

Compressed Files Menu

This menu appears if the document is a compressed file.

Uncompress



Uncompress PKZip, Tar, or UUencoded files. If you have **View File** set in the **Compressed File Properties**, KEYview will view the file. If you have **Save to Disk** set, KEYview will prompt you for a filename and path to save the document to disk.

Compressed Files Properties

Uncompress Action

- View File** Views the file after uncompressing it.
- Save to Disk** Saves the file to disk after uncompressing it.

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Converter Formats

Image/Graphics

- AMI Draw Graphics (SDW) (source)
- Computer Graphics Metafile (CGM)
- Encapsulated PostScript (EPS)
- Graphics Interchange Format (GIF)
- JPEG File Interchange Format (JFIF)
- Mac PICT (raster content)
- MacPaint
- PC PaintBrush (PCX)
- Tagged Image File Format (TIFF)
- Truevision Targa (TGA)
- Windows Bit Map (BMP)
- Windows Metafile (WMF)
- WordPerfect Graphics (WPG)
- WordPerfect Graphics 2.0 (WPG) (source)

Deleting Files

To delete the current document, choose **Delete** from the File menu. (A warning message will appear if you have **Confirm Deletions** set in KEYview General Properties.)

Edit Menu

Copy



Copies a selection to the clipboard. You can copy text, graphics, images, or faxes. (If the current document is a raster image of a fax, you can select any rectangular portion of the document.)

Find



Searches for specified text in the current file. (This option is available only for word processor, text, and spreadsheet documents.)

Find next



Searches for subsequent occurrences of the previously-specified text. (This option is available only for word processor, text, and spreadsheet documents.)

Fax Properties

Note: To change the view, zoom, or rotation properties for a single fax page, use the context menu from the fax page.

Scaling

- Original Size** Displays the fax at its actual size.
- Page Width** Resizes the fax to fit in the current window.
- Full Page** Displays a full page of the document regardless of the window size.
- Custom** Applies a scaling factor between 10% and 400%.

Printing

- Original Size** Prints the fax at its original size.
- Full Page** Resizes the fax to fit the full page.
- Custom** Scales the fax between 10% and 400% of the original size.





Horizontal Alignment

- Left, Center, Right** Aligns the fax with the *left*, *center*, or *right* of the page.

Vertical Alignment

- Top, Center, Bottom** Aligns the fax with the *top*, *center*, or *bottom* of the page.

File Menu

- Open**  Opens a file for viewing.
- Close** Closes the current file.
- Close All** Closes all open files.
- Launch...**  Launches the appropriate application for the current file.
- Print...**  Prints the current document.
- Save As...**  Saves the current file.

For a picture document, the **Convert to** pull-down list box will also contain a list of available formats. Select the format for the converted document from this list box. KEYview will convert the file to the selected format and then save it under the specified name.

Delete... Deletes the current document. If you have **Confirm Deletions** set in the KEYview General Properties, a warning confirmation message will appear.

Send Mail... Invokes your mail program and composes a new message with the current document as an attachment. You may then address the message and send it from the mail program.

Exit Exits KEYview.

In addition to the above options, this menu also lists the four most recently opened files. To view a previously opened document, select it from this list.

Frequently Asked Questions

Question: I integrated KEYview with the File Manager, but KEYview is not recognized. Why not?

Answer: After you first integrate KEYview, you must restart the application for the integration to be recognized.

Question: Why does KEYview view Encapsulated PostScript (EPS) files but not Postscript?

Answer: KEYview does not support the viewing of Postscript files. However, you can save a word processing document to a postscript format using KEYview. EPS files may contain different graphic formats. KEYview does support EPS files, as long as the graphics encapsulated are of a graphic format supported by KEYview.

Question: Can KEYview be used as an off-line HTML viewer?

Answer: Yes, KEYview V4.2 views documents in HTML format.

Question: Why does an image not appear when I view an HTML document?

Answer:

- 1) The HTML document may contain a link to the image, and since KEYview is a viewer, not a browser, it cannot follow the links to download the image.
- 2) The browser may have saved the image in a temporary cache and then have renamed the file, so KEYview cannot find it.
- 3) KEYview may not be able to find the image; move the image to the same directory as the directory being viewed.

Question: Why is there white space where there should be an image in an HTML document?

Answer: KEYview cannot find the image. In the Word Processor Properties, disable **Display Pictures**. Then the alternate text (if it is present in the document) will be displayed. If no alternate text is present, you will see "[Picture]".

Question: How can I tell what version of KEYview I have?

Answer: To confirm this, run KEYview, and select **About KEYview** from the Help menu. This will identify the version of KEYview and date of release.

Question: When viewing a table in a word processing document using Wrap to Window mode, how can I see the whole table?

Answer: Select **Scale Tables to Fit Window** in the Word Processor Properties.

Question: I have a Word for Windows v6.0 document with both portrait and landscape pages, but KEYview does not view it properly in page layout mode.

Answer: View these documents in Wrap to Window view mode to view both portrait and landscape. When printed, these documents will retain their original orientation.

Question: What if my document has the wrong file extension ?

Answer: This is not a problem - KEYview determines the document type by looking at the file contents, not the file extension.

General Properties

File

Confirm Deletions Brings up a confirmation dialog box whenever you delete a file from within KEYview.

Note: If you turn this option off, the current document will be deleted as soon as you execute the **Delete** command.

Multiple File Open

These options apply when you open multiple files in KEYview.

Full Window Uses the entire window to display the document.

Cascade Arranges open windows in a staggered stack so that file names are visible.

Tile Horizontal Arranges all open windows so they fit horizontally within the KEYview window.

Tile Vertical Arranges all open windows so they fit vertically within the KEYview window.

Graphics Menu

This menu appears if the document is a vector graphic.

Maintain Aspect Ratio Maintains the graphic's height and width ratio. The graphic will resize to fill the whole window but maintain its size relative to the window.

Help Menu

Contents



Displays the KEYview help contents screen.

About KEYview

Displays KEYview product and version information.

Integrations

E-mail and Groupware

- FTP Software Mail OnNet
- Microsoft Mail
- Lotus cc:Mail (16-bit only)
- Lotus Notes
- HP OpenMail
- Microsoft Windows File Manager
- Other popular mail systems

World Wide Web Browsers

- FTP Software Enhanced Mosaic
- Netscape
- Other popular Web browsers

Introduction

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Whats available with the KEYview 4.2 Upgrade

The full KEYview 4.2 product comes with a number of additional viewing formats, integration options, and document conversion capability. It installs right over top of the version of KEYview which comes with the FTP Software TCP/IP suite.

For more information, please contact the technical support organization appropriate for you. Depending upon your product purchase, the technical support organization appropriate for you might be:

- FTP Software Technical Support.
- Another supplier of FTP Software products.
- Your organization's Help Desk or System Administrator.

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KEYview Formats

Viewer Formats

Converter Formats

Integrations

Launching Other Applications from KEYview

When you view a file with KEYview, you can launch other applications for editing and revising the file.

To launch an application, click the **Launch** button  on KEYview toolbar, or select **Launch...** from KEYview File menu. This brings up the **Launch Manager** window.

File Information

This box displays the information about the current file. It lists the name, format, size (in bytes), and last modification date of the file.

Launch Application

This box lists the applications that can be selected for launching. The first application in this list, **WindowsDefaultAction**, launches the file based on the Windows file extension associations. You can use the **Browse** button to add more applications to this list. Select the desired application, then click **Launch** or press **RETURN**.

Options

Remember Selected Action To have KEYview remember this selection for all future files of this type, set this checkbox. The Launch Manager window will then not appear again for files of this type unless you reset the launch preferences.

Use KEYview Conversions This option is available only if a conversion exists for the selected Launch Application. When you select this option, KEYview will first convert the file to the format of the highlighted application and then launch the application.

Note: This option will only be available if you have upgraded to the full KEYview product.

Managing Files

Deleting Files

Saving/Converting Documents

Menus and Buttons

This section describes the menu commands, and their associated buttons on KEYview toolbar. (Some commands are not available for all document types; for example, **Find** text is not applicable when viewing graphics.)

Note: Many of these commands are also available via the context menu (obtained by clicking the right mouse button on the KEYview window).

Note: You can also set many of these via KEYview Properties.

File Menu

Edit Menu

Word Processor Menu

Spreadsheet Menu

Picture/Fax Menu

Graphics Menu

Presentation Graphics Menu

Compressed Files Menu

Options Menu

Window Menu

Help Menu

New Features of KEYview Version 4.2

View and Print Headers and Footers

KEYview now allows you to view and print headers and footers in word processing documents.

OLE 2.0 Compliant

You can now drag-and-drop content from KEYview onto any OLE 2.0-compliant target application (for example, Microsoft Word 6.0).

Partial Fax/Picture Selection

When viewing any raster graphic format, or fax formats, you may now select a rectangular portion of the picture or fax. This partial selection can then be copied to the clipboard, printed, or drag-and dropped onto another application.

File Manipulation

KEYview now lets you delete or mail (using MAPI) the current document.

Multiple File Open

The *File/Open* dialog now allows you to select and open multiple files at once.

Acrobat Aware

When an Adobe Acrobat (PDF) file is opened in KEYview, KEYview will pop up a dialog allowing you to view the document as text, launch the Adobe reader, or save the file to disk.

HTML Viewing

An HTML speed reader is now included in KEYview 4.2. This provides a formatted view of HTML documents, letting you see how a web browser would view the document. (Links are shown but are not active.)

Compressed Format Saving

You can now use the *Save As* functionality of KEYview to save the current document in compressed format: *tar*, *UUencode*, *Z-compression*, or *BinHex*.

Compressed Format Viewing

KEYview can now view files encoded in the following compression schemes; *BinHex*, *Tar*, *UUencode*, *Z-compression*, *GZ-compression* and *PKZip*.

Common Print Dialog Box

All printing is now done through common print dialog box. You can now alter your printer selection and options through this dialog. (The document is not affected by these settings.)

Spreadsheet Viewer Improvements

KEYview spreadsheet viewing engine has been re-written, providing faster and more accurate viewing.

Improved Picture Viewer

The picture viewing capability of KEYview is now much faster.

Notes on Opening Compressed and Encoded Files

Z, GZ, and BinHex Files

When you open a file of these types, KEYview automatically decodes and views the file for you. (KEYview decodes the default GZ compression scheme; it will not decode some GZ files which use different options.)

PKZip, Tar, and UUencoded Files

When you open a file of these types, KEYview displays a list of file(s) included inside. The list also displays the name, size and last modification date for each file.

To extract a file from the list, double-click the file, or select the file and press **Enter**, or chose **Uncompress** from the Compressed Files menu, or click the **Uncompress** button. KEYview will decompress the file. If you have **View File** set in the Compressed File Properties, KEYview will view the file. If you have **Save to Disk** set, KEYview will prompt you for a filename and path to save the document to disk.

Notes on Viewing Spreadsheets

KEYview allows you to view Lotus 1-2-3 and Microsoft Excel spreadsheets.

Viewing Size

KEYview displays the spreadsheet up to one cell past the largest address of the spreadsheet. For example, if the last cell of the spreadsheet is column G and row 20, KEYview will display up to column H and row 21. KEYview does not display blank cells outside this area. You may have to scroll left, right, up and down to view the complete spreadsheet. If text extends beyond the last column of the KEYview display, it may not be visible. To view the entire text, you can increase the size of the column and then scroll left or right.

Cell Contents

KEYview displays the values of cells rather than cell contents. For example, if a cell contains a formula, KEYview will display the result of that formula and not the formula itself.

Colors


KEYview will display the colored and shaded cells along with borders for Excel spreadsheets. It cannot display colors for Lotus 1-2-3 spreadsheets as Lotus 1-2-3 stores this information in a separate file that KEYview cannot access.

Fonts and Font Sizes

KEYview displays the fonts and font sizes for Excel documents. Lotus 1-2-3 spreadsheets will be displayed in Courier 12 point as Lotus stores font information in a separate file that KEYview cannot access.

Opening and Viewing Files

To view a document from KEYview:

1. Click the **Open** button  on the KEYview toolbar, or select **Open** from KEYview File menu.
2. Select the desired file(s) and click **Open** or press **Enter**.
If the file is a format which can be viewed by KEYview and you have the viewer for that format installed, the file will be displayed in the **KEYview** window.

If the file is a format which KEYview does not support, KEYview will display a pop-up dialog box. You may choose:

Launch allows you to choose an application capable of viewing that file format. (To guard you from running an executable file unexpectedly, this option will be disabled if the file is an executable.) For more information, see Launching Other Applications from KEYview.

Save to Disk saves the file to disk.


View as Text views the file as a text file.

Cancel does nothing with the file.

(See Viewer Formats for a list of viewer formats supported by KEYview.)

Note: You can also view files in KEYview by using the Windows drag-and-drop method. (See Selecting Content for details.)

Options Menu

Properties  Specifies preferences. (See [Properties](#).)

Toolbar Shows or hides the KEYview toolbar.

Launch... Brings up a dialog allowing you to clear all selected actions for the
Launch command.

Overview

The KEYview 4.2 components selected to be integrated with this TCP/IP suite from FTP Software were chosen to maximize the majority of customer requirements for document viewing without including the entire KEYview product.

If you would like further information on what the full KEYview 4.2 product could provide for you, please see [Whats available with the KEYview 4.2 Upgrade.](#)

Use KEYview to:

- Instantly view almost any file you receive electronically, even if you don't have the application that created it. With KEYview you can open:
 - text and word processor documents
 - spreadsheets
 - raster images and vector graphics
 - e-mail attachments
 - faxes
 - HTML (World Wide Web) documents
 - compressed files (BinHex, Tar, UUencoded, Z, GZ, and PKZip formats).

- Open groups of files in multiple formats quickly and easily.
- Open files with incorrect or missing extensions.
- Open a document, then:
 - search for text in it
 - copy content from it
 - launch another application to revise it
 - print it
 - compress it
 - mail it.

Picture Properties

Raster Images

- Original Size** Displays the image at its actual size.
- Whole Picture** Resizes the image to fit in the current window.
- Custom** Scales the graphic between 10% and 400% of the original picture size.

Vector Graphics

- Maintain Aspect Ratio** Maintain the graphics height and width ratio. The graphic will resize with the window but maintains its size relative to the window. If you turn this option off, the graphic will resize to fill the window regardless of the height/width ratio.

Raster Image Printing

- Original Size** Prints the image at its original size.
- Full Page** Resizes the image to fit the full page.
- Custom** Scales the graphic between 10% and 400% of the original picture size.

Horizontal Alignment





- Left, Center, Right** Aligns the image with the *left*, *center*, or *right* of the page.

Vertical Alignment

- Top, Center, Bottom** Aligns the image with the *top*, *center*, or *bottom* of the page.

Picture/Fax Menu

This menu appears if the file is a raster image or a fax document.

- Rotate**  Rotates the displayed image clockwise. (The button rotates the image 90 degrees. The menu provides choices of 0, 90, 180, or 270 degrees rotation from the original orientation.)
- Magnify**
- Full Picture**  Displays the full picture regardless of the window size.
- Original Size**  View the picture at its original size.
Custom Applies a scaling factor between 10% and 400%.
- Invert**  Inverts black and white images.

Context Menu for Pictures

Additional options for pictures are available via the context menu:

Aspect Ratio

- based on document** Uses the document's aspect ratio.
- use scanlines** Uses the number of pixels and the number of scanlines to determine the aspect ratio.
- times 2** Uses a 2:1 aspect ratio.

Context menus for Fax documents

There are two context menus available for a fax document. These allow you to control settings for a **single page** or the **entire document**.

a) Context menu for a single page

Additional options available via this context menu:

- Copy Page to Clipboard** Copies the whole page to the clipboard.
- Print Page** Prints the whole page.
- Aspect Ratio** Selects the width-to-height ratio.

b) Context menu for the entire fax document

To select this menu, place the mouse pointer on the *gray area* of the **KEYview** window and then click the right mouse button.

Presentation Graphics Menu

This menu appears if the document is a PowerPoint file.

Run PowerPoint Viewer



Views PowerPoint documents if the PowerPoint viewer is available to KEYview (either through the Windows program registry or in the KEYview directory).

Printing

To print the current file, choose **Print** from the File menu.

If a partial selection of a raster graphic or fax document is currently selected, you may print only this section by checking the **Selection** option in the print dialog box. Then only the image contained within the selected area will be printed.

Properties

KEYview Properties allow you to modify all viewing preferences for the current and subsequent files.

To display the properties dialog box, click the properties button ■ from KEYview toolbar, or select **Properties...** from KEYview **Options** menu or from a context menu.

Note: To save the settings so they affect future documents, leave the **Save on Exit** checkbox checked. Otherwise, they affect only the current document.

Clicking on **Defaults** resets the options to their default values.

General Properties

Word Processor Properties

Text File Properties

Spreadsheet Properties

Picture Properties

Compressed File Properties

Fax Properties

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Resetting Document Associations for Launching

To reset associations for launching documents, select **Launch...** from KEYview Options menu. In the dialog box that appears, click **Clear Selected Actions** to clear all associations, or click **Close** to cancel the operation.

Saving/Converting Documents

KEYview allows you to save the current file in a different location or with a different name. (A graphics file can also be saved in a different format.)

1. Display the document as described in Opening and Viewing Files.
2. Click the **Save As** button ■ of the KEYview toolbar, or select **Save As** from the File menu. KEYview will display the **Select target filename** window.
3. Select the drive and directory and enter the name for the converted document.
4. If applicable, select the format you wish to convert to from the **Convert to** list.
5. Click **OK** or press **Enter**.

Searching for Text

KEYview allows you to search text in text, word processor or spreadsheet documents. (KEYview will search the body text; it will not search headers and footers.)

1. Display the document as described in [Opening and Viewing Files](#).
2. Click the **Find** button ■ of the KEYview toolbar, or select **Find** from KEYview [Edit menu](#).
KEYview will display the **Find** dialog box.
3. Enter the text to be searched in the **Find What** box.
To limit search to the exact text including upper and lower case, check the **Match Case** button.
4. Select the **Up** or **Down** button to start searching upwards or downwards from the current location.
5. Click **Find Next** or press **Enter**. KEYview will highlight the next occurrence of the specified text.
6. Click **Cancel** to close the **Find** box.
7. To search for subsequent occurrences of the same text, click the **Find Next** button ■ , or use the **Find Next** option in KEYview [Edit menu](#), or press **F3**.

Selecting Content

With word processing and text documents, KEYview allows you to select formatted content, including pictures, tables, paragraph properties, and character properties. For fax and raster graphics documents, you may select the whole picture or just a portion of it. Once you have selected some content, you may:

- copy the selection to the clipboard,
- drag the selection to an OLE 2.0 compliant target application (e.g., Microsoft Word 6.0).

For fax and raster graphics partial-picture selections, you may also print just the selection by checking the **Selection** option in the print dialog box.

Using Drag-and-Drop to Open Files in KEYview

To open files in KEYview by using the Windows drag-and-drop method:

1. In the File Manager, select the files to be viewed.
2. Drag the files onto the **KEYview** window or minimized icon of KEYview.

The selected files will be displayed on your screen in the order they were selected.


Dragging Content from KEYview Into Other Applications


You can also drag-and-drop content from KEYview onto any OLE 2.0-compliant target application (for example, Microsoft Word 6.0). The cursor will change to an arrow indicating that content is ready to drag-and-drop when it is:

- within the selected content in a word processing document
- at the boundary of the selection in spreadsheets
- within the selected region of raster graphics or fax documents
- over top of a vector graphic.

Spreadsheet Menu

This menu appears if the document is a spreadsheet.

Previous Spreadsheet  Displays the previous spreadsheet from a spreadsheet workbook.

Next Spreadsheet  Displays the next spreadsheet from a spreadsheet workbook.

Context Menu

An additional command is available via the context menu:

Toggle Gridlines Toggles gridlines on or off.

Spreadsheet Properties

Gridlines

On, Off Toggles viewing gridlines in the displayed document.

Base on Spreadsheet

Displays or ignores gridlines depending on the setting used in the original document.

Headings

On, Off Toggles viewing headings in the displayed document

Base on Spreadsheet

Views headings depending on the setting used in the original document.

View Graphic Objects

On Shows any graphic objects embedded in the document.

Starting KEYview

KEYview can be started:

- a) as a stand-alone application, or
- b) from within the FTP Software TCP/IP suite.

Text File Properties

Page Margins

**Left, Right,
Top, Bottom** Sets the margins between 0mm and 100mm.

Font

Change Changes the font name and size used for displaying the document.

Character Set

ANSI Uses the ANSI character set for displaying the document. This is the Microsoft Windows default.

OEM Uses the OEM character set for displaying the document. This is useful when the text file was created with characters from the DOS code page currently in effect.

Page Layout

Portrait Displays the document in portrait mode (tall and narrow).

Landscape Displays the document in landscape mode (short and wide).

Characters

Filter Non-printable Filters out any non-printable characters.

The KEYview Guide

You can view and print the KEYview guide (KVMANUAL.DOC) by using KEYview, or by using Word for Windows v2.0 (or later).

The guide details items specific to KEYview. For general information on using Windows, please consult your Windows documentation or use the Windows help facility.

Troubleshooting

To resolve problems with this product, please contact your supplier.

Frequently Asked Questions

Upgrade Converter Formats

Note: The following is the complete list of KEYview converter formats, including some that you already received with the FTP Software TCP/IP suite.

Text/Word Processor

- ASCII Text
- Applix Asterix
- Cliq Word
- DECdx
- DEC WPS-PLUS Native
- HP Word/PC
- HTML (target)
- IBM 1403 Line Printer
- IBM DCA-FFT
- IBM DCA-RFT
- IBM DCF Script
- IBM DisplayWrite
- Lotus AMI Professional
- MASS-11
- Microsoft Rich Text Format
- Microsoft Word for Mac
- Microsoft Word for PC
- Microsoft Word for Windows 2.x, 6.x
- Microsoft Word for Windows 95
- MultiMate Advantage, Advantage II
- Navy DIF
- ODA FOD 26
- Office Writer
- PostScript Writer (target)
- Quadratron Q-One
- Siemens-Nixdorf Targon Word
- Uniplex II Plus
- Wang OIS/VS Comm Format
- Wang WITA
- WordMARC
- WordPerfect 5.x
- WordPerfect 6.x (source)
- WordStar

Image/Graphics

- AMI Draw Graphics (SDW) (source)
- Computer Graphics Metafile (CGM)
- Encapsulated PostScript (EPS)
- Graphics Interchange Format (GIF)
- JPEG File Interchange Format (JFIF)
- Mac PICT (raster content)
- MacPaint
- ODA G3 Format
- ODA G4 Format
- ODA Raw Bitmap Format
- PC PaintBrush (PCX)
- Tagged Image File Format (TIFF)

Truevision Targa (TGA)
Windows Bit Map (BMP)
Windows Metafile (WMF)
WordPerfect Graphics (WPG)
WordPerfect Graphics 2.0 (WPG) (source)
CCITT Group 3

Upgrade Integrations

Note: The following is the complete list of KEYview integrations, including some that you already received with the FTP Software TCP/IP suite.

E-mail and Groupware

- FTP Software Mail OnNet
- Microsoft Mail
- Lotus cc:Mail (16-bit only)
- Lotus Notes
- HP OpenMail
- Microsoft Windows File Manager
- Other popular mail systems

World Wide Web Browsers

- FTP Software Enhanced Mosaic
- Netscape
- Other popular Web browsers

Upgrade Viewer Formats

Note: The following is the complete list of KEYview viewer formats, including some that you already received with the FTP Software TCP/IP suite.

Text/Word Processor

- Adobe Acrobat PDF
- ASCII Text
- Applix Asterix
- Cliq Word
- DECdx
- DEC WPS Plus Native
- HP Word/PC
- HTML
- IBM 1403 Line Printer
- IBM DCA-FFT
- IBM DCA-RFT
- IBM DisplayWrite
- IBM DCF Script
- Lotus AMI Professional
- MASS-11
- Microsoft Rich Text Format
- Microsoft Word for Mac
- Microsoft Word for PC
- Microsoft Word for Windows 2.x, 6.x
- Microsoft Word for Windows 95
- MultiMate Advantage, Advantage II
- Navy DIF
- ODA FOD 26
- Office Writer
- Quadratron Q-One
- Siemens-Nixdorf Targon Word
- Uniplex II Plus
- Wang OIS/VS Comm Format
- Wang WITA
- WordMARC
- WordPerfect 5.x, 6.x
- WordStar

Spreadsheet

- Lotus 1-2-3
- Microsoft Excel 3.x, 4.x, 5.x

Image/Graphics

- AMI Draw Graphics (SDW)
- Computer Graphics Metafile (CGM)
- Encapsulated PostScript (EPS)
- Graphics Interchange Format (GIF)
- JPEG File Interchange Format (JFIF)
- Mac PICT (raster content)
- MacPaint
- ODA G3 Format

ODA G4 Format
ODA Raw Bitmap Format
PC PaintBrush (PCX)
Tagged Image File Format (TIFF)
Truevision Targa (TGA)
Windows Bit Map (BMP)
Windows Metafile (WMF)
WordPerfect Graphics (WPG)
WordPerfect Graphics 2.0 (WPG)
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Fax

DCX
TIFF

Other

PKZip
Z-compression
GZ-compression
UUencode
TAR
BinHex

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Viewer Formats

Text/Word Processor

- ASCII Text
- HTML
- Lotus AMI Professional
- Microsoft Rich Text Format
- Microsoft Word for Windows 2.x, 6.x
- Microsoft Word for Windows 95
- WordPerfect 5.x, 6.x

Spreadsheet

- Lotus 1-2-3
- Microsoft Excel 3.x, 4.x, 5.x

Image/Graphics

- AMI Draw Graphics (SDW)
- Computer Graphics Metafile (CGM)
- Encapsulated PostScript (EPS)
- Graphics Interchange Format (GIF)
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- Mac PICT (raster content)
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- Windows Bit Map (BMP)
- Windows Metafile (WMF)
- WordPerfect Graphics (WPG)
- WordPerfect Graphics 2.0 (WPG)

Fax

- DCX
- TIFF

Other

- PKZip
- Z-compression
- GZ-compression
- UUencode
- TAR
- BinHex

Window Menu

Cascade Arranges open windows in a staggered stack so that file names are visible.

Tile Horizontal Arranges all open windows so they fit horizontally within the KEYview window.

Tile Vertical Arranges all open windows so they fit vertically within the KEYview window.

Arrange Icons Reduces files to icons at the bottom of the KEYview window.

In addition to the above options, this menu also lists open files in the order they were opened.

Word Processor Properties

View Mode

Wrap to Window Wraps all text to fit the screen. This makes it easy to scroll through wider documents.

Scale Tables to Fit Window
Also scales any table to fit the window.

Page Layout Displays the document as it would print.

Process Headers and Footers
Shows headers and footers (if they are present in the document).

Process Multi-columns
Shows multiple columns (if they are present in the document).

Zoom

100% Displays the document at its actual size.

Page Width Resizes the page to fit the current window.


Custom Applies a scaling factor between 10% and 200%.


Pictures

Display Pictures Views any embedded or linked pictures in the document. For faster viewing of complex documents on slow machines turn this option off. Then only the formatted text will be displayed; all pictures will be ignored.

Word Processor Menu

This menu appears if the document is a text or word processor document.

Wrap to Window  Views documents in **wrap to window** mode. Text will be reformatted, where possible, to fit the current window width.

Page Layout  Displays documents in print preview mode. All formatting will be retained.

