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The Archivers program is a full service archiving and unarchiving user interface. The Archivers window allows you to compress and uncompress files, using three of the major compression programs, and it even allows you to view the contents of a compressed file without uncompressing it. Archivers also includes Microsoft's Compress and Expand programs.

In addition to its compression and uncompression functions, Archivers also offers a complete file management system; allowing you to create directories, delete directories, copy and move files, search for files, view and execute files, and rearrange your Windows items and groups - all directly from the Archivers window.

The compression program that you are likely to use most often is "PKZIP" If you don't already have this program, you will need to get it in order for this archiving program to work. You can find the PKZIP shareware program on any online service (such as America Online or CompuServe) or on many BBSs. It is a Shareware program which has a \$47.00 registration fee. PKZIP is actually a group of EXEs that perform different tasks. For the Archivers program, you will need PKUNZIP.EXE, ZIP2EXE.EXE, PKZIPFIX.EXE and PKZIP.EXE. The PKZIP program is generally considered the industry standard for compression. Much of what you download from online services and BBSs will be in the \*.ZIP format. PKZIP works by taking a group of files and compressing them into one file. When you download a ZIP file of a program, it will contain all files necessary for running the program. You can also use PKZIP for storing groups of files that you don't use very often and want to store on a disk. PKZIP compresses the files so that you can store more on a disk, and then you can quickly unzip them again if you need to use them. For complete information about the PKZIP options provided in the Archivers window, go to [PKZIP](#).

The two other compression programs that you can access using the Archivers window are LHA (files have the .LZH extension), and ARJ. These are two other extensions that you may run into out in cyberspace. LHA is a free shareware compression program that you should also be able to find online. The compressed EXE file is LHA213.EXE (EXE name depends on version), but the actual EXE that you need for the Archivers program is LHA.EXE. LHA creates compressed files with the LZH extension.

ARJ is another popular compression program. It is a shareware program which can be registered for \$40.00. The compressed EXE is ARJ241.EXE and should also be available on most online services. The EXE that you need for the Archivers program is ARJ.EXE. It creates compressed files with the ARJ extension.

In order for the Archivers program to work, all of the EXE files for these three compression programs must be loaded into your computer and located in a directory within your path (e.g. the DOS directory). Your path statement is located in your AUTOEXEC.BAT file. (A typical path statement would be: PATH = C:\DOS; C:\WINDOWS; C:\UTILS etc.)

The Microsoft compression programs Compress.exe and Expand.exe are included with the Archivers program and have already been loaded into your Windows directory. These are accessed using the "Compress" menu on the Archivers screen.

## **Sub-Topics:**

[Legal Stuff](#)

Archivers is a Shareware program. We encourage you to register this program if you are using it. You can access the Registration form through the Help menu of the Archivers window. Registration is \$14.95 plus \$5.00 shipping and handling. Fill in the blanks in the registration form and then print it out and send it in to KnowWare with your check or money order (US Currency only). As you may know, the Shareware concept is based completely on the honor system. Only in cyberspace do people still trust each other enough to distribute their merchandise freely and rely on their neighbors to pay for what they use. We at KnowWare are firm believers in the shareware concept. We ask only that if you use our program you pay for it. Feel free to try it out for 30 days. If you like it and are using it, we ask that you register it at that time. When we receive your registration we will send you an updated, registered version of Archivers.

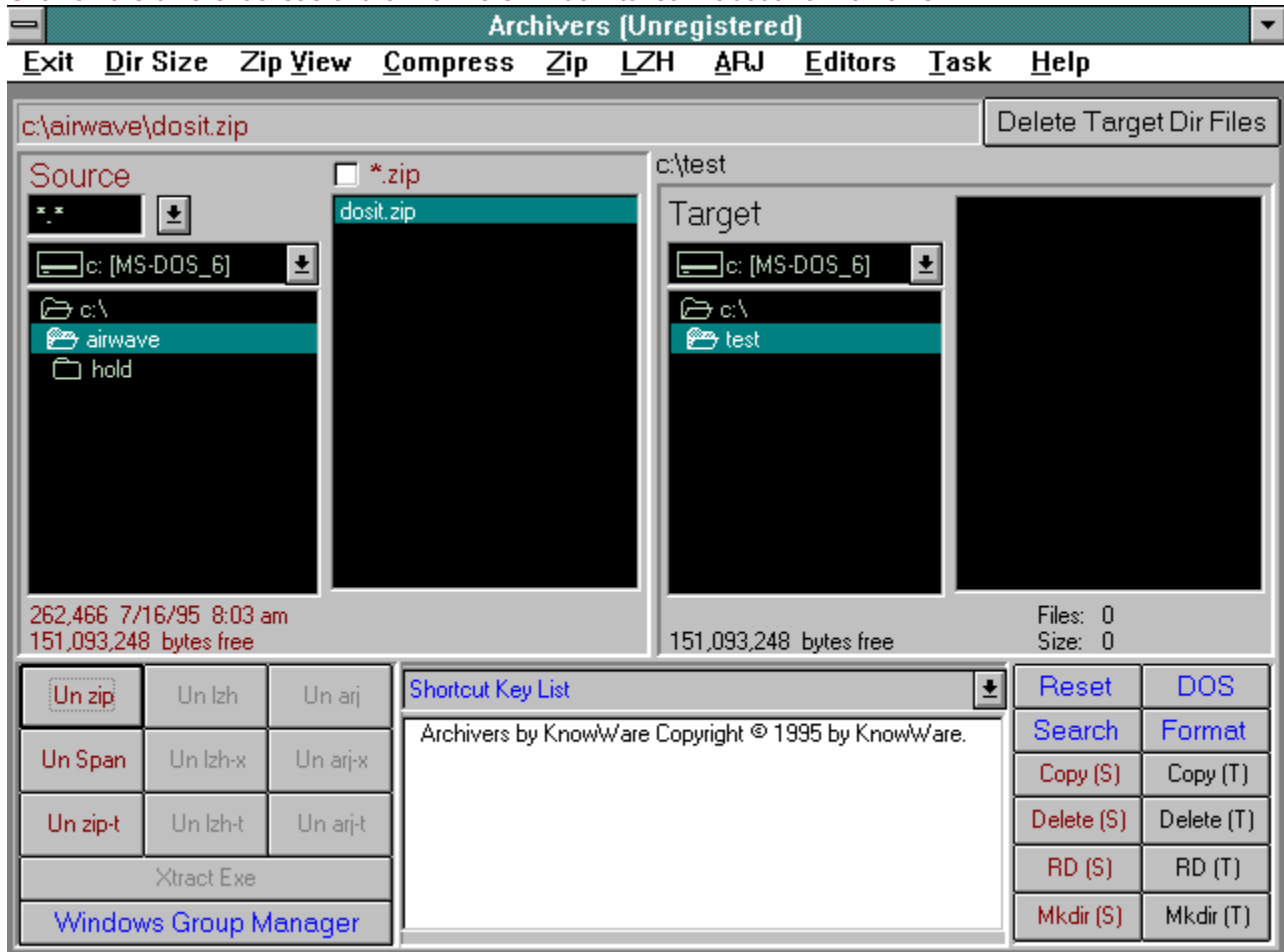
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Click on the different areas of the Archivers window to learn about how it works.



This closes the Archiver program and returns you to Windows.

Gives you access to this help file and provides the DOS help files for the PKZIP, ARJ and LHA programs. Also gives you access to the Archivers Registration form. We encourage you to register this program if you are using it. Registration is \$14.95 plus \$5.00 shipping and handling. Fill in the blanks in the registration form and then print it out and send it in to KnowWare with your check or money order.

This menu option gives you the directory size of the Source directory. "Dir Size" gives you just the number of files and size of the selected directory and "Dir + sub-dirs" gives the size and number of files of all subdirectories as well.

Gives three options for viewing the files within your ZIP file. For details see [Zip View](#).



This menu gives you access to the Microsoft Expand and Compress programs. For details, go to "Compress" [Compress/Expand Program](#).

This menu gives you ten different options for compressing files and directories using the PKZIP program.  
For details see [ZIPPING](#).

This menu gives you seven options for compressing files using the LHA file compression program. For complete instructions see [LZH Menu - File Compression](#).

This menu gives you seven options for compressing files using the ARJ file compression program. For complete instructions see [ARJ Menu - File Compression](#).

Gives you three options for text editors to use for viewing text files. For more information, see [Archivers' Editors](#).

This menu item gives you access to the Archivers Task List window which lets you know what programs your computer is running. If you get too many programs running at once it will slow down your computer. The Task List shows you which programs are running. If you double click on one of the programs in the list it will come up on your screen and you can then close it if you want to. The Task List also gives you information about the system resources that are being used by the applications that you are using, so when you close an application you can see what impact that has on your system resources by pushing the "Refresh" button to update the resource information.

Used for choosing the file or directory that you want to compress or uncompress. The ".zip" check box above the source file list box allows you to unzip all zip files in the source directory at once.

Used for choosing the directory that will be the destination for your compressed or uncompressed files.



The File List box shows whatever files are within the presently selected directory. After you uncompress a compressed file, its contents appear in the Target File List Box. You can then double-click with your mouse on a text file to view it, double-click on an EXE file to execute it, or double-click on a BMP or GIF file to view it. See [Archivers' Editors](#), [Executing EXE Files](#), or [Viewing BMP and GIF Graphic Files](#) for more information.

Allows you to choose the extension of the file you want to uncompress. Makes it easier to find files in large directories.

If you click on this check box, ALL ZIP files in the selected Source directory will be uncompressed together into the Target directory.

This is the DOS path for the compression or uncompression operation that you are performing. This path statement is actually a text box which it is possible to edit.

These buttons uncompress compressed files. When you click on a file in the Source file list box, the appropriate set of buttons is activated (as with the ZIP file shown here).

These buttons run test programs for ZIP, LZH or ARJ files. See [Unzip -t](#), [Unlzh -t](#), or [Unarj -t](#) for complete instructions.

For ZIP files, this button takes a ZIP file off multiple disks and makes it into a single ZIP file on your hard drive. For more details, see [Un-Span](#).

This is an option for LZH and ARJ which will extract directories and subdirectories of a file if a multi-level directory has been compressed. For complete information, see [Un-Lzh x](#) or [Un-Arj x](#).



This button is for uncompressing self-extracting EXE files. These are files with the EXE extension which have been compressed by one of the compression programs. When you highlight an EXE file in the Source file list box, you will see the Xtract EXE button become highlighted. The Archiver program also checks the file before it extracts it to make sure that it is indeed a self-extracting EXE and not a regular executable file. For complete information, see [Self-Extracting EXEs](#).

This button resets the File Extension box back to \*.\* and it resets both file list boxes back to the root directory.

This button takes you to a DOS window (without leaving Windows) so that you can try out any DOS programs you might need to. When you have finished your DOS session, type EXIT to close the DOS window and return to Archivers.

This is the Make Directory button. It will create a new directory inside whichever directory is chosen in the directory list box. Choose Mkdir (S) to make a directory in the Source list box and (T) to make a directory in the Target list box.

This is the Remove Directory button. It will remove the highlighted directory in the directory list box, but only if it is empty. Use RD (S) to remove a directory in the Source directory list box and (T) to remove a directory in the Target directory list box.

These buttons bring up the Archivers Copy Window which allows you to copy or move files to anywhere you want them to be. The Copy (S) button automatically loads your Source file into the Copy Window and the Copy (T) button automatically loads your Target file. For complete instructions on the Copy Window, see [Copy Window Overview](#).

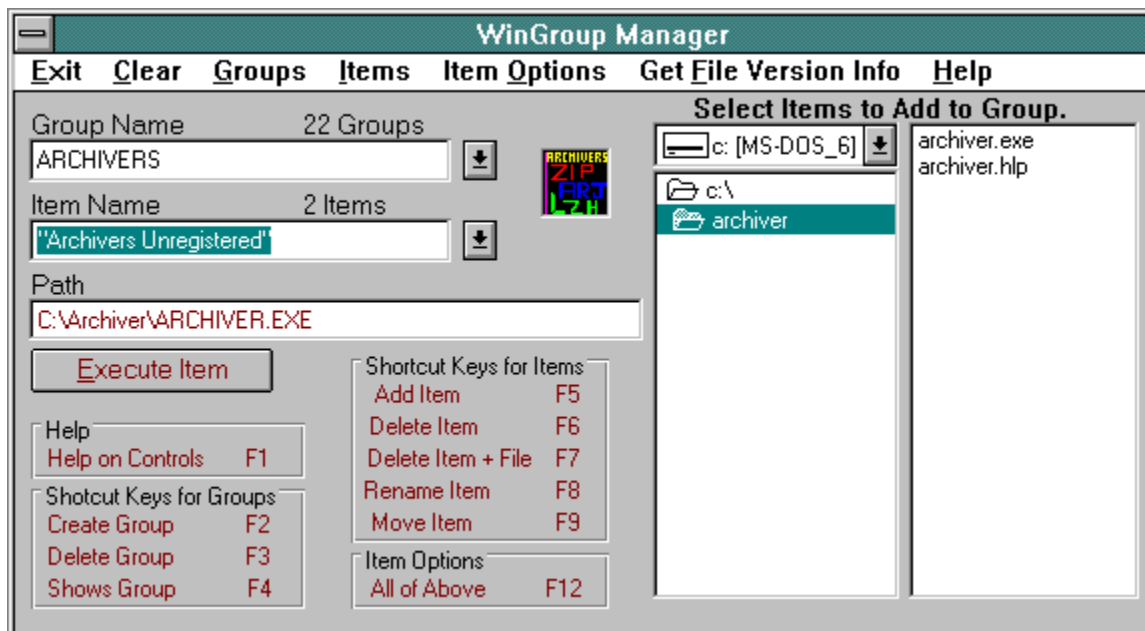
This button brings up a window that allows you to format a floppy disk. For complete instructions on the Format window, see [Format Window Options](#).

This button brings up a Search window which allows you to search for any file or group of files on your system. It also gives you the option of removing files or copying files once you have found them. For complete instructions, see [Search Window Overview](#).



This button allows you to delete any file. Highlight the file that you want to delete in the file list box and then click on the Delete button. Use the Delete (S) to delete a file from the Source file list box or Delete (T) to delete a file from the Target file list box. After you click on the Delete button, a box will come up, listing the file. To delete it, simply click on OK. The program will then give you another chance and ask you if you are sure you want to delete this file. Click on Yes or push Enter and the file will be deleted. You will see that it immediately disappears from the file list box. Note that you can also delete a group of files by using wild card characters in the delete box (e.g. \*.TXT).

Clicking on Windows Group Manager brings up the Windows Group Manager window which allows you to add, delete or rename items and groups in your Windows workspace and also enables you to execute any of your Windows executable files. The Windows Group Manager lists all of your Windows groups and items and also has a file list box that gives you access to all files on your computer. This allows you to rearrange your Windows environment in the way that best suits you and to get rid of any groups and items that you no longer use. Go to [Windows Group Manager Functions](#) for complete instructions on the Windows Group Manager.



Click on the different areas of the WinGroup Manager window to learn about their functions. See below for further information about the menu items.

### Sub-Topics:

[Groups](#)

[Items](#)

[Item Options](#)

This closes the WinGroup Manager window and returns you to Archivers. Exit does not reset the Group, Item or Directory list boxes, so that if you return to the WinGroup Manager everything will still be where you left it.

This clears and resets all of the Group, Item, Directory and File list boxes.

This accesses the Archivers Help file.

This menu gives you three options. You can create a Windows group, delete a group or view a group. For complete instructions go to [Groups](#).

The Groups Menu allows you to create, delete or view a Windows program group.

To create a group, type in the name that you want it to have in the "Group Name" text box. Then choose Create Group from the Groups menu. You will see your new group appear in the list of groups.

To delete a group, choose it in the "Group Name" box and then choose Delete Group from the Groups menu.

Choosing "Show Program Group" from the Groups menu will show you the actual group window with its icons. Minimize the Windows Program Manager window to return to the Windows Group Manager.



The Items menu gives you the options of adding an item, deleting an item, deleting an item and its DOS file, renaming an item or moving an item. For complete information on the Items menu go to [Items](#).

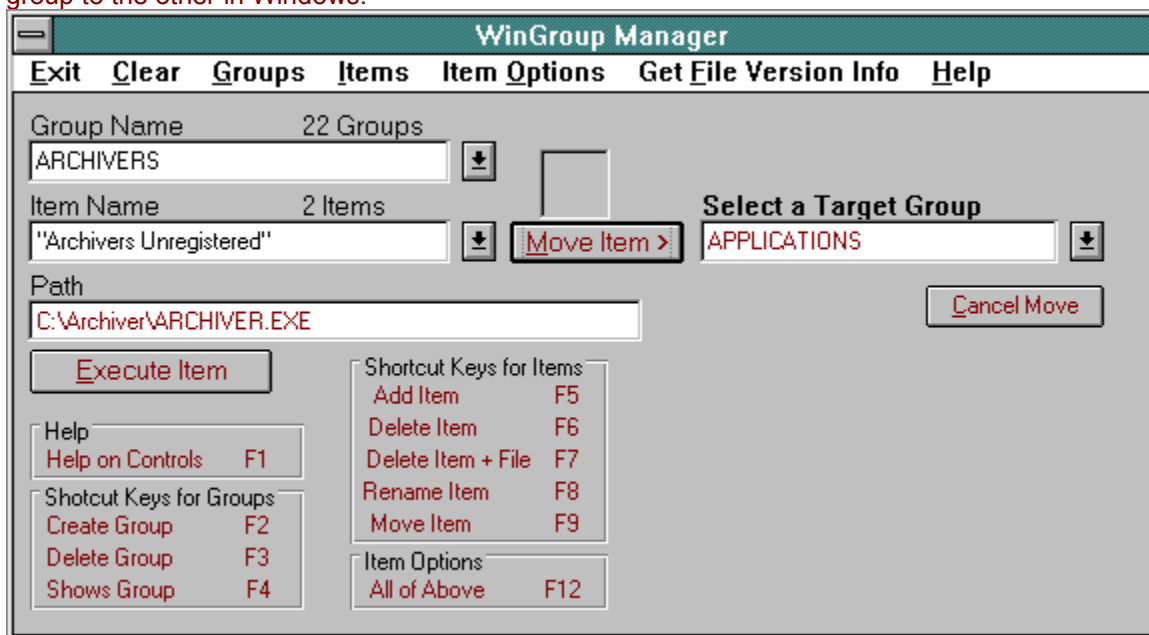
The Items menu allows you to add, delete, rename or move any item within a Windows program group.

To add an item to an existing program group, choose the group that you want to add it to in the "Group Name" box and then go to the directory and file list boxes on the right-hand side of the window. Choose the item you want to add (usually an EXE file; but also HLP, WRI, or TXT files can be Windows items) from the file list box and then choose "Add Item" from the Items menu. It will then appear in the list of items for that group. The item will be given a name automatically, but if you want to give it a name you can simply type it into the Item Name box.

To delete an item, choose it in the "Item Name" box and then choose "Delete Item" from the Items menu. This deletes the item's icon from the Group window, but it does not delete the actual file from your computer. If you want to completely delete a file from your computer, choose "Delete Item and File" from the Items menu. This deletes both the Windows icon and the file itself.

To rename an item, choose the item in the "Item Name" box and then delete it and type in the name that you would like it to have. Then choose "Rename Item" from the Items menu and you will see the item's new name in the Item list.

To move an item from one program group to another, choose the item that you want to move in the Item Name box and then choose "Move Item" from the Items menu. You will see a Target Group list box appear at the right of the window, as shown in the view below. Choose the group that you want to move the item to and then click on the "Move Item >" button. You will see the item being moved from one group to the other in Windows.



The Item Options menu allows you to add a group of files to a program group all at once. You have the option of adding \*.exe files, \*.hlp files, \*.txt files, \*.wri files, or all of them at once. For more information go to [Item Options](#).

The Item Options menu gives you the option of adding a group of program files to a Windows program group all at once. This may be useful if you want to add a program along with its help file and text files. You have five options for items to add. "Add Selected Directory \*.exe" will add all EXE files from the selected directory to the program group that you have selected. "Add Selected Directory \*.hlp" will add all of the help files from the selected directory. "Add Selected Directory \*.txt" will add all Notepad text files from the selected directory and "Add Selected Directory \*.wri" will add all Windows Write text files. "Add All of the Above" will add all of those types of files to your selected program group.

To use these options, choose a group or create a group in the Group Name box and then choose the directory that you want to add the items from in the file list box. From the Item Options menu, choose which sort of files you want to add to this program group and you will then see those items and the appropriate icons being added.

To use this function, first choose an item in the Item box or a file in the file list box and then click on Get File Version Info. If the item has version information, you will see a window pop up giving you the version of the file and other information. If the file has no version associated with it, a message box will tell you so.

This list box shows all of the files on your system. Use this list box to choose the file that you want to add as a new item to one of your program groups.

This list box lists all of the Windows Program Groups that exist on your system.

This list box lists all of the items that exist within whichever Group you have selected. (In Windows they appear as icons.)



This displays the path of the item in the Item Name box or the path of whichever file has been chosen in the file and directory list box.

Clicking on this button will execute the file which appears in the Path box - if it is an executable file. You can either choose a Windows item from the Item Name box or a file from the system file list box at the right side of the window.

The icon of the item that is chosen in the Item Name box appears here.

If you'd like to save yourself a couple of mouse clicks, you can use these shortcut keys instead. They perform all of the functions listed in the menus.

Opening this drop-down box will show you all of the shortcut keys that have been assigned to the Archivers menu items. Use this list for a quick reference to save yourself some mouse moves.

Deletes all files in the highlighted directory of the Target directory list box. Use with care!

Zip View

UNZIPPING

ZIPPING

Looking across the menu bar at the top of the Archivers window, one of the menus that you will see first is the Zip View menu. This menu gives you three different options for viewing the contents of your ZIP file before unzipping it. All of these options display the file names within your ZIP file, but the different options give different technical information about the size and compression of the zipped files.

### Sub-Topics:

[View Zip Contents -vb](#)

[View zip contents -v](#)

[View zip contents -vt](#)



The first Zip View option is "View Zip Contents -vb." The -vb switch calls for the "brief" view. It just gives the basic information about the zipped files. It has seven columns of information. The first column, Length, shows the file size before compression. The second column, Method, gives the type of compression routine used. The third column, Size, shows the compressed size of the file. The fourth column, Ratio, shows the percentage of the reduction in file size. The fifth column, Date, shows the original date of the file, and the sixth column, Time, shows the original time of the file. The final column lists the names of the compressed files.

The second Zip View menu option is "View zip contents -v." This -v switch is PKZIP's default file view option. It gives you the same seven columns of information as the -vb option does and it adds two more. To the left of the Name column you will see the CRC-32 column and the Attr column. The CRC-32 column is calculated by the CRC (Cyclical Redundancy Check)-32 routine. This is the method the computer has of checking the integrity of the file during file transfer. The Attr column lists the stored attributes of the file. The four possible attributes are system, hidden, writable and read-only. A "\*" designates an encrypted file.

The final menu item for Zip View is "View zip contents -vt". The -vt switch gives more technical information about the compressed files. Instead of giving the information in columns, it lists all of the information about each file separately and lists the files one after the other down the page. The -vt option gives all of the same information about the file as the -v option with the exception of the Ratio information. In addition, it also gives the File Type (e.g. text, binary), the version of PKZIP used to compress the file, and what program is needed to uncompress it (e.g. PKUNZIP v1.0).

After you've peeked into your ZIP files, maybe you've found a file that you want to unzip. The first step in uncompressing a file is to choose the file you want to uncompress and click on it once. This will tell the Archivers program which uncompression program to use. You will see the buttons at the bottom of the window highlighted to match the file that you have chosen. If you're working with a directory that contains many different kinds of files and you have trouble finding the file you want, you also have the option of choosing a files extension in the file extension box in the upper left-hand corner. For instance, if you want to find all of the ZIP files, go up and choose the \*.zip extension. Once you have done this, only ZIP files will appear when you look into your directories.

The next step is to choose the source and the target for your uncompression process. The important thing to remember about uncompressing or compressing files in the Archivers window, is that you must choose both the Source file (or files), on the left side of the window, and the Target directory on the right side of the window. You have to do this even if you are unzipping or zipping something into the same directory (i.e. the source and the target directories are the same). You will notice that when you choose the Source and the Target that their paths appear above each file list box. By looking at these you can verify that the Archivers program is correctly reading the file or directory that you have chosen.

So, after you have clicked on the file you want to unzip in the left-hand file list box, go over to the right-hand list box and choose the destination directory. And, finally, click on the Unzip button. You will see the DOS screen come up in the top half of your monitor and you will see the unzipping process. Then you will see the unzipped files appear in the right-hand file list box. The files also appear with their date and time of creation in the list box at the bottom of the window and the EXE file (if there is one) is listed at the top of that list box.

The Archivers program runs a test on the ZIP file before it executes it. If it finds a ZIP file that has been corrupted, you will get a message that reads "There is a problem extracting this file. Would you like to run Pkzipfix to try to correct this?" Pkzipfix can often do a pretty good job restoring your ZIP file. If you choose Yes, you will see Pkzipfix run and then you will get a message that says "Pkzipfix has just made a new file called PKFIXED.ZIP located on your Root Drive. Now use PKunzip to extract the contents of this file in a directory of your choice." When you click on OK you will see that the Source file list box has moved to your root directory and you will see the PKFIXED.ZIP file there. (If there is no PKFIXED.ZIP file on your root, Pkzipfix was not able to recover the file.) Unzip it like you normally would, and, if Pkzipfix was successful, you will see the files uncompressing into your Target directory.

**NOTE:** There are times when you have more than one ZIP file that you want to unzip together; perhaps part one and two of a program or collection. You can unzip multiple ZIP files at the same time by using the "\*.zip" check box above the Source file list box. Clicking on this box will unzip all ZIP files in the Source directory at the same time. All of the files that they contain will end up together in the Target directory.

## **Sub-Topics:**

[Archivers' Editors](#)

[Executing EXE Files](#)

[Viewing BMP and GIF Graphic Files](#)

[Archivers Delete Target Dir Files and RD Buttons](#)

[Archivers Mkdir Button](#)

Archivers - Copying Files

Un Span

Unzip -t

After extracting the ZIP file, the Archivers window provides you with a few options for viewing the files. If you have a text file that you would like to read (such as a readme file), double-click on the file (in the Target box) and most text files will automatically appear on your screen. If you have an unusual text file that double-clicking does not load, go to the Editors menu. This menu gives you a choice of three different text editors to view your text. Notepad allows you to view most small text files, Windows Write allows you to view any Windows Write file (having a .WRI extension) and the DOS Editor will allow you to view ASCII text files. Between the three of these options, you should be able to view just about any text file you run across.

The other thing you can do after extracting your files is execute any executable file (.EXE extension). To do this, all you have to do is double-click on the EXE file in the Target file list box . This will execute either a DOS or a Windows program. If you double-click on a "setup.exe" file, Archivers will take you directly to the Windows Program Manager "File Run" command window so that you can run setup in the normal fashion. Executing a program from within Archivers may not always have satisfactory results and you may need to get out to DOS or Windows to really try it out, but most programs will execute normally. This will allow you to try the program and see if you'd like to keep it. You can also view text files such as read.me, readme.txt and read.1st by double-clicking on them in the Target file box.

NOTE: You may occasionally run across self extracting EXEs, which are files with an EXE extension that have compressed files within them. For more information about this type of file, go to [Self-Extracting EXEs](#).

Archivers has its own graphics viewer which will allow you to view bitmaps (BMP files) and GIFs. In order to view bitmap files, all you need to do is double click on the bitmap file that you would like to look at. You will see the picture come up in the center of your screen. You can maximize the viewer screen by clicking the upward arrow in the upper right-hand corner of the viewer window. To close the viewer, click on the close button in the upper left hand corner of the window. Use the same method to view GIF files. Choose the GIF file that you want to see and then double click on it. You will notice that the GIF viewer has an "Options" menu. This gives you two options for how the GIF appears on your screen: "Stretch" and "Keep Aspect". If the Stretch option is chosen, the GIF will be stretched to fit your screen. If the Keep Aspect option is chosen, the GIF file will keep its proper width to height ratio on your screen.



If you have unzipped your program into a test directory and you want to clear the directory so that you can unzip another file, you can use the Delete Target Dir Files button at the top of the file list box. Clicking on the Delete Target Dir Files button will delete ALL FILES in that directory (use it with care). If you have created a test directory that you want to get rid of, you can use the RD (T) (Remove Target Directory) button. Clicking on the RD (T) or (S) button will delete the directory that you have highlighted, but all files must first be deleted out of the directory.

To aid you in the unzipping process, you will also notice the Mkdir (S) & (T) (Make Directory) buttons at the bottom of the Target file list box. These allow you to create a subdirectory either in the Source (S) or Target (T) directory box.

If you don't want to delete the files you have extracted, but instead copy them to another directory, you can use the "Copy" buttons. The Copy buttons give you a choice between copying from the source list box or the target list box. If you want to copy your extracted files, choose Copy (T) and then the copy window will come up, allowing you to copy the files to wherever you want. Note: you can use the \*.\* wildcard to copy all of your extracted files at once. For Copy Window instructions, see [Copy Window Overview](#).

The Unzip program also has an Un Span option. This is used only when you have a large ZIP file that has been saved on multiple floppy disks. In order to unzip such a file, you need to insert the final disk, choose source and target, and then click Un Span. Un Span will take the ZIP file off of the disks, combine it into one ZIP file and put it into the target directory. To unzip that file, you then choose it in the Source file list box and unzip it in the normal fashion.

The other Unzip option, "Unzip -t" does not actually unzip your files, but it tests the integrity of the compression. Zipping files can sometimes cause errors. This option runs a test on your zip file and brings up the results in the box at the bottom of the Archivers window. Use the scroll bar at the side of the report box to read the Unzip-t report and then click on the Un zip button if you want to go ahead and unzip the file.

Besides being able to unzip files, the Archivers window also give you the ability to ZIP files. This is useful anytime you want to save a file or a group of files into a smaller amount of memory space. You may also want to use it when space isn't a problem, but you want to combine multiple files into one for electronic transport or transport on a disk.

In order to zip a file or a group of files, you need to choose the source file or directory first and then the target directory. To simply zip everything in the source directory, choose your source directory and then go up to the Zip menu and choose "Zip (dir)". The program will ask you for a name for your zip file. Type any name, without an extension. You will then see the DOS screen come up and you will see the files being compressed. When compression is complete, you will see the ZIP file in your target directory.

### **Sub-Topics:**

[Zip \(Dir\) -m](#)

[Zip \(Dirs\) -rP and -rPm](#)

[Zip 2 Exe](#)

[PKzipfix](#)

[Zip File](#)

[Zip File -m](#)

[Span Disk \(-f and -fl\)](#)

As you can see, the Zip menu also gives you a few other options for zipping files. The "Zip (Dir) -m" option will actually move the zipped files out of the source directory. Normally when zipping, PKZIP leaves the source files in place and creates a new zip file which contains a copy of the files (compressed). If you do not need to leave the source files in place, the -m option will create a new zip file and eliminate the source files. Other than that, it works exactly like the normal Zip process.

The "Zip (Dirs) -rP" option allows you to zip a directory and include all subdirectories and files within that directory. When the zip file is unzipped, it will contain all subdirectories and all files within them. "Zip (Dirs) -rPm" (as you might guess) compresses all files and subdirectories within a directory into a ZIP file and deletes the original directory (and subdirectories).

NOTE: The Archivers window has been set up to use the -d switch as a default with the unzip command. This causes subdirectories to be put back in place when a zip file like the one above is unzipped. If the -d switch was not used, the files would all unzip into one directory.



The "Zip 2 Exe" option takes a ZIP file and changes it into an EXE file (executable). This is helpful if you need to send a compressed file to someone who does not have PKZIP or other programs to uncompress the file. Once the file has been made into an EXE file, it can be executed on any computer running DOS and the files will automatically be uncompressed. Note, however, that changing a ZIP file to an EXE file adds at least 13 K to the size of your file.

This menu item runs the PKzipfix program. If you have a ZIP file that you think may be corrupted, choose it in the Source file list box and then choose this menu item. The PKzip program will then attempt to correct the ZIP file and will place it into a file called "pkfixed.zip" on your root directory. You can then unzip it from there in the normal way.

The next option in the Zip menu is "Zip File." This is the option to choose if you want to zip only one file instead of an entire directory.. Choose the file and the target in the regular way and then choose Zip File. A ZIP file will be created in the target directory.

The "Zip File -m" works in the same way as the "Zip Directory -m." Instead of zipping a copy of the file, it removes the file from the source directory and zips it into the target directory.

The final two options in the Zip menu are "Span Disk -f" and "Span Disk -fl." These allow you to take a very large ZIP file (larger than the size of your floppy disk) and save it on multiple disks. The Span Disk option also formats the disk before saving the ZIP file onto it. The Span Disk -f specifies a regular high density formatting process, and the Span Disk -fl option specifies formatting for low density disks. To use span disk, choose the ZIP file that you want to put onto disk and then choose your disk drive as your Target directory. Choose Span Disk (for the correct disk density) and the program will then prompt you to put in the disks as they are needed. When the process is complete, you will be returned to the Archivers window.

The LHA compression program (which creates LZH files) is the compression program which is most widely used in Japan. You will find LZH files all over the world, though. One of LHA's greatest goals, aside from compressing and uncompressing files, is to keep you from having duplicate files on your system. So if you ever uncompress an LZH file in which there are files that you already have, you may see the LHA program giving you the message "Skipped ... Newer or same file exists." If you ever run into this problem you can get around it by uncompressing the files onto your A: drive (or any drive other than the one that contains the duplicate files).

### **Sub-Topics:**

[Uncompressing LZH Files](#)

[LZH Menu - File Compression](#)

If you have a file with the LZH extension that you would like to uncompress, the process is exactly the same as for a ZIP file. (I suggest that you read the PKZIP instructions in this help file, if you have not done so already.) Click on the file that you want to uncompress, with the LZH file extension, and you will then see the "Un lzh" buttons at the bottom of the window become active. You must then choose your destination directory in the Target box. If you then click on the "Un Lzh" button you will see the LZH file being uncompressed into the destination directory.

The Archivers program also tests the LZH file before uncompressing it. If the file has been corrupted in any way, you will get a message that reads "There is a problem extracting this file. Would you like to try to extract anyway?" If you choose yes, the LHA program will attempt to recover the file. If it is successful, you will see the file being uncompressed into your Target directory. If no files appear in the Target directory, LHA was unable to recover the file and you will not be able to uncompress it.

### **Sub-Topics:**

[Un-Lzh x](#)

[Un lzh -t](#)

The other Un Lzh button is "Un Lzh x." This is the Un Lzh option which will extract directories and subdirectories of an LZH file if a multi-level directory has been compressed. This Un Lzh option will also work just fine for uncompressing an LZH file without subdirectories, so there's no harm done if you choose it by accident.



The third LZH button is "Lzh -t." This runs a test on the LZH file, similar to the Un Zip -t option, and loads the report into the list box at the bottom of the Archivers window. The test is especially geared toward testing the integrity of the LZH file, to make sure that it hasn't been tampered with by a malicious hacker. The Lzh -t option will not tell you anything unless there is a problem with the file. Otherwise, it will just list the files inside of the LZH file. So, if nothing else, this is a quick way to see what files are in your LZH file before uncompressing it.

If you want to compress files using the LHA program, use the LZH Menu. The Menu has a variety of compression options.

### Sub-Topics:

[Lha \(dir\)](#)

[Lha \(dirs\) -r](#)

[Lha \(dir\) -m](#)

[Lha \(dirs\) -rm](#)

[Lha \(view\) |](#)

[Lha \(file\) and \(file\) -m](#)

The first option, "Lha (dir)" is the general, all purpose command for compressing a group of files into an LZH file. The process is the same as for zipping files. Choose the directory containing the files that you want to compress in the Source list box, and then choose the destination where you want you LZH file to end up in the Target list box. Choose "Lha (dir)" from the LZH menu and you will see the DOS screen come up and the files being compressed. When the process is complete, you will see your LZH file in the Target directory.

The next LZH menu option is the Lha (dirs) -r. This is the option that allows you to compress a directory along with its subdirectories. The process for compressing the files is the same as for the normal LHA command. When the LZH file is uncompressed it must be uncompressed using the Lha x option in order for the files and subdirectories to be restored to their original places.

The third option in the LZH menu is "Lha (dir) -m." This functions the same as the Zip -m option. Rather than taking a copy of the source files and compressing them, it actually moves the source files out of their directory and compresses them, leaving the source directory empty.

"Lha (dirs) -rm" as you might guess, combines the move function with the option that compresses all subdirectories. This option would take an entire directory structure and compress it, while at the same time deleting the files from the source directory structure. Note, however, that the directory structure itself is not deleted. LHA leaves behind the empty directories. It differs from the ZIP program in this regard.

"Lha (view) l" is similar to the options in the "Zip View" menu. It brings up a list of the files in your LZH file. It gives the original file size, the compressed file size, the compression ratio, the date and time of the original file, the file attributes, type of compression and the CRC information (Cyclical Redundancy Check - helps check file integrity).

The "Lha (File)," like the Zip (file) option, allows you to compress a single file. And the "Lha (File) m" option allows you to compress a file while moving it out of its source directory. The process for these options is the same as for compressing directories. Choose the file in the Source file list box, choose the Target directory, and then choose the Lha (file) option from the LZH menu.



Uncompressing ARJ Files

ARJ Menu - File Compression

The ARJ program works the same as the ZIP and LZH programs do. When you have a file with an ARJ extension that you want to uncompress, click on it in the Source file list box and you will see the "Un arj" buttons become active at the bottom of the window. The Un arj button performs the standard uncompression function. After you have chosen your source file, choose the Target directory in the list box on the right and click on the "Un Arj" button and you will see the DOS window come up and the files being uncompressed. You will then see the uncompressed files appear in the target directory.

The Archivers program also tests the ARJ file before uncompressing it. If the file has been corrupted in any way, you will get a message that reads "There may be a problem extracting this file. Do you wish to try to correct this problem by using ARJ Recover method?" If you choose yes, the ARJ program will attempt to recover the file. If it is successful, you will see the file being uncompressed into your Target directory. If no files appear in the Target directory, ARJ was unable to recover the file and you will not be able to uncompress it.

### Sub-Topics:

[Un Arj x](#)

[Un arj -t](#)

The other Un arj option is Un arj x, which is the same as Un lzh x. This extracts ARJ files which contain subdirectories and ensures that the directories end up back in the proper order. The ARJ program actually creates the proper subdirectories before it extracts the files into them. The Un arj x option also works for uncompressing normal single-directory ARJ files, so it can be used interchangeably with the plain Un arj option.

"Un arj -t" is the same as Un zip -t and Un lzh -t. It runs a test on the ARJ file to test its integrity and displays the results in the list box at the bottom of the screen. Un arj -t displays a list of all of the files in the ARJ file with an OK next to them if they pass the test.

If you have files you want to compress using the ARJ program, then you can choose an option from the ARJ menu.

ARJ is a very complex program with many more switches than we have made available in the Archivers window. You can see a complete list of switches in the Arj Help option of the Archivers Help menu. Or if you download the ARJ program from an online service it will have complete documentation with it, and you can investigate its many options. For simple, basic compressing, though, we highly recommend the PKZIP program.

### **Sub-Topics:**

[Arj \(dir\) a](#)

[Arj \(dirs\) a -r](#)

[Arj \(dir\) m \(and -rm\)](#)

[Arj \(view\) l](#)

[Arj \(file\) and \(file\) -m](#)

"Arj (dir) a" is the standard file compression option for compressing a directory full of files. Choose the directory in the Source directory list box and then pick the destination in the Target list box. When you choose the "Arj (dir) a" menu option, all of the files in the Source directory will be compressed into an ARJ file in the Target directory.

As with the LHA program, "Arj (dirs) a -r" is the option to use if you want to compress a directory including the subdirectories which it contains. It will keep all of the files in their appropriate subdirectories when the file is uncompressed (if the Un Arj x option is used.)

The "Arj (dir) m" is the move and compress option. It takes the files out of the Source directory and compresses them into an ARJ file in the Target directory. As you might guess, the "Arj (dirs) -rm" is also a move option, which also compresses directories with subdirectories. The ARJ program compresses all of the files from all of the subdirectories and then it deletes all of those files from the source directories. Like the LHA program, however, ARJ does not delete the directories themselves. It leaves behind the empty directory structure. And then, of course, when the ARJ file is uncompressed, using the Un arj x option, the directories are recreated and all of the files are replaced within them.



The "Arj (view) l" option is ARJ's list option, to show you the files inside of your ARJ file. The list command shows you all of the file names, their original and compressed sizes, the file compression ratio for each file, the date and time the file was last modified, the CRC-32 data and the file's attributes.

The `Arj (file)` and `Arj (file) -m` are the options for compressing single files. `Arj (file)` compresses a single file into an ARJ file and it leaves the original source file behind. `Arj (file) -m` moves the original source file out of its directory and compresses it into an ARJ file.

Compress.exe and Expand.exe are used by Microsoft to compress the files in the programs that they sell. The two EXEs have been included with Archivers and have been added to your Windows directory. The Compress program compresses each individual file and replaces the final character of the file extension with a "bar" \_. For instance, archiver.exe becomes archiver.ex\_. The Compress program is different than Zip, Arj or Lzh in that it does not compress a group of files into one file. You can use the Compress program to compress an entire directory of files (by using \*.\*), but you will end up with the same number of files; all compressed with the \_ at the end of their file extensions. The files take up less memory space after compression.

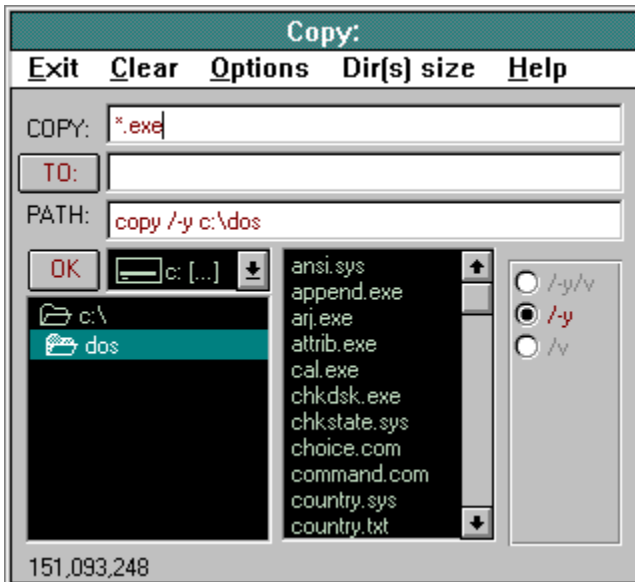
You can use the Compress and Expand programs exactly like you use the other Archiver programs. Choose a source file or directory and then choose your target directory. When using the Expand program, you have to expand one file at a time. You cannot use wildcards. When you choose a file and then Expand from the Compress menu, you will be prompted to replace the bar '\_' at the end of the file extension with the proper letter. For the file "archiver.ex\_", you would take out the bar and replace it with an "e."

Besides compressed files with extensions like ZIP, LZH and ARJ, you will also often find compressed files with the EXE extension. These are called "self-extracting" EXEs because you execute them like you would a normal executable file and then they automatically extract their compressed files. Obviously there is no way to tell just by looking at an EXE file whether it is a regular EXE or a self-extracting EXE, but the Archivers program has a test built in to determine what sort of EXE it is. If you download a program from an online service or BBS and it is in the form of a single EXE file, there's a fairly good chance that it is self-extracting. To uncompress a self-extracting EXE, click on the file in the Source file list box. You will see the Xtract EXE button become active. Choose the destination directory in the Target directory list box. When you press the Extract EXE button the Archivers program will first test the file to find out whether it is a self extracting EXE or a regular executable program file. If it is a self-extracting EXE you will see the test report come up on your screen with a list of the compressed files. Exit from this report and the program will then ask if you want to continue to extract the files from the EXE. If you click on Yes, you will see the files being uncompressed and then they will appear in your Target directory. (If you click on No you will be returned to the Archivers window.) If it turns out that the EXE file is not a self-extracting EXE, a message box will come up saying "Pkunzip does not recognize this .EXE file. Would you like to test for ARJ type EXE?" The ARJ and LHA programs also have the ability to change a file into a EXE file. If you think your EXE might be one of these, choose Yes. The program will then test it again. If it recognizes it as an ARJ file, it will continue with the extraction process. If not, you will get a message that says "ARJ does not recognize this .EXE file. Try LHA?" If you choose yes, the program will run another test. If it is recognized as an LHA file, it will be extracted. If not, you will get a final message that reads "Sorry unable to extract this exe. May be a program file or file is corrupted."

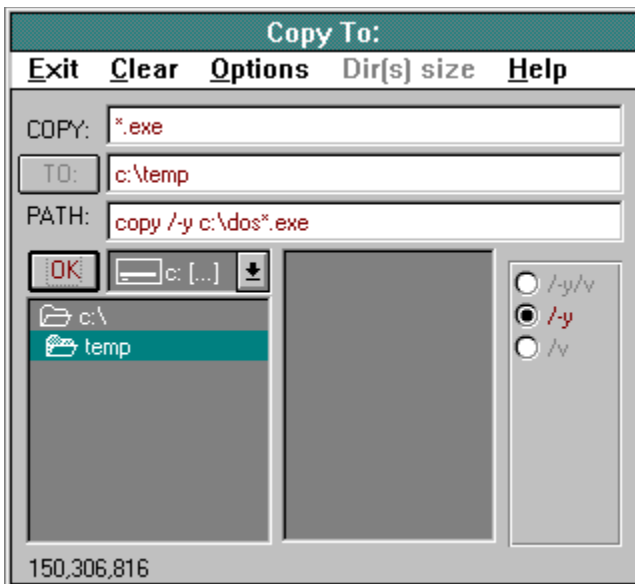
The Copy File window allows you to copy any file or group of files from one location to another. To do a basic file copy, choose the file you want to copy by clicking on the drive and directory in the directory list box on the left and then clicking on the file in the file list box on the right. You will notice that the file you have chosen appears in the "COPY:" box at the top of the form and the path of the file appears in the "PATH" box as you do this. After you have chosen the file you want to copy, click on the "TO:" button. This resets the directory and file list boxes so that you can choose the location that you want to copy the file to. Click on the appropriate drive and directory and you will see the path appear in the "TO:" box. Once you have chosen the correct destination, click on OK and the file will be copied. If you then want to copy another file, click on the Clear menu item and the COPY: and TO: boxes will be cleared. If you are finished copying, click on the EXIT menu item and the Copy File form will close.

You will also notice that there are some switches on the right-hand side of the copy window. These change the way the copy command works. Go to [Copy Window Button Functions and Switches](#) and click on the switches to get a complete explanation of what they do. There are also some menu options that give you some other copy choices. They are explained below under Menu Options.

Click on the different areas of the Copy window to learn about its functions.



Copy Form as it appears when selecting a file to copy.



Copy Form as it appears when choosing a destination directory or drive.

This is the button which allows you to choose where you want to copy your file to. After you push it, the directory list box and the file list box reset themselves so that you can choose the destination for your file by clicking on the appropriate directory.

This is the button that you push when you have chosen both the file to copy and the destination. The OK button causes the file to actually be copied.



Click on the Clear menu item if you make a mistake while you're choosing your file or destination directory. It resets the COPY: and TO: text boxes so that you can start again. You also choose Clear after copying a file to reset the COPY: and TO: boxes so that you can choose your next file to copy.

This menu option closes the File Copy window and returns you to the Archivers program.

This is a switch that can be used with the copy command to modify the way it works. The `-Y` switch causes DOS to prompt you for verification before it overwrites a file of the same name in the target location. That is, if you are copying a file named "mine.doc" into `c:\docs` and there is already a file in the `\docs` directory that has that name, DOS will ask if you want to overwrite it. If you do not use the `-Y` switch, DOS will not ask you and will overwrite the file.

The `/V` switch stands for "verify." This switch causes DOS to double check that the file has been correctly copied. Using this switch causes the copying process to take considerably longer. You can generally count on the accuracy of the Copy command, even without this switch, but if you are copying an especially important document, you might want to turn on this switch so that you can be absolutely certain about the accuracy of the copy process.

Choosing this switch will cause DOS to prompt you before it overwrites a file of the same name.

Choosing this switch will cause DOS to verify the accuracy of the copy process. For more information about this switch, see the /-Y/V switch.

This menu gives you access to DOS help files and to the help file that you are presently reading. For more information, see [Copy Window Help Menu](#).

This menu gives you access to some additional copy commands including Diskcopy, Xcopy and Move.  
For complete information, see [Copy Window Options Menu](#).

This menu allows you to find out the size of whatever directory or drive you choose, giving you the number of files and the number of bytes. For more information, see [Copy Window Dir\(s\) size](#).



These are the list boxes that you use to choose the file or directory that you want to copy or move.

These are the list boxes that you use to choose the directory or drive that is the destination of the file or directory that you are copying.

At the top of the Copy window there are three menus that you can pull down to get help and to get more copy options.

**Sub-Topics:**

[Copy Window Help Menu](#)

[Copy Window Options Menu](#)

[Copy Window Dir\(s\) size](#)

The Help menu gives you access to DOS help files and also to the help file that you are now reading. The three DOS help files that you can view are DiskCopy, Xcopy and Move. If you choose one of these, a DOS window will come up on your screen and you will see the help file displayed. There is a scroll bar at the right hand side of the screen which allows you to view the help file and there are commands at the bottom of the DOS help file screen that tell you how to view other help files. After you have finished reading, go to the File menu in the upper left hand corner and choose Exit. The DOS window will close and you will be returned to the copy window.

If you choose the Copy Window help option, you will view this help file. From here, you can also access Help for the rest of the Archivers program.

The Options menu lists three different copy options: DiskCopy, Xcopy and Move File.

### Sub-Topics:

DiskCopy

Xcopy

Move File

The Diskcopy command creates an exact duplicate of a disk. It is used with floppy disks only. When you use diskcopy, the source disk is copied byte for byte on to the target disk, therefore, any information on the target disk will be erased. If the target disk is not formatted, diskcopy will also format the disk as it copies. When you choose diskcopy, you will see the copy possibilities appear in the lower right hand corner of the Copy window. Choose which disk drive you are copying from and which you are copying to. DOS accomplishes the copy process by copying the entire contents of the disk onto your computer's hard disk and then prompting you for the target disk and copying everything onto it. Some computers may not have the memory available to allow this process. If you are short on memory space, choose the /M switch. This will copy a small part of the disk to the hard drive and then prompt you for the target and then prompt you for the source disk again to copy the next small part, and so on. (Be warned! This can be quite a long process!)

Xcopy is a command that allows you to copy a directory and all subdirectories and files which it contains. Xcopy will also work exactly like copy if you use it to copy a single file. When you choose Xcopy, you will see the /s/e switch appear on the right-hand side of the Copy window. If you use Xcopy without any switches it will copy all files from any directory you choose, but it will not copy subdirectories. If you choose the /s/e switch, Xcopy will copy all files and subdirectories including empty subdirectories.

The Move command works very much like the copy command except that it does not leave a copy of the file behind. It simply moves the selected file from one place to another on your system. When you choose Move, you will see the `/-y` switch appear on the right-hand side of the Copy window. If you use the `/-y` switch, DOS will prompt you before overwriting a file of the same name. If you do not use this switch, the command will overwrite without prompting you. Choose the source and the destination in the same way as you do for a regular copy.



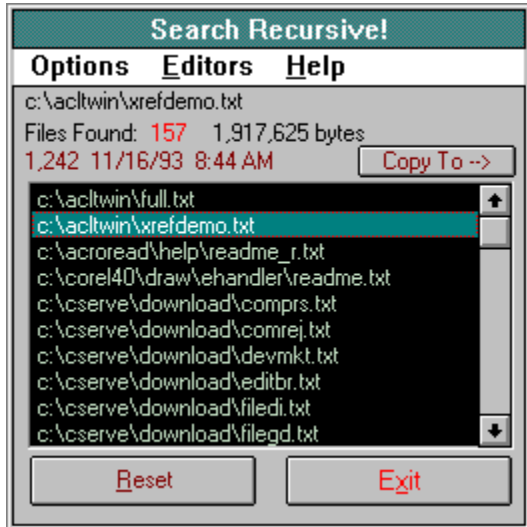
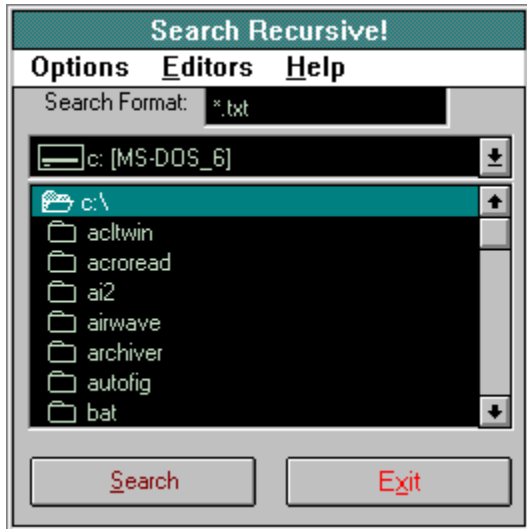
This menu option gives you the size of the source directory. The Dir Size option gives you the size and number of files of the present directory. The Dir + sub-dirs option gives you the number of files and size of the directory and all its subdirectories. These options will also give you the size of whatever files you have chosen to copy. If you choose one file and it appears in the "Copy:" box, the Dir Size option will give you the size of that file. If you have chosen a group of files to copy, e.g. \*.exe, the Dir Size option will give you the number of files and size of only the selected files.

The Search Files button brings up the Search Files form. This form can search your entire hard drive or disk drive for a file. The search can contain "wild card" characters such as \* (e.g. "\*.zip") and will find every file that fits the pattern. If you want to search your entire C: drive, make sure you click on C:\ in the directory list box. When you click on the Search button, you will see that the search window changes and a black box comes up showing the files as the program finds them. It also keeps track of how many files it finds and the total byte count at the top of the window. When you finish your search, you can push Reset to do another search or Exit to close the Search window. There are text editors available to view text files after you have run your search in the **Editors** menu. Highlight a text file (in the search results box) and then choose the appropriate text editor from the Editors menu to view the text file.

At the top of the Search window, you will also see the **Options** menu. This menu contains the **Remove Files** and the **Search Attributed Files** options. Remove Files allows you to search for and then delete a file or group of files. After you have run your search, you can click on Remove Files and then on "Remove Files System Wide." You will see all of the files being deleted from your system. If you know for sure what files you want to delete, you can also choose the Remove Files option in the first Search screen and do the search and the delete functions at the same time.

The Options menu allows you to do a search for Attributed files only. Attributed files are hidden files, system files, archive files and read-only files. When you choose "Search Attributed Only" from the Options menu, you will see that the Search button changes to read "S/Attrib." After you have run a search for the Attributed files on your system, you can then click on each one and see its attributes listed at the top of the Search window (as well as its size and date and time of creation). When you reset the Search window it will default back to the regular search function.

Go to [Search Window Button Functions](#) to learn more about the Search window menus and buttons.



This is the button you click on to begin your search. You must first type in what you are searching for in the "Search Format:" text box at the top of the window. When you push this button, a black box appears in the middle of the window, showing you the files as they are found.

After a search has been accomplished, the Search button changes to a Reset button. Push the Reset button to reset the Search window if you want to do another search.

This button allows you to copy a file from your search results to somewhere else on your system. To activate this button you simply have to click on any file in the search results box. If you click on the "Copy To" button you will then see the Archivers Copy window with the file already loaded into the Copy "from" box. You can then copy a file to wherever you want to on your system.

This button closes the File Search window and takes you back to the Archivers window.

The Options menu allows you to do a search for Attributed files only, to search for and remove files, and to reset the Search window.

Attributed files are hidden files, system files, archive files and read-only files. When you choose "Search Attributed Only" from the Options menu, you will see that the Search button changes to read "S/Attrib." After you have run a search for the Attributed files on your system, you can then click on each one and see its attributes listed at the top of the Search window (as well as its size and date and time of creation). When you reset the Search window it will default back to the regular search function.

The Remove Files option allows you to remove files from your system as you search for them, or you can remove them after you have your search results. See [Remove Files](#) for complete instructions. The Remove Files Notes menu item gives you some brief instructions on this option.

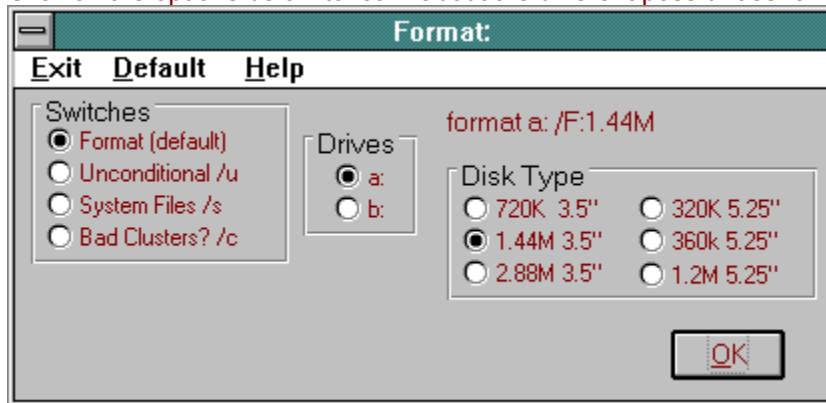
The Reset menu item will reset the Search box back to its normal function if you have chosen the Search Attributed Only and then changed your mind.



This menu gives you a choice of three different text editors to view your text. Notepad allows you to view most small text files, Windows Write allows you to view any Windows Write file (having a .WRI extension) and the DOS Editor will allow you to view ASCII text files. Between the three of these options, you should be able to view just about any text file you run across.

Remove Files allows you to search for and then delete a file or group of files. After you have run your search, you can click on Remove Files and then on "Remove Files System Wide." You will see all of the files (the results of your search) being deleted from your system. If you know for sure what files you want to delete, you can also choose the Remove Files option in the first Search screen and do the search and the delete functions at the same time.

Click on the options below to learn about the different possibilities for formatting a disk.



This is the regular DOS format command. Use it for general-purpose disk formatting.

This is the lowest level of disk formatting. With the regular format command you can actually do an "un-format" and sometimes restore some of your data, but the unconditional format completely wipes out any data you may have had on the disk.

This format command copies the system files onto the disk as part of the format operation. The three system files (IO.SYS, MSDOS.SYS and COMMAND.COM) make the disk bootable. This means that your computer could boot up and load DOS by using this disk if something was wrong with your hard drive.

This is the format command to use if you believe that your disk has bad clusters. The /c switch will retest all of the clusters to see whether they are bad, and if they are Format will mark them as bad so that they will not be used. More information about these format switches can be found in DOS help.

You must choose a drive for the format command to work. Choose the drive where the disk you want to format is.



You must also choose a disk type, so that the computer knows what sort of disk to format. Most computers now use the 1.44M 3.5" disks.

Clicking on Exit closes the Format window and returns you to Archivers.

The Help menu gives you access to specific help on the Format window and to the Archivers help file.

Clicking on Default will set the Format options to Format (default), a: drive, 1.44 M 3.5" disks.

This is the button that you click on when you are satisfied with your format choices and you are ready to go ahead and format your disk.

