

Add Files Command: Edit Menu

The Add Files command [Alt+E, A] or [Ctrl +A] lets you add one or more files to an existing TAR file. The [Add Files dialog box](#) is opened where the files can be selected.

Note: Once you create a TAR file, then close and reopen it, you cannot add files to it.

Related topic

[How Do I Modify a TAR File?](#)

[Return to Command Reference](#)

Add Files Dialog Box

The Add Files dialog lets you select files to add to the new TAR file.

Dialog box options:

File Name

Enter the name of the file you wish to add or select it from the list box below.

List Files as Type

Select the type of file to display in the list box..

Directories

Select the directory where the file is stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where the file is stored.

Arrange Icons Command: Window Menu

The Arrange Icons command [Alt+W, I] causes all minimized window icons to be lined up at the bottom of the TAR/Compress Utility window.

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Cascade Command: Window Menu

The Cascade command [Alt+W, C] rearranges windows so the title bars of all open windows are visible in the TAR/Compress Utility window.

Related topic

[Tile Command](#)

[**Return to Command Reference**](#)

Close All Command: Window Menu

The Close All command [Alt+W, A] closes all open and minimized windows, with the exception of the TAR/Compress Utility window, which remains open.

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Command Reference

File Menu

- New TAR
- Open TAR
- Save TAR
- Save TAR As
- Extract Files
- Compress File
- Expand File
- Exit

Edit Menu

- Add Files
- Delete Files
- Select All
- Deselect All

Options Menu

- Preferences
- Toolbar
- Status Line

Window Menu

- Cascade Command
- Tile Command
- Arrange Icons Command
- Close All Command

Compress File Command: File Menu

The Compress File command [Alt+F, C] reduces the size of an individual file so it can be sent across the Internet more quickly saving you time and connect charges. The [Compress File dialog box](#) lets you select the file to compress.

Note: The TAR/Compress Utility supports up to 12 bit compression.

Related topics

[How Do I Compress a File?](#)

[Expand File Command](#)

Return to [Command Reference](#)

Compress File Dialog Box

Use the Compress File dialog to select the file you want to compress.

Dialog box options:

File Name

Enter the name of the file you wish to compress.

List Files as Type

Select the type of file to display in the list box above.

Directories

Select the directory where the file is stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where the file is stored.



Quarterdeck TAR/Compress Utility

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For **Help** using the online Help, press **F1**.

Delete Files Command: Edit Menu

The Delete Files command [Alt+E, D] or [Del] lets you remove one or more selected files from an existing TAR file.

Note: Once you create a TAR file, then close and reopen it, you cannot remove files from it with the Delete command.

Related topic

[How Do I Modify a TAR File?](#)

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Deselect All Command: Edit Menu

The Deselect All command [Alt+E, E] cancels the selection of all selected files in the TAR list window.

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Exit Command: File Menu

The Exit command [Alt+F, X] or [Ctrl +F4] closes the TAR/Compress Utility window.

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Expand File Command: File Menu

The Expand File command [Alt+F, P] returns a compressed file to its original state. The [Expand File dialog box](#) appears where you can select the compressed file.

Note: The TAR/Compress Utility can expand files compressed with up to 12 bit compression.

Related topics

[How Do I Expand a Compressed File?](#)

[Compress File Command](#)

Return to [Command Reference](#)

Expand File Dialog Box

The Expand File dialog displays the options needed to select the compressed file you want to extract.

Dialog box options:

File Name

Enter the name of the file you wish to extract or select it from the list box.

List Files as Type

Select the type of file to display in the list box above.

Directories

Select the directory where the file is stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where the file is stored.

Expanded File As Dialog Box

The Expanded File As dialog displays the options needed to name and save a file after you expand it.

Dialog box options:

File Name

Enter a name and optionally an extension for the expanded file you wish to save.

Save Files as Type

Select the type of file you are saving.

Directories

Select the directory where you want the file to be stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where you want the file to be stored.

Extract Files Command: File Menu

The Extract Files command [Alt+F, E] or [Ctrl +E] unpacks and copies one or more of the files from the single TAR file. The [Extract Files dialog box](#) opens where you can specify the destination and options.

Related topics

[How Do I Extract Files from a TAR File?](#)

[New Tar Command](#)

[Return to Command Reference](#)

Extract Files Dialog Box

The Extract Files dialog displays the options needed to copy files from a TAR file.

Dialog box options:

Extract To

Enter the destination for the extracted files. You can use the Extract To text box to enter the name of an existing directory, or enter a new directory that you want to create. If you select the destination in the Directories list box, it is shown in the Extract To text box.

Directories

Select the directory where you want the file to be stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where you want the file to be stored.

Files

Choose the Selected Files option if you want to extract the files you have selected in the TAR/Compress window. Choose All Files if you want to disregard any selections and extract all files from the TAR file.

Overwrite Existing Files

Causes files in the destination directory to be overwritten by files of the same name that you extract from the TAR file.

Use Directory Names

Causes files to be extracted to the destination with their original directory paths.

How Do I Compress a File?

You can compress a TAR file or any other file you plan on sending via the Internet in order to make it smaller. A smaller file is sent and received more quickly.

To compress a file:

1. Click the Compress button on the toolbar or pull down the File menu and select Compress File.
The Compress File dialog box opens where you can select the file.
2. Select the file in the File Name list box and choose OK.
The file you selected is compressed.

Note: To conform to UNIX conventions, the last letter in the file's extension changes to Z by default. For example, if you compress a file named EXAMPLE which has no extension, it is saved as EXAMPLE.Z. If you compress a file named EXAMPLE.TAR, it is saved as EXAMPLE.TAZ.

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How Do I Create a New TAR File?

If you want to combine two or more files into a single file to send across the Internet, create a new TAR file which includes all the files you want to send.

To create a new TAR file:

1. Click the New button on the toolbar or pull down the File menu and select New TAR. A new window opens where the contents of the TAR file will appear.
2. Click the Add button on the toolbar or pull down the Edit menu and select Add Files. The Add Files dialog box opens where you can select the files to include in the TAR file.
3. Select each file in the File Name list box and choose OK. The files you select appear in the TAR window.
4. Repeat steps 2 and 3 to add all the files you want to include in the TAR file.
5. Click the Save button on the toolbar or pull down the File menu and select Save TAR. The Save TAR As dialog box opens where you can specify the name for the TAR file.
6. Enter a name for the file in the File Name text box and choose OK.

The file is saved and the filename appears in the window title bar.

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How Do I Expand a Compressed File?

When you receive a compressed file, you will need to expand it before you can work with it.

To expand a file in the TAR/Compress Utility window:

1. Click the Expand button on the toolbar or pull down the File menu and select Expand File.
The Expand File dialog box appears where you can select the file.
2. Select the compressed file in the File Name list box and choose OK.
The Expanded File As dialog box opens where you can specify the name for the file. The original name of the file appears in the File Name text box.
3. Enter a new name for the file or accept the one shown and choose OK. The compressed file expands to its original state.

If the expanded file is a TAR file (it will have a .TAR extension when you expand it), you will also have to extract the files from it in order to work with them.

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How Do I Extract Files from a TAR File?

When you receive a TAR file, you will need to extract the files from it before you can work with them.

To extract files in the TAR/Compress Utility window:

1. Click the Open button in the toolbar or pull down the File menu and select Open TAR.
The Open TAR dialog box appears where you can select the file.
2. Select the TAR file in the File Name list box and choose OK. The contents of the TAR file appear in the window.
3. Select one or more files from the list.
4. Click the Extract button in the toolbar or pull down the File menu and select Extract Files. The Extract Files dialog box appears where you can specify the destination and options.
5. Select the destination in the Directories list box or enter the destination in the Extract To text box.
6. Check the Use Directory Names option if you want to extract the files with their original directory structure.
7. Choose whether to extract either the files you selected or all the files in the TAR file. If you previously selected all the files in the TAR/Compress Utility window, the All Files option will be selected by default.
8. Check the Overwrite Existing Files box if you do not want to be prompted before overwriting existing files.
9. Click the Extract button to extract all the files to the destination.

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How Do I Modify a TAR File?

While the TAR file is still open, you can modify it by adding additional files or removing files, and then either save it under the same filename or give it another name.

Note: Once you create a TAR file, then close and reopen it, you cannot add or remove files.

To add additional files:

1. Click the Add button on the toolbar or pull down the Edit menu and select Add Files. The Add Files dialog box opens where you can select the files to include in the TAR file.
2. Select each file in the File Name list box and choose OK. The files you select appear in the TAR window.
3. Repeat steps 2 and 3 to add all the files you want to include in the TAR file.
4. Click the Save button on the toolbar or pull down the File menu and select Save TAR. The Save TAR As dialog box opens where you can specify the name for the TAR file.
5. Enter a name for the file in the File Name text box and choose OK.

The file is saved and the filename appears in the window title bar.

To remove files from the TAR file:

1. Select the files to remove in the file list.
2. Click the Delete button on the toolbar or pull down the Edit menu and select Delete Files.
The file is deleted from the TAR file only. The source file is not deleted from your hard disk.
3. Click the Save button on the toolbar or pull down the File menu and select Save TAR to save this modified version of the TAR file.

Tip: To save the modified TAR file with a new filename choose Save TAR As from the File menu.

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How Do I...

The topics below will help you get started using the TAR/Compress Utility. Just follow the step-by-step directions.

[Create a New TAR File?](#)

[Modify a TAR File?](#)

[Extract Files from a TAR File?](#)

[Compress a File?](#)

[Expand a Compressed File?](#)

Internet File Utilities

There are three utilities routinely used by people working on UNIX based systems when they send files via the Internet:

▶ Uencode (and Udecode)

Uencode converts a binary file to an ASCII file. Only files in ASCII format can be sent via Internet e-mail, so binary files must be uuencoded before they can be sent. Udecode converts an ASCII file back to a binary file once it is received.

Note: The Message Center automatically converts binary files to ASCII files when you attach them to messages and converts ASCII files back to binary files when you detach them from messages. You do not have to take any additional steps to convert files once you attach or detach them.

▶ TAR

TAR combines two or more files into one compacted file which can be sent across the Internet more conveniently. You can access and use all the files in a TAR file you receive by extracting them with the TAR/Compress Utility application.

▶ Compress

Compress reduces the size of an individual file so it can be sent across the Internet more quickly. You can restore a compressed file to its original size by expanding it with the TAR/Compress Utility application.

Tip: Before you send a TAR file you have created you can also compress it to reduce its size.

Note: If you are sending files to and receiving files from others who work on DOS based systems and generally exchange files in ZIP format, you can continue exchanging ZIP files by attaching them to messages. You will only need to use the TAR/Compress Utility application to exchange files with others working on UNIX based systems. You can of course use TAR/Compress for the convenience it offers you in compacting and compressing files, even if you are exchanging files with others on DOS based PCs if they also have QMC or access to TAR and Compress utilities.

New TAR Command: File Menu

The New TAR command [Alt+F, N] or [Ctrl +N] lets you create and name a new TAR file. A TAR file is a compacted file consisting of two or more individual files. When you choose New TAR, the [TAR file list](#) window opens where the files you add will be displayed. Use the [Add Files command](#) to select the files to add to the new TAR file.

Related topics

[How Do I Create a New TAR File?](#)
[Extract Files Command](#)

[Return to Command Reference](#)

Open TAR Command: File Menu

The Open TAR command [Alt+F, O] displays the contents of the selected TAR file so that you can view the file list. The [Open TAR dialog box](#) displays where you can select the TAR file to open. A file contents list for the selected TAR file is then displayed in the TAR/Compress Utility window.

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Open TAR Dialog Box

The Open TAR dialog lets you select an existing TAR file so you can view its contents and extract files from it.

Dialog box options:

File Name

Enter the name of the file you wish to open.

List Files as Type

Select the type of file to display in the list box above.

Directories

Select the directory where the file is stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where the file is stored.

Preferences Command: Options Menu

The Preferences command [Alt+O, P] or [F3] opens the Preferences dialog box where you can select from several options which are applied to TAR files.

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Preferences Dialog Box

The options in the Preferences dialog box let you automatically apply compression or decompression to files included in a TAR file.

Dialog box options:

Compress Files Added to TAR File

When you create a new TAR file, each file that you add to it is automatically compressed.

Decompress Files in TAR with .Z Extension

When you extract files from a TAR file, each file that you extract, which has a .Z extension, is automatically decompressed when it is extracted.

Save Compressed File As Dialog Box

The Compressed File As dialog displays the options needed to name and save the compressed file.

Dialog box options:

File Name

Enter a name and optionally an extension for the file you wish to save.

Save Files as Type

Select the type of file you are saving.

Directories

Select the directory where you want the file to be stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where you want the file to be stored.

Save TAR As Command: File Menu

The Save TAR As command [Alt+F, A] saves the TAR file with a new filename. You can specify the filename and directory location for the file in the [Save TAR As dialog box](#).

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Save TAR As Dialog Box

The Save TAR As dialog displays the options needed to name and save the new TAR file.

Dialog box options:

File Name

Enter a name and optionally an extension for the file you wish to save.

Save Files as Type

Select the type of file you are saving.

Directories

Select the directory where you want the file to be stored. If necessary, select a different drive from the Drive drop-down list before selecting the directory.

Drives

Select the drive where you want the file to be stored.

Save TAR Command: File Menu

The Save TAR command [Alt+F, S] or [Ctrl +S] saves any changes made to the TAR file, using the current filename. If you are saving a new TAR file, the Save TAR As dialog box opens where you can specify the filename and directory location.

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Select All Command: Edit Menu

The Select All command [Alt+E, S] selects all the files in the current window so they can be extracted or deleted from the TAR file.

Related topics

[How Do I Extract Files from a TAR File?](#)

[How Do I Modify a TAR File?](#)

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Status Line Command: Options Menu

The Status Line command [Alt+O, S] toggles the display of the status line at the bottom of the TAR/Compress Utility window. The status line shows the number of files in the current TAR file and the total size of those files. It also shows the number and size of the selected files.

4 file(s)/24974 byte(s)

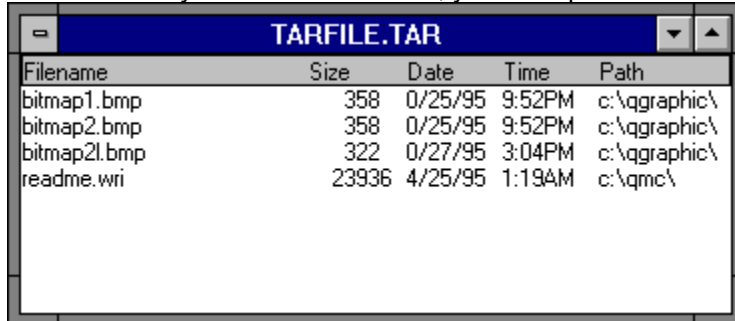
1 file(s)/358 byte(s) selected

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TAR File List

The file list in the TAR/Compress Utility window serves two purposes:

- ▶ As you create a new TAR file, the individual files you add to it are displayed in the list.
- ▶ When you receive a TAR file, you can open it in order to see a list of the files it contains.



Filename	Size	Date	Time	Path
bitmap1.bmp	358	0/25/95	9:52PM	c:\qgraphic\
bitmap2.bmp	358	0/25/95	9:52PM	c:\qgraphic\
bitmap2l.bmp	322	0/27/95	3:04PM	c:\qgraphic\
readme.wri	23936	4/25/95	1:19AM	c:\qmc\

You can use any of the following methods to select files in the list to delete or extract.

To select a file:

- ▶ Click it in the file list.

To select all the files in the list:

- ▶ Pull down the Edit menu and select Select All.

To select several contiguous files in the list:

1. Click the first file you want to select.
2. Press Shift and click the last file you want to select.

To select several non-contiguous files in the list:

1. Click the first file you want to select.
2. Press Ctrl and click each additional file.

To deselect a file:

- ▶ Press Ctrl and click the selected file.

To deselect all selected files:

- ▶ Click a single file in the list.
or
Pull down the Edit menu and select Deselect All.

TAR/Compress Utility Overview

The TAR/Compress Utility window displays the tools which let you:

- ▶ Combine two or more files you want to send via the Internet into a new TAR file.
- ▶ Extract files from a TAR file you have received from someone.
- ▶ Compress a file to reduce its size before you send it.
- ▶ Expand a compressed file you have received to its original state so you can use it.

The TAR/Compress Utility application includes some QMC features. You can:

- ▶ Toggle the display of the toolbar and status line with commands on the Options menu.
- ▶ Specify default options for TAR and Compress with the Preferences command.
- ▶ Open and arrange multiple windows.

Related topics

[Internet File Utilities](#)

[TAR/Compress Utility Window](#)

[TAR File List](#)

TAR/Compress Utility Window

The TAR/Compress Utility window lets you view the contents of TAR files so you can work with them. It includes:

- ▶ A menu bar for accessing commands.
- ▶ A toolbar with buttons so you have instant access to the commands you need.
- ▶ A list of all the files in the new or open TAR file.
- ▶ A status line that provides information about the files in the window.

Tile Command: Window Menu

The Tile command [Alt+W, T] rearranges windows so they are all visible in the TAR/Compress Utility window.

Related topic

[Cascade Command](#)

Return to [Command Reference](#)

Toolbar Command: Options Menu

The Toolbar command [Alt+O, T] toggles the display of the toolbar in the TAR/Compress Utility window. Click on any tool to jump to the associated command information.



As in Quarterdeck Mosaic, you can move the toolbar in this window. Although the toolbar is initially displayed below the menu bar, you don't have to leave it there. You can turn it into a floating toolbar and change its shape.

To move the toolbar:

1. Place the mouse cursor in the blank area between the tools in the toolbar and the program icon. You'll see the hand cursor.
2. Drag the toolbar to the extreme bottom, left or right of the application window and release the mouse button. The toolbar will move to the new location.

or

Drag the toolbar to any area within the application window *except* the extreme bottom, left, or right and release the mouse button. The toolbar will move to the new location and become a floating toolbar which can be dragged around the screen.

To move the toolbar back to the top of your application window:

1. Place the mouse cursor in the blank area between the tools in the toolbar and the program icon. You'll see the hand cursor.
2. Drag the toolbar to the extreme top of the application window and release the mouse button.

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Troubleshooting

During installation, a Troubleshooting help file was installed in your Quarterdeck Internet program group. This file includes problem solving suggestions for all of the programs included with your software.

To view the file, double-click on the Troubleshooting icon in your Quarterdeck program group.

