

## Contents

Help topics for WinZip are listed below. Use the scroll bar to see entries not currently visible in the Help window.

To learn to use Help press the F1 key or choose **Using Help** from the Help menu.

To read the help information sequentially, use the buttons labeled ">>" and "<<" on the Help toolbar.

## Introduction

[Overview](#)

[Magazine Quotes](#)

## Quick Start and Tutorials

[Quick Start Information](#)

[About ZIPs And Other Archives](#)

[Brief Tutorial](#)

[Step by Step Example](#)

[Suggestions For Working With Downloaded Files](#)

[Wizard](#)

## Basics

[Copyright/License/Warranty](#)

[Shareware License](#)

[Order Form](#)

[Support and Questions](#)

[Acknowledgments](#)

## System Requirements, Installation, and Uninstallation

[System Requirements](#)

[WinZip-Related Files](#)

[WinZip Installation](#)

[WinZip Uninstallation](#)

[Installing Optional External Programs](#)

## Windows 95 and Windows NT Information

[WinZip for Windows 95](#)

[Windows 95 Quick Examples](#)

[Windows NT](#)

## Commands and Procedures

[Drag and Drop Interface](#)

[Install/Try/Uninstall Feature](#)

[File Manager Interface](#)

[Explorer Interface](#)

[Menu Tree](#)

[The File Menu](#)

[Creating a New Archive](#)

[Opening an Existing Archive](#)

[Archive Management](#)  
[Adding Files to an Archive](#)  
[Deleting Files from an Archive](#)  
[Extracting Files from an Archive](#)  
[Built-in Zipping and Unzipping](#)  
[Viewing Files in an Archive](#)  
[View Dialog Box](#)  
[Built-In Viewer](#)  
[Virus Scan](#)  
[Creating a Self-Extracting Archive](#)  
[Testing an Archive](#)  
[CheckOut Feature](#)  
[Options](#)  
[Configuration Dialog Box](#)  
[Folders](#)  
[Password Protection](#)  
[Program Locations](#)  
[Virus Scanner Configuration](#)

## **Details**

[Double Clicking](#)  
[Windows Associations](#)  
[Using Extended Selection List Boxes](#)  
[Multiple Disk Spanning](#)  
[Enhanced and Standard Modes](#)  
[Norton Desktop For Windows](#)  
[Norton Navigator for Windows 95](#)  
[Keyboard Usage](#)  
[Ideas for Future Enhancements](#)  
[Version History](#)

## **Hints and Tips**

[Hints and Tips](#)  
[More Hints and Tips](#)

## Overview

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

WinZip brings the convenience of Windows to the use of Zip files and other compression formats. Windows 95, NT, and Windows 3.1 versions are shipped on the same disk. WinZip features include:

**Windows 95 support:** WinZip includes long filename support and tight integration with the Windows 95 shell. Drag and drop to or from the Explorer, or zip and unzip without leaving the Explorer.

**Internet support:** WinZip features built-in support for popular Internet file formats: TAR, gzip, and Unix compress. ARJ, LZH, and ARC files are supported via external programs. You can use WinZip to access almost all the files you download from the Internet.

**The WinZip Wizard:** This optional feature uses the standard and familiar "wizard" interface to simplify the process of unzipping and installing software distributed in Zip files. The WinZip Wizard is not targeted at experienced users, but is ideal for the rapidly growing number of PC users getting started with Zip files. When these users gain confidence or want to use more advanced zipping features, the full WinZip Classic interface is just a click away.

**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 the File Manager or Explorer, drag and drop an archive onto WinZip, or use the standard Open dialog box. The main WinZip window features a list box 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 tool bar provides fast access to commonly used actions. All options (including window size and position) can be saved and restored. Extensive context sensitive help is always available.

Double clicking on a file in the main WinZip window has the same effect as double clicking in the File Manager or 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, Windows Write or WordPad for \*.WRI files) based on standard Windows associations.

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

Under Windows 3.1 WinZip's unique Install/Try/Uninstall Feature makes it easy to install *and uninstall* software distributed in archives. This feature can save megabytes of disk space by tracking and removing all traces of an application. WinZip will run the installation program in an archive, give you a chance to try the program, and optionally offer to restore your system to its original state. The uninstall step can selectively remove folders, files, icons, or program groups created by an install program, and can restore any altered INI files. You have complete control over the uninstall process, and no changes are made without approval.

If an archive doesn't have an "install" or "setup" program you can use the CheckOut facility to easily try the files in the archive. The CheckOut facility will extract all files and create a program group with icons for all or some files. Just double click on an icon in the CheckOut group to view the corresponding file with the appropriate application. WinZip will optionally delete the CheckOut files and program group.

WinZip requires Windows 3.1 or later. No other programs are required to add or extract files from Zip files, or to work with TAR, gzip, and Microsoft Compress format files. However, virus scanning and operations involving ARC, ARJ, and LZH files, as well as some advanced Zip operations, require external programs. PKWARE Inc's PKZIP and PKUNZIP programs (version 2.04) are only needed if you create Zips that span disks, create a self-extracting EXE file, or use password protected Zip files. To access LZH files you need the LHA.EXE from Haruyasu Yoshizaki. Similarly, to access ARJ files the Shareware ARJ product from Robert Jung is required. WinZip interfaces to several programs to access ARC files and optionally runs most virus scanning utilities. For details see the section titled System Requirements.

Evaluation versions of WinZip are distributed as shareware. This means that users are encouraged, subject to restrictions described in the License Agreement, to share copies of the **evaluation version** of WinZip with friends, associates and bulletin boards. Please remember that if you use WinZip beyond the 21-day evaluation period you are required to pay the registration fee of \$29 as described in the section titled Copyright/License Agreement/Warranty.



This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message to the ASP Ombudsman at 70007,3536.

## Magazine Quotes

WinZip won the Windows Magazine 1996 **WIN100 Award**, was a finalist for the PC Computing 1995 **MVP Awards** at Comdex, and was voted "**Best Utility**" at the 1994 Shareware Industry Awards.

Here's what magazine reviews say about WinZip:

- "No Windows 95 desktop should be without a file archiving utility, and Nico Mak Computing's WinZip 6.0 is the one to have." PC Magazine 5/96
- "Nico Mak continues to add zip to its classic compression utility" Windows Sources 5/96
- "Its a breeze to use" Windows Magazine 5/96
- "Drag and drop everywhere in Windows 95" Byte 4/96
- "The best all-purpose file-compression utility for Windows 95 and Windows NT" Windows Sources 3/96
- "These days everyone needs a good unzipping utility. This is the best." PC Computing, 12/95
- "Easy Archival" NetGuide 12/95
- One of the "Essential Windows 95 utilities" Windows Magazine 12/95
- "WinZip for Windows 95 is an absolute necessity for file uploads and downloads" PC Computing 11/95
- "Here's good news: The best zipping and unzipping program you can find is available in a Windows 95 version." Computer Shopper, 10/95
- "Terrifically useful file compression tool" PC World, 10/95
- "Windows 95 users get special treatment with the new version of WinZip" Windows Sources 10/95
- "WinZip is extraordinarily handy and one of the best timesavers around" Computer Shopper 9/95
- "WinZip 6.0 deftly integrates the best of the Windows ZIP utilities into the Windows 95 environment" PC Magazine, 9/12/95
- "Recommended download" Windows Magazine 9/95
- "Slash your online time" PC Computing, 8/95
- "Internet file support adds strength to an already sturdy WinZip" Computer Shopper, 8/95
- "Easy drag-and-drop interface when handling popular Internet file compression formats" Online Access 6/95
- "Point-and-click to open ZIP Files" Maximize 6/95
- "For anyone dealing with large amounts of files ... WinZip is an invaluable utility" PC Magazine UK, 6/95
- "If I were stuck on a desert island with a notebook and a CompuServe account, the only utility I'd want would be WinZip.", PC World 5/95
- "WinZip compression program makes a great main squeeze" Knight-Ridder Newspapers 5/21/95
- "WinZip is and remains to be the most important shareware utility for all Windows users who work with archives" CT Magazine (Germany) 5/95
- "Recommended download" Windows Magazine 5/95
- "WinZip Unlocks Internet Archives", PC Magazine 4/25/95
- "Great for Creating, exploring, and unpacking ZIP files", PC Week 4/17/95
- "WinZip Adds Formats", Windows Sources, 4/95
- "This is useful stuff" Windows Magazine, 4/95

- “Cadillac of unzippers”, PC Magazine, 3/14/95
- “WinZip is the finest Windows front end for PKUNZIP and other compression programs” WHAT Personal Computer (UK) 1/95
- “A must for anyone that downloads”, Windows Magazine Special Edition, Winter 1995
- “Save hard disk space”, PC Laptop Computers Magazine, Nov 1994
- “The best \$29 Windows compression/decompression program”, InfoWorld Oct 10/10/94
- “WinZip helps users track archives”, PC Week 9/26
- “Recommended download” Windows Magazine 9/94
- “In short, WinZip is the one program you need to unzip, install, and uninstall your shareware collection”, Computer Shopper, 10/94
- “Featuring blazingly fast zip/unzip performance and an intuitive, 3-D interface, this simple utility should be a part of any Windows/NT user’s toolkit”, Windows Sources 0/94
- “Recommended Download”, Windows Magazine, 9/94
- “A snappier way to ZIP”, Windows Sources, 7/94
- “Must Buy” rating, PC Laptop, 7/94
- “Slick and Intuitive”, Computer Shopper, 5/94
- “Easy to use”, InfoWorld, 4/18/94
- “It’s this simple: Those who use PKZIP and Windows should get a copy of WinZip 5.0”, PC Computing, 12/93
- One of the “Top 10” Windows Utilities, CompuServe Magazine, 10/93
- One of the “20 Must-Have Windows Utilities”, Windows User, 6/93
- “Archive Manager Extraordinaire”, Windows Sources, 5/93
- “WinZip 4.0 improves on an already impressive product, making archiving a simple task for Windows users”, Windows User 5/93
- “Repeatedly charms you when you have to ZIP and unZIP ... an excellent Shareware utility” Windows Magazine, 12/92
- “Our copy gets quite a daily workout” Windows User 11/92
- “The most comprehensive Windows front-end to PKZIP” Ziffnet Threads, 11/92
- “Does all your compression chores with ease” Computer Shopper, 10/92
- “Must-Have Shareware Treasure” Compute, 10/92
- “The perfect Windows interface for LHA, PKZIP, ARC, and your favorite DOS virus scanner” PC World, 10/92
- “Greatly facilitates archive Management” Windows Magazine, 9/92
- “Powerful yet Intuitive” PC World, 8/92
- “Hot Product” Inside Microsoft Windows, 8/92
- “WinApp of the Month” PC Computing, 3/92

## Quick Start Information

Whether you are an experienced user of Zip files or not, WinZip's intuitive interface can help you handle all kinds of archives like a pro in no time at all. It includes a wide range of capabilities that you may or may not want to use at this time, depending on your needs.

**If you haven't installed WinZip yet**, the section titled [WinZip Installation](#) contains some brief instructions.

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

- **Some users just like to dive right in!** If you have experience with archives and Windows, you might want to do just that. **Context-sensitive help** is available at any time by pressing the F1 key.
- **You can get an overview of the primary operations of WinZip** from the section titled [Brief Tutorial](#).
- **If you like to “learn by doing...”**
  - **Windows 95** users may like the [WinZip Tutor Step by Step Instructions](#) interactive help system that takes users step by step through two basic features: unzipping and zipping up a sample zip archive that is included for your convenience.
  - **Windows 3.1** users can read through the [Step by Step Example](#) and follow the steps it prescribes.
- **The new [WinZip Wizard](#) is a series of panels or pages in a special window that help a user through a task**, commonly known as a “wizard.” This new and convenient alternative interface for WinZip can help to simplify unzipping and installing software.

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

- The section titled [Windows 95 Quick Examples](#) is of particular interest to Windows 95 users.
- The section titled [Drag and Drop Interface](#) describes a useful WinZip feature. Be sure to give it a try!
- The section on [Hints and Tips](#) can provide dozens of helpful ideas for using WinZip.
- For assistance in learning how to use the online help system, choose [How to Use Help](#) from WinZip's Help menu.

## About Zips And Other Archives

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:

- Most files available in "file areas" on bulletin boards and electronic services like CompuServe and the Internet 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. See the sections titled [Install/Try/Uninstall Feature](#) and [CheckOut Feature](#) for information about WinZip features particularly suited for working with downloaded files.
- 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.

### Archive formats:

- Zip files are the most common archive format. WinZip does **not** require external programs for basic archive operations (PKZIP and PKUNZIP version 2.04 from PKWARE, Inc. are, however, required for two advanced options: disk spanning and encryption).
- ARJ files are another popular archive format. ARJ files are manipulated by the ARJ program from ARJ Software, P.O. Box 249, Norwood, Massachusetts 02062.
- LZH files are manipulated by the LHA program from Haruyasu Yoshizaki. LHA won the October 1991 PC Magazine Editor's Choice award as the best data compression utility.
- ARC is an older format. ARC files can be manipulated by several programs, including the original ARC, ARCE (also known as ARC-E), PKXARC, and PKUNPAK. Since almost all new archives are created in other formats and there is no single widely available program to manipulate ARC files, WinZip does not provide facilities to add to ARC files (however, all other WinZip functions are supported).
- TAR, Z, GZ, TAZ, and TGZ files are often found on Unix-based Internet sites. The relationship between these file types is less straightforward than the aforementioned file formats. The important thing to remember is that WinZip handles all these formats the same way as Zip files, so you don't need to know the details. Here is more information on these formats: TAR stands for "Tape ARchive". This is an old file format and does not provide compression; it is used only to group files. Z files are compressed with gzip or the older Unix "compress" program. GZ files are gzip files. Z and GZ files cannot contain multiple files. TAZ and TGZ files are TAR files compressed in "Z" or "GZ" 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 require external programs when working with files in these formats.
- WinZip also handles many files in the 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. Therefore, you are limited to decompressing files supported by your version of Windows (Windows for Workgroups supports some files not supported by Windows 3.1). 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, "commdl\_g.dl\_". Like Z and GZ files, Microsoft Compress format files contain only one file. This format is used for many files on your Windows 3.x distribution disks and many other Microsoft products. Note that not all files ending with an underscore are Microsoft Compress format files.



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

## Step by Step Example

**Windows 3.1 Only** The Windows 95 Step by Step Examples are in the section titled [WinZip Tutor](#).

This section provides step by step examples of using WinZip. To print this section, click on **Print Topic** in the Help window's File pull-down menu. Like the Brief Tutorial, this section assumes the following:

- Your system meets the requirements described in the section titled [System Requirements](#) and you have installed WinZip as described in the section titled [WinZip Installation](#).
- You know how to use standard Windows features, such as dialog boxes, menus, and the drag and drop interface. If you are not are familiar with these features, please consult your Windows documentation.
- You are familiar with the concept of archives. For a description of archives, see the section titled [About ZIPs And Other Archives](#).

If you follow the steps below you will create a new archive, add two files to the archive, view a file in the archive, and extract the files in the archive to a new folder. This should give you a feel for using WinZip. After following this example you will probably want to (re)read the section titled [Brief Tutorial](#).

**Be sure to follow these steps EXACTLY to ensure correct results. Rather than trying out interesting options, just follow along to be sure you and the description below don't get "out of sync".**

Unlike the Brief Tutorial, this section uses specific filenames. You can follow along by typing exactly what is shown. However, since the author doesn't know what files exist on your system, you'll have to create a folder and two test files with specific filenames before starting to work with "live" Zip files. The following four steps detail this procedure. These steps involve using standard Windows features. For conceptual information and details on the use of these four steps please consult your Windows documentation. Meanwhile, be sure to follow these instructions exactly.

- 1 Create the C:\FOO folder. If you already have a folder called C:\FOO you will have to substitute a different folder name in the following examples. Create the folder as follows: start the File Manager by double clicking on the File Manager icon in the Program Manager's "Main" group. Select **Create Directory** from the File Manager's File pull-down menu. Type the following:

```
c:\foo
```

**Be sure to type a backwards slash as shown, not a normal forward slash!** Then press the **OK** button. Finally, close the File Manager (select **Exit** from the File Manager's File pull-down menu).

- 2 Create the file C:\FOO\ONE.TXT as follows: start Notepad by double clicking on the Notepad icon in the Program Manager's "Accessories" group. Type the following text into Notepad's main window:

```
this is the first file
```

Next, save the file to disk by selecting **Save As** from Notepad's File pull-down menu. Type the following filename:

```
c:\foo\one.txt
```

Then press the **OK** button.

- 3 Create the file C:\FOO\TWO.TXT as follows: replace the text in Notepad's main window with the following text:

```
this is the second file
```

Next, save the file to disk by selecting **Save As** from Notepad's File pull-down menu. Type the following filename:

c:\foo\two.txt

Then press the **OK** button.

- 4 Close Notepad (select **Exit** from Notepad's File pull-down menu)

Now we will create an archive containing the two files you created in the previous step. Please be sure to follow these instructions exactly:

- 1 Start WinZip by double clicking on the WinZip icon in the Program Manager's WinZip group. Select **Set Installation Defaults** from WinZip's Options pull-down menu and reply **Yes** when asked if you want to reset the installation defaults.
- 2 Select **New Archive** from WinZip's File pull-down menu. At this point you should see a dialog box titled **New Archive**. This dialog box is where you specify the name of the archive you are going to create. All the normal Windows techniques for changing the current folder and selecting filenames will work, but for now, just type the following filename for your new archive

c:\foo\test.zip

Verify that the **Add Dialog** check box is checked. Then press the **OK** button.

- 3 At this point you should see a dialog box titled **Add**. This dialog box is where you specify the names of the files you want to put into the archive. You can read detailed information about all the fields in the **Add** dialog box by pressing the **Help** button, but please don't do that now! Instead, follow these instructions exactly to be sure to stay in sync with the tutorial. As in the **New Archive** dialog box, all the normal Windows techniques for changing the current folder and selecting filenames will work, however, just type the following two filenames, separated by a space:

one.txt two.txt

Verify that the **Action** drop-down listbox specifies **Add**, and press the **Add** button on the top right of the dialog box. WinZip will add the two files to the archive TEST.ZIP created in the previous step.

- 4 When the Add operation completes, you should see the main WinZip window, titled "WinZip - C:TEST.ZIP", showing the two files you just added in the main listbox below the toolbar.

At this point you have successfully added two files to an archive. The files ONE.TXT and TWO.TXT exist in two places: in the c:\foo folder where you originally created them, and in the archive c:\foo\test.zip.

Next we will view one of the two files in the archive.

- 1 In WinZip's main window double click on the line that starts with TWO.TXT. WinZip will automatically start the appropriate program to view the file TWO.TXT. In most cases this will be Notepad.
- 2 At this point Notepad (or another viewer) should be running. The active window should be titled something like "Notepad - ONE.TXT". The main window will show the text you typed at the beginning of this example.
- 3 When you are done viewing the file, select **Exit** from the viewer's File pull-down menu and activate the main WinZip window.

Finally, we will extract the files to a new folder. While this operation is redundant in this example (because you already have the files in the C:\FOO folder) it is a useful technique when you receive archives created elsewhere, for example, from an associate or an online service.

In this example we'll extract the files in TEST.ZIP to the C:\BAR folder. If you already have a folder called C:\BAR you will have to substitute a different folder name in the following examples.

- 1 Select **Extract** from WinZip's Actions pull-down menu. At this point you should see a dialog box titled **Extract**.
- 2 In the **Extract To** field type the following

c:\bar

Click the **All Files** radio button to tell WinZip to extract all files in the archive to the c:\bar folder.

- 3 Press the **Extract** button at the top right of the dialog box. The folder C:\BAR will be created, and both files in the archive will be extracted from TEST.ZIP to the C:\BAR folder.
- 4 When the extract operation completes, the main WinZip window will once again be active. Select **Exit** from WinZip's File pull-down to close WinZip and conclude this example.

At this point you have created an archive, added two files to the archive, viewed a file in the archive, and extracted the files in the archive to a new folder. The files ONE.TXT and TWO.TXT exist in three places:

In the folder c:\foo, where you originally created them.

In the archive c:\foo\test.zip, because you added them to the archive.

In the folder c:\bar, because you extracted them.

You may want to delete the c:\foo and c:\bar folders using the File Manager, since you no longer need these folders or the files they contain.

**Important: there are many faster ways to work with WinZip and archives!** These examples were complicated by an attempt to use known filenames and dependencies on the folders already on your hard disk. In particular, be aware of the following:

- 1 Rather than typing fully qualified filenames like c:\foo\one.txt you can almost always avoid typing the drive and folder by clicking in the **Folder** list boxes in the New Archive, Add, and Extract dialog boxes.
- 2 You can avoid typing existing filenames in the Add dialog box by clicking on the filenames in the Files list box. For information on selecting multiple files at once see the section titled [Using Extended Selection List Boxes](#).
- 3 You can go even further by using drag and drop. See the section titled [Drag and Drop Interface](#) for more information on this very useful feature.

Don't forget: press the F1 key or the Help button in any WinZip dialog box to get context sensitive help.

## Suggestions For Working With Downloaded Files

WinZip makes it easy to work with files downloaded from Internet, bulletin boards, and online services like CompuServe. The [Install/Try/Uninstall Feature](#) and [CheckOut Feature](#) are particularly useful for trying files that are downloaded. The [Archive Management](#) features make it easy to move archives to floppies, or even to delete them if they don't meet your needs.

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

One strategy for handling downloaded files involves three folders:

\DOWNLOAD	recently downloaded files
\UPLOAD	files you are planning to upload
\ARCHIVES	archives you are planning to keep

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

1. Open the archive. An easy way to open files is to first activate the File Manager or Explorer and view the \DOWNLOAD folder. Then double click on an archive to open it. You will probably want to select **Sort By Date** from the File Manager's **View** pull-down menu or click on the **Modified** column header in the 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 button on WinZip's toolbar. If the archive contains an "install" or "setup" program, the Install button will be displayed, otherwise, it will contain the CheckOut button. For details on these features see the sections titled [Install/Try/Uninstall Feature](#) and [CheckOut Feature](#).
4. Move each archive out of your download folder after trying the software. If you want to keep the archive on your hard disk select **Move** from the File menu to move the archive into your \ARCHIVES folder, or, if you want to post the archive on another BBS, move it into your \UPLOAD folder. Note that the folders you have most recently used for move and copy operations are available for quick access in a drop-down list. If you don't want to keep the file you downloaded you can easily move it to a floppy or delete it using the **Delete** entry in the File pull-down menu.

Of course there are other good ways to use WinZip to work with downloaded files. Feel free to modify the aforementioned procedure or ignore it entirely.

## System Requirements

WinZip for Windows 95, the 32-bit version of WinZip, requires Windows 95 or Windows NT 3.51 or later. It will not run under Windows NT 3.1 or 3.5. For more information on running this version see the sections

- [WinZip for Windows 95](#)
- [Windows NT](#)

The standard 16-bit Windows version of WinZip requires Windows 3.1 or later or Windows for Workgroups.

For information on OS/2 see the section titled [Running WinZip under OS/2](#). WinZip is known to be incompatible with a DOS TSR called "BUFFIT.COM".

**No other programs are required to add or extract files from Zip files.** However, some WinZip operations do require other programs. For step by step instructions on installing these programs see the section titled [Installing Optional External Programs](#). The following is a list of these optional programs:

- To create self-extracting Zip files one of two programs is needed. For information on creating native Windows self-extracting Zip files see the section titled [WinZip Self-Extractor](#). To create DOS text-mode self-extracting Zip files use ZIP2EXE, part of the PKZIP version 2.04 package. See below for information on obtaining this program. Please be sure to read the ZIP2EXE license agreement before distributing files created with this program.
- To create Zips that span multiple disks or to access password protected Zips, the PKZIP® and PKUNZIP® version 2.04 programs from PKWARE, Inc. are required. You can download the Shareware version of these programs from most bulletin boards. It is distributed in the self-extracting Zip file PKZ204G.EXE on bulletin boards and PK204G.EXE on CompuServe. You can order them directly from PKWARE (phone 414-345-8699). WinZip has been tested with PKZIP/PKUNZIP 1.1 and 2.0. It will not work with earlier versions.
- To access LZH files the LHA.EXE program from Haruyasu Yoshizaki is required. You can download LHA.EXE from most bulletin boards. The latest version is distributed in the self-extracting LZH file LHA213.EXE. WinZip has been tested with LHA 2.13 and will not work with earlier versions (in particular, it will not function with LHARC, the predecessor to LHA).
- To access ARJ files the ARJ program from Robert Jung is required. You can download the Shareware version of ARJ from most bulletin boards. The latest version is distributed in the self-extracting ARJ file ARJ250.EXE. WinZip has been tested with ARJ 2.30-2.50 and will not work with earlier versions.

To access ARC files one of the following programs is required:

- ARCE.COM and ARC-E.COM version 4.0e - Vern Berg's ARC extraction utility, available on CompuServe and other bulletin boards. WinZip was not tested with earlier versions.
- PKXARC.COM version 3.5 from PKWARE, Inc. WinZip was not tested with earlier versions. This program is still available on some bulletin boards.
- PKXARC.EXE version 3.6 from PKWARE, Inc. This program is still available on some bulletin boards.
- PKUNPAK.EXE version 3.61 from PKWARE, Inc. This program is still available on some bulletin boards.
- ARC.EXE version 5.20 or 6.0 from System Enhancement Associates, Inc. This is the last version of ARC available as Shareware, and is still available on some bulletin boards. WinZip was not tested with earlier versions. SEA's address is 925 Clifton Ave., Clifton, NJ 07013.

WinZip will automatically detect the following virus scanners:

- NAVW and NAV, from Symantec

- WNAPVIR and CPAV, distributed with Central Point Desktop For Windows
- MSAV, distributed as part of MS-DOS 6.0
- SCAN and WSCAN, from McAfee Associates
- F-PROT, from Frisk Software International
- Dr. Solomon's Anti-Virus Toolkit, from S&S International
- ThunderByte's TBSCAN, from ESaSS B.V.

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

Note: Like WinZip, the PKZIP, PKUNZIP, ZIP2EXE, ARJ, ARC, PKXARC, F-PROT, TBSCAN, and SCAN programs are not free software. As with all shareware, if you use these programs you should register them with the appropriate vendor. Dr. Solomon's Anti-Virus Toolkit and the NAVW and WNAPVIR programs are commercial programs, not shareware.

### **Related Topics:**

[Running WinZip under OS/2](#)

## WinZip-Related Files

<b>Filename</b>	<b>Description</b>
README.TXT	introductory information
SETUP.EXE	installation program
WINZIP.TXT	extracts from online documentation
WINZIP.EXE	required executable (Windows 3.1 version only)
WZ.DLL	required dynamic link library (Windows 3.1 only)
WZ2.DLL	required dynamic link library (Windows 3.1 only)
WINZIPFM.DLL	File Manager Extension dynamic link library
WINZIP.HLP	documentation in online hypertext help format
WZWIZARD.HLP	documentation for the Wizard interface
WZTUTOR.HLP	documentation for Windows 95 tutorial (Win32 version only)
WINZIP.CNT	help contents file (Win32 version only)
WINZIP32.EXE	required executable (Win32 version only)
WZSHLEXT.DLL	Windows 95 Explorer Shell Extension dynamic link library (Win32 version only)
WZFM32.DLL	File Manager Extension dynamic link library (Win32 version only)
WZ.COM	required executable
WZ.PIF	required Program Information File
LICENSE.TXT	license agreement/warranty
ORDER.TXT	order form
VENDOR.TXT	information for Shareware Distributors and Disk Vendors
WHATSNEW.TXT	list of recent changes
FILE_ID.DIZ	brief description for bulletin boards

Some files are distributed with a trailing underscore at the end of the filename. The underscore or dollar sign is replaced with the appropriate character by the SETUP program. For example, WZ.PI\_ becomes WZ.PIF.



## WinZip Installation

To install WinZip from the distribution disk, follow one of these procedures:

- Windows 95 Users: choose **Run** from the Start menu, type **a:setup**, and press the Enter key.
- Windows 3.1 Users: from the Windows Program Manager choose **Run** from the File menu, type **a:setup**, and press the Enter key.

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

## WinZip Uninstallation

Under Windows 95 you can uninstall WinZip from the Control Panel Add/Remove Applications window. Activate the Control Panel, double click Add/Remove Programs, and double click on the WinZip list box entry.

Under Windows 3.1 or Windows NT you can uninstall WinZip by double clicking on the "Uninstall WinZip" icon in the WinZip program group.

Additional information:

You can also uninstall WinZip by running WINZIP32.EXE (under Windows 3.1 run WINZIP.EXE instead) and specifying the /install parameter. For example, if WinZip is installed in your c:\winzip folder, in the Run dialog box, type

```
c:\winzip\winzip32.exe /uninstall
```

Technical details:

The "Uninstall WinZip" procedure performs the following steps:

- Verify it is safe to uninstall
- Remove WinZip File Manager Extension from WINFILE.INI if it is installed
- Delete files in WinZip folder if they were installed by this version of WinZip and if the file's date/time stamp matches WINZIP32.EXE (under Windows 95 and Windows NT) or WINZIP.EXE (under Windows 3.1). The WINZIP.GID, WINZIP.FTS, and WINZIP.PIF files are deleted regardless of their date/time stamp.
- Remove any WinZip file associations from WIN.INI
- Remove [WinZip] entry from WIN.INI
- Remove the WinZip icons and program group
- Remove the WinZip entries from the registration database

## Installing Optional External Programs

WinZip includes built-in ZIP and UNZIP, so no other programs are required for most WinZip operations. However, virus scanning and operations involving ARC, ARJ, and LZH files as well as some advanced Zip operations 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](#). This following sections provide step by step examples of how to install LHA, ARJ, and PKZIP/PKUNZIP.

**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 the Windows File Manager or Explorer, know how to use standard Windows features such as dialog boxes and menus, and have a little experience using WinZip. See the section titled [Quick Start](#) for introductory information and how to quickly become familiar with WinZip.

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

### Related Topics:

[Installing LHA](#)

[Installing ARJ](#)

[Installing PKZIP and PKUNZIP](#)

## Installing LHA

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

1. LHA is distributed as a self-extracting archive called LHA213.EXE. First download LHA213.EXE from your favorite online service.
2. Use the File Manager or 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 the File Manager or Explorer to copy LHA213.EXE from your download folder to the C:\LHA folder.
4. Double click on LHA213.EXE to run it. This will cause the files in LHA213.EXE to "self-extract" into the C:\LHA folder. Then go back and delete C:\LHA\LHA213.EXE, as it is not needed for day-to-day work with LHA and WinZip.
5. Start WinZip. Pull down the Options menu and select **Program Locations**.
6. In the LHA field in the **Program Locations** dialog box type

c:\lha\lha.exe

and press the **OK** button.

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

## Installing ARJ

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

1. ARJ is distributed as a self-extracting archive called ARJ250.EXE. First download ARJ250.EXE from your favorite online service.
2. Use the File Manager or 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 the File Manager or Explorer to copy ARJ250.EXE from your download folder to the C:\ARJ folder.
4. Double click on ARJ250.EXE to run it. This will cause the files in ARJ250.EXE to "self-extract" into the C:\ARJ folder. Then go back and delete C:\ARJ\ARJ250.EXE, as it is not needed for day-to-day work with ARJ and WinZip.
5. Start WinZip. Pull down the Options menu and select **Program Locations**.
6. In the ARJ field in the **Program Locations** dialog box type

c:\arj\arj.exe

and press the **OK** button.

That's all there is to installing ARJ. 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.**

## Installing PKZIP and PKUNZIP

Here are step by step instructions for installing the MS-DOS releases of PKZIP and PKUNZIP version 2.04, optional external programs required to use disk spanning and encryption with Zip files. **Note that WinZip includes built-in ZIP and UNZIP, so no other programs are required when working with Zip files UNLESS you use disk spanning or encryption.**

1. PKZIP and PKUNZIP are distributed as a self-extracting archive called PK204G.EXE. First download PK204G.EXE from your favorite online service.
2. Use the File Manager or Explorer to create the folder C:\PKZIP. You can use a different folder but then you will need to substitute that folder name in the following instructions.
3. Use the File Manager or Explorer to copy PK204G.EXE from your download folder to the C:\PKZIP folder.
4. Double click on PK204G.EXE to run it. This will cause the files in PK204G.EXE to "self-extract" into the C:\PKZIP folder. Then go back and delete C:\PKZIP\PK204G.EXE, as it is not needed for day-to-day work with PKZIP and WinZip.
5. Start WinZip. Pull down the Options menu and select **Program Locations**.
6. In the PKZIP and PKUNZIP fields in the **Program Locations** dialog box type

c:\pkzip\pkzip.exe  
c:\pkzip\pkunzip.exe

and press the **OK** button.

That's all there is to installing PKZIP. **Note: Like WinZip, PKZIP and PKUNZIP are not free software. As with all shareware, if you use these programs you should register them with the appropriate vendor. See the order.doc and license.doc file in your PKZIP folder for details.**

## Copyright/License/Warranty

WinZip® Copyright © 1991-1996 by Nico Mak Computing, Inc.  
All rights reserved.

### License Agreement

You should carefully read the following terms and conditions before using this software. Unless you have a different license agreement signed by Nico Mak Computing, Inc. your use of this software indicates your acceptance of this license agreement and warranty.

For information on distributing the shareware evaluation version of WinZip see the section titled Shareware License.

### Registered Version

One registered copy of WinZip may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

You may access the registered version of WinZip through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network. For instance, if 8 different workstations will access WinZip on the network, each workstation must have its own WinZip license, regardless of whether they use WinZip at different times or concurrently.

### Governing Law

This agreement shall be governed by the laws of the State of Connecticut.

### Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. In particular, there is no warranty for the optional virus scanning feature (WinZip does not scan for viruses, it simply runs external programs that claim to perform this function). Because of the various hardware and software environments into which WinZip may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

## Shareware License

See the section titled [Copyright/License/Warranty](#) for the full license agreement.

### **Evaluation and Registration**

This is not free software. You are hereby licensed to use this software for evaluation purposes without charge for a period of 21 days. If you use this software after the 21 day evaluation period a registration fee of \$29 is required. Payments must be in US dollars drawn on a US bank, and should be sent to Nico Mak Computing, Inc., P.O. Box 919, Bristol, CT 06011- 0919. Credit card ordering and quantity discounts are available, as described in the section Ordering Information/Order Form. When payment is received you will be sent a registered copy of the latest version of WinZip.

Unregistered use of WinZip after the 21-day evaluation period is in violation of U.S. and international copyright laws.

### **Distribution**

Provided that you verify that you are distributing the Shareware Version (select About from the WinZip Help menu to check) you are hereby licensed to make as many copies of the Shareware version of this software and documentation as you wish; give exact copies of the original Shareware version to anyone; and distribute the Shareware version of the software and documentation in its unmodified form via electronic means. There is no charge for any of the above.

You are specifically prohibited from charging, or requesting donations, for any such copies, however made; and from distributing the software and/or documentation with other products (commercial or otherwise) without prior written permission, with one exception: Disk Vendors approved by the Association of Shareware Professionals are permitted to redistribute WinZip, subject to the conditions in this license, without specific written permission.



# Order Form

## WinZip® 6.1

All orders are subject to the WinZip [License Agreement](#).

**New:** You can place secure credit card orders via the World Wide Web using the "Order" link on the WinZip home page: <http://www.winzip.com>.

**Ordering by check:** To order by check send this order form and a check to Nico Mak Computing, Inc., P.O. Box 919, Bristol, CT 06011. To print this order form, click on Print Topic in the File pull-down menu. Alternately, you can print the ASCII text file ORDER.TXT. Payment must be in US dollars drawn on a US bank, or you can send international postal money orders in US dollars.

**Credit card ordering:** For information on ordering by MasterCard, Visa, American Express, or Discover by phone, FAX, email, or postal mail, click here: [Credit Card Ordering Information](#).

**CompuServe Registration:** To have the registration fee added to your CompuServe bill use the CompuServe command [GO SWREG](#) and follow the menus. WinZip's registration id is 402.

**Purchase Orders:** For information on using purchase orders click here: [Purchase Orders](#).

**Ordering options outside the USA and Canada:** For information on local registration click here: [Ordering Options Outside the USA and Canada](#).

**Site licenses:** A site license for WinZip entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies.

WinZip is shipped on 3.5 inch disks only.

Prices include shipping by postal mail (airmail outside USA).

Prices guaranteed through December, 1996.

WinZip Single Copy \_\_\_\_\_ copies at \$29 each = \_\_\_\_\_

WinZip Site License

2 to 9 computers: \_\_\_\_\_ computers at \$22 each = \_\_\_\_\_

10 to 24 computers: \_\_\_\_\_ computers at \$17 each = \_\_\_\_\_

25 to 49 computers: \_\_\_\_\_ computers at \$14 each = \_\_\_\_\_

50 to 99 computers: \_\_\_\_\_ computers at \$10 each = \_\_\_\_\_

100 to 199 computers: \_\_\_\_\_ computers at \$7 each = \_\_\_\_\_

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

Total payment \_\_\_\_\_

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

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

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

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

Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve: \_\_\_\_\_

Electronic Mail address: \_\_\_\_\_

How did you hear about WinZip? \_\_\_\_\_

Comments:

## Credit Card Ordering

You can place secure credit card orders via the World Wide Web using the Order link on the WinZip home page: [www.winzip.com](http://www.winzip.com), or, you can place MasterCard, Visa, American Express, and Discover orders through PsL. The best way to reach PsL is by fax to 1-713-524-6398 or by CompuServe mail to 71355,470 or Internet mail to [71355.470@compuserve.com](mailto:71355.470@compuserve.com). You can also call PsL at 1-800-242-4PsL(4775) or 1-713-524-6394 between the hours of 7:00 am and 6:00 pm CST Monday-Thursday and 7:00 am and 12:30 PM CST on Fridays, except holidays.

Credit card orders can be mailed to PsL at P.O. Box 35705, Houston, TX 77235 USA.

PsL requires the following information:

Credit Card  MasterCard  VISA  AMEX  Discover

Credit Card Number: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

**Nico Mak Computing, Inc. cannot be reached at the numbers above. These numbers are for PsL, a credit card order taking service only.**

Any questions about the status of the shipment of an order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to Nico Mak Computing, Inc., P.O. Box 919, Bristol, CT 06011-0919 or by email to 70056,241 on CompuServe or [70056.241@compuserve.com](mailto:70056.241@compuserve.com) on Internet.

## Purchase Orders

Purchase orders (net 30 days) are accepted only from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Please be sure to include the standard WinZip order form with a purchase order. *Due to the extra work involved in processing purchase orders you are encouraged to use a credit card, CompuServe's SWREG registration service, petty cash, or an expense account when possible for small orders.*

## CompuServe SWREG Ordering

Use the CompuServe command GO SWREG and follow the menus to register one of the product IDs listed in the table below.

Detailed instructions for WinCIM users: select Go from the Services menu, and type SWREG. Then double click on "Register Software" in the Shareware Registration box. After viewing the Registration Agreement, click on Proceed, then select your Geographic Region. Double click on ID # in the Register Shareware box and enter one of the following IDs:

<b>ID</b>	<b>Product</b>	<b>Price</b>
402	Single Copy	\$29
4628	2-9 computer site license	\$22 each computer
4629	10-24 computer site license	\$17 each computer
4630	25-49 computer site license	\$14 each computer
4631	50-99 computer site license	\$10 each computer

Now double click on "Display Selected Titles" and then double click on the appropriate entry. Click on Description to see a description of WinZip. You can now click the Register button to fill in your order information. You will receive a confirmation by email within one business day.

## Ordering Options Outside the USA and Canada

In addition to the aforementioned registration options you can contact the following distributors for local registration and support. Dealer prices may vary.

**German Users:** Contact KLEIN+STEKL, GmbH, phone +49-711-9672-0, fax +49-711-9672-130 for a German version of WinZip.

**Japanese Users:** Contact P&A Co., Ltd., of Japan, 1-3-6-2 Kamisuna, Tachikawa, Tokyo, Japan 190, phone: 0425-35-9901, fax: 0425-35-9902, for local registration.

**French Users:** Contact AB Soft, Park Burospace #14, 91572 Bievres Cedex, France, phone 33-1-69-33-70-00 for a French version of WinZip.

**Other International Users:** You can order directly from Nico Mak Computing, Inc, as described above, or can contact ASi for the name of the nearest ASi reseller at 513-885-2031, fax 513-885-2032.

If you purchase WinZip directly from Nico Mak Computing, Inc. as described above be sure to contact Nico Mak Computing, Inc. for support, not your local reseller.

## Support and Questions

To check whether you have the most recent version of WinZip, please check the WinZip home page at <http://www.winzip.com>, send email to [info@winzip.com](mailto:info@winzip.com), or download the file winzip.txt from the "WinZip Support" library in the GO WINZIP area on CompuServe.

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 electronic mail to [support@winzip.com](mailto:support@winzip.com) on the Internet, to 70056,241 on CompuServe, or send postal mail to Nico Mak Computing, Inc., P.O. Box 919, Bristol, CT 06011-0919, or post a message in the "WinZip Support" section in the GO WINZIP area on CompuServe.

There is an active group of WinZip users in the "winzip" conference on the CiX information network in the U.K. You can post questions and comments, hear from other WinZip users, and download the most recent WinZip releases from this conference.

When reporting problems, please include the following information:

- 1) Is the problem reproducible? If so, how?
- 2) What version of Windows are you running? For example, Windows 3.1, Windows for Workgroups, Windows NT, etc.
- 3) What version of WinZip are you running? Select **About WinZip** from the WinZip Help pull-down 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 PKZIP.EXE, 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.

### Related Topics:

[Solutions to Two Common Problems](#)

[Determining Whether a Problem is Caused by a Faulty Video Driver](#)

## Solutions to Two Common Problems

- 1) If WinZip will not run DOS commands (like PKZIP) on your system, the most likely cause is a faulty video driver. This is an easy-to-solve problem. Please see the section titled [Determining Whether a Problem is Caused by a Faulty Video Driver](#) for more information.
- 2) Sometimes archives are corrupted because of line noise while downloading from a bulletin board. If you suspect a corrupted archive, you can test it with the **Test** entry in the Actions pull-down menu. If you are working with a Zip file, you can try running the [PKZIPFIX](#) program distributed with PKZIP to "fix" the archive. Otherwise, if an archive does not pass the "test" operation, you will have to acquire another copy of the file.

## Determining Whether a Problem is Caused by a Faulty Video Driver

If WinZip will not run DOS commands (like PKZIP) on your system, the most likely cause is a faulty video driver. The solution is to obtain the latest driver for your video card. Note that even if you just purchased a card your drivers may be old. Some driver vendors ship year-old drivers with their cards. You can usually get updated drivers from CompuServe and other sources as described below.

To determine whether a video driver is causing this problem, install the default Microsoft-supplied VGA driver, and then try the WinZip operation you're having trouble with using the standard driver loaded. You can change the video driver to the Microsoft-supplied standard driver by using one of the two following procedures, depending on whether you are using Windows 3.1 or Windows 95. Read all the steps, and do not perform either procedure unless you are comfortable with it!

Since your computer will need to be restarted each time you change the video driver, you will be safest if you close all applications you are running before making the changes.

For Windows 3.1:

- 1) Double click on SETUP in the Program Manager "Main" group.
- 2) Select Options/Change System settings
- 3) Note the name in the "Display" drop down list box. You will need to remember this name to re-install your existing driver.
- 4) Select VGA from the "Display" drop down list box
- 5) Choose OK to install the driver (you will probably need your Windows distribution disks for this)

For Windows 95:

- 1) Click anywhere in the unoccupied space on the Windows 95 desktop with the right mouse button.
- 2) Select Properties from the pop-up menu.
- 3) Click the Settings tab. Note whether the 16- or the 256-color palette is active.
- 4) Click the Change Display Type button.
- 5) In the Change Display Type dialog box, note the Adapter Type and Monitor Type.
- 6) Click the Change... button next to the Adapter Type section.
- 7) In the resulting Select Device dialog box, click the Show all devices... radio button, scroll the Manufacturer's list box to the top, select the item "(Standard Display Types)", and then select "Standard Display Adapter (VGA)" in the Models list.
- 8) Click the OK button.
- 9) Click the Close button in the Change Display Type dialog box.
- 10) Click the Close button in the Settings dialog box.
- 11) Answer Yes to the message box asking if you want to re-start your computer (remember to close any running applications!).

After testing WinZip with the standard VGA driver, you can re-install your video driver by following the steps above, with one change: specify the name of the originally video driver that you recorded at the beginning of the procedure.

If, in Windows 95, the 256-color palette was active before you changed the video driver to the standard one, you may have to re-specify the palette back to 256-color from 16-color when restoring the original video driver.

If the VGA driver solves the problem, try to obtain the most recent driver from your video card vendor. Many video card vendors make their latest drivers available in the GRAPHVEN forum on CompuServe. Alternately, try the Microsoft Driver Library (GO MDL at the CompuServe ! prompt or call Microsoft



Product Support at 800-426-9400 (voice) or the Microsoft Download Service BBS at 206-936-6735).

If the above test does not help isolate the problem, or if you are not comfortable installing the VGA driver, please write to one of the addresses in the About dialog box.

## Acknowledgments

Many people have helped make WinZip what it is, by making suggestions, helping test, reporting bugs, etc., but particular thanks goes to the following individuals: Ted Abell, Robert Allen, Tom Bloch, John Conde, Ora Lee Dinkins, Kent Downs, Ray Ebersole, Brian Hill, Stefan Hoffmeister, David Hofmann, Gregg Hommel, Oyvind Kaldestad, Kevin Kearney, Marion Kerr, Jim Larkin, John Navas, Heath Perryman, Sara Rogers, Sven Schreiber, Paul Seltzer, Barry Steinholtz, Nick Sweeting, Peter Tanis, Roy Tate, Michael Weber, and Larry Wilber.

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.

The portion of WinZip that creates Zip files is based on the work of the Info-Zip group and used with their permission. Thanks to the entire Info-Zip group, in particular to Jean-loup Gailly, Greg Roelofs, and Mark Adler. If you are interested, you can obtain the Info-Zip code from many sources, including: CompuServe, ibmpro forum; BIX: ibm.pc listings; Internet, ftp.uu.net:/pub/zip. Typical filenames are ZIP19P.ZIP, where 19P represents the latest version. If you cannot obtain this file from other sources you can send a self-addressed-stamped envelope with a disk to the address in the WinZip "About" dialog box.

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

## WinZip for Windows 95

For quick hints on using Windows 95 features see the section titled [Windows 95 Quick Examples](#).

This 32-bit version of WinZip includes the following Windows 95 features:

- Extract files by dragging them to a folder in the Explorer (or even to the desktop).
- View files by dragging them to an application or a shortcut to an application.
- Print files by dragging them to a printer or shortcut to a printer.
- Extract an archive to any folder via drag and drop without leaving the Explorer. Use the right mouse button to drag and drop a Zip from an Explorer window to any folder, then choose "Extract to" from the context menu. Remember to use the RIGHT mouse button while dragging.
- Add files to an archive without leaving the Explorer. Select files in the Explorer and drag and drop them on a Zip file in the active Explorer window, in another Explorer window, or to a Zip file on the desktop.
- Add selected files to a Zip directly from the Explorer with complete control over the options: RIGHT-click on any file (or selected group of files) in the Explorer and choose "Add To Zip" from the context menu. This provides a function similar to the Add entry in the WinZip File Manager Extension.
- Create archives in the Explorer (or on the desktop) by RIGHT-clicking on the desktop and choosing "WinZip File" from the "New" context menu entry. You can then add files to the new archive as described above.
- Explorer-style mini-icons are displayed next to files in an archive to help identify the file type.
- Explorer-style Add dialog box.
- The Delete Archive operation moves archives to the Recycle Bin rather than permanently deleting the archive.
- The Rename, Copy, and Move operations use the Windows 95 "overwrite" user interface.
- Zips opened with WinZip are properly added to the Start Menu->Documents menu.
- Explorer-style New and Open dialog boxes.
- Extract files from a Zip in the Explorer by right-clicking on the Zip and choosing "Extract To" from the context menu.
- Uninstall WinZip using Control Panel->Add/Remove Applications.
- WinZip uses the correct colors if you change color schemes. The WinZip toolbar buttons and status line colors will match the rest of your desktop.
- Windows 95-style tree-view help Contents window makes it easier to find help topics.
- The WinZip Options/Explorer Configuration dialog box lets you add WinZip to the Start menu and Desktop.
- The File/Create Shortcut menu entry creates a desktop shortcut for the open archive.
- Long filename support and Universal Naming Convention support.

The "Uninstall" portion of the "Install/Try/Uninstall" feature is not currently implemented under Windows 95, however, a pre-release version of this feature is available for download from the WinZip home page ([www.winzip.com](http://www.winzip.com)) and the "WinZip Beta" library in the GO WINZIP area on CompuServe.

Known problems under Windows 95:

- A few people have reported problems running the optional external DOS programs while using 16-bit Windows video drivers. By now almost all video vendors have released Windows 95 drivers; installing the appropriate driver will solve this problem.
- The Windows 3.1 version of the Norton "FileAssist" program is incompatible with WinZip under

Windows 95. To solve this problem, either install Norton Navigator for Windows 95, or configure FileAssist not to try to change WinZip dialog boxes.

#### Long Filename Notes:

- The current versions of all 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.
- Long Name Caution: DOS 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, PKUNZIP 2.04g 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 Drop dialog box when adding files.

Additional Windows 95 enhancements are planned for the next version of WinZip. For information on the latest version of WinZip, visit the WinZip home page at [www.winzip.com](http://www.winzip.com) or send Internet email to [info@winzip.com](mailto:info@winzip.com). CompuServe users can use the command GO WINZIP and download the file winzip.txt from the "WinZip Support" library.

## Windows 95 Quick Examples

Here are some quick examples of the new Windows 95 features

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

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

### Using the Explorer:

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

### Using the Desktop:

- If you select **Add WinZip To Desktop** in WinZip's Explorer Configuration dialog box, you can drag one or more files to the WinZip icon on the desktop to add the files to an archive of your choice.
- To create a zip file on the desktop, right-click anywhere on the desktop and select "WinZip File" from the New submenu.

### Using the Start Menu:

- If you select **Add WinZip to Start Menu** in WinZip's Explorer Configuration dialog box, you can start WinZip directly from the system Start Menu.
- You can open a recently accessed archive from the Documents submenu in the system Start Menu.

For a complete list of Windows 95 features see the section titled [WinZip for Windows 95](#).

## Windows NT

The 32-bit version of WinZip works under Windows NT as well as Windows 95, and includes long filename and UNC support. WinZip has been tested with Windows NT 3.51, the current version.

Many of the features described in the section titled [WinZip for Windows 95](#) will work with beta 1 of Windows NT 4.0, the current pre-release version. Since NT 4.0 is still evolving, it is possible there will be some incompatibilities when WinZip is run in this environment. Any incompatibilities that turn up should be resolved by the time Windows NT 4.0 is released. If you encounter problems, please check for updates on the WinZip home page ([www.winzip.com](http://www.winzip.com)) or in the GO WINZIP area on CompuServe, and if you believe you have encountered a new problem, please report it as described in the section titled [Support and Questions](#).

### Notes:

- The best way to add files with long names to Zip files is with the drag and drop interface. The Add dialog box has a few limitations, discussed below.
- The current versions of all 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.
- Long Name Caution: DOS 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, PKUNZIP 2.04g 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 Drop dialog box when adding files.
- There are some anomalies in how the Add dialog box handles long filenames and files with blanks. These anomalies do not occur with the Windows NT 4.0 Explorer shell; they only occur with the standard shell distributed with Windows NT 3.51. Note that the Add dialog box is based on the standard Windows "multi-select" open dialog box, so this behavior is common to all applications that use this common dialog box. The dialog box shows the short form of long NTFS filenames with blanks, but does not list 8.3 files with blanks (e.g. the filename "nico mak computing.txt" is listed as "nicoma~1.txt" while the filename "nico mak.txt" is not shown at all). HPFS filenames with blanks are never shown.
- The "Uninstall" portion of the "Install/Try/Uninstall" feature is not currently implemented under Windows NT.
- Some of the 16-bit Windows virus scanners listed in the Program Location dialog box do not work or are not available under Windows NT.

## **Running WinZip under OS/2**

Due to incompatibilities in the Windows 3.1 emulation of OS/2, some WinZip features do not work in this environment. The built-in zipping and unzipping are fully functional, but operations which involve running external programs are likely to fail.

## Drag and Drop Interface

The Drag and Drop Interface provides a convenient way to:

- 1) Open an archive with WinZip
- 2) Add, freshen, move, and update files in an archive
- 3) Extract files from an archive
- 4) Use an archive in another application

For details click on the appropriate topic below. Additional drag and drop features are available under Windows 95, as described in the section [WinZip for Windows 95](#).

### Related Topics:

[Opening an Archive with the Drag and Drop Interface](#)

[Adding a File to an Archive with the Drag and Drop Interface](#)

[Extracting Files from an Archive with the Drag and Drop Interface](#)

[Dropping an Archive on Another Application](#)

[Drop Dialog Box](#)



## Opening an Archive with the Drag and Drop Interface

To open an archive with the Drag and Drop Interface

- 1) Click on an archive in the Windows File Manager or Explorer.
- 2) While holding down the mouse button, move (drag) the mouse pointer over a WinZip window. If you've minimized WinZip, you can drag the files to the minimized icon. If you're using the Norton or Central Point Desktops, you can also drag files to inactive WinZip icons.
- 3) Release the mouse button. This opens the selected archive.

Note: you can also open archives by double clicking on the name of an archive in the File Manager or Explorer, by clicking on the Open button in the main WinZip window, or by selecting Open from the file pull-down menu.

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

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

- 1) Click on a file in the Windows File Manager or Explorer.
- 2) While holding down the mouse button, drag (move) the mouse pointer to a WinZip window. If you've minimized WinZip, you can drag the files to the minimized icon. If you're using the Norton or Central Point Desktops, you can also drag files to inactive WinZip icons.
- 3) Release the mouse button to drop the file. This activates the Drop dialog box.

Notes:

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

You can also add files to an archive using the Add dialog box.

You cannot use the Drag and Drop Interface to add files with an extension of ZIP, LZH, ARJ, or ARC (use the **Add** dialog box instead).

Under Windows 95 you can add files to a **Zip** without leaving the Explorer: just drag the files you want to add to a **Zip** file anywhere in the Explorer.

# Extracting Files from an Archive with the Drag and Drop Interface

Note: The Windows 95 implementation of this feature is more versatile than the implementation under Windows 3.1 and Windows NT.

## **Windows 95:**

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

## **Windows 3.1 and Windows NT:**

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 by the File Manager or Explorer.

The Windows File Manager will NOT accept files dropped by other applications. This is not a bug, it is the result of a design decision made by Microsoft.

The Windows 3.1 Program Manager adds dropped files to the group on which the files are dropped. This provides a very convenient way to add files in an archive to a Program Manager Group. Unfortunately, many people would rather drop files on an icon in the Program Manager to start the program associated with the icon, passing the dropped file as a parameter. However, there is nothing WinZip can do about this. Again, this is not a bug, it is the result of a design decision made by Microsoft.

## **Important:**

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

## **Notes:**

1. You can also extract files by pressing the **Extract** push button or using the **Extract** entry on the Actions pull-down menu.
2. You can move or copy files from one archive to another by opening multiple copies of WinZip, one for each archive, and dragging files from one to the other.

## Dropping an Archive on Another Application

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

- 1) Click on the WinZip status line.
- 2) While holding down the mouse button, drag (move) the mouse pointer to a window that accepts dropped files (the mouse pointer will indicate whether the target window accepts dropped files).
- 3) Release the mouse button to drop the open archive.

Examples of when this is useful include:

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

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

## Drop Dialog Box

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

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

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

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

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

## Install/Try/Uninstall Feature

**Windows 3.1 Only** Note: a pre-release Windows 95 version of this feature is available from the WinZip Home Page at [www.winzip.com](http://www.winzip.com) and from the "WinZip Beta" library (lib 22) of the GO WINZIP area on CompuServe.

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

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

To use the Install/Try/Uninstall feature

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

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

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

Restrictions:

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

Notes:

- The uninstall feature requires Windows 3.1 or Windows for Workgroups.
- The uninstall feature does not notice files or folders created from DOS boxes (after all, this is a Windows program!).
- The uninstall feature does not attempt to save information across sessions.
- The Install operation requires that the entire product being installed is distributed in one archive.
- WinZip determines whether an archive contains an install or setup program by checking for a file that 1) is executable, 2) has "install" or "setup" in the filename, and 3) does not contain folder information. If no file matches these criteria the Install operation is disabled.

### Related Topics:

[Questions and Answers About Install/Try/Uninstall](#)

Install Dialog Box

Uninstall Dialog Box

## Questions and Answers About Install/Try/Uninstall

**Windows 3.1 Only** Note: a pre-release Windows 95 version of this feature is available from the WinZip Home Page at [www.winzip.com](http://www.winzip.com) and from the GO WINZIP area on CompuServe.

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

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

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

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

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

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

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

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



## Install Dialog Box

The Install dialog box initially gives you two choices:

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

The **Minimize During Install** checkbox determines whether WinZip will be minimized while running the install program. If this checkbox is not selected you can activate WinZip after the installation by clicking on the WinZip window, using the Task List, or using the Alt-Tab keys. If this checkbox is selected WinZip will be minimized with the "always on top" attribute so that you can easily find it after you are done running the installation program and trying the application that was installed.

Press the **OK** button to begin the installation. WinZip will then extract all files into a temporary folder, optionally save system configuration information, and run the installation program.

After running the Install program the Install dialog box gives you two more choices:

Select the **View Configuration Options for Possible Uninstall** radio button to display the **Uninstall** dialog box.

Select the **No Uninstall Wanted** radio button if you do not want to uninstall.

Press the **OK** button after you have made your selection.

## Uninstall Dialog Box

**Windows 3.1 Only** Note: a pre-release Windows 95 version of this feature is available from the WinZip Home Page at [www.winzip.com](http://www.winzip.com) and from the GO WINZIP area on CompuServe.

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

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

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

The **Select All** button selects all check boxes.

If a **Cautions...** button is displayed in the Uninstall dialog box press it for information about system configuration changes that the uninstall procedure cannot restore, for example, dynamic link libraries in your Windows that have been replaced.

Press the **Report...** button to save a list of the suggested actions to a disk file.

Press the **Uninstall** button to begin the uninstall, or **Cancel** to terminate the operation. Additional confirmation dialog boxes may be displayed depending on the specifics of the program being uninstalled.

Notes:

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

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

## **File Manager Interface**

WinZip's File Manager interface lets you open archives by double clicking in the File Manager, access WinZip through a pull-down menu to the File Manager, and automatically start and stop WinZip along with the File Manager.

You can also open archives by dragging them from the File Manager to a WinZip window, and can add files to an archive by dragging them from the File Manager to a WinZip window as described in the section [Drag and Drop Interface](#).

### **Related Topics:**

[File Manager Configuration Dialog Box](#)

[The WinZip File Manager Menu](#)

[File Manager Add Dialog Box](#)

## File Manager Configuration Dialog Box

This dialog box is displayed when you select **File Manager Configuration** from WinZip's Options menu, when you select **Configuration** from the File Manager's WinZip menu, and during WinZip installation. The following choices are available:

- The **Associate WinZip With Archives** checkbox determines whether you will be able to double click on archives in the File Manager to open them. If this option is checked, the following extensions will be associated with WinZip: ZIP, LZH, ARJ, ARC, TAR, TGZ, TAZ, GZ, and Z. If this option is not checked, WinZip will ensure it is not associated with these extensions. See the section titled [Windows Associations](#) for more information on associations.
- The **Include WinZip In File Manager Menus** checkbox determines whether the WinZip menu entry is displayed on the File Manager menu bar.
- The **Start/Stop WinZip With File Manager** checkbox determines whether the File Manager automatically starts WinZip when the File Manager is started and closes WinZip when the File Manager is closed. This ensures that WinZip is always available for drag and drop operations from the File Manager.

## The WinZip File Manager Menu

The optional WinZip menu in the File Manager provides the following choices:

- The **Open Archive** entry will open the currently selected archive. If a WinZip task was started by the File Manager that task will open the archive, otherwise a new WinZip task will be started to open the archive.
- The **Add Files To Archive** entry adds the selected files to an archive. If a WinZip task was started by the File Manager that task will handle your Add request, otherwise a new WinZip task will be started. In both cases you will have the opportunity to specify which archive should receive the files you are adding.
- The **Configure** entry activates the File Manager Configuration dialog box (described above).
- The **About** entry displays a copyright notice.

## File Manager Add Dialog Box

The File Manager Add dialog box is displayed when you use the **Add Files To Archive** entry in the File Manager's WinZip pull-down menu. For information on enabling and disabling this menu entry see the section titled [File Manager Configuration Dialog Box](#).

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

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

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

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

## Explorer Interface

**Windows 95 Only** You can zip and unzip files without leaving the Explorer, as described in the section [Windows 95 Quick Examples](#). You can also open archives by dragging them from the Explorer to a WinZip window, and can add files to an archive by dragging them from the Explorer to a WinZip window as described in the section [Drag and Drop Interface](#).

### Related Topics:

[Explorer Configuration Dialog Box](#)

[Explorer Add Dialog Box](#)

## Explorer Configuration Dialog Box

**Windows 95 Only** This dialog box is displayed when you select **Explorer Configuration** from WinZip's Options menu. The following choices are available:

- The **Associate WinZip With Archives** checkbox determines whether you will be able to double click on archives in the Explorer to open them. If this option is checked, the following extensions will be associated with WinZip: ZIP, LZH, ARJ, ARC, TAR, TGZ, TAZ, GZ, and Z. If this option is not checked, WinZip will ensure it is not associated with these extensions. See the section titled [Windows Associations](#) for more information on associations.
- The **Explorer Shell Extension** checkbox determines whether the WinZip Explorer context menus are enabled, and whether you can use drag and drop to zip and unzip without leaving the Explorer.
- If the **Add WinZip to 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 **Add WinZip to Desktop** checkbox is selected, a shortcut to WinZip is added to the desktop. Uncheck this option to remove the WinZip shortcut from the desktop.



## Explorer Add Dialog Box

**Windows 95 Only** The Explorer Add dialog box is displayed when you use the **Add Files To Zip** entry in the Explorer's context menu.

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

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

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

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

# Menu Tree

## File Menu

New Archive...	open a new archive
Open Archive...	open an existing archive
Close Archive	close the open archive
Information...	display information about the open archive
Move Archive...	move archive to a different drive or folder
Copy Archive...	copy archive to a different drive or folder
Rename Archive...	change file name of an archive
Delete Archive...	delete an archive
Exit	exit WinZip

## Actions Menu

Add...	add files to the open archive
Delete...	delete files from the open archive
Extract...	extract files from the open archive
View...	view files in the open archive
Select All	select all files in an archive
Deselect All	deselect all files in an archive
Virus Scan	run a virus scan program against archive contents
Make EXE File	create a self-extracting archive
Test	test integrity of an archive
CheckOut...	examine and/or run programs in an archive
Install...	run "install" or "setup" program in archive

## Options Menu

Configuration...	modify configuration options
Folders...	specify default folders
File Manager Configuration	configure WinZip File Manager interface
Font...	specify font for main window
Password...	set password for subsequent archive operations
Program Locations...	specify program names and paths
Reuse WinZip Windows	don't open new windows when WinZip is started
Sort	specify sort order for list of files in archive
Save Settings on Exit	control whether options are saved when WinZip is closed
Save Settings Now	save configuration settings immediately
Set Installation Defaults...	set options to original installation defaults
View Last Output...	view output from the last command issued by WinZip

## Help Menu

Contents	start Help and display topics in WinZip help file
Brief Tutorial	display brief WinZip tutorial
Hints and Tips	display hints and tips
Search for Help on...	open search dialog box for WinZip help
How to Use Help	display instructions for using help system
Ordering Information	display order form
About WinZip...	display copyright notice

## The File Menu

The following entries are available on the file menu:

- The **New Archive** menu entry creates new archives.
- The **Open Archive** menu entry opens existing archives.
- The **Close Archive** menu entry closes the currently open archive. This menu entry is included primarily for completeness, since the **New** and **Open** menu entries automatically close the open archive.
- The **Information** menu entry displays a dialog box with the archive format, full filename, actual archive size, number of files in the archive, average compression ratio, and the date and time that the archive was last updated.
- The **Copy Archive**, **Move Archive**, **Rename Archive**, and **Delete Archive** menu entries facilitate Archive Management.
- The **Mail Archive** menu entry, available only in configurations that include MAPI.DLL, makes it easy to mail an archive to another user.
- The **Exit** menu entry closes (terminates) WinZip.
- The last four archives you opened can be re-opened directly from the File menu.

## Creating a New Archive

To create a new archive, select **New Archive** from the WinZip File pull-down menu. This activates the **New Archive** dialog box. Type the name of the archive you want to create. *Do not enter the name of the files you want to compress.* This dialog box works almost like the standard Windows **Open** dialog box. You can use the **Drives** and **Folders** list boxes to choose the drive and folder where the archive will be created. For example, to create an archive on your floppy drive select **A:** from the **Drives** drop-down list box. The names of any existing archives on the selected drive and folder will be listed in gray 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, select the entry that includes EXE and COM files in **List Files of Type** drop down list box. Note: When self-extracting archives are listed in the open dialog box, all EXE and COM files in the selected folder will be listed, even if they are not self-extracting archives. WinZip is not able to check whether a file is a self-extracting archive until it is opened.

## 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 **Drives** and **Folders** list boxes to select the appropriate folder and click on the archive in the **Archive Name** list box. Press the **OK** button when you have made your selection.

To list self-extracting archives in the New and Open dialog boxes, select the entry that includes EXE and COM files in **List Files of Type** drop down list box. Note: When self-extracting archives are listed in the open dialog box, all EXE and COM files in the selected folder will be listed, even if they are not self-extracting archives. WinZip is not able to check whether a file is a self-extracting archive until it is opened.

## Archive Management

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

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

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

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

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

## Adding Files to an Archive

There are several ways to add files to an archive:

- 1) Use the Windows File Manager or Explorer Interface.
- 2) Click on the **Add** push button or select the **Add** entry from the Actions pull-down menu to bring up the Add dialog box.

Using the Add dialog box:

- **Windows 95:** You can use the Add dialog box in two ways:
  - 1) To add files from the Extended Selection List Box, first select files, then press the **Add** button.
  - 2) To add files with wildcards (for example, \*.c), type the filespec in the **File name** edit field, then press the **Add With Wildcards** button. Standard wildcards are accepted, and multiple file names can be specified.
- **Windows 3.1 and Windows NT:** You can use the Add dialog box in two ways:
  - 1) Type the name(s) of the files you want to add in the **Add Files** edit field and press the **Add** button. Standard MS-DOS wildcards are accepted, and multiple file names can be specified.
  - 2) Select files in the **Select Files** Extended Selection List Box and press the **Add** button. Use the **Update List** button to update the list based on wildcards specified in the **Add Files** edit field.

The Add and Drop dialog boxes provides the following options:

- The **Action** drop down list provides four choices: Add, Freshen, Move, and Update. The Add option causes WinZip to add all specified files to the archive. The Freshen option causes WinZip to update files already in the archive that match the specified files. The Update option is the same as Freshen, but adds any specified files that are not already in the archive. The Move option works the same as Add, except that once the specified files have been successfully added to the archive they are deleted from disk. When using PKZIP to create archives, these options correspond to the PKZIP -a, -f, -mu, and -u options if you are working with a **Zip** file. They correspond to the LHA and ARJ a, f, m and u options when working with LZH and ARJ files, respectively.
- The **Compression** drop down list determines the compression method. This field is disabled when working with LZH files. Faster compression options usually result in larger archives.
- The **Multiple Disk Spanning** drop down list determines whether the archive can span multiple floppy disks. Be sure to read the section titled Multiple Disk Spanning for more information on this feature before using it.
- The **Recurse Folders** check box determines whether WinZip recursively traverses all folders underneath the specified folder when looking for files to add. This provides an easy way to backup all files underneath the folder containing the specified file. When using external programs to create archives, this option corresponds to the PKZIP -r -p options, the LHA /r1x1 option, or the ARJ -r option.
- The **Save Extra Folder Info** causes WinZip to store any folder path information specified in the **Add Files** edit field. When using PKZIP to create Zip files, this option corresponds to the PKZIP -P option. When working with ARJ files this check box prevents WinZip from specifying the e option.

Note: To restore a branch of a folder added with the **Recurse Folders** option, be sure to select the **Use Folder Names** check box in the Extract dialog box.

- The **Store Filenames in DOS 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".

This option is only available in Win32 versions of WinZip.



## Deleting Files from an Archive

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

- 1) First select entries in the list box, then select the **Delete** entry from the Actions pull-down menu.
- 2) Select the **Delete** entry from the Actions pull-down menu to bring up the Delete dialog box. You can then specify the file names you want to delete (standard MS-DOS wildcards are accepted). You can specify multiple file names, separated by spaces.

Note: these operations cannot be undone.

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

## Extracting Files from an Archive

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 hard 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:

1. Select a folder and drive in the **Folders/Drives** list boxes.
2. Type a folder name in the **Extract To** field.
3. Pull down the **Extract To** combo box and select a folder from the list of previous **Extract To** folders.
4. Press the **Create Dir...** button and create a folder.

The Extract dialog box provides the following options:

- The **Selected Files** radio button instructs WinZip to extract only files that are selected in the main WinZip window. See the section titled [Using Extended Selection List Boxes](#) for information on selecting multiple files. This option is disabled if no files are selected.
- The **All Files** radio button instructs WinZip to extract all files from the archive.
- The **Files** radio button and edit field allow you to specify which files are extracted using filenames or standard MS-DOS wildcards, for example, "\*.XLS \*.DOC" (don't type the quotes).
- The **Overwrite Existing Files** check box determines whether you are prompted before existing files are overwritten with files from the archive. It corresponds to the PKUNZIP -o option, the LHA /m1 option, and the ARJ -y option.
- The **Use Folder Names** check box determines whether WinZip will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked any folder names stored in the archive will be appended to the **Extract To** folder when appropriate. *If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive.*

For example, assuming the **Extract To** folder is "c:\temp", the file "mydir\filename" will be extracted to the folder "c:\temp\mydir" if the **Use Folder Names** option is checked, or the folder "c:\temp" if the option is not checked.

This option corresponds to the PKUNZIP -d -p options, the LHA x option, and the ARJ x option.

- The **Create Dir** button activates the [Create Folder](#) dialog box. Note that you can extract files and create a folder in 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.

Notes:

- You can also extract files using the Drag and Drop Interface as described in the section titled [Extracting Files from an Archive with the Drag and Drop Interface](#).
- You can change the default **Extract To** folder using the [Folders](#) dialog box.

## Built-in Zipping and Unzipping

WinZip will normally add files to a Zip and extract files from a Zip *without* running PKZIP and PKUNZIP. Instead, it uses built-in zipping and unzipping. You can switch to other windows while the built-in zipping and unzipping are running. You can interrupt the process by pressing the Esc key or clicking in the WinZip window. Built-in zipping and unzipping generally save time because there is no need for WinZip to start external DOS programs. However, on some machines (particularly on slower Windows 3.1 systems) you may get faster turnaround by disabling this feature. To disable this feature turn off the **Use Internal Zipping** and **Use Internal Unzipping** checkboxes in the Configuration dialog box.

Zip files created by WinZip's built-in zipping are 100% PKZIP 2.0 compatible.

Built-in unzipping is **not** used in the following circumstances:

- The Zip contains files created by a version of PKZIP other than 1.1 or 2.0.
- The Zip spans multiple disks
- The Zip contains password protected files.
- The **Use Internal Unzipping and Zipping** checkbox in the Configuration dialog box is not selected.

In these cases WinZip will automatically run PKUNZIP.

Built-in zipping is not used in the following circumstances:

- One of the disk spanning options was specified in the Add or Drop dialog box.
- A password was specified in the Password dialog box.
- The **Use Internal Unzipping and Zipping** checkbox in the Configuration dialog box is not selected.

In these cases WinZip will automatically run PKZIP.

**Note:** a pre-release WinZip add-on with built-in disk spanning (so that PKZIP is not required) is available. You can download this file by following the "beta" link on the WinZip home page at [www.winzip.com](http://www.winzip.com) or from the "WinZip Beta" library (lib 22) in the GO WINZIP area on CompuServe.

## Viewing Files in an Archive

You can view files in an archive in several ways:

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

## View Dialog Box

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

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

## Built-In Viewer

The built-in ASCII text viewer can be used to view files in an archive, and is used view the results of the last operation using the **View Last Output** entry in the Options pull-down menu.

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

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

Notes:

- Due to limitations in the standard Windows multi-line edit control, the built-in text viewer only displays the first 32K of a file. However, you can view larger files by double clicking on files in the main WinZip window or by using the CheckOut facility.
- The viewer is limited to plain ASCII text, just like the Windows Notepad application.

## Select All and Deselect All

The **Select All** and **Deselect All** menu entries in the Actions menu select and deselect all files in the main window's list box. Selected files can then be easily deleted, extracted, or viewed.

## Virus Scan

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

The Virus Scan operation performs the following actions:

- 1) Creates a temporary folder
- 2) Extracts all files in the current Zip 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.

**The Make .EXE File operation requires an external program.** For more information on supported external programs, including information on obtaining these programs, see the sections titled [System Requirements](#) and [Installing Optional External Programs](#).

When working with a Zip file, this operation runs either [WinZip Self-Extractor](#) or the ZIP2EXE program from PKWARE. WinZip Self-Extractor creates native Windows self-extracting Zip files, while ZIP2EXE creates DOS text mode self-extracting Zip files.

When working with an LZH file, this operation runs the LHA program with the s option.

When working with an ARJ file, this operation runs the ARJ program with the y option.

Notes:

- If the *first* file in a self-extracting LZH file is named "!" (i.e. an exclamation mark is the only character in the filename) this file will be displayed when the self-extracting executable is run. To ensure that this file is the *first* file in the archive create a new LZH file, then add the "!" file (do not add other files in this step), and finally add the remaining files.
- When using ZIP2EXE, be sure to use ZIP2EXE version 2.0 or later, otherwise you will get the message "don't know how to handle file" when running the self-extracting archive.
- Please be sure to read the ZIP2EXE license agreement before distributing files created with ZIP2EXE.

## 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. This command does not require an external program when working with Zip files. This command runs LHA t for LZH files, and ARJ t for ARJ files.

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

## CheckOut Feature

The CheckOut feature makes it easy to examine and/or run files in an archive. It creates a program group containing one icon for each file in the archive. Double click on the icon in the program group to run the file or to view the file using the program that is associated with the file (associations are described in the section titled [Windows Associations](#)). WinZip will optionally delete the program group and related files when you close the archive or close WinZip.

Windows 95 users can access program groups from the Start menu. Windows 3.1 and Windows NT users can access program groups from the Program Manager.

### 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](#) dialog box.
- Use the **Group Name** edit field to specify the name to use for the program group.
- Use the **Icon Maximum for CheckOut Group** edit field to specify the maximum number of icons for the CheckOut program group. The Windows 3.1 Program Manager limits you to 50 entries, but you may prefer a lower number to save time.
- 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](#) dialog box.
- The **Create Icons For Programs And Documents Only** check box lets you control whether WinZip creates icons for all files in the archive or only for the specified files. When this option is selected, icons are created for executable files and files with [associations](#). Icons are also created for any files with names starting with "read" (in order to catch files with names like "readme.1st", "read.me", etc.).

### 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 already exists and contains files WinZip will delete the files if you give it permission. Otherwise the folder is created. This ensures that the folder will contain only files from the current archive.
- 2) If the specified program group already exists, WinZip will delete the group if you give it permission. This ensures that the group will contain only icons for files in the current archive.
- 3) WinZip extracts files in the current archive to the specified folder.
- 4) If the **Run Virus Scanner** check box is selected your virus scanner is run against all files in the specified folder. If the virus scan utility returns a non-zero error level, the CheckOut operation is aborted and messages from the scanner are displayed.
- 5) WinZip creates a new program group containing the appropriate icons.

### Using the program group created by CheckOut:

The program group created by CheckOut works like all other program groups. WinZip creates icons in this group for each 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 dialog box.



## Options

Use the **Configuration** entry in the Options pull-down menu to activate the Configuration dialog box. This dialog box lets you specify miscellaneous WinZip configuration information, including the default archive format and options controlling the appearance of WinZip windows.

Use the **Folders** entry in the Options pull-down menu to activate the Folders dialog box. This dialog box lets you specify the initial WinZip working folder, the default Extract folder, and an optional temporary folder for use while creating archives.

Use the **Font** entry in the Options pull-down menu to activate the Font dialog box. This standard dialog box lets you specify which font is used for the list of files in an archive.

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

Use the **Program Locations** entry in the Options pull-down menu to activate the Program Locations dialog box. This dialog box lets you specify the location of external programs, including PKZIP and your default file viewer.

The **Sort by** entries in the Options pull-down menu let you specify whether the list of files in the archive is sorted by name, path, type, size, compression ratio, compressed size, date, 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.

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

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

The **Save Settings Now** entry in the Options pull-down menu saves the options immediately. Options that are saved and restored include all the options in the Options pull-down menu, all options in the Add, Configuration, and Extract dialog boxes, and the current screen size and location. The options in the Folders Dialog Box and the Program Locations Dialog Box are saved regardless of whether **Save Settings on Exit** is checked.

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

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

## Configuration Dialog Box

Select **Configuration** from the Options menu to activate the Configuration dialog box. This dialog box lets you specify

- Whether the normal prompt dialog boxes are displayed in the following circumstances:
  1. When a file is dropped on WinZip. If no prompt is displayed, the file is automatically added to the open archive using the options last specified in the Drop dialog box. Note that when an archive is dropped on WinZip the archive is opened regardless of this setting.
  2. When a file is dragged from WinZip to another application. If no prompt is displayed, the file is automatically extracted using the options last specified in the Extract dialog box.
  3. When the **View** button is pushed. The selected file(s) are automatically viewed. Note that when **View** is selected from the Actions pull-down menu this setting is ignored.
  4. When the **Extract** button is pushed. The selected file(s) are automatically extracted using the options last specified in the Extract dialog box. Note that when **Extract** is selected from the Actions pull-down menu this setting is ignored.

Note: you can toggle these settings by holding down the shift key. For example, if the **Prompt When Extract Button Is Pushed** option is checked, you can bypass the Extract dialog box by holding down the shift key while pressing the Extract button.

- The Default Archive Format. This format is used when you specify the name of an archive without an extension while creating or opening an archive, and when creating an archive with an extension other than .ZIP, .LZH, or .ARJ.
- Whether WinZip should automatically show the Open Archive dialog box when you start WinZip.
- Whether WinZip should try to use [Built-in Zipping and Unzipping](#) when possible, instead of running PKUNZIP.
- Whether WinZip should beep after archive operations that take more than one second to complete.
- Whether the background on the header is displayed in light or dark gray.
- Whether "Smart DOC Handling" is enabled. This feature is described in the section titled [Double Clicking](#).
- Whether the right mouse button displays a pop-up menu or is used to select files in the main WinZip window.
- Whether WinZip should enable/disable PKZIP 2.0's use of DPML, EMS, and XMS, and whether the PKZIP "slow memcopy" switch should be used. PKWARE recommends that DPML and XMS be disabled under Windows. See your PKWARE documentation for details on these settings.
- Whether WinZip should maintain a log of all error messages and all external commands it issues. Examples of external commands are PKZIP, LHA, and ARJ. You can specify the drive used for the log file. The log is written to the file WINZIP.LOG in the root folder of the selected drive.
- Whether WinZip should list the files in the archive in lowercase for improved legibility.
- Whether WinZip should have the "always on top" attribute, so that it is not overlaid by normal windows.
- Whether "smart" CR/LF conversion should be performed when extracting from TAR files. CR/LF is short for Carriage Return/Line Feed, the standard end of line indicator. This option can be useful when a TAR file contains text files created on a Unix or Macintosh machine. Unix text files usually contain lines ending in Line Feed characters only, and Macintosh text files usually contain lines ending in a Carriage Return character. The standard Windows Notepad program and many other Windows programs require a Carriage Return **and** Line Feed at the end of each line. When the **TAR File Smart CR/LF Conversion** option is in effect, WinZip determines whether to perform CR/LF conversion for each file inside a TAR file by looking at the first 80 characters in

each file. If the file is a text file then single LF and CR characters are converted to CR/LF pairs so the file can be viewed by Notepad and other Windows viewers. Files are considered text when the first 80 bytes contain only characters with ASCII values between 0x20 and 0x7f, carriage returns, line feeds, form feeds, tabs, and other alphanumeric characters (as determined by the Windows IsCharAlphaNumeric API).

- Whether WinZip displays large push buttons. The default for this setting depends on your video setup.
- Whether compressed file sizes and the compression ratio should be displayed in the main WinZip listbox.
- Whether icons are shown next to each entry in the main listbox to indicate whether a file is executable or has an association.
- Whether WinZip should use the Wizard interface next time it is started.
- Whether WinZip should display 3D dialog box borders instead of the normal dialog box borders (this option is not available under Windows 95).

## Folders

Select **Folders** from the Options menu to display the Folders dialog box. This dialog box lets you specify the following information:

### **Start-up Folder**

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

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

### **Default 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 listbox.

- **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. 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.

### **Default 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. 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.

### **Optional Working Folder**

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

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

## Password Protection

Files in Zip and ARJ archives can be password protected by specifying a password in the Password dialog box. To access this dialog box use the **Password** entry on the Options pull-down menu.

If a password is specified then the password will be used to encrypt and decrypt files subsequently added to the archive or extracted from the archive. This feature can be useful to protect data when storing archives with sensitive information in unsecured places.

If a password is active the Add dialog box title will indicate that files will be password protected. The main WinZip window lists password protected files with a plus sign following the filename.

### To use password protection:

1. Open or create an archive. If you are using the New dialog box uncheck the **Add Dialog** checkbox at the right of the dialog box.
2. Select **Password** from the Options pull-down menu, specify a password, and press **OK**.
3. Perform any action, e.g., View, Extract, Add, or Drag and Drop.

It is important to specify the password AFTER opening or creating an archive and BEFORE adding or extracting password protected files.

### Notes:

Passwords are cleared (reset so that no password is in effect) when an archive is closed or another archive is opened.

If a Zip file contains password protected files, PKUNZIP is always used to extract files.

Be sure to remember any passwords you use! If you forget a password then the files protected by that password cannot be recovered!

## Program Locations

Select **Program Locations** from the Options menu to activate the Program Locations dialog box. This dialog box lets you 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 programs see the section titled [Installing Optional External Programs](#).

When WinZip is installed it will attempt to locate the default programs in the folders specified in your PATH= environment variable. If it cannot find these programs, it will leave the corresponding edit fields blank.

If a program is not installed on your system, just leave the corresponding edit 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 PATH= environment variable.

See the section titled [Virus Scanner Configuration](#) for information about that portion of the Configuration dialog box.

### Example:

The first entry in the dialog box, which is for PKZIP, can have one of three values:

Value	Description
	If the entry is blank, WinZip assumes that PKZIP is not installed on your system.
PKZIP.EXE	Just the filename is needed if PKZIP.EXE is in a folder specified in your PATH= environment variable.
C:\PKWARE\PKZIP.EXE	The full drive, folder, and filename are required if PKZIP.EXE is not in a folder specified in your PATH= environment variable. Note that C:\PKWARE is just an example, any other folder can be used.

### Make EXE File:

You can use either [WinZip Self-Extractor](#) or ZIP2EXE for this entry.

### Default Association

The program specified as the **Default Association** is used when viewing a file that does not have an association. For additional information on associations, see the section titled [Windows Associations](#).

The defaults for this field are:

- QuickView, if you are running Windows 95 and have installed this optional component.
- SCCVAPI.EXE, System Compatibility Corporation's "Outside In" file viewer, if it is found in a folder specified by your PATH= environment variable.
- NVIEWER.EXE, the Norton Desktop for Windows File Viewer, if it is found in a folder specified by your PATH= environment variable.
- WNFV.EXE, the PC Tools for Windows File Viewer, if it is found in a folder specified by your PATH= environment variable.
- NOTEPAD.EXE, the Windows Notepad program, if NVIEWER and WNFV are not found.

Almost any other file viewer or editor can be used.

## Virus Scanner Configuration

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

Virus scanner configuration is done from the Program Locations dialog box. Select **Program Locations** from the Options menu to activate this dialog box. WinZip will automatically search for the following virus scanners in the folders specified by your PATH= environment variable.

Scanner	Parameters
SCAN95.EXE	*.* /autoscan /nosplash
NAVW32.EXE	*.* /s
NAVW.EXE	/auto *.* /S
WNAPVIR.EXE	/QM/M-/B- *.*
NAV.EXE	*.* /m- /s
CPAV.EXE	*.* /P
MSAV.EXE	*.* /P
WSCAN	%wscan
SCAN.EXE	/nomem *.* /ALL /SUB
WFINDVIR	%d
TBSCAN	*.* %d ln=%f lo nb nm
F-PROT	/NOBOOT /NOMEM /LIST *.* /REPORT=%f

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

If any of the aforementioned programs are in a folder specified by your PATH= environment variable when WinZip is first installed, WinZip will automatically fill in the Program Locations dialog box with the appropriate options from the table above. There is no need to modify these parameters.

If the scanner is not in a folder specified by your PATH= environment variable, you can have WinZip automatically fill in the **Parameters** field by selecting the desired scanner from the drop-down combo box (for example, scan.exe) and then adding the full filename for the scanner to the **Scanner** field (for example, c:\mcafee\scan.exe instead of just scan.exe).

Notes:

The default parameters in the table above 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, the WSCAN and TFINDVIR scanners 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 dialog box:

- 1) 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 PATH= environment variable).

- 2) The **Parameters** field should contain the appropriate parameters to run the virus scanner as described below.
- 3) The **Run Minimized** box determines whether the scanner should be run as an icon. See below for important notes on using this parameter with DOS based scanners. Note that the NAVW32.EXE scanner always runs 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:

- 1) The scanner is configured to run in "batch" mode, without any prompts. If the scanner requires any keyboard input when running as an icon, you will not be able to see the prompts, and the session will appear to be hung.
- 2) 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).
- 3) The scanner returns a non-zero error level if it encounters any problems. If the scanner does not return a non-zero error level, WinZip will assume that the files passed the virus check, and any warnings issued by the scanner will be lost. (Note: if the scanner returns a non-zero error level, WinZip automatically displays all messages written to standard error or standard output.)

## Create Folder

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

## Double Clicking

Double clicking on a filename listed in the main WinZip window will perform the same action performed when you double click on a file in the File Manager or 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 .WRI are opened by the Windows Write application. 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 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 Handling** option in 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:

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

Smart Doc Handling avoids the overhead of loading a word processor like Word for Windows when viewing ASCII text files like "readme.doc".

Note: Pressing the Enter key performs the same action as double clicking.

## 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 .CRD files with the CARDFILE application. Most Windows application installation procedures create associations. For example, Word for Windows creates an association for .DOC files, while WinZip creates associations for files with the extensions ZIP, LZH, ARJ, ARC, TAR, TGZ, TAZ, GZ, and Z.

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

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

Under Windows 95 you can view, add, and remove associations using the File Types tab in the Options dialog box in My Computer or the Explorer. Select **Options** from the View pull-down menu in My Computer or the Explorer, then click the File Types tab. Press the F1 key for detailed instructions.

Under Windows 3.1 and Windows NT you can view or add associations using the **Associate** entry in the File Manager's File pull-down menu as follows: start the File Manager and select a filename with the extension you are interested in. Then choose the **Associate** entry in the File Manager's File pull-down menu. Press the F1 key for details.



## Using Extended Selection List Boxes

WinZip uses Extended Selection List Boxes for the list of files in the open archive and for the list of files in the Add dialog box. You can select files from an Extended Selection List Box in the same way that you select files in the File Manager or Explorer.

To select an individual file in an Extended Selection List Box, click on the file. This cancels all previous selections. To select two or more files in sequence, click on the first file, then press and hold down the Shift key while you click on the last file in the group. To select two or more items out of sequence, press and hold down the Ctrl key while you click on each file.

In addition to the aforementioned standard methods for working with Extended Selection List Boxes, you can use the right mouse button to select files without canceling previous selections. This feature was added for compatibility with Norton Desktop for Windows.

You can use the **Select All** and **Deselect All** entries in the Actions pull-down menu to select and deselect all files in an archive.

The keyboard interface for Extended Selection List Boxes is described in the section titled [Keyboard Usage](#).

## Multiple Disk Spanning

The "Multiple Disk Spanning" feature allows you to create and access archives that span multiple floppy disks. This feature is useful when the data being archived does not fit on one floppy disk. It is available via the Add and the Drop dialog boxes.

### Requirements for multiple disk spanning:

- 1) You *MUST* create (or open) an archive on a floppy drive *before* using this feature, otherwise multiple disk spanning options are disabled.
- 2) If you are working with a Zip file you *MUST* have PKZIP installed in the Program Locations dialog box. PKZIP 2.04g or later is *REQUIRED* for multiple disk spanning of Zip files. See the section titled System Requirements for details on this requirement.

Note: as an alternative to using PKZIP, a pre-release WinZip add-on with built-in disk spanning (so that PKZIP is not required) is available. You can download this file by following the "beta" link on the WinZip home page at [www.winzip.com](http://www.winzip.com) or from the "WinZip Beta" library (lib 22) in the GO WINZIP area on CompuServe.

### Note the following restrictions:

- Zip files: Any files in the open archive will be replaced (a confirmation dialog box is displayed before data is replaced). If any of the "destructive" spanning options (e.g. "format" or "wipe disk") are specified, all data currently on the disk will be lost. For details on the options, see the "Backup Guide" in your PKZIP version 2.04 documentation.
- ARJ files: WinZip automatically provides non-destructive disk spanning for ARJ files on removable media by using the -vva option for add, move, freshen, and update operations.
- LZH files: The LZH format does not support disk spanning.

### Problem Solving:

If the **Multiple Disk Spanning** options in the Add and Drop dialog boxes are disabled even though the above requirements are met, check the date/time stamp on your PKZIP.EXE. You can check the date/time stamp as follows:

1. Activate the File Manager.
2. Navigate to the folder containing PKZIP.EXE.
3. Select **All File Details** from the File Manager's View pull-down menu.

WinZip uses the date/time stamp on your PKZIP.EXE to determine whether you have the correct version of PKZIP installed. All official versions of PKZIP 2.04g are dated 28-Dec-92 or later. If your PKZIP.EXE is dated prior to 28-Dec-92 you should reinstall PKZIP to solve this problem.

## Enhanced and Standard Modes

**Windows 3.1 Only** In Windows 386 Enhanced mode PKZIP, PKUNZIP, LHA, and other optional programs run by WinZip are executed in the background in an iconized DOS session. While these commands are running you can switch to another window using the Task Manager or by clicking on the desired window. An hourglass pointer is used to indicate that the WinZip window is busy. You can double click on the icon titled "WinZip running DOS commands" to monitor the command's progress. If any of these commands prompts the user for input, WinZip will automatically bring the DOS session to the foreground.

Unfortunately, Windows does not allow you to execute these commands in the background under Standard mode. In Standard mode your screen will be cleared, and these commands will be run in a full screen DOS session.

**In all cases you can view the messages displayed by the last command issued by WinZip by selecting View Last Output in the Options pull-down menu.**

Your Windows User's Guide contains descriptions of Enhanced and Standard modes. You can determine which mode is active by choosing the **About** entry in the Program Manager's Help pull-down menu.

# Norton Desktop For Windows

## Windows 3.1 Only

### NDW 3.0 Notes:

- You can open archives with WinZip by double clicking in the NDW Drive Window if you turn off the **Show Zips As Folders** entry in the Drive Window's **Tree** menu. Be sure to save your NDW settings after making this change.
- If you installed NAVW (Norton Anti-Virus for Windows) as your WinZip virus scanner while running NDW 2.0, you will have to change the **Virus Scanner Parameters** in WinZip's Program Locations dialog box. Simply remove the **/auto** portion of the parameters. This switch is still required for earlier versions of NAVW.
- The initial release of the German version of NDW 3.0 has a bug that prevents the CheckOut and Install options from creating program groups. Symantec is working on a fix.
- The features described in the section titled File Manager Interface all work with Norton Desktop drive windows. Note: if you have added the MaxWinFileExtensions=0 line to your NDW.INI, the WinZip menu will not be displayed in NDW drive windows. In this case you'll have to increase the value of this configuration option to see the WinZip menu.

### NDW 2.0 Notes:

- Several Norton Desktop 2.x users have reported that the WinZip CheckOut feature sometimes places icons into the wrong group. This is apparently caused by a bug in NDW 2.x. This problem is easy to fix: select Quick Access from the NDW Window pull-down menu to display all groups. Delete any duplicate groups, or groups that should not be listed (e.g. groups for products that have been uninstalled). Then select Save Configuration from the NDW Configuration pull-down menu. At this point the problem should not re-occur.

# Norton Navigator for Windows 95

## Windows 95 Only

### **Restoring the association for Zip files after installing Norton Navigator:**

Norton Navigator SETUP associates Zip files with Norton Navigator. If you subsequently run WinZip it will offer to re-associate itself with Zip files. If you choose "Yes" you can use WinZip exactly as you did before installing Norton Navigator. Note: it is possible the icons for Zip files will not change until you re-boot Windows 95.

### **Using WinZip with Norton File Manager:**

You can start WinZip by double clicking on Zip files in Norton File Manager after following these steps: (1) select General from the Norton File Manager Options menu, (2) in the Advanced tab uncheck the "Show compression files as Directories" checkbox, and (3) press OK.

### **Restrictions:**

The Norton File Manager does not support Explorer shell extensions, so you cannot use the WinZip shell extension to drag a Zip to a folder to unzip it. However, you can still do this after installing Norton Navigator by running the Windows 95 Explorer or by double clicking on My Computer.

## Keyboard Usage

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

Ctrl+N	Create a new archive.
Ctrl+O	Open an existing archive.
Ctrl+L	Close an archive.
Ctrl+F	Display Information about the open archive.
F7	Move an archive
F8	Copy an archive
Ctrl+R	Rename an archive.
Ctrl+M	Mail an archive.
Ctrl+A	Add files to an archive.
Ctrl+D	Delete files from an archive.
Ctrl+E	Extract files from an archive.
Ctrl+V	View files in an archive.
Ctrl+Slash (/)	Select all items in the list box.
Ctrl+Backslash (\)	Cancel the selection of all items in the list box.
Ctrl+S	Run virus scanner.
Ctrl+T	Test an archive.
Ctrl+K	Create a self-extracting archive.
Ctrl+C	Activate the CheckOut feature.
Ctrl+I	Install files in an archive.
Direction key(s)	Move the cursor or scroll to other items in a list box.
Shift+direction keys	Select multiple items in a list box.
Enter	Same as <u>Double Clicking</u> in the main window listbox.
Shift+F8	Toggle "add mode" on and off. When add mode is on, the selection cursor blinks. In this mode you can use the Spacebar to select non-consecutive items in the list box or to cancel the selections. Press Shift+F8 again to end add mode. Clicking the left mouse button cancels any selections.

## Ideas for Future Enhancements

Ideas for future enhancements include:

- Support for other archive file formats, including RAR, PAK and ZOO.
- Built-in ARJ and LZH file extraction.
- Support for all ZIP, LZH, and ARJ options, including comments, volume labels, and authenticity verification (AV number support).
- Additional support for printing (Windows 95 users can drag files to a printer icon or shortcut).
- Uuencode/decode support.
- User configurable toolbar.

Additional suggestions from all users are welcome.

## Hints and Tips

Here are some hints and tips you may find useful:

- Learn to use the Windows help system! All Windows programs use the same help system, so you will quickly make up for the time you spend learning it by being more productive in all your Windows applications. To get started select **How to Use Help** from the Help menu.
- Read the section [Brief Tutorial](#) if you have not yet done so.
- **Windows 95 users: see the section titled [Windows 95 Quick Examples](#) for many useful hints.**
- Windows 95 users: use Quick View, the optional Windows 95 file viewing utility, to view files without associations. If Quick View is not installed on your system, you can install it as follows: open the Windows 95 CD-ROM, click Add/Remove Programs, double click Accessories, check the "Quick View" box, then click OK. To use Quick View with WinZip, select Program Locations from WinZip's Options menu, type "quikview" in the **Default Association** field (don't type the quotes), then click OK.
- Windows 3.1 and Windows NT users: use the File Manager instead of the Open dialog box to select archives you want to open. Unlike the standard Windows Open dialog box, the File Manager lets you sort archives by date and size. To open an archive from the File Manager either double click on the archive or use the [Drag and Drop Interface](#) to drop an archive from the File Manager onto WinZip.
- Use the [Drag and Drop Interface](#) to add files to archives. The main advantage to using the Drag and Drop interface over using the Add Dialog Box is that you can sort files by date and size in the File Manager, making it easier to find the files you want to add.
- If you usually use the same folders when opening, extracting, or adding files, specify those folders in the [Folders](#) dialog box. Choose **Save Settings Now** from the Options pull-down menu to save your changes.
- To change the default WinZip window size and position to the current window size and position, choose **Save Settings Now** from the Options pull-down menu.
- To switch to another program during an archive operation, click on the window for the other program, or bring up the Task Manager by double clicking over the desktop or pressing Ctrl+Esc. Note: you cannot use the WinZip system menu or minimize button while WinZip is executing a DOS command.
- To interrupt an archive operation click on the WinZip window. This will activate the Operation Interrupted dialog box.
- Click on the Status bar to display the Archive Information dialog box.
- Click on the header in the main window to sort the list of files. For example, click on the word "name" in the header to sort the list by name.
- WinZip determines what drive and folder to use for temporary disk files by checking the value of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables, respectively. If none of these environment variables is set, WinZip uses the root folder of your C: drive. You can override this default by specifying a value as the **Temp Folder** in the [Folders](#) dialog box. Choose **Save Settings Now** from the Options pull-down menu to save any changes.
- There are two ways to bypass the dialog boxes displayed when you drag files, drop files, and press the Extract or View button: (1) hold down the shift key while performing the operation, or (2) if you usually want to bypass the dialog box, turn off the appropriate option as described in the section titled [Configuration Dialog Box](#).
- You can open archives with WinZip by double clicking in the Central Point Desktop 2.0 File Manager if you turn off the **Show Compression Files** entry in the CPS File Manager's Tree menu.

**Related Topics:**  
[More Hints and Tips](#)



## More Hints and Tips

- Under Windows 3.1 You can change the default WinZip icon as follows:
  1. Click on the WinZip icon.
  2. Press Alt+Enter, or press Alt while double clicking on the icon. The Program Item Properties dialog box appears.
  3. Click on **Change Icon**.
  4. Double click on your preferred icon.
  5. Choose **OK**.
- You can use the right mouse button to select files in the main WinZip listbox without canceling previous selections. This is often easier than using the standard shift-click method. For more information on selecting multiple discontinuous files in the main WinZip list box, see the section titled [Using Extended Selection List Boxes](#).
- If you have a large RAM disk, use it as a temp folder to significantly speed up many archive operations.
- 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.
- Under Windows 3.1 and Windows NT you can start WinZip every time you start Windows by adding the WinZip icon to the "Startup" program group. Be sure to select the **Run Minimized** checkbox in the Properties dialog box.
- WinZip can now be used to compress files with cc:Mail. To use this feature change the compress= line in the [cc:Mail] section of the appropriate WMAIL.INI files to specify the full path for WinZip followed by "-a %1 @%2". For example, if WinZip is installed in your c:\winzip folder, specify  
compress=c:\winzip\winzip.exe -a %1 @%2

## Version History

The main new feature in **WinZip 6.1** is the WinZip Wizard, an easy to use way to unzip and to install software distributed in Zip files using the standardized and familiar "wizard" interface. **WinZip 6.0a** introduced improved Windows 95 drag and drop support. **WinZip 6.0** added many Windows 95 features, including tight integration with the Windows 95 shell and Explorer-style dialog boxes. Other enhancements included an improved interface to file viewers, an "Express Setup" option, and better support for virus scanners. **WinZip 5.6** featured support for the popular Internet file formats TAR, gzip, and Unix compress. **WinZip 5.5** (16-bit version only) added the ability to install, try, and UNINSTALL software distributed in Zip files. This feature runs the install program in a Zip, gives you a chance to try the program, and optionally deletes any new files, icons, program groups, and restores any altered INI files.

### Related Topics:

[Changes in WinZip 6.1](#)

[Changes in WinZip 6.0a](#)

[Changes in WinZip 6.0](#)

[Changes in WinZip 5.6](#)

## Changes in WinZip 6.1

The main new feature in **WinZip 6.1** is the WinZip Wizard, an easy to use way to unzip and to install software distributed in Zip files using the standardized and familiar "wizard" interface. The WinZip Wizard interface is not targeted at experienced users, but is ideal for the rapidly growing number of PC users getting started on the Internet. When these users gain confidence or want to use more advanced zipping features, the full WinZip Classic interface is just a click away.

### WinZip Wizard features include:

- Fast access to Zip files you downloaded: no need to use the Explorer or File Manager to hunt for the files you downloaded. The Wizard lists the Zip files in your "Favorite Folders" by date, with the most recent files first, so you can quickly access the files you just downloaded. A search feature will find any Zip files "lost" on your hard drive.
- Automatic installation of software distributed in Zip files: if a Zip file contains a "setup" or "install" program, the Wizard will unzip the files, run the installation program, and clean up temporary files.
- Easy unzipping: just click "Unzip Now" and the Wizard will unzip your file and display the results in the Explorer, so you can start working with the new files right away.
- Same easy-to-use interface on both Windows 95, Windows NT, and Windows 3.1.

### WinZip Wizard vs Classic Interfaces:

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

- The WinZip Wizard interface is ideal if you want to know as little about Zip files as possible and just "get started" with the files you downloaded. The wizard lets you click the "Next" button a few times, and presto, your files are unzipped and/or installed. When you want to use more advanced zipping features, you can easily switch to Classic mode.
- The award-winning WinZip Classic interface, featuring tight integration with the Windows 95 shell and versatile drag and drop facilities, is great if you are comfortable using Windows and the Explorer, or want to use advanced zipping features.

### Windows 95 specific changes in WinZip 6.1 include:

- New Step by Step Tutorial.
- Under Windows 95 a new File->Create Shortcut menu entry creates a desktop shortcuts for the open archive.
- Under Windows 95 the Extract dialog box displays folders in an explorer-style tree.
- Under Windows 95 you can specify QuikView in the Program Locations dialog box Default Associations field without specifying the full path (assuming QuikView is installed).
- The Explorer context menu for self-extracting Zip files includes an "Open with WinZip" entry.
- The Explorer context menu for folders includes an "Add to Zip" entry.

## Changes in WinZip 6.0a

WinZip 6.0a features improved Windows 95 drag and drop support. You can now extract files from the main WinZip window using drag and drop to the Explorer or to the Windows 95 Desktop. You can also drag files to an application shortcut to open the file using the application, or drag files to a printer to print.

Here is a summary of Windows 95 Drag and Drop facilities.

Features marked with an asterisk are new in WinZip 6.0a.

Drag from	Drop on	Result
*WinZip	Explorer	selected files are extracted
*WinZip	App Shortcut	selected files are opened with shortcut
*WinZip	Desktop	extract to desktop for easy access
*WinZip	Printer	file is printed
WinZip	Open App	file is opened in the application
Explorer	WinZip	drop files to add them to an archive
Explorer	WinZip	drop an archive to open it
Explorer	Explorer	drop files on a Zip to add them
Explorer	Explorer	right button drag a Zip to a folder to extract

Aside from the Windows 95 drag and drop improvements, WinZip 6.0a is a maintenance release, with support for programs that became available after WinZip 6.0 shipped (Norton AntiVirus and Scan 95) and a few bug fixes.

## Changes in WinZip 6.0

The most significant changes in WinZip 6.0 is the new Windows 95 support, detailed in the section titled [WinZip for Windows 95](#).

Other changes include:

- WinZip now allows you to view multiple files in an archive without first closing the first file (earlier versions of WinZip restricted you to closing the first file before viewing the second file). Under Windows 95 the system "Quick View" program is normally used as the "Default Association" used to view files not associated with another program. Here are some implementation details: when you double click on a file in an archive, WinZip extracts the file to the "Temp Folder" specified in the Options/Folders dialog box. WinZip then runs the program associated with the file so you can view the file. When you later close the archive WinZip deletes the temporary file(s). If the file(s) have been modified WinZip will give you an opportunity to update the archive with the modified file. The "Always on Top" flag is temporarily turned off if it is on when you view a file, and is turned back on the next time you activate WinZip.
- The File Manager Extension is now implemented under Windows 95, and Windows NT. You will have to choose File Manager Configuration from the Options menu and check the second button to activate this feature. The File Manager Extension works the same as it does under Windows 3.1.
- The WinZip installation procedure now includes "Express Setup" and "Custom Setup" options. Custom Setup results in the "old" WinZip 5.6 behavior. Express Setup, the default, skips the Program Locations dialog box, the File Manager Configuration dialog box, and "Create Program Group" prompt.
- With more and more people using the Internet, virus scanning is more important. As a result, WinZip's support for virus scanners has been improved. The virus scanner parameters field now supports two new special values: %d represents the folder containing the files to be scanned (without a trailing \*.\*), and %f represents a temporary "report" file. %wscan is a special parameter that should be used only for McAfee's WSCAN 2.14 and compatible scanners. WinZip now searches for and supplies default parameters for four additional scanners: wscan, fprot, tbscan, and wfindvir. The "Run as Iconized DOS Session If Possible" checkbox has been replaced with the "Run Minimized" checkbox, which is now used for both DOS and Windows scanners.
- The number one new support problem in WinZip 5.6 was caused by the "TAR File LF to CR/LF Conversion". This option, intended for text files only, caused problems for binary files. The option has been replaced by the "TAR File Smart CR/LF Conversion" option. When this option is in effect WinZip determines whether to perform CR/LF conversion for each file by looking at the first 80 characters in the 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 files when 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).

## Changes in WinZip 5.6

### Internet File Format Support In WinZip 5.6

The Internet is becoming more and more popular, and unlike CompuServe and most other online services, not all parts of the Internet have standardized on the Zip file format. Many Internet sites distribute files in "gzip" and Unix "compress" format (files ending in GZ or Z) and use the old TAR (Tape ARchive) format to group files.

WinZip 5.6 adds support for the TAR, gzip, and Unix compress formats. This means you can use WinZip to work with almost all compressed files downloaded from the Internet. WinZip 5.6 also lets you decompress files in the "Microsoft Compress" format (LZEXPAND) used on the Windows 3.x distribution disks and some other Microsoft product distribution disks. No external programs are needed for these file formats.

Some notes on the new Internet file format support:

- WinZip does not let you create files in these formats, but other features (Extract, View, CheckOut) all work.
- Unlike ZIP, TAR, LZH, ARJ, and ARC files, Microsoft-compressed files and Z files (gzip/compress) contain only ONE file.
- Unlike ZIP, LZH, ARJ, and ARC files, TAR files are NEVER compressed.
- Since TAR files are often distributed in Z format (with extensions like .TAZ and .TGZ) WinZip treats Z files containing a TAR file as a special case: WinZip offers to decompress and open the TAR file.
- There is no reliable way to determine the uncompressed size of files in the gzip and compress format, so WinZip shows the size as a question mark.

### Other Changes in WinZip 5.6:

- A new checkbox in the Configuration dialog box determines whether the right mouse button activates a pop-up menu or selects listbox entries as in earlier versions.
- Conversion from long file names to MS-DOS 8.3 filenames is smarter than in previous versions: a name like XXX.YYY.TXT is now converted to XXXYYY.TXT rather than being truncated to XXX.YYY.

## Fixing Zip Files

If an ZIP file is damaged it can sometimes be repaired with the PKZIPFIX command. Simply type  
PKZIPFIX filename

at the DOS prompt, and PKZIPFIX will create the "fixed" file PKFIXED.ZIP. PKZIPFIX is part of the PKZIP version 2.04 package available from PKWARE. See the section titled [System Requirements](#) for availability.

## Archive format

Select an archive format for the archive you are creating. You can avoid this prompt by selecting from the **Default Archive Format** field in the Configuration dialog box.



## Message WZ10

To create self-extracting archives, first create a standard ZIP, ARJ, or LZH file, then use the **Make .EXE File** menu entries in the Actions pull-down menu. While PKZIP, ARJ, and LHA let you create archives with an extension of .EXE, these .EXE files are not self-extracting archives, and attempting to run them can lock up your system.

## **Message WZ11**

A required file was not found.

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

## **Message WZ13**

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

If you are working with a Zip file you can try running the PKZIPFIX program distributed with PKZIP to fix the archive.

## Register WinZip

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

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

## **Internal Error**

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

## Message WZ14

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

## File already exists

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

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

## **Warning WZ16**

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



## **Message WZ17**

This dialog box is displayed if you try to open a Zip with a folder too large for WinZip to handle. You will not be able to open the Zip file with this version of WinZip.

## Message WZ8

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

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

## **Selected Text Successfully Copied To Clipboard**

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

## **Message WZ18**

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

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

## Message WZ19

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

This message is issued when the external program "*program*" required for the "*action*" operation is either not installed, or is installed in a folder other than the one specified in the Program Locations dialog box. If the specified program is installed, select Program Locations from the WinZip Options pull-down menu and specify the correct path information. If you do not have a copy of the specified program, see the section titled Requirements for information on obtaining the program.

## Message WZ20

The program required to perform the function you selected is either not installed, or is installed in a folder other than the one specified in the Program Locations dialog box. For a complete list of supported external programs and information on obtaining these programs see the section titled System Requirements. Also see the section titled Installing Optional External Programs.

Two examples of why this error can occur are:

- 1) To extract files from an ARC file, you need to have specified an ARC extraction program, and the ARC extraction program you specified must exist.
- 2) To extract files from password protected Zips, or to extract files from a Zip that spans multiple floppy disks, you need to have installed PKUNZIP, since WinZip's built-in unzipping does not handle these advanced Zip features.

## **Message WZ21**

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

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

## **Message WZ22**

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



## **Message WZ23**

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

Note: one likely cause for this error is using an old version of external programs. See the section titled System Requirements for version information.

## **Delete Entire Archive**

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

## CheckOut Delete

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

## **Message WZ24**

Since most new archives are created in ZIP or LZH format, and there is no single widely available program to manipulate ARC files, WinZip does not provide facilities to create or update ARC files. WinZip does support viewing, running, and extracting files in ARCs.

## Message WZ25

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

Value	Meaning
0	Out of memory
2	File not found
3	Path not found
4	Too many files open
5	Attempt to dynamically link to a task
6	Library requires separate data segments for each task
8	Insufficient memory to start application
10	Incorrect Windows version
11	Invalid .EXE file (non-Windows .EXE or error in .EXE image)
12	OS/2 application
13	DOS 4.0 application
14	Unknown .EXE type
15	Attempt in protected (Standard or 386 Enhanced) mode to load an .EXE created for an earlier version of Windows
16	Attempt to load a second instance of an .EXE containing multiple, writeable data segments
19	Attempt was made to load a compressed executable file. The file must be decompressed before it can be loaded.
20	Dynamic-link library (DLL) file was invalid. One of the DLLs required to run this application was corrupt.
21	Application requires Microsoft Windows 32-bit extensions.

## **Message WZ26**

WinZip encountered an error trying to view a file. Possible errors include insufficient memory and I/O errors.

## Message WZ27

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

C:PKZIP.EXE

\UTILITY\PKZIP.EXE

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

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

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

## **Warning WZ28**

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



## **Warning WZ29**

The original release of Norton Desktop for Windows 2.0 does not accept files dropped by WinZip 4.0. This means you can't drop files onto the NDW desktop, Desktop Item Icons on the NDW desktop, or NDW group windows. Future versions of NDW, including a possible update to NDW 2.0, will probably accept files dropped by WinZip. This dialog box is displayed as a warning that the drop operation may fail because WinZip doesn't know whether files it drops will be accepted by your version of NDW.

The first time you see this dialog box just press the OK button. The drop operation will continue, and the Extract dialog box will be activated. After the selected files are extracted, WinZip will attempt to drop the files on NDW. If NDW does not accept the files, look for an update to WinZip or NDW in the not too distant future. If NDW accepts the files, select the checkbox labeled "This version of NDW accepts files dropped by WinZip" the next time this dialog box is displayed to suppress display of the dialog box in the future.

## **Message WZ30**

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

## **Message WZ31**

An unexpected system error was encountered trying to run the specified DOS command. This problem is usually caused by a system configuration problem such as using a Windows 3.0 video driver on a Windows 3.1 system, or using buggy video drivers, including "beta test" video drivers.

If you encounter this error message and are not using a Microsoft supplied video driver, try installing the VGA driver distributed with Windows to determine if the problem is caused by a video driver. See the section titled Determining Whether a Problem is Caused by a Faulty Video Driver.

## **Message WZ32**

WinZip cannot detect errors issued from NAV unless you have DOS version 4.0 or later. Either use a different virus scanner or leave the virus scanner edit field blank.

## Overwrite?

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

## File has been changed

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

## **Warning WZ35**

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

## Delete Temporary File?

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



## **Warning WZ37**

WinZip detected that the Control Panel "Exclusive in Foreground" option is selected. This option prevents WinZip from running DOS programs like PKUNZIP in the background. For proper WinZip operation, you must turn off this option. Under Windows 3.1 you can do this as follows: first double click on the Control Panel icon, then double click on the "386 Enhanced" icon; next, click on the "Exclusive in Foreground" checkbox, and finally push the OK button.

## **Message WZ38**

WinZip cannot accept dropped files while the Drop dialog box is active. Close the Drop dialog box before dropping more files on WinZip.

## **Message WZ39**

WinZip requires ARJ 2.3 or later. The date of your ARJ.EXE is earlier than 1/19/91, the date on which ARJ 2.3 was released. Please obtain a newer version of ARJ. See the section titled System Requirements for information on obtaining the most recent version of ARJ.

## **Message WZ40**

The Zip cannot be opened. If this Zip is part of a backup set, please insert the last disk of the backup set and try again. Both PKUNZIP and WinZip need the last disk of the backup set to read the end-of-central-folder record. You may subsequently be prompted to insert other disks from the backup set. This is normal PKUNZIP operation and is not specific to WinZip.

If this Zip is not part of a backup set it may be corrupted. You can try running the PKZIPFIX program distributed with PKZIP to "fix" the archive.

## Message WZ41

This Zip contains files compressed with PKZIP 2.0. However, **your version of PKUNZIP appears to be older than version 2.0, so the unzip operation will probably fail.** See the section titled System Requirements for information on obtaining the most recent version of PKUNZIP. See the section titled Built-in Zip Extraction for a list of reasons WinZip's built-in Zip extraction is not used.

## **Message WZ42**

The Central Directory for this Zip spans disks. This version of WinZip does not handle this situation, so you will have to run PKUNZIP from the DOS command line. Future versions of WinZip will address this issue.

## **Message WZ43**

PKZIP 2.04C cannot create archives on your A: drive if your current drive is A: unless the PKTMP environment variable is set. There are two solutions to this problem:

- 1) Add the command SET PKTMP=C:\ to your AUTOEXEC.BAT and reboot.
- 2) Use a later version of PKZIP. This bug has been corrected in both PKZIP 2.04E and PKZIP 2.04G.

## **Message WZ44**

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



## Create Associations

Create File Manager Associations for ZIP, LZH, ARJ, and ARC files?

Answer Yes to this prompt if you want WinZip to create File Manager Associations so that you can start WinZip by double clicking on these files. If you answer No the installation will continue but you will need to open archives using the **Open Archive** dialog box or the Drag and Drop interface.

## Warning WZ46

PKZIP disk spanning will replace all files in archive. Continue?

If you choose to continue all files in the archive will be replaced. PKZIP's disk spanning feature **always** replaces all files in the archive. PKZIP does not provide an option to avoid this behavior.

## **Message WZ47**

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

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

Solution: specify a different folder name.

## **Message WZ48**

Due to a limitation in the Windows 3.1 Program Manager, it is impossible to remove a Program Manager group while closing Windows. Thus, if you want to remove Program Manager groups created by WinZip, you need to close WinZip before closing Windows.

## **Message WZ49**

PKZIP does not allow the use of the Freshen and Update options while working with archives that span multiple disks. You have two choices:

- 1) Change the Multiple Disk Spanning option to "No Spanning".
- 2) Use the Add or Move actions instead of Freshen and Update.

## **Message WZ50**

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

This message may also be displayed because of an invalid archive. For example, if an archive is damaged (possibly due to line noise while downloading from a BBS) it may contain invalid pointers or corrupted header information.

## **Message WZ51**

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

## **Message WZ52**

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



## **Message WZ53**

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

## **Message WZ54**

This error occurred during internal Zip processing. Correct the error and retry the operation. If you have PKZIP/PKUNZIP installed on your system you can turn off the "Use Internal Zip and UNZIP" checkbox in the Configuration dialog box to force WinZip to use PKZIP/PKUNZIP instead of the internal Zip processing.

## **Message WZ55**

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

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

## **Message WZ57**

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

## **Warning WZ58**

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

## **Virus Scan Complete.**

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

## **Message WZ60**

To use the NAVW virus scanner you need the version distributed with Norton Desktop 2.2 or later. This message is issued if your NAVW.EXE has a date/time stamp prior to January 3, 1993. Either use a different virus scanner or leave this field blank until a new version of NAVW is installed.

## **Message WZ61**

The open archive does not contain any files that match the filespec you entered in the Extract dialog box.



## **Message WZ62**

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

## Message WZ64

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

## **Message WZ65**

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

## Message WZ66

The temporary folder must be a fully qualified path. You must specify both the drive and folder, for example, **C:\TEMP** or **C:\WINDOWS\TEMP**.

## Operation Interrupted

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

This message will be displayed if you try to minimize WinZip during an archive operation. To switch to other tasks you can click on another window or use the task list (press Ctrl+Esc).

## File Is In Use

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

- 1) The file is open by another process. For example, a document might be open by a word processing application.
- 2) The file is "in use" by Windows. Files that are "in use" are typically programs (.EXE files) or dynamic link libraries (.DLL files) being run by the system. For example, you will get this message if you attempt to overwrite C:\WINZIP\WINZIP.EXE while running C:\WINZIP\WINZIP.EXE. The solution is to extract to a different folder, for example, C:\WINZIP5 instead of C:\WINZIP.

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

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

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

## Message WZ67

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

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

Normally you should press the **Open** button to open an existing archive.

## Message WZ68

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

This message is issued in one of two situations:

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

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

Normally you should press the **New** button to create an archive.



## **Message WZ69**

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

## **Message WZ70**

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

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

## Message WZ71

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

## **Message WZ72**

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

## **Message WZ73**

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

## Caution

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

## **WZ74**

(Win32 only)

This archive contains files with long filenames or blanks. However, you are using an external archive utility (e.g. PKUNZIP or ZIP2EXE), and external archive utilities don't support long filenames. Thus some (or all) operations involving this Zip will fail. For example, if the archive contains the file "A LONG NAME" and you try to extract it using PKUNZIP or ZIP2EXE the file will be called "A LONG N".

## **WZ75**

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



## WZ76

This compressed file contains a TAR file. Normally you will want to have WinZip automatically decompress and open the TAR file. If you choose **Yes** WinZip will

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

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

## **WZ77**

This compressed file is stored in the "KWAJ" format introduced after Windows 3.1. Your copy of the LZEXPAND.DLL or LZ32.DLL cannot handle this compressed file. The version of LZEXPAND.DLL distributed with Windows for Workgroups 3.11 works fine, while the old one distributed with Windows 3.1 will not work. Unfortunately, the LZ32.DLL distributed with initial release of Windows NT 3.5 will not handle these files, and Microsoft has not released documentation on this file format. You can usually decompress these files with the EXPAND command (from the DOS command prompt enter "expand /?" for instructions).

## **WZ78**

The file you tried to open does not appear to be in the Microsoft Compress (LZEXPAND) format. Note that not all files ending with an underscore are in the Microsoft Compress format. For example, some files in the "BBS distribution" version of WinZip have names ending with an underscore but are not in the Microsoft compress format.

## **WZ79**

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

## **WZ80**

Please use the 32-bit version of WinZip under Windows 95 and Windows NT. The 32-bit version is included on the WinZip distribution disk. The evaluation version of the 32-bit version is available from the WinZip home page (<http://www.winzip.com>) and on CompuServe in the GO WINZIP file area.

## **WZ81**

At the time of this writing PKZIP and PKUNZIP 2.0 are only available as 16-bit MS-DOS programs. This version of WinZip only supports these 16-bit versions. If you have a more recent version of PKZIP it is likely that WinZip has been upgraded to support this new version. For information on the latest version of WinZip, please send email to [info@winzip.com](mailto:info@winzip.com), or download the file winzip.txt from the WinZip file area in the GO WINZIP forum on CompuServe.

## WZ82

Apparently PKZIP had trouble detecting a floppy disk change. There are two known reasons for this:

1. Running VSHIELD 2.2.2 (from McAfee Associates) under Windows 95 with the /ANYACCESS parameter.
2. When using multiple disk spanning under some Windows NT 3.51 configurations with the “no format or erase” or “wipe files” options, NT does not tell PKZIP about floppy disk changes. This problem occurs regardless of whether WinZip is running, and occurs only under NT, not under Windows 95 or Windows 3.1.

**General solution:** In both cases you can circumvent the problem with one extra keystroke as follows: when the message “Insert Disk 2” is displayed, remove the disk currently in the drive and press the Enter key before inserting the next disk, in other words, press the Enter key with no disk in the drive, rather than after inserting the second disk. An Abort, Retry, Ignore message will be issued. Insert the next disk and press the “R” key to continue.

**Solution for VSHIELD users:** by default, the installation program for SCAN95 inserts a command into your AUTOEXEC.BAT to run VSHIELD with the /ANYACCESS parameter. If you are comfortable modifying your AUTOEXEC.BAT you can change the /ANYACCESS parameter to /FILEACCESS, and the problem should no longer occur. **Important: do not change your autoexec.bat file unless you have a backup and know how to use it.** Note that you must re-start your computer for this change to take effect.

## Association Problem

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

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

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



## Association Problem Details

This dialog box lists the following information:

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

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

**Current Registry value of the Zip key:** This value should be "WinZip".

## Association Information

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

## WinZip Self-Extractor

Do you need to send files to end users who may not have an unzip utility? If so, try WinZip Self-Extractor, an optional add-on for WinZip. WinZip Self-Extractor creates native Windows self-extracting Zip files. End users without an unzip program can just double click on a self-extracting Zip file to unzip it with a familiar Windows interface. A self-extracting Zip file is an executable program that includes your Zip file and a small unzip program (less than 12 kb) that will extract the contents of the Zip file. Because no separate unzip program is needed, self-extracting Zip files are ideal for sending software, documents, or graphic images to colleagues or clients who may be unfamiliar with data compression.

- "Finalist", 1995 Ziff-Davis Shareware Awards
- "Recommended Download", Windows Magazine 6/95
- "Unzipping self-extracting files is as easy as double clicking on an icon", PC Magazine, 5/16/95

Click [here](#) for information on obtaining WinZip Self-Extractor.

## Obtaining WinZip Self-Extractor

WinZip Self-Extractor costs \$49 for a license to create an unlimited number of re-distributable self-extracting Zip files on a single machine. You can order by credit card as described below, using CompuServe's SWREG service by registering product ID 4866, or by sending a check for \$49 to Nico Mak Computing, Inc. at P.O. Box 919, Bristol, CT 06011, 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, your organization name, and, if you are ordering by credit card, your credit card number, expiration date, and the name as it appears on the card.

Credit card orders for WinZip Self-Extractor can be placed through PsL, a credit card ordering service. You can reach PsL 24 hours a day 7 days a week by fax at 1-713-524-6398 or by CompuServe mail to 71355,470 or Internet mail to 71355.470@compuserve.com. You can also call PsL at 1-800-242-4PsL(4775) or 1-713-524-6394 between the hours of 7:00 am and 6:00 pm CST Monday-Thursday and 7:00 am and 12:30 pm CST on Fridays, except holidays. Important: these numbers are for credit card orders only. All other inquiries should be directed to Nico Mak Computing, Inc.

You can download an **evaluation version** of WinZip Self-Extractor from the WinZip Home Page (<http://www.winzip.com>) or the "WinZip Support" library in the GO WINZIP area on CompuServe.

### **Search for Favorite Zip Folders**

Click **Search Entire Hard Drive** to search all hard drives on your computer for folders containing .ZIP files and folders name "download" or "dnload". Click **Quick Search** to search only for a few folders likely to contain Zip files (e.g. cserve\download and aol\download).

Floppy drives, network drives, and CD-ROMs are not searched. To search for files on these devices, click the **Search** button in the Select Zip File panel, then click **I know where it is**.

# Brief Tutorial - Contents

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


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

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

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 the screens describe an operation, you may want to try certain things with WinZip to gain an even better understanding. You can move through it 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.

If you prefer a strict “learning by doing” approach, there are “step by step” options available, too, if you want to try them as well.

## **Windows**

 **95** users may like the [WinZip Tutor](#) interactive help system that takes newer users step by step through two basic features: unzipping and zipping up a sample zip archive that is included for your convenience.

## **Windows**

 **31** users can read through the [Step by Step Example](#) and follow the steps it prescribes. It gives very specific instructions for you to follow, complete with filenames.

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 page 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 the Explorer. Once you are comfortable with the basic operations described in this tutorial, be sure to read the sections [Windows 95 Quick Examples](#) and [Hints and Tips](#).

[Next](#)

# Brief Tutorial - Introducing WinZip

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

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

**WinZip** is a tool to make working with Zip 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" and "pack" instead of Add, and "unzip" or "unpack" instead of "extract".

See [About ZIPS and Other Archives](#) for more detailed information.

[Next](#)

# Brief Tutorial - The WinZip Window

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

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

The WinZip window is where you start many of your operations. You can open it by clicking on the WinZip icon in Windows 3.1 Program Manager or through the Windows 95 Start menu. The WinZip window also opens automatically if you double-click on an archive in File Manager or 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 Bar** displays the number and sizes of currently selected files, along with other archive information.

[Next](#)



# Brief Tutorial - Opening Archives

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

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

## Working with Existing Archives - Opening Archives

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

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

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

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

[Next](#)

# Brief Tutorial - Viewing Files

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

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

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

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

[Next](#)

# Brief Tutorial - Extracting Files

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

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

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 the Extract toolbar button, a dialog box is presented to let you choose the folder where you'd like WinZip 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.

[Next](#)

# Brief Tutorial - Creating New Archives

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

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

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

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

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

[Next](#)

## Brief Tutorial - Adding Files to an Archive

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

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

You can 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 from the Add toolbar button.

In the **Add** dialog box you can select the files to add to the archive in one of two ways:

- Type the name(s) of the file(s) you want to add to the archive. Multiple names can be separated by spaces, for example, \*.TXT \*.DOC will add all TXT and DOC files.
- Click on any file(s) in the dialog box. You can select multiple files as described in the section [Using Extended Selection List Boxes](#).

Once you are done making your file selection, click 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 you want to add from File Manager or Explorer and dropping them on the WinZip window. This is described in detail in the section titled [Adding a File to an Archive with the Drag and Drop Interface](#).

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

[Next](#)

# Brief Tutorial - Deleting Archives and Files

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

[1. Introducing WinZip](#)

[4. Viewing Files](#)

[7. Adding Files](#)

[10. Additional Features](#)

[2. The WinZip Window](#)

[5. Extracting Files](#)

[8. Deleting Files](#)

[3. Opening Archives](#)

[6. Creating New Archives](#)

[9. Custom Configurations](#)

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

- You can select entries from the list box in an archive already opened by WinZip, and then select the Delete entry from the Actions pull-down menu or press the delete key.
- Select the Delete entry from the Actions pull-down menu to bring up the Delete dialog box. You can then specify the file names you want to delete (standard MS-DOS wildcards are accepted). You can specify multiple file names, separated by spaces.

*Note:* these operations cannot be undone.

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

[Next](#)

# Brief Tutorial - Custom Configurations

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

[1. Introducing WinZip](#)

[4. Viewing Files](#)

[7. Adding Files](#)

[10. Additional Features](#)

[2. The WinZip Window](#)

[5. Extracting Files](#)

[8. Deleting Files](#)

[3. Opening Archives](#)

[6. Creating New Archives](#)

[9. Custom Configurations](#)

Many WinZip operation can be tailored using configuration options. For example, you can change the default folders for the **Extract** and **Add** dialog boxes. Most options are intended for advanced users. For an overview of available options see the section titled [Options](#).

[Next](#)

## Brief Tutorial - Additional Features

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

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

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

- [Drag and Drop operations](#) simplify archiving.
- Internet users: see the section titled [Suggestions for Working with Downloaded Files](#).
- The [Install/Try/Uninstall](#) and [Checkout](#) features make it easy to try software distributed in archives.
- WinZip is integrated with the Windows 95 shell and the Windows 3.1 File Manager. See the sections titled [Explorer Interface](#) and [File Manager Interface](#) for details.

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

You may want to review the tutorial and explore some of the many links it contains by pressing the buttons above. You can return to the Help Contents page by clicking on the Contents button in the toolbar.



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

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

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

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

