

# View It

View It is a text file viewer for Window's file manager or any other file manager that supports drag and drop. Windows 3.1 is needed since earlier versions of Windows did not support drag and drop. View It will show the files you drop on it inside a file window. View It can show up to four files in one or more drop. View It has two icons: one for the program itself, on which you can drop files on and through which you access the main menu, and one for minimized files, on which you can't drop files. Files must be dropped exclusively on the running program icon.



running program icon



minimized file icon

## View It menu

To access the View It menu simply click once on the icon of the running program. The menu has been added to the system menu. The about menu command simply pops-up the standard about box with copyright notice. The help menu command gets you here. The other choice is:

Options                      Allows you to setup View It to your liking.

Double clicking on the View It icon will bring any hidden opened file window to the forefront.

## File Window

The menu of this window includes a help menu command that gets you here and these other choices:

- Close Closes the window.
- Find Opens up the find dialog.
- Font Selects a different font.
- Next Brings the next file to the forefront.

You can move around a file using the mouse or the keyboard.

## Options

The options dialog box enables you to setup View It. There are options for:

Window positions

Choose how you want files to open.

Sound

Choose the quality of sound or disable sound.

## **Close**

This menu command is simply a shortcut to the close command found in the opened file window system menu.

## Find

You can start a search for specific text at any point in a opened file window. The upper left character of the window denotes the start of the search. When a search has been successful, the whole line will be grayed and the searched text will be in inverse. Any subsequent search will start from there. You may need to scroll to the right to see the text if it is beyond the right border. You may not see the text if it is past the 256 characters per line limit of View It, but the line will still be grayed.

To find specific characters or words: Type the characters or words you want to find. If you want to match capitalization exactly, select the Match Case check box. If you want whole words only select the Match whole word only check box. To specify the search direction, select the Up or Down option. Choose the Find Next button to start the search. To find the next occurrence of the text, choose the Find Next button again.

# Font

You can choose from three different fonts:

**System Fixed**  
**MS Sans-serif**  
**Dos (IBM-PC)**  
characters

Fixed size (non-proportional) bold font.

Variable font (proportional) non-bold font. Best for long lines.

Dos fixed (non-proportional) bold font. For dos text with graphic

## **Next**

This menu command is only valid if there are more than one file opened. It will bring the next file window to the forefront.

## Keys

<b>Esc</b>	Closes the file.
<b>Page Up</b>	Move one full page up.
<b>Page Down</b>	Move one full page down.
<b>Up Arrow</b>	Move one line up.
<b>Down Arrow</b>	Move one line down.
<b>Home</b>	Go to top of file.
<b>End</b>	Go to end of file.
<b>Left Arrow</b>	Shift window one character to the right.
<b>Right Arrow</b>	Shift window one character to the left.
<b>Ctrl-Left Arrow</b>	Shift window ten characters to the right.
<b>Ctrl-Right Arrow</b>	Shift window ten characters to the left.



## **Window positions**

Using radio buttons you can choose from three different arrangements of opening file windows.

### **Cascade**

File windows will open in the centre of the screen each a little lower and to the right of the preceding window.

### **Maximize**

File windows will open fully maximized.

### **Keep positions**

File windows will keep the size and position that you give them.

## **Sound**

Sound options enables you to turn of the sound or choose between 8 bits or 16 bits sound if you have a sound card that supports it.



