

## 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 **Shareware Industry Award 2000 for Best Overall Utility**, the **Best Utility MVP Award** from *PC Computing* (1/2000), the **2000 People's Choice Award for Best Overall Utility**, and the **Winlist** for 2000 on WinMag.com.

Here's what magazine reviews say about WinZip:

- "This is the best Zip compression utility around, and if it's not on your hard drive, it should be" - *CNet Review*, 9/7/01
- "WinZip 8.1: The best compression utility keeps getting better" - *ZDNet AnchorDesk*, 8/30/01
- "... an indispensable package for extensive users of compressed files" - *ZDNet Reviews*, 8/30/01
- "WinZip is the granddaddy of unzippers, and it is still my all-time favorite" - *ZDNet AnchorDesk*, 8/12/01
- "WinZip is the tool of choice, from compressing files to sending them over the Internet" - *Rocket Download*, 7/01
- "WinZip 8.0 [is] the standout in this category" - *PC Magazine*, 6/01
- "The ... most celebrated shareware app in the history of computing" - *Winmag*, 8/15/00

Visit our web site 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 [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 [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 the other topics of interest that can help you get started:**

- See [Using the Explorer Interface](#) for specific examples of how WinZip integrates with the Windows shell.
- [Using Drag and Drop](#) 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 Windows 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 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:

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

**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 [Using the Explorer Interface](#), [Using Drag and Drop](#) and [Hints and Tips](#).

[Next>](#)

# Brief Tutorial - Introducing WinZip

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

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

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.

[<Back](#) [Next>](#)



# Brief Tutorial - The WinZip Window

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

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

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.

[<Back](#) [Next>](#)

# Brief Tutorial - Opening Archives

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

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

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).

[<Back](#) [Next>](#)

# Brief Tutorial - Viewing Files

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

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





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.

[<Back](#) [Next>](#)

# Brief Tutorial - Extracting Files

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

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

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.

[<Back](#) [Next>](#)

# Brief Tutorial - Creating New Archives

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

- |   |                                      |  |
|---|--------------------------------------|--|
| <a href="#">1. Introducing WinZip</a>   | <a href="#">2. The WinZip Window</a> | <a href="#">3. Opening Archives</a>      |
| <a href="#">4. Viewing Files</a>        | <a href="#">5. Extracting Files</a>  | <a href="#">6. Creating New Archives</a> |
| <a href="#">7. Adding Files</a>         | <a href="#">8. Deleting Files</a>    | <a href="#">9. Custom Configurations</a> |
| <a href="#">10. Additional Features</a> |                                      |  |

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.

[<Back](#) [Next>](#)

## Brief Tutorial - Adding Files to an Archive

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

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

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 using 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 (and replace) files** from the **Action** combo box.

[<Back](#) [Next>](#)

# Brief Tutorial - Deleting Archives and Files

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

- |   |                                      |  |
|---|--------------------------------------|--|
| <a href="#">1. Introducing WinZip</a>   | <a href="#">2. The WinZip Window</a> | <a href="#">3. Opening Archives</a>      |
| <a href="#">4. Viewing Files</a>        | <a href="#">5. Extracting Files</a>  | <a href="#">6. Creating New Archives</a> |
| <a href="#">7. Adding Files</a>         | <a href="#">8. Deleting Files</a>    | <a href="#">9. Custom Configurations</a> |
| <a href="#">10. Additional Features</a> |                                      |  |

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.

[<Back](#) [Next>](#)

# Brief Tutorial - Custom Configurations

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

 [1. Introducing WinZip](#)

 [4. Viewing Files](#)

 [7. Adding Files](#)

 [10. Additional Features](#)

 [2. The WinZip Window](#)

 [5. Extracting Files](#)

 [8. Deleting Files](#)

 [3. Opening Archives](#)

 [6. Creating New Archives](#)

 [9. Custom Configurations](#)

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](#).

[<Back](#) [Next>](#)



## Brief Tutorial - Additional Features

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

- |   |  |  |
|---|--|--|
|  <a href="#">1. Introducing WinZip</a>   |  <a href="#">2. The WinZip Window</a> |  <a href="#">3. Opening Archives</a>      |
|  <a href="#">4. Viewing Files</a>        |  <a href="#">5. Extracting Files</a>  |  <a href="#">6. Creating New Archives</a> |
|  <a href="#">7. Adding Files</a>         |  <a href="#">8. Deleting Files</a>    |  <a href="#">9. Custom Configurations</a> |
|  <a href="#">10. Additional Features</a> |  |  |

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.

[<Back](#)

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; *.wmz; *.yfs; *.wsz
Encoded files	*.uu; *.uue; *.xxe;*.bhx; *.b64; *.hqx; *.mim
Archives and .exe files	*.zip; *.z; *.gz; *.tz; *.taz; *.tgz; *.lzh; *.arj; *.arc; *.tar; *.cab; *.wmz; *.yfs; *.wsz; *.exe
Archives, encoded, and .exe files	*.zip; *.z; *.gz; *.tz; *.taz; *.tgz; *.lzh; *.arj; *.arc; *.tar; *.cab; *.wmz; *.yfs; *.wsz; *.exe; *.uu*; *.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 UUencoded, XXencoded, BinHex, and MIME files topic 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](#)

[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](#)

## 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](#)  
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](#)

## 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.

[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](#)

## 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.

[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](#)

## 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.

[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](#)

## 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.

[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](#)

## Hints, Tips, & Troubleshooting

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  
Example](#)

[BinHex Example](#)

[MIME \(base64\)](#)

**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](mailto: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.

[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

## 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('!O('!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('!O('!E<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
hJ4JnR02B0Uo8FqJiR41Z637ZMKFZQXcB0Uo8J4VdQm-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:

```
VGvzdCENCg0KR2VudGx1IFJlYWRLcjoNCg0KVghpcyBpcyBub3Roaw5nIGlvcmUgdGhhbiBhIHRlc3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvcjB0aGUgdmFyaW91cyBlbmNvZGluZyBzY2h1bWVzLiBJZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QsIGNvbmdyYXR1bGF0aW9ucyBvbiB5b3VyIGFnaWxpdkhkgaw4gy3V0dGluZywgGFzdGluZywg2F2aW5nLCBhbmQgZGVjb2RpbmcgdXNpbmcgV2luWmlwLg0KDQpFbmpveSE=
```

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: V8ttTjZgvmMkzwVFKr50lw==  
  
VGVzdCENCg0KR2VudGx1IFJlYWRlcj0NCg0KVChpcyBpcyBub3RoYW5nIG1vcmUgdGhhbiBh  
IHRlc3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvciB0aGUgdGFyaW91cyBl  
bmNvZGluZyBzY2hlbWVzLiBjZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QsIGNvbmdyYXR1  
bGF0aW9ucyBvbiB5b3VyIGFnaWxpdkhkaW4gY3V0dGluZywgZGFzdGluZywgZm9kZGFyaW91cyBl  
bmQgZGVjb2RpbmcgdXNpbmcgV2luWmlwLg0KDQpFbmpveSE=  
  
-----
```

Return to [Hints, Tips, & Troubleshooting](#)

## System Requirements

WinZip® requires Windows 95, Windows 98, Windows Me, Windows XP, 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 companion product, which includes features tailored for software distribution, and the ability to create a single self-extracting Zip file that can be run under 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 ARJ275A.EXE. WinZip has been tested with ARJ 2.50, 2.60, 2.70, 2.71, 2.75, and 2.75a 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, Windows Me, Windows 2000, Windows XP, Microsoft Internet Explorer 4.0 or greater, and is available as a separate download from the Microsoft web site as described in the section [Windows Common Control Library](#).

## WinZip Installation

To install WinZip® from the distribution CD-ROM, Insert the CD-ROM into your drive. The autorun capability of Windows will start the WinZip 8.1 setup program. If it does not, select the Run... option from the taskbar Start Menu and type:

D:\setup.exe

replacing D: with your CD-ROM drive. Select "Install WinZip".

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](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 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, WinZip desktop shortcut and Start menu entries, and Quick Pick.
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 [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 [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 of the **Program Locations** tab of the Configuration 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 named ARJ $n$ .EXE, where  $n$  is a version number. The earliest version of ARJ supported by WinZip® is ARJ 2.50 (ARJ250.EXE); the current version as of this writing is ARJ 2.75a (ARJ275A.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 if you wish, as it is not needed for day-to-day work with ARJ and WinZip.
5. Start WinZip. Open the **Options** menu and click **Configuration**, then click the **Program Locations** tab.
6. In the ARJ field of the **Program Locations** tab of the Configuration dialog box, type

c:\arj\arj.exe

and click 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 under Windows 95, Windows 98, and Windows Me. ARJ does not currently support long filenames under Windows NT 4.0, Windows 2000, or Windows XP.

## Acknowledgments

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WinZip incorporates compression code by the **Info-Zip** group, 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 by anonymous ftp from the Internet site <ftp://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](http://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.

## Using WinZip: Introduction

If you've used WinZip® for a while, or if you've looked at any of the overview or [Quick Start](#) information, you know that there are three basic ways to use WinZip.

- You can use the WinZip Wizard. This is ideal if you just want to do quick zipping and unzipping and you don't want to worry about the details of archives. (The [WinZip Wizard](#) is documented separately.)
- You can use WinZip in Classic mode, that is, you can open WinZip and use its menus and toolbars to perform all of your archive operations. This mode gives you complete access to all WinZip functionality.
- You can use WinZip's Windows integration features, which include drag and drop features and WinZip's Windows Explorer interface. These features allow you to perform most of the commonly needed archive operations right from your desktop, Windows Explorer, or My Computer; in most cases, you don't need to open WinZip at all.

Which technique you use depends on your preferences and your archiving needs. You may use more than one. A little experimentation should find what's right for you.

This section of the WinZip documentation describes the entire WinZip menu system and WinZip's Windows integration features.

### Section contents

[WinZip Menu](#)

[Using the Explorer Interface](#)

[Using Drag and Drop](#)

[WinZip Self Extractor Personal Edition](#)

# Menu Tree

## File Menu

- New Archive
- Open Archive
- Favorite Zip Folders
- Close Archive
- Properties
- Create Shortcut
- Move Archive
- Copy Archive
- Rename Archive
- Delete Archive
- Print
- Wizard
- Mail Archive
- Exit

## Actions Menu

- Add
- Delete
- Extract
- View
- Select All
- Invert Selection
- Virus Scan
- Make .Exe File
- UUencode
- Split
- Test
- Comment
- CheckOut
- Install

## Options Menu

- Configuration
- Password
- Sort
- Reuse WinZip Windows
- Save Settings on Exit
- Save Settings Now
- Set Installation Defaults
- View Last Output

## Help Menu

- Help Contents and Index

## **Working with whole archives**

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

## **Performing tasks with the open archive**

- Add files to the open archive
- Delete files from the open archive
- Extract files from the open archive
- View files in the open archive
- Select all files in the open archive
- Reverse selected and unselected file status in the open archive
- Run a virus scan program against archive contents
- Create a self-extracting archive
- UUencode the open archive
- Split a Zip file into multiple parts of a specified size
- Test integrity of the open archive
- View, add, edit, or delete a Zip comment
- Examine and/or run programs in the open archive
- Install the software contained in the open archive

## **Configuring WinZip**

- Change WinZip settings
- Set password for subsequent archive operations
- Specify sort order for list of files in archive
- Don't open new windows when WinZip is started
- Control whether options are saved when WinZip is closed
- Save configuration settings immediately
- Set many options to original installation defaults
- View output from the last command issued by WinZip

## **Getting help and information**

- Start Help and display the WinZip help file contents and index

Brief Tutorial	Display brief WinZip tutorial
How to Use Help	Display instructions for using help system
Frequently Asked Questions	Open this Help File to that topic
Hints and Tips	Display hints and tips
Tip of the Day	Open the Tip of the Day window
Enter Registration Code	Access the dialog for entering registration information
License Agreement	Display license agreement
Ordering Information	Display order form
WinZip Home Page	Start your default browser and visit the WinZip web site
About WinZip	Display copyright notice and version information

## The File Menu

Use the **File** menu for actions that affect entire archives or WinZip® itself. The menu contains the following entries:

- **New Archive** creates new archives.
- **Open Archive** opens existing archives.
- **Favorite Zip Folders** displays a list of Zip files in your favorite Zip folders.
- **Close Archive** 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, as does closing WinZip.
- **Properties** displays a dialog box showing the properties of the currently open archive.
- **Create Shortcut** creates a shortcut to the open archive on your desktop.
- **Move Archive, Copy Archive, Rename Archive, and Delete Archive** facilitate **Archive Management**.
- **Print** prints a listing of the files in the archive.
- **Wizard** activates the WinZip® Wizard.
- **Mail Archive**, available only if your system is configured to use MAPI (the standard Mail Application Program Interface), makes it easy to mail an archive.
- **Exit** closes WinZip.
- Recently opened archives can be re-opened directly from the **File** menu.

Note that the **File** menu does not contain the common **Save** or **Save As** menu entries. **Save** is not necessary because WinZip automatically saves changes to your archives as you make them. **Copy** performs a similar action to **Save As**: it creates a copy of your archive using a name that you specify. However, the original archive will remain open.

## Creating a New Archive

To create a new archive, click **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 **Save 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 **Save 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 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 combo box at the top to select the appropriate folder and click on the archive in the list below. Press the **Open** button when you have made your selection.

You can also click the **Favorites** button to see a list of files in your Favorite Zip Folders. To open an archive from this list, just double click its name.

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 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 path, file's name, 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. The **Details** button displays extensive internal information about the archive and the files contained within it.

## 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, choose **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.

You can also print a listing of the files in an archive from a My Computer or Windows Explorer window. Simply right click the archive and choose **Print** from the context menu.

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, right click any column header and choose the columns you want, and click **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 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.



## Using WinZip to e-mail archives

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

- The Zip and E-Mail feature provides "one click" compression and mailing of files and folders from My Computer or Windows Explorer. It quickly compresses selected files and folders 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 Windows Explorer, click the right mouse button, and choose **Zip and E-Mail filename.zip** from the popup menu. The filename shows the name that WinZip will use for the Zip file it creates.

- The [Zip and E-Mail Plus](#) feature is similar to Zip and E-Mail but allows you to specify the name of the Zip file and add password protection if desired. To use the feature, simply select the desired files or folders in My Computer or Windows Explorer, click the right mouse button, and choose **Zip and E-Mail Plus** from the popup menu.

Note that if you find that you are using either Zip and E-Mail or Zip and E-Mail Plus all the time, you can remove the one you don't use from the context menu using the **Explorer Enhancements** tab of WinZip's [Configuration dialog](#).

- 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, Eudora, and AOL 7.0.

AOL versions 4.0 - 6.0 do not support Simple MAPI. Therefore, neither Windows' Send To Mail Recipient nor WinZip's e-mail features can be used with these AOL versions.

### 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?](#)

## The Actions Menu

Use the **Actions** menu for commands that affect the currently open archive or selected files within the archive. The menu contains the following entries:

- **Add** adds new files to the archive or updates files that are already in the archive.
- **Delete** removes files from the archive.
- **Extract** uncompresses files in the archive and saves the uncompressed files to disk.
- **View** allows you to look at the contents of files in the archive.
- **Select All** selects all of the files in the archive.
- **Invert Selection** selects all files that are currently unselected and deselects all files that are currently selected.
- **Virus Scan** uses your external virus scanner to check files in the archive for viruses.
- **Make .Exe File** converts the archive into a self-extracting archive.
- **UUEncode** encodes the archive so that it can be sent via mail systems that do not support binary e-mail.
- **Split** splits the archive into multiple smaller parts of a size that you specify.
- **Test** performs internal testing to make sure that the archive is not damaged.
- **Comment** allows you to add or edit the Zip file comment.
- **CheckOut** makes it easy for you to examine archive contents by extracting files to a temporary folder and setting up a Windows Explorer window to display the files.
- **Install** helps you to install software from archives that contain SETUP or INSTALL programs.

## 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** button on the toolbar 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 [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. Note that all of these choices replace any files already in the archive that have the same name and folder information as files that are being added or updated:
  - **Add (and replace) files:** adds all specified files to the archive.
  - **Freshen existing files:** updates files already in the archive that match the specified files. No new files are added.
  - **Move (and replace) files:** the same as **Add** except that files are deleted from disk or moved to the Recycle Bin after they have been added.
  - **Update (and add) files:** works the same as **Freshen**, but adds any specified files that are not already in the archive.
- 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 about [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

There are two ways to delete files from an archive:

- Select entries in the main WinZip® window, then click **Delete** from the **Actions** pull-down menu. You can then delete the selected file, all files in the archive, or files specified by name (standard Windows wildcards are accepted, so you could use “\*.doc” to delete all .doc files).
- Select entries in the main WinZip window, right-click any selected file, and click **Delete** from the pop-up menu. This displays the same Delete dialog described above.

Notes:

These operations cannot be undone.

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

- Using the [drag and drop](#) interface
- Directly from My Computer or Windows Explorer, as described in the section [Using the Explorer Interface](#).
- 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.
- Click 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** checkbox 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.

- If the **Open Explorer window** checkbox is checked, a Windows Explorer window is opened after the extract operation is complete. The window will show the folder to which the files were extracted. This checkbox is not present if you are extracting from multiple Zip files directly from Windows Explorer using the WinZip context menu.
- If you extract from multiple Zip files using WinZip's **Extract to...** Windows Explorer context menu entry, there will be a checkbox labeled **Use Zip file names for folders**. If this checkbox is checked, WinZip will create a folder for each Zip file under the **Extract to** folder; the folders will

be named with the base names of the Zip files. For example, if the **Extract to** folder is "c:\temp", WinZip will extract files from "NewDocs.zip" to "c:\temp\NewDocs". If this checkbox is *not* checked, files will be extracted to the **Extract to** folder. In most cases, you will probably want to leave this option checked when you extract from multiple Zip files.

- 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 **Folders** tab of the [Configuration](#) 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 **Program Locations** tab of the [Configuration](#) 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, first 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.

## Splitting Zip files

WinZip® makes it easy to create Zip files that are split into smaller pieces of a size that you specify. There are several reasons why you might want to do this, such as:

- To overcome e-mail size limits. Some e-mail systems limit the size of attachments; if you want to e-mail a large Zip file that exceeds your limit, you can split it into smaller parts and e-mail them separately.
- As an alternative to [spanned Zip files](#) when you want to make multiple copies of the disk set.
- As an alternative to spanned Zip files when you want to make the disk contents as a separate step from making the disks themselves.
- To assist with large downloads. Some users may have difficulty downloading very large Zip files from web sites, FTP sites, etc. You can use the split Zip feature to break large files into smaller pieces that can be downloaded separately.

To split a Zip file into smaller pieces:

1. Open or create the Zip file.
2. Choose **Split** from the **Actions** menu.
3. Specify the name to be used for the split Zip file. The name must be different from the name of the open Zip file.
4. Specify the size to be used for the individual parts. You can choose from common sizes using the **Part size** drop-down list or you can specify your own size. To specify your own size, choose "Other size" in the drop-down list and type the desired size in the **Other size** field. You can specify the size in bytes, kilobytes (KB), or megabytes (MB); indicate which you're using by clicking the appropriate radio button. The minimum size allowed is 65,536 bytes (64KB).
5. Click **OK** to create the split Zip file.

### Notes

- Each of the segments of the split Zip file will have a different extension. WinZip creates files with names like Data.Z01, Data.Z02, and so on, except for the very last segment of the new Zip file. The last segment will always have the .zip extension (e.g., Data.zip).
- To open the split Zip file, open the file with the .zip extension. Don't try to open any of the files with the numbered extensions; WinZip won't recognize them as Zip files.
- Once the split Zip file has been opened, you can work with it much as you would work with a regular Zip file, except you can't add any new files or remove existing files. Some operations such as creating self-extracting Zip files and editing comments are also disabled for split Zip files.
- The sizes listed as "1.2MB," "1.44MB," and "2.88MB" are approximate. The segments of the split Zip file are sized appropriately to fit on media of the specified size. You cannot, however, use decimal points when specifying sizes in the **Other size** field.
- The split Zip file format is an extension of the Zip 2.0 specification. Therefore, some Zip utility programs may not be able to open split Zip files. Please see [Split Zip file compatibility information](#) for more details.

### See also

[Multiple disk spanning](#)

## 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.

Zip comments are limited in length. If you have recent versions of the Windows "Rich Edit" control installed, the limit is about 64,000 characters; otherwise, the limit is about 48,000 characters. For greatest compatibility with other users' systems and with other Zip file utilities, we recommend limiting comments to 48,000 characters.

**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, creates entries in the Programs menu for the extracted items, and opens a My Computer-style window showing shortcuts to the 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 **Folders** tab of the [Configuration](#) 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 **Program Locations** tab of the [Configuration](#) 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. WinZip extracts files in the current archive to the specified folder.
3. 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.
4. WinZip creates a second folder, located in \Windows\Start Menu\Programs. 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.
5. In the second folder, WinZip creates shortcuts to the extracted files. It then opens a My Computer-style window displaying icons for the extracted files. These items will also appear in the Programs menu, accessible from the Start button.

### 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 **Program Locations** tab of the [Configuration](#) 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 a 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.

## The Options Menu

The **Options** menu allows you to set many WinZip® options. The menu entries are:

- **Configuration** activates the main Configuration dialog box. This dialog box controls most WinZip settings.
- **Password** activates the Password dialog box. This dialog lets you set a password for subsequent archive operations.
- **Sort** lets 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.
- **Reuse WinZip Windows** 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.
- **Save Settings on Exit** determines whether your currently chosen configuration options are automatically saved when WinZip is closed.
- **Save Settings Now** saves selected options immediately.
- **Set Installation Defaults** sets many configuration options and folder names to the original installation defaults.
- **View Last Output** displays the results of the last WinZip operation.

## Configuration Dialog Box

Choose **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 **Explorer Enhancements** tab provides options for configuring WinZip's Windows Explorer enhancements.
- 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. Click the **Defaults** button to return the column selection and sizes to their original default values.

Tip: you can also choose columns right in the WinZip® window: just right click any column header and choose the columns you want from the pop up menu. You can use your mouse to resize and hide columns by dragging the column dividers in the header area. You can also use your mouse to rearrange columns by dragging the column header from one location in the header area to another location.

### 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. Due to a problem in Windows XP, this option is not available for XP users.

### 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, Windows Me, Windows 2000, Windows XP, Microsoft Internet Explorer 4.0 or greater, 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](#)   [Explorer Enhancements](#)   [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. On Windows XP, setting this option will switch from WinZip icons for Windows XP to the old Explorer Style icons when **Use large toolbar buttons** is selected.
- **Use large toolbar buttons** - use this option to display larger toolbar buttons. On all versions of Windows except Windows XP, 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.. This option is not available under Windows XP.
- **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. This option is not available under Windows XP.

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, Windows Me, Windows 2000, Windows XP, Microsoft Internet Explorer 4.0 or greater, 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](#) [Explorer Enhancements](#) [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, Windows Me, Windows 2000, Windows XP, Microsoft Internet Explorer 4.0 or greater, 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](#) [Explorer Enhancements](#) [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](#) [Explorer Enhancements](#) [Program Locations](#) [Miscellaneous](#)

## System (Configuration)

Select the **System** tab from the [Configuration Dialog Box](#) to control these options:

### General

Modifying the following system options will affect all users who log on to this computer.

- 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, XEX, 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 Quick Pick in the taskbar tray** checkbox is checked, the WinZip [Quick Pick](#) icon appears in the system taskbar tray. You can use this icon to open WinZip, access recently used archives. etc.
- 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.

### Related Topics (other Configuration tabs):

[View](#) [Toolbar](#) [Folders](#) [Explorer Enhancements](#) [Program Locations](#) [Miscellaneous](#)

## Explorer Enhancements (Configuration)

Select the **Explorer Enhancements** tab from the [Configuration Dialog Box](#) to control WinZip's® Windows Explorer enhancements.

You can disable all of the Explorer enhancements by clearing the checkbox labeled **Enable Explorer enhancements (including additional Drag and Drop features)**. If this box is checked, you can control the enhancements individually as follows:

### General

- The **Display context menu items in a submenu** checkbox controls whether the WinZip Explorer context menu items are displayed in the main Explorer context menu or in a submenu.
- The **Display icons on context menus** checkbox determines whether a small WinZip icon is displayed to the left of the WinZip Explorer context menu items.
- 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 WinZip Explorer context 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.

### Check for self-extracting CAB files

When the WinZip Explorer context menu is displayed for an EXE file, WinZip can check to see if it is a self-extracting CAB file. This operation can take a few seconds; you can use the following options to control whether or not it is performed on various types of media.

- If the **On Local hard drives** checkbox is checked, WinZip will check EXE files located on local hard drives. This operation is normally quite fast.
- If the **On removable disks (e.g., diskettes)** checkbox is checked, WinZip will check EXE files located on removable media. This operation may take a few seconds.
- If the **On other drives (e.g., network drives)** checkbox is checked, WinZip will check EXE files on other storage devices such as network drives. The speed of this operation depends on the speed of the device, network connection, etc.

### Display comment tool tips for Zip files

When the mouse pointer is hovered over a Zip file in a Windows Explorer or My Computer window, WinZip can display a tooltip containing basic information about the Zip file, including the number of files in the Zip file and the Zip file comment. This operation can take a few seconds; you can use the following options to control whether or not it is performed on various types of media.

- If **On Local hard drives** is checked, WinZip will display tooltips for Zip files located on local hard drives. This operation is normally quite fast.
- If the **On removable disks (e.g., diskettes)** checkbox is checked, WinZip will display tooltips for Zip files located on removable media. This operation may take a few seconds.
- If the **On other drives (e.g., network drives)** checkbox is checked, WinZip will display tooltips for Zip files on other storage devices such as network drives. The speed of this operation depends on the speed of the device, network connection, etc.

### Context menu commands

You can use this list to enable or disable many of the WinZip Explorer context menu entries individually. Check the appropriate checkbox to include a command in the WinZip menu, or clear it to remove the command from the menu (see [Explorer context menu enhancements](#) for descriptions of the individual commands).

**Note:** the command labeled **Open unassociated archives with WinZip** corresponds to the *submenu* entry **Open with WinZip** that appears for self-extracting archives, certain media player "skin" files, etc.

**Related Topics (other Configuration tabs):**

[View](#) [Toolbar](#) [Folders](#) [System](#) [Program Locations](#) [Miscellaneous](#)

## 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:

- Quick View (quikview.exe), if you use Windows 95, Windows 98, or Windows NT 4.0 and you have installed this optional Windows component. If you have one of these Windows versions and Quick View does not appear here, you may be able to [install it](#).
- 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.

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):

[View](#) [Toolbar](#) [Folders](#) [System](#) [Explorer Enhancements](#) [Miscellaneous](#)

## 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 (and replace) files** action 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.

**Show Add dialog when dropping files on:**

- **An archive in Explorer** - 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.
- **An open WinZip window** - 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):**

[View](#) [Toolbar](#) [Folders](#) [System](#) [Explorer Enhancements](#) [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 **Program Locations** tab of the [Configuration 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 **Scan program** 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 **Program Locations** tab of the [Configuration](#) 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.)

## The Help Menu

The **Help** menu provides access to WinZip's® help information, hints and tips, frequently asked questions, and WinZip registration and ordering information. The entries are:

- **Help Contents and Index** displays the table of contents and index of WinZip's help. You can browse to the topic you need, look in the help index, or perform a full text search for keywords of interest.
- **Brief Tutorial** starts a brief step-by-step [tutorial](#) on using WinZip's main features.
- **How to Use Help** displays a Microsoft help file that explains how to use the help viewer.
- **Frequently Asked Questions** helps you get answers to questions you might have. You can choose between the [FAQs in the help](#) or a more extensive set of [FAQs on the WinZip web site](#).
- **Hints and Tips** displays a help topic that contains miscellaneous [hints and tips](#) on how to use WinZip productively.
- **Tip of the Day** displays a dialog containing a useful tip about WinZip.
- **Enter Registration Code** appears only in the evaluation version of WinZip. Use this entry to register your copy of WinZip after you have purchased a WinZip license.
- **License Agreement** displays the WinZip [License Agreement](#).
- **Ordering Information** displays information from the WinZip help about [how to order WinZip](#).
- **WinZip Home Page** takes you to the [WinZip web site](#).
- **About WinZip** displays the WinZip copyright notice, version number, and other information about your installation of WinZip.

## Using the Explorer Interface

Using WinZip's® Explorer interface, you can access most WinZip functionality directly from Windows Explorer or My Computer context menus, from the Start menu, or from the desktop.

[Working with the Explorer Context Menu](#)

[Working with the Start Menu and Desktop](#)

[WinZip Quick Pick taskbar tray icon](#)

### **Related Topics:**

[Using WinZip Menus](#)

[Using Drag and Drop](#)

### **See also**

[Hints and Tips](#)

[More Hints and Tips](#)

[Hints For Working With Downloaded Files](#)

[Frequently Asked Questions \(FAQs\)](#)

## Working with the Explorer Context Menu

You can initiate most common operations on archives from My Computer or Windows Explorer context menus. In many cases, you won't even need to display or use the main WinZip® window.

### Unzipping files from My Computer or Windows Explorer

- Right click a Zip file in a Windows Explorer window, then choose **WinZip** from the context menu and pick the appropriate **Extract** choice from the WinZip submenu. You can extract to the current folder ("here"), a recently used folder, a new subfolder created by WinZip, or any folder of your choice.
- Or, use the right mouse button to drag and drop a Zip file from a Windows 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 extract from multiple Zip files in one operation, too: just select the Zip files in Explorer, right click any of the selected files, choose **WinZip** from the context menu, and pick the appropriate **Extract** choice from the WinZip submenu.

### Zippping files from My Computer or Windows Explorer

- Select one or more files in a Windows Explorer window, then right click any of the selected files, choose **WinZip** from the context menu, and pick the appropriate **Add** choice from the WinZip submenu. You can create a new Zip file or you can add the files to any existing Zip file.
- Alternatively, select one or more files, then drag and drop them on an existing Zip file in the same Explorer window, in another Explorer window, or 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.

### Compressing and e-mailing files and folders from My Computer or Windows Explorer

- Select one or more files or folders in a Windows Explorer window, then right click any of the selected items, click **WinZip** from the context menu, and choose one of the **Zip and E-Mail** entries from the WinZip submenu. **Zip and E-Mail filename.zip** quickly compresses the selected items, creates a temporary Zip file with the specified name, and attaches it to a new e-mail message. **Zip and E-Mail Plus** performs the same basic operation but allows you to apply password protection and to specify the name of the temporary Zip file to be created.

For a complete list of the actions available from the context menu, see the [Explorer context menu enhancements](#).

#### See also

[Using the Start Menu and Desktop](#)

[Using Drag and Drop](#)

[WinZip Quick Pick taskbar tray icon](#)

[Explorer context menu enhancements](#)

[Explorer Enhancements \(Configuration\)](#)

# Using the Start Menu and Desktop

## Using the Windows Desktop:

- You can create a new, empty Zip file on the desktop: right click anywhere on the desktop and select **WinZip File** from the **New** submenu. After you've created it, change the name if desired and then double click the icon to open it using WinZip®, or use drag and drop to add files to the new Zip file.
- Be sure to read about [drag and drop](#) for more things you can do on the desktop.

## Using the Start menu:

- If you have WinZip [configured to include a Start menu entry](#), you can start WinZip directly from the system Start menu.
- You can open recently used archives from the **Documents** submenu in the Start menu.

Note: Windows XP does not display Zip files in the **Documents** submenu. You can use the WinZip Quick Pick taskbar tray feature to open recently used archives.

## See also

[WinZip Quick Pick taskbar tray icon](#)

[Working with the Explorer Context Menu](#)

[Using Drag and Drop](#)

## Explorer Add Dialog Box

The Explorer Add dialog box is displayed when you use the **Add to Zip file** 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 [Adding Files to an Archive](#) for a description of the options available in this dialog box.

## Using Drag and Drop

The drag and drop Interface is one of the most natural ways to use WinZip®. Using drag and drop, you can create, open, update, extract from, print, and e-mail archives--and more. Almost any drag and drop operation you can think of will work.

To drag and drop a file or folder, click it with your left mouse button, then, without releasing the button, drag it to the desired location and release the mouse button to drop it. Refer to your Windows help for more information if you haven't used drag and drop.

### Creating a new Zip file

- Drag one or more files or folders from My Computer or Windows Explorer to the WinZip desktop icon or an open WinZip window. Then, using the [Add dialog](#), you can specify the name and location for your new Zip file.

### Opening an archive

- Drag an archive from My Computer or Windows Explorer and drop it on the WinZip desktop icon or an open WinZip window.
- Remember, you can also double click the archive to open it, or right click it and choose **Open with WinZip** from the context menu.

### Adding files to an archive

To add files to an existing archive, select one or more files or folders in My Computer or Windows Explorer and drop them on any of the following:

- an open WinZip window
- the WinZip desktop icon
- an archive shown in a My Computer or Windows Explorer window
- an archive on the desktop
- a shortcut to an archive

### Extracting, viewing, and printing files in an archive

You can drag files **from** an archive open in a WinZip window **to** other applications, My Computer or Windows Explorer windows, the desktop, printers and 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.
- If you drop files on a printer icon, the files are printed.
- If you drop files on another application or on a shortcut to an application, the files are extracted to a temporary folder and passed to the application for handling. The files are removed from the temporary folder when the archive is closed.

Note: it's important to remember that 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 files dropped on it.

### Dropping an archive on another application

Sometime it can be useful to drag an entire archive from WinZip and drop it on an application. For example, you can drop an archive on an e-mail message to send it as an attachment, or on a Word document to embed it as an object.

To drop an open archive from WinZip to another application, click the WinZip status line, drag the mouse pointer to the application window, and release the mouse button.



**Related Topics:**

[Using the Explorer Interface](#)

[WinZip Quick Pick taskbar tray icon](#)

[Add Dialog Box](#)

[Add Dialog Box Options](#)

## Add Dialog Box

The Add dialog box is displayed when you use the drag and drop interface to add files to an archive. You can either create a new archive or add the files to an existing archive.

The Add dialog box lets you specify 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** menu.

See [Add Dialog Box Options](#) for a description of the options available in this dialog box.

## 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 companion product.

## 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 a standard unzip utility like WinZip.

## 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 for 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.

## 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

To make a self-extracting Zip file, you must start with a normal Zip file (.zip extension) that you have created with WinZip®, downloaded, etc. Then you can either

- open the file with WinZip and choose **Make .Exe File** from WinZip's **Actions** menu, or
- right click the Zip file in My Computer or Windows Explorer and choose **Create Self-Extractor (.Exe)** from the WinZip Explorer context menu.

Either of these actions will activate WinZip Self-Extractor Personal Edition unless you have specified a different program in the **Make Exe** field in the **Program Locations** tab of the [Configuration 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 self-extracting 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 companion product 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

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 1-952-253-8488.

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 **Program Locations** tab of the [Configuration 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 **Miscellaneous** tab of the [Configuration 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 **Program Locations** tab of the Configuration 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 **View** tab of the [Configuration](#) 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 generally creates associations for files with the extensions ZIP, LZH, ARJ, ARC, CAB, TAR, TGZ, TAZ, TZ, GZ, Z, UU, UUE, XE, 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. WinZip's CheckOut facility establishes associations when it creates the CheckOut window for two reasons: to display the right icon for each file and to ensure that the appropriate application is run when you double click an icon.

You can view, add, and remove Windows associations using My Computer or Windows Explorer. Choose **Options** from the **View** pull-down menu (**Tools** in Windows 2000) in My Computer or Windows Explorer, and 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.

## Zip and E-Mail Plus

The Zip and E-Mail Plus dialog allows you to specify the filename to be used for a Zip file that WinZip creates and attaches to the new e-mail message. It also allows you to specify a [password](#) if desired.

To use Zip and E-Mail Plus, simply select files or folders in a My Computer or Windows Explorer window, right click on any selected item, and choose **Zip and E-Mail Plus** from the WinZip Explorer context menu. When the dialog appears:

1. Choose the name to be used for the Zip file. You can accept the suggested name, or you can specify a name of your own by clicking **Use this name** and typing in the desired name. Don't specify a folder name, because the Zip file is temporary and will be created in a temporary folder.
2. Check the **Password protect Zip file** checkbox if you want to add password protection to the Zip file.
3. Click **OK**.

If you've chosen to password protect the Zip file, a second dialog will appear that allows you to specify the password. Then WinZip compresses the selected items into a temporary Zip file, creates a new e-mail message, and attaches the temporary Zip file to the message. You can address the message, add any desired text, and send it as you normally would. WinZip automatically deletes the temporary Zip file when it is no longer needed.

## Zip and E-Mail Plus password

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.

In the Zip and E-Mail Plus password dialog, 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).

Be sure to remember any passwords you use, so that you can extract your files!

## 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.

**See also**

[Split Zip files](#)

## Invalid split size

The size specified in the **Other size** field is invalid:

- It is an invalid number, or
- it is too small (less than 65,536 bytes or 64KB), or
- it contains a decimal point, or
- it is a very large number.

## Split Zip file compatibility information

The file format used by WinZip® to create [split Zip files](#) is an extension to the Zip 2.0 standard. As a result, some Zip utility programs may not be able to open split Zip files.

However, the only differences between split Zip files and [spanned Zip files](#), which are supported by most Zip products, are the names and the locations of the parts of the file:

- Each part of a split Zip file has a different extension (*name.Z01*, *name.Z02*, etc., and *name.zip* for the last part). All parts of a spanned Zip file have the same name (*name.zip*).
- The parts of a split Zip file can all be located in the same folder; the parts of a spanned Zip file must reside on separate diskettes (because they all have the same name).

Internally, the parts of split Zip files and spanned Zip files are identical. Therefore, you can convert from one format to another if necessary by simply copying and renaming the parts as follows:

### To convert a split Zip file to a spanned Zip file

1. Copy each part of the split Zip file to a separate diskette.
2. After copying each part, change the filename extension to *.zip*. For example, *January.Z01* becomes *January.zip*, *January.Z02* becomes *January.zip*, etc. Only the last part of the split Zip file does not have to be renamed, because it already has a *.zip* extension.

### To convert a spanned Zip file to a split Zip file

1. Copy each part of the spanned Zip file, in order, from diskettes to a single folder. You must know the correct order of the diskettes in order to do this.
2. As you copy each part, change the *.zip* extension to *.Zn*, where *n* is a sequence number beginning with 01 for the first part. That is, the first part of the spanned Zip file *January.zip* becomes *January.Z01*; the second part becomes *January.Z02*, etc. If there are more than 99 parts, just continue the numbering with *.Z100* and so on. Don't change the extension of the last part--it remains *.zip*.



## 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+H	Split a Zip file.
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 <a href="#">Double Clicking</a> in the main window.
Alt+F4	Exit (terminate) WinZip

## What's New in WinZip 8.1

### Major changes in Version 8.1

WinZip® 8.1 continues to improve integration with Windows Explorer via expanded, configurable Explorer context menu items--and you can now select multiple Zip files for extraction in a single operation from the Explorer window. For those who have problems with limited size of e-mail attachments, or who want to split up large downloadable Zip files, the new split Zip file feature allows you to split Zip files into multiple parts of a size that you specify. And WinZip Quick Pick, the new taskbar tray icon gives you instant access to recently opened Zip files and other WinZip features. And Windows XP users will appreciate WinZip 8.1's support of new XP features.

Details on these and other enhancements follow.

### Enhanced Explorer Integration

- You can now select multiple Zip files in a Windows Explorer window and extract from all of them

in one operation.

- You can now choose which items WinZip should add to Explorer's context menu for Zip files and other archives. This feature can be accessed directly from the Explorer context menu if WinZip is configured to display its context menu items as a submenu; otherwise, it is available from the **Explorer Enhancements** tab of WinZip's [Configuration dialog](#). (For a complete list of WinZip's context menu entries, see [Explorer context menu enhancements](#).)
- There is a new Explorer context menu entry that allows you to print a list of files in a Zip file. Note that, because **Print** is part of the standard Windows interface, it appears in the main context menu (not in the WinZip submenu) and has no WinZip icon.
- You can now extract directly to recently used folders or to the open folder from the Explorer [context menu](#). This means that, in combination with the existing extract options, you can perform most of the commonly used extract operations without leaving Explorer.
- The new [Zip and E-Mail Plus](#) context menu entry extends the Zip and E-Mail feature by allowing you to change the name of the attachment and to use password protection.

### Split Zip Files

- WinZip now supports [split Zip files](#), which are Zip files that have been split into multiple smaller pieces. This feature is very useful to overcome limits on the size of e-mail attachments and as an alternative to disk spanning.

### WinZip Quick Pick Taskbar Tray Icon

- The new WinZip [Quick Pick](#) taskbar tray icon gives you instant access to WinZip and your Zip files. Just left click the icon to open WinZip or right click it to instantly reopen recently used Zip files, access your Favorite Zip Folders, open WinZip help, or start WinZip itself.

### WinZip Classic Interface Enhancements

- The Extract dialog now has an option to open the folder where the files were stored when the extract operation is completed.
- Right clicking on a column header in the main WinZip window now displays a menu that allows you to change the columns that are displayed.
- Under Windows 98, Windows Me, Windows XP, and Windows 2000, many dialogs that were previously fixed size can now be resized.
- If the open archive is a Zip file, the Properties dialog contains a new **Details** button that displays extensive technical information about the Zip file and the files it contains.
- The Open dialog contains a new **Favorites** button that gives you quick access to the files in your Favorite Zip Folders.

### WinZip Wizard Enhancements

- If the open Zip file contains a setup or install program, the Wizard now allows you to choose whether to run the installation or to simply extract the files.
- In the panel used to select files to be added to a Zip file, the WinZip Wizard now displays a tooltip showing the complete filename when the mouse is hovered over a truncated filename.
- The Wizard can now extract files from split Zip files and multiple disk ("spanned") Zip files.

### Windows XP features

- When running under Windows XP, WinZip 8.1 operates as a native Windows XP program. There is no need to set compatibility mode.
- WinZip includes the following support for Windows XP themes:
  - Menus, buttons, controls, lists, and checklists conform to the current theme.
  - Shaded columns and XP-style sort arrows indicate the column by which the file list is sorted and the sort order.

- Resizable dialogs use grippers matching the current theme.
- Both the WinZip program itself and self-extracting Zip files created by WinZip Self-Extractor Personal Edition use "highest quality" XP-style color images and background blending for WinZip-related icons wherever they are displayed by Windows Explorer or My Computer, as well as for WinZip's own toolbar icons.
- Self-extractors created by WinZip Self-Extractor Personal Edition support XP themes when displaying dialogs and messages.
- Shared computer support includes:
  - With Fast User Switching, another user can log on and perform other operations (including using WinZip) while a long WinZip operation is being performed.
  - WinZip's Favorite Folders feature now monitors more folders, including Windows XP's "Shared Documents" folder and its subfolders, making it easier to find Zip files created or stored by other users.

### **Other Changes in WinZip 8.1**

- WinZip can now open "skin" files for Microsoft Media Player 7 (.WMZ), Yahoo! Player (.YFS), and WinAmp (.WSZ). Once open, you can use most of the operations available with any Zip file.
- WinZip can now display Zip file comments of up to approximately 64,000 characters if your system provides the necessary "rich edit" control.
- Support for filenames containing multi-byte character set (MBCS) characters used with Asian languages such as Japanese, Chinese, and Korean has been improved.
- The limit on the number of entries created by the CheckOut feature in the Programs menu has been increased from 50 to 500.
- WinZip removes from the list of recently used files any files that no longer exist and were opened from the temporary or Internet files folders. This means that, for example, Zip files opened from your e-mail program no longer appear in your recently used file list after they have been deleted by the e-mail program.
- Additional miscellaneous improvements to the WinZip program and help files.

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).
- Learn to use the Windows help system! 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 the **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 Windows Explorer and choose **Add to Zip file** or **Extract to** from Windows Explorer's context menu.
- The WinZip QuickPick taskbar tray icon provides instant access to recently used archives, your Favorite Zip Folders, WinZip help, and WinZip itself. Learn about it [here](#).
- 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 Windows 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 extract from multiple Zip files in one operation. Simply select two or more Zip files in a Windows Explorer or My Computer window, right click one of the files, and choose one of the **Extract** entries in the WinZip context menu. The best choices for this operation are usually **Extract to** or **Extract to here using filenames for folders** because both of these entries allow you to use a separate folder for each Zip file. You can use the other choices, however, if you want to extract all of the files to a single folder.
- You can create Zip files in Windows 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** or **Zip and E-Mail Plus** features from Windows 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 Windows Explorer window (or even to the desktop).
- You can quickly add files to a Zip file by dragging the files from any folder or Windows 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.  
 Note: Windows XP does not display Zip files in the **Documents** submenu. You can use the WinZip Quick Pick taskbar tray feature to open recently used archives.
- You can add selected files to a Zip file directly from Windows Explorer with complete control over the options. Right click on any file (or selected group of files) and choose **Add to Zip file** 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 Windows 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**. Clear the **Use large toolbar buttons** checkbox if you'd also prefer smaller buttons.

#### **Related Topics:**

[More Hints and Tips](#)

[Hints For Working With Downloaded Files](#)

[Using the Explorer Interface](#)

[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, or Me (but *not* under Windows NT, 2000, or XP). If WinZip detects that you are using ARJ 2.60 or 2.7x and you are using Windows 95, 98, or Me, 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](#)

[Using the Explorer Interface](#)

[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 to 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 Archive** from the File pull-down 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 Archive** 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](#)

[Using the Explorer Interface](#)

[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](#)

[Using the Explorer Interface](#)

## 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, Inc. 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 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, Inc. 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 cancel 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 associated entries in the Programs menu. Select **Yes** to delete these items and close the archive. Select **No** to leave the CheckOut folder and Programs menu entries 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 compressed, ARC, BinHex, MIME, TAR, gzip, z, WMZ, WSZ, or YFS 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** if you want to cancel extraction of all remaining files.

## 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 because 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 cancelled. 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 CD. 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.

## Extract error

One or more errors occurred while WinZip was processing your extract request. Click **View Output** to see all messages issued while extracting, 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 AntiVirus scanner, the McAfee VirusScan 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 **File name** 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 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 and Windows Me** include the equivalent of the theme support provided by the Windows 95 Plus! package. If theme support is not working on your 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 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](#).

**Windows XP**: supports desktop themes with no additional installation required.

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.

## Invalid Filename

The name specified for at least one of the files in the archive is not a valid Windows filename. It may include characters that are not allowed in Windows filenames, it may be too long, or it may contain a name that is reserved for a system device such as the printer. WinZip® will not be able to extract the file using the name as it is specified in the archive.

WinZip does not list files with invalid names in the main window because it cannot predict what will happen if you attempt to extract the file: the result depends on the filename, the archive format (Zip, ARJ, etc.), and other factors. Therefore if you were to attempt to (for example) view the file, WinZip would not know the name under which the file had been stored and could not successfully open the extracted file or delete it after viewing.

Although WinZip will not automatically extract the file for operations such as viewing, you *may* be able to extract it manually. Just be aware that the extraction might not be successful and that, if it is, the filename on disk will probably not be the same as the filename specified in the archive. To try this, simply extract from the archive using the [Extract dialog box](#), making sure that you choose **All files** in the **Files** area. WinZip will attempt to extract all files from the archive, including those with invalid filenames. Note that external archive utilities such as ARC, ARJ and LHA may handle invalid filenames differently from WinZip when they are extracted.

## 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 8.1 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 web site 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.



## Unsupported ARJ version

WinZip does not support the 32-bit version of ARJ. You must use the 16-bit version.

Please read [Installing ARJ](#) for information about the versions of ARJ that WinZip supports.

## Unsupported LHA version

WinZip does not support the 32-bit version of LHA. You must use the 16-bit version.

Please read [Installing LHA](#) for information about the versions of LHA that WinZip supports.

## No temporary folder

The operation you requested requires the use of a temporary folder for the storage of intermediate files. WinZip was unable to identify or create a temporary folder using standard Windows techniques, so it is unable to complete the operation.

To locate a temporary folder, WinZip searches for a folder specified by either the TMP or TEMP environment variable. If a folder is not found, WinZip then looks for a TEMP subfolder of the Windows folder; if the TEMP subfolder does not exist, WinZip attempts to create it. You will see this message only if all of these attempts fail.

Additional information may be available from the WinZip web site at <http://www.winzip.com/tempfldr.htm>.

## Character conversion error

The name of one of the folders containing files to be added contains characters that cannot be converted to the ANSI character set, and WinZip cannot continue this operation.

A full treatment of character sets is beyond the scope of this document. Briefly, however, some file and folder names are represented on your Windows computer using a set of characters known as Unicode. WinZip must translate those characters into a simpler set of characters known as ANSI .

In most cases this presents no difficulty because both character sets include all of the most commonly used characters. However, because the Unicode character set is much larger than the ANSI character set, it is possible for folder names to contain Unicode characters that have no ANSI equivalent in your computer's current configuration.

The simplest solution is to rename the folder using only common characters (letters A-Z, digits 0-9, spaces, etc.). When this has been done, WinZip will be able to access the folder successfully and you can try the operation again.

If you are an experienced Windows user, you may be able to change your current ANSI code page to accommodate the invalid character(s). Consult your Windows documentation for further information.

## Add items

You have selected items in the Add dialog's file selection window, and you have also typed one or more wildcard file specifications in the **File name** field.

If there is any discrepancy between the items selected in the file selection window and the items specified in the **File name** field, WinZip will add only the items specified in the **File name** field. Wildcard file specifications are assumed to be relative to the folder shown in the **Look in** window at the top of the dialog.

For example, if you select a folder in the file selection window and then type \*.\* in the **File name** field, all files from the current folder (shown in the **Look in** field) are added, and the folder selected in the file selection window is ignored.

## 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, Windows Me, Windows 2000, Windows XP, Microsoft Internet Explorer 4.0 or greater, and is available as a separate download from Microsoft. For more information, see the web page [http://www.winzip.com/common\\_control\\_library.cgi](http://www.winzip.com/common_control_library.cgi).

## Installing Quick View

When viewing a file that does not have an [associated program](#), WinZip® uses the program identified as the "default association" in the **Program Locations** tab of the [Configuration](#) dialog box.

Windows 95, Windows 98, and Windows NT 4.0 include an optional file viewing utility, Quick View, that can be used as the default association. Quick View is capable of displaying files in a variety of formats. If you have one of these Windows versions and 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 "quickview" in the **Default association** field (don't type the quotes), then click **OK**.

## Search for Favorite Zip Folders

Click **Search entire hard disk(s)** 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 **Search for 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?

In order to view a file in an archive, you need to have a program that is capable of displaying that type of file. WinZip® can display text files using its built-in viewer, but for any other type of file (including word processor documents) you will need an external program.

The program you need will depend on the type of file you want to display. For example, to display graphics files such as .jpg and .gif, you will need a graphics viewer; to display a Microsoft Excel spreadsheet (.xls), you need to have either Excel or a viewer that is capable of displaying Microsoft Office documents.

If you use Windows 95, Windows 98, or Windows NT 4.0, you can use Microsoft's Quick View to view a variety of file types. See [Installing Quick View](#) for additional information on this viewer.

Otherwise, a variety of third-party programs, many of them free, are available for working with and viewing the main types of files that most people are likely to encounter in archives. For more information about these programs please visit our web page at:

<http://www.winzip.com/viewer.htm>

## 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

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.

A copy of the WinZip Command Line Support Add-On is available from the web page <http://www.winzip.com/wzcline.cgi>.

## 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 WinZip 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 (and replace) files** adds all specified files to the archive. **Freshen existing files** updates files that are already in the archive but adds no new files. **Update (and add) files** is the same as Freshen, but adds any files that are not already in the archive. **Move (and replace) files** is the same as Add but deletes files from disk or moves them to the Recycle Bin after they have been added.

All of these choices replace files already in the archive that have the same name and folder information as files being added or updated..

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 **Look in** 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 in the CheckOut window 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 if no 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 below 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.

Opens a Windows Explorer window showing the Extract to folder after extracting.

Allows you to create a new folder on disk.

Extracts files to subfolders of the selected folder, using the names of the Zip files for folder names. Subfolders will be created if necessary. If not checked, all files are extracted to the selected folder.

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

Expands the folder tree below 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.



Opens a Windows Explorer window showing the Extract to folder after extracting.

Allows you to create a new folder on disk.

Extracts files to subfolders of the selected folder, using the names of the Zip files for folder names. Subfolders will be created if necessary. If not checked, all files are extracted to the selected folder.

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 (and replace) files** adds all specified files to the archive. **Freshen existing files** updates files that are already in the archive but adds no new files. **Update (and add) files** is the same as Freshen, but adds any files that are not already in the archive. **Move (and replace) files** is the same as Add but deletes files from disk or moves files to the Recycle Bin after they have been added.

All of these choices replace files already in the archive with the same name and folder information as files being added or updated.

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 WinZip 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 automatically 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 automatically 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 a Windows 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.

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.)

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).

File names 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. Due to a problem in Windows XP, this option is not available to XP users.



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 Folder button to the right to browse your system.



When WinZip starts, it changes to the folder you specify here. Click the Folder button to the right to browse your system.

When WinZip starts, it changes to the folder you specify here. Click the Folder button to the right 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 Folder button to the right to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Folder button to the right 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 Folder button to the right to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Folder button to the right 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 Folder button to the right 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 Folder button to the right 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 Folder button to the right 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 Folder button to the right to browse your system.

WinZip uses the folder specified here for temporary files. Click the Folder button to the right to browse your system.

WinZip uses the folder specified here for temporary files. Click the Folder button to the right 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.

Displays a WinZip icon in the system taskbar tray. You can use the icon to start WinZip, quickly access recently opened archives, etc.

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'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.

You can enable or disable all of WinZip's Explorer enhancements by checking or unchecking this checkbox.

WinZip menu items will appear in a submenu of Windows Explorer's context menu. If not checked, WinZip items appear individually in the main context menu.

A small WinZip icon is displayed with WinZip entries in Windows Explorer's context menu.

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.

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 a comment tooltip when the mouse pointer is hovered over a Zip file on a local hard drive.

WinZip displays a comment tooltip when the mouse pointer is hovered over a Zip file on removable media.

WinZip displays a comment tooltip when the mouse pointer is hovered over a Zip file on other drives. "Other drives" means any drive other than removable media drives and local hard drives (e.g., network drives).

Contains a list of commands that can be included in the My Computer or Windows Explorer context menu. You can enable or disable specific commands by checking or unchecking the checkboxes. Commands that are disabled will not appear in the context menu.

For more information on the specific items that can be added to the Explorer context menu, click anywhere in the Configuration dialog box to close this window, then click **Help**.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Folder button to the right to browse your system.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Folder button to the right 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 Folder button to the right 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 Folder button to the right 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 Folder button to the right 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 Folder button to the right 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 Save 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.

Displays a WinZip icon in the system taskbar tray. You can use the icon to start WinZip, quickly access recently opened archives, etc.



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).



A composite file that contains one or more other files, normally compressed. Archives such as Zip files are convenient for grouping related files together, conserving disk storage, and reducing transfer times when sending files over the Internet. You can work with this file by double clicking it or by right clicking it and choosing **Open with WinZip** from the pop-up menu.

Lists files in your Favorite Zip Folders. To open a listed file, double click it or select it and click **Open**. Click **Search** to find archives not located in your Favorite Zip Folders. Click **Options** to add folders to or remove folders from your Favorite Zip Folders.

Specifies the type(s) of files to be listed. Choose **Zip files** to list only Zip files, **All archives** to list all archive formats (Zip, ARJ, CAB, etc.), or **Encoded files** to list only MIME and other encoded files.

Opens the selected file.

Displays a dialog that allows you to search for archives not located in your Favorite Zip Folders.

Closes this dialog without opening a file.

Displays a dialog that allows you to add folders to your Favorite Zip Folders, remove folders from your Favorite Zip Folders, and specify what WinZip should do when opening a file from **Search** results when the file is not located in one of your Favorite Zip Folders.

If this box is checked, the Zip file will be password protected. You will be asked for the password after you click OK. The recipient of your attachment will need the password in order to extract files from the Zip file.



WinZip Zip and E-Mail Plus creates a name for your Zip file based on today's date. (not available)

WinZip Zip and E-Mail Plus creates a name for your Zip file based on the name of the file you select to be added. If multiple files are selected, the name of the folder is used instead.

Allows you to specify the name for your Zip file.


Provides a space to type the name for your Zip file.

Displays information about WinZip Zip and E-Mail Plus. (not available)

Creates the Zip file attachment containing the files you have selected. If the Password checkbox is checked, you will be asked for a password.

Closes this dialog without creating an attachment.

Displays an overview of using WinZip Zip and E-Mail Plus. (not available)

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




Provides a space for you to type the name of the file you want attached. (not available)

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.

Lists the folders and files in the selected location. To see what's inside a folder, double click it. (not available)

You can also use the From box to change drives, etc.

To open the folder one level up, click  on the toolbar.

Provides a space for you to type the Zip file password. This password will be required to extract files from the Zip file.

Provides a space for you to type the Zip file password a second time. This confirms that you have typed the password correctly. The two passwords must match before the Zip file will be created.

If checked, the password is "masked," i.e., displayed as asterisks when you type it. You will need to type the password twice to confirm that you have typed it correctly.

Creates the Zip file attachment using the password you have specified.

Returns to the Zip and E-Mail Plus dialog without creating a Zip file attachment.

Specifies the size of the parts into which the Zip file will be split. Common sizes are listed; choose "Other size" to specify your own size using the **Other size** field.



Creates the split Zip file using the name and size you've specified.

Closes this dialog without creating the split Zip file.

Provides a space for you to type the desired size of the parts into which the Zip file will be split. To use this field, choose "Other size" from the **Part size** drop-down list. The size you specify here is interpreted as bytes, kilobytes (KB) or megabytes (MB) as specified by the radio buttons to the right.

Specifies that the value in the **Other size** field is in bytes.

Specifies that the value in the **Other size** field is in kilobytes.

Specifies that the value in the **Other size** field is in megabytes.

Specifies the types of files that are displayed in the window above.

Provides a space for you to type the name of the split Zip file you want to create.




Specifies the location where you want to locate the split Zip file. Click the arrow to select another location, or click on the toolbar to move up levels.

The window below lists the existing items in the specified location.

Lists files in your Favorite Zip Folders for quick opening.

Provides a space for you to type the name of the archive you want to open. You do not have to type anything here if you select an archive from the list above--the name of the archive you select will be automatically placed in this field.

Specifies the location where you want to locate a file or folder. Click the arrow to select another location, or click  on the toolbar to move up levels.  
The box below lists the items in the selected location. To open a file, double click its name.

Opens the selected archive.

Closes this dialog without opening an archive.

## WinZip 8.1 Ordering Information

The following information is for the English language version of WinZip®. All orders are subject to the WinZip [License Agreement](#).

### To Order WinZip Now

To order online and download your order immediately, go to the WinZip web site at:

<http://www.winzip.com/order.cgi>

You can also use our web site to order copies of WinZip on CD for delivery by postal mail.

### Other Ordering Options

In addition to ordering online, you can also place orders in the following ways. These orders will be shipped by postal mail (airmail outside the US) and will leave our office within two business days after the order is received:

[Credit card orders by phone](#)

[Credit card orders by fax or mail](#)

[Ordering by check](#)

[Purchase orders](#)

### WinZip Pricing

WinZip Single-User License: \$29

WinZip Site Licenses:

2 to 9 computers:	\$22 per computer
10 to 24 computers:	\$17 per computer
25 to 49 computers:	\$14 per computer
50 to 99 computers:	\$10 per computer
100 to 199 computers:	\$7 per computer
200 to 499 computers:	\$6 per computer
500 to 749 computers:	\$4 per computer

If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

There is a \$5.00 per order charge for shipping and handling. Prices are in US dollars and are guaranteed through December, 2002.

### Site Licenses

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If you have further questions, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

## **German, French, and Japanese Versions**

There are German and French language versions of WinZip. For Japanese users there is an English version with the Help file in Japanese. Click [here](#) for additional information.



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**WinZip Computing, Inc.**

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## **WinZip License Evaluation Version WinZip Computing, Inc.**

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# WinZip 8.1 Order Form/Invoice

To print this order form, select **Print Topic** from the **File** menu.

To order by check, send this completed order form and a check (in US dollars drawn on a US bank) to WinZip Computing, Inc., PO 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 with or distributed to any third party. This order form applies only to the English language version of WinZip. Prices are in US dollars and are guaranteed through December, 2002.

WinZip Single-User License (on CD): \_\_\_\_\_ copies at \$29 each = \_\_\_\_\_

WinZip Site Licenses (includes one distribution CD):

2 to 9 computers: \_\_\_\_\_ computers at \$22 per computer = \_\_\_\_\_

10 to 24 computers: \_\_\_\_\_ computers at \$17 per computer = \_\_\_\_\_

25 to 49 computers: \_\_\_\_\_ computers at \$14 per computer = \_\_\_\_\_

50 to 99 computers: \_\_\_\_\_ computers at \$10 per computer = \_\_\_\_\_

100 to 199 computers: \_\_\_\_\_ computers at \$7 per computer = \_\_\_\_\_

200 to 499 computers: \_\_\_\_\_ computers at \$6 per computer = \_\_\_\_\_

500 to 749 computers: \_\_\_\_\_ computers at \$4 per computer = \_\_\_\_\_

Add \$5.00 shipping and handling + \$5.00

Connecticut residents add 6% sales tax + \_\_\_\_\_

Total payment US\$ \_\_\_\_\_

*If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

—

# WinZip 8.1 Credit Card Order Form

To print this order form, select **Print Topic** from the **File** menu.

To order with a credit card by fax or mail, please complete this credit card order form and send it to:

Fax: 1-860-429-3542

Mail: WinZip Computing, Inc., PO 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 with or distributed to any third party. This order form applies only to the English language version of WinZip. Prices are in US dollars and are guaranteed through December, 2002.

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50 to 99 computers: \_\_\_\_\_ computers at \$10 per computer = \_\_\_\_\_

100 to 199 computers: \_\_\_\_\_ computers at \$7 per computer = \_\_\_\_\_

200 to 499 computers: \_\_\_\_\_ computers at \$6 per computer = \_\_\_\_\_

500 to 749 computers: \_\_\_\_\_ computers at \$4 per computer = \_\_\_\_\_

Add \$5.00 shipping and handling + \$5.00

Connecticut residents add 6% sales tax + \_\_\_\_\_

Total payment US\$ \_\_\_\_\_

*If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
\_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

(if different from above) \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card (circle one):      MasterCard                  VISA                  AMEX                  Discover

Credit Card #: \_\_\_\_\_  
\_\_\_\_\_

Expiration Date: \_\_\_\_\_  
\_\_\_\_\_

Name On Card: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_



## Credit Card Orders by Phone

You can place credit card orders by phone at 1-877-724-4600 (toll free; US only), or 1-860-429-4649.

WinZip Computing, Inc. cannot be reached at the phone numbers above. These numbers are for our credit card order handling service only. If you have questions about WinZip®, or need WinZip technical support, you can send e-mail to [help@winzip.com](mailto:help@winzip.com); our goal is to respond to all e-mail inquiries within one business day.

### WinZip Pricing

WinZip Single-User License (on CD):       \$29 each

WinZip Site Licenses (includes one distribution CD):

2 to 9 computers:	\$22 per computer
10 to 24 computers:	\$17 per computer
25 to 49 computers:	\$14 per computer
50 to 99 computers:	\$10 per computer
100 to 199 computers:	\$7 per computer
200 to 499 computers:	\$6 per computer
500 to 749 computers:	\$4 per computer

There is a \$5.00 per order charge for shipping and handling. If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

Your order will be shipped by postal mail (airmail outside the US) and will leave our office within two business days after the order is received.

All orders are subject to the WinZip [License Agreement](#). Customer information is considered confidential and will not be shared with or distributed to any third party. This order information applies only to the English language version of WinZip. Prices are in US dollars and are guaranteed through December, 2002.

## Purchase Orders

Purchase orders (Net 30 days) are accepted from government and educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Detailed order requests on signed company letterhead are also accepted. All orders are subject to credit approval. Please include a completed [Order Form](#) with your purchase order and fax it to 1-860-429-3542 or mail it to:

WinZip Computing, Inc.  
PO Box 540  
Mansfield, CT 06268 USA

## German, French, and Japanese Versions

There are German and French language versions of WinZip®. For Japanese users there is an English version with the Help file in Japanese. Prices for these versions may vary from the prices for the English language version as purchased from WinZip Computing, Inc.

**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 web site](#) or send e-mail to [support@winzip.de](mailto: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)-1-69-33-7050.

**Japanese Users:** For a version of WinZip that includes a Japanese Help file, please contact P. & A. Inc., Fudoya Bldg 4F, 2-10-1 Akebono, Tachikawa, Tokyo, Japan 190-0012, phone: +81-(0)-42-525-9501, fax: +81-(0)-42-525-9502, e-mail: [info@panda.co.jp](mailto:info@panda.co.jp). P. & A. also maintains web sites in [Japanese](#) and in [English](#).

## 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](mailto: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 98, Windows 2000, 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 Microsoft Internet Explorer or Netscape Navigator/Communicator, 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 Microsoft Internet Explorer or Netscape Navigator/Communicator, 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 8.1 has been tested with the latest release and the latest publicly available beta versions of Microsoft Internet Explorer, Netscape Navigator/Communicator, Windows 95/98/NT/2000/Me/XP, as of September 2001. 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 8.1'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, Windows Me, Windows XP, 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 many of the changes, such as color, desktop icons, and wallpaper, 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 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, Eudora, and AOL 7.0.

AOL versions 4.0, 5.0, and 6.0 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 tutorials that come with WinZip, WinZip help, 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 file 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 WinZip Wizard Setup is complete panel displays. 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 monthly reports, you might type "June 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 Explorer

**To create an archive:** you can select file(s) in Windows Explorer, right click, and choose **Add to Zip file** 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](mailto: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 Me or Windows 2000)?

- 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 standard Zip 2.0 encryption format, a format that is also supported by most other Zip utilities.

Password protecting files in a Zip file provides a measure of protection against casual users who do not have the password and are trying to determine the contents of the files. However, the Zip 2.0 encryption format is known to be relatively weak, and cannot be expected to provide protection from individuals with access to specialized password recovery tools.

**You should not rely on WinZip password protection to provide strong security for your data.** If you have important security requirements for your data, you should look into more robust cryptography solutions.

## 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 Archive dialog box, check the **Add Dialog** checkbox at the bottom of the dialog box.
2. In the Add dialog box, click the **Password** button, and type a password.


## Notes

- The main WinZip window lists password protected files with a plus sign following the filename.
- 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.
- In general, longer passwords (for example, passwords with 8 or more characters) are more secure than shorter passwords, and passwords that contain a mixture of alphabetic characters, numeric characters, and punctuation characters are more secure than passwords containing only alphabetic characters.
- 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.

You can create a new folder by clicking the "new folder" button  and typing the name of a new folder. *Note:* this button is not present when you are choosing a folder where WinZip should look for existing files; it is only present when you are choosing a folder where WinZip will be storing files.

Click **OK** when the desired folder appears in the field at the top of the dialog.

## WinZip Quick Pick taskbar tray icon

The WinZip® Quick Pick taskbar tray icon  gives you instant access to WinZip and recently used archives.

### Enabling and disabling Quick Pick

To enable or disable the WinZip Quick Pick taskbar tray icon, check or uncheck **Include WinZip Quick Pick in the taskbar tray** in the **System** tab of WinZip's [Configuration dialog](#). When Quick Pick is enabled, the WinZip icon will automatically appear in the system taskbar tray whenever you start your system.

### Using the WinZip Quick Pick taskbar tray icon

To open WinZip, simply click the Quick Pick icon using the left mouse button. For more options, *right* click the icon to open the Quick Pick menu and:

- Click any archive in the list of recently opened archives to start WinZip and reopen the archive.
- Click **Favorites** to start WinZip and display a list of files in your Favorite Zip Folders. You can open any listed archive by double clicking it.
- Click **Open WinZip** to start WinZip (same as left clicking the icon).
- Click **WinZip Help** to view WinZip's help.
- Click **About** for Quick Pick version and copyright information.
- Click **Close** to close WinZip Quick Pick and remove the icon from the taskbar tray. You will have the option to close Quick Pick but leave it enabled (so it will return the next time Windows is started) or to close it and disable it (so it won't return the next time Windows is started).

### Restarting Quick Pick after closing

- If you close Quick Pick but leave it enabled, Quick Pick will restart automatically the next time Windows is started. To restart it manually (without restarting Windows), click the Start button, choose **Startup** from the **Programs** menu, and click **WinZip Quick Pick**.
- If you close and disable Quick Pick, it will not restart automatically the next time Windows is started. To restart it, you must re-enable it as described above.

## Explorer context menu enhancements

You can access many WinZip® features directly from the context menus of My Computer and Windows Explorer. When you right click files or folders in My Computer or Windows Explorer, Windows displays a pop-up ("context") menu containing actions that are appropriate for the selected items. WinZip can add entries to the context menu that allow you to open and create archives, add and extract files, mail archives, etc.

### Configuring the context menu

You can configure WinZip's context menu enhancements using the **Explorer Enhancements** tab of the WinZip Classic configuration dialog (choose **Configuration** from the **Options** menu; Wizard users will need to temporarily switch to Classic mode to do this).

Alternatively, if WinZip is configured to display its entries in a submenu of the Explorer context menu, you can access the configuration dialog directly by right clicking any file or folder in an Explorer window and then clicking **Configure** in the WinZip submenu.

In the configuration dialog you'll find options on how and where WinZip's menu items are displayed, and you can enable or disable many of the items individually. Click the **Help** button or press F1 in the dialog for specific help on the options.

### Using the context menu

To use the context menu, simply right click a file or folder in My Computer or Windows Explorer. WinZip will add items to the context menu that are appropriate to the file or folder you selected. These items will appear either in the main context menu or in a submenu labeled "WinZip," depending on your configuration option.

Some WinZip context menu items are also appropriate for multiple selections. For example, you can select several files and add them all to a Zip file in one operation, or you can select multiple Zip files and extract from all of them at once. To do this, *left* click a file or folder to select the first item, hold down the Ctrl key and left click to select additional items, and then *right* click any selected item to pop up the context menu. See your Windows help for more ways to select multiple files.

### Main context menu items

These items appear in the main Explorer context menu if the selected item is an archive.

- **Open with WinZip:** starts WinZip and opens the selected archive. If multiple archives are selected, a separate WinZip window will be opened for each archive. See also the separate **Open with WinZip** submenu entry described below.
- **Print:** this is a standard Windows menu entry; however, if the selected item is an archive, Windows will use WinZip to print a list of files contained in the archive.

### Submenu items

These are the menu entries you may see in the WinZip submenu. The actual entries that appear in any particular case depend on the type(s) of file(s) you have selected. *Note:* these items will appear in the main menu rather than a submenu if you have cleared the **Display context menu items in a submenu** checkbox in your configuration.

- **Add to Zip file...:** adds the selected items to a new or existing Zip file. A dialog appears in which you can specify the Zip file name, and WinZip remains open after the add operation is complete.
- **Add to filename.zip:** adds the selected items to the named Zip file; the name is based on the name of the selected item, or the folder name if multiple items are selected. WinZip adds the selected items to the Zip file, creating a new Zip file if necessary.
- **Add to recently used Zip file:** opens a submenu listing recently used Zip files. The selected items are added to the Zip file you pick from the list. *Note:* this item is enabled or disabled by the

configuration option labeled "Add to recently used Zip file <file history>".

- **Open with WinZip:** this is a separate entry from the **Open with WinZip** that appears at the top of the main context menu when an archive is selected. It appears when the selected item is a self-extracting archive (.exe) or a media "skin" file for programs such as Windows Media Player (.wmz, etc.). These types of files are not associated with WinZip, so Windows will place a standard **Open** option at the top of the menu; **Open** will start the program (if it is a self-extracting .exe file) or open the file in the media player (if it is a skin file). However, these file types can *also* be opened with WinZip, just like standard Zip files. To do this, choose **Open with WinZip** from the submenu.

**Note:** this item is enabled or disabled by the configuration option labeled **Open unassociated archives with WinZip**.

- **Zip and E-Mail filename:** WinZip compresses the selected items into a temporary Zip file with the specified name, creates a new e-mail message, and attaches the Zip file. You can then address and send the e-mail as you usually would. WinZip deletes the temporary Zip file when it is no longer needed.
- **Zip and E-Mail Plus....:** this item is similar to Zip and E-Mail *filename*, but you can specify the filename to be used for the Zip file, and you can optionally password-protect it.
- **Configure....:** displays the configuration dialog for WinZip's Explorer enhancements, including the context menu. This allows you to adjust the context menu and other options without starting WinZip. Note that this option is only available if WinZip's context menu items appear in a submenu.

The following submenu items appear only if the selected item is an archive or, in some cases, multiple archives or self-extracting archives.

- **Extract to ...:** WinZip's Extract dialog appears and you can choose a folder to which the files in the archive(s) will be extracted. Note: this menu entry also appears when you use the right mouse button to drag and drop an archive.
- **Extract to here:** the files in the archive(s) are extracted to the folder that is displayed in the Explorer window. Note: this menu entry also appears when you use the right mouse button to drag and drop an archive.
- **Extract to folder *folder-name*:** the files in the archive are extracted to the specified folder, which is created if necessary. The folder name is derived from the archive name.
- **Extract to here using file names for folders:** this item appears only if multiple archives are selected. The files in the archives are extracted to subfolders of the currently displayed folder ("here"), using the archive names for the subfolder names. For example, if the Explorer window shows the folder Downloads and you choose this option to extract from the Zip files One.zip and Two.zip, the files are extracted to Downloads\One and Downloads\Two.
- **Extract to folder ...:** opens a menu listing folders to which files have recently been extracted. The files in the archive(s) are extracted to the folder you pick from the submenu. *Note:* this item is enabled or disabled by the configuration option labeled "Extract to folder <folder history>".
- **E-mail filename:** creates a new e-mail message and attaches the selected archive. This option appears only if a single archive is selected.
- **Create Self-Extractor (.Exe):** starts WinZip Self-Extractor, which allows you to create a self-extracting program file (.exe) from the Zip file. This option is available only if the selection consists of a single non-self-extracting Zip file.

## See also

[Using the Explorer Interface](#)

[Explorer Enhancements \(Configuration Dialog\)](#)

