

LESSON 106

QUICK VIEW

Windows 98 includes a program called Quick View. Quick View allows you to view or preview files without having to first open the application program that created that particular file.

Any file that can be open by Quick View will display a Quick View option in the dialog box that opens when you right-click on a file. If the Quick View option is not displayed, that particular file can't be opened by Quick View (assuming that Quick View is installed on your system).

If you open a file in Quick View and want to view another file, just drag and drop the next file over to the Quick View window. Its contents will replace the contents of the previous file.

Once you have opened a file in Quick View, that file can be edited just by clicking on the icon that appears just below File in the menu bar. You can do the same thing by clicking on File and selecting Open File For Editing.

You can change your Quick View to a full page view by clicking on View and then selecting Page View. Once in page view, you can increase font size by clicking on the large A or decrease font size by clicking on the smaller A.

If Quick View isn't installed on your system, you can install it easily. Place your Windows 98 CD-ROM disk in your CD-ROM drive. Hold down the Shift key as you close the CD-ROM drive so that Auto start is disabled.

Double-click on My Computer and then on Control Panel. Double-click on Add/Remove Programs and then click the Windows Setup tab. Double-click Accessories, select Quick View, and click on OK. Mission accomplished.

