

THE
BOOK
OF WINZIP

**FILE COMPRESSION
AND ARCHIVE
MANAGEMENT MADE EASY**

Jerry Lee Ford, Jr.



**NO STARCH
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DEDICATION

To Mary, Alexander and William

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INTRODUCTION

Introducing WinZip

WinZip is a software application that allows you to store copies of one or more files in a single compressed file known as an *archive*. By allowing you to group related files together, WinZip helps you to organize and manage your Windows files. By providing compression, WinZip reduces the amount of disk space required to store your files.

If you are new to WinZip, you'll appreciate its intuitive design and flexibility. WinZip provides the WinZip Wizard for new users. The wizard walks you step by step through the most commonly performed WinZip tasks. All you'll have to do is select choices from the options that are presented to you, and the wizard takes care of the work for you.

Once you have become comfortable working with WinZip, you'll want to graduate from the WinZip Wizard to the WinZip Classic interface. From here, you will be able to perform any WinZip task. WinZip Classic provides you with total control over your archives. In addition to allowing you to create new archives, WinZip lets you work with them in many other ways. For example, you can open an archive and extract its contents, add new files to an archive, and print archive contents. You can also protect files stored in archives, with passwords.

The goal of this book is to teach you everything that you need to know to get started working with WinZip quickly, while also presenting a complete review of all WinZip features. You'll learn how WinZip works, and how you can use it to work faster and smarter.

How This Book Is Organized

This book is organized into 12 chapters and 4 appendices. The first two chapters introduce you to WinZip and help you get it installed and running.

The next three chapters show you how to use WinZip to get things done. Chapter 3 teaches you how to work with the WinZip Wizard to create, modify, and open archives. Chapters 4 and 5 provide detailed coverage of WinZip Classic: WinZip's advanced user interface. Here you learn more about what makes WinZip tick, and how to perform every major WinZip task.

The goal of the next two chapters is to help you work better with WinZip. WinZip is a highly configurable application. Chapter 6 shows you how to configure WinZip to make it work the way you want it to. As easy as WinZip is to use, there will be times when you have a question or need help getting something done. Chapter 7 introduces you to the WinZip help system and shows you how it is organized and how to use WinZip's help system to find the information you want.

Chapters 8 and 9 describe how WinZip is designed to integrate with Microsoft Windows. Chapter 8 points out the many places in Windows where WinZip has added new functionality and shows you how to use it to work smarter and faster. If you like working from the command line, then you will really appreciate WinZip's built-in command line support, which is covered in Chapter 9. You get a quick lesson on how the Windows command line works and see examples of how you can use it to work with WinZip.

The last three chapters present information on three related but optional WinZip applications that you can use to extend WinZip capabilities. Chapter 10 introduces the WinZip Internet Browser Support Add-on, which allows you to use WinZip to streamline the process of working with archives that you download from the Internet. Chapter 11 shows you how to install and work with the WinZip Self-Extractor 2.2 Add-on, which allows you to create intelligent archives. Chapter 12 explains how to use the WinZip Command-Line Support Add-on and demonstrates how it expands on WinZip's built-in command-line capabilities.

This book also provides four appendices. Appendix A provides a list of WinZip keyboard shortcuts that you can use to invoke WinZip commands right from your computer's keyboard. Appendix B provides a command reference for the WinZip Command Line Add-on application. Appendix C covers the new features provided in the beta version of WinZip 8.1. Appendix D provides a glossary of terms that you can use as a reference when reading this book and working with WinZip.

What You Will Need

All that you need to complete this book is a copy of WinZip and a computer running one of the Microsoft Windows operating systems. This book also provides coverage of several WinZip add-on components; you may also want to get a copy of each of them as well. The list of add-on modules includes the following:

- The WinZip Command-Line Support Add-on
- The WinZip Self-Extractor 2.2 Add-on
- The WinZip Internet Browser Support Add-on

You can download a trial version of WinZip and copies of each of the add-on modules from www.winzip.com.

Who Should Read This Book

This book is written for the beginning computer or Internet user who wants to know how to work with WinZip. Whether you just want to know how to “unzip” archives or want to know how to create and distribute your own archive files, this book can help. Prior experience with WinZip or other similar applications is not expected. This book will show you everything that you need to know from the ground up. As long as you have previous experience with Windows and one other application, this book will provide the rest.

Intermediate and advanced users should find the material presented in the latter chapters helpful, particularly the information in Chapter 12, which shows you how to create self-extracting archives. Whether you just want to email a few files to friends, more efficiently store large files on your computer, or distribute files from a website to millions of people around the world, *The Book of WinZip* can help.

Conventions Used in This Book

To make *The Book of WinZip* as useful and understandable as possible, a number of conventions have been used. These include the following:

Italics. New terms appear in italics when they are first introduced.

NOTES: Throughout this book, you will find text labeled as notes; notes provide information that may be useful though not necessarily essential to the topic being covered.

TIPS: Tips provide helpful suggestions for saving time or show alternate ways to perform tasks.

1

WINZIP BASICS



WHAT YOU'LL LEARN

In this chapter, you will:

- Learn the benefits of archive management
- Review the characteristics of Zip files
- Examine WinZip and Windows integration
- Learn about the different WinZip interfaces
- Learn about other software applications that work with WinZip

If you have spent much time on the Internet, chances are good that you have encountered compressed files. These compressed files, commonly called zipped files (though *zip* is only one form of compression), are compressed, or shrunken, files or collections of files.

Compressing, or zipping, files shrinks them, making them easier to store because they require less storage space. Compressed files also save you time when you need to upload or email a file to someone; compressing a large file before emailing it can significantly reduce the amount of time required to send the email.

Compressed files provide a fast and efficient way to organize and transport data. The WinZip Windows software allows you to easily work with Zip files—creating, modifying, and extracting (decompressing) their contents. But WinZip does more than just manage Zip files. As you will see later in this chapter, WinZip works with many different types of compressed files.

WinZip does much more than simply store collections of compressed files. It allows you to view compressed files without

uncompressing them, automatically install their contents, print a file listing, and even create self-extracting Zip files. A *self-extracting* Zip file is a compressed file that anyone can uncompress simply by opening it. In addition to their compressed file contents, self-extracting files contain a small hidden decompression program added by WinZip that automatically executes when the self-extracting file is opened.

WinZip is the only tool that you will need to perform any of the following tasks:

- Unzip compressed files that you download from the Internet
- Create your own compressed files to speed up your email and Internet uploads
- Add multiple files to a single Zip file
- Create Zip files that can unzip themselves

By compressing and grouping your files into archives, WinZip can save you both time and valuable disk space. WinZip makes learning to perform these tasks easy by providing you with a step-by-step wizard that walks you through each task. Later, when you are ready, WinZip provides a more advanced user interface that lets you work even more efficiently.

What Is an Archive?

A Zip file can contain one or more files. A Zip file with multiple files is called an *archive* file. When you compress files using WinZip or another compression tool, you can reduce the size of a file dramatically—sometimes by as much as 90 percent. Thus, you save storage space and time uploading or downloading these shrunken files.

Zip files are especially useful for creating email attachments (because they shrink file size) and for storing files across multiple floppy disks that otherwise would be too large for only one floppy. Compressed files are used extensively on the Internet to speed up downloads.

NOTE *The terms Zip file and archive are used synonymously throughout this book.*

TIP *If your Internet Service provider limits the size of your outgoing emails or the number of attachments you can add to your email, use WinZip to collect and compress your email attachments into a single archive.*

Types of Archives

When surfing the Internet, you are likely to find many different types of compressed files, the qualities of which will vary. Most archive formats support compression, though some will store only a single file. Table 1-1 lists the various archive file types supported by WinZip. ZIP and CAB file types are the most commonly seen; the ARC, ARJ, and LZH file formats are rarely seen any more. Other file types, such as TAR, Z, and GZ, are more common to the Unix operating system than they are to Windows, so if you use only Windows you will rarely, if ever, encounter them.

Table 1-1: WinZip-Supported Archive Formats

File Extension	File Type	Supports Compression	Supports Grouping	Spans Multiple Disks	Requires External Program	Self-Extracting
ZIP	ZIP	Yes	Yes	Yes	No	Yes
TAR	Tape Archive File	No	Yes	No	No	No
Z	Gzip File	Yes	No	No	No	No
GZ	Gzip File	Yes	No	No	No	No
CAB	Cabinet File	Yes	Yes	No	No	No
ARC	ARC File	Yes	Yes	No	Yes	No
ARJ	ARJ File	Yes	Yes	No	Yes	No
LZH	LZH File	Yes	Yes	No	Yes	No

As Table 1-1 shows, WinZip lets you create archives that span multiple disks, thus allowing you to create large archives and copy them to floppy disks. When an archive is too big to fit on a single disk, WinZip automatically configures the archive so that it can be stored across as many floppy disks as needed.

As Table 1-1 also shows, WinZip supports alternative archive file types that require external programs in order for WinZip to work with them, such as ARC, ARJ, and LZH archives. These external programs are applications that have been developed by parties other than WinZip Computing to manage specific compression types. More information about where to find these programs and how to install and work with them is provided in Chapter 6, “WinZip Classic Configuration Options.”

NOTE

WinZip also supports UUencoded, XXencoded, BinHex, and MIME file types. These file types are used to send files via Internet email.

Regardless of which of these file formats you need to work with, WinZip allows you to handle them using the same interface and procedures.

Zip files are by far the most popular archive format used on the Internet and have become the de facto standard for Windows users. Therefore, the chances are pretty good that you may never need to work with any other archive type. WinZip stores the archives that it creates as Zip files with a .zip file extension. However, WinZip also works with many competing file type formats, such as TAR, Gzip, and CAB files, making it the only archive management tool that you will need. Except for the archive creation process, WinZip handles all archive file types in the exact same way, so you have to learn only one way of doing things.

Demystifying Compression

While you don't need to be an expert on file compression, a basic understanding of how compression works under the covers will make it easier and more intuitive for you to use WinZip. (You can skip this section if you want to, but it won't hurt to read it.)

There are a number of ways to compress files, the most basic of which is to eliminate repeated patterns within the original files. For example, say you wanted to reduce the size of the following text excerpt from one of Winston Churchill's many World War II speeches:

We shall go on to the end, we shall fight in France, we shall fight on the seas and oceans, we shall fight with growing confidence and growing strength in the air, we shall defend our Island, whatever the cost may be, we shall fight on the beaches, we shall fight on the landing grounds, we shall fight in the fields and in the streets, we shall fight in the hills; we shall never surrender, and even if, which I do not for a moment believe, this Island or a large part of it were subjugated and starving, then our Empire beyond the seas, armed and guarded by the British Fleet, would carry on the struggle, until, in God's good time, the New World, with all its power and might, steps forth to the rescue and the liberation of the old.

This excerpt consists of 736 characters, including spaces. One way to compress this file would be to use a technique known as a *dictionary-based approach*. When using this technique, you create a list of words or text patterns that are repeated throughout the text and define them using a short code.

For example, the following list represents a simple dictionary consisting of 48 letters and spaces that define nine patterns found in the text file. The first word or pattern is the word *shall*, which is recorded in the dictionary and assigned a value of 1. The second word or pattern added to the dictionary is the word *fight*, which is assigned a code of 2. Likewise, seven additional patterns are added to the dictionary.

1	shall	6	at
2	fight	7	en
3	the	8	on
4	we	9	with
5	an		

By substituting the newly defined code for each word or pattern, we can generate a new, compressed file, as shown here:

We 2 go 8 to 3 7d, 4 2 2 in Fr5ce, 4 2 2 8 3 seas 5d oce5s, 4 2 2 9growing c8fid7ce 5d growing str7gth in 3 air, 4 2 def7d our Isl5d, wh6ever 3 cost may be, 4 2 2 8 3 beaches, 4 2 2 8 3 l5ding grounds, 4 2 2 in 3 fields 5d in 3 streets, 4 2 2 in 3 hills; 4 2 never surr7der, 5d ev7 if, which I do not for a mom7t believe, this Isl5d or a large part of it 4re subjug6ed 5d starving, 3n our Empire bey8d 3 seas, armed 5d guarded by 3 British Fleet, would carry 8 3 struggle, until, in God's good time, 3 New World, 9all its po4r 5d might, steps forth to 3 rescue 5d 3 liber6i8 of 3 old.

This new file consists of 584 characters; add to this the size of the dictionary, and you end up with a total file size of 629 characters, representing a 15 percent reduction in size.

To reduce the size of the compressed file even further, you could add dictionary entries. As the size of a text file grows, so does the opportunity to expand the dictionary and further compress the file, which, when the dictionary approach is combined with other compression techniques, can be shrunk by up to 90 percent.

Why Use Zip Files?

Zip files are the standard archive format for Windows operating systems. Like WinZip, virtually every other archive management application supports them. This almost universal acceptance makes Zip files the obvious archive file type of choice. WinZip can create only Zip archives. However, the rest of WinZip's functions (including viewing and extraction) apply to all WinZip-supported archive types. In other words, while WinZip cannot create new CAB or TAR archives, it can still view their contents and uncompress them. Zip files let you group multiple files into a single Zip file, so if you have a collection of files to store or send, you can store them all in a single Zip file. In addition, Zip files allow you to create archives that can span multiple disks. These three features are depicted in Figure 1-1.

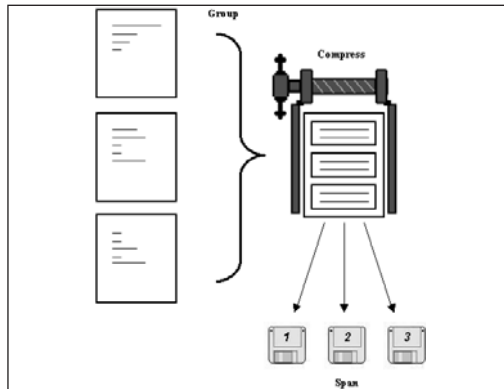


Figure 1-1: Three main benefits of using WinZip and Zip files are file grouping, compression, and disk spanning

To summarize, Zip files provide the following basic benefits:

- **Reduced storage requirements.** Zip files require less disk space than their uncompressed counterparts.
- **Reduced transmission time.** Because Zip files are smaller, they take less time to download or upload over the Internet.
- **Better organization.** Because they take up less disk space than the original files, Zip files enable efficient storage of seldom-used files.
- **Faster email.** Compressing multiple files into a single Zip file before attaching them to an email reduces the size of your email and thus makes transmission faster.
- **Reduced download time.** Websites can use Zip files to package their software products for faster download.

- **Reduced network requirements.** Because zipping files shrinks them, Zip files require fewer network resources than uncompressed ones when copied across a network.

Why Some Files Compress More Than Others

Compression is the process of reducing the amount of space required to store a file. Some text files can compress as much as 90 percent, while other types of files may compress to only about 50 percent of their original size. As you can see, not all files compress equally. In fact, some types of files cannot be compressed at all. This is because they are automatically compressed when they are first created. This is especially true for many types of graphic files. For example, two popular types of graphics files, GIF and JPEG, are automatically compressed by the applications that create them. Since these types of files are already compressed, you will not see a reduction in size when you add them to a Zip archive.

However, just because you cannot compress certain file types does not mean you cannot still benefit by adding them to Zip files. Often the convenience of grouping a collection of files into a single archive provides enough of a benefit to more than justify storing and transporting your files inside Zip files.

NOTE

Compressing a compressed file may result in an archive that is larger than the original file.

WinZip Overview

WinZip, shown in Figure 1-2, is an incredibly easy-to-use tool for creating, modifying, and extracting the contents of Zip files. WinZip also provides several advanced capabilities, including: the ability to create Zip files that can be stored or spanned across multiple floppy disks; the ability to configure a virus scanner to scan the contents of your archives for viruses before you extract them; and even the ability to create an archive (an executable file) that you can open by simply double-clicking it.

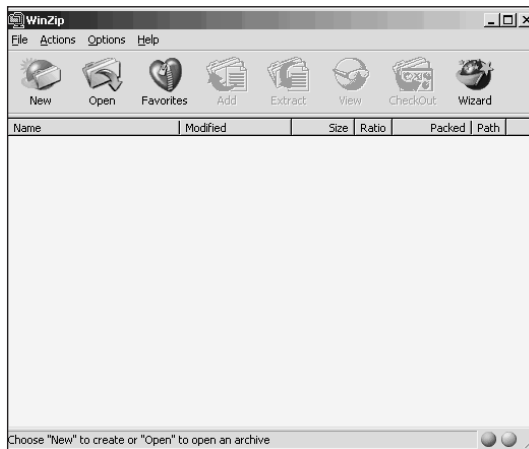


Figure 1-2: The WinZip Classic graphical user interface provides an intuitive point-and-click tool for managing all your archives

Supported Operating Systems

As of the writing of this book, the current version of WinZip is WinZip 8.x. It provides support for all of the following operating systems:

- Windows 95
- Windows 98
- Windows ME
- Windows NT 4
- Windows 2000
- Windows XP

NOTE

WinZip 8.x does not support Windows 3.1. If you are a Windows 3.1 user, you will need to download a copy of WinZip 6.3.

WinZip is available in a number of different languages, including German, Japanese, and French.

WinZip Is Shareware

You will not see WinZip for sale in your local computer store (at least not at this writing). WinZip is a software program that is distributed as shareware. *Shareware* is an online distribution format that allows you to download, install, and test a copy of the program before deciding whether to purchase it. The WinZip download allows you to try the product for free for 21 days, after which time you are required to purchase it or discontinue using it. It can be downloaded from the WinZip website at www.winzip.com, as shown in Figure 1-3, or from any of a number of shareware sites, including www.download.com that as of the writing of this book has already hosted over 52,000,000 WinZip downloads.

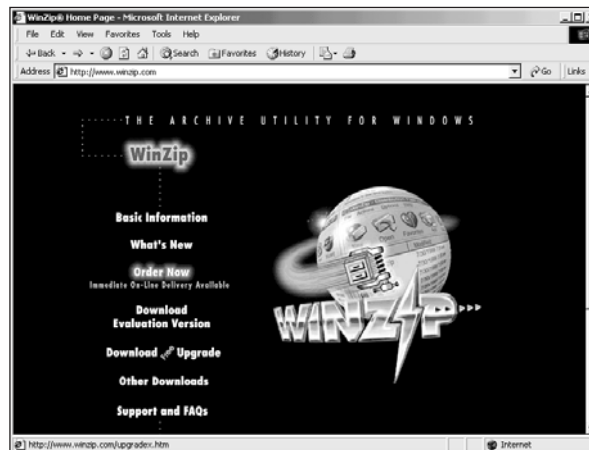


Figure 1-3: Because it is a shareware product, you may evaluate WinZip for 21 days before deciding whether to purchase it

What's New in WinZip 8.x

WinZip 8.x introduces a rich new set of features to WinZip. This section highlights some of these features and provides a quick tour for current WinZip users who want to know what WinZip 8.x has in store for them.

Zip and Email. Creates a temporary Zip file and attaches it to an email message using your default email application. (The temporary file is automatically deleted after you send the email.)

Screen and Theme Saver Installer. Allows WinZip to automatically install any screen savers or themes contained in a Zip file.

New WinZip Wizard Options. The WinZip Wizard has been expanded so that it can now create new Zip files and add files to existing Zip files.

Subfolder Support. WinZip now handles subfolders in the same way that Windows does by automatically adding their contents to Zip files when selected.

Explorer-like Toolbar. WinZip now includes a new (optional) Explorer-like toolbar.

Tool Tips. Tool tips now automatically appear when you move the pointer over an archive; they display the number of files in an archive and a comment message if one has been added to the archive.

Enhanced Comment Support. WinZip now displays an icon in its status bar representing a comment if one has been added to the Zip file.

TIP

If you are a registered user of an English version of WinZip, you are entitled to a free upgrade to WinZip 8.x. This will allow you to take full advantage of WinZip's latest features and capabilities.

Windows Integration

WinZip provides complete integration with Windows operating systems. Not only does it look and behave like a typical Windows application, but it also adds a number of features to Windows. These features include the following:

- Opening an archive by double-clicking it
- Creating archives using drag and drop
- Adding files to archives using drag and drop
- Unzipping an archive by dragging and dropping its contents onto your desktop
- Unzipping archive files and automatically loading them into other applications, such as Microsoft Word
- Automatically opening any archive by dragging it onto an open WinZip window
- Automatically running an executable program contained in a Zip file (for example, .exe, .com, and .bat files) after unzipping it

- Viewing the contents of files without unzipping them from their archives

Upon installation, WinZip integrates itself with Windows in many other ways. In addition to adding itself to the Start menu and setting itself up so that Windows knows to start WinZip when you double-click a Zip file, WinZip adds a link to the Windows context menus that appears when you right-click a file's icon. For example, after installing WinZip you will see new file options if you right-click any regular Windows file, as shown in Figure 1-4.

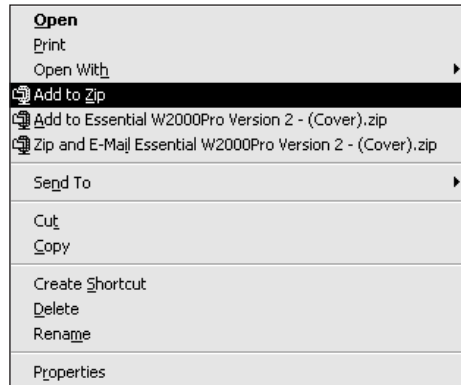


Figure 1-4: After installing WinZip, you can right-click any file and see WinZip menu options for adding the file to an archive or zipping and emailing the file

When you right-click any Zip file, you'll see a different set of WinZip context menu options. In this case, you'll see options that allow you to unzip an archive, create a self-extracting Zip file, and attach an archive to an e-mail, as demonstrated in Figure 1-5.



Figure 1-5: Once installed, WinZip allows you to right-click any archive and perform WinZip operations on it

WinZip User Interfaces

WinZip is known as a tool that makes working with Zip files easy. However, many people do not realize that WinZip can do more than just compress and uncompress files. For example, it provides three different ways to work with your archives, each of which is designed to accommodate a different type of user. These are the options:

- **WinZip Wizard.** This interface, designed for beginners, steps you through most WinZip tasks, including creating Zip files, adding new files to existing Zip files, and extracting the files in a Zip file.
- **WinZip Classic.** This interface, for more advanced WinZip users, provides access to all WinZip functionality, including that provided by the WinZip Wizard.
- **Command-Line Interface.** This text-based interface allows you to work with WinZip from the Windows command prompt.

Each of these options represents an increasing level of complexity and requires additional levels of skill. We will cover each completely in this book.

WinZip Components and Add-ons

Because of its ease of use, many people tend to think of WinZip as a simple tool, but WinZip can perform some pretty complex tasks. (It's just good at making what it does look easy.) As this book will demonstrate, WinZip is a powerful tool that you can use to store and transport your files more easily.

WinZip is designed to work with several other applications that can be used to enhance or extend WinZip's built-in capabilities. Figure 1-6 shows WinZip's relationship to each of these applications.

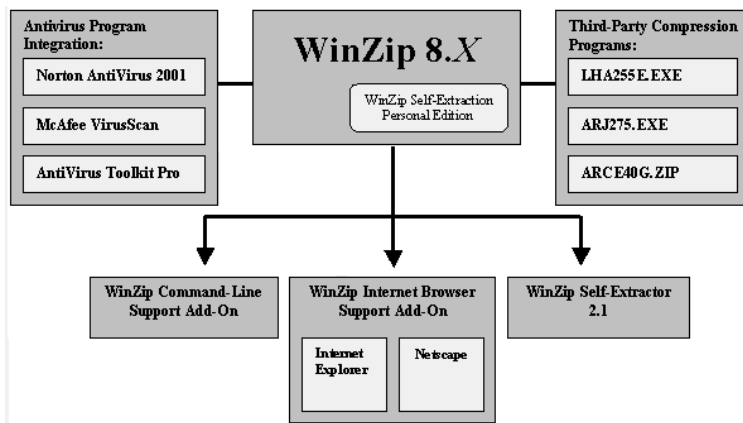


Figure 1-6: WinZip is the key component for integrating a collection of applications

WinZip's relationship to each of these applications is explained here.

Antivirus Software. If you have an antivirus program installed, you may be able to configure WinZip to use it to scan the contents of Zip files for viruses. WinZip will automatically detect certain antivirus programs such as Norton AntiVirus and McAfee VirusScan and can be configured to work with many others. (You'll learn more about how WinZip can work with antivirus programs in Chapter 5, "Working with the Files in Your Archives.")

External Compression Programs. These are third-party compression programs designed to work with specific types of compressed files. You can configure WinZip to use these programs so that it can work with more than just the .zip format. (You'll learn how in Chapter 6, "WinZip Classic Configuration Options.")

WinZip Command Line Add-on. This optional program increases the number of things you can do with WinZip when working from the Windows command prompt. (You'll learn more in Chapter 12, "Command-Line Support Add-on.")

WinZip Internet Browser Add-on. This optional program adds a number of WinZip capabilities to your Internet Explorer or Netscape Communicator web browser. (You'll learn more about the WinZip Internet Browser Add-on in Chapter 10, "WinZip Internet Browser Support Add-on.")

WinZip's Self-Extraction Personal Edition. This feature allows you to create Zip files that uncompress themselves. (You'll learn more about this in Chapter 5, "Working with the Files in Your Archives.")

WinZip Self-Extractor. This optional program lets you create advanced self-extracting Zip files with features not found in WinZip's Self-Extraction Personal Edition, such as the ability to display messages to users while the Zip file uncompresses. (You'll learn more in Chapter 11, "WinZip Self-Extractor Add-on.")

2

INSTALLING AND MANAGING WINZIP



WHAT YOU'LL LEARN

In this chapter, you will:

- Verify WinZip system requirements
- Download and install WinZip
- Upgrade an earlier version of WinZip
- Register your copy of WinZip
- Uninstall WinZip

This chapter tells you how to install, upgrade, register, and uninstall WinZip and how to obtain technical assistance from WinZip Computing.

WinZip System Requirements

WinZip 8.x requires Windows 95 or higher or Windows NT 4, 2000, or XP. It will not run on Windows 3.1 or earlier versions of Windows NT. To run WinZip on Windows 3.1, you'll need to install WinZip version 6.3 or lower. You can find both the current WinZip version, 8.x, and WinZip 6.3 at most major shareware download sites (www.download.com is a good one) or on the WinZip home page (www.winzip.com).

TIP

If you are buying WinZip for your company and need more than ten copies, consider buying a site license. A site license allows you to download one copy of WinZip and then install it on as many computers as you purchased copies for.

Installing WinZip

To install WinZip 8.x, you first need a copy of the program. The easiest way to get WinZip is to go to www.winzip.com and click on the Download Evaluation Version link. The following procedure describes how to install WinZip. If you already have a previous version of WinZip installed, you can perform an upgrade, which is described later in this chapter.

1. To install WinZip 8.x, double-click the WinZip8x.exe file icon, shown in Figure 2-1, to begin the installation process.

NOTE

WinZip 8 is the current version of WinZip as of the writing of this book. From time to time, as WinZip is updated or problems corrected, WinZip may be released with a newer version number. Unless major new features are added, its primary version number (8, for instance) will usually just be modified (as in 8.3 or 8.5), since its basic features remain unchanged. To keep things simple, we'll refer to this version as WinZip 8.x.



Figure 2-1: Double-click the winzip80 icon to begin the WinZip installation process

2. Click Setup to begin, as shown in Figure 2-2. If you want to abort the installation process, click Cancel instead.

NOTE

If you click Info in the WinZip 8.0 Setup dialog box, you will see that the installation file is a self-extracting Zip file created using WinZip Self-Extractor 2.2. To learn more about WinZip Self-Extractor, see Chapter 11, “WinZip Self-Extractor Add-on.”

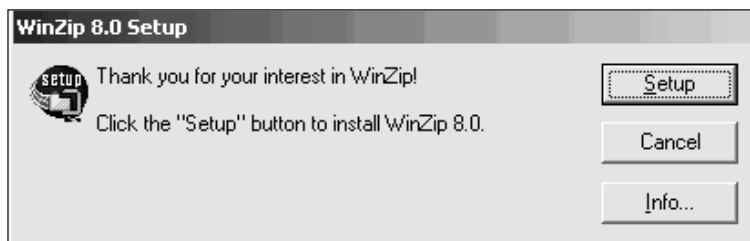


Figure 2-2: Click Setup to begin installing WinZip or Cancel to abort the installation process

3. The installer asks you where to store the WinZip files. The default location is your Program Files folder, which should be just fine. To accept this location, click OK.
4. A quick overview of WinZip's features appears. Read them, and click Next.

NOTE Press F1 from this point forward for help.

5. The WinZip License Agreement and Warranty Disclaimer box appears. Click View License Agreement to review the agreement's terms and click Yes if you accept them.
6. You're next asked whether to view or print the WinZip Quick Start Guide, which offers a brief overview of WinZip and its various functions. Choose an option and then click Next.

TIP To view or print the WinZip Quick Start Guide later, open WinZip Classic and select Help • Contents • Introduction to WinZip and then the WinZip Quick Start Guide. You can also view the Quick Start Guide from the WinZip Wizard by clicking Help and then selecting the WinZip Quick Start Guide from the list of topics at the bottom of the dialog box.

7. Select the default startup mode for WinZip as shown in Figure 2-3. You have two options: WinZip Wizard and WinZip Classic. The WinZip Wizard automates many of WinZip's processes and is recommended for new WinZip users. WinZip Classic offers more features and is the better choice for experienced WinZip users. Choose an option and then click Next.

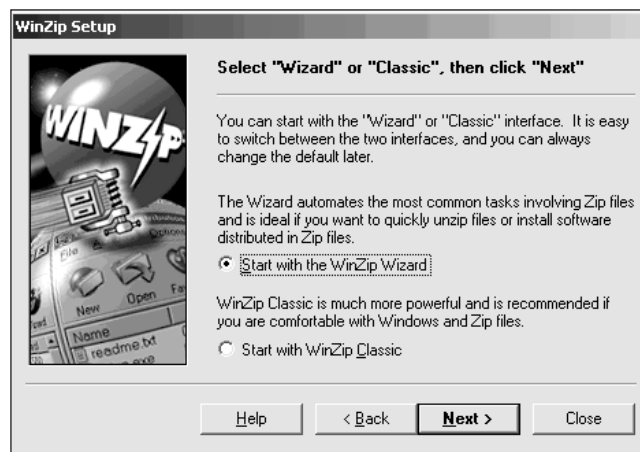


Figure 2-3: Select either WinZip Wizard or WinZip Classic, depending on your experience

TIP You can easily switch between WinZip's Wizard and Classic versions by clicking a button in the program.

NOTE If you choose WinZip Classic, you are asked to choose between Express and Custom Setup. The Express option is fastest and chooses file locations for you. The Custom option lets you specify a number of configuration options, but if you're not familiar with WinZip, it will be hard to decide which configuration options are right for you. Chapter 6, "WinZip Classic Configuration Options," covers all of these configuration options in detail and explains how to change them once the installation is complete. The remaining instructions in this section assume that you have selected the WinZip Wizard installation option.

8. The installation program searches your hard disk for folders with Zip files (Figure 2-4). Any folders that are found with Zip files are then added to the list of Favorite Zip Folders. Favorite Zip Folders is a WinZip feature that allows you to view all your Zip files as if they were actually stored in a single location. More information on Favorite Zip Folders is available in Chapter 3, “WinZip Wizard” and Chapter 4, “Managing Your Archives.” You can choose to search your entire hard disk (searching every folder on your hard disk), or to do a quick search, which searches only folders likely to contain Zip files, such as AOL or CompuServe Download folders. If you have a few extra moments you might as well select the Search Entire Hard Disk option and start off with all your Zip files organized into your Favorite Zip Folders. Select an option and click Next.



Figure 2-4: The WinZip installer can scan your hard disk for Zip files and add them to a Favorite Zip Folders collection, where you can easily manage them

9. When the search for Zip files is completed, you’ll be shown the results of the search; you should see something like Figure 2-5. You’ll then be asked how you want to proceed. You can choose to add folders that WinZip recognizes as download folders to the Favorite Zip Folders grouping or to add every folder in which a Zip file was found. I’d recommend selecting the option to add all folders containing Zip files. This way you’ll have easy access to every Zip file on your computer. Choose an option and click OK, or choose Cancel to continue with the installation without adding any folders to the Favorite Zip Folders collection.

TIP

To search for folders containing Zip files at any time, click the Favorites icon in WinZip Classic and then click Search. If you are using WinZip Wizard you can tell WinZip to search for new Zip folders by clicking on the Search button, which is displayed when unzipping or updating a Zip file with the wizard.

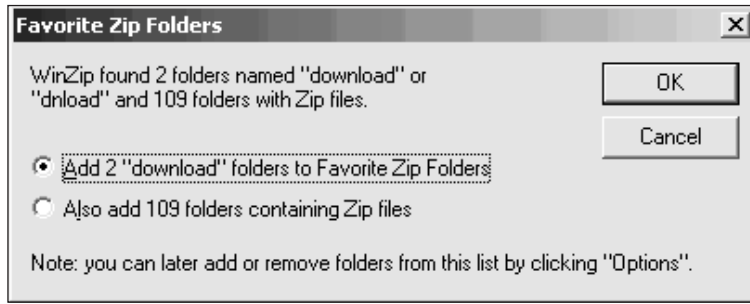


Figure 2-5: Specify whether to include your Zip files in the Favorite Zip Folders collection

10. The WinZip installer adds the specified folders to your Favorite Zip Folders list and displays a dialog box showing the results of the operation. Click Next.
11. You can now configure WinZip file *associations*, which tell Windows which compressed files WinZip should open. Click Associations to view the default list of archive file types, shown in Figure 2-6, or click Next to accept the defaults. Any time you open a file with one of the file extensions listed, Windows will automatically load it into WinZip. I recommend that you leave all selections enabled making WinZip your default application for all archive files.

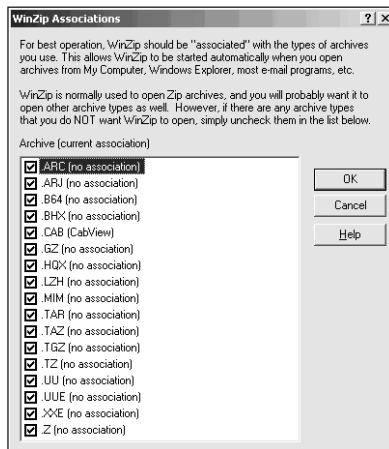


Figure 2-6: View and modify the archive file types to be automatically associated with WinZip

12. WinZip installation is complete. Click Close to finish the installation process, or click Next to begin working with WinZip.

A WinZip program group is added to your Start menu, with the items shown in Figure 2-7.

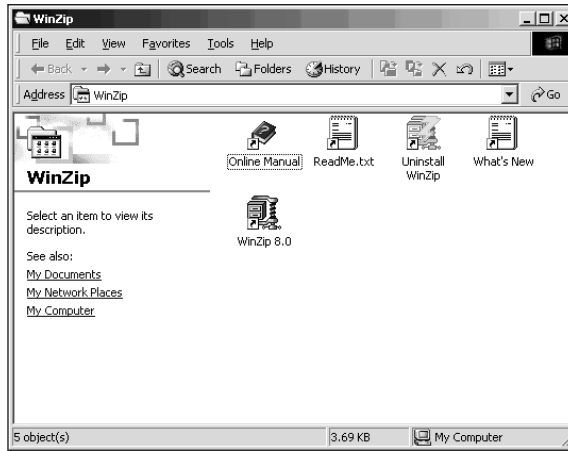


Figure 2-7: The WinZip program group on the Windows Start menu offers easy access to WinZip and related resources

The WinZip items on your Start menu include the following:

Online Manual. A copy of WinZip's user guide.

ReadMe.txt. Installation instructions and references to other useful documentation.

Uninstall WinZip. The program used to uninstall WinZip from your computer.

What's New. A brief overview of the new features found in this version of WinZip.

WinZip.8.0. The button to start WinZip.

WinZip is now ready for use. To begin using it, click Start • Programs • WinZip or click the WinZip shortcut on your desktop.

WinZip's Tip of the Day

By default, WinZip displays a Tip of the Day every time it starts, as shown in Figure 2-8, except when WinZip is started by opening a compressed file.

These tips tell you about particular WinZip features or how to perform specific tasks. To see additional tips, click Next Tip, or click Close to close the tip window. To control the way WinZip displays these tips, select from the options in the drop-down list in the lower-left corner of the screen: Always show tips at startup, Show tips at startup if not opening an archive, or Never show tips at startup.

TIP

If you select the Never show tips at startup option and then decide that you would like to see WinZip tips again, you can restore the tip screen by opening WinZip Classic and selecting the Tip of the Day option on the Help menu.

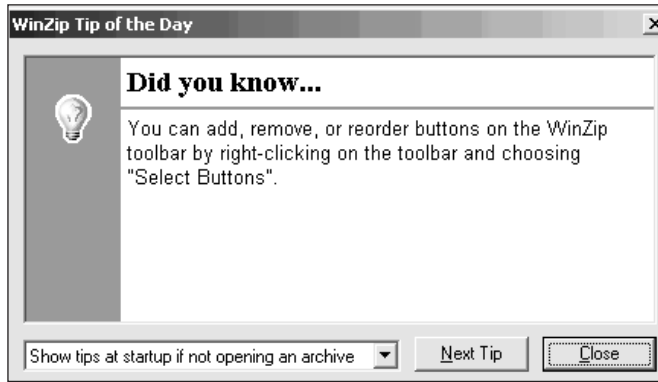


Figure 2-8: WinZip Tip of the Day

Upgrading from a Previous Version of WinZip

Registered users of an English version of WinZip may upgrade for free, and upgrading is as easy as installing for the first time. To upgrade your copy of WinZip, you need to download a new copy of the program. The easiest way to get WinZip is to go to www.winzip.com and click on the Download Evaluation Version link. The same download file used to perform an upgrade of WinZip is also used to perform a new installation. To upgrade your copy of WinZip, follow these steps:

1. Close any open programs, including WinZip.
2. Start the WinZip installation process by double-clicking the WinZip8x.exe file icon and then clicking Setup, just as if you were performing a first-time installation.
3. When asked where you want to store the WinZip files, make sure that you install them in the same place as the current WinZip source files, as shown in Figure 2-9.

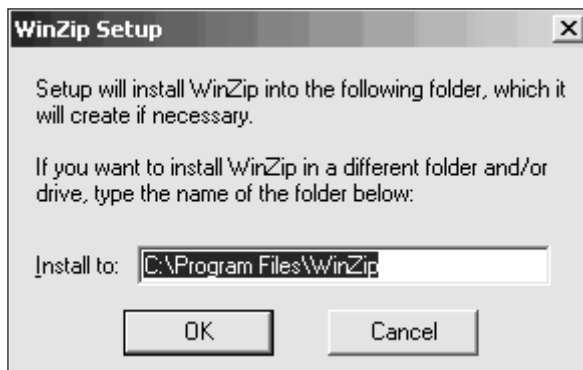


Figure 2-9: When upgrading WinZip, make sure to install the new WinZip files in the same place as the current ones

TIP

By default, WinZip is installed in your C:\Program File\WinZip folder, so unless you changed this location during the initial installation of WinZip, you should find the WinZip files here.

4. Continue with your upgrade by following the prompts, just as you would for a first-time installation.

Registering Your Copy of WinZip

When you start an unregistered trial copy of WinZip, the dialog box shown in Figure 2-10 appears reminding you that you are using an evaluation version. Here you can choose the following:

View Evaluation License. View the terms of the WinZip Evaluation License agreement.

Enter Registration Code. Enter your WinZip registration number to make this box go away.

I Agree. To use the trial version of WinZip, you must agree to the Evaluation License agreement each time you use it.

Quit. Exit WinZip.

Ordering Info. Find out how to order a licensed copy of WinZip.

You'll have 21 days to try WinZip before you need to register it. To purchase your copy, click the Order Now link at www.winzip.com and complete the WinZip order form. If you choose electronic delivery, you will instantly receive your registration number. If you choose mail delivery, your registration number will be included with your packaged version of WinZip.

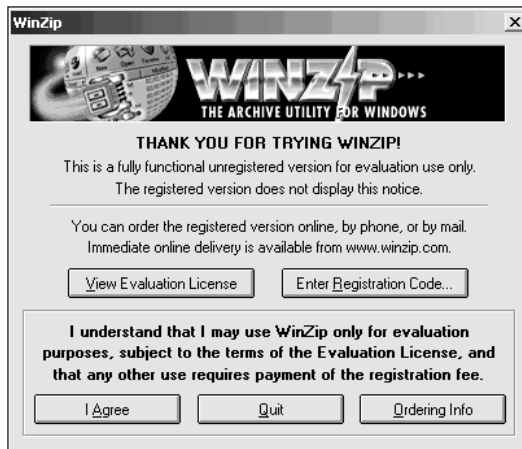


Figure 2-10: A registration reminder dialog box appears each time you start a trial, unregistered version of WinZip

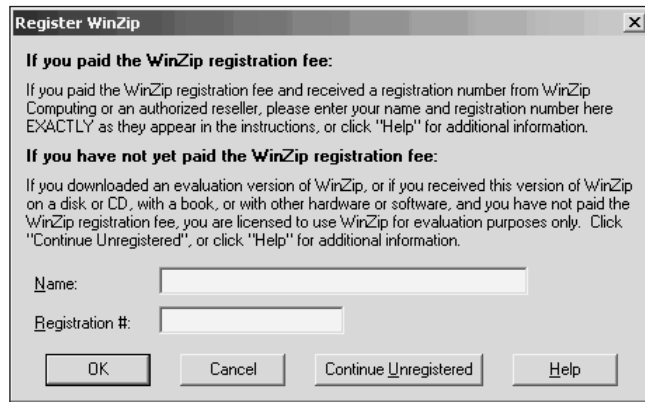
Entering Your Registration Number

Once you have your registration number, register your trial copy by clicking Enter Registration Code in the initial Windows dialog box and then following the steps listed here.

TIP

You can also register your copy of WinZip from the WinZip Wizard and WinZip Classic interfaces. From the WinZip Wizard, click About and then Register. From WinZip Classic, click the About WinZip option on the Help menu and then click Register.

1. Click Enter Registration Code.
2. Enter the name you used to register your copy of WinZip in the Name field and the WinZip registration number you were given in the Registration # field; then click OK, as shown in Figure 2-11.



Register WinZip

If you paid the WinZip registration fee:
If you paid the WinZip registration fee and received a registration number from WinZip Computing or an authorized reseller, please enter your name and registration number here EXACTLY as they appear in the instructions, or click "Help" for additional information.

If you have not yet paid the WinZip registration fee:
If you downloaded an evaluation version of WinZip, or if you received this version of WinZip on a disk or CD, with a book, or with other hardware or software, and you have not paid the WinZip registration fee, you are licensed to use WinZip for evaluation purposes only. Click "Continue Unregistered", or click "Help" for additional information.

Name:

Registration #:

OK Cancel Continue Unregistered Help

Figure 2-11: Register your copy of WinZip by entering the name you used to register it and the registration number given to you

3. When asked to verify that your WinZip information was recorded correctly, check the information and then click OK.
4. WinZip displays the License Agreement and Warranty Disclaimer dialog box, which you should read. Click View License Agreement to review the terms of your license (Figure 2-12).

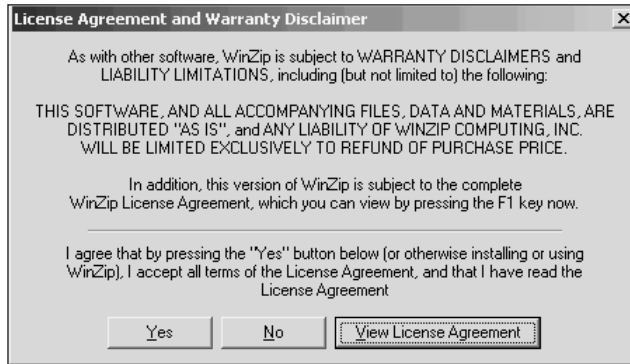


Figure 2-12: Review the WinZip license agreement before accepting its terms

5. Click Yes to accept the terms of the license and complete the registration process.

From this point onward, you will no longer see the registration reminder dialog box when you start WinZip.

TIP

To view the name that you used to register your copy of WinZip, as well as your registration number, click the About option in the WinZip Wizard or the About WinZip option on the WinZip Classic Help menu.

Uninstalling WinZip

To uninstall WinZip from any version of Windows later than Windows 95, use the Add/Remove Programs utility on the Windows Control Panel or click Start • Programs • WinZip • Uninstall WinZip.

NOTE

When you uninstall a registered copy of WinZip, WinZip will display the registered user's name and registration number. If you do not already have this information written down, record it now in case you decide to reinstall WinZip. If you are uninstalling an unregistered trial copy of WinZip, you will not see this dialog box.

WinZip Technical Support

Unlike many other software companies, WinZip Computing offers free technical support. However, you are strongly encouraged to use WinZip's help system and the Support and FAQs link on the company's main web page before you submit a request for help.

For technical support, email help@winzip.com or click the Support link on the WinZip main web page at www.winzip.com (WinZip Computing's preferred method). Regardless of which of these two support avenues you choose, WinZip Computing asks for the following information:

- Your version of Windows
- The WinZip version you are using
- The exact error message
- Whether you can reproduce the problem
- A list of any other programs running when the error occurred or a description of what you were attempting to do

My experience with WinZip has shown it to be a very reliable application. Most users never experience any problems. However, if you should experience a problem you should make sure that you can reproduce it before you contact WinZip technical support and provide them with as much information as possible.

3

THE WINZIP WIZARD



WHAT YOU'LL LEARN

In this chapter, you will:

- Discover the WinZip Wizard's features
- Switch between WinZip Wizard and WinZip Classic
- Use the wizard to create and modify archives
- Extract archive contents
- Configure WinZip options

This chapter introduces you to the WinZip Wizard, which makes common zipping tasks easy. The wizard will step you through the most commonly used WinZip tasks, including the procedures for creating, modifying, and extracting archive contents. Although not as powerful as the WinZip Classic interface, the WinZip Wizard lets you be productive with WinZip right away. Then, once you're comfortable with the basics of using WinZip, you can consider graduating to the WinZip Classic interface.

Organizing Your Download and Archive Files

This chapter shows you how to create, modify, and extract the contents of archives. Archives are files that contain one or more other files, usually in a compressed format. But before you begin, take a moment to consider the best way to store your archives.

As you learned in Chapter 2, WinZip has a built-in feature called Favorite Zip Folders, which allows you to view all of your Zip files in one folder, regardless of where they are stored on your computer. (The Favorite Zip Folders feature is covered in greater detail later in this chapter and in Chapter 4, "Managing Your Archives.")

It's a lot easier to work with WinZip's Favorite Zip Folders feature when you keep your archives in one place, such as in Windows's My Documents folder. Or better yet, why not create a subfolder in the My Documents folder called My Archives and then divide it into several subfolders of its own. For example, consider dividing a My Archives folder into the following subfolders:

My Downloads. Use this folder to temporarily hold all files downloaded from the Internet.

My Uploads. Use this folder to hold all archives you create to email or send over the Internet.

Storage. Use this folder to store archives you're finished with.

Regardless of how you organize your archives, keep their organization simple and manageable so that you can find and use them when you want to.

NOTE

If you use a service like America Online or CompuServe, note where it stores downloads and make sure that you include these folders in your archive management plan. For example, CompuServe typically stores all downloads at C:\cserve\download or some similar location.

Starting the WinZip Wizard

To start WinZip, choose Start • Programs • WinZip and then click WinZip 8.0 or the WinZip icon on the Start menu. If, when installing, you chose to start the WinZip Wizard by default, WinZip will open with the interface shown in Figure 3-1. Otherwise WinZip will start using the WinZip Classic Interface. However, you can switch to the WinZip Wizard at any time as explained in the next section.



Figure 3-1: The WinZip Wizard provides access to the most commonly performed WinZip tasks

The following options are available in the main WinZip Wizard dialog box:

WinZip Classic. Switches to the more advanced WinZip Classic interface.

Help. Starts WinZip's help.

Next. Begins the archive management process.

Close. Terminates the WinZip Wizard interface (and allows you to change your default startup option for the next time you launch WinZip).

Options. Displays the WinZip Options dialog box, where you can configure various WinZip settings such as your favorite WinZip folders and default unzip folder.

About. Displays information about WinZip, including ordering, license, and system information, as well as a link to FAQs (frequently asked questions) about WinZip.

Switching to WinZip Classic

To switch to WinZip Classic, click the WinZip Classic button shown in Figure 3-1. You might want to use WinZip Classic to perform a task that is not available from the WinZip Wizard, such as:

- Configuring support for external programs
- Creating a self-executing Zip file
- Testing an archive
- Adding a comment to an archive

To switch back to the WinZip Wizard from WinZip Classic, click the Wizard icon, shown in Figure 3-2, on the WinZip Classic toolbar at the top of the screen.



Figure 3-2: Click the Wizard icon on the WinZip Classic toolbar to switch back to the WinZip Wizard

TIP

You can also switch from WinZip Classic to the WinZip Wizard by selecting the Wizard option on the WinZip Classic File menu.

Using WinZip Help

WinZip has a detailed help system with instructions for performing most WinZip tasks, which you can access from the WinZip Wizard by clicking the Help button shown in Figure 3-1. WinZip help displays help for the WinZip Wizard, as shown in Figure 3-3.



Figure 3-3: WinZip help

The bottom of the help screen has a list of links to commonly requested information. The help system's toolbar at the top of the screen gives further access to WinZip help content: Contents brings you back to this main page; Index brings you to a searchable index of help topics (see Figure 3-4). Browse the index by typing a few letters of the topic you are looking for in the text box on the Index tab, or click the Find tab for a more thorough search of help topics.

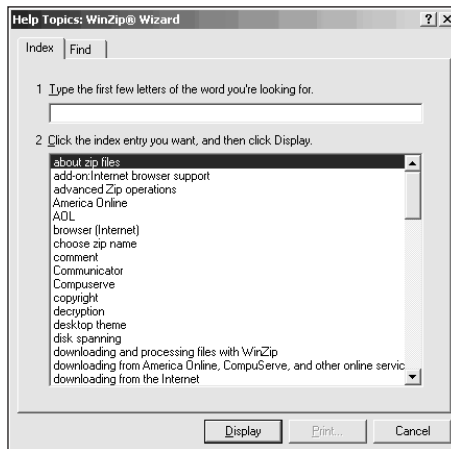


Figure 3-4: Browse WinZip help using Index or do a more thorough search with Find

Back returns you to the previously viewed help topic, and Print lets you print the topic. Close closes WinZip help, and the << and >> buttons move you forward and backward through the various pages of information in WinZip help.

If you think you might need to revisit a help topic, you can bookmark it by choosing **Bookmark • Define** from WinZip help's main menu. Enter a descriptive name for the bookmark you are creating and then click OK. To be sure that your bookmark was saved, choose the **Bookmark** menu; you should see your bookmark listed just below **Define**.

Working with Archives

Before you can work with files stored in an archive, you must extract them. When you *extract* a file stored in an archive, you uncompress it and copy the uncompressed file to a particular location, which could be your hard disk, a floppy disk, or someplace on your network. (The original archive remains unchanged.)

Once a file has been extracted, it's exactly as it was before it was compressed, and you can treat it as you normally would. For example, if the file is a program, you can run it; if it is a text file, you can open it in your word processor and work with it. You won't see any sign that it was ever compressed.

To begin working with a file archive, click **Next** on the WinZip Wizard opening screen (Figure 3-1). This opens the WinZip Wizard - Select Activity screen, where you can do the following:

Unzip or install from an existing Zip file. Steps you through the process for extracting and saving the contents of a Zip file.

Update an existing Zip file. Steps you through the process for adding files to an existing Zip file.

Create a new Zip file. Steps you through the process for creating a new Zip file.

Creating a Zip File

Any time you have more than a couple of files to email or one or more large files to send over a network such as the Internet, consider sending the files as a Zip file. When you do, you'll not only lighten the load on your network, but you'll also spend less time waiting to send your email or upload your files.

To create a new Zip file, follow these steps:

1. Open WinZip and choose **Create a new Zip file**. The wizard will prompt you for the name you want to use for your new Zip file, as shown in Figure 3-5. To tell WinZip where to place the zipped file, if other than the default location, enter the complete path information along with the file name in the **File name** field, or click **Browse** and specify the location and file name.

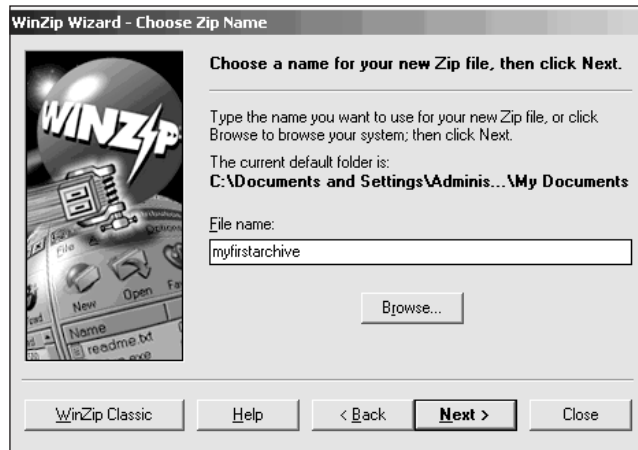


Figure 3-5: Provide a custom name for the archive with the wizard

2. Click Next, and on the following screen select the files or folders to add to the Zip file by clicking Add files or Add folders, as shown in Figure 3-6.



Figure 3-6: The wizard asks you to specify the files and folders to add to the new Zip file

3. Once you've selected the files for your archive, click Zip Now. The wizard will create the new Zip file with the specified files or folders and then offer to create a blank email and attach the newly modified Zip file to it. Click Next. The Wizard then redisplay the options for creating, updating and unzipping archives.

TIP

You can also create a new archive by right-clicking any file or folder and selecting the Add to Zip option on the menu that appears. This opens the WinZip Add box, where you can specify the name of the archive and where you want to create it.

Extracting Archive Contents

It's just as easy to extract the contents of Zip files as it is to create or update them. To extract the contents of a Zip file, follow these steps:

1. Select "Unzip or install from an existing Zip file" to begin the extraction. The wizard will display a list of all Zip files managed as favorite WinZip folders, as shown in Figure 3-7.

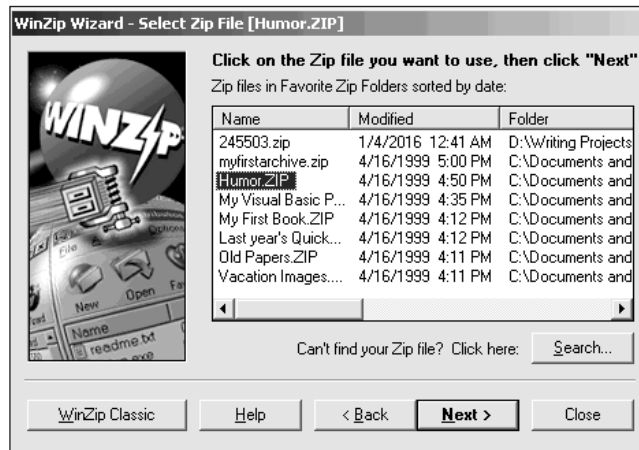


Figure 3-7: The WinZip Wizard lists all Zip files stored in your Favorite Zip Folders collection

If the archive you are looking for is not listed here, click Search to find the folder that contains it and add the folder to the listing. Four search options are available:

Search hard disk(s) on this PC. Searches all disks on the local computer and displays a list of all Zip files found.

Search Favorite Zip Folders. Searches for Zip files in the folders in your Favorite Zip Folders collection.

Search disk. Searches for Zip files on the disk you specify and displays a list of all Zip files found.

Let me find it. Lets you browse your computer and specify the location of the Zip file.

2. To unzip a listed archive, select it and then click Next. WinZip asks you to specify the options to use when extracting an archive's contents, as shown in Figure 3-8.

These extraction options are available:

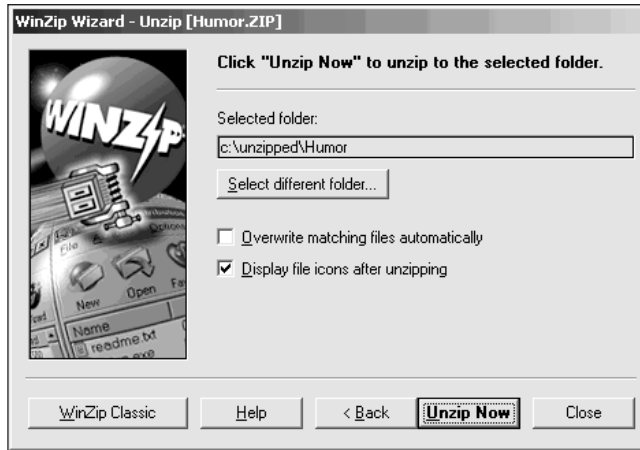


Figure 3-8: You can override default options and specify how and where you want the archive's contents extracted

Select different folder. Lets you specify the folder where you want to store the contents of the Zip file once they are extracted.

WinZip will choose a location for the unzipped file, shown in the Selected folder box. To select a different destination, click the Select different folder option and choose a new location for the unzipped file by either typing it in or browsing to it.

Overwrite matching files automatically. Tells the wizard to overwrite any files with matching file names in the destination folder without asking for confirmation.

To overwrite files in the target folder with the same name as the file that you are uncompressing, select the Overwrite matching files automatically option. Otherwise, WinZip will ask you what to do if it finds a file with the same name in the target directory.

Display file icons after unzipping. Opens an Windows Explorer dialog box showing the contents of the destination folder immediately after extracting the archive's contents.

The Display file icons after unzipping option tells WinZip to open a Windows Explorer window to show the extracted files once it's finished decompressing them (as shown in Figure 3-9).

3. Click Unzip Now to extract the file. When it finishes, the wizard will summarize the results of the extraction and let you know if there were any errors. Click Next to extract another file, or click Close to exit.

TIP

You can open any Zip file by double-clicking it. This will start WinZip and load the archive so that you can view and extract its contents. (See Chapter 8 for more information on how WinZip integrates with Windows to provide quick access to your Zip files.)

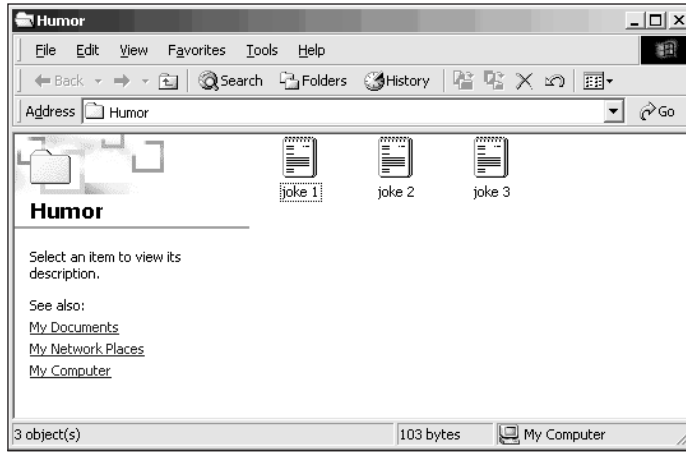


Figure 3-9: WinZip opens a Windows Explorer window and displays extracted files

Adding Files to an Archive

It's easy to add a file to an existing Zip archive without having to recompress everything all over again. This feature will come in handy when you receive a Zip file from someone and need to modify its contents and return it, or if you're storing files in an archive that you are continually adding to.

To add a file to an existing archive, follow these steps:

1. Start the WinZip Wizard, choose Next, and then choose Update an existing Zip file. The wizard displays a list of all Zip files stored in your Favorite Zip Folders collection. (If the archive you are looking for is not listed, click Search to find it.) To update an archive, select it and click Next. You are asked to specify the files or folders you want to add to the selected archive, as shown in Figure 3-10.



Figure 3-10: Specify the files and folders you want to add to the Zip file

2. Select either the Add files or Add folders option and browse to the files or folders you want to add. Select files or folders by double-clicking them; you can add as many as you want.
3. Once you have selected the items you want to add, click Zip Now, and the wizard will add the items to the archive. You'll also have the option to email your newly modified Zip file, using your default email client, as shown in Figure 3-11. (See Chapter 8, "Operating System Integration," for more information on WinZip's Zip and Mail feature.) For now, click Next to return to the main activity screen.



Figure 3-11: The wizard will offer to email your newly modified Zip file

TIP

To add more files and folders to any Zip file, drag and drop them onto an archive. This will open the WinZip Add dialog box, where you can specify the name of the archive you want to modify.

Disk Spanning

Disk spanning is a technique used to store a large archive across multiple removable disks such as floppy disks. You can create a new archive that spans multiple floppy disks by simply specifying the floppy disk drive as the destination for the archive and clicking Zip Now. WinZip will automatically prompt you to insert additional diskettes when required, as shown in Figure 3-12, thus spanning the archive over several floppies.

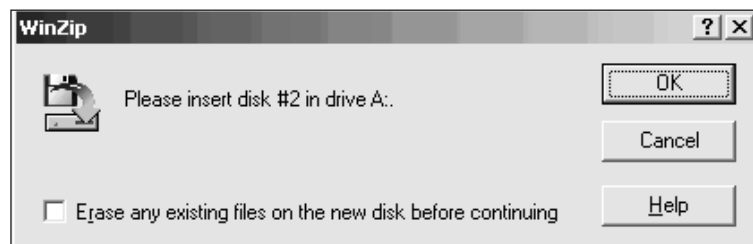


Figure 3-12: Create an archive that spans multiple floppies

NOTE

Disk spanning works only when creating a new Zip file from scratch. You cannot use it to span an existing Zip file, nor can you add a new file to an existing Zip file and then span it.

Configuring WinZip Options

The WinZip Wizard provides access to a limited set of options that you can configure to control WinZip operations. View and change these settings by clicking the Options button on the WinZip Wizard opening screen.

The Favorite Zip Folders tab, shown in Figure 3-13, displays a list of favorite WinZip folders. If a particular folder containing Zip files is absent from this list, you can add it by clicking Add a folder to list and then specifying the folder's location. Remove a folder by selecting it and clicking Remove folder.

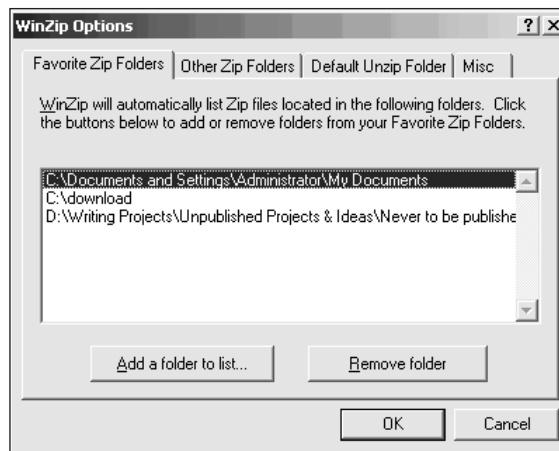


Figure 3-13: Use the WinZip Options dialog box to view, add, or delete favorite Zip folders

The Other Zip Folders tab, shown in Figure 3-14, tells WinZip what to do when you find a Zip file in a folder that is not already listed as one of your favorites. You have three options:

- Add the folder to the Favorite Zip Folders automatically
- Ask before adding the folder to the Favorite Zip Folders
- Do not add the folder to the Favorite Zip Folders.

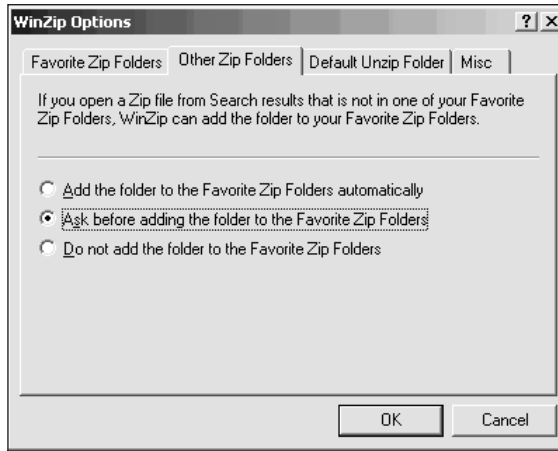


Figure 3-14: The wizard lets you decide when WinZip will ask you to add folders to the Favorite Zip Folders collection

The Default UnZip Folder tab, shown in Figure 3-15, specifies WinZip's default folder used in unzip operations. To change the default, `c:\unzipped`, click Browse and select a new folder.

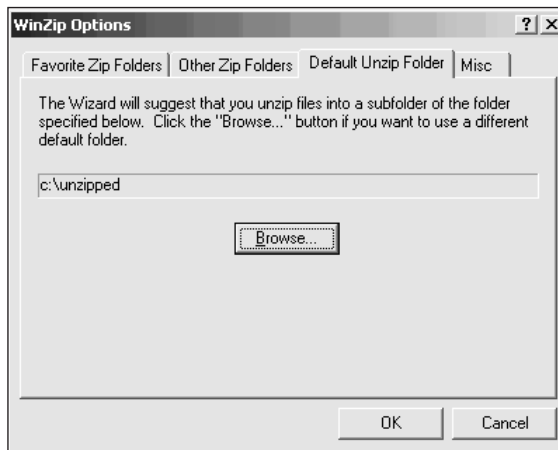


Figure 3-15: Use the wizard to choose the default folder where WinZip extracts all archives

The Misc tab, shown in Figure 3-16, configures several WinZip settings. Its top portion specifies interface settings, including whether to start with the wizard or WinZip Classic. (You can choose only one option here.) You can also decide here whether WinZip will display the Switch Interface dialog box (discussed later in this section) when you start with WinZip Classic and then switch to the wizard and close WinZip, or vice versa. (This option is on by default; clear it if you don't want to see this dialog box when closing WinZip.)

If you enable the WinZip 7.0-compatible wizard (no Update or Create) option, WinZip will display a WinZip version 7 wizard interface. WinZip version 7 and earlier versions of WinZip do not support the creation or modification of Zip files from the WinZip Wizard. The advantage of enabling this option is that it helps to streamline the wizard's functionality if you intend to use WinZip only to unzip and manage archives, by eliminating the WinZip - Select Activity box.

The Enable desktop theme/screen saver installer option determines whether WinZip can install Windows themes and screen savers contained in archives. If you disable this option, you will have to manually install your new themes and screen savers.

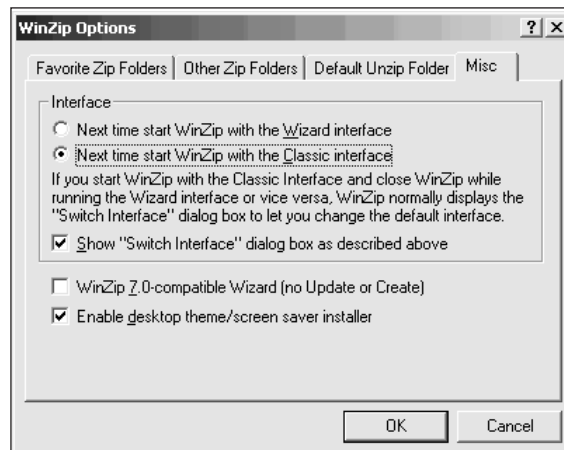


Figure 3-16: The WinZip Wizard provides access to a subset of WinZip's configuration options

Selecting Your Default WinZip Interface

The WinZip - Switch Interface dialog box, shown in Figure 3-17, appears any time you start WinZip using one WinZip's interface (such as WinZip Wizard) and then close it after switching to the other user interface (WinZip Classic).

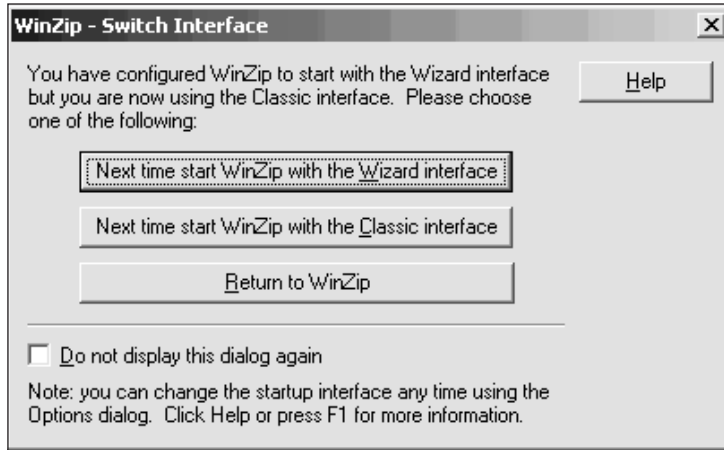


Figure 3-17: Whenever you start WinZip with one interface and then close it while using the other interface, WinZip prompts you to specify which interface you want to set as your default

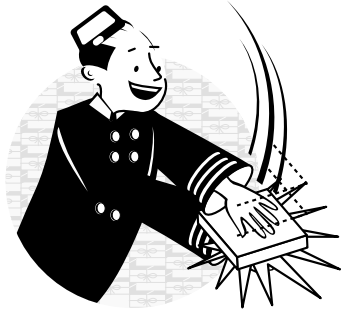
If you started WinZip using the Classic interface and want to start it the next time using the wizard, select Next time start WinZip with the Wizard interface, or vice versa. WinZip waits for you to select an option before closing. To avoid having to make this choice, you can click Return to WinZip, continue working, and then switch back to the original user interface before closing. You can also select Do not display this dialog again to eliminate this question forever.

TIP

If you select the Do not display this dialog again option and later change your mind, you can reenable the dialog box from the WinZip Wizard by clicking Options and then selecting the Show “Switch Interface” dialog box option on the Misc tab.

A

KEYBOARD SHORTCUTS



WinZip provides a series of keyboard shortcuts that provide quick access to key product functionality. These shortcuts, summarized here, are visible on the WinZip Classic menus.

WHAT YOU'LL FIND

In this appendix, you will:

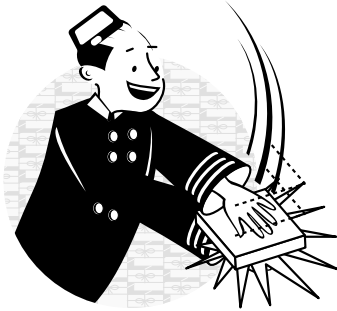
- Find a listing of WinZip keyboard shortcuts

Table A-1: WinZip Keyboard Shortcuts

Keystrokes	Description
F1	Activates WinZip help
F7	Activates the WinZip Move dialog box
F8	Activates the WinZip Copy dialog box
ALT + F4	Exits WinZip
CTRL + A	Selects all files in the currently open archive
CTRL + N	Activates the New Archive dialog box
CTRL + O	Activates the Open Archive dialog box
CTRL + P	Prints a file listing for the current archive
SHIFT + A	Activates the Add dialog box
SHIFT + C	Activates the CheckOut dialog box
SHIFT + D	Activates the Delete dialog box
SHIFT + E	Activates the Extract dialog box
SHIFT + F	Activates the Favorite Zip Folders dialog box
SHIFT + G	Activates the Comment dialog box
SHIFT + I	Installs desktop themes and screen savers
SHIFT + K	Activates WinZip Self-Extractor Personal Edition
SHIFT + L	Closes the archive
SHIFT + M	Opens an email screen and adds the archive as an attachment
SHIFT + R	Activates the Rename dialog box
SHIFT + S	Scans archives for viruses (if a virus scanner has been installed)
SHIFT + T	Checks the archive for errors
SHIFT + U	UUencodes the archive
SHIFT + V	Allows you to view the currently selected archive file
SHIFT + W	Switches WinZip between the Classic and Wizard modes

D

GLOSSARY



WHAT YOU'LL FIND

In this appendix, you will:

- Find a listing of terms and phrases used throughout this text

Add-on A software application designed to interface with and extend the functionality of another software application.

ARC An archive created by the ARC extraction utility that supports both compression and the grouping of more than one file into an archive.

ARJ An archive created by an ARJ program that supports both compression and the grouping of more than one file into an archive.

Archive A collection of files stored as a single file, usually in a compressed format.

Antivirus A software program designed to detect malicious programs that attack computer systems and delete files, steal personal data, and cause an assortment of other problems.

Attribute A quality of a Windows file or folder that governs a particular feature, such as the read-only attribute, which prevents a file or folder from being overridden, or the hidden attribute, which hides files from normal viewing.

Browser A software program designed to operate over the Internet and present HTML content.

- CAB** A type of archive known as a cabinet file used by Microsoft to group and compress files.
- CheckOut** A WinZip feature that unzips archive contents to a temporary folder so that you can examine the files and then deletes the temporarily extracted files when you are done examining them.
- Command Line** A text-based interface used to interact with Microsoft operating systems that also supports the development of scripts that can be used to automate common Windows processes.
- Comments** Text associated with a Zip file that allows its creator to describe its contents or provide other useful information.
- Compress** The act of reducing the amount of disk space required to store one or more files.
- Decompress** The act of expanding a compressed file back into its original form.
- Decryption** The process of decoding an encrypted file so that it can be viewed by Windows applications.
- Disk Spanning** The process of storing a large Zip file over more than one removable store medium such as floppy disks.
- Download** The process of retrieving a file from an Internet website and storing it on your computer for local processing.
- Drag and Drop** The process of selecting one or more files and dropping them onto an application that is designed to process them, which in the case of WinZip, causes the application to open and display the file's contents.
- Encryption** The process of encoding a file so that it cannot be viewed or read by another application unless it is first decoded.
- Extract** The ability to unzip one or more files from an archive and copy them to a specified location.
- FAQs** (Frequently Asked Questions) A collection of answers to questions that are commonly asked by users of software applications.
- Favorite Zip Files** A feature of WinZip that allows you to manage all of your archives by identifying the folders that contain them.
- File Extension** The component of a file name that appears after the last period (.), usually composed of three characters.
- GZ** An archive typically found on Unix operating systems that supports the compression of a single file.
- Keyboard Shortcut** A predefined combination of two or more keyboard keys that includes one modifier key (ctrl, shift, or alt) and at least one other key and is used to provide a shortcut to a specific application feature.
- LZH** An older type of archive that supports both the compression and grouping of one or more files in an archive.

Packed A value that indicates the size of the file as it exists inside an archive.

Password A secret code assigned to an archive that is required to decrypt and view the archive's contents.

Path The specification of the folder hierarchy that defines the location of a file on a computer.

Properties Attributes of a file that define its features and characteristics.

Ratio A measurement of the amount of compression that has been applied to a file inside an archive.

ReadMe.txt A Notepad file added to an archive that provides installation instructions or other useful information regarding the contents of an archive.

Registration Code A code provided by an application vendor upon payment for a copy of the vendor's software that removes the registration message and possibly enables additional functionality.

Screen Saver A software program that is designed to run on a computer when no user activity has occurred for a predefined period of time.

Self-Extracting Zip File A Zip file that includes a small program that allows the file to unzip itself when opened, without requiring the assistance of an external archive management program such as WinZip.

Shareware A method of distributing software that allows you to download a copy of the software from the Internet and use it for a specific period of time before deciding to purchase or uninstall it.

Shortcut A representation or link to a software program, file, or command that, when opened or activated, starts its associated application or executes its associated command.

TAR A type of archive file commonly used on Unix operating systems.

Theme A collection of desktop settings for wallpaper, colors, sounds, and so on that can be applied to the Windows desktop.

Toolbar A collection of icons that provides links to common application features usually located just under the application's menu bar.

Tool Tips An informational message that appears each time an application starts that is designed to provide the user with helpful hints and tips for using the application.

Unzip The act of extracting the contents of an archive.

UUencode The process of converting a binary file to a text file, which in the case of WinZip is designed to allow the transfer of binary files using older-style email systems.

Virus Scanner A software application designed to detect and remove harmful software programs that are deliberately designed to attack computer systems.

Wildcard The use of the * and the ? characters to apply pattern matches to identify one or more files for a particular operation.

Winzip32.exe The WinZip executable program.

WinZip Classic A WinZip user interface designed for experienced users that provides access to all of WinZip's features and functionality.

WinZip Command-Line Support Add-on An optional software program that provides additional support for executing WinZip functionality via a Windows command prompt or script.

WinZip Internet Browser Support Add-on An optional software program that incorporates WinZip functionality into your Internet Explorer or Netscape Communicator Internet browser.

WinZip Self-Extractor A WinZip application that allows you to create Zip files that can unzip their own contents when opened.

WinZip Tutor A feature of the WinZip help system designed to step you through the basic use of WinZip and its most popular features.

WinZip Wizard A specialized utility provided by WinZip that is designed to walk you step by step through the most common WinZip tasks, including the creation and extraction of Zip files.

Wzip.exe A WinZip command that allows you to create new Zip files from the Windows command prompt.

Wunzip.exe A WinZip command that allows you to unzip or extract the contents of Zip files from the Windows command prompt.

Z An archive typically found on Unix operating systems that supports the compression of a single file.

Zip An archive created by WinZip that enables the grouping of one or more compressed files.

Zip and E-Mail A WinZip feature that can be used to automate the process of opening your email application and attaching a Zip file.