

## **1st Choice Zip: Help Topics**

**Quick Start:** Instructions for Zipping, UnZipping, and Creating a New Archive.

**Program Overview:** A general description of the entire program.

**The Zip Concept:** Describes the reasons for using Zip Archives, and provides Terminology.

**The Four Panes:** The user interface that is used to display Drives, Files, Folders, and Zip Archives.

**Zipping and UnZipping Files:** How to transfer Files to and from a Zip Archive.

**Menu Options:** Describes all of the Options which are available from the **File** and **Settings** Menus.

**Right-Click Menu:** Add New Folders, Rename, and Delete.

**Background Processing:** You may perform other tasks while Files are being Zipped and UnZipped.

---

Although this program does not include technical support, you may send comments to the author at the following Email address:

[1stZip@ftpupro.com](mailto:1stZip@ftpupro.com)

Our Website is located at: <http://www.ftpupro.com/1stZip.htm>

## Quick Start

Before following these instructions, first check that the following choices on the **Settings** Menu are correctly configured. These options are fully explained in the section on **Menu Options**.

1. **Include Path Info:** This is normally **UnChecked** (and **Omit Path Info** is normally **Checked**). If **Include Path Info** is **Checked**, then the **Full Path** will be used when files are **Zipped** or **UnZipped**.
2. **Use Drive A (and B):** This is normally **UnChecked**. If this option is **Checked**, then you may **Zip** and **UnZip** files from **Drive A and B**.

---

### Open a Zip Archive:

Any of the following methods may be used to **Open** an existing Zip Archive:

- a. Press **Ctrl+O, OR ...**
- b. On the **File** Menu, select **Open, OR ...**
- c. On the **File** Menu, click one of the **Recently Used Files, OR ...**
- d. Click the button on the Toolbar which is labeled **Open**.

### UnZip (Extract) Files FROM a Zip Archive:

1. In the **Upper-Left Pane**, click on the Destination Folder.
2. In the **Lower-Right Pane**, select the files that you wish to Extract.
3. Any of the following methods may be used to UnZip the files:
  - a. Drag-And-Drop the files **from** the **Lower-Right Pane**, **to** the **Upper-Left Pane, OR ...**
  - b. Press **Ctrl+U, OR ...**
  - c. On the **File** Menu, select **UnZip Files, OR ...**
  - d. Click the button on the Toolbar which is labeled **UnZip**.

### Zip (Add) Files TO a Zip Archive:

1. In the **Upper-Right Pane**, select the files that you wish to Zip.
2. Any of the following methods may be used to Zip the files:
  - a. Drag-And-Drop the files **from** the **Upper-Right Pane**, **to** either of the **Lower Panes, OR ...**
  - b. Press **Ctrl+Z, OR ...**
  - c. On the **File** Menu, select **Zip Files, OR ...**
  - d. Click the button on the Toolbar which is labeled **Zip**.

### Create a NEW Zip Archive:

Any of the following methods may be used to Create a **New** Zip Archive:

- a. Press **Ctrl+N, OR ...**

- b. On the **File** Menu, select **New, OR ...**
- c. Click the button on the Toolbar which is labeled **New**.

## Program Overview

**1st Choice Zip** will enable you to copy Files and Folders between your local computer and **Zip Archives**.

If you can't wait to use the program, then feel free to jump directly to the **Quick Start**.

While reading this Overview, you may click onto any underlined **Hyperlink** to view a complete description of that particular Topic. The **Index** contains an alphabetical list of all the Topics contained within this Help File.

1st Choice Zip looks and acts like **Windows Explorer**, with the following differences:

<u>1st Choice Zip</u>	<u>Windows Explorer</u>
1. Has <b>Four Panes</b> : The two <b>upper</b> panes display the files on your computer, and the two <b>lower</b> panes display the files that are contained within a Zip Archive.	Has only two Panes.
2. Uses the <b>Left Mouse Button</b> to <b>Copy Files</b> from one Pane to another.	Uses the <b>Right Mouse Button</b> to Copy Files.
3. Only <b>Copies</b> Files; does not <b>Move</b> Files. causes a File <b>(Moving</b> a File causes it to be <b>Deleted</b> from it's original location.)	A <b>Left-Mouse Drag</b> to be <b>Moved</b> .

**Right-Clicking** an icon on the upper two Panes will display a **Dropdown List**, which allows you to **Rename** or **Delete** the selected File, or to **Create a New Folder**. In the lower two Panes, Right-Clicking an icon will enable you to **Delete** the selected File from a Zip Archive.

## The Zip Concept

A **Zip Archive** is a file that contains other files. Here are some advantages to using Zip Archives:

1. The data is **Compressed**, which causes the **Filesizes** to be reduced. A Zip Archive may contain any data that can be stored in a "normal" file, except the Zip Archive will consume **less hard disk space**.
2. Smaller files travel faster over the internet, so Zip Archives can reduce the time required to **Send Email Attachments**, and to **Upload** and **Download Files** from Websites.
3. It is sometimes easier to send **one file** over the Internet (as an Email Attachment, or as a Downloaded File), rather than sending multiple files. Each individual Zip Archive may contain a virtually unlimited number of files.

## Terminology

**Zip Archive:** A file with an extension of **.zip**, which contains the compressed data from "normal" files.

**Zippping a File:** The process of **Adding** a file **to** a Zip Archive. Each individual Zip Archive may contain a virtually unlimited number of files.

**UnZippping a File:** The process of **Extracting** a file **from** a Zip Archive. The Extracted file will contain exactly the same data as the original file contained before it was Zipped.

## The Four Panes

The main program screen is comprised of the following **four quadrants**:

**1. Local TreeView (Upper-Left Pane):** The 'root' of this view is an icon representing your computer. All of the storage devices attached to your computer will be displayed as **Drive** icons (except for **Drive A and B**, which must be specifically selected on the **Settings** Menu). A **TreeView** only displays **Folders** (and *not* **Files**).

**2. Local ListView (Upper-Right Pane):** This view will display a list of all the **Folders** and **Files** which are contained within the path that is currently selected on the **Local TreeView**. Before displaying items on the **Local ListView**, you must first select the desired path on the **Local TreeView**.

**3. Zip TreeView (Lower-Left Pane):** The 'root' of this view is an icon representing the Zip Archive that is currently **Open** (when the program is first run, the default file is named blank.zip). All of the folders contained within the open Zip Archive will be displayed.

**4. Zip ListView (Lower-Right Pane):** This view will display a list of all the **Folders** and **Files** which are contained within the path that is currently selected on the **Zip TreeView**. Before displaying items on the **Zip ListView**, you must first select the desired path on the **Zip TreeView**.

### **Expanding and Collapsing Nodes On a TreeView**

Any Node of a TreeView may be **expanded** by either clicking the little '+' character to it's left, or by pressing the Plus key on the numeric keypad when that Node has been selected. A Node may be **collapsed** by clicking the little '-' character to it's left, or by pressing the Minus key on the numeric keypad.

### **Selecting Items**

**TreeView:** Only one item may be **Selected** at a time; either by clicking on the item, or by using the arrow keys to move the focus to the item.

**ListView:** Using the following techniques, multiple items may be **Selected** at the same time.

**[Control Click]** The item with the focus will be toggled between **Selected** and **Unselected**.

**[Shift Click]** **All** of the items **between** the item with the focus and the **Last Selected Item** will become **Selected**.

### **Refreshing the Views**

Clicking the **Refresh** option on the **File Menu** (or pressing **[F5]**) will cause all four Panes to be re-displayed to reflect the current contents of your local computer, and of the open Zip Archive.

This option is useful if file operations have occurred outside of this program.

### **Resizing the Panes**

When the cursor is moved directly over the border between any two Panes, the icon for the pointer will change to a 'double arrow'. You may then hold down the left mouse button and 'drag' the border in either direction. Moving the pointer directly over the point where all four Panes intersect will cause the pointer icon to change to a '4 headed arrow', allowing you to change the size of all four Panes at once.

When the program is **Exited**, the currently selected **Pane Sizes** are automatically stored for you. The Panes will then be the same size the next time the program is run.

## Zipping, UnZipping, and Copying Files

Before reading this topic, you should first be familiar with the **Four Panes** , and the methods which are used to **Select Items**. You may also wish to review the processes which are described in the **Quick Start**.

Files and Folders may be copied from one Folder, to a different Folder, using the **Drag-and-Drop** method. Each **Drag-and-Drop** operation consists of the following actions:

- 1. Select the Source Item(s):** These are the Files and/or Folders that you wish to copy **From**. Remember that **multiple** Files and/or Folders may be **Selected** on a **ListView**, but only **one** Folder may be **Selected** on a **TreeView**.
- 2. Begin the Drag:** While the pointer is over one of the Selected items, hold down the left mouse button and move the mouse. You will see a **Drag Icon** which indicates the Source of the Drag (**Normal Computer File** or **Zip Archive**).
- 3. Point To the Destination Item:** While holding down the left mouse button, move the mouse pointer to the **Folder** or **Drive** that you wish to Copy **To**. You will notice that the **Drag Pointer** is displayed as a '**Stop Icon**' (a circle with a slash) until the **Drag Pointer** is over a valid Destination Item.
- 4. 'Drop' the Files:** The Drag is completed when the left mouse button is released. If the mouse pointer is over a valid Destination Item when the Drag is 'Dropped', then you will be prompted to verify that you wish to copy the Selected Source Items.

If the Source or Destination of a Copy process is a Zip Archive, then the **Status Screen** will be displayed. It's functions are discussed in the following topic: **Background Processing**

### RESTRICTIONS TO DRAG-AND-DROP OPERATIONS:

1. You may **not** Drag-and-Drop files **from** a Zip Archive, **to** the same Zip Archive. When files are being Dragged from a Zip Archive, they may only be Dropped onto a folder in the **Local TreeView** or **Local ListView** (which will cause the selected files to be **UnZipped**).
2. When files are being Dragged from a **Local View** to one of the **Zip Views**, it does not matter which Folder the files are **Dropped onto**. Files are always Added to the **Root Directory** of the Zip Archive (unless "**Include Path Info**" has been selected, in which case the **Directory Path** will be

***included*** with the Zipped Files).

## Menu Options

### File Menu:

1. **New:** Creates a *new* Zip Archive.
2. **Open:** An existing Zip Archive must be **Opened**, before it's files may be **UnZipped (extracted)**.
3. **Zip Files:** Adds the files which are selected on the **Local Listview**, to the Zip Archive which is currently **Open**.
4. **UnZip Files:** Extracts the files which are selected on the **Zip Listview**, to the Folder which is selected on the **Local Treeview**.
5. **Refresh:** All four Panes will be re-displayed to reflect the current contents of your local computer, and of the currently selected Zip Archive. This option is useful if file operations have occurred outside of this program.
6. **Select All:** If the focus is currently on either the **Local Treeview** or **Local Listview**, then all of the items in the **Local Listview** will become **Selected**. If the focus is currently on either the **Zip Treeview** or **Zip Listview**, then all of the items in the **Zip Listview** will become **Selected**.
7. **Set Zip Association:** After this option has been performed, **double-clicking** any file with an extension of **.zip** (from Windows Explorer) will cause the **1st Choice Zip** program to be run. After you have performed this option, it will then become **disabled** on the File Menu (since you will not need to perform it again).
8. **Exit:** Quits the application.
9. **Recently Used Files:** The bottom of the **File Menu** will display the four files that were **Most Recently Used**. Clicking one of these file will cause it to be **Opened**.

### Settings Menu:

1. **Sort By:** Clicking one of the six fields displayed under this heading will cause the **Local Listview** and **Zip Listview** to be **Sorted** by that field. You may also **Sort** both **Listview** displays by clicking the caption at the **Top** of one of the **Listview Columns**.
2. **Include Path Info:** When this option is checked, then the **Full Path** **will** be used when files are **Zipped** or **UnZipped**.

3. **Omit Path Info:** When this option is checked, then the **Full Path** will ***not*** be used when files are ***Zipped*** or ***UnZipped***.

4. **Use Drive A (and B):** When this option is ***Checked***, then you may ***Zip*** and ***UnZip*** files from **Drive A and B**.

## **Right-Click Menu**

Clicking the right mouse button will cause a Dropdown Menu to be displayed.

The following two actions may only be performed to the items which are selected on the **Local** View panes (and **not** on the **Zip** View panes):

- 1. New Folder:** A New Folder will be created in the path that is currently selected on the **TreeView**. The New Folder's name will appear in an Editbox at the bottom of the **ListView**, allowing you to replace the Initial Name (i.e. **New Folder(1)**) with a different Folder Name.
- 2. Rename:** The selected File or Folder's name will appear in an Editbox. When you are finished editing the Name, you may press **[Enter]**, or click onto a different item on the screen. Pressing **[Esc]** will cause the Rename process to be terminated, and the old name will remain unaltered.

***You may also perform the Rename action by single-clicking an Item's Name after it has been Selected.***

The following action may be performed to the items which are selected on **any** of the four panes:

- 3. Delete:** In a **ListView** pane, you may select **Multiple Files** to Delete. If a **Folder** is selected for Deletion, then all of it's **Sub-Folders** will also be Deleted.

***You may also perform the Delete action by pressing the [Del] key after an Item has been Selected.***

## **Background Processing**

The **Status Screen** is displayed while files are being **Zipped** or **UnZipped**.

Clicking the **Hide Program** button on the **Status Screen** will cause the **1st Choice Zip** program to be **Minimized**.

While the **1st Choice Zip** program is Minimized, you may perform other tasks on your computer. The files will continue to be Zipped (or Unzipped), even while other programs are running on your computer.

After you have minimized this program, you can return to the **Status Screen** at any time by holding down the **[Alt]** key while pressing **[Tab]**, until the **1st Choice Zip** icon is selected.

## **Cancel Process**

You may terminate a **Zip** (or **UnZip**) process at any time by clicking the **Cancel** button on the **Status Screen**. The process will be immediately stopped, so if a group of files are currently being **Zipped** (or **UnZipped**), then all of the selected files will ***not*** be entirely processed.



