Introduction

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

- View and print

- Copy and paste with full formatting

- Search for text

- Zoom and rotate graphics

- Transfer files and data between Windows, Macintosh, and DOS word-processing and presentation programs

- View, decompress, and save individual files from archives

- View embedded objects created through object linking and embedding (OLE)

- Use Netscape plug-ins to view certain file types within the Quick View Plus view window

- Start the program (if you have it) used to create a viewed file

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

- Internet

- E-mail

- Networks

- Bulletin boards

Quick View Plus integrates seamlessly into Windows 95, Windows 98, 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 95, Windows 98, and Windows NT 4, giving you 175 additional file types and fully formatted viewing, copying and printing.

Getting Started

[Package Contents](#)
[System Requirements](#)
[Installing Quick View Plus](#)
[Registering Quick View Plus](#)
[Getting Help](#)

Package Contents

Before installing Quick View Plus on your computer, check the package to confirm that it contains the following:

- Program CD

- User's Guide

- Registration card

- License agreement

- Supported formats list

If any of these are missing from the package, please call Jasc Software's Customer Service at (800) 622-2793 or send e-mail to qvpsrv@jasc.com.

System Requirements

Quick View Plus works on any system running Windows 95, Windows 98, or Windows NT 4.x.   A minimum   installation requires approximately 13.5MB of disk space; a full installation requires approximately 15MB of disk space.

Installing Quick View Plus

[Installing Quick View Plus](#)
[Uninstalling Quick View Plus](#)

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.

To install Quick View Plus on a network, refer to the Quick View Plus Administrator's Notes (included in your package).

> **Note**   To install Quick View Plus on a computer running Windows NT, you must have administrator level 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 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.

Uninstalling Quick View Plus

To uninstall Quick View Plus

1. Click the **Start** button.
2. Point to **Programs**, point to **Quick View Plus**, and then click **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.

Registering Quick View Plus

Please register your copy of Quick View Plus.   You can register by filling out the registration card included in the package and sending or faxing it to Jasc Software, Inc.

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

Register Using the Program Menu
Register Using the Help Menu

To register Quick View Plus electronically from the Quick View Plus Program Menu

1. Establish a connection to your Internet provider.

2. After the connection is established, click the **Start** button, point to **Programs**, point to **Quick View Plus**, and then click **Register Quick View Plus**.

3. Once you start the registration process, the default browser will be initiated and you will be connected to the Jasc Software web site. Fill out the registration form.

To register Quick View Plus electronically from the Quick View Plus Help Menu

1. Establish a connection to your Internet provider.

2. On the **Help** menu, point to **Jasc Software Online**, and then click **Register Quick View Plus**.

3. Once you start the registration process, the default browser will be initiated and you will be connected to the Jasc Software web site. Fill out the registration form.

Getting Help

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.

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Quick Tour

Starting Quick View Plus - A Quick Tour

This section takes you on a quick tour of Quick View Plus and shows you how easy it is to display and work with files of various types in the view window.   The tour uses sample files that are installed with Quick View Plus in the Samples folder when you run the installation program.

Starting Quick View Plus from the Program Menu
Launching the Quick View Plus window from Windows

To start Quick View Plus from the Program Menu:

1. Click the **Start** button, point to **Programs**, point to **Quick View Plus**, click **View a File**.

2. Using the **Select a File View** window for navigation, **Look in:** the Quick View Plus Samples directory (the default is C:\Program files\Quick View Plus\Samples) .

3. To open the file Sample.drw, click the file and choose **Open**, or, double-click the file name. Quick View Plus displays the file Sample.drw in the view window.

To launch a Quick View Plus 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, click the icon representing the drive on which you installed Quick View Plus (usually the C drive).

3. Scroll to the directory in which you installed Quick View Plus (the default is C:\Program files\Quick View Plus) and click to display its contents.

4. Click the Samples folder to display its contents in the right pane of the **Exploring** window.

5. Point the cursor at the file Sample.drw and click the right mouse button.

6. The context menu appears at the location of the cursor.

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

8. Quick View Plus starts, and the file Sample.drw is displayed in the view window.

    Note   Because this is a drawing file, Quick View Plus displays a **Drawing** menu.   For other file types, Quick View Plus displays a different menu with different options.

Dragging Files into the View Window

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

View a Spreadsheet File

View an Archive File

View a Word-Processing File and Saving Embedded Objects

To view a spreadsheet file

1. Point to the icon for the file Sample.xls.

2. Press and hold the mouse button and drag the icon until it is inside the view window.

3. Release the mouse button.

4. The view window displays the dropped 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. Point to the icon for the file Sample.zip.

2. Press and hold the mouse button and drag the icon until it is inside the view window.

3. Release the mouse button.

4. 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**.

5. If you want to view the contents of a file in the archive, double-click the filename.

6. If you want to extract (decompress) one or more files from the archive, 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 Files** 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. Point to the icon for the file Sample.doc.

2. Press and hold the mouse button and drag the icon until it is inside the view window.

3. Release the mouse button.

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

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

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

7. 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**.

8. To close the **Embedded Object** window, click **Close This View** on the **File** menu.

You can drag any file into the view window.

The View Window

The view window has all the features of a standard Windows program (title bar and sizing buttons, main menu, and scroll bars). It displays the current file and, 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.
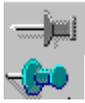
	When not activated or "unpinned," causes each newly viewed file to be displayed in a new view window.
	When activated or "pinned," causes each newly viewed file to replace the one already in the view window.
	Starts the program used to create the file (if the program is on your computer), with the file displayed and ready for editing. (The button changes to reflect the 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 50% of its original size.
	For bitmaps, drawings. and presentations, zooms out on the entire document.
	For word processing, spreadsheet, or 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.

Starting Quick View Plus

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 them.

When you open a view window, Quick View Plus displays a file-type-specific menu with an appropriate name and appropriate options for the type of file This menu is to the 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.

You can start Quick View Plus from:

- Desktop icon

- Program Menu

- Explorer

- Taskbar

- Find command

- Desktop using Context Menu

- Windows programs

- Browsers, e-mail programs, and groupware

- Other Applications

Starting from the Desktop Icon

1. Double-click the Quick View Plus icon .

2. In the **Select a File to View** dialog box, navigate using **Look in:** to find the directory folder that contains your file.

3. Click the file name and choose **Open** or double-click the file name.

   Note   The Quick View Plus desktop icon is automatically installed if you chose "typical" installation. If you do not have the Quick View Plus Desktop icon and would like to add it, please see the instructions in Installing Quick View Plus.

Starting from the Program Menu

1. Click the **Start** button, point to **Programs**, point to **Quick View Plus**, click **View a File**.

2. In the **Select a File to View** dialog box, navigate using **Look in**: to find the directory folder that contains your file.

3. Click the file name and choose **Open** or double-click the file name.

Starting from Explorer

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

Starting Quick View Plus from the context menu
Starting Quick View Plus from Explorer's menu bar

To start Quick View Plus from the context menu

1. In the **Contents of** side of the **Exploring** window, right-click the file you want to view.

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

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

To start Quick View Plus from Explorer's menu bar

1. In the **Contents of** side of the **Exploring** window, click the file you want to view.

2. On the **File** menu, click **Quick View Plus**.

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.

➡ Do one of the following:

- Double-click the magnifying glass icon .

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

Starting from the Find Command

1. Do one of the following:

   - Click the **Start** button.   Point to **Find** and then click **Files or Folders**.

   - Right-click the **My Computer** icon and click **Find** on the context menu.

2. In the **Find: All Files** dialog box, specify what to search for and where.

3. Click **Find Now**.

4. A pop-down window appears with the results of your search.

5. Right-click the file you want to view.

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

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

Starting 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 Windows Programs

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

To start Quick View Plus from a Windows program

1. On the **File** menu in the program, click **Open**.

2. Right-click the file you want to view.

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

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

Starting from Browsers, E-Mail Programs, and Groupware

Quick View Plus can be integrated into browsers, e-mail programs, and groupware, allowing you to easily view files from within these applications. You can integrate Quick View Plus either when you install it, or else at any later time from within Quick View Plus. For instructions, see Configure Quick View Plus to Work with Other Applications.   Once Quick View Plus is integrated, you can use it to view e-mail attachments and downloadable World Wide Web files without having or starting the programs used to create them.

World Wide Web Browsers
E-Mail Programs and Groupware

World Wide Web Browsers

You can use Quick View Plus from within World Wide Web browsers in several ways. In all cases, Quick View Plus will display supported non-HTML files you may encounter on the Internet.

Using Quick View Plus as a Helper Application
Using Quick View Plus with SPRY Mosaic
Using Quick View Plus with America Online
Using Quick View Plus with Netscape Navigator and Communicator
Using Quick View Plus with Internet Explorer

Using Quick View Plus as a Helper Application

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

Note   To add additional file types, your browser will need the name of the Quick View Plus executable file, which is **QVP32.exe**.

Using Quick View Plus with SPRY Mosaic

Quick View Plus can be integrated as a helper application with SPRY Mosaic. When integrated with SPRY Mosaic, Quick View Plus becomes the viewer for files that SPRY Mosaic is unable to view.

Using Quick View Plus with America Online

Quick View Plus can be integrated with America Online as a helper application. It is used as the viewer for files that AOL is unable to view.

Using Quick View Plus with Netscape Navigator and Communicator

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.

When you open a file, the Quick View Plus toolbar appears at the top of the browser screen. For information on commands available on the toolbar, see The View Window. To turn the toolbar off (or on again), click the right mouse button and click Toolbar.

To use Quick View Plus View Menu commands, click the right mouse button and click the command you want to use.

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.   (For information on the **Properties** dialog, see item number 2 under the section Configure Quick View Plus to work with Other Applications.)

Using Quick View Plus with Internet Explorer

Like Netscape Navigator, Microsoft's Internet Explorer (Version 3.0 and later) allows outside programs to operate within the browser and display files.   It does this through a mechanism called ActiveX.

When Quick View Plus displays files within Internet Explorer, its **Edit** and **View** menus are available on the Internet Explorer menu bar, and its help system is available from the Internet Explorer **Help** menu.

The Quick View Plus toolbar also appears in the Internet Explorer window. For information on the commands available on the toolbar, see The View Window. To turn the toolbar off (or on again), choose **Toolbar** on the **View** menu.

To change the way Quick View Plus display 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.   (For information on the **Properties** dialog, see item number 2 under the section Configure Quick View Plus to work with Other Applications.)

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

E-Mail Programs and Groupware

Eudora
Lotus cc:Mail
Lotus Notes 4.x
Microsoft Exchange
Microsoft Outlook

Eudora

To view attachments in Eudora

1. Double-click the name of the attached file.

2. Quick View Plus starts, 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. Quick View Plus can be configured to display <u>all</u> files. To change this setting use the Options page of the Properties dialog for Eudora.

Lotus cc: Mail

To view attachments in Lotus cc:Mail

1. Right-click the attachment you want to view.

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

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

   Note   Quick View Plus for Windows 98, Windows 95, and Windows NT 4.0 can only be integrated within cc:Mail for Windows 98, Windows 95, and Windows NT 4.0.

Lotus Notes 4.x

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

Microsoft Exchange

To view attachments in Microsoft Exchange

1. Right-click the attachment you want to view.

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

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

Note   By default, Quick View Plus opens or prints Microsoft Exchange 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 *always* open or print them, 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 .

Microsoft Outlook and Microsoft Outlook Express

To view attachments in Microsoft Outlook or Outlook Express

1. Right-click the attachment you want to view.

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

3. 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 *always* open or print them, 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 .

Configure Quick View Plus to Work with Other Applications

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 these settings or you install a new application, do one of the following:

- From a Quick View Plus window select the configure Quick View Plus menu item from the View menu

OR

- Right-click the magnifying glass on the Taskbar, and select **Configure Quick View Plus**.

Applications
Plug-ins

Applications

1. In the **Configure Quick View Plus with other programs** dialog box, click the **Application** tab to see the list of applications.
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 the check mark to disable the currently enabled application. The message *Disable integration* 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 the name of the application. The properties button is activated. Click 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 Option tab displays values relevant to the selected application.
Modify the properties of an active application	Click the name of the application. The properties button will become active. Click 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.

Plug-ins

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.

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 Quick View Plus configuration 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's download site.

Note	Not all Netscape plug-ins can be used by Quick View Plus. Quick View Plus will only use plug-ins that have been tested by Inso and verified to function up to acceptable standards. The plug-ins list in the Configure Quick View Plus dialog shows all of the plug-ins that Quick View Plus can use.

1. **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, then click the **OK** button.
Enable a new plug-in	Click the name of the plug-ins to be added. The Properties button will be activated.
	Click 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 **Extension** 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 the name of the plug-in. This activates the Properties button.
	Click 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 the user 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.

Using Quick View Plus

Once you've started Quick View Plus, you can use all its features.   This section describes how to accomplish the following general tasks:

- View multiple files

- Quickly print multiple files without viewing them

- Save a copy of a viewed file or embedded object

- Print a viewed file

- Copy all or part of a viewed file to the Clipboard

- Open a viewed file for editing

- Sending a viewed file as mail

- Find specific text in a viewed file

- This section also describes how to: Create Windows wallpaper from a graphics file

- Use online help

- Close a view window and exit Quick View Plus

For details on features for specific types of files,   see Working with Specific File Types.

Viewing Multiple Files

After starting Quick View Plus and opening a view window as described in , you can view additional files by:

- (opening a new window for each file and viewing the files simultaneously)

- (organizing the open view windows making portions of all the window visible)

- (viewing files sequentially)

Opening Multiple View Windows

You can open multiple view windows from the task bar,   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.

Open multiple view windows individually
Open multiple view windows simultaneously using the Explorer

To open multiple view windows individually

To open multiple files individually from the Taskbar, Program Menu, or in Explorer:

1. On the **Window** menu, make sure there is not a check mark to the left of **Pin to the Desktop**.   (If there is one, click 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 Explorer. Repeat the process described until all files have been opened.

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. Do one of the following:

   - With the cursor over one of the selected files, press the right mouse button and click **Quick View Plus** on the context menu.

   - On the **File** menu, click **Quick View Plus**.

Arranging Multiple Views Windows

You can arrange multiple views using the taskbar or the Window menu.

Arrange multiple views using the Taskbar

Arrange multiple views using the Window Menu

Arrange multiple views using the Taskbar

1. Point to the magnifying glass icon

2. Click the right mouse button

3. Click **Arrange Views**.

4. Click an organization style for the views: **Tile Horizontally**, **Tile Vertically**, or **Cascade**.

Arranging multiple views using the Window Menu

1. On the **Window** menu, click an organization style for the views: **Tile Horizontally**, **Tile Vertically**, or **Cascade**.

Replacing the Current View Window with a Different File

You can view files sequentially by using the same view window for each file.   You can do this by either of the following methods:

- Dragging each file into the view window

- ''Pinning'' the view window to the window from which you started Quick View Plus (Explorer, Exchange, etc.), and then clicking Quick View Plus on the context menu for each file

When Pin is active (the default), you can also use the **Attach** command to attach the view window to the Explorer window so that it stays in the same position whenever you select a new file for viewing, or when you resize or move the Explorer window.

Drag a file into the view window
Drag a file when Quick View Plus is on the Desktop
Pin the Quick View Plus session to another window
Attach the view window to the Explorer Window

To drag 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. Press and hold either mouse button and drag the filename or icon until it is inside the view window.

3. Release the mouse button.

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

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

To pin the Quick View Plus session to another window

➡   On the **Window** menu, click **Pin to Desktop** , so that a check mark appears to its left, or click the **Pin** button on the toolbar to activate pinning.

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

To attach the view window to 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**

Printing

[Print Files from the View Window](#)
[Printing Files without View](#)

Printing Files from the View Window

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

For details on customizing how Quick View Plus prints specific types of files, see Customizing Quick View Plus.

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

To print a file from the view window

1. On the **File** menu, click **Print**.

2. In the **Print** dialog box, specify the printer name, print range, and number of copies.

3. If you want to select paper (size, orientation, source), graphics, fonts, or devices, click **Properties**, select the appropriate tabs and options in the **Properties** dialog box, and click **OK**.

4. If you want to change the default font, header, or page margins used by Quick View Plus, click **Options** on the **View** menu. Make the desired changes in the **Print** tab of the **Options** dialog box, and click **OK**.

5. To print the file and close the **Print** dialog box, click **OK**.

Printing Files without Viewing

You can use Quick View Plus to print one or more files without viewing them.

Print a file without viewing it
Print multiple files without viewing them

To print a file without viewing it

1. In the Explorer window, click the name of the file you want to print, press 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**.

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

4. Click **OK** to print, click **Cancel** to abort the operation.

To print multiple files without viewing them

1. In the Explorer window, 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**.

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

6. Click **OK** to print, click **Cancel** to abort the operation.

Saving a Copy of a Viewed File or Embedded Object

You can use Quick View Plus to save a copy of any file you view.   This is particularly useful for saving objects embedded in other files. Quick View Plus saves the file in the format of the program used to create it.

Save a copy of a viewed file
Save a copy of an embedded object

To save a copy of a viewed file

1. On the **File** menu, click **Save Copy**.

2. In the **Save Copy** dialog box, select the folder in which you want to save the file, and specify a name for the file.

3. Click **Save**.

To save a copy of an embedded object

1. In the **View** window, double-click the embedded object.

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

3. On the **File** menu, click **Save Copy**.

4. In the **Save Copy** dialog box, specify a folder and a name for the file.

5. Click **Save**.

6. To close the **Embedded Object** window, click **Close This View** on the **File** menu.

Copying to the Clipboard

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

For details on copying to the Clipboard from specific types of files, see Working with Specific File Types.

To customize how Quick View Plus copies specific types of files to the Clipboard, see Customizing Quick View Plus.

Copy an entire file to the Clipboard
Copy part of a file to the Clipboard
Copy embedded objects to the Clipboard

To copy an entire file to the Clipboard

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

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

   Note   Copying is not offered for archive files while in their compressed state.

To copy part of a file to the Clipboard

1. In the view window, select the part of the file you want to copy.

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

To copy embedded objects to the Clipboard

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

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

3. 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.

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

Opening Files for Editing

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

To open a file for editing

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

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

Sending Files as E-Mail Attachments

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

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**.

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

Finding Text

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

Find text with the Edit menu
Find text with the Toolbar

To find text with the Edit menu

1. On the **Edit** menu, click **Find**.

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

3. If you want to find text that exactly matches the uppercase and lowercase letters in the **Text to Find** box, click **Match Case**.

4. To specify the direction of the search, click **Forward** or **Backward**.

5. Click **Find**.

6. To find more instances of the specified text, click the **Find Next** ⛏ or **Find Previous** ⛏ or button.

To find text with the toolbar

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

   - Enter the text you want to find.

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

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

⚒ button.

3. 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.

Making Windows Wallpaper from a Graphics File

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

To make wallpaper from a graphics file

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

Using Online Help

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

- A list of task-oriented and reference topics

- A list of search keywords

- Full-text index of every word in every Help topic

- Context-sensitive help

Get Help on a specific topic
Display context-sensitive Help

To get Help on a specific topic

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

2. Do one of the following:

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

3. Follow the instructions on the screen.

To display context-sensitive Help

➪ Do one of the following:

- In a dialog box, press 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

➪ Do one of the following:

- Position the cursor in any open view window and click **Exit Quick View Plus** on the **File** menu.

- Click the **Quick View Plus** notification icon in the rightmost corner of the taskbar, and then click **Exit Quick View Plus** on the menu.

Working with Specific File Types

- This section describes many features of Quick View Plus that help you view and manage files of all types.   It shows you how to take advantage of features tailored to these specific file types and elements:

- Word-processing files

- Spreadsheet and database files

- Bitmaps

- Drawing files

- Archive files

- Internet files (UUEncoded and HTML files)

- Objects embedded using object linking and embedding (OLE)

- Files supported through third-party plug-ins

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 **Window** menu on the main menu bar.   You can also choose any file-type-specific command from the view window's context menu, which you open by clicking the right mouse button anywhere in the view window.

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

You can also use the options described in Customizing Quick View Plus to change the defaults for:

- View window

- Display

- View format

- Printing

- Copying to the Clipboard

- Integrations

Word-Processing Files

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

Select a viewing mode for word-processing files
Select an onscreen page size for word-processing files in Preview mode

To select a viewing mode for word-processing files

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

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

To select an onscreen 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 onscreen size to ...	Click
The full size of the printed page	**Full Size**
Fit the page entirely within the view window	**Fit to Window**
Fit page width within the width of the view window	**Fit to Window Width**

Spreadsheet, Presentation, and Database Files

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

- View spreadsheets in Draft mode

- Show or hide the gridlines (in spreadsheet or database files)

- Display any sheet in a multiple-sheet file

View spreadsheets in Draft mode
Show or hide gridlines in spreadsheet and database files

To view spreadsheets in Draft mode

➡   On the **Spreadsheet** menu, click **Draft view** or press the **Draft** button

🔎 .

To show or hide gridlines in spreadsheet and database files

➡️ On the **Spreadsheet** or **Database** menu, or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Gridlines** or press the **Gridlines** button

 to toggle between enabling or disabling the display of gridlines.

Displaying Multiple-Sheet Files

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

Select among individual sheets in multiple sheet files
Select data for copying to the Clipboard

To select among individual sheets in multiple-sheet files

➡ Do any of the following:

- To switch to the sheet that *follows* the currently displayed sheet, click the down arrow button.

- To switch the sheet that *precedes* the currently displayed sheet, click the up arrow button.

- To scroll the tabs to the right, click the right-single-arrow button.

- To scroll the tabs to the left, click the left-single-arrow button.

- To scroll the tabs all the way to the end, click the right-double-arrow button (displayed only for files with a large number of sheets).

- To scroll the tabs all the way to the beginning, click the left-double-arrow button (displayed only for files with a large number of sheets).

- To change the horizontal size of the tab area, click the small vertical bar on the right edge of the tab area and drag it to the left or right.

To select data for copying to the Clipboard

➡️ Do one of the following:

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

Bitmap Files

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

- Using the entire screen

- Changing the display size

- Rotating the bitmap

- Zooming in or out

- Dithering the colors

Adjust the display of bitmap files
Copy all or part of a bitmap to the Clipboard

To adjust the display of bitmap files

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

To	Click
Use the entire screen to display the file in its original size	**Show Full Screen**
Change the display size of the bitmap:	**Size**; then click:
• Display the bitmap in its original size	• **Original Size**
• Size the bitmap so that it uses the entire view window without distorting the aspect ratio	• **Fit to Window**
• Size the bitmap so that it uses the entire height of the view window	• **Fit to Window Height**
• Size the bitmap so that it uses the entire width of the view window	• **Fit to Window Width**
Rotate the bitmap to the right	**Rotation**; then click:
	• **None**
	• **90°**
	• **180°**
	• **270°**
Zoom in or out on all or part of the bitmap:	**Zoom**; then click:
• Zoom in on the entire bitmap	• **In**
• Zoom out on the entire bitmap	• **Out**
• Zoom in on a portion you select by clicking in the bitmap and dragging the mouse to define a rectangle	• **Selection**
• Reset to the size selected in the **Size** menu	• **Reset**
Improve the color of bitmaps (applies only to bitmaps created with more colors than your computer currently uses)	**Dither**

To copy all or part of a bitmap to the Clipboard

1. Do one of the following:

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

   - In the view window, position the mouse pointer in the upper left corner of the section you want to copy.   Drag diagonally down and to the right until the resulting rectangle outlines the selection you want.

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

Drawing Files

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

- Using the entire screen

- Changing the display size

- Zooming in or out

To adjust the display of drawing files

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

To	Click
Use the entire screen to display the drawing	**Show Full Screen**
Change the display size of the drawing:	**Size**; then click:
• Display the drawing in its original size	• **Original Size**
• Size the drawing so that it uses the entire view window without distorting the aspect ratio	• **Fit to Window**
• Size the drawing so that it uses the entire height of the view window	• **Fit to Window Height**
• Size the drawing so that it uses the entire width of the view window	• **Fit to Window Width**
• Size the drawing so that it uses the entire width and height of the view window (possibly distorting the aspect ratio)	• **Stretch to Window**
Zoom in or out on all or part of the drawing:	**Zoom**; then click:
• Zoom in on the entire drawing	• **In**
• Zoom out on the entire drawing	• **Out**
• Zoom in on a portion you select by clicking in the drawing and dragging the mouse to define a rectangle	• **Selection**
• Reset to the size selected in the **Size** menu	• **Reset**

To copy all or part of a drawing to the Clipboard

1. Do one of the following:

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

   - In the view window, position the mouse pointer in the upper left corner of the section you want to copy.   Drag diagonally down and to the right until the resulting rectangle outlines the selection you want.

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

Archives

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

- View any file in the archive

- Extract (decompress and save) one or more files from the archive

View a File in an Archive
Extract one file from an Archive
Extract Selected Files from an Archive
Extract All Files from an Archive

To view a file in an archive

➡️   In the view window, do one of the following:

- Double-click the filename.

- Select the filename, press the right mouse button, and click **View This File** on the context menu (opened by clicking the right mouse button anywhere in the view window).

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

To extract one file from an archive

1. Click the filename in the view window.

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

3. In the **Choose Destination for Extracted Files** dialog box, either type or browse for the path to the destination where you want the file to be saved.

To extract selected files from an archive

1. Press and hold CTRL, and click each filename in the view window.

2. On the **Archive** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Extract Selected Files**.

3. In the **Choose Destination for Extracted Files** dialog box, enter the path to where you want to save the files.

To extract all files from an archive

1. On the **Archive** menu or on the Quick View Plus context menu (opened by clicking the right mouse button anywhere in the view window), click **Extract All Files**.

2. In the **Choose Destination for Extracted Files** dialog box, enter the path to where you want to save the files.

Internet Files

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

- UUEncoded files

- Hypertext Markup Language (HTML) files on local drives

To view UUEncoded files

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. Click the hyperlink.

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.

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.

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.

To display embedded (OLE) objects

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

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

File Types Supported through Third-party Plug-ins

As described in Starting Quick View Plus, 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.

Customizing Quick View Plus

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

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

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

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

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

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

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

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

Customizing the View Window

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

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

Show/Hide Toolbar
Show/Hide Status Bar
Specify View Window Settings
Handling Unsupported File Types

To show or hide the Toolbar

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

To show or hide the Status bar

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

To specify settings for new view windows

1. On the **View** menu, click **Options**.

2. In the **Options** dialog box, click the **General** tab.

3. Under **New Views Have**, do one of the following:

    - To apply the view window settings used in the last-closed Quick View Plus session to all new view windows (that is, to show or hide the toolbar and status bar, and to pin the window to another window such as Explorer or Exchange), select the **Auto** check box.   (For information on pinning, see To Pin the Quick View Plus Session to another Window.)

    When **Auto** (the default) is selected, the other options become unavailable.

    - To specify whether new views have a toolbar, a status bar, and/or are pinned to another window such as Explorer or Exchange, clear the **Auto** check box and then select the other check boxes you want.

4. If you want to display the Quick View Plus logo each time you start Quick View Plus, click the **Display Quick View Plus Logo on Startup** check box.

5. If you want your selections to take effect immediately, click **Apply**.

6. Click **OK**.

Handling Unsupported File Types

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

To specify how unsupported file types are handled

1. On the **View** menu, click **Options**.

2. From the **General** tab, select one of the following:

   - **Ask user what to do** — When you try to view an unsupported file, a dialog box allows you to choose between displaying the file as an unknown file type, opening the file with its registered application, or not displaying the file at all.

   - **Open in registered application** — When you try to view an unknown file, it is opened by the application installed to handle it on your computer.   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.

   - **View file as an unknown file type** — Quick View Plus displays the file by using the method for viewing unknown files (selected in the **Display** tab of the **Options** dialog box, reached by clicking **Options** on the **View** menu).

3. Close the **Options** dialog box.

Customizing the Display

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

File Type or Origin	Default
• Files for which no 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

Customize the display

To customize the display

1. On the **View** menu, click **Options**.

2. In the **Options** dialog box, click the **Display** tab.

3. Do one or more of the following:

   - If you want to change the *default font* for text, click **Change** and select a different font from the **Font** dialog box.

   - If you want to change the *character set used to display files for which no font information is available*, click the appropriate 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.

   - If you want to *sort archive files* in ascending or descending order by name, size, or date and time, click **More** and then click the appropriate check box(es) in the **More Display Options** dialog box.

4. Click **OK** twice.

Customizing the View Format

You can specify the format 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 document,   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 character set.

Customizing Printing

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

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

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

- **Spreadsheets** — prints gridlines and the names of rows and columns and adjusts the print job to the size of a single page.

- **Databases** — prints gridlines and field names and adjusts the print job to the size of a single page

- **Bitmaps and drawings** — uses the original aspect ratio (the relationship of height to width)

To change the print settings

1. On the **View** menu, click **Options**.

2. In the **Options** dialog box, click the **Print** tab.

3. Do one or more of the following, and check the effects by looking at the **Sample** box (when available):

To	Do this
Change the default font for text	Under **Default Font**, click **Change**, and then select a font in the **Font** dialog box.
Specify whether to print a header	Under **Header & Header Font**, click **Print Header** to select or clear it.
Change the font for the header	Under **Header & Header Font**, click **Change**, and then select a font in the **Font** dialog box.
Specify what to print on the left side of the header	Type the text in the **Job Name** box. (The default, %F, prints the filename.)
Change the page margins	Under **Default Page Margins**, click the up or down arrows, to increase or decrease the margins for the top, bottom, left, and right of the page.
Use the margins and paper size of the document	Click the check box **Use margins and paper size of original document, if known.**

Change the settings for **spreadsheets**	Click **More** in the **Print** tab and then click the appropriate check boxes under **Spreadsheet** to select or clear them.
Change the settings for **databases**	Click **More** in the **Print** tab and then click the appropriate check boxes under **Database** to select or clear them.
Change the settings for **bitmaps**	Click **More** in the **Print** tab and then click the appropriate check boxes under **Bitmap** to select or clear them.
Change the settings for **drawings**	Click **More** in the **Print** tab and then click the appropriate check boxes under **Drawings** to select or clear them.

4. Click **OK** twice.

Customizing the Clipboard Format

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

Characteristic	Default
File formats	- 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 format and fonts

1. On the **View** menu, click **Options**.

2. In the **Options** dialog box, click the **Clipboard** tab.

3. Do one or more of the following:

To	Do this
Specify the formats placed on the Clipboard	Click the appropriate check boxes to select or clear each format.
Change the default font for the Clipboard	Click **Change**, and then select a font in the **Font** dialog box.
Specify how **spreadsheet** data is formatted when pasted to your word processor:	Click **More** and then, under **Spreadsheet** in the **More Clipboard Options** dialog box, click:
• To use table format	• **Copy as Table**
• To omit tabs for blank fields	• **Copy Using Optimized Tabs**
• To include tabs for blank fields	• **Copy Using Tabs**
Specify how **database** data is formatted when pasted to your word processor:	Click **More** and then, under **Database** in the **More Clipboard Options** dialog box, click:
• To use table format	• **Copy as Table**
• To omit tabs for blank fields	• **Copy Using Optimized Tabs**
• To include tabs for blank fields	• **Copy Using Tabs**
• To include field names in the pasted area	• **Include Field Names**

Customizing Integrations

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

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

1.   On the **View** menu, click **Configure Quick View Plus**.

2.   In the **Configure Quick View Plus with other programs** dialog box, click the **Applications** tab.

3.   In the **Applications** column, select the check box for each program with which you want to integrate Quick View Plus and clear the check box for each program with which you want to remove the integration.

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

5.   Click **OK**.

Working from the Command Line

[Running Quick View Plus from a Command Line](#)
[Command Line Options for QVP32.EXE](#)

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 described below can be specified that control the appearance and behavior of the Quick View Plus window.

Command Line Options for 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 Example: **-p 100,100,400,200**
-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 that if this text contains spaces, you must enclose it in quotation marks. For example: **-d "The Viewed File"**
-dt (Disable Tool bar)	**-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 are disabled
-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
-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. Consult the Quick View Plus help system or documentation for more details on window pinning. Please 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.

Note   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.

If you are running QVP32.EXE from the MS-DOS command line and there are spaces in the path to either QVP32.EXE or the file you are viewing, Windows requires that you enclose the path in quotation marks. For example,
"C:\Program Files\Quick View Plus\Program\qvp32.exe readme.doc"

Quick View Plus and Netscape Navigator

Plug-Ins versus Helper Applications in Netscape

A Helper Application is an external application that the user can instruct Netscape to invoke when it encounters a file it cannot normally view.   Quick View Plus still possesses the ability it always had to function as a Helper Application within Netscape, but the advent of the plug-in architecture allows Quick View Plus to provide a more seamless way to integrate its viewers within Netscape.

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.

What versions of Netscape Navigator can Quick View Plus plug into?

Netscape Navigator versions 2.0 and above support plug-ins.

Quick View Plus can only plug into the Windows 98, Windows 95, or Windows NT versions of Netscape Navigator.   All versions of Navigator can use Quick View Plus as a Helper Application.

How do I configure Quick View Plus with Netscape?

From the Quick View Plus View/Configure Quick View Plus with other programs dialog, highlight the application Netscape Navigator and then click the Properties...button.   Select the Options tab to see the dialog that configures Quick View Plus' integration with Netscape Navigator or Communicator.

The 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 the user 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.

How do I print and copy to the Clipboard from a plug-in?

Right clicking inside the plug-in window will display a context menu that allows you to print or copy to the clipboard.   Printing from Netscape's **File** menu will only work when the file is being viewed using the Netscape window i.e. not when the file is embedded inside an HTML document.   Copying from Netscape's **Edit** menu will never work with a plug-in.

Quick View Plus and Microsoft Internet Explorer

ActiveX Document Viewing
How do I configure Quick View Plus to work with Internet Explorer?

ActiveX Document Viewing

Microsoft Internet Explorer versions 3.0 and above support 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 as the user wishes.

Virtually the entire functionality of the Quick View Plus application is available from within Internet Explorer!

How do I configure Quick View Plus to work with Internet Explorer?

From the **Quick View Plus View/Configure Quick View Plus with other programs** dialog, highlight the application Microsoft Internet Explorer and then click the **Properties**...button. Select the **Options** tab to see the dialog that configures Quick View Plus' integration with Internet Explorer.

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.

Webmaster information: Using Quick View Plus in an Intranet Environment

How does Quick View Plus save me time and money?
The Problem with MIME Types
How should I setup the MIME types on my server?

How does Quick View Plus save me time and money?

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 reference directly or embedded (using the HTML EMBED tag) in your web pages.

This section 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.

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.

First, MIME types have not been defined for all the file formats that Quick View Plus supports. While most of the major application 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.

Second, 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.

How should I set up the MIME types on my 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.

To do this, remove all the MIME type mappings from your **mime.types** file 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.) Once you have removed all the extra MIME type mappings from your **mime.types** file, 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 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   We don't recommend that you 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.

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.

Indicates whether Quick View Plus is integrated with the selected application.

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

Shows the current location of the selected application.

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

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.