## Welcome to the WinZip Wizard

The WinZip® Wizard simplifies the process of creating, updating, unzipping and installing software distributed in Zip files using the standard and familiar "wizard" interface. Features include:

- Fast access to Zip files you downloaded: no need to use Windows Explorer or My Computer to hunt for Zip files. The Wizard lists the Zip files in your "Favorite Folders" by date, with the most recent files first, so you can quickly access the files you just downloaded. The search feature can find any Zip files lost on your hard drive.
- Automatic installation of software distributed in Zip files: if a Zip file contains a "setup" or "install" program, just click "Unzip and Install". The Wizard will unzip the files, run the installation program, and clean up any temporary files. Special Wizards make installation of desktop themes and screen savers a snap.
- Easy unzipping: just click "Unzip Now" and the Wizard will unzip your file. It will display the results in Windows Explorer, so you can start working with the new files right away.
- Simple step-by-step Wizard assistance in creating new Zip files and updating existing Zip files.

The full WinZip Classic interface is only a click away.

The best way to learn the Wizard is to use it-just click the **Next** button in the Wizard to proceed. Press the F1 key or click **Help** at any time to get help on a specific screen.

Browse the table of contents on the left or click any of the subjects below for more information.

The WinZip Quick Start Guide	Using WinZip to E-Mail Zip Files
About Zip Files	Frequently Asked Questions
What is a Wizard?	Ordering Information
<u>WinZip Wizard vs. Classic</u> Interfaces	License Agreement
Downloading and Processing Files	Support and Questions
WinZip Quick Pick Tray Icon	WinZip Classic interface help
Working with Windows	

## **About Zip Files**

#### What is a Zip file, anyhow?

Zip files are "archives" used for distributing and storing files. Zip files contain one or more files. Usually the files "archived" in a Zip file are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster.

#### Why do people use Zip files?

Zip files save time and space, and make downloading software and transferring e-mail attachments faster. Typical uses for Zip files include:

- Most files available on web and ftp sites and from online services like America Online 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 time necessary for the file transfer is shorter, because the files in an archive are compressed into a smaller size.
- It is often useful to send a group of related files to a friend or 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 used infrequently. To save disk space, simply compress these files into an archive when they are not used, and decompress them only when needed.

#### Where does WinZip® fit in?

WinZip makes it easy for Windows users to work with archives. It features an intuitive, point-andclick, drag-and-drop interface for viewing, running, extracting, adding, deleting, and testing files in archives, using a standard Windows interface. WinZip provides the same "friendly face" for many archive formats.

### What is a Wizard?

A Wizard is a series of panels or pages in a special window that help you through a task. The Wizard look and feel is standardized, and is used throughout Windows and by many Windows applications. Wizards are especially useful for complex or infrequently performed tasks.

# The WinZip Quick Start Guide

This 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, the WinZip help file, and the WinZip web site at <u>http://www.winzip.com</u>.

#### What is an Archive or Zip File, Anyway?

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

- **Distribute files on the Internet**: Only one Zip file transfer operation (download) is required to obtain all related files, and file transfer is quicker because the archived files are compressed.
- Send a group of related files to an associate: When you distribute the collection of files as an archive, you benefit from the file grouping and compression as well.
- **Save disk space**: If you have large files that are important but seldom used, such as large data files, simply compress these files into an archive and then unzip (or "extract") them only when needed.

#### What Does WinZip Do?

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

### About WinZip's Setup Options

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

• **WinZip Classic**: The powerful WinZip Classic interface is preferred if you

have a general understanding of Windows and of Zip files. Most users will be quite comfortable with its Explorer-like interface once the basics of Zip files are understood.

• **WinZip Wizard**: The WinZip Wizard guides you through some of the most common operations involving Zip files. If you are new to Windows or unfamiliar with Zip files, you may wish to start with the Wizard and switch later to the more powerful Classic interface.

In the following sections we will describe the Classic and Wizard interfaces. 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.

#### 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 will appear.
- 2. In the Open Archive dialog, 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 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 folder. You can now work with the extracted files, select 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 desktop or to the desired folder in Windows Explorer.

#### **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 will appear.

- 2. In the New Archive dialog, 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 will appear.
- 3. In the Add dialog, 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, select 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 them on the WinZip window.

#### WinZip Classic Tips

- You can view the contents of most documents in an archive (such as Microsoft Word documents and Excel spreadsheets) by just double-clicking 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 WinZip Classic's **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

### Installing the WinZip Wizard

If you decide during installation that you want to use the WinZip Wizard, WinZip will need to perform a brief setup procedure that will help it find the Zip files on your computer. This simple procedure will only need to be performed once.

- 1. In the WinZip Setup panel, click **Start with the WinZip Wizard** and then click **Next**.
- 2. In the Search for Favorite Zip Folders panel, we recommend that you choose **Search Entire Hard Disk** so the Wizard can search your system for Zip files. You will see the search progress, and then a panel that indicates how many folders were added to your Favorite Zip Folders. Click **Next**.

- 3. The Wizard will open an Explorer window displaying the WinZip program group icons. Click **Next** to continue, and the Wizard Welcome panel will appear.
- 4. In the Wizard Welcome panel, click **Next** again, and the Select Activity panel will appear.

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

#### Using the WinZip Wizard

If you have just installed WinZip and chosen the WinZip Wizard interface, you should see the Select Activity panel on the screen.

If you have previously installed WinZip, you can start a WinZip session using the **Start** menu, the WinZip icon on your desktop, or the WinZip item in the **Programs** menu. Click **Next** in the welcome panel to reach the Select Activity panel.

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**.
- 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 unzip (extract) 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 a Zip file using the WinZip Wizard. You can now work with the unzipped files, or click **Next** to select another activity within WinZip, or close the WinZip Wizard window.

#### Quick Zipping with the WinZip Wizard

- 1. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.
- 2. In the Choose Zip Name panel, type the name you want to use for your new

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

- 3. In the Select Files panel, click **Add files** to choose the files you want to add to the Zip file. 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 select another activity within WinZip, or close the WinZip Wizard window.

### WinZip Classic and Wizard: Switching Interfaces

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

- In WinZip Classic: to switch to the WinZip Wizard interface, click the Wizard button at the right end of the toolbar.
- In WinZip Wizard: to switch to the WinZip Classic interface, click the WinZip Classic button at the lower left.

### Zip and Unzip Files without Leaving Windows Explorer

Using WinZip's Explorer interface, you can access most of WinZip's functionality directly from My Computer, Windows Explorer, or the desktop. Here is how to zip and unzip files directly from Explorer; be sure to see the WinZip help for more things you can do, including Zip and E-Mail.

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

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

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

#### **Contacting Technical Support**

The best way to ask questions or report problems is to use the support form available from the "Support" link on the WinZip home page (<u>http://www.winzip.com</u>). We try to respond to all inquiries within one business day.

# WinZip Wizard vs. WinZip Classic Interface

Both the WinZip® Classic and Wizard interfaces are included in all versions of WinZip. One click switches from the Wizard to the Classic interface and vice versa.

- The WinZip Wizard interface is ideal if you want to know as little about Zip files as possible or just "get started" with files you have downloaded. With the Wizard, you simply click the "Next" button a few times, and presto, your files are zipped, unzipped, and/or installed. When you want to use more advanced zipping features, you can easily switch to Classic mode.
- The award-winning WinZip Classic interface features tight integration with the Windows shell and versatile drag and drop facilities. It is great if you are comfortable using Windows and Windows Explorer or My Computer, or want to use advanced zipping features.

#### **Related Topics**

WinZip Classic interface help

# **Downloading and Processing Files** with WinZip

WinZip<sup>®</sup> has special features that make it simple and convenient to download and process compressed files from the Internet and online services like America Online.

Click to choose the method about which you would like to learn more:

**Downloading From The Internet** 

Downloading From America Online and Other Online Services

## **Working with Windows**

You can initiate most common operations on Zip files without explicitly starting WinZip®; in many cases, you won't even need to display or use the WinZip Wizard. Here are some quick examples of WinZip's smooth integration into Windows:

#### Unzipping files from My Computer or Windows Explorer

- Right click a Zip file in an 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 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, 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.

#### Zipping files from My Computer or Windows Explorer

- Select one or more files in an 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 an 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 encryption and to specify the name of the temporary Zip file to be created.

#### Using the Desktop:

- You can drag files from an Explorer window to the WinZip icon on the desktop to add the files to an archive of your choice.
- To create a new, empty Zip file on the desktop, right click anywhere on the desktop and select **WinZip File** from the **New** submenu.

#### Using drag and drop from the main WinZip window:

- To extract a file, drag it to a folder displayed in an Explorer window. You can also extract to the desktop by simply dragging the file to the desktop.
- To view a file, drag it to the appropriate application window or to a shortcut to the

application.

• To print a file, drag it to a printer or a printer shortcut.

#### Using the Start menu:

- 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 Zip files.

#### **Related Topics:**

WinZip Quick Pick taskbar tray icon

**Frequently Asked Questions** 

For more detailed information on working with Windows, see these topics in the WinZip Classic help:

Explorer Context Menu Enhancements

Using the Explorer Interface

Using the Start Menu and Desktop

Using Drag and Drop

# Using WinZip to E-Mail Zip Files

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

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

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

- 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 encryption 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 WinZip shortcut menu.
- After you use the Wizard to create or update a Zip file, you will see a button labeled **Mail** this Zip file. Simply click this button; WinZip will create a new e-mail message and attach the Zip file 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-compatible* e-mail program installed and correctly configured (just as the Windows "Send to Mail Recipient" feature does).

Examples of MAPI-compatible e-mail programs are Outlook, Outlook Express, Eudora, and AOL 7.0 and 8.0.

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 to attach files. Here is the technique:

- 1. In your e-mail program, open the dialog that you normally use to attach files to your e-mail messages.
- 2. Using the standard Open File dialog box, locate the file or folder that you wish to attach.
- 3. Position the mouse pointer over the file or folder name in the dialog, then click the **right** mouse button and choose **Add to** *filename.zip* from the WinZip shortcut 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, click once on filename.zip (the Zip file 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 cannot 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?

# 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 the Quick Pick taskbar tray icon

To enable or disable the WinZip Quick Pick taskbar tray icon:

- 1. Click **Options** from the Wizard's Welcome panel.
- 2. Click the **Misc** tab.
- 3. Check the **Include WinZip Quick Pick in the taskbar tray** to enable Quick Pick, or uncheck it to disable Quick Pick.

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.

### **Frequently Asked Questions**

Click the buttons below to see the answers to our most frequently asked questions. You might also want to <u>check our web site for additional FAQs</u>.

#### **Technical questions**

How do I compress a folder and later restore it?

How do I use disk spanning?

How do I use WinZip to e-mail Zip files?

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

Can I encrypt the files in a Zip file?

#### Non-technical questions

How do I order?

Do you keep track of address changes?

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# WinZip 9.0 Ordering Information

The following information is for the English language version of WinZip®. All orders are subject to the WinZip <u>License Agreement</u>.

#### 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 U.S.) 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 <u>sitesales@winzip.com</u>.

There is a \$5.00 per order charge for shipping and handling. Prices are in U.S. dollars and are guaranteed through December, 2004.

#### Site Licenses

The WinZip site license from WinZip Computing is for the English language version of WinZip. A site license for WinZip entitles your organization to receive one copy of the distribution package and to duplicate the software as necessary for use within your organization on the specified number of computers.

The WinZip site license is only for use within your own organization. For example, you cannot give or sell any of your site-licensed copies of WinZip to your customers, or include site-licensed copies of WinZip in products that you sell.

The WinZip site license is not a concurrent user license. Each copy of WinZip may either be used by a single person who uses the software personally on one or more computers, or used on a single workstation used non-simultaneously by multiple people, but not both.

If you have further questions, please send a message to <u>sitesales@winzip.com</u>.

#### 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 <u>here</u> for additional information.

# WinZip 9.0 Order Form/Invoice

#### To print this order form, click the Print button in the toolbar.

To order by check, send this completed order form and a check (in U.S. dollars drawn on a U.S. 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 U.S. dollars and are guaranteed through December, 2004.

For international orders, customer shall be deemed the importer for all purposes, and shall be responsible for all customs duties and clearance charges. Customer shall also be responsible for all other duties, levies, or government fees or taxes now in force or enacted in the future including, for example, any value-added taxes.

WinZip Single-User License (on CD)	_copies at	\$29 each	=	
WinZip Site Licenses (includes one distributi	ion CD):			
2 to 9 computers:	_ computers at	\$22 each	=	
10 to 24 computers:	_ computers at	\$17 each	=	
25 to 49 computers:	_computers at	\$14 each	=	
50 to 99 computers:	_computers at	\$10 each	=	
100 to 199 computers:	_computers at	\$7 each	=	
200 to 499 computers:	_computers at	\$6 each	=	
500 to 749 computers:	_computers at	\$4 each	=	
Add \$5.00	) shipping and	handling	+	9
Connecticut res	idents add 6%	sales tax	+	
	Total payn	nent US\$		
If you need a quote for higher quantities, pleasitesales@winzip.com	ase send a mes	sage to		

Date:			_	
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Credit card number:				
Expiration date:				
Name on card:				
Signature:				
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# WinZip 9.0 Fax/Mail Credit Card Order Form

#### To print this order form, click the Print button in the toolbar.

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 U.S. dollars and are guaranteed through December, 2004.

*Note*: You can also <u>order by phone</u> using your credit card.

WinZip Single-User License (on CD) copies at \$29 each	=	
WinZip Site Licenses (includes one distribution CD):		
2 to 9 computers: computers at \$22 each	=	
10 to 24 computers: computers at \$17 each	=	
25 to 49 computers: computers at \$14 each	=	
50 to 99 computers: computers at \$10 each	=	
100 to 199 computers: computers at \$7 each	=	
200 to 499 computers: computers at \$6 each	=	
500 to 749 computers: computers at \$4 each	=	
Add \$5.00 shipping and handling	+	9
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		

Date:			_	
Name:				
Company:				_
Shipping address:				
City, State, Zip, Country:				
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City, State, Zip, Country:				
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E-mail address:				
Credit card (circle one):	MasterCard	Visa	AmEx	Discover
Credit card number:				
Expiration date:				
Name on card:				
Signature:				
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# WinZip 9.0 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; our goal is to respond to all e-mail inquiries within one business day.

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

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 <u>sitesales@winzip.com</u>.

Your order will be shipped by postal mail (airmail outside the U.S.) 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 U.S. dollars and are guaranteed through December, 2004.

# **Purchase Orders**

Purchase orders (net 30 days, subject to credit approval) are accepted from government and accredited educational institutions, and from corporations, provided that they are submitted on purchase order forms with a purchase order number. Please include a completed <u>Order Form</u> 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.

For more information on the **German** version of WinZip, please visit our web site at <u>http://www.winzip.com/german.htm</u>.

For more information on the **French** version of WinZip, please visit our web site at <u>http://www.winzip.com/french.htm</u>.

For more information on the **Japanese** version of WinZip, please visit our web site at <u>http://www.winzip.com/japan.htm</u>.

# **Support and Questions**

To check whether you have the most recent version of WinZip®, please check the WinZip home page at <u>http://www.winzip.com</u>.

Technical support is available at no charge as described below. The best way to report problems is with the support forms available from the "Support" link on the WinZip home page (http://www.winzip.com). You can also send e-mail to help@winzip.com or postal mail to WinZip Computing, Inc., P.O. Box 540, Mansfield CT 06268.

When reporting problems, please include the following information:

- 1. Is the problem reproducible? If so, how?
- 2. What version of Windows are you running (Windows 98, Windows 2000, etc.)?
- 3. What version of WinZip are you running? (To see what version of WinZip you have, click the **About** button in the "Welcome to the WinZip Wizard" panel.) 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.

Note: You can press F1 at any time while WinZip is active for context sensitive help.

# WinZip Classic interface help

The WinZip® Classic interface help file should automatically open in a separate window.

**If the help file does not open**, you may be encountering Windows security restrictions and will need to open the Classic interface help directly. To do this:

- 1. Close this help window.
- 2. Click the **WinZip Classic** button.
- 3. Choose **Help Contents and Index** from the **Help** menu.

To return the previous topic, click the **Back** button above.

# **Downloading from the Internet**

You can use WinZip® to work with archives you download from the Internet just as you do with other archives.

**If you download an archive**, 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 <u>http://www.winzip.com/downprob.htm</u>.

Note:

Many files available for download on the Internet are executable (.exe) files. 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 and other online services

# **Downloading from America Online 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. After you download a Zip file from an online service 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 **Next** button to move to the Select Zip File screen. The WinZip Wizard's Select Zip File screen shows all the Zip files in your <u>Favorite Zip Folders</u> 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 to continue with the Wizard's unzipping process.

#### Note:

Many files available for download on the Internet are executable (.exe) files. 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

# 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-compatible 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-compatible e-mail programs include (but are not limited to) Outlook, Outlook Express, Eudora, and AOL 7.0 and 8.0.

AOL versions 4.0, 5.0, and 6.0 are *not* MAPI-compatible 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 <u>http://www.winzip.com/xmapi.htm</u>.

### How do I compress a folder and later restore it?

#### How to compress a folder and its subfolders:

- 1. Start WinZip® and click Next in the Welcome panel.
- 2. In the Select Activity panel, choose Create a new Zip file and click Next.
- Type the name of the archive, e.g., C:\MYDIR.ZIP and click Next.
- 4. From Windows Explorer, drag the folder you wish to compress and drop it on the Select Files panel, or click **Add folders**, select the desired folder, and click **OK** to add it to the list.
- 5. Click Zip Now.

#### How to restore a folder and its subfolders:

- 1. Start WinZip and click **Next** in the Welcome panel.
- 2. In the Select Activity panel, choose **Unzip or install from an existing Zip file** and click **Next**.
- 3. Select the Zip file created above; if the Zip file does not appear in the list of files, click **Search** to find it. Then click **Next**.
- 4. In the Unzip panel, use **Select different folder** to choose the folder where you would like to restore the compressed folders and its subfolders, then click **Unzip Now.**

### How do I use disk spanning?

WinZip® makes it easy to create Zip files that "span" multiple disks. This is useful if the files you want to compress will not fit on one disk.

To make a Zip file that spans multiple disks, just create a Zip file on a removable disk, and add files and folders to the Zip file as you normally would. If the disk fills during the operation, WinZip will prompt you to insert another disk. Simply insert the next disk and click the **OK** button.

Example: to zip the files in your C:\DATA folder to a Zip file called A:\DATA.ZIP:

- 1. Start WinZip; click **Next** in the Welcome panel.
- 2. Choose Create a new Zip file and click Next.
- 3. Type the name of the Zip file you want to create (A:\DATA.ZIP) and click **Next** (be sure to have a disk in drive A).
- 4. Drag and drop C:\DATA from Windows Explorer or My Computer to the Select Files panel, or click **Add folders**, select C:\DATA, and click **OK**.
- 5. Click the **Zip Now** button to create your Zip file. If more than one disk is needed, WinZip will prompt you for additional disks. Simply insert a new disk and click the **OK** button.

**Important:** disk spanning is available only when creating a new Zip file, not when adding files to an existing Zip file. You cannot add files to 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).

### **Do you keep track of address changes?**

Yes, we track address changes so that 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).
- 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!