

## WinZip(TM) Version 2.00 Help Index

The Index lists the Help topics available for WinZip. Use the scroll bar to see entries not currently visible in the Help Window.

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

To read the Help information sequentially, use the Browse push-buttons.

### Basics

- [WinZip Overview](#)
- [PMZIP - An OS/2 PM Version of WinZip](#)
- [Copyright/License Agreement/Warranty](#)
- [Ordering Information/Order Form](#)
- [Upgrades \(WinZip 1.0 to 2.0\)](#)
- [Support and Questions](#)
- [Quick Start Information](#)
- [Installation](#)
- [ARC File Notes](#)

### Commands and Procedures

- [Menu Tree - Overview of Commands](#)
- [File Menu - Opening and Closing ZIP Files](#)
- [Adding Files to a ZIP File](#)
- [Deleting Files from a ZIP File](#)
- [Extracting Files from a ZIP File](#)
- [Viewing Files in a ZIP File](#)
- [Running a Virus Scanner](#)
- [Creating Self Extracting ZIP File](#)
- [CheckOut Facility](#)
- [Options](#)
- [Program Locations](#)

### Details

- [Enhanced, Standard, and Real modes](#)
- [Using Extended Selection List Boxes](#)
- [Double Clicking](#)
- [Windows Associations](#)
- [Error Handling](#)
- [Keyboard Usage](#)
- [Future Enhancements](#)
- [Hints and Tips](#)
- [Notes and Background Information](#)
- [Version History](#)

## Overview

ZIP files contain other files. Typically the files in a ZIP file are compressed. ZIP files make it easy to group files and makes transporting and copying these files faster. ARC files perform the same function as ZIP files, but use a different file format. When the term "ZIP file" is used in WinZip documentation, it usually also refers to ARC files. See the section titled [ARC File Notes](#) for more information.

WinZip(TM) is a ZIP shell for Windows. It provides an easy-to-use SAA/CUA compliant interface for quickly adding, deleting, extracting, viewing, and running files in a ZIP file. WinZip also supports ARC files and self-extracting ZIP files. It includes a CheckOut feature that makes it easy to examine and/or run files in a ZIP file. An optional interface to virus scanning software is provided. The program is easy to install, and extensive online help is always available. All options (including screen size and position) can be saved and restored.

The main WinZip window includes a list of files in the open ZIP file. This list can be scrolled and sorted by name, extension, date, or size. Files can be added, deleted, extracted, or viewed using pull-down menu entries and push buttons. Double clicking on a file opens the file with the appropriate application (for example, files with an extension of .WRI are opened by the Windows Write application).

The CheckOut facility creates a Program Manager group for all files in a ZIP. This group contains one icon for each file. Double clicking on an icon runs the appropriate program. If the file is executable, it is run. Otherwise, the file is opened by the appropriate application for viewing.

WinZip supports the CUA "object-action process sequence" philosophy. This allows you to select objects (for example, files you want to extract or view) and then specify the action you want to perform. Alternately, you can use WinZip in a more traditional "action-object" style of interaction.

To start WinZip from the Program Manager, double click on the WinZip icon. To open an existing ZIP file from the File Manager, simply double click on the ZIP file.

WinZip requires the Shareware PKZIP/PKUNZIP product from PKWARE, Inc. It interfaces to one of three programs to access ARC files and optionally runs the SCAN virus scanner from McAfee Associates. WinZip runs these programs in the background in Windows Enhanced (80386) mode, or as full-screen applications in Standard and Real modes. For more information on this aspect of the program, see the section titled [Enhanced, Standard, and Real modes](#).

WinZip is distributed as Shareware. This means that users are encouraged, subject to restrictions described in the License Agreement, to share copies of this program with friends, associates and bulletin boards. Please remember that if you use this software you are required to pay the registration fee of \$29 as described in the section titled [Copyright/License Agreement/Warranty](#).

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



## **PMZIP - An OS/2 Version of WinZip**

PMZIP(TM) is an OS/2 Presentation Manager version of WinZip 1.0. At the time of this writing PMZIP does not include the new features in WinZip 2.0 (see the section titled [Version History](#) for details). However, PMZIP makes use of some OS/2 features not available under Windows, including threads for faster execution, and support for the File Manager drag and drop facility. It also features a file search facility to locate selected ZIP files anywhere on a disk.

PMZIP has been available as Shareware since January, 1991, for the same price as WinZip. Orders for WinZip placed in 1991 will include a free registered copy of the latest version of PMZIP. Similarly, orders for PMZIP placed in 1991 will include a free registered version of the latest version of WinZip.

The shareware version of PMZIP can be downloaded from the IBMOS2 forum on CompuServe, the IBM.OS2 conference on BIX, and many OS/2 bulletin board systems.

For ordering information, see the section [Ordering Information/Order Form](#).

## Copyright/License/Warranty

For ordering information, see the section [Ordering Information/Order Form](#).  
WinZip(TM) Copyright (c) 1991 by Nico Mak - All rights reserved.

### License Agreement and Warranty Disclaimer

You should carefully read the following terms and conditions before using this software. Use of this software indicates your acceptance of these terms and conditions. If you do not agree with them, do not use the software.

#### Shareware Version

You are hereby licensed to: use the Shareware Version of the software for a 21 day evaluation period; make as many copies of the Shareware version of this software and documentation as you wish; give exact copies of the original Shareware version to anyone; and distribute the Shareware version of the software and documentation in its unmodified form via electronic means. There is no charge for any of the above.

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

Unregistered use of WinZip after the 21-day evaluation period is in violation of federal copyright laws.

#### Evaluation and Registration

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

One registered copy of WinZip may be dedicated to a single person who uses the software on one or more computers or to a single workstation used by multiple people.

You may access the registered version of WinZip through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network.

#### Governing Law

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

#### Disclaimer of Warranty

This software and the accompanying files are sold "as is" and without warranties as to performance of merchantability or any other warranties whether expressed or implied. In particular, there is no warranty for the optional virus scanning feature (WinZip does not scan for viruses, it simply runs external programs that claim to perform this function). Because of the various hardware and software environments into which WinZip may be put, no warranty of fitness for a particular purpose is offered.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. Any liability of the seller will be limited exclusively to product replacement or refund of purchase price.

## Ordering Information/Order Form

**WinZip(TM) 2.00 Registration Form/Invoice.** Please remit to:  
Nico Mak, P.O. Box 919, Bristol, CT 06011-0919

**Ordering by check:** You can order by sending a check and this order form to the address above. **To print this order form, click on Print Topic in the File pull-down menu.** Alternately, you can print the ASCII text file ORDER.DOC (distributed along with WINZIP).

**Credit card ordering:** You can order with MC, Visa, Amex, or Discover from the Public (software) Library by calling 1-800-2424-PsL or 713-524-6394 or by FAX to 1-713-524-6398 or by CIS Email to 71355,470. These numbers are for orders only. Any questions about refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the address above or by CIS Email to Nico Mak at 70056,241. You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

**Site licenses:** A site license for WinZip entitles an organization to receive one diskette, and one copy of the documentation. For the specified license fee, the organization will be entitled to duplicate the diskette and documentation for the specified number of copies.

**Please check one:** 5.25" Disk \_\_\_\_ 3.5" Disk \_\_\_\_ Either size \_\_\_\_

WinZip individual copy: quantity ____ @ \$ 29.00 ea. =	_____
Site license for up to 9 copies: \$ 150.00 =	_____
Site license for up to 49 copies: \$ 600.00 =	_____
Site license for up to 99 copies: \$1000.00 =	_____
(more than 100 copies are negotiable)	
Shipping & handling (OUTSIDE USA ONLY) \$ 10.00 +	_____
. Connecticut residents add 8% sales tax +	_____
Total payment	

**Upgrades:** To upgrade a registered copy of WinZip 1.0 see the section titled Upgrades.

Payments must be in US dollars drawn on a US bank. Prices guaranteed through 1991.  
Orders received in 1991 will include a free registered copy of the latest version of PMZIP(TM).

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

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

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

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

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

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

Comments:

## **Upgrades (WinZip 1.0 to 2.0)**

To upgrade a registered copy of WinZip 1.0, send a check for \$3.00, along with your name as it appeared on your WinZip 1.0 order form, to

Nico Mak, PO Box 919, Bristol, CT 06011-0919

Connecticut residents please add 8% sales tax (total \$3.24).

You will then receive a disk containing the registered version of WinZip 2.0.

Due to the low price, upgrades will be handled by mail only.

## Support and questions

Technical support is available at no charge by sending electronic mail to 70056,241 on CompuServe, to Nico\_Mak on BIX, or by sending US Mail to Nico Mak, P.O. Box 919, Bristol, CT 06011-0919. Registered users have priority but I will try to answer all questions.

When reporting problems with WinZip, please include the following information:

- 1) Is the problem recreatable? If so, how?
- 2) Did the problem occur when running Windows in Enhanced, Standard, or Real mode? You can determine which mode is active by choosing About in the Program Manager's Help pull-down menu.
- 3) If a dialog box with an error message was displayed, please include the text of the message.

Thank you!

**Note: You can press F1 at any time while WinZip is active for context sensitive help.**



## Quick start information

Many people that have used other Windows or Presentation Manager applications will be able to use WinZip without reading all the documentation. However, the following sections should be reviewed before running the program:

- [Copyright/License Agreement/Warranty](#)
- [Installation](#)
- [WinZip Overview](#)

If you've used an earlier version of WinZip, you'll probably want to read the section titled [Version History](#) for a list of the new features. In particular, note that the default action performed when [double clicking](#) on files listed in the main windows has changed.

I also suggest you read the sections titled [Hints and Tips](#) and [Notes and Background Information](#) for miscellaneous information about the interface philosophy and background, as well as technical notes. In addition you might be interested in the section [PMZIP - An OS/2 PM Version of WinZip](#).

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

## Installation and System Requirements

### System Requirements:

- Windows 3.0 or later.

- The PKWARE, Inc. PKZIP(TM) and PKUNZIP(TM) Shareware programs. You can download these programs from most bulletin boards (the latest version is distributed in the self-extracting ZIP file PKZ110.EXE), or order them directly from PKWARE (phone 414-352-3670).

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

ARCE.COM and ARC-E.COM - Vern Berg's ARC extraction utility, available on CompuServe and other bulletin boards.

PKXARC.COM version 3.5 from PKWARE, Inc. This program is still available on some bulletin boards.

ARC.EXE version 5.20 or 6.0 from System Enhancement Associates, Inc. This is last version of ARC available as Shareware, and is still available on some bulletin boards. SEA's address is 925 Clifton Ave., Clifton, NJ 07013.

Note: you are likely to encounter problems with earlier versions of these programs.

- You can run the McAfee Associates SCAN.EXE virus scanning utility from within WinZip. SCAN is available from CompuServe, BIX, and other bulletin boards. McAfee Associates address is 4423 Cheeney Street, Santa Clara, CA 95054.

**Note:** Like WinZip, the PKZIP, PKUNZIP, ZIP2EXE, ARC, PKXARC, and SCAN programs are not free software. As with all Shareware, if you use these programs you should register them with the appropriate vendor.

### WinZip-related files are:

- |              |   |
|--------------|---|
| - README.1ST | introductory information                                |
| - WINZIP.DOC | extracts from online documentation                      |
| - WINZIP.HLP | documentation in online hypertext help format           |
| - WINZIP.EXE | required executable                                     |
| - WZ.COM     | required executable                                     |
| - WZ.PIF     | required Program Information File                       |
| - ORDER.DOC  | order form  |
| - VENDOR.DOC | information for Shareware Distributors and Disk Vendors |

### Installation:

Before running WinZip, follow this easy one time installation procedure:

1) If you already have installed a previous version of WinZip, backup and delete all files in your WinZip directory. Otherwise create a directory to hold the WinZip related files. For example, "C:\WINZIP".

2) Copy all WinZip-related files to this directory. At a minimum you need the following files: WINZIP.EXE, WZ.COM, WZ.PIF, and WINZIP.HLP.

3) Run WINZIP.EXE. If Windows is not loaded, issue the WIN command, and specify the full pathname to WINZIP.EXE. For example, if you copied the WinZip related files into a directory named C:\WINZIP, you would issue the following command from the DOS prompt:

WIN C:\WINZIP\WINZIP.EXE

Alternately, if you are already running Windows, simply double click on the WINZIP.EXE entry in the File Manager. If you are not familiar with the File Manager, you can instead follow these four steps to run WinZip for the first time:

- a. Activate the Program Manager.
- b. Choose Run... from the File menu. The Run dialog box appears.
- c. Type the full filename of WINZIP.EXE in the Command Line text box. For example, C:\WINZIP\WINZIP.EXE
- d. Choose OK.

That's all there is installing WinZip. When WinZip is activated for the first time, the Welcome and Configuration dialog boxes are automatically displayed, and you are ready to go. Remember that while WinZip is active, online help is always available by pressing F1.

Notes:

- 1) The first time WinZip is run, it will offer to add a WinZip icon to your Program Manager Accessories Group. Choose Yes in response to this question unless you want to add the icon yourself (the Accessories Group is merely a default location for the icon - you can drag it to any other group like any other Program Manager icon). Once this is done, you can start WinZip by double clicking on the WinZip icon the Program Manager. Alternately, you can open an existing ZIP file from the File Manager by double clicking on the file.
- 2) WIN.INI associations for files with an extension of "ZIP" and "ZIP" are set up by the automatic installation procedure so that you can start WinZip by double clicking on the icons for these files while running the File Manager. Also, if you there is no association for .HLP files, WinZip sets one up to let you view .HLP files by double clicking on them.

## ARC File Notes

Like ZIP files, ARC files contain other files. Typically the files in an ARC file are compressed. The ARC format, developed by System Enhancement Associates, was the first popular PC file format to support multiple compressed files. The ARC program was originally distributed as Shareware program, and the ARC format was the standard file format on most bulletin board and other online systems. However, after PKZIP and PKUNZIP were released, the ZIP format became the new standard for many of these systems. Note: the latest release of ARC (version 7) is only sold as a commercial (non-Shareware) program.

Since there are still many old files in ARC format on bulletin boards, WinZip version 2.0 includes support for this format. Since most new files seem to be created in ZIP format, and there is no single widely available programs to manipulate ARC files, WinZip does not provide facilities to update ARC files (all other WinZip functions are supported).

The latest Shareware version of ARC (version 6) provides limited support for subdirectories. However, because individual files cannot be extracted from ARC files containing subdirectories and the "extract to" directory cannot be specified, WinZip will not open ARC files containing subdirectories. I expect this limitation will have negligible effect, since I have yet to encounter an ARC file containing subdirectories on any BBS. Let me know if this causes a problem for you.

WinZip supports three programs to extract files from ARC files: the original ARC, ARCE (also known as ARC-E), and PKXARC. See the section titled [Installation](#) for more information on these programs.

ARC files are automatically listed in the Open dialog box if the ARC check box is checked.

## Menu Tree

### File Menu

**New Zip...** - open a new Zip file.

**Open Zip...** - open an existing Zip file.

**Close Zip** - close the open Zip file.

**Select all** - select all files in the Zip

**Deselect all** - deselect all files in the Zip

**Exit** - exit WinZip

### Actions Menu

**Add...** - add files to the open Zip file

**Delete...** - delete files from the open Zip file

**Extract...** - extract files from the open Zip file

**View...** - view files in the open Zip file

**Virus Scan** - run McAfee Associates virus scan against ZIP file contents

**Zip2Exe** - create a self extracting ZIP File

**CheckOut...** - examine and/or run programs in a ZIP

### Options Menu

**Sort by date** - sort list of files in open ZIP file

**Sort by extension** - sort list of files in open ZIP file

**Sort by name** - sort list of files in open ZIP file

**Sort by original order** - sort list of files in open ZIP file

**Configuration...** - modify configuration options

**Program Locations...** - specify program names and paths

**Defaults...** - save or restore configuration options

**View last output...** - view output from the last PKZIP or PKUNZIP command issued by WinZip

### Help Menu

**Help for WinZip** - display main help index

**Copyright/License Agreement/Warranty** - display license agreement

**Ordering information** - display order form

**Keys help** - display keyboard accelerators

**Help for help** - display instructions for using help system

**About WinZip ...** - display copyright notice

## **The File Menu - Opening and Closing ZIP Files**

You can create new ZIP files with the New push button or the New entry in WinZip's File pull-down menu. You can open existing ZIP files with the Open push button or the Open entry in WinZip's File pull-down menu. The Open dialog box is standard, with one exception: there are three check boxes at the bottom of the Open dialog box labeled ZIP, ARC, and EXE. If no extension is specified in the edit field at the top of the dialog box, files with the checked extensions are listed in the Files list box.

You can also open a ZIP file listed in the File Manager by double clicking on the ZIP file (this starts a new instance of WinZip).

You can close the current ZIP file with the Close entry on the File pull-down menu. However, this menu entry is included primarily for completeness, since the New and Open dialog boxes automatically perform this action.

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

The Exit menu entry exits (closes) WinZip.

## Adding Files to a ZIP File

There are two ways to add files to a ZIP:

- 1) Click on the Add push button or select the Add entry from the Action pull-down menu to bring up the Add dialog box. Then specify the file names you want to add. Standard MS-DOS wildcards are accepted, and multiple file names can be specified.
- 2) Click on the Add push button or select the Add entry from the Action pull-down menu to bring up the Add dialog box. Then click on the Select Files push button. This expands the Add dialog box. You can then select files from an Extended Selection List Box. The expanded Add dialog box works much like a standard Windows Open dialog box.

If you would like WinZip to automatically expand the Add dialog box, click on the Unfold check box before clicking on the Add button, and save your current settings with the Defaults dialog box (available from the Options pull-down menu) before closing WinZip.

The Add dialog box provides the following options:

- The Add, Freshen, and Update radio buttons correspond to the PKZIP -a, -f, and -u options
- The "delete original after adding" check box corresponds to the PKZIP -m option
- The Size and Speed radio buttons correspond to the PKZIP -ex and -es options
- The "Recurse subdirectories" check box corresponds to the PKZIP -r option
- The "Store recursed pathnames" check box corresponds to the PKZIP -p option
- The "Store specified pathnames" check box corresponds to the PKZIP -P option

## Deleting Files from a ZIP File

There are two ways to delete files from a ZIP:

- 1) Object-action interface: first select entries in the list box, then click on the Delete push button or select the Delete entry from the Action pull-down menu.
- 2) Action-object interface: click on the Delete push button or select the Delete entry from the Action pull-down to bring up the Delete dialog box. You can then specify the file names you want to delete (standard MS-DOS wildcards are accepted).

To delete an entire ZIP file click on the Delete push button or select the Delete entry from the Action pull-down to bring up the Delete dialog box. Then select the "Entire ZIP" radio button and click on the "Delete" push button.



## Extracting Files from a ZIP File

There are two ways to extract files from a ZIP:

- 1) Object-action interface: first select entries in the list box, then click on the Extract push button or select the Extract entry from the Action pull-down menu to bring up the Extract dialog box.
- 2) Action-object interface: click on the Extract push button or select the Extract entry from the Action pull-down to bring up the Extract dialog box. You can then specify the file names you want to extract (standard MS-DOS wildcards are accepted) or extract all files in the ZIP.

The Extract dialog box lets you specify the directory to contain the extracted files (note: the default directory for this prompt can be changed by selecting "Extract Directory..." in the Options pull-down menu).

The Extract dialog box provides the following options:

- The "Overlay newer files only" check box corresponds to the PKUNZIP -n option
- The "Use pathnames" check box corresponds to the PKUNZIP -d option

Note: the PKUNZIP -o option is always specified.

## Viewing Files in a ZIP File

Files can be viewed in one of these ways:

- with the built-in View facility described below
- with the features described in the section titled CheckOut Facility
- most files can be viewed by double clicking on the file name in the main window's list box, as described in the section titled Double Clicking

There are three ways to view files in a ZIP file with WinZip's built-in View facility:

- 1) Object-action interface: first select entries in the list box, then click on the View push button or select the View entry from the Action pull-down menu.
- 2) Action-object interface: click on the View push button or select the View entry from the Action pull-down to bring up the View dialog box. You can then specify the file name you want to view.
- 3) Double click on a file name in the main window's list box. To use this technique you need to select the appropriate option in the Configuration Dialog Box.

The View dialog box is used to view files in a ZIP file or view the results of the last PKZIP or PKUNZIP command issued by WinZip. Unlike most dialog boxes, the View dialog box is sizeable and can be maximized.

If you've selected multiple files for viewing, click on the Next push button to view the next selected file.

Click on the Clipboard Copy push button to copy selected text to the system clipboard. Note: this button is disabled when no text is selected.

Due to limitations in the standard Windows multi-line edit control, the View facility only displays the first 32K of a file. However, you can use the CheckOut facility to view larger files.

## **Virus Scan**

The Virus Scan operation requires the program SCAN.EXE from McAfee Associates. The Virus Scan entry in the Program Locations dialog box must be filled in to use this option.

The Virus Scan operation performs the following actions:

- 1) Creates a temporary directory
- 2) Extracts all files in the current ZIP to the temporary directory
- 3) Runs the McAfee Associates SCAN.EXE program against all files in the temporary directory
- 4) Deletes all files in the temporary directory and removes the temporary directory
- 5) Displays the results of the SCAN command in the View window.

Note: SCAN.EXE is not part of WinZip. It is available separately from McAfee Associates. See the McAfee Associates documentation for information on licensing SCAN.EXE.

## **Zip2Exe - Creating Self Extracting ZIP Files**

The Zip2Exe operation converts a ZIP file to a self-extracting ZIP file. Self-extracting ZIP files have an extension of .EXE, and can be run as commands. When a self-extracting ZIP file is run, the files in the ZIP are automatically extracted. This is convenient, because the PKUNZIP command is not needed to extract files from these self-extracting ZIP files.

The Zip2Exe operation runs the ZIP2EXE program. This program is part of the PKZIP/PKUNZIP package from PKWARE, Inc. If ZIP2EXE.EXE is not in your path, you can use the Program Locations dialog box to tell WinZip where to locate it.

You can add, delete, extract, view, and run files in a self-extracting ZIP file with WinZip the same way you can manipulate a normal ZIP file. Self-extracting ZIP files are automatically listed in the Open dialog box if the EXE check box is checked.

## CheckOut Feature

The CheckOut feature makes it easy to examine and/or run files in a ZIP. It creates a Program Manager Group containing one icon for each file in the ZIP. Double click on the icon to run the file or to view the file with the program associated with the file (associations are described in the section titled Windows Associations).

### CheckOut Dialog Box

The CheckOut dialog box lets you configure two aspects of the operation:

- 1) You can specify the temporary CheckOut directory name. This directory will be created if it does not already exist. **Caution: any existing files in this directory will be replaced by files in the ZIP.**
- 2) You can specify the maximum number of icons for the Program Manager CheckOut group. The Program Manager limits you to 50 entries, but you may prefer a lower number to save time.

### Operations performed by the CheckOut feature:

When you click on the Ok button in the CheckOut dialog box, WinZip performs the following operations:

- 1) Deletes any existing files in your CheckOut temporary directory.
- 2) Extracts files in the current ZIP to the temporary CheckOut directory.
- 3) If the McAfee Associates SCAN program is installed in the Program Locations dialog box, it is run against all files in the temporary CheckOut directory.
- 4) Deletes the Program Manager CheckOut group if it exists. This ensures that the group will only contain entries for the files in the current ZIP.
- 5) Creates a new Program Manager CheckOut group containing icons for the files in the Zip.

### Using the Program Manager CheckOut Group

The CheckOut Group works like all other Program Manager Groups. WinZip sets up this Group with icons for each file so that you can use them as follows:

- 1) If a file is executable, double clicking on the icon runs the program.
- 2) If a file has an association, double clicking on the icon loads the file in the associated program so you can view the file.
- 3) Otherwise, double clicking on the icon loads the file in the WinZip "default association" program specified in the Program Locations dialog box. The default for the "default association" program is the Windows NotePad utility, but this can be changed from the Program Locations dialog box.

## Options

The WinZip option system consists of the following components:

The *Option pull-down menu* lets you specify whether the list of files in the ZIP file is sorted by date, extension, size, name, or whether the original ZIP file order should be used. It also lets you bring up the dialog boxes described below.

The *Configuration dialog box* lets you specify

- What action is performed when you double click on a file name in the main window's list box. The choices are described in the section titled Double Clicking.
- Whether the default directory in the Extract dialog box is the current directory or a directory of your choice.
- The default current directory when WinZip is started.
- Whether files in the ZIP file are listed in lowercase for the possibility of improved legibility.
- Whether WinZip should maintain a log of all error messages and all PKZIP and PKUNZIP commands it issues. The log is written to the file C:\WINZIP.LOG.
- The *Program Locations* dialog box is described in the section titled Program Locations.

The *Defaults dialog box* lets you save the current defaults for use next time WinZip is started, or restore the original distribution defaults. Options that are saved and restored by this procedure include all the options in the "Options" pull-down menu, all options in the Add, Configuration, and Extract dialog boxes, and the current screen size and location.

The *View last output* entry in the Options pull-down displays the results of the last PKZIP or PKUNZIP command issued by WinZip.

## Program Locations

The Program Locations dialog box allows you to specify the paths and filenames for the external programs used by WinZip (these programs are not distributed with WinZip). When WinZip is installed it will attempt to locate the default programs in the directories specified in your PATH= environment variable. If it cannot find these programs, it will leave the corresponding edit fields blank.

If a program is not installed on your system, just leave the corresponding edit field blank. Otherwise, fill in the program name. The extension defaults to EXE. If no path is included for an entry, WinZip assumes the program is in a directory specified in your PATH= environment variable.

The dialog box is divided into the following groups:

**ZIP:** specify the filenames for the PKWARE, Inc. PKZIP, PKUNZIP, and ZIP2EXE programs here.

**Utilities:** optionally specify the filenames for the following utility programs:

ARC extraction: specify the name of an ARC extraction utility here. WinZip supports the following utilities:

ARC.EXE - version 5.20 or 6.0 of the original ARC program from System Enhancements Associates.

ARCE.COM and ARC-E.COM - Vern Berg's ARC extraction utility.

PKXARC.COM, from PKWARE, Inc.

Virus scanner: if you use the McAfee Associates SCAN program, specify its name here.

Default association: specify the name of the program that should be used as the association for those programs without a WIN.INI association. The default is NOTEPAD.EXE, the Windows NotePad program, but any other file viewer or editor can be used. For additional information, see the section titled Windows Associations.

For information on availability of these programs, see the section titled Installation and System Requirements.

## **Enhanced, Standard, and Real Mode**

In Windows Enhanced (386) mode PKZIP, PKUNZIP, ZIP2EXE, and other programs run by WinZip are executed in the background in an iconized DOS session. While these commands are running you can switch to another window using the Task Manager or by clicking on the desired window. An hourglass pointer is used to indicate that the WinZip window is busy. You can double click on the icon titled "WinZip running PKZIP/PKUNZIP" to monitor the command's progress.

Unfortunately, it is impossible to execute these commands in the background under Standard and Real modes. In these modes your screen will be cleared, and these commands will be run in a full screen DOS session.

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

Your Windows 3.00 User's Guide contains descriptions of Enhanced, Standard, and Real modes. You can determine which mode is active by choosing About in the Program Manager's Help pull-down menu.



## Using Extended Selection List Boxes

WinZip uses Extended Selection List Boxes for the list of files in a ZIP file and for the list of files in the Add dialog box. You can select files from an Extended Selection List Box the same way as you select files in the File Manager, with one important difference: in an Extended Selection List Box you can select multiple files by clicking on the first file, and while holding down the mouse button, drag over other files you want to select.

To select an individual file in an Extended Selection List Box, click on the file. This cancels all previous selections. To select additional files, hold down the Ctrl key while clicking on the files. To select a group of files and cancel all previous selections, click on the first file, and while holding down the left mouse button, drag over other files you want to select. To select additional groups of files, hold down the Ctrl key, click on the first file in the group, and while holding down the left mouse button, drag over the other files you want to select. You can use the "Select all" and "Deselect all" entries in the File pull-down menu to select and deselect all files in a ZIP.

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

## Double Clicking

Depending on a Configuration option, double clicking on a filename listed in the main WinZip window will perform one of the following actions:

1) The same action performed when you double click on a file in the File Manager. If the file is executable (has a filename extension of EXE, COM, BAT, or PIF) WinZip will run it. Otherwise WinZip will open the file with the appropriate application. For example, files with a filename extension of .WRI are opened by the Windows Write application. The appropriate application is determined via Windows Associations. If no application is associated with the file, WinZip will run the program specified as the default association in the Program Locations dialog box.

2) The file is opened by WinZip's built-in View facility.

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

## Windows Associations

Microsoft has defined "associate" as follows:

To identify a filename extension as belonging to a certain application, so that when you open any file with that extension, the correct application is opened automatically.

For example, by default, Windows associates .WRI files with the WRITE application, and .CRD files with the CARDFILE application. Most Windows application installation procedures create associations. For example, Word for Windows creates an association for .DOC files.

WinZip uses association when you double click on a filename listed in the main WinZip window and when you use the CheckOut Feature.

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

You can determine the associations for your system by using a program like the Windows NotePad program to edit your WIN.INI file (in your Windows directory) and search for the section that starts with [Extensions]. You can add associations by adding lines to this section of your WIN.INI file. **However, be sure to make a backup of your WIN.INI file before making any changes!** Lines you add should be in the following format:

```
ext=pgm ^.ext
```

where:

ext	is the extension for which you want an association (e.g. CRD)
=	is a required equal sign
pgm	is the program you want associated with the extension
^	is required (press shift+6 for this key)
.ext	is the extension you specified at the beginning of the line

For example, the following line tells the File Manager that when you double click on a file with an extension of .HLP the file should be opened by WINHELP.EXE.

```
HLP=winhelp.exe ^.hlp
```

Note: you need to restart Windows before changes to your WIN.INI file take effect.

Alternately, you can add extensions using the Associate entry in the File Manager's File pull-down menu. To use this technique, start the File Manager and select a filename with the extension you want to associate with a program. Then choose the Associate entry in the File Manager's File pull-down menu. The File Manager will display the Associate dialog box. Type the program name in the edit field and choose OK.

When entering the program name using either technique, you must supply the extension (usually .EXE). A drive and path are optional.

## Error Handling

WinZip does not manipulate ZIP files directly. Instead it runs the PKZIP command for all operations that update ZIP files. Thus it is highly unlikely that WinZip will ever cause a corrupted ZIP file. If you suspect a corrupted ZIP file, issue following command from a DOS prompt:

```
pkunzip -t filename.ZIP
```

If PKUNZIP reports that your ZIP file is damaged, try the PKZIPFIX command, as documented in section 5 of your PKZIP manual.

When a PKZIP or PKUNZIP command issued by WinZip returns a non-zero error level, a dialog box is displayed listing the error level and error level description. Click on the "View last output" button to view all messages issued by the command that caused the error.

WinZip will optionally maintain a log of all error messages and all PKZIP and PKUNZIP commands it issues. The log is written to the file C:\WINZIP.LOG.

If you encounter errors in WinZip, please report them (see the section [Support and questions](#) for information).

## Keyboard usage

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

**Ctrl+N** Open new Zip file.

**Ctrl+O** Open existing ZIP file.

**Ctrl+A** Add files to a ZIP file.

**Ctrl+D** Delete files from a ZIP file.

**Ctrl+E** Extract files from a ZIP file.

**Ctrl+V** View files in a ZIP file.

**Ctrl+C** Activate CheckOut feature

**Ctrl+S** Run SCAN.EXE (The McAfee Associates virus scan program)

**Ctrl+Z** Run ZIP2EXE (create self-extracting ZIP file)

**Ctrl+Slash (/)** Select all items in the list box.

**Ctrl+Backslash (\)** Cancel the selection of all items in the list box.

**Direction key(s)** Move the cursor or scroll to other items in the list box.

**Shift+direction keys** Select multiple items in list box.

**Enter** Same as double clicking in the main window listbox.

**Shift+F8** Toggle "add mode" on and off. When add mode is on, you the selection cursor blinks. In this mode you can use the Spacebar to select nonconsecutive items in the list box or to cancel the selections. Press Shift-F8 again to end add mode.

## **Ideas for future enhancements**

Ideals for future enhancements include:

- Support for other file formats (e.g. ZOO and LHZ)
- Support for all ZIP options, including passwords and comments
- Optional hex and ASCII dump mode when viewing files in a ZIP file

Additional suggestions from all users are welcome!

## Hints and Tips

Here are a couple hints and tips you may find useful:

1) If you usually download files to the same directory, specify that directory as the "Default current directory" in the Configuration dialog box, so that WinZip starts up in that directory. To save your self the trouble (and time) of clicking on the Open button or selecting Open from the File pull-down menu, check the "Automatically show Open dialog box" button, also in the Configuration dialog box. Don't forget to save your configuration in the Defaults dialog box (available via the Options pull-down menu).

2) To select multiple discontiguous files in the main WinZip list box, see the section titled Using Extended Selection List Boxes.

3) Don't drag icons from the CheckOut Program Manager Group to other groups if you are planning to delete the CheckOut directory. The icons will point to the empty directory, and will be useless.

4) To switch to another program while WinZip is executing a DOS command, click on the window for the other program, or bring up the Task Manager by double clicking over the desktop or pressing Ctrl+Esc. Note: you can't use the WinZip system menu or minimize button while WinZip is executing a DOS command.

5) You can change the default WinZip icon in Windows 3.0 as follows:

- a. Open the Program Manager group window for the group containing WinZip.
- b. Choose Program Properties from the File menu. The Program Item Properties dialog box appears.
- c. Click on Change Icon. The Select Icon dialog box appears.
- d. Click on View Next to cycle through the icons. Choose OK when your preferred icon appears.
- e. Choose OK.

## Notes and Background Information

- This version of WinZip was tested under Windows 3.00 with the following programs:

PKZIP, PKUNZIP, and ZIP2EXE versions 1.1 from PKWARE, Inc. (PKZIP and PKUNZIP are registered trademarks of PKWARE, Inc.)

ARC.EXE version 5.20 and 6.0 from System Enhancement Associates, Inc.

ARCE.COM version 4.0e from Vern Berg

PKXARC.COM version 3.5 from PKWARE, Inc.

SCAN.EXE version 7.2V77 from McAfee Associates

- There is a bug in Windows 3.0 that can cause Windows to crash if you try to update a read-only disk. This can occur if you attempt to update a ZIP file on a read-only disk with WinZip. Microsoft Online technical support has stated that this is a known problem, and that no workarounds are available for Windows 3.00. You can demonstrate this problem in Enhanced mode without WinZip as follows (be sure to save your files first):

- Start a DOS session from the Program Manager.
- Try to delete a file on a read-only disk. Reply Abort or Fail to the critical error message.
- Exit the DOS session.
- Try to access the read-only file from a Windows application (e.g. Notepad).

At this point Windows typically locks up or terminates.

- WinZip supports most commonly used PKZIP and PKUNZIP options but the current version does not include special support for comments, passwords, and file attribute masks.

- WinZip uses temporary disk files to communicate with WZ.COM and the PKWARE, Inc. programs. WinZip uses a unique filenames for these files, and automatically erases them when they are no longer needed. WinZip determines which disk to use by checking the value of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables. If none of these environment variables is set WinZip uses the root directory of your C: drive.

- WZ.COM is used for two reasons: to obtain the error level (return code) from the PKZIP and PKUNZIP commands, and to capture the output from these commands for use by the "View last output" entry in the Options pull-down menu,

- WinZip is a Windows version of PMZIP. I wrote PMZIP because I wanted an OS/2 Presentation Manager interface to ZIP files, and no other programs provided this facility. The first version was written in Digital's Smalltalk V/PM. The result, like all V/PM programs, required over a megabyte of code to execute, and was rather slow. Favorable response to the first version convinced me to rewrite the program in C and release it as Shareware. I subsequently rewrote it for Windows, and this is the result.

- Special thanks to Steve Queen for his feedback on the WinZip user interface.



## Version History

### The following changes were made in WinZip 2.00:

- Double clicking on a file now has the same effect as double clicking in the File Manager. This behavior can be altered with a Configuration option.
- Added CheckOut facility
- Added support for ARC Files
- Added optional interface to Virus Scan software
- Added support for self-extracting ZIP files (ZIP2EXE)
- Added Program Locations dialog box
- Added option to delete an entire ZIP in the Delete dialog box
- Added separate sorted list boxes for filenames and directories in the Open dialog box
- Added list box containing directories in the New dialog box
- Added a "default current directory" configuration option (see the first item in the Hints and Tips section for a description of why this can be useful).
- Added keyboard mnemonics for controls in all dialog boxes
- Moved push buttons to a button bar on top of the main window, and added the New, Open, and CheckOut buttons
- Temporary files are cleaned up sooner

### The following changes were made in WinZip version 1.00A:

- Fixed bugs which caused errors accessing WinZip temporary files under certain circumstances
- Check for maximum command line length of 127 (instead of 128)
- Double clicks on WinZip windows are ignored while PKZIP is running
- Reworded text in File/New dialog box

## Missing file(s)

A required file was not found.

PKZIP.EXE and PKUNZIP.EXE must both be in your path. Also, WINZIP.HLP and WZ.COM must both be in the same directory as WINZIP.EXE. The [Installation](#) section describes the complete installation procedure.

## **Invalid ZIP File**

This dialog box is displayed if WinZip was unable to open the specified ZIP file, read the ZIP file directory, or if a fileid is invalid. It is possible that the file is not a ZIP file. Alternately, it is possible that the ZIP file has been corrupted. For more information, see the section titled [Error Handling](#).

### **Add files selected in list box?**

This dialog box is displayed if you've updated the edit field in the expanded Add dialog box after selecting files from the list box. WinZip isn't sure whether you want to add the selected files or add the files that match the names specified in the text field. To add the selected files click on the OK button.

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

This dialog box is displayed when a required edit field is empty. For example, it is displayed if you don't specify which file you want to open in the Open dialog box. Specify the required information and try again.

This dialog box is displayed if you click on the Add button in the expanded Add dialog box but haven't selected any files to add. Select one or more files in the file list box, or click on the Cancel button.

To view a file, WinZip normally extracts the file to disk, reads it, and erases the temporary disk file. WinZip determines which disk to extract to by checking the value of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables. If none of these environment variables is set it extracts to the root directory of your C: drive.

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



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

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

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

- 1) Move WINZIP.EXE (and the related files) to a directory near the root directory (for example, a directory like C:\WINZIP is better than C:\WINDOWS\UTILITIES\SHAREWARE\WINZIP).
- 2) Move the ZIP file you are working with to a directory near the root directory.
- 3) If you are adding, deleting, extracting, or viewing multiple files at one time, specify them via a listbox rather than an edit field. This causes WinZip to create a PKZIP/PKUNZIP response file, which usually takes less room on the command line than multiple file names.

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

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

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

WinZip determines which disk to use for temporary files by checking the values of the WZTMP=, TMP=, TEMP=, and PKTMP= environment variables. If none of these environment variables is set, WinZip creates temporary files on your C: drive.

The program required to perform the function you selected was not installed in the WinZip Program Locations dialog box. For example, to extract files from an ARC file, you need to have specified an ARC extraction program. This message is issued if you try to extract files from an ARC but did not specify an ARC extraction program.

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

Note: if you update your PATH= statement, the changes will not take effect until you leave Windows and restart Windows.

WinZip does not recognize the name of one of the programs you entered. For example, you will get this message if you specify ZIPPER.EXE as the name for PKZIP.EXE. WinZip lets you specify the drive and directory containing the program, but does not support the use of unrecognized file names for these programs.



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

Note: one likely cause for this error is using an old version of the ARC extraction program. See Requirements section of the documentation for version information.

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

This dialog box is displayed to give you a chance to have WinZip delete the temporary CheckOut directory and the Program Manager CheckOut group. Select Yes to delete these items before closing WinZip. Select No to close WinZip without deleting these items. Select Cancel to cancel the close operation.

WinZip version 2.0 (the version you are now running) was coded for Windows 3.0 and detected that you are running a later version of Windows. You should have no problems running WinZip under this release of Windows. However, an enhanced version of WinZip is planned for release at the same time as Windows 3.1. This new version will support the drag and drop interface, the Windows 3.1 common dialogs, and other new features. For information about obtaining the latest version of WinZip, please contact your distributor, the author, or check the WINADV forum on CompuServe or the IBM.WINDOWS forum on BIX.

This dialog box will not be displayed again.

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

Value	Meaning
-------	---------

- |    |   |
|----|---|
| 0  | Out of memory.  |
| 2  | File not found.   |
| 3  | Path not found.   |
| 5  | Attempt to dynamically link to a task.  |
| 6  | Library requires separate data segments for each task.  |
| 8  | Insufficient memory to start application.   |
| 10 | Incorrect Windows version.  |
| 11 | Invalid .EXE file (non-Windows .EXE or error in .EXE image).  |
| 12 | OS/2 application.   |
| 13 | DOS 4.0 application.  |
| 14 | Unknown .EXE type.  |
| 15 | Attempt in protected (standard or 386 enhanced) mode to load an .EXE created for an earlier version of Windows.                     |
| 16 | Attempt to load a second instance of an .EXE containing multiple, writeable data segments.  |
| 17 | Attempt in large-frame EMS mode to load a second instance of an application that links to certain nonshareable DLLs already in use. |
| 18 | Attempt in real mode to load an application marked for protected mode only.   |