

It seems like you do not have Microsoft HTML Help installed. HTML Help is the new help standard used by Microsoft in Windows 98 and newer operating systems.

To be able to view the BitZipper help file, you need to install HTML Help Support. Read more about this at the Microsoft Web Site available at [www.microsoft.com](http://www.microsoft.com). The BitZipper HTML help file is named "English.chm".

## **Display parent folder**

Press this button to display the content of the parent folder. This is the same as clicking the folder above the current folder in the tree above.

**Folder content**

This window contains a list of files in the selected folder. To open an archive, either double-click the file or drag it to the workspace of BitZipper.

## **Drive structure**

This window displays the layout of folders on your system as a tree. Click on the small + signs to display sub-folders. Clicking on a folder name will display the files in the folder in the list below this window.

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the tree- and list views below.

## **Create new folder**

Click this button to create a new folder. Enter the name of the new folder in the input field that appears and press Enter to create your new folder.

## **BitZipper Explorer splitter**

A splitter is an item that splits a window in two. It is a thin line between the explorer tree and explorer list. Hold down the left mouse button when the cursor is above the splitter, and move the mouse up or down to resize the two splitter panes.

## **Workspace splitter**

A splitter is an item that splits a window in two. It is a thin line between the BitZipper Explorer and the workspace. Hold down the left mouse button when the cursor is above the splitter, and move the mouse left or right to resize the BitZipper Explorer and workspace.



## **Workspace**

When you open an archive, the content will be displayed here. If you open several archives simultaneously, you can switch between the archives by clicking on the tabs that will appear at the bottom of this area.

## **Toolbar**

The toolbar contains shortcuts to the most common actions you perform in BitZipper. Click one of the buttons on the toolbar to begin the task the button describes.

If buttons are disabled (dimmed) it means that the action cannot be performed given the current conditions. E.g. you cannot click Add when no archive is open, or Install when no setup.exe is present in the archive.

You can disable the toolbar from the Preferences menu.

## **Menu**

The menu contains shortcuts to all actions you can perform with BitZipper.

If menu items are disabled (dimmed) it means that the action cannot be performed given the current conditions. E.g. you cannot click Add when no archive is open, or Install when no setup.exe is present in the archive.

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## Registration reminder

**BitZipper is not free.** You may evaluate the program for 30 days. Click the [Ordering Info](#) button to display information on how to obtain a license code that will remove this reminder message. You can continue using the program, but certain features will be disabled.

**OK button**

Click this button to close the registration reminder window.

### **Ordering Info button**

Clicking this button will display information on how to obtain a BitZipper license code which is necessary if you want to continue using the program after the 30 days evaluation period.

**Buy Now button**

Clicking this button will start your web browser and display the Order and Pricing page on our web server. You can order your license online, by fax, phone or postal mail.



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## **Enter license code**

BitZipper is not free. You are entitled to a 30 days evaluation of the program, but after that you must buy the program to continue using it. BitZipper will continue to run after the 30 days but many important features will be disabled.

If you have paid the registration fee and received your registration code, enter the name and registration code in the two input fields *exactly* as written in your order confirmation and press the OK button. A message will tell you if the code was accepted.

When a correct code has been entered, all functions will be re-enabled, the "Buy now" icon on the main screen will be removed, and the registration reminder screen that appears when quitting the program will no longer appear.

**Name**

Enter the name *exactly* as written in your order confirmation. You cannot change the spelling of the name or use another name.

**Code**

Enter the registration code *exactly* as written in your order confirmation.

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## **Search files in archive**

In this window you are able to search for text or numeric sequences in files within the archive. Use this feature to locate files by keywords if you have forgotten the filename.

Your keywords can be entered as Ascii (normal text), Decimal numbers, hexadecimal numbers or octal numbers.

**Search button**

Click this button to start searching for the text or numeric values entered above. The result will be displayed in the list above this button.

**Close button**

Click this button to return to the main menu. Any selected files in the search result list will be highlighted on the main screen for easy processing. To e.g. view a file, select it and click close. You can then view it from the main screen by pressing the View icon on the toolbar.



**Text to find**

Enter the text you wish to search for. If searching for anything else than Ascii (normal) characters, separate each number with a space, e.g. for hex "01 02 03 04 05 06 07 08 09 0a 0b 0c 0d 0e 0f".

## **Files to search**

Specify the files you wish to search within the archive by entering a filename. Wildcards are ofcourse supported so you can search multiple files. Enter \*.\* to search all files.

**Search type**

Choose if you want to search for an Ascii string (normal text), a decimal number sequence, a hexadecimal number sequence or an octal number sequence.

## **Search options**

This group of options lets you choose if you only want to find the first match in each file and if you want the search to be case sensitive (case sensitive means that uppercase letters are treated differently from lowercase letters, e.g. B is not equal to b) or not.

**Find only first match**

Check this option if you only want to find the first match in each file. If unchecked, all matches will be displayed in the result list.

**Case sensitive search**

Check this option to enable case sensitivity. That a search is case sensitive means that the program will treat uppercase and lowercase characters as being different, e.g. b is not equal to B. Uncheck this option if case is not important.

## **Search result**

The result of your search will be displayed in this list. You may select files in the list and either double-click them or click the Close button, and the files will be highlighted in the archive content list, ready for whatever action you want to perform on them.

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**Cancel button**

Click this button to abort the filename selection operation and return to the main window.

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the tree- and list views below.

## **Display parent folder**

Press this button to display the content of the parent folder. This is the same as clicking the folder above the current folder in the tree above.

## **Create new folder**

Click this button to create a new folder. Enter the name of the new folder in the input field that appears and press Enter to create your new folder.

## **Display folder tree**

Click this button to display/hide the folder tree to the left of the folder content list. The folder tree is used for easy browsing of drives and folders.

## **Display small icons**

Click this button to display the files in the selected folder as small icons.

## **Display file details**

Click this button to display detailed information about the files in the selected folder. Filename, size, type and date of last modification is showed.

A header will be displayed above the files in the folder content window. Click on one of the column headers to sort the files by name, size, type or modification date.

## **Tree and list splitter**

A splitter is an item that splits a window in two. It is a thin line between the folder tree and folder content list. Hold down the left mouse button when the cursor is above the splitter, and move the mouse left or right to resize the two splitter panes.



## **Drive structure**

This window displays the layout of folders on your system as a tree. Click on the small + signs to display sub-folders. Clicking on a folder name will display the files in the folder in the list to the right of this window.

## **Folder content list**

This window contains a list of files in the selected folder.

**Save as**

Enter the name you wish to give your new archive. If you do not enter a path in the filename, the selected folder in the tree or list above will be used. You may also enter a filename including path directly in this input field. You can use the drop down to display the content of folders you have recently used.

**Show Add dialog**

Check this option to automatically display the Add files window. Saves time if you want to add files to your new archive immediately after closing this window.

## **File types**

This option is used to limit the number of files displayed in the file list above. Select which file types you want to display in the list in this selector. Default is all supported archive types + .exe files. Executable files are included as they may be self extracting archives which the program can open. If however you try to open an exe file that is not a self extracting archive, you will get an error message telling you the file cannot be opened.

## **Select folder window**

In this window you are able to select the archive location. You can browse your system for the folder you wish to store your archive in, using the folder selector and folder tree in the left side of the window, just like in Windows Explorer. Select the folder and hit the OK button. You may also enter a folder directly in the Folder input field.

**OK button**

Click the OK button to use the folder you have selected. This button will be disabled if no folder is selected.

**Folder**

Enter the name of the folder you wish to use. If you do not enter a folder, the selected folder in the drive selector, the tree or the list above will be used.



## **Open archive window**

In this window you are able to open an existing archive. You can browse your system for the folder where your archive is stored using the folder selector and folder tree in the left side of the window, just like in Windows Explorer. Select the archive file and hit the OK button to open it. You may also enter an archive name directly in the Filename input field.

**OK button**

Click the OK button to open the archive you have selected. This button will be disabled if no archive is selected.

**Filename**

Enter the name of the archive you wish to open. If no folder information is entered as part of the filename, the file is assumed to be placed in the folder you have selected in the folder tree or list above. Use the drop down menu to display the files in your most recently used folders.

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## **New archive window**

In this window you are able to select the location and name of your new archive. You can browse your system for the folder you wish to store your archive in, using the folder selector and folder tree in the left side of the window, just like in Windows Explorer. Select the folder, enter a filename and hit the OK button. You may also enter a filename including path directly in the Save as input field.

You can create many different types of archives. The most widely used format is .zip so it is recommended that you use this format unless you have a specific reason not to.

### **Supported archive formats**

- .bh - BlakHole
- .cab- Microsoft Cabinet
- .gz - Unix GZ (gz/tar)
- .jar - JavaSoft archive
- .lha - LHA archive
- .lzh - LZH archive
- .tar - Unix tape archive
- .zip - Zip archive

**OK button**

Click the OK button to use the new filename you have entered. This button will be disabled if no filename is entered.

**Cancel button**

Click this button to abort the filename selection operation and return to the main window.

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the tree- and list views below.



## **Display parent folder**

Press this button to display the content of the parent folder. This is the same as clicking the folder above the current folder in the tree above.

## **Create new folder**

Click this button to create a new folder. Enter the name of the new folder in the input field that appears and press Enter to create your new folder.

## **Display folder tree**

Click this button to display/hide the folder tree to the left of the folder content list. The folder tree is used for easy browsing of drives and folders.

## **Display small icons**

Click this button to display the files in the selected folder as small icons.

## **Display file details**

Click this button to display detailed information about the files in the selected folder. Filename, size, type and date of last modification is showed.

A header will be displayed above the files in the folder content window. Click on one of the column headers to sort the files by name, size, type or modification date.

## **Tree and list splitter**

A splitter is an item that splits a window in two. It is a thin line between the folder tree and folder content list. Hold down the left mouse button when the cursor is above the splitter, and move the mouse left or right to resize the two splitter panes.

## **Drive structure**

This window displays the layout of folders on your system as a tree. Click on the small + signs to display sub-folders. Clicking on a folder name will display the files in the folder in the list to the right of this window.

## **Folder content list**

This window contains a list of files in the selected folder.



**Save as**

Enter the name you wish to give your new archive. If you do not enter a path in the filename, the selected folder in the tree or list above will be used. You may also enter a filename including path directly in this input field. You can use the drop down to display the content of folders you have recently used.

**Show Add dialog**

Check this option to automatically display the Add files window. Saves time if you want to add files to your new archive immediately after closing this window.

**Save as type**

Use this drop down menu to select the type of archive you want to create. The most widely used format is .zip.

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## **UUEncode window**

In this window you are able to uuencode an archive. By uuencoding an archive you convert it to text format, which can be used to transfer the archive over medias that do not support binary data. Formerly you had to uuencode files to attach them to emails, but most of todays email software handle this automatically.

**Save as**

Enter the name of your encoded file(s). An extension will be added automatically if you do not supply one - the default is .uue

**Browse for folder**

Click this button to browse your system for a folder with an Windows Explorer-like interface.

## **Encoding method**

This group of options lets you choose the encoding algorithm to use. Select between uuencode or xxencode. uuencode is the most widely used algorithm, and xxencode is a newer optimised version of the same algorithm.



## **uuencode**

uuencode is the most commonly used algorithm of its kind. For the technically interested it works by transforming a binary file into a printable text file by splitting the file up into groups of 3 bytes (24 bits), which is then split into 4 6-bit values. Each 6-bit value is incremented by 32 which maps the values onto the printable Ascii values. This results in converting every 3 binary characters into 4 printable characters.

## **xxencode**

xxencode is an enhanced version of the uuencode algorithm. For the technically interested uuencode works by transforming a binary file into a printable text file by splitting the file up into groups of 3 bytes (24 bits), which is then split into 4 6-bit values. Each 6-bit value is incremented by 32 which maps the values onto the printable Ascii values. This results in converting every 3 binary characters into 4 printable characters. xxencode modified uuencode to have the 6-bit values (0, 1, 2, 3 .. 63) mapped 1-to-1 into the printable characters.

**KB per file**

Enter the number of kilobytes (KB) you want to store in each file encoded file. Several files may be generated for a single archive, similar to archives spanning more disks.

**OK button**

Click this button to encode the archive.

**Cancel button**

Click this button to return to the main screen without encoding the archive.

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## **The BitZipper Wizard**

The BitZipper Wizard is a set of simple interfaces for carrying out the most common archiving operations. A Wizard is a helper application within the program that consists of a series of windows. On each window you have to perform a single easy task, and press the Next button to proceed to the next window.

**Back button**

Click this button to return to the previous window. Use it to go back and change previous selections. This button will be disabled if there is no previous window.



**Next button**

Click this button to proceed to the next window. This button will only be activated when you have filled all required fields in the current window.

**Close button**

Click this button to close the BitZipper Wizard.

## **Choose Wizard**

Choose the wizard you want to use by checking an option and clicking the Next button.

### **Options**

- Compress files
- Decompress files
- Create backup set
- Backup files using existing backup set

### **Select zip file to decompress (unzip)**

This Wizard allows you to extract files from an existing zip file. Enter the name of the zip file in the input field, or click the 'Select zip file' button to browse your system for the zip file. When ready, click the Next button to proceed to the next step.

### **Where do you want to place your files?**

Here you must select where to store the files from the zip file. Enter a folder in the input field or select one from the drop down menu. You may also browse your system for one by clicking the 'Select folder' button.

Check the "Run setup program and clean up after unzipping" to run the setup program within the zip file when all files have been extracted. The temporary files will be cleaned up when the setup program finishes. This option is only enabled if a setup.exe file exists in the zip file.

## **Place my unzipped files in this folder**

Select the folder in which you want to store the extracted files from the archive. Either enter a folder in the input field or browse for one by clicking the 'Select folder' button.

## **Explore files after unzipping**

Click this button to explore the folder in which the files from the zip file were placed.

**Run setup program**

Check this option to run the setup program within the zip file when all files have been extracted. The temporary files will be cleaned up when the setup program finishes. This option is only enabled if a setup.exe file exists in the zip file.



## **Files decompressed successfully**

Congratulations! The files have been successfully decompressed. Click the Close button close the Wizard or click the Explore button to explore the folder in which the files from the zip file were placed.

## **Select a name for your new zip file**

This Wizard allows you to create a new archive and add files to it. Enter a name for your new zip file in the input field or select a name from the drop down list. You may also click the 'Select folder' button to browse your system for a folder to store it in. When ready, click the Next button to proceed to the next step.

### **Select files to include in your zip file**

Here you may add files to your new zip file. You can add files by dragging them from the Windows Explorer and dropping them on the file list in this window, or you can click the Add button to browse your system for files to add.

If you wish to remove some of the files selected for inclusion, click them in the list and click the Remove button.

## **List of files to add**

This list contains the files you have selected for including in your new zip file. If you regret adding some of them, select them in the list and click the Remove button to remove them again.

**Add button**

Click this button to display a Windows Explorer-like window where you can browse your system for files you want to add to your new archive.

**Remove button**

Click this button to remove the selected files from the list of files to add to the archive.

## **Zip file created**

Congratulations! The files have been successfully added to your new zip file.

Click the Explore button to explore the folder in which the zip file was created.

Click the Email button to email your new zip file to someone.

Click the Close button to close the Wizard interface.

## **Select name for your new backup set**

This Wizard helps you configure backup sets. Enter the name in the input field and click the Next button to proceed to the next step.

One of the unique features of BitZipper is the possibility to use backup sets. A backup set is a simple way of performing the same backups several times. You select the files to add as you would when creating a normal zip file. This zip file "template" is stored in the configuration, and can be reused over and over again.

*Do you backup your files on a regular basis?*

No? - with backup sets there are no longer any bad excuses. When created, you can backup your files simply by clicking the Backup button on the toolbar, selecting the backup set and entering the name of your backup. That's all there is to it!



## **Select files to include in your backup set**

On this window you may add files to your new backup set. You can add files by dragging them from the Windows Explorer and dropping them on the file list in this window, or you can click the Add button to browse your system for files to add.

If you wish to remove some of the files selected for inclusion, click them in the list and hit the Remove button.

## **List of files to include**

This list contains the files you have selected for including in your new backup set. If you regret adding some of them, select them in the list and click the Remove button to remove them again.

**Add button**

Click this button to display a Windows Explorer-like window where you can browse your system for files you want to add to your new backup set.

**Remove button**

Click this button to remove the selected files from the list of files to include in the backup set.

## **Backup set created successfully**

Congratulations! Your new backup set has been successfully created. Click the Close button to return to the main window.

## **Create backup**

This Wizard helps you create a backup using an already configured backup set. By performing two simple tasks you will have created a backup. The first task is to select the backup set to use from the dropdown menu on this window. Select one and click the Next button to proceed to the next task.

## Select a name for your new backup

Enter a name for your new backup (zip file) in the input field or select one from the drop down menu. You may also click the 'select folder' button to browse your system for a folder to store it in. When ready, click the Next button to create your backup.

## **Backup successful!**

Congratulations! Your files have been successfully added to a backup zip file.

Click the Explore button to explore the folder in which the zip file was created or click the Close button to close the Wizard interface.



### **BitZipper Classic button**

Click this button to close the Wizard and start using the Classic interface instead. You can always return to the Wizard interface by clicking the Wizard button.

## **Compression is in progress**

Please wait while your zip file is being created. The progress indicators show the progress of the current file and the total zip file respectively. You may click the Back button to cancel the zip file creation.

## **Decompression is in progress**

Please wait while your zip file is being decompressed. The progress indicators show the progress of the current file and the total zip file respectively. You may click the Back button to cancel decompression (unzipping).

## **Backup is in progress**

Please wait while your backup is being created. The progress indicators show the progress of the current file and the total zip file respectively. You may click the Back button to cancel the zip file creation.

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## **General Add options**

This tab contains the general options available when adding files to an archive. Click on ? again and point the arrow on any items on the tab to get additional help.

## **Add files**

In this window you add files to an archive. Browse for files like you do in the Windows Explorer by using the Drive Selector, Folder Tree and Folder Content list.

### **Tips**

- Select a folder and click Add to add all files in a folder
- Use ctrl and shift keys with space or mouse buttons to add specific files
- Enter a filespec, e.g. \*.doc, to add multiple files

## **Display drive structure**

Click this button to display/hide the folder structure of the current drive. The folders are displayed in a tree where you can click the + and - signs to expand/collapse specific folders.



## **Files options**

This group of options decide how many files are added to the archive. Click ? again and point on one of the options to get additional help.

**Add selected files**

Check this selector to add the files highlighted in the folder content list above.

**Add all files**

Check this selector to add all files in the highlighted folder in the folder tree above.

**Add specific files**

Check this selector and enter a filename or filespec, e.g. \*.doc, to add specific files to the archive.

## **Folders options**

This group of options specifies how folders are treated when you add files from sub-folders to an archive. Click ? again and point it on any of the options to get additional help.

**Include files in subfolders**

Check this option if you want to add files in subfolders matching your entered or selected filename or filespec to the archive. If not checked, only files in the selected folder will be added.

**Include folder information**

Check this option to store folder information for the files that you add to the archive. Also see the Include drive information and Relative folder options.

**Include drive information**

Check this option to store drive information for the files that you add to the archive. Beware that files will be extracted to the same drive letter when you try to extract the files again. Normally you do not need to use this option.



## **Relative folders**

Check this option to store relative folder information for the files that you add to the archive. This option is only used when "Include folder information" is checked. Normally you would check this option to allow the receiver of your archive to create the same folder structure under any folder he chooses.

### **Example**

Assume you are backing up files from the "work" folder of the c:\documents\work path. With this option checked, only the "work" part of the path is stored. If not checked, the full (absolute) path "\documents\work" is stored.

## **Compression level**

This dropdown box enables you to specify the compression level to use when adding files to the archive. Chose between maximum, normal, light or none.

**Add button**

Click this button to add the selected files to the archive. This button is only enabled if a valid selection has been made.

**Cancel button**

Click this button to cancel the add operation. No files will be added to the archive.

## **Advanced files options**

This group of options decide how files are treated after they have been added to the archive. Click ? again and point on one of the options to get additional help.

**Delete files after adding**

Check this option to delete the files from the harddrive after they have been added to the archive. *Be careful when using this option.*

## **Attributes options**

This group of options decide how many files are treated based on their attributes. File attributes contain information about write-permissions, archival status etc. If you don't know about these attributes you do not need these options as they are normally not used.

**Only add if archive bit set**

If you check this option, only files with the archive attribute set will be added to the archive.



**Clear archive bit after adding**

Check this option to clear the archive attribute for all files after they have been successfully added to the archive.

## **Password**

Enter a password to encrypt the archive content. When you want to extract files from the archive again you must specify the same password.

## **Exclude files**

This list contains filenames and filespecs that you do not want to add to your archive. Use this option to avoid adding text backup files, log files and any other temporary files to your archives.

**Exclude files, Add**

Press this button to enter a filename or filespec to add to the list of files you do not want to add to your archives.

**Exclude files, Delete**

Press this button to remove the selected filenames from the list of files you do not want to add to your archives. Before pressing the button you must select one or more filenames from the list above.

## **Advanced Add options**

This tab contains the advanced options available when adding files to an archive. Click on ? again and point the arrow on any items on the tab to get additional help.

## **Display parent folder**

Press this button to display the content of the parent folder. This is the same as clicking the folder above the current folder in the tree below.

**Store in folder**

Fill in this field if you want to store the files in a specific folder in the archive.

Example: If you have selected the file a.txt it will by default be stored in the 'root' of the archive. If you enter MyFolder in the "Store in folder" input field, the file will be stored as MyFolder\a.txt.



**Repeat password**

Because password protected archives cannot easily be restored, you must enter the same password again to make sure that there are no spelling errors etc.

## **Passwords**

You may protect your archive with a password. When you wish to extract files from the archive you must enter the same password. You are required to enter the same password twice to make sure that the correct password has been entered.

### **Leave space on first disk**

When creating archives spanning multiple floppy disks, it is sometimes needed to store some uncompressed data on the first floppy, e.g. a readme.txt file with installation information. Enter the number of kilobytes (1 kilobyte is 1024 bytes) to reserve on the first floppy.

**Store empty folders in archive**

Check this option if you want to store empty folders (folders with no files) in the archive.

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## **Select backup set**

Select the backup set you wish to use from the Backup set dropdown list. Select "Configure Backup Sets" from the Backup menu to create additional Backup Sets.

**Save as**

Enter the name of the backup archive. You may select archive type by adding the appropriate extension to the filename, e.g. .cab to create Cabinet files. Default archive type is zip.

**Browse for destination folder**

Click this button to open an Explorer-like window where you may browse for your destination folder, that is the folder in which you want to store your archive.



## **Backup a set of files**

Backing up a pre-defined set of files has never been easier. Simply chose your backup set, enter a backup name and press the Backup button. That's all there is to it!

**Backup button**

Click this button to perform your backup when you have selected a backup set and an archive name.

**Cancel button**

Click this button to return to the main window without performing a backup. No archive will be created.

## **Password**

You may enter a password to protect your backup archive. When you need to restore files from the archive, the same password must be entered.

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## **Damaged archive**

You see this message when an error is detected in the archive while reading it. Information about which structure in the archive is damaged is displayed for your information only. If you have transferred the file from the Internet, try downloading it again. If you have used ftp to download it, make sure that you set transfer mode to binary before trying again. Click the Yes button to try to read the archive anyway - BitZipper has build-in recovery functions that recover some types of damages.

### **Try to recover damaged archive**

Click this button to try to read the damaged archive and let BitZipper try to perform recovery on the archive. If the operation succeeds, you should extract all files and create a new archive.

**Skip damaged archive**

Click this button to cancel the opening of the damaged archive.



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## **Delete files**

To delete files from the archive, select which files to delete and press the Delete button.

### **Options**

- *Selected files* deletes only highlighted files
- *All files* deletes the entire archive
- *Files* lets you enter a filename or filespec to delete

Press the Delete button to delete the files or the Cancel button to return to the main window without deleting any files.

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## **Enter filename**

In this window you can enter a filename. Depending on the operation you are currently performing, you can also use wildcards like ? and \*. Wildcards cannot be used if you are entering a new filename for a renamed file, but may be entered when entering filenames for exclusion in archive operations.

**OK button**

Click the OK button to use the new filename you have entered. The button is disabled until you enter a filename.

**Cancel button**

Click the Cancel button to stop the operation requiring a new filename.

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## **Export**

In this window you are able to generate a file list containing information about the files contained in the open archive. The information written for each file is the same as you see on the screen. You can export your file list in several formats, including Ascii (text), comma separated text, HTML, Microsoft Excel format, Microsoft Word format and XML.



**Filename**

Enter the name of the file you wish to create. If you do not enter a file extension, one will be added depending on the output format you chose.

## **Separator**

Enter a separator used to separate the information stored for each file when generating ASCII and Comma separated files. The default separator is a comma.

**Export to**

Chose the format you wish to use when creating your file list. Possible formats are Ascii, comma separated, HTML, Microsoft Excel, Microsoft Word and XML.

## **HTML settings**

You are able to customise the HTML output by adjusting the parameters in the HTML settings section. If none are provided, default values will apply.

**Border size**

This parameter sets the border size of the generated HTML table by adjusting the "border=" setting for the table.

**Cell spacing**

This parameter sets the cell spacing of the generated HTML table by adjusting the "cellspacing=" setting for the table.

**Prefix tag**

This parameter sets optional HTML tags before the grid content HTML code (the table itself). Use it to apply e.g. a custom header above the table.

**Postfix tag**

This parameter sets optional HTML tags after the grid content HTML code (the table itself). Use it to apply e.g. a custom footer below the table.



**Width**

This parameter sets the width in % of the HTML table by adjusting the "width=" setting for the table.

**OK button**

Click this button to generate a file specified by the filename above. If no name has been entered this button will be disabled.

**Cancel button**

Click this button to return to the main menu without generating a file list.

-----

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the treeview below.

## **New folder**

Click this button to create a new folder. Enter the name of the new folder in the input field that appears in the treeview below and press Enter to create your new folder.

## **Folder tree**

This window displays the layout of folders on your system as a tree. Click on the small + signs to display sub-folders. Click on the folder name you wish to extract your files to.

**Save in**

Enter the name of the folder you wish to extract your files to here, or select one of the 5 most recently used folders from the drop down menu. This option allows you to skip browsing through folders using the tree above if you know the folder name.



## Files options

This group of options allows you to chose which files are extracted.

### Options

- *Selected files* extracts only the files highlighted in the archive content list
- *All files in selected folder* extracts all files in the folder selected in the archive folder tree
- *All files in archive* extracts all files in the archive
- *Files* extracts files matching the filename/filespec you enter

**Selected files**

Clicking this options will extract only the files that you have highlighted.

**All files in archive**

Clicking this option will extract all files in the archive.

## **Files**

Clicking this option requires you to enter a filename (? and \* wildcards are allowed). Only files matching the filename will be extracted.

## **Options**

This group of options allows you to choose the overwrite policy, decide whether original file attributes should be set after extraction, have the same folder tree created as stored in the archive and finally decide if you want to open the Windows Explorer for browsing of the extracted files.

## Overwrite

This dropdown menu allows you to choose the behaviour of the program if it tries to extract a file that already exists on the harddrive.

### Options

- *Prompt before overwriting* - always ask
- *Always overwrite* - will always replace the file on the harddrive
- *Never overwrite* - will never replace the file on the harddrive
- *If newer* - replaces if the file in the archive is newer than the one on the harddrive
- *If older* - replaces if the file in the archive is older than the one on the harddrive

**Set original attributes**

Click this option to restore the file attributes the files had on the system where the archive was created.

**Create original folders**

Click this option to create the same folder structure as on the system where the archive was created. This is recommended.



### **Explore files after extracting**

Clicking this option will bring up the Windows Explorer after extracting the files, allowing you to browse your new files.

## **Extract window**

In this window you are able to extract files from an archive. Chose where you want to store your new files, optionally set a few extraction options and click the Extract button. That's all there is to it.

**Extract button**

Click this button to extract the selected files to the selected folder.

**Cancel button**

Clicking this button will cancel the extract operation and return to the main menu. No files will be extracted.

**All files in selected folder**

Clicking this option will extract all files in the folder selected in the archive folder tree.

-----

## **Convert window**

In this window you are able to convert an archive to another archive type.

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the treeview below.



## **New folder**

Click this button to create a new folder. Enter the name of the new folder in the input field that appears in the treeview below and press Enter to create your new folder.

## **Folder tree**

This window displays the layout of folders on your PC as a tree. Click on the small + signs to display sub-folders. Click on the folder name you wish to store your new archive in.

**Save in**

Here you can enter a folder you wish to store your new archive in. You can use this method instead of selecting a folder from the folder tree above. Use the dropdown to select one of your most recently used folders.

**Archive type**

Use this drop down menu to select the type of archive you want to create. The most widely used format is .zip.

**Convert button**

Click this button to convert the archive to the selected format.

**Cancel button**

Clicking this button will cancel the convert operation and return to the main menu. The archive will not be converted.

-----

## **Progress**

This window shows the progress of the current operation. The upper progress bar displays the current file status, and the lower progress bar displays the status for the total operation. The progress bars displays the percentage done. You may click Cancel to abort the current operation.



-----

**Enter password**

One or more files in the archive are password protected. Enter the password used when creating the archive. The same password will be tried for other password protected files in the archive. If it does not match the password used at the time of creation, you will be prompted for another.

-----

## **Overwrite window**

A file with the same name already exists and you have the option to replace the file with the new file.

### **Options**

- *Yes* - Overwrites the file
- *Yes to all* - Overwrites the file and all other duplicate files
- *No* - Does not overwrite the file
- *No to all* - Never overwrites any files (does not ask you again)

**Original file**

This is the file that already exists.

**New file**

This is the file that will replace the existing file if you chose to overwrite it.

-----

## **BitZipper explorer**

The build-in explorer-like interface is added to provide a shortcut to opening files. It is no longer necessary to press Open and select a file, now you can simply select the file directly from the filelist on the main screen.

Just as the Windows explorer, the BitZipper Explorer is build up of a drive selector, folder tree view and a file list. The explorer can be disabled either from the View menu or by clicking the x icon in the upper right corner, right beside the drive selector.



## **Display small icons**

Click this button to display the files in the selected folder as small icons.

## **Display file details**

Click this button to display detailed information about the files in the selected folder. Filename, size, type and date of last modification is showed.

A header will be displayed above the files in the folder content window. Click on one of the column headers to sort the files by name, size, type or modification date.

## **Close BitZipper explorer**

Click this button to disable the BitZipper Explorer. You can re-open the explorer window from the View menu.

-----

## **BitZipper**

This is the main window of BitZipper from Bitberry Software.

BitZipper aims at being the most comprehensive archiving tool on the market. It features many functions needed in your daily work with archives that you do not find in any other archiving tool on the market today. These features range from the user friendly interface, comprehensive online help, archive tree view, backup sets, support for all common archive formats and much much more.

**Status bar**

The status bar contains information about the task just performed, e.g. how many files the just opened archive contains, how many files were added to an archive etc.

-----

## **Archive tree splitter**

A splitter is an item that splits a window in two. It is a thin line between the archive tree and content list. Hold down the left mouse button when the cursor is above the splitter, and move the mouse left or right to resize the two splitter panes.



## **Display archive tree**

Press this button to display/hide the folder structure of the files in the archive. When opening an archive, the archive tree is automatically displayed if the archive contains folder information for the files.

## **Archive tree**

This window displays the layout of folders in the archive as a tree. Click on the small + signs to display sub-folders. Clicking on a folder name will display the files in the folder in the list to the right of this window.

## **Archive content list**

The archive content list is a list of files in the archive. As default all files are displayed, but by enabling the Archive Tree you can decide to view files from a single folder only.

It is fully configurable what information should be displayed for the files. As default, filename, uncompressed size, compressed size, compression ratio, date of modification and path is displayed for each file. Through the Edit, Preferences menu you can configure the information to be displayed.

### **Tips**

BitZipper offers several Windows Explorer-like functionalities:

- Double-click a file to execute it
- To select multiple files, use ctrl and shift key with space or mouse click
- Drag file(s) to a folder or the desktop to uncompress
- Right-click a file to display a popup menu with most common actions

**Archive comment**

The archive comment is a description of the archive content added by the archive creator. BitZipper will automatically display the comment when opening the archive.

## **Comment splitter**

A splitter is an item that splits a window in two. It is a thin line between the content list and archive comment. Hold down the left mouse button when the cursor is above the splitter, and move the mouse up or down to resize the two splitter panes.

**Display small icons**

Click this button to display the files in the archive as small icons.

## **Display file details**

Click this button to display detailed information about the files in the archive. By default filename, uncompressed size, compressed size, compression ratio, modification date and file path is displayed. You can configure what information to display from the Edit, Preferences menu.

A header will be displayed above the files in the archive content window. Click on one of the column headers to sort the files by name, size, modification date etc.

**Display file comment**

Click this button to display/hide the comment associated with the archive.



## **Current archive**

This window contains information about the current archive. Buttons to display archive tree, archive comment and files are in the upper-left corner. Button to close the current file is in the upper-right corner. Below is (optionally) a tree showing the folder structure of the archive, the files themselves and below is (optionally) the archive comment.

**Close archive**

Click this button to close the current archive.

## **Archive content list header**

Click any of the column names to sort the archive content by the values of that column.

-----

## **Preferences window**

The preferences window is where you can customise the program with your individual settings. You can to some extent change layout and behaviour of the program. Browse through the options by clicking the entries in the tree to the left - clicking the small + signs expands the options and shows the sub options.

## **General settings**

This window contains the general settings for the program appearance. You can configure the look and behaviour of the file list on the main window, select to display the build-in explorer and chose to have the program beep when long archive operations have been performed.

**Show grid lines**

Check this option if you want each file in the content list to be separated by a thin line.

**Full row select**

Check this option if you want to be able to select a file in the content list by clicking on any information related to that file like filename, size, date of modification etc. If un-checked you can only select a file by clicking on the filename.



## **View navigation window**

Check this option to display the navigation window in the left part of the main screen. The navigation window allows you to open zip files by dragging files from the left part of the screen onto the workspace, without going through the File Open screen. See the navigation window as being a build-in Windows Explorer - the functionality is exactly the same.

**Beep after long operations**

Check this option to have the program beep after long archiving operations.

## **Content list**

In this window you are able to configure which information you want to display for each file in an archive in the content list. The left list contains available columns, while the right list contains already selected columns.

## **Available columns**

This list contains values you are able to display for each file in the archive content list. Add a value by selecting it with a single mouse click, and clicking the Add button, or simply drag the value from the left list to the right.

**Add button**

Click this button to add the selected values in the left list to the right list. The columns will be displayed in the archive content list.

**Remove button**

Click this button to remove the selected values from the right list. The columns will no longer be displayed in the archive content list.

**Up button**

Click this button to move up the selected items in the right list. The item position influences the display order in the archive content list - the display order is from top to bottom, which equals from left to right in the archive content list.

**Down button**

Click this button to move down the selected items in the right list. The item position influences the display order in the archive content list - the display order is from top to bottom, which equals from left to right in the archive content list.



## **Columns in use**

This list contains values already configured to be displayed in the archive content list. Remove a value by selecting it with a single mouse click, and clicking the Remove button, or simply drag the value from the right list to the left.

## **Toolbar**

In this window you are able to configure which buttons you want to display on the toolbar on the main window. The toolbar is located just below the menu and is used as a shortcut to the most common operations.

## **Available buttons**

This list contains buttons you are able to display on the toolbar. Add a button by selecting it with a single mouse click, and clicking the Add button, or simply drag the value from the left list to the right.

**Add button**

Click this button to add the selected button in the left list to the right list. The buttons will be displayed on the toolbar.

**Remove button**

Click this button to remove the selected buttons from the right list. The buttons will no longer be displayed on the toolbar.

**Up button**

Click this button to move up the selected items in the right list. The item position influences the display order on the toolbar - the display order is from top to bottom, which equals from left to right on the toolbar.

## **Down button**

Click this button to move down the selected items in the right list. The item position influences the display order on the toolbar - the display order is from top to bottom, which equals from left to right on the toolbar.

## **Buttons in use**

This list contains buttons already configured to be displayed on the toolbar. Remove a value by selecting it with a single mouse click, and clicking the Remove button, or simply drag the value from the right list to the left.



## **Button settings**

This group of options allows you to configure the layout of the toolbar. Chose between flat and 3d buttons and text on/off.

**Flat buttons**

Check this option if you want to display the icons on the toolbar in a flat style. The style is similar to the one in Microsoft Internet Explorer. Flat buttons do not have a visible edge before moving the mouse cursor over it. If unchecked, the buttons will be in classic 3d layout.

**Show button text**

Check this option to display a text below the button image on the toolbar.

## **Folders**

In this window you are able to configure which folders to use in open, add and extract operations. You can specify either a static folder or chose to use the folder used last time the operation was performed.

## **Open folder**

This group of options lets you configure the folder to use when opening an archive.

**Last open folder**

Check this option to use the same folder as used in the previous open operation.

**Static open folder**

Check this option to always use the same folder when opening archives. Enter the folder name to the right, or press the "... " button to browse for the folder.

**Static folder**

Enter the name of an existing folder you wish to use for the operation every time, or click the "..." button to the right of the input field to browse your system for the folder.



**Browse for folder**

Click this button to browse your system for a folder using a Windows Explorer-like interface.

**Add folder**

This group of options lets you configure the folder to use when adding files to an archive.

**Last add folder**

Check this option to use the same folder as used in the previous add operation.

**Static add folder**

Check this option to always use the same folder when adding files to an archive. Enter the folder name to the right, or press the "... " button to browse for the folder.

**Extract folder**

This group of options lets you configure the folder to use when extracting files from an archive.

**Last extract folder**

Check this option to use the same folder as used in the previous extract operation.

**Static extract folder**

Check this option to always use the same folder when extracting files from an archive. Enter the folder name to the right, or press the "... " button to browse for the folder.

**New folder**

This group of options lets you configure the folder to use when creating new archives.



**Last new folder**

Check this option to use the same folder as used in the previous new operation.

**Static new folder**

Check this option to always use the same folder when creating new archives. Enter the folder name to the right, or press the "... " button to browse for the folder.

## **System settings**

In this window you are able to configure various system settings such as where you want shortcuts created to this program, and whether you want to enable quick access to the program by extending the functionality of the Windows Shell (Windows Explorer).

## **Icons**

This group of options lets you configure where you want to create shortcuts for this program.

**Start menu icon**

Check this option to add a shortcut to this program til the Windows Start menu.

**Desktop icon**

Check this option to create a shortcut to this program on the desktop.

## **Windows Explorer**

This group of options lets you configure if you want to enable shortcuts from the Windows Explorer to the most common operations (add, extract and create SFX).

## **Shell extensions**

Check this option to enable shell extensions. When right-clicking files in the Windows Explorer you will be given a range of options to create archives, extract archive content, convert archive to a self-extracting archive or compress and mail an archive. This means that you with a single click of a button can create an archive and e-mail it! It's really that simple.



## **Associations**

In this window you are able to configure which archive types will be associated with BitZipper. Associating an archive type with BitZipper will extend the functionality of the Windows Explorer. When double-clicking an archive of an associated type will bring up BitZipper that will show the content of the archive. It is recommended that you associate all archive types with BitZipper to get the most out of the program. To do so, simply check all options in this window.

Access the content of any of the 16 supported archive types simply by double-clicking files in the Windows Explorer.

## **Favorite folders**

In this window you are able to configure your favorite folders. These folders may be used on copy and move operations. The most common use of this feature is to create a folder structure like the one below, and use it for keeping order of downloaded files.

### **Example**

c:\download\Misc  
c:\download\Games  
c:\download\Utilities  
c:\download\Pictures

## **Favorite folders list**

This list contains the already configured favorite folders. You can change the order of the folders by using the buttons to the right. The order of the folders will be reflected in the Copy and Move menus, so you should place the most used folders at the top of the list.

**Up button**

Click this button to move the selected folders upwards in the list. The order of the folders will be reflected in the Copy and Move menus, so you should place the most used folders at the top of the list.

**Down button**

Click this button to move the selected folders downwards in the list. The order of the folders will be reflected in the Copy and Move menus, so you should place the least used folders at the bottom of the list.

## **Remove button**

Click this button to remove the selected folders from the list.

## **New folder**

Enter the name of a folder you want to add to the list of favourite folders, or click the "... " button to browse your system for the folder. After entering the name, click the Add button.

**Add button**

Click this button to add the folder you entered or selected to the list of favourite folders. You may change the order of the folders by selecting a folder and using the Up and Down buttons. The order of the folders will be reflected in the Copy and Move menus, so the most used folders should be placed at the top.



## **Options tree**

Browse through the options by clicking the entries in the tree to the left - clicking the small + signs expands the options and shows the sub options. When selecting an option in the tree, the configuration screen will be displayed to the right.

**Default button**

Click this button to restore the standard configuration of the program.

**Warning:** Your own settings will be lost.

**OK button**

Click this button to save your configuration changes.

**Cancel button**

Click this button if you do not want to save your configuration changes.

**Apply button**

Click this button to make your changes take effect immediately.

## **Locations of external applications**

In this window you are able to specify the locations of external programs that BitZipper can use. You may specify the location of your Anti Virus software and a file viewer.

BitZipper will try searching for your programs in the folders specified in the PATH environment variable, which contains a list of commonly used folders. If unsuccessful, you must enter the program name including full path information to use it. That means, instead of just entering e.g. viewer.exe, you must enter c:\program files\someviewer\viewer.exe

## **Anti-virus vendor**

BitZipper supports virtually all anti-virus packages, and comes pre-configured with settings for the most common virus scanners. If you own one of the products you find in this drop down menu, simply select it and BitZipper already knows the configuration.

The Location field is filled with the name of the anti-virus program, and if the folder in which it was installed is included in the PATH environment variable, it is ready for use. Otherwise click the [...] button to search for it, or enter the full filename including path information.

The Parameters field is filled with the standard configuration already known by BitZipper.

## **Anti-virus location**

If you select an anti-virus package from the Vendor drop down menu, this field is filled automatically. The program name must be found in a folder included in the PATH environment variable, otherwise you must supply full path aswell. You may press the [...] button to search for the program if you do not know the exact location.

You may also enter the location of an anti-virus package not supported by BitZipper by default, but make sure to fill in the Parameters field with the correct values aswell.



## **Anti-virus parameters**

If you select an anti-virus package from the Vendor drop down menu, this field is filled automatically. You must supply the parameters passed to the anti-virus software package when BitZipper starts it. See in the manual of the anti-virus package which command line parameters are available.

Use %p to indicate the path containing the files to be virus checked.

**File viewer**

You may specify the name of an external file viewer to be used when viewing files in archives. If you don't specify a program, the program associated with type of file you want to view will be used.

## **Desktop icon**

Click this button to add an Icon to the Desktop, pointing to this Backup Set. This enables you to activate the backup functionality without starting BitZipper first.

## **Temporary folder**

By default, temporary files are stored in the Windows temporary folder. If you of some reason want to store them somewhere else, you may enter another folder name here, or press the [...] button to browse your system for another folder.

**Treat hidden files as normal files**

Check this option to treat hidden files as normal files. When enabled, hidden files are displayed in file dialogs and added to archives as any visible file would be.

-----

## **Print content list**

In this window you are able to print the archive content list. The information printed for each file is the same as the information available in the archive content list on the screen. Changes to the screen layout will also be reflected on the printout.

**OK button**

Click this button to print the content list of the archive.



**Cancel button**

Click this button to return to the main screen without printing anything.

## **Options**

This group of options lets you set various printing options like page orientation, if page content should be shrunk to fit the physical page, if page content should be centered on the paper and if the header should be printed on the first page or on all pages.

**Orientation**

Select whether you want the page to be printed in portrait ("standing") or landscape ("laying") layout. Use portrait if file information fits a normal page, or use landscape to get wider lines.

**Fit to page**

Check this option if you want the page content to be shrunk to fit the page even though it would normally take up more space. Use this option if you have very long lines and you do not want to truncate them.

**Centered on page**

Check this option to have the page content centered on the printed page unstead of having it left aligned.

**Header on every page**

Check this option to print a header on every page. If unchecked, the header will only be printed on the first page.

## **Time and date**

This group of options lets you configure if date and time should be printed, where on the page they should be printed and in which format.

## **Time**

Select from the dropdown menu if you do not want to print the time, or if you want to print the time in the upper left corner, upper right corner, centered at the top, bottom left corner, bottom right corner or centered at the bottom.



**Date**

Select from the dropdown menu if you do not want to print the date, or if you want to print the date in the upper left corner, upper right corner, centered at the top, bottom left corner, bottom right corner or centered at the bottom.

## **Date format**

Select from the dropdown menu which date format you want to use. This can be changed because dates are written differently e.g. in the USA and in Europe.

### **Examples**

dd/mm-yyyy - December 24, 2000 = 24/12-2000  
mm/dd-yyyy - December 24, 2000 = 12/24-2000  
yyyy-dd/mm - December 24, 2000 = 2000-24/12  
yyyy-mm/dd - December 24, 2000 = 2000/12/24

## **Page number**

This group of options lets you configure if page number should be printed, where on the page it should be printed and in which format.

**Page number location**

Select from the dropdown menu if you do not want to print the page number, or if you want to print the page number in the upper left corner, upper right corner, centered at the top, bottom left corner, bottom right corner or centered at the bottom.

## **Page number separator**

The page number separator is a character used to separate the current page number from the total number of pages, 1 / 10.

**Page number prefix**

Here you may enter a text that is printed before the page number.

**Page number postfix**

Here you may enter a text that is printed after the page number.

**Header**

This group of options lets you specify a header to be printed on your page(s).



**Title text**

Enter the text you want to have printed at the top of your printed page(s). See also the Options section where you can specify whether the header should be printed only on the first page or on all pages.

**Header location**

Select from the dropdown menu if you do not want to print the header, or if you want to print the header in the upper left corner, upper right corner, centered at the top, bottom left corner, bottom right corner or centered at the bottom.

-----

### **Program responsibilities changed**

You will see this message when starting BitZipper if the program detects that other programs have modified the Windows configuration in areas that affects BitZipper. BitZipper is associated with a configurable number of archive types, meaning that if you double-click a file of such a type in the Windows Explorer, BitZipper will automatically start and display the archive content. Another program has re-configured Windows so *that* program now will start instead of BitZipper.

-----

## **BitZipper Batch Tool**

In this window you are able to work with multiple archives. Select archives from the list below and press one of the icons above to perform the same action on all selected archives.

## **BitZipper Batch Tool**

Press this button to select all archives in the list below.

**Deselect button**

Press this button to deselect all archives in the list below.



**Invert button**

Press this button to inverse the selection in the list below. Selected archives will become deselected and vice versa.

**Test button**

Press this button to test all selected archives for errors.

**Extract button**

Press this button to extract all selected archives. You will be prompted where to store the decompressed files, and you can chose to store them all in the same folder, or create a new folder per archive.

**Virus button**

Press this button to virus scan all files in the selected archives.

**SFX button**

Press this button to convert all selected archives to self-extracting archives (executable files).

**Convert button**

Press this button to convert all selected archives to another archive type.

## **Search button**

Press this button to search all selected archives for specific content. You are able to search for text strings and decimal, octal and hexadecimal sequences. The search function features a very powerful search engine like expression language.

## **Drive selector**

Select a drive, virtual or physical, from this selector, and the content will be displayed in the tree- and list views below.



## **Drive structure**

This window displays the layout of folders on your system as a tree. Click on the small + signs to display sub-folders. Clicking on a folder name will display the files in the folder in the list to the right of this window.

## **Folder content list**

This window contains a list of files in the selected folder. Click the little box to the left of the file name to select the file.

**File types**

This option is used to limit the number of files displayed in the file list above. Select which file types you want to display in the list in this selector.

## **Result list**

This list contains the status of the selected operation. Each line contains the name of the archive, which action as carried out, the result and an optional comment. The comment will change depending on the action selected, e.g. the search function will display the name of the file within the archive in which a match was found.

-----

## **Installation defaults**

In this window you specify the basic configuration of BitZipper, including the program language, which archive types to associate with BitZipper, which icons to create and if BitZipper should add extensions to the Windows shell.

## Select language

Please select your preferred language in the dropdown menu and press OK to continue.

## Select archive types

Please select the archive types you want BitZipper to handle. Select the archive types by clicking the little box next to each line in the list. If you don't know what to select, it is recommended that you select all archive types.



## **System settings**

On this window you specify the basic system settings, such as where BitZipper is allowed to create icons and if BitZipper should add extensions to the Windows shell (Windows Explorer). If you chose to use the BitZipper shell extensions you will be able to compress, extract and email archives directly from the Windows Explorer without starting BitZipper.

**Desktop shortcut**

Check this option to create a BitZipper icon on your Desktop.

**Start menu shortcut**

Check this option to create a BitZipper icon in your Start menu.

## **Shell extensions**

Check this option to add BitZipper extensions to your Windows shell (Windows Explorer). This enables you to compress, extract and email archives directly from Windows Explorer without starting BitZipper first.

-----

## **Backup sets**

In this window you are able to configure backup sets. One of the unique features of this archiving program is the possibility to use backup sets. A backup set is a simple way of performing the same backups several times, e.g. for your daily backup of your important files and documents. You select the files to add as you would when creating a normal archive. This archive "template" is stored in the configuration, and can be reused over and over again.

*Do you backup your files on a regular basis?*

No? - with backup sets there are no longer any bad excuses. When created, you can backup your files simply by clicking an icon on the desktop - that's all there is to it!

**Select backup set**

Select an existing backup set and the details will be displayed below.

**Option tabs**

Select either General, Include or Exclude to display the different Backup Set configuration screens.



## **General options**

Specify the general settings for your Backup Set, such as name and destination folder etc.

## **Include**

Select the files and folders to include in your backups. Add files by clicking the Add button or by dragging files onto the list.

Double-click an entry in the list to change the Recurse setting. If you set it to Yes all matching files in subfolders will be included in the backup as well.

**Exclude**

Select the files and folders you never want to include in your backups. Add files by clicking the Add button. Typically this feature is used to avoid adding temporary files to your backups.

**Backup Set name**

Enter the name of your Backup Set. This name will be displayed in the list of available Backup Sets with you click the Backup button.

**Archive file name**

Your backup will be saved in a zip with the name you enter here.

**Add date to name**

Specify if you want the current date added to the filename. You can chose to have it inserted at the beginning or at the end of the archive name. This feature is useful if you want to generate a unique backup file name for each day. If you specify an archive name as "mybackup", the current date can be prefixed and the name will be e.g. "20020601-mybackup" depending on the date and the date format selected.

## **Date format**

If you select to add the current date to the backup name you can specify the date format here. Use this to select in which order the day, month and year is added to the filename.

YYYY = 4 digit year

MM = 2 digit month number

DD = 2 digit day number

**Save in folder**

Enter the name of a folder you want to use as default when performing backups using this Backup Set. You are able to change the folder when backing up, this folder is just entered to speed up the backup process.



### **Select destination folder**

Click this button to select a folder using a Windows Explorer-like selector instead of entering the name manually.

### **Save full path info**

Check this option if you want store full path information in the backup archive. If not checked, only the parent subfolder is stored. If you for example add:

`c:\MyFiles\Documents\*.*`

With full path info, "`\MyFiles\Documents\<filename>`" is stored. Without full path info, "`Documents\<filename>`" is stored.

**Delete existing backup**

Check this option if you want to delete an existing backup with the same filename before starting. This causes a full backup to be created instead of updating only changed files in the existing backup file.

## **List of files to include**

This list contains the files configured to be part of the Backup Set. Click the Add button to add more files. You may select files by clicking on them in the list, and press the Remove button to remove them from the Backup Set.

Double-click a file name to toggle Recurse on/off. When set to Yes, all matching files in subfolders will be added as well.

**Add button**

Click this button to enter a name of a file or folder you want to add to the list of files you want to backup when using this Backup Set.

**Remove button**

Click this button to remove the selected files or folders from the list of files contained in this Backup Set.

## **List of files to exclude**

This list contains files that must never be added to a backup made using this Backup Set. Click the Add button to add more files. You may select files by clicking on them in the list, and press the Remove button to remove them from the Backup Set.

**Add button**

Click this button to enter a name of a file or folder you want to add to the list of files you never want to backup when using this Backup Set.



**Remove button**

Click this button to remove the selected files or folders from the list of files never to be backed up when using this Backup Set.

**OK button**

Click this button to save the current backup set configuration.

**New button**

Click this button to clear the screen and prepare for creation of a new Backup Set. No data will be removed from the configuration database when you click this button, only the screen content will be cleared.

**Remove button**

Click this button to delete the current Backup Set.

## **Desktop icon button**

Click this button to create a shortcut to the Backup Set on the desktop. You can later click the icon on the Desktop to start backing up your files.

**Store empty folders in archive**

Check this option if you want to store empty folders (folders with no files) in the archive.

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## **Instant help**

Click this icon to enable the help pointer. When activated, click on any item in the active window to get instant help and explanation of the use of the selected item.



