Overview

Have you ever used the Internet, America Online, or CompuServe? If so, you've probably encountered Zip files. Are you a Windows user? If so, WinZip is *the* way to handle these archived files.

WinZip® brings the convenience of Windows to the use of Zip files and other compression formats.

WinZip features include:

- **Seamless Windows integration:** WinZip includes tight integration with My Computer and Windows Explorer. Drag and drop to or from Explorer, or zip and unzip without leaving Explorer.
- **Internet support:** WinZip features built-in support for popular Internet file formats: TAR, gzip, UUencode, XXencode, BinHex, and MIME. ARJ, LZH, and ARC files are supported via external programs. You can use WinZip to access almost all the files you download from the Internet. In addition, the freely downloadable WinZip Internet Browser Support Add-On lets you download and open archives with one click using Microsoft Internet Explorer or Netscape Navigator.
- **Automatic installation of most software distributed in Zip files:** If a Zip file contains a "setup" or "install" program, WinZip's Install feature will unzip the files, run the installation program, and clean up temporary files.
- **The WinZip Wizard:** This optional feature uses the standard and familiar "wizard" interface to simplify the process of zipping, unzipping, and installing software distributed in Zip files. The WinZip Wizard is not targeted at experienced users, but is ideal for the rapidly growing number of PC users getting started with Zip files. When these users gain confidence or want to use more advanced zipping features, the full WinZip Classic interface is just a click away.
- **Favorite Zip Folders:** WinZip lets you organize Zip files into one convenient list that is sorted by date, making it easier to locate all Zip files, regardless of where they came from or where they are stored. Unlike the standard Open Archive dialog box, the Favorite Zip Folders dialog box treats the contents of multiple folders as though they were one folder. A Search facility will find any Zip files lost on your hard disk.
- **Create files that unzip themselves:** WinZip Self-Extractor Personal Edition is included with WinZip. Self-extracting files are ideal for sending compressed files to others who may not own or know how to use file compression software.
- **Virus Scanner Support:** WinZip can be configured to work with most virus scanners.

WinZip is extremely easy to use! To open an archive simply double click on an archive listed in My Computer or Windows Explorer, drag and drop an archive onto WinZip, or use the standard Open dialog box. The main WinZip window features a list with the names, sizes, and date/time stamps of all files in the open archive. This list can be scrolled and sorted on any field. A configurable tool bar provides fast access to commonly used actions. Extensive context sensitive help is always available.

Double clicking on a file in the main WinZip window has the same effect as double clicking in My Computer or Windows Explorer. First, the file is extracted from the archive. Then, if the file is executable, it is run. Otherwise, the file is opened by the appropriate application (for example, WordPad for *.WRI files) based on standard Windows associations.

The Windows Drag and Drop interface is fully supported. You can drag and drop files from WinZip to other applications. WinZip will extract the files before dropping them on the target application. The target application will treat the files as if they had been dropped from My Computer or Windows Explorer. You can also drop archives on WinZip to open them, or drop files on WinZip to add them to the open archive.

Awards and Magazine Quotes

WinZip was voted **Download of the Millennium** on ZDNet and won the **Best Utility MVP Award** from *PC Computing* (1/2000), the **1999 Editor's Choice Award** from *PC Magazine*, the **1999 People's Choice Award for Best Overall Utility**, and the **1998 World Class Award** from *PC World*.

Here's what magazine reviews say about WinZip:

- "An attractive archive manager for both novices and experienced users" - *PC Magazine*, 3/21/2000
- "A piece of handiwork you'll appreciate every day" - *PC Computing*, 2/2000
- "WinZip is a great utility for shrinking underused files on your hard drive or sending large files via e-mail" - *PC World*, 2/2000
- "WinZip is the premier zip manager out there" - ZDNET, 1/27/2000
- "WinZip remains the most popular ZIP file manager in use today" - *PC Magazine*, 1/27/2000
- "Easy to use, simple, indispensable and fast" - *PC World Australia*, 1/2000
- "A must-have for anyone using the Web" - *PC Computing*, 1/2000

Visit our website for a more complete and up-to-date list of awards and magazine quotes.

Quick Start Information

There are several ways to get to know WinZip® quickly and easily; each tailored to a different style of learning. Choose one or more of the following approaches

- **If you haven't installed WinZip yet,** see the section titled WinZip Installation for brief installation instructions.
- **Take a look at the Quick Start Guide**, which introduces file compression terminology, describes the installation process, and takes a first look at basic WinZip operations. (If you haven't installed WinZip yet, you'll have an opportunity during installation to print a nicely formatted version of the Guide.)
- **Some users just like to dive right in!** If you have experience with archives and Windows, you might want to do just that. **Context-sensitive help** is available at any time by pressing the F1 key.
- **You can get an overview of the primary operations of WinZip** from the section titled Brief Tutorial.
- **If you like to "learn by doing,"** try the WinZip Tutor Step by Step Instructions, which takes users step by step through the process of zipping and unzipping.
- **The WinZip Wizard leads you through the process of zipping or unzipping using a series of panels or pages in a special window**, commonly known as a "wizard." This convenient alternative interface for WinZip can help to simplify zipping, unzipping and installing software.

Don't miss some of other topics of interest that can help you get started:

- The section titled Windows Shell Integration Examples points out specific examples of how WinZip integrates with the Windows shell.
- The section titled Drag and Drop Interface describes a useful WinZip feature. Be sure to give it a try!
- The section on Hints and Tips lists many helpful ideas for using WinZip.
- For assistance in learning how to use the online help system, choose **How to Use Help** from WinZip's **Help** menu.

About Zip Files and Other Archives

What is an Archive?

Archives are files that contain other files. Typically the files in an archive are compressed. Archives usually have file names ending with ZIP, LZH, ARJ, or ARC, depending on how they were created. Archives make it easy to group files and make transporting and copying these files faster.

Typical Uses for Archives:

- Most files available on the Internet and on electronic services like America Online and CompuServe are distributed as archives. Two benefits of using archives for electronic file distribution are that only one file transfer operation ("download") is required to obtain all related files, and file transfer time is minimized because the files in an archive are compressed.
- It is often useful to send a group of related files to an associate. Rather than distributing individual files it is often easier to distribute the files as an archive to benefit from the file grouping and compression.
- Some files are important but not used often. To save disk space simply compress these files into an archive when they are not used, and decompress them only when needed.

What is a Self-Extracting Zip File?

A self-extracting Zip file is an executable program file (.EXE file) that includes both a Zip file and software to extract or “unzip” the contents of the Zip file. Users can extract the contents of a self-extracting Zip file by simply running it. This is convenient, because the end user does not need an unzip program (like WinZip®) to extract files from these self-extracting archives.

WinZip Self-Extractor Personal Edition, included with WinZip, creates Windows self-extracting Zip files.

Archive formats:

- Zip files are the most common archive format. Zip files can span multiple disks, and provide both compression and file grouping. WinZip does not use external programs to work with Zip files.
- TAR, Z, GZ, TAZ, and TGZ files are often found on Unix-based Internet sites. TAR stands for “Tape ARchive”. The TAR format does not provide compression; it is used only to group files. GZ and Z files are gzip files. GZ and Z files cannot contain multiple files. TAZ and TGZ files are TAR files compressed in the gzip format. Since almost all new archives are created in Zip format, WinZip does not provide facilities to add to or create files in these formats (however, all other WinZip functions are supported). WinZip does not use external programs when working with files in these formats.
- File formats such as UUencoded, XXencoded, BinHex, and MIME are used primarily to transfer binary files by Internet e-mail. If you encounter one of these files, you can open it and extract its contents with WinZip. You can UUencode an archive using the **UUencode** entry in the WinZip **Actions** pull-down menu. WinZip does not use external programs when working with files in these formats.
- WinZip also handles most files in the old Microsoft Compress format (also known as LZEXPAND format). However, there are several variations on this format, and Microsoft has not released documentation on these variations. WinZip issues an appropriate message if you attempt to decompress a file not supported by your version of Windows. Microsoft Compress files usually end with a trailing underscore, for example, “commdlg.dl_”. Like Z and GZ files, Microsoft Compress format files contain only one file. This format is used for many files on the Windows 3.1 distribution disks and many older Microsoft products. Note that not all files ending with an underscore are Microsoft Compress format files. WinZip does not use external programs when working with files in these formats.
- The Microsoft CAB (short for Cabinet) format is used by most Microsoft setup programs, including those used to install Windows. CAB files provide both file compression and file grouping. You

can use WinZip to open and extract files the contents of CAB files. WinZip will handle most self-extracting CAB files. WinZip does not use external programs when working with CAB files.

- ARC, ARJ, and LZH are older formats that provide both grouping and compression, like Zip files. Unlike other supported file formats, WinZip's optional support for these formats requires external programs that are not included as part of the WinZip distribution package (see the section titled System Requirements for details).

Brief Tutorial

This help file includes a brief tutorial that introduces you to each of the main WinZip® concepts and features to get you working productively as quickly as possible.

You have probably reached this topic by using the browse buttons (the arrow buttons in the toolbar); the Brief Tutorial has been placed in its own section, which can be reached by clicking on the link at the bottom of this page.

You may bypass the tutorial by clicking on the forward browse arrow [> >]

Click on Brief Tutorial to exit this section and start the tutorial.

Brief Tutorial - Contents

Click on each tutorial topic, in sequence, to learn all about WinZip:

1. Introducing WinZip
2. The WinZip Window
3. Opening Archives
4. Viewing Files
5. Extracting Files
6. Creating New Archives
7. Adding Files
8. Deleting Files
9. Custom Configurations
10. Additional Features

This brief overview tutorial introduces you to each of the main WinZip® concepts and features to get you working productively as quickly as possible.

Note: if you prefer a strict “learning by doing” approach, you may prefer the WinZip Tutor, which uses a “step by step” approach to introduce new users to zipping and unzipping.

You will get the most benefit from these lessons if you change the size of this Help window to leave enough room on the screen to have WinZip opened at the same time. As each screen describes an operation, you may want to try certain things with WinZip to gain an even better understanding. You can move through the tutorial as quickly or as slowly as you like. If you ever have any questions when you are using WinZip, remember that context-sensitive help is available by pressing the F1 key.

As you explore this tutorial, you will find highlighted text that will take you to additional information about a particular topic. If you elect to take the detour, you can click on the Back button at the top of this window to return to where you left off in the Brief Tutorial.

Important: WinZip offers many convenient ways to work with archives. This tutorial approaches the topic using the main WinZip window as its base of operations. **This is not the only way to access WinZip's convenient features.** For example, you can use WinZip to zip and unzip files without leaving My Computer or Windows Explorer. Once you are comfortable with the basic operations described in this tutorial, be sure to read the sections Windows Shell Integration Examples and Hints and Tips.

Next

Brief Tutorial - Introducing WinZip

Click on each tutorial topic, in sequence, to learn all about WinZip:

1. Introducing WinZip
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WinZip® is a tool to make working with Zip files and other types of archive files easier. Let's start off by discussing some of the words used to describe the files and the processes.

Archives are files that contain other files, and Zip files are the most common archive format. Typically, the files in an archive are compressed. WinZip uses the term “Add” to mean “compress files and add them to an archive”. “Extract” means “decompress files in an archive, creating separate files on a disk”. Some people use the verbs “zip” or “pack” instead of Add, and “unzip” or “unpack” instead of “extract”.

See About Zip Files and Other Archives for more detailed information.

Next

Brief Tutorial - The WinZip Window

Click on each tutorial topic, in sequence, to learn all about WinZip:

1. Introducing WinZip
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The WinZip® window is where you start many of your operations. You can open it through the Start menu. The WinZip window also opens automatically if you double click on an archive in My Computer or Windows Explorer.

The WinZip window includes standard Windows components. Of particular interest:

The **Title Bar** displays not just the WinZip product title, but the name of the archive you are currently working with. The **Toolbar** provides quick ways of performing the most common tasks. The **Main Window Area** displays information about the files in the archive, and you'll find as we get further into this Tutorial that many operations can be done directly with these files. Finally, the **Status Line** displays the number and sizes of currently selected files, along with other archive information.

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Brief Tutorial - Opening Archives

Click on each tutorial topic, in sequence, to learn all about WinZip:

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The first step is to open an archive. Use the **Open** toolbar button or select **Open Archive** from the WinZip® **File** pull-down menu to activate the standard Open Archive dialog box.

Then, select the archive you want to open in the Open Archive dialog box. This dialog box works just like the Open dialog boxes in other applications: just select the file you want to open from the list of files. (If you want to create an archive instead of working with an existing archive, see the section Brief Tutorial - Creating New Archives).

Once an existing archive is open you can extract or work with the files in the archive. The files in an archive are listed in a list box in the main WinZip window.

- You can look at all the file names, with details, stored in the archive, using the scroll bar, arrow keys or usual Windows commands.
- You can quickly sort the main window by clicking once on the header (e.g. click on “Name” in the header above the list of files to sort the list by filename).

Next

Brief Tutorial - Viewing Files

Click on each tutorial topic, in sequence, to learn all about WinZip:

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You can easily view any of the files stored in an archive by double clicking on the file in the main WinZip® window. WinZip will open the file with the associated application. For example, a Word (.doc) file may be displayed in Word, and a text (.txt) file in Notepad. When you double click on a *program* file (.exe), it is run.

Or, you can view a file with the built-in viewer or a viewer of your choice by selecting **View** from the **Actions** pull-down menu.

Next

Brief Tutorial - Extracting Files

Click on each tutorial topic, in sequence, to learn all about WinZip:

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When you extract a file, WinZip® decompresses it and places it in the folder of your choice. You can restore whole folders and retain the structure of any sub-folders.

If you select **Extract** from the **Actions** pull-down menu or click the **Extract** toolbar button, WinZip lets you choose the folder where you'd like to place the extracted files. For more details on that dialog box and its options, press F1 later, when you encounter it, or click on Extracting Files from an Archive now.

Note: if a Zip file contains a “setup” or “install” program, you can use the Install Feature to automatically extract the files, run the installation program, and clean up temporary files.

Next

Brief Tutorial - Creating New Archives

Click on each tutorial topic, in sequence, to learn all about WinZip:

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You can create a new archive by selecting **New Archive** from the WinZip® **File** pull-down menu or by clicking the **New** toolbar button. This activates the New Archive dialog box.

First, you type the name of the archive you want to create, *not the names of the files you want to compress.* This dialog box works similarly to standard Windows file dialog boxes, so you can choose the drive and folder where the archive will be created. The names of any existing archives on the selected drive and folder are listed to help you choose a name that is not already in use.

Normally after creating an archive you will want to add files to the archive, so verify that the **Add dialog** check box is checked to automatically activate the Add dialog box.

Next

Brief Tutorial - Adding Files to an Archive

Click on each tutorial topic, in sequence, to learn all about WinZip:

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You can add files to an existing archive you've opened or to a new archive you've created, as in the previous section. If the Add dialog box is not displayed, select **Add** from the **Actions** pull-down menu or click the **Add** toolbar button.

In the Add dialog box, select the files you want to add to the archive. The easiest way to do this is usually to click on the desired files in the list near the top of the Add dialog box. You can select multiple files using normal Windows file selection conventions (for example, hold down the shift key while clicking to select multiple files). For details on alternate ways to specify which files you want to add, see the topic titled Adding Files to an Archive.

Once you are done making your file selection, click the **Add** button to add the files. Once WinZip® finishes, it will update the file list in the main window to reflect the new files in the archive.

You can also add files to an archive by dragging the files from My Computer or Windows Explorer and dropping them on the WinZip window. This is described in detail in the section titled Adding a File to an Archive with the Drag and Drop Interface.

Note: When you add files to an archive, the original files on disk are not deleted. If you want to delete the original files automatically after the Add operation completes, select **Move files** from the **Action** combo box.

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Brief Tutorial - Deleting Archives and Files

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10. Additional Features

WinZip® can remove selected files from within an existing archive, or delete the entire archive. **Delete** from the **Actions** menu activates the Delete dialog box. There are two ways to start the action to delete files from an archive:

- Select entries from the list box in an open archive, then select the **Delete** entry from the **Actions** pull-down menu or press the Del key.
- Select the **Delete** entry from the **Actions** pull-down menu to bring up the Delete dialog box. You can then specify the file names you want to delete (standard Windows wildcards are accepted, so you could use "*.doc" to delete all .doc files).

Note: these operations cannot be undone.

To delete an entire archive, select the **Delete** entry from the **Actions** pull-down menu to bring up the Delete dialog box. Then click the **Entire Archive** option button and the **Delete** push button. Alternatively, you can select **Delete Archive** from the **File** menu.

Next

Brief Tutorial - Custom Configurations

Click on each tutorial topic, in sequence, to learn all about WinZip:

1. Introducing WinZip
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Many WinZip® operations can be tailored using configuration options. For example, you can change the default folders for the Extract and Add dialog boxes. Most options are intended for advanced users. For an overview of available options see the section titled Options.

Next

Brief Tutorial - Additional Features

Click on each tutorial topic, in sequence, to learn all about WinZip:

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10. Additional Features

This is the end of the Brief Tutorial. As you get to know WinZip® better, be sure to explore the following more advanced features:

- WinZip's Drag and Drop operations simplify archiving.
- Internet, America Online, CompuServe, and other online services users: see the section titled Downloading and Processing Files with WinZip
- The Install and Checkout features make it easy to try software distributed in archives.
- WinZip can be integrated with Windows Explorer. See the section titled Explorer Interface for details.

Reminder: press the F1 key at any time while working with WinZip for context-sensitive help.

You may want to review the tutorial and explore some of the many links it contains by pressing the buttons above.

WinZip stores compressed files in archives. You can think of an archive as being like a folder or directory, though an archive is really a special kind of file. WinZip recognizes a file as an archive when it has a **.zip** or other special extension.

When you compress a file you make it much smaller. Other words for compress are zip and pack.

When you add a file to an archive, WinZip automatically compresses it.

Switch Interface Dialog

The Switch Interface dialog box is displayed when you start WinZip® with the Wizard interface and close it while using the Classic interface, or vice versa. This dialog box gives you a chance to control whether WinZip will start in Wizard or Classic mode next time you run WinZip.

Using the Switch Interface dialog

- If you want WinZip to start next time with the Wizard interface, click **Next time start WinZip with the Wizard interface**.
- If you want WinZip to start next time with the Classic interface, click **Next time start WinZip with the Classic interface**.
- Click **Return to WinZip** to close the dialog and return to WinZip.

Suppressing the Switch Interface dialog

If you want WinZip to always close without displaying the Switch Interface dialog, even if you have changed interfaces, check the checkbox labeled **Do not display this dialog again**. If the dialog is suppressed, WinZip will always start with the original interface--the one you started with this time--unless you change the startup interface as described below.

If you change your mind and want the Switch Interface dialog back, you can restore it from either Classic mode or the Wizard:

- In the Wizard, click **Options** in the Welcome panel, click the **Misc** tab, and check **Show "Switch Interface" dialog box**.
- In Classic mode, choose **Configuration** from the **Options** menu, click the **Miscellaneous** tab, and check **Bring back all caution messages**, and click **OK**. Note that this will restore all caution messages, not just the Switch Interface dialog.

Changing the startup interface

You can always change the startup interface, regardless of whether or not the Switch Interface dialog is enabled. To do this:

- In the Wizard, click **Options** in the Welcome panel, choose the **Misc** tab, and click either **Next time start WinZip with the Wizard interface** or **Next time start WinZip with the Classic interface**.
- In Classic mode, choose **Configuration** from the **Options** menu, click the **Miscellaneous** tab, and check or uncheck **Next time start with the Wizard interface**. If the box is checked, WinZip will start next time with the Wizard interface; if it is not checked, it will start next time with the Classic interface.

WinZip Search

WinZip can help you find Zip files if you don't know exactly where they are. Select **Search hard disk(s) on this PC** to search all your hard drives on your PC (network disks and CD-ROM disks are not searched). Select **Search Favorite Zip Folders** to search for Zip files in your Favorite Zip Folders. Select **Search disk** to search a specified disk (for example, a floppy disk or CD-ROM). Select **Let me find it** if you want to look for the file yourself.

File Type Filters

The File/New Archive, File/Open Archive dialog boxes use the file type filters in the following table. The File/Favorite Zip Folders dialog box uses the first three entries in this table.

Zip files	*.zip
all archives	*.zip;*.z;*.gz;*.tz;*.taz;*.tgz;*.lzh;*.arj;*.arc;*.tar; *.cab
encoded files	*.uu; *.uue; *.xxe;*.bhx;*.b64;*.hqx; *.mim
archives and .exe files	*.zip;*.z;*.gz;*.tz;*.taz;*.tgz;*.lzh;*.arj;*.arc;*.tar; *.cab;*.exe
archives, encoded, and .exe files	*.zip;*.z;*.gz;*.tz;*.taz;*.tgz;*.lzh;*.arj;*.arc;*.tar; *.cab;*.exe; *.uu; *.uue; *.xxe; *.bhx;*.b64;*.hqx; *.mim
all files (*.*)	*.*

UUencoded, XXencoded, BinHex, and MIME files

This help file includes a section outlining how WinZip® can open and extract UUencoded, XXencoded, BinHex, and MIME files (base64, plain/text, and quoted-printable), and can UUencode files. It also explains the need for these features and abilities, and includes instructions for using them.

You have reached this topic by using the browse buttons (the arrow buttons in the toolbar); the Brief Tutorial has been placed in its own section, which can be reached by clicking on the text at the bottom of this page.

You may bypass this section by clicking on the forward browse arrow [> >]

Click on UUencoded, XXencoded, BinHex, and MIME files to exit this section and learn more about these files and how WinZip can serve your needs.

UUencoded, XXencoded, BinHex, and MIME files

WinZip® can open and extract UUencoded, XXencoded, BinHex, and MIME files (base64, plain/text, and quoted-printable), and can UUencode files. This section explains the need for these features and abilities, includes instructions for using them, and shows how they can bring a whole new dimension to your e-mail operations.

Use the browse buttons above or the index below to page through this tutorial, and learn about using these important and useful WinZip features.

These instructions assume that you understand basic Windows and WinZip operations, and the basic use of your e-mail program.

UUencoded, XXencoded, BinHex, and MIME files
Sending Files using Internet Mail
The Why behind UUencoding and Other Schemes
Receiving and Preparing Files for Decoding
Decoding Files using WinZip
UUencoding a File using WinZip
Mailing a UUencoded File
Hints, Tips, & Troubleshooting

Sending Files using Internet Mail

If you have a direct connection to the Internet, you may already be using an e-mail program that allows you to attach files to messages. However, many e-mail programs, including MSMail and some versions of CompuServe Information Manager (WinCIM), cannot easily transfer files to Internet addresses. In the case of CompuServe, users with older accounts who have not converted to “new mail” cannot easily send files beyond the bounds of their own service, to Internet subscribers and others. WinZip® allows you to send and receive files using nearly any e-mail program, including these two.

Note: If your e-mail program *does* have the ability to transfer files, consider using WinZip to compress them *before* transfer -- it will usually take far less time since the file will be smaller. If the recipients are unfamiliar with Zip files, you can use WinZip to create a self-extracting archive for their convenience.

UUencoded, XXencoded, BinHex, and MIME files
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Hints, Tips, & Troubleshooting

The *Why* behind UUencoding and Other Schemes

The Internet was not designed to carry binary (program and other non-text files) files. It is able only to transfer messages made up of conventional text (printable ASCII) characters. In order to get around that limitation, UUencode and other methods were created.

These solutions all perform the same basic operation: they encode the non-transferable binary file into ASCII characters that the e-mail system can handle. The person receiving the message can then decode the strings of characters to recreate the original file. Perhaps you have seen one of these completely unintelligible messages; here's an example:

```
_=_
_=_ Part 001 of 001 of file encoded.txt
_=_

begin 666 encoded.txt
M5&5S="$-"@T*1V5N=&QE(%)E861E<CH-"@T*5&AI<R!I<R!N;W1H:6YG(&UO
M<F4@=&AA;B!A('1E<W0@9FEL92!C<F5A=&5D('1O('!R;W9I9&4@9F]D9&5R
M(&9O<B!T:&4@=F%R:6]U<R!E;F-O9&EN9R!S8VAE;65S+B!)9B!Y;W4@87)E
M('5S:6YG(&ET('1O('1E<W0L(&-O;F=R871U;&%T:6]N<R!O;B!Y;W5R(&%G
M:6QI='D@:6X@8W5T=&EN9RP@<&%S=&EN9RP@<V%V:6YG+"!A;F0@9&5C;V1I
:;F<@=7-I;F<@5VEN6FEP+@T*#0I%;FIO>2$`
`
end
```

WinZip® can easily open and extract UUencoded, XXencoded, BinHex, and MIME files (base64, plain/text, and quoted-printable) that have been sent to you, and create Uuencoded files for you to send.

UUencoded, XXencoded, BinHex, and MIME files
Sending Files using Internet Mail
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Decoding Files using WinZip
UUencoding a File using WinZip
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Hints, Tips, & Troubleshooting

Receiving and Preparing Files for Decoding

The message you receive with an encoded file will need to be prepared for the simple WinZip® decoding operation. The steps you take will depend on the e-mail program you are using.

If you are using **CompuServe Information Manager (WinCIM)**,

1. Double click on the message to open it,
2. Select **Save As** from the File menu item,
3. Enter a file name using .UUE as the extension; for example: FILENAME.UUE.

If you are using **MSMail,**

1. Highlight the message (DO NOT open it; large messages are not handled well by MSMail)
2. Select Save As from the File menu item,
3. Enter a file name using .UUE as the extension; for example: FILENAME.UUE.

If you are using **another e-mail program,** one of the two methods described above may also work with your program. Be aware that some e-mail programs may crash or cut off parts of unusually large messages, so saving them as a file without opening them is the preferred method.

Your e-mail program may save a message attachment as an external file in a folder designated to receive them. In that case, it may automatically be named; you may wish to rename it, using a .UUE extension, for maximum convenience.

Sometimes you may receive **multiple messages,** where a file is split up into more than one message because of size limitations. You will need to use a text editor or the DOS COPY file command to paste the files together into one large file, and save it as a text file with a .UUE extension.

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Decoding Files using WinZip

You do not need to worry if the file being received is UUencoded, XXencoded, BinHex, or a MIME file (base64, plain/text, and quoted-printable). WinZip® will detect the method being used and automatically decode it.

As is the case with Zip files, WinZip offers more than one way to open encoded files. For example:

- Double click the encoded file in My Computer or Windows Explorer. WinZip will open and decode the file. If it is a Zip file, it will offer to open it; if it has not been compressed, it will be shown in the usual manner.
- Drag and drop the encoded file onto the WinZip icon.
- Use WinZip in the regular manner to Extract the file to your folder of choice.

Note: You can also open a file using WinZip's **Open** toolbar button, or drag and drop a file into WinZip, regardless of the file's extension.

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UUencoding a File using WinZip

WinZip® UUencodes Zip files for mailing, so you must choose and open an existing Zip file to encode or create a new one.

- If the file is already archived as a Zip file, open it in WinZip using your favorite method.
- If the file(s) you wish to send are not already archived, use WinZip to create a Zip file, and leave the program open for the next step.
- Click on the **Actions** menu item, and choose **UUencode.**

A UUencoded file has been created from your Zip file. For example, you will find a TESTFILE.UUE file in the same folder along with your original TESTFILE.ZIP.

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Mailing a UUencoded File

Note: most modern e-mail programs automatically encode attachments when necessary, so you will not need to. If, however, you are using an older e-mail program that does not automatically encode attachments, the following information could be useful. Please read about UUencoding if you are not familiar with encoded files and why they are used.

To send a UUencoded attachment, first UUencode the attachment using WinZip, then attach it to your message. How you attach a UUencoded file to a message will depend on your e-mail program.

If you are using **CompuServe Information Manager (WinCIM) with "old mail" (i.e., you have an older account and have not converted to "new mail"),**

1. Create a message in the usual manner.

   Note: If you are sending a file to another CompuServe address, it is unnecessary to UUencode it, but zipping it using WinZip® will shorten transmission times.
2. Click on the **Attach** button to open WinCIM's File Attachment window.
3. If you are using WinCIM 2.0, click on **File** (when using version 3.0, this step is not necessary).
4. Use the standard file dialogs to choose the .UUE file you created previously.
5. If you are using CompuServe Information Manager 3.0, highlight the attached file in the Attach Files dialog box, select "Text" in the **File Type** combo box, then click OK (when using version 2.0, this step is not necessary).
6. E-mail your message as you would normally.

If you are using **MSMail,**

1. Create a message in the usual manner.
2. Click on the menu item **Attach**, and select **File**.
3. Use the familiar file dialogs to choose the .UUE file you created previously, then click **OK**.
4. E-mail your message as you would normally.

If you are using **another e-mail program,** one of the two methods described above may also work with your program. A "Send File" or similar option may be available and of use in this situation. It may be necessary to open the .UUE file you have created using a text editor, copy the entire contents, or portions of it, to the Windows clipboard, and paste it into your open e-mail message. Further information on handling large files is included in the next topic, Hints, Tips, & Troubleshooting.

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WinZip® makes decoding these file attachments very convenient. Here are some hints to make the road even smoother:

The most common problems we encounter with files that cannot be decoded are **incomplete data** and **missing header information.** The integrity of the message is critical, and the header must be intact for decoding. We have included short examples of each of the following encoding formats. You may find them helpful for comparison purposes with messages you receive, to confirm that they appear properly encoded and are not missing header and closing data. Click to review any of these brief file examples.

UUencoded Example **XXencoded Example** **BinHex Example** **MIME (base64) Example**

Multi-Part Encoded Files must be combined before WinZip can process them. If you encounter encoded data spread across multiple files, you can either combine the parts using a text editor, and then open them with WinZip, or you can use another program, like the UUDeview package from Frank Pilhofer. (WinZip's decoding subroutines are based on the UUDeview package.) The original UUDeview is a text mode command line driven program, or you can download a Windows interface by Michael Newcomb. These free programs are available from Internet sites in Germany and the USA.

Further information about encoding files can be found in many places on the Internet. A good place to start is the “Introduction to Decoding” article from the UUDeview home page. The MIME specification is defined in RFC 1521, and is widely available on the Internet.

Bug Reporting: If, after examining and confirming that a file seems properly encoded, you believe that WinZip should handle it, please contact WinZip support. Send e-mail to support@winzip.com with details, and include a Zip file of the file so that it is not changed by any mail gateways or e-mail program. Do not remove any header or other information. Please include the name of the program that created it, if possible. Smaller files are preferred over huge sample files. We will examine the file and respond as soon as possible.

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UUencoded Example

Here is an example of a UUencoded file:

```
begin 666 encoded.txt
M5&5S="$-"@T*1V5N=&QE(%)E861E<CH-"@T*5&AI<R!I<R!N;W1H:6YG(&UO
M<F4@=&AA;B!A('1E<W0@9FEL92!C<F5A=&5D('1O('!R;W9I9&4@9F]D9&5R
M(&9O<B!T:&4@=F%R:6]U<R!E;F-O9&EN9R!S8VAE;65S+B!)9B!Y;W4@87)E
M('5S:6YG(&ET('1O('1E<W0L(&-O;F=R871U;&%T:6]N<R!O;B!Y;W5R(&%G
M:6QI='D@:6X@8W5T=&EN9RP@<&%S=&EN9RP@<V%V:6YG+"!A;F0@9&5C;V1I
:;F<@=7-I;F<@5VEN6FEP+@T*#0I%;FIO>2$`
`
end
```

Return to **Hints, Tips, & Troubleshooting**

XXencoded Example

Here is an example of a XXencoded file:

```
begin 666 encoded.txt
hJ4JnR02B0Uo8FqJiR4lZ637ZMKFZQXcB0Uo8J4VdQm-dQm-iPrFcOKtb64pj
hQaIUR4VVPW-V65FZQrEUNaZgNG-XQaJVR4JY65Fj65-mPrNdN4IUNaxYN4Jm
h64NjQW-oO4IURa3mOKxpQm-ZPaBjN4ZiNm-nMqVZPKJn9W-7NW-tPrIUML7Z
h65JnOKtb64Zo65Fj65FZQrEg64BjPaRmMLFpP43oOKxiQm-jPW-tPrJm643b
hOKldR5YUOKsUMrJoR4ZiNmkUQ43nR4ZiNmkUQq3qOKtb90-VPaEUN4JXPqFd
OPaQURLBdPaQUJqZiKaZk9Uo81Ed3PadjSG2+
+
end
```

Return to **Hints, Tips, & Troubleshooting**

BinHex Example

Here is an example of a BinHex file:

```
VGVzdCENCg0KR2VudGxlIFJlYWRlcjoNCg0KVGhpcyBpcyBub3RoaW5nIG1vcmUgdGhhbiBhIHRl
c3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvciB0aGUgdmFyaW91cyBlbmNvZGlu
ZyBzY2hlbWVzLiBJZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QsIGNvbmdyYXR1bGF0aW9ucyBv
biB5b3VyIGFnaWxpdHkgaW4gY3V0dGluZywgcGFzdGluZywgc2F2aW5nLCBhbmQgZGVjb2Rpbmcg
dXNpbmcgV2luWmlwLg0KDQpFbmpveSE=
```

Return to **Hints, Tips, & Troubleshooting**

MIME (base64) Example

Here is an example of a MIME file:

```
---
Content-Type: application/octet-stream; name="encoded.txt"
Content-Transfer-Encoding: base64
Content-Disposition: inline; filename="encoded.txt"
Content-MD5: V8ttTjZgvmMkzwVFKr5Olw==

VGVzdCENCg0KR2VudGxlIFJlYWRlcjoNCg0KVGhpcyBpcyBub3RoaW5nIG1vcmUgdGhhbiBh
IHRlc3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvciB0aGUgdmFyaW91cyBl
bmNvZGluZyBzY2hlbWVzLiBJZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QsIGNvbmdyYXR1
bGF0aW9ucyBvbiB5b3VyIGFnaWxpdHkgaW4gY3V0dGluZywgcGFzdGluZywgc2F2aW5nLCBh
bmQgZGVjb2RpbmcgdXNpbmcgV2luWmlwLg0KDQpFbmpveSE=

-----
```

Return to Hints, Tips, & Troubleshooting

System Requirements

WinZip® requires Windows 95, Windows 98, Windows NT 4.0, or Windows 2000. It will not run under Windows 3.x or Windows NT 3.1 or 3.5.

No other programs are required to add or extract files from Zip files. However, some optional WinZip operations do require external programs or files:

- Optional virus scanning support requires that a supported virus scanning program be installed on your system. See below for specific information and how to find a list of virus scanners automatically detected by WinZip.
- Optional support for some older formats (ARC, ARJ, and LHA) requires one of the supported programs listed below. For step by step instructions on installing these programs see the section titled Installing Optional External Programs.

Here are more details on some of the optional programs:

- You can create self-extracting Zip files with WinZip Self-Extractor Personal Edition, included with WinZip, or you can use the full WinZip Self-Extractor, a $49 add-on, which includes features tailored for software distribution, and the ability to create a single self-extracting Zip file that can be run under either MS-DOS or Windows.
- To access LZH files, the LHA.EXE program from Haruyasu Yoshizaki is required. You can download LHA.EXE from most bulletin boards. The latest version is distributed in the self-extracting LZH file LHA213.EXE. WinZip has been tested with LHA 2.13 and will not work with earlier versions (in particular, it will not function with LHARC, the predecessor to LHA).
- To access ARJ files, the ARJ program from Robert Jung is required. You can download the Shareware version of ARJ from most bulletin boards. The latest version as of this writing is distributed in the self-extracting ARJ file ARJ271.EXE. WinZip has been tested with ARJ 2.50, 2.60, 2.70, and 2.71 and will not work with earlier versions.
- To access ARC files, one of the following programs is required:

  ARCE.COM and ARC-E.COM version 4.0e - Vern Buerg's ARC extraction utility, available on CompuServe and other bulletin boards. WinZip was not tested with earlier versions.

  PKXARC.COM version 3.5 from PKWARE, Inc. WinZip was not tested with earlier versions. This program is still available on some bulletin boards.

  PKXARC.EXE version 3.6 from PKWARE, Inc. This program is still available on some bulletin boards.

  PKUNPAK.EXE version 3.61 from PKWARE, Inc. This program is still available on some bulletin boards.

  ARC.EXE version 5.20 or 6.0 from System Enhancement Associates, Inc. This is the last version of ARC available as Shareware, and is still available on some bulletin boards. WinZip was not tested with earlier versions. SEA's address is 925 Clifton Ave., Clifton, NJ 07013.

WinZip will automatically detect several popular virus scanners; for a current listing, visit the WinZip web site at http://www.winzip.com/xvirus.htm.

WinZip can also be configured to work with most virus scanning utilities. For important details, see the section titled Virus Scanner Configuration.

Some toolbar configuration options require version 4.71 or later of the Windows Common Control library. This library is part of Windows 98, Microsoft Internet Explorer 4.0, and is available as a separate download from the Microsoft web site as described in the section Windows Common Control Library. The library is not required for Windows 2000.

WinZip Installation

To install WinZip® from the distribution disk, choose **Run** from the Start menu, type **a:setup**, and press the Enter key.

The Setup program will issue a number of prompts. Unless you have a reason to override the defaults it is strongly recommended that you accept the installation default settings (just press **OK**, **Yes**, or **Next**, as appropriate).

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.

WinZip Uninstallation

There are three ways to uninstall WinZip® should you wish to do so.

Control Panel

Activate the Control Panel, double click Add/Remove Programs, and double click on the WinZip list box entry.

Start Menu

From the Start menu, click Programs, then WinZip, and then Uninstall WinZip.

Run Dialog:

You can also uninstall WinZip by running WINZIP32.EXE and specifying the /uninstall parameter. To do this, click the **Start** button, choose **Run**, type

winzip32 /uninstall

and click **OK**.

Technical details:

The “Uninstall WinZip” procedure performs the following steps:

1. Verify that it is safe to uninstall.
2. Remove WinZip File Manager Extension from WINFILE.INI if it is installed.
3. Delete files in WinZip folder if they were installed by this version of WinZip and if the file's date/time stamp matches WINZIP32.EXE. The WINZIP.GID, WINZIP.FTS, and WINZIP.PIF files are deleted regardless of their date/time stamp.
4. Remove any WinZip file associations from WIN.INI.
5. Remove [WinZip] entry from WIN.INI.
6. Remove the WinZip icons and Start menu entries.
7. Remove the WinZip entries from the registry.

Installing Optional External Programs

WinZip® includes built-in support for the ZIP, CAB, Microsoft Compress, gzip, TAR, UUencode, XXencode, BinHex, and MIME formats, so no other programs are required for most WinZip operations. However, virus scanning and operations involving ARC, ARJ, and LZH files require external programs. These optional external programs are not distributed with WinZip. You must tell WinZip where to find these programs as described in the section titled Program Locations. The following sections provide step by step examples of how to install LHA and ARJ.

Remember: the use of these external programs is optional. If you are just getting started with WinZip you will probably want to skip this section and work without the external programs until you encounter a need for them (and are more familiar with WinZip).

These instructions assume you are comfortable working with My Computer or Windows Explorer, know how to use standard Windows features such as dialog boxes and menus, and have a little experience using WinZip. See the section titled Quick Start for introductory information and how to quickly become familiar with WinZip.

Note: The first step in installing an external program is to acquire the external program. See the section titled System Requirements for information on obtaining these programs.

Related Topics:

Installing LHA

Installing ARJ

Installing LHA

Here are step by step instructions for installing LHA, an optional external program required to work with LZH files.

1. LHA is distributed as a self-extracting archive called LHA213.EXE. First download LHA213.EXE from your favorite online service.
2. Use My Computer or Windows Explorer to create the folder C:\LHA. You can use a different folder but then you will need to substitute that folder name in the following instructions.
3. Use My Computer or Windows Explorer to copy LHA213.EXE from your download folder to the C:\LHA folder.
4. Double click on LHA213.EXE to run it. This will cause the files in LHA213.EXE to “self-extract” into the C:\LHA folder. Then go back and delete C:\LHA\LHA213.EXE, as it is not needed for day-to-day work with LHA and WinZip.
5. Start WinZip. Pull down the Options menu and select **Configuration**, then click the **Program Locations** tab.
6. In the LHA field in the Configuration | Program Locations dialog box type

   c:\lha\lha.exe

   and press the **OK** button.

That's all there is to installing LHA. You can now access .LZH files (created by LHA) the same way you access Zip files.

Installing ARJ

Here are step by step instructions for installing ARJ, an optional external program required to work with ARJ files.

1. ARJ is distributed as a self-extracting archive called ARJ250.EXE, ARJ260.EXE, ARJ270.EXE, or ARJ271.EXE. First download the file from your favorite online service.
2. Use My Computer or Windows Explorer to create the folder C:\ARJ. You can use a different folder but then you will need to substitute that folder name in the following instructions.
3. Use My Computer or Windows Explorer to copy the ARJ installation executable from your download folder to the C:\ARJ folder.
4. Double click on the file to run it. This will cause the files to "self-extract" into the C:\ARJ folder. You can then delete the installation executable, as it is not needed for day-to-day work with ARJ and WinZip.
5. Start WinZip. Pull down the Options menu and select **Configuration**, then click the **Program Locations** tab.
6. In the ARJ field in the Configuration | Program Locations dialog box type

   c:\arj\arj.exe

   and press the **OK** button.

You can now access ARJ files the same way you access Zip files.

Note: like WinZip®, ARJ is not free software. As with all shareware, if you use these programs you should register them with the appropriate vendor. See the license.doc file in your ARJ folder for details.

Note: ARJ 2.60 and later versions provide long filename support. However, due to limitations in ARJ, this feature is not available under Windows NT.

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WinZip incorporates compression code by the **Info-ZIP** group, which is used with their permission. Special thanks to the entire Info-Zip group, in particular to Jean-loup Gailly, Greg Roelofs, and Mark Adler. The original Info-Zip sources are freely available from CompuServe in the pcprog forum and by anonymous ftp from the Internet site ftp.uu.net:/pub/archiving/zip. We will also, upon request, mail you the Info-Zip sources if you send a self-addressed stamped envelope to the address in the WinZip “About” dialog box.

Thanks to Jean-loup Gailly for permission to use portions of his gzip source in WinZip. The original sources to gzip are available on the Internet as prep.ai.mit.edu:/pub/gnu/gzip-*.tar.

Decoding subroutines based on the UUDeview package (c) Frank Pilhofer.

Special thanks to Steve Queen for his feedback on the WinZip user interface, and to Edward Stumpf for his many suggestions and his help testing WinZip.

Drag and Drop Interface

The Drag and Drop Interface provides a convenient way to:

- Open an archive with WinZip
- Add, freshen, move, and update files in an archive
- Extract, view, or print files from an archive
- Use an archive in another application

For details, click on the appropriate topic above.

Related Topics:

Add Dialog Box

Add Dialog Box Options

Opening an Archive with the Drag and Drop Interface

To open an archive with the Drag and Drop Interface:

1. Click on an archive in My Computer or Windows Explorer.
2. While holding down the mouse button, move (drag) the mouse pointer over a WinZip® window.
3. Release the mouse button. This opens the selected archive.

Note: You can also open archives by double clicking on the name of an archive in My Computer or Windows Explorer, by clicking the **Open** button in the WinZip toolbar, or by selecting **Open Archive** from the **File** pull-down menu.

Adding a File to an Archive with the Drag and Drop Interface

To add a file to an archive with the Drag and Drop Interface:

1. Click on a file in My Computer or Windows Explorer.
2. While holding down the mouse button, drag (move) the mouse pointer to any of the following:
   - A WinZip® window
   - The WinZip shortcut on your desktop
   - A Zip file listed in My Computer or Windows Explorer
   - A shortcut to a Zip file
3. Release the mouse button to drop the file.

Notes:

To add multiple files to an archive using the Drag and Drop Interface, select the desired files in My Computer or Windows Explorer before dragging them to WinZip.

There are other ways to add files to an archive:

- The Add dialog box.
- The Explorer interface.

Extracting, Viewing, and Printing Files in an Archive with the Drag and Drop Interface

You can drag and drop files **from** WinZip® **to** other applications, My Computer or Windows Explorer, the desktop, printers, and to shortcuts. If you drop files on a folder listed in My Computer or Windows Explorer, the files are extracted to that folder. If you drop files on the desktop, the files are extracted to the desktop folder. If you drop files onto a printer, the files are printed. If you drop files on another application or on a shortcut, the files are extracted to the temp folder before the files are passed to the application, and are removed when the archive is closed.

Important:

Different applications handle dropped files in different ways. For example, when you drop a file on the Wordpad application distributed as part of Windows it will embed the file as an OLE object, but when you drop a file on the Notepad application distributed as part of Windows it will open the file. You may need to experiment with drag and drop to understand how each application reacts to a file dropped on it.

Notes:

You can also extract files by pressing the **Extract** push button or using the **Extract** entry on the **Actions** pull-down menu.

You can move or copy files from one archive to another by opening multiple copies of WinZip, one for each archive, and dragging files from one to the other.

Dropping an Archive on Another Application

You can use the drag and drop interface to drop the open archive on another application as follows:

1. Position your mouse cursor on the WinZip® status line; click and hold down the left mouse button.
2. While holding down the mouse button, drag (move) the mouse pointer to a window that accepts dropped files (the mouse pointer will indicate whether the target window accepts dropped files).
3. Release the mouse button to drop the open archive.

Examples of when this is useful include:

- Attaching an archive to a mail message when using a mail program like Microsoft Mail.
- Adding an archive to a disk image when using WinImage, a shareware disk image utility available on CompuServe and many BBSs.

Note: If no archive is open you cannot drag and drop from the WinZip status line.

Add Dialog Box

The Add dialog box is displayed when you use the Drag and Drop Interface to add files to an archive.

The Add dialog box lets you change the name of the open archive in one of two ways:

- Type the name of the archive in the **Add to archive** edit field.
- Click on the **New...** or **Open...** buttons to activate the standard New and Open dialog boxes, respectively.

These shortcuts provide a quick way to add files to a different archive without going through the **File** pull-down menu.

See the section titled Add Dialog Box Options for a description of the options available in this dialog box.

Explorer Interface

You can zip and unzip files without leaving My Computer or Windows Explorer, as described in the section Windows Shell Integration Examples. You can also open archives by dragging them from My Computer or Windows Explorer to a WinZip® window, and can add files to an archive by dragging them from My Computer or Windows Explorer to a WinZip window as described in the section Drag and Drop Interface.

Related Topics:

System (Configuration)

Explorer Add Dialog Box

Explorer Configuration Dialog Box

This dialog box is displayed during the WinZip® installation process. The following choices are available:

- The **Associate WinZip with archives** checkbox determines whether Windows will use WinZip to open archives from My Computer, Windows Explorer, most e-mail programs, etc. WinZip can associate itself with the following archive types: ZIP, LZH, ARJ, ARC, CAB, TAR, TGZ, TAZ, GZ, Z, UU, UUE, XXE, B64, HQX, BHX, and MIM. If you check this option, WinZip associates itself with all of the listed types. If you uncheck this option, WinZip removes all of its associations. When the option is checked, you can click **Associations** to control WinZip's associations with specific archive types. See the section titled Windows Associations for more information on associations.
- The **Explorer shell extension** checkbox determines whether the WinZip Explorer context menus are enabled, and whether you can use drag and drop to zip and unzip without leaving My Computer or Windows Explorer.
- The **Non-cascaded WinZip context menu items** checkbox controls whether WinZip Explorer context menu items are displayed in the main context menu or in a sub-menu.
- The **Display icons on context menus** checkbox determines whether a small WinZip icon is displayed to the right of the WinZip Explorer context menu items.
- If the **Include WinZip in Start menu** checkbox is checked, WinZip is automatically added to the Taskbar Start menu. Uncheck this option to remove WinZip from the Start menu.
- If the **Include WinZip on desktop** checkbox is checked, a shortcut to WinZip is added to the desktop. Uncheck this option to remove the WinZip shortcut from the desktop.

Explorer Add Dialog Box

The Explorer Add dialog box is displayed when you use the **Add Files To Zip** entry in the My Computer or Windows Explorer context menus.

This dialog box lets you change the name of the open archive in one of two ways:

- Type the name of the archive in the **Add to archive** edit field.
- Click on the **New...** or **Open...** buttons to activate the standard New and Open dialog boxes, respectively.

These shortcuts provide a quick way to add files to a different archive without going through the **File** pull-down menu.

See the section titled Adding Files to an Archive for a description of the options available in this dialog box.

Menu Tree

File Menu

New Archive...	Open a new archive
Open Archive...	Open an existing archive
Favorite Zip Folders…	Open the Favorite Zip Folders dialog
Close Archive	Close the open archive
Properties…	Display the open archive's properties
Create Shortcut	Add a shortcut to the open archive to the desktop
Move Archive...	Move the open archive to a different drive or folder
Copy Archive...	Copy the open archive to a different drive or folder
Rename Archive...	Change the file name of the open archive
Delete Archive...	Delete the open archive
Print…	Print a listing of the open archive's contents
Wizard…	Switch to the Wizard interface
Mail Archive…	E-mail the open archive
Exit	Close WinZip

Actions Menu

Add...	Add files to the open archive
Delete...	Delete files from the open archive
Extract...	Extract files from the open archive
View...	View files in the open archive
Select All	Select all files in the open archive
Invert Selection	Reverse selected and unselected file status in the open archive
Virus Scan	Run a virus scan program against archive contents
Make .EXE File	Create a self-extracting archive
UUencode	UUencode the open archive
Test	Test integrity of the open archive
Comment…	View, add, edit, or delete a Zip comment
CheckOut...	Examine and/or run programs in the open archive
Install...	Install the software contained in the open archive

Options Menu

Configuration...	Change WinZip settings
Password...	Set password for subsequent archive operations
Sort	Specify sort order for list of files in archive
Reuse WinZip Windows	Don't open new windows when WinZip is started
Save Settings on Exit	Control whether options are saved when WinZip is closed
Save Settings Now	Save configuration settings immediately
Set Installation Defaults...	Set many options to original installation defaults
View Last Output...	View output from the last command issued by WinZip

Help Menu

Contents	Start Help and display topics in WinZip help file
Brief Tutorial	Display brief WinZip tutorial
Hints and Tips	Display hints and tips
Tip of the Day	Open the Tip of the Day window
Search for Help on...	Open search dialog box for WinZip help

How to Use Help	Display instructions for using help system
Frequently Asked Questions	Open this Help File to that topic
Enter Registration Code	Access the dialog for entering registration information
Ordering Information	Display order form
License Agreement	Display license agreement
WinZip Home Page	Start your default browser and visit the WinZip web site
About WinZip...	Display copyright notice

The File Menu

The following entries are available on the **File** menu:

- The **New Archive** menu entry creates new archives.
- The **Open Archive** menu entry opens existing archives.
- The **Favorite Zip Folders** menu entry displays a list of Zip files in your favorite Zip folders.
- The **Close Archive** menu entry closes the currently open archive. This menu entry is included primarily for completeness, since the **New** and **Open** menu entries automatically close the open archive.
- The **Properties** menu entry displays a dialog box with the archive format, full filename, actual archive size, number of files in the archive, average compression ratio, and the date and time that the archive was last updated.
- The **Create Shortcut** menu entry creates a shortcut to the open archive on your desktop.
- The **Move Archive**, **Copy Archive**, **Rename Archive**, and **Delete Archive** menu entries facilitate Archive Management.
- The **Print** menu entry prints a listing of the files in the archive.
- The **Wizard** menu entry activates the WinZip® Wizard.
- The **Mail Archive** menu entry, available only if your system is configured to use MAPI (the standard Mail Application Program Interface), makes it easy to mail an archive.
- The **Exit** menu entry closes WinZip.
- Recently opened archives can be re-opened directly from the **File** menu.

Creating a New Archive

To create a new archive, select **New Archive** from the WinZip® **File** pull-down menu. This activates the New Archive dialog box. Type the name of the archive you want to create. *Do not enter the names of the files you want to compress.* This dialog box works almost like the standard Windows Open dialog box. You can use the **Create in** combo box to choose the drive and folder where the archive will be created. For example, to create an archive on your floppy drive, select "3 ½ Floppy" in the **Create in** combo box. The names of any existing archives on the selected drive and folder will be listed to help you choose a name that is not already in use.

Check the **Add dialog** check box in the New Archive dialog box if you would like to automatically activate the Add dialog box after the new archive is opened.

To list self-extracting archives in the New and Open dialog boxes, choose the "Archives and .exe files" entry in the **Files of type** combo box. Note: When self-extracting archives are listed in the open dialog box, all EXE and COM files in the selected folder will be listed, even if they are not self-extracting archives. WinZip is not able to check whether a file is a self-extracting archive until it is opened.

See the section File Type Filters for details on the File Type filters in the **Files of type** combo box.

Opening an Existing Archive

To open an existing archive, select **Open Archive** from the WinZip® **File** pull-down menu. This activates the standard Open Archive dialog box. Then select the archive you want to open in the Open dialog box. Opening an archive is just like opening a document in Write or a spreadsheet in Excel; the only difference is that you open an archive instead of a document or spreadsheet. Use the **Look in** combo box to select the appropriate folder and click on the archive in the list below. Press the **OK** button when you have made your selection.

To list self-extracting archives in the New and Open dialog boxes, select the “Archives and .exe files” entry in the **Files of type** combo box. Note: when self-extracting archives are listed in the open dialog box, all EXE and COM files in the selected folder will be listed, even if they are not self-extracting archives. WinZip is not able to check whether a file is a self-extracting archive until it is opened.

See the section File Type Filters for details on the File Type filters in the **Files of type** combo box.

Favorite Zip Folders

About Favorite Zip Folders:

The “Favorite Zip Folders” feature organizes Zip files into one convenient list that is sorted by date, making it easier to locate all Zip files, regardless of where they came from or where they are stored. For example: by default, CompuServe downloads go into the c:\cserve\download folder, while AOL downloads go into the c:\aol\download folder. Unlike the standard Open Archive dialog box, the Favorite Zip Folders dialog box treats the contents of multiple folders as though they were one folder.

Using the Favorite Zip Folders Dialog Box

Click the **Favorites** button on the toolbar or select **Favorite Zip Folders** from the **File** pull-down menu to activate this facility. When you open the Favorite Zip Files dialog box, all Zip files in your Favorite Zip Folders are listed by date, with the most recently modified files listed first.

The first time you activate the Favorite Zip Folders dialog box, it will automatically search your computer for folders containing or likely to contain Zip files. You can easily add and remove folders from your list of “Favorite Zip Folders” using the **Options** button.

To open a Zip file, select it and click **Open**, or simply double click on the Zip file.

Click **Search** to search for Zip files in other folders. The results of your search will temporarily replace the list of files in the Favorite Zip Folders dialog box.

To add folders to your Favorite Zip Folders

To add a folder to the list of Favorite Zip Folders, click the **Options** button in the Favorite Zip Folders dialog and then click **Add a folder to list**. In the resulting folder-browsing dialog, select the desired folder and click **OK**.

Here's another way to add folders to the list: click the **Search** button in the Favorite Zip Folders dialog box, select the type of search you want, and click **OK**. When the search completes, the list of files in the Favorite Zip Folders dialog is temporarily replaced by the search results; select a Zip file and click **Open**, or double click the Zip file. If the Zip file resides in a folder that is not currently in your Favorite Zip Folder list, then by default, WinZip will ask if you would like to add the folder to your Favorite Zip Folders.

WinZip can be configured to handle the folder in one of three ways: it can automatically add the folder to your Favorite Zip Folders, it can ask if you want to add the folder to the Favorite Zip Folders (as described above), or it can skip adding the folder to the Favorite Zip Folders. You can change this section by clicking **Options** in the Favorite Zip Folders dialog and then clicking the **Other Zip Folders** tab.

This setting should be chosen prior to running a search and only applies when opening a Zip file from search results. In particular, note that setting the option to "Add the folder to Favorite Zip Folders automatically" does **not** automatically add the folder of every Zip file you open to your Favorite Zip Folders.

Viewing Archive Properties

The **Properties** menu entry in the WinZip® **File** menu displays a dialog box with the archive format, full filename, actual archive size (in bytes), number of files in the archive, average compression ratio, and the date and time that the archive was last updated.

Archive Management

The **Copy Archive**, **Move Archive**, **Rename Archive**, and **Delete Archive** entries in the **File** menu facilitate archive management.

Copy Archive copies the open archive to another folder or disk. The Copy dialog box is displayed so you can choose the destination for the copy operation.

Move Archive moves the open archive to another folder or disk. The Move dialog box is displayed so you can choose the destination for the move operation.

Rename Archive gives you an opportunity to change the file name of the open archive. The Rename dialog box lets you change the open archive's file name but not the filename extension (file type). Simply type the new file name and press the OK button.

Delete Archive deletes the open archive. A confirmation dialog is displayed to avoid accidental deletion. If you choose to continue the archive is closed and deleted.

Printing a List of the Files in an Archive

To print the list of files shown in the main WinZip® window, select **Print** from the **File** pull-down menu. The columns shown in the WinZip window will be printed. The standard Print dialog box lets you choose which printer should be used, how many copies are printed, whether to print in landscape or portrait mode, etc.

Hint: you can change the content of the printed file listing by changing the columns that are shown in the WinZip window. To do this, cancel the print request, make the desired column changes in the Configuration | View Dialog Box, and select **Print** again.

How to Print a List of the Files in an Archive to a Text File on Disk

You can also use the **Print** item on the **File** pull-down menu to save the list of files in an archive in a text file on disk. However, you first may need to set up a "printer port" to do this.

To set up such a printer port, perform the following steps:

1. From the Start menu, click **Settings**, then **Printers**.
2. Double click **Add Printer**. The Add Printer Wizard will start. Click **Next** to advance to the next panel.
3. Check the **Local printer** option button, and click **Next**. Windows may display a small window and progress meter while it builds a printer information database. If you see such a window, wait until the process completes.
4. You should now see a panel with two lists: one of printer manufacturers and another of printers. Scroll down the list of Manufacturers until you see the item **Generic**, and then click this item. The Printers list should automatically change to have the entry "Generic/Text Only". Click **Next**.
5. Windows then may need to load a driver, either from files already on your hard disk, or from your Windows distribution CD-ROM or diskettes. Follow the instructions for doing so. If instead you see a panel that says "A driver is already installed for this printer …", check the **Keep existing driver** option button, and click **Next**.
6. In the next panel, select "File" from the **Available ports** window, and click **Next**.
7. In the next panel, you can use the Windows-generated name for the printer, or you can enter a more descriptive name such as "Print to Disk File" in the Printer name field, and then click **Next**.
8. In the next panel, check the option button labeled **Yes** in response to the question "Would you like to print a test page?", and then click **Finish**.
9. Windows will prepare a test page, and then display a "Print To File" dialog. You can use this dialog to specify the file and folder into which the print output should go.
10. After printing is complete, there should be a file containing the print output in the location you specified. Using a utility such as Notepad, check the output to make sure it looks all right. Windows will ask you if the test page printed correctly. Assuming it did so, click **Yes**.

From now on, when you print to your new "Print to Disk File" printer, the output will go to a plain text file on your disk, and you can then use a utility such as Notepad to view and edit the output.

In WinZip, to save an archive listing to a text file, select **Print** from WinZip's **File** menu. When the Print dialog appears, click the arrow on the Name drop-down list, select your "Print to Disk File" printer, and click **OK**. Windows will ask for a file name for your text file and then WinZip will direct the listing to the text file.

Windows tip: you can use your new Print to Disk File printer to send print output to disk from almost any Windows application, as long as the application allows you to select a printer when you produce print output. Just select your "Print to Disk File" printer as the destination for the output.

Adding Files to an Archive

New users: for introductory information, please see the section Brief Tutorial - Adding Files to an Archive.

This section describes the Add dialog box. There are other ways to add files to an archive:

- The Drag and Drop interface
- The Explorer interface.

The Add dialog box:

To open the Add dialog box, click on the **Add** push button or select the **Add** entry from the **Actions** pull-down menu to bring up the Add dialog box.

You can select the files you want to add in several ways:

- Click on the desired files in the list near the top of the Add dialog box. You can select multiple files using normal Windows file selection conventions (for example, hold down the Shift key while clicking to select multiple files). Then press the **Add** button.
- Type the name(s) of the files you want to add. If you specify multiple filenames, each filename must be enclosed in double quotes. Then press the **Add** button.
- To add files with wildcards (for example, "*.doc" to add all files with an extension of .doc), type the filename with wildcards in the **File name** edit field, then press the **Add with wildcards** button. Standard wildcards are accepted.

See the section titled Add Dialog Box Options for a description of the options available in this dialog box.

Add Dialog Box Options

The Add dialog box include these options:

- The **Action** drop-down list provides four choices: Add, Freshen, Move, and Update. The Add option causes WinZip® to add all specified files to the archive. The Freshen option causes WinZip to update files already in the archive that match the specified files. The Update option is the same as Freshen, but adds any specified files that are not already in the archive. The Move option works the same as Add, except that once the specified files have been added to the archive they are deleted from disk.
- The **Compression** drop-down list determines the compression method. Faster compression options usually result in larger archives.
- The **Multiple disk spanning** drop-down list controls how WinZip handles disk-full conditions while creating a new Zip file on removable media, such as a diskette. This drop-down list is disabled (not available) unless you are working with a *new* Zip file on removable media. When this drop-down list is available, you can select from one of three available values:

  Automatic will automatically prompt for another diskette when the diskette on which you are creating a Zip file is full.

  Automatic + wipe first disk prompt is the same as **Automatic**, but will give you the opportunity to erase any files on the first diskette.

  No Spanning results in a “disk full” error message if the size of the Zip file exceeds the space available on the removable diskette.
- The **Include subfolders** checkbox determines whether WinZip traverses all folders underneath the specified folder when looking for files to add. This provides an easy way to archive all files underneath the folder containing the specified file.

  Note: to restore a branch of a folder added with the **Include subfolders** option, be sure to select the **Use folder names** check box in the Extract dialog box.
- The **Save full path info** checkbox causes WinZip to store complete path information (from the root folder) with all files added.
- The **Password** button will password protect (encrypt) the file(s) you are adding. Please be sure to read the information in the section titled Password Security before using passwords.
- The **Add with wildcards** button adds the files specified in the **File name** field. (In Windows “wildcards” are the asterisk and question mark characters. These let you specify multiple files at once, for example, “*****.Txt” refers to all files with a file type of “Txt”.)
- The **Store filenames in 8.3 format** checkbox causes WinZip to store the short 8.3 MS-DOS compatible form of any long filenames. “8.3” refers to the maximum of 8 characters in the filename portion of the name and 3 characters in the extension, for example, “12345678.123”.
- The **Attributes** section controls WinZip's handling of file attributes. Attributes are an advanced subject; you do not need to understand attributes for normal WinZip operation. If you are interested but not familiar with read-only, hidden, system, and archive attributes, please refer to your Windows documentation. This section contains three options:

  The **Include only if archive attribute is set** option excludes files whose archive attribute is not set.

  The **Reset archive attribute** turns off a file's archive attribute after the file is added to the Zip file.

  The **Include system and hidden files** option causes WinZip to add files with the system and hidden attributes. Normally files with these attributes are included.

Note:

The **Include only if archive attribute is set** checkbox will exclude files whose archive attribute is *not* set. This option does not control which folders are searched when the **Include subfolders** option is selected.

Deleting Files from an Archive

Select **Delete** from the **Actions** menu to activate the Delete dialog box. There are two ways to delete files from an archive:

- Select entries in the list box, then select **Delete** from the **Actions** pull-down menu.
- Select **Delete** from the **Actions** pull-down menu to bring up the Delete dialog box. You can then specify the files you want to delete (standard Windows wildcards are accepted, so you could use "*.doc" to delete all .doc files).

Notes:

These operations cannot be undone.

To delete an entire archive select **Delete** from the **Actions** pull-down menu to bring up the Delete dialog box. Then select the **Entire archive** option button and click on the **Delete** push button. Alternatively, you can select **Delete archive** from the **File** menu.

Extracting Files from an Archive

New users: For introductory information, please see the section Brief Tutorial - Extracting Files.

This section describes the Extract dialog box. There are other ways to extract files from an archive:

- The Drag and Drop interface
- Directly from My Computer or Windows Explorer, as described in the section Windows Shell Integration Examples.
- If a Zip file contains a “setup” or “install” program, you can use the Install Feature to automatically extract the files, run the installation program, and clean up temporary files.

The Extract dialog box:

Use the **Extract** button on the toolbar or select **Extract** from the **Actions** menu to display the Extract dialog box. Use the Extract dialog box to extract or “unzip” files from the open archive to your disk.

WinZip® extracts files from the archive to the folder specified in the **Extract to** field. You can specify this folder in one of four ways:

- Select a folder and drive in the **Folders/Drives** list boxes.
- Type a folder name in the **Extract to** field.
- Pull down the **Extract to** combo box and select a folder from the list of previous **Extract to** folders.
- Press the **New Folder...** button and create a folder.

The Extract dialog box provides the following options:

- The **Selected files** option button instructs WinZip to extract only files that are selected in the main WinZip window. You can use conventional file selection methods to choose files. This option is disabled if no files are selected.
- The **All files** option button instructs WinZip to extract all files from the archive.
- The **Files** option button and edit field allow you to specify which files are extracted using filenames (standard Windows wildcards are accepted, so you could use “*.doc” to extract all .doc files)
- The **Overwrite existing files** check box determines whether you are prompted before existing files are overwritten with files from the archive.
- The **Skip older files** check box determines whether WinZip skips (does not extract) existing files when the date/time stamps of the file in the archive is older than the file on disk.
- The **Use folder names** check box determines whether WinZip will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked, any folder names stored in the archive will be appended to the **Extract to** folder when appropriate. *If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive*.

  For example, assuming the **Extract to** folder is “c:\temp", the file “mydir\filename” will be extracted to the folder “c:\temp\mydir” if the **Use folder names** option is checked, or the folder “c:\temp” if the option is not checked.
- The **New Folder** button activates the Create Folder dialog box. Note that you can extract files and create a folder without this dialog box: simply type the name of the new folder in the **Extract to** field of the Extract dialog box and press the **Extract** button.

Note: You can change the default **Extract to** folder using the Configuration | Folders dialog box.

Viewing Files in an Archive

You can view files in an archive in several ways:

- With the **View** button in the toolbar or the **View** entry in the **Actions** pull-down menu. This activates the View Dialog Box.
- With the Drag and Drop interface.
- With the features described in the section titled CheckOut Feature.
- Most files can be viewed by double clicking on the file name in the main window's list box, as described in the section titled Double Clicking

View Dialog Box

When you push the **View** button in the toolbar or choose the **View** entry in the **Actions** menu the View dialog box is displayed. This dialog gives you a choice of viewing the selected file(s) in one of three ways:

- Using the associated program. The associated program is listed in parentheses. This method is similar to double clicking on a file in the main window (unless the file is executable; in which case the executable file is opened with the program specified in the **Default association** field in the Configuration | Program Locations dialog box).
- Using the built-in internal ASCII text viewer. Multiple files can be viewed in one view operation using this viewer.
- With any viewer available on your system. You must specify the name of the viewer.

Built-In Viewer

The built-in ASCII text viewer can be used to view text files in an archive, the results of the last operation using the **View Last Output** entry in the **Options** pull-down menu, and system configuration information using the **System Info** button in the **About** dialog box.

Unlike most dialog boxes, the viewer window can be resized and maximized.

Click on the **Clipboard Copy** push button to copy selected text to the system clipboard. If no text is selected all the text is copied to the clipboard.

Note: The viewer is limited to plain ASCII text, just like the Windows Notepad application.

Select All and Invert Selection

The **Select All** entry in the **Actions** menu selects all the files in the main window's list box. **Invert Selection** deselects the currently selected files and selects the currently unselected files. Selected files can then be easily deleted, extracted, or viewed.

Virus Scan

Use the **Virus Scan** entry in the **Actions** pull-down menu to determine whether files in the archive contain viruses. To use this feature a virus scanner must be configured, as described in the section titled Virus Scanner Configuration. Note that the CheckOut feature also provides optional virus scanning.

The Virus Scan operation performs the following actions:

1. Creates a temporary folder
2. Extracts all files in the current Zip file to the temporary folder
3. Runs the virus scanner against files in the temporary folder
4. Deletes all files in the temporary folder and removes the temporary folder
5. Displays the results of the scan operation in the View window

Creating a Self-Extracting Archive

Use the **Make .Exe File** entry in the **Actions** menu to convert the open archive to a self-extracting archive. Self-extracting archives have an extension of .EXE, and can be run as commands. When a self-extracting archive is run, the files in the archive are automatically extracted. This is convenient, because the end user does not need an unzip program (like WinZip®) to extract files from these self-extracting archives.

When working with a Zip file, this operation normally runs WinZip Self-Extractor Personal Edition, but you can also configure WinZip to use another program. When working with an LZH file, this operation runs the external LHA program with the s option. When working with an ARJ file, this operation runs the external ARJ program with the y option. For details on configuring WinZip to work with external programs, see the sections titled System Requirements and Installing Optional External Programs.

Notes:

If the *first* file in a self-extracting LZH file is named “!” (i.e. an exclamation mark is the only character in the filename) this file will be displayed when the self-extracting executable is run. To ensure that this file is the *first* file in the archive create a new LZH file, then add the “!” file (do not add other files in this step), and finally add the remaining files.

UUencoding an Archive

Use the **UUencode** entry in the **Actions** pull-down menu to UUencode the open archive. The UUencoded file can be sent across mail systems that do not support binary e-mail. For further details on UUencoded, XXencoded, BinHex, and MIME files, refer to that section of this help file.

Testing an Archive

Use the **Test** entry in the **Actions** pull-down menu to test the integrity of the open archive. A dialog box is displayed with the results of the test operation.

Press the Esc key during the Test operation to terminate the integrity test.

Zip Comments

Use the **Comment** entry in the **Actions** pull-down menu to activate the Comment dialog box. This feature is available for Zip files only.

A Comment is optional text information that is embedded in a Zip file. It can be viewed, created, edited, or deleted using the Comment dialog box. Simply type in your text or use any common Windows cut, copy, or paste method.

Use the **Close** button to close this dialog.

Click **Save** to save any comment or edits you've made.

Clear erases the comment text. Clicking **Save** after **Clear** removes the comment from the Zip file.

Click **Font** to specify a new display font. It does not affect the comment in the Zip file, but is retained as your preference for viewing comments in future sessions.

Tip: if you would like WinZip® to automatically display comments when opening Zip files that contain comments, choose **Configuration** from the **Options** menu, click the **Miscellaneous** tab, and check the box labeled **Show comments when opening Zip files**.

CheckOut Feature

The CheckOut feature makes it easy to examine and/or run files in an archive. It creates a temporary folder, extracts all files from the archive into the folder, and opens a “My Computer"-style window showing files in the folder. Double click any item in the window to perform the action normally associated with the document or program (associations are described in the section titled Windows Associations). WinZip will optionally close the window and delete the temporary folder (and the extracted files) when you close the archive or close WinZip.

CheckOut Dialog Box

Use the **CheckOut** toolbar button or the **CheckOut** entry in the **Actions** pull-down menu to activate the CheckOut dialog box. This dialog box lets you configure these aspects of the operation:

- Use the **Folder** edit field to specify the temporary CheckOut folder name. The folder will be created if it does not already exist. The suggested folder depends on the setting of the **CheckOut base folder** in the Configuration | Folders dialog box.
- Use the **Group name** edit field to specify the name to use for the CheckOut window.
- Use the **Maximum icons** edit field to specify the maximum number of items to be placed in the CheckOut window.
- The **Create icons for programs and documents only** check box lets you control whether WinZip creates icons for all files in the archive or only for the specified files. When this option is selected, icons are created for executable files and files with associations. Icons are also created for any files with names starting with “read” (in order to catch files with names like “readme.1st", “read.me", etc.).
- The **Run virus scanner** check box lets you specify whether WinZip will run a virus scanner on the files in the archive. This option is disabled unless a virus scan utility is installed in the Configuration | Program Locations dialog box.

Operations performed by the CheckOut feature:

When you click on the **OK** button in the CheckOut dialog box, WinZip performs the following operations:

1. If the specified folder does not already exist, WinZip will create it. If it already exists and contains files, WinZip will delete the files (after asking your permission, of course). This ensures that the folder will contain only files from the current archive.
2. The “CheckOut window” is actually a second folder, located in \Windows\Start Menu\Programs, that contains shortcuts to the extracted files. If a folder with the specified name already exists, WinZip will delete it after getting your permission. This ensures that the folder will contain only icons for files in the current archive.
3. WinZip extracts files in the current archive to the specified folder.
4. If the **Run virus scanner** check box is selected your virus scanner is run against all files in the specified folder. If the virus scan utility returns a non-zero error level, the CheckOut operation is cancelled and messages from the scanner are displayed.
5. WinZip creates the CheckOut folder and window containing the appropriate icons.

Using the CheckOut window:

The window created by CheckOut is a My Computer-style view of the checkout folder and works like any similar window. WinZip creates shortcuts in this folder for each extracted file so that you can use them as follows:

- If a file is executable, double clicking on the icon runs the program.
- If a file has an association, double clicking on the icon loads the file in the associated program so you can view the file.
- Otherwise, double clicking on the icon loads the file in the WinZip **Default association** program

specified in the Configuration | Program Locations dialog box.

Install Feature

WinZip's® Install feature makes it easy to install software distributed in archives. The Install feature is available if an archive contains an “install” or “setup” program, a desktop theme, or a screen saver. This help topic describes the software installer. The Desktop Theme Installer and the Screen Saver Installer operate in a slightly different way and have their own help topics.

The software Install feature performs these functions:

1. extracts all the files to a temporary folder
2. runs the Setup program
3. deletes the temporary installation folder and files

The Install Dialog Box:

Click the **Install** button on the toolbar or select **Install** from the **Actions** menu command to open the Install dialog box.

Use the **Minimize during install** checkbox to control whether WinZip will be minimized while running the install program.

Press the **OK** button to begin the installation.

Notes:

Self-extracting Windows archives are treated as a special case. If you have opened an self-extracting Windows archive, the Install feature will simply run the self-extractor instead of extracting all the files to a temporary folder, running the setup program, and deleting the temporary installation folder and files.

If the **Install** button is not displayed, but you recognize an installable file, you can use the CheckOut Feature to try to install the software in the archive.

Options

Use the **Configuration** entry in the **Options** pull-down menu to activate the Configuration dialog box. This dialog box controls most WinZip® settings.

Use the **Password** entry in the **Options** pull-down menu to activate the Password dialog box. This dialog box lets you set a password for subsequent archive operations.

The **Sort** entries in the **Options** pull-down menu let you specify whether the list of files in the archive is sorted by name, type, date, size, compression ratio, packed size, CRC, file attributes, path, or whether the original archive order should be used. **Note:** You can also change the sort order by clicking on the appropriate portion of the main list box header. For example, click on the word “Date” in the header to sort by date. To reverse the sort order, click it again.

The **Reuse WinZip Windows** entry in the **Options** pull-down menu determines whether a new window is opened when you start WinZip by double clicking in My Computer, Windows Explorer, or the desktop. When this entry is checked, an existing WinZip window is used. When this entry is not checked, a new WinZip window is created. One advantage to reusing WinZip windows is that double clicking acts the same as drag and drop, and you never accidentally wind up with multiple WinZip windows.

The **Save Settings on Exit** entry in the **Options** pull-down menu determines whether selected options are automatically saved when WinZip is closed.

The **Save Settings Now** entry in the **Options** pull-down menu saves selected options immediately.

The **Set Installation Defaults** entry in the **Options** pull-down menu sets many configuration options and folder names to the original installation defaults.

Use the **View Last Output** entry in the **Options** pull-down menu to display the results of the last WinZip operation.

Configuration Dialog Box

Select **Configuration** from the **Options** menu to activate the Configuration dialog box. This dialog box contains tabs that control most WinZip® settings. Click on any tab title for further information on its content.

- The **View** tab controls the appearance of the main WinZip window.
- The **Toolbar** tab lets you customize the look and content of your WinZip toolbar.
- The **Folders** tab offers choices for start-up, extract, add, working, checkout, and temporary folders.
- The **System** tab provides options for accessing WinZip through My Computer and Windows Explorer.
- The **Program Locations** tab controls the default viewer, virus scanner, and optional archive utilities.
- The **Miscellaneous** tab includes start-up, “on top,” Smart DOC, and other general options.

View (Configuration)

Select the **View tab** in the Configuration Dialog Box to control these options:

Columns

Select the columns that you want to appear in the file listing. You may also use your mouse cursor to resize and hide columns while in the WinZip® window. Click on the **Defaults** button to return the column selection and sizes to their original default values.

General

Allow all upper case file names - WinZip normally shows filenames the same way as Windows: if the filename contains any lower case characters the filename is shown in mixed case. Otherwise the first letter of the filename is shown in upper case and the remainder in lower case. If this option is checked, filenames that contain no lower case characters will appear in all upper case (rather than initial upper case).

Full row select - WinZip's default action is to use Windows Explorer style of file selection, requiring that the file name itself be clicked. This option allows you to click anywhere on the file's row of information in order to select it.

Grid lines - Display grid lines to separate rows and columns in the main WinZip window.

Mouse selection

Normally the main WinZip window will automatically use the same mouse selection settings as your Windows desktop. Should you need to change these settings for the main WinZip window, you can use these fields to do so.

Note: these options are available only if you have version 4.71 or later of the Windows Common Control library. This library is part of Windows 98, Microsoft Internet Explorer 4.0, and is available as a separate download from the Microsoft web site as described in the section Windows Common Control Library.

Related Topics (other Configuration tabs):

Toolbar Folders System Program Locations Miscellaneous

Toolbar (Configuration)

Select the **Toolbar tab** from the Configuration Dialog Box to control these options:

- **Use Explorer-style toolbar buttons** - use this option to display toolbar buttons that are similar in appearance to the toolbar buttons used by Internet Explorer: the buttons appear in gray until the mouse pointer passes over them. This option has no effect unless **Use flat toolbar buttons** is also checked.
- **Use large toolbar buttons -** use this option to display larger toolbar buttons. The **Use Explorer-style toolbar buttons** option affects the appearance of large toolbar buttons: if Explorer-style is checked, the large buttons are somewhat simpler in design than the standard WinZip large toolbar buttons.
- **Show button text -** use this option to display the name of the button under the button graphic on the toolbar.
- **Show tool tips** - use this option to enable the display of brief, pop-up text describing a button's function when your cursor pauses over a button.
- **Use flat toolbar buttons** - use this option to give toolbar buttons a flat look instead of a 3D look. If **Use Explorer-style toolbar buttons** is also checked, the buttons appear in shades of gray and change to color when the mouse pointer passes over them.
- **Use high color toolbar buttons when possible** - use this option to control whether WinZip uses more colors to draw color toolbar buttons on systems configured to display more than 256 colors.

Click **Select Buttons** to open the Select Buttons dialog box, which enables you to select and rearrange the toolbar buttons.

Note: Some toolbar configuration options are available only if you have version 4.71 or later of the Windows Common Control library. This library is part of Windows 98, Microsoft Internet Explorer 4.0, and is available as a separate download from the Microsoft web site as described in the section Windows Common Control Library.

Related Topics (other Configuration tabs):

View Folders System Program Locations Miscellaneous

Select Buttons (Toolbar Configuration)

Click **Select Buttons** in the Toolbar tab in the Configuration Dialog Box to select and rearrange the WinZip® toolbar buttons. You can also right click on the toolbar itself and click on **Select Buttons.**

The left side of the Select Buttons dialog box shows the buttons and separators that are available for use. The right side displays the toolbar arrangement in a vertical, top to bottom format, which is then transformed into the horizontal, left to right format that WinZip uses.

- **To Add a button,** highlight the button in the left side of the dialog and click **Add**. It is easy to move it to the preferred location. If desired, you can highlight the button above which you'd like to insert the new button, first, and it will be placed in that position.
- **To Remove a button,** highlight the button in the right side of the dialog, and click **Remove**.
- **To Rearrange toolbar buttons:**

  Select and drag a button to its new location; an arrow to the left of the button display will indicate its placement.

  Highlight a button and use the **Move Up** and **Move Down** buttons to move it to the desired location.
- **To Reset WinZip to its original toolbar configuration,** click the **Reset** button.

Notes:

- You can move buttons on the toolbar without using this dialog box: just press the Alt key on your keyboard, and while holding down the Alt key, click on and drag a toolbar button from its current location to the desired location.
- You can remove buttons on the toolbar without using this dialog box: just press the Alt key on your keyboard, and while holding down the Alt key, drag a toolbar button off the toolbar.
- The separator at the end of the toolbar cannot be moved or removed.
- This dialog box is only available if you have version 4.71 or later of the Windows Common Control library. This library is part of Windows 98, Microsoft Internet Explorer 4.0, and is available as a separate download from the Microsoft web site as described in the section Windows Common Control Library.

Related Topics (other Configuration tabs):

View Toolbar Folders System Program Locations Miscellaneous

Folders (Configuration)

Select the **Folders tab** from the Configuration Dialog Box to control these options:

Start-up folder

Unless you start WinZip® by double clicking on an archive, WinZip will optionally change to a folder of your choice when it starts up. Files in this folder are automatically displayed in the Open archive and New archive dialog boxes. The following choices control which folder is used.

- **System default** - WinZip does not change folders, so the system default folder is in effect. Usually this is the folder containing WINZIP32.EXE.
- **Last open archive** - WinZip changes to the folder containing the last open archive during your last WinZip session, unless it is on your A: or B: drive.
- **Folder** - WinZip always changes to the specified folder.

Extract folder

These selections determine the default folder that WinZip automatically lists in the **Extract to** field in the Extract dialog box. You can, of course, type over this default folder name or select a different folder from the folder list.

- **Open archive folder** - WinZip lists the name of the folder containing the open archive in the **Extract to** field. For example, if the archive c:\download\tools.zip is open, WinZip will list c:\download.
- **Last extract folder** - WinZip will list the name of the folder you used during the last Extract operation, unless it is on your A: or B: drive. This value is saved when you exit WinZip so you can use it during your next WinZip session.
- **Folder** - WinZip always lists the specified folder. This value is saved when you exit WinZip so you can use it during your next WinZip session.

Add folder

These selections determine the default folder when the Add dialog box is opened.

- **Open archive folder** - WinZip uses the folder containing the open archive.
- **Last add folder** - WinZip uses the folder you used during the last Add operation, unless it is on your A: or B: drive. This value is saved when you exit WinZip so you can use it during your next WinZip session.
- **Folder** - WinZip always uses the specified folder. This value is saved when you exit WinZip so you can use it during your next WinZip session.

Working folder

If specified, temporary Zip files are created in this folder. If this option is not specified, temporary Zip files are created in the folder containing the open Zip file. This option is particularly useful when you are updating an archive and there is not enough room on the destination drive for both the original archive and the updated archive. This is most likely to occur when you are working with removable media (e.g. diskettes). You can tell WinZip to use this feature only when working with Zip files on removable media by checking the **Use for removable media only** checkbox.

When using ARJ to create an archive WinZip specifies this folder name via the -w switch.

CheckOut base folder

If specified, WinZip uses this folder as the prefix for the default folder in the CheckOut dialog box. If this field is left blank WinZip will instead use the folder containing the open archive.

Temp folder

This entry specifies the location for temporary files created by WinZip, including files created during the View and Virus Scan operations. If you run out of disk space during a View or Scan operation, change the

Temp Folder to specify a drive and folder with sufficient free space.

Related Topics (other Configuration tabs):

View Toolbar System Program Locations Miscellaneous

System (Configuration)

Select the **System tab** from the Configuration Dialog Box to control these options:

General

- The **Associate WinZip with archives** checkbox determines whether Windows will use WinZip® to open archives from My Computer, Windows Explorer, most e-mail programs, etc. WinZip can associate itself with the following archive types: ZIP, LZH, ARJ, ARC, CAB, TAR, TGZ, TAZ, GZ, Z, TZ, UU, UUE, XXE, B64, HQX, BHX, and MIM. If you check this option, WinZip associates itself with all of the listed types. If you uncheck this option, WinZip removes all of its associations. When the option is checked, you can click **Associations** to control WinZip's associations with specific archive types. See the section titled Windows Associations for more information on associations.
- If the **Include WinZip in the Start menu** checkbox is selected, WinZip is automatically added to the Taskbar Start menu. Uncheck this option to remove WinZip from the Start menu.
- If the **Include WinZip on the desktop** checkbox is selected, a shortcut to WinZip is added to the desktop. Uncheck this option to remove the WinZip shortcut from the desktop.

Explorer Shell Extension

- The **Use shell extension** checkbox determines whether the WinZip Explorer context menus are enabled, and whether you can use drag and drop to zip and unzip without leaving Explorer.
- The **Non-cascaded context menu items** checkbox controls whether WinZip Explorer context menu items are displayed in the main context menu or in a sub-menu.
- The **Display icons on context menus** checkbox determines whether a small WinZip icon is displayed to the left of WinZip's Explorer context menu items.
- The **Enable Zip and E-Mail in context menus** option determines whether the Zip and E-Mail option is displayed in Explorer's context menus. This option is enabled only if a supported e-mail application such as Outlook is installed.
- The **"Add to" includes folder information** checkbox determines how folder information is stored when you right-click a folder in Windows Explorer or My Computer and then choose **Add to *folder-name*.zip** from the pop-up menu. If this box is checked, folder information will be stored for all files added. If it is not checked, folder information will be stored only for files added from subfolders of the selected folder.
- The **Check for self-extracting CAB files** checkboxes control whether WinZip's right-click context menu handler checks whether an .EXE file is a self-extracting CAB file. This check can take a few moments (for example, 3 seconds on a floppy disk), so you can control whether the check is done on local hard drives (fast), removable drives (slower), and/or other types of drives.

Drag and Drop

- The **Show Add dialog when dropping files on an archive in Explorer** checkbox controls whether or not a dialog is displayed when you drop files on an archive in Explorer. If checked, WinZip displays an Add dialog, which allows you to specify various options to be used during the archiving process. If not checked, the files are simply added to the archive and no dialog is displayed.
- The **Show Add dialog when dropping files on an open WinZip window** checkbox controls whether or not a dialog is displayed when you drop files from Explorer on a WinZip window. If checked, WinZip displays an Add dialog, which allows you to specify various options to be used during the archiving process. If not checked, the files are simply added to the open archive and no dialog is displayed. Note: if no archive is open, WinZip must display the dialog even if this checkbox is not checked because you will need to use it to specify an archive name.

Related Topics (other Configuration tabs):

Program Locations (Configuration)

Select the **Program Locations tab** from the Configuration Dialog Box to specify the paths and filenames for the optional external programs supported by WinZip®. Note that these programs are not required for most operations involving Zip files.

If you are installing WinZip and are not familiar with these programs you can just press the **OK** button to continue the installation procedure.

External programs are not distributed with WinZip. For more information on these programs, including availability and minimum version numbers, see the section titled System Requirements. For step by step installation examples for external archivers see the section titled Installing Optional External Programs. See the section titled Virus Scanner Configuration for information about that portion of the dialog box.

If a program is not installed on your system, just leave the corresponding field blank. Otherwise, fill in the program name. The extension defaults to EXE. If no path is included for an entry, WinZip assumes that the program is in a folder specified in your system's PATH.

The program specified as the **Default association** is used when viewing a file that does not have an association. For additional information on associations, see the section titled Windows Associations. The defaults for this field are:

- QuickView (quikview.exe), if you have installed this optional Windows component.
- SCCVAPI.EXE, System Compatibility Corporation's “Outside In” file viewer, if it is found in a folder specified by your system's PATH.
- NVIEWER.EXE, the Norton Desktop for Windows File Viewer, if it is found in a folder specified by your system's PATH.
- WNFV.EXE, the PC Tools for Windows File Viewer, if it is found in a folder specified by your system's PATH.
- NOTEPAD.EXE, the Windows Notepad program, if NVIEWER and WNFV are not found.

  Almost any other file viewer or editor can be used.

The entry for the **Optional virus scanner** could have any of these values (the filenames shown are examples):

Value	Description
(blank)	If the entry is blank, WinZip assumes that no virus scanner is installed on your system.
SCANNER.EXE	Just the filename is needed if the specified file (SCANNER.EXE, in this example) is in a folder specified in your system's PATH.
C:\SCANNER\SCANNER.EXE	The full drive, folder, and filename are required if the specified file (SCANNER.EXE, in this example) is not in a folder specified in your system's PATH. Note that C:\SCANNER is just an example, any other folder can be used.

The ARJ, LHA, and ARC file formats require external programs to be available for them to be handled using WinZip. You can type the names of these programs, or use the browse button […] to locate them. If they are not available on your system, leave the fields blank. They are only necessary if you use these other archive formats and want WinZip to handle them for you.

See the section titled System Requirements for more information on version numbers and availability of the external programs supported by WinZip.

Note: When WinZip is installed it will attempt to locate the default programs for each field in the folders specified by your system's PATH. If it cannot find these programs, it will leave the corresponding edit fields blank.

Related Topics (other Configuration tabs):

Miscellaneous (Configuration)

Select the **Miscellaneous tab** from the Configuration Dialog Box to control these options:

Start-up

- **Next time start with the Wizard interface** - Whether WinZip® should use the Wizard interface the next time it is started.
- **Automatically show the Open Archive dialog box -** Whether WinZip should automatically show the Open Archive dialog box when you start WinZip.

Other

- **Windows Explorer-style Extract dialog box** - This feature determines whether the Extract dialog box contains a tree view control or the Windows 3.1 style folder control.
- **TAR file smart CR/LF conversion -** When selected, this option determines if “smart” CR/LF conversion should be performed when extracting from TAR files. CR/LF is short for Carriage Return/Line Feed, the standard end of line indicator. This option can be useful when a TAR file contains text files created on a Unix or Macintosh machine. Unix text files usually contain lines ending in Line Feed characters only, and Macintosh text files usually contain lines ending in a Carriage Return character. The standard Windows Notepad program and many other Windows programs require a Carriage Return **and** Line Feed at the end of each line. When the **TAR File smart CR/LF conversion** option is in effect, WinZip determines whether to perform CR/LF conversion for each file inside a TAR file by looking at the first 80 characters in each file. If the file is a text file then single LF and CR characters are converted to CR/LF pairs so the file can be viewed by Notepad and other Windows viewers. Files are considered text when the first 80 bytes contain only characters with ASCII values between 0x20 and 0x7f, carriage returns, line feeds, form feeds, tabs, and other alphanumeric characters (as determined by the Windows IsCharAlphaNumeric API).
- **Always have WinZip on top** - When checked, WinZip is assigned the “always on top” attribute, so that it is not overlaid by normal windows.
- **Beep after long archive operations -** WinZip will beep after archive operations that take more than one second to complete when this option is chosen.
- **Smart DOC file handling** - “Smart DOC Handling” is enabled when selected. This feature is described in the section titled Double Clicking.
- **Number of files in recent file list** - Sets the number of files that appear in the list of recently used files in the File menu. You can set this to any number from 1 to 9.
- **Use Recycle Bin for move operations** - When checked, if you select the “move” operation in the Add dialog box, WinZip will put files in the Recycle Bin instead of deleting them.
- **Prompt when View button is pushed** - Unchecking this option will bypass the View dialog.
- **Desktop theme/screen saver installer** - When checked, the Desktop Theme Installer and the Screen Saver Installer are enabled. When unchecked, WinZip treats Zip files containing desktop themes or screen savers as normal Zip files.
- **Show comments when opening Zip files** - When checked, WinZip will automatically display the Zip comment when you open a Zip file that contains a comment.
- **Bring back all caution messages** - If this option is checked when you dismiss the configuration dialog, WinZip restores all caution dialogs that you have turned off (a caution dialog is "turned off" by checking its "Do not display this dialog in the future" checkbox).
- **Display status dialog for long operations** - When checked, WinZip displays an animated progress dialog during lengthy archive operations. The dialog allows you to minimize WinZip while the operation is in progress or to cancel the operation.

Related Topics (other Configuration tabs):

View Toolbar Folders System Program Locations

Virus Scanner Configuration

WinZip® supports many virus scanners that can be run from Windows or from the DOS command line, with a few important limitations noted below. Virus scanners can be run using the **Scan** entry in the Actions menu or during CheckOut operations if the **Run virus scanner** option in the CheckOut dialog box is selected.

Virus scanner configuration is done from the Configuration | Program Locations Dialog Box.

When you first install WinZip, it automatically searches for virus scanners in the folders specified by your system's PATH and in the "App Paths" Windows registry entries. If one of the supported virus scanners is found, WinZip will automatically use the scanner. A listing of and further information about currently supported virus scanners can be found on the WinZip web site at http://www.winzip.com/xvirus.htm.

If the installation procedure does not automatically find one of the aforementioned virus scanners, you can have WinZip automatically fill in the **Parameters** field by selecting the desired scanner from the drop-down combo box (for example, scan.exe) and then adding the full filename for the scanner to the **Scanner** field (for example, c:\mcafee\scan.exe instead of just scan.exe).

You can also configure WinZip to work with another scanner. See the section titled **Virus Scanner Configuration Details** below for more information.

Notes:

WinZip's default virus scanner parameters work with the versions of the scanners that were tested. If the authors of a scanner change the command line parameters in future releases of the scanner, then WinZip's default parameters for the scanner may no longer work. For example, McAfee SCAN 2.1 parameters are *incompatible* with prior versions of SCAN. Version 2 requires the /ALL parameter while version 1 requires /A.

Unless a virus is found, no manual intervention is required while running most virus scanners. However, some virus scanners, such as TFINDVIR, always need to be closed manually, because they do not currently support options to close automatically.

Virus Scanner Configuration Details

This portion of the documentation describes how to configure WinZip to work with a scanner that is not listed above. Do not use WinZip's virus scanning support with a different virus scanner unless you have read and understood the following information.

To configure WinZip to work with a scanner, fill in the following fields in the Configuration | Program Locations dialog box:

- The **Scan program** field should contain the name of the program (the full path name is required if the program is not in a folder specified in your system's PATH).
- The **Parameters** field should contain the appropriate parameters to run the virus scanner as described below.
- The **Run minimized** box determines whether the scanner should be run minimized. See below for important notes on using this parameter with DOS based scanners. Note that some scanners, such as NAVW32.EXE, always run minimized, regardless how you set this option.

Special character sequences for the **Parameters** field are:

.	indicates where WinZip should substitute the drive, folder, and the *.* characters for the files that are to be scanned. For example, "c:\temp\dir*.*".
%d	indicates where WinZip should substitute the drive and folder of the files that are to be scanned. Note that the wild card characters *.* are NOT included when you use %d.
%f	indicates where WinZip should substitute the name of a temporary "report file". Report files should ONLY be used when running DOS virus scanners.
%wscan	a special parameter required for McAfee's WSCAN program.

If you do not specify any of the aforementioned special character sequences WinZip will append the

filenames to be scanned at the end of the scanner command line.

Be sure to specify any parameters necessary to cause the scanner to check folders of the drive and folder of the files that are to be scanned.

To configure WinZip for a Windows-based virus scanner, first ascertain that the virus scanner reports suspected viruses by displaying a dialog box. If the scanner simply writes to a log file when a virus is found you (and WinZip) will not know about the problem.

To configure WinZip for a DOS-based virus scanner, be sure to verify that the scanner can either be used with the **Run minimized** option (see below for details) or issues a prompt if a virus is found. If neither of these conditions is met and a virus is found you (and WinZip) will not know about the problem.

The **Run minimized** check box should only be used for DOS scanners under the following circumstances:

- The scanner is configured to run in “batch” mode, without any prompts. If the scanner requires any keyboard input when running minimized, you will not be able to see the prompts, and the session will appear to be hung.
- The scanner writes all messages through DOS, or has an option to write results to a report file. Messages written directly to the video buffer are not captured by WinZip and will be lost. To determine whether a scanner writes messages through DOS, run the scanner with its output redirected (for example, issue the command “scan > nul"). Any messages you see during this test will not be captured by WinZip. If the scanner has an option to write results to a report file you can use %f in the **Parameters** field to cause WinZip to capture the results (see above for details).
- The scanner returns a non-zero error level if it encounters any problems. If the scanner does not return a non-zero error level, WinZip will assume that the files passed the virus check, and any warnings issued by the scanner will be lost. (Note: if the scanner returns a non-zero error level, WinZip automatically displays all messages written to standard error or standard output.)

Create Folder

This dialog box lets you create a folder. This folder becomes a sub-folder of the current folder unless you specify a path.

Note: you can only create folders in existing folders; you cannot create multiple folders at once. For example, if the following folder is empty

C:\Test Folder

You can create the folder

C:\Test Folder\One Level Is Ok

But cannot create the following two folders at once:

C:\Test Folder\Level One Folder\Level Two Folder

WinZip Self-Extractor Personal Edition

Overview

WinZip Self-Extractor Personal Edition is included with WinZip®, under the terms of the WinZip License Agreement. It makes it easy to create files that unzip themselves. The following information applies to both WinZip Self-Extractor Personal Edition and to WinZip Self-Extractor 2.2, a separately available extra charge add-on.

What is a Self-Extracting Zip File?

A self-extracting Zip file is an executable program file (.EXE file) that includes a Zip file and software to extract or "unzip" the contents of the Zip file. Users can run (execute) a self-extracting Zip file just as they run any other program.

When a self-extracting Zip file created by WinZip Self-Extractor Personal Edition is run, a dialog box is displayed. This dialog box makes it easy for the user to change the "unzip to" folder before starting the extract or "unzip" operation.

Self-extracting Zip files created by WinZip Self-Extractor are 100% compatible with the Zip 2.0 file format, so they can be unzipped by standard unzip utilities like WinZip and PKUNZIP.

What are the advantages to Self-Extracting Zip Files?

Users can extract or "unzip" files from a self-extracting Zip file without running a separate unzip utility or knowing how to use an unzip utility. Thus, self-extracting Zip files are particularly suited distribution of software to beginning users who are not familiar with the concept of Zip files.

Self-extracting Zip files created by WinZip Self-Extractor are native Windows programs so they are easy to use even for users with no MS-DOS experience.

How Does it Work?

There are two parts to the process:

- The WinZip Self-Extractor program creates self-extracting Zip files.
- When WinZip Self-Extractor creates a self-extracting Zip file it includes part of itself in the self-extracting Zip file. The part of WinZip Self-Extractor included in the self-extracting Zip file is what makes it possible to unzip the files by simply running the self-extracting Zip file.

The person who creates the self-extracting Zip file runs WinZip Self-Extractor once, specifying the name of the Zip file. The resulting self-extracting Zip file can be distributed to many people, and will unzip itself when it is run.

Related Topics:

WinZip Self-Extractor Personal Edition - Operation

WinZip Self-Extractor 2.2

WinZip Self-Extractor Personal Edition - Operation

The easiest way to start WinZip Self-Extractor Personal Edition is to first create a normal Zip file with WinZip®, then select **Make .Exe File** from the WinZip **Actions** pull-down menu. This will activate WinZip Self-Extractor Personal Edition unless you have specified a different program in the **Make EXE** field in the Configuration | Program Locations Dialog Box. If you chose to create a WinZip Self-Extractor Personal Edition icon while installing WinZip, you can also start the program by double clicking on this icon.

WinZip Self-Extractor Personal Edition dialog box contains the following fields:

Create self-extracting Zip file from

The name of the standard (not self-extracting) Zip file to turn into a self-extracting Zip file.

Default "Unzip To" folder

The default target folder for the unzip operation. If left blank the folder specified by the user's TEMP= environment variable is used.

Spanning Support

Removable disks such as diskettes have very limited storage capacity. Sometimes, self-extracting Zip files you create will not fit onto a single diskette. In this case, you can ask WinZip Self-Extractor to save one Zip file across multiple diskettes. This process of creating a Zip file that occupies multiple disks is called "spanning".

When you span Zip files across multiple disks using WinZip Self-Extractor, no special software is required during extraction. Your users are simply prompted to insert any additional disks in the multiple volume set at the appropriate time during extraction.

The following choices determine whether you want to make use of the spanning feature to create a single Self-Extractor on more than one removable disk, and which method to use.

- **No Spanning -** WinZip will not create a .EXE that spans removable disks.
- **Safe spanning method -** Selecting the Safe method causes WinZip Self-Extractor to put two files onto the first disk: a Zip file with the first portion of your compressed data, and a small .EXE file with the executable code that is required to extract your data. The second and subsequent disks contain Zip files with the remaining portions of your compressed data. The Safe method is the default, and recommended, method.
- **Old spanning method -** In contrast, the Old spanning method puts a .EXE file on the first disk that contains both the executable code used to extract the compressed data and the first portion of that data. The second and subsequent disks contain the remaining portions of your compressed data in files that (even though they don't actually contain any executable code) have an extension of EXE. This is potentially dangerous because, if a user inadvertently tries to run the EXE file on the second or succeeding disks, random error messages, and even system hangs, can occur.

Note: The WinZip Self-Extractor cannot make use of unformatted disks. All of the disks that you use with WinZip Self Extractor must already be formatted.

Overwrite by default

This check box determines if the "Overwrite files without prompting" option in the self-extracting Zip file's dialog box should be checked by default.

Click **OK** to create the self-extracting Zip file. Be sure to test the Zip file before distributing it.

Related Topics:

WinZip Self-Extractor Personal Edition - Overview

WinZip Self-Extractor 2.2

WinZip Self-Extractor 2.2

WinZip Self-Extractor **Personal Edition** is included with WinZip®, under the terms of the WinZip License Agreement. **WinZip Self-Extractor 2.2**, a $49 add-on to WinZip, includes the following features not available in the Personal Edition:

- Features to automate and customize software installation, such as the ability to specify an icon and text for the main self-extractor dialog box, and to delete temporary files after running a setup program. It includes support for the InstallShield 3.0 SETUP program.
- Ability to run a command when the unzip operation completes.
- Self-extracting files can be created from the command line.
- All versions can be created with English or German messages.
- Ability to automatically extract files when the EXE file is run.
- A Wizard to simplify the process of building self-extracting files.

Click here for information on obtaining WinZip Self-Extractor 2.2.

Related Topics:

WinZip Self-Extractor Personal Edition - Overview

WinZip Self-Extractor Personal Edition - Operation

Obtaining WinZip Self-Extractor 2.2

Note: at the time of this writing, WinZip Self-Extractor 2.2 has not been released. If you order WinZip Self-Extractor 2.2 before it is released, you will receive WinZip Self-Extractor 2.1, and will be able to download a free upgrade to WinZip Self-Extractor 2.2 when it is released.

WinZip Self-Extractor 2.2 costs $49 for a license to create an unlimited number of re-distributable self-extracting Zip files on a single machine. Click here for information on the differences between WinZip Self-Extractor 2.2 and the Personal Edition included with WinZip®.

You can order WinZip Self-Extractor 2.2 online via the WinZip Self-Extractor Ordering Information web page at http://www.winzip.com/orderse.htm.

You can also order WinZip Self-Extractor 2.2 by sending a check for $49 to WinZip Computing, Inc. at P.O. Box 540, Mansfield, CT 06268, USA. All payments must be in US funds drawn on a US bank. Shipping by postal mail is included in the $49 price. Be sure to include your name and your organization name.

Phone orders for WinZip Self-Extractor 2.2 can be placed through DigiBuy, a credit card ordering service. You can reach DigiBuy at 1-877-724-4600 (toll free; U.S. only) or 1-612-253-8488.

You can download a **fully functional evaluation version** of WinZip Self-Extractor 2.2 from the WinZip Self-Extractor web page at http://www.winzip.com/winzipse.htm.

Double Clicking

Double clicking on a filename listed in the main WinZip® window will perform the same action performed when you double click on a file in My Computer or Windows Explorer. If the file is executable (has a filename extension of EXE, COM, BAT, or PIF), WinZip will run it. Otherwise WinZip will open the file with the appropriate application. For example, files with a filename extension of .TXT are opened by the Windows Notepad application (unless you have changed the TXT association). The appropriate application is determined via Windows Associations. If no application is associated with the file, WinZip will run the program specified as the **Default Association** in the Configuration | Program Locations Dialog Box. If you modify the file while viewing it, WinZip will offer to add the modified file to the archive.

If the **Smart DOC file handling** option in the Configuration | Miscellaneous Dialog Box is enabled and you double click on a file with a file type of .DOC, WinZip will run one of two programs:

- If the .DOC file looks like plain ASCII text WinZip will run the program specified as the **Default Association** in the Configuration | Program locations dialog box.
- If the .DOC file looks like a file created by a word processor WinZip will run the program associated with .DOC files.

Smart DOC file handling avoids the overhead of loading a word processor such as Microsoft Word when viewing ASCII text files like “readme.doc”. Note that Smart DOC file handling is used for double clicked files only; it is not used when you right-click on a .DOC file and choose Open from the context menu. In that case, WinZip uses the same program to open the document that Windows Explorer would; for most users, this will be Microsoft Word or another word processor.

Note: Pressing the Enter key performs the same action as double clicking. Single clicking also performs the same action as double clicking if you have:

- chosen **Single click to open a file** in the **View** tab of the Configuration dialog, *or*
- enabled "Single click to open an item" in your system settings, and you have chosen **Use current system folder settings** in the **View** tab of the Configuration dialog.

File Properties

The File Properties dialog box is displayed when you select Properties from the right-click context menu for files listed in the main WinZip® window. This dialog box lists the following information: Name, Type, File size, Packed Size, Ratio, Modified (last modification date/time), Path, and CRC. This feature is particularly helpful when you have elected not to display some of these values in the Configuration | View dialog box.

Windows Associations

Windows associations

Microsoft has defined the word “associate” as follows:

To identify a filename extension as belonging to a certain application, so that when you open any file with that extension, the correct application is opened automatically.

For example, by default, Windows associates .WRI files with the Write or WordPad application, and .TXT files with the NOTEPAD application. Most Windows application installation procedures create associations. For example, Word for Windows creates an association for .DOC files, while WinZip creates associations for files with the extensions ZIP, LZH, ARJ, ARC, CAB, TAR, TGZ, TAZ, TZ, GZ, Z, UU, UUE, XXE, B64, HQX, BHX, MIM.

WinZip® uses associations when you Double Click on a filename listed in the main WinZip window and when you use the CheckOut Feature.

WinZip, My Computer, and Windows Explorer all use associations the same way. When you open a file with an association, the application associated with the file is run, and the application automatically opens the file. The WinZip CheckOut facility establishes associations when it updates the CheckOut program group for two reasons: to display the right icon for each file, and to ensure that the appropriate application is run when you double click on an icon.

You can view, add, and remove Windows associations using My Computer or Explorer. Choose **Options** from the **View** pull-down menu (**Tools** in Windows 2000) in My Computer or Explorer, then click the **File Types** tab. Press the F1 key for detailed instructions.

WinZip associations

You can easily review and modify the types of archives with which WinZip is associated from within WinZip. When an archive type is associated with WinZip, Windows will use WinZip to open files of that type.

To view and modify WinZip associations, choose **Configuration** from the **Options** menu, click the **System** tab, and click the **Associations** button. In the dialog that follows, you will see a list of archive types. You can specify whether an archive type should be associated with WinZip by checking or unchecking the checkbox next to the archive type.

Using WinZip to e-mail archives

WinZip® includes two features that make it easy to e-mail compressed files to others via the Internet:

- The Zip and E-Mail feature compresses files and folders from My Computer or Windows Explorer into a temporary Zip file, creates an e-mail message, and attaches the Zip file to the message. You can then address the message, add any desired text, and send the e-mail as you usually would. WinZip automatically deletes the temporary Zip file when it is no longer needed.

  To use the feature, simply select the desired files or folders in My Computer or Explorer, click the right mouse button, and choose **Zip and E-Mail** from the popup menu.

- You can e-mail the currently open archive by choosing **Mail Archive** from the **File** menu. WinZip will create a new e-mail message and attach the open archive to it. You can then address the message, add any desired text, and send the e-mail as you usually would.

Like the Windows “Send To Mail Recipient” feature, these WinZip e-mail features use a protocol called *Simple MAPI* to “talk” to your e-mail program. MAPI, which is provided by your e-mail software and not by Windows itself, allows Windows and application programs to instruct your e-mail program to create new mail messages, add attachments, etc. WinZip's e-mail features require that you have a *MAPI-compliant* e-mail program installed and correctly configured (just as the Windows Send to Mail Recipient feature does).

Examples of MAPI-compliant e-mail programs are Outlook, Outlook Express, and Eudora.

However, neither AOL 4.0 nor AOL 5.0 supports Simple MAPI. Therefore, neither Windows' Send To Mail Recipient nor WinZip's e-mail features can be used with AOL 4.0 or 5.0.

Compressing attachments from within your e-mail program

There is another technique you can use to compress attachments while composing messages in your e-mail program. This technique does not require that your e-mail program support the MAPI interface that WinZip uses for the above features; it works with most e-mail programs that use the standard Windows "Open File" dialog box to attach files. Here is the technique:

1. In your e-mail program, open the dialog box you normally use to attach files to your e-mail messages.
2. Using the standard Open File dialog box, locate the file or folder you wish to attach.
3. Position the mouse pointer over the file or folder name in the dialog box, then click the **right** mouse button and choose **Add to *filename*.zip** from the pop-up menu (note: the filename shown in the menu entry will be the name of the file you selected). This will create a Zip file called "filename.zip".
4. Still in the Open File dialog box, click once on filename.zip (the zip created in the previous step). This file will normally be at the end of the current directory listing.
5. Click the appropriate button to attach the Zip file (this is typically labeled Open, Attach, or Insert).

Note: this technique has been tested with current versions of the most popular e-mail programs (such as Outlook and Eudora). We can't promise that it will work with all e-mail programs or with future versions of the programs we have tested.

Related topic

Why aren't WinZip's e-mail features working for me?

Multiple Disk Spanning

WinZip® makes it easy to create Zip files that “span” multiple disks. This is useful if the files you are working with will not fit on one disk.

To make a Zip file that spans multiple disks, simply **create** a Zip file on a removable disk, then add files to the Zip as you normally would. If the disk fills during Add operation, you will be prompted for another disk. Simply insert the next disk and click the OK button.

Important: disk spanning is not available when adding files to an **existing** archive; it is only available while **creating** a new archive. Also note that you cannot add or remove files from a Zip file that spans disks. WinZip requires pre-formatted disks (you can format disks using My Computer or Windows Explorer).

Example:

To zip the files in your c:\data folder to a Zip file called A:\DATA.ZIP:

1. Start WinZip.
2. Drag and drop the c:\data folder from My Computer or Windows Explorer to the WinZip window.
3. In the Add dialog box, type the filename of the Zip file (A:\DATA.ZIP).
4. Click the Add button.

If more than one disk is needed, you will be prompted for additional disks.

Keyboard Usage

WinZip® is easier to use with a mouse, but you can also use the standard Windows keyboard interface. Keyboard accelerators defined for WinZip include:

F1	Activate help system
Ctrl+N	Create a new archive.
Ctrl+O	Open an existing archive.
Shift+F	Favorite Folders.
Shift+L	Close an archive.
F7	Move an archive
F8	Copy an archive
Shift+R	Rename an archive.
Shift+M	Mail an archive.
Shift+A	Add files to an archive.
Shift+D	Delete files from an archive.
Shift+E	Extract files from an archive.
Shift+V	View files in an archive.
Ctrl+P	Print a listing of files in an archive.
Shift+W	Switch to the Wizard interface.
Ctrl+A	Select all items in the list box.
Shift+S	Run virus scanner.
Shift+T	Test an archive.
Shift+U	Uuencode an archive.
Shift+G	View, add, or edit a comment
Shift+K	Create a self-extracting archive.
Shift+C	Activate the CheckOut feature.
Shift+I	Install files in an archive.
Direction key(s)	Move the cursor and/or scroll a list.
Shift+direction keys	Select multiple items in a list box.
Enter	Same as Double Clicking in the main window.
Alt+F4	Exit (terminate) WinZip

What's New in WinZip 8.0

Major changes in Version 8.0

WinZip® 8.0 includes significant enhancements for all WinZip users, whether novice or advanced. The new Zip and E-Mail feature zips documents and folders and attaches the Zip file to an e-mail message without leaving Explorer. The greatly enhanced Wizard can now create and update Zip files, as well as extract and install from MIME and similar encoded files (great for e-mail attachments). Improvements to the WinZip interface make it more Windows-like than ever; for example, an optional Explorer-style toolbar is available, and, when creating or updating an archive, WinZip automatically stores the same subfolders and folder information that Windows Explorer would use for a similar copy operation. And installing those very popular desktop themes and screen savers from Internet downloads has always been a difficult and cumbersome process, but WinZip's new automatic theme and screen saver installer makes it easy.

Details on these and many other enhancements follow.

Enhanced WinZip Wizard

- WinZip Wizard functionality has been extended to allow you to create and update Zip files from

the Wizard. After the initial Welcome panel, the Wizard displays a new Select Activity panel; from here, you specify whether you want to unzip/install, update an existing archive, or create a new archive. Like the existing Unzip/Install Wizard, the new Add Wizard is designed to make the most common operations easy and convenient.

- The Wizard can now extract and install from MIME and other encoded files. This makes processing of e-mail attachments from online services such as AOL and CompuServe easier for Wizard users.
- The Wizard now supports automatic installation of desktop themes and screen savers (see below for more information).

More Windows-like interface

- When you click the right mouse button on a file in the archive contents list, the context menu now displays any associated actions for the type of file selected. For example, right-clicking on a .DOC file (Microsoft Word document) might display "Open", "Print", and "New". As in Explorer, hold down the Shift key while clicking the right mouse button to add an "Open with ..." choice to the menu. This menu item allows you to choose the application you wish to use to open the selected file.
- Inclusion of subfolders when adding, updating, etc., is now automatic and mirrors Explorer's treatment of subfolders. You no longer have to check the "Include subfolders" checkbox; instead, WinZip determines when to include subfolders using the same logic that Explorer does. Specifically:

  1. When individual files are added, WinZip does not look in subfolders for files with the same name.
  2. When a folder is added, WinZip always adds the contents of all its subfolders, just as Explorer always copies all subfolders when you copy a folder.

  The "Include subfolders" option in the Add dialog box is still available if wildcards (* or ?) are used in the filename field. This allows you to, for example, zip all *.DOC files in a folder tree with a single operation.

  WinZip automatically stores the same path information that is copied when using drag and drop or copy and paste in Windows Explorer.
- Optional new "Explorer-style" toolbar buttons are available. These Internet Explorer-like buttons are simpler in style than the traditional WinZip toolbar buttons and optionally appear in gray, changing to full color when the mouse pointer is on them.
- WinZip now displays a tooltip when a Zip file is selected in Windows Explorer. The tooltip shows how many files are in the archive and displays the archive comment, if there is one. If "View as Web Page" is enabled in Explorer, the information will instead appear in the description area of the web page. The Windows Desktop Update (Active Desktop) must be installed and WinZip shell extensions enabled in order to use this feature.
- When you click the right mouse button on a file in the archive contents list, the pop-up menu now displays only file-related actions such as Extract. This is more consistent with general Windows conventions. Use the Actions or File menu for archive-related actions like Virus Scan.
- Under Windows 98 and Windows 2000, WinZip menus now display small icons corresponding to the menu items' toolbar buttons.

Desktop theme and screen saver support

- WinZip can install desktop themes and screen savers contained in Zip files. To use this feature, simply open a Zip file containing a theme or screen saver and click the Install button. WinZip will extract all necessary files to the appropriate folder(s) and then run the required system theme or screen saver support application to complete installation. Theme/screen saver installation is also supported by the WinZip Wizard. See the Desktop Theme Installer topic for full information.

Other changes

- Zip and E-Mail adds a new feature to the Windows Explorer context menu. To use the feature, simply select files or folders in Explorer and choose Zip and E-Mail from the pop-up menu. WinZip creates a Zip file containing the selected items and attaches it to a new e-mail message. The Zip file is automatically deleted when your e-mail program no longer needs it.
- WinZip can automatically display the Zip comment when opening a Zip file that contains a comment.
- When the open Zip contains a comment, WinZip displays a new icon on the Classic interface status line. You can click the icon to view and edit the comment.
- Most of WinZip's major dialogs now have "What's This?" help. Click on the question mark in the dialog's title bar, then click on a control for quick information about how it's used.
- WinZip now displays an animated progress dialog during lengthy archive operations and can be minimized during such operations.
- The **Miscellaneous** tab of the Configuration dialog has several new options, allowing you to:
  - set the number of recently used files listed in the File menu,
  - enable or disable the theme/screen saver installer,
  - automatically show comments when opening Zip files,
  - enable or disable the animated status dialog used during long Zip operations, and
  - restore all warning messages that you have previously turned off.
- A new option in the **System** tab of the Configuration dialog allows you to control whether dialogs are shown when you drag and drop files from Explorer onto an archive or a WinZip window.
- The list of recently used files in the Classic mode File menu has been enhanced:
  - The case and capitalization of files in the list adhere to the preferences you have selected for files in the main WinZip window.
  - WinZip no longer places in the list files that were automatically opened from the Windows temporary folder. This means that, for example, temporary Zip files created by opening e-mail attachments won't clutter the file list.
- A new button for Close Archive is available and can be added to the toolbar from the toolbar configuration dialog.
- If you click the View button and multiple files are selected, WinZip will perform the specified action on all selected files; previously, WinZip only performed the action on the first selected file. For example, if you click View when two .DOC files are selected, both documents will be opened.
- The WinZip Self-Extractor Personal Edition is now a 32-bit program exclusively and no longer supports creation of 16-bit extractors.
- WinZip's Windows extensions are now 32-bit Explorer Shell extensions only. The File Manager extension is no longer supported.
- The **System** tab of the Configuration dialog has an option to change WinZip's associated file types.
- Miscellaneous improvements to online help.

A list of features introduced in earlier versions of WinZip is available from the WinZip web site at http://www.winzip.com/version.htm.

Hints and Tips

Here are the hints and tips displayed by the “Tip of the Day” dialog box:

- The **Tip of the Day** dialog box is normally displayed when you start WinZip®, except when you are opening a Zip file. You can change this behavior so tips are never displayed or always displayed when WinZip is started.

  If you turn the Tip of the Day off and later want to see the tips, choose **Tip of the Day** from WinZip's **Help** menu, then choose from the combo box at the bottom of the dialog.
- If you are new to Zip files, you can use the Wizard interface to walk you through the process of zipping and unzipping or installing software from Zip files, MIME files, and other encoded files. Choose **Wizard** from the WinZip **File** menu to activate the Wizard.
- You can add, remove, or reorder buttons on the WinZip toolbar by right-clicking on the toolbar and choosing **Select Buttons**.
- WinZip's toolbar buttons look much better if your display is in high- or true-color mode.

  Click **Control Panel** in the Start menu's **Settings** entry. Double click **Display** and choose the **Settings** tab. Choose **High Color** or **True Color** mode for Color Palette (under Windows NT 4.0 choose 65536).
- You can use Quick View, the optional Windows file viewing utility, to view files without associations. If Quick View is not installed, see the section titled Installing QuickView. To use Quick View with WinZip, choose **Configuration** from WinZip's **Options** menu, click the **Program Locations** tab, type “quikview” (without the quotes) in the **Viewer** field, and click **OK**.
- Learn to use the Windows help system! All Windows programs use a similar help system, so you will quickly make up for the time you spend learning it by being more productive in all your Windows applications. To get started, choose **How to Use Help** from WinZip's **Help** menu.
- For some quick lessons on how to use WinZip's main features, choose **Brief Tutorial** from WinZip's Help menu.
- For quick zipping and unzipping, you can right-click on a file listed in Explorer and choose **Add to Zip** or **Extract to** from Explorer's context menu.
- For answers to Frequently Asked Questions (FAQs), choose **Frequently Asked Questions** from WinZip's **Help** menu.
- You can unzip all files from a Zip file without leaving the Explorer. Use the right mouse button to drag and drop a Zip file from an Explorer window to any folder, then choose **Extract to** from the context menu. Be sure to use the right mouse button while dragging.
- You can create Zip files in the Explorer: right-click in the Contents pane, then choose **New** and **WinZip File**. An empty Zip file will be created in the current folder.
- Mailing your Zip files is easy! If you are using a MAPI-compatible mail system, you can mail Zip files using the **Mail Archive** entry in the WinZip **File** menu. Or, use the **Zip and E-Mail** feature from Explorer's context menu to quickly zip and e-mail any file.
- If you usually use the same folders when opening, extracting, or adding files, choose **Configuration** from WinZip's **Options** menu and specify the folders in the **Folders** tab.
- You can run your virus scanner on the files inside downloaded Zip files. Choose **Virus Scan** from WinZip's **Actions** menu.
- If you need to send files to users who may not have an unzip utility, try “WinZip Self-Extractor Personal Edition” (included with WinZip). The self-extractor makes files that unzip themselves. First create a Zip file, then choose **Make .Exe File** from the WinZip **Actions** menu.
- To change the default WinZip window size and position to the current window size and position,

choose **Save Settings Now** from the **Options** menu.

- To display details about the open Zip file (for example, the date the Zip file was last modified or the name of the folder containing the Zip file), click on the WinZip status line or choose **Properties** from the WinZip **File** menu.
- You can make a Zip file that spans multiple disks. Simply create a Zip file on a removable disk, then add to the Zip file as you normally would. If the disk fills up while files are being added, you will be prompted for another disk. Just insert the next disk and click the **OK** button.
- The file listing in the main WinZip window can be quickly sorted by any of the fields displayed in the file listing. Just click on any column title to sort on it.
- You can quickly extract files from a Zip file by dragging the files from WinZip to any folder or Explorer window (or even to the desktop).
- You can quickly add files to a Zip file by dragging the files from any folder or Explorer window to WinZip.
- WinZip has many features that make it easy to work with files downloaded from the Internet, bulletin boards, and online services like America Online and CompuServe. For a list of hints, see the section Hints For Working With Downloaded Files
- Besides Zip files, WinZip processes many other formats, including TAR, Z, GZ, TGZ, CAB, UUencode, BinHex, and MIME.
- If you can't remember where you put your Zip files, you can use the Favorite Zip Folders feature to find them. Choose **Favorite Zip Folders** from the WinZip **File** menu.
- You can easily view files in a Zip file by dragging them to an application or a shortcut to an application.
- You can easily print files by dragging them to a printer icon or a shortcut to a printer. (To print a list of files in a Zip file, choose **Print** from WinZip's **File** menu.)
- Zip files opened with WinZip are added to the **Start** menu's Documents list. To quickly open Zip files that you have recently worked with, choose **Documents** from the **Start** menu.
- You can add selected files to a Zip file directly from the Explorer with complete control over the options. Right-click on any file (or selected group of files) and choose **Add to Zip** from the context menu.
- WinZip can install software, desktop themes, and screen savers contained in Zip files. To use this feature, simply open a Zip file containing a software installation (SETUP.EXE or INSTALL.EXE), theme, or screen saver and click the Install button.
- To open or view multiple files in an archive contents list, hold down the Ctrl key while clicking the files. Then click the View button on the toolbar to view the files or right-click on any selected file to display the context menu.
- WinZip displays useful information about Zip files you select in Explorer. The information appears in a tooltip or, if "View as Web Page" is enabled, in the description area of the web page. The Windows Desktop Update (Active Desktop) must be installed and WinZip shell extensions enabled in order to use this feature.
- Most of WinZip's major dialogs have "What's This?" help. Click on the question mark in the dialog's title bar, then click on a control for quick information about how it's used.
- WinZip can automatically display the Zip comment when you open a Zip file that contains a comment. And, when the open Zip file has a comment, you can click the comment icon on the status bar to view and edit the comment.
- If you like the look of Internet Explorer's toolbar, you can have the same look in WinZip. Choose **Configuration** from WinZip's **Options** menu, click the **Toolbar** tab, and check **Use Explorer-style toolbar buttons** and **Use flat toolbar buttons**. Uncheck **Use large toolbar buttons** if you'd also prefer smaller buttons.

Related Topics:

More Hints and Tips
Hints For Working With Downloaded Files
Windows Shell Integration Examples
Frequently Asked Questions (FAQs)

More Hints and Tips

Here are more Hints and Tips:

- To switch to another program during an archive operation, click on the window for the other program, or hold down the Alt key and press the Tab key repeatedly until the program's icon is selected. Note: you cannot use the WinZip® system menu or minimize button during archive operations. However, you can minimize WinZip by checking **Display status dialog for long operations** in Miscellaneous configuration and clicking the dialog's minimize button.
- You can move or copy files from one archive to another by opening multiple WinZip windows, one for each archive, and dragging files from one to the other. Note that you need to turn off the **Reuse WinZip Windows** entry in the Options pull-down menu in order to start multiple WinZip windows.

Long Filename Tips

- The current versions of most optional external archivers used by WinZip are DOS programs and do not support long filenames. Therefore, WinZip will pass the short 8.3 version of all long file and folder names to these external programs. Since normal 8.3 names are usually more meaningful than the shortened versions of long filenames, it is recommended you use standard 8.3 filenames when working with external archivers.
- The exception is ARJ 2.60 and 2.7x, which support long filenames when running under Windows 95/98 *only* (not under Windows NT or Windows 2000). If WinZip detects that you are using ARJ 2.60 or 2.7x and you are using Windows 95/98, it will pass long filenames to ARJ.
- MS-DOS programs (other than ARJ 2.60 and 2.7x) and 16-bit Windows programs usually have trouble with long filenames and files with spaces in the name. Therefore, it is recommended that you do *not* use long filenames and files with spaces in the name if you plan to work with these files from DOS. For example, LHA.EXE will extract the file “A Long Filename” as “A LONG F", ignoring the extra characters. To avoid this problem check the **Store filenames in 8.3 format** checkbox in the Add dialog box when adding files.

Related Topics:

Hints and Tips
Hints For Working With Downloaded Files
Windows Shell Integration Examples
Frequently Asked Questions (FAQs)

Hints for Working with Downloaded Files

WinZip® makes it easy to work with files downloaded from Internet, bulletin boards, and online services like America Online and CompuServe.

- The WinZip Internet Browser Support Add-On adds features to work hand in hand with Netscape Navigator/Communicator or Microsoft Internet Explorer.
- The Install feature makes it easy to install most software distributed in Zip files: if a Zip file contains a “setup” or “install” program, a desktop theme, or a screen saver, WinZip will unzip the files, run the installation program if present, and clean up temporary files. If the Zip file does not contain any of these, you can use the CheckOut Feature to try the downloaded file.
- The Favorite Zip Folders feature makes locating Zip files you want to open much easier.
- The Downloading and Processing Files with WinZip topic provides further hints, tips, and helpful procedures.
- The Archive Management features make it easy to move archives to floppies, or to delete them if they don't meet your needs.

To print this page, click on **Print Topic** in the Help window's File pull-down menu**.**

One strategy for handling downloaded files involves three folders:

\DOWNLOAD	Recently downloaded files
\UPLOAD	Files you are planning to upload
\ARCHIVES	Archives you are planning to keep

A relatively empty download folder makes it much easier to stay organized. It is a good idea to download all archives into your \DOWNLOAD folder, and after each on-line session perform the following steps for each archive:

1. Open the archive. An easy way to open files is to first open the \DOWNLOAD folder in My Computer or Windows Explorer. Then double click on an archive to open it. You will probably want click on the **Modified** column header in My Computer or Windows Explorer so that the most recent files are shown at the top of the list.
2. Read about the software in the archive. Many archives contain a file named “file_id.diz”. By convention this file contains a brief description of the archive contents. If this file is listed in the main WinZip window, double click on it to view its contents. When you are done viewing the file, close the program being used to view the file. Repeat this process for any files with the word “read” in the filename (e.g. “readme.txt” or “read.me").
3. Try the software if the archive looks interesting. One easy way to do this is with the Install or CheckOut buttons on WinZip's toolbar. If the archive contains an “install” or “setup” program, a desktop theme, or a screen saver, the Install button will be displayed, otherwise, it will contain the CheckOut button. ***Note: downloaded software should always be scanned for viruses before you install or use it***. If you download archives containing software, you should obtain a reliable virus scanner, keep it up to date, and always use it on the contents of such downloaded archives. See the section titled Virus Scanner Configuration for information on configuring WinZip to use your virus scanner to test the contents of archives for virus infection.
4. Move each archive out of your download folder after trying the software. If you want to keep the archive on your hard disk select **Move** from the File menu to move the archive into your \ ARCHIVES folder, or, if you want to post the archive on another BBS, move it into your \UPLOAD folder. Note that the folders you have most recently used for move and copy operations are available for quick access in a drop-down list. If you don't want to keep the file you downloaded you can easily move it to a floppy or delete it using the **Delete** entry in the File pull-down menu.

Of course, these are just suggestions. There are other good ways to use WinZip to work with downloaded files. Feel free to use whatever method works best for you.

Related Topics:

Hints and Tips
More Hints and Tips
Windows Shell Integration Examples
Frequently Asked Questions (FAQs)

Windows Shell Integration Examples

Here are some quick examples of the smooth integration of WinZip® into Windows:

Zip and Unzip Files Without Leaving the Explorer:

- **To extract all files in a Zip file without leaving Explorer**: use the *right* mouse button to drag and drop a Zip file from an Explorer window to any folder, then choose **Extract to** from the context menu. Be sure to use the *right* mouse button while dragging.
- **To add files to a Zip file without leaving Explorer:** just select one or more files in Explorer and drag and drop them on a Zip file in the active Explorer window, in another Explorer window, or to a Zip file on the desktop. Note that you can create a new, empty Zip file in Explorer by right-clicking and then choosing **WinZip file** from the "New" submenu.
- **Another way to add files to a Zip file directly from Explorer:** *right*-click on any file (or selected group of files) in Explorer and choose **Add to Zip** from the context menu.

Using the Desktop:

- If you check **Include WinZip on the Desktop** in WinZip's System configuration dialog, you can drag one or more files to the WinZip icon on the desktop to add the files to an archive of your choice.
- To create a Zip file on the desktop, right-click anywhere on the desktop and select **WinZip File** from the New submenu.

Using drag and drop from the main WinZip window:

- **To extract a file:** drag a file to a folder listed in any Explorer window.
- **To view a file:** drag a file to the appropriate application window or to a shortcut to the application.
- **To print a file:** drag a file to a printer or a printer shortcut.

Using the Start Menu:

- If you check **Include WinZip in the Start menu** in WinZip's System configuration dialog, you can start WinZip directly from the system Start Menu.
- You can open a recently accessed archive from the Documents submenu in the system Start Menu.

Related Topics:

Hints and Tips
More Hints and Tips
Hints For Working With Downloaded Files
Frequently Asked Questions (FAQs)

Frequently Asked Questions

For more complete and up-to-date FAQs, please visit the WinZip® web site.

Basic

How do I get started?

Technical

How do I use disk spanning?

How do I compress a folder and later restore it?

How do I view graphic/spreadsheet/word processing files in an archive?

How do I use WinZip to e-mail archives?

Why aren't WinZip's e-mail features working for me?

Non-technical

How do I purchase WinZip?

Do you keep track of address changes?

Related Topics:

Hints and Tips

More Hints and Tips

Hints For Working With Downloaded Files

Windows Shell Integration Examples

Fixing Zip Files

If a Zip file is damaged it can sometimes be repaired with the PKZIPFIX command. PKZIPFIX is not part of WinZip®; it is part of the MS-DOS text mode Zip utility PKZIP® 2.04g from PKWARE®, Inc. This utility is available on many ftp and download sites as PK204G.EXE. If you download and install this file, you can run PKZIPFIX by simply typing

PKZIPFIX filename

at the DOS prompt, and PKZIPFIX will create the “fixed” file PKFIXED.ZIP.

Message WZ11

A required file was not found.

The file listed in the dialog box was not found in your path or the specified location. Also, WINZIP.HLP, WZ32.DLL, WZVINFO.DLL, WZINST.HLP, WZWIZARD.HLP, WZ.COM, and WZ.PIF must be in the same folder as WINZIP32.EXE. The Installation section describes the complete installation procedure.

Message WZ13

This dialog box is displayed if a filename is invalid or if WinZip® was unable to open the specified archive or read the archive folder. It is possible that the file is not an archive or does not exist. Alternately, it is possible that the archive has been corrupted. Other reasons for this error include insufficient memory and disk errors while reading the archive.

If you are working with a Zip file, you can try repairing the file as described in the section Fixing Zip Files.

Register WinZip

If you paid the WinZip registration fee:

If you paid the WinZip® registration fee and received a registration number from WinZip Computing or an authorized reseller, please enter your name and registration number **exactly** as they appeared on the instructions you received when you registered WinZip. **You cannot substitute a different spelling for your name or use a different name.** If entered correctly, your name will appear in the About dialog box, and the registration reminder dialog box will no longer be displayed when you start WinZip. Please save this information for possible use with future upgrades, or in case you re-install WinZip.

Note: if your name is spelled incorrectly in the instructions, please write to the address in the About dialog box with the correct spelling, and you will receive a new registration number.

If you have not yet paid the WinZip registration fee:

If you downloaded an evaluation version of WinZip, or if you received this version of WinZip on a disk or CD with a book or with other hardware or software, and you have not paid the WinZip registration fee, you are licensed to use WinZip for evaluation purposes only, subject to the Evaluation License.

For information on purchasing a license to use WinZip for non-evaluation purposes, see the section Ordering Information.

Internal Error

This dialog box is displayed when an unexpected WinZip® internal error occurs. Please contact WinZip Computing with as much information about the error as possible. For a list of contact points, choose About from WinZip's Help pull-down menu.

Message WZ14

This dialog box is displayed when a required edit field is empty or no entries are selected in a list box. For example, it is displayed if you don't specify which file you want to delete in the Delete dialog box. Specify the required information and try again.

File already exists

To view a file, WinZip® normally extracts the file to disk, reads it, and erases the temporary disk file. WinZip determines which disk to extract to by checking the value of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables. To conserve space on the DOS command line, WinZip creates temporary files in the root folder of the specified drive. If none of these environment variables is set, WinZip extracts to the root folder of your C: drive.

The message *The disk file "filename" already exists. Should WinZip overwrite it so that the file in the archive can be viewed?* is issued if a file with the requested name already exists on disk. If you choose Yes, the existing disk file will be overwritten, and processing will continue. If you select No, WinZip will cancel the view operation for this file.

Warning WZ16

This dialog box is displayed if WinZip® cannot display the entire file you are viewing because it contains binary zeros. WinZip uses a standard multi-line edit field to display files, and these controls truncate text at the first binary zero.

Message WZ8

This dialog box is displayed if an external command (for example, LHA or ARJ) is over 127 characters long (the longest command allowed under MS-DOS is 127 characters). The total command line length includes several components used internally by WinZip® in addition to the external command. There are a few ways to reduce the length of the command line:

- Move WINZIP32.EXE (and the related files) to a folder near the root folder (for example, a folder like C:\WINZIP is better than C:\WINDOWS\UTILITY\SHAREWAR\WINZIP).
- Move the archive you are working with to a folder near the root folder.
- Move ARJ.EXE, LHA.EXE, SCAN.EXE, etc. to a folder specified by your PATH= environment variable and remove any folder names for these programs in the Program Locations configuration dialog.
- If you are adding, deleting, extracting, or viewing multiple files at one time, specify them via a list box rather than an edit field. This causes WinZip to create an ARJ or LHA response file, which usually takes less room on the command line than multiple file names.

Text Successfully Copied To Clipboard

This dialog box is displayed to let you know the text in the View dialog box has been copied to the system clipboard. You can paste the text into another application (for example, Notepad) by choosing Paste from the application's Edit pull-down menu.

Message WZ18

This dialog box is displayed when WinZip® could not create a required temporary file on the disk drive listed in the dialog box. Possible causes are that the disk drive is invalid, or that the root folder of the disk is full.

WinZip determines which disk to use for temporary files by checking the values of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables. To conserve space on the DOS command line, WinZip creates temporary files in the root folder of the specified drive. If none of these environment variables is set, WinZip creates temporary files on your C: drive.

Message WZ19

When working with *format* files the "*action*" operation requires the *program* external program. This program is not installed or improperly installed.

This message is issued when the external program "*program*" required for the "*action*" operation is either not installed, or is installed in a folder other than the one specified in the Program Locations configuration dialog. If the specified program is installed, choose **Configuration** from the WinZip® **Options** menu, click the **Program Locations** tab, and specify the correct path information. If you do not have a copy of the specified program, see System Requirements for information on obtaining the program.

Message WZ20

The program required to perform the function you selected is either not installed, or is installed in a folder other than the one specified in the Program Locations configuration dialog (choose **Configuration** from the **Options** menu, click the **Program Locations** tab).

For a complete list of supported external programs and information on obtaining and installing these programs see System Requirements and Installing Optional External Programs.

For example, this problem can occur if you try to extract files from an ARC file, but have not specified an ARC extraction program in the Program Locations configuration dialog.

Message WZ21

WinZip® can't find one of the programs specified in the active dialog box. If you specified a folder (for example, you entered C:\UTILITY\LHA.EXE), then WinZip can't find the program in that folder. If you did not specify a folder (for example, you entered LHA.EXE) then WinZip can't find the program in any of the folders specified by your PATH= environment variable.

Note: if you update the PATH statement in your AUTOEXEC.BAT, the changes will not take effect until you reboot your machine.

Message WZ22

WinZip® does not recognize the name of the specified program. For example, you will get this error if you specify XYZ.EXE as the name for LHA.EXE. WinZip lets you specify the drive and folder containing the program, but prevents the use of unsupported file names to prevent unexpected errors.

Message WZ23

An external program returned a non-zero error level. Consult the documentation for the external program for the meaning of the error, and/or use the View Last Output entry in the Options pull-down menu to check for error messages issued by the external program.

Note:

One likely cause for this error is using an old version of external programs. See System Requirements for version information.

Delete Entire Archive

This dialog box is displayed to give you a chance to confirm that you really want to delete the entire archive. Select No to abort the operation or Yes to delete the archive.

CheckOut Delete

This dialog box is displayed before closing an archive to give you a chance to have WinZip® delete the CheckOut folder and the CheckOut program group. Select **Yes** to delete these items and close the archive. Select **No** to leave the CheckOut group and folder intact and close the archive. Select **Cancel** to cancel the close operation.

Message WZ24

WinZip® does not provide facilities to create files in the CAB, Microsoft compress, ARC, BinHex, MIME, TAR, gzip, or z formats; however, you can open an existing archive in these formats and extract, run, or view the files inside these types of archives. You can create UUencoded files using the **UUencode** entry from the **Actions** menu.

Message WZ25

This dialog box is displayed when WinZip® cannot run a program. This can happen when a program specified as a Windows Association was deleted from your system or was moved to a different drive or folder. The following are the error codes Microsoft has documented:

0	Out of memory
1	File not found
2	File not found
3	Path not found
4	Too many files open
5	Attempt to dynamically link to a task
6	Library requires separate data segments for each task
8	Insufficient memory to start application
10	Incorrect Windows version
11	Invalid .EXE file (non-Windows .EXE or error in .EXE image)
12	OS/2 application
13	DOS 4.0 application
14	Unknown .EXE type
15	Attempt in protected (Standard or 386 Enhanced) mode to load an .EXE created for an earlier version of Windows
16	Attempt to load a second instance of an .EXE containing multiple, writeable data segments
19	Attempt was made to load a compressed executable file. The file must be decompressed before it can be loaded.
20	Dynamic-link library (DLL) file was invalid. One of the DLLs required to run this application was corrupt.
21	Application requires Microsoft Windows 32-bit extensions
26	File sharing error
27	Incomplete association for file type in system registry
28	Dynamic Data Exchange (DDE) timeout
29	Dynamic Data Exchange (DDE) failure
30	Dynamic Data Exchange (DDE) is busy
31	No association found for file type in system registry
32	A dynamic-link library (DLL) required by the program could not be found

Message WZ26

WinZip® encountered an error trying to view a file. Possible errors include insufficient memory and disk errors.

Message WZ27

An incomplete filename was entered. If either a drive or folder is specified, then both must be specified. For example, the following two filenames are incomplete:

C:LHA.EXE

\UTILITY\LHA.EXE

In the first example, a drive is specified but no folder is specified. This can cause unexpected errors if you change the current folder on the C: drive.

In the second example, a folder is specified but no drive is specified. This can cause unexpected errors if you change the current drive.

Specify a filename like C:\UTILITY\LHA.EXE instead. Note that if the file is in a folder specified by your PATH= environment variable you do NOT need to enter a drive and folder.

Warning WZ28

You used the Drag and Drop Interface to drop multiple files onto a WinZip® window or icon, and at least one of these files had an extension of ZIP, LZH, ARJ, or ARC. Press Yes to add these files to the open archive.

Message WZ30

WinZip® could not change to the specified folder, so it is closing the open archive. Possible causes for this error include removing the folder or changing disks in the middle of a WinZip operation.

Message WZ31

An unexpected system error was encountered trying to run the specified DOS command. This problem is usually caused by a system configuration problem or using buggy video drivers, including “beta test” video drivers.

If you encounter this error message and are not using a Microsoft-supplied video driver, try installing the VGA driver distributed with Windows to determine if the problem is caused by a video driver.

Overwrite?

The specified file already exists on disk. Choose **Yes** to overwrite the file or **Yes to All** to overwrite this file and avoid this prompt for all other files during this operation. Choose **No** to bypass this file and continue the operation or **Cancel** to abort the extract operation.

File has been changed

WinZip® detected that you modified a file while viewing it. Choose **Yes** to add the modified file to the archive or **No** if you don't want to update the archive.

Warning WZ35

The original file included folder information, but no folder information was included when the file was added to the archive. Thus, both the original and the new file are included in the archive.

Missing File

A required file, the name of which is shown in the dialog box, could not be found. You may need to re-install WinZip®. See WinZip Installation for information about installing WinZip.

Delete Temporary File?

Choose **Yes** to delete the temporary file or **No** if you want to keep it. Note that the file resides in a “temporary” folder specified by your WZTMP=, TMP=, TEMP=, and PKTMP= environment variables, so you should probably move the file to a “permanent” folder if you really want to keep it.

Message WZ38

WinZip® cannot accept dropped files while the Add dialog box is active as the result of dragging and dropping files. Close the Add dialog box before dropping more files on WinZip.

Message WZ39

WinZip® requires ARJ 2.50, 2.60, or 2.7x. Please obtain a newer version of ARJ. See System Requirements for information on obtaining the most recent version of ARJ.

Message WZ40

The Zip file cannot be opened. If this Zip file is part of a multiple-disk set, please insert the last disk of the set and try again (this is required by the standard Zip multi-disk format). You may subsequently be prompted to insert other disks from the set.

If you downloaded this file, the most likely cause of this problem is a bad download. The best solution is almost always to download the file again. If this does not solve the problem, see the web page http://www.winzip.com/downprob.htm for hints on resolving download problems.

If you did not download this file, and it is not part of a multiple-disk set, it is either not a valid Zip file or it is corrupt, perhaps because of a bad diskette.

Message WZ44

An invalid CheckOut folder was specified. You cannot specify a root folder (e.g. C:\), and you must specify a drive letter (e.g. C:\CHECKOUT, not just CHECKOUT). The CheckOut folder cannot be the folder containing the open archive, since all files in the CheckOut folder are deleted at the beginning of the CheckOut operation.

Message WZ47

WinZip® could not create the specified folder. Possible causes are:

- A file exists with the same name as the folder
- Disk is read-only
- Folders preceding the final folder do not exist. For example, to create the folder “C:\UTILITY\FILES” the folder “C:\UTILITY” must exist.

Solution: specify a different folder name.

Message WZ48

Due to a limitation in Windows, it is impossible to remove a Program Group while closing Windows. Thus, if you want to remove Program Groups created by WinZip®, you need to close WinZip before shutting down Windows.

Message WZ50

An error occurred opening, writing to, closing, or deleting the specified file. Possible causes include a misspelled filename, a full disk, a read-only or locked disk, or a read-only or locked file. The operation in progress will be aborted. Another dialog box with more specific information may be displayed.

This message may also be displayed because of an invalid archive. For example, if an archive is damaged (possibly due to line noise while downloading from an online service) it may contain invalid data.

Message WZ51

The open archive no longer exists on disk. It was probably deleted by another task.

Message WZ52

Nothing To Do: no files were found for the specified action. Examples of when this message is issued include attempts to add a non-existent folder to an archive and attempts to freshen an archive that is already up to date.

Message WZ53

An invalid archive operation was initiated. For example, an attempt to add the same file from two different folders can cause this error. Check the warning messages for additional details about the problem.

Message WZ54

This error occurred during internal Zip processing. Correct the error and retry the operation.

Message WZ55

WinZip® could not access the correct version of the specified DLL. It is possible that the DLL from a previous version of WinZip is still loaded, or that the wrong version of the DLL is in the WinZip folder. To solve this problem follow both of these steps:

1. Verify that the DLL in your WinZip folder has the same date as WINZIP.EXE or WINZIP32.EXE. If not, reload all WinZip related files from the distribution disk. DO NOT use WinZip to extract files from the online distribution version of WinZip to the folder from which you are running WinZip, since that can cause unpredictable results.
2. Exit Windows and then run WinZip again. Closing Windows ensures that old versions of the DLL are not loaded.

Message WZ57

There is insufficient free memory (RAM) on your system. Close one or more other applications and retry the operation.

Warning WZ58

One or more warning messages were issued. Press the Yes button to view all messages issued while processing the last action, including informational and warning messages.

Virus Scan Complete

This message is issued when a Windows-based virus scanning operation completes. If no error or warning dialog boxes were displayed by the virus scanner, then this dialog box indicates that no viruses were found. The Norton Anti-Virus scanner, the McAfee Virus Scan program, and any other properly configured virus scanner will display error or warning dialog boxes if a virus is found.

Message WZ62

WinZip® could not copy, delete, rename, or move the file. Possible causes include: the file is read-only, the file is open by another process, or the file has already been deleted by another process.

Message WZ64

WinZip® uses the standard Windows “Common Dialog Boxes” as a basis for the Add dialog box. Due to a limit in the Common Dialog Boxes the total length of all selected files cannot exceed 2000 characters. You have exceeded or may exceed this limit. You can circumvent this limit by using the Drag and Drop interface to add files instead of the Add dialog box, or by specifying wildcards in the **Add Files** field in the Add dialog box (for example, *.c).

Message WZ65

WinZip® could not make the specified folder the current folder. Probable cause: invalid or non-existing folder name.

Message WZ66

The temporary folder must be a fully qualified path. You must specify both the drive and folder, for example, **C:\TEMP** or **C:\WINDOWS\TEMP**. If you don't know the location of your temporary folder, click **Cancel**.

Operation Interrupted

The archive operation was interrupted because you pressed a key or clicked on the WinZip® window during the archive operation. Press the **Continue** button to continue the operation or the **Stop** button to terminate the operation.

This message will be displayed if you try to minimize WinZip during an archive operation. To switch to other tasks you can click on another window or use the Windows taskbar.

File Is In Use

A file can be “in use” for one of two reasons:

- The file is open by another process. For example, a document might be open by a word processing application.
- The file is “in use” by Windows. Files that are “in use” are typically programs (.EXE files) or dynamic link libraries (.DLL files) being run by the system. For example, you will get this message if you attempt to overwrite the program file of a program that is currently running. The solution is to extract to a different folder.

WinZip® will not let you overwrite or delete a file that is “in use” by the system because this operation could cause unpredictable results, including system crashes. Windows may read from files that are “in use” at any time, and does not expect these files to change. If the file has been overwritten Windows will not know the data has changed and can become confused.

If this message is issued during an Extract operation you can either extract the file to a different folder, or retry the operation after closing the program that is using the file.

If this message is issued while WinZip is trying to delete a folder or file you can either continue without deleting the folder or file (and delete it manually later on) or close the file in question and re-try the operation.

Message WZ67

Cannot create *filename*. File already exists. Open existing file?

This message is issued when you press the **New** button on the toolbar or choose **New Archive** from the **File** menu to *create* an archive but the specified archive already exists. Since the file already exists it cannot be created. Press the **Yes** button to open the existing file or the **No** button to cancel the operation.

Normally you should click the **Open** button or choose **Open Archive** from the **File** menu to open an existing archive.

Message WZ68

Cannot open *filename*. File does not exist. Create new file?

This message is issued in one of two situations:

- You pressed the **Open** button on the toolbar or selected **Open Archive** from the File menu and specified the name of a file that does not exist.
- You selected a filename from the **File** menu history list, but that file no longer exists.

Since the file does not exist it cannot be opened. Press the **Yes** button to create a file with the specified name or the **No** button to cancel the operation.

Normally you should click the **New** button or choose **New Archive** from the **File** menu to create an archive.

Message WZ69

Due to Windows limitations it is not possible to run two *different* versions of the same program with the same name at the same time. As a result, you cannot use WinZip's Install/Try/Uninstall feature to install WinZip®.

Message WZ70

This dialog box is displayed when Windows returns a “File Not Found” error when WinZip® tries to run another program. Possible causes include:

- A program specified as a Windows association was deleted from your system or was moved to a different drive or folder.
- A required DLL or other component is not installed (e.g. VBRUN300.DLL).

Message WZ71

WinZip® could not create a folder because a file **(not another folder)** with the same name exists. For example, if a file named “foo” exists you cannot create a folder called “foo” in the same folder. Choose a different name for the folder you are trying to create, or delete the file with the conflicting name.

Message WZ72

For seamless integration with WinZip® your virus scanner must support automatic scanning. At the time this version of WinZip was released MWAV did not to support automatic scanning. Click Yes to continue if you are sure your version of MWAV supports automatic scanning, otherwise press No and select a different scanner.

Message WZ73

WinZip® was unable to make the folder displayed in the Add dialog box the current folder. In some operating environments this can be caused by using UNC names. Another possible cause for this problem is a conflict with a “common dialog box” enhancement utility.

Caution

The **Caution** dialog box lists items that cannot safely be uninstalled but were changed during the install process. These items are unlikely to interfere with a successful uninstall. For example, a setup program might replace your existing copy of a common dynamic link library like CTL3D.DLL with the latest version of the same library. In normal situations your existing applications should work with the latest version of the library, so leaving this new version installed will not cause problems.

WZ74

This archive contains files with long filenames or blanks. However, you are using an external archive utility (e.g. LHA or ARJ 2.50) that doesn't support long filenames. Thus some (or all) operations involving this archive will fail. For example, if the archive contains the file “A LONG NAME” and you try to extract it using LHA, the file will be called “A LONG N”.

WZ75

The archive does not contain complete filename information, so WinZip® cannot determine the full filename of the compressed file. Replace all or some of the suggested filename with the corrected name and press OK.

WZ76

This compressed file contains an archive. Normally you will want to have WinZip® automatically decompress and open the archive. If you choose **Yes** WinZip will:

1. Decompress the archive into your temporary folder (as specified in the Options/Folders dialog box).
2. Open the archive in the temporary folder.
3. Later, when you close the archive in the temporary folder, WinZip will automatically delete it.

Note that the original compressed file is not changed by this operation.

WZ77

This compressed file is stored in the “KWAJ” format. Some versions of LZ32.DLL, the system library used by WinZip® to assist with decompression of this file type, cannot handle this format. You can usually decompress these files with the EXPAND command (from the DOS command prompt, type “expand /?” for instructions).

WZ78

The file you tried to open does not appear to be in the Microsoft Compress (LZEXPAND) format. Note that not all files ending with an underscore are in the Microsoft Compress format.

WZ79

WinZip® could not create or replace the specified Zip file. WinZip created or updated the Zip file in the temporary working folder, but was unable to copy the result to the destination disk. The most likely cause for this error is a full or write-protected disk. The updated file is left on your hard disk with the specified filename. After correcting the problem (e.g. freeing up some disk space or removing the write-protect tab from the disk), you can copy the specified filename to the destination disk manually.

WZ83

The SETUP or INSTALL program in this archive contains folder information, for example, win32\setup.exe or win16\setup.exe. Rather than using **Install**, choose **CheckOut** from the **Actions** menu for this archive.

WZ84

WinZip® encountered a problem processing a UUencoded, XXencoded, MIME, or BinHex file. Details on the problem are in the message text. Possible causes for this message include:

- The file is corrupt. In this case, you will need to obtain another copy of the file.
- The file contains incomplete header information. Be sure not to remove any header information, including subject fields, and MIME headers. For example, never delete anything that looks remotely like this

```
   Content-Type: multipart/mixed; boundary="----
=_NextPart_000_01BB5CFA.BB6BBC80"
   Content-Transfer-Encoding: 7bit
      ------=_NextPart_000_01BB5CFA.BB6BBC80--
```

Hint for Microsoft Mail (MS-Mail) users: if you receive an encoded file by e-mail, save it to disk before opening the message. Just select the message while it is in the inbox, then choose **Save As** from the **File** menu and specify a filename such as “message.uue”. If instead you double click on the message, it may be truncated, because MS-Mail limits message text to about 16kb.

WZ85

The Favorite Zip Folders dialog box currently shows the results of searching one or more disks. You have changed the search criteria (for example, from searching for all Zip files to all encoded files), so WinZip® needs to re-scan the disk(s) for files matching the new search criteria. This could take a few moments. Click Yes to start the search now.

WZ86

The PRE-RELEASE BETA TEST version of WinZip® you are using should be replaced with the current version of WinZip. You can always download the current version from WinZip web site:

http://www.winzip.com

WZ88

Windows is not configured to recognize this type of file, so WinZip® does not know which program to open for you to view it properly. For more information on associations and how to instruct Windows to know which program is required for this file type, see the section titled Windows Associations.

WZ89

The version of the Windows Common Control Library (comctl32.dll) installed on your system may not be able to properly display flat toolbar buttons. At the time of this writing, the version of the Common Control Library you have installed was distributed only with Microsoft's Active Access Pack, and the latest version of the common control library available from the Microsoft web site did not support all the Active Access Pack features.

We expect Microsoft will update the Active Access Pack and/or the Common Control library in the not-too-distant future. Read about the Windows Common Control Library for a pointer to up-to-date information.

WZ90

Opening this .REG file will cause new data to be merged into your system registry. Improper merges may cause damage to your registry, lost associations, etc. Press OK to continue or Cancel if you are not sure you want to merge this .REG file into your registry.

Password Mismatch

This message is displayed because the two passwords you typed were not the same.

When you choose to mask password entry by checking the **Mask password** checkbox, you can't see what you're typing. In order to avoid saving your Zip file with an incorrectly typed password, WinZip® asks you to type the password again. You will see this message when the two passwords you typed were different.

Please re-type the confirmation password and click **OK**. If it is still incorrect, you probably mis-typed the original password. Click **Cancel** and try again.

Mixed Drag and Drop Operation

You have dropped both files and folders on an archive that requires the use of an external archiving utility such as ARJ or LHA.

Due to limitations in the external utilities, this operation may not yield the results you expect. Specifically, it will archive *all* occurrences of files with the name(s) you specified found in *all* subfolders of the folder containing the file(s) you dropped.

For example, if you drop the file C:\MYSTUFF\README.TXT plus any folder, you will archive not only C:\MYSTUFF\README.TXT but also all files named README.TXT *found in any subfolder of C:\MYSTUFF*.

To avoid this problem, simply drag and drop files separately from folders.

WZ91 - CRC Error

About CRC Errors

A CRC error indicates that some data in your Zip file is damaged. CRC stands for “cyclic redundancy check”. It is a calculation made from all the data in a file to insure accuracy in transmission. When you add a file to a Zip file, WinZip calculates a CRC value for the file and saves the value in the Zip file. When you later extract the file from the Zip file, WinZip® calculates the CRC of the extracted file and compares it to the value stored when the file was zipped. If these two CRC values do not match, the file that was extracted does not match the original file, and WinZip will display a “CRC Error” message.

When the data in a Zip file is damaged, it may not be possible to extract all of the files from the Zip file correctly. Damaged data can affect the entire Zip file, multiple files, or just one file.

Why CRC Errors Occur

There are many possible causes for data damage. Among the most common is telephone line noise or some other transfer error when downloading a Zip file from an online source such as the Internet, AOL, or CompuServe. Such an error can introduce invalid data into a Zip file. Some other possible causes include exposure of disks to excessive temperatures or magnetic fields, cross-linked disk sectors, and mechanical problems with disk drives.

What to do if a CRC Error Occurs

The best solution to the problem of a damaged Zip file is to try to obtain another copy of the file. For example, use your backup copy of the file or get a new copy from the original source. If you obtained the Zip file by downloading it, then downloading it again will almost always solve the problem.

CRC Errors on Removable disks

If the damaged Zip file is on a removable disk, the removable disk may be physically damaged, or the data on it may have been corrupted. In these cases, the only completely reliable solution is to use another copy of the disk or Zip file that is undamaged. There are, however, two other situations in which it may be possible to recover some files from a removable disk.

- The removable disk drive that you are using to unzip the Zip file may be malfunctioning. Try using a different disk drive, if possible.
- If the removable disk drive you are using to unzip the Zip file is not the same drive that was used to store the Zip file on the removable disk, and you have access to the original drive, try using this drive to unzip. It is possible that the original drive may be able to read the disk; if so, you can extract your files using this disk drive (and have your removable disk drives checked out--at least one of them may be out of alignment). Otherwise, the removable disk itself or the data on it is probably damaged.

A “Last Resort” for CRC Errors

If you cannot download a new copy of the Zip file, obtain a replacement disk, or use a backup copy, you may still be able to recover some of your files, and even save portions of the files that are damaged in the Zip file. Here is the recommended procedure.

1. Start WinZip, switch to the Classic interface, and open the damaged Zip file.
2. Select **Extract** from WinZip's **Actions** menu, or click the **Extract** button on the WinZip toolbar.
3. In the Extract dialog, check the **All Files** option button and select the folder into which you want to extract files. Then click **OK**.
4. WinZip will extract any undamaged files to the selected folder; for any damaged files, WinZip will display a CRC Error message. For each such file, *before clicking **OK** in the error message window*, use Windows Explorer to open the extract folder and look for the file; some portion of it will probably already have been extracted. Copy the partial file to *another* folder and *then* click **OK** in the WinZip error message window. This will erase the partially extracted file from the extract folder, leaving intact the copy of the file you made in the other folder.

Whether or not a damaged file partially recovered using this procedure will be useful depends on the nature of the file, what kind of damage there is, how much of the file was recovered successfully, and what kind of program(s) use the file. In some cases, a partial file is of no use at all; in some cases, loading a partial file into your application program and re-saving it will completely restore the data. In other (perhaps most) cases, the result will lie somewhere between these two extremes--some of the data will be recovered, and some will be lost.

Missing Theme Components

In some cases, a theme Zip file can be missing some of the components that are specified by the theme definition file (.Theme extension). For example, the theme definition may specify that a file named NormalArrow.Cur contains the "normal" mouse pointer, but no such file exists in the Zip file.

It is safe to install a theme that is missing components. Windows will substitute default components for critical items that are missing (e.g., mouse pointers) and simply ignore non-critical components (e.g., sounds).

If a theme is missing a few components, it may still be effective, and worth installing. The system theme installer allows you to preview all of the components, and you can always decide then whether to complete or cancel installation.

If a theme is missing many components, it will probably not be very effective. You can still install and preview it safely, but the results probably won't be what you hoped.

No Theme Association

WinZip® was unable to find an association for theme definition files (.Theme extension) in your system registry and can't continue installing your desktop theme. This is generally caused by improper or missing installation of theme support on your system.

Windows 95 supports desktop themes only if the Plus! package or an equivalent is installed. If you have Plus! available, start the Plus! installation procedure and check the "Themes" checkbox. No other Plus! components need to be installed or reinstalled. Complete the installation procedure as directed and then try installing your theme again.

Windows 98 includes the equivalent of the theme support provided by the Windows 95 Plus! package. If theme support is not working on your Windows 98 system, you may not have elected to install theme support when you installed Windows. You can easily install it now as follows: click **Start** and choose **Settings** and then **Control Panel**. In the Control Panel window, double click **Add/Remove Programs**. Choose the **Windows Setup** tab in the resulting dialog, then check the box labeled **Desktop themes** and click **Apply**. You will need your original Windows 98 installation CD.

Windows NT 4.0 supports desktop themes only if add-on support from the NT Resource Kit or an equivalent is installed. If you have the NT Resource Kit, insert the CD, click Desktop Themes, and follow the instructions. Then try installing your theme again.

Windows 2000: please read about desktop themes and Windows 2000.

If you are using Windows 95 and do not have Plus!, or if you are using NT 4.0 and do not have the NT Resource Kit, you may still be able to install desktop themes by obtaining a freeware or shareware replacement. A number of these are available and can be found by searching the Internet. Please read about third-party theme installers if you are interested or if you are already using a third-party product and you received this message.

Third-party Theme Installers

WinZip's® Desktop Theme Installer proceeds in two main phases. The first phase identifies and extracts desktop theme components; the second phase launches the system theme installer to complete installation of the theme.

The system theme installer is not part of WinZip, and its behavior may vary somewhat from the description given in the main help topic for WinZip's desktop theme installer.

In particular, some third-party (non-Microsoft) theme installers automatically activate the new theme by immediately applying its settings to your system. In this case, you will not have the opportunity to preview, then accept or reject the theme as described in the main help topic.

WinZip Computing, Inc. cannot promise that the WinZip Desktop Theme Installer will operate correctly when used with third party theme installers.

Association Problem

Some of WinZip's® most useful features require that WinZip is associated with Zip files and other archives. For more information on associations see the section titled Windows Associations.

It is strongly recommended that you answer **Yes** to this prompt.

Press the **Info** button for diagnostic information.

Association Problem Details

This dialog box lists the following information:

Full filename of current WinZip: note the exact drive and folder information.

Current Zip association: this field should include the EXACT name of the “current WinZip” shown above. If this filename is different it is possible that you have two copies of WinZip® installed in different folders. In this case you will probably want to remove the older copy.

Current registry value of the Zip key: this value should be “WinZip”.

Association Information

If the **Associate WinZip with archives** option is unchecked you will not be able to double click on Zip files and other archives to open them. Other features, including Explorer shell extensions, rely on having WinZip® associated with archives. For more information on associations see the section titled Windows Associations.

Inflate Error

An error has occurred while decompressing one of the files in your Zip file. This error most commonly occurs for one of two reasons: either you are low on resources (memory) or the archive is damaged.

First, try to increase your available resources:

1. Click **OK** to close WinZip®.
2. Close any other active programs.
3. Restart WinZip and try to extract the file(s) again.

If the error recurs, the Zip file is probably damaged. If you obtained the Zip file from an online source such as the Internet, AOL, or CompuServe, it is likely that the file was damaged during the download process; in most cases, you will be able to correct the problem by simply downloading the file again. Otherwise, you will need to obtain a new copy of the Zip file from your original source.

If you can't obtain a new copy of the Zip file, you may be able to extract many of the files by selecting them individually for extraction (rather than extracting all). It is possible that only one or a few files are damaged.

Unsupported file format

WinZip 8.0 supports the Zip 2.0 standard file format, which is the specification used by the vast majority of applications on the market that process Zip files. The file with which you are working is not based on the Zip 2.0 standard and is not supported by this version of WinZip.

In order to work with this file using this version of WinZip, it will need to be re-zipped using a Zip 2.0-compatible program (such as WinZip itself).

For current information about file format compatibility, visit our website at http://www.winzip.com/zip20.htm.

Command line too long

Windows imposes a limit of about 250 characters on the total length of the names of files dropped on the WinZip icon. It appears that this limit has been exceeded.

Click **No** if you want to cancel this drop operation.

Click **Yes** if you want to continue. If you choose to continue, some of the files you dropped will not be processed. You can review the results of your operation by choosing **View Last Output** from the **Options** menu. The dialog will show the names of all files processed.

Tip: you can avoid this limit by first opening your archive in WinZip and then dropping the files on the WinZip window.

Windows Common Control Library

Some toolbar configuration options require version 4.71 or later of the Windows Common Control Library. This library is part of Windows 98, Microsoft Internet Explorer 4.0, and is available as a separate download from Microsoft. For more information, see the web page http://www.winzip.com/common_control_library.cgi.

Installing QuickView

Use Quick View, the optional Windows file viewing utility, to view files without associations. If Quick View is not installed on your system, you can install it as follows: open the Windows CD-ROM, click Add/Remove Programs, double click Accessories, check the “Quick View” box, then click OK. To use Quick View with WinZip®, select Configuration from WinZip's Options menu, click the **Program Locations** tab, type “quikview” in the **Default association** field (don't type the quotes), then click OK.

Search for Favorite Zip Folders

Click **Search hard disk(s) on this PC** to search all hard drives on your computer for folders containing Zip files and folders named “download” or “dnload”. Click **Quick search** to search only for a few folders likely to contain Zip files (e.g. cserve\download and aol\download).

Diskette drives, network drives, and CD-ROMs are not searched. To search for files on these devices, click the **Search** button in the Select Zip File panel (in the WinZip® Wizard) or the Favorite Zip Folders dialog box (in WinZip Classic), then click **Let me find it**.

Details on the File Type filters in the **Files of type** combo box are documented in the section File Type Filters.

How do I compress a folder and later restore it?

Note: there are easier ways to do this, but this is the easiest to explain. In particular, using the drag and drop interface or the WinZip® menu entries in Windows Explorer's context menu can save you most of these steps. (The examples assume that we are compressing and restoring the folder C:\MYDIR.)

How to compress a folder and its subfolders:

1. Start WinZip.
2. Choose **New Archive** from the **File** menu or click the **New** button in the toolbar.
3. Type the name of the archive, for example:
   C:\MYDIR.ZIP
   and press the Enter key.
4. Choose **Add** from the **Actions** menu or click the **Add** button.
5. In the Add dialog, navigate to the folder you want to compress, or type its name
   C:\MYDIR
   and press the Enter key.
6. Be sure the **Include subfolders** box is checked and the **Save full path info** box is *not* checked.
7. Click the **Add with wildcards** button. (In Windows “wildcards” are the asterisk and question mark characters. These let you specify multiple files at once, for example,“*.Txt” refers to all files with a file type of “Txt”.).

How to restore a folder and its subfolders:

1. Start WinZip and open the Zip file created in step 1 above.
2. Choose **Extract** from the **Actions** menu or click the **Extract** button.
3. Be sure the **Use folder names** checkbox is checked.
4. Navigate to the desired folder or type the folder's name
   C:\MYDIR
   and press the Enter key.
5. Click the **Extract** button.

How do I view graphic/spreadsheet/word processing files in an archive?

Quick View, the optional Windows file viewing utility, makes it easy to view many popular graphics, spreadsheet, and word processing files. By default, if Quick View is installed on your system, WinZip® will use it to view files that are not associated with another application. If Quick View is not installed on your system, you can install it by reviewing the Installing QuickView topic. To use Quick View with WinZip, choose **Configuration** from WinZip's **Options** menu, click the **Program Locations** tab, type “quikview” in the **Default association** field (don't type the quotes), then click **OK**.

Do you keep track of address changes?

We track address changes, so we can send you upgrade notifications. **If you purchased a copy of WinZip® and have moved, please send us the following information**:

1. Your name (If you are not sure how you spelled your name when you registered, please include common alternate spellings, e.g. “J. E. Smith", “Jim Smith", etc).
2. Your e-mail address, if any (please double check it! almost 10% of the people that sign up for our mailing list type an invalid address; e-mail addresses are notoriously difficult to spell correctly).
3. Your new postal mailing address.
4. Your old postal mailing address.
5. Approximate purchase date.
6. Important: please indicate how you purchased WinZip:

   Online order placed through the WinZip web site

   By check

   By telephone order to PsL (Public Software Library) or DigiBuy

   Reseller (please include reseller name)

Thank you!

Command Line Support Add-On

Note: at the time of this writing, the command line support add-on has still not been officially released, but a pre-release beta test version is available as a free download from the web page http://www.winzip.com/wzcline.cgi.

The WinZip Command Line Support Add-On lets you use WinZip's® power within batch files, macros, and other situations where you have a specific task and would prefer to accomplish it quickly or automatically, without using the usual WinZip graphical user interface.

Install/Try/Uninstall Feature

NOTE: this help topic documents the WinZip® Install/Try/Uninstall Add-on. A test version of this add-on was available from our web site at one time. Due to low demand for the feature, we are no longer planning to make this add-on officially available.

WinZip's unique Install/Try/Uninstall feature makes it easy to install *and uninstall* software distributed in archives. This feature can save megabytes of disk space by tracking and removing all traces of an application. WinZip will run the installation program in an archive, give you a chance to try the program, and optionally offer to restore your system to its original state. The uninstall step can selectively remove files, icons, or program groups created by an install program, and can restore any altered INI files. You have complete control over the uninstall process, and no changes are made without approval.

Note: the Install feature is only available if an archive contains an "install" or "setup" program. If the **Install** button is not displayed, use the CheckOut Feature to try the software in the archive.

To use the Install/Try/Uninstall feature

1. Press the **Install** toolbar button or select **Install** from the Actions menu to extract all files to a temporary folder and run the install program.
2. Try the program that was installed.
3. Decide whether to leave the program installed or to uninstall.

If you choose to uninstall, WinZip will display the Uninstall dialog box which will let you select whether to

- Delete any Groups and Icons created by the installation process.
- Delete any Folders or files created by the installation process.
- Restore your autoexec.bat, config.sys, or ini files if they were changed by the installation process.

Restrictions:

- All configuration changes made between an install and uninstall are considered to have been made by the install process. For example, if you switch to your word processor and save a document *during* the installation process, the document is considered to have been created as *part of* the install process. If you subsequently uninstall, WinZip will list the document you created in the Uninstall dialog box along with files created during the install procedure. Therefore it is strongly suggested that you do not run any programs other than those related to the program you are installing until you have decided whether to uninstall.
- The uninstall procedure does not let you restore files that are changed or deleted unless they are one of the special files that are backed up during initialization: autoexec.bat, config.sys, and the .ini files in your Windows folder.

Notes:

The uninstall feature does not notice files or folders created from DOS boxes (after all, this is a Windows program!).

The uninstall feature does not attempt to save information across sessions.

The Install operation requires that the entire product being installed is distributed in one archive.

WinZip determines whether an archive contains an install or setup program by checking for a file that 1) is executable, 2) has "install" or "setup" in the filename, and 3) does not contain folder information. If no file matches these criteria the Install operation is disabled.

Related Topics:

Questions and Answers About Install/Try/Uninstall

Install Dialog Box

Uninstall Dialog Box

Questions and Answers About Install/Try/Uninstall

NOTE: this help topic documents the WinZip® Install/Try/Uninstall Add-on. A test version of this add-on was available from our web site at one time. Due to low demand for the feature, we are no longer planning to make this add-on officially available.

Here are answers to the three most frequently asked technical questions about WinZip's Install/Try/Uninstall feature:

Question: Why shouldn't I run unrelated programs during an install?

Answer: All configuration changes made between an install and uninstall are considered to have been made by the install process. For example, if you switch to your word processor and save a document *during* the installation process, the document is considered to have been created as *part of* the install process. If you subsequently uninstall, WinZip lists the document you created in the Uninstall dialog box along with files created during the install procedure. Therefore it is strongly suggested that you do not run any programs other than those related to the program you are installing until you have decided whether to uninstall.

Question: What does WinZip do if a SETUP program replaces an existing DLL or VBX file?

Answer: WinZip's uninstall feature will never suggest you delete files that are used by other programs. WinZip “watches” the setup process, and notices whether any existing files were replaced. If you later choose to uninstall a program WinZip will list changes to pre-existing files in the Cautions dialog box, and will *not* list them in the Uninstall dialog box, so these files cannot be accidentally deleted. Since no well-behaved SETUP or INSTALL program will replace existing files with older versions of the same file, and since all well-behaved DLLs and VBXs are designed so that new versions don't break programs relying on old versions, there should be no negative effects on your system.

Note that WinZip does not backup all files on your system before running an install, so it is possible for an ill-behaved SETUP or INSTALL program to “break” other applications. *However, in no case will you be worse off running WinZip with the Install/Try/Uninstall feature than if you run the SETUP or INSTALL program without WinZip.*

Question: Can I use WinZip to install a program, try the program for a week, and later use WinZip to uninstall it?

Answer: No. WinZip's Install/Try/Uninstall feature was designed for the highest possible reliability. You must decide whether to uninstall in the same session that you install. The advantage to this approach is that WinZip has a very high uninstall success rate with a very easy to use interface. It is almost impossible to guarantee a safe uninstall if you've had a chance to install other programs, make arbitrary changes to your system configuration, etc. However, you can use the **Report** button in the WinZip Uninstall dialog box to generate a disk file listing files that were changed, and use this file to manually uninstall the program. In this case it is up to you to determine whether any programs you've since installed depend on files that are part of the original install.

Uninstall Dialog Box

NOTE: this help topic documents the WinZip® Install/Try/Uninstall Add-on. A test version of this add-on was available from our web site at one time. Due to low demand for the feature, we are no longer planning to make this add-on officially available.

The Uninstall dialog box displays a list box containing one entry for each item that can be uninstalled. Entries are created for

- Groups and icons created by the installation process.
- Folders or files created by the installation process.
- Configuration files (e.g. win.ini) changed by the installation process.

Each entry contains a check box and a description of the action. Select or deselect the check boxes depending on whether you want to uninstall the configuration change. Usually it is best to remove all entries, however, this dialog box gives you a chance to avoid removing any files or icons you want to keep.

- The **Select all** button selects all check boxes.
- If a **Cautions...** button is displayed in the Uninstall dialog box press it for information about system configuration changes that the uninstall procedure cannot restore, for example, dynamic link libraries in your Windows that have been replaced.
- Press the **Report...** button to save a list of the suggested actions to a disk file.
- Press the **Uninstall** button to begin the uninstall, or **Cancel** to terminate the operation. Additional confirmation dialog boxes may be displayed depending on the specifics of the program being uninstalled.

Notes:

All actions in the Uninstall dialog box are automatically checked except file deletions. Individual files are not selected for deletion in case you created files using some other application during the install process; however, you can use the **Select all** button to quickly select all checkboxes in the list box.

If you decide to cancel the uninstall operation you may wish to create a report using the **Report...** button to assist a manual uninstall.

Install Dialog Box Beta Only Addendum

The Install dialog box gives you an additional option in the beta version:

- The **Save configuration information for possible uninstall** check box determines whether WinZip will save information about your program groups, icons, and ini files. This information is required for an uninstall operation, so if this checkbox is not selected you will not be able to use WinZip to uninstall.

Wizard Interface

(topic entrance macro immediately takes you to wzwizard.hlp file - must be last topic before What's This so that people using Ctrl+Shift+right jump into Wizard help, not context help topics)

Displays a dialog that allows you to password protect (encrypt) the file(s) you are adding. Please be sure to read about password protection in the online help.

Adds the files specified in the File name field to the archive. The files can be specified with wildcards, e.g., "**`*.txt`**".

Determines which files will be added to the archive. **Add** adds all specified files to the archive. **Freshen** updates files that are already in the archive but adds no new files. **Update** is the same as Freshen, but adds any files that are not already in the archive. **Move** is the same as Add but deletes files from disk after they have been added.

Determines the compression method. Faster compression options usually result in larger archives.

Controls how WinZip handles disk-full conditions while creating a new archive on removable media. This choice is available for new archives only.

Causes WinZip to store files in the archive using short ("8.3") MS-DOS filenames.

Looks in all subfolders of the specified folder when looking for files to add.

Stores any folder information specified in the **File name:** box in the archive.

Excludes files whose Archive attribute is not set.

Turns off a file's Archive attribute after the file is added to the Zip file.

Adds files with the System and Hidden attributes. Normally files with these attributes are not added.

Performs the action specified in the Action field using the file(s) you've selected.

Lists the files and folders in the selected location. Use this list to select files to be added to your archive. To select multiple files, hold down the Ctrl key on your keyboard while selecting files.

To see what's in a folder, double click it. To open the folder one level up, click on the toolbar.
You can also use the Add From box to change drives, etc.

Closes this dialog without adding files to your archive.

Provides a space for you to type the name of the file you want attached.

You can use * as a wildcard. For example, you can type *.txt to see a list of all files with a "txt" extension.

You do not have to type anything here if you select files from the list above--the names of the files you select will be automatically placed in this field.

Displays an overview of adding files to archives.

For help on an item, click ? at the top of the dialog box and then click the item.

Type a name for the temporary CheckOut folder. The folder will be created if it does not already exist.

Type a name to use for the CheckOut window.

Sets the maximum number of items to be placed in the CheckOut window.

Controls whether WinZip creates icons for all files in the archive or only for the specified files. When checked, icons are created for only for executable files, files with associations, and likely documentation files. When unchecked, icons are created for all files.

Controls whether WinZip will run a virus scanner on the files in the archive. This option is disabled unless a virus scan utility is installed in the Program Locations dialog box (choose Configuration from the Options menu and click the Program Locations tab).

Performs the actions described in the dialog.

Closes this dialog box without performing the described actions.

View the file using the associated program, which is shown in parentheses.

View the file using WinZip's built-in file viewer.

View the file using the viewer whose name is specified below.

Type the name of the program you wish to use to view the file.

Allows you to browse your system for an external viewer.

Views the file using the specified viewer.

Closes this dialog without displaying the file.

Deletes the entire archive.

Removes the selected files from the archive.

Removes from the archive the files whose names you type.

Type the names of files to be removed from the archive.

Deletes the files or archive as specified by the option you chose.

Closes the dialog without deleting the archive or any files.

Specifies the name of the folder to which files will be extracted.

Expands the folder tree at the right to show the folder specified on the left.

Instructs WinZip to extract only the files that are selected in the main WinZip window.

Instructs WinZip to extract all files from the archive.

Instructs WinZip to extract the files specified to the right.

Type the name(s) of file(s) you want to extract.

Determines whether you are prompted before existing files are overwritten with files from the archive.

Determines whether WinZip skips (does not extract) existing files when the file on disk is newer than the file in the archive.

Determines whether WinZip will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked any folder names stored in the archive will be appended to the Extract To folder. If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive.

Selects the drive and folder to which the files should be extracted.

Extracts file(s) from the archive to disk.

Closes this dialog without extracting any files.

Allows you to create a new folder on disk.

Type the name of the folder you want to create. If you don't specify a complete path (from the root directory), the folder will be created under the current folder, shown above.

Creates the new folder.

Closes this dialog without creating a new folder.

Leaves intact any files already on the diskette; only the remaining free space is used for the new archive.

Deletes all files currently on the diskette before creating the new archive.

Creates the new archive.

Closes this dialog without creating the new archive.

Type the name of the archive to which the dropped file(s) should be added. You can also use New to create a new archive or Open to search for an archive.

Allows you to specify the name of a new archive for the dropped file(s) or folder(s).

Allows you to search for and open an existing archive to which the dropped file(s) or folder(s) should be added.

Determines which files will be added to the archive. **Add** adds all specified files to the archive. **Freshen** updates files that are already in the archive but adds no new files. **Update** is the same as Freshen, but adds any files that are not already in the archive. **Move** is the same as Add but deletes files from disk after they have been added.

Determines the compression method. Faster compression options usually result in larger archives.

Controls how WinZip handles disk-full conditions while creating a new archive on removable media. This choice is available for new archives only.

Stores full folder information (from root folder) in the archive.

Causes WinZip to store files in the archive using short ("8.3") MS-DOS filenames.

Excludes files whose Archive attribute is not set.

Turns off the Archive attribute of any file added to the archive.

Adds files with the System and Hidden attributes. Normally files with these attributes are not added.

Allows you to password protect (encrypt) the file(s) you are adding. Please be sure to read about password protection in the online help.

Performs the action specified in the Action field using the dropped file(s) or folder(s).

Closes this dialog without adding the dropped file(s) or folder(s) to the archive.

WinZip will minimize its window to the taskbar during installation.

WinZip will save information about your installation, and you will be able to uninstall the software after trying it.

Begins installation.

Closes this dialog.

Closes this dialog without installing.

Displays a list of the screen savers found in the Zip file. Click the one you want to install.

Continues with screen saver installation.

Closes this dialog without extracting any files or installing a screen saver.

Displays a list of the desktop themes found in the Zip file. Click the one you want to install.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing a desktop theme.

Displays a list of files that will be extracted to your Windows folder when the screen saver is installed.

Files being extracted will automaticallly overwrite existing files with the same name in your Windows folder. If not checked, you will be asked what to do.

Begins installation of the screen saver.

Closes this dialog without extracting any files or installing a screen saver.

Displays an informational list of the folders to which files will be extracted during theme installation. The numbers in parentheses show how many files will be extracted to each folder. Due to the nature of desktop theme installation, it is not possible to change the folders to which files will be extracted.

Files being extracted will automaticallly overwrite existing files with the same name in the destination folder(s). If not checked, you will be asked what to do.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing the desktop theme.

Displays an informational list of the desktop theme components that appear to be missing from the Zip file.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing the desktop theme.

Starts WinZip in Wizard mode next time.

Automatically shows the Open dialog (to open an archive) when WinZip starts.

Uses an Explorer-style "tree" view of your system for the Extract dialog box. If not checked, a Windows 3.1-style view of your system is used.

Performs “smart” CR/LF conversion when extracting from TAR files. Click Help for more information about this option.

Assigns the “always on top” attribute to the WinZip window so that it will always appear "above" normal windows.

Causes WinZip to beep after archive operations that take more than one second to complete.

Enables "Smart DOC file handling." When this feature is enabled and a file is double clicked, WinZip will attempt to determine whether files with .DOC extensions are word processor documents or ASCII text files and then launch the appropriate program to open the file.

Puts files in the Recycle Bin instead of deleting them after a Move operation in the Add dialog box.

Displays a dialog providing a choice of viewers when you View a file. If not checked, WinZip skips this dialog and uses the default viewer for the file type, as determined by the Windows registry.

Enables the desktop theme and screen saver installers. If not checked, WinZip treats Zip files containing desktop themes or screen savers as normal Zip files.

If this option is checked when you dismiss the configuration dialog, WinZip restores all caution dialogs that you have turned off (a caution dialog is "turned off" by checking its "Do not display this dialog in the future" checkbox).

Sets the number of files that appear in the list of recently used files in the File menu. You can set this to any number from 1 to 9.

Automatically displays the Zip file comment when you open a Zip file that contains a comment.

Displays a status dialog when WinZip is busy performing lengthy operations.

If this item is checked, the password will be displayed as asterisks when you type it. You will be asked to type the password a second time to confirm that you have not made any typing errors.

Provides a space for you to type the password.

Closes this dialog and applies the password you have typed to future archive operations.

Note: if you have checked "Mask password" you will be asked to type the password again.

Closes this dialog without applying a new password.

Displays general information about using passwords with archives.

Displays the column containing member file names. This column is always displayed.

Displays a column showing the file type for each member file.

Displays a column showing the last modification date for each member file.

Displays a column showing the original (uncompressed) size of each member file.

Displays a column showing the compression ratio for each member file. The higher the compression ratio, the more the file has been compressed.

Displays a column showing the size of each member file as stored in the archive (after compression).

Displays a column showing the CRC (checksum) of each member file. This value is used for error checking during file extraction.

Displays a column showing the file attributes of each member file.

Displays a column showing the path (folder) stored in the archive for each member file. Some files may not have folder information, in which case the Path column will be empty.

Resets the displayed columns to the installation defaults (Name, Modified, Size, Ratio, Packed, and Path).

Filenames that contain no lower case characters appear in all upper case (rather than initial upper case).

Allows you to click anywhere on a file's row of information in order to select it (otherwise you must click the file's name).

Displays grid lines to separate rows and columns in the main WinZip window.

Uses the same mouse selection settings as your Windows desktop.

Allows you to select a file with a single click. Uncheck "Use current system folder settings" to enable this option.

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Requires you to double click a file to open it, regardless of your desktop mouse selection setting. Uncheck "Use current system folder settings" to enable this option.

WinZip uses large toolbar buttons.

WinZip uses Internet Explorer-style toolbar buttons: the buttons appear in gray until the mouse pointer passes over them. This option also displays buttons that are simpler in appearance if **Use large toolbar buttons** is also checked. Has no effect unless **Use flat toolbar buttons** is checked.

WinZip displays toolbar button names.

WinZip displays brief pop-up help text when you hover the mouse pointer on a toolbar button.

WinZip displays toolbar buttons with a flat look rather than a 3-D look. If **Use Explorer-style toolbar buttons** is also checked, the buttons will appear in shades of gray until the mouse pointer passes over them.

WinZip displays toolbar buttons using more colors on systems configured to use more than 256 colors.

Displays a dialog that allows you to select and rearrange the buttons in the toolbar.

When WinZip starts, it does not change folders, so the system default folder is in effect. Usually this is the folder containing WinZip.

When WinZip starts, it changes to the folder containing the last open archive during your last WinZip session, unless it is on your A: or B: drive.

When WinZip starts, it changes to the folder you specify here. Click the Browse button (…) to browse your system.

When WinZip starts, it changes to the folder you specify here. Click the Browse button (…) to browse your system.

When WinZip starts, it changes to the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Extract dialog is the folder containing the currently open archive.

The initial folder listed in the Extract dialog is the folder used in the most recent Extract operation, unless it's on your A: or B: drive.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Add dialog is the folder containing the currently open archive.

The initial folder listed in the Add dialog is the folder used in the most recent Add operation, unless it's on your A: or B: drive.

The initial folder listed in the Add dialog is the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Browse button (…) to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Browse button (…) to browse your system.

WinZip uses the folder specified here for temporary Zip files. If you don't specify a folder here, WinZip uses the folder containing the open Zip file. Click the Browse button (…) to browse your system.

WinZip uses the folder specified here for temporary Zip files. If you don't specify a folder here, WinZip uses the folder containing the open Zip file. Click the Browse button (…) to browse your system.

WinZip uses the temporary folder specified above only if the open Zip file is on removable media.

WinZip uses the folder specified here as the default folder in the CheckOut dialog box. If you don't specify a folder here, WinZip will use the folder containing the open archive. Click the Browse button (…) to browse your system.

WinZip uses the folder specified here as the default folder in the CheckOut dialog box. If you don't specify a folder here, WinZip will use the folder containing the open archive. Click the Browse button (…) to browse your system.

WinZip uses the folder specified here as for temporary files. Click the Browse button (…) to browse your system.

WinZip uses the folder specified here as for temporary files. Click the Browse button (…) to browse your system.

Windows will use WinZip to open archives from My Computer, Windows Explorer, most e-mail programs, etc. You can use the Associations button to control the specific archive types to associate with WinZip. Click Help for more information about WinZip associations.

Displays a dialog that allows you to control the types of archives with which WinZip is associated. The "Associate WinZip with archives" checkbox must be checked to use this button.

WinZip appears on the Windows Start menu.

A WinZip icon appears on the desktop.

WinZip menu items appear in Windows Explorer's context menu, and you can zip and unzip files without leaving Explorer.

WinZip menu items appear in Windows Explorer's main context menu. If not checked, WinZip items appear in a submenu.

A small WinZip icon is displayed with WinZip entries in Windows Explorer's context menu.

WinZip checks to see if EXE files on local hard drives are self-extracting CAB files.

WinZip checks to see if EXE files on removable media are self-extracting CAB files.

WinZip checks to see if EXE files on other drive types are self-extracting CAB files. "Other drive type" means anything other than removable media drives and local hard drives (e.g., network drives).

WinZip displays the Add dialog when files are dropped on an archive in Explorer. If not checked, dropped files are simply added to the archive without a dialog.

WinZip displays the Add dialog when files are dropped on an open WinZip window. If not checked, dropped files are simply added to the open archive. (If no archive is open, the Add dialog is displayed regardless of this setting.)

WinZip's Zip and E-Mail option appears in Explorer's context menu, allowing you to easily compress and mail files. Enabled only if a supported e-mail application (e.g., Outlook) is installed.

WinZip includes folder information for all files added when you right-click a folder in Windows Explorer or My Computer and choose **Add to *folder-name*.zip**. If unchecked, folder information is stored only for files added from subfolders.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Browse button (…) to browse your system.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Browse button (…) to browse your system.

Specifies the name of the optional application used to make self-extracting Zip files ("Make .Exe File" from the Actions menu). Click the Browse button (…) to browse your system.

Specifies the name of the optional application used to make self-extracting Zip files ("Make .Exe File" from the Actions menu). Click the Browse button (…) to browse your system.

Specifies the name of the optional application used to scan files for viruses ("Virus Scan" from the Actions menu). Click the Browse button (…) to browse your system.

Specifies the name of the optional application used to scan files for viruses ("Virus Scan" from the Actions menu). Click the Browse button (…) to browse your system.

Specifies the parameters (command line) for your virus scanner. If empty, WinZip adds the names of the files to be scanned to the virus scanner command line. WinZip recognizes the following special character sequences:

. - WinZip adds the drive and folder of the files to be scanned. For example, "*.*" might be changed to "c:\temp*.*"

%d - WinZip substitutes the drive and folder of the files to be scanned.

%f - WinZip substitutes the name of a temporary report file (use for DOS-based virus scanners only)

%wscan - a special parameter required for McAfee's WSCAN program only.

Minimizes the virus scanner when it is running.

Specifies the name of the optional application used to process ARJ archives. Click the Browse (…) button to browse your system.

Specifies the name of the optional application used to process ARJ archives. Click the Browse (…) button to browse your system.

Specifies the name of the optional application used to process LZH (LHA) archives. Click the Browse (…) button to browse your system.

Specifies the name of the optional application used to process LZH (LHA) archives. Click the Browse (…) button to browse your system.

Specifies the name of the optional application used to process ARC archives. Click the Browse (…) button to browse your system.

Specifies the name of the optional application used to process ARC archives. Click the Browse (…) button to browse your system.

Overwrites the specified file.

Overwrites the specified file and automatically answers "Yes" to any additional Overwrite dialogs during the current operation.

Skips extraction of the specified file.

Skips extraction of the specified file and cancels the current operation.

Searches all local hard drives for folders containing Zip files and folders named "download" or "dnload".

Searches local hard drives for folders likely to contain Zip files (e.g., "download", "dnload", "\cserve\download").

Specifies the type(s) of archives to be searched for.

Performs the specified search.

Closes this dialog without performing a search.

Overwrites the specified file.

Overwrites the specified file and automatically answers "Yes" to any additional file replacement dialogs during the current operation.

Skips extraction of the specified file.

Skips extraction of the specified file and cancels the current operation.

Erases all files on the new disk before continuing with the Zip operation.

Continues the current operation, erasing all files on the new disk if the checkbox is checked.

Cancels the current operation. No files on the new disk are erased.

Lists all file types with which WinZip can be associated, showing the current association for each type. Checked file types will be associated with WinZip.

Closes this dialog and creates associations for all checked file types.

Closes this dialog without changing any file associations.

Closes this dialog.

Allows you to obtain information about ordering WinZip from the help file or the WinZip web site.

Displays the WinZip License Agreement.

Displays acknowledgments to the people who helped make WinZip.

Displays information about your system: Windows and DLL versions, resource availability, Windows configuration, etc. You may be asked for this information if you request technical support.

Takes you to the WinZip web site. You must have Internet access and a web browser.

Frequently Asked Questions about WinZip. You can read this information from the help file or access the WinZip web site.

Allows you to enter registration information so that you can create a registered version of WinZip.

Connects you to the WinZip web site to access the information you requested.

Displays the information you requested from the WinZip help file without accessing the Internet.

Closes this dialog without accessing the Internet or displaying the information you requested.

Allows you to select the font to be used for printing.

Performs the requested print operation.

Closes this dialog without performing the print operation.

Automatically displays the Add dialog after you have specified the new archive name.

Creates a new archive using the name you've specified.

Closes this dialog without creating a new archive.

Specifies the general type of archive you want to create. All existing files of the specified type(s) in the selected folder will be displayed in the window above.

Lists the existing files and folders in the selected location.

To see what's in a folder, double click it. To open the folder one level up, click on the toolbar.
You can also use the Create In box to change drives, etc.

Displays a list of your Favorite Zip Folders.

Displays a dialog that allows you to select a folder to be added to your list of Favorite Zip Folders.

Removes the selected folder from your list of Favorite Zip Folders. The folder is **not** deleted; it is simply removed from your Favorite Zip Folder list.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip automatically adds the folder to your list of Favorite Zip Folders.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip asks if you want to add the folder to your list of Favorite Zip Folders.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip will not add the folder to your list of Favorite Zip Folders.

Shows the folder to which files will be unzipped unless you specify a different folder in the Unzip panel.

Displays a dialog that allows you to change the default unzip folder.

Automatically displays the Zip file comment when you open a Zip file that contains a comment.

Starts WinZip with the Wizard interface next time.

Starts WinZip with the Classic interface next time.

WinZip will display the Switch Interface dialog if you start it in Classic mode and close it in Wizard mode or vice versa.

WinZip will use a simplified Wizard that is compatible with WinZip 7.0. The 7.0 Wizard can unzip and install but it cannot create or update Zip files. You may want to use the simplified Wizard if you use WinZip only for unzipping/installing because it eliminates the Wizard's Select Activity panel.

Enables or disables the desktop theme and screen saver installer.

Context help for Product Updates OK button.

Context help for Product Updates Cancel button.

Context help for product Updates "products and other" radio.

Context help for Product Updates "products only" radio

Extracts the file specified in the message.

Extracts the file specified in the message and all additional selected files.

Skips extraction of the file specified in the message.

Cancels the extract operation (no additional files will be extracted).

WinZip 8.0 Ordering Information

This ordering information applies to the English language version of WinZip® 8.0. All disk orders are sent by postal mail (airmail outside North America) and leave our office within two business days after they are received; there is no additional charge for postage.

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 WinZip 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 WinZip Computing at 1-860-429-3542.

Pricing

WinZip Single Copy	$29 each
WinZip Site Licenses (includes distribution disk):	
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

Prices guaranteed through July 2001.

WinZip Standard License

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In addition, in no event does WCI authorize you to use WinZip in applications or systems where WinZip's failure to perform can reasonably be expected to result in a significant physical injury, or in loss of life. Any such use by you is entirely at your own risk, and you agree to hold WCI harmless from any claims or losses relating to such unauthorized use.

This Agreement is the complete statement of the Agreement between the parties on the subject matter, and merges and supersedes all other or prior understandings, purchase orders, agreements and arrangements. This Agreement shall be governed by the laws of the State of Connecticut. Exclusive jurisdiction and venue for all matters relating to this Agreement shall be in courts and fora located in the State of Connecticut, and you consent to such jurisdiction and venue.

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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.

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b) distribute exact copies of this evaluation version of WinZip, if done exclusively through electronic channels; and

c) make as many exact copies of this evaluation version of WinZip as you wish, for purposes of distribution as described in (a) and (b) above.

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This software, and all accompanying files, data and materials, are distributed "AS IS" and with no warranties of any kind, whether express 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.) 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. ***This disclaimer of warranty constitutes an essential part of the agreement. In no event shall WCI, or its principals, shareholders, officers, employees, affiliates, contractors, subsidiaries, or parent organizations, be liable for any incidental, consequential, or punitive damages whatsoever relating to the use of WinZip, or your relationship with WCI.***

In addition, in no event does WCI authorize you to use WinZip in applications or systems where

WinZip's failure to perform can reasonably be expected to result in a significant physical injury, or in loss of life. Any such use by you is entirely at your own risk, and you agree to hold WCI harmless from any claims or losses relating to such unauthorized use.

This Agreement is the complete statement of the Agreement between the parties on the subject matter, and merges and supersedes all other or prior understandings, purchase orders, agreements and arrangements. This Agreement shall be governed by the laws of the State of Connecticut. Exclusive jurisdiction and venue for all matters relating to this Agreement shall be in courts and fora located in the State of Connecticut, and you consent to such jurisdiction and venue.

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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 WinZip 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 (includes distribution disk):			
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 July 2001.

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, or postal mail through DigiBuy, a credit card ordering service. The best way to reach DigiBuy is by phone at 1-877-724-4600 (toll free; U.S. only) or 1-612-253-8488. You can also send credit card orders via fax to 1-203-699-0780 or by mail to DigiBuy Customer Service, PO 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 July 2001.

> ***WinZip Computing, Inc. cannot be reached at the numbers above. These numbers are for DigiBuy, 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 WinZip 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 WinZip Computing, P.O. Box 540, Mansfield, CT 06268, USA. All prices are in US dollars.

WinZip Single Copy	_____ at	$29 each =	_____
WinZip Site Licenses (includes distribution disk):			
2 to 9 computers:	_____ at	$22 each =	_____
10 to 24 computers:	_____ at	$17 each =	_____
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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 =	_____
CT (6%), MN (6.5%), and WA (8.6%) residents add 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 WinZip 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, visit their website or send e-mail to 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, e-mail: sales@panda.co.jp or PAF02461 on NiftyServe. P&A also maintains websites in Japan and the USA.

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

Support and Questions

To check whether you have the most recent version of WinZip®, please check the WinZip home page at http://www.winzip.com.

Please see the section titled Frequently Asked Questions for answers to common questions.

Technical support is available at no charge as described below. The best way to report problems is with the support forms available from the "Support" link on the WinZip home page (http://www.winzip.com). You can also send e-mail to help@winzip.com or postal mail to WinZip Computing, Inc., P.O. Box 540, Mansfield CT 06268.

When reporting problems, please include the following information:

1. Is the problem reproducible? If so, how?
2. What version of Windows are you running (Windows 95, Windows NT 4.0, etc.)?
3. What version of WinZip are you running (to see what version WinZip you have, choose **About WinZip** from the **Help** menu)? Please include the entire "version" line in your problem report.
4. If a dialog box with an error message was displayed, please include the **full text** of the dialog box, including the text in the title bar.
5. If the problem involves an external program like LHA.EXE or SCAN.EXE, what version of the failing program are you using? Please see the section titled System Requirements for minimum version numbers for these programs.

Note: You can press F1 at any time while WinZip is active for context sensitive help.

Downloading and Processing Files with WinZip

WinZip® has special features that make it simple and convenient to download and process compressed files from the Internet and online services like America Online and CompuServe.

Click to choose the method about which you would like to learn more:

Downloading From The Internet

Downloading From America Online, CompuServe, and Other Online Services

Downloading from the Internet

You can use WinZip® to work with archives you download from the Internet just as you do with other archives, or you can use the free Internet Browser Support Add-On to simplify your work with Internet downloads, as described below.

The free WinZip Internet Browser Support Add-On will automate much of the work normally associated with downloading compressed files from the Internet. When you click on an archive using Netscape Navigator/Communicator or Microsoft Internet Explorer, WinZip will take over when the download is completed. WinZip automatically moves the downloaded file to your download folder (initially set to c:\download) and then opens the file. This add-on is available for download from the web page http://www.winzip.com/ibrowser.cgi (this free add-on is not part of the WinZip distribution package).

If you download an archive without the add-on the current versions of Microsoft Internet Explorer and Netscape Navigator/Communicator will give you a choice of opening the archive or saving it to disk. If you choose to open the archive, you should be aware that the Internet Browser will probably delete the file when the browser is closed. To avoid this problem, use the Internet Browser's "save to disk" option, and specify an easy-to-remember folder, for example, c:\download.

Problems Downloading? When you download a file, many things can go wrong, resulting in a damaged copy of the file that WinZip cannot open. **The solution to most download related problems is simply to download the file again.** For more information on resolving Internet download related problems, please check the web page http://www.winzip.com/downprob.htm.

Note:

Many files available for download on the Internet are executable (.exe) files. The WinZip Internet Browser Support Add-On will not try to handle these files. However, if the .exe file is a self-extracting Zip file, you can open and process it in the WinZip Classic interface by choosing **Open Archive** from the **File** menu, or by right-clicking on the file and choosing **Open with WinZip**.

Related Topics:

Downloading from America Online, CompuServe, and other online services

Downloading from America Online, CompuServe, and Other Online Services

An online service with its own access software will generally have a specific folder on your computer where newly downloaded files are placed. For example, America Online uses a folder named c:\aol\download, and CompuServe uses a folder named c:\cserve\download. After you download a Zip file from one of these services in the normal manner, it's easy to use WinZip to open and process the file.

Start WinZip® by clicking on its icon, then click the **Favorites** toolbar button or select **Favorite Zip Folders** from the **File** pull-down menu. The resulting dialog box shows all the Zip files in your Favorite Zip Folders with the most recently downloaded files at the top of the list, along with the folder in which they are located.

If your file or the special download folder is not shown, you can have WinZip search for the item by clicking on the **Search** button, then clicking **Search hard disk(s) on this PC,** and then clicking **OK.** WinZip will check all your hard drives and make a new list of Zip files, and update your favorite folders (the places where WinZip has found Zip files stored on your PC). When the process is complete, newly downloaded files should be near or at the top of the list. Highlight the file you wish to work with, then click the Open button.

See the section titled Hints For Working With Downloaded Files for more suggestions.

Note:

Many files available for download on the Internet are executable (.exe) files. WinZip's Internet Browser Support will not try to handle these files. However, if the .exe file is a self-extracting Zip file, you can open and process it in the WinZip Classic interface by choosing **Open** from the **File** menu, or by right-clicking on the file and choosing **Open with WinZip**.

Related Topics:

Downloading from the Internet

WinZip Internet Browser Support Add-On

The free WinZip® Internet Browser Support Add-On will automate much of the work normally associated with downloading compressed files from the Internet. When you click on a Zip file using Netscape Navigator/Communicator or Microsoft Internet Explorer, WinZip will take over when the download is completed. WinZip automatically moves the downloaded file to your download folder (initially set to c:\ download) and then, optionally opens the file.

Notes:

WinZip's Internet Browser Support Add-On is not part of the WinZip distribution package; it is available as a free download from the web page http://www.winzip.com/ibrowser.cgi.

WinZip's Internet Browser feature supports Microsoft Internet Explorer and Netscape Navigator/Communicator, and depends on the implementation these browsers use for "helper" applications. WinZip 8.0 has been tested with the latest release and the latest publicly available beta versions of Microsoft Internet Explorer, Netscape Navigator, Windows 95/98/NT/2000, as of February, 2000. It is possible that at some point in the future the browser vendors will release new versions of their browsers with different interfaces and conventions that are incompatible with WinZip 8.0's Internet Browser integration. If this happens, we plan to adjust WinZip to make it compatible. We cannot guarantee that this will be practical, however, and it is possible that WinZip's Browser Integration will not be available for future versions of these browsers.

Desktop Theme Installer

What's a desktop theme?

A desktop theme is a collection of desktop attributes--colors, mouse pointers, sounds, wallpaper, and so on--that create a "theme" for your desktop. Windows 95 (with Plus! installed), Windows 98, and Windows NT 4.0 (with add-on theme support installed) provide support for desktop themes. **Please read this additional information if you are using** Windows 2000.

Windows users have contributed a wide variety of themes that you can obtain, usually at little or no cost, from online sources such as the Internet or AOL. Most commonly these are packaged in Zip files as a collection of components, often lacking a Setup program for installation. Without a Setup, themes can be somewhat difficult to install--but WinZip's desktop theme installer makes it easy.

The WinZip® desktop theme installer

If WinZip determines that the open Zip file contains a desktop theme, the Install button is enabled and you will be able to use it to install your theme. Simply click the **Install** button or choose **Install** from the **Actions** menu and follow the screen instructions. Note: if the **Install** button isn't enabled, see the notes below; the desktop theme installer may be turned off.

After WinZip has extracted the necessary files to the correct folders, it will run the system theme installer (normally Themes.Exe) to complete your installation. Here you can preview the sounds, cursors, colors, and images provided by the theme designer. (Under some versions of Windows you may need to first select the new theme from the list of available themes in the **Theme** drop-down list.) If you like the theme, just click Apply and Themes will convert your desktop to the new theme. If you don't like the theme, click Cancel and your desktop will be unaffected. Consult your Windows documentation or help for more information about the theme installation program.

If you use the WinZip Wizard, the Wizard will automatically lead you through theme installation when you unzip a Zip file that contains a theme.

Please read this additional information if you are using a third party theme installer.

Notes

Here are some additional notes regarding desktop theme installation.

- A desktop theme is defined by a Desktop Theme File (.Theme extension), which must be contained in the Zip file. WinZip assumes that any Zip file that contains a file with a .Theme extension is a desktop theme Zip file. The Desktop Theme File identifies the various components of the theme and specifies exactly where they are to be located. Because the files must be stored in the folders defined by the Desktop Theme File, WinZip does not provide you with an option to specify the folders to which the theme should be extracted. It does, however, show you what folders will be used and allows you to cancel installation if desired.
- Microsoft has not documented the format of .Theme files. The WinZip Desktop Theme Installer is designed to work with .Theme files as used by the current version of Microsoft's THEMES.EXE (4.0). It is possible that Microsoft may change the format of .Theme files or other aspects of desktop theme support and that, as a result, WinZip will no longer be able to support desktop theme installation. Current information about desktop theme compatibility issues can be found on our website at http://www.winzip.com/thminfo.htm.
- Some desktop theme Zip files contain more than one theme. When this is the case, WinZip allows you to choose which theme to install.
- If you would prefer to install desktop themes manually, you can disable the theme installer by choosing **Configuration** from the **Options** menu, clicking the **Miscellaneous** tab, and unchecking the box labelled "Desktop theme/screen saver installer." This disables both the theme installer and the screen saver installer.
- We have found that many free desktop theme Zip files obtained from online sources are missing

some components (such as cursors or sound files). In some cases, filenames are simply misspelled in the Desktop Theme File; in others, components were omitted from the Zip file. This does not necessarily mean that the themes are unusable, just that they are incomplete. Before it extracts any files, WinZip will show you which components, if any, are missing from the theme package.

- A small percentage of free desktop themes simply do not work at all, for various reasons. Unfortunately, WinZip Computing, Inc. cannot offer support in getting malfunctioning desktop theme packages to work; please contact the theme's author or supplier instead. (But don't let this discourage you--there are many excellent free theme packages available!)
- WinZip supports desktop themes only when they are packaged in Zip format. It cannot install themes from other archive formats (ARJ, LZH, etc.).
- If the Zip file contains a SETUP or INSTALL program, WinZip will use the standard software Install feature rather than the desktop theme installer.

Screen Saver Installer

If WinZip® determines that the open Zip file contains one or more screen savers (.SCR extension), the **Install** button is enabled and you will be able to use it to install your screen saver. Simply click the button or choose **Install** from the **Actions** menu and follow the screen instructions. Note: if the **Install** button is disabled, see the notes below; the screen saver installer may be turned off.

After WinZip has extracted the necessary files to your Windows folder, it will run Microsoft's Display control panel application to complete your installation. Here you can try out the screen saver and possibly modify its settings. If you change your mind and don't want to install the new screen saver, simply select a different one from the installer's list before leaving the Display application. Note that clicking Cancel from the Display application does *not* cancel installation of the new screen saver--it has already been installed. Consult your Windows documentation or online help for more information about the Display application.

If you use the WinZip Wizard, the Wizard will automatically lead you through screen saver installation when you select a Zip file that contains a screen saver.

Notes

Here are some additional notes regarding screen saver installation.

- Screen savers are typically installed to the Windows folder. Therefore, WinZip does not provide you with an option to specify the folder to which the screen saver should be extracted. It does, however, show you which files will be extracted and allows you to cancel installation if desired.
- Some Zip files contain more than one screen saver. When this is the case, WinZip allows you to choose which one to install.
- Some screen savers require additional components (.DLL, .VBX, .OCX, .MID, and .WAV extensions). WinZip assumes that any file in the Zip file with one of these extensions is a component of the screen saver and will extract it to your Windows folder along with the screen saver itself.
- If you would prefer to install screen savers manually, you can disable the WinZip screen saver installer by choosing **Configuration** from the **Options** menu, clicking the **Miscellaneous** tab, and unchecking the box labelled "Desktop theme/screen saver installer." This disables both the screen saver installer and the desktop theme installer.
- WinZip supports screen saver installations only when they are packaged in Zip format. It cannot install screen savers from other archive formats (ARJ, LZH, etc.).
- If the Zip file contains both a desktop theme and a screen saver, WinZip will use the desktop theme installer (the screen saver is probably part of the theme and will be installed along with it). If the Zip file contains a SETUP or INSTALL program, WinZip will use the standard software Install feature.

Desktop Themes and Windows 2000

WinZip® does not officially support desktop theme installation under Windows 2000. Please read the following information carefully.

The WinZip desktop theme installer is not officially supported under Windows 2000 because Windows 2000 itself does not support themes in the same way that earlier versions of Windows did.

The initial release of Windows 2000 (build 2195) does not include the Plus! package (or its equivalent) that was available for Windows 95, 98, or NT 4.0. As a result, there are some differences between desktop theme support under Windows 2000 and earlier versions of Windows, and some potential problems that you should be aware of when using WinZip® to install desktop themes under Windows 2000:

- The system theme installer (THEMES.EXE) is included with Windows 2000, but it is installed in the Windows system folder (typically C:\WinNT\System32) rather than in a separate folder as in the past (typically C:\Program Files\Plus!\Themes).

  Because theme components are often extracted to folders that are relative to the folder where THEMES.EXE is stored, installing some themes may require WinZip to extract files to the system folder. Some users may consider this to be undesirable behavior, and it is even possible for important system files to be overwritten.

- Some desktop themes specify that theme components must be extracted to the Plus! themes folder (C:\Program Files\Plus!\Themes) or to its subfolders. In order to do this, WinZip must create the Plus! themes folder if it does not already exist. Under Windows 2000, if this folder exists, the system theme installer THEMES.EXE may fail to recognize themes and theme components that are properly stored in the system folder and its subfolders. That is, you may no longer be able to use THEMES.EXE to activate themes that you have previously installed.

  You may be able to correct this situation by deleting the Plus! folder, *but be certain that there are no important files in the Plus! folder or its subfolders before doing so!*

- Under previous versions of Windows, WinZip was able to tell the system theme installer which theme it should display when it starts up. This does not work under Windows 2000; when the system theme installer starts, it displays the current desktop settings rather than the theme that WinZip has just extracted. In order to view the components of the new theme, you must select it from the drop-down list labeled **Theme**.

It is possible that Microsoft might update Windows 2000 or release a Plus! equivalent that will address these issues. However, at this time WinZip does not officially support desktop theme installation under Windows 2000.

Please visit our website for current information on themes and Windows 2000:

http://www.winzip.com/xw2kthm.htm

Related topics

Desktop theme installer

Viewing Zip Comments

A Zip comment is optional text information that is embedded in a Zip file. It is often used to describe the contents of the Zip file or to provide other information that is not in the files contained in the Zip file.

Zip comments can be displayed automatically when you open a Zip file that contains a comment. To enable this feature, choose **Configuration** from the **Options** menu, click the **Miscellaneous** tab, and check the box labeled **Show comments when opening Zip files**.

Zip comments can also be viewed from the WinZip® Wizard if you are using the Wizard to install software or a desktop theme or screen saver from a Zip file that contains a comment. Simply click the **View Zip Comment** button.

In the View Comment dialog:

- Click the **Close** button to close the dialog.
- Click **Font** to specify a new display font. This does not affect the comment in the Zip file, but is retained as your preference for viewing comments in future sessions.
- If the View Comment dialog was displayed automatically when opening a Zip file, there will be a checkbox labeled **Show comments when opening Zip files**. Uncheck this box to disable the automatic comment display feature.

Tip: to edit or remove a Zip comment, open the Zip file in Classic mode and choose **Comment** from the **Actions** menu.

Why aren't WinZip's e-mail features working for me?

WinZip® support for e-mailing archives requires that you have an e-mail program installed and properly configured. If there is a problem with your e-mail configuration, then these features will either be disabled or nonfunctional.

WinZip uses a Windows feature called MAPI (Mail Applications Program Interface) to "talk" to your e-mail program. MAPI is a standard interface that allows WinZip and other programs to instruct your e-mail program to create a new message, attach a file to it, etc. If MAPI is not properly configured on your system, then WinZip and other programs can't create e-mail for you. "Properly configured" means that:

- you have a MAPI-compliant e-mail program installed, and
- the e-mail program properly supports the "Simple MAPI" interface that WinZip requires, and
- the e-mail program is configured to be the default e-mail program (sometimes called the "default MAPI client").

Examples of popular MAPI-compliant e-mail programs include (but are not limited to) Outlook, Outlook Express, and Eudora.

AOL versions 4.0 and 5.0 are *not* MAPI-compliant and therefore do not support WinZip's e-mail features.

If you are having difficulty e-mailing your archives with WinZip, we have tips for some popular configurations available on our website. Please visit http://www.winzip.com/xmapi.htm.

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 file** 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 file 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 file** 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 file 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, WinZip 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.

Password Security

WinZip® uses the industry standard Zip 2.0 encryption format. Password protecting files in a Zip file provides a measure of protection against casual users who don't have the password and are trying to determine the contents of your files. The Zip 2.0 encryption format, however, is not as secure as DES and the RSA public key formats used by programs such as PGP, and does not provide absolute protection against determined individuals with advanced cryptographic tools.

Note: there are two reasons why WinZip does not implement a more secure encryption format: (1) a different format would not be compatible with the Zip 2.0 standard, so other Zip utilities would not be able to decrypt the files, and (2) there are currently severe U.S. government restrictions on the export of encryption technology. If you require strong encryption, we recommend you use a specialized encryption software instead of the Zip 2.0 encryption format.

The main WinZip window lists password protected files with a plus sign following the filename.

Using password security while using the Extract, Test, CheckOut, or Install features:

If you use the Extract, Test, CheckOut, or Install features on a password protected archive, you will automatically be prompted for the password.

Using password security while adding or updating an archive:

To password protect files, it is important to specify the password AFTER opening or creating an archive and BEFORE adding the files.

Follow these steps to password protect files in an archive:

1. Open or create an archive. If you are using the New dialog box, uncheck the **Add Dialog** checkbox at the right of the dialog box.
2. In the Add dialog box, click the **Password** button, and type a password.

Notes:

In addition to the methods specified above, you can choose **Password** from the Options menu to specify a password.

Use the **Mask Password** checkbox to control whether the password is hidden while typed. If you check this option, you will have to re-type the password for confirmation (to avoid typographical errors).

Passwords are cleared (reset so that no password is in effect) when an archive is closed or another archive is opened.

Passwords can also be used for ARJ files; in this case, the external ARJ program is responsible for all data encryption.

Be sure to remember any passwords you use, so that you can extract your files!

Select Folder

Use this dialog to select a folder for the operation you are performing or the configuration option you are setting.

Use the **Folders and disk drives** tree to browse your system for the desired folder.

Click **New** to create a new folder.

Click **OK** when the desired folder appears in the field at the top of the dialog.