

# Main Help

**QuinZip** is distributed as shareware; your support is vital for its survival. Now that you're enjoying the program, please send the \$35.00 registration fee to:

Quintessence Corporation  
Product Registration  
47A River Street  
Wellesley Hills, MA 02181

Voice: (617) 237-4666  
BBS: (617) 237-8687

We value your cooperation and thank you for using our program!

## **[QuickStart](#) - How to zip and unzip files**

### **New Features!**

**[Drag and Drop](#)**  
**[File Association](#)**

### **General...**

**[Alphabetical Listing](#)**  
**[Glossary](#)**  
**[Program Messages](#)**

### **Operation...**

**[Zipping](#)**  
**[Unzipping](#)**

### **Special...**

**[Command Buttons](#)**  
**[View Box](#)**

### **Information...**

**[Membership and Registration](#)**  
**[Technical Support](#)**

## **QuickStart - How to zip and unzip files**

[Beginner's QuickZip](#) - How to zip your file  
[Beginner's QuickUnZip](#) - How to unzip your file

[Advanced QuickZip](#) - How to zip a file  
[Advanced QuickUnzip](#) - How to unzip a file

## Beginner's QuickStart - How to zip your file

Follow these steps for a simple **zip**. To discover all of **QuinZip's** features, try exploring the Help System.

**Tip:** You can stop further processing at any time by pressing the **<Esc>** key... or you can click on the Cancel command button, in the lower right of the screen.

- 1** - Click on the Zip diamond option; this puts you in Zip mode
- 2** - Use the Zip Filename box to choose a **new** ZIP file
- 3** - Use the Source box to choose the files you want included in the new ZIP file; if you leave this blank, all the files in your current directory will be selected
- 4** - Click on any check box options you want used... if you don't know what they mean, leave them alone for now; the defaults should suffice
- 5** - Click on the Queue command button to list the selected files in the Queue/Progress box
- 6** - In the Queue/Progress box you can tag those files you wish included in the zipping... see Select All for details
- 7** - Click on the Zip Command button; processing will begin immediately

As each file is zipped its name, and various statistics, will appear in the **View Box**; when **QuinZip** has finished, the Progress Indicator will turn white and display zero percent.

## Beginner's QuickStart - How to unzip your file

Follow these steps for a simple **unzip**. To discover all of **QuinZip's** features, try exploring the Help System.

**Tip:** You can stop further processing at any time by pressing the **<Esc>** key... or you can click on the Cancel command button, in the lower right of the screen.

- 1** - Click on the Unzip diamond option; this puts you in Unzip mode
- 2** - Use the Zip Filename box to choose an **existing** ZIP file... then click on the View command button to list the member files in the View Box
- 3** - In the **View Box**, you can tag those files you wish included in the unzipping... see Select All for details
- 4** - Use the Destination box to choose a destination directory for the unzipped files; if you leave this blank, the files will go into the current directory
- 5** - Click on any check box options you want used... if you don't know what they mean, leave them alone for now; the defaults should suffice
- 6** - Click on the Unzip Command button; processing will begin immediately

As each file is unzipped its name will appear in the **Queue/Progress** box; when **QuinZip** has finished, the Progress Indicator will turn white and display zero percent.

**See:** Drag and Drop    File Association

## **.Advanced QuickStart - How to zip a file**

Follow these steps for a quick **zip**. To make full use of all of **QuinZip's** features, try exploring the Help System.

**Tip:** You can cancel processing at any time by using the **<Esc>** key or by selecting the Cancel command.

- 1** - Select Zip mode
- 2** - Use the Zip Filename box to choose a **new** ZIP file
- 3** - Use the Source box to choose the files you want included in the new ZIP file
- 4** - Select any options you need
- 5** - Select the Queue command to list the selected files
- 6** - In the Queue/Progress box, tag those files you wish zipped
- 7** - Select the Zip Command

As each file is zipped its name, and various statistics, will appear in the **View Box**; when **QuinZip** has finished, the Progress Indicator will turn white and display zero percent.

## Advanced QuickStart - How to unzip a file

Follow these steps for a quick **unzip**. To make full use of all of **QuinZip's** features, try exploring the Help System.

**Tip:** You can cancel processing at any time by using the **<Esc>** key or by selecting the Cancel command.

- 1** - Select Unzip mode
- 2** - Use the Zip Filename box to choose an **existing** ZIP file... select the View command to list the members
- 3** - In the **View Box**, tag those files you wish unzipped
- 4** - Use the Destination box to choose a directory for the unzipped files
- 5** - Select any options you need
- 6** - Select the Unzip Command

As each file is unzipped its name will appear in the **Queue/Progress** box; when **QuinZip** has finished, the Progress Indicator will turn white and display zero percent.

**See:** **Drag and Drop**    **File Association**

## **Drag and Drop**

To use drag and drop, drag a ZIP file name from the File Manager to any active copy of **QuinZip** and release it. **QuinZip** will then automatically load the contents of the ZIP file into the **View Box**. You may then select the files to be unzipped or immediately click on the **Unzip Command**. This is the equivalent of double clicking on a file name in the drop down box.

**See: File Association**

## **File Association**

Your **QuinZip** package includes a file named QUINZIP.REG which will automatically establish the necessary connection for the file association. To use it, just run the .REG file from the File Manager; the association will be under "**Zip File**". You may also establish an association by using the standard File Manager method.

Once the association is set up, you may activate **QuinZip** by double clicking on any ZIP file name. **QuinZip** will begin with the contents of the ZIP file already in the **View Box**. You may then proceed in the normal manner.

**See: Drag and Drop**



## Glossary

A list of terms found in **QuinZip Help**. Click on one to see a quick pop-up definition.

[browse](#)

[check box option](#)

[command button](#)

[compress](#)

[de-compress](#)

[default](#)

[destination](#)

[diamond option](#)

[encrypt](#)

[extract](#)

[hidden files](#)

[list box](#)

[member](#)

[mode](#)

[natural](#)

[options](#)

[overwrite](#)

[path](#)

[processing commands](#)

[progress indicator](#)

[queue](#)

[source](#)

[tag](#)

[text box](#)

[toggle](#)

[unzip](#)

[wild cards](#)

[zip](#)

## Alphabetical Listing

A list of **all** the elements present on the **QuinZip** screen. The availability of certain items depends upon the selected mode; the remainder are always visible.

Cancel command button

Close command button

Create Directories option

Date field

Destination box

Extra Compression option

Extract Newer Only option

Files field

Freshen Only option

Help command button

Ignore Hidden option

Include Hidden option

Length field

Method field

Name field

Overwrite Existing option

Password box

Queue command button

Queue/Progress box

Ratio field

Scan Sub-Directories option

Select All option

Shrink Only option

Size field

Sort command button

Source box

Store Path Names option

Test command button

Time field

Unzip mode option

Unzip Command button

View command button

Zip mode option

Zip Command button

Zip Filename box

## Program Messages

These are the messages you might see in **QuinZip**; they all appear in pop-up boxes. Click on one to see a quick explanation.

### INFORMATION

**Operation aborted by user**

### WARNINGS

**Warning: One or more files failed the CRC**

**Warning: One or more files skipped**

**Warning: One or more files password protected**

### ERRORS

**Not enough memory**

**Invalid path or file name**

**Invalid ZIP file**

**Could not find specified file**

**End of file encountered**

**Error seeking file**

**Error creating file**

**Error opening file**

The following errors should be self-explanatory. They indicate a system error; all you can do is try again.

**Error reading file**

**Error writing file**

**Error closing file**

**Error deleting file**

All errors cause the immediate termination of the current operation... you should correct the condition before retrying.

## Ziping

A list of the **QuinZip** elements present in Zip mode. Most of these items are always visible; for your convenience, those topics unique to Zip mode are also arranged in a browse sequence. To view them separately, press **HERE**.

**Cancel command button**

**Close command button**

**Date field**

**Extra Compression option**

**Help command button**

**Include Hidden option**

**Length field**

**Method field**

**Name field**

**Password box**

**Queue command button**

**Queue/Progress box**

**Ratio field**

**Scan Sub-Directories option**

**Select All option**

**Shrink Only option**

**Size field**

**Sort command button**

**Source box**

**Store Path Names option**

**Test command button**

**Time field**

**Zip mode option**

**Zip Command button**

**Zip Filename box**

## Unzipping

A list of the **QuinZip** elements present in Unzip mode. Most of these items are always visible; for your convenience, those topics unique to Unzip mode are also arranged in a browse sequence. To view them separately, press **HERE**.

**Cancel command button**

**Close command button**

**Create Directories option**

**Date field**

**Destination box**

**Extract Newer Only option**

**Freshen Only option**

**Help command button**

**Ignore Hidden option**

**Length field**

**Method field**

**Name field**

**Overwrite Existing option**

**Password box**

**Queue/Progress box**

**Ratio field**

**Select All option**

**Size field**

**Sort command button**

**Test command button**

**Time field**

**Unzip mode option**

**Unzip Command button**

**View command button**

**Zip Filename box**

## Command Buttons

The Command Buttons are the row of labeled rectangles located along the bottom of the **QuinZip** screen. Clicking on one of these buttons will initiate an immediate action. The availability of certain commands depends upon the mode you selected. The others are always visible. For your convenience, these topics are also arranged in a browse sequence.

### ZIPPING

Zip

Queue

### UNZIPPING

Unzip

View

Sort

Test

Close

Cancel

Help

## **View Box**

The View Box is the very long, large blank rectangle in the upper center of the screen. It contains the following information about the members of the selected ZIP file, corresponding to the eight field headers. For your convenience, these topics are also arranged in a browse sequence. The View Box is also the list box in Unzip mode.

### **FIELDS**

**Length**  
**Method**  
**Size**  
**Ratio**  
**Date**  
**Time**  
**Name**  
**Files**

## Membership and Registration

**QuinZip** is shareware and offered for \$35.00. Along with the **required \$35.00 QuinZip** registration fee, you will receive a free copy of Quintessence WHISPER, a new Windows telecommunication package due to be released commercially, sometime during the first quarter of 1993, for \$149.95. To learn more about Quintessence WHISPER, and **QuinZip**, feel free to review the documentation included with **QuinZip** under WHISPER.TXT. The registration fee entitles you to free, expert BBS technical support and frequent, reasonably priced upgrades. In addition, you'll automatically be enrolled in the **QuinZip** Users Group, people who meet via our BBS to share their **QuinZip** ideas and suggestions. After you've tested **QuinZip** and realize it's the ultimate Windows compression utility, please register your copy, using any of these convenient methods:

**1 - Voice:** contact Quintessence at (617) 237-4666 and a customer support representative will take your order. Please have your credit card number handy.

**2 - BBS:** call (617) 237-8687 to register on-line; have your credit card number handy. Please set your modem to 8-N-1; we can handle up to 9600 baud HST.

**3 - FAX:** send the Application included in **QuinZip**, REGISTER.FRM, to (617) 237-5533.

**4 - Mail:** print the Application found in REGISTER.FRM and mail it to us (checks or credit cards).

Quintessence Corporation  
Product Registration  
47A River Street,  
Wellesley Hills, MA 02181

You can find the **QuinZip** Membership Registration Application in the REGISTER.FRM file. We accept MasterCard, Visa and American Express. Please make checks payable to **Quintessence Corporation**.

Because we value those who support our software, we will limit technical support and upgrades to those who return the **QuinZip** Membership Registration Application. If you need technical assistance prior to registering, call our BBS; you can easily register on-line and then receive prompt assistance.

Once you are fully registered, you have automatic access to the BBS. Your registration number will be mailed to you immediately. Please do not lose it; it serves as your password. You may not have multiple accounts on the BBS and only one person may use the registration number; misuse could lead to revocation of your registration.

**See: Technical Support**



## Technical Support

This service is offered only to registered **QuinZip** users. You will be asked for your password/registration number. For registration information, see the REGISTER.FRM file .

You can contact our technical support staff by using any of the following methods:

**1 - BBS:** 24-hour support at (617) 237-8687. Please set your modem to 8-N-1; we can handle up to 9600 baud HST. You might check out the SYSOP Status to see when on-line help is available.

**2 - FAX:** send your questions to (617) 237-5533. All faxed questions will be answered via US Mail; please include your **full** mailing address.

**3 - Mail:** send your questions to the following address:

Quintessence Corporation  
Technical Support Division  
47A River Street,  
Wellesley Hills, MA 02181

Your ideas and suggestions are always welcome; please mail them to our address and label the envelope "New **QuinZip** Ideas". You may also leave a message on our BBS. If you want to be a member of the Quintessential Bug Killer Group (a Beta-Tester for new products), send a note to our Research and Development Lab explaining your interest and one of our resident Bug Killers will contact you!

**See: [Membership and Registration](#)**

## Cancel Command

Click on this [command button](#) to immediately halt any operation in progress; pressing the **<Esc>** key has the same effect. This command button is visible only after you select one of the [processing commands](#); it shares the same button as the [Close](#) command.

This command does **not** end the program... it only terminates the current operation.

**See:** [Command Buttons](#)

## Close

Click on this [command button](#) to exit **QuinZip** and return to Windows. All changes and choices will be lost; they are **not** automatically saved between program runs. This command shares the same button as the [Cancel](#) command.

**See:** [Command Buttons](#)

## Create Directories

Click on this [check box option](#) to use the [paths](#) stored in the selected ZIP file. If the path stored with a [member](#) file specifies a non-existent directory, **QuinZip** will automatically create that directory. This option does not have any effect unless the ZIP file was created with Store Path Names ON. This check box is visible only after you select the [Unzip](#) diamond option; it is then ON by [default](#).

See: [Destination](#)    [Scan Sub-Directories](#)    [Store Path Names](#)

## Date and Time

### DATE

This field contains, in the View Box below, the date the ZIP member file was last saved.

### TIME

This field contains, in the View Box below, the last time the ZIP member file was saved.

See: **View Box**

## Destination

In this text box, enter the path indicating where you wish to store the files that will be extracted from the selected ZIP file. You may use a full or partial path, as needed. If you do not specify a path, the current directory will be used by default. If you enter a non-existent path, **QuinZip** will automatically create a new directory. This text box is visible only after you select the Unzip diamond option; it shares the same space as the Source box.

See: [Create Directories](#)    [Source](#)

## Extra Compression

Click on this [check box option](#) to request the maximum possible compression; it is ignored if Shrink Only is also ON. This method will usually take longer to process than the [default](#) one, which is designed to minimize execution time. This check box is visible only after you select the [Zip](#) diamond option; it is then ON by default.

**See: [Shrink Only](#)**

## **Extract Newer Only**

Click on this check box option to extract member files only if they are newer than any existing ones, with the same names, in the destination directory; this is also known as updating. Member files that do not conflict with existing ones are always extracted. If you do not use this option, you might overwrite newer versions of your files with older copies. This option is ignored if Freshen Only is also ON; it overrides the Overwrite Existing option. This check box is visible only after you select the Unzip diamond option.

**See: Freshen Only    Overwrite Existing**



## Files

This field has two elements. To its left is the number of members in the selected ZIP file; to its right, the average compression ratio for the entire ZIP file.

### **ZIPPING**

These figures reflect only the files successfully compressed

### **UNZIPPING**

These figures apply to the tagged files only.

**See:** [View Box](#)

## **Freshen Only**

Click on this check box option to extract a member file only if a file at the destination, with the same name, **both** exists and is older than the member file. This option overrides both the Extract Newer Only and Overwrite Existing options. This check box is visible only after you select the Unzip diamond option.

**See: Extract Newer Only    Overwrite Existing**

## Help

You already know what this command button does - it brings up the help system you are using!

**See:** [Command Buttons](#)

## **Ignore Hidden**

Click on this [check box option](#) to ignore any [hidden files](#) that may be stored in the selected ZIP file. If this option is OFF hidden files, as well as normal ones, will be extracted. This check box is visible only after you select the [Unzip](#) diamond option.

**See: [Include Hidden](#)**

## **Include Hidden**

Click on this [check box option](#) to compress any [hidden files](#) that may be found, as well as normal ones. If this option is OFF, hidden files will be ignored. This check box is visible only after you select the [Zip](#) diamond option.

**See: [Ignore Hidden](#)**

## Length

This field contains, in the View Box below, the **original** length of the ZIP member file. If it is the same as Size, the file could not be compressed and was stored in its original state.

**See:** [View Box](#)

## Method

This field contains, in the View Box below, the type of compression used for the ZIP member file. If it is "**Stored**", the file could not be compressed and was stored in its original state.

**See:** [View Box](#)

## **Name**

This field contains, in the View Box below, the name of the ZIP member file. If the ZIP file was created with Store Path Names ON, the path will be included.

**See:** [Store Path Names](#)    [View Box](#)



## Overwrite Existing

Click on this check box option to automatically overwrite any existing files that have the same name as extracted member files. Normally, **QuinZip** will **not** extract a file if its name is identical to that of an existing file. To avoid this kind of problem, select this option. It is ignored if used with both/either the Extract Newer Only and/or Freshen Only options. This check box is visible only after you select the Unzip diamond option.

**See:** Extract Newer Only    Freshen Only

## Password

### ZIPPING

In this text box, enter a password of your choice. This step is optional; if you choose it, this password will be used as the key to encrypt the ZIP member files. **WARNING Do Not Lose This Password Or Your File Will Be Lost Forever!** You must re-enter exactly the same password to extract the file successfully.

### UNZIPPING

In this text box, enter the same password you used to encrypt the ZIP member files.

**WARNING You Must Enter The Exact Password To Extract The File Successfully!**

Case is relevant, i.e., "ABC": and "abc" are different passwords. This step is required if the file was originally encrypted; if you do not supply it, or give the wrong one, **QuinZip** will display an error message.

## Queue Command

Click on this [command button](#) to list the files, selected in the [Source](#) box, in the Queue/Progress box. Once listed, they may be [tagged](#) for zipping. This command button is visible only after you select the [Zip](#) diamond option; it shares the same button as the [View](#) command.

**See:** [Command Buttons](#)    [Queue/Progress](#)

## Queue/Progress

The Queue/Progress box is the large blank rectangle in the lower right area of the screen. Immediately below it is the Progress Indicator. This is the list box in Zip mode.

### **ZIPPING**

The queue is a list of file names, selected by using the Source box. Once the files are queued in this box, you may tag those you wish added to the selected ZIP file. The number to the upper right will reflect only the number of files actually tagged, **not** the total number displayed in the box.. As each file is compressed its name, and various statistics, is copied to the View Box.

### **UNZIPPING**

The queue is a list of the member files, tagged in the View Box, extracted from the selected ZIP file. As each file is decompressed, its name is copied to this box. The number to the upper right reflects the number of extractions attempted; "**Skipped**", "**Bad CRC**" and "**Bad PW**" files **are** included.

**See:** Unzip Command    View Box    Zip Command

## Ratio

This field contains, in the View Box below, the percentage by which the ZIP member file was compressed; that is, the Size as a fraction of the Length. If it is **zero**, the file could not be compressed and was stored in its original state.

**See:** [View Box](#)

## Scan Sub-Directories

Click on this [check box option](#) to search all sub-directories for matching files. The search will include all directories below the directory in which the search begins. Any files found will be added to the selected ZIP file. You should be aware that this [option](#) does **not** automatically include Store Path Names; it must be done separately. Failure to use these two options in conjunction could result in a ZIP file having multiple [member](#) files with the same name; this may or may not be your intention. This check box is visible only after you select the [Zip](#) diamond option.

See: [Create Directories](#)    [Source](#)    [Store Path Names](#)

## Select All

Click on this check box option to immediately tag all the files in the current list box. This is faster and easier than tagging each file individually. Turning this option OFF has the opposite effect; **all** the tags are immediately removed. This option is ON by default, in both modes.

**Tip:** If you wish to **include** the majority of files, leave this option ON; then tag **only** the ones you want excluded. To **exclude** the majority of files, turn this option OFF; then tag **only** the ones you want included.

## **Shrink Only**

Click on this check box option **only** for backward compatibility with earlier versions of other ZIP programs you may be using, which employ an older compression method. If this is not a consideration, do **not** use this option; **QuinZip** will automatically select the best technique. This check box is visible only after you select the Zip diamond option.

**See: Extra Compression**



## Size

This field contains, in the View Box below, the **compressed** size of the ZIP member file. If it is the same as Length, the file could not be compressed and was stored in its original state.

**See:** [View Box](#)

## Sort

Click on this command button to display, in the View Box, the sorted contents of the selected ZIP file. Each time you select this command, the contents are sorted by a different criterion. The criteria are Natural, Name, Length, Size, Ratio and Date and Time. The command will cycle through the list in the above order; as it does so, the name of the sorted field will be parenthesized.

### ZIPPING

This command cannot be selected until **after** you have created and filled the new ZIP file. Until then, there is nothing to sort!

**See:** Command Buttons    View Box

## Source

In this text box, specify the source files you wish added to the selected ZIP file. Both wild cards and a full or partial path may be used, as needed. When done, select the Queue command to list the files. This text box is visible only after you select the Zip diamond option; it shares the same space as the Destination box.

**See:** Destination    Scan Sub--Directories

## Store Path Names

Click on this [check box option](#) to store the [path](#) of each [member](#) of a ZIP file. These can later be used to extract the files to a directory with the same name, or even to re-create an entire directory structure, on another disk. This check box is visible only after you select the [Zip](#) diamond option.

See: [Create Directories](#)    [Scan Sub--Directories](#)

## Test

Click on this [command button](#) to test the contents of the ZIP [member](#) files selected in the current [list box](#). This is one of the [processing commands](#); it determines whether the files have changed since they were compressed. The results of the test appear in the Queue/Progress box. Files can be damaged in various ways, including during telecommunication transfers. If this should happen, try another transfer!

**See:** [Command Buttons](#)    [Queue/Progress](#)

## Unzip

Click on this [diamond option](#) if you wish to extract [member](#) files from an existing ZIP file. This is called Unzip [mode](#). The screen changes will reflect both your available choices and the information needed by **QuinZip**. When you are ready, choose the [Unzip Command](#) button to begin decompressing.

**See:** [Zip](#)

## Unzip Command

Click on this [command button](#) to begin extracting the [tagged](#) files from the selected ZIP file, using the [options](#) you have selected. As [member](#) files are extracted from the ZIP file, their names appear in the Queue/Progress box. This operation does **not** change the ZIP file in any way; it will be intact, in its original location, when the command is finished. This command button is visible only after you select the [Unzip](#) diamond option; it is one of the [processing commands](#). It shares the same button as the Zip Command.

**See:** [Command Buttons](#)   [Queue/Progress](#)   [Zip Command](#)

## **View**

Click on this [command button](#) to view the contents of the ZIP file, selected in the [Zip Filename](#) box. The information will be displayed in the View Box. Once selected, they may be [tagged](#) for unzipping. This command button is visible only after you select the [Unzip](#) diamond option; it shares the same button as the [Queue](#) command.

**See:** [Command Buttons](#)    [View Box](#)



## Zip

Click on this [diamond option](#) if you wish to create a new ZIP file and add files to it. This is called Zip [mode](#). The screen changes will reflect both your available choices and the information needed by **QuinZip**. When you are ready, choose the [Zip Command](#) button to begin compressing.

**See:** [Unzip](#)

## Zip Command

Click on this [command button](#) to begin adding the [tagged](#) files to the selected ZIP file, using the [options](#) you have selected. As [source](#) files are added to the ZIP file their names , and various statistics, appear in the View Box. This operation does **not** change the original files in any way; they will be intact, in their original locations, when the command is finished. This command button is visible only after you select the [Zip](#) diamond option; it is one of the [processing commands](#). It shares the same button as the Unzip Command.

**See:** [Command Buttons](#)    [Unzip Command](#)    [View Box](#)

## Zip Filename

### ZIPPING

In this text box, enter the name of the **new** ZIP file you wish created. You may include a full or partial path, if needed. If you enter the name of an existing file, **QuinZip** will prompt you to either overwrite it or choose another name.

### UNZIPPING

In this text box, enter the name of the **existing** ZIP file from which member files will be extracted. You may include a full or partial path, if needed. If you enter a non-existent file name, **QuinZip** will display an error message. When done, select the View command to list the member files.

**Tip:** **QuinZip** does not currently include an .INI file in which a default directory for ZIP files can be stored. However, you may achieve the same effect by doing the following:

In Program Manger, bring forward the group containing **QuinZip**  
Give the **QuinZip** icon the focus (single click)  
On the Menu bar, choose File/Properties...  
In the Working Directory box, enter the desired directory  
Select the **OK** button

This setting is permanent; it will remain in effect until you change it.

**Path**

A path is a list of directories, possibly preceded by a drive designation, which leads to a file.

A **full** path includes a drive, followed by a directory list; a **partial** path omits the drive.

Drives are written as a letter, followed by a colon, e.g., " **C:** ". Listed directories are

separated by backslashes. **C:\WINDOWS\QUINZIP\ZIPFILES** is a full path; **\QUINZIP\**

**ZIPFILES** is a partial path. Where appropriate, a file name may follow the final directory, as in **QUINZIP\ZIPFILES\REGISTER.FRM**. It, too, is separated by a backslash.

**Member**

A member is a compressed file stored in ZIP format; it does not become a member until it is compressed and stored. Once extracted, it is no longer a member.

**Check box option**

A small square to the left of its title. By toggling these options, you determine **QuinZip's** behavior. If an option is ON, a check mark appears in its box; if it is OFF, the box is empty.

**Text box**

A blank rectangle to the right of, or below, its title. You must type in the information requested, e.g., a path or a file name. Unlike check box options, text boxes are **not** an ON/OFF proposition - you may enter anything you need.

## **Options**

User choices which control **QuinZip's** operation. An option is either ON or OFF. There are two types of options: diamond options and check box options. The availability of certain options depends upon the mode selected.



**Wild cards**

**QuinZip** uses the standard Windows/DOS wild cards, " ? " and " \* ", in file names. A question mark matches any single character in that position; an asterisk matches any characters remaining in the name (or extension). This feature allows you to specify multiple, related source files without typing each one individually. An example is **MY\*.?D?**. This will match any file which has **MY** as the first two letters of its name and a **D** as the second letter of its extension; the other letters are irrelevant.

**Diamond option**

A small diamond to the left of its title. By selecting a diamond option, you choose **QuinZip's mode**. Only one diamond option may be in use at a time; selecting one cancels the other.

**Command button**

A rectangle, labeled with its title, located along the bottom of the screen. Clicking on one of these initiates an immediate action. The availability of certain commands depends upon the mode, selected.

**Tag**

To mark an object for future, rather than immediate, action. To tag a file in a list box, click on it. The file name will be displayed in a **darker** typeface than the other files. You may toggle it as often as you wish.

**Toggle**

To switch between two possible states by using the same action. To go from ON to OFF and vice versa. Tagging is an example of a toggle operation, as is selecting options.

**Overwrite**

To replace an entire file with new data. The old data is **destroyed**, leaving you with a new file under the same name. Be careful!

**Encrypt**

To scramble a file's contents, **after** compression. It is impossible to decrypt a file without the password used to encrypt it; keep your password secure (and don't forget it)!

**Source**

The point of origin; where an object, intended for **input**, is found. Where it's coming **from**. Also, an object so used.



**Destination**

The point of termination; where an object, intended for **output**, is placed. Where it's going **to**. Also, an object so used.

**Progress indicator**

A horizontal bar, below the **Queue/Progress** box. It shows, graphically and numerically, **QuinZip's** progress for each file. The compression method used for that file is also displayed.

**Browse**

A feature of the Windows Help System that groups related topics into a sequence. You may move back and forth through this sequence, without returning to a higher menu. **QuinZip** uses this feature; two buttons (<< and >>) are visible on the **Help Icon** bar, beneath the **Help Menu** bar. If both are dimmed, the present topic is **not** part of a browse sequence. If only one is dimmed, you are at the **end** of the sequence (in that direction); you may return in the opposite direction. If neither is dimmed, you are in the **middle** of a sequence and may move in either direction.

**Mode**

A method or manner of operation; what will happen when you select a command button. **QuinZip** has two possible modes, Zip and Unzip. Please be sure to choose the one you **really** want.

**Default**

A pre-programmed, standard selection or operation; what **QuinZip** will use or do unless you specify otherwise. The use of options is one way to change the default settings.

**Queue**

A queue is a list, the elements awaiting an operation. In **QuinZip**, a queue refers to a list of file names. They are displayed in the current list box.

**Compress or Zip**

Compressing a file makes it smaller, using special techniques to reduce a file's storage requirements. Zipping stores a file in a specific format called ZIP.

**Extract or Unzip**

To restore a file to its original state; to undo the compression. Also called de-compression. Unzipping expands a file that was reduced using the ZIP format.



## List box

A box in which file names are displayed pending a future operation. **QuinZip** has two list boxes, one for each mode.

### ZIPPING

The list box is the Queue/Progress box, in the lower right of the screen. When files are displayed in this box, you may tag them for zipping. As the files are compressed their names, and various statistics, are copied to the View Box.

### UNZIPPING

The list box is the View Box, in the upper center of the screen. When files are displayed in this box, you may tag them for unzipping. As the files are extracted, their names are copied to the Queue/Progress box.

**Natural**

The order in which the member files occur in the ZIP file; unsorted. It is actually the order in which they were added.

**Hidden files**

Files that have a special attribute set. Hidden files do not appear in ordinary directory listings. These files may be included in, or excluded from, the current operation, depending upon which check box option you have selected.

**Processing commands**

Commands that start one of the program's main actions; Zipping, Unzipping or Testing. The operation initiated by a processing command can be terminated at any point with the Cancel command button or the **<Esc>** key.

**Operation aborted by user**

You pressed the <Esc> key or clicked on the Cancel command button. If you were zipping, the ZIP file was not created. If you were unzipping, the last file extraction was canceled; i.e., the last file listed was not actually processed.

**Warning: One or more files failed the CRC**

At least one file was corrupt and was skipped. This message can appear during either unzipping or testing; the remaining files were processed. It occurs if one or more "**Bad CRC**" messages were displayed in the Queue/Progress box..

**Warning: One or more files password protected**

At least one file was zipped using encryption; you must give the correct password to process it. This message can appear during either unzipping or testing; the remaining files were processed. It occurs if one or more "**Bad PW**" messages were displayed in the Queue/Progress box.

**Warning: One or more files skipped**

At least one file could not be processed. This usually involves overwriting and/or updating; check your options settings. This message can appear during zipping, unzipping or testing; the remaining files were processed. It occurs if one or more "**Skipped**" messages were displayed in the Queue/Progress box.



**Not enough memory**

Just what it sounds like... try making more memory available. If this is not possible, Shrink  
Only requires the least amount of memory.

**Invalid path or file name**

The path connection could not be made or the file name was bad. This will also happen if you name a file in the Destination box; it **must** be a directory.

**Invalid ZIP file**

The source (ZIP ) file was created using an improper format; make sure it is really a ZIP file.

**Could not find specified file**

The path, if given, was valid; the file could not be located. Make sure the file exists; if you included a path be sure it is the correct one.

**End of file encountered**

The file ended prematurely; more data was expected. Be sure you are using the correct file and that it has not been damaged.

**Error seeking file**

A disk hardware error occurred... try again. If this problem becomes chronic, have your disk checked.

**Error creating file**

The file specified in the Zip Filename box could not be created; either the file already exists (and is protected) or some element of the path is bad... check your spelling and make sure the file is **not** marked read-only.

**Error opening file**

The file specified in the Zip Filename box could not be opened; either the file already exists (and is protected) or some element of the path is bad... check your spelling and make sure the file is **not** marked read-only.



