Overview

Have you ever used the Internet, America Online, or another online service? 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 the popular Internet file formats TAR, gzip, UUencode, XXencode, BinHex, and MIME. In addition, ARJ, LZH, and ARC files are supported via external programs. You can use WinZip to access almost all the compressed and encoded files you download from the Internet.
- 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 ideal for the rapidly growing number of PC users who are getting started with Zip files and for those who use Zip files only infrequently. 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.

- Large file support: WinZip supports the 64-bit Zip file format, which eliminates all practical restrictions on the size of Zip files and on the number and size of compressed files within a Zip file. Zip file capacity is limited only by your system's resources.
- Advanced encryption: WinZip's advanced 128- and 256-bit AES encryption helps you prevent unauthorized disclosure of the contents of your sensitive documents.
- 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.
- **Zip and E-Mail:** WinZip lets you zip files or folders and e-mail them with just a few clicks from Windows Explorer or My Computer. In addition, the freely downloadable WinZip E-Mail Attachment Add-On for Outlook lets you zip your Outlook e-mail attachments quickly and easily, right from Outlook 2000 and Outlook 2002.
- 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.

<u>Double clicking</u> 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 <u>Drag and Drop interface</u> 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.

Magazine Quotes

Here's what magazine reviews say about WinZip®:

- "WinZip: Compression's reigning champ" CNET, 5/21/2003
- "WinZip ... the market leader among file-compression utilities ..." -PC World, 5/20/2003
- "WinZip has proven once again to be one of the best investments I ever made for my PC." - PC Buyer's Guide, 5/13/2003
- "WinZip sprang onto the desktop and I was hooked for life. To this day, no other compression client has been able to win me over." Lockergnome, 5/13/2003
- "WinZip has long set the standard for file compression utilities, and recent versions uphold its strong reputation." *PC World*, 5/13/2003
- "WinZip is 'The Standard' in archive and compression software." *Shareware Junkies*, 5/1/2003
- "WinZip is the best product of its type on the market." *The CPA Software News*, 4/1/2003
- "The tool is the de facto compression utility on Windows machines, and the program undoubtedly delivers everything a user needs and more." *Smart Computing*, 3/1/2003

Visit our web site for a <u>more complete and up-to-date list of magazine</u> guotes.

System Requirements

WinZip® requires 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-bystep instructions on installing these programs see the section titled
 <u>Installing Optional External Programs</u>.

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 is required. For the latest information on obtaining LHA.EXE, visit the WinZip web site at http://www.winzip.com/xextern.htm. WinZip will not work with versions earlier than LHA 2.13 (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 the Internet and the major online services. For the latest version supported by WinZip, visit the WinZip web site at http://www.winzip.com/xextern.htm. WinZip will not work with versions earlier than ARJ 2.5 (in particular, it will not function with ARJ32).

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 from the Internet and the major online
 services. WinZip was not tested with earlier versions.

PKXARC.COM version 3.5 from PKWARE, Inc. WinZip was not tested with earlier versions. This program may still be available from some Internet locations.

PKXARC.EXE version 3.6 from PKWARE, Inc. This program may still be available from some Internet locations.

PKUNPAK.EXE version 3.61 from PKWARE, Inc. This program may still be available from some Internet locations.

ARC.EXE version 5.20 or 6.0 from System Enhancement Associates, Inc. This is the last version of ARC available as shareware, and may still be available from some Internet locations. WinZip was not tested with earlier versions.

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 <u>Virus Scanner Configuration</u>.

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, and 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 (Network)

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

WinZip Uninstallation

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

Control Panel

Activate the Control Panel, double click **Add/Remove Programs**, and double click the WinZip entry in the list of programs.

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. Verifies that it is safe to uninstall.
- 2. Uninstalls any WinZip add-ons (the WinZip Command Line Support Add-On, the WinZip E-Mail Attachment Add-On for Outlook, etc.)
- 3. Deletes files in WinZip folder if they were installed by this version of WinZip and if the file's date/time stamp matches WINZIP32.EXE. All .GID, .FTS, and .PIF files in the WinZip folder are deleted, regardless of their date/time stamp.
- 4. Removes any WinZip file associations from WIN.INI.
- 5. Removes [WinZip] entry from WIN.INI.
- 6. Removes the WinZip icons, WinZip desktop shortcut, WinZip Start menu entries, and WinZip Quick Pick.
- 7. Removes the WinZip entries from the registry.

Note: some files, including WINZIP32.EXE, may not be deleted until the next time the computer is restarted.

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 <u>System Requirements</u> for information on obtaining these programs.

Related Topics:

Installing LHA Installing ARJ

Installing LHA

You should be aware that LHA.EXE is a legacy DOS application that has not been updated since the mid-1990's, and that security issues have been reported since then that can affect various versions of LHA.EXE.

Even though WinZip® is able to detect the invalid LZH files that trigger several known security issues affecting LHA, and will refuse to open these files, you should be sure that you know and trust the source of any LZH archives that you work with. Please see <u>Security Hints and Tips</u> for additional security information.

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

- LHA is distributed as a self-extracting archive called LHA255E.EXE. For information on downloading LHA255E.EXE, visit http://www.winzip.com/xextern.htm.
- 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 LHA255E.EXE to run it. This will cause the files in LHA255E.EXE to "self-extract" into the C:\LHA folder. Then go back and delete C:\LHA\LHA255E.EXE, as it is not needed for day-to-day work with LHA and WinZip.
- 5. Start WinZip. Open the **Options** menu and click **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 click 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. Note that WinZip only supports 16-bit versions of ARJ and does not support 32-bit versions of ARJ. The earliest version of ARJ supported by WinZip® is ARJ 2.50a (ARJ250A.EXE); for the current version of ARJ supported by WinZip, visit http://www.winzip.com/xextern.htm. 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 16-bit versions provide long filename support under Windows 95, Windows 98, and Windows Me. Long filename

support is not available when running 16-bit versions of ARJ under Windows NT 4.0, Windows 2000, or Windows XP.

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, which takes you 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 <u>Using the Explorer Interface</u> for specific examples of how WinZip integrates with the Windows shell.
- <u>Using Drag and Drop</u> describes a useful WinZip feature. Be sure to give it a try!
- The section on <u>Hints and Tips</u> lists many helpful ideas for using WinZip.

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 http://www.winzip.com.

What is an Archive or Zip File, Anyway?

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

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

simply compress these files into an archive and then unzip (or "extract") them only when needed.

What Does WinZip Do?

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

About WinZip's Setup Options

During the WinZip setup procedure you are asked to select either the WinZip 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 (http://www.winzip.com). We try to respond to all inquiries within one business day.

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 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.

<u>WinZip Self-Extractor Personal Edition</u>, 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 <u>UUencoded</u>, <u>XXencoded</u>, <u>BinHex</u>, <u>and MIME</u> 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 <u>System Requirements</u> for details).

Brief Tutorial - Contents

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

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

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

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

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

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

Important: WinZip offers many convenient ways to work with archives. This tutorial approaches the topic using the main WinZip window as its base of operations. **This is not the only way to access WinZip's**

convenient features. For example, you can use WinZip to zip and unzip files without leaving My Computer or Windows Explorer. Once you are comfortable with the basic operations described in this tutorial, be sure to read <u>Using the Explorer Interface</u>, <u>Using Drag and Drop</u> and <u>Hints and Tips</u>.

Next>

The WinZip Tutor

The WinZip® Tutor leads you through the steps required to create a new Zip file and to extract files from a Zip file.

<u>Click here</u> to open the WinZip Tutor in a separate window.

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.

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

Wizard Interface

The WinZip® Wizard is an optional interface that provides a familiar "wizard" interface for 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 users who are just getting started with Zip files or only need basic Zip file services.

The WinZip Wizard is documented separately.

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 **<Back** and **Next>** links 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.

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Using WinZip: Introduction

If you've used WinZip® for a while, or if you've looked at any of the overview or <u>Quick Start</u> 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.

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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.
- <u>Favorite Zip Folders</u> 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.
- The <u>Manage Archive</u> submenu allows you to move, copy, rename, and delete the currently open archive.
- 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.
- **Print** prints a listing of the files in the archive.
- **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.
- Wizard activates the WinZip Wizard. (The WinZip Wizard is documented separately.)
- Recently opened archives can be re-opened directly from the **Recent (History)** submenu.
- Exit closes WinZip.

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** (in the **Manage Archive** submenu) 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 "3½ 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 <u>File Type Filters</u> 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 <u>File Type Filters</u> 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. 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 Move, Copy, Rename, and Delete entries in the Manage Archive submenu of the File menu facilitate archive management.

Move 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.

Copy 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.

Rename 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 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 WinZip shortcut 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 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.

 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-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 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 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 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.
- <u>Delete</u> removes files from the archive.
- Extract uncompresses files in the archive and saves the uncompressed files to disk.
- <u>View</u> allows you to look at the contents of files in the archive.
- <u>Select All</u> selects all of the files in the archive.
- <u>Invert Selection</u> 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.
- <u>UUEncode</u> 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.
- Encrypt allows you to encrypt or re-encrypt all files in the Zip file. This action is available for Zip files only.
- <u>Test</u> performs internal testing to make sure that the archive is not damaged.
- Comment allows you to add or edit the Zip file comment.
- <u>CheckOut</u> 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.
- <u>Install</u> 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 <u>Brief Tutorial - Adding Files to an Archive</u>.

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

- The <u>drag and drop</u> 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.

Compatibility note

Beginning with version 9.0, WinZip® supports the 64-bit extensions to the Zip file format. The extended format lets you store all the data you need in Zip files of virtually unlimited size.

The original Zip file format limited the number of member files in a Zip file to 65,535, and the maximum size of both the Zip file itself and any

member file to 4 gigabytes. For all practical purposes, the 64-bit extended format eliminates all these restrictions: member file size, Zip file size, and number of member files are limited only by your system's resources.

WinZip remains fully compatible with the original file format and uses the original format whenever possible. WinZip uses the 64-bit extended format only when the limits of the original format are exceeded.

You should be aware, however, that very large Zip files compressed with WinZip 9.0 are not compatible with earlier versions of WinZip and may not be compatible with other Zip file utilities.

Deleting Files from an Archive

There are two ways to delete files from an archive:

- Select entries in the main WinZip® window, then choose **Delete** from the **Actions** 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 shortcut menu. This displays the same Delete dialog described above.

Notes:

These operations cannot be undone.

To delete an entire archive, choose **Delete** from the **Actions** menu to bring up the Delete dialog. Then choose the **All files/folders in archive** option and click **Delete**. Alternatively, you can choose **Delete** from the **Manage Archive** submenu of the **File** menu.

Extracting files from an archive

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

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

- Using the <u>drag and drop</u> interface.
- Directly from My Computer or Windows Explorer, as described in the section <u>Using the Explorer Interface</u>.
- If a Zip file contains a "setup" or "install" program, you can use the <u>Install Feature</u> 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 in and create a folder.

The Extract dialog box provides the following options:

- The **Selected files/folders** 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/folders in archive** 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** checkbox 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** checkbox 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 <u>Create Folder</u> 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.

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 <u>View Dialog Box</u>.
- 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 <u>Double</u> <u>Clicking</u>.

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 <u>Virus Scanner Configuration</u>. Note that the <u>CheckOut</u> 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 <u>WinZip Self-Extractor Personal Edition</u>, 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 <u>System Requirements</u> and <u>Installing Optional External Programs</u>.

Notes

- If you are using WinZip Self-Extractor Personal Edition or WinZip Self-Extractor, you should be aware of certain restrictions. You cannot create self-extracting Zip files using either of these products if the original Zip file
 - o contains any files encrypted using AES encryption, or
 - contains any files that were compressed using the enhanced deflate compression method, or
 - uses the 64-bit Zip file format extensions. These extensions are used if there are more than 65,535 files in the Zip file or if the Zip file itself or any file contained in the Zip file exceeds 4GB in size.
- 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 <u>UUencoded</u>, <u>XXencoded</u>, <u>BinHex</u>, <u>and MIME files</u>, 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 <u>spanned Zip files</u> 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 <u>Split Zip file compatibility information</u> for more details.

See also

Multiple disk spanning

Encrypting a Zip File

Please <u>read about encryption</u> before using this feature.

To encrypt or re-encrypt all of the files in an open Zip file, choose **Encrypt** from the **Actions** menu. WinZip® will ask for a password and encryption method and then encrypt *all* files currently in the Zip file.

Any files in the Zip file that are already encrypted must first be decrypted before they are re-encrypted using the method and password you specified. WinZip will first try to decrypt the files using the current encryption password; if a file cannot be decrypted with this password, WinZip will ask you for the correct decryption password. If you are unable to supply the correct password, the file will be skipped, and it will remain unchanged in the Zip file.

Notes

• It is more efficient to encrypt files *while* they are being added to the Zip file than to encrypt them *after* they have been added. To encrypt files while adding, simply check the **Encrypt added files** checkbox in the Add dialog.

- You can also perform this action from the My
 Computer or Windows Explorer shortcut menu.
 Simply right click the Zip file and choose Encrypt
 from the WinZip shortcut menu.
- This feature is available only for Zip files.

See also

About Encryption

Using Encryption

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 file 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 file 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 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.
- 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 <u>associations</u>. 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.

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.

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.

Caution: you should be careful when installing any kind of software. Be certain that you trust the source of this Zip file. Do not install anything contained in a Zip file that was attached to an unexpected or suspicious e-mail message. See Security Hints and Tips for additional information.

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.

Click 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 <u>CheckOut Feature</u> 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:

- <u>Configuration</u> activates the main Configuration dialog box. This dialog box controls most WinZip settings.
- **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 <u>View</u> tab controls the appearance of the main WinZip window.
- The <u>Toolbar</u> tab lets you customize the look and content of your WinZip toolbar.
- The <u>Folders</u> tab offers choices for start-up, extract, add, working, checkout, and temporary folders.
- The <u>System</u> tab provides options for accessing WinZip through My Computer and Windows Explorer.
- The <u>Explorer Enhancements</u> tab provides options for configuring WinZip's Windows Explorer enhancements.
- The <u>Program Locations</u> tab controls the default viewer, virus scanner, and optional archive utilities.
- The <u>Miscellaneous</u> tab includes start-up, "on top," Smart DOC, and other general options.

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 <u>tutorial</u> on using WinZip's main features.
- **Frequently Asked Questions** helps you get answers to questions you might have. You can choose between the <u>FAQs in the help</u> or a more extensive set of <u>FAQs on the WinZip web site</u>.
- 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 shortcut menus, from the Start menu, or from the desktop.

Here is a partial list of the things you can do using WinZip's Explorer interface:

- · Create new archives
- Add to existing archives
- Extract files from archives
- E-mail archives
- Encrypt Zip files
- Create self-extracting Zip files

You can do all of these things without opening WinZip itself.

See the following topics for more information about using the WinZip Explorer interface:

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.

Zipping 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 encryption 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 <u>drag and drop</u> 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

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, 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.

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 <u>Explorer Add dialog</u>, 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 shortcut 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 <u>Add Dialog Box Options</u> for a description of the options available in this dialog box.

Compatibility note

Beginning with version 9.0, WinZip® supports the 64-bit extensions to the Zip file format. The extended format lets you store all the data you need in Zip files of virtually unlimited size.

The original Zip file format limited the number of member files in a Zip file to 65,535, and the maximum size of both the Zip file itself and any member file to 4 gigabytes. For all practical purposes, the 64-bit extended format eliminates all these restrictions: member file size, Zip file size, and number of member files are limited only by your system's resources.

WinZip remains fully compatible with the original file format and uses the original format whenever possible. WinZip uses the 64-bit extended format only when the limits of the original format are exceeded.

You should be aware, however, that very large Zip files compressed with WinZip 9.0 are not compatible with earlier versions of WinZip and may not be compatible with other Zip file utilities.

About Encryption

About encryption and encryption methods

WinZip's encryption facility gives you a way to protect sensitive documents contained in your archives from unauthorized viewing. The contents of the files that you want to protect are encrypted by WinZip® based on a password that you specify. In order for WinZip to later extract the original contents of the encrypted files, the correct password must again be supplied.

This section gives a general overview of WinZip's encryption facilities. Once you are familiar with this information, you can read about the specifics of <u>using encryption</u>.

Additional or updated information about WinZip encryption may also be available on the WinZip web site at http://www.winzip.com/encryptioninfo.htm

WinZip provides two encryption methods for Zip files:

• **AES encryption**: AES is the Advanced Encryption Standard, which is the result of a three-year competition sponsored by the U.S. Government's

National Institute of Standards (NIST). This encryption method, also known as Rijndael, has been adopted by NIST as a Federal Information Processing Standard.

WinZip supports AES encryption in two different strengths: 128-bit AES and 256-bit AES. These numbers refer to the size of the encryption keys that are used to encrypt the data. 256-bit AES is stronger than 128-bit AES, but both of them can provide significantly greater security than the standard Zip 2.0 method described below. An advantage of 128-bit AES is that it is slightly faster than 256-bit AES, that is, it takes less time to encrypt or decrypt a file.

The security of your data depends not only on the strength of the encryption method but also on the strength of your password, including factors such as length and composition of the password, and the measures you take to ensure that your password is not disclosed to unauthorized third parties. Please read about encryption passwords.

Note that the Zip file format extension used by WinZip to store AES-encrypted files is not supported by earlier versions of WinZip and is not yet supported by most other Zip file utilities. Because the technical

specification for WinZip's AES format extension is available on the WinZip web site, we anticipate that other Zip file utilities will add support for this format extension.

• Standard Zip 2.0 encryption: this older encryption technique 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 Zip 2.0 encryption to provide strong security for your data. If you have important security requirements for your data, you should instead consider using WinZip's AES encryption, described above.

The only advantage of Zip 2.0 encryption over the more secure AES encryption is that it is supported by most Zip file utilities, including earlier versions of WinZip. Files that you encrypt using this technique can be extracted by anyone who knows the correct password and has access to almost any Zip file utility. Additionally, Zip 2.0 encryption is supported by

WinZip Self-Extractor 2.2 and by WinZip Self-Extractor Personal Edition (included in WinZip 9.0); the AES encryption method described above is not supported by either self-extractor program.

Limitations to be aware of

WinZip 9.0's AES encryption facility represents a significant advance on the previous Zip 2.0 encryption, and it can help meet the need that many WinZip users have for preventing their confidential information from being viewed by unauthorized individuals. There are, however, some limitations that you should be aware of:

- Encryption applies only to the contents of files stored within a Zip file. Information about an encrypted file, such as its name, date, size, attributes, and compression ratio, is stored in unencrypted form in the Zip file's directory and can be viewed, without a password, by anyone who has access to the Zip file.
- WinZip's encryption method is not the same thing as an authentication method for the Zip file. WinZip encryption is intended to prevent someone who doesn't know the correct password from finding out the contents of your encrypted data. The password is not needed for actions that do not involve decryption of the encrypted contents of data stored within a Zip

file. In particular, encrypted files can be deleted from a Zip file, or can be renamed within a Zip file, and new, unencrypted, files can be added to a Zip file, without a password.

- WinZip 9.0 uses password-based encryption, and even a strong encryption algorithm like AES is of little or no benefit if the passwords you use are weak, or you do not keep track of them in a secure manner.
- We recommend that if you are going to be using the same password to encrypt very large numbers of files with WinZip's AES encryption (that is, files totalling in the millions, for example 2000 Zip files, each containing 1000 encrypted files) you use 256-bit AES keys rather than 128-bit AES-keys. The technical reasons for this are discussed below.

Notes on encryption safety

Encryption provides a measure of safety for your sensitive documents, but even encrypted documents can be compromised (regardless of whether they were encrypted by WinZip or by other encryption software). Here are *some* of the ways this can occur. This is by no means an exhaustive list of potential risks; it is intended only to give you an idea of some of the safety issues involved with sensitive documents.

- If a keystroke monitor or other malicious code (such as a virus) is running on your computer, your password may be recorded when you type it. Be sure to check frequently for viruses and follow other recommended computer safety procedures.
- If you extract an encrypted file and then delete the file, it may be possible for someone to later "undelete" the file using file recovery software or the Recycle Bin.
- When you open or view a file from an archive (e.g., by double clicking it), WinZip must extract the file to a temporary location so that the associated program can open it. If you subsequently close WinZip without first closing the program that is using the file, WinZip may not be able to delete the temporary copy of the file, thereby leaving it on disk in unencrypted form. The associated program may also make one or more backup copies of the decrypted file, and WinZip will not be able to delete these. In addition, as described above, it may be possible for someone to later recover deleted files using file recovery software or the Recycle Bin.
- When you "move" files to a Zip file by choosing the **Move** action in the Add dialog, WinZip moves the files into the Zip file by compressing them and then deleting the original files from the disk. It may be possible to recover the original, unencrypted files

from the disk.

- After adding or extracting encrypted files, some or all of the unencrypted file contents may remain in your computer's memory or the page swap files on disk. A malicious user may be able to retrieve this unencrypted information.
- WinZip does not encrypt Zip file comments or, as described above, information about encrypted files such as their names, dates, etc. Any user with access to the Zip file can view this information without a password.

You may be able to eliminate some of these exposures using specialized software such as virus scanners, disk erasers, etc.

Technical information on AES key generation

When you use AES encryption with WinZip, the passwords that you enter are converted into keys of the appropriate length (128 bits or 256 bits, depending on the AES key length that you specify). This is done through the PBKDF2 algorithm defined in RFC 2898 (also available as Public Key Cryptography Standard #5) with an iteration count of 1000. WinZip uses 8-byte salt values with 128-bit AES encryption and 16-byte salt values with 256-bit encryption.

One purpose for the "salt" values used with WinZip's AES encryption is to yield different encryption keys for each file, even if multiple files are encrypted with the same password. With the 8-byte salt values used with WinZip's 128-bit encryption it is likely that, if approximately 4 billion files are encrypted with the same password, two of the files will be encrypted with the same key. Someone who obtained copies of two files encrypted with the same key could learn information about their contents, so it is advisable to stay well below this limit. This is why we recommend that if you are going to be using the same password to encrypt very large numbers of files with WinZip's AES encryption (that is, files totalling in the millions, for example 2000 Zip files, each containing 1000 encrypted files), you use 256-bit AES keys, which use 16-byte salt values, rather than 128-bit AES-keys, with their 8-byte salt values.

As part of the process outlined in RFC 2898 a pseudorandom function must be called; WinZip uses the HMAC-SHA-1 function for this purpose, since it is a well-respected algorithm that has been in wide use for this purpose for several years. The PBKDF2 function repeatedly calls HMAC-SHA-1, which produces a 160-bit hash value as a result, mixing the outputs in a fairly complicated way, eventually yielding a 128- or 256-bit encryption key as a result.

Note that, if you are using 256-bit AES encryption, the fact that HMAC-SHA-1 produces a 160-bit result means that regardless of the password that you specify, the search space for the encryption key is unlikely to reach the theoretical 256-bit maximum, and cannot be guaranteed to exceed 160 bits. This is discussed in section B.1.1 of the RFC 2898 document.

Information for software developers

Zip file utility developers who wish to provide WinZip-compatible AES encryption support in their own products can find complete technical information at http://www.winzip.com/aes_info.htm.

See also

Using Encryption

Encryption Passwords

Using Encryption

Please read about encryption.

Decrypting files

The correct password is required before WinZip® can extract an encrypted file from an archive. If WinZip does not already know the correct password from a previous operation during the same session on the same archive, it will ask you for the password when it is needed.

Note that WinZip extracts files not only for the Extract operation, but also when you view or open a file and when you use features such as Test, CheckOut, Install, and Virus Scan.

Encrypting files

You can encrypt files while they are being added, or you can encrypt (or re-encrypt) all files already in a Zip file.

Encrypting files while adding

The most efficient way to encrypt files is to do so while you are adding them to an archive. To encrypt files while they are being added, simply check the **Encrypt added**

files check box in the Add dialog. Before adding the files, WinZip will display the Encrypt dialog, where you will specify the password and encryption method.

When you add files to a Zip file from Windows Explorer, you will have an option to encrypt the files if the Add dialog is displayed. In some cases, however (e.g., when you choose **Add to recently used Zip file**), there is no Add dialog and therefore no opportunity to encrypt the files while they are being added. In these cases, you can encrypt files *after* they have been added, as described in the next section.

Encrypting files already in a Zip file

To encrypt files already in a Zip file, either

- open the Zip file and choose Encrypt from the Actions menu, or
- right click the Zip file in My Computer or Windows Explorer and choose **Encrypt** from the WinZip shortcut menu.

In either case, WinZip will ask for a password and encryption method and then encrypt *all* files currently in the Zip file.

If a file in the Zip file is already encrypted, it will first be

decrypted and then re-encrypted using the method and password you specified. WinZip will first try to decrypt the file using the current encryption password; if the file cannot be decrypted with this password, WinZip will ask you for the correct decryption password. If you are unable to supply the correct password, the file will be skipped, and it will remain unchanged in the Zip file.

Note that it is more efficient to encrypt files while they are being added to the Zip file than to encrypt them after they are already in the Zip file.

Notes on using encryption

- The main WinZip window marks encrypted files with an asterisk following the filename.
- In the Encrypt and Decrypt dialogs, check the **Mask password** check box to prevent the password from being displayed as you type it. If you check this option, the Encrypt dialog will require you to type the password twice for confirmation (to avoid typographical errors).
- The quality of the passwords you choose can greatly affect the security of your encrypted documents. Please <u>read about passwords</u>.
- Be sure to keep track of your passwords! You will not be able to extract or open any files for which you do

not have the correct password.

See also

About Encryption

Encryption Passwords

Encryption Passwords

The security of your data depends not only on the strength of the encryption method but also on the strength of your password, including factors such as length and composition of the password, and the measures you take to ensure that your password is not disclosed to unauthorized third parties.

You should keep the following considerations in mind when choosing passwords for your files:

- In general, longer passwords are more secure than shorter passwords. In fact, taking maximum advantage of the full strength of AES encryption requires a password of approximately 32 characters for 128-bit encryption and 64 characters for 256-bit encryption.
- Passwords that contain a mixture of letters (upper and lower case), digits, and punctuation are more secure than passwords containing only letters.
- Because you can use spaces and punctuation, you can create "pass phrases" that are long enough but still easy to remember and type.
- Avoid using easily guessed passwords such as names, birthdays, Social Security numbers, addresses,

telephone numbers, etc.

Be sure to keep a record of the passwords you use and to keep this record in a secure place. WinZip® has no way to access the contents of an encrypted file unless you supply the correct password. Before storing your only copies of critical information in encrypted form, you should carefully consider the risks associated with losing or forgetting the passwords involved.

See also

About Encryption

Using Encryption

WinZip Self-Extractor Personal Edition

Overview

WinZip Self-Extractor Personal Edition is included with WinZip®, under the terms of the WinZip <u>License Agreement</u>. 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. 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 <u>License Agreement</u>. **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 <u>here</u> for information on obtaining WinZip Self-Extractor 2.2.

Related Topics:

WinZip Self-Extractor Personal Edition - Overview WinZip Self-Extractor Personal Edition - Operation

Double Clicking

Double clicking on a filename listed in the main WinZip® window will perform the same action as 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 <u>Miscellaneous</u> 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 <u>Program</u> <u>Locations</u> 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 shortcut 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 <u>View</u> 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.

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, XXE, B64, HQX, BHX, MIM.

WinZip uses associations when you <u>Double Click</u> on a filename listed in the main WinZip window and when you use the <u>CheckOut</u> 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. Open My Computer or Windows Explorer and locate **Options** or **Folder Options** in the menus (the exact name and menu location depends on your version of Windows). Open the options dialog from the menu and 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.

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 **Virus 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.

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 dropdown 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:

- 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.)

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.

Creating spanned Zip files

To make a Zip file that spans multiple disks, simply **create** a new 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 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).

Example:

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

- 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.

Extracting from spanned Zip files

To extract files from a spanned Zip file, insert the *last* disk of the series and open the Zip file using WinZip; this will display the directory of the Zip file and allow you to extract the files. WinZip will prompt you for the disks as needed to complete the operation.

See also

Split Zip files

Potentially Unsafe File Types

WinZip® displays caution messages in some situations, such as when you double-click on a .EXE file compressed within a Zip file, to warn that you are working with a file type that could potentially contain a virus. These warnings can be helpful for WinZip users who rarely or never need to use Zip files containing these potentially unsafe file types. WinZip users who frequently need to work with the file types involved can easily turn the caution messages off.

To help prevent virus infections on your computer, you should familiarize yourself with the information on this page. A little knowledge and some sensible security procedures will allow you to be comfortable working with the Zip files that you receive.

On this page:

Overview

About potentially unsafe file types

WinZip's handling of potentially unsafe file types

Security hints and tips

Overview

One of the most common ways in which a computer becomes virus-infected is that its user actively causes the virus to run, not realizing that the file being opened could contain a virus. This can happen when, for example, you double-click a virus-infected attachment to an e-mail message.

Viruses are sometimes compressed inside Zip files, which are then sent as e-mail attachments. When you receive a Zip file as an e-mail attachment, double-clicking the attachment will open the Zip file in WinZip (or whatever Zip utility is installed on your system). If, within your Zip utility, you then double-click the virus-infected file, the virus can run and your computer can become infected. (An up-to-date virus scanner, scanning files in real time, will stop most infections, but the newest viruses may escape detection.)

One reason that viruses are able to spread is that doubleclicking a file has historically been a safe thing to do. It is easy to casually double-click a file received as an e-mail attachment, or a file within a Zip file received as an email attachment. Unfortunately, because of the recent proliferation of viruses, it is no longer safe to routinely double-click files, especially files received as attachments to suspicious email messages or downloaded from untrusted web sites. This issue has become so important that recent versions of Internet Explorer and of e-mail programs such as Outlook and Outlook Express warn you when you are about to work with potentially unsafe file types.

Because Zip files can sometimes contain virus-infected files, this version of WinZip displays similar warnings in certain situations when a Zip file that you are working with contains files of potentially unsafe types.

About Potentially Unsafe File Types

The *file type* of a file, sometimes referred to as its *extension*, is the last portion of the name of the file. For example, if you have a file called "memo.doc", the last portion of the name of the file (that is, the portion following the final period) is "DOC". This file therefore has a file type of DOC, and would sometimes be referred to as a DOC file or a .DOC file.

Windows generally uses the file type to decide how the file will be handled when you double-click the file's icon. For example, DOC files most often contain Microsoft

Word documents; if you double-click a DOC file and Microsoft Word is installed on your system, Windows will open the file in Microsoft Word.

As a second example, the file "game.exe" has a file type of EXE. This type of file normally contains a program, and if you double-click it, Windows will run the program.

The EXE file type is an example of a potentially unsafe file type. While the vast majority of EXE files that you are likely to encounter are safe and useful, malicious individuals sometimes write programs that can harm your computer and distribute them in the form of EXE files.

There are a number of other file types that are often considered to be potentially unsafe because they have been used to spread viruses. There is no definitive list of these file types that everyone would agree with, and to some extent the list is constantly changing, but here is the list that is used by this version of WinZip:

ADE, ADP, APP, BAS, BAT, CHM, CMD, COM, CPL, CRT, CSH, DLL, EXE, FXP, HLP, HTA, INF, INS, ISP, JS, JSE, KSH, LNK, MDA, MDB, MDE, MDT, MDW, MDZ, MSC, MSI, MSP, MST, OCX, OPS, PCD, PIF, PRF, PRG, REG, SCF, SCR, SCT, SHB, SHS, URL, VB, VBE, VBS, VBX, WSC, WSF, WSH, XSL

All of these file types have legitimate uses under appropriate circumstances. The simple fact that a file is one of the types listed above does not mean that there is something "wrong" with the file or that it is infected with a virus. But if you receive a file with one of these types from an untrusted source or in unexpected or suspicious circumstances, you should not work with the file until you are sure that it is safe.

Of course, as mentioned above, there is no definitive list of which file types are safe or unsafe, so even with file types that are not on the above list, you should use appropriate cautions.

For some general security guidelines, see <u>Security Hints</u> and <u>Tips</u> below.

WinZip's Handling of Potentially Unsafe File Types

This version of WinZip has been enhanced to warn you about some of the most common situations in which you could become infected by a virus compressed inside a Zip file.

This enhancement involves several small changes to WinZip that we believe will, in these specific situations, make it less likely for you to be affected by a virus that

has been placed inside a Zip file.

• If you are using the WinZip Classic interface and you double-click a file with a potentially unsafe file type, such as .EXE, WinZip will display a dialog warning you about the potentially unsafe file type. You can then decide whether you really want to open it.

Note that this warning is only displayed when you double-click a file within a Zip file to open that file from within WinZip. You can still extract files from a Zip file to a folder on your disk without a warning, regardless of the file types involved.

- If you are using the WinZip Wizard interface, the Wizard will display a dialog to notify you when you begin to work with a Zip file that contains any files on WinZip's list of potentially unsafe file types. You can then decide whether you want to continue working with that Zip file.
- WinZip also displays warning text when you try to install software contained within a Zip file. For example, when you use the Install button in the WinZip Classic interface to install software from a Zip file that contains a Setup program, WinZip will display a dialog reminding you not to install untrusted software.

Some WinZip users, especially "power users" who frequently work with some of the file types that WinZip considers potentially unsafe, will prefer not to see these warnings repeatedly. Therefore, all of the new warning dialogs have check boxes that you can use to stop them from displaying again.

Security Hints and Tips

Know Your Source

- Never open a Zip file that is attached to e-mail from an unknown source.
- If an unexpected Zip file is attached to e-mail from someone you know, consider verifying with the sender that the attachment is legitimate. Some viruses spread by e-mailing copies of themselves to everyone in the contact lists of infected computers; this means that you can receive infected files even from people you know.
- Avoid downloading Zip files from untrusted web sites.

Of course, these guidelines don't apply only to Zip files; they apply equally to *any* file type.

Keep Your System Protected and Up-To-Date

- It is very important to have a good anti-virus program installed on your computer. We recommend that you configure your anti-virus program to scan all files that you work with in real time. Most virus scanners can also be configured to scan e-mail as it arrives and quarantine infected messages. We also recommend that you enable this option. And, because new viruses are discovered almost daily, be sure to keep your anti-virus program up to date. Most anti-virus programs have an automatic update facility that can help with this.
- You should also use Microsoft's Windows Update feature to be sure that you have Microsoft's latest fixes for your version of Windows. Windows Update also has an automatic update facility that can help keep you up to date.
- To be sure that you find out about new WinZip updates or maintenance releases, sign up for the WinZip mailing list at http://www.winzip.com/maillist.htm.

Disable Hidden File Name Extensions

All current versions of Windows are initially installed with an option called "Hide extensions for known file types" enabled. When this option is enabled, Windows will not display the file name extensions (.EXE, .DOC,

etc.) for file types that it knows about.

This option is considered by many knowledgeable users to be dangerous, primarily because it can mislead you about the true nature of your files. For example, you might have a virus-infected file named "vacation.jpg.exe". If the hidden extension option is enabled, this file will appear on your desktop or in Windows Explorer as "vacation.jpg", leading you to think that it is a harmless vacation picture. In fact, it is an executable program, and opening it could infect your computer.

To disable hidden extensions:

- 1. Open My Computer or Windows Explorer.
- 2. Click **Folder Options**, which will be located in either the **View** menu or the **Tools** menu, depending on your version of Windows.
- 3. In the Folder Options dialog, click the **View** tab.
- 4. *Un*check the box labeled **Hide extensions for known file types** and click **OK**.

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.

Caution: you should be careful when installing any kind of software, including desktop themes.

Be certain that you trust the source of this Zip file. Do not install anything contained in a Zip file that was attached to an unexpected or suspicious email message. See Security Hints and Tips for additional information.

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 <u>third party theme installer</u>.

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 web site 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 your desktop theme manually, choose Unzip only in the "Unzip/Install Desktop Theme" panel. Alternatively, you can disable the theme installer by choosing Configuration from the Options menu, clicking the Miscellaneous tab, and unchecking the box labeled 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.

Keyboard Usage

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

F1 Activate help system

F7 Move an archive.

F8 Copy an archive

Alt+F4 Exit (terminate) WinZip

Ctrl+A Select all items in the list box.

Ctrl+N Create a new archive.

Ctrl+O Open an existing archive.

Ctrl+P Print a listing of files in an archive.

Shift+A Add files to an archive.

Shift+C Activate the CheckOut feature.

Shift+D Delete files from an archive.

Shift+E Extract files from an archive.

Shift+F Favorite Folders.

Shift+G View, add, or edit a comment.

Shift+H Split a Zip file.

Shift+I Install files in an archive.

Shift+K Create a self-extracting archive.

Shift+L Close an archive.

Shift+M Mail an archive.

Shift+R Rename an archive.

Shift+S Run virus scanner.

Shift+T Test an archive.

Shift+U UUencode an archive.

Shift+V View files in an archive.

Shift+W Switch to the Wizard interface.

Shift+Y Encrypt all files in a Zip file.

Direction key(s) Move the cursor and/or scroll a list.

Shift+direction

keys

Select multiple items in a list box.

Enter Same as <u>double clicking</u> in the main window.

What's New in WinZip 9.0

WinZip 9.0 SR-1

WinZip® 9.0 SR-1 is a maintenance release of WinZip 9.0. This version of WinZip has been enhanced to warn you about some of the most common situations in which you could become infected by a virus compressed inside a Zip file. Please see <u>Potentially Unsafe File Types</u> for full information about this change.

Major Changes in WinZip 9.0

Improvements in WinZip 9.0 concentrate on its core functionality: compression, capacity, and a new, advanced data encryption capability. Using WinZip 9.0, you can compress more data, compress it better, and protect your confidential information with far greater security.

Details of these and other enhancements follow.

Advanced encryption

WinZip 9.0 supports 128- and 256-bit key AES encryption, which provide much greater cryptographic security than the traditional Zip 2.0 encryption method used in earlier versions of WinZip.

WinZip 9.0's advanced encryption (FIPS-197 certified) uses the Rijndael cryptographic algorithm which, in 2001, was specified by the National Institute of Standards and Technology (NIST) in Federal Information Processing Standards (FIPS) Publication 197 as the Advanced Encryption Standard (AES).

After a three-year competition, the AES was announced by NIST as an approved encryption technique for use by the U.S. government, private businesses, and individuals. When properly implemented as a key component of an overall security protocol, the AES permits a very high degree of cryptographic security, yet is fast and efficient in operation.

WinZip's AES encryption is just as easy to use as traditional Zip 2.0 encryption: all you have to do is select the encryption strength and specify your password.

Note: recipients to whom you send AES-encrypted Zip files must have a compatible Zip file utility in order to decrypt the files. We have published the <u>full specification for creating WinZip-compatible AES-encrypted Zip</u>

files, and we expect that other Zip file utility vendors will provide support for the format.

Greater capacity

In addition to supporting the original Zip file format, WinZip 9.0 also supports the 64-bit extensions to the Zip file format. The extended format lets you store all the data you need in Zip files of virtually unlimited size.

The original Zip file format limited the number of member files in a Zip file to 65,535, and the maximum size of both the Zip file itself and any member file to 4 gigabytes. For all practical purposes, the 64-bit extended format eliminates all these restrictions. Using the extended format, the member file size, Zip file size, and number of member files you can add to a Zip file are limited only by your system's resources.

WinZip remains fully compatible with the original file format and uses the original format whenever possible. WinZip uses the 64-bit extended format only when the limits of the original format are exceeded.

Improved compression

WinZip 9.0 supports the "enhanced deflate" compression method. This compression method provides greater compression for many types of files and reduces the size of your Zip files, saving you data transmission time and valuable disk space.

Note: versions of WinZip prior to WinZip 8.1 will not be able to extract files compressed with this new method.

Other Changes in WinZip 9.0

- In addition to the new AES encryption technology, WinZip 9.0 provides a number of usability enhancements that make it easier for you to use encryption. For example, you can now easily encrypt the files that are already in a Zip file; previously, files could be encrypted only while they were being added to the Zip file.
- WinZip 9.0 makes it easier than ever for you to find the WinZip information you need by presenting help information using the newer Microsoft "HTML Help" facility. HTML help has a more attractive appearance and includes many usability improvements.
- WinZip 9.0 gives you easier access to your most important file locations in many WinZip Classic dialogs. Key dialogs such as New Archive, Open Archive, Add, and Extract contain "places bars" when

- running under Windows versions that support them. The places bar provides quick access to your top-level locations, usually My Computer, My Network (or Network Places), My Documents, Recent Documents (or History), and the Desktop.
- WinZip 9.0 lets you quickly find out what is in your Zip files. In My Computer and Windows Explorer, the tooltip that is displayed when you position the mouse pointer over a Zip file now contains information about the contents of your archives by listing up to 25 of the files and folders in the archive.
- When installed under Windows XP, WinZip 9.0 installs and registers for all users. This change makes it easier to install WinZip in business or home environments where more than one person uses a computer.
- WinZip 9.0 contains a number of changes to improve performance and efficiency:
 - The "Use for removable media only" option for the working folder (in the Folders tab of the Configuration dialog) is now set by default. This results in faster Zip file creation in most cases.
 - By default, WinZip no longer automatically displays comments when opening Zip files that contain comments.
 - In Windows XP network environments, the performance of WinZip's Windows Explorer extensions has been improved.
 - Several changes have been made to improve performance when extracting files from archives.
- WinZip 9.0's Classic interface has been improved:
 - The Extract dialog has been redesigned to display more folders in the folder tree view and to provide more space for typing folder names.
 - Placing the mouse pointer over a truncated file name (one that won't fit in the available space) displays a tooltip showing the complete file name.
 - Because it is an action rather than a setting, the option to "Restore all caution messages" in the Miscellaneous tab of the Configuration dialog has been changed from a checkbox to a pushbutton.

- The main WinZip window now contains a watermark when used under Windows XP with an XP-style theme.
- WinZip 9.0 no longer triggers false warnings in certain security tools that search for programs that use the "zlib" compression library. zlib is not a WinZip component.

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 can be set to display automatically when you start WinZip®. To turn this feature on, choose **Tip of the Day** from WinZip's **Help** menu, then choose from the combo box at the bottom of the dialog.
- When you are adding files that you want to be encrypted, it is more
 efficient to encrypt them while adding than to encrypt them later with
 the Encrypt menu item.
- If you forget to encrypt files when you add them, you can encrypt them later by choosing Encrypt from the Actions menu.
- 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).
- 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 <u>Frequently Asked Questions (FAQs)</u>, 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 and online services like America Online. For a list of hints, see <u>Hints For Working With Downloaded</u> 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** menu. 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 Install.
- 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. Uncheck Use large toolbar buttons 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 opening the Miscellaneous tab in the Configuration dialog, checking Display status dialog for long operations, 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 greater, 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 one of these ARJ versions and you are using Windows 98, or Me, it will pass long filenames to ARJ.
- MS-DOS programs (other than ARJ 2.60 and greater) 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 the Internet and online services like America Online.

- The <u>Install</u> 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 can 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 <u>CheckOut</u> Feature to try the downloaded file.
- The <u>Favorite Zip Folders</u> feature makes locating Zip files you want to open much easier.
- The <u>Downloading and Processing Files with WinZip</u> topic provides further hints, tips, and helpful procedures.
- The <u>Archive Management</u> features make it easy to move archives to floppies, or to delete them if they don't meet your needs.

Of course, you should always use appropriate caution when using files downloaded from the Internet. See Security Hints and Tips for some basic security information to keep in mind when you work with downloaded files.

To print this page, click the **Print** button in the toolbar.

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. 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 Yirus 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, choose **Move** from the **Manage Archive** submenu of the **File** menu to move the archive somewhere else on your disk, such as \ARCHIVES. 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 delete it using the **Delete** entry in the **Manage Archive** submenu.

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

<u>Using the Explorer Interface</u> <u>Frequently Asked Questions (FAQs)</u>

Frequently Asked Questions

For more complete and up-to-date FAQs, please <u>visit the WinZip® web</u> 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

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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

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WinZip Site Licenses:

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If you need a quote for higher quantities, please send a message to sitesales@winzip.com.

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If you have further questions, please send a message to 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.

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.

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50 to 99	computers:		computers	at \$10 eac	h = .	
100 to 199	computers:		computers	at \$7 eac	h = .	
200 to 499	computers:		computers	at \$6 eac	h = .	
500 to 749	computers:		computers	at \$4 eac	h = .	
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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):	MasterC	ard	Visa A	AmEx	Disco	ver
Credit card number:						
Expiration date:						
Name on card:						
Signature:						

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

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Fax: 1-860-429-3542

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

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Credit card number:				
Expiration date:				
Name on card:				
Signature:				

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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.

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 <u>License Agreement</u>. 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.

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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 http://www.winzip.com/german.htm.

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

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

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 <u>Frequently Asked Questions</u> for answers to common questions.

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

When reporting problems, please include the following information:

- 1. Is the problem reproducible? If so, how?
- 2. What version of Windows are you running (Windows 98, Windows 2000, etc.)?
- 3. What version of WinZip are you running? (To see what version of 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.

Acknowledgments

Many people have helped make WinZip® what it is by making suggestions, helping test, reporting bugs, etc., but particular thanks go to the following individuals: Ted Abell, Robert Allen, Tom Bloch, Chuck Campbell, Steve Carless, John Conde, Ora Lee Dinkins, Kent Downs, Paul Dmytrasz, Chris Dunford, Ray Ebersole, Dino Esposito, Hans Felsh, Bill Glenister, Brian Hill, Stefan Hoffmeister, David Hofmann, Gregg Hommel, Steve Jenkins, Oyvind Kaldestad, Kevin Kearney, Marion Kerr, Jim Larkin, Tom McGuire, Yvonne Mohrbacher, John Navas, Yuri Niyazov, Heath Perryman, Amer Qaqish, Bill Richard, Sara Rogers, Robert Sansone, Sven Schreiber, Chris Sells, Paul Seltzer, Cathy Shea, Edwin Siebesma, Paul Smedts, Barry Steinholtz, Mark Stern, Michael Sundermann, Nick Sweeting, Peter Tanis, Roy Tate, Hans Top, Kristin Trombley, Michael Weber, Larry Wilber, and Rosemarie Zello.

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 <u>original Info-Zip sources</u> are freely available by anonymous ftp. 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 <u>original sources to gzip</u> are available on the Internet.

WinZip uses AES encryption and decryption routines written by Dr. Brian Gladman. The source code for these routines is available to any interested party under an open source BSD or GPL license from the AES project page on Dr. Gladman's web site. This is the same AES code that is incorporated into WinZip. WinZip Computing, Inc., would like to express its appreciation to Dr. Gladman for making this code available.

Decoding subroutines based on the UUDeview package © 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.

Program Locations (Configuration)

Select the **Program Locations** tab from the <u>Configuration Dialog Box</u> 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 <u>Windows Associations</u>. The defaults for this field are:

- Quick View (quikview.exe), if you use 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 <u>install it</u>.
- 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 <u>System Requirements</u> 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):

<u>View Toolbar Folders System Explorer Enhancements</u>

<u>Miscellaneous</u>

Brief Tutorial - Introducing WinZip

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

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

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.

Brief Tutorial - The WinZip Window

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

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

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.

Brief Tutorial - Opening Archives

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

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

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).

Brief Tutorial - Viewing Files

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

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

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 <u>associated</u> 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.

Brief Tutorial - Extracting Files

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

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

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 <u>Install Feature</u> to automatically extract the files, run the installation program, and clean up temporary files.

Brief Tutorial - Creating New Archives

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

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

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.

Brief Tutorial - Adding Files to an Archive

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

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

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 <u>Adding Files to an Archive</u>.

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 <u>drag and drop interface</u>.

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.

Brief Tutorial - Deleting Archives and Files

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

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

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

- Select entries from the list box in an open archive, then choose the **Delete** entry from the **Actions** pull-down menu or press the Del key.
- Choose the **Delete** entry from the **Actions** 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, choose **Delete** from the **Actions** menu to bring up the Delete dialog. Then choose the **All files/folders in archive** option and click **Delete**. Alternatively, you can choose **Delete** from the **Manage Archive** submenu of the **File** menu.

Brief Tutorial - Custom Configurations

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

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

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.

Brief Tutorial - Additional Features

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

1. **■** 2. The WinZip **■** 3. Opening Introducing **Window Archives** WinZip ■ 4. Viewing **■ 5. Extracting** 6. Creating **Files Files New Archives ■** 7. Adding ■ 9. Custom **■ 8. Deleting Files Configurations Files 1**0. Additional **Features**

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

- WinZip's <u>Drag and Drop</u> operations simplify archiving.
- Internet, America Online, and other online services users: see <u>Downloading and Processing Files with WinZip.</u>
- The <u>Install</u> and <u>Checkout</u> features make it easy to try software distributed in archives.
- Using WinZip's Explorer interface, you can access most WinZip functionality directly from Windows Explorer or My Computer shortcut menus, from the Start menu, or from the desktop. See <u>Explorer Interface</u> 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

The WinZip Tutor

The WinZip® Tutor should automatically open in a separate window.

If the Tutor does not open, you may be encountering Windows security restrictions and will need to open the Tutor directly. To do this:

- 1. Close this help window.
- 2. Open My Computer or Windows Explorer and navigate to the WinZip folder (usually C:\Program Files\WinZip).
- 3. Locate the file named WZTUTOR.HLP and double click it.

To return to 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

http://www.winzip.com/downprob.htm.

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

Hints For Working With Downloaded Files

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 **Favorites** toolbar button or choose **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 to continue with the Wizard's unzipping process.

See <u>Hints For Working With Downloaded Files</u> for more suggestions.

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

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, cannot easily transfer files to Internet addresses. WinZip® allows you to send and receive files using nearly any e-mail program, including MSMail.

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
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The Why behind UUencoding and Other Schemes

Some Internet protocols were not designed to carry binary (program and other non-text files) files. They are 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:

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.

<u>UUencoded, XXencoded, BinHex, and MIME files</u>
<u>Sending Files using Internet Mail</u>

The Why behind UUencoding and Other Schemes

Receiving and Preparing Files for Decoding

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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.

For example, 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, a method similar to the 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 files without opening them is the preferred method.

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

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

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Decoding Files using WinZip

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

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

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

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

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UUencoding a File using WinZip

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

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

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

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Mailing a UUencoded File

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

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

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

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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.

<u>UUencoded Example</u> XXencoded Example BinHex Example MIME (base64) Example

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

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

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

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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 an encryption method and password if desired (please <u>read about encryption</u>).

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:

- 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 **Encrypt Zip file** check box if you want to encrypt the Zip file.
- 3. Click OK.

If you've chosen to encrypt the Zip file, a second dialog will appear that allows you to specify the encryption method and password. Then WinZip compresses the selected items into a temporary Zip file, creates a new email 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.

See also

About Encryption

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 http://www.winzip.com/xmapi.htm.

The Encrypt Dialog

The Encrypt dialog allows you to specify a password and encryption method when encrypting files. The dialog is displayed

- when files are being added to an archive and you have checked the Encrypt added files check box in the Add dialog, or
- when you choose Encrypt from the Actions menu or from the WinZip® shortcut menu in Windows Explorer. Note that this action encrypts or re-encrypts all files in the Zip file. Please see About Encryption for more information about this action.

To begin encrypting files:

- Type the desired password in the **Enter password** edit field (<u>read about passwords</u> in the "Notes on using encryption" section).
- *Tip*: check the **Mask password** check box to prevent the password from being displayed as you type it. If you check this option, the dialog will require you to type the password twice for confirmation (to avoid typographical errors in the password).
- Click the desired encryption method in the

Encryption method area. (Note: this option appears for Zip files only.)

• Click **OK** to begin the action you requested.

See also

About Encryption

Using Encryption

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.
 - **Note**: The method listed as "Maximum (enhanced deflate)" was introduced in WinZip® 9.0. This method provides greater compression for many files, but WinZip versions prior to 8.1 will not be able to extract files compressed with this method. It may also not be compatible with some other Zip file utilities.
- 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.
- If the Encrypt added files checkbox is checked, the files you are adding will be encrypted. WinZip will ask you for an encryption method and password. Please be sure to read <u>About Encryption</u> before using encryption.
- 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.

Folders (Configuration)

Select the **Folders** tab from the <u>Configuration Dialog Box</u> 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 <u>Open archive</u> and <u>New archive</u> 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

When an existing Zip file is modified (for example, by adding files), WinZip must make a temporary copy of the Zip file. Normally, WinZip will create the temporary Zip file in the folder containing the open Zip file. If, however, the open Zip file is on removable media (e.g., diskettes), WinZip will create the temporary Zip file in the folder specified here. This is done because there may not be enough free space on the removable media to hold two copies of the file.

You can tell WinZip to use the specified folder for *all* Zip files, including those on nonremovable media, by unchecking the box labeled **Use for removable media only**.

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):

<u>View Toolbar</u> <u>System Explorer Enhancements Program Locations</u> <u>Miscellaneous</u>

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 <u>associated program</u>. 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 <u>Program Locations</u> 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.

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.

Caution: you should be careful when installing any kind of software, including screen savers. Be certain that you trust the source of this Zip file. Do not install anything contained in a Zip file that was attached to an unexpected or suspicious email message. See Security Hints and Tips for additional information.

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 your screen saver manually, choose Unzip only in the "Unzip/Install Screen Saver" panel. Alternatively, you can disable the WinZip screen saver installer by choosing Configuration from the Options menu, clicking the Miscellaneous tab, and unchecking the box labeled 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 <u>desktop theme</u> <u>installer</u> (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 <u>Install feature</u>.

View (Configuration)

Select the **View** tab in the <u>Configuration Dialog Box</u> 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 shortcut 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.
- Watermark Display a WinZip watermark in the lower right corner of the main window. This option is available only for Windows 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, and Microsoft Internet Explorer 4.0 or greater, or 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):

<u>Toolbar Folders System Explorer Enhancements Program Locations Miscellaneous</u>

Toolbar (Configuration)

Select the **Toolbar** tab from the <u>Configuration Dialog Box</u> 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 tooltips** 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 <u>Select Buttons</u> 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, and 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):

<u>View Folders System Explorer Enhancements Program Locations</u> Miscellaneous

System (Configuration)

Select the **System** tab from the <u>Configuration Dialog Box</u> 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, XXE, B64, HQX, BHX, and MIM. If you check this option, WinZip associates itself with all of the listed types. If you uncheck this option, WinZip removes all of its associations. When the option is checked, you can click Associations to control WinZip's associations with specific archive types. See the section titled Windows Associations for more information on associations.
- If the Include WinZip 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):

<u>View Toolbar Folders Explorer Enhancements Program Locations Miscellaneous</u>

Explorer Enhancements (Configuration)

Select the **Explorer Enhancements** tab from the <u>Configuration Dialog</u> <u>Box</u> 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 foldername.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 tooltips 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):

<u>View Toolbar Folders System Program Locations Miscellaneous</u>

Miscellaneous (Configuration)

Select the **Miscellaneous** tab from the <u>Configuration Dialog Box</u> 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.

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.

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 f le 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 <u>Double</u> <u>Clicking</u>.
- 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 <u>Desktop Theme Installer</u> and the <u>Screen Saver Installer</u> 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.
- 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.

- 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.
- Restore all caution messages Click this button to restore 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).

Related Topics (other Configuration tabs):

<u>View Toolbar Folders System Explorer Enhancements Program Locations</u>

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 context (pop-up) 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 encrypt the files contained in the Zip file.
- 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.

- **Encrypt**: encrypts all files currently in the selected Zip file(s). You will be asked for a password and an encryption method. This option appears only if all of the selected files are Zip files.
- **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.

Related Topics:

Using the Explorer Interface

Explorer Enhancements (Configuration Dialog)

Explorer Add Dialog

The Explorer Add dialog is displayed when you use the **Add to Zip file** entry in the My Computer or Windows Explorer shortcut menus and during certain drag and drop operations.

This dialog 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** menu.

See <u>Adding Files to an Archive</u> for a description of the options available in this dialog.

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.

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

Third-party Theme Installers

WinZip's® <u>Desktop Theme Installer</u> 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.

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.
- Choose New Archive from the File menu or click the New button in the toolbar.
- 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.
- 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.
- 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 98 or Windows NT 4.0, you can use Microsoft's Quick View to view a variety of file types. See <u>Installing Quick View</u> 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!

Installing Quick View

When viewing a file that does not have an <u>associated program</u>, WinZip® uses the program identified as the "default association" in the <u>Program Locations</u> tab of the Configuration dialog.

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 "quikview" in the **Default association** field (don't type the quotes), then click **OK**.

UUencoded Example

Here is an example of a UUencoded file:

XXencoded Example

Here is an example of a XXencoded file:

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

BinHex Example

Here is an example of a BinHex file:

VGVzdCENCg0KR2VudGxlIFJlYWRlcjoNCg0KVGhpcyBpcyBub3RoaW5nI0c3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvciB0aGUgdZyBzY2hlbWVzLiBJZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QsIGNvbmdbiB5b3VyIGFnaWxpdHkgaW4gY3V0dGluZywgcGFzdGluZywgc2F2aW5nLCdXNpbmcgV2luWmlwLg0KDQpFbmpveSE=

MIME (base64) Example

Here is an example of a MIME file:

Content-Type: application/octet-stream; name="encoded.txt"

Content-Transfer-Encoding: base64

Content-Disposition: inline; filename="encoded.txt" Content-MD5: V8ttTjZgvmMkzwVFKr5Olw==

VGVzdCENCg0KR2VudGxlIFJlYWRlcjoNCg0KVGhpcyBpcyBub3RoaW5nItIHRlc3QgZmlsZSBjcmVhdGVkIHRvIHByb3ZpZGUgZm9kZGVyIGZvciB0aCbmNvZGluZyBzY2hlbWVzLiBJZiB5b3UgYXJlIHVzaW5nIGl0IHRvIHRlc3QbGF0aW9ucyBvbiB5b3VyIGFnaWxpdHkgaW4gY3V0dGluZywgcGFzdGluZybmQgZGVjb2RpbmcgdXNpbmcgV2luWmlwLg0KDQpFbmpveSE=

Select Buttons (Toolbar Configuration)

Click **Select Buttons** in the <u>Toolbar tab</u> of the Configuration dialog to select and rearrange the WinZip® toolbar buttons. You can also right click on the toolbar itself and click **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, and 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):

<u>View Toolbar Folders System Explorer Enhancements Program</u> Locations Miscellaneous