



ZipMagic[®] 98

User Guide

Notice to Users

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Table of Contents

Part 1 Getting Started

Chapter 1	Introduction	2
	ZipMagic overview2
	Assumptions4
	Conventions.4
	Customer support.4
Chapter 2	Installing, Updating, and Uninstalling ZipMagic 98	6
	System requirements6
	Installing ZipMagic6
	Updating ZipMagic with Easy Update.7
	Uninstalling ZipMagic.7
Chapter 3	ZipMagic 98 Basics	8
	The heart of ZipMagic.8
	ZipMagic components8
	Enabling and disabling ZipMagic10
	Getting help10

Part 2 Using ZipMagic in Windows

Chapter 4	Using the Properties Dialog Box	12
	Opening the ZipMagic Properties dialog box	12
	Organization of ZipMagic Properties settings	12
	Changing General Settings	13
	Changing ZipMagic's performance	14
	Setting hot keys.	14
	Changing active drives	15
	Scheduling ZipMagic to be disabled	15
	Excluding programs.	16
	Setting context menus	17
	Associating archives with ZipMagic	17
	Adding or removing ZipTools shortcuts.	17
	Plug-ins and ZipTools settings	18
Chapter 5	Working in the Windows Environment.	19
	Zip operations without Zip commands	19
	Zippping or unzipping a folder with Rename	19
	Listing a Zip archive's contents	19
	Renaming a Zip archive or its contents	19
	Making a new, empty Zip archive.	19
	Adding files to or removing files from a Zip archive	20

Chapter 6	Zipping Data	21
	Zipping folders with the Rename command	21
	Zipping files and folders with the Zip command	21
	Zipping files and folders with ZipWizard	22
	Adding files to Zip folders	23
	Using the Convert Folder to Zip archive command	24
	Converting non-Zip archives to Zip archives	24
Chapter 7	Making a Self-Extracting Zip Archive	26
	Making a new self-extracting archive	26
	Converting a Zip archive into a self-extracting archive	27
Chapter 8	Extracting Compressed Data	29
	Converting Zip folders to normal folders	29
	Extracting any supported archive	29
	Extracting any supported archive using ZipWizard	30
Chapter 9	Other Zip Operations	32
	Testing a Zip archive's integrity	32
	Editing Zip archive's comments	32
	Repairing a damaged Zip archive	33
	Displaying Zip archive's properties	33
	Open with ZipTools	34
Chapter 10	Sending and Encoding, and Receiving and Decoding E-mail Attachments	35
	UUencoding and sending an e-mail attachment	35
	Receiving and decoding an e-mail attachment	36
	Sending zipped attachments	36
Chapter 11	Command Line Utility (Windows 95/NT)	38
	MS-DOS batch files	39

Part 3 *Plug-ins (Windows 95/NT)*

Chapter 12	ZipMail Plug-in	41
	Overview	41
	Activating and deactivating ZipMail	41
	Using ZipMail and sending e-mail.	41
Chapter 13	ZipSurfer Plug-in	43
	Overview	43
	Activating and deactivating ZipSurfer.	43
	Operating ZipSurfer.	43

Chapter 14	ZipTools Basics	46
	Overview	46
	Opening ZipTools	46
	Normal mode and Advanced User Mode	46
	ZipTools components	47
	ZipTools preferences	50
	Using multiple ZipTools windows	51
	Accessing Help and related information	52
	Closing ZipTools.	52
Chapter 15	Navigating the Folder and File Panes.	53
	Changing display fonts	53
	Operating the folder pane	53
	Operating the file pane	55
	Displaying the panes	57
	Refreshing the display.	57
	Using the Favorites menu	57
Chapter 16	Performing File Operations	59
	Selecting files and folders.	59
	Copying and moving files or folders	60
	Making a new folder	61
	Deleting files or folders	61
	Renaming files or folders	62
	Displaying items' properties	62
	Printing files and lists	62
	Opening files and starting programs	63
	E-mailing a file	63
	Associating file types	64
	Setting a file's date and time	64
Chapter 17	Compression and Encoding Operations	65
	Setting archive-related preferences	66
	Opening new or existing Zip archives	66
	Viewing archives	66
Chapter 18	Operating the Viewer Pane	67
	Understanding file viewers	67
	Setting viewer pane preferences	67
	Using viewer pane menu commands	68
Chapter 19	Using Tools Commands (Advanced User Mode)	71
	Finding files, folders, and computers	71
	Disk Operations	71
	Network tools.	72
	Opening an MS-DOS window.	72

Part 5 **Appendixes**

Appendix A	Glossary	74
Appendix B	Frequently Asked Questions	76
Appendix C	License Agreement	81
	Index	82

Part 1] *Getting Started*

Chapter 1

Introduction

ZipMagic overview

ZipMagic provides a revolutionary and easy way to use Zip archives without zipping or unzipping them. This patent pending program is the only Zip compression product that actually enhances the Windows operating system. While running ZipMagic, Windows

- Presents Zip archives as folders containing uncompressed files
- Performs on-the-fly compression and decompression at the operating system level whenever compressed data are accessed

This means that each Zip file appears—to both you and to *all* other programs—as a normal folder of uncompressed files. Whenever compressed data are loaded, Windows itself automatically decompresses the file for normal use. Likewise, when you save a file to a Zip folder, Windows automatically compresses the file before adding it or returning it to the Zip folder. The result is that you can add, remove, or change zipped data as easily as any uncompressed data.

Transparency

Because it works at the level of the operating system, ZipMagic operates completely transparently. Using only Windows (or an MS-DOS window) you can

- Retrieve, modify, and save zipped files
- Perform any file operation on zipped files
- Run any zipped program, game, or installation program
- Browse your zipped files with Explorer, and the Browse, Open, and Save dialogs
- Add files to or remove files from Zip folders

The operation of zipped files is completely transparent, yet each Zip archive retains its .zip extension so that you can identify it as a Zip archive. In Windows 95 and NT, Zip folders have a special Zip icon.

Full Zip support

ZipMagic has a full range of Zip commands to handle all of your Zip needs. There are commands to compress, extract, repair, convert, test, and edit the comments of Zip archives. ZipMagic can also make and view self-extracting archives, as well as convert Zip archives into them.

Other Supported archive formats

In addition to the Zip format, ZipMagic can decompress (or convert to a Zip archive) the following archive types and e-mail attachments:|

Archive Types	E-Mail Attachments
<ul style="list-style-type: none"> • ARC • ARK • ARJ • CAB • DWC • GZ • LHA/LZH • PAK • RAR • TAR • TAZ • Z • ZOO 	<ul style="list-style-type: none"> • UUEncode • XXEncode • MIME/ Base 64 • BinHex

Understanding data compression

In essence, the process of compression involves generating a very concise shorthand that is based on a file's data, and then using the shorthand to copy the file. The new file copy is saved into an *archive* which is a special file that contains one or more compressed files.

In the following illustration, `twister1.txt` is compressed by replacing the four character-long "wood" with the one character-long "-", and by replacing the five character-long "chuck" with the one-character long "+". The same type of process is used in `twister2.txt`, replacing "sells" with "*", and so on. In this example, the two files are reduced in size by a third.

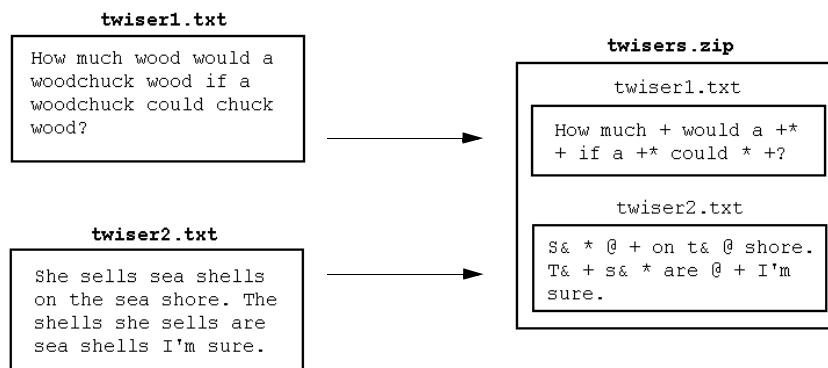


Figure 1 Individual files compressed into an archive

Assumptions

This guide assumes that you are familiar with basic Windows operations and conventions, although it does include a glossary (page 74) of terms that are used in this guide. For more information on Windows operations and conventions, please consult your Windows documentation or online help.

Conventions

The following symbols and types of formatting are used in this guide to identify kinds of information:

- 95** Identifies instructions specific to Windows 95 users and Windows NT users.
- 3.x** Identifies instructions specific to Windows 3.1 users and Windows for Workgroups users.
- NT** Identifies instructions specific to Windows NT users. Note that all Windows 95 instructions apply also to Windows NT users.
- ▲** In later chapters, this symbol identifies commands and features that are unique to ZipTools' Advanced User Mode.
- This font** Identifies on-screen items such as buttons.
- This font*** Identifies text that you type.
- Menu|Com** Represents commands selected through either pull-down or context-sensitive menus where **Menu** represents a menu or submenu, and **Com** identifies the command. For instance, "**File|Print**" means "click the **File** menu, then select **Print**." Some commands are selected through one or more submenus.

Customer support

Please contact us if you have any questions or problems not answered in this guide or in the online help, or if you have suggestions or special requests regarding ZipMagic. Use any of the following means to contact us:

- Telephone:** (303) 245-8000
- Fax:** (303) 245-8111
- E-mail:** support@mijenix.com
- WWW:** <http://www.mijenix.com/>
- Mail:** Mijenix Corporation
3030 Sterling Circle
Boulder, CO 80301-2338 U.S.A.

Note that our business hours are weekdays 8 a.m. to 5 p.m., United States mountain time (GMT -07:00).

When reporting a difficulty, please include any information that might help us diagnose the problem. The following details are often the most helpful:

- The software and version you are using
- The version of Windows that you are running
- The circumstances and sequence of steps that led to the problem
- The text of the error messages (if any appeared), and the contents of the **Details** message box
- A list of other Windows programs you are running such as virus checking software

Chapter 2

Installing, Updating, and Uninstalling ZipMagic 98

System requirements

The following table details the minimum system requirements to operate ZipMagic for each Windows version:

	Windows 3.x	Windows 95	Windows NT 4.0
Required RAM	2 MB	8 MB	16 MB
Recommended RAM	8 MB	16 MB	32 MB
Free disk space	2 MB	6.5 MB	6.5 MB

Installing ZipMagic

Follow these steps to install ZipMagic 98.

1. **Insert the ZipMagic 98 compact disc into your CD-ROM drive.** If your computer is set to, it will automatically run the installation program. If not, you must open the Run dialog, type *d:\setup.exe*, and then press Enter or click OK.

Note: To install ZipMagic 98 in Windows NT (but not to run it), you must have Administrator privileges.

2. **Follow the on-screen instructions.**

We recommend installing ZipMagic 98 to the default path, `\Program Files\ZipMagic`. You may install it elsewhere, but you should install it to the drive on which Windows is installed (which is usually C:), although not in the Windows folder itself.

Note: ZipMagic will not run if installed on a network server.

Users who run both Window 95 and Windows NT can conserve disk space by installing both versions of ZipMagic 98 to the same folder.

At this point ZipMagic files will be copied to your hard drive.

3. **Read the ReadMe file.** At the conclusion of the installation, the `ReadMe.doc` file will appear. This file contains the latest information on any updates or modifications that were made to ZipMagic 98 since this guide was printed.

During the installation process, ZipMagic files will be copied to the destination directory, and a ZipMagic group will appear, displaying the icons of various ZipMagic files. ZipMagic will then start at the end of the installation procedure.

95 *Updating ZipMagic with Easy Update*

Windows 95/NT users who have Internet access can effortlessly update ZipMagic with Easy Update. Easy Update is a wizard that automatically connects to the Mijenix Internet site, checks for a more current version of ZipMagic than your own, and then helps you install the more current version if one exists.

1. **Start ZipMagic Easy Update.** Right-click the quick access icon, then click Easy Update. You can also select Start|Programs| ZipMagic 98|ZipMagic Easy Update.
2. **Follow the Easy Update wizard instructions.**

Uninstalling ZipMagic

Follow these steps to quickly remove ZipMagic from your hard drive:

1. **Start ZipMagic Uninstall.**
 - 3.x** In Program Manager, launch ZipMagic Uninstall from the ZipMagic 98 group.
 - 95** Select Start|Programs|ZipMagic 98|ZipMagic Uninstall.
2. **Confirm your decision by clicking Yes, remove ZipMagic.**

Note: Because zipped files are more cumbersome to use with other Zip tools, you may wish to first decompress your zipped files.

Chapter 3

ZipMagic 98 Basics

The heart of ZipMagic

The heart of ZipMagic is a device driver that loads as part of the Windows operating system. It has no direct user interface of its own, but its behavior can be modified through any of several auxiliary ZipMagic programs.

ZipMagic components

There are seven ZipMagic components: the ZipMagic menu, ZipMagic Properties, the quick access icon, ZipMail, ZipSurfer, and in Window 95/NT, ZipTools and the title bar menu.

ZipMagic menu

The majority of Zip activity is performed through the ZipMagic menu and its submenus. The menu comprises most of ZipMagic's compression and encoding commands.

In Windows 3.x, the ZipMagic menu is conveniently added to File Manager where files are normally managed.

In Windows 95/NT, the ZipMagic menu is added to the context menus. You can also access the Zip commands in ZipTools through the **Archive** menu.

For more information on ZipMagic menu commands, see *Part 2, Using ZipMagic in Windows* on page 45.

ZipMagic Properties

From the ZipMagic Properties dialog box, you can change ZipMagic's settings, performance, hot keys, active drives, schedule, exclusion list, context menus, file associations, and plug-ins. For detailed information on the Properties dialog box, see *Chapter 4, Using the Properties Dialog Box* on page 12.

95 ZipMail plug-in not for 3.1

ZipMail is a plug-in for Eudora Pro, Eudora Light, Microsoft Exchange, Outlook 97, and Outlook 98. ZipMail allows you to automatically zip files that you select as e-mail attachments.

For information on ZipMail, see *Chapter 12, ZipMail Plug-in* on page 41.

95 ZipSurfer plug-in

ZipSurfer is a plug-in for Netscape Navigator and Microsoft Internet Explorer. It allows you to install, extract, view, copy, and delete zipped files immediately upon download, without leaving your Web browser.

For information on ZipSurfer, see *Chapter 13, ZipSurfer Plug-in* on page 43.

Title bar menu

The ZipMagic title button activates a menu from which you can enable and disable ZipMagic, and open ZipMagic Properties.



Figure 2 ZipMagic title bar button

Clicking the ZipMagic title bar button displays a menu of the following items:

Disable/Enable ZipMagic	Determines whether <i>all</i> programs see Zip archives as files (as it does when disabled) or folders (as it does when ZipMagic is enabled).
Show Zip Files as Folders Here	When checked, the <i>current</i> program sees Zip archives only as Zip files and not as Zip folders.
ZipMagic Properties	Selecting this option opens ZipMagic Properties. For detailed information, see <i>Chapter 4, Using the Properties Dialog Box</i> on page 12.

Quick access icon

ZipMagic can (during installation or later from ZipMagic Properties) display a quick access icon on the Windows 3.x desktop or in the Windows 95/NT system tray. Clicking (Windows 3.x) or right-clicking (Windows 95/NT) the icon will display a shortcut menu of commands to open ZipMagic Properties, display help, and more.



Figure 3 Windows 95/NT taskbar with ZipMagic icon

You can access the quick access menu by right-clicking (Windows 3.x users click) the quick access icon. From the quick access menu you can

- Enable or Disable ZipMagic
- Open ZipMagic Properties
- Open ZipMagic Help
- Display the **About** dialog box which comprises ZipMagic version, trademark, and copyright information

95 Windows 95/NT users can also

- Open Easy Update (to check for ZipMagic updates)
- Open ZipTools
- Open the ZipWizard
- Open, with ZipTools, the most recently made or downloaded Zip archives which are displayed at the top of the menu. This is convenient for accessing recently downloaded files from the Internet.
- Double-clicking on the icon will launch ZipMagic Properties.

The ZipMagic quick access icon also indicates whether ZipMagic is enabled or is disabled. The icons appear as follows.



indicates that ZipMagic is enabled.



indicates that ZipMagic is disabled.

95 ZipTools

ZipTools is an Explorer-type file management utility for Windows 95/NT that is especially suited to working with archives. For more information on ZipTools, see *Part 4, ZipTools (Windows 95/NT)* on page 45.

ZipWizard

ZipWizard can guide you through any of the following procedures: making a Zip archive, extracting files from any supported archive, making a self-extracting archive, and converting a Zip archive to a self-extracting archive.

Enabling and disabling ZipMagic

There may be times when you wish to disable ZipMagic. When disabled, ZipMagic displays Zip archives as files while keeping ZipMagic components (such as context menus) active. You can enable or disable ZipMagic in one of the following ways:

- Open the quick access icon and select **Enable** or **Disable**
- Open ZipMagic Properties, then select **Enable** or **Disable**
- Click the ZipMagic title bar menu and then select **Enable ZipMagic** or **Disable ZipMagic**.

Getting help

Help is available from the ZipMagic quick access icon. Open the menu, and then click **Help**.

Part 2

Using ZipMagic in Windows

Chapter 4

Using the Properties Dialog Box

From the ZipMagic Properties dialog box, you can customize ZipMagic's settings, performance, hot keys, active drives, schedule, exclusion list, context menus, and file associations.

Opening the ZipMagic Properties dialog box

3.x Windows 3.x users can access ZipMagic Properties from the ZipMagic 1.0 group in File Manager, or from the quick access icon.

95 Windows 95 users can open ZipMagic Properties by

- Double-clicking the quick access icon
- Selecting **Properties** from the quick access icon menu
- Selecting **Start|Programs|ZipMagic 98|ZipMagic Properties**.

Organization of ZipMagic Properties settings

The following table indicates how ZipMagic Properties settings are organized.

Chapter	Tab(s)
ZipMagic	<ul style="list-style-type: none">• Settings• Performance• hot keys• Drives• Schedule
Applications	<ul style="list-style-type: none">• Applications
95 Explorer	<ul style="list-style-type: none">• Context Menus• File Associations
Plug-ins	<ul style="list-style-type: none">• ZipMail• ZipSurfer

In Windows 95/NT, properties are divided into chapters, each of which can be opened by clicking its respective icon on the left side of the Properties dialog box. Each chapter contains one or more tabbed pages of related settings. Properties are not divided into chapters in Windows 3.x, nor are there Context Menu or File Association tabs in Windows 3.x.

Changing General Settings

The properties in the **Settings** tab of the **ZipMagic** chapter determine whether ZipMagic is loaded, whether it is enabled, and whether other ZipMagic components such as the quick access icon are enabled. The options are as follows:

Load ZipMagic at startup	Select this option to have ZipMagic automatically start when Windows starts.
Start disabled	When this option is selected, ZipMagic loads, but presents Zip archives only as files, and not as folders.
Show icon on the Taskbar/ Show ZipMagic Icon	Select this option if you wish the ZipMagic icon to appear in the Windows 95/NT system tray or on the Windows 3.x desktop. Clicking (Windows 95/NT users right-click) the ZipMagic icon displays a context menu with which you can quickly select ZipMagic options.
3.x Associate other archives with ZipMagic	Select this option for ZipTools to open these other archives formats.

95 The following options are also available in Windows 95/NT:

Show Zip button in title	Select this option if you wish to enhance Explorer windows and file open/save dialog boxes by adding a zip menu button to their title bar. ZipMagic settings can be easily accessed from this button.
Display compression/ uncompression animation	Select this option if you wish ZipMagic to display a small animation in the upper left corner of your screen when it is busy compressing or decompressing large files.
Treat Read-Only Zip files as Read-Only Zip folders	Select this option if you wish to have ZipMagic apply the Read-Only attribute and protection to the Zip folder when the corresponding Zip file has the Read-Only file attribute.
NT Show Zip folders with NT compressed attribute	This option gives Zip folders the NT Compress attribute.

ZipMagic can be enabled or disabled by selecting one of the following options:

Enable	Selecting this option will cause ZipMagic to display Zip archives as Zip folders.
Disable	Selecting this option will cause ZipMagic to display Zip archives as Zip files.
Load/Unload ZipMagic now	This option either completely loads or unloads ZipMagic and removes it from memory.

Changing ZipMagic's performance

The settings on **Performance** tab of the **ZipMagic** chapter determine how files will be compressed and how much memory ZipMagic can use to cache certain operations in an effort to speed up compression operations.

Compression The more time your computer has to compress data, the more effectively it compresses data. This means that compression effectiveness and speed come at the expense each other. ZipMagic, however, lets you decide their relative importance to you.

Using the drop-down combo box in Windows 3.x, or the slider in Windows 95, select a compression option based on your preference, remembering that faster compression yields larger files and that slower compression yields smaller files.

Select **No Compression** to move or copy files to a Zip archive *without* compressing them.

Cache Size Select **Small** (in Windows 95/NT), use the slider) to use a minimum of memory to cache ZipMagic operations. Select **Large** to optimize performance. The default value is **Large**.

Don't compress files smaller than (bytes) Files that are smaller than the specified size will be stored in Zip archives *without* compression. Setting such a threshold improves performance because small files compress poorly, and it can take longer to decompress a small, poorly compressed file that it does to access the same when it is uncompressed.

Setting hot keys

Hot keys are key combinations that, when pressed, activate certain ZipMagic features or change settings. You can set ZipMagic hot keys under the **Hot Keys** tab of the **ZipMagic** chapter.

3.x To set a hot key for a particular ZipMagic feature, choose the feature from the **Current Hot Keys For** list, and then select the system key(s) and the normal key that you wish to use. Finally, click **Set**.

95 To set a hot key, click on the appropriate hot key box and then press the key(s) that you wish to use as a hot key. The key(s) will then appear in the box.

The following hot keys options are available:

Enable/Disable ZipMagic	This option allows you to quickly enable or disable ZipMagic without opening ZipMagic Properties.
ZipMagic Properties	This option offers a fast way to launch and display ZipMagic Properties.
Flush cached information	This option allows you to flush all of ZipMagic's cached information, includes any passwords that you entered to access encrypted files.

Windows 95/NT users also have the following option:

95 Display hot key notification message	When this option is selected, using a hot key prompts ZipMagic to remind you of ZipMagic's state.
--	---

Changing active drives

Under the **Drives** tab you can select the drives for which ZipMagic should display Zip archives as Zip folders.

Scheduling ZipMagic to be disabled

You can schedule a period of the day for ZipMagic to be disabled. This feature is useful for running activities such as backups that run smoother when Zip archives appear as files. To access these options, select the **ZipMagic** chapter, and click the **Schedule** tab. The options are as follows:

From	Set the time at which ZipMagic will disable itself. Specify an hour of 0 through 23, and a minute value of 0 through 59.
Until	Set the time at which ZipMagic will enable itself. Specify an hour of 0 through 23, and minute value of 0 through 59.
Ignore the scheduled disable period	Set this option to let ZipMagic run continuously regardless of the scheduled disable time.

Excluding programs

You can select Windows programs to see Zip archives *only* as files. There are several types of programs that you might wish to exclude:

- Backup utilities. Backups will be smaller and take less time to complete if they back up Zip files themselves instead of individually backing up the files contained in the archive.
- E-mail programs. When not using ZipMail, ZipMagic must be disabled to send a zipped e-mail attachment.
- Disk utilities. Programs such as ScanDisk and disk defragmenters gain no benefit from seeing Zip files as Zip Folders.
- File indexing programs. These utilities will run more efficiently if they do not index the contents of Zip files (although you may wish to index zipped files).

To access the following options, select the **Applications** chapter:

All applications see Zip files as folders Select this option to have ZipMagic present Zip archives as Zip folders to all programs.

These applications see Zip files as files (not as folders) When selected, the programs in the list see Zip archives as individual Zip files, and not as Zip folders. To remove a file from the list, select the file, then click **Remove**. To add a file to the list, see the following section.

MS-DOS prompt [and 16-bit programs in NT] sees Zip archives as files (not as folders) In Windows 95, this option causes DOS shells and DOS programs to see Zip archives as files.
In Windows NT, MS-DOS shells and programs, and 16-bit programs see Zip archives as files.

Adding programs to the exclusion list

To add a program to the exclusion list, follow these steps:

1. **Click Add.**
2. **Locate and select the program to add to the exclusion list.** The folder tree comprises all the items in your Start menu. To add an item that is not in the Start menu, click **Browse**, then locate and select the item. Click **Open**.
3. **Click Add.**
4. **When you have finished adding items to the exclusion list, click Done.**

95 **Setting context menus**

From the **Context Menus** tab of the **Explorer** chapter you can select which ZipMagic commands appear in context menus. The options are as follows:

Menus	Check the menus that you wish to display in context menus. Deselect the commands that you wish to remove from the context menus.
Show menus in a cascaded popup menu	When this option is selected, ZipMagic context menu commands appear in a cascaded ZipMagic menu—a ZipMagic submenu. When this option is not selected, the ZipMagic commands appear in the main context menu.

95 **Associating archives with ZipMagic**

You can specify what happens when archive files are opened. To access these options, select the **Explorer** chapter, and then the **File Associations** tab. The options are as follows:

Associate Zip archives with ZipMagic	Select this option if you would like ZipMagic to open Zip files. If this is selected, the following options become available: Open Zip with Explorer causes Explorer to open the Zip folder corresponding to the Zip file that was opened. Open Zip with ZipTools specifies that ZipTools should open the Zip file. See <i>Part 4, ZipTools (Windows 95/NT)</i> for information about ZipTools.
Associate <i>non-Zip</i> archives with ZipMagic	Select this option if you would like ZipTools to open the listed archives.

Adding or removing ZipTools shortcuts

You can add a ZipTools shortcut to (or remove one from) the Start menu, the desktop, or both.

To do so, select the **Explorer** chapter, click the **File Associations** tab, and then in the **Include ZipTools Shortcut** section, select the location(s) to which to add a ZipTools shortcut.

Plug-ins and ZipTools settings

The preferences for ZipTools are discussed in *ZipTools preferences* on page 50. Of the Plug-ins settings, the ZipMail settings are discussed in *Activating and deactivating ZipMail* on page 41 and the ZipSurfer settings are described in *Activating and deactivating ZipSurfer* on page 43.

Chapter 5

Working in the Windows Environment

Zip operations without Zip commands

Because ZipMagic presents Zip archives as folders (when enabled), you can manage Zip archives using the same Windows commands and methods that you use to manage normal folders and their contents.

With common Windows commands you can

- Zip a *folder* or unzip a Zip folder
- List the contents of a Zip archive
- Rename a Zip archive, or any of its contents
- Making a new, empty Zip archive
- Add a file to or remove a file from a Zip archive

Zippping or unzipping a folder with Rename

The simplest way to zip a folder is to rename it—using the **Rename** command or any other means—so that it has a *.zip* extension. When you do this, ZipMagic assumes that you intend to zip the folder, and thus zips it.

Note: This method works with folders, not with files.

Listing a Zip archive's contents

Because Zip folders open like normal folders, you can open it and review its contents like any other folder: by opening (double-clicking) the Zip folder.

Renaming a Zip archive or its contents

You can rename a Zip archive using the same methods that you use to rename any folder, including using the **Rename** command. Likewise, if you open the archive, you can rename any of the archive's contents just as you would any other files.

Making a new, empty Zip archive

There are three ways to make a new archive.

Converting an existing folder

ZipMagic zips folders (and not files!) when you add a *.zip* to its name which means that if you add a *.zip* to a empty folder's name—as with the Windows command

Rename—then ZipMagic will convert that folder to a new Zip archive. The **Rename** command can be found under the **File** menu in both File Manager and Explorer.

Converting a new folder

Converting a folder by changing its name also works on new folders. That is, when you make a new folder, if you name it anything with a *.zip* extension then the new folder will become a new Zip archive.

Windows 3.x users can, in File Manager, select **File | Create Directory**, or select **Create Directory** from the context menu.

Windows 95 users can, in Explorer, select **File | New | Folder**, or select **New | Folder** from the context menu.

Using the New command

In Windows 95/NT, you can make a new, empty Zip folder in Explorer by selecting **File | New | ZipMagic Zip archive**. You can also select **New | ZipMagic ZIP** from the context menu. In ZipTools, you also have the option of selecting a different destination directory.

In Windows 3.x, you can make a new, empty Zip folder in File Manager by selecting **ZipMagic | New Zipped Director**.

Adding files to or removing files from a Zip archive

You can copy or move files into or out of a Zip archive by using **Copy** and **Paste** or **Cut** and **Paste** respectively. You can also use other methods of copying or moving, such as drag and dropping.

Chapter 6

Ziping Data

There are four aspects to zipping data:

- Zipping files and folders
- Adding files and folders to Zip archives
- Converting folders to Zip folders
- Converting non-Zip archives to Zip archives.

Ziping folders with the Rename command

The simplest method of zipping a folder—not on individual file—is to add a *.zip* extension to the folder's name. You can use the **Rename** command in any file management program or on the Windows 95/NT context menu.

This is the fastest and most convenient method, but it only compresses *folders* and it leaves you with only a single, compressed copy of your folder.

Ziping files and folders with the Zip command

You can use the Zip dialog, which is available from the ZipMagic menu, to zip data into a new or existing Zip archive.

Although slower than the Rename method, this method gives you access to advanced Zip features, it compresses both folders and files, and, if you wish, it leaves you with both the original copy and the zipped copy.

Follow these steps to use the Zip command to zip data:

1. **Select one or more files and/or folders to compress.**
2. **Select ZipMagic|Zip|Zip....**
3. **Type a name in the Destination Zip archive.** ZipMagic will generate a default archive name, but you can specify a different name. You can also click **Browse** to locate a specific folder or existing Zip archive.

ZipMaging will add a *.zip* extension to the name if you don't.

4. **Enter an encryption password. (Optional.)** This option allows you to code the resulting Zip file so that only those people who know the decryption key will be able to unzip and access it.

Warning: If you forget your password, you will not be able to extract files from the archive later.

5. **Select additional Options. (Optional.)** Select any necessary options as described in the following section. Windows 95/NT users may have to click **Options** to display the options.
6. **Click OK.**

Advanced options

The default values are optimal for the majority of users, but can be changed to take full advantage of ZipMagic's powerful Zip features. The advanced options are as follows:

- **Action.** Specifies one of four ways of zipping data. **Add items to Zip archive** will add the compressed files to a new or existing Zip. The original files are not deleted. **Move items into Zip archive** will add the compressed file to the Zip, and then delete the original version, effectively "moving" the file into the Zip file. **Only add if newer than Zip archive copy.** If you are zipping to an existing archive, you can select this option to freshen the archive. That is, ZipMagic will compare the files in the archive with the original source files. If the source files match and are newer than the files in the archive, the newer files will be added to the archive. If you choose **Only add if newer or not in Zip archive**, ZipMagic will compare the files in the archive with the original source files. If the source files match and are newer than the files in the archive, the newer files will be added to the archive. If the source files are not in the Zip archive, then they will be added.
- **Compression.** When choosing a compression setting, you must decide the relative importance of effective compression and speed. High compression takes longer to perform while faster compression yields larger archives. There are four options. **Maximum** results in the smallest files, but takes the most time to compress. **Normal** balances speed and efficiency. **Fast** yields fast compression, but lower compression efficiency. **Super Fast** results in the fastest compression, but is the least effective. **None** adds the file to an archive without compressing it.
- **Options.** There are four options. **Include Subfolders** compresses all the subfolders of any folders that are selected for compression. **Store Paths** stores the path of the source files. When the Zip file is later decompressed, the extracted files will be given the same path, even if the destination computer has to make new folders. **Store filenames in DOS format** gives each compressed file an eight-character name and a three-character extension. You should use this option if the Zip archive will be extracted in DOS, in Windows 3.x, or shared with Internet users. **Keep Zip file date.** When checked, the original Zip file date is not modified.

Zippping files and folders with ZipWizard

ZipWizard guides you, step by step, through the process of making of a Zip archive.

To zip items using the ZipWizard, follow these steps:

1. **Select files or folders, or both, to zip. (Optional.)** You may pre-select data to zip

if it is convenient to do so.

2. **Select ZipMagic|Zip|Zip using Wizard....**
3. **Select a destination folder.** The destination folder is indicated in the **Save** in box. To select a different folder, navigate the selection pane by clicking folders and buttons as you would in an Open, Save, or Browse dialog box.
4. **Specify a name for the destination Zip archive.** The wizard will select a default Zip archive name. To use a different name, highlight the default name and then type a new name. To select an existing Zip archive, select it from the selection pane. (To display only Zip archives in the selection pane, select *.zip from the file extension drop-down list.)

The wizard will add a .zip extension if you do not.

5. **Click Next.**
6. **Select files to include in the Zip archive.** Use normal Windows select methods to select files from the source folders that you want to zip. (See *Selecting files and folders* on page 59 for information on selecting items.)

To select all the items in the right pane, select the option, **Select all**.

7. **Click Advanced Options, then select further options. (Optional.)** For a description of each option, see the previous section, *Advanced options* on page 22.
8. **Click Make.**

Adding files to Zip folders

There are three ways to move data into an existing Zip archive:

- Use Copy or Move methods
- Use the Zip command
- Use the Add to Zip command

Using Windows Copy or Move methods

The easiest method of adding data to an existing Zip archive is to use the Copy or Move commands or to simply drag and drop the items into the Zip folder.

Using the Zip command

You can use the Zip command to add data to an existing Zip archive. If you do, select the action **Add items to Zip archive** in **Advanced Options**.

Using the Add to Zip command in ZipTools

In ZipTools you can add files to existing Zip archives with the **Add to Zip** command. To do so, follow these steps:

1. **Open ZipTools.**
2. **Locate and select the existing Zip archive in the tree pane.**
3. **Select Archive|Add to Zip.** The Add to Zip dialog box will then appear.

4. Using **Add from** and its supporting buttons, select the source folder from which you'll select files to add. The contents of the source folder will appear below the folder name.
5. Select what types of files to display. You can narrow down what types of files that are displayed in the file list by selecting one of the Files of Type options.
6. Select the file(s) and/or folders that you want to add to the existing Zip file. As in Explorer, you can click, Ctrl-click, and or Shift-click selections. The names of items that are selected in the selection pane will appear in the File name box.

You can also type wildcards in the File Name box. For instance, you can type, *.wav to add all the files in the folder whose file extension is wav.

You can use a combination of name patterns, specific names, and folders, remembering to separate all entries with semicolons.
7. Choose the appropriate **Action, Compression, Password, and Options.** (Optional.) All these options are described in the section, *Advanced options* on page 22.
8. Click **OK**.

Using the Convert Folder to Zip archive command

The Convert Folder to Zip command will convert a folder into a Zip archive which, depending on whether ZipMagic is enabled, will appear as a Zip folder.

Follow these instructions to convert a folder into a Zip file:

1. Select one or more folders.
2. Select **ZipMagic|ZipConvert Folder to Zip....**
3. **Verify your choice.** A window will appear to confirm your choice. Click **Compress**.

Converting non-Zip archives to Zip archives

The command Convert Archive to Zip will convert an ARC, ARK, ARJ, CAB, DWC, GZ, LHA/LZH, PAK, RAR, TAR, TAZ, Z, or ZOO archive to a Zip archive. This is especially useful if you want to keep data compressed, yet accessible, as Zip folders are.

Follow these steps to convert an archive to a Zip archive:

1. Select an archive to convert to a Zip.
2. Select **ZipMagic|Convert Archive To Zip....**
3. **Select desired options in the Convert Archive To Zip dialog box. (Optional.)**
Alter the options if the current settings are not suitable.
4. Click **OK**.

The Convert Archive To Zip dialog contains the following options.

- **Covert to Zip file.** This box specifies what the new Zip archive will be named. A default name will appear, but you can replace it with a name of your choice. If you don't know where you want your new Zip file, you can browse your directories by clicking **Browse**.
- **Action after the conversion.** This specifies the action performed by ZipMagic when the conversion is complete. . **Convert only** will only convert the file. **Open the Zip file** will open the converted file after the conversion. **Continue with Extract...** will convert the archive, and then open the 'Extract' dialog to extract files from the archive. **Delete the original file after the conversion** will delete the original archive after converting it to the Zip format.

Chapter 7

Making a Self-Extracting Zip Archive

A self-extracting archive is an archive that includes a built-in unzipping program (which is roughly 55 KB in size). Thus, you can extract a self-extracting archive without the use of *any* external program. This is especially useful for sharing archives with individuals who may not have a Zip utility. A self-extracting archive can be extracted by double-clicking it as any other program.

With ZipWizard you can

- Make self-extracting archives from scratch
- Convert existing Zip archives into self-extracting archives

Making a new self-extracting archive

Follow these directions to make a new self-extracting archive:

1. **Select files or folders. (Optional.)** Although you can select items once the wizard is running, you may do so beforehand.
2. **Select ZipMagic|Zip|Make New Self-Extracting (EXE)....** This will start ZipWizard.
3. **Select a destination folder.** The folder in which the self-extracting archive will be saved is indicated in the **Save in** box. To select a different folder, navigate the selection pane by clicking folders as you would in an Open, Save, or Browse dialog box.
4. **Specify a name for the destination Zip archive.** The wizard will select a default name, but you can type an alternative name in the **File name** box.

You can overwrite an existing self-extracting archive by selecting it in the selection pane, but you can not add files to an existing one. (To display only EXE files in the selection pane, select ***.exe** from the file extension drop-down list.)

If you do not include a **.exe** extension, the wizard will include it for you.

5. **Click Next.**
6. **Select files or folders, or both, to add to the self-extracting archive.** From the left pane, select the folder from which you will choose items to compress. Then, in the right pane, select the files and folders to compress. If you wish to select all the items in the right pane, select the **Select all** option.
7. **Click Make or Advanced Options.** If you click **Make**, then you are done and need not proceed to the next step. If you choose **Advanced Options**, then proceed to the next step.

Note: The following steps apply only if you chose **Advanced Options** in the previous step.

8. **95 Select a self-extracting archive type.** Select an archive type based on the platform on which you expect the archive to be extracted (i.e. DOS, Windows 3.x, or Windows 95/NT). The following choices are available:
 - **DOS.** This self-extracting executable requires only MS-DOS (rather than any version of Windows) to extract the files. This type of executable, however, will truncate long file and folder names in the archive.
 - **Windows 3.1.** This type of self-extracting executable runs under Windows 3.x, Windows 95, or Windows NT. It is more user-friendly than an MS-DOS archive and will preserve long file names under Windows 95. It will not preserve long file names under Windows NT.
 - **Windows 95 / Windows NT.** This type of self-extracting executable runs only on Windows 95 or Windows NT. It executes more quickly than other archive types and preserves long file names.
9. **Enter a password.** To password protect the self-extracting archive, enter a password in the **Password** box. If you wish for the password not to appear on the screen as you type it, select **Mask**.
10. **Click Next.**
11. **Enter the display options.** When run, the self-extracting archive will display the title and the message that is specified in the **Title** and **Message** boxes. Click **Next** when you are done.
12. **Enter the extraction options.**

The self-extracting archive will extract files to the Temp folder by default. You can, however, specify an alternative folder in the **Target Folder** box. You can type a period in make the archive extract into the current folder.

When the final self-extracting archive is run, it will be able to automatically run the program or display the text file that you specify in the **File or Program** box. Select **Confirm overwrite of existing files** if you want the self-extracting archive to ask for confirmation before writing over existing files.

Click **Make** when you are done.
13. **Dismiss summary when done.** A window will report the successful completion of the conversion. Click **Finish** to close the window.

Converting a Zip archive into a self-extracting archive

The process of converting a Zip archive into a self-extracting archive is almost the same as making a new self-extracting archive.

Follow these steps to convert a Zip archive into a self-extracting archive.

1. **Select a Zip archive to convert. (Optional.)** Although you can select a Zip archive first, you can also select one once the wizard has begun.
2. **Select Convert Zip to Self-Extracting EXE....** The wizard will open.

3. **Specify a Zip archive to convert.** If you selected a Zip archive before you opened the wizard, then you can proceed to the next step. Otherwise you can search for a Zip archive.

To search a drive for all Zip files, select a drive from the drop-down list box, then click **FindZips**. A list of all the Zip archives on the drive will appear in the selection pane. Select a Zip archive from the list.

To locate and select an archive manually, click **Manual Find**, navigate the window to the folder from which you will select a Zip archive, and then select a Zip archive.

4. **Click Next.**
5. **Select a destination folder.** The folder in which the self-extracting archive will be saved is indicated in the **Save in** box. To select a different folder, navigate the selection pane as you would in an Open, Save, or Browse dialog box.
6. **Specify a name for the destination Zip archive.** The wizard will select a default name, but you can type an alternative name in the **File name** box.

You can overwrite an existing self-extracting archive by selecting it in the selection pane, but you can not add to one. (To display only EXE files in the selection pane, select ***.exe** from the file extension drop-down list.) If you do not include a **.exe** extension, the wizard will include it for you.

7. **Click Convert or Advanced Options.** To convert the Zip archive using the default settings, click **Convert**. To select advanced options before converting the Zip archive, click **Advanced Options**, then follow steps 8–12 on page 26.

Chapter 8

Extracting Compressed Data

Converting Zip folders to normal folders

There are two ways to convert a Zip folder to a normal folder: with the **Rename** command, which is the most convenient method, or with the **Convert Zip to Folder** command.

Using the Rename command

Just as renaming a folder to include a *.zip* extension will zip the folder, removing the *.zip* from a Zip folder's name causes ZipMagic to decompress the Zip folder, effectively converting the it into a normal folder.

Using the Convert Zip to Folder command

Follow these steps to convert a Zip folder into a normal folder:

1. **Select one or more folders.**
2. **Select ZipMagic|Convert Zip to Folder....**
3. **Verify your choice.** A window will appear to confirm your choice. Click **Decompress** to proceed.

Extracting any supported archive

Extracting is the process of returning a compressed archive, such as a Zip archive, to its original state. With the exception of Zip archives, which can be used as folders when running ZipMagic, you must extract a file from an archive before you can use it in MS-DOS or in Windows.

ZipMagic allows you to extract files from any Zip-compatible archive as well as from ARC, ARJ, ARK, CAB, GZ, LZH/LHA, TAR, TAZ, PAK, PWC, RAR, Z, and ZOO archives.

Follow these steps to extract an archive:

1. **Locate and select an archive to extract.**
2. **In the file pane, select the files that you want to extract. (Optional.)** If you want to extract all the files in the archive, you do not have to make a selection.
3. **Select ZipMagic|Extract|Extract....** The Extract To dialog will appear.
4. **Choose a folder to Extract to.** You can either type the destination path directly in the edit box, or you can browse your folders in the left pane of the **Extract To** dialog and then click a destination folder.

5. **Enter any Decryption Password. (Optional.)** If the archive is encrypted, you must specify the password to extract the files.
6. **Click OK.**

These steps take advantage of the default values which are optimal for most extractions.

The following options are also available:

- **Extract what.** There are three choices of what to extract: **Selected files only** will extract only those files that were selected in step 1. **All files in archive** will extract all the files in the archive. **Files** will extract only those files that are named in the **Files** box.
- **Action.** The action is one of several ways in which ZipMagic extracts the files. **Extract** extracts all the selected files to the destination folder. If you choose **Only extract if newer**, ZipMagic extracts only those files 1) whose file names match a file name in the destination folder, *and* 2) that are newer than the matching file. **Only extract if newer and not in dest. folder** updates matching files in the destination folder, and extracts those files that are not already in the destination folder.
- **Include Original Path (if any)** extracts files to their original locations *if* path information was stored when the files were compressed into the archive. The folder structure is recreated on your computer if it does not already exist. If no path information was stored, the files are extracted to the destination folder specified in **Extract to folder**.
- **Overwrite existing files** extracts files to the selected destination folder, overwriting any existing files of the same name. No confirmations are provided when this option is checked.
- **Remove extracted files from Zip** deletes the files from the archive after they are extracted, effectively “removing” them from the archive.

Extracting any supported archive using ZipWizard

The extraction wizard guides you step by step through the extraction process.

Follow these steps to extract an archive using ZipWizard:

1. **Locate and select an archive to extract. (Optional.)** Although you don't need to, you can select an archive before starting the wizard.
2. **Select ZipMagic|Extract|Extract using Wizard....**
3. **Select an archive to extract.** If you selected an archive in step 1, then you can proceed to the next step.

To search a drive for all Zip archives, select a drive from the drop-down list box, then click **FindZips**. A list of all the Zip archives on the drive will appear in the selection pane. Select a Zip archive from the list.

To locate and select an archive manually, click **Manual Find**, navigate the window to the folder from which you will select a Zip archive, and then select an Zip archive.

4. **Click Next.**
5. **Select a folder in which to extract the archive.** Simply click a folder. To extract to a new folder, make a new folder by clicking the New Folder button, type a name, then press Enter. Then select the new folder.
6. **Click Advanced Options. (Optional.)** For information on the other options, see page 30.
7. **Click Extract.**

Chapter 9

Other Zip Operations

Testing a Zip archive's integrity

When ZipMagic adds a file to an archive, it mathematically generates and stores a special error checking value called a Cyclic-Redundancy-Check (CRC) value that is based on the data. When an unzip utility unzips the archive, it generates a new CRC value based on the data that was extracted and then compares it to the original CRC that was stored in the archive. If the two CRC values match, then the extracted files match the original files. If the CRC values do not match, then the extracted files must be different from the original file— *corrupted* and unreliable.

Test Integrity uses the CRC value to test the integrity of a Zip file.

Follow these directions to test a Zip archive's integrity:

1. **Locate and select a Zip archive.** Only one Zip archive can be tested at a time.
2. **Select ZipMagic | Tools | Test Integrity....** This will bring up the Test Integrity dialog box.
3. **Enter the Decryption Password if one exists.** ZipMagic can not test encrypted files because both the data and the CRC value are indecipherable. You must, therefore, provide an encrypted file's decryption key before testing it.
4. **Click Test.**

The test will then be performed, and the results reported.

Editing Zip archive's comments

Each Zip archive can include *comments* which are textual messages such as a description, messages to a particular recipient, or any other manner of text.

You can both write new comments, or view or edit existing comments by following these steps:

1. **Select one Zip archive.**
2. **Select ZipMagic | Tools | View/Edit Zip Comments....**
3. **View, edit, or write comments.** In the text box of the Comments dialog box, you can view or modify any existing comments, or write new ones.
4. **Save or Cancel.** To save any changes you made to the Zip comments, click **Save**. To close the dialog box without saving, click **Cancel**.

Repairing a damaged Zip archive

Repair Zip will attempt to recover data from a damaged Zip archive.

Follow these instructions to attempt to repair a Zip archive:

1. **Select one Zip archive.**
2. **Select ZipMagic | Tools | Repair Zip....**
3. **Select the Zip archive to salvage.** If the Zip archive you wish to repair is not named in the **Archive** box, then enter it. You can click **Browse** to search your folders for the required archive.
4. **Click Next.** ZipMagic will then salvage as much of the Zip as is possible, reporting its progress.

Note: Using such a Zip repair utility is the *only* way to recover data from corrupted Zip archives. If it fails to recover lost data, then the data are permanently lost.

Displaying Zip archive's properties

The **Properties** command reports the properties of a selected Zip archive, or any one of the files in the archive.

Follow these instructions to view a Zip archive's properties:

1. **Select one Zip archive.**
2. **Select ZipMagic | Properties....** Properties will report information as described below.
3. **Click Finish.** When you are done, click **OK**.

Reported Information

Properties reports the following statistics on the archive:

- The size of all the files when uncompressed
- The size of all the files as compressed
- The compression rate
- The number of files in the archive

Properties reports the following for each file in the archive:

- File or folder name
- Extension
- Uncompressed size in bytes
- Compressed size in bytes
- Compression rate
- Creation date
- Creation time
- Attributes (encrypted files are indicated by a "+")

95 Clicking a column header will sort the list by the information displayed in the column. Clicking the same column again will invert the sort order.

95 *Open with ZipTools*

Open with ZipTools will open the selected archive in ZipTools.

Follow these instructions to attempt to repair a Zip archive:

1. **Select one Zip archive.** You can select either a Zip file or Zip folder.
2. **Select ZipMagic | Open with ZipTools.** For more information on ZipTools, see *Chapter 14, ZipTools Basics*.

Chapter 10

Sending and Encoding, and Receiving and Decoding E-mail Attachments

This chapter describes the following procedures:

- Sending e-mail attachments with e-mail software that can send only text messages
- Receiving e-mail attachments in an e-mail program that does not recognize e-mail attachments
- Sending Zip archives as e-mail attachments (assuming that you are not using ZipMail).

It is impossible to describe the exact steps in the following directions because there are many different e-mail software packages. If you need further instructions on how to perform any of the steps in this chapter, please consult your e-mail software's documentation.

3.x ***UUencoding and sending an e-mail attachment***

UUencode will encode a file so that it can be sent as an e-mail attachment in any e-mail software package. (For details on how UUEncoding works, consult the *Glossary* on page 74.) Most e-mail packages automatically encode e-mail attachments, so before using this process, make sure that your e-mail package does *not* automatically encode e-mail attachments.

Follow these steps to UUEncode a file and then e-mail it. Remember to consult your e-mail software documentation for specific directions on how to perform the e-mail-related steps:

1. **In ZipTools or File Manager, select a file to UUEncode.**
2. **Select UUEncode File... from the Archive or ZipMagic menu.**
3. **Select a folder in which to encode the file.** You can freely browse your folders. Click a folder to select it.
4. **Select options.** There are two options available for UUencoding files. **Add cut line** will add indicators at the beginning and the end of the coded file. The benefit of this is that when it appears in a e-mail message that includes both the coded file and a real message, both the user and decoding software will have an obvious clue as to where each section begins and ends. **Split size for encoded file** will split large files into multiple, smaller blocks that are no larger than the size indicated in the **KB** box, which you can change. This option is especially useful for those whose mail servers have size restrictions on outgoing mail, or for recipients whose mail server has size restrictions on incoming messages.

5. **Click OK.** You will be left with both the original and a UUencoded copy that is located in the specified folder.

Follow these steps to send the UUencoded file as an e-mail attachment.

1. **Run your e-mail program.**
2. **Begin a new message.** Address the message as you normally would.
3. **Insert the UUencoded message into the body of the message.** You can likely do this in one of the two following ways. One way is to use a command that inserts text files into the current message. The other way is to open the coded file in Notepad or Write, for example, and then copy the file into the body of the e-mail message.

You can also include a normal message with the UUEncoded data if you wish, but it must precede or follow the UUEncoded data.

4. **Send the message.**

Receiving and decoding an e-mail attachment

The ZipMagic decode command is for users whose e-mail software can not automatically decode e-mail attachments of one or more of the following types: UUEncode, XXEncode, MIME/Base 64, or BinHex. The process, in brief, is to save the entire e-mail message to disk, and then to decode the file.

Follow these steps to decode an e-mail attachment. Remember to consult your e-mail software documentation for specific directions on how to perform the e-mail-related steps:

1. **In your e-mail program, save to disk the e-mail message that contains the attachment.**
2. **Exit the e-mail program and run a file management program.** Windows 3.x users should use the File Manager or a similar program while Windows 95/NT users can use Explorer or a similar program.
3. **In your file management program, select the saved e-mail file.**
4. **From the ZipMagic menu, select Decode....**
5. **Select a folder in which to save the decoded file.** Type a destination path in the To Folder box. Windows 95/NT users can chose a folder by selecting it in the folder pane.
6. **Click Decode.** After you click **Decode**, the file will decode, leaving both the original coded file and the new decoded file.

Sending zipped attachments

ZipMagic must be disabled to attach zipped files as e-mail attachments.

Selecting the contents of a Zip file as an e-mail attachment effectively removes it—a copy, actually—from the Zip archive which automatically causes ZipMagic to decompress it. To *remain* zipped, a zipped file must remain in its archive—in this case, the Zip folder—yet e-mail programs will not allow you to select an entire folder as an e-mail attachment.

The simple solution is to disable ZipMagic, making Zip archives appear as individual Zip *files* that can be selected. There are three ways to do this:

- **Temporarily disabled within the program.** You can temporarily disable ZipMagic through the ZipMagic button on the title bar of the Open dialog (the box in which you select the file to attach). Click the Zip icon, then deselect the option, Show Zip Files as Folders Here.
- **Permanently disabled within the program.** If your e-mail program is a Windows program, you can add it to the exclusion list so that ZipMagic always displays Zip archives as files and not folders. For more information, see *Excluding programs* on page 16.
- **Permanently disabled within all programs.** You can disable ZipMagic so that all Zip archives are displayed as files rather than folders. ZipMagic can be disabled through the ZipMagic quick access icon. For more information, see *Quick access icon* on page 9.

Chapter 11

Command Line Utility (Windows 95/NT)

The program `zmcmdln.exe`, which can be found in the ZipMagic installation directory (`C:\Program Files\ZipMagic` by default), allows you to set ZipMagic properties. This utility is useful if you wish to set ZipMagic properties in batch files or, if you prefer, to set ZipMagic properties from link files (icons) on your desktop. While `zmcmdln.exe` doesn't replace the ZipMagic Properties program, it does allow you to dynamically change the settings of ZipMagic without opening ZipMagic Properties.

The syntax for `zmcmdln.exe` is as follows:

```
zmcmdln.exe [parameter1] [parameter2] ...
```

One or more parameters must be part of the command line, each including a forward slash (/). If a parameter is not present on the command line, its corresponding value found in the ZipMagic Properties is used. The parameters are not case sensitive.

The program `zmcmdln.exe` supports the following parameters:

- `/a+` Display animation when ZipMagic compresses or decompresses data
- `/a-` Do not display the animation

- `/c+` Compress files into Zip files
- `/c-` Do not compress files. Store the files instead.

- `/e+` Enable ZipMagic
- `/e-` Disable ZipMagic

- `/i+` Display the ZipMagic icon in the taskbar
- `/i-` Do not display the ZipMagic icon in the Taskbar

- `/L+` Load ZipMagic now
- `/L-` Unload ZipMagic now

- `/s+` Load ZipMagic at startup
- `/s-` Do not automatically load ZipMagic at startup

Example

The following example uses `zmcmdln.exe` to load ZipMagic at startup, enable ZipMagic, and disable the compression animation:

```
zmcmdln.exe /s+ /e+ /a-
```

MS-DOS batch files

Although a Windows program, the program `zmcmdl.exe` can be used in a DOS batch file (`.BAT` file) to change ZipMagic settings during the execution of the batch file. To ensure that the setting changes before the next command is executed, precede `zmcmdl.exe` with the prefix

```
START /w
```

In the following example, ZipMagic is disabled so that the `DEL` command can be used on a Zip archive, the Zip is deleted, and then ZipMagic is re-enabled.

```
START /w zmcmdl.exe /e-  
DEL game.zip  
START /w zmcmdl.exe /e+
```

Part 3

Plug-ins (Windows 95/NT)

Chapter 12


ZipMail Plug-in

Overview

ZipMail, for Windows 95/NT, is an e-mail program plug-in that automatically zips files that you send as attachments. ZipMail is compatible with Eudora Light, Eudora Pro, Microsoft Exchange, Outlook 97, and Outlook 98.

Activating and deactivating ZipMail

You can activate or deactivate ZipMail by following these steps:

1. **Open ZipMagic Properties.**
2. **Click the Plug-ins icon in the left pane.**
3. **Click the ZipMail tab at the top of the page.**
4. **Make your selection.** Select the e-mail program(s) in which to make ZipMail active. Clear the selection of the e-mail program(s) in which to make ZipMail inactive.
5. **Click OK.**
6. **In your e-mail program add ZipMail to the toolbar if necessary.** A ZipMail button is automatically added to version 4 of Eudora Pro and Eudora Light, Outlook 97 and 98. You must manually add ZipMail to earlier versions of Eudora and Outlook:
 - Eudora 3.x users right-click the toolbar, and then select **Customize**. Select **Messages** from the **Categories** list, then drag the  icon to the toolbar. A message box will direct you to choose which command to associate with the new toolbar button; click **OK**. A box reading **Attach files as Zip** will appear at the toolbar; click it. Finally, close the **Customize Toolbar** window by clicking **Close**.
 - Microsoft Messaging users right-click the toolbar to display the **Customize Toolbar** dialog box. Scroll to the bottom of the available buttons list, click **ZipMagic—Attach Files as Zip**, then click **Add**, then click **Close**.

Using ZipMail and sending e-mail

ZipMail behaves a little differently between e-mail programs.

Eudora Light and Eudora Pro

Eudora Light and Eudora Pro users can use ZipMail in either of two ways. One way is to begin writing a message and then later add files by selecting the ZipMail icon. The other way is to click ZipMail first, which, after selecting files to zip, opens a new

message. See the following section, *Operating the ZipMail dialog box* for details on using the ZipMail dialog box.

Microsoft e-mail programs

In Microsoft e-mail programs, selecting the ZipMail option always adds files to a new message. That means that users of Microsoft e-mail programs must begin messages by first using ZipMail. See the following section, *Operating the ZipMail dialog box* for details on using the ZipMail dialog box.

Operating the ZipMail dialog box

Follow these steps to automatically zip files selected as attachments:

1. **Click the ZipMail icon on the toolbar.**
2. **In the dialog box, select files to attach to your message.** These files will be compressed into a Zip archive and attached to your e-mail message.
3. **Name the Zip archive.** In the Zip File Name box, type a name for the Zip archive attachment.
4. **Enter a password. (Optional.)** If you wish to password protect the Zip archive, you can specify the password in the Password box.
5. **Select additional options. (Optional.)** To make certain that the files will have the same path when extracted, select **Store full path**. To give the Zip archive and its contents names that are compatible with Window 3.x and MS-DOS, select **Store filenames in DOS format**.
6. **Click Open.** The Zip archive will then be attached to the message.

Chapter 13

ZipSurfer Plug-in

Overview

ZipSurfer, for Windows 95/NT, is a plug-in for Netscape Navigator, Netscape Communicator, and Internet Explorer that allows you to install, extract, view, copy, and delete newly downloaded Zip archives right from your Web browser.

Activating and deactivating ZipSurfer

You can activate ZipSurfer in Netscape Navigator and Netscape Communicator, or Internet Explorer by following these steps:

1. **Open ZipMagic Properties.**
2. **Click the Plug-ins icon in the left pane.**
3. **Click the ZipSurfer tab at the top of the page.**
4. **Make your selection.** Select the browser(s) in which to make ZipSurfer active. Clear the selection of the browser(s) in which to make ZipSurfer inactive.
5. **Click OK.**

Operating ZipSurfer

ZipSurfer starts working from the instant that you start a download of a Zip archive until you're finished working with it.

Beginning a download

When you begin a download with your Web browser, ZipSurfer displays a Save dialog. The default is to save the Zip archive to the folder in which you saved your previous Zip archive download, but you can specify an alternative folder by typing its name in the box. You can also browse your system for an alternative folder by clicking the browse button to the right of the name box.

Installing the contents of a Zip archive

Users that are new to computers in general, or Zip archives in particular, will find the **Install** command convenient. By clicking **Install**, ZipMagic locates and launches the installation program (if there is one).

Extracting the Zip archive

You can extract the Zip archive by clicking **Extract**. This will open the **Extract** dialog box which is discussed in *Extracting any supported archive* on page 29. You can also extract individual files by selecting them, and then clicking **Extract**.

Viewing zipped files

Clicking **View** will launch Quick View or Quick View Plus (if installed) and display the contents of the selected file.

Copying the Zip archive

To copy the Zip archive to a different folder on your system (and rename it, if you wish), click **Save as**. A dialog box will prompt you to type a destination. You can type the path of a different folder, a new name for the Zip archive, or both. You can also browse your system for a specific folder by clicking the browse button to the right of the name box. After you type the new path, click **OK**.

Deleting the Zip archive

Clicking **Delete** will delete the Zip archive. A dialog box will prompt you to verify your decision to delete the archive. Select **Delete** to permanently delete the file. Select **Recycle** to send an item to the Recycle Bin.

Part 4 **ZipTools (Windows 95/NT)**

Chapter 14

ZipTools Basics

Overview

ZipTools is an Explorer-type file management utility that is specially designed to manage Zip archives in Windows 95/NT. You can use ZipTools for copying, moving, cutting, pasting, deleting, renaming, viewing, modifying attributes, opening, and running any files, folders, or both—practically anything for which you would use Explorer. ZipTools also features:

- A toolbar of popular commands that you can customize
- A drivebar to quickly access drives
- A viewer pane to view the contents of more than 80 types of formats
- The ability to display two file panes for easy drag and drop operations
- The ability to convert and extract all popular non-Zip archives
- The ability to extract all popular e-mail attachment formats
- A favorites folder from which you can access all your favorite files and folders

Opening ZipTools

There are two ways to open ZipTools

- Select **Start|Programs|ZipMagic 98|ZipTools**
- Select ZipTools from the quick access icon

Normal mode and Advanced User Mode

ZipTools has two modes: the default mode, and the Advanced User Mode. The default mode has a simple and intuitive interface, and the most popular commands for managing files. The Advanced User Mode has additional tools and commands that more advanced users will appreciate. To enable the Advanced User Mode, select **Options|Advanced User Mode**. Throughout the remaining chapters, ▲ will identify commands and features that are unique to ZipTools' Advanced User Mode.

Note: In the following chapters, ▲ identifies features and commands that are unique to ZipTools' Advanced User Mode.

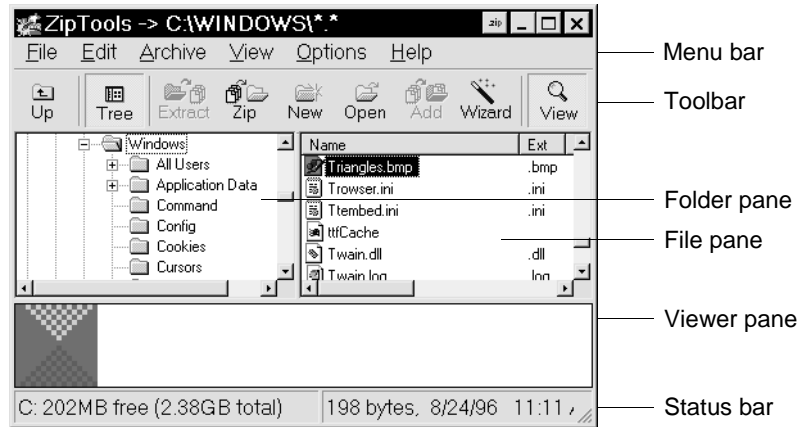


Figure 4 ZipTools in default mode

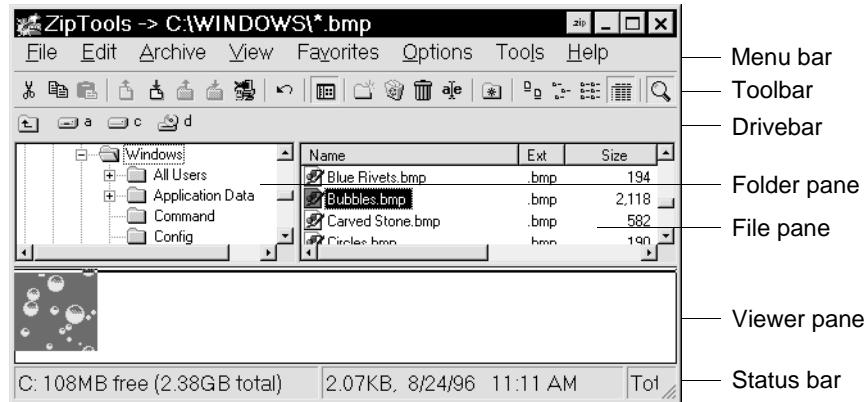


Figure 5 ZipTools in Advanced User Mode

ZipTools components

The following are descriptions of ZipTools components as illustrated in the one or both of the two preceding figures.

Menu bar

All ZipTools commands are found in the pull-down menus. Each command is available only when possible to carry out, otherwise the command appears dimmed on the menu.

Toolbar

The toolbar comprises icons that serve as shortcuts to common menu commands. To determine what each icon represents, move the screen pointer over the icon and wait approximately one second for a tool tip to report the command.

You can enable and disable the toolbar by selecting or deselecting respectively **Options | Toolbar**.

▲ The Toolbar can be customized to suit your tastes and needs. To customize the toolbar, follow these steps:

1. **Select Options | Customize Toolbar...**
2. **Add and remove toolbar buttons.** In the **Customize Toolbar** dialog box, the left pane is a list of all the available buttons that are not currently on the toolbar. The right pane is a list of all the buttons that are currently on the toolbar. To move an item from one list to the other, click the item, and then click the arrow button that points to the other list.

To change the order that the buttons appear on the toolbar, click the select an item in the **Toolbar buttons** list, then click **Move Up** or **Move Down** to move the item up or down respectively.

3. **Click Close.**

▲ Drivebar

The drivebar, which you can display by selecting **Options | Drivebar**, comprises icons that serve as shortcuts to your storage drives, including floppy drives, hard drives, and network drives.

The drivebar displays an icon for each drive available on your system (floppy drives, local drives, CD-ROM drives, removable drives, and network drives). To select a drive and view the contents in the file list, simply click the appropriate icon in the drivebar. When you click an drivebar icon, the corresponding drive appears in the folder pane, and its contents are displayed in the file pane.

The drivebar also has an “up one folder” icon that you can click to quickly move to the folder selection to the parent folder or drive.

Folder Pane

Selecting **View | Show Folder List** will display the folder pane to the left of the file pane. With the folder pane, you can easily navigate or browse your folders. The contents of items selected in the folder pane appear in the file pane. Using the file pane to navigate folders automatically updates the folder pane.

When dragging items onto a collapsed folder in the folder pane, the folder will automatically expand after a brief delay. In this way, you do not have to open the target folder in the folder list before beginning a drag and drop operation.

Archives will appear in the folder list. Selecting an archive in the folder list will display its contents in the file pane.

File Pane

The file pane displays the contents of any item that is selected in the folder pane. Although it usually contains a list of folders and files, it may also contain desktop

items (such as the Recycle Bin, My Computer, and Network Neighborhood) and shortcuts to printers, files, and programs.

You can also use the file pane to navigate through folders in the file. Every time you navigate to a different folder using the folder pane, the file pane is updated to reflect the change.

The file pane is the focus of the ZipTools window. From here you can drag and drop folders and files for file and archive management, launch programs, rename files and folders, and much more.

There are numerous ways to display items in the file pane.

▲ Dual Panes

A second set of folder and file panes can be displayed. The panes can be displayed one above the other by selecting **View|Dual Pane Horizontal**. The panes can be displayed beside each other by selecting **View|Dual Pane Vertical**. You can, of course, display a single set of panes by selecting **View|Single Pane**.

Viewer Pane

The viewer pane, which you can display by selecting **Options|Viewer Pane**, displays the contents of over 80 file formats without opening their associated programs. To view a file, simply select the file from the file pane.

Note: The viewer pane uses, among others, the Quick View viewers distributed with Windows 95. These viewers are not automatically installed when you install Windows. Quick View is available on your Windows 95 CD or from the Mijenix web site at www.mijenix.com. ZipTools also supports Quick View Plus, an enhanced version of Quick View that supports additional file formats. For information on upgrading your file viewers, select **Help|Upgrading File Viewers**.

Status Bar

The status bar, which you can display by selecting **Options|Status Bar**, performs two functions. When files are being compressed or decompressed, the status bar indicates the compression or decompression progress. Otherwise, the status bar displays three cells of statistics concerning the current selection. The following table indicates the information in each of the cells:

Cell	Information
First	The selected drive's name, its remaining free space, and its total size.
Second	The selected file's size, and date and time of creation
Third	Whether the folder pane view is Browse or Find Folders

ZipTools preferences

A number of options are provided in the Preferences dialog that allow you to customize the way ZipTools operates. Open the Preferences dialog by selecting **Options|Preferences**. This dialog provides access to all of the settings described in *Chapter 4, Using the Properties Dialog Box*, plus a set of tabs unique to ZipTools. Those ZipTools settings are described here.

The two following commands are available from the **Options** menu to save ZipTools preferences:

Save Settings Now	saves the current ZipTools settings immediately.
Save Settings on Exit	when checked, ZipTools will reflect the current window state the next time the program is started. If unchecked, any changes made to the window during the current session will not be saved.

General Settings tab

The General Settings preferences, which can be accessed by selecting **Options|Preferences** and then clicking **General Settings**, affect the way that ZipTools windows appear. The options are as follows:

Display the full MS-DOS path in the title bar	When checked, the full MS-DOS path to the current folder is displayed in the title bar of ZipTools window.
Display the path before ZipMagic in the title bar	When checked, the current directory is displayed first in the title bar of ZipTools window. Otherwise, the current directory is displayed after ZipTools name in the title bar.
Keep the file extension when renaming a file which type is hidden	When checked, if Windows 95 is set to hide the extensions of registered file types, renaming a file whose extension is hidden for this reason will retain the extension. When this option is set, it is not possible to change the extension of a file by renaming it.
Office 97-style buttons	When checked, the toolbar and drivebar will appear similar to the toolbars in Office 97 or Internet Explorer 3.0, if the proper system components have been installed on your system.

- Wrap Toolbar** When checked, the Toolbar can extend to multiple rows if necessary to display all the tool buttons. Otherwise, the Toolbar is limited to a single line. The toolbar will extend, if necessary, past the borders of the window and buttons may appear cut-off.
- Wrap Drivebar** When checked, the drivebar can extend to multiple rows if necessary to display all the drive buttons. Otherwise, the Drivebar is limited to a single line. The drivebar will extend, if necessary, past the borders of the window and drive buttons may appear cut-off.
- Wrap Drivebar functions like the Wrap Toolbar option. See the description of the Wrap Toolbar option for an example.

Drives Tab

The General Settings preferences, which can be accessed by selecting **Options|Preferences** and then clicking **General Settings**, affect the way that ZipTools windows appear. The options are as follows:

- Drives** This option acts as a filter for drives. Check the drives you wish to see and work with in ZipTools. Drives which are not checked will not be visible in the Drivebar or the Folder List.

Keyboard Tab

The Keyboard preferences, which can be accessed by selecting **Options|Preferences** and then clicking **Keyboard**, specify what software your shortcuts and keyboard commands will emulate. The options are as follows:

- Explorer** When selected, ZipTools will use its default keyboard and accelerators which are compatible with MS Explorer and the Win 3.x File Manager.
- XTree Gold** When selected, ZipTools will emulate the XTree Gold keyboard and accelerators.
- Norton Commander** When selected, ZipTools will emulate the Norton Commander keyboard and accelerators.

▲ *Using multiple ZipTools windows*

You can have multiple *instances* of ZipTools—that is, you can open ZipTools multiple times—and work between windows. You can open additional instances of ZipTools manually, or you can simply use the New Window commands found in the **Window**

menu. There are a number of different commands to open and arrange additional windows:

New Window	Opens a new ZipTools window.
New+Cascade	Opens a new ZipTools window, and then cascades all open ZipTools windows.
New+Tile Horizontally	Opens a new ZipTools window, and then tiles all open ZipTools windows horizontally.
New+Tile Vertically	Opens a new ZipTools window then tiles all open ZipTools windows vertically.

The following commands, also found under the **Window** menu, are available to manage windows that are already open:

Cascade	Cascades all open ZipTools windows.
Tile Horizontally	Tiles all open ZipTools windows horizontally.
Tile Vertically	Tiles all open ZipTools windows vertically.
Close All	Closes all ZipTools windows.
Close All Others	Closes all ZipTools windows with the exception of the active one.
Refresh	Refreshes the contents of the ZipTools window.

Accessing Help and related information

ZipTools Help topics can be accessed from the main ZipMagic Help system. To access the ZipMagic Help Topics, select **Help|Help Topics**.

You can display the version number, trademark, and copyright information by selecting **Help|AboutZipMagic 98**.

Closing ZipTools

There are two ways to quit and close ZipTools:

- If one ZipTools window is open, then select **File|Close**
- ▲ If multiple ZipTools windows are open, then select **Window|Close All**

Chapter 15

Navigating the Folder and File Panes

This chapter discusses how to use operate the folder and files panes, and the Favorites commands to navigate the files and folders on your system.

Changing display fonts



You can change the font that is used in the folder and file panes by following these steps:

1. **Select Options|Font.**
2. **Select a Font.** Scroll through the font list, and then click a font.
3. **Select a Font Style.** Scroll through the style list, and then click a font style.
4. **Select a font Size.** Scroll through the size list, and then click a size.
5. **Click OK.**

Operating the folder pane

Navigation of folders is performed primarily in the folder pane which you can display by selecting **View|Show Folder List**. There you can

- Expand folder branches to view the hierarchy of folders and files.
- Select folders to display their contents in the file pane

If you double-click a folder in the folder pane, it will both expand the folder and display the contents in the file pane. When you click the folder's  symbol, it will display the next level of folders, but it will not change the file list. Likewise, you can collapse an expanded folder by clicking the folder's  symbol without affecting the file list.

▲ You can also use the **View|Folder List** menu commands to expand branches, drives, or your whole file system. The following commands are available:

Expand One Level	Expands the folder that is selected in the folder pane by displaying its next level of subfolders.
Expand Branch	Expands the folder that is selected in the folder pane by displaying all subsequent levels of subfolders in the branch.

Expand Drive	Expands the entire drive that is selected in the folder pane, or the drive of the folder that is currently selected in the folder pane.
Expand All	Expands every folder on your computer.

▲ The **View|Folder Tree List** commands are also available to collapse folders—that is, to hide their subfolders. The following collapse commands are available:

Collapse Branch	Collapses the folder that is selected in the folder pane by hiding all of its subsequent levels of subfolders.
Collapse Drive	Collapses the entire drive that is selected in the folder pane, or the drive of the folder that is currently selected in the folder pane.
Collapse All	Collapses the folder that is selected in the folder pane by displaying only those folders or drives that are accessible from the desktop.

▲ The following commands, found in the **Edit** menu, can also be used to navigate previously displayed folders:

Go to...	Displays the Go To Folder dialog, from which you can go directly to a specified folder.
Go to Drive...	Displays the Select Drive dialog from which you can select a local or network drive. The contents of the selected drive are displayed in the file pane.
Up One Level	Moves the current directory one level up on the system hierarchy.

▲ **Printing the tree list**

You can print the tree list by selecting **File|Print|Tree List**.

Setting folder pane preferences

The following tree preferences can be accessed by selecting **Options|Preferences**, and then clicking the **Lists** tab.

Keep current folder visible when resizing window	Keeps the folder selected in the folder pane in view whenever you resize the ZipTools window. Otherwise, ZipTools makes no effort to keep the current folder in view during resizing operations.
---	--

Expand folder when dragging over it Automatically expands a folder in the folder pane when dragging an item over it.

Operating the file pane

The file pane is where the contents of your folder pane are displayed. There are many ways to display and arrange the files, as described in the following sections.

Filters

You can apply filters to display in the file pane one or more files types such as TXT files or BMP files. To do so, follow these steps:

1. **Select View|Filters....**
2. **Specify one or more name filters.** You can use wildcards to search for files and/or folders. For instance, *.wav would display any files that have a wav extension—that is, all “wave” files. You can use the wildcard character anywhere in the name so that *car*. **, **car*. **, and **car. ** are all meaningful name filters.
You can use multiple filters, but you must separate each of them with a semicolon.
3. **Set Attribute filters.** You can display files which have, or do not have the attributes listed the **Attributes** box. Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.
4. **Display Files, or Folders, or both.** Finally, you can choose whether to select only files, only folders, or both files and folders by clicking the appropriate selection button.
5. **Click OK.**

After this last step, only the files and/or folder that match the specified names and attributes will be displayed in the file pane.

Display views

There are four ways to display the items in the file pane. Each view can be selected from the **View** menu. They are as follows:

- | | |
|--------------------|---|
| Large Icons | Represents file pane items with large icons. Items are listed left from to right and top to bottom. |
| Small Icons | Represents file pane items with small icons. Items are listed left from to right and top to bottom. |
| List | Represents file pane items with small icons. Items are listed from top to bottom. |

Details Represents file pane items with small icons. Items are listed from top to bottom. Complete details (size, date, time, extension, etc.) are listed along with the items.

Arranging icons

You can also select one of the following five ways to display the contents of the file pane. These commands are found under **View|Arrange Icons**:

- by Name** Arranges the file list alphabetically by name.
- by Extension** Arranges the file list alphabetically by extension.
- by Size** Arranges the file list by size in ascending order.
- by Type** Arranges the file list alphabetically by type. Only files that have associations have a type.
- by Date** Arranges the file list by date and time stamp from newest to oldest.
- by Attributes** Arranges the file list according to the file attributes.

Printing the file list

You can print the file list by selecting **File|Print|File List**.

Setting file pane preferences

The following tree preferences can be accessed by selecting **Options|Preferences**, and then clicking the **Lists** tab.

- Hide system files and system libraries** Hides system files and system libraries in the file pane that would otherwise be visible.
- Keep current selection visible when resizing window** When checked, the current selection in the file pane is kept in view whenever you resize the ZipMagic window. Otherwise, ZipMagic makes no effort to keep the selection in view during resizing operations.

▲ *Displaying the panes*

File navigation is performed primarily with the folder and file panes which can be displayed in one of many ways. You can use the following commands, found under the **View** menu, to change the way the panes are displayed:

Show Folder List	Displays the folder pane which is normally hidden.
Single Pane	Displays one folder pane and one file pane.
Dual Pane Horizontal	Displays two pairs of folder and file panes, one pair beside the other.
Dual Pane Vertical	Displays two pairs of folder and file panes, one pair on top of the other.
Swap Panes	Switches the positions of the pane pairs.

▲ *Refreshing the display*

If you make changes to any of your files while ZipTools is running, then ZipTools will not reflect the new changes. To update the folder and file panes, select **Window|Refresh**.

▲ *Using the Favorites menu*

You can store all the programs and folders that you use often in the Favorites menu so that you can access them quickly.

Selecting from the menu

Selecting a program or a file from the Favorites menu launches the program or opens the file with its associated program. **Selecting a folder** makes ZipMagic go to the folder location and display its contents.

Adding to the Favorites menu

You can add files, programs, or folders to the menu either by using the menu commands, or by directly altering the Favorites *folder* in which the contents of the Favorites menu reside.

To add the current folder to the Favorites menu, select **Favorites|Add| Current Folder**.

To add a file or program to the Favorites menu, follow these steps:

1. **Select Favorites|Add|New Item....**
2. **Select an item.** In the Add New Item to Favorites dialog box, locate the item to add.

3. **Click Add.**

The second way to customize the contents of the Favorites menu is by selecting **Favorites | Open Favorites Folder**, which displays the **Favorites** folder in the folder pane, and displays its contents in the file pane.

The contents in the file pane are the contents of the Favorites menu, therefore you can customize the favorites menu by adding files, programs, their shortcuts, and sub-folders. You can always add, rename, and delete items as you please.

Chapter 16

Performing File Operations

ZipTools is fundamentally a file management utility, which means that most of its work involves file operations such as organizing, accessing, copying, moving, deleting, viewing, modifying, and so on. This chapter discusses all the ways in which you can work with your files.

Selecting files and folders

Almost all operations begin by selecting one or more items (files, folders, shortcuts, etc.). There are a number of different ways to select items, depending on how many items that you wish to select, and their location with respect to each other.

Selecting with the mouse or keyboard

To select a single item, simply click the item in the tree pane or the file pane.

To select multiple items that are listed contiguously, click the first item, then Shift-click the last item. All the items between the first and last item will be selected. You can also select a block of files by clicking the mouse button to the left or right of an item, and then dragging the selection rectangle to surround the files you want to select. To make a contiguous selection with the keyboard, place the focus on the list box using either the shortcut for the list box or the Tab key. Move the focus rectangle to the first item to select with the arrow keys. Press and hold the Shift key. Use the arrow keys to extend the selection to the last item to select. All items between and including the first and last item will be selected.

To select multiple files and/or folders that are not listed contiguously, Ctrl-click each item.

Selecting with menu commands

The following commands are also available from the **Edit** menu:

Select...	Displays a dialog with which you can specify the file(s) that you want to select in the current directory (see the following section for details).
Select All	Selects all of the items in the file list.
▲ Invert Selection	This command selects unselected items, and deselects selected items.

Selecting using the Select dialog box

The Select dialog can find files and folders that match one or more names and attribute criteria. The matching items are then selected in the file pane. To use the select dialog box, follow these steps:

1. **Select Edit|Select....** The Select dialog box will then appear.
2. **Type one or more File(s) or Item(s).** You can either type a specific item name, or use wildcards, such as *.* or *.doc.
3. **Select appropriate options.** There are two options. **Include Folders** which, if checked, will include folders in the selection. Otherwise, folders are excluded. **Case Sensitive**, when checked, selects only those items that match in name and letter case.
4. **Select appropriate Attributes.** Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.
5. **Click Select or Deselect.** To select the matching items, click **Select**. To deselect the items in the file pane that match the criteria, select **Deselect**.

Copying and moving files or folders

There are three ways to copy or move items (files, folders, etc.): by using the commands **Copy** or **Cut**, and **Paste**; by using the **Copy** or **Move** dialog; or by drag and dropping the items.

Using menu commands

Follow these steps to use the menu commands to copy or move.

1. **Select one or more items to copy or move.**
2. **Select Edit|Copy to copy the item, or Edit|Cut to move the item.**
3. **Select or open the folder to which you will move or copy the item(s).**
4. **Select Edit|Paste.**

Using dialog boxes

To use the Copy or Move dialog box, follow these steps:

1. **Select one or more items to copy or move.**
2. **Select File|Copy to... to copy the item(s), or File|Move to... to move the item(s).** The dialog box will then appear.
3. **Select a destination folder.** In the right pane, navigate through your system to locate the destination folder—that is, the folder to which you will copy or move the item(s). Click the folder.
4. **Click OK.**

Using the drag and drop method

To drag and drop a file is to drag its icon from one location to another. You can drag and drop an item to a different position in the same list or to a different window. Among other operations, drag and dropping can be used to copy and to move items.

To copy or move a file by drag and dropping it, follow these steps:

1. **Select one or more items.**
2. **Open the destination—that is, the folder to which you will copy or move the item(s).** Make sure that the source and the destination are both visible on the screen.
3. **Move the screen pointer to one of the selected items.** Press and hold down the right mouse button to copy the item(s), or the left mouse button to move the items.
4. **Move the screen pointer to the destination window or folder.**
5. **Release the mouse button.**

Making a new folder

The basic way to organize data on your computer is by separating them into folders. There are two ways to make folders. One is to right-click a window or desktop, and then select **New | Folder** from the context menu.

Deleting files or folders

You will inevitably need to delete one or more files or folders from your system. ZipMagic allows you to delete items to the Recycle Bin or to perform a full Delete which bypasses the Recycle Bin.

Deleting to the Recycle Bin

Normally a deleted item is moved to the Recycle Bin where it can later be recovered to its original state, or be permanently deleted. While in the Recycle Bin, an item still occupies disk space. The default for delete operations in Windows 95 and NT 4.0 is to place deleted items in the Recycle Bin.

To delete items to the Recycle Bin, select one or more items from either the tree pane or the file pane, and then select **File | Recycle**.

Permanent Delete

Sometimes you will want to permanently delete a file, bypassing the Recycle Bin. To do so, select the item(s) to delete, then select **File | Delete**, or press Shift+Del.

Note: Be careful when using this option because the selected items will be deleted immediately, and cannot be recovered from the Recycle Bin.

Renaming files or folders

Renaming a file or folder is easy in ZipMagic:

1. **Click an item.**
2. **Select File|Rename.** Alternatively, you can wait one second, then click the item a second time.
3. **Type the new name, then press the Enter key.**

Displaying items' properties

It is often necessary to determine specific information about a file or folder. File and folder properties provide information about the file or folder such as the creation date, the size of the item, attributes (read-only, system, hidden and archive), version information, and more. ZipMagic allows you to view detailed property information about any item.

To view property information, follow these steps:

1. **Select one or more items.**
2. **Select File|Properties.** Alternatively, you can right-click one of the items, and then select Properties from the context menu.

Printing files and lists

You can print the contents of both the tree pane and the file pane, as well as any file that has an associated program.

Printing files

ZipMagic supports the printing of any file that has a file association. Windows uses associations to associate various types of files with programs. For example, text (TXT) files are usually associated with the program Notepad, and Write (WRI) files are associated with the WordPad program.

To print a file that has an association, follow these steps:

1. **Select the file you want to print from the file pane.**
2. **Select File|Print|File.** ZipMagic will then launch the associated program, and then use the program's print command to print the file. Alternatively, you can also print a file by right-clicking on a file, and then selecting Print from the context menu.

Printing lists

In addition to printing files, you can print the contents of the tree pane by selecting File|Print|Tree List, and you can print the contents of the file pane by selecting File|Print|File List. The standard Print dialog for your printer will be displayed. Make any necessary settings changes, and then click OK.

Opening files and starting programs


You can **start a program** directly from the file pane by double-clicking the item you want to open or run. There are two ways to **open a file**: using the Edit File command, and using the Associate command.

▲ Using Edit File to edit a text file

The Edit File command is for opening text files specifically. To open a text file with a text editor, follow these steps:

1. **Select a file whose contents is text.** Although most text files are TXT files, many other types of files also contain text such as BAT files, CFG files, and COM files.
2. **Select File|Edit File.**

To change the default text editor, do the following:

1. **Select Options|Preferences.**
2. **Click the File Viewer tab.**
3. **Change the File Editor.** Click , then locate and double-click a text editor.
4. **Click OK.**

▲ Using Associate...

Although this command doesn't appear to open files, it activates the Open With dialog box. From this dialog box you can select a program with which to open the selected file.

To open a file with the Open With dialog, follow these steps:

1. **Select a file.**
2. **Select File|Associate....** The Open With dialog box will appear.
3. **Make sure that the Always use this program to open this type of file is not checked.** (If the option *is* checked, then that file type will be always be associated with the selected program.)
4. **Click OK.**

▲ E-mailing a file

ZipMagic allows you to e-mail a file if your system has a properly installed and configured e-mail package.

Note: The Send menu item is only available if your system contains a properly installed and configured electronic mail package.

To send a file, follow these steps:

1. **Locate and select the file in the file pane.** The file you want to send must have the focus as indicated by the dashed rectangle around the file name.

2. **Select File|Mail....** The standard dialog for your electronic mail package will appear. Use this dialog to send your file.

▲ **Associating file types**

Associating a file type tells Windows that files with a certain extension, such as EXE, TXT, or GIF, should be opened by a particular program. Among other things, associating a file type makes it possible to open data files by double-clicking the file.

To associate a file type, follow these steps:

1. **Select a file of the type that you want to associate with a program.**
2. **Select File|Associate....** A list of programs will appear in a list.
3. **Check the option, Always use this program to open this type of file.**
4. **Select the program that you want to associate with this type of file.** If the correct program is not in the list, the click **Other**, select the program, then click **Open**.
5. **Click OK.**

▲ **Setting a file's date and time**

You can set the date and time stamp of your files which is normally the date and time at which the file was made.

Follow these steps to change the date and time of a file:

1. **Select a file.**
2. **Select File|Set File Date/Time....**
3. **Set a date.** You can either type numbers directly into the **Month**, **Day**, and **Year** edit boxes, or you can use the spin buttons to increase or decrease the values.
4. **Set a time.** You can either type numbers directly into the **Hour**, **Minutes**, and **Seconds** edit boxes, or you can use the spin buttons to increase or decrease the values. Also specify whether the time is **AM** or **PM**.
5. **Click OK.**

Chapter 17

Compression and Encoding Operations

ZipTools can meet all your compression and encoding needs with the commands located on the **Archive** menu. There are commands to compress and decompress files, to encode and decode files, and to convert files. And in addition to the Zip format, ZipTools supports all these formats: ARC, ARJ, ARK, CAB, GZ, LZH/LHA, TAR, TAZ, TGZ, PAK, PWC, RAR, Z, and ZOO.

All the compression- and encoding-related commands in ZipTools are found on the **Archive** menu, are documented in previous chapters. The following table describes where in the guide each command is discussed.

The command...	Is discussed in the section...
Extract...	<i>Extracting any supported archive on page 29</i>
Zip...	<i>Zipping files and folders with the Zip command on page 21</i>
Convert Zip to Self-Extracting EXE...	<i>Converting a Zip archive into a self-extracting archive on page 27</i>
Convert Zip to Folder...	<i>Using the Convert Zip to Folder command on page 29</i>
Convert Folder to Zip...	<i>Using the Convert Folder to Zip archive command on page 24</i>
Convert Archive to Zip...	<i>Converting non-Zip archives to Zip archives on page 24</i>
Add Files to Zip...	<i>Using the Add to Zip command in ZipTools on page 23</i>
View/Edit Zip Comments...	<i>Editing Zip archive's comments on page 32</i>
Test Integrity...	<i>Testing a Zip archive's integrity on page 32</i>
Repair Zip...	<i>Repairing a damaged Zip archive on page 33</i>
Make Self-Extracting...	<i>Making a Self-Extracting Zip Archive on page 26</i>
UUencode File...	<i>UUencoding and sending an e-mail attachment on page 35</i>
Decode File...	<i>Receiving and decoding an e-mail attachment on page 36</i>

Setting archive-related preferences

There are other Zip-related preferences that you can access by selecting **Options|Preferences**, and then clicking the **Zip/UnZip** tab. The preferences are as follows:

Confirm on delete	When checked, you are asked to confirm each operation that results in the deletion of a file or folder in a Zip archive.
Beep after archive operations	Notifies you by a beep that an archive operation has been completed.
Open archives from the File List	Treats archives as folders, displaying them in the tree pane and displaying their contents in the file pane. Otherwise, archives are displayed in the tree and file panes of a new ZipMagic window.

Opening new or existing Zip archives

There are two ways you can open existing archives. One way is to navigate the folder and file panes to a Zip archive and click the archive. The other way is to use the **Open Archive** and **New archive** on the **File** menu. The commands are as follows:

New Archive	Makes a new Zip archive. In the dialog box that opens, select a destination folder, then type a full name in the File Name box.
Open Archive	Opens a Zip archive. Locate the folder from which to retrieve the archive, select the Zip archive to open, and then click Open .

Viewing archives

The ability to view Zip-compatible archives and other archives is built into the ZipTools tree and file panes. Since compressed archives contain files, similar to the way folders contain files, ZipTools treats archives in the same way it does folders. Thus, to display the contents of an archive, click it if it is in the tree list, or double-click it if it is in the file list. Its contents will then appear in the file pane.

Once you have opened a Zip archive for viewing, you can add files to or extract files from the archive. Note that you can add files to or extract files from Zip archives only.

Chapter 18

Operating the Viewer Pane

The viewer pane displays the contents of the file selected in the file pane, offering numerous display and print options through the viewer pane's context menu.

Understanding file viewers

Through a utility called Quick View and Mijenix file viewers, Windows 95 and NT 4.0 can display the contents of numerous types of files (including word processing documents, and multimedia files) without opening the associated application.

Note: The viewer pane uses the Quick View viewers distributed with Windows 95 and NT 4.0, but Quick View is not automatically installed when you install Windows. For information on installing Quick View, see the Windows Help Topic, *Installing a Windows component after Windows has been installed*. ZipTools also supports Quick View Plus, an enhanced version of Quick View that supports additional file formats. For more information on upgrading your file viewer, select **Help|Upgrading File Viewers**.

Setting viewer pane preferences

The Viewer Pane preferences, which can be accessed by selecting **Options|Preferences** and then clicking **File Viewers**, affect the way that ZipTools windows appear. The options are as follows:

The following viewer pane preferences can be accessed by selecting **Options|Preferences**, and then clicking the **File Viewer** tab.

Text	When selected, the Viewer pane displays the contents of the selected file using Text Mode. This option is only used if the selected file does not have a compatible Viewer filter installed on the system.
Hex Dump	When selected, the Viewer pane displays the contents of the selected file using Hex Dump Mode. This option is only used if the selected file does not have a compatible Viewer installed on the system.
Open file	When selected, the file being displayed in the Viewer pane is opened for editing when you double-click on the Viewer pane.
Display file with external Quick View	When selected, the file being displayed in the Viewer pane is also displayed in an external Quick View window when you double-click the Viewer Pane.

Using viewer pane menu commands

You can take advantage of the many viewer options in the viewer menu. When the viewer pane is open, you can access the viewer menu by right-clicking the viewer pane while a file is being displayed. This section describes the options available through this menu.

Using Edit-like commands

When a file is being displayed in the viewer pane, you can select text (and other types of data specified in Options|Clipboard) by highlighting portions of it, or you can select all the text in the file by selecting **Select All** from the viewer menu. You can further copy it to the clipboard by selecting **Copy** from the viewer menu.

Printing graphics files

You can quickly print the contents of the viewer pane by selecting **Print...** from the viewer menu. This opens the standard print dialog from which you can select a printer, and its settings.

Rendering graphics files

There are three different options under the **View As...** submenu for rendering files in the viewer pane. **Draft** displays the file, ignoring graphics and some text formatting so that more of the file is visible, and so that the file can be displayed faster. **Normal** displays files a little slower, but it displays all the correct formatting and graphics. Finally, **Preview** displays the file as it will appear if printed.

Displaying graphics at different sizes

When the viewer pane is in View|Preview is checked, the **Size** submenu offers three different sizes at which to view files. **Full Size** displays the file at 100% magnification. **Fit to Window** displays the entire page in whatever space is available to the viewer pane. **Fit to Window Height** displays the file large enough for it to occupy the entire height of the viewer pane, regardless of how it fits horizontally. **Fit to Window Width** displays the file large enough for it to occupy the entire width of the viewer pane, regardless of how it fits vertically.

You can also magnify images to cover your entire screen by right-clicking the image and then selecting **Show Full Screen** from the viewer menu. To return the screen to its normal display, right click the screen, and then select **Restore Screen**.

Rotating graphics


You can rotate graphics that are being displayed by 90°, 180°, 270°, or not at all by selecting the respective value in the **Rotation** submenu.

Zooming in and out of graphics

In the viewer pane, you can zoom in on an image by selecting **Zoom|In**. You can zoom out of an image by selecting **Zoom|Out**. You can also set the image to its original size by selecting **Zoom|Reset**.

Converting graphics formats

Graphics can be converted from one format to another. To do so, follow these steps:

1. **Select Convert Picture from the viewer menu.**
2. **Select a format to convert to.** Click the **To** list box to display the list of supported formats that you can convert to. Scroll through the list and select a format.
3. **Select a destination path and file name.** ZipTools will offer a default file path, but you can change it by typing a new destination path directly into the **Save As** edit box. You can also click  (the Browse button) to locate a destination file.
4. **Select any necessary Options.** Clicking **Options** will display three additional options, although one or more may *not* be available, depending on the format you chose in step 2. The first is the format **Subfile Type**. The second is the **Color Depth**. The greater the color depth, the larger the file, but the smoother the graphic. The third option is the **Compression Rate**. Unlike “lossless” compression, graphics compression reduces a file’s size by reducing its detail, in effect, producing an approximation of the image. Thus, high compression produces a small file, but it also results in poor image quality. Conversely, low compression results in a large file, but in high quality picture.
5. **Click OK.**

Displaying file data

There are different ways to display a file’s data as indicated by the commands found under the **View As** submenu. **Native Format** displays the file as it would appear in its associated application. **ANSI Text** displays the raw data in the file, using the ANSI character set. **DOS Text** displays the raw data in the file, using the DOS character set. **Unicode** displays the data in the file using the Unicode character set. **Hexadecimal** displays a the data in the file bath as hexadecimal characters, and as their text equivalents.

Opening the file for editing

You can open a file in its associated application simply by selecting **Open File for Editing** from the viewer menu.

Opening a file with Quick View or Quick View Plus

If you have Quick View Plus installed, you can use it to view a file by selecting **Quick View Plus** from the viewer menu. This is especially useful for viewing files that the original Quick View does not support.

Closing the viewer pane

In addition to the viewer pane button in the toolbar, and the Options | Viewer Pane command in the menu, you can close the viewer pane by selecting **Close Viewer Pane** from the viewer menu.

Chapter 19

Using Tools Commands (Advanced User Mode)

This chapter discusses tools that can increase your productivity by helping you to

- Locate items on you system
- Perform disk operations
- Map network drives
- Open an MS-DOS window

All the following tools are located in the **Tools** menu.

Finding files, folders, and computers

The two following commands, which are found under the **Tools** menu, open Windows 95/NT utilities that are designed to help you locate items on your computer, or computers on your network.

Find Files or Folders... Displays the standard Windows utility for locating files and folders on your computer.

Find Computer... Displays the standard Windows Find Computer dialog. This dialog allows you to search for a network computer by name.

Disk Operations

The following tools are available to perform disk operations:

Copy Disk... Opens the Copy Disk dialog box through which you can copy the contents of a floppy disk to another floppy disk of the same size. The source and destination drive can be the same drive.

Label Disk... Opens the Label Disk dialog box which allows you to edit and update the label for any local drive on your system.

Format Disk... Opens the Format Disk dialog box. This dialog allows you to format any local drive on your system.

Network tools

The following **Tools** menu commands, affect your access to network drives. The tools are as follows:

Map Network Drive...	Displays the Map Network Drive dialog which allows you to assign a drive letter to a network computer or folder.
Disconnect Network Drive...	Displays the Disconnect Network Drive dialog which allows you to unmap one or more network drives.

Note: Disconnecting from a network drive unmaps the drive letter, but does not log you off your server. You will still have access to your network drive(s) through **Network Neighborhood**.

Opening an MS-DOS window

You can open a window to MS-DOS by selecting **Tools|Open MS-DOS Window**.

Part 5 **Appendixes**

Appendix A

Glossary

- application** *Application* is a more technical term for *program*.
- click** To click an item means to point to it with the screen pointer, and then quickly press and release the left mouse button once.
- context menu** Also called a context-sensitive menu, or a shortcut menu, a context menu comprises the commands that are commonly associated with an object on the screen. To activate an item's context menu, point to it with the screen pointer, then press and release the right mouse button once.
- double-click** To double-click an item means to point to it with the screen pointer, and then quickly press and release the left mouse twice.
- encryption** Encryption is a security process by which a file is mathematically encoded—converted into meaningless code—according to a *key* which is somewhat like a password. An encrypted file can only be read by first decrypting it which limits its use to only those with the decryption key. Among other things, encryption helps prevent others from intercepting and reading files or e-mail that is transferred over a network or the Internet.
- extract** To extract is to return a compressed file to its original state.
- folder** *Folder* is used throughout this guide as a standard Windows 95/NT term, and is equivalent to the Windows 3.x term, *directory*.
- hard drive** ZipMagic can compress data on most kinds of storage devices (e.g. hard drives, floppy disks, magneto-optical disks, and other high capacity storage disks and cartridges), but to keep the directions simple, and to reflect the most common use of ZipMagic, the term *hard drive* is used throughout this guide to represent all these media.
- path** A path is like a street address system for your computer. Paths can identify a drive (e.g. C:\), a folder (e.g. C:\Temp), or file (e.g. C:\Windows\ftp.exe).
- right-click** To right-click an item is to point to it with the screen pointer, and then quickly press and release the right mouse button once.
- select** To select an item is to identify to the computer one or more files or folders on which you will perform an operation. This is usually done by pointing to an item with the screen pointer, and then quickly pressing and releasing the left mouse button once.
- unzip** To *unzip* is to extract (see *extract*) a Zip archive.

UUencode	<p>Many file formats are 8-bit (also called <i>binary</i>) which means that the basic unit of information—a byte—comprises 8 on/off signals. E-mail, however, is a 7-bit (or <i>text</i>) medium, preventing the transfer of 8-bit data. UUencoding, however, compensates for this restriction by converting 8-bit data into 7-bit data.</p> <p>UUencode accomplishes this by joining all of the file's bits together into a single stream, and then dividing the stream into 7-bit chunks. The data are then e-mailed and received by someone who must UUdecode it. Much like UUencoding, UUdecoding works by joining all of the file's bits together into a single stream, and then dividing the stream up into 8-bit chunks, returning the file to its original state.</p>
Windows	<p><i>Windows</i> is used throughout this guide to represent Windows 3.x, Windows 95, and Windows NT, unless otherwise stated.</p>
wizard	<p>A wizard is a series of dialog boxes that guides you step by step through a procedure.</p>
zip	<p>To zip (notice the lowercase z) a file is to compress it into an archive so that it occupies less disk space. Normally, a file cannot be used when it is zipped, but zipped data can be used when running ZipMagic 98.</p>
Zip archive	<p>An archive of one or more Zip-compressed files. Depending on whether ZipMagic is enabled, an archive may appear as a single file or as a Zip folder.</p>
Zip file	<p>A Zip archive that Windows presents as a single file. A Zip archive will appear as a file when ZipMagic is disabled. Its contents can not be accessed unless ZipMagic is enabled, or the archive is decompressed.</p>
Zip folder	<p>A Zip archive that Windows presents as a folder. A Zip archive will appear as a folder when ZipMagic is enabled. The contents of a Zip folder can accessed like the contents of any other folder.</p>

Appendix B

Frequently Asked Questions

1 **Q:** When selecting a Zip archive as an e-mail attachment, I can't select the Zip folder (the folder just keeps opening), and if I select a Zip folder's contents, they seem to decompress to their full size. How do I send zipped attachments?

A: See *Sending zipped attachments* on page 36 for a full explanation.

2 **Q:** Why does a program listed in the exclusion list still see zips as files?

A: If the parent program of a family of programs is excluded, then all the programs in the family will also be excluded. Likewise, if the parent program is not excluded, then none of the programs in the family of programs will be excluded. Consequently, if a program is an extension to Explorer, such as Outlook Express, then adding it to the exclusion list will either have no effect or will have the effect of disabling ZipMagic for all of Explorer.

3 **Q:** When ZipSurfer is deactivated, my Web browser gives me an error message when it tries to move a newly downloaded Zip archive from its temporary location. Why?

A: Because ZipMagic has "disguised" your Zip file as a folder, your Web browser no longer recognizes it. You should consider adding it to the exclusion list in ZipMagic Properties. For details, see *Excluding programs* on page 16.

4 **Q:** I've created an encrypted Zip folder, but files that I add to it are not encrypted. Why?

A: Because the ZipMagic driver, which is responsible for dynamically zipping files as they are moved into Zip folders, can not itself encrypt data. This capability was excluded to minimize the size of the driver, which is important because the driver remains permanently in memory.

The only way to add and encrypt a file to an encrypted Zip archive is to use the **Zip** or **Add to Zip** dialogs boxes, each of which has an encryption option.

5 **Q:** Why does the ZipMagic icon animation periodically appears at the top of the screen, even though I'm not working with any zip files?

A: Because an application is active in the background and accessing files within Zip folders. Anti-virus applications, and indexing applications such as Microsoft's FindFast are common causes.

To determine which application is responsible for the appearance of the animated icon, press Ctrl-Alt-Delete when it occurs, and then determine which of the list of active programs is responsible.

To then stop the program from scanning your Zip folders, add it to the exclusion list. For details, see *Excluding programs* on page 16.

To allow the application to scan your Zip folders, yet disable the animated icon, open ZipMagic Properties and then deselect **Display compression/decompression animation**. For details, see *Changing General Settings* on page 13.

6 Q: I just added a .zip to a file—not a folder—and now I have a Zip folder that doesn't work! How do I get things back to normal?

A: Just (1) disable ZipMagic, (2) rename the file to remove the .zip, and then (3) enable ZipMagic again.

7 Q: Why does a dialog box sometimes ask me to supply the password for an encrypted zip file? I haven't made any encrypted zip files!

A: Some software packages, such as Adobe AfterDark, store some of their own program data in encrypted Zip files. When anti-virus applications or indexing applications scan your drive, they also scan your Zip folders. If they find an encrypted Zip folder, they will ask for the decryption key.

To determine which application is responsible for the appearance of the animated icon, press Ctrl-Alt-Delete when it occurs, and then determine which of the list of active programs is responsible.

To then stop the program from scanning your Zip folders, add it to the exclusion list. For details, see *Excluding programs* on page 16.

8 Q: I can't see zip folders on my network drives. Is this normal?

A: This is a common problem with more than one cause. One cause is accessing a drive that uses UNC path names (path names that begin with “\\” such as \\Servername\Data) instead of a drive letter. ZipMagic does not currently support UNC path names.

A second possibility is that the drive isn't selected as an active drive in the **Drives** section of ZipMagic Properties. For details, see *Changing active drives* on page 15.

A third possible cause is the use of a Novell NetWare client which prevents other device drivers from seeing file requests for network drives. In such a case, the ZipMagic device driver can't see Zip files on network drives, and thus cannot make Zip folders for them. Until Novell changes their client software, the only solution is to use a different client.

- 9** **Q:** Why, after compressing one of my program folders, does an error message appear when trying to run it from its zip folder?
- A:** When you zip a folder, its path changes with the addition of the `.zip` extension. If the application's path information is stored in the registry, then that path information will remain unchanged, and become invalid. So your computer will wrongly look for files in, say, `C:\SomeFolder` instead of `C:\SomeFolder.zip`.

The solution is to make a new Zip folder in your Programs Files folder, and then reinstall the application into that folder.
- 10** **Q:** Why can't I display some file types in the ZipTools viewer pane?
- A:** ZipMagic displays the file types that are supported by its own multimedia viewers, and by the Quick View file viewers installed on your computer. Quick View is distributed with Windows 95/NT (but may not be installed on your computer). Quick View Plus, which supports many more file types, can be purchased separately.
- 11** **Q:** Why does Explorer report the uncompressed size of compressed data?
- A:** The operating system needs the decompressed size of a file so that it can allocate the correct amount of memory (not disk space) when opened and, consequently decompressed.

To see the compressed size of a file, right-click it, and then select **ZipMagic|Properties**. You can also look at it using the **Details** view in Archive Manager.
- 12** **Q:** I've zipped up a bunch of files, but their compressed sizes are not much smaller than their uncompressed sizes. How come?
- A:** Some files don't have a file structure that is suited to Zip compression, such as EXEs and other Zip files. Other file types, such as JPEGs, are ignored because they are compressed by nature.
- 13** **Q:** The first time that I access an encrypted file, I need to type the password. After that, I don't need to. Was the file decrypted?
- A:** No. As a convenience, ZipMagic temporarily remembers the passwords of opened Zip archives (it does not store them on disk) and applies them automatically for you. If this poses a security problem for you, you can define a hot key in ZipMagic Properties that will remove passwords from ZipMagic's memory.

- 14** **Q:** If I right-click a Zip folder and wait a few seconds it disappears. What is causing this to happen?
- A:** This problem in the Version Control feature in WordPerfect 8. There is a Corel Versions item added to the context menu for folders that cause zip folders to be deleted. You can prevent this by reinstalling WP8 without Version Control, or by removing the HKEY_CLASSES_ROOT\Folder\ShellEx\ContextMenuHandlers\Versions Menu item from your registry, and then restarting your computer.
- You can also get an update from Corel that corrects the problem.
- 15** **Q:** Does ZipMagic extract files to a temporary folder on my hard drive?
- A:** Not at all. ZipMagic provides decompressed file information to the Windows operating system dynamically.
- 16** **Q:** Can I compress my Windows directory? Or my whole C: drive?
- A:** Do *not* compress your Windows directory or the whole hard drive otherwise Windows will not boot!
- 17** **Q:** I run a backup program automatically at midnight. Is there some way I can make the program not look inside Zip folders?
- A:** You can schedule ZipMagic to disable itself during that time. For details, see *Scheduling ZipMagic to be disabled* on page 15.
- 18** **Q:** Using Explorer or File Manager to browse a floppy that contains Zip archives seems a bit slow. How can I improve performance?
- A:** Performance is usually acceptable on floppy drives. If it's not, you can temporarily disable ZipMagic, copy the Zip files to your hard drive, and work on with them there. If you don't need to access the compressed data, you could also disable ZipMagic to the floppy drive through the **Drives** tab in ZipMagic Properties. For details, see *Changing active drives* on page 15.
- 19** **Q:** I use ZipMagic as a hard drive compression utility. Is that all right?
- A:** It's a tempting idea, but we recommend against it because the Zip format is not well suited to general hard drive compression. It lowers performance, can confuse path information in the registry, and in the event of a power outage during a save operation, an entire Zip archive can potentially become irreparably damaged.
- Mijenix has, however, developed a program called FreeSpace that is similar to ZipMagic, but is designed specifically for hard drive compression. To learn more

about FreeSpace, call our sales department at 1-800-MIJENIX (1-800-645-3649), or connect to our Web site (<http://www.mijenix.com/>) where you can read about FreeSpace and download an evaluation version.

- 20** **Q:** When I use the `chkdsk` command in DOS, it reports that each Zip folder is an 'Invalid sub-directory entry'. Is there really a problem?
- A:** This is not a problem. The command `chkdsk` checks for real folders that are written to disk. Zip folders are "virtual", though, which confuses `chkdsk`. You can safely ignore these warnings.
- 21** **Q:** Zip archives that are in Zip folders don't appear as folders. Why?
- A:** Because ZipMagic currently can't see inside nested Zip archives. To do so, you'll have to move them out of the Zip folder.
- 22** **Q:** Will my anti-virus program work on files stored inside Zip folders?
- A:** Yes, anti-virus programs work just as effectively with Zip folders.
- 23** **Q:** Can I still use my other Zip programs if I use ZipMagic?
- A:** Yes, if you wish.
- 24** **Q:** I have a question that's not in this list or in the Help file. What now?
- A:** See *Customer support* on page 4 for information on how to contact us with questions.

Appendix C

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Index

A

About message box	9
Activating	43
activating ZipMail	41
activating ZipSurfer	43
active drives	15
Add to Zip command	23
Add Current Folder command	57
Add New Item command	57
adding files to a Zip archive	20
Advanced User Mode	46
advanced zipping options	22
application, the definition of	74
ARC files	3, 29, 65
Archive preferences	66
archive types, supported	3
ARJ files	3, 29, 65
ARK files	3, 29, 65
Arrange Icons commands	56
Associate command	63, 64
associating archives with ZipMagic	17
associating file types	64
assumptions of this guide	4

B

Base 64 files	3
BinHex files	3
business hours, Mijenix	5

C

CAB files	3, 29, 65
Cascade command	52
click, the definition of	74
Close All command	52
Close All Others command	52
Close command	52
Collapse All command	54
Collapse Branch command	54
Collapse Drive command	54
command line utility	38–39
compression described	3
contacting Mijenix	4
Context Menus preferences	17
context menus, the definition of	74

conventions of this guide	4
Convert Folder to Zip archive command	24
Convert Zip to Folder command	29
converting	
graphics	69
non-Zip archives to Zip archives	24
Zip archive to self-extracting archive	27
Zip folders to normal folders	29
Copy to command	60
copying	
disks	71
copying files and folders	60
copying to add to Zip archives	23
creating a new folder	61
customer support	4
Customize Toolbar command	48

D

data compression described	3
deactivating ZipMail	41
deactivating ZipSurfer	43
decoding e-mail attachments	36
Delete command	61
deleting files and folders	61
Details command	56
device driver	8
directory (folder)	74
disabling ZipMagic	10
disabling ZipMagic (scheduling)	15
disk operations	71
copying	71
formatting	71
labelling	71
Displaying	68
displaying	
Zip archive properties	33
displaying file data	69
displaying graphics at different sizes	68
double-click, the definition of	74
Drivebar command	48
driver	8
drives, changing active	15
Dual Pane Horizontal command	49, 57
Dual Pane Vertical command	49, 57
DWC files	3

E

Easy Update	7, 10
Edit File command	63
editing Zip archive comments	32
e-mail attachments	
decoding	36
sending Zip archives	36
UUencoding	35
e-mailing a file from ZipTools	63
enabling ZipMagic	10
encoding formats, supported	3
excluding programs	16
Expand All command	54
Expand Branch command	53
Expand Drive command	54
Expand One Level command	53
extract, the definition of	74
extracting archives using ZipWizard	30
extracting supported archives	29

F

Favorites menu	57
file data, displaying	69
file pane, ZipTools	55
file viewer preferences	67
file viewers	67
Filter command	55
Find Computer command	71
Find Files or Folders command	71
finding files, folders, and computers	71
floppy disks	74
folder pane	53
folder pane preferences	54
folder, the definition of	74
Font command	53
fonts, changing in ZipTools	53
formats supported	2
formatting disks	71

G

General Settings preferences	13
Glossary	74
Go to command	54
Go to Drive command	54
graphics, printing	68
GZ files	3, 29, 65

H

hard drive, usage in this guide	74
help	9, 10
help in ZipTools	52
Hot Keys preferences	14

I

icon (quick access icon)	9–10
installing ZipMagic	6
Invert Selection command	59

L

labelling disks	71
Large Icons command	55
LHA/LZH files	3
List command	55
listing Zip archive contents	19
LZH/LHA files	29, 65

M

magneto-optical disks	74
Mail command	64
making a new folder	61
making a new Zip archive	19
making new self-extracting archive	26
mapping network drives	72
menu, ZipMagic	8
Mijenix, contacting	4
MIME files	3
Move to command	60
moving files and folders	60
moving to add to Zip archives	23
MS-DOS batch files	39
multiple ZipTools windows	51

N

network drives	
mapping	72
unmapping/disconnecting	72
New Archive command	66
New command	20
New Window command	52

New+Cascade command 52
 New+Tile Horizontally command 52
 New+Tile Vertically command 52

O

Open Archive command 66
 opening
 archive with ZipTools 34
 existing Zip archives in ZipTools 66
 file for editing 69
 files from ZipTools 63
 files with Quick View or Quick View Plus 69
 new Zip archives in ZipTools 66

P

PAK files 3, 29, 65
 panes, displaying in ZipTools 57
 path, the definition of 74
 Performance preferences 14
 preferences, ZipTools 50
 preferences. *See* properties
 printing
 files 62
 graphics 68
 in ZipTools 62
 lists 62
 the file list 56
 the tree list 54
 properties
 Archive 66
 Context Menus 17
 displaying file and folder 62
 displaying Zip archive 33
 displaying Zip archives' 33
 Drives 15
 File Viewer 67
 General Settings 13
 Hot Keys 14
 Performance 14
 Properties command 62
 Properties dialog box. *See* ZipMagic Properties
 PWC files 29, 65

Q

quick access icon 9–10

R

RAR files 3, 29, 65
 receiving an e-mail attachment 36
 Recycle command 61
 Refresh command 52
 refreshing the display 57
 removing files from a Zip archive 20
 Rename command 62
 renaming
 a Zip archive 19
 files and folders 62
 to convert Zip folder to normal folder 29
 to zip or unzip 19, 21
 renaming Zip archive contents 19
 rendering graphics 68
 repairing damaged Zip archives 33
 right-click, the definition of 74
 Rotating 68
 rotating graphics 68

S

Save Settings Now command 50
 Save Settings on Exit command 50
 scheduling ZipMagic to be disabled 15
 select
 the definition of 74
 Select All command 59
 Select command 59
 selecting files and folders 59
 self-extracting archive
 converting Zip archive to 27
 making 26
 sending an UUencoded e-mail attachment 35
 sending zipped attachments 36
 Set File Date/Time command 64
 setting a file's date and time 63
 shortcuts, ZipTools 17
 Show Folder List command 48, 53, 57
 Single Pane command 49, 57
 Small Icons command 55
 starting programs from ZipTools 63
 Status Bar command 49
 storage disks 74
 support, customer 4
 supported formats 2
 Swap Panes command 57
 system requirements 6

T

TAR files	3, 29, 65
TAZ files	3, 29, 65
technical support	4
Terminology. <i>See</i> Glossary	
testing a Zip archive's integrity	32
TGZ files	65
Tile Horizontally command	52
Tile Vertically command	52
title bar menu	9
Toolbar command	48

U

uninstalling ZipMagic	7
unmapping network drives	72
unzip	
the definition of	74
unzipping using Rename	19
Up One Level command	54
updating ZipMagic	7
UUencode, the definition of	75
UUencoded files	3
UUencoding e-mail attachments	35

V

viewer pane	
closing	70
menu commands	68
preferences	67
Viewer Pane command	49
viewing archives in ZipTools	66
viewing graphics in ZipTools	68–69

W

Windows NT	4
Windows, the definition of	75
wizard	10
the definition of	75
World Wide Web, Mijenix on the	4

X

XXEncode files	3
--------------------------	---

Z

Z files	3, 29, 65
Zip archives	
adding files to	20
displaying properties of	33
editing comments of	32
e-mailing	36
listing contents of	19
making new	19
opening in ZipTools	34
removing files from	20
renaming contents	19
repairing damaged	33
testing integrity of	32
the definition of	75
Zip command	
using to add to Zip archives	23
Zip file, the definition of	75
Zip folder	
adding files to a	23
the definition of	75
zip, the definition of	75
ZipMagic	
components	8
enabling and disabling	9
help, getting	10
installing	6
overview	2
properties. <i>See</i> ZipMagic Properties	
uninstalling	7
updating	7
ZipMagic menu	8
ZipMagic Properties	8, 12–18
opening	9, 12
organization	12
ZipMagic Uninstall	7
ZipMail	8, 41–42
zipping	
folders using the Rename command	21
using the Rename command	19
using the Zip command	21
using ZipWizard	22
ZipSurfer	8, 43–44

ZipTools	10, 46–72	ZipWizard	10, 22, 26, 27, 30
changing fonts	53	zmcmdl.exe	38
components	47	ZOO files	3, 29, 65
opening	46	Zooming	69
opening archives with	34	zooming graphics	69
opening files from	63		
opening new or existing Zip archives	66		
overview	46		
preferences	50		
quitting	52		
shortcuts	17		
starting programs from	63		
using multiple windows	51		
viewing archives in	66		