> Display the drawing in its original size 	<ul style="list-style-type: none"> Original Size
<ul style="list-style-type: none"> Size the drawing so that it uses the entire view of the view window) without distorting the aspect ratio 	<ul style="list-style-type: none"> Fit to Window
<ul style="list-style-type: none"> Size the drawing so that it uses the entire height of the view window 	<ul style="list-style-type: none"> Fit to Window Height
<ul style="list-style-type: none"> Size the drawing so that it uses the entire width of the view window 	<ul style="list-style-type: none"> Fit to Window Width
<ul style="list-style-type: none"> Size the drawing so that it uses the entire width and height of the view window (possibly distorting the aspect ratio) 	<ul style="list-style-type: none"> Stretch to Window
Zoom in or out on all or part of the drawing:	Zoom ; then click:
<ul style="list-style-type: none"> Zoom in on the entire drawing 	<ul style="list-style-type: none"> In
<ul style="list-style-type: none"> Zoom 	<ul style="list-style-type: none"> Out

out on the entire
drawing

● Zoom in ●
on a portion you
select by clicking **Selection**
in the drawing
and dragging the
mouse to define
a rectangle

● Reset to ●
the size selected
in the **Size** menu **Reset**

To copy all or part of a drawing to the Clipboard

1. Do one of the following:

- On the **Edit** menu, click **Select All**.
- In the view window, position the mouse pointer in the upper left corner of the section you want to copy. Drag diagonally down and to the right until the box (that appears as you drag) outlines the selection you want.

2. On the **Edit** menu, click **Copy**.

Archives

When you view an archive (compressed file or directory: PKZIP, TAR, etc.) in the view window, Quick View Plus displays a tree-like representation of the archive's directory structure with a list of the files in it (either unsorted, or sorted by name, size, or date and time, according to your selections in the [More Display Options](#) dialog box). You can then:

- View any file in the archive
- Extract (decompress and save) one or more files from the archive

[To view an archived file](#)

[To extract one file from an archive](#)

[To extract selected files from an archive](#)

[To extract all files from an archive](#)

To view an archived file

- In the view window, do one of the following:
- Double-click the filename.
- Select the filename, press the right mouse button, and click **View This File** on the context menu (opened by clicking the right mouse button anywhere in the view window).
A second Quick View Plus session opens with the selected file in the view window.

To extract one file from an archive

1. Click the filename in the view window.
2. On the **Archive** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Extract This File**.
3. In the **Choose Destination for Extracted Files** dialog box, either type or browse for the path to the destination where you want the file to be saved.

To extract selected files from an archive

1. Press and hold CTRL, and click each filename in the view window.
2. On the **Archive** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Extract Selected Files**.
3. In the **Choose Destination for Extracted Files** dialog box, enter the path to where you want to save the files.

To extract all files from an archive

1. On the **Archive** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Extract All Files**.
2. In the **Choose Destination for Extracted Files** dialog box, enter the path to where you want to save the files.

Internet Files

You can view the following types of Internet files with Quick View Plus:

- [UUEncoded files](#)
- [Hypertext Markup Language \(HTML\) files on local drives](#)

To view UUEncoded files

- With the Internet file containing the UUEncoded file displayed in the view window, double-click the bold, underlined text that starts with **UUENCODE:** and ends with the filename.
A second Quick View Plus session opens with the file in the view window.

Viewing HTML Files on Local Drives

You can view HTML files on local drives just as you view any other file. For more information, see [Starting From Explorer](#).

Note Graphics embedded in HTML files are not displayed unless they are in the same directory as the HTML file.

Embedded Objects

When you display a word-processing or other file containing objects embedded using object linking and embedding (OLE), you can use Quick View Plus to display those objects or, if the program that created them is on your computer, to start the program.

[Display Embedded \(OLE\) Objects](#)

To display embedded (OLE) objects

- In the view window, double-click the OLE object.
If the program used to create the object is on your computer, that program starts. If it is not, Quick View Plus starts a new session and displays the object in the view window.

Chapter 6: Customizing Quick View Plus

You can customize Quick View Plus to adapt to the ways you use it. You can change the following:

View window — show or hide the toolbar and status bar; attach each new window to another window (Explorer, Exchange, etc.)

Display — specify the default font for text, the character set for files whose format is unknown to Quick View Plus, and specify how to display spreadsheets, databases, and archive files (turn gridlines on or off, and select a sorting order)

View format — specify the format in which to view files: file-type-specific format, text (Standard, Windows, DOS, or Unicode), or hexadecimal)

Printing — specify font, headers, and margins (for all file types); gridlines, row names, column names, and field names (for spreadsheets and databases); borders and aspect ratio (for bitmaps and drawings)

Clipboard format — specify file formats and fonts (for all file types); table or tab format (for spreadsheets and databases)

Integrations — add Quick View Plus to or remove it from other programs.

Note Changing the settings in an open Quick View Plus session does not affect subsequently opened sessions until you close the window in which you made the changes. After you close that window, the changes become the default settings for all new Quick View Plus sessions.

Customizing the View Window

You can show or hide the toolbar and/or the status bar at any time when you have a view window open. You can also specify how Quick View Plus displays each new view window (with or without the status bar and/or toolbar, pinned or not pinned to the window from which you started Quick View Plus).

Finally, you can specify whether you want to display the Quick View Plus logo in the view window each time you start Quick View Plus.

[Show or Hide the Toolbar](#)

[Show or Hide the Status Bar](#)

[Specify Settings for New View Windows](#)

[Specify how unsupported file types are handled](#)

To show or hide the toolbar

- On the **View** menu, click **Toolbar** to toggle the check mark on or off.

To show or hide the status bar

- On the **View** menu, click **Status Bar** to toggle the check mark on or off.

To specify settings for new view windows

1. On the **View** menu, click **Options**.
2. In **Options** for Quick View Plus dialog box, click the **General** tab.
3. Under **New Views Have**, do one of the following:
 - To apply the view window settings used in the last-closed Quick View Plus session to all new view windows (that is, to show or hide the toolbar and status bar, and pin the window to another window such as Explorer or Exchange), select the **Auto** check box.
When **Auto** (the default) is selected, the other options become unavailable.
 - To specify whether new views have a toolbar, a status bar, and/or are pinned to another window such as Explorer or Exchange, clear the **Auto** check box and then select the other check boxes you want.
 4. If you want to display the Quick View Plus logo each time you start Quick View Plus, click the **Display Quick View Plus Logo on Startup** check box.
 5. If you want your selections to take effect immediately, click **Apply**.
 6. Click **OK**.

To specify how unsupported file types are handled

Quick View Plus can recognize almost every type of file you may encounter, including some types that Quick View Plus may be unable to display in their "true" form. You can specify how these files are handled.

1. On the **View** menu, click **Options**.
2. From the **General** tab, select one of the following:
 - **Ask user what to do** -When you try to view an unsupported file, a dialog box allows you to choose between displaying the file as an unknown file type, opening the file with its registered application, or not displaying the files at all.
 - **Open in registered application** - When you try to view an unknown file, it is opened by the application installed to handle it on your computer. This is equivalent to double-clicking on the file in Windows Explorer.
 - **View file as an unknown file type** - Quick View Plus displays the file by using the method for viewing unknown files (selected in the Display tab of the Options dialog box, reached by clicking Options on the View menu).
3. Close the **Options** dialog box.

Customizing the Display

You can specify the default font for text and the character set for files whose format is unknown to Quick View Plus. You can also specify how to display spreadsheets, databases, and archive files (turn gridlines on or off, and select a sorting order).

Quick View Plus uses the following defaults to display files:

File Type or Origin	Default
<ul style="list-style-type: none">● Files for which no font information is available● Word-processing files in Draft mode● ASCII and ANSI text files●	10-point Arial; ANSI 8 bits (the Windows character set, with extended characters)
Spreadsheet and database files	
Spreadsheet	Gridlines displayed
Database	Gridlines displayed
Archive	Filenames sorted in the order in which they were added to the archive file

[Customize the Display](#)

To customize the display

1. On the **View** menu, click **Options**.
2. In the **Options** dialog box, click the **Display** tab.
3. Do one or more of the following:
 - If you want to change the *default font* for text, click **Change** and select a different font from the **Font** dialog box.
 - If you want to change the *character set used to display files for which no font information is available*, click the appropriate check box.
 - If you want to turn the display of *gridlines* off or on for spreadsheets and databases, click **More**, and then click the appropriate check box(es) in the **More Display Options** dialog box.
 - If you want to *sort archive files* in ascending or descending order by name, size, or date and time, click **More** and then click the appropriate check box(es) in the **More Display Options** dialog box.
4. Click **OK** twice.

Customizing the View Format

You can specify the format (file-type-specific format; text — Standard, Windows, DOS, or Unicode; or hexadecimal) in which you want to view files.

[Specify the View Format](#)

To specify the view format

1. On the **View** menu, click **View As**.
2. On the submenu, select a format.

Customizing Printing

Quick View Plus uses the following defaults to print all types of files:

Characteristic	Default
Font (for unknown fonts and for spreadsheets and databases)	10-point Arial
Header	10-point Arial, with the filename on the left and the page number on the right, enclosed in a shaded rectangular border
Margins	1 inch on the top, bottom, left, and right

For specific file types, Quick View Plus uses these defaults:

- **Spreadsheets** — prints gridlines and the names of rows and columns
- **Databases** — prints gridlines and field names
- **Bitmaps and drawings** — uses the original aspect ratio (the relationship of height to width)

[Change the print settings](#)

To change the print settings

1. On the **View** menu, click **Options**.
2. In the **Options** dialog box, click the **Print** tab.
3. Do one or more of the following, and check the effects by looking at the **Sample** box:

To	Do this
Change the default font for text	Under Default Font , click Change , and then select a font in the Font dialog box.
Specify whether to print a header	Under Header & Header Font , click Print Header to select or clear it.
Change the font for the header	Under Header & Header Font , click Change , and then select a font in the Font dialog box.
Specify what to print on the left side of the header	Type the text in the Job Name box. (The default, %F, prints the filename.)
Change the page margins	Under Default Page Margins , click the up or down arrows, or type directly into the boxes to increase or decrease the

margins for the top, bottom, left, and right of the page.

Use the margins and paper size of the document

Click the check box **Use margins and paper size of original document, if known**

Change the settings for **spreadsheets**

Click **More** in the **Print** tab and then click the appropriate check boxes under **Spreadsheet** to select or clear them.

Change the settings for **databases**

Click **More** in the **Print** tab and then click the appropriate check boxes under **Database** to select or clear them.

Change the settings for **bitmaps**

Click **More** in the **Print** tab and then click the appropriate check boxes under **Bitmap** to select or clear them.

Change the settings for **drawings**

Click **More** in the **Print** tab and then click the appropriate

check boxes
under
Drawings to
select or clear
them.

4. Click **OK** twice.

Customizing the Clipboard Format

Quick View Plus uses the following defaults when copying information to the Clipboard:

Characteristic	Default
File formats	<ul style="list-style-type: none">● Text● Rich Text Format (.RTF)● Bitmap (.BMP)●● Device-independent bitmap (.DIB)●● Metafile● Palette
Font (for copying text from spreadsheets and databases, and text for which no format information is available)	10-point Arial
Spreadsheet data	Copies as a table
Database data	Copies as a table and includes field names

[Customize the Clipboard format and fonts](#)

To customize the Clipboard format and fonts

1. On the **View** menu, click **Options**.
2. In the **Options** dialog box, click the **Clipboard** tab.
3. Do one or more of the following:

To	Do this
Specify the formats placed on the Clipboard	Click the appropriate check boxes to select or clear each format.
Change the default font for the Clipboard	Click Change , and then select a font in the Font dialog box.
Specify how spreadsheet data is formatted when pasted to your word processor:	Click More and then, under Spreadsheet in the More Clipboard Options dialog box, click: <ul style="list-style-type: none">• To use table format • Copy as Table• To omit tabs for blank fields • Copy Using Optimized Tabs• To include tabs for blank fields • Copy Using Tabs
Specify how database data is formatted when pasted to your word processor:	Click More and then, under Database in the More Clipboard Options dialog box, click: <ul style="list-style-type: none">• To use • Copy

table format **as Table**

● To omit ● **Copy**
tabs for blank **Using**
fields **Optimized**
 Tabs

● To ● **Copy**
include tabs for **Using Tabs**
blank fields

● To ● **Copy**
include field **Include Field**
names in the **Names**
pasted area

Customizing Integrations

During installation, you had the opportunity to integrate Quick View Plus with other programs on your computer. At any time afterward, you can add Quick View Plus to or remove it from other programs.

[Add Quick View Plus To or Remove It From Other Programs](#)

To add Quick View Plus to or remove it from other programs

1. On the **View** menu, click **Programs**.
2. In the **Configuration Settings for Quick View Plus** dialog box, click the **Programs** tab.
3. In the **Applications** column, select or clear the check box for each program that you want to add Quick View Plus to or remove Quick View Plus from.

The **Action** column indicates the action that will be performed when you click **OK**.

4. Click **OK**.

Accepts the current operation and activates any changed settings or selection.

Cancels the current operation and discards any changed settings or selections.

Selected files are viewed in this window.

Scrolls the file in the View Window vertically or horizontally.

Displays the file type on the left and help information on the right.

Gives you access to the restore, move, size, minimize, maximize and close commands of a Windows 95 window.

Minimizes the Quick View Plus window as an icon on the Taskbar.

Toggles the Quick View Plus window between full-screen and window view states.

Closes the Quick View Plus Window.

Opens the file's native application program with the current file displayed and available for editing.

Replaces the current Windows 95 wallpaper with the graphic in the View Window.

Closes the current Quick View Plus session.

Closes all open sessions of Quick View Plus.

Copies the entire file, or selected portion, to the clipboard.

Searches for the previous occurrence of the Find Text string.

Searches for the next occurrence of the Find Text string.

Allows you to pin the open Quick View Plus session to the wallpaper so that additional files will reuse the open window and to attach the Quick View Plus window to the side or bottom of the Explorer/Exchange/etc... window.

Unrecognized files will be displayed using a hexadecimal representation of the file's binary data.

Unrecognized files will be displayed using the Windows character set without extended characters.

Unrecognized files will be displayed using the Windows character set with extended characters.

Unrecognized files will be displayed using the DOS character set without extended characters.

Unrecognized files will be displayed using the DOS character set with extended characters.

Unrecognized files will be displayed using the 16 bit Unicode character set.

Unrecognized files will not be displayed.

Unrecognized files will be assumed to contain text in the Japanese ShiftJIS character set.

Unrecognized files will be assumed to contain text in the Chinese Big 5 character set.

Unrecognized files will be assumed to contain text in the Chinese GB character set.

Unrecognized files will be assumed to contain text in the Korean Hangul character set.

Toggles between displaying and not displaying spreadsheet gridlines in the View Window.

Toggles between displaying and not displaying database gridlines in the View Window.

Archive options determine the sort order of multiple files in an archive to be displayed in the View Window.

Lists the contents of an archive file without sorting.

Lists the contents of an archive file sorted alphabetically by name.

Lists the contents of an archive file sorted by file size.

Lists the contents of an archive file sorted by date and time.

This group allows you to choose the different types of text and graphical information Quick View Plus will copy to the clipboard.

Selected data will be copied in table format.

Data fields will be separated by tab stops set to approximate the original spacing of the columns.
“Optimized” means that tab stops will not be generated for blank fields.

Data fields will be separated by tab stops set to approximate the original spacing of the columns.

When selected, column and row field names will be copied along with the selected data.

Displays the text using a single font, character formatting, paragraph alignment, spacing and tabs.
Embedded objects do not view in this mode.

Displays the text using the features of Draft view as well as displaying all fonts, paragraph styles and embedded objects.

Displays text using the features of Normal view as well as displaying line wrapping and page margins as they will look on the printed product.

Toggles between displaying and not displaying gridlines in the View Window.

Allows you to view the bitmap with greater color accuracy. This is available only when viewing a file created with a higher resolution than available on your system.

Displays bitmaps and drawings in their true size within the View Window.

Displays bitmaps and drawings to fit within the confines of the View Window.

Resizes bitmaps and drawings to view within the height of the View Window.

Resizes bitmaps and drawings to view within the width of the View Window.

No rotation is applied to the bitmap.

Rotates the bitmap in the View Window 90 degrees to the right.

Rotates the bitmap in the View Window 180 degrees to the right.

Rotates the bitmap in the View Window 270 degrees to the right.

Progressively zooms in on the bitmap or drawing in the View Window.

Progressively zooms out on the bitmap or drawing in the View Window.

Zooms in on a selected portion of the bitmap or drawing in the View Window.

Resets the view of the bitmap or drawing in the View Window according to the view size selection in the Size menu.

Resets the height and width of a drawing to display within the height and width of the View Window.

Available when a file in a multiple file archive is selected. Decompresses and saves a selected file to a specified path and directory.

Decompresses and saves all files within an archive to a specified path and directory.

Displays the Help program for use.

Displays program information, version number and copyright.

Allows you to enter a text string to search for within the displayed file.

Sets the Find action to locate the next occurrence of the text string.

Sets the Find action to locate the previous occurrence of the text string.

When selected, searches for exact matches of capitalization of the text string as entered in the Find Text window.

Begins the Find Text operation using the specified settings.

Allows you to enter a text string to search for within the displayed file. The down arrow icon presents a drop-down list of up to the last 16 Find actions for use.

Locates the previous occurrence of the specified text string.

Locates the next occurrence of the specified text string.

The printer which is currently selected to receive print jobs.

States whether the selected printer is the default printer and if the printer is ready or not ready to receive print jobs.

States the type of printer that will receive the print job.

States to what the printer is connected (i.e., LPT1 for local printers and \\IDA\APPLE for network printers).

Allows you to send the print information to a file using the selected printer's format to be sent to the printer at a later time.

Sends the entire file to the printer.

Sends selected pages to the printer.

Sends only the sections of the file that have been selected to the printer.

Determines how many copies of the file will be printed.

Selects whether multiple copies of the file will print with or without collation.

Selects whether to print a header (using the information in the Job Name window) and the font to be used in the header on every printed page.

When selected, places a header on every printed page.

The text that will be placed in the header when the Print Header is selected.

Sets page margins for printing.

A sample of how the printed page will look with the current settings.

When selected, prints the gridlines in spreadsheet and/or database files.

When selected, prints the row and column names in spreadsheet files.

When selected, prints the field names in database files.

When selected, graphics files will be printed with their original height-to-width ratio.

When selected, sizes the width and height of bitmaps and/or drawings to print to the margin edges.

When selected, prints borders around bitmaps and/or drawings.

Selects the default paper size.

Selects the printer tray to draw paper from for print jobs.

Sets the print operation to portrait paper orientation.

Sets the print operation to landscape paper orientation.

Attaches the Quick View Plus Window to the right side of the Explorer/Exchange/etc... window.

Attaches the Quick View Plus Window to the bottom of the Explorer/Exchange/etc... window.

Quick View Plus determines the most optimal side of the Explorer/Exchange/etc... window to attach itself for viewing.

Does not attach the Quick View Plus Window to any side of the Explorer/Exchange/etc... window.

When selected, displays the Quick View Plus logo during the initial program loading.

When selected, uses the window settings of the last closed Quick View Plus session for all new sessions.

When selected, all Quick View Plus sessions will display the Toolbar.

When selected, all Quick View Plus sessions will display the Status Bar.

When selected, all Quick View Plus sessions will be pinned to either the right side or bottom of the Explore/Exchange/etc... window.

Places the appropriate menu options on the Menu Bar according to the type of file in the View Window (Document, Spreadsheet, Database, Bitmap, Drawing or Archive).

Applies the options in a settings selection window to the Quick View Plus program without closing the selection window.

Selects the default paper size.

A graphical paper size representation where you can click on the appropriate paper size for print jobs.

Selects between portrait and landscape paper orientation for print jobs.

Selects the printer tray to draw paper from for print jobs.

Provides information concerning printer type, driver and copyright.

Restores printer options to the default settings.

Allows you to select the number of dots per inch the printer will use during printing.

Allows you to select the level of dithering for graphics when printing.

Allows you to set the print intensity.

Allows you to select how the printer will handle True Type fonts when printing.

Allow you to set how aggressively the printer driver will track printer memory usage during printing.

The Title Bar contains the Control-Menu Icon, File Name, Program Name, Send to the Taskbar Icon, Minimize/Maximize Window Icon and Close Window Icon. See your Windows 95 manual for more information on these items.

The Menu Bar contains the File Menu, Edit Menu, View Menu, File Specific Menus and Help Menu. These menus provide a text based navigation of the Quick View Plus features.

The Toolbar provides a graphical utility to perform the most common commands in Quick View Plus.

The File Menu accesses the Open [File Name] for Editing, Print, Page Setup , Send [File Name]..., Make Wallpaper..., Close this View and Exit Quick View Plus functions. In this menu you can open the application that created the file in the View Window (providing the application is available on your system), print the file, set the print options, send the file to another person, make a graphic file your Windows 95 wallpaper, close a single session of Quick View Plus or close all open sessions of Quick View Plus.

The Edit Menu accesses the Copy, Select All, Find, Find Previous and Find Next features. In this menu you can copy text to the clipboard, select the entire file for copying or printing, and perform text searches within a document.

The View Menu access the Toolbar, Status Bar, Pin to Explorer/Exchange/etc..., Attach, View As and Options features. In this menu you can select to display or hide the Toolbar and Status Bar, set the Pinning and Attach features, select how unknown file formats will view within the View Window and set the default Quick View Plus features.

This menu allows you to select between Draft, Normal, and Preview viewing modes. These options are also available by right-clicking anywhere within the View Window.

The Gridlines option selects between displaying and not displaying spreadsheet gridlines in the View Window. This option is also available by right-clicking anywhere within the window.

The Gridlines option selects between displaying and not displaying database gridlines in the View Window. This option is also available by right-clicking anywhere within the View Window.

This menu allows you to select the various bitmap view options (Show Full Screen, Size, Rotation, Zoom, and Dither) available with Quick View Plus. These menu options are also available by right-clicking anywhere within the View Window.

This menu allows you to select the various drawing view options (Show Full Screen, Size, and Zoom) available with Quick View Plus. These menu items are also available by right-clicking anywhere within View Window.

This menu allows you to Extract Selected Files... or Extract All Files... from an archived file. These menu items are also available by right-clicking anywhere within the View Window.

The Help Menu allows access to information that provides on-screen help concerning the operation of Quick View Plus (Help Topics) and program version and copyright information (About).

Allows you to select the printer and printer properties, print range, number of copies to print and collation and sends to file to the printer.

Allows you to select the printer, paper size and source and the page orientation.

The Send option of the File Menu uses Exchange, or most other mail programs, to send the file in the View Window as an attachment to another person.

Attach settings determine where new sessions of Quick View Plus will appear on your screen. The Attach menu item presents a submenu that contains the Attach to Right Side of Explorer/Exchange/etc..., Attach to Bottom of Explorer/Exchange/etc..., Choose Right or Bottom Automatically and Do Not Attach to Explorer/Exchange/etc... options.

The View As options of the View Menu allows you to view the current file in one of the following formats; Native File Format, Text (Standard), Text (Windows), Text (DOS), Text (Unicode) or Hexadecimal.

The Options selection of the View Menu provides a tabbed pop-up window where you can change the settings of the General, Display, Print, and Clipboard, features of Quick View Plus.

The General Options settings allow you to control whether the Quick View Plus logo will be present during initial program startup and the settings for new Quick View Plus windows.

Display Option settings allow you to determine the default font Quick View Plus will use in Draft View and when a font used in a document is not available on your system and how Quick View Plus will view unknown files.

Print Option settings allow you to determine which options Quick View Plus will include on the printed page, header and header text, and the default text and page margins to be used.

Clipboard Options allow you to select which formats will be copied to the clipboard and the default font to be used when font information is missing in the file.

The Bitmap Size Menu allows you to select between displaying a bitmap in it's Original Size or resizing the file so that it will Fit to Window, Fit to Window Height or Fit to Window Width.

The Bitmap Rotation Menu allows you to rotate a bitmap, clockwise, in ninety degree increments (None, 90 degrees, 180 degrees, and 270 degrees).

The Bitmap Zoom Menu allows you to increase or decrease (In or Out) the viewing size of a bitmap in the View Window, zoom in upon a selected portion (Selection) of the bitmap and to Reset the bitmap to the view size selected in the Bitmap Size Menu.

Allows you to toggle between opening a separate Quick View Plus window for each new file viewed and reusing the open Quick View Plus window by replacing the contents of the View Window with the new file.

Starts the files native program with the current file displayed and ready for editing.

Allows you to select the printer and printer properties, print range, number of copies to print and collation and sends to file to the printer.

Copies the entire file or a selected portion of the file to the clipboard.

Allows you to enter text to find within the displayed file. The down arrow icon allows you to select text from previous find actions.

Finds the previous occurrence of the search term in the Find Text window.

Finds the next occurrence of the search term in the Find Text window.

The default font that will be used in the View Window when font information is not present in the file.

The default font that will be used when printing files that don't contain font information.

The default font that will be used when copying to the text clipboard that doesn't contain font information.

Allows you to change the default font used for files that don't contain font information.

Allows you to change the default font to be used when printing.

Allows you to change the default font used when copying to the clipboard.

Allows you to select between viewing and not viewing gridlines in the View Window of spreadsheet and database files and to set the sort order archived files will list in the View Window.

Allows you to select how Quick View Plus will handle the printing of spreadsheets, databases, bitmaps and drawings.

Allows you to select the format spreadsheets and databases will be copied to the clipboard. This information determines how your word processor will display the copied portions when pasted from the clipboard.

The default font that will be used in the header of each printed page when Print Header is selected.

Allows you to change the default font used in the page header.

The Bitmap Rotation Menu allows you to rotate a bitmap, clockwise, in ninety degree increments (None, 90 degrees, 180 degrees, and 270 degrees).

The Bitmap Zoom Menu allows you to increase or decrease (In or Out) the viewing size of a bitmap in the View Window, zoom in upon a selected portion (Selection) of the bitmap and to Reset the bitmap to the view size selected in the Bitmap Size Menu.

Allows you to toggle between opening a separate Quick View Plus window for each new file viewed and reusing the open Quick View Plus window by replacing the contents of the View Window with the new file.

Starts the file's native program with the current file displayed and ready for editing.

Allows you to select the printer and printer properties, print range, number of copies to print and collation and sends to file to the printer.

Copies the entire file or a selected portion of the file to the clipboard.

Allows you to enter text to find within the displayed file. The down arrow icon allows you to select text from previous find actions.

Finds the previous occurrence of the search term in the Find Text window.

Finds the next occurrence of the search term in the Find Text window.

The default font that will be used in the View Window when font information is missing from the file.

The default font that will be used when printing files when the original font information is missing.

When selected, the user will be asked how Quick View Plus should proceed each time Quick View Plus encounters an unsupported file type.

When selected, unsupported file types will be opened by the application on your system that is registered to handle them.

When selected, unsupported file types will be displayed in Quick View Plus using the method selected for displaying unknown file types.

When selected, the printed page will reflect the document's page margins and orientation.

These are the programs that Quick View Plus can integrate with. They may or may not be present on your system.

Indicates whether Quick View Plus is integrated with a selected application from the list above.

Provides detailed information about a selected application from the list above.

Shows the current location of an application selected from the list above.

Pressing this button causes Quick View Plus to search your computer for an application selected from the list above.

Pressing this button allows you to browse for the location of an application selected from the list above.

Indicates the progress of a scan operation.

These are Internet MIME types registered for Netscape.

Pressing this button allows you to define a new MIME type for Netscape.

Pressing this button will remove the registration of a MIME type.

These file extensions are associated with the selected MIME type.

These actions will be performed by Netscape when it encounters a file of the selected MIME type.

Netscape will open files of the selected MIME type with the application named here.

Pressing this button allows you to browse for the application to be defined as the helper application for the selected MIME type.

This is the name of the plug-in that handles the selected MIME type.

These file types will be displayed by Quick View Plus within the Internet Explorer window.

Pressing this button allows you to add to the list of file types that Quick View Plus will display within Internet Explorer.

Pressing this button will remove the selected file types from the list of file types that Quick View Plus will display within Internet Explorer.

