

Main Menu Bar Overview

The Main Menu Bar contains menu items that control the operation of Zip Manager. The following menu items can be found on the Main Menu Bar.

File

Operation

Help

File Menu

The File Menu contains menu items related to file operations such as opening a new file. The following three items can be found here.

New:

This will display the Create New Zip File Dialog Box. Select the folder you wish to create the new zip file in, then type in the name of the file you wish to use in the File Name Entry Box, then select open. This will prepare a new file that is ready to have files added by using the [Add To Zip Button](#).

Open:

This will display the Open Existing Zip File Dialog Box. Select the folder where the zip file is located, then type in the name of the file you wish to open in the File Name Entry Box or by double clicking on the file, then select open. This will then open the Zip File and display its contents in the [File Window](#).

Exit:

This will exit the Zip Manager Program.

Operation Menu

The Operation Menu contains menu items that perform an operation on the current zip file. The following operations are available.

Add Files:

This will display the [Add Dialog Box](#). In this dialog box you can select all the files you wish to add to your zip file.

Extract Files:

This will display the [Extract Dialog Box](#). From this dialog box you can extract selected or all files from the current zip file.

Delete Files:

This will delete all the files you have selected in the [File Window](#) from the current zip file.

Install Program:

This will extract all files to a temp directory and start the setup program that will install the zipped program for you. Once the zipped program has been installed, all temporary files will be deleted. Note: This option is only available if a Setup.Exe file is found in the zip file.

Run:

This will extract the file that is currently selected in the [File Window](#) and attempt to run that file. This option is good if you want to view a read me document.

Help Menu

You can find the following two items on this menu.

Contents:

This will display the contents of the help file.

About:

This will display information about Zip Manager.

Icon Bar Items

The Icon bar is for quick access to functions that are also available using the menu bar. The following icons are found from left to right.

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Add Files:

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Run:

This will extract the file that is currently selected in the [File Window](#) and attempt to run that file. This option is good if you want to view a read me document.

Install Program:

This will extract all files to a temp directory and start the setup program that will install the zipped program for you. Once the zipped program has been installed, all temporary files will be deleted. Note: This option is only available if a Setup.Exe file is found in the zip file.

Help:

Displays the help contents file for Zip Manager.

Exit:

This will exit the Zip Manager Program.

File Window Overview

The File Window displays what files are currently stored in the zip file. You can select file from this window and perform an operation on them except for adding files. See the following topics for more information on the File Window.

Related Topics:

[**File Window Information**](#)

[**Row Sizing**](#)

[**Selecting Files**](#)

File Window Information

The File Window contains 4 different rows of information. The rows are listed below.

File Name:

This row contains the File Name of each stored file with the original directory if the file was stored with the directory information.

Compr Size:

This row shows the file size after it has been compressed and stored.

Uncmpr Size:

This row shows the file size of the file before compression.

Compr Ratio:

This row shows the resulting compression ratio for the stored file.

Date/Time:

This row shows the date and time the file was created.

Row Sizing

At times the data will overrun the size of the row. You can change the row size by moving your mouse to the top and in-between a row you wish to resize. The mouse pointer will change to the sizing cursor. Click your left mouse button and drag the row right or left to resize.

Selecting Files

You are able to work with individual stored files by selecting the files you wish to work with from the File Window.

To select one file, just click on the file you want. To select a range of files, click on the first file in the group, then hold down your shift key and click the last file in the range. The same can also be achieved by clicking on the first file in the range and while holding down the mouse button, drag the mouse pointer to the last file in the range.

Status Bar

The status bar that is located at the bottom of the main screen displays information about the zip file. The first panel shows the current zip file that is open and the second panel shows how many files are currently stored in the zipfile.

Adding Files Overview

The Add Files Dialog Box is where you select the files you wish to add to the zip file. Other options that can be selected here are, how you will add the files, compression, if you want to save directory information, and if you want long file names. The following help topics are available for the Add Dialog Box.

Related Topics:

[File Selection](#)

[Add Action](#)

[Compression](#)

[Directory Tree](#)

[Storing Files In DOS 8.3](#)

File Selection

The file selection group box can be found in the Add Files Dialog Box. In this group box you select all the files you wish to add to the current zip file. The following can be found in this group box.

Drive Selection:

This is where you select the Disk Drive where the files you wish to add are located.

Directory Selection:

This is where you select the Directory Path where the files you wish to add are located.

Filter Box:

This allows you to filter out what type of files are displayed in the File List Box.

File List Box:

This is a list of files that are available in the current selected directory. You can select multiple files by click on each file you wish to select while holding the CTRL key down. You can also do range selection by clicking on the first file and while holding the mouse button down drag the mouse pointer to the last file in the range of files. Selecting *Add File Button* will add the selected files to the *Files To Add List Box*.

Files To Add List Box:

This is a list of files that will be add to the current zip file when OK is selected. You can easily remove files from this list by clicking on the file you wish to remove and then selecting *Remove Button*. You can select multiple files by click on each file you wish to select while holding the CTRL key down. You can also do range selection by clicking on the first file and while holding the mouse button down drag the mouse pointer to the last file in the range of files.

Add Dir. Button:

Selecting this button will add all the files in the current selected directory to the *Files To Add List Box* by using wild cards instead of listing each individual file.

Add File Button:

This button will add all the selected files in the *File List Box* to the *Files To Add List Box*.

Remove Button:

This button will remove files you have selected in the *Files To Add List Box* from the list.

Select All Files Button:

This button will auto select all files in the *File List Box*.

Add Action

The Add Action drop down list contain a list of add actions. There are four different add action you can select from, they are listed below.

Add (and Replace):

All files in the Files [To Add To Zip](#) List Box will be added to the current zip file regardless of their date/time stamp.

Freshen:

Add newer files to current zip file (only for files that are already in the archive).

Move Files:

After adding to current zip file, delete original file. Potentially dangerous. Use with caution!

Update (and Add):

Update newer files in the current zip file (but, any files in the [Files To Add To Zip List Box](#) that aren't already in the archive will also be added).

Compression Ratio

The Compression Drop Down List contains different compression ratios. The less compression you want the faster the files will be stored in the zip file. The following are the different selections you can choose from that are in list.

Maximum:

This is the maximum compression you can achieve for each file, however it is also the slowest.

Normal:

This setting will give you a good compression ratio without compromising to much speed.

Fast:

This setting increases the speed of adding files without compromising to much compression.

Super Fast:

This setting only uses very little compression to giving a faster store rate.

None:

Use no compression.

Directory Tree Group Box

The Directory Tree Group Box allows you to add directory information to each stored file. This is useful if you later want to extract the files in the same directory structure. The following two options are available.

Save Directory Names:

If checked, saves the path name with each stored file. Drive IDs are never stored in the ZIP file directories. NOTE: the root directory name is never stored in a path name; in other words, the first character of a path name stored in the zip file's directory will never be a slash.

Recurse Subdirectories:

If checked, subdirectories below EACH given file to be stored will be included in with the stored file. Defaults to unchecked. This is potentially dangerous if you do this from the root directory (your hard drive may fill up with a huge zip file)!

Storing Files In DOS 8.3 Format

If Checked, force all filenames that are being add to the ZIP file to meet the DOS 8x3 restriction.
If unchecked, long filenames are supported.

WARNING: Naming conflicts can occur if 2 long filenames are reduce to the same 8x3 filename!

Extract Overview

The Extract Dialog Box is used to tell Zip Manager where to extract the files to and what files to extract. There are also other options available in this dialog box. The following topics are available for the Extract Dialog Box.

Related Topics:

- [Extract To](#)
- [Files To Extract](#)
- [Overwrite Files](#)
- [Use Directory Names](#)
- [Extract Directory](#)
- [Drive Selection](#)

Extract To

The Extract To box can be used to manually type in the destination of the extracted files. If the directory does not exist, it will automatically be created. If [Use Directory Names](#) has been checked, the Extract To directory will become the root directory for the directories that will be created during the extract process.

The Extract To box will be updated to the directory that you select in the [Drive Path](#) box. The drop down list will contain previous directories where files have been extracted to.

Files To Extract

This Group Box is used to select what type of extract procedure will be performed. The following two options are available.

All Files:

This will extract all files that are currently in the zip file.

Selected Files:

This will extract all files that have been selected in the [Main File Window](#).

Overwriting Files

If checked, the extract procedure will overwrite any pre-existing files during the extraction process.

Use Directory Names

If checked, extracts and recreates the relative path names that may have been stored with each stored file. Empty directories stored in the zip file (if any) will also be recreated.

Drive/Path

Use this area to select the directory you would like to extract your files. Double click the folders to find the correct location.

Extract Drive

Use this drop down box to select the extract drive.
Note: Network Drives must be mapped.

