

# Pack It Up!

(Printout Instructions from here to printer.)

Welcome to Pack It Up! version 4.0. This software package is designed to help you work with PKzip, LHA, ARJ, and PAK file compression programs under the Windows operating environment. If you have been looking for an easy to use Shell Utility for these programs, we believe you will be happy with Pack It Up!

**Before You Start:** Since Pack It Up! is a shell program, you will need to obtain the ShareWare versions of the File Compression utilities such as PKzip, ARJ, LHA, or PAK. These files need to be in a subdirectory that is included in your path statement located in your AUTOEXEC.BAT file, or placed into the subdirectory with Pack It UP!'s files.

Please note that the **DOS** versions of many of the file compression utilities that Pack It Up! uses were written for the **16 bit DOS** environment, and may not allow you to compress files that are contained within subdirectories or folders with file names longer than **8** characters. This is not the fault of Pack It Up!, it is the inherent nature of **16 bit** file compression programs.

## How to use any of the Compression Shells

*Being PKzip is the most popular of the file compression utilities we will be working from their examples. All other compression programs will work identical to Pkzip's under this shell utility program:*

In the upper left hand corner of the program window, you will notice the Word "PKzip." When you move your mouse to "PKzip", a pull down menu will appear on the screen. First let's familiarize ourselves with the Shell's Operation. When you open the PKzip Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

Now click on a file listed in the Files Box. Notice that both the Sub-Directory, and the file is highlighted in blue. Notice when you click the file you wish to compress, the Drive, Sub-Directory, and the File you selected is listed in a Conformation Box just above the preset command button. This helps insure that this is the correct file to be added to your PKzip file.

*This allows you to change your mind before you go any further. This is a safety feature.*

There is an additional Command Button that allows you to select all the files within the Source Sub-Directory. Notice it produces a \*.\* wildcard call.

Near the middle of the screen you will find a Text Box where you can give a name to your PKzip compressed file. Move your mouse cursor to this Text Box. Now enter a name.

Go to the Destination Drive box and select a disk drive where you want your PKzipped file to go. Then go to the Sub-Directory Box below and double click the desired Sub-Directory where you want your compressed file to go. Notice how the destination drive is listed in the Conformation Box.

You are now ready to click the "Execute the Zip Command" command button. When you click the preset command button, a window will appear showing you how PKzip is handling your files. The length of time the window is open depends on the speed of your processor, as we only add one file at a time to your PKzip file.

This method is called APPENDING a file. You are now ready to select another file to be compressed with PKzip. Locate a file you wish to be added to your PKzip file using the Drive, Directory, and Files Boxes.

Click on to another file in the Source file listing box. Notice the old file and it's location has changed to the new file's parameters in the Conformation Box. Now go to the "Execute PKzip Command" button. Click this button once. Again, a window will momentarily open showing how PKzip is handling your file.

Repeat this step as many times as needed.

### **How to use Pack It Up! when archiving Specific Files with PKzip**

When selecting the Wild Card option on any of the archiving programs used by this shell utility, you may take your mouse cursor and click it inside any of the Conformation Text Boxes. You can replace the \*.\* with any combination of extensions, or combinations such as:

#### **Examples of endless combinations:**

A\*.\*  
A\*.DOC  
\*.TXT  
LETTER\*.\*  
LETTER\*.WP6

### **USING THE EXTRA COMPRESSION AND PASSWORD PROTECTION FEATURES**

When selecting either the "Extra Compression" button, "Password Protect" button, or a combination of both you will notice the small conformation text boxes below show the actual command that will be sent to the archiving program.

If you decide not to use one or both of the features, click the button that deselects that option. You will notice the command disappear from the conformation text box. This assures you the end user that those features will, or will not be used. The conformation text boxes are a safety feature built in for your protection.

### **How to use the PKunzip Shell Utility**

When you open the PKUNZIP Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

Now click on a Zipped file listed in the Files Box. Notice that both the Sub-Directory, and the file is highlighted in blue.

Notice when you click on the file you have chosen, the Drive, Sub-Directory, and the File you selected, it is then listed in the Conformation Box. This helps insure that this is the correct file to be added to your PKUNZIP file.

*This allows you to change your mind before you go any further. This is a safety feature.*

There is an additional Command Button that allows you to select all the Zip files within that Sub-Directory to be Unzipped. Notice it produces a \*.ZIP wildcard call.

Go to the Drive Box and select a disk drive where you want your PKzipped file to be extracted and double click it. Then go to the Sub-Directory Box below and double click the desired Sub-Directory where you want your compressed file to go. Notice your destination location is listed in the Conformation Box.

You are now ready to click the "Execute the UnZip Command" command button. When you click the Command Button, a window will appear showing you how PKUNZIP is handling your files. The length of time the window is open depends on the speed of your processor, and how many files are to be extracted.

### **How to use the ZIP2EXE Shell Utility**

When using ZIP2EXE, you will need to first have created a PKZIP'ed file to be converted.

When you open the ZIP2EXE Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

Now click on a pre-Zipped file listed in the Files Box. Notice that both the Sub-Directory, and the file is highlighted in blue.

Go to the Drive Box and select a disk drive where you want your ZIP2EXE file to go by double clicking on to the Drive Box. Then go to the Sub-Directory Box below and double click the desired Sub-Directory where you want your compressed EXE file to go.

You are now ready to click the "Execute Zip2EXE" command button. When you click the preset command button, a window will appear showing you how PKzip is handling your files. The length of time the window is open depends on the speed of your processor.

### **How to use the Backup with PKzip Shell Utility**

Notice: You will need to have several floppy disks ready before you begin your backup. In this latest DOS version the formula -&VF has been added to FORMAT your diskettes as you backup your data. (ARJ requires that you have pre-formatted disks).

When you open the Backup with PKzip Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

At the top of the screen you will find a File Extension Text Box. This feature allows you the user to select all of the files the files located within the selected Sub-Directory and all of the sub-subdirectories within that subdirectory. If you prefer, you may backup only files with certain file extensions.

The \*.\* is the wildcard file extension. You will notice that only one of the \* (asterisk) appears in the File Extension Text Box. This is intentional. The \*. part of the wildcard is automatically inserted. When you wish to backup only those files with the extension of .TXT, you would enter TXT into the Text Box, removing the default \* (asterisk). Remember, you do NOT need to enter a period in front of the extension as it is automatic.

To backup an entire drive, select the root directory of your drive. To backup the contents of a Sub-Directory, or a Sub-Directory and its Sub-Subdirectories, go to the parent Sub-Directory that contains the files you desire to backup.

Below, select a floppy disk drive to backup your drive, and / or Sub-Directory to.

Click the Backup to Floppy Disk Command Button. A window will appear showing you how PKzip is handling your files being backed up.

### **How To Use The PKzip Restore from Backup Shell Utility**

When you open the Restore Backup with PKzip Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

To restore your backup you will need to create a new Sub-Directory using File Jack, the built in File Manager. To restore a backup, select the drive that contains the first diskette of your backup. Next select the Extract Backup File Command Button. Now click the Extract Backup Command Button. A window will open up showing you what PKunzip is doing with your files.

With PKunzip, you will be required to insert the first disk in the backup first. Once it reads the directory, you will be prompted to insert the last disk of the backup. It will read the disk, and then ask you to insert the first disk again.

The backup will now start its restoration. PKunzip will create the necessary Sub-Subdirectories as it is restoring your files. Arj works much the same way.

### **How To View A PKzip File Using the Shell Utility**

When you open the PKzip Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

Now click on a Zipped file listed in the Files Box. Notice that both the Sub-Directory, and the file is highlighted in blue.

Notice when you click on the file you want, the Drive, Sub-Directory, and the File you selected is listed in a Conformation Box. This helps insure that this is the correct PKzipped file to be viewed.

Now click the "Execute the View Command" button. A window will open showing you the contents of your PKzipped file. This feature will not show you the contents of a disk that has been backed up if it spans more than a single disk. That is just the nature of the archiving program.

### **General Operations**

The functions for LHA, ARJ, PAK, and EXTRACT AN EXE FILE work exactly as the PKzip Shell Utilities. This uniformity of Shell commands allows for easy of use for you the end user.

### **Creating Self Extracting Compressed Files**

When you Create a Stand Alone Self Extracting EXE File from a pre-compressed file, you will have the ability to store, or transmit via telephone lines a Self Contained archived utility. This means the person on the receiving end does not require one of these archiving compression programs to extract the documents or programs from that compressed file.

### **How to Create a Self Extacting EXE File With PAK v2.51**

The ShareWare version of NoGate's PAK v2.51 has a very unique feature. It allows for the direct creation of a Self Extracting EXE File. This reduces one step in the creation of stand alone compressed file.

PKzip, LHA, and ARJ all require that you create a compressed file first. Then you are allowed to turn that compressed file into a Self Extracting one. You will find this utility most helpful when archiving documents, or programs on to floppy disk.

When you open the PAK-EXE Shell Utility you will notice a Drive Box, Sub-Directory Box, and a Files List Box to the left of the screen. First click the Drive Box.

Notice how the Drive Box lists all the drives on your computer. Now double click the Sub-Directory of choice in the Sub-Directory Box just below the Drive Box. You will then notice the files being listed for that Sub-Directory in the Files Box just below the Sub-Directory Box.

Click on a file listed in the Files Box. Notice that both the Sub-Directory, and the file is highlighted in blue.

Notice when you click to the file, the Drive, Sub-Directory, and the File you selected is listed in a Confirmation Box just above the preset command button. This helps insure that this is the correct file to be added to your PAK-EXE file.

This allows you to change your mind before you go any further. This is a safety feature.

There is an additional Command Button that allows you to select all the files within that Sub-Directory. Notice it produces a \*.\* wildcard call.

Near the middle of the screen you will find a Text Box where you can give a name to your PAK-EXE compressed file. Move your mouse cursor to this Text Box. Now enter a name.

Just below the Text Box where you entered a file name for your PAK-EXE file. Click on to the file you want and then go to the Drive Box and select a disk drive where you want your PAK file to go. Then go to the Sub-Directory Box below and double click the desired Sub-Directory where you want your compressed file to go.

You are now ready to click the "Create Self Extracting EXE File" command button. When you click the preset command button, a window will appear showing you how PAK is handling your files. The length of time the window is open depends on the speed of your processor, as we only add one file at a time to your PAK-EXE file.

This method is called APPENDING a file. You are now ready to select another file to be compressed with PAK-EXE. Locate a file you wish to be added to your PAK-EXE file using the Drive, Directory, and Files Boxes.

Then go to the top of the screen and once again locate the preset command button "I have chosen a file to be archived with PAK-EXE." Click the preset command button.

Notice the old file and it's location has changed to the new file's parameters in the Conformation Box. Now go to the " Create Self Extracting EXE File" Command Button. Click this button once. Again, a window will momentarily open showing how PAK-EXE is handling your file.

**ARJ Notice:** Unlike PKzip, ARJ for DOS does not have a ready to use built in floppy disk format feature as does PKzip. You will have to use preformatted diskettes when spanning multi-disks during backups of subdirectories, or an entire hard disk drive.

## FILE JACK

Once you have gotten use to Pack It Up!, you will notice that the version of File Jack works very much like the main program. Use File Jack as you would Pack It Up!, but instead of compressing and uncompressing files, you can copy, move, delete files as well as create or remove subdirectories.

End of Document.