

# Quick View Plus Users Guide

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## ***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 is a software product that 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 files and 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 with object linking and embedding (OLE)
- › Manage your files (copy, move, rename, and delete)
- › 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
- › Groupware
- › Networks
- › Bulletin boards

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

## Runs as a Standalone Program and an Add-On

When you run Quick View Plus as a standalone program, you have access to all its features. When you run it as an add-on from within other programs, you can view files and use many of its features directly from within those programs, rather than having to switch out of them and start Quick View Plus separately.

## Integrates into Other Programs

You can integrate Quick View Plus into the following programs and use it from within them:

### File Managers

### Windows Word Processors

### World Wide Web Browsers

### E-Mail Programs

### Groupware

## Supports over 200 File Formats

See the README file for a complete list.

### **Offers an Open Viewer API for Developers**

Quick View Plus now includes an open application programming interface (API) that enables third-party programs to integrate its viewer technology. You can install the API documentation and sample code in the VIEWAPI subdirectory of your Quick View Plus directory by clicking **Install Viewer API for Application Developers** during custom installation.

## **File Managers**

- Windows 3.1 File Manager
- Windows for Workgroups File Manager
- Norton Desktop for Windows (2.x, 3.x)
- WordPerfect Office for Windows

### **Windows Word Processors**

- Microsoft Word for Windows
- Ami Pro
- WordPerfect for Windows

### **World Wide Web Browsers**

- America Online (Version 2.5 or later)
- Netscape Navigator (Version. 1.1 or later)
- SPRY Mosaic

## **E-Mail Programs**

- cc:Mail Client for Windows (Versions 1.1 and 2.2)
- Microsoft Mail 3.x for Windows
- Novell GroupWise (formerly WordPerfect Office 4.x)
- Da Vinci eMAIL for Windows (Versions 2.02 and 3.0)
- HP OpenMail
- Microsoft Exchange

## **Groupware**

- Lotus Notes
- TeamWARE / TeamOFFICE



# Chapter 1: Getting Started

[Package Contents](#)

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## **Package Contents**

Check the package to confirm that it contains the following:

- › Program diskettes (three 3.5-inch diskettes)
- › Users 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.

## **System Requirements**

Quick View Plus runs on any system running Windows 3.x, Windows 95, or Windows NT 4.0. A minimum installation requires 5 MB of disk space; a full installation requires approximately 7 MB of disk space.

## **Installing Quick View Plus**

[Making backup copies](#)

[About the Installation Program](#)

[Customizing Your Installation](#)

## Making backup copies

Close

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

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

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## About the Installation Program

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The installation program automatically installs Quick View Plus as a standalone program and integrates it as an add-on to your file manager. You can also have the installation program integrate Quick View Plus as an add-on to other programs on your computer. If you do this, you can view files and use many other features of Quick View Plus directly from within those programs; you don't have to switch out of them and start Quick View Plus separately.

It's useful to integrate Quick View Plus with as many programs as possible during installation. However, if you forget some, or later install new programs on your computer, you can always run the installation program again to integrate Quick View Plus with additional programs.

Removing integrations is even simpler. Quick View Plus includes an AddOn Manager that lists each program with which it is integrated. To remove an integration, simply start AddOn Manager and follow the instructions in [Chapter 7](#).

### To install Quick View Plus

1. Start Windows.
2. Insert your backup copy of the first Quick View Plus diskette (labeled Disk 1) into your floppy drive (usually the **a** drive).
3. From Program Manager, select the **File** menu and click **Run**.
4. Type **a:setup** and press ENTER.
5. Follow the prompts.

## Customizing Your Installation

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After installing Quick View Plus, you can modify your installation to add components not previously installed, or remove installed components you no longer need.

### To customize your installation

- ⇒ Run the installation program as described in [To install Quick View Plus.](#)

## Installing Quick View Plus on a Network

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If you have purchased the network version of Quick View Plus, refer to the Network Installation Card (included in your package) for installation procedures.



## 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.

### 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.

## Getting Help

If you need help installing or 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

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

## Chapter 2: Quick Tour

This chapter takes you on a quick tour of Quick View Plus and 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 when you run the installation program as described in [Installing Quick View Plus](#).

[Starting Quick View Plus](#)

[Viewing Files in Rapid Sequence](#)

## Quick Tour: Starting Quick View Plus

1. In Program Manager, double-click the **Quick View Plus** program group.
2. Double-click the **Quick View Plus** program item.
3. In the **Tree** list, scroll until you see the folder into which you installed Quick View Plus, and click it. (The default folder is QVP.)
4. In the **Files** list, double-click the file SAMPLE.DRW.

Quick View Plus displays the file SAMPLE.DRW in the view window (to the right of the **Tree** and **Files** lists).

5. 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: Viewing Files in Rapid Sequence

Once you've displayed a file in the view window, you can display others in rapid sequence. This section uses a spreadsheet file and an archive file to show you how to do this.

### To view a spreadsheet file

- ⇒ In the **Files** list, double-click the file SAMPLE.XLS.  
The view window displays the file. Because this is a spreadsheet file, the menu to the right of the **Options** menu changes to **Spreadsheet**.

### To view an archive file

- ⇒ In the **Files** list, double-click the file SAMPLE.ZIP.  
The view window displays the file. Because this is an archive file, the menu to the right of the **Options** menu changes to **Archive**.
  - If you want to view the contents of a file in the archive, double-click the filename.
  - If you want to extract (decompress) one file, click the file you want to extract, and then, on the **Archive** menu, click **Extract Selected File**. If you want to extract more than one file from the archive, click the first file you want to extract. Then, to select a sequence of *adjacent* files, press the SHIFT key and click the last file in the sequence, or, to select a sequence of *nonadjacent* files, press the CTRL key and click each file.

On the **Archive** menu, click **Extract Selected Files** or **Extract All Files**. In the **Choose Directory** dialog box, enter the path to where you want to save the uncompressed files.

You can double-click any file to display it in the view window as described above. If you double-click the SAMPLE.XLS file, Quick View Plus displays the **Spreadsheet** menu to the right of the **Options** menu. If you double-click the SAMPLE.DB file, Quick View Plus displays the **Database** menu.

## Chapter 3: Starting Quick View Plus

After installing Quick View Plus, you can start it in many ways, depending on whether you want to use it as:

- A **standalone program** to use all Quick View Plus features.
- An **add-on** to quickly view, print, or copy files from within other programs on your computer; to search for specific text in those files; or to start the programs used to create the files (if you have those programs). Quick View Plus works as an add-on to the following types of programs if you integrated it with them when you installed it:

**Note** The option to integrate is available only for programs that are on your computer.

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- [File managers](#)
- [Windows word processors](#)
- [World Wide Web browsers](#)
- [E-mail programs](#)
- [Groupware](#)

## Starting Quick View Plus as a Standalone Program

When you start Quick View Plus as a standalone program, it opens with a view window (showing the Quick View Plus logo) on the right and several list boxes on the left that show the directory structure of the default drive and the files in the default directory.

### To start Quick View Plus as a standalone program

1. In Program Manager, double-click the **Quick View Plus** program group.
2. Double-click the **Quick View Plus** program item.

The view window appears. You can find, view, print, copy, launch, and manage files, and find text as described in [Chapter 4](#); work with specific file types as described in [Chapter 5](#); and customize Quick View Plus as described in [Chapter 6](#).

## **Starting Quick View Plus as an Add-On to Other Programs**

When you start Quick View Plus as an add-on to a file manager, word-processor, World Wide Web browser, e-mail or groupware program, it opens a view window with an abbreviated toolbar and a file-type-specific pop-up menu with an appropriate name and appropriate commands for the type of file you selected for viewing.



## **File Managers**

[Windows File Manager](#)

[Norton Desktop](#)

## Starting from File Manager

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When you install Quick View Plus, the installation program automatically integrates it with the Windows File Manager or a third-party file manager (such as Norton Desktop) and adds a **QVP** menu to the main menu of the file manager.

### To start Quick View Plus from the Windows File Manager

1. Select the file you want to view.
2. On the **QVP** menu, click **View**.

## **Starting from Norton Desktop**

By default, Norton Desktop uses its own viewers even if you integrated Quick View Plus with it during installation. To use Quick View Plus instead of the Norton viewers, perform one or more of these procedures:

[Make Quick View Plus the default viewer for Norton Desktop](#)

[Start Quick View Plus from Nortons viewer facility](#)

[Start Quick View Plus from Nortons file manager](#)

[Start Quick View Plus viewers from Nortons Desktop menu](#)

## To make Quick View Plus the default viewer for Norton Desktop

➤ [See also](#)

1. To open Nortons viewer facility, double-click the **Norton Viewer** icon.
2. On the **Viewer** menu, click **Set Default Viewer**.
3. From the viewer list, select **Quick View Plus Viewers** and click **OK**.

Quick View Plus becomes the default viewer, and you can use it as described in [Start Quick View Plus from Nortons viewer facility](#), [Start Quick View Plus from Nortons file manager](#), and [Start Quick View Plus viewers from Nortons Desktop menu](#).

See also

[Start Quick View Plus from Nortons viewer facility](#)

[Start Quick View Plus from Nortons file manager](#)

[Start Quick View Plus viewers from Nortons Desktop menu](#)

### To start Quick View Plus from Nortons viewer facility

➤ [See also](#)

1. To open Nortons viewer facility, double-click the **Norton Viewer** icon.
2. On the **File** menu, click **Open** and select a file for viewing.

Quick View Plus opens with **Print** and **Copy** buttons in the upper right corner of the view window.

See also

[Make Quick View Plus the default viewer for Norton Desktop](#)

[Start Quick View Plus from Nortons file manager](#)

[Start Quick View Plus viewers from Nortons Desktop menu](#)

## To start Quick View Plus from Nortons file manager

➤ [See also](#)

1. Click a Norton drive icon.
2. To view a file, select the filename and then click the **View** button, or click **View** on the **File** menu.

The file is displayed in a new window below the drive and directory windows.

3. If you want to view another file, click its name in the file list.



See also

[Make Quick View Plus the default viewer for Norton Desktop](#)

[Start Quick View Plus from Nortons viewer facility](#)

[Start Quick View Plus viewers from Nortons Desktop menu](#)

### To start Quick View Plus viewers from the Norton Desktop menu

➤ [See also](#)

1. Select a drive.
2. Select the file you want to view.
3. Do one of the following:
  - On the **File** menu, click **View**.
  - At the bottom of the Norton Desktop window, click **View**.

See also

[Make Quick View Plus the default viewer for Norton Desktop](#)

[Start Quick View Plus from Nortons viewer facility](#)

[Start Quick View Plus from Nortons file manager](#)

## Starting from Windows Word Processors

If you integrated Quick View Plus with a Windows word processor during installation, **Quick View Plus** appears as a menu command in the word processor. When you click this command, the word processor window stays open and Quick View Plus starts as a standalone program.

**Note** The option to integrate with word processors is not available if you chose compact installation.

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### To start Quick View Plus from a Windows word processor

⇒ On the appropriate menu, click **Quick View Plus**:

<b>Word Processor</b>	<b>Menu Containing Quick View Plus</b>
Ami Pro	Tools
Word for Windows 1.x	Utilities
Word for Windows 2.0 & 6.0	Tools
WordPerfect for Windows 5.x	Macro
WordPerfect for Windows 6.x	Tools

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**Note** The WordPerfect for Windows integration makes Quick View Plus viewers available in the QuickList and QuickFind facilities. Installing Quick View Plus will update any previous viewers installed.

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## **Starting from World Wide Web Browsers**

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During installation, Quick View Plus integrates with the following World Wide Web browsers if you have them on your computer:

- America Online 2.5 or later
- SPRY Mosaic
- Netscape Navigator 1.1 or later

Once Quick View Plus is integrated, the browser starts Quick View Plus whenever you try to view a file that the browser does not support. The browser downloads the file to your computer and uses Quick View Plus to display it.

## Starting from E-Mail Programs

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If you integrated Quick View Plus with an e-mail program during installation, you can use Quick View Plus to view attachments sent with e-mail messages with:

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[cc:Mail](#)

›

[Microsoft Mail 3.x](#)

›

[Novell GroupWise](#)

›

[Da Vinci eMAIL](#)

›

[HP OpenMail](#)

›

[Microsoft Exchange](#)

## To view an attachment in cc:Mail

➤ [See also](#)

1. Start cc:Mail and view a mail message as you normally would.

2. To view an attachment, do one of the following:

- If you are using the default cc:Mail settings, double-click the attachment.
- If you have changed the defaults, press SHIFT and then double-click the attachment.

The **Quick View Plus AddOn** window appears. This window is integrated with the **cc:Mail** window and cannot be separated from it.

See also

- [Microsoft Mail 3.x](#)
- [Novell GroupWise](#)
- [Da Vinci eMAIL](#)
- [HP OpenMail](#)
- [Microsoft Exchange](#)



### To view an attachment in Microsoft Mail 3.x

- [See also](#)
- Double-click the attachment.

**Note** Without Quick View Plus, double-clicking a mail attachment causes Microsoft Mail to start the program (if available) used to create the attached file. Quick View Plus overrides this behavior and simply displays the file. On occasions when you prefer to start the program, hold down CTRL and double-click the attachment.

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See also

- [cc:Mail](#)
- [Novell GroupWise](#)
- [Da Vinci eMAIL](#)
- [HP OpenMail](#)
- [Microsoft Exchange](#)

## To view a mail message and/or attachment in Novell GroupWise

➤ [See also](#)

1. Start Novell GroupWise and open your inbox.
2. Select and open a mail message as you normally would.
3. Double-click the attachment.

The **Quick View Plus AddOn** window appears. This window is integrated with the **GroupWise** window and cannot be separated from it.

See also

- [cc:Mail](#)
- [Microsoft Mail 3.x](#)
- [Da Vinci eMAIL](#)
- [HP OpenMail](#)
- [Microsoft Exchange](#)

## To view an attachment in Da Vinci eMAIL

➤ [See also](#)

1. Start Da Vinci eMAIL and view a mail message as you normally would.
2. Click the **Attach** button or, on the **Message** menu, click **Attachments...** or **Auto view Attachment...**

A dialog box listing any attachments appears.

3. Select the attachment(s) you want to view. (Check the Auto-view check box if its unchecked.)
4. Click **View**.

The **Quick View Plus AddOn** window appears with the selected attachment displayed. If you selected multiple messages, multiple **AddOn** windows appear.

**Note** If Da Vinci eMAIL prompts you to select which viewers you want to use, select AutoView.

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See also

- [cc:Mail](#)
- [Microsoft Mail 3.x](#)
- [Novell GroupWise](#)
- [HP OpenMail](#)
- [Microsoft Exchange](#)

## To view an attachment in HP OpenMail

➤ [See also](#)

Quick View Plus integrates with HP OpenMail via its linked application interface so you can use Quick View Plus to view OpenMail file attachments.

See also

- [cc:Mail](#)
- [Microsoft Mail 3.x](#)
- [Novell GroupWise](#)
- [Da Vinci eMAIL](#)
- [Microsoft Exchange](#)



### To view an attachment in Microsoft Exchange

- [See also](#)
- Do one of the following:
- Double-click the attachment.
- Right-click the attachment, and then click **Open File**.

See also

- [cc:Mail](#)
- [Microsoft Mail 3.x](#)
- [Novell GroupWise](#)
- [Da Vinci eMAIL](#)
- [HP OpenMail](#)

## Starting from Groupware

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When you install Quick View Plus, the installation program automatically integrates it with the following groupware programs if they are on your computer:

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[Lotus Notes](#)

➤

[TeamWARE / TeamOFFICE](#)

## Lotus Notes



See also [TeamWARE / TeamOFFICE](#)

You can use Quick View Plus to view Lotus Notes attachments. In Lotus Notes 3.x, you can create a SmartIcon and view attachments simply by clicking the SmartIcon.

[Create Lotus Notes SmartIcon](#)

[Use the Lotus Notes SmartIcon](#)

## To create a Lotus Notes SmartIcon for Quick View Plus


See also [Use the Lotus Notes SmartIcon](#)

**Note** SmartIcon is a feature of Lotus Notes 3.x only. Lotus Notes 4.x uses a different method to invoke Quick View Plus viewers. See your Lotus Notes 4.x manual for additional information.

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1. On the **File** menu in Lotus Notes, click **Tools**.
2. On the **Tools** submenu, click **SmartIcons**.
3. In the drop-down list on the right, click the toolbar on which you want to display the SmartIcon.

In the list below the drop-down list, Lotus Notes displays (from top to bottom) the toolbar icons currently displayed from left to right on the selected toolbar.

4. In the **Available Icons** list on the left, scroll to the **Quick View Plus** SmartIcon  at the bottom of the list.
5. Drag the Quick View Plus SmartIcon to the place in the list of toolbar icons (on the right) where you want it to appear on the selected toolbar.
6. Click **OK**.

The **Quick View Plus** SmartIcon appears on the selected toolbar in the location you specified.

## To use the Quick View Plus SmartIcon to view Lotus Notes attachments



See also [Create Lotus Notes SmartIcon](#)

1. Open a Notes document (such as a mail message) containing one or more attachments.
2. Click the **Quick View Plus** SmartIcon.
  - If the document contains one attachment, Quick View Plus displays the attachment.
  - If the document contains more than one attachment, a dialog box lists all attachments.
3. To view one or more of multiple attachments, select it/them and click **OK**.

Quick View Plus displays a view window for each attachment selected (up to 20 attachments).

## TeamWARE/TeamOFFICE

➤

See also [Lotus Notes](#)

Quick View Plus integrates with the following TeamWARE modules:

- Mail
- Calendar
- Forum
- Library

### To view an attachment in TeamWARE or TeamOFFICE

1. Select the attachment you want to view. (User-defined viewers are available only on files that have the Wrench and Screwdriver icon when selected. Otherwise, the native application of that file type opens with the file.)
2. On the main menu bar, click **Select Tool**.
3. In the **Select Tool** list, click **SCCVAPI**.

The **Quick View Plus AddOn** window appears with the selected attachment displayed.

# Chapter 4: Using Quick View Plus as a Standalone Program

You can run Quick View Plus as a standalone program or as an add-on to other programs. When you run it as a standalone program, it displays a window with a complete set of menus, toolbar buttons, and other features. When you run it as an add-on, you get the convenience of not having to leave the program you're working in, but a somewhat different **Quick View Plus** window with a slightly smaller set of features displays.

This chapter describes how to use all features of Quick View Plus. For a list of those that are not available when you run it as an add-on, see [Chapter 7](#).

[Understanding and Using the Quick View Plus Window](#)

[Finding Files](#)

[Viewing Files](#)

[Printing](#)

[Copying to the Clipboard](#)

[Opening Files for Editing](#)

[Finding Text](#)

[Managing Files](#)

[Using Online Help](#)

[Closing a View Window and Exiting Quick View Plus](#)

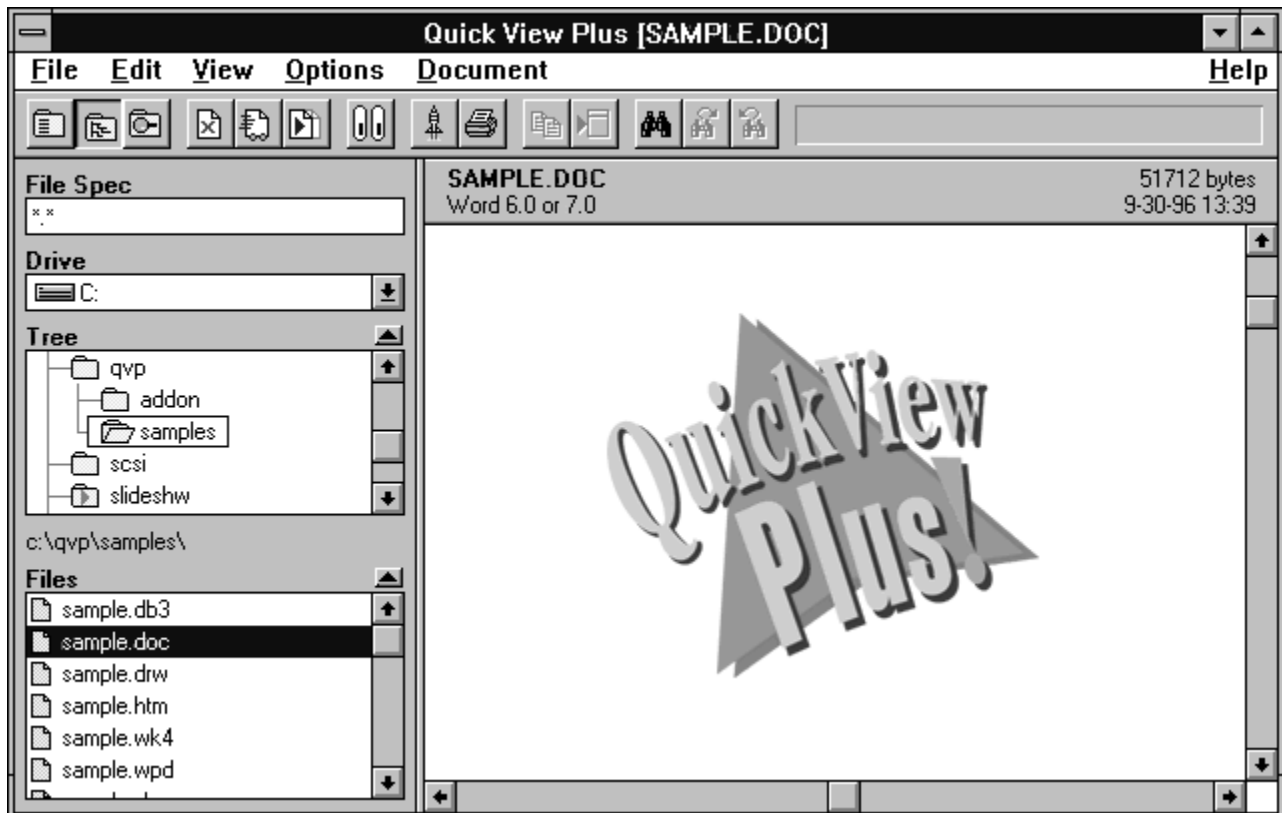


## Understanding and Using the Quick View Plus Window

This section describes the **Quick View Plus** window and explains how to:

- ▶ [Select files for viewing](#)
- ▶ [Change the order of the \*\*Files\*\* list](#)
- ▶ [Select and use the three modes \(Tree, Directory, and Find\)](#)
- ▶ [Restrict the \*\*Files\*\* list to specific file types](#)
- ▶ [Configuring the View Window](#)

The first time you start Quick View Plus as a standalone program, the right side of the program window displays the view window with the Quick View Plus logo in it, and the left side displays the **Files** list in Tree mode.



The **Quick View Plus** window has all the features of a standard Windows program (title bar and sizing buttons, main menu, and scroll bars) and the following toolbar buttons:



Switches Quick View Plus to Directory mode.



Switches Quick View Plus to Tree mode.



Switches Quick View Plus to File Find

mode.

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Deletes the selected file(s) after confirmation.

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Moves the selected file(s).

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Copies the selected file(s) to a new location.

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Views the selected file.

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Starts (launches) the program used to create the currently viewed file (if that program is available) or an associated program (if it is not), with the file ready for editing.

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Prints the currently viewed file.

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Copies the selected text, data, or graphic to the Clipboard.

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Pastes the selected text directly to your word processor. This icon is available only when using Quick View Plus as a macro from within Microsoft Word, Corel, WordPerfect, or Lotus AmiPro.

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Opens the **Find** dialog box so you can search for specific text in the currently viewed file.

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Finds the next instance of the text you specified in the **Find** dialog box.

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Finds the previous instance of the text you specified in the **Find** dialog box.

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## Selecting Files for Viewing

By default, if you want to view a file, you must double-click its name in the **Files** list. Single clicking selects only the name of the file and displays the name at the top of the view window. However, you can change this setting so that single clicking (or using the + (keypad) and - (keypad) keys to scroll through the **Files** list) displays the file in the view window.

### To specify the number of mouse clicks that open a view window

1. On the **Options** menu, click **General**.
2. Under **View file on** in the **General options** dialog box, select one of the following option buttons:
  - **Double click.** With this option (the default), single clicking only selects the file and displays its name at the top of the view window, and you can use the + (keypad) and - (keypad) keys to scroll quickly through the file list without displaying each file. Double clicking displays the file for viewing.
  - **Single click.** With this option, single clicking displays the file for viewing. If you use the + (keypad) and - (keypad) keys to scroll through the file list, each file you highlight is also displayed in the view window, making scrolling slower.

## Changing the Order of the Files List

By default, Quick View Plus lists files in alphabetical order in the **Files** list.

### To change the order of the Files list

1. On the **Options** menu, click **General**.
2. Under **Sort files by** in the **General options** dialog box, select one of the following:

---

To list files ...	Click
-------------------	-------

---

Alphabetically by name from A to Z	Name
------------------------------------	------

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Alphabetically by extension from A to Z	Extension
---	-----------

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From oldest to newest	Date & Time
-----------------------	-------------

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From smallest to largest	Size
--------------------------	------

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In the operating systems default order	None
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## Using Modes to List Files and Display the Directory Structure

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You can list files and display the directory structure of your computer in different ways by using the three Quick View Plus modes, which are described in detail below:

- › [Tree mode](#) (default)
- › [Directory mode](#)
- › [File Find mode](#)

### To switch to a different mode for listing files and directories

› Do one of the following:

› To switch to Tree mode, click the **Tree mode** button



or click **Tree mode** on the **View** menu.

› To switch to Directory mode, click the **Directory mode** button



or click **Directory mode** on the **View** menu.

› To switch to File Find mode, click the **File Find mode** button



or click **File Find mode** on the **View** menu.

## Tree Mode

- [See also](#)

In Tree mode, the **Tree** list displays the entire directory structure (with subdirectories) of the current drive, and the **Files** list displays the names of all files in the directory selected in the **Tree** list. Each directory is represented as a folder; those that contain subdirectories have a right-pointing arrow in them.

### To display a list of the files in a directory in Tree mode

- In the **Tree** list, click the folder icon that represents the directory.  
The folder icon opens, and the **Files** list displays a list of the files in the directory.

### To display a list of the subdirectories and files in a directory in Tree mode

- In the **Tree** list, double-click a folder icon containing a right-pointing arrow.  
The folder icon opens, the **Tree** list displays the subdirectories, and the **Files** list displays a list of the files in the directory.

See also

- [Directory mode](#)
- [File Find mode](#)

## Directory Mode

- [See also](#)

In Directory mode, the **Directories** list displays only one level of directories. At the top level, it displays all directories on the drive selected in the **Drive** box. When you select a directory, the **Directories** list displays a list of the subdirectories (if any) in that directory, and the **Files** list displays a list of the files (if any) in it. The directory itself is represented as a folder that contains an up arrow and is followed by two periods.

### To display a list of files in a directory in Directory mode

- In the **Directories** list, double-click the folder icon that represents the directory.  
The folder icon opens, and the **Files** list displays a list of the files in the directory.

### To display a list of the subdirectories and files in a directory in Directory mode

- In the **Directories** list, double-click the folder icon that represents the directory.  
The folder icon changes to a folder that contains an up arrow and is followed by two periods; the subdirectories (if any) are displayed below it; and the **Files** list displays a list of the files (if any) in the directory.

### To move up to the next directory level in Directory mode

- In the **Directories** list, double-click a folder that contains an up arrow and is followed by two periods.  
The **Directories** list displays the directories at the next level up in the hierarchy, and the **Files** list displays a list of the files (if any) at that level.



See also

- [Tree mode](#) (default)
- [File Find mode](#)

## File Find Mode

▶ [See also](#)

In File Find mode, the **Tree/Directories** lists disappear, and the **Files** list is empty until you create a Find setup and click **Find!** to have Quick View Plus find the files youve specified. For details on File Find mode, see [Finding Files](#).

See also

- [Tree mode](#) (default)
- [Directory mode](#)

## Restricting the Files List to Specific Types



If you want to view only files of specific types or with specific characters in their names, and you don't want to scroll through a long list, you can use wildcard characters (\* and ?) to make the **Files** list show only the files you want. For example, by typing \*, a period, and **doc** in the **File Spec** box, you tell Quick View Plus to display all files in the current directory that end with the extension **doc**. The asterisk represents any number of characters (zero or more), and the question mark represents exactly one character.

### To restrict the Files list

1. Do one of the following:



To switch to Tree mode, click the **Tree mode** button



or click **Tree mode** on the **View** menu.



To switch to Directory mode, click the **Directory mode** button



or click **Directory mode** on the **View** menu.

2. Position the cursor in the **File Spec** box and type the appropriate characters before and after the period, including wildcard characters as needed.
3. Press ENTER.

The **Files** list changes to display only the names of files (from the directory selected in the **Tree** list and the drive selected in the **Drive** box) whose names match your specification.

## Configuring the View Window

➤

You can change the sizes of the **Tree**, **Directories**, and **Files** lists and of the view window by:

➤


[Enlarging](#) and [restoring](#) the **Tree**, **Directories**, and **Files** lists

➤

[Sizing](#) and [zooming/unzooming](#) the view window

You can also [scroll](#) through the file list.

### To enlarge the **Tree**, **Directories**, or **Files** list

- [See also](#)
- Click the  symbol in the upper right corner of the **Tree**, **Directories**, or **Files** list.  
The list enlarges to use the entire area to the left of the view window, and the **File Spec** and **Drive** lists disappear.

See also

[Restore the Tree, Directories, or Files list to normal size](#)

[Size the view window](#)

[Zoom the view window](#)

[Scroll through the file list](#)

[Unzoom the view window](#)

### To restore the **Tree, Directories, or Files** list to normal size

- [See also](#)
- Click the **t** symbol in the upper right corner of the enlarged **Tree, Directories, or Files** list.  
The list returns to its normal size, and the other components (including the **File Spec** and **Drive** lists) reappear to the left of the view window.



See also

[Enlarge Tree, Directories, or Files list](#)

[Size the view window](#)

[Zoom the view window](#)

[Scroll through the file list](#)

[Unzoom the view window](#)

### To size the view window

➤ [See also](#)

1. Position the mouse on the vertical border between the view window (on the right) and the **Files** list (on the left).
2. When the mouse cursor changes to a double-headed arrow, press the mouse button and drag left or right (to make the view window wider or narrower).
3. When the border is where you want it, release the mouse button.

See also

[Enlarge Tree, Directories, or Files list](#)

[Restore the Tree, Directories, or Files list to normal size](#)

[Zoom the view window](#)

[Scroll through the file list](#)

[Unzoom the view window](#)

### To zoom the view window

- [See also](#)
- On the **View** menu, click **Zoom View** (or press F2).  
The view window expands to fill the entire **Quick View Plus** window.

See also

[Enlarge Tree, Directories, or Files list](#)

[Restore the Tree, Directories, or Files list to normal size](#)

[Size the view window](#)

[Scroll through the file list](#)

[Unzoom the view window](#)

### To scroll through the file list with the view window zoomed

- [See also](#)
- Do one of the following:
- To view the **next** file, press the plus key (+) on the numeric keypad or click **View Next** on the **View** menu.
- To view the **previous** file, press the minus key (-) on the numeric keypad or click **View Previous** on the **View** menu.

See also

[Enlarge Tree, Directories, or Files list](#)

[Restore the Tree, Directories, or Files list to normal size](#)

[Size the view window](#)

[Zoom the view window](#)

[Unzoom the view window](#)

**To unzoom the view window (restore it to its normal size)**

- [See also](#)
- On the **View** menu, click **Unzoom View** (or press F2).  
The view window returns to its normal size.



See also

[Enlarge Tree, Directories, or Files list](#)

[Restore the Tree, Directories, or Files list to normal size](#)

[Size the view window](#)

[Zoom the view window](#)

[Scroll through the file list](#)


## Finding Files

In File Find mode (available when you run Quick View Plus as a standalone program), you can search for files, rather than browse for them. You do this by using Find setups that contain your search criteria. Quick View Plus provides a default Find setup, which searches the current drive and directory for files matching the specification \*.\* (that is, it finds all files). You can:

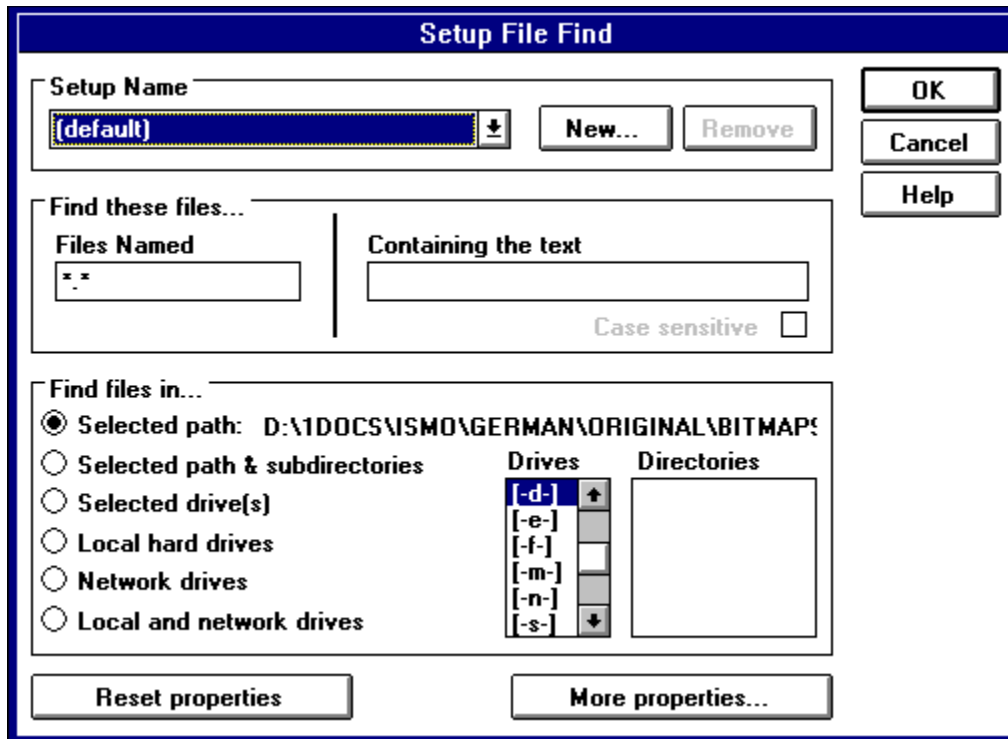
- [Create and save](#) Find setups
- [Select](#) saved Find setups from a list
- [Change](#) the default Find setup
- [Reset](#) the default Find setup
- [Remove](#) Find setups (except the default Find setup)

## To create a Find setup and start a search

➤ [See also](#)

1. To switch to File Find mode, click the **File Find mode** button .
2. Click **Setup**.

The **Setup File Find** dialog box appears.



3. Click **New**.
4. In the **Setup Name** dialog box, type a name for the new setup, select or clear the **Based on current settings** check box, and click **OK** to return to the **Setup File Find** dialog box.
5. Do one or more of the following to specify information about the file(s) you want to find:
  - To specify the name and/or extension of the file, type the name and/or extension in the **Files Named** box. (You can use wildcard characters: \* to represent multiple characters, and ? to represent a single character. For more information about wildcards, see [Restricting the Files List to Specific Types.](#))
  - To specify text that the file contains, type the text in the **Containing the text** box.
  - To specify whether upper- and lowercase are important, select or clear the **Case sensitive** check box.
  - To specify the drive(s) and/or directories in which to search for the file(s), select one of the following under **Find files in...**

---

<b>To search</b>	<b>Select</b>
------------------	---------------

---

A single path	<b>Selected</b>
---------------	-----------------

or directory  
(without its  
subdirectories)

**path**, and  
then:

In the **Drives**  
list, double-  
click the  
letter  
designating  
the drive you  
want to  
search.

Then, under  
**Directories**,  
double-click  
to select  
successively  
deeper levels  
of

subdirectories  
in the  
directory

structure of  
the selected  
drive. (To

move one  
level up in  
the directory  
hierarchy,  
double-click

[..] whenever  
it appears at  
the top of the

**Directories**  
list.) Each

time you  
double-click,  
the

specification  
to the right of

**Selected  
path**

changes to  
reflect your  
selection.

---

A directory  
and its  
subdirectories

**Selected  
path &  
subdirectories**, and then:

Proceed as  
described  
above. When  
you finish

creating your Find setup, Quick View Plus searches not only the selected directory, but also all subdirectories under it.

---

Entire drives      **Selected drive(s)**, and then:

Select one or more drives in the **Drives** list.

---

Local hard drives only      **Local hard drives**

---

Network drives only      **Network drives**

---

Both local hard drives and network drives      **Local and network drives**

---

- To specify the type of file you want to find, click **More properties** and then the appropriate options in the **File Properties** dialog box:
- **Character Set** Use this when searching for text containing extended characters in DOS, Windows, or Macintosh files so that you find the correct extended characters. You *must* use this option when searching for text in EBCDIC files (RFT, FFT, and DisplayWrite files), whether or not the text you are searching for includes extended characters.
- **File Dates** Select the **Earliest** check box to find files created on or after a certain date, and/or the **Latest** check box to find files created on or before a certain date. In both cases, you set the date by typing in the month, day, and year or by using the up and down arrows.
- **File sizes** Select the **Minimum** check box to find files no smaller than a certain size and/or the **Maximum** check box to find files no larger than a certain size (and select **Bytes**, **Kilobytes**, or **Megabytes**). In both cases, you set the size by typing in a number or by using the up and down arrows.
- **File attributes** Select the appropriate option button and/or check box(es) to find files with or without an archive flag (or with the archive flag ignored), or files marked as read-only or as hidden.
- **File Type** Select the appropriate option button to find files of **All types** or **Selected types**. (When you click **Selected types**, the list to the right is activated, and you can select any number of file types.)

6. After making all your selections, click **OK** to return to the **Set Up File Find** dialog box.
7. Click **OK** to return to the main **Quick View Plus** window in Find mode.
8. To start the search, click **Find**.

While Quick View Plus searches, the drawers of the file cabinet icon go in and out, and the found files are displayed in the **Files** list.

During the search you can:

- Stop the search at any time by clicking **Stop**.
- View any of the found files without stopping the search (it continues in the background).
- Switch to [Directory](#)



or [Tree](#)



mode without stopping the search (it continues in the background).

When the drawers stop opening and closing, the search is finished. All files that meet your search criteria are listed in the **Files** list. You can browse through and view files in the **File** list just as you would in Tree or Directory mode.

**Note** Quick View Plus automatically saves all Find Setups you create when you click **New** in the **Set Up File Find** dialog box.

---

See also

[Select saved Find setups from a list](#)


[Change the default Find setup](#)

[Reset the default Find setup](#)

[Remove Find setups](#)

### To select a saved Find setup

➤ [See also](#)

1. To switch to File Find mode, click the File Find Mode button .
2. Do one of the following:
  - Click the **Current Setup** arrow to drop down a list of saved Find setups, and then click one.
  - Click **Setup**. In the **Set Up File Find** dialog box, click the **Setup Name** arrow to drop down a list of saved Find setups, and then click one.



See also

[Create and save Find setups](#)


[Change the default Find setup](#)

[Reset the default Find setup](#)

[Remove Find setups](#)

## To change the default Find setup

➤ [See also](#)

1. To switch to File Find mode, click the **File Find Mode** button .
2. Click the **Current Setup** arrow to drop down a list of saved Find setups, and then click **(default)**.
3. Click **Setup**.
4. Change the setup as described in Steps 5 to 7 of the procedure To create a Find setup and start a search, which starts on page 37.
5. In the **Set Up File Find** dialog box, click **OK**.

See also

[Create and save Find setups](#)


[Select saved Find setups from a list](#)

[Reset the default Find setup](#)

[Remove Find setups](#)

### To reset the default Find setup

➤ [See also](#)

1. To switch to File Find mode, click the **File Find Mode** button .
2. Click the **Current Setup** arrow to drop down a list of saved Find setups, and then click **(default)**.
3. Click **Setup**.
4. In the **Set Up File Find** dialog box, click **Reset Properties**.

See also

[Create and save Find setups](#)


[Select saved Find setups from a list](#)

[Change the default Find setup](#)

[Remove Find setups](#)

## To remove a Find setup

➤ [See also](#)

1. To switch to File Find mode, click the **File Find Mode** button .
2. Click **Setup**.
3. In the **Set Up File Find** dialog box, click the **Setup Name** arrow to drop down a list of saved setups.
4. Click the setup you want to remove.
5. Click **Remove**.
6. Click **Yes** to confirm removal.

**Note** You cannot remove the default Find setup.

---

See also

[Create and save Find setups](#)

[Select saved Find setups from a list](#)

[Change the default Find setup](#)

[Reset the default Find setup](#)


## Viewing Files

This section describes how to:

- › [View](#) a single file
- › [Scroll](#) through a file in the view window
- › [Display](#) a menu of file-type-specific commands for the file in the view window
- › [View](#) multiple files
- › [Cycle](#) among multiple files



### To view a file

- 
- Do one of the following:
- Double-click the filename in the **Files** list.
- Click the filename and click the **View** button  on the toolbar.
- Click the filename and click **View** on the **File** menu.
- Click the filename and press F4.
- Click **Open** on the **File** menu (or press F3) and select a file as you would in any other Windows program.

**Note** Quick View Plus lists the last five viewed files at the bottom of the **File** menu. To view any of these files, click the filename or type the number to the left of the filename.

---

Quick View Plus displays the selected file.

### To scroll through a file in the view window

- 
- Do one of the following:
- Use the scroll bar as you would in any Windows program.
- Click anywhere in the view window (to change the focus to the view window), and then use the arrow keys or the mouse as follows:

---

<b>File type</b>	<b>To move</b>	<b>Use this key</b>
	One character or cell left	LEFT ARROW
	One character or cell right	RIGHT ARROW
	One line or row up	UP ARROW
	One line or row down	DOWN ARROW
	One screen down	PAGE DOWN
	One screen up	PAGE UP
	Word-processing files	Beginning of line

---

	End of line	END
Spreadsh eets, databases , graphics	End of file	CTRL +END
	Beginn ing of file	CTRL +HOM E
	Next sheet or image	CTRL +PAG E DOW N
	Previo us sheet or image	CTRL +PAG E UP

## Displaying a Menu of File-Type-Specific Commands

➤

When you open a view window, Quick View Plus displays a file-type-specific menu with appropriate commands for the type of file in the window. This menu is to the right of the **Options** menu on the main menu bar. If you open a file of a different type in the same window, the menu name and its commands change accordingly. This menu is also available as a context menu, which you open by clicking the right mouse button anywhere in the view window).

The names of the six file-type-specific menus are:

- **Document** for word-processing and text files
- **Spreadsheet** for spreadsheet files
- **Database** for database files
- **Bitmap** for bitmap graphic files (BMP, GIF, TIF, etc.)
- **Drawing** for vector graphic and presentation files (WMF, SDW, Freelance, PowerPoint, etc.)
- **Archive** for compressed files (PKZIP, TAR, UUE, etc.)

For details on the file-type-specific commands in these menus, see [Chapter 5](#).

### To use file-type-specific commands

- Do one of the following:

- On the menu to the right of the **Options** menu on the main menu bar, click the command you want.
- Position the cursor anywhere in the view window, press the right mouse button to display the context menu, and click the command you want.

## Viewing Multiple Files

➤

Once you've displayed a file in the view window, you can tear it off into its own window, making the main view window available for viewing a different file. You can do this several times to view several files at once, and you can toggle among them.

### To view multiple files

1. Do one of the following:

- On the **File** menu, click **Tear Off**.
- Press F8.
- Position the cursor in the file information area along the top edge of the view window. When the cursor changes to the shape of a hand, press the mouse button and drag until the window displaying the file separates from the main view window.

Quick View Plus clears the main view window and displays the file in a torn off window.

2. Do one of the following to view the next file:

- Double-click the filename in the **Files** list.
- Click the filename and click the **View** button



on the toolbar.

- Click the filename and click **View** on the **File** menu.
- Click the filename and press F4.
- Click **Open** on the **File** menu (or press F3) and select a file as you would in any other Windows program.

Quick View Plus displays the selected file in the main view window.

3. Repeat Steps 1 and 2 for each additional file you want to view.

## Working with Multiple View Windows

➤

Each torn-off view window has its own abbreviated toolbar with buttons for copying, printing, launching, and searching.

You can cycle among multiple view windows, and you can use the appropriate file-type-specific menu for each window. By using the **Options** command on that menu, you can also set different options for displaying and printing them.

The Clipboard options in effect for the main view window apply to all torn-off view windows. (For more information about customizing the Clipboard, see [Customizing the Clipboard Format.](#))

**Note** You cannot tear off a torn-off view. Closing Quick View Plus closes all torn-off views.

---

### To cycle among multiple view windows

➤

Press ALT+TAB.

### To display the file-type-specific menu for a torn-off view

➤

Do one of the following:

➤

Position the cursor anywhere in the torn-off view window, press the right mouse button to display the context menu, and click the command you want.

➤

Press ALT, SPACEBAR to display the window menu. At the bottom of the window menu, click the file-type-specific command (**Document, Spreadsheet, Database, Bitmap, Drawing, or Archive**). In the submenu, click the file-type-specific command you want.

For details on file-type-specific commands, see [Chapter 5](#). For information on setting options for displaying, printing, and the Clipboard, see [Chapter 6](#).

## Printing

You can print all or part of any file displayed in the view window. By default, Quick View Plus uses 10-point Arial for text, and it prints each page with a header containing the filename on the left and the page number on the right.

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

For more information about printing, see your Windows documentation.

### To print a file from the view window

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, specify the print range, print quality, and number of copies.
3. If you want to change the default font, header, or page margins used by Quick View Plus, click **Options** in the **Print** dialog box, make your changes in the **Print Options** dialog box, and click **OK** to return to the **Print** dialog box.
4. If you want to change to a different printer, page orientation (portrait or landscape), or paper size or source, click **Setup**, make your changes in the **Print Setup** 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 the sections on the appropriate file types in [Chapter 5](#).

To customize how Quick View Plus copies specific types of files to the Clipboard, see [Chapter 6](#).

[Copy entire file to Clipboard](#)

[Copy part of file to Clipboard](#)



### To copy an entire file to the Clipboard



1. On the **Edit** menu, click **Select All**.

2. Do one of the following:

➤ On the **Edit** menu or the context menu (opened by clicking the right mouse button anywhere in the view window), click **Copy**.

➤ Click the **Copy to clipboard** button



## 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. Do one of the following:

➤ On the **Edit** menu or the context menu (opened by clicking the right mouse button anywhere in the view window), click **Copy**.

➤ Click the **Copy to clipboard** button



**Note** If the **Paste** command appears dimmed on the **Edit** menu after you copy to the Clipboard, you may have copied an incompatible format to the Clipboard. For information on Clipboard formats, see [Customizing the Clipboard Format](#).

---

## Opening Files for Editing

After using Quick View Plus to browse or search for a specific file and then quickly view it, you can start the program used to create it (if the program is on your computer) directly from Quick View Plus. You don't have to take the extra steps of exiting or switching from Quick View Plus to Program Manager and starting the program from there.

To start the program used to create a file, Quick View Plus must recognize the file format and know the command that runs the program. During installation, you had the option of instructing Quick View Plus to search your local drives for information about installed programs and the commands that start them. If you chose not to do this, you can do it at any later time by [customizing the launch options](#).

**Note** If you try to launch a program for which Quick View Plus does not have the necessary information, the **Launch Application Setup** dialog box appears. For information about using this dialog box to give Quick View Plus the information, see [Customizing the Launch Options](#).

---

[Launch the program used to create a file](#)

**To start (launch) the program used to create a file displayed in the view window**

- 
- Do one of the following:
- On the toolbar, click the **Launch** button



- Press F7.
- On the **File** menu, click **Launch**.

**Note** Some programs cannot be run from within Windows or cannot load a file while starting the program. For a list of these programs, see the README file in the QVP directory.

---

## Finding Text

You can use Quick View Plus to find specific text quickly in a file without having to start the program used to create the file.

### To find text

1. Do one of the following:

- › On the toolbar, click the **Search** button



- › Press CTRL +S.
- › On the **Edit** menu, click **Search**.

2. In the **Find** dialog box, type the text you want to find.

3. To specify the direction of the search, select **Forward** or **Backward**.

4. If you want to find only text that matches the capitalization of the text in the **Text to find** box, select the **Match case** check box.

5. Click **Find**.

Quick View Plus finds and highlights the first occurrence of the text before or after the position of the cursor in the viewed document.

6. If you want to find other occurrences of the text, do one of the following:

- › To find the next occurrence of the text, either click the **Search Next** button



, or press CTRL +N, or click **Search Next** on the **Edit** menu.

- › To find the previous occurrence of the text, either click the **Search Previous** button



, or press CTRL +P, or click **Search Previous** on the **Edit** menu.

## Managing Files

You can use Quick View Plus to manage and organize your files quickly and easily, regardless of whether you decide to view them. You can:

- › [Copy](#) files
- › [Move](#) files
- › [Delete](#) files
- › [Rename](#) files

## Copying Files

➤

When you copy a file, you duplicate it in a different location. You can copy files to another directory and/or drive.

### To copy files

1. Click the first file you want to copy.

2. If you want to copy 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:

➤ Click the **Copy** button



➤ On the **File** menu, click **Copy**.

➤ Press F10.

4. In the **Copy** dialog box, do either of the following:

➤ Type the full pathname for the new location in the **To** box.

➤ Click **Browse** and then select a drive and/or directory under **Destination**:

➤ To select a drive and display the directories on it, double-click the drive name.

➤ To select a directory and display the subdirectories in it, double-click its name.

➤ To select a directory or subdirectory, double-click its name.

➤ To move up to the next level in the hierarchy, double-click **[..]**.

The **To** box changes to reflect your selections.

5. If you do not want to display a prompt asking you to confirm that you want to overwrite a file of the same name, clear the **Confirm before overwriting** check box.

6. Click **OK** or press ENTER.

## Moving Files

➤

When you move a file, you copy it to a different location and *delete* the original. You can move to files to another directory and/or drive.

### To move files

1. Click the first file you want to move.

2. If you want to move 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:

➤ Click the **Move** button



➤ On the **File** menu, click **Move**.

➤ Press F11.

4. In the **Move** dialog box, do either of the following:

➤ Type the full pathname for the new location in the **To** box.

➤ Click **Browse** and then select a drive and/or directory under **Destination**:

➤ To select a drive and display the directories on it, double-click the drive name.

➤ To select a directory and display the subdirectories in it, double-click the directory name.

➤ To select a directory or subdirectory, click its name.

➤ To move up to the next level in the hierarchy, click [**..**].

The **To** box changes to reflect your selections.

5. If you do not want to display a prompt asking you to confirm that you want to overwrite a file of the same name, clear the **Confirm before overwriting** check box.

6. Click **OK** or press ENTER.



## Deleting Files



When you delete a file, you remove it from the disk.

### To delete files

1. Click the first file you want to delete.

2. If you want to delete 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:



Click the **Delete** button



➤ On the **File** menu, click **Delete**.

➤ Press **F12** (unless you are using NetWare).

4. Do one or more of the following:

➤ In the **Delete** dialog box, click **OK**.

➤ If you selected multiple files for deletion and want to confirm each deletion, select the **Confirm before deleting** check box.

If you selected the **Confirm before deleting** check box, Quick View Plus displays the name of each file and asks for confirmation before deleting it. Click **Yes** to delete it or **No** to skip to the next file.

## Renaming Files

➤

When you rename a file, you change the name of an existing file *without* creating a duplicate.

### To rename files

1. Click the first file you want to rename.
2. If you want to rename 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:
  - On the **File** menu, click **Rename**.
  - Press F9.
4. Under **To** in the **Rename** dialog box, type a new name for the file.

You can use wildcards to rename multiple files whose names contain the same sequence of characters. (The wildcard character (\*) represents one or more characters you don't want to change.) For example, if you had files named **tutor.txt**, **tutor.doc**, and **tutor.xls**, you could rename them to **test.txt**, **test.doc**, and **test.xls** by selecting all three and typing **test.\*** in the **To** box. Or if you had files named **letter1.old**, **letter2.old**, and **letter 3.old**, you could rename them to **letter1.new**, **letter2.new**, and **letter 3.new** by selecting all three and typing **\*.new** in the **To** box.

5. Click **OK** or press ENTER.

## 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)
- A list of search keywords (Search)

### To get Help on a specific topic

1. If you are not familiar with Windows help, click **How to Use Help** on the **Help** menu and read the instructions.
2. Do one of the following:
  - To display a list of task-oriented and reference topics, click **Contents** on the **Help** menu, or press F1.
  - To display a list of search keywords, click **Search For Help On** on the **Help** menu and then follow the instructions on the screen.

## **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.

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

[Close torn-off view window](#)

[Close view in main window](#)

[Exit Quick View Plus](#)

### To close a torn-off view window

- 
- Close the window as you would in any Windows program by doing one of the following:
- Double-click the control-menu box at the far left on the title bar of the torn-off view window.
- Click the control-menu box at the far left on the title bar and click **Close** on the window menu.
- Press ALT+F4.

**To close the view in the main window**

- 
- Do one of the following:
- On the **File** menu, click **Close**.
- Press F5.

### To exit Quick View Plus

- ›
- › Do one of the following:
- › Double-click the control-menu box at the far left on the title bar of the **Quick View Plus** window.
- › Click the control-menu box at the far left on the title bar and click **Close** on the window menu.
- › Press ALT+F4.
- › On the **File** menu, click **Exit**.

# Chapter 5: Working with Specific File Types

Quick View Plus provides file-type-specific options and features that help you view and manage files and elements of these types:

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

You can also use the options described in [Chapter 6](#) to change the defaults for:

- › [Display](#)
- › [View format](#)
- › [Printing](#)
- › [Clipboard format](#)
- › [Launching](#) (starting) the program used to create a viewed file



## **Word-Processing Files**

[Working with Word-Processing Files](#)

[Working with Tables in Word-Processing Files](#)

[Working with Graphics in Word-Processing Files](#)

[Working with OLE Objects in Word-Processing Files](#)

## **Working with Word-Processing Files**

[Quick View Plus word-processing file features](#)

[Select viewing mode](#)

[Copy quickly to your word-processor](#)

## **Working with Tables in Word-Processing Files**

[Select an entire row](#)

[Select a cell](#)

[Copy a table into Ami Pro](#)

## **Working with Graphics in Word-Processing Files**

[Copy all or part of a graphic](#)

[Print an embedded graphic](#)

[Start the program used to create the graphic](#)

## **Working with OLE Objects in Word-Processing Files**

[View or open an OLE Object](#)

## **Working with Word-Processing Files**

➤

For word-processing files, Quick View Plus supports the formatting features for viewing, printing, and copying to the Clipboard:

➤ **Microsoft Word styles** including paragraph and character styles.

➤ **Font** if the original font (with the same name) is on your computer. If it is not, the Windows font mapping system maps the font to the closest equivalent it can find. If no font information is available (as with text files and some DOS word-processing file types), Quick View Plus uses the default display typeface.

➤ **Text and paragraph formatting** including bold, italic, and underlining; line spacing and height; paragraph alignment, spacing, and indents; tab locations and types; nonbreaking spaces, hard hyphens, and dynamically inserted information (date, time, and page numbers).

## Quick View Plus word-processing file features

➤

Quick View Plus offers the following features to help you view and work with word-processing files:

- **Standalone version of Quick View Plus** You can run Quick View Plus as a standalone program directly from a menu in your word processor (see [Starting from Windows Word Processors](#)).
- **Viewing modes** You can view files in Draft, Normal, or Preview mode.
- **Single-step copying and pasting to your word processor** You can copy all or part of a viewed file, switch back to your word processor, and paste what you copied, all in a single step.
- **Tables** You can view tables, and you can copy entire tables, or individual rows or cells of tables, from the view window to Ami Pro, HTML, Microsoft Word for DOS 6.0, Microsoft Word for Windows, WordPerfect for DOS 5.x and 6.0, and WordPerfect for Windows. (For the latest list, see the README file.)
- **Graphics** The view window initially displays placeholders for graphics in word-processing files, but you can display graphics in a torn-off view (**Embedded Object** window) by double-clicking a placeholder. You can then select all or part of a graphic, copy it to the Clipboard, and paste it into Ami Pro, Microsoft Word for DOS 5.x and 6.0, Microsoft Word for Windows, Microsoft Works for Windows (word processor), Microsoft Windows Write, WordPerfect for DOS 5.x and 6.0, or WordPerfect for Windows. (For the latest list, see the README file.) You can also start the program used to create the graphic (if the program is on your computer).
- **Objects created with object linking and embedding (OLE)** You can copy OLE objects from the view window to Ami Pro, Microsoft Word for Windows, Microsoft Works for Windows (word processor), Microsoft Windows Write, and WordPerfect for Windows.

### To select a viewing mode for word-processing files

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

---

To display text with ...	Click with ...
A single font (the default font, selected from the <b>Display Options</b> dialog box, reached from the <b>Display</b> command on the <b>Options</b> submenu of the <b>Document</b> menu), with character formatting (bold, italic, etc.), paragraph alignment, spacing, and tabs, but no embedded objects	<b>Draft</b>
All fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects	<b>Normal</b>
Line wrapping and page margins, including columns; all fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects; headers and footers	<b>Preview</b>

---

### To copy quickly to your word processor in a single step

-



**Note** If you have selected any portion of an open file in your word processor, the selection from the view window overwrites that portion of the open file.

---

➤ After selecting the text you want to copy from the view window (or after selecting the entire file by clicking **Select All** on the **Edit** menu), click **Paste to [Your Word Processors Name]** on the **Edit** menu.

Quick View Plus switches to your word processor and pastes the selection to the current cursor position (or selection) there.

**Note** If you select a section that contains a graphic or an OLE object and try to copy it to the Clipboard, only the text in the selection is copied.

---

## Working with Tables in Word-Processing Files

➤

When working with tables, note the following:

- **Quick View Plus uses rows, not columns, in tables.** You cannot select a single column or group of columns in a table.
- **Each table cell is treated as a single character.** The cell is the smallest unit of selection; you cannot select part of a cell.

[Select an entire row](#)

[Select a cell](#)

[Copy a table into AmiPro](#)

**To select an entire row**

- 
- Double-click in the row.

### To select a cell

- 
- Drag the mouse from the left to the right cell border.
- **Ami Pro requires RTF as the Clipboard format for tables.** When copying tables from a Quick View Plus view into Ami Pro, see [To copy a table into Ami Pro.](#)

### **To copy a table into Ami Pro**



1. In the view window, select the cell(s) and/or row(s) you want to copy.
2. On the **Document** menu, click **Options**.
3. On the **Options** submenu, click **Clipboard**.
4. In the **Clipboard Options** dialog box, select the **Rich Text Format** check box.
5. On the Ami Pro **Edit** menu, click **Paste Special**.
6. In the **Formats** dialog box, select **Rich Text Format**.

## Working with Graphics in Word-Processing Files

➤

Normally Quick View Plus displays graphics placeholders at the location where graphics were placed in the file. However, when graphics were created or placed in a frame, these exceptions apply:

- **Microsoft Word** The graphic and its frame are displayed directly above the paragraph in which they were placed.
- **Ami Pro** If the frame is formatted as Flow With Text or With Paragraph Above, the graphic placeholder is displayed where the graphic was placed. However, if the frame is formatted as Where Placed, Repeat All Pages, or Repeat Left/Right Pages, Quick View Plus does not display it.
- **WordPerfect** Rotated graphics in WordPerfect are not rotated in Quick View Plus.

After displaying a word-processing file in the view window, you can do the following with any graphics it contains:

- [Copy all or part of a graphic](#)
- [Print a graphic](#)
- [Start the program used to create the graphic](#) (if the program is on your computer)

When you copy graphics from word-processing files to the Clipboard, you must use [To copy all or part of a graphic embedded in a word-processing file](#). You cannot copy graphics from word-processing documents directly from the Document view to the Clipboard. If you select a section of the viewed document that contains a graphic and try to copy it to the Clipboard, only the text in the selection is copied.

## To copy all or part of a graphic embedded in a word-processing file



1. With the word-processing file displayed in the view window, double-click the graphics placeholder (an empty rectangle) or the graphic.

Quick View Plus opens a torn-off view of the graphic (in the **Embedded Object** window) without closing the original document view.

2. 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. Click the **Copy** button  .

## To print a graphic embedded in a word-processing file



1. With the word-processing file displayed in the view window, double-click the placeholder (an empty rectangle initially displayed for the graphic).

Quick View Plus opens a torn-off view of the graphic (in the **Embedded Object** window) without closing the original document view.

2. Click the **Print** button  .



## To start the program used to create a graphic in a word-processing file



1. With the word-processing file displayed in the view window, double-click the placeholder (an empty rectangle) for the graphic.

Quick View Plus opens a torn-off view of the graphic (in the **Embedded Object** window) without closing the original document view.

2. Click the **Launch** button .

Quick View Plus starts the program used to create the graphic (if the program is on your computer).

## Working with OLE Objects in Word-Processing Files

After displaying a word-processing file in the view window, if it contains objects created through object linking and embedding (OLE), you can view them in a separate window or start the program used to create them (if the program is on your computer). When you view an object in a separate window, you can copy all or part of it to the Clipboard, and you can print it [as described for graphics](#).

**Note** You cannot copy OLE objects from word-processing documents directly from the Document view to the Clipboard. If you select a section that contains an OLE object and try to copy it to the Clipboard, only the text in the selection is copied.

---

[View or open an OLE object](#)

### To view or open an OLE object



Double-click the object.

If you the program that created the object is on your computer, Quick View Plus starts that program and loads the object. If you do not, Quick View Plus opens a torn-off view of the object (in the **Embedded Object** window).

## Spreadsheet and Database Files

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

- [Show or hide the gridlines](#)
- [Display any sheet in a multiple-sheet file](#)
- [Select among individual sheets in multiple-sheet files](#)
- [Select data \(rows, columns, or sections\) for copying to the Clipboard](#)

### To show or hide gridlines in spreadsheet and database files

- 
- On the **Spreadsheet** or **Database** menu, or on the 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:



### **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, etc.) in the view window, you can:

- [Adjust the display:](#)
- Change the display size
- Rotate the bitmap
- Zoom in or out
- Dither the colors
- [Copy all or part of the bitmap to the Clipboard](#)



## To adjust the display of bitmap files

- 
- On the **Bitmap** menu or on the 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	<b>Show Full Screen</b>
Change the display size of the bitmap:	<b>Size;</b> then click:
<ul style="list-style-type: none"> <li>➤ Display the bitmap in its original size</li> </ul>	<b>Original Size</b>
<ul style="list-style-type: none"> <li>➤ Size the bitmap so that it uses the entire view window, taking the dimension of the height or width, whichever is smaller</li> </ul>	<b>Fit to Window</b>
<ul style="list-style-type: none"> <li>➤ Size the bitmap so that it uses the entire height of the view window, regardless of width</li> </ul>	<b>Fit to Window Height</b>
<ul style="list-style-type: none"> <li>➤ Size the bitmap so that it uses the entire width of the view window, regardless of height</li> </ul>	<b>Fit to Window Width</b>
Rotate the bitmap to the right	<b>Rotation</b> ; then click:
	➤
	<b>None</b>
	➤ <b>90</b>
	➤
	<b>180</b>
	➤

---

Zoom in or out on all or part of the bitmap: **Zoom;** then click:

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

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

---

### 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 (WMF, SDW, Freelance, PowerPoint, etc.) in the view window, you can:

- [Adjust the display:](#)
- Change the display size
- Zoom in or out
- [Copy all or part of the drawing to the Clipboard](#)

## To adjust the display of drawing files

- 
- On the **Drawing** menu or on the 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	<b>Show Full Screen</b>
Change the display size of the drawing:	<b>Size</b> ; then click:
➤ Display the drawing in its original size	<b>Original Size</b>
➤ Size the drawing so that it uses the entire view window, taking the dimension of the height or width, whichever is smaller	<b>Fit to Window</b>
➤ Size the drawing so that it uses the entire height of the view window, regardless of width	<b>Fit to Window Height</b>
➤ Size the drawing so that it uses the entire width of the view window, regardless of height	<b>Fit to Window Width</b>
➤ Size the drawing so that it uses the entire width and height of the view window	<b>Stretch to Window</b>

---

Zoom in or out on all or part of the drawing: **Zoom**; then click:

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

### 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, UUE, etc.) in the view window, Quick View Plus displays a tree-like representation of the archives 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 file from the archive](#)
- [Extract selected files from the archive](#)
- [Extract all files from the archive](#)

## To view an archived file



1. In the view window, do one of the following:



Double-click the filename.



On the **Archive** menu or the context menu (opened by clicking the right mouse button anywhere in the view window), click **View This File**.

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

2. Do any of the following:



To start the program used to create the file, click the **Launch** button



To print the file, click the **Print** button



To search for specific text in the file, click the **Search** button



, enter the text and the appropriate information about case and direction in the **Find** dialog box, and click **Find**. To find other occurrences of the text, click the **Search Next**



or **Search Previous**



button on the toolbar of the new view window.



To copy any part of the file to the Clipboard, drag the mouse to select what you want to copy, and then click the **Copy to Clipboard** button



### To extract one file from an archive



1. Click the filename in the view window.
2. On the **Archive** menu or on the 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 a name for the uncompressed file, and the path to where you want to save it.



### To extract selected files from an archive



1. Press CTRL and click each filename in the view window.
2. On the **Archive** menu or on the 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 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](#).

**Note** If you are viewing multiple-file UUE files or want to link between HTML files using file-defined links, all the files you need must be saved in the same directory.

---

## **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](#)

[Copy embedded graphics or OLE objects to the Clipboard](#)

### **To display embedded (OLE) objects**

- 
- In the view window, double-click the placeholder (an empty rectangle initially displayed for the OLE object).

If the program that created the object is on your computer, Quick View Plus starts the program and loads the object into it. If it is not, Quick View Plus starts a new session and displays the object in the sessions view window.

## To copy embedded graphics or OLE objects to the Clipboard

➤

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

If the program that created the object is on your computer, Quick View Plus starts the program and loads the object into it. If it is not, Quick View Plus starts a new session and displays the object in the sessions view window.

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**.

**Note** You cannot copy an embedded graphic or OLE object from a word processing file directly to the Clipboard. If you select a section that contains a graphic and try to copy it to the Clipboard, only the text is placed on the Clipboard.

---



## 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:

- **Display** show or hide the toolbar, 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 specify 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)
- **Launch options** specify new paths to the commands that start programs with which you integrated Quick View Plus during installation

## Customizing the Display

You can 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 and databases (turn gridlines on or off), and archive files (specify a sorting order).

[Hide/show the toolbar](#)

[Display defaults](#)

[Customize the display](#)

### To hide/show the toolbar

- 
- On the **View** menu, click **Show Toolbar** or **Hide Toolbar**.

## Display defaults



Quick View Plus uses the following defaults to display files:

---

File Type or Origin	Default
Files for which no font information is available	10-point Arial; ANSI 8 bits (the Windows character set, with extended characters)
Word-processing files in Draft mode	
ASCII and ANSI text files	
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
---------	--

---

## To customize the display



1. On the file-type-specific menu (**Document**, **Spreadsheet**, **Bitmap**, etc.) to the right of the **Options** menu, or on the context menu (opened by clicking the right mouse button anywhere in the view window), click **Options**.
2. On the **Options** submenu, click **Display**.
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 unknown file types* (files whose type cannot be identified by Quick View Plus), select the appropriate option button.
  - 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 list the files in an archive in an order other than the order in which they were added to the archive, 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

When Quick View Plus recognizes the format of a file, the initial view is the Normal view. However, you can specify the format in which you want to view files.

### To specify the view format

- On the **View** menu, click one of the following:
- **Normal View**
- **ASCII View**
- **Hex View**

## Customizing Printing

[Printing defaults](#)

[Change the print settings](#)

## Print Defaults



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



## To change the print settings



1. On the file-type-specific menu (to the right of the Options menu), or on the context menu (opened by clicking the right mouse button anywhere in the view window), click **Options**.
2. On the **Options** submenu, click **Print**.
3. In the **Print Options** dialog box, 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 <b>Default font</b> , click <b>Change</b> , and then select a font in the <b>Font</b> dialog box.
Specify whether to print a header	Under <b>Header &amp; Header font</b> , click <b>Print header</b> to select or clear it.
Change the font for the header	Under <b>Header &amp; Header Font</b> , click <b>Change</b> , and then select a font in the <b>Font</b> dialog box.
Specify what to print on the left side of the header	Type the text in the <b>Job Name</b> 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 **Use margins and paper size of original document, if known** check box.

---

Change the settings for *spreadsheets*

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

---

Change the settings for *databases*

Click **More** and then, in the **More Print Options** dialog box, click the appropriate check boxes under **Database** to

select or  
clear them.

---

Change the  
settings for  
*bitmaps*

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

---

Change the  
settings for  
*drawings*

Click **More**  
and then, in  
the **More**  
**Print**  
**Options**  
dialog box,  
click the  
appropriate  
check boxes  
under  
**Drawings** to  
select or  
clear them.

---

4. Click **OK**, and then **OK** again.

## Customizing the Clipboard Format

[Clipboard defaults](#)

[Customize the clipboard](#)

## Clipboard Defaults



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

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<b>Characteristic</b>	<b>Default</b>
File formats	➤ 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; usually DOS-based formats)	10-point Arial
Spreadsheet data	Copies as a table
Database data	Copies as a table and includes field names

---

## To customize the Clipboard format and fonts



1. On the file-type-specific menu (**Document, Spreadsheet, Bitmap, etc.**) to the right of the **Options** menu, or on the context menu (opened by clicking the right mouse button anywhere in the view window), click **Options**.
2. On the **Options** submenu, click **Clipboard**.
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 <b>Change</b> , and then select a font in the <b>Font</b> dialog box.
Specify how <i>spreadsheet</i> data is formatted when pasted to your word processor:	Click <b>More</b> and then, under <b>Spreadsheet</b> in the <b>More Clipboard Options</b> dialog box, click: <ul style="list-style-type: none"><li>➤ To use table format    ➤ <b>Copy as table</b></li><li>➤ To omit tabs for blank fields    ➤ <b>Copy using optimized tabs</b></li><li>➤ To include tabs for blank fields    ➤ <b>Copy using tabs</b></li></ul>
Specify how <i>database</i> data is formatted when pasted	Click <b>More</b> and then, under <b>Database</b> in

to your word processor: the **More Clipboard Options** dialog box, click:

- To use table format as table
  - To omit tabs for blank fields using optimized tabs
  - To include tabs for blank fields using tabs
  - To include field names in the pasted area **Include field names**
- 

## Customizing Launch Options

During installation, you had the option of instructing Quick View Plus to search your local drives for information about installed programs and the commands that start them (so that Quick View Plus can start the programs directly from the view window). You can give Quick View Plus this information (or change the information you provided during installation) at any later time by customizing the launch options as described in this section.

You can customize the launch options for any of these reasons:

- You forgot to give Quick View Plus the information during installation.
- You have installed new programs or upgraded existing ones and want to be able to start them from the view window.
- You have moved programs to different drives or directories.
- You want to add command-line delimiters to start programs in specific modes.

[Customize launch options](#)

## To customize launch options



1. Do one of the following:

➤ On the **Options** menu, click **Launch**.

➤ While viewing a file for which Quick View Plus does not have launch information, either click the **Launch** button



or press F7 or click **Launch** on the **File** menu.

2. In the **Application Name** list in the **Application Launch Information** dialog box, click the name of the program for which you want to provide the execution command (the command that starts the program).

If Quick View Plus already has an execution command for that program, the command appears in the **Current Execution Command** box. If it does not, the box is empty.

3. Click **Modify**. (You cannot type into the **Current Execution Command** box.)

4. In the **Launch Application Setup** dialog box, do one of the following:

➤ If you know the command that starts the program, type the full path to it in the **Command** box.

➤ If you do not know the command that starts the program, do either of the following:

➤ Click **Browse**, select the command in the **Browse** dialog box, and click **OK**.

➤ Click **Search** to have Quick View Plus search your hard drives (it does not search network drives) for the command, and then click **OK** when Quick View Plus displays it in the **Searching for Application** dialog box. (Click **Continue** if Quick View Plus finds the wrong command, or click **Cancel** if you want to stop the search.)

The command appears in the **Launch Application Setup** dialog box.

5. Click **OK** to insert the command into the **Launch Application Setup** dialog box.

6. Do one of the following:

➤ If you displayed the **Launch Application Setup** dialog box from the **Launch Options** menu, click **OK** to save your settings.

➤ If you displayed the **Launch Application Setup** dialog box by clicking **Launch** on the **File** menu or by clicking **Launch**, click **OK** to start the program.

**Note** For more information on customizing Launch options, see the README file in the QVP directory.

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## Chapter 7: Using Quick View Plus as an Add-On to Other Programs

When you run Quick View Plus as an add-on to programs other than word processors, it displays a somewhat different **Quick View Plus** window with a slightly smaller set of features. With the Quick View Plus add-on, you can:

- Quickly view and print files from within other programs on your computer
- Copy to the Clipboard
- Search for specific text in viewed files
- Start the programs used to create the files (if you have those programs)

The following features are *not* available when you run Quick View Plus as an add-on:

- File management (copying, moving, deleting, and renaming files)
- **Select All** (you must select text or graphics by dragging the mouse)
- Shortcut keys
- Tear off (you cannot have multiple view windows open at the same time)

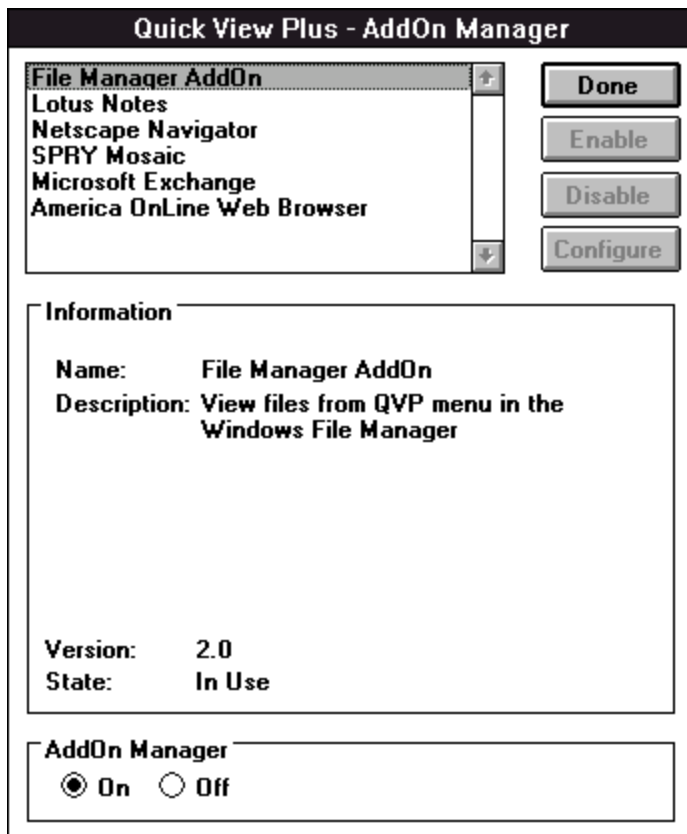
## Using the AddOn Manager to Add or Remove Integrations

The Quick View Plus AddOn Manager keeps track of the programs with which you integrated Quick View Plus when you ran the installation program. You can use the AddOn Manager to enable or disable integration with any of those programs (that is, make Quick View Plus unavailable from them). For example, you might want to launch all your e-mail attachments rather than view them first.

### To add or remove integrations

1. In Program Manager, double-click the program group in which you installed Quick View Plus (the default is **Quick View Plus**).
2. Double-click the **QVP AddOn Manager** icon.

The **Quick View Plus - AddOn Manager** dialog box appears. Its content reflects the programs with which you integrated Quick View Plus during installation.



3. Do one or more of the following:
  - To display information about any program with which Quick View Plus is integrated, click its name in the list.
  - To make the Quick View Plus viewers or add-on interface available from a program, click the program name and then click **Enable**.
  - To make the Quick View Plus viewers or add-on interface unavailable from a program, click the program name and then click **Disable**.

**Note** The **Enable** and **Disable** buttons are unavailable for programs that are running.

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- To configure how the Quick View Plus viewers or AddOn interface interacts with selected programs, click **Configure**. (See the README folder for additional information about this feature.)
  - To control whether the AddOn Manager is loaded when Windows starts, click **On** or **Off**.
4. Click **Done**.

# Appendix: Shortcut Keys

Quick View Plus provides the following shortcut keys:

<b>K e y</b>	<b>Fun ctio n</b>	<b>Explanatio n</b>
F 2	Zoo m/ Unz oom	Expands the view window to fill the entire <b>Quick View Plus</b> window (Zoom) and returns it to normal size (Unzoom).
F 3	Ope n	Displays the Windows <b>Open</b> dialog box so you can select a file for viewing.
F 4	View	Displays the file (selected in the <b>Files</b> list) in the view window.
F 5	Clos e	Closes the file in the main view window.
F 6	Print	Displays the <b>Print</b> dialog box so you can print the file displayed in the view window.
F 7	Laun ch	Starts the program used to

		create the file displayed in the view window.
F 8	Tear Off	Moves the file displayed in the main view window to a torn-off (separate) view window so you can view another file in the main view window.
F 9	File Rename	Displays the <b>Rename</b> dialog box so you can rename the selected file.
F 1 0	File Copy	Displays the <b>Copy</b> dialog box so you can copy the selected file.
F 1 1	File Move	Displays the <b>Move</b> dialog box so you can move the selected file.
F 1 2	File Delete	Displays the <b>Delete</b> dialog box so you can delete the selected file.

**Note to NetWare users:** You must reconfigure your NetWare hotkey from F12 to any other available control key, or disable the NetWare hotkey abilities in the NetWare Settings dialog.

C T R L - A	Select All	Selects the entire file displayed in the view window so you can copy it to the Clipboard.
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C T R L - S	Search	Displays the <b>Find</b> dialog box so you can specify text to find in the file displayed in the view window.
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C T R L - P	Search Previous	Finds the previous occurrence of the text you specified in the <b>Find</b> dialog box.
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C T R	Search Next	Finds the next occurrence
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-  
N

of the text  
you  
specified in  
the **Find**  
dialog box.

+  
(k  
e  
y  
p  
a  
d  
)

View  
Next  
File

Displays  
the next file  
from the  
**Files** list in  
the view  
window.

-  
(k  
e  
y  
p  
a  
d  
)

View  
Previ  
ous  
File

Displays  
the  
previous  
file from  
the **Files**  
list in the  
view  
window.

