

Open command (File menu - F3)

This command provides a standard interface to open an existing file for viewing. The dialog box options are:

File Name	Select or type the file to view
File Type	Set to All files
Directories	Select the directory to be listed
Drives	Select the drive to be browsed

See Also: [File Close](#)



View command (File menu - F4)

Selecting the File-View command will cause the currently selected document in the files window to be viewed. If the format of the selected file is one of the supported formats, then a highly formatted view of the document will be displayed in the view window.

To set individual display options select Options and Display entry of the Context Menu.

Close command (File menu - F5)

The Close command will close the currently viewed file. Other applications may not be able to load a file while it is being viewed by Quick View Plus. If this happens, use the Close command to close the view and then try re-opening the file.



Print command (File menu - F6)

When you view a file in the Document Viewing Window, Quick View Plus allows you to print the file with formatting (bold, italic, etc.), even if you do not have the application that created the file on your system.

To print the current file, from the File Menu, choose Print. You can also choose the print button in the Tool Bar.

This command accesses the print dialog box. The dialog box shows you the current document and the current printer. You can print a selected area, or the entire document. To print the defined area, Choose the **Print** button.

Choose the **Options** button to set print options. You can also set these options by selecting Print Options from the Options menu.

Choose the **Printer** button to select the printer. You can also select the printer by selecting Print Setup... from the File menu.

Print Setup command (File menu)

The Print Setup command accesses a dialog box which allows you to set the typeface and font size that the printed page will use. It also allows you to select whether a header is printed on each page. If you select a header, it will print on every page. The header will be italic and will have a horizontal line beneath it. The header consists of the document title on the left, and the page number on the right side of the page.



Launch command (File menu - F7)

When you display a file, Quick View Plus allows you to launch the application in which the file was created with the file already loaded. You can then edit the file in the application. Quick View Plus can launch both DOS and Windows applications.

To launch an application, view the file you want to edit. From the File Menu, choose Launch. (You can also choose the Launch button in the Tool Bar or press (F7).)

Quick View Plus associates each file type with an application. This information is established during installation and can be modified using the launch options. If the file being launched is not yet associated with an application, Quick View Plus will bring up the Launch Application Setup dialog.

Some applications do not run well under Windows; launching these programs is not supported in Quick View Plus:

DataEase 4.2
dBase III
dBase IV
DisplayWrite 2 & 3
DisplayWrite 5
Enable
First Choice 3.02
Lotus 1-2-3 (DOS versions)
Lotus Manuscript
Lotus Symphony
Mass-11
Microsoft Excel 2.10
MultiMate 4
MultiMate Advantage II
Paradox
Paradox 3.0
R:Base 3.1
Samna IV
VP Planner 3D

Some applications do not support loading a file from the DOS command line. Quick View Plus will launch these programs, but is not able to load documents for the following applications:

DisplayWrite 4

First Choice 2.0
Mosaic Twin
MultiMate 3.6
PC File 5.0
Q&A
Smartware II
Volkswriter 3

The following applications will cause an inactive window to appear when the application is exited. You should close this inactive window before returning to Quick View Plus.

Professional Write 1
MultiMate 3.6
PFS:Professional Plan

Tear Off command (File menu - F8)

Once you view a file, you can tear it off into its own window. After you tear off a view, you can load a different file in the Document Viewing Window. This option can be useful to allow you to compare different files. It also allows you to have several files open at once and toggle among them.

To tear off a view, from the File Menu, choose Tear Off or press (F8). You can also tear off a view by grabbing and moving it. You grab it by positioning the mouse in the Format ID tile in the upper left corner of the Document Viewing window. When you move the mouse to this location, it changes shape from an arrow to a hand. Before you can tear off the view, you must left-click with the mouse and hold the mouse button down. To tear off the view, move the window to the left or right and then release the mouse button.

You can print, copy, and launch from a torn off view using the options on the window's system menu (Alt-spacebar).

Exit command (File menu)

This command will close your Quick View Plus session, including all torn off views. This can also be accomplished by selecting Close from the system menu.

Rename command (File menu - F9)

The Rename command allows you to change the name of one or more files. To rename files, first select the files you wish to rename in the Files Window. Next, use the Rename option on the File Menu to access the Rename dialog box.

The Rename dialog box will prompt you for the new name of the file(s). Wildcards can be used to rename more than one file according to a defined pattern. For example, to change the extension of all selected files to BAK, enter *.BAK in the Rename dialog box.



Copy command (File menu - F10)

The Copy command allows you to copy one or more files to a new location. To copy files, first select the files you wish to copy in the Files Window. Next, access the Copy dialog box by using the Copy option on the File Menu, or the Copy button on the Toolbar.

The Copy dialog box will prompt you for the location to copy the files. Type in the destination or use the browse button to select the drive and directory from a list box. An option allows confirmation before overwriting any existing files during the copy. If this option is checked, you will be prompted for confirmation when an existing file is about to be overwritten.

Note: To select all of the files in the file list window, select the first file, scroll to the bottom of the list, and hold down the shift key while selecting the last file in the list. The entire list will be selected.



Move command (File menu - F11)

The Move command allows you to move one or more files to a new location. To move files, first select the files you wish to move in the Files Window. Next, access the Move dialog box by using the Move option on the File Menu, or the Move button on the Toolbar.

The Move dialog box will prompt you for the location to move the files. Type in the destination or use the browse button to select the drive and directory from a list box. An option allows confirmation before overwriting any existing files during the move. If this option is checked, you will be prompted for confirmation when an existing file is about to be overwritten.

Note: To select all of the files in the file list window, select the first file, scroll to the bottom of the list, and hold down the shift key while selecting the last file in the list. The entire list will be selected.



Delete command (File menu - F12)

The Delete command allows you to delete one or more files. To delete files, first select the files you wish to delete in the Files Window. Next, access the Delete dialog box by using the Delete option on the File Menu, or the Delete button on the Toolbar, or by pressing the Delete key while focus is in the Files Window.

The Delete dialog box shows the number of files selected for deletion and a checkbox which allows confirmation before deleting files. If this option is checked, you will be prompted for confirmation when an existing file is about to be deleted. The confirmation check box is not accessible if only one file is being deleted.

Note: To select all of the files in the file list window, select the first file, scroll to the bottom of the list, and hold down the shift key while selecting the last file in the list. The entire list will be selected.

History command (File menu - 1,2,3,4,5)

As you view different files, Quick View Plus always remembers the last five files you used. These file names appear at the bottom of the File menu.

To view any of these files, choose the file name or type the file number displayed next to the name.



Copy command (Edit menu - Ctrl+C)

The copy command allows you to copy selected text or data to the clipboard. The clipboard is a feature of Windows that allows you to transfer information between applications. Once you have selected the text you want in the document viewing window, you can copy it to the clipboard with the Copy function in the Edit menu. You can also bypass the menu and copy text directly by choosing the Copy button.

For a complete discussion see [Transferring Data to your Windows Application](#).



Paste to Application command (Edit menu)

This command is only available when Quick View Plus is run from one of the word processor macros.

After selecting the data you wish to transfer, use this command to copy your data to the clipboard, paste the data directly to your word processor and return to your word processor in a single step. The data will be pasted at the current insertion point in your word processor.

See Also: [Transferring Data to your Windows Application](#)

Select All command (Edit menu - Ctrl+A)

Use this command to select all of the data in the viewed file. You can then copy the entire selection to the clipboard.



Search command (Edit menu - Ctrl+S)

The Search function allows you to enter a text string, and then direct Quick View Plus to search for that string within the currently displayed document.

When the search dialog appears, enter the search string and indicate whether case sensitivity should be on or off. You can also set whether the search will be toward the top of the document or the bottom.

When you choose the **Search** button, Quick View Plus searches for the text. When it finds the search string, it highlights the text.

To repeat the previous search, select Search Previous or Search Next from the Edit menu or press (Ctrl)-(R).



Search Previous command (Edit menu - Ctrl+P)

The Search Previous command will search backward from the current position for the defined search string. Use the Search command to set up the initial search criteria.



Search Next command (Edit menu - Ctrl+N)

The Search Next command will search forward from the current position for the defined search string. Use the Search command to set up the initial search criteria.

General Options

The general options allow you to choose how the files in the Files Window should be sorted and how many mouse clicks are necessary to view a file.. The dialog box groups are described below:

Sort file by:

None

Display files in the DOS file structure order.

Name

Sort files alphabetically according to the file name.

Extension

Sort files alphabetically according to the file extension.

Date & Time

Sort files chronologically according to the date & time the file was last updated.

Size

Sort files according to the file size, smallest to largest.

View file on:

Single Click

Single clicking on a file in the list window will bring up a view of the file.

Double Click

Double clicking on a file in the list window will bring up a view of the file.

Launch Options

The launch options allow you to set up launch parameters for particular types of files. To do this, from the Options menu, select Launch Options. This option allows you to define execution information for any supported application.

The **Application Launch Information** dialog shows the Application name and the Current Execution command. The Current Execution command is the command that loads the application. The execution command is display-only on this dialog box.

To select an application, click on the down arrow beside the Application Name field. A list of application names drops down. Scroll through the list and choose the one you want. When you select an application, if Quick View Plus is already set up for it, the current command appears in the Current Execution Command field. If the application is not set up, the field appears blank.

If you want to modify the Current Execution Command, choose the **Modify** button. This will bring up the Launch Application Setup dialog.

Launch Application Setup Dialog

In order for Quick View Plus to launch an application, it must know the Current Execution Command. This command consists of the path, name and extension of the executable command, and any parameters that the application requires. You can enter the Current Execution Command by choosing the **Modify** button on the Launch Application Information dialog. You also enter it if you try to launch an application for which Quick View Plus has no launch information.

The Launch Application Setup dialog box is similar to the Application Information dialog box. The Command field allows you to enter the command that loads the application. There is plenty of room to also enter any command line delimiters the application might use. For example, Microsoft Word 5.5 uses the delimiter /G to signify that it should load in Graphics mode. If you wanted to use this delimiter, and if the program was in the \WORD directory on the C: drive, then the execution command would be: C:\WORD\WORD.EXE /G.

Browsing for Launch Applications - Quick View Plus allows you to browse for the path and execution file if you wish. To browse for the file, choose the **Browse** button. When you choose this button, the Launch Browse dialog appears, which allows you to browse through the various drives and directories to find the file you want. The **File Name** field contains the file extensions that execution files may use. The **List Files Of Type** field allows you to select either executable files or all files. If you select all files, the parameter in the File name field changes to *.*. The dialog box also allows you select the **drive** and **directory**.

Searching for Launch Applications - Another way to find the application's executable file is to set the type of file you want, and then use the search option. This option will search all of the directories on the local drives to find the execution file specified. When you choose the **Search** button, the Launch Search dialog appears. This dialog box shows you its progress as it searches through all of the directories on the disk looking for the proper executable file. When it thinks it has found the proper file, it stops the search and displays the message: Press **OK** to use this path; press **CONTINUE** to find next application directory, or press **CANCEL** to exit without using Search information. Some applications have the same executable file name. If the search finds an executable file, but in the wrong path, choose **CONTINUE** to find the next application.

If you are in the Launch Options menu, choosing **OK** will only save your settings. However, if you access the Launch Setup Menu by choosing Launch from the File Menu or by choosing the **Launch** button, choosing **OK** will execute the Launch.

Display Options

The Display Options allow you to set the display font and select the default viewing mode of files which could not be identified. To customize display options, choose Options and Display... from the Context Menu.

Default font

The default display font is used when viewing a document in draft mode, and when viewing a spreadsheet or database file. This font is also used when displaying text in a file for which Quick View Plus has no font information. To select a different default typeface for the display, in the Face field, choose the down arrow. Quick View Plus displays the available typefaces. Please note that these typefaces are screen fonts, not print fonts. Choose the one you want to use. To select a different display font size, in the Size field type the desired size. Or choose the down arrow. Quick View Plus displays the available sizes for the font you chose. Choose the size you want.

View unknown files as...

When you select a file to display in the Document Viewing Window, if Quick View Plus cannot identify the application that created the file, it considers that file to be in an unknown format. The program can still display the file, but it will use the default format you select here. In the View unknown files as box, you can select as the default:

Text

Displays the files using one of the 5 character sets.

Hexadecimal

Displays the files in hexadecimal format.

Do not view

Quick View Plus will not view files with an unknown format. When you select an unknown format, the Quick View Plus logo appears instead of the file contents.

More...

The more button in the display options dialog allows setting additional display options based on the type of file currently being viewed. Additional display options are available when viewing spreadsheet, database, and archive files.

Spreadsheet

Show gridlines - If you select Gridlines, Quick View Plus will display lines that show the outline of each cell in the spreadsheet in the Document Viewing Window. When you deselect Gridlines, the program no longer displays the gridlines.

Database

Show gridlines - If you select Gridlines, Quick View Plus will display lines that vertically separate each field in the database. When you deselect Gridlines, the program no longer displays the gridlines.

Archive

Sort Order - The archive display options allow setting the sort order used to display the files contained within an archive file. The possible sorting options are:

Don't sort files - The archive directory is listed in the order the files are stored internally within the archive file.

Sort files by name - The archive directory listing is ordered alphabetically by file name.

Sort files by size - The archive directory listing is ordered by file size from smallest to largest.

Sort files by date & time - The archive directory listing is ordered by file date and time from earliest to latest.

More Display Options

Spreadsheet

Show gridlines - If you select Gridlines, Quick View Plus will display lines that show the outline of each cell in the spreadsheet in the Document Viewing Window. When you deselect Gridlines, the program no longer displays the gridlines.

Database

Show gridlines - If you select Gridlines, Quick View Plus will display lines that vertically separate each field in the database. When you deselect Gridlines, the program no longer displays the gridlines.

Archive

Sort Order - The archive display options allow setting the sort order used to display the files contained within an archive file. The possible sorting options are:

Don't sort files - The archive directory is listed in the order the files are stored internally within the archive file.

Sort files by name - The archive directory listing is ordered alphabetically by file name.

Sort files by size - The archive directory listing is ordered by file size from smallest to largest.

Sort files by date & time - The archive directory listing is ordered by file date and time from earliest to latest.

Print Options

Default font

The Print Options dialog allows you to set the typeface and font size that the printed page will use when printing text for which no original font information is known. The default font is used when printing spreadsheets and databases also.

Header & Header font

The page layout options allow you to select whether a header is printed with the file. If you send a header, it will print on every page. You can also select the typeface and font size that the header will appear in. The default header consists of the document title on the left, and the page number on the right side of the page.

Job Name

You can choose what text will appear in the header by entering it in the job name field. Use %F to include the file name in the header.

Page margins

The page margins of the printed file can be set from this dialog box. The rectangle to the right of the page margin settings provide a sample of the page margins. The page margins cannot be set to less than .25 inches.

More...

The more button in the print options dialog allows setting additional print options based on the type of file currently being viewed or printed. Additional print options are available when viewing spreadsheet, database, bitmap, and drawing files.

More Print Options

Spreadsheet

Print gridlines - The Spreadsheet options also allow you to set how a spreadsheet looks when printed. If you select Print gridlines, Quick View Plus will print lines that show the outline of each cell in the spreadsheet.

Print row & column names - If you select Print row & column names, Quick View Plus prints numbers for the rows and letters for the columns.

Database

Print Gridlines - The database options also allow you to set how a database looks when printed. If you select Print gridlines, Quick View Plus will print lines that vertically separate each field in the database.

Print field names - If you select Print field names, Quick View Plus prints the field names for the columns.

Bitmap

Aspect Ratio - The aspect ratio defines the ratio between the horizontal and vertical size of a pixel. When you print bitmaps, you can optionally set the aspect ratio to one of two values. If set to **Original**, the image is sized to the page margins, maintaining the aspect ratio. If set to **Stretch to Margins**, the image is sized to the page margins, stretching the bitmap if necessary.

Print Border - This option allows a thin black border to bound the printed image.

Drawing

Aspect Ratio - The aspect ratio defines the ratio between the horizontal and vertical size of a pixel. When you print drawings, you can optionally set the aspect ratio to one of two values. If set to **Original**, the image is sized to the page margins, maintaining the aspect ratio. If set to **Stretch to Margins**, the image is sized to the page margins, stretching the drawing if necessary.

Print Border - This option allows a thin black border to bound the printed image.

Spreadsheet

Print gridlines - The Spreadsheet options also allow you to set how a spreadsheet looks when printed. If you select Print gridlines, Quick View Plus will print lines that show the outline of each cell in the spreadsheet.

Print row & column names - If you select Print row & column names, Quick View Plus prints numbers for the rows and letters for the columns.

Database

Print Gridlines - The database options also allow you to set how a database looks when printed. If you select Print gridlines, Quick View Plus will print lines that vertically separate each field in the database.

Print field names - If you select Print field names, Quick View Plus prints the field names for the columns.

Bitmap

Aspect Ratio - The aspect ratio defines the ratio between the horizontal and vertical size of a pixel. When you print bitmaps, you can optionally set the aspect ratio to one of two values. If set to **Original**, the image is sized to the page margins, maintaining the aspect ratio. If set to **Stretch to Margins**, the image is sized to the page margins, stretching the bitmap if necessary.

Print Border - This option allows a thin black border to bound the printed image.

Drawing

Aspect Ratio - The aspect ratio defines the ratio between the horizontal and vertical size of a pixel. When you print drawings, you can optionally set the aspect ratio to one of two values. If set to **Original**, the image is sized to the page margins, maintaining the aspect ratio. If set to **Stretch to Margins**, the image is sized to the page margins, stretching the drawing if necessary.

Print Border - This option allows a thin black border to bound the printed image.

Clipboard Options

The Clipboard options allow you to customize the data copied to the Windows clipboard.

Formats to be placed on clipboard - When you copy text to the clipboard, Quick View Plus places the text on the clipboard in each of the formats checked. To obtain the best results, you can select from the following formats:

Text

ASCII format

Rich Text Format

Supports Word for Windows, WordPerfect for Windows, PageMaker, JustWrite, and many others.

Ami 2.0 & 3.0

Ami 1.2

**Professional Write +
WordStar for Windows
Legacy**

Bitmap

A device-dependent, pixel-based graphic representation.

Device Independent Bitmap (DIB)

A device-independent, pixel-based graphic representation.

Metafile Picture

A Windows standard, drawing-based representation. This format is not placed on the clipboard when part of a drawing is selected and copied.

Palette

The set of colors used in creating the drawing. A palette will not be placed on the clipboard when True Color drawings are copied, unless a 256-color device is being used to view the image.

Only select the formats you need, as each format takes up space in the clipboard since your selection is duplicated for each chosen format.

Clipboard Default Font Face - This option allows you to select the typeface that Quick View Plus uses when you copy data to the clipboard. Quick View Plus will use this font in either of the situations described below:

There is no font information in the original file.

The Include Character Face on Clipboard option is off.

To select a different typeface, choose the down arrow. The program displays the available typefaces. Choose the one you want to use.

Clipboard Default Font Size - This option allows you to select the type size that Quick View Plus uses when you copy data to the clipboard. Quick View Plus will use this size in either of the situations described below:

There is no font size information in the original file.

The Include Character Size on Clipboard option is off.

To select a different type size, choose the down arrow. The program displays the available type sizes. Choose the one you want to use.

More Clipboard Options

Spreadsheet

The spreadsheet clipboard options allow you to customize options used when copying spreadsheet data to the clipboard.

Copy as table

inserts the data as a table, rather than as tab delimited text

Copy using optimized tabs

places a tab between each cell that has data in it (skipping empty cells)

Copy using tabs

places a tab between each cell

Database

The database options allow you to customize options used when viewing, printing, and copying database data.

Copy as table

inserts the data as a table, rather than as tab delimited text

Copy using optimized tabs

places a tab between each cell that has data in it (skipping empty cells)

Copy using tabs

places a tab between each cell

Default Font

Use the font dialog to choose the current default font type, style, and size for the current option.



Help With Quick View Plus

Reference Categories

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Menu Commands

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Document Menu

The Document Menu is only available when viewing word processing or text documents. This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Draft Mode - The file is displayed using the default font set in the display options. The text wraps so that it does not run outside the viewing area. OLE and graphic objects are replaced by an empty rectangle.

Normal Mode - Quick View Plus attempts to match the original document's fonts with available Windows fonts. The text appears with the advanced formatting preserved and wraps so that it does not run outside of the viewing area.

Preview Mode - All supported formatting is preserved. In addition, lines are wrapped according to their wrap points in the printout instead of wrapping to fit the view window.

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Spreadsheet Menu

The Spreadsheet Menu is only available when viewing spreadsheet files. This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Gridlines - Controls whether gridlines are displayed. The default setting is on (checked).

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Database Menu

The Database Menu is only available when viewing database files. This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Gridlines - Controls whether gridlines are displayed. The default setting is on (checked).

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Bitmap Menu

This menu allows you to set various display options for bitmap files and is only available when viewing bitmap files. This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Show Full Screen - When you select this option the bitmap fills the entire screen. To return to Quick View Plus press any key or click a mouse button. (Please note that bitmaps viewed in full screen mode can be scrolled using the cursor movement keys.)

Size - The Size menu option allows you to scale the bitmap in several ways. Note that any options other than original size may cause the bitmap to look grainy or rough.

Original Size - This option views the bitmap with the same height and width as it was originally created. Use the scroll bars to scroll the image if the bitmap is larger than the window.

Fit to Window - This option scales the bitmap to be as large as possible while still fitting in the viewing window and maintaining the aspect ratio.

Fit to Window Width - This option scales the bitmap so that the bitmap width is equal to the width of the viewing window.

Fit to Window Height - This option scales the bitmap so that the bitmap height is equal to the height of the viewing window.

Rotation - This option allows bitmaps to be rotated at angles of 90, 180, 270 or zero degrees. This is useful when viewing fax or scanned images which are stored landscape or upside down.

Zoom - The Zoom menu option offers several options for magnifying the display of bitmap files. These options are:

In - Magnifies the entire graphic by a single order of magnitude. This command may be repeated to increase magnification.

Out - Reduces the entire graphic by a single order of magnitude. This command may be repeated to further reduce the display size.

Selection - Magnifies the current selection by a single order of magnitude.

Reset - Restores the bitmap to the original dimensions .

Dither - If you use a 16- or 256-color setup, you may occasionally view bitmaps created at a higher color resolution than is available on your system. To achieve more accurate color rendering in these circumstances, Quick View Plus offers a dithering option for bitmaps only. When dithering is on, colors that are not available are represented by combinations of available colors that most closely recreate the original color.

To turn dithering on, view a bitmap. Then open the Bitmap menu and select Dither. This option will be grayed out if dithering would not benefit the image being viewed. Dithering will remain on for bitmaps until it is turned off.

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Drawing Menu

This menu allows you to set various display options for drawing (vector) files and is only available when viewing drawing files. This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Show Full Screen - When you select this option the drawing fills the entire screen. To return to Quick View Plus press any key or click a mouse button.

Size - The Size menu option allows you to scale the drawing in several ways.

Original Size - This option views the drawing with the same height and width as it was originally created. Use the scroll bars to scroll the image if the drawing is larger than the window.

Fit to Window - This option scales the drawing to be as large as possible while still fitting in the viewing window and maintaining the aspect ratio.

Fit to Window Width - This option scales the drawing so that the drawing width is equal to the width of the viewing window.

Fit to Window Height - This option scales the drawing so that the drawing height is equal to the height of the viewing window.

Stretch to Window - This option stretches the drawing so that the drawing width is equal to the viewing window width and the drawing height is equal to the viewing window height. The aspect ratio is likely to be changed.

Zoom - The Zoom menu option offers several options for magnifying the display of drawing files. These options are:

In - Magnifies the entire graphic by a single order of magnitude. This command may be repeated to increase magnification.

Out - Reduces the entire graphic by a single order of magnitude. This command may be repeated to further reduce the display size.

Selection - Magnifies the current selection by a single order of magnitude.

Reset - Restores the bitmap to the original dimensions .

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Archive Menu

The archive menu allows saving compressed file entries to disk in uncompressed form and is available only when viewing archive file formats (ZIP). This menu is also available as a right-click context menu.

Copy - Copies selected text, data or images to the Windows Clipboard.

Print - Prints the viewed file or selection.

Extract Selected Files... - This option saves the selected file entries to disk in uncompressed form. When chosen, a dialog box appears prompting you to choose the directory where the uncompressed files should be created. This dialog box is only used to choose the directory, not the name of the output file(s).

Extract All Files... - This option saves all of the file entries to disk in uncompressed form. This option also brings up a dialog box prompting for the directory to create the uncompressed files.

Options - Contains the following three submenu items:

Display...

Print...

Clipboard...

Menu Commands

Help Menu

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Help - Contents

The Help Contents command accesses the first screen of the Quick View Plus help system. The help contents can be accessed at any time using the menu or by pressing F1.

Context sensitive help on any menu command can be accessed by highlighting the menu command and then pressing F1.

Help - Search for Help on...

This command accesses the search facility built into the help system. When accessed, a list of keywords is provided. You can also enter topics into the box provided, and Help will match your text with available keywords. After selecting a keyword, all related help topics can be found. Help on the chosen topic can then be displayed.

Help - How to Use Help

Use this option for a detailed description of the help system.

Help - About Quick View Plus...

This menu command brings up an information window which provides the Quick View Plus version number and system information.

Understanding the Quick View Plus Window

Window areas

Menu Bar

File Specification Window

Drive Window

Directory Window

Files Window

File Information Line

Tool Bar

View Window

Menu Bar

The menu bar provides quick access to many features of the product. To select a menu item, single click on the item or use the Alt-key combined with the underlined letter. The following menus are available:

File Menu

Edit Menu

View Menu

Options Menu

Help Menu

One of the following menus is available when viewing a file of the corresponding file type:

Document Menu

Spreadsheet Menu

Database Menu

Bitmap Menu

Drawing Menu

Archive Menu

Entering a File Specification

To limit the files that you see in the Files Window, you can set specifications in the File Specification Window. Most often, the specification will include wildcards.

Wildcards allow you to use the * and ? characters. The * represents any number of characters in that position. The ? only represents one character in that position. You can use these characters together, or separately.

For example, suppose you only want to view files that end in the extension DOC. In the File Specification Window, type *.DOC and press Enter. Notice that the Files Window now only displays files that end in DOC.


Selecting a Drive to Browse



The Drive Window shows the current drive. To see a list of drives known to your system, choose the down arrow next to the Drive Window. A drop down list appears. You can select any of the drives listed. Once selected, the drive's directories display in the Directory Window.

Selecting a Directory to Browse

If the directory or subdirectory you want is not currently selected, you can view a different directory by choosing it in the Directory/Tree window.

Use the scroll bar or cursor keys to quickly browse the list. Pressing an alphanumeric key while browsing the Directory/Tree Window will quickly highlight the next directory with a matching first character.

In Directory mode, select the parent directory symbol  to move up a directory:

To expand the Directories Window, choose the  button on top of the Directories Window. Quick View Plus expands the window. To return to the normal browse mode, choose the  button.

Selecting a File to View

The Files Window displays a list of the files located in the selected directory on the selected drive which match the current file specification, or the Find criteria in effect in Find mode.

Choose one of the methods below to view a file in the list:

Highlight the filename and click on 



Double click on the filename. Viewing on single click can also be set in the General Options.

Highlight the filename and press Enter.

Highlight the filename and choose view from the file menu.

Highlight the filename and use the accelerator key (F4).

Use the scroll bar or cursor keys to quickly browse the list. Pressing an alphanumeric key while browsing the Files Window will quickly highlight the next file with a matching first character.

To expand the Files Window, choose the  button on top of the Files Window. Quick View Plus expands the window. To return to the normal browse mode, choose the  button.

See Also: Sort files by, Drag and Drop

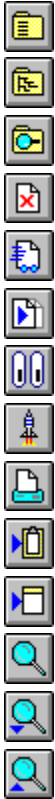
File Information Line

The file information line is a window which acts as a title to the currently viewed document. This window includes the filename, file type, file size, and the date/time the file was last modified.

This window also provides a quick way to tear off a view of the file into a separate window. When the mouse cursor is moved over the file information line, holding down the left mouse button, dragging the cursor to the left or the right, and releasing the mouse button will tear off the current view window into a separate window.

Using the Toolbar

The toolbar is a set of buttons used to speed up some of the frequently used operations. Click on any button below for help on the associated operation:



View Window

The view window is the center of the Quick View Plus product. This window displays a highly formatted view of the currently selected document.

All or part of a view can be selected. The selected section can be copied to the clipboard and then pasted into any windows application.

Quick View Plus can also print all or part of a view.

How To...

[Change Drives](#)

[Browse Directories](#)

[Select a File to View](#)

[Use the File Finder](#)

[Select Part or All of a View](#)

[Copy Data from Quick View Plus to your Windows Application](#)

[Launch a View](#)

[Print All or Part of a View](#)

[Search Within a View](#)

[Tear Off a View](#)

Keyboard Help

F1	<u>Help</u>
F2	<u>(Un)Zoom</u>
F3	<u>Open</u>
F4	<u>View</u>
F5	<u>Close</u>
F6	<u>Print</u>
F7	<u>Launch</u>
F8	<u>Tear Off</u>
F9	<u>File Rename</u>
F10	<u>File Copy</u>
F11	<u>File Move</u>
F12	<u>File Delete</u>
Ctrl-A	<u>Select All</u>
Ctrl-C	<u>Copy</u>
Ctrl-S	<u>Search</u>
Ctrl-P	<u>Search Previous</u>
Ctrl-N	<u>Search Next</u>

Troubleshooting Quick View Plus Windows

In using Quick View Plus you may encounter situations that require further clarification, both with respect to the program's behavior and that of the applications with which you are using Quick View Plus. This section offers information and advice to help you better understand these situations.

[Finding Your File](#)

[Importing Data](#)

[Viewing Files](#)

[Launching Files](#)

[Printing Files](#)

[Error Messages](#)

Trouble Finding Your File

The File List window shows no files, though I know files are there.

You have probably set a file specification for viewing a previous directory that no longer applies in the new directory you are viewing. If, for example, you were using the file specification ***.sam** to view all your Ami Pro files, and then changed to a directory containing no Ami Pro files, no files would be displayed. To correct the problem, change your file specification to ***.***.

In Find mode, no files appear in the File List window.

You must first execute a file search. Find mode only lists files that have been found as the result of a search.

I did a file search, but I could not find my file in the returned list, though the file does appear in the Windows File Manager.

The file list returned from a File Find search is not alphabetized. The files are listed in the order in which they are found. It may seem your file is not there because it is not listed in the order in which you expect it to appear.

Trouble Importing Data

I have copied data to the Clipboard, but the Paste function is grayed out in my word processor's menu.

Many applications will have the Paste options grayed out if the data on the clipboard is not in a format that it can import. Check your Clipboard Options to verify you have selected a clipboard format your word processor can support. Below is a quick checklist:

Into Word Processor	Clipboard Format
Microsoft Word for Windows	RTF
WordPerfect for Windows	RTF
Ami Pro	Ami Pro 2 & 3
Ami Pro 1.2	Ami Pro 1.2
JustWrite	RTF
Legacy	Legacy
WordStar for Windows	WordStar for Windows
Professional Write +	Professional Write +

Moreover, WordStar for Windows and Legacy both require that the Clipboard contents be available in both Text and their proprietary formats. So if you are importing into WordStar for Windows or Legacy, be sure that Text is chosen as well as WordStar for Windows or Legacy in your options.

I pasted a series of paragraphs, but the last paragraph lost its formatting.

The paragraph formatting is contained in the paragraph mark. You probably did not select the entirety of the last line of that paragraph, and so did not copy its paragraph mark. Try reselecting and reimporting.

When pasting data into WordStar for Windows, none of the paragraph formatting or tabstops are retained.

This occurs because WordStar for Windows requires a change to style sheet properties to alter paragraph and tabstop formatting. Ami Pro 1.2 and Professional Write Plus have a similar limitation with respect to paragraph formatting, though not with tabstop formatting.

When pasting text into Ami Pro, I sometimes get the error message "Cannot place text".

This is an Ami Pro message that occurs when you attempt to paste text that has left and right indents that, given the target document's page margins, would overlap. To paste the text without this error message occurring, you can (a) uncheck paragraph indent support in the Document Options group or (b) widen the page margins of your Ami Pro document.

After pasting into my application, the data does not wrap or align properly, though paragraph indents were supported correctly.

Several factors can contribute to this situation:

Quick View Plus does not support margin changes, only indents.

The page margins of your target document may be smaller or larger than those of your source document or file. You may have to adjust the page margins of the target file to match those of the original file.

All my text pastes in with an incorrect font size.

You may have inadvertently unchecked the character size box in your Document Options. When this box is not checked, Quick View Plus uses the default font size you have specified in the Clipboard Output Font group in the same dialog box. To see if this is the case, choose **Clipboard...** from the Quick View Plus Options Menu while viewing a document. If Character Size is unchecked in the Include On Clipboard group, then Quick View Plus will use the value in the Size selection box when copying to the clipboard. Change this size and then recopy and re-paste your text.

Additionally, Quick View Plus will use the default font size specified in the Clipboard Output Font group for text that, in the original document, contains no information specifying the font size. Again, change the font size in this group to the desired font.

I imported data as a table, but the entire table does not display after paste, only part of it.

The table is too wide for the target page. Unlike text or tab-aligned data, tables cannot be wrapped to fit the target document margins. Each word processor determines how to paste a table that is too wide for the margins, but most will display part, but not all of the table. To correct this problem, either select a narrower group of data, or widen the margins of the target document.

Trouble Viewing Files

When I try to use Quick View Plus's viewers under Norton Desktop for Windows, I get Norton's own viewers.

There are two possible reasons for this problem:

- (a) You have not set the Quick View Plus viewers as the Norton Desktop default viewers. To do this, choose the Norton Desktop Viewer icon to enter the viewer facility. Select the Viewer menu and choose the item Set Default Viewer. In the list box for this item, choose Quick View Plus Viewers. Choose OK to save and exit.
- (b) Quick View Plus was not integrated with Norton Desktop for Windows. This integration occurs automatically during installation if Norton Desktop is already on your system. If, however, you installed Quick View Plus and then installed Norton Desktop for Windows, Quick View Plus will not be integrated. If this is the case, re-install Quick View Plus.

Documents and data files display incorrectly--formatting codes and strings of numbers appear in place of the expected text or data.

You may be in ASCII or Hex view mode. If so, select Normal from the View menu and re-view the file.

I do not see some of my fonts listed in the Clipboard Output Font list box in the Document Options dialog box.

These are probably print fonts. Quick View Plus will only use screen fonts defined for your system. In many cases, these will be the same as your print fonts, though differences may occur depending on your Windows set up.

Trouble Launching Files

The application which created the file is successfully run, but does not load the file from Quick View Plus.

Either the application has not been correctly set up in the Launch Application Setup Options or is one of the following applications which cannot load a file from the command line:

- DataEase 4.2
- dBase III
- dBase IV
- DisplayWrite 2 - 5
- Enable
- First Choice 2.0 - 3.02
- Lotus 1-2-3 (DOS versions)
- Lotus Manuscript
- Lotus Symphony
- Mass-11
- Microsoft Excel 2.10
- Mosaic Twin
- MultiMate 3.6 & 4
- MultiMate Advantage II
- Paradox
- Paradox 3.0
- PC File 5.0
- Q&A
- R:Base 3.1
- Samna IV
- Smartware II
- Volkswriter 3
- VP Planner 3D

Check the Launch Options Settings to verify that there is no extraneous information on the path. For more information see [Launch](#).

When I try to launch the application, a DOS session is created but quickly terminated and I return to Quick View Plus.

The path to the application is incorrect or DOS cannot find the application specified. Ensure that the path is correct by using the Search or Browse options in the Launch Application Setup Dialog Box.

When I am in the Launched Application I cannot switch back to Windows.

Ensure that you have sufficient disk space to perform the context switching.

I cannot use certain Alt key combinations in my DOS application.

Some applications require the use of the keys used to switch between

applications. You can create a PIF file which reserves these keys for Windows. Consult your Windows manual for information on creating PIF files.

The launched application will not run in a Window.

Windows must be running in 386 Enhanced mode. To check the state of Windows operation, use the About Program Manager Dialog Box from the Help menu of the Program Manager.

The Search feature fails to find my application.

The Search feature does not search network drives. Use the Browse feature to locate applications on these drives.

Trouble Printing Files

I chose the Print option but only a blank page printed.

The Print dialog box gives you the option of printing the whole file or only a selection. If no text is selected and the options are set to "Print Selection" a blank page will be produced. To print the whole file, select "Print Whole Document" from the Print dialog box.

Quick View Plus Error Messages

View window has run out of memory

The view window could not allocate a block of memory. This means system memory, not system resources or hard disk.

View window has encountered a corrupt file

The filter encountered an inconsistency in the file while reading it.

View window could not open the file

The file does not exist

or

The file is opened by another process in DENY READ or DENY ALL sharing mode

or

The file name is invalid

View window could not access the DLLs it needed to view the file

The filter DLL (VS3*.DLL) was not found

View window has encountered a bad file

The filter encountered an inconsistency in the file while opening it.

View window has encountered a password protected or encrypted file

Quick View Plus does not view password coded files. To view the file, remove the password and re-view.

View window could not open extra files needed to view

Certain formats (RBase & DataEase) store a single "database" in more than one file. All of these files must be in the same directory for Quick View Plus to view the database. This error means that one of these extra files could not be found.

This file contains no data

File is empty (contains no text, no cells or no records)

This section contains no data

Same as above, but for multi-section document

A viewer for this file type is not available

The view window has identified the file as something other than UNKNOWN, but no filter is available.

View window can not write to the Windows temporary directory (disk full?)

Almost always means that the disk where the Windows temporary directory resides is full.

File Finder

The Find mode allows you to search for, rather than browse for your file(s). The Quick View Plus window changes slightly when you are in this mode.

In Find mode, the File Spec, Drive, and Directory windows disappear. In their place appears a **Setup** button, a **Find** button, and Current Setup pull down list box. The File window still appears, but it only shows those files that meet the requirements of the find. The File window will show the results of the last find if the find was carried out in the current Quick View Plus session.

To change or set up a new Find criteria, choose the **Setup** button. This button will bring up the File Finder Setup dialog box.

To execute the Find, choose the **Find** button. During the operation, the drawers of the file cabinet go in and out as Quick View Plus searches the drive. You will also notice that the **Find** button changes to the **Stop** button. Press this button at any time to stop the search.

As Quick View Plus finds files that fit the search parameters, it displays them in the File window. You can view any of these files without canceling the remainder of the search.

The search is complete once the drawers stop opening. Once the search is complete, all the directories and files that fit the search parameters appear in the Files window.

You can browse through and view files in the File window just as you would in Tree or Directory mode.

File Find Setup Dialog

The File Find Setup dialog is accessed by pressing the **Setup** button while in find mode.

There are four major areas to the Setup File Find dialog box: The **Setup Name** group, the **Find these files...** group, the **Find files in...** group, and the buttons related to **Properties**.

The **Setup Name** group allows you to select, create, or remove, file find configurations. Each setup is uniquely described by the setup name. This design allows you to easily create file find criteria for files which you often need to locate.

To **select** an existing setup, use the pull down menu and choose the setup desired.

To **create** a new setup, press the **New...** button. A dialog box will appear prompting you for a descriptive name of the setup which you are about to create. After entering a name and pressing OK, you will be returned to the Setup dialog box, and can modify the find properties to locate your files.

To **remove** an existing setup from the setup list, first select the setup you wish to remove, then press the **Remove...** button.

The **Find these files...** group allows you to define the file specification and text search string used in locating files.

Files Named - Allows you to enter any valid DOS specification (including wildcard statements).

Containing the text... - Allows you to have Quick View Plus search for a particular text string. When you enter a text string, Quick View Plus searches for the string in all files that meet the other search parameters.

Case sensitive - Determines if case sensitivity is off or on. When case sensitivity is on, Quick View Plus searches for a string that has not only the same characters as the search string, but also has the same capitalization patterns.

The **Find files in...** group contains the parameters that determine drives and directories to search. Use the **Drives & Directories** list boxes to define the search location. The group consists of a set of radio buttons. Select one of the buttons to determine where to search:

Selected path - Searches only in the directory selected in the drives and directories list windows.

Selected path & subdirectories - Searches the selected directory and any subdirectories under the selected directory.

Selected drive(s) - Searches on all drives highlighted in the Drives box. This is a multiple selection list box. You can choose as many drives as you want. To unselect a drive, choose it again and the highlight disappears.

Local hard drives - Searches all local hard drives known to your system.

Network drives - Searches all network drives known to your system.

Local and network drives - Searches both local and network drives.

The **Reset Properties** button returns all search criteria to preset values. This is useful when redefining the search criteria.

The **More Properties** button brings up a dialog box which contains additional search criteria. These parameters are described below:

Character Set - This set of radio buttons allows you to choose the character set that is used when matching the text string entered in the **Containing the text** field. When searching DOS, Windows, and Macintosh files, this parameter is useful primarily as a way to find the correct extended characters (which are different in all three environments). You must use this parameter when searching for a string in EBCDIC files, whether the string includes extended characters or not. EBCDIC file formats include RFT, FFT, and DisplayWrite files.

File Dates - This group allows you to set the minimum and/or maximum dates of files to include in the search. If you set both an Earliest and Latest date, the search will only return files which were last modified on or between the selected dates.

Earliest - Allows you to find only those files created on or after a certain date. You can set the Month, Day, and Year of the earliest date by typing them in, or by scrolling with the up and down arrows that appear by each field.

Latest - Allows you to find those files created on or before a certain date. You can set the Month, Day, and Year of the latest date by

typing them in, or by scrolling with the up and down arrows that appear by each field.

File Sizes - This group allows you to set minimum and/or maximum file sizes. You can set file sizes in increments of **Bytes**, **Kilobytes**, or **Megabytes**.

File Attributes - This group allows you to define the state of the archive file attribute of the files to find. Use the radio buttons to either **Ignore the Archive flag**, include **Files with Archive flag**, or include **Files without Archive flag**.

Type of file - Determines the format of the file you want to find. Choosing the **All types** radio button searches all formats. Choosing **Selected types** searches the files that have their formats highlighted in the File Type list box. This dialog box is a multiple selection box. You can choose as many types as you want. To deselect a file type, choose it again and the highlight disappears.

Once you have set up the find options, select OK. Upon returning to the main window, press the Find button to execute the find.

Drag and Drop

Quick View Plus supports viewing files which are dragged from the Windows File Manager and dropped onto Quick View Plus. To view a file using Drag and Drop, do the following:

1. Use the File Manager to list files in any directory or drive.
2. Select the file you wish to view.
3. Locate the cursor over the filename and hold down the left mouse button.
4. Drag the file by moving the mouse with the button held down.
5. Place the file over the Quick View Plus window or icon.
6. Release the mouse button to drop the file.
7. Quick View Plus will view the file.

Quick View Plus must already be running for drag and drop to take effect.

Word Processor Macros

Quick View Plus supplies macros for Ami Pro, Word for Windows, and WordPerfect for Windows. These macros allow you to access Quick View Plus using one simple step.

When you install an Quick View Plus macro, the macro name is automatically added to the word processor menu. When you select this menu option, the macro keeps the word processor window open, and loads Quick View Plus. The menu under which you find the macro varies between word processors:

Word Processor	Menu
Ami Pro	Tools Menu
Word for Windows 1.x	Utilities Menu
Word for Windows 2.x and 6.x	Tools Menu
WordPerfect for Windows 5.x	Macro Menu
WordPerfect for Windows 6.x	Tools Menu

If you use the macros, then the Paste to application option of the Edit menu is enabled. Whenever you choose this option, Quick View Plus pastes the selected data directly to your word processor and returns to your word processor.

When invoked through macros, you can also paste selected text by choosing the button that appears in the tool bar.

Integrating Quick View Plus

During Installation you have the option of integrating Quick View Plus with a variety of other programs. Once integrated, Quick View Plus's viewers become available directly from within the integrated program. Programs supporting integration are listed below:

File Managers

Windows 3.1 File Manager
Windows for Workgroups File Manager
Norton Desktop for Windows
WordPerfect Office for Windows

E-Mail Programs

Microsoft Mail for Windows
Lotus cc:Mail for Windows
DaVinci eMail for Windows
WordPerfect Mail (in WordPerfect Office)

When invoked from within one of the above programs, Quick View Plus will use a slightly different interface than the stand-alone Quick View Plus program. This new interface is called the AddOn Window.

The AddOn Window provides a tool bar featuring Launch, Print, Copy, Search, Search Next, and Search Previous. Also, the display, print, and clipboard options for each file type are available from the drop-down menu to the right of the tool bar. The name of this menu will change depending on the file type viewed.

Quick View Plus provides an AddOn Manager module that keeps track of the integrated applications and allows the user to enable or disable integration with a particular application. The AddOn Manager is copied to the Startup group under Windows 3.1 during installation. If the startup group is not present under Windows 3.1, or if the user is installing under Windows 3.0, the AddOn Manager's path and filename will be added to the Load line of the user's WIN.INI.

The result of either method is that the AddOn manager will be loaded in memory every time Windows is run. This is necessary for the Quick View Plus AddOn interface to be invoked from within cc:Mail, WordPerfect Office, and DaVinci eMail.

To access the AddOn Manager, simply click on its icon in the Startup group. The AddOn Manager will list the integrated applications. An information window describes the selected application. Two buttons, Enable & Disable, allow the user to enable or disable the selected integration.

Windows 3.1 File Manager Integration

Quick View Plus allows you to integrate with the Windows file manager (if you have Windows 3.1 or higher). This occurs automatically during installation. Once integrated, the File Manager menu includes an QVP option. Choose this option to load the Quick View Plus AddOn Window.

The integration feature is useful when you want to browse files in the Windows File Manager, and then use Quick View Plus to view them. Once you find the file you want, you can select the QVP option from the menu. This will run the Quick View Plus AddOn and view the selected file. You can also use Drag and Drop to view a file.

Windows for Workgroups File Manager Integration

Quick View Plus allows you to integrate with the Windows for Workgroups file manager. This occurs automatically during installation. Once integrated, Quick View Plus will display as a button on the File Manager. Choose this button to load the Quick View Plus AddOn window. You can also use Drag and Drop to view a file.

Norton Desktop Integration

When Quick View Plus is integrated with Norton Desktop for Windows, Quick View Plus's AddOn window is available in a variety of contexts. It is imperative, however, that the user first set up the Quick View Plus Viewers as the Norton Desktop for Windows default file viewers. If this is not done, Norton will use its own viewers instead of Quick View Plus's.

To make Quick View Plus serve as the default viewers:

1. Select the Norton Viewer icon to enter its viewer facility.
2. From the Viewer menu, choose Set Default Viewer.
3. From the viewer list box, select Quick View Plus Viewers. Select OK to save your choice.

Once made the default viewers, Quick View Plus's viewers may be invoked in three contexts:

In Norton's Viewer facility - Simply open the Viewer facility by choosing the Viewer icon. Then use File Open to select a file for viewing.

In Norton's File Manager - You access this function by selecting a Norton drive icon. To view a file, single click on the file name and then choose the View button. The file will be viewed in a new window below the drive and directory windows. To view another file, single click on its name in the file list window.

By selecting the QVP menu option - This option is available from the Norton Desktop main menu. Open this menu and choose View to start Quick View Plus.

NOTE: In order to use the QVP menu, you must already be viewing a file in the Norton File Manager. Otherwise the View option under the QVP menu will be grayed out.

Of course, you can still run Quick View Plus as a standalone application under Norton Desktop as you would run any other Windows application.

Microsoft Mail Integration

If Microsoft Mail version is installed on your system, you can use **Quick View Plus** to view files attached to your mail messages.

To view an attachment, simply double click on its icon within the Microsoft Mail message. The Quick View Plus AddOn window will open, displaying the attached file. Quick View Plus does not need to be running to view Microsoft Mail attachments.

Occasionally you may want to revert to Microsoft Mail's default behavior with respect to attachments. In default mode, double-clicking on a mail attachment causes Microsoft Mail to attempt to launch the attached file, using the associations established in the Windows Registration Database. This behavior is overridden if Quick View Plus has been integrated. However, holding down the CTRL key while double clicking on an attachment will restore the default response, i.e., instead of being viewed in the Attachment Handler, the attachment will be launched using Microsoft Mail's capabilities.

WordPerfect Office Integration

Integration into WordPerfect Office provides viewing for both Mail attachments and from the WordPerfect File Manager. In WordPerfect Mail, Quick View Plus's AddOn interface is used to view the mail message itself and attachments. From within WordPerfect Mail, click on the mail message or attachment you wish to view. The AddOn window appears integrated within WordPerfect Office.

DaVinci eMail Integration

Integration into DaVinci eMail provides view of attachments directly from DaVinci eMail. To view an attachment in DaVinci:

Load DaVinci eMail and view the desired mail message as you normally would.

Choose the Attachments button or choose Attachment from the Message menu. A dialog box listing any attachments will appear.

Select the attachment you wish to view and then click on the View button. You can also choose multiple attachments simultaneously in this list.

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

Lotus cc:Mail Integration

Integration into cc:Mail provides viewing of attachments directly from cc:Mail. To view an attachment from within cc:Mail:

Load cc:Mail and view the desired mail message as you normally would.

If you are using the default cc:Mail settings, Shift-double-click on the attachment you wish to view. If you have changed the default, double click on the attachment.

The AddOn window appears. This window is integrated with the cc:Mail window.

Selection Methods

Selecting within a Document View

Text Selection

To manually select text in a word processor view, tab into the view window and use Shift-cursor to select text.

To select text with a mouse, move the mouse pointer to the beginning of the section you want. Next, hold down the left mouse button and drag the pointer to the end of the section. As you move the mouse, all of the text between the beginning and end of the selection is highlighted. Once you highlight the text you want, you can release the mouse button and the section will remain highlighted. You can also select the entire view with the Select All command.

Selecting within a Spreadsheet or Database View

Block Selection

To select a block in a spreadsheet or database view, move the mouse pointer to the top left corner of the block to be selected. Next, hold down the left mouse button and drag the pointer to the bottom right corner of the block to select. As you move all of the data within the block defined by the beginning and the end of the selection is highlighted. When the entire block is highlighted, release the mouse button and the block remains selected. You can also select the entire view with Select All command.

Row Selection

To select a range of rows in a spreadsheet or records in a database view, move the mouse pointer over the row number of the top row of the range to be selected. Hold down the left mouse button and drag the pointer to the bottom row of the range. As the mouse moves over the rows they become selected. When all of the rows in the range are selected, release the mouse button and the range remains highlighted.

To select multiple sets of rows, hold the control key while selecting as described above. This will add the new rows to the selected area without canceling previously selected rows.

Column Selection

To select a range of columns in a spreadsheet or fields in a database view, move the mouse pointer over the column heading of the leftmost column of range to be selected. Hold down the left mouse button and drag the pointer to the rightmost column of the range being selected. As the mouse moves

over the columns they become highlighted. When all of the columns in the needed range are selected, release the mouse button and the range remains highlighted.

To select multiple sets of columns, hold the control key while selecting as described above. This will add the new columns to the selected area without canceling previously selected columns.

Cross Selection

Cross selection is a feature which allows multiple sets of rows and columns to be selected such that only the intersection of all selected rows and columns become part of the highlighted selection. To cross select, select rows and columns as described above while holding down the control key. Only the spreadsheet cells or database fields which fall within the selected rows and columns will be highlighted. Once a row or column is selected, it can be deselected by repeating the selection procedure on that row or column. The selected area can then be copied or printed just like any other selection.

Selecting within an Bitmap or Drawing View

To select a part of a Bitmap or Drawing view, place the mouse pointer at a corner of the area you wish to select, hold down the left mouse button, drag the mouse to the opposite corner of the area to select, and release the mouse button. A rectangle is displayed identifying the selected area. This area can be printed or copied to the clipboard. You can also zoom in on the selected area by clicking the right mouse button while the mouse pointer is located within the selected area.

Transferring Data to your Windows Application

To transfer data from a file into your Windows application, do the following:

1. Select a File to View
2. Select the text or data to transfer
3. Copy the selection to the Clipboard
4. Return to your application
5. Select the Edit Paste command in your application to paste the Clipboard contents at the insertion point.

Note: When using the word processor macros steps 3, 4, and 5 are combined into a single step.


Hide/Show Toolbar command (View menu)



To turn off the Tool Bar, on the View menu choose the Hide ToolBar option. Quick View Plus will remove the Tool Bar. To show the Tool Bar, on the View menu, choose Show ToolBar.



Directory Mode command (View menu)

This command selects the directory mode as the mode to browse directories and files. Quick View Plus also provides tree mode and find mode.

In Directory mode, the Directory window only shows those subdirectories under the current directory. The parent directory appears with an up arrow on it. If you double click on a subdirectory, it becomes the new parent directory. Select the parent directory symbol  to move up a directory:

To expand the Directories Window, choose the  button on top of the Directories Window. Quick View Plus expands the window. To return to the normal browse mode, choose the  button.



See Also: [Selecting a Directory to Browse](#)



Tree Mode command (View menu)

This command selects the tree mode as the mode to browse directories and files. Quick View Plus also provides directory mode and find mode.

In Tree mode, the Tree window shows the structure of every directory and subdirectory on the current drive. This is useful when you want to see the drive's entire directory structure at a glance.

To expand the TreeWindow, choose the  button on top of the Tree Window. Quick View Plus expands the window. To return to the normal browse mode, choose the  button.

See Also: [Selecting a Directory to Browse](#)



Find Mode command (View menu)

This command selects the find mode as the mode to browse files. Quick View Plus also provides directory mode and tree mode.

This mode provides a powerful File Finder which can be used to locate files by filename, file type, location, text search, and many other criteria.

For a complete description see File Finder.

Zoom/Unzoom command (View menu- F2)

This command toggles the zoom mode of the document viewing window. In Zoom mode, you expand the Document Viewing Window so you can see more of the file you are viewing. From the View menu, choose Zoom View.

Once a view is zoomed, use this command to Unzoom the view.

Normal View command (View menu)

When a file is first selected for viewing, it comes up in the normal view mode. This mode provides a highly formatted view of the document. Any file can also be viewed using the ASCII View or the Hex View. Use this command to switch back to normal view from one of the other view modes.

ASCII View command (View menu)

Any file can be viewed as a flat ASCII file. This view mode will remove all formatting from the view and display all data in the file as if it were an ASCII file. Any file can also be viewed using the Normal View or the Hex View. This option is only available after initially viewing a file in Normal mode.

HEX View command (View menu)

Use this command to view the binary data within a file as series of hexadecimal bytes. This view mode is useful for technical purposes of getting a raw view of a file. This option is only available after initially viewing a file in Normal mode.

See Also: [Normal View](#), [ASCII View](#).

Previous File command (View menu - KeYPad -)

This command highlights and views the previous file in the file list. The short-cut key for this feature is KeYPad-Minus. This is very useful for quickly browsing the file list, viewing as you go.

Next File command (View menu - KeyPad +)

This command highlights and views the next file in the file list. The short-cut key for this feature is KeyPad-Plus. This is very useful for quickly browsing the file list, viewing as you go.