Contents

This help file contains information that you might find useful when first installing WinZip®.   Just click on any of the topics below.

[WinZip Installation](#)

[The Wizard and Classic interfaces](#)

[Ordering Information](#)

[Copyright/License/Warranty](#)

[Evaluation License](#)

If you are looking for the main help on how to use WinZip, click one of these two topics:

[WinZip Wizard help](#)

[WinZip Classic interface help](#)

WinZip Installation

The Setup Wizard will guide you through the simple WinZip installation procedure.

The Wizard will ask a few questions during setup.   Most users can simply accept all of the recommended settings by clicking **Next**.   Advanced users can customize installation by changing options as they appear.

If you are interested in information on installing WinZip site licenses in a networked environment, please see the web page http://www.winzip.com/site_install.htm.

Printing the Quick Start Guide

The Quick Start Guide provides valuable information to help you get started using WinZip®.   To print the Guide, click **Print Quick Start** during the installation process.
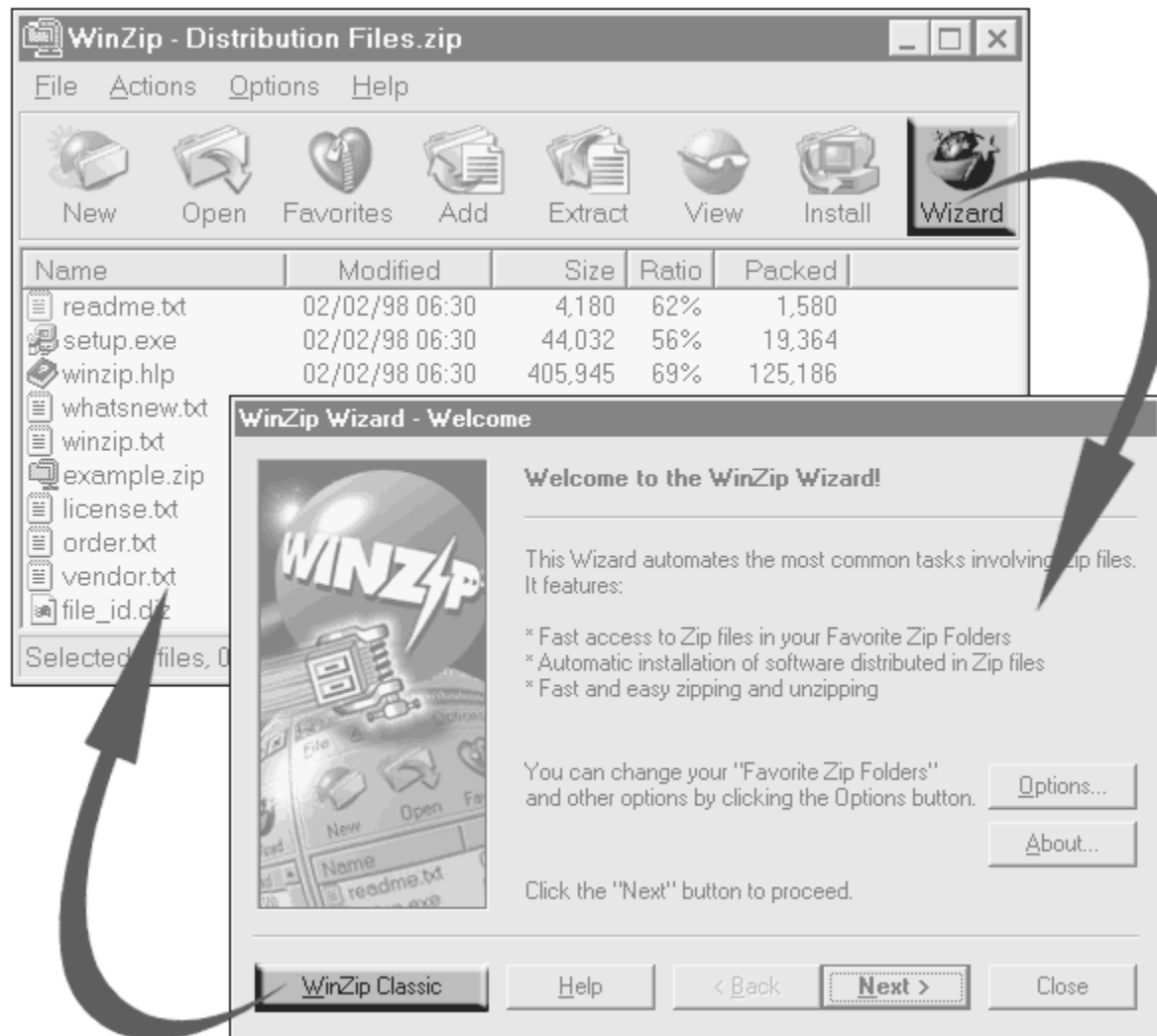
In the Print dialog,

- Use the **Name** dropdown list to select the printer you want to use.
- Click **Properties** to change printer settings such as print quality and paper type.
- Click **OK** to print the Quick Start Guide, or **Cancel** if you do not want to print it.

After installation, you can view the Quick Start Guide at any time by clicking **Help** on any Wizard panel, clicking the help **Contents** button, and then clicking **The WinZip Quick Start Guide**. installation in a few moments.

The Wizard will ask a few questions.   Unless you have a reason to override the defaults, we strongly recommend that you accept the installation default settings (in most cases, just press **Next**).   Press F1 or click **Help** in any Wizard panel for additional information.

If you are interested in information on installing WinZip site licenses in a networked environment, please visit our web page at http://www.winzip.com/site_install.htm.

The Wizard and Classic Interfaces

The two WinZip® interfaces

WinZip can be used with two different interfaces: the WinZip Classic interface or the WinZip Wizard. Both interfaces are included in all versions of WinZip.   One click switches from the Wizard to the Classic interface and vice versa.

- The WinZip Wizard interface is ideal if you want to know as little about Zip files as possible or to just "get started" with the files you have downloaded.   With the Wizard, you simply click the "Next" button a few times, and presto, your files are zipped, unzipped, or installed.   When you want to use more advanced zipping features, you can easily switch to the Classic interface.

- The award-winning WinZip Classic interface features tight integration with the Windows 95/98/NT shell and versatile drag and drop facilities. It is great if you are comfortable using Windows and the Explorer, or want to use advanced zipping features.

When you install WinZip you must choose which interface WinZip will use when it starts up.   But whichever you choose, remember that you can always change your mind later and that it is easy to switch interfaces any time.

How do I …

- [choose a WinZip interface?](#)
- [switch interfaces while I'm using WinZip?](#)
- [change the interface WinZip will use when it starts up?](#)

How do I choose a WinZip interface?

During the WinZip setup procedure you are asked to select either the WinZip Wizard interface or the WinZip Classic interface.

Look at these two lists and decide which one seems more like you:

You might prefer the Wizard if

- you are new to computers.
- you are unfamiliar with the Windows operating system.
- you don't know much about Zip files, and don't want to.
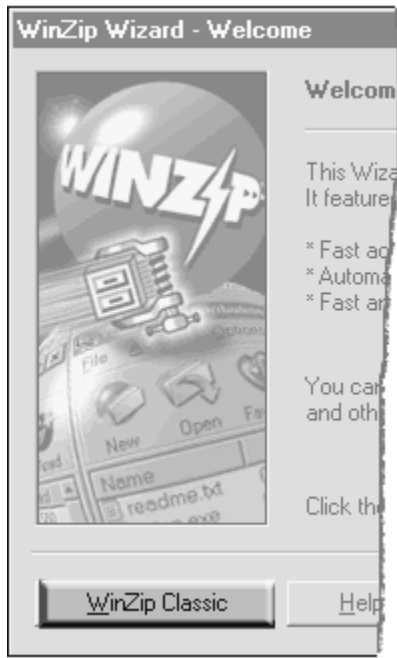- you just want to be able to deal with downloaded archives with a minimum of fuss.

You might prefer the Classic interface if

- you are an experienced computer user.
- you are comfortable using Windows and Zip files.
- you know how to use Windows Explorer.
- you need finer control over what goes into your Zips, and what happens to files after they've been zipped.

Whichever one you choose, remember that you can always switch interfaces any time or change the interface WinZip uses when it starts up.

How do I switch interfaces while I'm using WinZip?

Whichever interface you're using, the other interface is always just one click away.

To switch from the WinZip® Wizard to the Classic interface

While in the Wizard, switch to the Classic interface by clicking on the WinZip Classic button.

To switch from the Classic interface to the WinZip Wizard

While using the Classic interface, switch to the Wizard by clicking on the Wizard toolbar button, or choose the Wizard entry in the File menu.

How do I change the interface WinZip will use when it starts?

Naturally enough, WinZip® must always start up using one of the two interfaces, either Classic or the Wizard.   You have to pick one of these when you install WinZip, but it's easy to change your mind later. Here's how:

To start up in the WinZip Wizard

- If you're currently using the Classic interface:
    1. Choose **Configuration** from the **Options** menu.
    2. Click the **Miscellaneous** tab.
    3. Check the **Next time start with the Wizard interface** checkbox.
    4. Click **OK**.
- If you're currently in the WinZip Wizard:
    1. If necessary, click **Next** or **Back** to get to the Welcome to WinZip panel.
    2. Click **Options** and then click on the **Misc** tab.
    3. Click **Next time start WinZip with the Wizard interface**.
    4. Click **OK.**

To start up in the Classic interface

- If you're currently using the Classic interface:
    1. Choose **Configuration** from the **Options** menu.
    2. Click the **Miscellaneous** tab.
    3. Uncheck the **Next time start with the Wizard interface** checkbox.
    4. Click **OK**.
- If you're currently in the WinZip Wizard:
    1. If necessary, click **Next** or **Back** to get to the Welcome to WinZip panel.
    2. Click **Options** and then click on the **Misc** tab.
    3. Click **Next time start WinZip with the Classic interface**.
    4. Click **OK.**

Tip: there's an even easier way to change your startup interface: just switch interfaces to the one you want to use at startup and then close WinZip.   WinZip will display a dialog asking you to pick the interface to use next time; simply click the button for the desired interface.

The WinZip Quick Start Guide

The WinZip® Quick Start Guide provides helpful information about getting started with WinZip.   You can print or view the Quick Start Guide from this panel.

Click **Print Quick Start** to print the Quick Start Guide.

Click **View Quick Start** to view the Quick Start Guide using Windows help.

Click **Next** when you are ready to continue.

Printing the Quick Start Guide

The Quick Start Guide provides valuable information to help you get started using WinZip®.   To print the Guide, click **Print Quick Start** during the installation process.

In the Print dialog,

- Use the **Name** dropdown list to select the printer you want to use.
- Click **Properties** to change printer settings such as print quality and paper type.
- Click **OK** to print the Quick Start Guide, or **Cancel** if you do not want to print it.

After installation, you can view the Quick Start Guide at any time by clicking **Help** on any Wizard panel, clicking the help **Contents** button, and then clicking **The WinZip Quick Start Guide**.

Express or custom setup

You can install WinZip® using either express or a custom setup.   Your choice affects only the initial settings of certain WinZip options; it does not affect where WinZip will be stored or how much disk space is used.   Whichever you choose, you can change any option settings any time.

To continue, click either **Express setup** or **Custom setup** and then click **Next**.

Express installation

Express installation installs WinZip using the most commonly chosen options.   For example, WinZip is associated with archives, and WinZip icons are placed in the Start menu and on your desktop.   Express installation is easiest and best for most users.

Custom installation

The custom installation, recommended for advanced users only, allows you to tailor initial WinZip option settings to your needs.

Explorer Configuration

The Explorer Configuration panel allows you to select which optional Explorer-related WinZip® features you would like to enable.   Simply check the options you want and click **Next**.

The options are:

- **Associate WinZip with archives**: Windows will use WinZip to open archives from My Computer, Windows Explorer, most e-mail programs, etc.
- **Explorer shell extension**: WinZip's Explorer context menus are enabled, and you can use drag and drop to zip and unzip without leaving Explorer.
- **Non-cascaded WinZip context menu items**: WinZip's Explorer context menu items will appear in the main Explorer context menu.   If unchecked, the menu items will appear in a sub-menu.
- **Display icons in context menus**: A small WinZip icon is displayed to the left of WinZip's Explorer context menu items.
- **Enable Zip & E-Mail in context menus**: WinZip's "Zip & E-Mail" entry appears in Explorer context menus.   This entry allows you to easily compress and e-mail documents and other files directly from Explorer.
- **Include WinZip in Start menu**: WinZip appears in the taskbar's Start menu.
- **Include WinZip on desktop**: a WinZip icon appears on your desktop.

Other options

The Other Options panel control a few additional WinZip® options.   Set the options as desired, then click **Next**.

The options are:

- **External programs**: a few optional WinZip operations require external programs.   These include operations such as virus scanning, viewing files with no Windows associations, and working with certain types of non-Zip archives.   You can configure these programs now by clicking **Program locations**, or you can wait until you need them and configure at that time by choosing **Configuration** from the **Options** menu.

- **Create WinZip program group and icons**: Setup will create a window containing WinZip icons.

- **Create icon for WinZip Self-Extractor Personal Edition**: Setup will create an icon for the Self-Extractor.   This program, included with WinZip, allows you to create self-extracting Zip files that can be unzipped by users who do not have access to WinZip or another Zip-related program.

Favorite folders

The Search for Favorite Zip Folders panel controls how Setup searches for your Favorite Zip Folders.

Favorite Zip Folders is a WinZip® feature that helps you to organize your Zip files by identifying folders on your system that are likely to contain Zip files.   Your Zip files are then presented in one convenient list, making it easier to locate all Zip files, regardless of where they came from or where they are stored.

Choose the search method you prefer, then click **Next**.   Regardless of which option you pick now, you can always reorganize your Favorite Zip Folders by clicking **Options** from the Wizard's Welcome panel.

The options are:

- **Search entire hard disk**: Searches all folders on your hard disk for Zip files.   This is the recommended option.
- **Quick Search**: Searches for certain specific folders that commonly contain Zip files.   This option is faster but not as comprehensive.

Wizard setup complete

Congratulations!   The WinZip® Wizard is installed and ready to use.

- Click **Next** to start the Wizard.
- Click **Close** to close WinZip.

Here are *some* of the ways you can start WinZip in the future:

- From the **Start** menu, click **Programs**, then **WinZip**, then **WinZip** again.
- Click **WinZip** from the Start menu.
- Click the WinZip desktop icon.
- Double-click a Zip file in an Explorer window, or double-click a Zip file e-mail attachment.
- Drag and drop a Zip file on the WinZip desktop icon.

Installation is complete

Congratulations!   WinZip® is installed and ready to use.

- Click **Finish** to close WinZip Setup and start WinZip.
- Click **Close** to close WinZip Setup.

Here are *some* of the ways you can start WinZip in the future (assuming that you enabled all of the Explorer options):

- From the **Start** menu, click **Programs**, then **WinZip**, then **WinZip** again.
- Click **WinZip** from the Start menu.
- Click the WinZip desktop icon.
- Double-click a Zip file in an Explorer window, or double-click a Zip file e-mail attachment.
- Drag and drop a Zip file on the WinZip desktop icon.

Associations

Associations help Windows to know when to use WinZip with your files.   For example, because WinZip is associated with Zip files, Windows will always use WinZip to open Zip files.   For best operation, WinZip should be associated with all types of archives that it supports.

Click **Next** to automatically associate WinZip with all supported archive types.

Click **Associations** if you would like to examine the associations that WinZip will create and specify which associations you want to enable.

WinZip 8.0 Ordering Information

NOTE: At the time of this writing (January, 2000) WinZip 8.0 has not been released.   If you order WinZip before version 8.0 is released, you will receive a disk with WinZip 7.0 SR-1.   You will be able to download a free upgrade to WinZip 8.0 when it is released.

This ordering information applies to the English language version of WinZip 7.0 SR-1 for Windows.   WinZip 7.0 SR-1 disk orders include WinZip 6.3 for Windows 3.1.   All disk orders are sent by postal mail (airmail if you are overseas) within two business days after they are received.   All prices include shipping.

All orders are subject to the WinZip License Agreement.

Immediate Online Delivery

Immediate online delivery of registered copies of WinZip is available for credit card orders placed via the Internet using the Order link at the WinZip web site:

> http://www.winzip.com

You can place orders for delivery by postal mail (or airmail outside North America) using the Internet order forms or as described below.

Ordering by Check

To order by check, send a completed order form and a check payable to Nico Mak Computing, Inc., P.O. Box 540, Mansfield, CT 06268 USA.   Payments must be in US dollars drawn on a US bank, or you can send international postal money orders in US dollars.   Click here to view a ready-to-print Order Form.

Credit Card Orders

You can place secure credit card orders on the Internet using the Order link on the WinZip web site:

> http://www.winzip.com.

For information on credit card ordering by phone, fax, or postal mail, see Credit Card Ordering.

Purchase Orders

For information on using purchase orders see Purchase Orders.

Additional Ordering Options Outside the USA and Canada

For information on local registration see Ordering Options Outside the USA and Canada.

Site licenses

A site license for WinZip entitles an organization to receive one copy of the distribution package and duplicate the software as necessary for use within the organization on the specified number of computers. See the table below for site license pricing. For higher quantity pricing, please send e-mail to sitesales@winzip.com or fax a request to Nico Mak Computing at 1-860-429-3542.

Pricing

WinZip Single Copy	$29 each
WinZip Site Licenses:	
2 to 9 computers:	$22 each
10 to 24 computers:	$17 each
25 to 49 computers:	$14 each
50 to 99 computers:	$10 each
100 to 199 computers:	$7 each
200 to 499 computers:	$6 each

500 to 999 computers: $4 each

Connecticut residents please add 6% sales tax.

Prices guaranteed through April 2000.

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You should carefully read the following terms and conditions before using this software.   Unless you have a different license agreement signed by Nico Mak Computing, Inc. your use of this software indicates your acceptance of this license agreement and warranty.

Registered Version

One registered copy of WinZip may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

You may access the registered version of WinZip through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network.   For instance, if 8 different workstations will access WinZip on the network, each workstation must have its own WinZip license, regardless of whether they use WinZip at different times or concurrently.

WinZip Self-Extractor Personal Edition, included with WinZip, may be used at workstations licensed to use the registered version of WinZip to create an unlimited number of freely distributable royalty-free self-extracting Zip files.   Self-extracting Zip files created by WinZip Self-Extractor Personal Edition contain, among other things, a portion of WinZip Self-Extractor, including copyrighted software, proprietary notices, and identifying information (the "Extraction Software").   No registered user may alter or modify the Extraction Software.   You cannot give anyone else permission to modify the Extraction Software.

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This agreement shall be governed by the laws of the State of Connecticut.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED.   In particular, there is no warranty for the optional virus scanning feature (WinZip does not scan for viruses, it simply runs external programs that claim to perform this function).   Because of the various hardware and software environments into which WinZip may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it.   The user must assume the entire risk of using the program.   ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

Evaluation License/Warranty

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This license applies to the evaluation version of WinZip.   If you have purchased a license for the registered version of WinZip, see the section Copyright/License/Warranty.

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Evaluation and Registration

This is not free software.   Subject to the terms below, you are hereby licensed to use this software for evaluation purposes without charge for a period of 21 days.   If you use this software after the 21 day evaluation period a registration fee of $29 is required.   Payments must be in US dollars drawn on a US bank, and should be sent to Nico Mak Computing, Inc., P.O. Box 540, Mansfield, CT 06268.   Credit card ordering and quantity discounts are available, as described in the section Ordering Information.   When payment is received you will be sent a registered copy of the latest version of WinZip.

Self-extracting Zip files created by WinZip Self-Extractor Personal Edition (distributed as part of the WinZip evaluation package) contain, among other things, a portion of WinZip Self-Extractor, including copyrighted software, proprietary notices, and identifying information (the "Extraction Software").   You may not alter or modify the Extraction Software and cannot give anyone else permission to modify the Extraction Software.   UNDER NO CIRCUMSTANCES ARE YOU LICENSED TO DISTRIBUTE SELF-EXTRACTING ZIP FILES CREATED BY THE EVALUATION VERSION OF WINZIP SELF-EXTRACTOR PERSONAL EDITION.

Unregistered use of WinZip or WinZip Self-Extractor Personal Edition after the 21-day evaluation period is in violation of U.S. and international copyright laws.

Governing Law

This agreement shall be governed by the laws of the State of Connecticut.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED.   In particular, there is no warranty for the optional virus scanning feature (WinZip does not scan for viruses, it simply runs external programs that claim to perform this function).   Because of the various hardware and software environments into which WinZip may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it.   The user must assume the entire risk of using the program.   ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

Distribution of Pre-Release Beta Test Version

This is a PRE-RELEASE BETA TEST version of WinZip. You are specifically prohibited from making this software available for direct download from Web sites or FTP sites, and from distributing this software on CD-ROMs or other media.

If you know anyone else who would like to try this Beta Test version of WinZip, please let them know that

they can obtain it from our web site at http://www.winzip.com/beta.htm.

If you are interested in distributing evaluation copies of the current shipping version of WinZip, please go to http://www.winzip.com, download the evaluation version WinZip 7.0 (not the beta version of WinZip 8.0), and review the license agreement for that version of the software.

WinZip 8.0 Order Form/Invoice

To print this order form, select Print Topic from the File pull-down menu.

This ordering information only applies to the English language version of the product.   To order by check, send this completed order form and a check (in US dollars drawn on a US bank) payable to Nico Mak Computing, Inc., P.O. Box 540, Mansfield, CT 06268 USA.   All orders are subject to the WinZip® License Agreement.

Customer information is considered confidential and will not be shared or distributed to any third party.

WinZip Single Copy	_____ at	$29 each =	_____
WinZip Site Licenses:			
2 to 9 computers:	_____ at	$22 each =	_____
10 to 24 computers:	_____ at	$17 each =	_____
25 to 49 computers:	_____ at	$14 each =	_____
50 to 99 computers:	_____ at	$10 each =	_____
100 to 199 computers:	_____ at	$7 each =	_____
200 to 499 computers:	_____ at	$6 each =	_____
500 to 999 computers:	_____ at	$4 each =	_____
Connecticut Residents add 6% sales tax:			_____
Total payment:			——————

Prices are in US dollars and are guaranteed through April 2000.

If you need a quote for higher quantity site licenses, please send e-mail to sitesales@winzip.com

Date: _____

Name: _____

Company: _____

Shipping Address: _____

_____

City, State, Zip: _____

Country: _____

Day Phone: _____

E-Mail address: _____

How did you hear
about WinZip? _____

Comments:

WinZip 8.0 Credit Card Order Form

To print this order form, select Print Topic from the File pull-down menu.

Note: this ordering information is for the English version of WinZip®.   You can place credit card orders by phone, fax, e-mail, or postal mail through PsL, a credit card ordering service. The best way to reach PsL is by fax to 1-203-699-0780. You can also call PsL at 1-877-724-4600 (toll free; U.S. only) or 1-612-253-8488.   You can send credit card orders via postal mail to PsL Customer Service at P.O. Box 339, Cheshire, CT 06410 USA. Please be sure to include a completed credit card order form (below) with your order.

All orders are subject to the WinZip License Agreement.   Prices are in US dollars and are guaranteed through April 2000.

> ***Nico Mak Computing, Inc. cannot be reached at the numbers above.   These numbers are for PsL, a third-party service that only takes credit card orders.***

Any questions about the status of the shipment of an order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., should be directed to Nico Mak Computing. You can send e-mail to help@winzip.com; our goal is to respond to all e-mail inquiries within one business day. You can also send postal mail to Nico Mak Computing, P.O. Box 540, Mansfield, CT 06268, USA.   All prices are in US dollars.

WinZip Single Copy	_____ at	$29 each =	_____
WinZip Site Licenses:			
2 to 9 computers:	_____ at	$22 each =	_____
10 to 24 computers:	_____ at	$17 each =	_____
25 to 49 computers:	_____ at	$14 each =	_____
50 to 99 computers:	_____ at	$10 each =	_____
100 to 199 computers:	_____ at	$7 each =	_____
200 to 499 computers:	_____ at	$6 each =	_____
500 to 999 computers:	_____ at	$4 each =	_____
Connecticut Residents add 6% sales tax:			_____
Total payment:			_____

Date: _____

Credit Card: [   ] MasterCard   [   ] VISA   [   ] AMEX   [   ] Discover

Credit Card #: _____

Expiration Date: _____

Name On Card: _____

Signature: _____

Name: _____

Company: _____

Billing Address: _____

City, State, Zip: _____

Country: _____

Day Phone: _____

E-Mail address: _____

How did you hear about WinZip? _____

Purchase Orders

Purchase orders (net 30 days) are accepted from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Please be sure to include the standard WinZip® order form with your purchase order, and send it to Nico Mak Computing, P.O. Box 540, Mansfield, CT 06268 USA, or fax it to 1-860-429-3542.

Ordering Options Outside the USA and Canada

In addition to the aforementioned registration options you can contact the following distributors for local registration and support.   Dealer prices may vary.

German Version: For a German language version of WinZip, please contact H.C. Top Systems, B.V., Postfach 13 30, D-47630 Straelen, Germany, phone: 08000-946-947 (toll free; Germany only) or +31-(0)-77-306-8100, fax: +31-(0)-77-306-8130, Web: www.winzip.de, e-mail: support@winzip.de.

French Version: For a French language version of WinZip, please contact AB Soft, Park Burospace #14, 91572 Bievres Cedex, France, phone: +33-(0)-1-69-33-7000.

Japanese Users: For a version of WinZip that includes a Japanese Help file, contact P. & A. Inc., No.3 Hoko Bldg. 6F, 2-29-13 Akebono, Tachikawa, Tokyo 190-0012 Japan, phone: +81-(0)-042-525-9501, fax: +81-(0)-042-525-9502, Web: www.pandasw.com or www.panda.co.jp, e-mail: sales@panda.co.jp or PAF02461 on NiftyServe.

If you purchase WinZip directly from Nico Mak Computing, Inc., be sure to contact Nico Mak Computing for support, not your local reseller.

The WinZip Quick Start Guide

This Quick Start Guide introduces some file compression terms, describes some of the initial steps in installing WinZip, and provides a first look at using some WinZip® features. For additional information, see the online tutorials that come with WinZip, the WinZip online Help file, and visit the WinZip web site at http://www.winzip.com.

What is an Archive or Zip file, anyway?

Zip files are "archives" used for storing and distributing files, and can contain one or more files.   Usually the files "archived" in a Zip are compressed to save space. Zip files are often used to:

- **Distribute files on the Internet:** Only one Zip file transfer operation (download) is required to obtain all related files and file transfer is quicker because the archived files are compressed.

- **Send a group of related files to an associate:** When you distribute the collection of files as an archive you benefit from the file grouping and compression as well.

- **Save disk space:** If you have large files that are important but seldom used, such as large data files, simply compress these files into an archive and then unzip (or "extract") them only when needed.

What does WinZip do?

WinZip makes it easy for Windows users to work with archives.   WinZip features an intuitive point-and-click drag-and-drop interface for viewing, running, extracting, adding, and deleting files in archives with a standard Windows interface, and also provides a Wizard interface that further simplifies the process of working with Zip files.

About WinZip's Setup Options

During the WinZip setup procedure you are asked to select either the WinZip Wizard interface or the WinZip Classic interface.

- **WinZip Wizard:** If you are new to computers, or unfamiliar with the Windows operating system, then you should first try using the WinZip Wizard to open and create your Zip files.

- **WinZip Classic:** The more powerful WinZip Classic interface is recommended if you are an experienced computer user, comfortable with using Windows and Zip files.

In the following section we will describe the WinZip Wizard Setup screens. With either interface, the setup panels provide information about the options offered. Whichever setup option you choose, you can easily switch between the two interfaces at any time with a single click, and you can always change the default settings later.

Installing the WinZip Wizard

We will refer to the on-screen panels using the title that appears at the top of each panel.

1. In the WinZip Setup panel, choose **Start with the WinZip Wizard** and click **Next**. The Search for Favorite Zip Folders panel will appear.

2. In the Search for Favorite Zip Folders panel, choose **Search Entire Hard Disk** so the Wizard can search your system for Zip files (this is the recommended option).   You will see the search progress, and then a panel that says something like "17 folders were added to your 'Favorite Zip Folders'".   Click **Next**.

3. The Wizard will open an Explorer window displaying the WinZip program group icons. Click **Next** to continue, and the Wizard Welcome panel will appear.

4. In the Wizard Welcome panel, click **Next** again, and the Select Activity panel will appear.

That's it, you have installed WinZip, and you're ready to begin using the WinZip Wizard. The sections below describe using the Wizard for unzipping and zipping files.

Using the WinZip Wizard

If you have just installed WinZip and selected the WinZip Wizard interface, then at this point the Select Activity panel is on the screen.

If you have previously installed WinZip, you can start a WinZip session using the WinZip program item in the WinZip program group, the Start menu, or the WinZip icon on your desktop.

Here is a brief introduction to the features of the WinZip Wizard.

Quick Unzipping with the WinZip Wizard

1. In the Select Activity panel, choose **Unzip or install from an existing Zip archive** and click **Next**. The Select Zip File panel will appear.

2. In the Select Zip File panel, click on the Zip file you want to work with and click **Next**. The Unzip panel will appear.

3. In the Unzip panel, click **Unzip Now** to open the files in the archive. The WinZip Wizard will open a Windows Explorer window showing the unzipped files.

That's it, you've just unzipped (extracted) a Zip archive using the WinZip Wizard. You can now work with the unzipped files, or click **Next** to choose another activity within WinZip, or close the WinZip Wizard window.

Quick Zipping with the WinZip Wizard

1. In the Select Activity panel, choose **Create a new Zip archive** and click **Next**.

2. In the Choose Zip Name panel, type the name you want to use for your new Zip file and click **Next**. For example, if you are creating a Zip file that will contain some files related to yearly reports, you might type "1999 reports" as the name for your Zip file.

3. In the Select Files panel, click **Add files** to add files to your Zip file, then select the files you want to add and click **OK**.

4. Click **Zip Now** to create the new Zip file.

That's it, you've just created a Zip archive using the WinZip Wizard. You can now click the **WinZip Classic** button if you would like to examine the contents of your new archive, or click **Next** to choose another activity within WinZip, or close the WinZip Wizard window.

Using WinZip Classic

Here is a brief introduction to some of the features of WinZip Classic.

Quick Unzipping with WinZip Classic

1. In the WinZip Window click the **Open** toolbar button, or choose **Open Archive** from the **File** menu. The Open Archive dialog box will appear.

2. In the Open Archive dialog box you can locate the archive you want to unzip. Then click **Open**. The contents of the archive will be displayed in the WinZip window.

3. To extract files from the archive click the **Extract** toolbar button, or choose **Extract**… from the **Actions** menu. The Extract dialog box will appear.

4. In the box labeled **Extract to:** choose the folder where you want to place the extracted files and click **Extract**.

That's it, you have extracted the contents of the archive to the chosen directory. You can now work with the extracted files, or choose another activity within WinZip, or close the WinZip window.

Note: You can also extract files from an archive in the WinZip Classic window by dragging them to the desired folder in Windows Explorer or to the desktop.

Quick Zipping with WinZip Classic

1. In the WinZip Window click the **New** toolbar button, or choose **New Archive** from the **File** menu.

The New Archive dialog box will appear.

2. In the New Archive dialog box you can specify the location where you want to create the archive, and type the name you want to use for your new archive. Then click **OK**. The Add dialog box will appear.

3. In the Add dialog box select the files that you want to add to your new archive and click **Add**.

That's it, you have created a new archive. You can now examine the contents of your new archive, or choose another activity within WinZip, or close the WinZip window.

Note: You can also add files to an archive by dragging the files from My Computer or Windows Explorer and dropping the files on the WinZip window.

WinZip Classic and Wizard: Switching Interfaces

You can easily switch between the WinZip Wizard and WinZip Classic Interfaces with a single mouse click. Here's how:

In WinZip Wizard click the **WinZip Classic** button at the lower left part of the Wizard panel to switch to the WinZip Classic Interface.

In WinZip Classic click the **Wizard** button at the upper right end of the WinZip Classic toolbar to switch to the WinZip Wizard Interface.

WinZip Classic Tips

You can view the contents of most files in an archive by just double-clicking on them in the WinZip Classic window.

You can extract files from an archive in the WinZip Classic window by dragging them to the desired folder in Windows Explorer or to the desktop.

Using the WinZip Classic Help menu, you can:

- work with the built-in Brief Tutorial to get acquainted with more of WinZip's features
- view collections of Hints and Tips
- find answers to Frequently Asked Questions

Zip and Unzip Files without Leaving the Explorer

To create an archive: you can select file(s) in Windows Explorer, right click, and choose **Add to Zip** from the context menu that appears.

To extract files from an archive: you can select the archive in Windows Explorer, and either:

- right click and choose **Extract to...** from the context menu that appears, or
- right click and drag the archive onto the folder where you want it extracted, and then choose an extract option from the context menu that appears.

Contacting Technical Support

You can contact our technical support staff as follows:

Internet: The best way to report problems on the Internet is with the support forms available from the "Support" link on the WinZip home page   at http://www.winzip.com. You can also send electronic mail to support@winzip.com.   We normally answer all questions within one business day.

Postal Mail: Write to Technical Support, Nico Mak Computing, Inc., P.O. Box 540, Mansfield, CT 06268, USA.

Please include the following information with any technical support questions:

- Is the problem reproducible? If so, how?
- What version of Windows are you running (for example, Windows 95 or Windows NT)?

- What version of WinZip are you running? If you are using the WinZip Classic Interface, choose **About WinZip** from the WinZip **Help** menu. If you are using the WinZip Wizard Interface, click the **About** button on the WinZip Wizard Welcome screen. Please include the entire "version" line in your problem report.

- If a dialog box with an error message was displayed, please include the full text of the dialog box, including the title in the title bar.