

Welcome to Quick View Plus

Quick View Plus gives you easy access to files created in over 225 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. Here are some of the key features you will find in Quick View Plus:

View virtually any file

Quick View Plus allows you to overcome the viewing restrictions created by different platforms, formats, and software versions. You are instantly enabled to see and work with fully-formatted views of more than 225 Windows, DOS, Macintosh, and Internet formats including text, spreadsheet, graphic, database, presentation, and compressed files including PKZIP™, as well as HTML and UUE.

Print files

Quick View Plus provides you with the fastest way to view and print all or part of one or multiple files, or you may quickly print files without even viewing them.

Copy and paste viewed files

After viewing a file, you can copy all or a portion of any file, or select text for copying, then paste the selection into an application.

Quick Compress

With files in your file system, Quick View Plus allows you to create new ZIP files of that file, or add a viewed file to existing ZIP archive files that can be read by other ZIP-related products (PKZIP™, WinZip®, and Zip Magic®, just to name a few). This feature of Quick View Plus is available from the context menu in Windows Explorer, the Quick View Plus file navigation pane, or any application that supports the Explorer context menu. You can also delete individual files from existing ZIP archive files.

AutoZip e-mail attachments

When you attach files to e-mail messages, Quick View Plus will automatically compress attached files when sent or saved in Microsoft Exchange, Outlook, and Lotus Notes clients. Before e-mail attachments are compressed, you can specify the minimum size of attachments to be automatically compressed.

Search for text

By simply using the Find command on the Quick View Plus toolbar, you can utilize a fast, powerful text search function in any viewed file containing text, including word processing, spreadsheet, presentation, Internet, and executable file formats. All text search matches are highlighted.

Zoom and rotate

You can zoom in or out on viewed files which will enlarge or reduce the font (for word processing, spreadsheet, database, or archive files), or enlarge or reduce the entire viewed file (for bitmap, drawing, and presentation files). You may also rotate bitmap files in 90° increments.

System-to-system information sharing

With Quick View Plus, you can transfer data between Windows, Macintosh, and DOS word processing and presentation programs.

View embedded objects

Embedded objects created through object linking and embedded (OLE) can be quickly and easily viewed in Quick View Plus

Start a viewed file's application

With a simple click of the launch application toolbar button, you can launch the application used to create the file you are viewing, with the file open and ready for editing in the application, even if that file does not have the correct file extension for its type.

File Navigation Panes

The Quick View Plus viewing environment provides you with two-pane navigation, allowing you to quickly navigate through your file system and use the same Quick View Plus window to view any files you choose. The file navigation panes can be oriented in either a left-hand or top-attachment manner within a Quick View Plus session.

Browse previously-viewed files

With the left and right arrow buttons on the Quick View Plus toolbar, you can quickly browse forward and back the files you have previously viewed in the same Quick View Plus view window.

Netscape plug-ins

Quick View Plus can use Netscape plug-ins to view certain file types within the Quick View Plus view window.

Integration

Quick View Plus integrates with the latest browser and e-mail applications, and can host multimedia plug-ins, allowing you to seamlessly view within these programs file formats that they do not support.

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

- Internet
- E-mail
- Networks

Quick View Plus integrates seamlessly into Windows 2000, Windows 98, Windows 95, Windows NT 4.x, numerous Windows programs, and the most popular World Wide Web browsers and email programs, so it's always there when you need it.

Quick View Plus enhances the Quick View feature in Windows 98, Windows 95, and Windows NT 4.x giving you 225 file types for viewing, copying and printing.

System Requirements

Quick View Plus works on any system running Windows 2000, Windows 98, Windows 95, or Windows NT 4.x. A minimum installation requires approximately 16MB of disk space; a full installation requires approximately 17MB of disk space.

Installing Quick View Plus

You can install Quick View Plus with the options users most commonly use, with the minimum required options, or customize Quick View Plus by choosing only the options you want to install.

Note: To install Quick View Plus on a computer running Windows NT, you must have administrator rights for that computer.

To install Quick View Plus

1. Insert your Quick View Plus CD into your CD-ROM drive. Quick View Plus offers you the choice of installing Quick View Plus, browsing this CD, or exiting the installation.
2. Click on the **Install** icon.
3. Follow the instructions on your screen.

Note: If you don't have **Acrobat Reader** installed on your computer, the Quick View Plus installation program displays a screen that asks if you want to install it. If you choose to install **Acrobat Reader**, the **Acrobat Reader** installation program starts after the Quick View Plus installation finishes.

To install Quick View Plus on a network

- Ø Refer to the Quick View Plus Administrator Notes (included on your Network CD).

To uninstall Quick View Plus

1. Click the **Start** button.
2. Point to Programs, point to Quick View Plus, and then click on Uninstall Quick View Plus.
3. Follow the instructions on your screen.

OR

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

Getting help

If you need help installing or using Quick View Plus, you can access help or contact information directly through the Quick View Plus online help system.

To view online help

- Ø On the Quick View Plus menu bar, click **Help** then select **Help Topics** to view all online help topics.

To view contact information

- Ø On the Quick View Plus menu bar, click **Help** then select **Quick View Plus on the Web**.

Contacting Jasc Software

If you need help installing or using Quick View Plus, contact Jasc Software at the location listed below.

For additional information, open the README file in the Quick View Plus Program Menu; also, check out Inso Corporation's FAQs and technical bulletins at www.inso.com.

Jasc Software, Inc.

Phone:	(952) 930-9171
Fax:	(952) 930-9172
Internet:	qvpsup@jasc.com
World Wide Web:	www.jasc.com
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User's Guide conventions

Within this User's Guide, there are many instructions, specific terms, and references to items within the Quick View Plus program that can help you use Quick View Plus in an effective manner. The guide's conventions below are intended to help you find and use the information with ease.

- Menu names, buttons, and options are printed in bold typeface.
- Dialog box names begin with uppercase letters, and are in bold typeface.
- Notes, tips, and accessory information are bordered top and bottom by a line.

The online help system for Quick View Plus allows you to access help as you do with any Windows program through:

- A list of task-oriented and reference topics
- A list of search keywords
- Full-text index of every word in every Quick View Plus online help topic

Starting from the Program menu

To start Quick View Plus from the Program menu

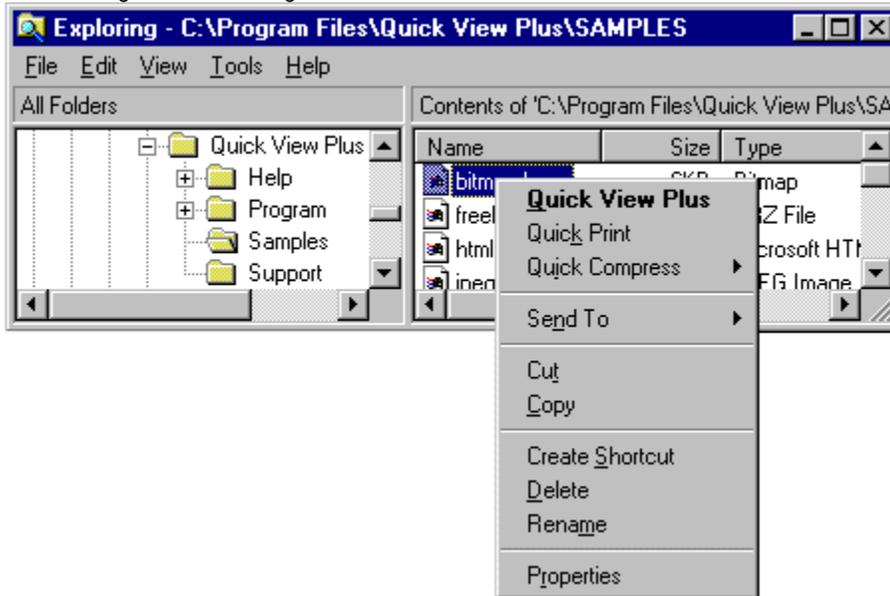
1. Click the **Start** button, point to **Programs**, point to **Quick View Plus**, click on **View a File**.
2. Using the Quick View Plus [file navigation pane](#), navigate to the Quick View Plus Samples directory (the default location is C:\Program files\Quick View Plus\Samples, however if you have installed Quick View Plus in a different location, please navigate to the Samples directory in that location).
3. The contents of the Samples directory are listed below or to the right of the Folder Tree pane (depending on which of the file navigation options have been chosen – a left-hand or top-attachment orientation). Click **once** on Mgfxdrw.drw to view this sample file.

Tip: You need only to click once on files in the Quick View Plus file navigation pane to view them in the view window. Clicking twice on files will initiate their default [editing](#) or viewing application, if it is available on your computer.

Starting from Windows Explorer

To launch a view window from Windows Explorer

1. Click the **Start** button, point to **Programs**, and click **Windows Explorer**.
2. In the left side of the **Exploring** window, navigate to the location where you installed Quick View Plus (the default location is C:\Program files\Quick View Plus), and expand the Quick View Plus folder to display its contents.
3. Click the Samples folder to display its contents in the right pane of the **Exploring** window.
4. Right-click on the Mgfxdraw.drw file to view the Quick View Plus context menu.



5. On the context menu, click **Quick View Plus**.

Selecting additional files to view in the view window

Once you've opened a view window, you can display files (and objects embedded in them) in rapid succession by simply cursoring through the file list in the Folder Contents pane with the **Up** and **Down** arrows on your keyboard. This section uses as examples a [spreadsheet file](#), an [archive file](#), and a [word-processing file](#) with an embedded object to show you how to do this.

To view a spreadsheet file

- Ø In the Folder Contents pane where the file name of a currently-viewed file is highlighted, use your **Up** or **Down** arrow key on your keyboard to highlight the spreadsheet file.
The view window displays the spreadsheet file in place of the file previously displayed. Because this is a spreadsheet file, the menu to the right of the **View** menu changes to **Spreadsheet**.

To view an archive file

1. In the Folder Contents pane where the file name of a currently-viewed file is highlighted, use your **Up** or **Down** arrow key on your keyboard to highlight your archive file (zip file).
The view window displays a tree-like representation of the archive's directory structure with a list of the files in it. The menu to the right of the **View** menu changes to **Archive**.
2. If you want to view the contents of a file in the archive, click the filename and that file will appear in a view window frame below the archive directory structure.
3. If you want to extract (decompress) one or more files from the archive, either:
 - a) Select one or more files in the view window and then, on the **Archive** menu, click **Extract This File**, **Extract Selected Files**, or **Extract All Files**. In the **Choose Destination for Extracted File(s)** dialog box, enter the path to where you want to save the uncompressed file(s).
 - b) Select one or more files in the view window, then right click on a highlighted file name. In the available menu, click **Extract This File**, **Extract Selected Files**, or **Extract All Files**. In the **Choose Destination for Extracted File(s)** dialog box, enter the path to where you want to save the uncompressed file(s).

To view a word processing file and separately save an object embedded in it

1. In the file navigation pane where the file name of a currently-viewed file is highlighted, use your **Up** or **Down** arrow key on your keyboard to highlight your word processing file.
The view window displays the word processing file in place of the file previously displayed. Because this is a word-processing file, the menu to the right of the **View** menu changes to **Document**.
2. To view an object embedded in this file, double-click the graphic.
Quick View Plus displays the object in the **Embedded Object** window.
3. To save a copy of the embedded object, click **Save Copy** on the **File** menu, specify a folder and a name for the copy in the **Save Copy** dialog box, and click **Save**.
4. To close the **Embedded Object** window, click **Close This View** on the **File** menu.

Starting Quick View Plus using sample files

After installing Quick View Plus, you can open a view window from several places in Windows. If you integrated Quick View Plus into any programs or browsers during installation, you can also view documents from within these applications.

When you open a view window, Quick View Plus displays a file-type-specific menu with an appropriate name and appropriate options for the type of file; this menu is to the right of the **View** menu on the main menu bar. If you open a file of a different type in the same window, the menu and its options change accordingly.

This section describes how to start Quick View Plus from:

- [Program menu](#)
- [Windows Explorer](#)
- [Desktop icon](#)
- [Desktop Context menu](#)
- [Taskbar](#)
- [Find command](#)
- [Windows programs](#)
- [Browsers, E-mail programs, and Groupware](#)

This chapter also describes how to [select additional files to view](#) after viewing a file.

Starting from the desktop icon

To start from a desktop icon



1. Double-click the Quick View Plus icon
2. In the Quick View Plus [file navigation pane](#), navigate the Folder Tree to find the folder that contains your file.
3. Click once on the file name in the Folder Contents pane to display the file in the view window.

Starting from the desktop context menu

To start from the desktop context menu

1. On the Windows desktop, right-click the file you want to view.
2. On the context menu, click **Quick View Plus**.
3. Quick View Plus starts, and the selected file is displayed in the view window.

Starting from the Taskbar

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

Ø **Do one of the following:**

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

Starting from the Find command

To start from the Find command

1. Do one of the following:
 - Click the **Start** button, point to **Find**, then click **Files or Folders**.
 - Right-click the **My Computer** icon and click **Find** on the context menu.
2. In the text box provided, specify what to search for and where.
3. Right-click the file you want to view.
4. On the context menu, click **Quick View Plus**.
Quick View Plus starts, and the selected file is displayed in the view window.

Starting from Windows programs

To start from a Windows program

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

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

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

Starting from e-mail programs and groupware

Quick View Plus can be integrated into e-mail programs and groupware, allowing you to easily view files from within these applications. You can integrate Quick View Plus during installation, or at a later time from within Quick View Plus. For instructions, see '[Configuring for applications](#)'. Once Quick View Plus is integrated, you can use it to view and send e-mail attachments without having or starting the programs used to create them.

You can view attachments within the following e-mail programs and groupware with Quick View Plus:

[Eudora](#)
[Lotus cc:Mail](#)
[Lotus Notes](#)
[Microsoft Exchange](#)
[Microsoft Outlook and Microsoft Outlook Express](#)

Eudora

To view attachments in Eudora

- Ø Double-click the name of the attached file. Quick View Plus will start, and the selected attachment is displayed in the view window.

Note: The default setting for viewing attachments in Eudora is that Quick View Plus will only display files for which there is no registered application. However, Quick View Plus can be configured to display all files. To change to this setting, use the **Options** page of the **Properties** dialog in Eudora.

Lotus cc:Mail

To view attachments in Lotus cc:Mail

1. Right-click on the attachment you want to view.
2. Within the context menu, click **Quick View Plus**.
3. Quick View Plus will start, and the selected attachment is displayed in the view window.

Note: Quick View Plus for Windows 2000, 98, 95, and NT 4.x can only be integrated within cc:Mail for Windows 98, 95, and NT 4.x.

Lotus Notes

You can use Quick View Plus to enhance the attachment-viewing capability of Lotus Notes. Quick View Plus integration with Lotus Notes (version 5 only) allows you to view files in a viewing environment that is similar to viewing files in Quick View Plus alone, with a Quick View Plus toolbar and menu options provided. (For information on commands available on the toolbar, see '[Toolbar buttons](#)'.)

For additional information on the attachment-viewing capability of Lotus Notes, see your Lotus Notes User's Guide.

Quick View Plus menus within Lotus Notes

When Quick View Plus is integrated into Lotus Notes and you are viewing an attachment, the **Viewer** menu item is replaced by a file-type-specific menu item; these menu items are **Document**, **Spreadsheet**, **Database**, **Archive**, **Drawing**, and **Bitmap**. When one of these menu items is selected, the drop-down submenu will have the same items available as the Quick View Plus context menu:

- The **Toolbar** menu item displays (checked) and hides (unchecked) the Quick View Plus toolbar directly above the view window (in Lotus R5 and later).
- The **Font Size** menu item contains a submenu that allows you to enlarge, reduce, or reset the size of the font used to display a file in normal or draft mode.
- The **View** and **Size** menu items are specific to the file type being viewed.
- The **Options** menu item displays property sheets for changing the **Display**, **Print**, and **Copy** options.

Microsoft Exchange

To view attachments in Microsoft Exchange

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

Microsoft Outlook and Microsoft Outlook Express

To view attachments in Microsoft Outlook and Outlook Express

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

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

Note: By default, Quick View Plus opens or prints Outlook and Outlook Express file attachments only when the program that created them is not on your computer. However, to save time, you can choose to have Quick View Plus open or print **all** file attachments, even if the program that created them is on your computer. To change this setting, see 'Configure Quick View Plus to work with other [applications](#) and [plug-ins](#)'.

Starting from World Wide Web browsers

To view a file in Netscape Navigator and Communicator, or in Microsoft Internet Explorer

- Ø Within Netscape or Microsoft browsers, you can click on a link that represents a non-HTML file on a server. If integrated with these browsers, Quick View Plus will then view the file within the browser window, along with a Quick View Plus toolbar and menu options. (For information on commands available on the toolbar, see [`Toolbar buttons`](#).) After a file is displayed by Quick View Plus in a browser viewing window, you can right-click within the window to initiate a Quick View Plus context menu, and click the command you want to use.

Using with Netscape Navigator/Communicator and Microsoft Internet Explorer

Quick View Plus can be integrated into World Wide Web browsers, allowing you to easily view supported non-HTML files you may encounter on the Internet. You can integrate Quick View Plus during installation, or at a later time from within Quick View Plus. For instructions on integration with browsers, see ['Configuring for plug-ins'](#). Once Quick View Plus is integrated, you can use it to view and send downloadable World Wide Web files without having or starting the programs used to create them.

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

If you want to set up Quick View Plus to view additional file types from within your browser, see ['Configuring Quick View Plus with Netscape'](#), or ['Configuring Quick View Plus with Microsoft Internet Explorer'](#).

Configuring Quick View Plus with Netscape

To change the way Quick View Plus displays files within the Netscape browser, or to add or remove viewing support for specific file types, use the **Options** page of the **Properties** dialog for Netscape Navigator:

1. While viewing a file in Quick View Plus, click **View** on the menu bar, then **Configure Quick View Plus....**
2. In the **Applications** dialog, select Netscape Navigator then click **Properties...**
3. Click the **Options** tab to see the dialog that configures Quick View Plus' integration with Netscape Navigator or Communicator

Note: Netscape Navigator cannot be running while you are trying to configure Quick View Plus with these applications.

The **Options** dialog consists of a two-column list of the file types viewed by Quick View Plus, and some controls that allow you to modify this list.

MIME type column

This list shows the MIME type for which Quick View Plus establishes itself as a plug-in.

Extensions column

The corresponding extensions are listed in the column to the right of the MIME types. Netscape uses these extensions to determine MIME type of a file when it is not provided by the server. For instance, when looking at an FTP site. MIME types are not included within the files, so Navigator uses these extensions to determine the MIME types of the files. More than one extension can be entered for a single MIME type. For instance, both the extensions tif and tiff are associated with the image/tiff MIME type, so files named picture.tif and picture.tiff would both be identified as image/tiff. Multiple extensions should be separated with commas like so "tif, tiff".

Viewing method

This section is enabled by highlighting one of the MIME types. The viewing method for the highlighted MIME type, Netscape Plug-in or Helper Application, can be changed by selecting the alternate radio button.

Add...

Pressing this button generates an Add MIME Type dialog, in which you can define a MIME type not included in the list established by Quick View Plus. The corresponding extension(s) can be entered in the File Name Extension(s) box. When entering extensions, do not use periods and remember to separate multiple extensions with commas.

Modify...

Pressing this button generates a Modify MIME Information dialog, in which the user can adjust the MIME type and/or subtype. This dialog also permits the user to add to or remove from the list of corresponding file name extensions.

Remove

Pressing this button deletes the highlighted MIME types without requesting confirmation from the user. Use of this button causes Navigator to return to its default behavior for the MIME type selected for deletion.

Configuring Quick View Plus with Internet Explorer

Like Netscape Navigator, Microsoft's Internet Explorer allows outside programs to operate within the browser and display files. It does this through a mechanism called ActiveX.

ActiveX document viewing

Microsoft Internet Explorer supports the embedding of other applications within the Internet Explorer window. This is accomplished through Microsoft's ActiveX Document specification. An ActiveX Document viewer such as Quick View Plus will merge with Internet Explorer's window frame and menus for a truly seamless integration. When Quick View Plus is invoked within Internet Explorer, the **Edit** and **View** menus control the Quick View Plus display. Quick View Plus help is also available from the **Help** menu. The Quick View Plus toolbar is also available within the Internet Explorer window, and can be displayed or hidden. (For information on the commands available on the toolbar, see the ['Toolbar buttons'](#) topic).

To change the way Quick View Plus displays files within Internet Explorer, or to add or remove viewing support for specific file types, use the **Options** page of the **Properties** dialog for Internet Explorer:

1. While viewing a file in Quick View Plus, click **View** on the menu bar, then **Configure Quick View Plus**.
2. In the Applications dialog, select Microsoft Internet Explorer, then click Properties....
3. Click the **Options** tab.

Note: Internet Explorer cannot be running while you are trying to configure Quick View Plus with this applications.

The dialog consists of a two-column list of the file types viewed by Quick View Plus, and two buttons that allow you to modify this list.

Name column

This column contains the icon and descriptive name of each file type that will be viewed by Quick View Plus.

Content Type column

This column shows the Internet content type name (MIME type) for each file type.

Add...

Pressing this button will bring up the **Add File Type** dialog, in which the user can define a file type not included in the list by entering information for the new type.

Remove

Pressing this button deletes the currently selected type or types from the list of file types that will be displayed by Quick View Plus.

Configuring Quick View Plus

Quick View Plus can be configured to work with other applications on your system; this is usually done during installation. If, however, you need to modify Quick View Plus settings or you install a new application, do one of the following:

- From a Quick View Plus viewing window select **View** on the menu bar, then **Configure Quick View Plus...**
- Right-click on the Quick View Plus magnifying glass icon on the Taskbar , and select **Configure Quick View Plus...**

Configuring for applications

1. In the **Configure Quick View Plus with other programs** dialog box, click the **Application** tab to see the list of applications.
2. Use the following table to guide you through the steps needed to modify your application settings.

To	Do this
Disable a currently enabled application	Select Applications , click on the check mark to disable the currently enabled application. The message <i>Disable integration</i> will appear in the Action column and a red x will appear in the box to the left of the application name.
Enable an application	Select Applications , click in the box to the left of the application name to generate a check mark ✓. The message Enable Integration will appear in the Action column.
Enable a new application	Click on the name of the application. The Properties button is activated. Click on the Properties button. The properties dialog box displays. It will contain at least one tab – General . Some applications, such as, Netscape or Internet Explorer will also contain the Options tab. Under the General tab, you can either scan or browse to add the new application. The Options tab displays values relevant to the selected application.
Modify the properties of an active application	Click on the name of the application. The Properties button is activated. Click on the Properties button. The Properties dialog box contains at least one tab – General . Some applications such as Netscape or Internet Explorer will also contain the Options tab which allows you to customize certain aspects of the integration.

Optional Windows Desktop integration

Quick View Plus integration with the Windows Desktop Explorer can be enabled or disabled, according to the same procedures listed above for enabling or disabling applications. When this integration is disabled, you will:

- Not have access to Quick View Plus from the Windows Explorer context menu (for viewing, printing, or compressing)
- Still have use of Microsoft's Quick View capabilities, if originally installed

If you choose to disable Windows Explorer integration, this will also affect the status of other integrations, including Microsoft Outlook, Outlook Express, and Exchange.

Configuring for plug-ins

Programs that can operate within Netscape's web browser are called 'plug-ins'. Netscape allows such plug-ins to display files in its browser window. Quick View Plus can view files from within Netscape as either a plug-in or a helper application.

Plug-ins

A plug-in is an object that allows some file formats, such as Microsoft Word, Lotus 1-2-3 or Microsoft PowerPoint, to be displayed and used seamlessly inside Navigator, just like the HTML web pages are. A plug-in tells Navigator what MIME type it supports and when a file of that type is clicked on. Netscape invokes the plug-in to display the file. Plug-ins can also be used to display files embedded in web pages and to display email attachments. From the user's point of view, the plug-in operates seamlessly within Netscape, thus removing the intermediate step of having the user tell Netscape to run an outside Helper Application.

Netscape has defined a framework that other software developers can use to make their software work within Netscape's Web browser as plug-ins. Quick View Plus can also use some of these same plug-ins to display files within the Quick View Plus window.

Note: Netscape Navigator versions 2.0 and above support plug-ins. Quick View Plus can only plug into the Windows 2000, Windows 98, Windows 95, or Windows NT versions of Netscape Navigator.

If you already have Netscape plug-ins installed on your system that you would like to also use inside of Quick View Plus, you can use the **Configure Quick View Plus with other programs** dialog box to select plug-ins.

If you would like to use a supported plug-in within Quick View Plus but don't have it installed on your system, the **Properties** dialog for each supported plug-in provides a link that you can use to connect your web browser to the plug-in download site.

To configure Quick View Plus for plug-ins

1. In the **Configure Quick View Plus with other programs** dialog box, click the **Plug-ins** tab to see the list of plug-ins.
2. Use the following table to guide you through the steps needed to modify your plug-in settings.

To	Do this
Disable a currently enabled plug-in	Click in the box to the left of the plug-in name to create a red x mark, then click the OK button.
Enable a plug-in	Click in the box to the left of the plug-in name to create a check mark <input checked="" type="checkbox"/> , then click the OK button.
Enable a new plug-in	Click on the name of the plug-ins to be added. The Properties button will be activated. Click on the Properties button. Using the Location tab, you can scan or browse to locate a plug-in already on your system or you can select Link to URL to download the plug-in. Using the File Extension(s) tab you can specify which file extensions should be used as identifiers of the plug-ins file type. The extensions page is not enabled for plug-ins whose file types are recognized by Quick View Plus.
Modify the properties of an active plug-in	Click on the name of the plug-in. This activates the Properties button. Click on the Properties button. Use the Location or Extension tabs as described in the previous table entry.

Note: Most file types are recognized by Quick View Plus, regardless of the file's extension (the part of the file name after the '.'). However, there are a few file types supported by plug-ins that Quick View Plus can't recognize. These are the only file types that might require additional information to be recognized by Quick View Plus. This information can be provided by doing the following:

1. Highlight the name of the Plug-in.
2. Click the **Properties** button.
3. Select the **File Extension(s)** tab in the resulting **Plug-in** dialog.
4. Enter the extension in the text box in the Extension List section.
5. Click the **Add** button.
6. Click the Plug-in dialog's **OK** button.

Quick View Plus Features

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

- [View multiple files using the File Navigation panes](#)
- [Open a viewed file for editing](#)
- Print a [viewed file](#) as well as [print one](#) or [print multiple](#) files without viewing those files
- [Use Quick View Plus with Netscape and Microsoft browsers](#)
- [Send a viewed file as an e-mail attachment](#)
- [Save a copy of a viewed file](#)
- [Quick Compress files into .zip files](#)
- [Use online help](#)
- [Close a view window and exit Quick View Plus](#)

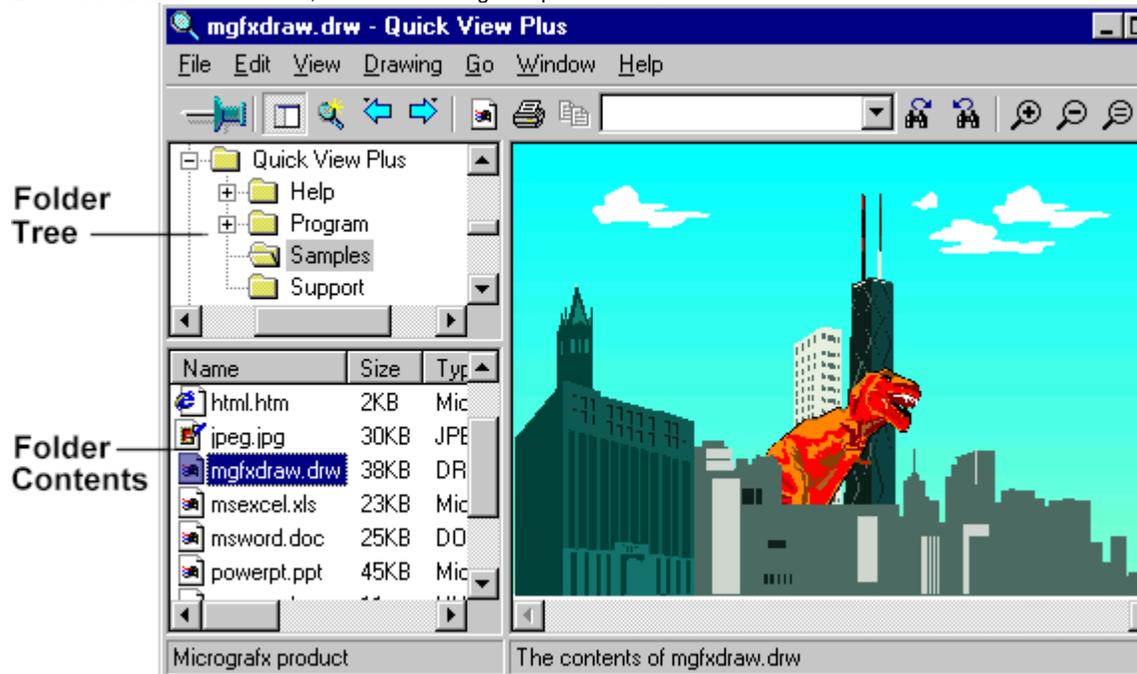
The Quick View Plus viewing environment and File Navigation panes

Quick View Plus allows you to navigate through a file system by providing a dual File Navigation pane:

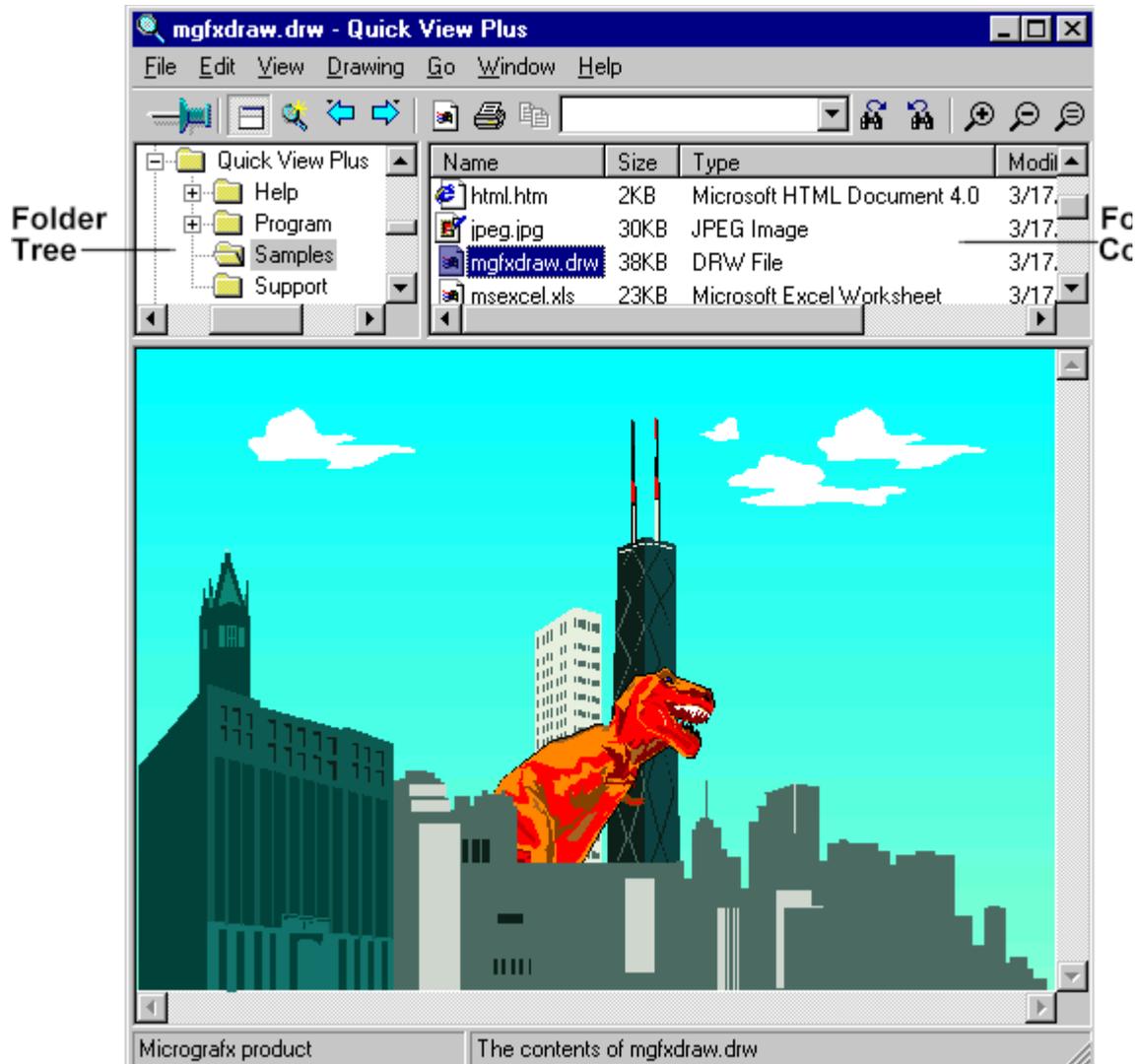
- a) A **Folder Tree** pane which shows volumes and folders
- b) A **Folder Contents** pane which shows the contents of a folder selected in the Folder Tree.

There are two orientations for the File Navigation pane, of which you may choose through the Quick View Plus menu to provide the best view of the Folder Tree, Folder Contents, and the viewed file. The two File Navigation orientations available are:

1. A left-hand side orientation, which is the navigation pane default orientation.



2. A top-attachment orientation



To change the File Navigation orientation

1. From the menu bar, click **View**, then click **Options...**
2. In the **Quick View Plus Options** dialog, select the **Navigation** tab.
3. In the **File Navigation Options** control, click the appropriate button for either left-hand side or top attachment File Navigation orientation.

The following topics – [Menu options](#) and [Toolbar buttons](#) – provide information on the other parts of the viewing environment.

Menu options

Within the image below, you may click any menu name to view a list of its available options.

File menu

- **Open another file for viewing...** – Initiates the **Quick View Plus – Select a file to view** dialog which allows you to open a file for viewing.
- **Save Copy...** – Initiates the **Save Copy** dialog to allow you to save the currently viewed file.
- **Open (filename) for editing** – Starts the program used to create the file (if the program is on your computer), with the file displayed and ready for editing.
- **Quick Compress** – Provides menu options that allow you to create a Zip file from the currently viewed file, add the currently viewed file to a Zip file, or create a Zip file with the same name as the currently viewed file.
- **Print...** – Displays a **Print** dialog which allows you to change the print settings for the viewed file.
- **Make Wallpaper** – Available for any bitmap file (BMP, GIF, TIF, etc.), this option places the current view in the view window as your wallpaper, the background for Windows desktop.
- **Send (filename)...** – Sends the file displayed in the view window as an e-mail attachment with Exchange and most other e-mail programs.
- **Close this View** – Closes the current view
- **Exit Quick View Plus** – Closes all Quick View Plus views

Edit menu

- **Copy** – Copies a selection within a file to the clipboard
- **Select All** – Selects the entire content of a file
- **Find...** – Allows you to specify the text you wish to find within a file
- **Find Previous** – Finds the previous occurrence of the specified text
- **Find Next** – Finds the next occurrence of the specified text

View menu

- **Toolbar** – Shows or hides the Quick View Plus toolbar
- **Status Bar** – Shows or hides the Quick View Plus status bar
- **File Navigator** – Toggles between a full view window and the File Navigator window
- **Refresh File Navigator** – Refreshes the tree and list panes in the file navigator
- **View as** – Allows you to view a file in its native file format, as text, or as hexadecimal
- **Text/HTML Encoding** – Allows you to choose an encoding format for viewed HTML files
- **Options...** – Allows you to change various Quick View Plus options
- **Configure Quick View Plus...** – Allows you to configure the operation of Quick View Plus with the applications available for integration

File type-specific menu

Quick View Plus displays a menu with a different name – **Archive, Bitmap, Database, Document, Drawing, Spreadsheet** – and different options for each type of file you display. You can choose any file type-specific command from the menu bar, or from the view window's context menu, which you open by clicking the right mouse button anywhere in the view window.

To view the specific commands available from each of these menu items for their respective file types, see [Working with specific file types in Quick View Plus](#) in Chapter 4.

Go menu

- **Back** – Browse back in the list of files viewed
- **Forward** – Browse forward in the list of files viewed
- The eight most recently viewed files are listed as well. To view a previously-viewed file, select it from this list.

Window menu

- **Tile Horizontally** – Tiles all open Quick View Plus windows horizontally
- **Tile Vertically** – Tiles all open Quick View Plus windows vertically
- **Cascade** – Cascades all open view windows

- **Pin to Desktop** – Pins the current view window to the source from where Quick View Plus was last started
- **Attach** – Contains commands for the attached location of the current view window when pinning is active

Help menu

- **Help** – Displays the online help contents and index
- **Quick View Plus on the Web** – Provides Web links to the Quick View Plus home page and product support
- **About Quick View Plus** – Displays program information, version number, and copyright

Toolbar buttons

The view window has all the features of a standard Windows program (title bar and sizing buttons, main menu, and scroll bars). It displays the current file and, depending on the view you're looking at, some combination of the following toolbar buttons. These toolbar buttons give you quick access to several menu commands.



When not activated or 'unpinned', causes each newly viewed file to be displayed in a new view window.

Note: File selected in the File Navigation pane will always be viewed in the same window.



When activated or 'pinned', causes each newly viewed file to replace the one already in the view window. (When Quick View Plus is pinned to Windows Explorer or the **File Open** dialog, the file navigation pane is hidden and the File Navigator button disabled.)



Toggles between a full window view of a file displayed in the view window, and the a file displayed alongside the file navigation pane. (The button reflects the current orientation of the file navigation pane.)



Launches a new view window with the tree view open to the same folder as the current Quick View Plus window (if File Navigator pane is active); no file will be displayed in the view window.



Browse back to the files that have been viewed. By right-clicking the small arrowhead in the upper-right corner of this button, you can select and browse back to a file previously displayed.



Browse forward to the files that have been viewed. By right-clicking the small arrowhead in the upper-right corner of this button, you can select and browse forward to a file previously displayed.



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



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



Copies the selection to the Clipboard.



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



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



For word processing, spreadsheet, database documents, or an archive file you display, incrementally enlarges the font size scaling to a maximum of 300% of its original size. For bitmaps, drawings and presentations, zooms in on the entire document.



For word processing, spreadsheet, and database documents, or an archive file you display, incrementally reduces the font size scaling to a minimum of 40% of its original size. For bitmaps, drawings, and presentations, zooms out on the entire document.



For word processing, spreadsheet, and database documents, or an archive file you display, restores font size scaling or viewing size to its original size. For bitmaps, drawings, and presentations, restores the document to its original size.



Displays word processing, spreadsheet, and database documents in draft mode.



Displays word-processing, spreadsheet, and database documents in normal mode.



Displays word processing document pages in preview mode.



When pressed, displays a word processing document fit to window. To toggle between preview and fit to window views, click the icon. *To use this button, the document must be in Preview mode.*



Hides or shows spreadsheet or database document gridlines. This button is available only when viewing spreadsheet or database files.

Viewing multiple files using the File Navigation panes

After starting Quick View Plus and opening a view window as described in [‘Starting Quick View Plus’](#), the easiest method by which you can view additional files is by using your keyboard to navigate the File Navigation panes – the Folder Tree pane, and Folder Contents pane.

To cycle through the File Navigation panes

- ∅ You may use the TAB key to quickly cycle from the Folder Tree pane, to the Folder Contents pane, to the view window, to the secondary view window (if appropriate), and back to the Folder Tree pane. Press SHIFT+TAB to cycle through these windows in reverse order.

To view the contents of Folders in the Folder Tree pane

- ∅ Use the UP and DOWN arrow keys to navigate through the Folder Tree pane to display, in the Folder Contents pane, the files and sub-folders of a highlighted folder or drive. When a drive or folder is highlighted in the Folder Tree pane:
 - Use the RIGHT ARROW key to expand a drive or folder (if a highlighted folder cannot be further expanded, pressing the RIGHT ARROW key will highlight the subfolder immediately below).
 - Use the LEFT ARROW key to collapse a drive or folder (if a highlighted folder cannot be further collapsed, pressing the LEFT ARROW key will highlight the parent folder).

To view files in the Folder Contents pane

- ∅ Use the UP and DOWN arrow keys to navigate through the Folder Contents pane to display files in the view window. Only highlighted files, not folders, will cause a new display in the view window.

To view the contents of folders in the Folder Contents pane

- ∅ Within the Folder Contents pane, use the ENTER key on a highlighted folder in the Folder Contents pane to cause the Folder Tree view to expand to that item; the contents of the highlighted folder are displayed in the same Folder Contents pane.

To delete files or folders in the File Navigation panes

- ∅ You may use the DELETE key for removing files and folders when highlighted in the Folder Tree or Folder Contents pane.

Other methods for viewing multiple files in Quick View Plus

- a) You can open multiple view windows from the Taskbar, from the Program Menu, or from within Explorer. When you do this, a new Quick View Plus window opens for each viewed file. You can open the windows one at a time, or you can select several files and open windows for all of them simultaneously.
 - [Opening multiple-view windows individually](#)
 - [Opening multiple-view windows simultaneously using the Explorer](#)
- b) You can arrange multiple views using the taskbar or the Window menu in order to make portions of the viewing windows visible.
 - [Arranging multiple views using the Taskbar](#)
 - [Arranging multiple views using the Window menu](#)
- c) You can view files sequentially by using the same view window for each file. You can do this by the following methods:
 - [Dragging a file into the view window](#)
 - [Dragging a file from Explorer when Quick View Plus is on the Desktop](#)
 - [Pinning the Quick View Plus viewing window to another window](#)
 - [Attaching the view window to the Explorer window](#)

When **Pin** is active, you can also use the **Attach** command within the **Window** menu to attach the view window to the Explorer window so that it stays in the same position whenever you select a new file for viewing.

Opening multiple-view windows individually

To open multiple-view windows individually

1. On the menu bar, click **Window** to confirm that there is no check mark to the left of **Pin to the Desktop**. (If there is, click **Pin to the Desktop** it to make it disappear.)
2. Select and open each of the files as in [Starting from the Taskbar](#), [Starting from the program menu](#), or [Starting from Windows Explorer](#). Repeat the process described until all files have been opened.

Opening multiple-view windows simultaneously using the Explorer

To open multiple-view windows simultaneously using the Explorer

1. In the Explorer window, click the first file.
2. To select additional files, do one of the following:
 - To select a sequence of adjacent files, press the SHIFT key and click the last file in the sequence.
 - To select a sequence of nonadjacent files, press the CTRL key and click each file.
3. Next, do one of the following:
 - With the cursor over one of the selected files, click the right mouse button and select Quick View Plus on the context menu.
 - On the **File** menu, click **Quick View Plus**.

Arranging multiple views using the Taskbar

1. Point to the magnifying glass icon .
2. Click the right mouse button.
3. Select **Arrange Views**.
4. Click on an organization style for the views: **Tile Horizontally**, **Tile Vertically**, or **Cascade**.

Arranging multiple views using the Window menu

- Ø Click **Window** on the Quick View Plus menu bar, then select an organization style for the views: **Tile Horizontally**, **Tile Vertically**, or **Cascade**.

Dragging a file into the view window

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

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

Dragging a file from Explorer when Quick View Plus is on the desktop

1. In Windows Explorer, locate the file that you want to view.

2. Make sure the Quick View Plus desktop icon  is visible.

3. Drag the file to the Quick View Plus desktop icon.

4. Release the mouse button.

Pinning the view window to another window

- Ø Click **Window** on the menu bar, then click **Pin to Desktop**, so that a check mark appears to its left, or click the **Pin** button  on the toolbar to activate pinning so that the button looks like this



Each time you view a new file by [dragging it into the view window](#) it replaces the currently viewed file.

Attaching the view window to the Explorer window

1. On the **Window** menu, make sure there is a check mark to the left of **Pin to the Explorer**, or click the **Pin** button  to activate pinning. (If there isn't a check mark, click **Pin to the Explorer** to make one appear.)

2. On the **Window** menu, click **Attach**.

3. To specify where you want to attach the view window, do one of the following:

To attach the view window on the...	Click
Right	Attach to Right Side of...
Bottom	Attach to Bottom of...
Right or Bottom (whichever is better)	Choose Right or Bottom Automatically

You may also choose **Do Not Attach to...** if you do not want to attach the viewing window.

Printing files

You can [print all or part of any file displayed in the view window](#), and you may print [one](#) or [multiple](#) files without viewing them in Quick View Plus.

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

For more information about printing, see your Windows 2000, Windows 98, Windows 95, or Windows NT documentation.

Printing a file from the view window

1. On the menu bar click **File**, then click **Print**.
2. In the **Print** dialog box, specify the print settings for the viewed file.
3. By clicking the **Setup...**, **Options...**, and **Properties...** buttons (respective to the Windows platform you are running) you can select further options for printing files viewed in Quick View Plus:
 - A different printer
 - Paper attributes (size, orientation, source)
 - Advanced printer settings
 - The default font used for printing
 - Header and header font
 - Page margins
 - Further printing options for viewed spreadsheet, database, bitmap, and drawing files
4. Click **OK**.

Printing a file without viewing the file

To print a file without viewing the file

1. In the Folder Contents pane, click the name of the file you want to print, click the right mouse button to display the context menu, then click **Quick Print**.
2. When the **Quick Print** confirmation dialog box displays, it provides three options: **OK**, **Cancel**, and **Printer...**. To change the printer settings, click on the **Printer...** button:
 - In the **Print** dialog box, specify the printer name, print range, and number of copies
 - If you want to select paper (size, source, and orientation), graphics, fonts, or devices, click **Properties**, select the **Page Setup** tab and choose the settings for each property. Click **OK**.
 - If you want to view and change these previous printing attributes, as well as other document options, click **Properties**, then select the **Advanced** tab. The **Advanced** dialog will show you the print settings you have chosen, as well as allow you to change the more advanced print settings (Halftone Color Adjustment, Media, etc). Click **OK**.
3. Click **OK**.
4. Click on **OK** to print, click on **Cancel** to abort the operation.

Printing multiple files without viewing those files

To print multiple files without viewing those files

1. In the Folder Contents pane, click one of the files you want to print.
2. To select additional files, do one of the following:
 - To select a sequence of *adjacent* files, press the SHIFT key and click the last file in the sequence.
 - To select a sequence of *nonadjacent* files, press the CTRL key and click each file.
3. With the cursor over one of the selected files, press the right mouse button and click **Quick Print** on the context menu.
4. When the **Quick Print** confirmation dialog box displays, it provides three options: **OK**, **Cancel**, and **Printer...**. To change the printer settings, click on the **Printer...** button:
 - In the **Print** dialog box, specify the printer name, print range, and number of copies
 - If you want to select paper (size, source, and orientation), graphics, fonts, or devices, click **Properties**, select the **Page Setup** tab and choose the settings for each property. Click **OK**.
 - If you want to view and change these previous printing attributes, as well as other document options, click **Properties**, then select the **Advanced** tab. The **Advanced** dialog will show you the print settings you have chosen, as well as allow you to change the more advanced print settings (Halftone Color Adjustment, Media, etc).
5. Click **OK**.
6. Click on **OK** to print, click on **Cancel** to abort the operation.

Saving a copy of a viewed file

To save a copy of a viewed file

1. On the **File** menu, click **Save Copy**.
2. In the **Save Copy** dialog, select the folder in which you want to save the file, and specify a name for the file. Quick View Plus saves the file in the format of the program used to create it.
3. Click **Save**.

What is Quick Compress?

Quick Compress allows you to select and compress any combination of files and folders, creating new .zip archive files or adding to an existing .zip file. Quick View Plus Quick Compress commands are available from:

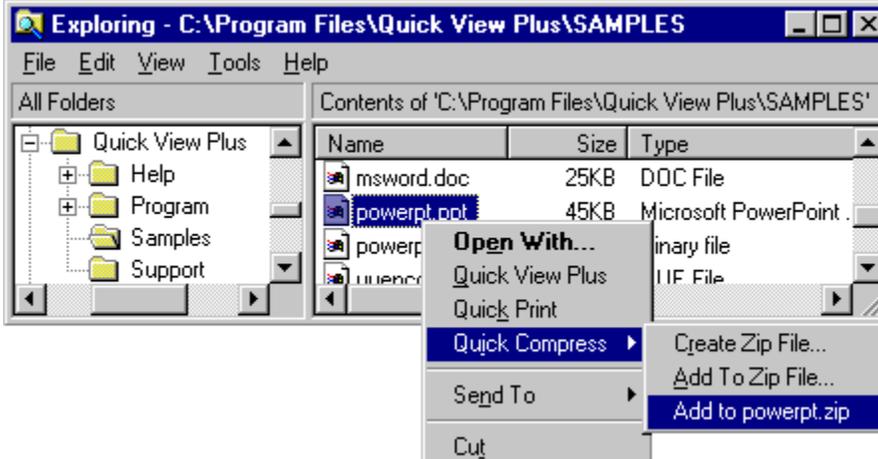
- [The Windows Explorer right-click context menu](#) (or any application that supports the Explorer context menu)
- [The Quick View Plus File Navigation pane right-click context menu](#)
- [The Quick View Plus File menu](#)

You may also quickly add (and compress) files to existing .zip files when you view .zip files in Quick View Plus, as well as choose to delete selected files in existing .zip files. See '[Adding files and folders to a Zip archive](#)' or '[Deleting files or folders from a Zip archive](#)' for details on how to use these Quick View Plus features.

Quick Compress from Windows Explorer and Quick View Plus

To Quick Compress files or folders from the Windows Explorer context menu

1. In Windows Explorer, right-click on a folder, an individual file, or a selection of multiple files. You may select multiple files by pressing and holding CTRL, clicking on the files to highlight them, then right-click any of the selected files.
2. From the available context menu, select **Quick Compress**, then select from the [menu options](#) listed below.



Quick Compress context menu with [menu options](#)

To Quick Compress files or folders viewed in Quick View Plus

1. From the File Navigation Folder Tree or Folder Contents panes, select one or more files or folders.
2. From either:
 - a) The Quick View Plus context menu (viewed with a right mouse button click) or
 - b) The Quick View Plus **File** menu

select **Quick Compress**, then select from the following menu options:

Select

Create Zip File...

Add To Zip File...

Add To (file or folder selected).zip

Add To (last zip file added to).zip

To

Open a dialog that allows you to select the location where the new .zip file will be saved. The dialog opens to the current location of the selected file(s) or folder(s), and the name of the file or folder is used as the default name for the .zip file

Add the selected file(s) or folder(s) to an existing .zip file. A dialog opens that allows you to select an existing .zip file to which you would like to add; the dialog opens to the location of the last .zip file added to or created, and the name of that .zip file is used as the default.

Create a .zip file the same name as the file or folder selected. When created, this .zip file is located in the same folder as the selected file or folder. For example, if you right-click on Msword.doc in the Samples folder, then select **Add to msword.zip** from the **Quick Compress** menu, a new .zip file, Msword.zip, will be created in the Samples folder.

Note: This item is not available if multiple files or folders are selected. Also, if **(file or folder selected).zip** exists already, the selected files and folders are appended to the existing file; otherwise, a new file is created which contains the selected files and folders.

Add the selected file or folder to the last zip file that was added to or created. This allows you to build a zip file quickly by selecting a sequence of files found in different folders, then adding them to one zip file.

Automatically compressing e-mail attachments

Quick View Plus allows you to compress files when they are attached to e-mail messages in [Microsoft Exchange](#), [Outlook](#), and [Lotus Notes](#) (4.6.2 and later) clients. You can specify the minimum size of an attachment to compress from the **Properties...** dialogs for each integration. When files are attached, they will not be compressed until the e-mail message is sent or saved; while you are composing a message, you will see only the original, uncompressed file, while the compressed version of the attachment will be seen by the recipient (or by you upon opening a saved message).

To specify the size of e-mail attachments to compress

1. From the View menu, select **Configure Quick View Plus....**
2. In the **Configure Quick View Plus with other programs** dialog, click once on one of the available e-mail programs in the list of available application integrations.
3. Click the **Properties...** button.
4. In the application dialog, select the **Options** tab.
5. Check the **Compress attachments larger than** box, then type in a size in the available box, or click the arrows to select a new size. You may leave the default value or change it; 999K is the maximum and 0K the minimum value allowed.
6. Click **OK**.

Opening a file for editing

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

- ∅ On the **File** menu, click **Open [Filename] for Editing** or click the program-specific button  (this button shows a program-specific button for a Microsoft Word file, but changes according to the format of file viewed) to the right of the **Browse Back/Forward** buttons on the toolbar. Quick View Plus starts the program used to create the file, with the file displayed and ready for editing.
- ∅ Double-click on the file in the Folder Contents pane.

Sending a file as an e-mail attachment

You can send the file displayed in the viewing window as an e-mail attachment in most e-mail programs.

To send a file as an e-mail attachment:

1. On the **File** menu, click **Send [Filename]**.
2. In the **Choose Profile** dialog box, choose an e-mail program and click **OK**.

An e-mail session opens with the file inserted as an attachment.

[Automatically compressing e-mail attachments](#)

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
- A list of search keywords
- Full-text index of every word in every help topic
- Context-sensitive help

To get help on a specific topic

1. On the **Help** menu, click **Help Topics**.

2. Do one of the following:

To access help through...

Contents (list of task-oriented and reference topics)

Search keywords

Full-text index

Click this tab

Contents

Index

Find

3. Follow the instructions on the screen.

To display context-sensitive help

Ø Do one of the following:

- In a dialog box, click the right mouse button and click the **What's This** pop-up menu.
- In the **View** window, press F1.

Closing a view window and exiting Quick View Plus

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

When you exit Quick View Plus, you simultaneously close all open view windows and remove Quick View Plus from memory.

To close a view window

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

To exit Quick View Plus

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

Working with specific file types in Quick View Plus

This chapter describes how to work with the different functions available in Quick View Plus when viewing specific file types:

- [Word processing files](#)
- [Spreadsheet, Presentation, and Database files](#)
- [Bitmap files](#)
- [Drawing files](#)
- [Archive files](#)
- [Embedded object files](#)
- [Internet files](#)
- [Third-party plug-in files](#)

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

To see the commands available for each file-type-specific menu, see the ['Menu options'](#) section.

Follow the instructions in each of the following sections after starting Quick View Plus and displaying a file of the appropriate type in the view window.

Viewing word processing files

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

[Selecting a viewing mode for word processing files](#)

[Selecting an on-screen page size for word processing files in Preview mode](#)

[Selecting an on-screen font size for word processing files](#)

[Copying text to the Clipboard](#)

Selecting a viewing mode for word processing files

To select a viewing mode for word processing files

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

To display text with...

A single font (selected from the **Display** tab of the **Options** dialog) with character formatting, paragraph alignment, spacing, tabs, but no embedded objects

All fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects

Line wrapping, columns, and page margins; all fonts, character formatting, paragraph alignment, spacing, tabs, and embedded objects; headers, footers, and annotations

Click View, then click...

Draft



Normal



Preview



Selecting an on-screen page size for word processing files in Preview mode

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

To set the page's on-screen size to...

The full size of the printed page

Fit the page entirely within the view window

Fit page width within the width of the view window

Click Size, then click...

Full Size

Fit to Window

Fit to Window Width



Selecting an on-screen font size for word processing files

- Ø On the **Document** menu or the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window):

To:

Enlarge the displayed font size scaling

Reduce the displayed font size scaling

Reset font size scaling

Click Font Size, then
click...

Enlarge



Reduce



Reset



Finding text

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

Note: You can search for text in word processing, spreadsheet, presentation, Internet, or executable (.exe, .dll) file formats.

To find text with the Edit menu

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

To find text with the toolbar

1. In the **Find Text** box  on the toolbar do one of the following:
 - Enter the text you want to find
 - Click the down-pointing arrow next to the **Find Text** box, and click the text you want to find

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

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

Copying text to the Clipboard

To select and copy text to the Clipboard

1. In a viewed file, place your cursor at the point where you would like to begin copying text.
2. Click and hold the left mouse button and drag your cursor so that the text you wish to copy is highlighted.
3. On the toolbar, click the **Copy** button, or from the **Edit** menu click **Copy** (CTRL+C).

Tip: You may also choose **Select All** (CTRL+A) from the **Edit** menu to select the entire viewed file.

Viewing spreadsheet, presentation, and database files

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

- [View spreadsheets in Draft mode](#)
- [Show or hide the gridlines \(in spreadsheet or database files\)](#)
- [Enlarge or reduce the on-screen font size](#)
- [Display any sheet in a multiple-sheet file](#)

Viewing spreadsheets in Draft mode

- ∅ On the **Spreadsheet** menu, click **Draft View**, or click the **Draft View** toolbar button .

Showing or hiding gridlines in spreadsheet and database files

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

Selecting an on-screen font size for spreadsheet, database, and presentation files

- Ø On the **Spreadsheet, Database, or Presentation** menu, or the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click:
 - **Font Size** for spreadsheet and database files
 - **Zoom** for presentation files

Then:

To

Enlarge the displayed font size scaling

**Select
(SS,DB/PRES)**

Enlarge/In



Reduce the displayed font size scaling

Reduce/Out



Reset font size scaling

Reset



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. For instructions on how to use these tabs and buttons when viewing multiple-sheet files, see [`Selecting among individual sheets in multiple sheet files`](#). For instructions on how to copy data from a viewed file, see [`Selecting data for copying to the Clipboard`](#).

Selecting among individual sheets in multiple-sheet files

∅ Do any of the following:

To

Switch to the sheet that follows the currently displayed sheet

Switch to the sheet that precedes the currently displayed sheet

Scroll the tabs to the right

Scroll the tabs to the left

Scroll the tabs all the way to the end

Scroll the tabs all the way to the beginning

Change the horizontal size of the tab area

Do this

Click the down arrow button

Click the up arrow button

Click the right-single-arrow button

Click the left-single-arrow button

Click the right-double-arrow button (displayed only for files with a large number of sheets)

Click the left-double-arrow button (displayed only for files with a large number of sheets)

Click the small vertical bar on the right edge of the tab area and drag it to the left or right



Selecting data for copying to the Clipboard

∅ Do one of the following:

To select

A column

A row

Adjacent columns or rows

Non-adjacent columns or rows

Do this

Click the column heading

Click the row number

Click the first column heading or row number, press and hold SHIFT, and then click the last column heading or row number.

Click the first column heading or row number, press and hold CTRL, and then click additional column headings or row numbers.

Viewing bitmap files

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

- [Using the entire screen](#)
- [Changing the display size](#)
- [Rotating the bitmap](#)
- [Zooming in or out](#)

Adjusting the display of bitmap files

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

To

Use the entire screen to display the bitmap in its original size

Change the display size of the bitmap:

- Display the bitmap in its original size
- Size the bitmap so that it uses the entire view window without distorting the aspect ratio
- Size the bitmap so that it uses the entire height of the view window
- Size the bitmap so that it uses the entire width of the view window

Rotate the bitmap to the right:

Zoom in or out on all or part of the bitmap:

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

Click

Show Full Screen

Size; then click:

- **Original Size**
- **Fit to Window**
- **Fit to Window Height**
- **Fit to Window Width**

Rotation; then click:

None

90°

180°

270°

Zoom; then click:

- **In** 
- **Out** 
- 

Selection

- **Reset** 

Copying 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 resulting rectangle outlines the selection you want.
2. On the Edit menu, click Copy .

Creating Windows wallpaper from a graphics file

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

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

Viewing drawing files

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

- [Using the entire screen](#)
- [Changing the display size](#)
- [Zooming in or out](#)

You may also [copy all or part of a drawing file to the Clipboard](#).

Adjusting the display of drawing files

To adjust the display of drawing files

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

To

Use the entire screen to display the drawing

Change the display size of the drawing:

- Display the drawing in its original size
- Size the drawing so that it uses the entire view window without distorting the aspect ratio
- Size the drawing so that it uses the entire width of the view window
- Size the drawing so that it uses the entire width and height of the view window (possibly distorting the aspect ratio)

Zoom in or out on all or part of the drawing:

- Zoom in on the entire drawing
- Zoom out on the entire drawing
- Zoom 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

Click

Show Full Screen

Size; then click:

- **Original Size**
- **Fit to Window Height**
- **Fit to Window Width**
- **Stretch to Window**

Zoom; then click:

- **In**
- **Out**
- **Selection**
- **Reset**



Copying 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 resulting rectangle outlines the selection you want.
2. On the **Edit** menu, click **Copy** .

Viewing archive files

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

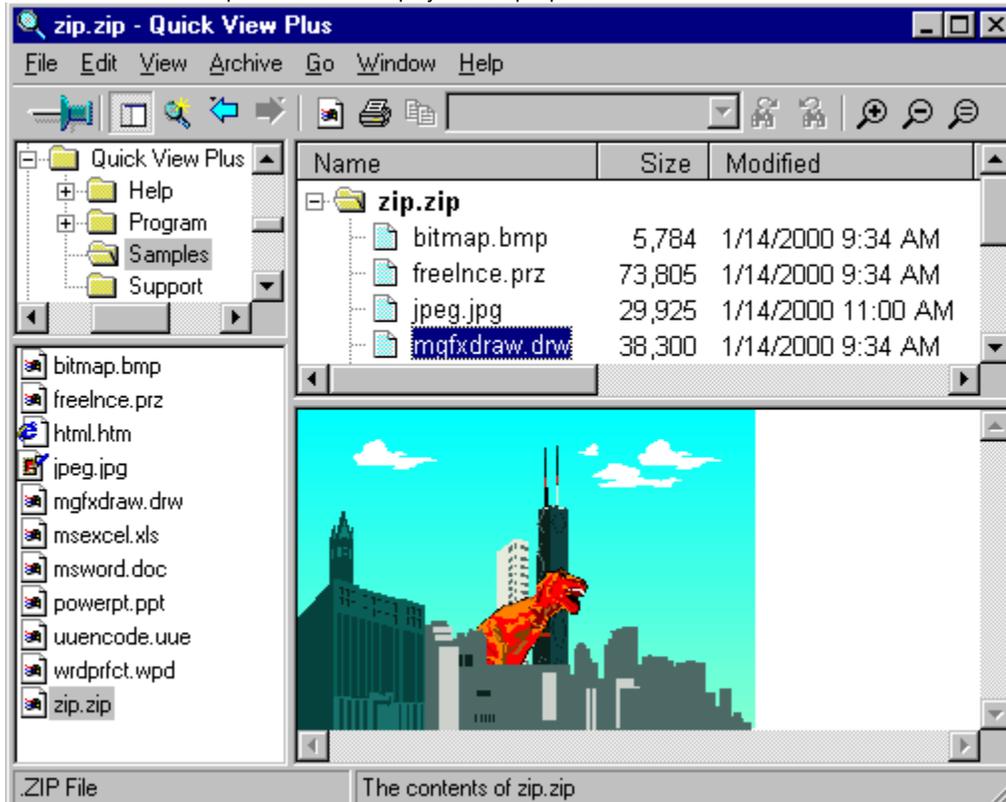
- [View a file in an archive](#)
- [Extract \(decompress and save\) one or more files from an archive](#)
- [Extract selected files from an archive](#)
- [Extract all files from an archive](#)

If the archive is a Zip archive, you can also do the following:

- [Add a file, files, and folders to an archive](#)
- [Delete selected files or folders from an archive](#)

Viewing a file in an archive

Quick View Plus will open an archive display with a split-pane view.



Depending on the [File Navigation pane orientation](#) you have chosen, the files contained in the archive are displayed in the top or left pane, while the contents of a viewed file are displayed in the bottom or right pane.

To view a file in an archive

1. In the Folder Contents pane, click once on an archive file to highlight it.
2. In the tree representation of the archive file's directory structure (in the top or left pane, again depending on File Navigation configuration), click once on a filename to display the file in the bottom or right pane.

Note: If a file decompressed from an archive is itself an archive, the viewing window will not be split again when viewing files in that second archive. It is necessary to double-click on a file contained in the archive to decompress and view it in another Quick View Plus window.

Note: If an archive contains only one file, you can choose to have that file automatically displayed in the bottom or right pane.

If you wish, split-pane functionality in viewing archive files can be disabled by doing the following:

To disable split-pane archive display functionality

1. On the **View** menu, click **Options...**
2. In the **Quick View Plus Options** dialog box, click the **Navigation** tab.
3. In the **Archive View Option** control, deselect the **View the contents of an archive and a decompressed file in a split window** checkbox. By deselecting this checkbox, the **If an archive contains one file, automatically decompress and view it** checkbox option will be made unavailable.
4. Click **OK**.

Selecting an on-screen font size for archive files

To enlarge or reduce an on-screen font size for archive files

- ∅ On the **Archive** menu or the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window):

Click Font Size, then:

Enlarge the displayed font size scaling

Click

Enlarge



Reduce the displayed font size scaling

Reduce



Reset font size scaling

Reset



Extracting files from an archive

To extract one file from an archive

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

To extract selected files from an archive

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

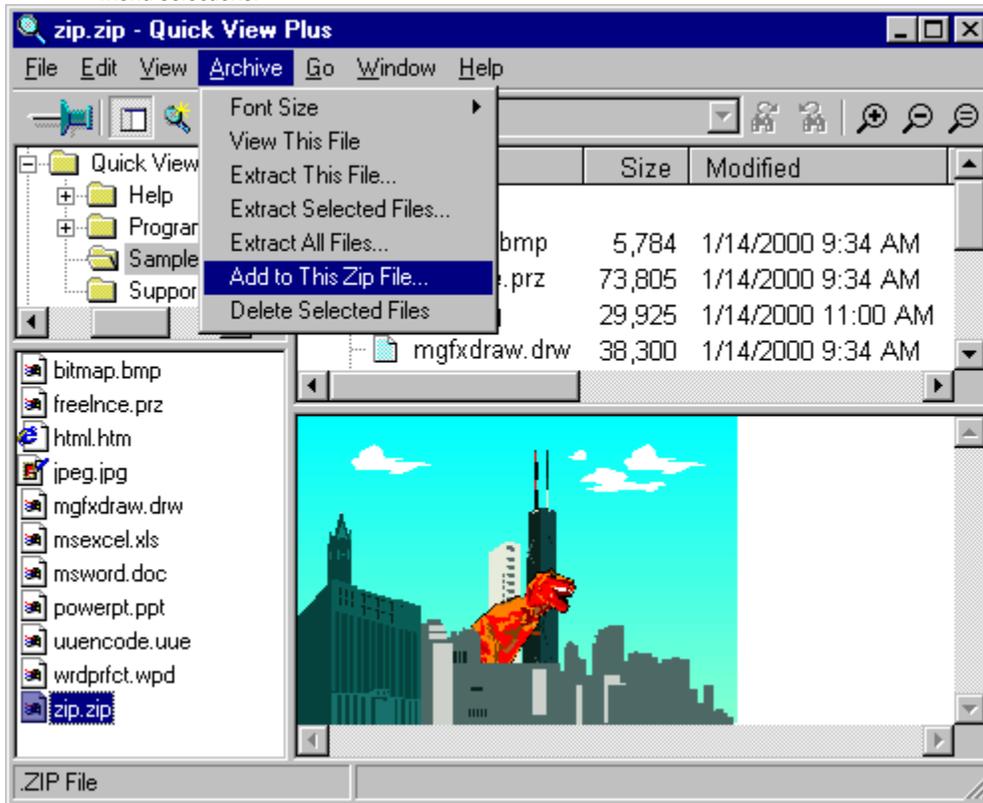
To extract all files from an archive

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

Adding files and folders to a Zip archive

Note: For more information on the Quick Compress feature of Quick View Plus, see [`What is Quick Compress?`](#).

1. When you view a .zip file in Quick View Plus, an additional menu item, **Add to This Zip File...**, is added to the **Archive** menu selections.



The Archive menu selections available when viewing an archive file in Quick View Plus

2. When selected, an **Add to Zip File** dialog opens that allows you to select file(s) to add to the .zip file being viewed in Quick View Plus.

To add a file to a viewed .zip file

1. While viewing the contents of a .zip file in Quick View Plus, either:
 - a) Click **Archive** on the menu bar and select the **Add to This Zip File...** menu item, or
 - b) In the File Navigation pane that lists the contents of the .zip file being viewed, right-click on the name of the .zip file in this pane and select **Add to This Zip File...** from the context menu.
2. In the **Add to Zip File** dialog, navigate to the file(s) you wish to add to the .zip file being viewed in Quick View Plus. You may select more than one file to add by pressing and holding the CTRL button while clicking on the files to be added. Additionally, this dialog contains options for storing the path information of a compressed file. Select the **Store folder information** checkbox, then either:
 - a) **Store full path** for a root directory path, or
 - b) **Store relative path** for path to where the Zip file resides
3. You also have the choice of compressing the contents of subfolders of any folders selected (select **Include subfolders**), and replacing existing files with the same name as the file being compressed (select **Replace existing files with the same file name**).
4. Click **OK**.

After you have selected the file(s) to add, the Quick View Plus view of the .zip file will close (allowing the selected files to be added and saved to the .zip file), then re-open the .zip file with the new file(s) added to its contents.

To drag files and folders from Windows Explorer

1. Select a file or folder from Windows Explorer.

2. Drag and drop the object into the Quick View Plus File Navigation pane that lists the contents of the .zip file being viewed.
3. In the **Drag & Drop Options** dialog, select to:
 - a) Add the file system object being dropped to the archive being viewed, or
 - b) Display in the view window the file system object being dropped
4. You can make whichever action you choose be the default action for a drag-and-drop by selecting the **Do not display this message again** checkbox in the **Drag & Drop Options** dialog.

Deleting files or folders from a Zip archive

1. In the tree representation of the archive file's directory structure, left or right click on any file name to display the file.
2. Right click on the same file name and, from the available Archive context menu, click **Delete Selected Files**.

Viewing embedded objects

When you display a word-processing file or another 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. You may also [save a copy of an embedded object](#) when it is viewed in an individual Quick View Plus session.

Displaying embedded (OLE) objects

Ø In the view window, double-click the OLE object.

If the program used to create the object is on your computer, it will be initiated. If it is not, Quick View Plus starts a new session and displays the object in the view window.

Saving a copy of an embedded object

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

Viewing 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:

Quick View Plus displays the contents of a UUE file differently from other compressed formats; a text document indicates technical information about the encoded file, and the name of the file appears as a hyperlink in **red print**.

- Ø Click on the red hyperlink, and a second Quick View Plus session opens with the file in the view window.

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

To view HTML files on local drives

- Ø Hypertext files are displayed in the same manner as other files by clicking on the appropriate HTML file in the File Navigation pane.

The **View** menu option **Encoding** allows you to pick the character set used when viewing a file as text or HTML. This menu option is only enabled when Quick View Plus is displaying text or HTML. When the current file is an HTML file, the **Encoding** sub-menu will not allow you to choose non-HTML encoding options.

File types supported through third-party plug-ins

As described in [`Configuring for plug-ins`](#), Quick View Plus can use some plug-ins to display files within the Quick View Plus window. The options available in this view vary, and are specific to and controlled by the third-party plug-in.

Viewing unregistered file types

You can set up Quick View Plus so that double-clicking on a file in Windows Explorer will cause Quick View Plus to view that file, if that file is not associated with any application on your system.

To set up viewing for unregistered file types

1. From the Quick View Plus **View** menu, select **Configure Quick View Plus**.
2. In the Configure Quick View Plus with other programs dialog, select Windows Explorer, then click the Properties... button.
3. In the **Windows Explorer** dialog, select the **Options** tab.
4. Click the **View Unregistered File Types** checkbox to allow or prevent Quick View Plus viewing of unregistered file types.

Customizing Quick View Plus

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

View window – show or hide the Toolbar, Status Bar, and File Navigator; specify how Quick View Plus displays each new view window; specify how Quick View Plus should handle unsupported file types; specify whether you want to display the Quick View Plus logo in the view window.

Display – specify the default font for text; specify the character set for files whose format is unknown to Quick View Plus; specify the format in which to view files: file-type-specific format, text (Standard, Windows, DOS, or Unicode), or hexadecimal; specify how to display spreadsheets, databases, and archive files (turn gridlines on or off, and select a sorting order)

Printing – specify the Quick View Plus font, page headers, and page 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)

Navigation – specify the location of the Folder Tree and Folder Contents within the File Navigation pane; specify how archive files and decompressed contents are displayed

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

Customizing the view window

When customizing the view window you can:

- [Show or hide the Toolbar, Status Bar, and File Navigator](#) at any time when you have a view window open
- [Specify how Quick View Plus displays each new view window](#) (with or without the Status Bar and/or Toolbar, Pinned or Not Pinned to the window from which you started Quick View Plus, with or without a File Navigation pane displayed)
- [Select how Quick View Plus should handle unsupported file types.](#)
- Specify whether you want to [display the Quick View Plus logo in the view window](#) each time you start Quick View Plus.

Showing or hiding viewing tools

To show or hide viewing tools

- Ø On the **View** menu, the first three selections – **Toolbar**, **Status Bar**, **File Navigator** – allow you select whether or not you wish to view these viewing tools. By clicking on one of these selections in the **View** menu, you can toggle the check mark to the right on or off, which will show or hide that particular viewing tool.

Specifying settings for new view windows

1. On the **View** menu, click **Options**.
2. In the **Options** dialog box, click the **General** tab.
3. In the **New Views Have** control, do one of the following:
 - To apply the view window settings used in the most-recently closed Quick View Plus session to all new view windows (that is, all new views will have the same Toolbar, Status Bar, Pin settings, and File Navigation settings as the last view), select the **Auto** check box.
Note: When **Auto** (the default) is selected, the other options become unavailable.
 - To specify whether or not new views have a Toolbar, Status Bar, Pinned to another window such as Explorer or Exchange, and/or have a File Navigation pane, uncheck the **Auto** check box then select the appropriate check boxes for these three options.
4. In the **Unsupported File Types** control, do one of the following:
 - Click **Ask user what to do** – When you try to view an unsupported file, a dialog box allows you to choose between displaying the file as an unknown file type, opening the file with its registered application, or not displaying the file at all.
 - Click **Open in registered application** – When you try to view an unknown file, it is opened by the application installed to handle it on your computer. If there is no application installed to open the file's type, Quick View Plus will display the files as an unknown file type. This is equivalent to double-clicking on the file in Windows Explorer.
 - Click **View file as an unknown file type** – Quick View Plus displays the file by using the method for viewing unknown files (selected in the **Display** tab of the **Options** dialog box, reached by clicking **Options** on the **View** menu).
5. If you want to display the Quick View Plus logo each time you start Quick View Plus, click the **Display Quick View Plus logo on startup** check box.
6. If you want your selections to take effect immediately, click **Apply**.
7. Click **OK**.

Customizing the display

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

To customize the display

1. On the **View** menu, click **Options**.
2. In the **Quick View Plus Options** dialog box, click the **Display** tab.

Quick View Plus uses the following defaults to display files:

File type or origin	Default
<ul style="list-style-type: none">• Files for which not font information is available• Word-processing files in Draft mode• ASCII and ANSI text files• Database files	10-point Arial; ANSI 8-bits (the Windows character set, with extended characters)
Spreadsheet	Gridlines displayed
Database	Gridlines displayed
Archive	Filenames sorted in the order in which they were added to the archive

3. Do one or more of the following:
 - If you want to change the default font for text, click **Change** and select a different font from the **Font** dialog box.
 - If you want to change the character set used to display files for which no font information is available, click the appropriate radio 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 to check or uncheck the selections.
 - If you want to sort archive files in ascending or descending order by name, size, or date and time, click **More** and then click the appropriate check box(es) in the **More Display Options** dialog box.
4. Click **OK**.

Customizing the view format

You can specify the format in which you want to view certain files.

To specify the view format

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

Note: When viewing text or HTML documents, you can use the **Text Encoding** or **HTML Encoding** item in the view menu to select the character set that Quick View Plus will use to display the current file. For each of these types of documents, the character set you choose will be used to display all future files of that type. To display characters in a foreign character set, you must have a font installed on your system that supports that particular character set.

Customizing printing

You can customize Quick View Plus print settings, as well as [how specific file types are printed](#).

Quick View Plus uses the following defaults for print settings:

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

To customize the print settings

1. On the **View** menu, click **Options**.
2. In the **Quick View Plus Options** dialog, click the **Print** tab.
3. Do one or more of the following; when available, you may check the effects of your changes by looking at the **Sample** box.

Adjusting printed page characteristics

Change the default font for text

Specify whether to print a header

Change the font for the header

Specify what to print on the left side of the header

Change the page margins

Specify whether to use the margins and paper size of the viewed document

Do this

In the **Default Font** control, click **Change**, and then select a font, its style and size in the **Font** dialog box.

In the **Header & Header font** control, select or clear the **Print header** check box.

In the **Header & Header font** control, click **Change**, and then select a font, its style and size in the **Font** dialog box.

Type the text in the text box within the **Job Name** control (the default, %F, prints the filename).

In the **Default Page Margins** control, click the up or down arrows to increase or decrease the top, bottom, left and right margins on the page.

In the **Default Page Margins** control, select or clear the **Use margins and paper size of original document, if known**.

Quick View Plus uses the following defaults for printing the following file types:

File Type	Default
Spreadsheets	Gridlines and the names of rows and columns are printed; print job is adjusted to the size of a single page
Databases	Gridlines and field names are printed; print job is adjusted to the size of a single page
Bitmaps and drawings	Original aspect ratio is used (the relationship of height to width)

To customize printed characteristics of specific file types

1. On the **View** menu, click **Options**.
2. In the **Quick View Plus Options** dialog, click the **Print** tab.
3. Click the **More...** button to open the **More Print Options** dialog.
4. Do one or more of the following:

Adjusting printed file type characteristics

Change the settings for spreadsheets

Change the settings for databases

Change the settings for bitmaps

Change the settings for drawings

Do this

In the **Spreadsheet** control, click the appropriate check boxes and radio buttons to set spreadsheet print options.

In the **Database** control, click the appropriate check boxes and radio buttons to set database print options.

In the **Bitmap** control, click the appropriate check boxes and radio buttons to set bitmap print options.

In the **Drawing** control, click the appropriate check boxes and radio buttons to set drawing print options.

Customizing the Clipboard format

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

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

To customize the Clipboard formats, fonts, and options

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

To

Specify the formats placed on the Clipboard

Change the default font for the Clipboard

Specify how **spreadsheet** data is formatted when pasted to your word processor:

- To use table format
- To omit tables for blank fields
- To include tabs for blank fields

Specify how **database** data is formatted when pasted to your word processor:

- To use table format
- To omit tabs for blank fields
- To include tabs for blank fields
- To include field names in the pasted area

Do this

Select or clear the appropriate check boxes for each format

Click **Change**, then select a font, its style and size in the **Font** dialog box.

Click **More...** in the **Clipboard** tab, then in the **Spreadsheet** control in the **More Clipboard Options** dialog, click:

- **Copy as Table**
- **Copy using optimized tabs**
- **Copy using tabs**

Click **More...** in the **Clipboard** tab, then in the **Database** control in the **More Clipboard Options** dialog, click:

- **Copy as table**
- **Copy using optimized tabs**
- **Copy using tabs**
- **Include field names**

Customizing Navigation

To customize File Navigation orientation

1. From the menu bar, click **View**, then click **Options....**
2. In the **Quick View Plus Options** dialog, select the **Navigation** tab.
3. In the **File Navigation Options** control, click the appropriate button for either left-hand side or top attachment File Navigation orientation.
4. Click **OK**.

To customize Archive file viewing

1. From the menu bar, click **View**, then click **Options....**
2. In the **Quick View Plus Options** dialog, select the **Navigation** tab.
3. In the **Archive View Option** control, you may select/deselect the **View the contents of an archive and a decompressed file in a split window** checkbox if you wish to turn on/off this function. By deselecting this checkbox, the **If an archive contains one file, automatically decompress and view it** checkbox option will be made unavailable.
4. Click **OK**.

Using Quick View Plus in an Intranet environment

In a corporate Intranet environment, having Quick View Plus plugged into the web browsers on your user's machines saves you the time and hassle of converting all your content into HTML files. Word documents, 1-2-3 spreadsheets, PowerPoint presentations and all the other file types Quick View Plus supports can simply be referenced directly or embedded (using the HTML EMBED tag) in your web pages.

The ['MIME types and setting up MIME types on a server'](#) topic is intended to help a Webmaster set up a Web server so that Quick View Plus can be used in the browsers that access the server to view documents that are not supported by the browser. The fundamental problem to address is how best to get the browser to use Quick view Plus when the user is accessing a file type that is not supported by the browser.

MIME types and setting up MIME types on a server

The problem with MIME types

Web servers tell a browser the type of file being accessed by specifying the file's MIME type. There are two problems with MIME types.

MIME types have not been defined for *all* file formats that Quick View Plus supports. While most of the major applications have MIME types (like application/msword or application/x-wordperfect6), many of the lesser known formats (like R:Base, Wordstar and Q&A Write) don't. While this is an inconvenience for people who want to expose these legacy file types on the web, it does not present a major problem for more recent file types.

MIME types must be specified in a very exact way. In general, Internet file servers use the file's extension to match a MIME type to a document. This means that documents must be named correctly or the MIME type will be wrong and the Web browser will not be able to run the right application to view the file. For instance, if you have a WordPerfect document that is named Document.doc, your server is likely to tell the browser it is a Microsoft Word document, not a WordPerfect document. Moreover, many servers have incomplete or incorrect MIME type associations. This often causes files to be identified by the server as some default value like "text/plain" defeating the browser's ability to choose the correct plug-in viewer.

Setting up MIME types on a server

This is perhaps the simplest way to set up your server's MIME types so that Quick View Plus can be invoked automatically by browsers. Simply put, you should set up your MIME types file so that only a minimal set of file extensions are mapped to MIME types, then set the default MIME type to one that is supported by Quick View Plus.

1. Remove all the MIME type mappings except the ones that map to your browser's built-in types such as text/html, image/jpeg, etc. If you have MIME types for specific applications other than your browser or Quick View Plus that you would like to continue to use, don't remove their mappings either.
2. Once this is done, you can setup the default MIME type on your server to be **application/x-quickviewplus** (it's usually text/plain). Support for the **application/x-quickviewplus** MIME type is installed by default when Quick View Plus plugs into Netscape Navigator or Microsoft Internet Explorer.

After setting up your **mime.types** in this way, any file with an extension that is not explicitly mapped in **mime.types** will be viewed in the browser using Quick View Plus.

Note: It is recommended that you **not** map your browser's built-in MIME types such as **text/plain** and **text/html** to **application/x-quickviewplus**, as it can cause unpredictable behavior.

Running Quick View Plus from a command line

Quick View Plus is normally run from the right-click menu of files listed in the Windows Explorer, or from within mail and Web browsing applications known to Quick View Plus. However, some users may want to run Quick View Plus directly from a command line - either within an MS-DOS window or as a helper application for another program, such as a Web browser. This can be accomplished by running the Quick View Plus executable program with command line parameters.

The executable program for Quick View Plus is **QVP32.EXE**, located in the Program subdirectory of your Quick View Plus installation. In the default installation, the path to this executable is **C:\Program Files\Quick View Plus\Program\QVP32.EXE**

You can display files in Quick View Plus by specifying the file name as a command line parameter to **QVP32.EXE**. Additional options can be specified that control the appearance and behavior of the Quick View Plus window.

Command line options for QVP32.EXE

If you are running **QVP32.EXE** from the **Start** menu **Run...** command, you do not need to specify a path to **QVP32.EXE**, nor do you need the path if you are running it from another windows program; e.g. as [a Netscape Navigator helper application](#). The path only needs to be specified when **QVP32.EXE** is run from the MS-DOS prompt.

Note: If you are running **QVP32.EXE** from the MS-DOS command line and the path to the filename contains spaces, you must enclose the path in quotation marks. For example, **qvp32"C:\Program Files\Quick View Plus\readme.doc"**. Additionally, since MS-DOS only recognizes directory names that contain no more than eight characters, remember to abbreviate long directory folder names by typing the first six letters, then the tilde (~), then the number 1. For example, **C:\Progra~1\Quickv~1\Program\QVP32.EXE**.

Here is the general form for running QVP32.EXE with command line parameters:

QVP32.EXE filename [options]

where **filename** represents the full path name of file to view, and **options** represents any combination of the options listed below, separated by spaces:

Option	Syntax	Explanation
-p (position)	-p x, y, width, height	Position top/left of view window at x,y and size view window to width, height. Values are in screen coordinates. For example: -p100,100,400,200 Note: Do not use spaces between values.
-m (maximize)	-m	The view window starts maximized (-p option still valid)
-i (Iconize)	-i	The view window starts minimized (-p option still valid)
-d (display name)	-d text	Uses text in place of the file name in the Quick View Plus title bar and message boxes. Note: If this text contains spaces, you must enclose it in quotation marks. For example: -d "The Viewed File"
-dt (disable toolbar)	-dt	The toolbar is not displayed
-dl (disable launch)	-dl	The toolbar button and menu item for launching the displayed file in it's original application are disabled
-dp (disable print)	-dp	The toolbar button and menu item for printing and Quick Print are disabled, however Quick Print is still available from the context menu in the File Navigation pane.
-dc (disable copy)	-dc	The toolbar button and menu item for copying to clipboard are disabled
-ds (disable search)	-ds	The toolbar button and menu item for searching within the displayed file are disabled
-dz (disable Quick Compress)	-dz	The menu item for Quick Compress is disabled, however Quick Compress is still available from the context menu in the File Navigation pane.
-db (disable status bar)	-db	The status bar is not displayed
-da (disable split pane Archive view)	-da	A split pane viewing window is not displayed when viewing an Archive file.
-dn (disable File Navigator)	-dn	The File Navigation pane is disabled, however this does not disable the ability to browse through the history of files being viewed.

-x (use existing window)

-x

The specified file will be displayed in a 'pinned' window, replacing any file in an existing pinned window if one is already displayed. See ['Pinning the view window to another window'](#).

Note: If a previous window exists, all other options on a command line, except **-d** (display name) will be ignored.

-prn (print only)

-prn

The specified file will be printed without being displayed. A status dialog with a **Cancel** button will be presented to the user to confirm the user desires to Quick Print the file.

-sprn*

-sprn

The specified file will be printed without a dialog being invoked. The file will not be displayed.

-bprn*

-bprn

The specified file will be printed and a progress dialog will be displayed. The file will not be displayed.

* Of these parameters, only one at a time is valid on the command line.

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

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

Searches for the previous occurrence of the Find Text string.

Searches for the next occurrence of the Find Text string.

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

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

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

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

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

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

Unrecognized files will not be displayed.

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

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

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

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

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

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

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

Lists the contents of an archive file without sorting.

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

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

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

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

Selected data will be copied in table format.

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

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

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

Sends the entire file to the printer.

Sends selected pages to the printer.

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

Determines how many copies of the file will be printed.

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

When selected, places a header on every printed page.

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

Sets page margins for printing.

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

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

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

When selected, prints the field names in database files.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Provides details and setup information about a selected application from the list above.

Indicates the progress of a scan operation.

These are Internet MIME types registered for Netscape.

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

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

These file extensions are associated with the selected MIME type.

These are the choices of how Quick View Plus will display files of the selected MIME type.

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

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

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

This list contains the plug-ins that can be used by Quick View Plus to display files.

Provides details and setup information about the selected plug-in from the list above.

Shows the current relationship between Quick View Plus and the selected application.

Shows the current location of the selected application.

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

Pressing this button causes Quick View Plus to search your computer for the selected plug-in.

Pressing this button allows you to browse for the location of the selected application.

Pressing this button allows you to browse for the location of the selected plug-in.

Information that is particular to the selected application is provided here.

This is the path to the selected plug-in's location.

Pressing this button will cause Quick View Plus to run your Web browser and connect to the Web page of the provider of the selected plug-in.

These controls allow you to find the selected plug-in on your computer, network, or the World Wide Web.

Type a file extension here and press the "Add" button to add it to the list of extensions for the selected plug-in.

Pressing this button adds an extension typed into the box on the left to the list of extensions for the selected plug-in.

Pressing this button allows you to make changes to the selected MIME type and its extensions.

Pressing this button removes a file extension from the list of extensions whose files will be displayed with the selected plug-in.

