

FileCompressPro Help Contents

Note: Topics that are preceded by the word **Professional**, are topics that are applicable only for users of the Professional Edition.

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Getting Started

Note: Topics that are preceded by the word **Professional, are topics that are applicable only for users of the Professional Edition.**

This section is a simple tutorial on the features of FileCompressPro for Windows. The Tutorial lasts about 10 minutes. This is a hands-on tutorial that will teach you how to use FileCompressPro. We believe the best learning tool is actual use. In this tutorial you will perform actual scenarios for everyday usage.

This tutorial assumes that you have installed FileCompressPro on your C: drive. Throughout this tutorial we will use C:\FCPRO. Of course, if you have installed FileCompressPro on a different drive, substitute that drive letter for C:. Also, topics that contain the following icon- {} -are topics that are applicable only for users of the Professional Edition. Throughout the rest of the tutorial and manual, FileCompressPro will be referred to as FCPro.

By following the tutorial in this section, you will:

- Learn what a ZIP file is
- Create a new ZIP file
- Open a ZIP file
- Add/delete files in a ZIP file
- View/move files in a ZIP file
- Print the contents of a ZIP file
- Send a ZIP file using Microsoft Mail
- Extract a ZIP file
- Use the ZIPPLUS feature
- Use the checkout feature
- Filter, recurse directories, and store path
- Span disks
- Delete a ZIP file

Professional Edition users will also:

- Search for a particular file in a ZIP file
- Filter an active ZIP file window
- Create a configuration file

Next Section: [Introduction to Zip Files](#)

Introduction to ZIP Files

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin the tutorial at [Getting Started](#) and read each section in order)

⇒ ZIP Files are the most common type of archive files. Archive files are files that contain other files, and typically the files in an archive file are compressed. The files within a ZIP file are compressed by analyzing the data and representing it with less information. In essence, the compressed data is a list of instructions on how to recreate the original file. FCPro reads these instructions and rebuilds the original files. In the next section we will create a new ZIP file to see FCPro in action.

⇒ If you go into File Manager, you will notice that there is a directory C:\FCPROVTUTOR. If you open this directory you will notice that there is another directory and a few files (directory MORE, BRAVES.TXT, BULLS.TXT, COWBOYS.TXT and, RANGERS.TXT) so that you may experiment with FCPro. Close File Manager so you can continue with the tutorial.

Next Section: [Creating a New ZIP File](#)

Creating a New ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin the tutorial at [Getting Started](#) and read each section in order)

- ⇒ You will now learn how to create a new ZIP File. Begin by opening FCPro by double clicking on its icon in Program Manager in the FCPro program group. The FCPro Window will appear:
- ⇒ Next go to the *File* menu and select *New ZIP File* or click the **New** button on the toolbar.
- ⇒ The *New ZIP File* dialog box will appear. In the *Filename* box, type PROTEAMS.ZIP. This will be the name of the new ZIP file. Make sure that the path (C:\FCPRO\TUTOR) is correct. Select **OK**.
- ⇒ Another dialog box will appear called *Compress Files*. For the time being, you will ignore everything in this box and just select the **Continue** button.
- ⇒ Finally, the *Add Files* dialog box will appear. For now, you will compress only the BRAVES.TXT file by highlighting this file and selecting **Add** next to the *Include Files* list box. You can also double-click on BRAVES.TXT to send it to the *Include Files* list box.
- ⇒ Select **Execute**. You will see a percent-complete indicator appear while the files are being compressed. When the compression is completed, another window will appear within FCPro showing the ZIP file and the compressed file within in it:
- ⇒ Close this ZIP file.

Next Section: [Opening a ZIP File](#)

Opening a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Now you will learn how to open and display the contents of a ZIP file. To open a ZIP file, go under the *File* menu and select *Open ZIP File*, or click the **Open** button on the toolbar. Since you created PROTEAMS.ZIP in the last section, open that file. To do so, make sure that you are in the C:\FCPRO\TUTOR directory and then highlight PROTEAMS.ZIP. Select **OK** and PROTEAMS.ZIP will appear within the FCPro window.

Next Section: [Adding/Deleting Files in a ZIP File](#)

Adding/Deleting Files in a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ You will now add BULLS.TXT and RANGERS.TXT to PROTEAMS.ZIP. Go into the *ZIP* menu and select *Add Files* or you can select the **Add Files** button on the toolbar. The [Compress Files](#) dialog box will appear. Again, you want to make sure that you are in the correct directory (C:\FCPRO\TUTOR).

⇒ When you select **Continue**, the [Add Files](#) dialog box appears. This time select BULLS.TXT and RANGERS.TXT as the files you want to add. Click **Add Files** next to the *Include Files* list box.

⇒ Select **Execute**. PROTEAMS.ZIP will appear containing three compressed files.

⇒ Now delete RANGERS.TXT by highlighting the file within the PROTEAMS.ZIP window. Go under the *ZIP* menu and select *Delete*. RANGERS.TXT no longer appears within PROTEAMS.ZIP.

Next Section: [Moving Files to a ZIP File](#)

Moving Files to a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Next, you will learn how to move a file into a ZIP file. Moving a file means that when you add a file to a ZIP file, the original version of that file is deleted from the hard disk.

⇒ To move a file select *Move Files* in the *ZIP* menu. Again the [Compress Files](#) dialog box appears. Select **Continue**, and the [Move Files](#) dialog box appears. This time you will move COWBOYS.TXT. Add that file to the *Include Files* list box (highlight the file and click **Add Files** next to the Include Files list box or double-click on the file).

⇒ Now PROTEAMS.ZIP contains the files BRAVES.TXT, BULLS.TXT, and COWBOYS.TXT.

⇒ However, if you look in File Manager under the directory C:\FCPRO\TUTOR, COWBOYS.TXT will no longer be there (if the file still appears in File Manager, *Refresh* the window by pushing the **F5** key and it should be cleared).

Next Section: [Dragging and Dropping](#)

Dragging and Dropping

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ Another way to add or move files into a ZIP file is by using File Managers drag and drop feature.
- ⇒ You will now add RANGERS.TXT to PROTEAMS.ZIP by using drag and drop. Open File Manager and locate the C:\FCPRO\TUTOR directory. Select RANGERS.TXT and drag and drop the file on the PROTEAMS.ZIP window, or if FCPro is minimized you can drop the file onto the icon (**you can only drop files onto an opened FCPro window or its minimized icon - not the icon in the program group in Program Manager**).
- ⇒ The Drag and Drop dialog box will appear. Select **Execute**. RANGERS.TXT is now in PROTEAMS.ZIP.

Next Section: [Printing a ZIP File](#)

Printing a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ To print a listing of the files within the ZIP file, go under the *File* menu and selecting *Print* or you can select the **Print** button on the toolbar.

⇒ The Print dialog box will appear. Select **OK** to print the contents of the ZIP file.

Next Section: [Extracting a ZIP File](#)

Extracting a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Now you will learn how to extract a file from a ZIP file. Highlight COWBOYS.TXT in PROTEAMS.ZIP. Go to the *UNZIP* menu and select *Extract Files*, or select the **Extract** button on the toolbar.

⇒ The *Extract Files* dialog box appears. Make sure the directory you are extracting to is C:\FCPRO\TUTOR. Select **Execute**. If you look in File Manager under C:\FCPRO\TUTOR, you will see COWBOYS.TXT.

Next Section: [Sending Mail](#)

Sending Mail

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ You will now learn how to send a ZIP file using Microsoft Mail.
- ⇒ Go to the *File* menu and select *Send Mail...* Microsoft Mail will open and automatically attach that ZIP file to a note.
- ⇒ Now PROTEAMS.ZIP is ready to send.

Next Section: [Viewing Files](#)

Viewing Files

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ In this section you will learn how to display a file that is in a ZIP file with its associated application. When you view a file, FCPro temporarily extracts the file within its associated application. You can make changes to the file, and when you save these changes and exit the application, FCPro will ask if you would like to update the file within the ZIP file with these changes.

⇒ To view BRAVES.TXT, highlight the file and go to the *View* menu and select *View File*. You can also select the **View** button on the toolbar or just double-click BRAVES.TXT within the ZIP file. FCPro temporarily extracts the BRAVES.TXT within its associated application, NOTEPAD.

⇒ If you make any changes to this file, save them, and then close NOTEPAD. FCPro will ask if you would like to replace the old BRAVES.TXT with the new BRAVES.TXT in PROTEAMS.ZIP.

⇒ FCPro will also allow you to view BRAVES.TXT within a different application such as WRITE. After highlighting BRAVES.TXT within the ZIP file, go to the *View* menu and select *Run* or select the **Run** button on the toolbar. The [Run File](#) dialog box will appear. Type WRITE.EXE before BRAVES.TXT in the command line and select **Execute**.

⇒ BRAVES.TXT will be in WRITE and not in NOTEPAD.

Next Section: [Using the Checkout Feature](#)

Using the Checkout Feature

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ When you check out a ZIP file, FCPro will extract all files in the ZIP file *temporarily* in the directory you specify. Note: The checkout feature is especially useful when there is an executable program and a number of additional files (such as DLLs) that are required for that program to run. Now when you double-click on the EXE, it will execute from the directory it was checked out.
- ⇒ To check out PROTEAMS.ZIP go to the *View* menu and select *Check Out...* or click on the **Checkout** button on the toolbar. The *Check Out* dialog box will appear.
- ⇒ Type C:\CHECKOUT in the directory box and then select **OK**. The C:\CHECKOUT directory will be created and a dash will appear beside every file signifying that they are checked out. Now when you view a checked out file, it will already be uncompressed, and it will execute from the checkout directory.
- ⇒ Close PROTEAMS.ZIP. FCPro will ask whether you would like to delete the files or to keep them extracted in C:\CHECKOUT. For our purposes, delete them. However, re-open PROTEAMS.ZIP to continue with the tutorial.

Next Section: [Using ZIPPLUS](#)

Using ZIPPLUS

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ ZIPPLUS is a self-extracting ZIP file that is executable under both Windows and DOS. This feature is especially useful when you want to distribute ZIP files to people who do not have FCPro. Now you will convert PROTEAMS.ZIP into a ZIPPLUS file (PROTEAMS.EXE).
- ⇒ Make sure PROTEAMS.ZIP is active by clicking anywhere on its window. Go to the *Utilities* menu and select *Convert to ZIPPLUS*. The Convert to ZIPPLUS dialog box will appear. Make sure that you have a diskette inside one of your floppy drives, and from the *Drives* list box, select the corresponding drive letter.
- ⇒ Select **OK**. An executable file will be created on the diskette called PROTEAMS.EXE. Anyone who wishes to extract this file can simply choose *Run* from Program Manager and enter A:\PROTEAMS (or B:\), or double-clicking on PROTEAMS.EXE in File Manager. A ZIPPLUS window will appear.
- ⇒ To UNZIP these files, the ZIPPLUS user needs to first run the executable by double-clicking on it in File Manager and then go into the *Self-Extract* menu and select *Extract Files*. An *Extract Files* dialog box will appear allowing the user to select a target directory.

Next Section: [Filtering/Recurring Subdirectories/Storing Path](#)

Filtering/Recurring Subdirectories/Storing Path

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Now you will learn how to use filters, recurse subdirectories and store paths. When you use filters, FCPro will only add the files that conform to the specified filter. When you recurse subdirectories, FCPro will search for files under every subdirectory of the target directory and add them to the ZIP file. When you store the path, FCPro will remember the path of the files added to the ZIP file. When you extract the files, the drive and directory it was compressed from will be restored.

⇒ To do all this, go to the *ZIP* menu and select *Add Files*. The *Compress Files* dialog box will appear. Select *Recurse Subdirectories* and *Store Path* check boxes. FCPro will now search for files in each subdirectory under C:\FCPRO\TUTOR and store all of their paths.

Select **Continue**. The *Add Files* dialog box will appear. In the *Filter* command line, enter *.TXT and select the **Add Filter** button next to the *Include Files* list box.

⇒ Select **Execute**. FCPro will now add two new files from the C:\FCPRO\TUTOR\MORE subdirectory to PROTEAMS.ZIP. These files are REDSOX.TXT and REDWINGS.TXT.

⇒ If you want to extract all these files to their correct directories and subdirectories, make sure that you choose *Recreate Directories* so that the files extract to their original directories and subdirectories.

Next Section: [Deleting a ZIP File](#)

Deleting a ZIP File

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ You will now learn how to delete a ZIP file. Activate the PROTEAMS.ZIP window and then under the *File* menu select *Delete ZIP File*. FCPro will ask you if you really want to delete PROTEAMS.ZIP. If you have the Standard Edition, select **Yes**. You will not need this ZIP file anymore. If you have the Professional Edition select **No**. You will still need to use PROTEAMS.ZIP.

Next Section: [Spanning Disks](#)

Spanning Disks

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ Now you will learn how to create a ZIP file that spans more than one diskette by compressing your Windows directory. For this exercise you will need at least 2 high-density diskettes.
- ⇒ Go to the *File* menu and select *New Zip File*. The *New ZIP File* dialog box will appear. In the *File Name* command line enter A:WINDOWS.ZIP.
- ⇒ Select **OK**. The *Compress Files* dialog box will appear. Make sure that the directory is C:\WINDOWS. There are a number of *Span Disk* options to select from but you will select *Format High Density* (**Note:** please be sure that the disk in the floppy drive does not have anything important on it, and **make sure that you do not recurse subdirectories in this case**. You want to compress only from the WINDOWS directory and **none** of its subdirectories).
- ⇒ Select **Continue** and then **Execute**. FCPro will compress all these files onto the floppy drive on at least two to five high density diskettes (depending on how large your Windows directory is). When each disk is full, FCPro will prompt you to enter another diskette.
- ⇒ **Note:** ZIPPLUS files can not span disks.

To users of the Standard Edition: CONGRATULATIONS!!! You have just completed the tutorial on FCPro for Windows. You should now be ready to go off on your own and use FCPro without reservation. It is suggested, however, that you continue to read on about FCPro. If you have the Professional Edition, there are three more topics remaining in this tutorial.

Next Section: [Searching ZIP Files](#)

Searching ZIP Files

Professional

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Now you will learn how to search all your ZIP files for a particular file. If you have deleted PROTEAMS.ZIP, create it again.

⇒ To search a ZIP file, go under the *File* menu and select *Search ZIP Files...*, or click the **Search** button on the toolbar. The [Search ZIP Files](#) dialog box will appear. In the *File Name* command line, enter BRAVES.TXT to search for that file. In the *Location* line, select the drive that PROTEAMS.ZIP is located. Click on the *Search Subdirectories* check box and select the **Search** button. The search results will appear at the bottom of the dialog box.

⇒ If you double-click on PROTEAMS.ZIP within the *Search Results* list box, the ZIP file will be opened in FCPro. To get out of search mode, select the **Close** button.

Next Section: [Filtering ZIP Files](#)

Filtering ZIP Files

Professional

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

⇒ Now you will learn how to filter a ZIP file. When you filter a ZIP file, you can choose the types of files that are shown within that ZIP file. To filter a ZIP file, go under the *View* menu and select *Change Filter...* The [Change Filter](#) dialog box will appear. In the *Filter* command line, enter *.WRI.

⇒ When you select **OK**, PROTEAMS.ZIP will only show those files with a WRI extension.

Next Section: [Using Configuration Files](#)

Using Configuration Files

Professional

(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

- ⇒ Now you will learn how to create a configuration file. A configuration file can do numerous ZIP and UNZIP commands automatically for you. This feature is extremely helpful when you are backing-up a directory.
- ⇒ FCPro allows you to create configuration files for zipping (.CFZ) and for unzipping (.CFU). To create a configuration file to ZIP files, go under the *File* menu and select *New ZIP Config...* A ZIP configuration window will appear.
- ⇒ In the *ZIP From Directory* command line, enter C:\FCPRO\TUTOR. This is the directory you will ZIP files from. In the *ZIP File* command line enter C:\FCPRO\TUTOR\PROTEAMS.ZIP. This is the ZIP file where the files will be compressed in. You can also select the **Browse** button to add the ZIP file name in this command line. In the *Include File List* list box, type *.TXT *.WRI to compress only the Notepad and Write files. From the *Compression Method* list box, select *Store (No Compression)*. Finally, click on the *Recurse Subdirectories* and *Store Path* check boxes to add files from every subdirectory and store their path.
- ⇒ You will notice that when you create or open a configuration file, the menu bar of FCPro changes. The second menu item, *Execute!*, is the most important. When you select *Execute!* from the menu bar, FCPro will execute the commands of that configuration file. In this case if you look at PROTEAMS.ZIP after executing this configuration file, you will notice that the files have been added with compression type of stored (if not, hit the F5 button to refresh the window or go to the *Window* menu and select *Refresh*).
- ⇒ Save this configuration file by going to the *File* menu and selecting *Save Config File As...* or selecting the Save button on the toolbar. The *File Save As* dialog box will appear. Name the file PROTEAMS.CFZ and save it in the C:\FCPRO\TUTOR directory. You have now created a configuration file that will automatically back up all the Notepad and Write files in the C:\FCPRO\TUTOR directory and its subdirectories when executed. Since it is now saved, this configuration file can be executed over and over again.
- ⇒ A configuration file can be created in the same way to extract files. To create a configuration file to UNZIP files, go under the *File* menu and select *New UNZIP Config...* A UNZIP configuration window will appear. Here you can specify the parameters of a configuration file for extraction.

To users of the Professional Edition: CONGRATULATIONS!!! You have just completed the tutorial on FCPro for Windows. You should now be ready to go off on your own and use FCPro without reservation. It is suggested, however, that you continue to read on about FCPro.

General Description of FileCompressPro

FCPro is a full featured compression program for Windows. It allows you to point and click and drag and drop to compress and extract files.

FCPro uses the Windows multiple document interface feature, so that you can open more than one ZIP file at a time for viewing. It also allows you to ZIP across diskettes and offers a variety of options for compression and extraction methods.

Furthermore, FCPro allows you to view any file in a ZIP file without first having to extract it. It automatically starts the application that is associated with the file extension. If there is not an application associated with a file, FCPro will execute its built in viewer.

FCPro also conforms to the Windows File Manager *drag and drop* specifications. To compress a file simply drag it from File Manager and drop it onto FCPro. Compressing files has never been so easy!

ZIPPLUS Feature

Software Builders introduces ZIPPLUS™, an option in FCPro that allows a user to create self-extracting ZIP files for Windows or DOS. A user can create a ZIP file that they can distribute to other users who do not have FCPro. A ZIPPLUS file is executable under both Windows and DOS. In Windows, the user simply selects *Run* from the *File* menu in Program Manager and then enters the name of the EXE. The ZIPPLUS window will appear displaying the names of the files in the EXE. At this point the user can select the files they want to extract and then select *UNZIP* from the *Self-extract* menu.

You can also perform this function through File Manager. Just select the drive and directory where the EXE file is located and then double click on the EXE for the ZIPPLUS window to appear.

How to extract a ZIPPLUS file in Windows:

1. In Program Manager, select *Run* from the *File* menu.
2. Type in the drive, directory and the name of the EXE in the *Run File* dialog box (ex.: A:\TEST.EXE).
3. Select **OK** and the ZIPPLUS window will appear.
4. Select the files you want to extract and then select *UNZIP* from the *Self-extract* menu.
5. Select the drive and directory where you want the files to extract to.

OR

1. Open File Manager and select the drive and directory where the EXE is located.
2. Double click on the EXE file and the ZIPPLUS window will appear.
3. Follow the same instructions as above at this point.

How to extract a ZIPPLUS file in DOS:

1. Change the drive and directory to where you want the file extracted (ex: G:\STEFANIE).
2. Type in the drive and directory where the EXE is located and the name of the EXE (ex: A:\TEST.EXE).
3. Push the enter key and the file will be extracted in to the selected directory.

Drag and Drop Feature

Allows you to ZIP files by selecting files from File Manager and dragging them onto the FCPro icon or directly onto the FCPro window. You can select one or more files or an entire directory (you can only drag files from the File window, not from the Directory window). When you drop the files or directories onto FCPro the *Drag and Drop* dialog box will appear.

Drag and Drop

Allows you to compress files directly from File Manager.

To use Drag and Drop:

1. Open File Manager.
2. Select the files and/or directories (only from the *File* window, not the *Directory* window) you want to compress and drag them onto the minimized FCPro icon or anywhere onto the FCPro window. If you drag a directory onto the FCPro icon, every file in the directory, including subdirectories (if specified), will be compressed.
3. Once you drop the files onto FCPro, the *Drag and Drop* dialog box will appear.

Drag and Drop Dialog Box Options:

Choose File to Compress To

Select the ZIP file you want to compress to by either: (1) choosing one of the currently opened ZIP files that are listed in the drop down list box, or (2) by creating a new ZIP file by clicking on the **New** button, or (3) by opening an existing ZIP file by clicking on the **Open** button

Files to Compress

This list box shows all the files you selected to be compressed.

Command

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Add Files

Adds the selected files if they do not already exist in the ZIP file or will overwrite existing files in the ZIP file.

Update

Adds the selected files if they do not already exist in the ZIP file or will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Freshen

Does NOT add the selected files to the ZIP file if they do not already exist in the ZIP file. It will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Move

Performs an Add Files and then automatically DELETES the original files.

Move/Update

Performs an Update Files and then automatically DELETES the original files.

Move/Freshen

Performs a Freshen Files and then automatically DELETES the original files.

Compression Method

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Store

No compression. Only stores the files in a ZIP file.

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

2nd fastest compression method and 2nd smallest compression ratio.

Reduce Type 2

3rd fastest compression method and 3rd smallest compression ratio.

Reduce Type 3

4th fastest compression method and 4th smallest compression ratio.

Reduce Type 4

4th slowest compression method and 4th greatest compression ratio.

Implode

3rd slowest compression method and 3rd greatest compression ratio.

Tokenize

2nd slowest compression method and 2nd greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.

Span Disks

Allows you to back up across removable media (i.e.: diskettes). If a ZIP file is not on removable media this option will be disabled. Select how you want to span disks by selecting one of the following from the drop down list box:

Dont Span Disks

Select this option if you are not backing up across diskettes. This is the default option.

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

Select this option if you want to format each diskette before proceeding with the backup.

Format Low Density

Select this option if you want to format each low density diskette before proceeding with the backup.

Wipe Disks

Select this option if you want to delete all files on each diskette before proceeding with the backup.

Wipe Root Directories

Select this option if you want to delete all files in the root directory on the diskette.

Wipe Sub-directories

Select this option if you want to delete all files in the subdirectories on the diskette.

Subdirectories

Allows you to recurse subdirectories or store the path of the files you are compressing. Check one or both of the following options:

Recurse Subdirectories

Looks in every directory (under the current directory) for files selected in the *Add Files/Move Files/Freshen Files/Update Files...* dialog box. If *Recurse Subdirectories* is not selected, a search will not be performed for files in the subdirectories.

Store Path

Tells FCPro to store the paths of the files selected.

Password

Allows you to set a password for your ZIP files.

Execute

Select **Execute** to start compressing.

Cancel

Select **Cancel** to cancel the drag and drop operation.

Help

Select **Help** for on-line help to come up.

Options

Select **Options** to change *ZIP Options*.

Always on Top Feature

Allows the FCPro icon to always appear on top of the desktop.

To use always on top:

Click on the top left corner of the FCPro main window (control menu) and select *Always On Top*. Perform the same function to turn this feature off.

Configuration Files

Professional

Allows the user to create configuration files to ZIP and UNZIP automatically. As a result, adding the same files to a ZIP file or extracting the same files from a ZIP file again and again becomes a much easier task.

TIP: You can add a program item in Program Manager to automatically execute a configuration file. To do so, go to Program Manager and open or create a Program Group. From the *File* menu select *New* and create a *New Program Item*. In the *Command Line*, enter the name and path of FCPRO.EXE then /e and the name and path of the configuration program immediately afterwards (i.e. C:\FCPRO\FCPRO.EXE /eC:\FCPRO\TUTOR\PROTEAMS.CFZ). Make sure there is no space after the /e. Select **OK**, and an FCPro icon will appear in the Program Group. If you double click on this icon, FCPro will open and execute this configuration file. (You can add a button to Microsoft Office in almost the same way)

To create a ZIP configuration file:

1. Select *New ZIP Config* from the *File* menu. A *ZIP Configuration* window will appear where you can specify the parameters of the configuration file.
2. Select the directory (including the full path) where you want to ZIP from, the ZIP file (including the full path) you want to ZIP to, the file list, and the ZIP options.
3. Select *Execute!* from the menu bar. The configuration will add the configured files to the configured ZIP file using the configured options.

To create an UNZIP configuration file:

1. Select *New UNZIP Config* from the *File* menu. An *UNZIP Configuration* window will appear where you can specify the parameters of the configuration file.
2. Select the directory (including the full path) where you want to UNZIP to, the ZIP file (including the full path) you want to UNZIP, the file list, and the UNZIP options.
3. Select *Execute!* from the menu bar. The configuration will UNZIP the configured files of the configured ZIP file using the configured options.

To save a new configuration file:

1. Select *Save Config File As...* from the *File* menu.
2. FCPro displays the *Save As* dialog box so you can name your configuration file
3. If you are saving a configuration file with its existing name and directory, use the *Save* command or select the **Save** button on the toolbar.

DDE Interface

Professional

FileCompressPro Professional Edition supports the DDE Execute command to execute configuration files. To initiate a conversation with FCPro, use *FCPRO* as the application name and *SYSTEM* as the topic. The following format is used in the DDE Execute:

```
[EXECUTE(FILENAME)]
```

For example, the following Visual Basic code will execute TEST.CFZ:

```
Const NONE = 0, LINK_MANUAL = 2 ' Declare constants.
Dim Cmd, Z ' Declare variables.
Q = Chr(34) ' Define quote marks.

Cmd = "[OPEN(" & Q &"TEST.CFZ" & Q & ")]"
If Text1.LinkMode = NONE Then
    Z = Shell("FCPRO", 4) ' Start FileCompressPro.
    Text1.LinkTopic = "FCPRO|SYSTEM" ' Set link topic.
    Text1.LinkMode = LINK_MANUAL ' Set link mode.
End If
Text1.LinkExecute Cmd ' Execute commands.
End Sub
```

The format of the configuration file is the same as any .INI file. Below is an example of both a .CFZ and a .CFU file:

```
;CFZ file
[Options]
AddNewerFiles=0
BackupEntireDrive=0
EditZIPComment=1
IncSysHiddenFiles=0
OldAsLatest=0
RecurseSubdirs=0
StorePath=0
Action=0
CompMethod=1
SpanDisks=0
Date=
Password=
TempFilePath=
Directory=g:\gp
Exclude=form1.frm
Include=*.frm
ZIPFile=g:\junk1.zip

[Comment]
0=This is line 1
1=This is line 2
```

```
;CFU file
[Options]
Overwrite=0
Recreate=1
Recurse=0
Action=0
Password=
Directory=g:\gp
Include=* *
ZIPFile=G:\JUNK.ZIP
```

File Menu

New ZIP File
Open ZIP File
Close File
Delete ZIP File
Print
Print Setup
Send Mail
Exit

Professional :

New ZIP Config
New UNZIP Config
Search ZIP Files
Save Config File
Save Config File As...

New ZIP File

Allows you to select the filename of the new ZIP file being created.

To create a new ZIP file:

1. Select *New Zip File* from the *File* menu or select the **New** button on the toolbar. The *New* dialog box will appear.
2. Select the drive and directory where you want the ZIP file to be created and in the *File Name* entry field, type the name that you would like your ZIP file to be.
3. Select **OK**. The *Compress Files* dialog box will appear.

Note: If you are creating a new ZIP file onto an unformatted diskette, you must enter the full path name in the *File Name* field. You cannot select the drive from its drop down list box. This only applies to unformatted diskettes.

New ZIP File Dialog Box Options:

File Name

Type the filename or select the filename you want the new ZIP file to be. If you type or select an existing ZIP file, FCPro will ask if you want to delete it. If you select yes, the original ZIP file will be deleted.

Save Files as Type

Select the extension of the files you want to see listed in the *File Name* box.

ZIP

Lists all files in the current directory that have a ZIP extension.

All Files

Lists all files in the current directory.

Directories

Select the directory where you want the ZIP file you are creating to be located.

Drives

Select the drive where you want the ZIP file you are creating to be located.

OK

Select **OK** when you are done selecting the new ZIP file name.

Cancel

Select **Cancel** to cancel creating a new ZIP file.

Help

Select **Help** for on-line help to come up.

Compress Files Dialog Box Options:

Command

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Add Files

Adds the selected files if they do not already exist in the ZIP file or will overwrite existing files in the ZIP file.

Update

Adds the selected files if they do not already exist in the ZIP file or will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Freshen

Does NOT add the selected files to the ZIP file if they do not already exist in the ZIP file. It will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Move

Performs an Add Files and then automatically DELETES the original files.

Move/Update

Performs an Update Files and then automatically DELETES the original files.

Move/Freshen

Performs a Freshen Files and then automatically DELETES the original files.

Compress From Directory

Select the directory you want to compress files from by either: (1) selecting one of the last five directories you have compressed from in the drop down list box, or (2) by typing in the drive and directory you want to compress from, or (3) by choosing the drive and directory from their list boxes.

Compression Method

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Store

No compression. Only stores the files in a ZIP file.

Shrink

Fastest compression method and smallest compression ratio.

Reduce Type 1

2nd fastest compression method and 2nd smallest compression ratio.

Reduce Type 2

3rd fastest compression method and 3rd smallest compression ratio.

Reduce Type 3

4th fastest compression method and 4th smallest compression ratio.

Reduce Type 4

4th slowest compression method and 4th greatest compression ratio.

Implode

3rd slowest compression method and 3rd greatest compression ratio.

Tokenize

2nd slowest compression method and 2nd greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.

Span Disks

Allows you to back up across removable media (i.e.: diskettes). If a ZIP file is not on removable media this option will be disabled. Select how you want to span disks by selecting one of the following from the drop down list box:

Dont Span Disks

Select this option if you are not backing up across diskettes. This is the default option.

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

Select this option if you want to format each diskette before proceeding with the backup.

Format Low Density

Select this option if you want to format each low density diskette before proceeding with the backup.

Wipe Disks

Select this option if you want to delete all files on each diskette before proceeding with the backup.

Wipe Root Directories

Select this option if you want to delete all files in the root directory of the diskette.

Wipe Sub-directories

Select this option if you want to delete all files in the subdirectories of the diskette.

Subdirectories

Allows you to recurse subdirectories or store the path of the files you are compressing. Check one or both of the following options:

Recurse Subdirectories

Looks in every directory (under the current directory) for files selected in the *Add Files/Move Files/Freshen Files/Update Files...* dialog box. If Recurse Subdirectories is not selected, a search will not be performed for files in the subdirectories.

Store Path

Tells FCPro to store the paths of the files selected.

Password

Allows you to set a password for your ZIP files.

Directories

Select the directory from which you will choose the files to compress..

Drives

Select the drive from which you will choose the files to compress.

Continue

Select **Continue** and the *Add Files/Move Files/Freshen Files/Update Files...* dialog box will appear. If the *Backup Entire Drive* option is selected, compressing will start without the *Add Files/Move Files/Freshen Files /Update Files...* dialog box appearing.

Cancel

Select **Cancel** to cancel compressing files.

Help

Select **Help** for on-line help to come up.

Options

Select **Options** to change *ZIP Options*.

Add Files/Move Files/Freshen Files/Update Files... Dialog Box Options:

File Name

Select the filenames that you want to add to the *Include Files* box or the *Exclude Files* box.

Filter

Type the extension of the files you want displayed in the *File Name* box. For the filter to take effect, type the extension in the *Filter* box (ex: *.TXT) and select the **Expand** button. Only files of extension .TXT will be displayed in the *File Name* box.

Directories

Select the directory of the files you want displayed in the *File Name* box.

Drives

Select the drive of the files you want displayed in the *File Name* box.

ZIP From

This box displays the current directory from which FCPro will compress files from. All files specified in the *Include Files* box will be added to the specified ZIP file relative to this directory.

Include Files

Add to this box all the files you want to add to the specified ZIP file. To add a specific file to the *Include Files* list box, highlight it in the *File Name* box and select **Add Files** next to the *Include Files* list box. To add a filter, type the filter in the *Filter* box and select **Add Filter** next to the *Include Files* list box.

Exclude Files

Files added to this box will not be added to your ZIP file, they will be excluded. To add files to the *Exclude Files* box highlight the file in the *File Name* list box and select **Add Files** next to the *Exclude Files* list box. To add a filter, type the filter in the *Filter* box and select **Add Filter** next to the *Exclude Files* list box and all files that have the specified filter will not be added to the ZIP file.

Expand

If you have entered a filter, you can click the **Expand** button so only files with the specified filter will be displayed in the *File Name* list box. For example, typing *.TXT in the *Filter* box and selecting **Expand** will only display the files that end with TXT in the *File Name* list box.

Cancel

Select **Cancel** to cancel the adding, updating, or freshening, etc. of the specified ZIP file.

Help

Select **Help** for on-line help to come up.

Options

Click the **Options** button to change ZIP options.

Full Path

Check this box if you want the full path of the files being compressed to be stored.

Add Files

To add files to the *Include Files* box, highlight the files in the *File Name* list box and select **Add Files** next to the *Include Files* list box. To add files to the *Exclude Files* list box, highlight the files in the *File Name* list box and select **Add Files** next to the *Exclude Files* list box.

Add Filter

To add files with a specified filter to the *Include Files* list box, type the filter in the *Filter* box and select **Add Filter** next to the *Include Files* list box. To add files with a specified filter to the *Exclude Files* list box, type the filter in the *Filter* box and select **Add Filter** next to the *Exclude Files* list box.

Delete

If you have added a file to the *Include Files* list box or the *Exclude Files* list box and want to clear it from the list box, highlight the file you want cleared and select the **Delete** button next to the appropriate list box.

Note: If you have already selected files and then type in a filter, the files you already selected will ZIP along with filtered items. If only want the filtered items compressed, you must delete what you have already entered and then use the filter.

Open ZIP File

Opens an existing ZIP file from any directory and drive. You may select as many ZIP files as you want at one time.

To open a ZIP file:

1. Select *Open ZIP File* from the *File* menu or click the **Open** button on the toolbar.
2. The *Open ZIP Files* dialog box will appear.
3. Select the ZIP files you want to open (or type the name of the file in the *File Name* text box).

Select **OK**

Open ZIP File Dialog Box Options:

File Name

Type or select the file name you want to open. This box lists files with the extension you select in the *List Files Of Type* box. You may select as many files as you want to open at one time.

List Files of Type

Select the type of file you want to open (ZIP, EXE, or a file with another extension).

ZIP Files (*.ZIP)

Lists all files in the current directory that have a ZIP extension.

Self-extract Files (*.EXE)

Lists all files in the current directory that have an EXE extension. (Some of these files may not be Self extracting ZIP files. FCPro will prompt you if you try to open an EXE file that is not a Self extracting ZIP file).

ZIP Config File (*.CFZ)

Lists all files in the current directory that have a CFZ (ZIP configuration file) extension.

UNZIP Config File (*.CFU)

Lists all files in the current directory that have a CFU (UNZIP configuration file) extension.

All Files (*.*)

Lists all files in the current directory.

Directories

Select the directory where the ZIP file that you want to open is located.

Drives

Select the drive where the ZIP file that you want to open is located.

OK

Select **OK** when you are done selecting the ZIP file to open.

Cancel

Select **Cancel** to cancel opening a ZIP file.

Help

Select **Help** for on-line help to come up.

Close File

Closes active window.

To close a ZIP window:

1. Activate the ZIP file you want to close by clicking anywhere on its window.
2. Select *Close ZIP File* from the *File* menu.

Professional: To close a configuration file window:

1. Activate the configuration file you want to close by clicking anywhere on its window.
2. Select *Close Config File* from the *File* menu.

Delete ZIP File

Deletes the active ZIP file window.

To delete a ZIP file:

1. Activate the ZIP file you want to delete by clicking anywhere on its window.
2. Select *Delete ZIP File* from the *File* menu.
3. FCPro will ask you if you are sure you want to delete the ZIP file. (The ZIP file name is displayed in the title of the message box).
4. Select **Yes** or **No** or **Cancel**.

Print

Allows you to print the selected ZIP file.

To print a ZIP file:

1. Activate the ZIP file you want to print by clicking anywhere on its window.
2. Select *Print* from the *File* menu.
3. The *Print* dialog box will appear. Type in how many copies you want and select **OK** to print or **Cancel** to cancel printing.

Print Dialog Box Options:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Print Range

Specify the pages you want to print:

All Prints the entire file.

Selection Prints the currently selected text.

Pages Prints the range of pages you specify in the From and To boxes.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

OK

Select **OK** when you are ready to print the ZIP file. The *Print Progress* dialog box will appear.

Cancel

Select **Cancel** to cancel printing the ZIP file.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Help

Select **Help** for on-line help to come up.

Print Progress Dialog Box:

The Printing dialog box is shown during the time that FCPro is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose **Cancel**.

Print Setup

Sets up the printing of the ZIP file.

To set up the printer for FCPro:

1. Select *Print Setup* from the *File* menu.
2. The *Print Setup* dialog box will appear. Select printer, orientation, and paper size
3. For more choices, click on the **Options** button (see your Windows manual for a full explanation of these options).

Print Setup Dialog Box Options:

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the file is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

OK

Select **OK** when you are setting up the printer.

Cancel

Select **Cancel** to cancel setting up the printer.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Help

Select **Help** for on-line help to come up.

Send Mail

Attaches a ZIP file to a Microsoft Mail note

To send a ZIP file:

1. Select *Send Mail* from the *File* menu. Select the file you want to send (all of the open ZIP file names will appear next to the *Send* options).
2. Microsoft Mail will open with the ZIP file attached to a note.

To send all ZIP files:

1. Select *Send Mail* from the *File* menu. Select *All Open Documents* (*All Open Documents* will appear next to the *Send* option - this will send all of the ZIP files you currently have open).
2. Microsoft Mail will open with all of the ZIP files you have open attached to a note.

Exit

Exits the FCPro program.

To exit FCPro:

1. Select *Exit* from the *File* menu.

New ZIP Config...

Professional

Allows you to select the filename of the new ZIP configuration file being created.

To create a new ZIP configuration file:

1. Select *New ZIP Config* from the *File* menu. A *ZIP Configuration* window will appear where you can specify the parameters of the configuration file.
2. Select the directory (including the full path) where you want to ZIP from, the ZIP file (including the full path) you want to ZIP to, the file list, and the ZIP options.
3. Select *Execute!* from the menu bar. The configuration will add the configured files to the configured ZIP file using the configured options.

ZIP Configuration Window Options:

Professional

ZIP From Directory

Enter in this command line the directory which FCPro will compress files from. All files specified in the *Include Files* command line will be added to the specified ZIP file relative to this directory.

ZIP File

Enter in this command line the ZIP file which FCPro will compress files to. You may also Browse for a specified ZIP file.

Browse

Allows you to browse for a ZIP file.

Include File List

Enter in this edit box all the files or filters you want to add to the specified ZIP file.

Exclude File List

Files or filters added to this edit box will not be added to your ZIP file, they will be excluded.

Compression Method

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Store

No compression. Only stores the files in a ZIP file.

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

2nd fastest compression method but 2nd smallest compression ratio.

Reduce Type 2

3rd fastest compression method but 3rd smallest compression ratio.

Reduce Type 3

4th fastest compression method but 4th smallest compression ratio.

Reduce Type 4

4th slowest compression method but 4th greatest compression ratio.

Implode

3rd slowest compression method but 3rd greatest compression ratio.

Tokenize

2nd slowest compression method but 2nd greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.

Span Disks Options

Allows you to back up across removable media (i.e.: diskettes). Select how you want to span disks by selecting one

of the following from the drop down list box:

Dont Span Disks

Select this option if you are not backing up across diskettes. This is the default option.

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

Select this option if you want to format each diskette before proceeding with the backup.

Format Low Density

Select this option if you want to format each low density diskette before proceeding with the backup.

Wipe Disks

Select this option if you want to delete all files on each diskette before proceeding with the backup.

Wipe Root Directories

Select this option if you want to delete all files in the root directory of the diskette.

Wipe Sub-directories

Select this option if you want to delete all files in the subdirectories of the diskette.

Add Files Dated From

Enter date in the date entry field.

Note: Dates must be entered in the following format: DDMMYY (ex: 013193).

Password

Allows you to set a password for your ZIP files.

Store Path

Tells FCPro to store the paths of the files selected.

Old as Latest

The ZIP file itself will be set to the date and time of the latest (most recent) file within the ZIP file.

Recurse Subdirectories

Looks in every directory (under the current directory) for files. If recurse subdirectories is not selected, a search will not be performed for files in the subdirectories.

Backup Entire Drive

Check this box if you want the entire drive backed up. This option can only be used when spanning disks. Make sure you choose the correct drive!

Edit Comment

Check this box if you want to edit or add a comment to your ZIP files.

Include System Files

Check this box if you want system or hidden files added to the ZIP file.

Temp File

Specifies the path used for storing the temporary ZIP file created during compression operations.

ZIP Comment

Allows you to add a ZIP comment to the ZIP file. Edit comment must be checked for the comment to be added.

Browse Dialog Box Options:

Professional

File Name

Type the ZIP file or select the ZIP file you want the configuration file to compress files to.

List Files of Type

Select the type of file you want to compress to (ZIP, EXE, or a file with another extension).

ZIP Files (*.ZIP)

Lists all files in the current directory that have a ZIP extension.

Self-extract Files (*.EXE)

Lists all files in the current directory that have an EXE extension. (Some of these files may not be Self extracting ZIP files. FCPro will prompt you if you try to open an EXE file that is not a Self extracting ZIP file).

All Files

Lists all files in the current directory.

Directories

Select the directory in which you want to browse for the ZIP file.

Drives

Select the drive in which you want to browse for the ZIP file.

OK

Select **OK** when you have selected a ZIP file.

Cancel

Select **Cancel** to cancel browsing for ZIP files.

Help

Select **Help** for on-line help to come up.

New UNZIP Config...

Professional

Allows you to select the filename of the new UNZIP configuration file being created.

To create a new UNZIP configuration file:

1. Select *New UNZIP Config* from the *File* menu. An UNZIP Configuration window will appear where you can specify the parameters of the configuration file.
2. Select the directory (including the full path) where you want to UNZIP to, the ZIP file (including the full path) you want to UNZIP, the file list, and the UNZIP options.
3. Select Execute! from the menu bar. The configuration will UNZIP the configured files of the configured ZIP file using the configured options.

UNZIP Configuration Window Options:

Professional

UNZIP to Directory

Enter in this edit box the directory which FCPro will extract files to. All files specified in the *Include Files* edit box will be extracted to this directory.

ZIP File

Enter in this edit box the ZIP file which FCPro will extract files from. You may also Browse for a specified ZIP file.

Browse

Allows you to browse for a ZIP file.

Include File List

Enter in this edit box all the files or filters you want to extract to the specified directory.

Command

Select how you want the files extracted by selecting one of the following from the drop down list box

Extract Files

Uncompressed the selected ZIP files.

Update

Extracts files from the ZIP file only if they are newer than the same-named files in the target directory, or if they do not already exist in the target directory.

Freshen Files

Files will be extracted only if the files already exist in the target directory and the files in the ZIP file are newer than the files in the UNZIP directory. If the file does not exist in the target directory, it will not be extracted.

Test ZIP File Integrity

FCPro begins test and if files have not been corrupted, OK appears next to the file name.

Recurse ZIP Path Info.

Select this option to tell FCPro that it must match the path specification in the filter. If this option is not checked, the path information in the filter will be ignored.

Overwrite Files

Select this option to overwrite existing files on the disk. If this option is not selected, FCPro will ask you for each file whether you want to overwrite the file or not.

Recreate Directories

Select recreate directories to have FCPro recreate all the directories stored previously.

Password

Input a password if required in order to extract the files selected.

Search ZIP Files

Professional

Use this command to search for a file in all ZIP files and all self-extracting ZIP files on a drive.

To search for a file:

1. Select *Search ZIP Files.* from the *File* menu.
2. FCPro displays the *Search ZIP Files* dialog box so you can search for a file in a ZIP file
3. Select the key words or file name and the drive to search, then select the **Search** button.

Search ZIP Files Dialog Box Options:

Professional

Key Word

Type the key word to search for all instances that it occurs within the ZIP file comments.

File Name

Type the file name or wildcard (i.e. *.doc) that you want to search for.

Location

Type in one or more directories (including drive letter) that you want to search (i.e. C:\FCPRO\BACK).

Search Subdirectories

Select this check box if you want to search all ZIP files or self-extracting ZIP files in subdirectories.

Search SelfExtracting ZIP files

Select this check box if you want to search self-extracting ZIP files also. Leave unchecked if you want to search only ZIP files and not self-extracting ZIP files.

Search

Select this button to begin the search.

Cancel Search

Select **Cancel Search** to cancel searching.

Search Results

Displays the results of the search by showing the ZIP file(s) or self-extracting ZIP file(s), its path, and its matched file names. If (key found) is displayed after the file name, then a key word was found in the ZIP comment.

Open

Select **Open** to open a highlighted ZIP file or self-extracting ZIP file. You can also open the ZIP file or self-extracting ZIP file by double-clicking it in the *Search Results* list box.

Clear

Select **Clear** to clear the *Search Results* list box.

Close

Select **Close** to end the search session.

Help

Select **Help** for on-line help to come up.

Save Config File

Professional

Use this command to save the active configuration file to its current name and directory.

To save a configuration file:

1. Select *Save Config File* from the *File* menu or select the **Save** button on the toolbar.
2. If you are saving a configuration file for the first time, FCPro displays the *File Save As* dialog box so you can name your configuration file.
3. If you want to change the name and directory of an existing configuration file before you save it, choose the *Save Config File As*. command.

Save Config File As...

Professional

Use this command to save and name the active configuration file.

To save a new configuration file:

1. Select *Save Config File As...* from the *File* menu.
2. FCPro displays the *Save As* dialog box so you can name your configuration file
3. If you are saving a configuration file with its existing name and directory, use the *Save* command or select the **Save** button on the toolbar.

File Save As Dialog Box Options

Professional

File Name

Type the filename or select the filename you want the new configuration file to be. If you type or select an existing configuration file, FCPro will ask if you want to delete it. If you select yes, the original configuration file will be deleted.

Save File as Type

Select the extension of the files you want to see listed in the *File Name* box:

CFZ Files

Lists all files in the current directory that have a CFZ (ZIP configuration file) extension.

CFU Files

Lists all files in the current directory that have a CFU (UNZIP configuration file) extension.

All Files

Lists all files in the current directory.

Directories

Select the directory in which you want to store the configuration file.

Drives

Select the drive in which you want to store the configuration file.

OK

Select **OK** when you are ready to save the configuration file.

Cancel

Select **Cancel** to cancel saving configuration files.

Help

Select **Help** for on-line help to come up.

Edit Menu

Select All

Clear Selection

Select All

Allows you to select all of the files in the active FCPro window.

To select all of the files:

1. Activate the ZIP file you want to select all files from.
2. Choose *Select All* from the *Edit* menu.

Clear Selection

Allows you to clear the highlighting from the files you selected in the active window.

To clear selected files:

1. Activate the ZIP file you want to clear the highlighting from.
2. Choose *Clear Selection* from the *Edit* menu.

ZIP Menu

Add Files

Update Files

Freshen Files

Move Files

Move/Update Files

Move/Freshen Files

Delete

Add Files

Adds the selected files if they do not already exist in the ZIP file or will overwrite existing files in the ZIP file.

To use add files:

1. Open the ZIP file you want to compress to.
2. Select *Add Files* from the *ZIP* menu. The *Compress Files* dialog box will appear.
3. Select the *Command*, *Compression Method*, *Backup Option*, *Directory Option* and the drive and directory you want to compress from.
4. Select **Continue** and The *Add Files/Move File /Freshen Files/Update Files...* dialog box will appear.
5. Select the files to *Include* and/or *Exclude*.
6. Select **Execute** to add the selected files to the ZIP file.

Note: ESC will stop execution once the operation begins.

Update Files

Adds the selected files if they do not already exist in the ZIP file or will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date. See [Add Files](#) for "How to Use" and "Dialog Box Options".

Freshen Files

Does NOT add the selected files to the ZIP file if they do not already exist in the ZIP file. It will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date. See [Add Files](#) for "How to Use" and "Dialog Box Options".

Move Files

Performs an [Add Files](#) and then automatically DELETES the original files. See [Add Files](#) for "How to Use" and "Dialog Box Options".

Move/Update Files

Performs an Update Files and then automatically DELETES the original files. See *Add Files* for "How to Use" and "Dialog Box Options".

Move/Freshen Files

Performs a [Freshen Files](#) and then automatically DELETES the original files. See [Add Files](#) for "How to Use" and "Dialog Box Options".

Add Files

Adds the selected files if they do not already exist in the ZIP file or will overwrite existing files in the ZIP file.

Update

Adds the selected files if they do not already exist in the ZIP file or will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Freshen

Does NOT add the selected files to the ZIP file if they do not already exist in the ZIP file. It will overwrite files with the same name in the ZIP file ONLY if the selected file has a more recent time and date.

Delete...

Allows you to delete files from a ZIP file.

To delete a file in a ZIP File:

1. Open the ZIP file you want to delete from and highlight the files you want to delete.
2. Select *Delete* from the *ZIP* menu.
3. A *Software Builders* warning dialog box will appear asking you if you are sure you want to delete the files in the ZIP file.
4. Select **Yes**, **Yes To All**, **No** or **Cancel**. If you have more than one file that you are trying to delete, and want to continue deleting, select **Yes To All**. If you want to delete one file at a time, select **Yes** and the names of each file will appear in the warning box until you have deleted them all. **No** will not delete the file and give you the option to delete the next file. Select **Cancel** to cancel deleting the files.

Note: ESC will stop execution once the operation begins.

UNZIP Menu

Extract Files

Update

Freshen Files

Test ZIP File Integrity

Extract Files

Uncompresses selected ZIP files.

To use Extract Files:

1. Open the ZIP file you want to extract from and highlight the files you want to extract.
2. Select *Extract Files* from the *UNZIP* menu or click the **Extract** button on the toolbar. The *Extract Files* dialog box will appear.

Note: ESC will stop execution once extraction begins.

Extract Files Dialog Box Options:

Command

Select how you want the files extracted by selecting one of the following from the drop down list box

Extract Files

Uncompressed the selected ZIP files.

Update

Extracts files from the ZIP file only if they are newer than the same-named files in the target directory, or if they do not already exist in the target directory.

Freshen Files

Files will be extracted only if the files already exist in the target directory and the files in the ZIP file are newer than the files in the UNZIP directory. If the file does not exist in the target directory, it will not be extracted.

Test ZIP File Integrity

FCPro begins test and if files have not been corrupted, OK appears next to the file name.

Files To Extract

Select which files you want extracted from the ZIP file:

All Files

Select this option to extract all files in the ZIP file.

All Selected Files

Select this option to extract all of the files you have selected in the ZIP file.

Filters

Enter a filter (i.e.: *.doc, *.xls) that you want to extract. Only files that match the filter will be extracted. You are allowed to enter more than one filter, if you enter more than one, they must be separated by a space (i.e.: *.doc *.xls).

Overwrite Files

Select this option to overwrite existing files in the target directory. If this option is not selected, FCPro will ask you for each file whether you want to overwrite the file or not.

Recreate Directories

Select recreate directories to have FCPro recreate all the directories stored previously.

Password

Input a password if required in order to extract the files selected.

Extract to Directory

Select a directory to extract to by either: (1) choosing one of the last five directories you extracted to in the drop down list box, (2) typing in a drive and directory, or (3) selecting a drive and directory.

Directories

Select the directory where you want the files extracted to.

Drives

Select the drive where you want the files extracted to.

Execute

Select **Execute** to extract the files.

Cancel

Select **Cancel** to cancel extracting files.

Help

Select **Help** for on-line help to come up.

Options

Select **Options** to change UNZIP options.

Update Files

Extracts files from the ZIP file only if they are newer than the same-named files in the target directory, or if they do not already exist in the target directory. See [Extract Files](#) for "How to Use" and "Dialog Box Options".

Freshen Files

Files will be extracted only if the files already exist in the target directory and the files in the ZIP file are newer than the files in the UNZIP directory. If the file does not exist in the target directory, it will not be extracted. See *Extract Files* for "How to Use" and "Dialog Box Options".

Test ZIP File Integrity

Tests to see if files were corrupted during the compression process or any time after.

To use test ZIP file integrity:

1. Open or activate the ZIP file you want to test.
2. Highlight the files you want to test.
3. Select *Test ZIP File Integrity* from the *UNZIP* menu. The *Extract Files* dialog box will appear.
4. Enter a password if required.
5. If no error message comes back, then none of the files are corrupted. If an error message does come back, it will tell you which files are corrupted.

Note: ESC will stop execution once testing begins.

Utilities Menu

Convert ZIP to EXE

Convert EXE to ZIP

Convert to ZIPPLUS

Convert ZIP to EXE

Converts a ZIP file to a self-extracting ZIP file. The extension of the created file will be EXE.

To use convert ZIP to EXE:

1. Open the ZIP file you want to convert.
2. Select *Convert ZIP to EXE* from the *Utilities* menu. The ZIP to EXE dialog box will appear.
3. Select where you want the EXE created by either: (1) choosing one of the last five locations from the drop down dialog box, (2) choosing a drive and directory from their list boxes, or (3) typing it in the command line.
4. Select **Execute** and the conversion will begin.

Note: ESC will stop execution once conversion begins.

ZIP to EXE Dialog Box Options:

The EXE will be created in the following directory: Select a directory to create the EXE in by either: (1) choosing one of the last five directories you extracted to in the drop down list box, (2) typing in a drive and directory, or (3) selecting a drive and directory.

Create File in this Directory

Choose one of the last five directories you extracted to in the drop down list box to create the EXE.

Directories

Select the directory where you want the EXE created.

Drives

Select the drive where you want the EXE created.

Execute

Select **Execute** to create the EXE.

Cancel

Select **Cancel** to cancel out of this dialog box.

Help

Select **Help** for on-line help to come up.

Convert EXE to ZIP

Converts a self-extracting ZIP file to a ZIP file. The extension of the created file will be .ZIP.

To use convert EXE to ZIP:

1. Open the self-extracting file you want to convert.
2. Select *Convert EXE to ZIP* from the *Utilities* menu. The EXE to ZIP dialog box will appear.
3. Select where you want the ZIP created by either: (1) choosing one of the last five locations from the drop down dialog box, (2) choosing a drive and directory from their list boxes, or (3) typing it in the command line.
4. Select **Execute** and the conversion will begin.

Note: ESC will stop execution once conversion begins.

EXE to ZIP Dialog Box Options:

The ZIP file will be created in the following directory: Select a directory to create the ZIP file in by either: (1) choosing one of the last five directories you extracted to in the drop down list box, (2) typing in a drive and directory, or (3) selecting a drive and directory.

Create File in this Directory

Choose one of the last five directories you extracted to in the drop down list box to create the ZIP file.

Directories

Select the directory where you want the ZIP file created.

Drives

Select the drive where you want the ZIP file created.

Execute

Select **Execute** to create the ZIP file.

Cancel

Select **Cancel** to cancel out of this dialog box.

Help

Select **Help** for on-line help to come up.

Convert to ZIPPLUS

Converts a ZIP file to a self-extracting ZIPPLUS file. The extension of the created ZIP file will be EXE. A ZIPPLUS file is executable under both Windows and DOS.

1. Open the ZIP file you want to convert.
2. Select *Convert to ZIPPLUS* from the *Utilities* menu. The ZIPPLUS dialog box will appear.
3. Type in the name that you would like the ZIPPLUS file to be and type in the drive and directory where you would like the file located.
4. Select **Continue** and the conversion will begin.

Note: ESC will stop execution once conversion begins.

ZIPPLUS Dialog Box Options:

File Name

Type the filename or select the filename you want the ZIPPLUS file to be. If you type or select an existing file, FCPro will ask if you want to delete it. If you select yes, the original file will be deleted.

Note: This box lists files with the extension you select in the *List Files Of Type* box. To see a list of files with a particular extension not found in the *List Files Of Type* box, type an asterisk (*), a period, and the three-character extension. For example, if you want to see all files with a ZIP extension in a directory, type *.ZIP.

Save Files of Type

Select the extension of the files you want to see listed in the *File Name* box:

EXE Files

Lists all files in the current directory that have an EXE extension.

All Files

Lists all files in the current directory.

Directories

Select the directory where you want the ZIPPLUS file you are creating to be located.

Drives

Select the drive where you want the ZIPPLUS file you are creating to be located.

OK

Select **OK** when you are done.

Cancel

Select **Cancel** to cancel creating a ZIPPLUS file.

Help

Select **Help** for on-line help to come up.

View Menu

Toolbar
Status Bar
Show Name Only
Show All Details
Show Parent
Change Font...
Sort
Inf...
View File
Run
Checkout...

Professional :

Change Filter...

Toolbar Command

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in FCPro, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

To show/hide toolbar:

Select *Toolbar* from the *View* menu.

See [Toolbar](#) for a description of the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in FCPro,

To hide or display the Toolbar, select *Toolbar* from the *View* menu (ALT, V, T).

Select	To
1st button	Create a new ZIP file.
2nd button	Open an existing ZIP file.
4th button	Add files.
5th button	UNZIP files.
6th button	View the selected ZIP file.
7th button	Run a command against the selected ZIP file.
8th button	Checkout a file.
9th button	Print the contents of the selected ZIP file.
10th button	Sort files by their file name.
11th button	Sort files by their path.
12th button	Sort files by their extension.
13th button	Sort files by their date/time.
14th button	Sort files by their extracted size.
15th button	Sort files by their compressed size.
16th button	Sort files by their compression ratio.
17th button	Sort files by their original order.
18th button	View files by their filename only.
19th button	View all details of the files.
21st button	Context Help command.

Professional:

- 3rd button Save a ZIP or UNZIP configuration file.
- 20th button Search for files within ZIP files.

Status Bar Command

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

To show/hide status bar:

Select *Status Bar* from the *View* menu.

See [Status Bar](#) for help on using the status bar.

Status Bar

The status bar is displayed at the bottom of the FCPro window. To display or hide the status bar, use the *Status Bar* command in the *View* menu.

If you click on the status bar, information on the active ZIP file will appear in a format like below.

The left area of the status bar shows the total number of files in the active ZIP file and their total extracted size. This area also shows messages that describe menu commands as you use the arrow keys to navigate through them and actions of toolbar buttons as the mouse pointer moves over them.

The right area of the status bar shows how many files are selected in the active ZIP file window.

Show Name Only

Shows the file name only in the active window.

To show name only:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Show Name Only* from the *View* menu.

Show All

Shows all of the details of displayed files (name, date, time, extracted size, compressed size, percent compression-ratio, attributes, path, file command) in the active window.

To show all details:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Show All Details* from the *View* menu.

Show Parent

Show Parent activates the window of the ZIP File that contains the currently displayed ZIP in a ZIP file. An '*' before the ZIP file name indicates that it is a ZIP file in a ZIP file.

To show parent:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Show Parent* from the *View* menu.

Change Font

Changes appearance and size of font for easier readability in the active window.

To use change font:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Change Font* from the *View* menu and the *Change Font* dialog box options will appear.
3. Select the desired font, style and size.

Change Font Dialog Box Options:

Font

Type or select the name of the font you want.

Font Style

Select the formatting options you want. You can select *regular*, *bold*, *italic*, and *bold italic*.

Size

Type or select the point size.

Sample

Gives example of what the characters will look like.

OK

OK will close the dialog box and save the options you chose for the current session only.

Save

Save will close the dialog box and keep the options you chose for every session until you change them.

Cancel

Select **Cancel** to cancel the change font operation.

Help

Select **Help** for on-line help to come up.

Sort

Sorts files in order of your choice in the active window.

To use sort:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Sort* from the *View* menu.
3. Select the sorting method you want to use:

File Name Only

Path

Extension

Date/Time

Uncompressed Size

Compressed Size

Compression Ratio

Compression Order

By File Name

Sort files by their file name.

By Path

Sort files by their path.

By Extension

Sort files by their extension.

By Date/Time

Sort files by their date/time.

By Uncompressed Size

Sort files by their extracted size.

By Compressed Size

Sort files by their compressed size.

By Compression Ratio

Sort files by their compression ratio.

By Compression Order

Sort files by their original order.

By File Name Only

Sorts files alphabetically by file name only.

To use sort by file name only:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by File Name Only* from the *View* menu or click the **File Name Only** button on the toolbar.

By Path

Sorts files alphabetically by path.

To use sort by path:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Path* from the *View* menu or click the **Path** button on the toolbar.

By Extension

Sorts files by kind (.doc, .txt, etc.) alphabetically.

To use sort by extension:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Extension* from the *View* menu or click the **Extension** button on the toolbar.

By Date/Time

Sorts files by date the files were created.

To use sort by date/time:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Date/Time* from the *View* menu or click the **Date/Time** button on the toolbar.

By Uncompressed Size

Sorts by the extracted size of the files.

To use sort by uncompressed size:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Uncompressed Size* from the *View* menu or click the **Uncompressed Size** button on the toolbar.

By Compressed Size

Sorts by the compressed size of the files.

To use sort by compressed size:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Compressed Size* from the *View* menu or click the **Compressed Size** button on the toolbar.

By Compression Ratio

Sorts by the ratio of compression. Least compressed first.

To use sort by compression ratio:

1. Select the ZIP file you want to perform this operation on.
2. Select *Sort by Compression Ratio* from the *View* menu or click the **Compression Ratio** button on the toolbar.

By Compression Order

Sorts files in order they were compressed.

To use sort by compression order:

1. Select the ZIP file you want to perform this operation on or click the **Compression Order** button on the toolbar.
2. Select *Sort by Compression Order* from the *View* menu.

Info

Allows you to view all the information on the active ZIP file. The information that is displayed is as follows:

- ZIP File Name
- ZIP File Size
- Date/Time of ZIP File
- Number of Files in ZIP File
- Total Size Uncompressed
- Total Size Compressed
- Total Compression Percentage
- ZIP File Comments

To use info:

1. Select the ZIP file you want information on.
2. Select *Info...* from the *View* menu and all of the information on the ZIP file will appear.

View File

View File will execute the application that is associated with the extension of the selected file. You can associate an application with a file in File Manager. FCPro extracts the selected file into a temporary directory and then executes the associated application from the temporary directory.

To use view file:

1. Select the file you want to view.
2. Select *View File* from the *View* menu.

Your file will be extracted into the application and will appear on the screen. If a password is required to extract the file, the *Password* dialog box will appear. If you modify the extracted file, FCPro will ask you if you want to update the ZIP file with the modified file. Select **Yes** or **No**.

Run

Run will execute the selected file or executes another application that can display the selected file. FCPro **extracts the selected file into a temporary directory and then executes the command from the temporary directory exactly as typed in the *Command Line* in the *Run File* Dialog Box.**

To use run:

1. Select the file you want to extract and run a command against.
2. Select *Run* from the *View* menu or click the **Run** button on the toolbar, and the *Run File* dialog box will appear.

Run Dialog Box Options:

Command Line

Type the command line exactly as you would want it executed from the FCPro temporary directory (i.e.: notepad.exe readme.txt). The selected file will be extracted to the temporary directory before the command line is executed.

Execute

Select **Execute** when you are done.

Cancel

Select **Cancel** to cancel the run operation.

Help

Select **Help** for on-line help to come up.

Your file will be extracted into the application and will appear on the screen. If a password is required to extract the file, the Password dialog box will appear. If you modify the extracted file, FCPro will ask you if you want to update the ZIP file with the modified file. Select **Yes** or **No**.

Checkout

Checkout will extract *temporarily* all files in a ZIP file in to a directory that the user chooses. FCPro **asks which directory the user would like the files to be placed and extracts them there until the ZIP file is closed or FCPro is closed.** It will prompt the user whether or not he/she would like to leave the files in that directory or removed from it.

To use checkout:

Select *Checkout...* from the *View* menu or click the **Checkout** button on the toolbar, and the *Check Out* dialog box will appear. Select the drive and directory where you want the files checked out to and enter password if desired.

Check Out Dialog Box Options:

Directories

Select the directory where you want the files to be checked out.

Drives

Select the drive where you want the files to be checked out.

Password

Input the password if required in order to check out the files.

OK

Select **OK** when you are done selecting the drive and directory.

Cancel

Select **Cancel** to cancel checking out a ZIP file.

Help

Select **Help** for on-line help to come up.

Your file will be extracted into the directory you choose. If a password is required to extract the file, the Password dialog box will appear. If you modify the extracted file, FCPro will ask you if you want to update the ZIP file with the modified file. Select **Yes** or **No**. It will also ask if you would like to keep the extracted files or delete them. Select **Yes** or **No**.

Change Filter

Professional

Allows you to change the filter in the active window. Only files that match the filter will be shown in the ZIP file.

To use change filter:

1. Open the ZIP file or activate the ZIP file window you want to perform this operation on.
2. Select *Change Filter* from the *View* menu and the *Change Filter* dialog box will appear.
3. Enter the desired filter.

Change Filter Dialog Box Options:

Professional

Filter

Type the filter you want. For example, *.doc will only show files with the extension .DOC.

OK

Select **OK** to show the ZIP file with the new filter.

Cancel

Select **Cancel** to cancel the change filter operation.

Help

Select **Help** for on-line help to come up.

Options Menu

General Options

ZIP Options

UNZIP Options

General Options

To change FCPro General Options:

1. Select *General* from the *Options* menu.
2. The *General Options* dialog box will appear.

General Dialog Box Options:

Default Viewer Name

Type in the viewer name (ex: VIEWER.EXE).

Browse

Select the **Browse** button to search different drives and directories for a default viewer.

Enable Log File

Check this box to enable log file or uncheck to disable. If you enable the log file, a file will be created in your Windows directory with a .LOG extension that contains tracing information for debugging.

Save

Select **Save** to save options for every session until you change them.

Cancel

Select **Cancel** to cancel.

Help

Select **Help** for on-line help to come up.

ZIP Options

Allows you to select compression method, edit comments, set the date, and enter a password.

To use ZIP options:

Select *ZIP Options* from the *Options* menu. The *ZIP Options* dialog box will appear.

ZIP Options Dialog Box Options:

Compression Method

Select how you want the selected files compressed by selecting one of the following from the drop down list box:

Store

No compression. Only stores the files in a ZIP file.

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

2nd fastest compression method but 2nd smallest compression ratio.

Reduce Type 2

3rd fastest compression method but 3rd smallest compression ratio.

Reduce Type 3

4th fastest compression method but 4th smallest compression ratio.

Reduce Type 4

4th slowest compression method but 4th greatest compression ratio.

Implode

3rd slowest compression method but 3rd greatest compression ratio.

Tokenize

2nd slowest compression method but 2nd greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.

Span Disks

Allows you to back up across removable media (i.e.: diskettes). If a ZIP file is not on removable media this option will be disabled. Select how you want to span disks by selecting one of the following from the drop down list box:

Dont Span Disks

Select this option if you are not backing up across diskettes. This is the default option.

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

Select this option if you want to format each diskette before proceeding with the backup.

Format Low Density

Select this option if you want to format each low density diskette before proceeding with the backup.

Wipe Disks

Select this option if you want to delete all files on each diskette before proceeding with the backup.

Wipe Root Directories

Select this option if you want to delete all files in the root directory of the diskette.

Wipe Sub-directories

Select this option if you want to delete all files in the subdirectories of the diskette.

Add Files Dated From

Enter date in the date entry field.

Note: Dates must be entered in the following format: DDMMYY (ex: 013193).

Password

Allows you to set a password for your ZIP files.

Store Path

Tells FCPro to store the paths of the files selected.

Old as Latest

The ZIP file itself will be set to the date and time of the latest (most recent) file within the ZIP file.

Recurse Subdirectories

Looks in every directory (under the current directory) for files selected in the *Add Files /Move Files /Freshen Files /Update Files...* dialog box. If recurse subdirectories is not selected, a search will not be performed for files in the subdirectories.

Backup Entire Drive

Check this box if you want the entire drive backed up. This option can only be used when spanning disks. Make sure you choose the correct drive!

Edit Comment

Check this box if you want to edit or add a comment to your ZIP files.

Include System Files

Check this box if you want system or hidden files added to the ZIP file.

Temp File

Specifies the path used for storing the temporary ZIP file created during compression operations.

OK

OK will close the dialog box and save the options you chose for the current session only.

Save

Save will close the dialog box and keep the options you chose for every session until you change them.

Cancel

Select **Cancel** to cancel changing the ZIP Options.

Help

Select **Help** for on-line help to come up.

UNZIP Options

Allows you to select how you want your files extracted.

To use UNZIP options:

Select *UNZIP Options* from the *Options* menu and the *UNZIP Options* dialog box will appear.

UNZIP Options Dialog Box

Options:

Recurse ZIP Path Info.

Select this option to tell FCPro that it must match the path specification in the filter. If this option is not checked, the path information in the filter will be ignored.

Overwrite Files

Select this option to overwrite existing files on the disk. If this option is not selected, FCPro will ask you for each file whether you want to overwrite the file or not.

Recreate Directories

Select recreate directories to have FCPro recreate all the directories stored previously.

Password

Input a password if required in order to extract the files selected.

OK

OK will close the dialog box and save the options you chose for the current session only.

Save

Save will close the dialog box and keep the options you chose for every session until you change them.

Cancel

Select **Cancel** to cancel changing UNZIP Options.

Help

Select **Help** for on-line help to come up.

Window Menu

Cascade
Tile Horizontally
Tile Vertically
Arrange Icons
Close All Windows
Refresh

Professional :

New View

Cascade

Stacks the windows in the order in which they were opened allowing you to view the ZIP file names.

To use cascade:

Select *Cascade* from the *Window* menu.

Tile Horizontally

Arranges all of the open windows on the screen horizontally so they can be viewed at the same time.

To use tile horizontally:

Select *Tile Horizontally* from the *Window* menu.

Tile Vertically

Arranges all of the open windows on the screen vertically so they can be viewed at the same time.

To use tile vertically:

Select *Tile Vertically* from the *Window* menu.

Arrange Icons

Arranges all the icons at the bottom of the window.

To use arrange icons:

Select *Arrange Icons* from the *Window* menu.

Close All Windows

Closes all open windows at the same time.

To use close all:

1. Select *Close All* from the *Window* menu.
2. For each ZIP file that has a file opened from it, a *Software Builders Warning* dialog box will appear warning you that, by closing the ZIP file, it will also close all of its associated ZIP in ZIP windows, if they exist, and you will lose all changes to the files showing from the ZIP file (i.e. they will not be automatically compressed back in). The warning dialog box will display the name of the ZIP file you are about to close. If you want to continue closing this ZIP file, select **Yes**, otherwise select **No**. The next file name will appear in the warning box. If there are additional files opened from other ZIP files and you want to continue closing all of those ZIP files without being asked again, select **Yes To All**.

If no files have been opened from a ZIP file, its window will automatically close once you select this option. *You only get the warning for ZIP files with opened files.* Select **Cancel** to cancel closing the windows.

Software Builders Warning Dialog Boxes

The following dialog box will appear if you have a file in a ZIP file opened and you select the *Close All* command from the *Window* menu.

Close All Warning Dialog Box:

Warning - Closing this ZIP file will close all its associated ZIP in ZIP windows if they exist and you will lost all changes to the files showing from this ZIP file.

Continue closing this file? - The name of your file will appear below this message.

If you have more than one ZIP file that has a file opened from it, and want to continue closing all of their windows, select **Yes To All**. If you want to close one at a time, select **Yes** and the names of each ZIP file will appear until you have closed them all. **No** will keep the ZIP file opened and give you the option to close the next ZIP file. Select **Cancel** to cancel closing the windows.

The following dialog box will appear if you have a file in a ZIP file opened and you select the *Delete* command from the *ZIP* menu.

Delete Warning Dialog Box:

Delete file (name of file)? - The warning dialog box will display the name of the file you are trying to delete.

If you have more than one file that you are trying to delete, and want to continue deleting, select **Yes To All**. If you want to delete one file at a time, select **Yes** and the names of each file will appear in the warning box until you have deleted them all. **No** will not delete the file and gives you the option to delete the next file. Select **Cancel** to cancel deleting the files.

Refresh

Updates the active ZIP file window. You may want to update a ZIP file window if the ZIP file has changed without FCPro knowing it.

To use Refresh:

Select *Refresh* from the *Window* menu.

Password Dialog Box

The Password dialog box appears whenever you execute the *View Run* or the *View Show* menu item and the file being extracted is password protected.

Password

Input the password, if required, in order to extract the file selected.

OK

Select **OK** when you are done entering a password.

Cancel

Select **Cancel** to cancel entering a password.

Help

Select **Help** for on-line help to come up.

1, 2, 3, 4 command

Use the numbers and filenames listed at the bottom of the *File* menu to open the last four files you closed in FCPro. Select the number that corresponds with the file you want to open.

1, 2, ... command

FCPro displays a list of currently open file windows at the bottom of the *Window* menu. A check mark appears in front of the file name of the active window. Select a file from this list to make its window active.

New View

Professional

Opens another window of the active ZIP file.

To use New View:

Select *New View* from the *Window* menu.

Execute!

Professional

(Note: This is a menu item and will only appear when a configuration window is active.)

Allows you to execute a ZIP (.CFZ) or UNZIP (.CFU) configuration file.

To execute a configuration file:

1. Activate the configuration file you want to execute by clicking anywhere on its window.
2. Select *Execute!* from the menu. FCPro will execute the configuration file.

Index command

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using FCPro and various types of reference information.

Once you open Help, you can select the **Contents** button whenever you want to return to the opening screen.

Using Help command

Use this command for instructions about using Help.

About FileCompressPro command

Use this command to display the copyright notice and version number of your copy of FCPro.

Context Help command

Use the Context Help command to obtain help on some portion of FCPro. When you select the Toolbar's **Context Help** button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the FCPro window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title Bar

Software Builders FCPro

The title bar is located along the top of a window. It contains the name of the application and the currently active ZIP file. If the currently active ZIP file is a ZIP in a ZIP file, an asterisk will appear next to the name.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

The title bar contains the following elements:

- Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the active ZIP file
- Restore button

Header Bar

Displays column headings. If you click on the header bar, all files in the ZIP file will be selected. If you click the header bar again it will clear the selection.

Scroll bars

Displayed at the right and bottom edges of the file window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the file. You can use the mouse to scroll to other parts of the file.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the FCPro window to an icon.

Shortcut

Mouse:	Click the minimize icon on the title bar.
Keys:	ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize button on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a file window.

Next Window command (document Control menu)

Use this command to switch to the next open file window. FCPro determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open file window. FCPro determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single file, the *Close* command on the file Control menu closes only one window at a time. You can close all windows at once with the *Close* command on the *File* menu.

Shortcuts

Keys: CTRL+F4 closes a file window
 ALT+F4 closes the active ZIP file window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the *Switch To* command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

