PKZIP for Windows Help

Welcome to PKZIP for Windows!   You have selected the premier data compression program available to compress and extract files.   The world's most popular data compression program combines with the most widely-used interface to give you superior data compression that's easy to use.

PKZIP for Windows supports the Windows drag-and-drop feature.   Using the File Manager, you can drag a   .ZIP file onto the PKZIP for Windows icon and that .ZIP file will automatically open.   You can even drag a file onto the PKZIP for Windows icon to create a new .ZIP file.

Click on the PKZIP for Windows Help topic of your choice. The topics include:

Compressing   Files   Create new .ZIP files, add files to existing .ZIP
                                           files, and delete files from a .ZIP file.

Uncompressing Files   Extract files from a .ZIP file, and test the
                                           integrity of   those files.

Viewing Files Within A .Zip File   Viewing files contained in a .ZIP file without
                                           actually extracting the files.

Setting Options and   Preferences   Set options to view and sort files, cascade and
                                           tile files, and set preferences for compressing,
                                           extracting, and viewing.

License Information   License information.

 For Help on Help, Press F1

Compressing Files

Uncompressing Files

[Extracting Files From   A .ZIP File](#)   Learn how to extract files from a .ZIP file.

[Testing .ZIP File Integrity](#)   Learn how to test the integrity of the files contained in a .ZIP file. Let PKZIP check that the file(s) aren't corrupt and that they contain valid CRC values.

Setting Options and Preferences

Setting View Options:

[PKZIP Viewing Options](#)	Erase gridlines, turn on and off the toolbar, and zoom in out.
[Sorting Files Within A .ZIP File](#)	Sort the files within a .ZIP file by filename, extension, size or date.
[Cascade And Tile .ZIP Files](#)	Cascade (overlap) and Tile (fit next to each other) .ZIP files you have opened.

Setting PKZIP for Windows Preferences:

[Zipping](#)	Set the preferences for compressing files.
[Unzipping](#)	Set the preferences for extracting of files.
[Viewing Files](#)	Set the preferences for viewing files.

License Information

PKZIP® for Windows   Version 2.01   2-15-96
Copyright©   1989-1996   PKWARE Inc.   All Rights Reserved.
PKZIP Reg. U.S. Pat. and Tm. Off.   Patent No. 5,051,745

Creating a New .ZIP File

You can create new .ZIP files in the following ways:

* Using the Windows drag and drop feature.

* Selecting **File** from the PKZIP for Windows Menu bar and **New** from the File menu.

* Using the Tool bar button.

Drag and Drop

PKZIP allows you to create .ZIP files by dragging and dropping files using the Windows File Manager.   This method gives you a quick and easy way to compress files.   When you use this method, you can't set .ZIP preferences because PKZIP compresses the file immediately. PKZIP uses the current settings for these preferences.

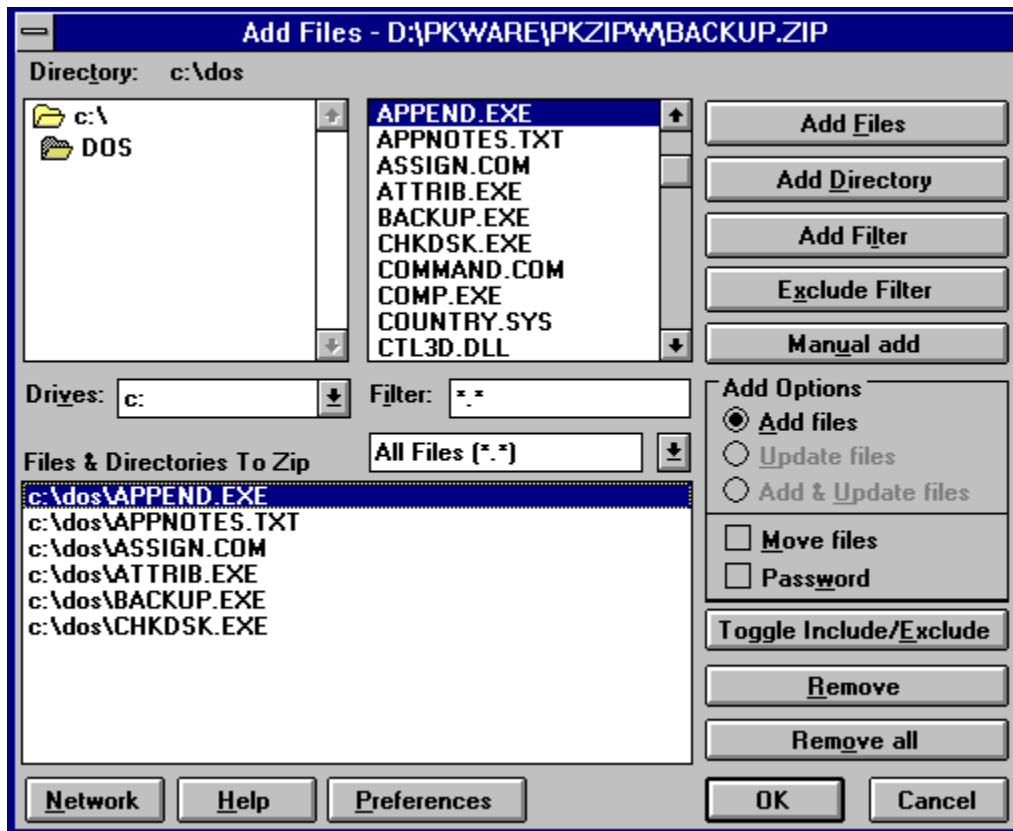To create a new .ZIP file using drag and drop:

1. Start PKZIP for Windows by double-clicking on the icon. The PKZIP for Windows main   application screen appears.

2. Using the File Manager, locate a file you want to compress in the new .ZIP file and drag it on top of the PKZIP for Windows screen where no .ZIP file appears. (If you drop it on top of a .ZIP file, the file will be compressed into that .ZIP file.) The Save as dialog box appears.

3. Type a name for your new .ZIP file and click on **OK**. PKZIP begins to compress the file and a box appears that displays the contents of the .ZIP file.

The PKZIP Menu Bar

Creating a .ZIP file using the PKZIP Menu bar gives you more control in compressing and extracting files. Use this method if you want to take full advantage of PKZIPs features.

To create a new .ZIP file from the menu:

1. Start PKZIP for Windows by double-clicking on the icon. The PKZIP for Windows main   application screen appears.

2. From the Menu bar, select **File**. The File menu appears. Select **New**. The Save As dialog box appears.

3. Type a   name for your new .ZIP file and click **OK**. The following Add Files dialog box appears:

4. Select the files you want to compress.

To add individual files, select the file(s) from the Windows file list and click on **Add Files**.

To add all files in a directory, select the directory and click on **Add Directory**.

To add files that match a file pattern, type a pattern (for example, *.TXT) in the Filter box, then click on **Add Filter**. PKZIP displays the selected files in the Files & Directories to .ZIP box.

To manually add files or file patterns, click on **Manual add**. The Manual Add dialog appears.   Type a filename or file pattern (using DOS rules) and click on **OK**.

To exclude files that match a specified file pattern, type a pattern (for example, *.TXT) in the Filter box, then click on **Exclude filter**. PKZIP displays the excluded file pattern preceded by the Exclude = in the Files & Directories to .ZIP box.

Before you start the compression, you can edit the files or file patterns you have selected. To remove individual files from the list, select the file(s) then click **Remove**. To remove every file in the list, click on **Remove all**. To exclude/include files in the list, select the file(s), then click on **Toggle Include/Exclude**. To toggle back, click on **Toggle Include/Exclude** again.

5.   Set   .ZIP preferences , if needed, by clicking on the **Preferences** button.

6.   To assign a password to the .ZIP file, click on **Password**. PKZIP will prompt you
for a   password when you click on **OK** to start compressing.

To delete the original files from your hard disk after they have compressed and put
into the .ZIP file, click on **Move files**.

7.   When you have finished selecting the files to compress, click on **OK**. PKZIP
begins to compress your files and the Add Status dialog box appears.

The first line displays the percentage completed for the entire .ZIP file.   The second line
displays the percent completed for the current file that is being compressed.   The lower
area shows how each file was compressed and the overall percentage that it was
compressed.

After all the files are compressed, select the **OK** button to remove the Add Status dialog box.
PKZIP opens the .ZIP file and displays the contents of the file.

Using the Tool Bar Button

To create a new .ZIP file using the Tool bar button:

1.   Click on the button. The Save as dialog appears.

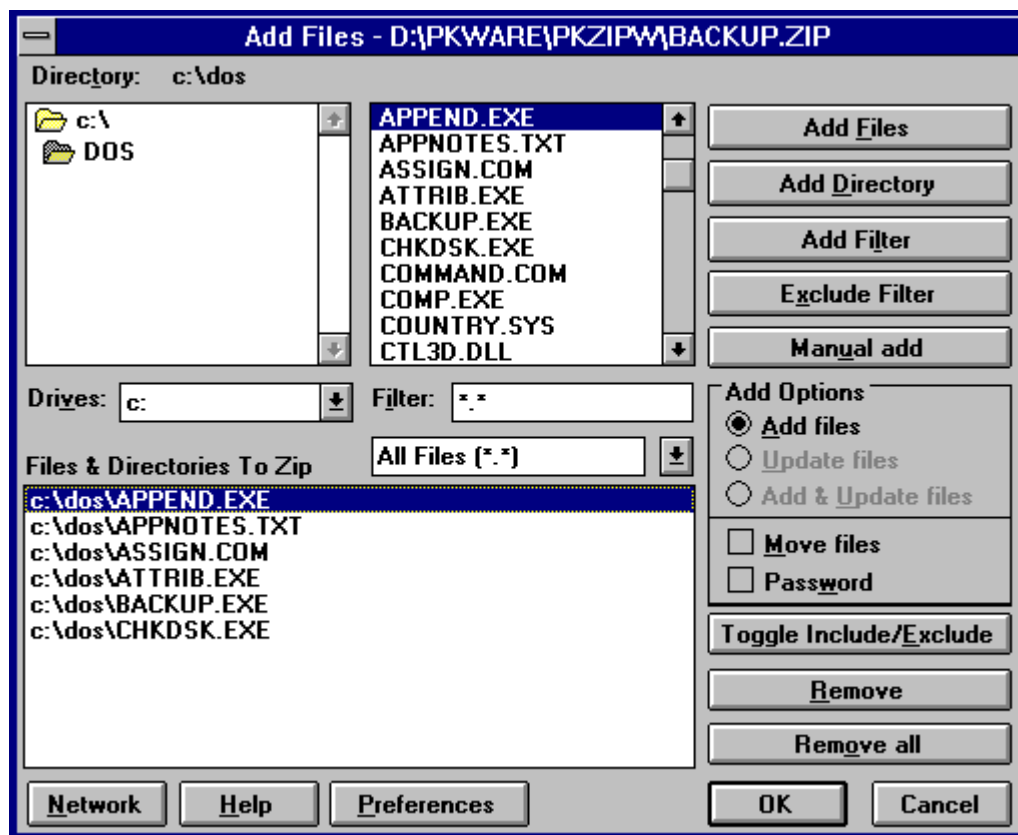**2.**   Follow steps 3 through 6 in The PKZIP Menu Bar.

Adding Files to an Existing .ZIP File

With PKZIP, you can add files to an existing .ZIP file. You can:

      *   Add new files (add only files that are not currently in the .ZIP file).

      *   Update existing files (update files within a .ZIP file with newer versions of those files).

      *   Add and update files (add and update files).

To add files:

1. Open the .ZIP file you want to add files to. PKZIP displays the contents of the .ZIP file.

2. From the Menu bar, select **Zip**. The Zip menu appears.

3. Select **Add files**. The Add Files dialog box appears:

4. Select the method of adding files. These methods appear in the **Add Options** area of the dialog box.

      To only add new files to your .ZIP file, click on **Add files**.

To only update existing files within the .ZIP file, click on **Update files**.

To add new and update existing files, click on **Add & Update Files**.

To assign a password, click on **Password**. PKZIP for Windows will prompt you for a password when you click **OK** to start compressing.

To delete original files (from the disk drive) after they are compressed, click on **Move files**.

5. Select files to .ZIP. You can select files in the following ways:

To add individual files, select the file(s) from the Windows file list and click on **Add Files**.

To add all files in a directory, select the directory and click on **Add Directory**.

To add files that match a file pattern, type a pattern (for example, *.TXT) in the Filter box, then click on **Add Filter**. PKZIP displays the selected files in the Files & Directories to .ZIP box.

To manually add files or file patterns, click on **Manual Add**. The Manual Add dialog box appears. Type a filename or file pattern (using DOS rules) and click on **OK**.

To exclude files that match a specified file pattern, type a pattern (for example, *.TXT) in the Filter box, then click on **Exclude Filter**. PKZIP displays the excluded file pattern preceded by the Exclude = in the Files & Directories to .ZIP box.

To remove files from the list, select the file(s) then click **Remove**. To remove every file in the list, click on **Remove all**. To exclude or include files in the list, select the file(s), then click on **Toggle Include/Exclude**. To toggle back, click on **Toggle Include/Exclude** again.

6. Set <u>.ZIP preferences</u> , if needed, by clicking on the **Preferences** button.

7. When you have finished selecting files to compress, click on **OK**. PKZIP begins to compress your files and the Add Status dialog box appears.

The first line displays the percentage completed on the entire .ZIP file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall percentage that it was compressed.

After all the files are compressed, click on the **Done** button to remove the Add Status box. PKZIP opens the .ZIP file and displays the contents of the file.

Deleting Files From an Existing .ZIP File

PKZIP allows you delete files from a .ZIP file.

To delete files:

1.   Open the .ZIP file you want to delete from. PKZIP displays the contents of the .ZIP file.

2.   Select the files you want to delete.

3.   From the Menu bar, select **Zip**. The Zip menu appears.

4.   Select **Delete files** from the Zip menu. The Delete Files dialog box appears.

5.   To delete the files, click on **Yes**. PKZIP deletes the files and the Delete dialog closes.
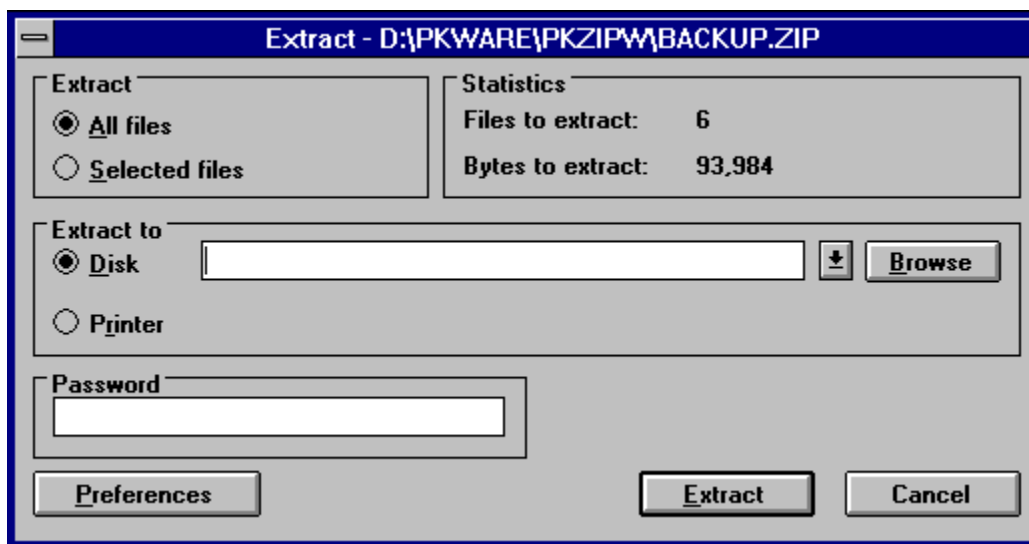
   To cancel without deleting the files, click on **No**. No files are deleted.

Extracting Files From a .ZIP File

Extracting files from a .ZIP file is as easy as compressing. You can extract a single file or multiple files.

To extract files:

1.   Open the .ZIP file from which you want to extract. PKZIP displays the .ZIP file.

2.   <u>Select</u> the files you want to extract. To select a file, hold down your CTRL key and click on that file. To select a group of files, hold down the left mouse button and drag over the files. You can also use the Select option on the Menu bar.

3.   From the Menu bar, select **Unzip**. The Unzip menu appears.

4.   Select **Extract files**. The following Extract files dialog box appears:

The **Extract** area in this dialog box indicates that you are extracting all of the files from the .ZIP file or just selected files.

The **Statistics** area contains the number of files being extracted and the total number of bytes for those files. This area is informational only.

The **Extract to** area allows you to select a destination for the files being extracted.

The **Password** area allows you to enter a password for the .ZIP file, if necessary.

5.   If the .ZIP file you are extracting from contains a password, you must enter that password before you can extract files. Type the password in the **Password** box.

   If the .ZIP file doesn't contain a password, leave the **Password** box blank.

6.   Select a destination for the files being extracted. You can either extract to your

hard disk or to a printer. If you extract to your hard disk, you can either type a location - such as a drive or directory path - or you can use the **Browse** button to access your hard drive for a location.

7. Set   Preferences , if needed, by clicking on the **Preferences** button and clicking on the appropriate radio buttons and checkboxes.

8. When you have finished selecting a destination, click on **Extract** to start extracting.   PKZIP displays the Extract box.

> As PKZIP extracts the files, it displays the status entire extraction in the Progress area of the dialog box. The name of the current file being extracted appears next to the word **Filename**.   The percent completion changes as it extracts. As each file is extracted, an OK appears next to that file.   At the bottom of the dialog box, PKZIP displays the number   of warnings.

9. When the last file is extracted, PKZIP displays a Done message. When you see this message, click on the **Done** button to exit.

Testing the Integrity of a .ZIP File

It is always a good idea to test the integrity of a .ZIP file before you extract. If a file within a .ZIP file is bad or corrupt, you might not be able to extract that file.

To test files:

1. Open the .ZIP file you want to test. PKZIP displays the .ZIP file.

2. Select the files you want to test. To select a file, click on that file. You can also use the Select option on the Menu bar.

3. From the Menu bar, select **Unzip**. The Unzip menu appears.

4. Select **Test files**. The Test Files dialog box appears.

    The **File Selection** area indicates that you are testing all files in the .ZIP file or selected files. If you selected all files you cannot change this area. If you selected only some of the files, you can change your mind here and click on **All files**.

    The **Statistics** area contains the number of files being tested and the total number of bytes for those files. This area is informational only.

    The **Password** area allows you to enter the password for this .ZIP file, if necessary.

5. If the .ZIP file you are testing contains a password, you must enter that password before you can test files. Type the password in the **Password** box.

    If the .ZIP file doesn't contain a password, leave the **Password** box blank.

6. To start testing, click on **Test Integrity**. PKZIP begins to test the file(s) and displays the Extract/Test Zip box.

    As PKZIP tests the files, it displays the status of each file individually and of the entire test, in the Progress area of the dialog box. The name of the current file being tested appears next to the word **Filename**.   The percent completion changes as it tests. As each file passes the test, an OK appears next to that file. At the bottom of the dialog box, PKZIP displays the number of warnings and errors.

7. When the last file is tested, PKZIP displays a Done message. When you see this message, click on the **Done** button to exit.

Viewing Files Within a .ZIP File

When you open a .ZIP file, you might want to view the contents of one of the compressed files. PKZIP allows you to open individual application files right from the .ZIP File Display Window. You dont even have to extract the file from the .ZIP file.

To view the contents of an application file:

1. Open the desired .ZIP file.

2. Specify a temporary directory for PKZIP to extract the file. To do this, select **Unzip** from the Menu Bar, **Preferences** from the Unzip menu, and enter the directory in the Temporary Extract Directory box.

3. Select the file you want to view by double-clicking on the file. PKZIP for Windows extracts the file into the temporary directory and the file opens.

The file you open needs to have a Windows file association for that type of file.   For example, to view the WIN.HLP file, which has a windows file association of Winhelp for .HLP files, double clicking will cause winhelp to run the WIN.HLP file.

If there is no file association for that file type, an error message appears. Please refer to your Windows manuals for further details about file associations.

PKZIP Viewing Options

PKZIP for Windows contains several different options to view a .ZIP file. These options appear on the View menu.

The **GridLines** option allows you to turn on and off the gridlines that border the list of files.

The **Zoom In** option allows you to zoom in to the .ZIP file contents.

The **Zoom Out** option allows you to zoom out of the .ZIP file contents.

Sorting Files Within a .ZIP File

PKZIP allows you to sort the files within a .ZIP file on your screen several different ways, making it easier to find the files that you want.

To sort files, use the **Sort** option on the Menu bar.

Sort by Filename in ascending or descending order. Ascending is normal alphabetical order. Descending is reverse alphabetical order.

Sort by File Size in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Sort by Date in ascending or descending order. Ascending is from oldest to newest. Descending is from newest to oldest.

Sort by Compression Ratio in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Sort by CRC 32 value in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Unsorted does not sort the files. They appear in the order that they were compressed.

Cascade and Tile .ZIP Files

You might find it necessary to open multiple .ZIP files at the same time. PKZIP makes it easier to view these files by providing two ways to arrange the .ZIP File Display Windows that contain them.

To arrange windows, use the **Windows** option on the Menu bar.

Cascade - This option allows you to place the .ZIP File Display Windows on top of each other, with only the top part of each window showing. Each window is slightly lower and to the right of the one below it. You can still access all files, you just can't see the entire contents of the each .ZIP file.
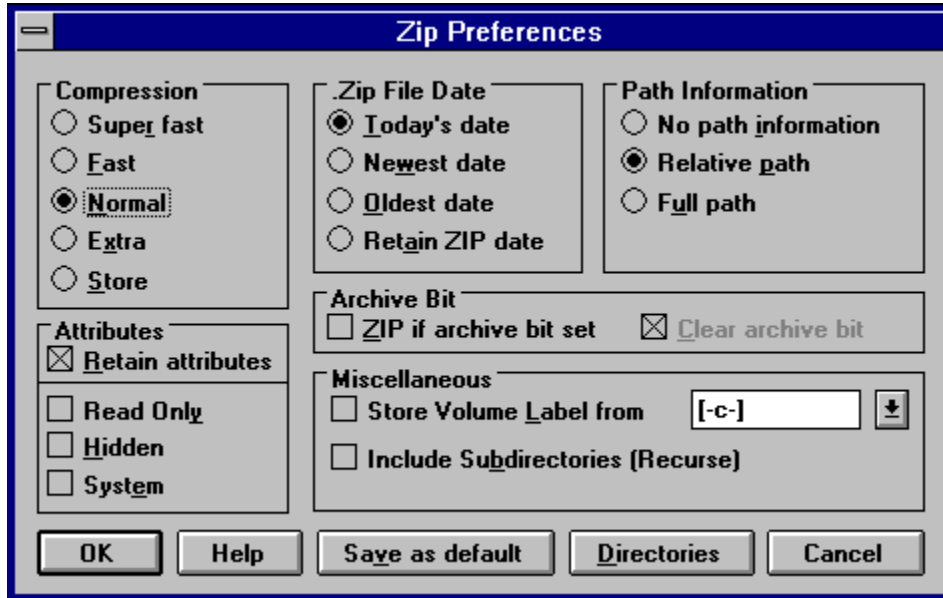
Tile -   This options allows you to give equal space to every window you have opened. You can see the partial contents of each window,   but each one is relatively small.

.ZIP Preferences

When you create a new .ZIP file or add files to a .ZIP file, you can change various .ZIP parameters. This provides greater flexibility for compressing files.

When you select **Preferences** from the .ZIP menu, or click on the **Preferences** button in the Add Files dialog box, PKZIP displays the .ZIP Preferences dialog box.

Note: To set the changes as the new defaults, click on **Save as default** instead of **OK.** This sets defaults for all changes made in this box.

Compression Area

This area allows you to change the compression method. Click on the radio button that appears next to the method you want to use.

Super fast - Use this method if want the fastest, but the least compression. If speed is a priority, this method is for you.

Fast - Use this method if you want the second fastest compression and the second least compression. This method is slower than Super fast but provides more compression.

Normal - Use this method if you want the best balance of speed and compression. This is the default method.

Extra - Use this method for the most - but slowest - compression. If compression if a priority, this method is for you.

Store - Use this method if you want no compression, and you only want to back up the .ZIP file, or if you know that a file will not compress well, for example, a .GIF file.

Attributes Area

This area allows you to include files in your .ZIP file that contain specific attributes. You can select as many file attribute types as you want.

Read-only - Compress read-only files.

Hidden - Compress hidden files. (Hidden files cannot be displayed in Add Files or using the DOS **dir** command. They are displayed when they are in a .ZIP file.)

System - Compress system files. These files are used by the operating system.

Retain attributes - Retain the attributes in the .ZIP file so you can extract the files with the attributes.

.ZIP File Date Area

This area allows you to set the date of a .ZIP file. Click on the radio button that appears next to the date you want to use.

Today's date - Apply today's date to the .ZIP file.

Newest date - Apply the date of the newest file within the .ZIP file to the .ZIP file.

Oldest date - Apply the date of the oldest file within the .ZIP file to the .ZIP file.

Retain .ZIP Date - Keep the current date of the .ZIP file.

Path Information Area

This area allows you to store directory path information in your .ZIP file. For example, if you compressed a file from the \doc\resume directory, you can include the \doc\resume in your .ZIP file.

No path information - Do not include path information with each file in the .ZIP file; only include the filename.

Relative path - Include relative path information with each file in the .ZIP file.

Full path - Include the entire path with each file in the .ZIP file.

Archive Bit Area

ZIP if archive bit is set - Compress files that have had their archive bit set, which means the file has changed since the last backup.

Clear archive bit - Clear the archive bit after the file is compressed.

Miscellaneous Area

This area contains more options that add flexibility to your data compression.

Include subdirectories (Recurse) - Compress files that appear in subdirectories of the current directory. If you use this option, you don't have to select the files within each subdirectory.
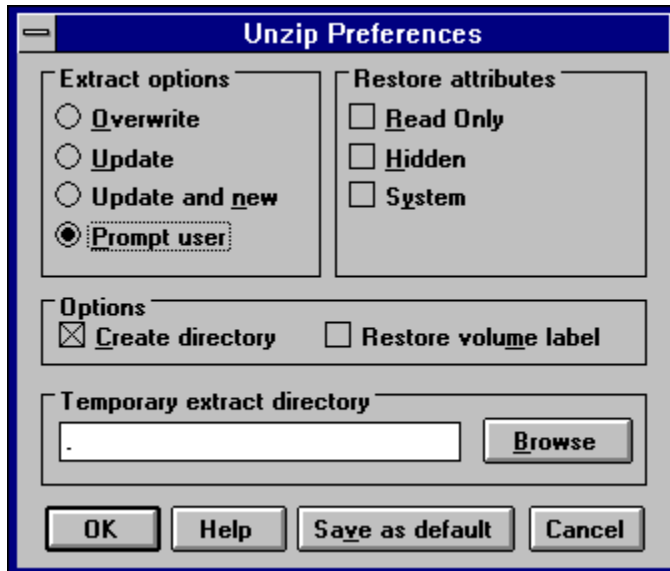
Store volume label - Store the volume label from the desired drive within the .ZIP file.

Unzip Preferences

When you extract a file from a .ZIP file, PKZIP allows to change various .ZIP parameters. This provides greater flexibility for extracting files.

When you select **Preferences** from the Unzip menu, or click on the **Preferences** button in the Extract Files dialog box, PKZIP displays the following ZIP Preferences dialog box.

Note: To set the changes you make in this dialog as the new defaults, click on **Save As Default** before you click on **OK**. This sets defaults for all changes made in this box.

Extract Options Area

This area allows you to control how PKZIP handles files being extracted that have the same name as files in the target directory (the directory you are extracting to).

Overwrite - Overwrite files in the target directory without prompting you.

Update - Extract files that contain a file with the same name and date in the target directory and that are newer than the files in the target directory.

Update & New - Extract files that contain a file with the same name in the target directory, is newer than the file in the target directory, and any files that are not in the target directory.

Prompt user - Prompt you to overwrite or not overwrite a file in the target directory.

Restore Attributes Area

This area allows you to restore the file attributes for the files being extracted. You can select as many of these file attribute types as you want.

Read-only - Restore the read-only attribute for affected files.

Hidden - Restore the hidden attribute for hidden files that are extracted.

System - Restore the system attribute for system files that are extracted.

Options Area

This area contains more options that add flexibility to your data extraction.

Create directory - Restore the directory structure for the files that are extracted.

Restore volume label - Restore the volume label if a .ZIP file contains one.

Temporary Extract Directory Area

This area allows you to specify a temporary extract directory for when PKZIP temporarily extracts files. For example, when you open an application file, PKZIP has to temporarily extract that file.

Viewing Files Preferences

When you view files within a .ZIP file, PKZIP allows to change various viewing parameters. This provides greater flexibility for viewing files. The changes you make in this box affect all .ZIP files you have open.

When you select **Preferences** from the View menu,   PKZIP displays the View Preferences dialog box.

Note: To set the changes you make in this dialog as the new defaults, click on **Save as default** instead of clicking on **OK**. This sets defaults for all changes made in this box.

Display Area

This area allows you to control   the categories of information PKZIP displays for each file within a .ZIP file. When you first display the **View Preferences** dialog box, all categories are displayed. Turn off and on the categories that you want.

File Size - Display the size of the file before it was compressed.

File Date/Time - Display the time and date of the file.

Attributes - Display the attributes of each file.

Compressed Size - Display the size of the compressed file.

CRC 32 - Display the Cyclic Redundancy Check (CRC) value for each file.

Comment - Display the comment, if one exists.

Method - Display the compression method PKZIP used when compressing.

View Area

This area allows you to include or exclude grid lines and row numbers in the .ZIP File Display Window. When you first display the View Preferences dialog box, all view options are turned on.   Turn off and on the options that you want.

Grid Lines - Display grid lines that border the .ZIP File Display Window.

Row Numbers - Display the row numbers that appear to the left of each file.

Sort By Area

This area allows seven different ways to sort the files within a .ZIP file.

Filename - Sort files by filename.

Extension (type) - Sort files by file extension (for example, .TXT).

File Size - Sort files by file size.

File Date/Time - Sort files by date and time.

Compress ratio - Sort by compression ratio, which is the ratio of uncompressed size to compressed size.

CRC 32 - Sort by CRC (Cyclic Redundancy Check) value.

Unsorted - Do not change sort order displayed when you first opened a .ZIP file.

Sort Order Area

This area coincides with your selection in the **Sort By** area and allows you to sort in ascending or descending order.

Ascending/Descending:

by filename - Ascending is normal alphabetical order. Descending is reverse alphabetical order.

by extension **-** Ascending is normal alphabetical order. Descending is reverse alphabetical order.

by file size   - Ascending is from smallest to largest. Descending is from largest to smallest.

by date/time **-** Ascending is from newest to oldest. Descending is from oldest to newest.

by compress ratio - Ascending is from smallest to largest. Descending is from largest to smallest.

by CRC 32 - Ascending is from smallest to largest. Descending is from largest to smallest.

unsorted **-** Ascending and Descending does not apply to this sort method.

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Opening an Existing .ZIP File

You can open a .ZIP file in PKZIP several different ways. You can:

* Start PKZIP, then using the File Manager, drag the file onto the PKZIP main application window.

* Start PKZIP, then select the file from the list of most recently-opened files on the File menu. This list appears at the bottom of the File menu.

* Start PKZIP, select **File** from the Menu bar and **Open** from the File menu**.** from the   Menu bar. PKZIP displays the Open File dialog.

* Open a DOS window and type PKZIPW and the name of the .ZIP file.

* Using the File Manager, drag the file onto the PKZIP icon.

Selecting Files

You can select files in several different ways. You can use the PKZIP Tool bar or the Select option on the Menu bar.

Selecting All Files

To select all files in the .ZIP file that are opened, click the [icon] button on the PKZIP Tool bar. To unselect all files, click on the

[icon] button on the PKZIP Tool bar.

Selecting Files Based On Filename

To select files by filename:

1.   Using the PKZIP Tool bar, click on the [icon] toolbar button.

     Using the PKZIP Menu bar, select **Select** from the Menu bar.

2.   Select **by Filename**. The Select by filename dialog box appears.

3.   Type a filename or file pattern in the *Enter the file pattern:* box. You can use DOS wildcards, even multiple ones at the same time (for example, *drive*   B*). To consider case, click in the **Case sensitive** checkbox. To ignore pathnames in your selection, click in the **Ignore Path Names** checkbox.

4.   When you have finished typing a filename or file pattern, click on OK. Your files are selected and PKZIP highlights those files in the .ZIP File Display Window.

Selecting Files Based On File Size

To select files by file size:

1.   Using the PKZIP Tool bar, click on the [icon] toolbar button.

     Using the PKZIP Menu bar,   select **Select** from the Menu bar.

2.   Select **by File Size**. The Select by file size dialog box appears.

3.   Select the criteria for specifying file size. The *If the file size is* contains a pop-up menu, with the following choices:

             Less than
             Greater than
             Equal
             Between

Select one of these by clicking on the item you want, then type the size on which you are going to base the selection. For example, if you want to select all files that are less than 1000 bytes, you would click on less than, then type 1000 in the box that appears next to the word **bytes**.

4. When you have finished specifying the size, click on **OK**. The files are selected and PKZIP highlights those files in the .ZIP File Display Window.

Selecting Files Based On File Date

To select files by file date:

1. Using the PKZIP Tool bar, click on the toolbar button.

Using the PKZIP Menu bar, select **Select** from the Menu bar.

2. Select **by File Date**. The Select by file date dialog box appears.

3. Select the criteria for specifying file size. The *File size* contains a pop-up menu, with the following choices:

> Before
> On
> After
> Between

Select one of these by clicking on the item you want, then type the size on which you are going to base the selection. For example, if you want to select all files that were created after 12/10/1994, you would click on before, then type 121094 in the box that appears next to the (Format MM/DD/YY).

4. When you have finished specifying date, click on **OK**. The files are selected and PKZIP highlights those files in the file display box.

Cascade .ZIP File Windows

Use this command to overlap each .ZIP File Display Window. Each window is slightly lower and to the right of the one above it.

Tiling .ZIP File Windows

Use this option to arrange multiple-opened .ZIP files so that each .ZIP File Display Window is given equal size.

Current .ZIP Files Open

PKZIP displays a list of currently open .ZIP files at the bottom of the Window menu.   A checkmark appears in front of the document name of the active window.   Active means the file is currently highlighted. Click on a different window to make it active.

Help Index Option

Use this option to display the main Help screen.   From this screen, you can jump to additional Help screens that contains step-by-step instructions on using PKZIP.

To return to the main Help screen from anywhere, click the on **Contents** button.

Using Help Option

Use this option for instructions on using Help.

About Option

Use this option to display the copyright notice and version number of your copy of PKZIP.

New .ZIP File Command

Use this command to create a new .ZIP file.

To open an existing .ZIP file, use the <u>Open command</u>

Shortcuts
Keys: CTRL+N

Open Existing .ZIP File

Use this option to open an existing .ZIP.   PKZIP allows you to browse your hard drive to locate the .ZIP file.

To create a new .ZIP file, use the <u>New command</u>.

Shortcuts
Keys: CTRL+O

File Open Dialog Box

The following areas allow you to specify a file to open:

File Name
Type or select the file you want to open.   This box contains files that have the extension you select in the List Files of Type box.

List Files of Type
Select the type of file you want to open, if it isnt a .ZIP file.

Drives
Select the drive that stores the file you want to open.

Directories
Select the directory that stores the file you want to open.

Network...
Select this button to connect to a network location and assign it a new drive letter.

Close .ZIP File Option

Use this option to close the active .ZIP file.

Most Recently-Used .ZIP Files

Use the numbers and filenames listed at the bottom of the File menu to open the last four .ZIP files you closed.   Select the number or click on the name that corresponds with the .ZIP file you want to open.

Exit PKZIP

Use this option to end this PKZIP session.

Shortcuts
    Mouse: Double-click the application's Control menu button.
      Keys: ALT+F4

Extract Dialog Box

This box shows information on extracting files.

See Also:

[Extracting Files From a .ZIP File](#)

Test Dialog Box

This box shows information on testing.

See Also:

[Testing .ZIP File Integrity](#)

Add Status Box

The Add Status box appears when you add files to a new or existing .ZIP file.

See Also:

[Adding Files to an Existing .ZIP File](#)
[Creating a New .ZIP File](#)

Overwrite Existing File

This message box appears when you extract a file from a .ZIP file and there is a name conflict. A name conflict occurs when a file being uncompressed has the same name as a file already on the destination disk drive.

Browse For Directory

This button allows you to search for the desired drive and directory.

Manual Add Dialog Box

This box allows you to manually type the filename or file pattern you want to compress (instead of selecting it from a list). You can use DOS wildcards. For example, to compress all files that end in .TXT, you could type *.TXT.

File Save As Dialog Box

The following options allow you to specify the name and location of the file you're about to create:

File Name
Type a new filename to save a file with a different name.

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

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

Network...
Select this button to connect to a network location, assigning it a new drive letter.

Save files as type
Select the type of file you want to create.   The file can be a standard .ZIP file, a self-extracting file (.EXE)   or a junior self-extracting file (.EXE).

Default Directories Dialog Box

This box allows you to set the default directory for when you add files or open files.

.ZIP File Statistics Dialog Box

The .ZIP file statistics dialog box displays the number of compressed files, the total uncompressed size of the files, the total compressed size of all the files and the overall compression ratio.

License Option

Displays the PKZIP for Windows license information

Selecting a Directory

This area displays the current directory.   To change directories, double click on the folders.

Selecting a Drive

This area displays the current drive. To select a new drive, click on the down arrow, then click on the new drive.

OK Button

This button saves the dialog and continues with the current process.

Cancel Button

This button stops the current process.

Help Button

This button displays help on the current dialog box.

Network Button

This button allows you to connect to a network location, assigning it a new drive letter.

List of Files in the Current Directory

This area displays the files in the current directory.   You can select these files to be compressed.

Filter

This area allows you to type filters (file patterns), for example, *.TXT or *.DOC. To type multiple filters, separate each filter with a semicolon (;).Filter will only take files of that particular type.   The filter can be selected from the list of the most recently used filters.   The filter information will remain the same when moving from directory to directory.   When the filter is selected, only the files that fit the filter will be compressed.

Files & Directories to ZIP

This area contains the files and directories you have selected to compress. You can edit this list by using the buttons that appear on the lower right part of the Add Files dialog.

Add Files Button

This button adds the files that are currently selected to the Files & Directories to ZIP box.

Add Directory Button

This button adds all of the files from the current directory to the Files & Directories to ZIP box.

Add Filter Button

This button adds all of the files that match the current filter (for example, *.TXT) to the Files & Directories to ZIP box.

Exclude Filter Button

This button excludes all of the files for compression that match the filter. For example, to exclude all files that end in .TXT, you would select the *.TXT filter, then click on the Exclude Filter button.

Manual Add Button

This button allows you to type files or file patterns to be compressed (instead of selecting them from a list).

Add Options Area

This area allows you to compress new files (Add files), update existing files in the .ZIP file (Update files) or add and update files (Add & Update files). You can also move files from your hard drive to the .ZIP file, and assign a password to your ZIP file.

Toggle Include/Exclude Button

This button toggles between including and excluding files in the Files & Directories to ZIP box.

Remove Button

This button removes the files that are selected in the Files & Directories to ZIP box. You must select at least one file from the Files & Directories box to use this button.

Remove All Button

This button removes all of the files from the Files & Directories to ZIP box.

Preferences Button

This button displays the ZIP Preferences dialog, which allows you to change preferences for compressing files. For example, you can select a compression method and store directory path information.

Compression Area

This area allows you to select a compression method. *Super* fast is the fastest method that has lower compression. The *Fast* method is a little faster with better compression. *Normal* offers the   best balance of compression and speed. *Extra* offers the most compression but at a slower speed. *Storing* performs no compression. It just stores the files in the .ZIP file in their normal size.

.ZIP File Date Area

This area allows you to set the date of the .ZIP file.   Select from *Todays date*, date of the *Newest* file, the date of the *Oldest* compressed file, or to *Retain .ZIP date*.

Path Information Area

This area allows you to store path information in the .ZIP file. *No path information* does not include any path information in the .ZIP file. *Relative path* stores path information for recursed subdirectories only. *Full path* stores the entire path information for all files compressed.

Attributes Area

This area allows you to compress files with the selected attributes.   When the *Retain attributes* box is checked, the files will retain their attributes after compression. (PKZIP normally skips files that contain these attributes.)

Miscellaneous Area

This area allows you to include subdirectories (recurse), and to store volume labels.

Preference OK Button

This button sets the preference(s) for the current session only. It does not save the preferences for the next time you run PKZIP.

Save as Default Button

This button saves the preferences for the current session and all subsequent sessions, until you make changes and click on this button again. The next time you run PKZIP, these preferences will take affect.

Extract Files Selection Area

This area indicates whether you are extracting all files or selected files.

Extract Statistics Area

This area displays the number of files and total bytes to be extracted, and is informational only.

Extract to Area

This area allows you to select whether you want to extract to disk or printer. If you extract the files to disk, you can select the directory into which you want to extract the files (using the **Browse** button).

Password Area

This area allows you to enter a password, if required. If a .ZIP file contains a password, you must enter that password before you can extract files.

Extracted/Tested File List

This area shows the files to extract or test, and if any warnings occurred.

Extract Options Area

This area allows you to set the extraction options when uncompressing files.   The *Overwrite* option will overwrite files without prompting. Select *Update* to only extracts newer files that already exist in the directory. Select *Update and new* to extract newer files and files that previously do not exist.   Select *Prompt user*   to have PKZIP prompt you when it encounters an overwrite situation.

Restore Attributes Area

This area allows you to restore the selected file attributes while extracting.

Extraction Options Area

This area allows you to create directories and store volume labels. The *Creating directories* option will recreate any directory information stored in the .ZIP file. The *Restore volume label* option restores the volume label, if stored.

Temporary Extract Directory Area

This area allows you to set the temporary directory that is used when a compressed file is viewed.

Extract Preference Button

This button displays the Unzip Preferences dialog, which allows you to set preferences for extracting files.

Extract Button

This button starts the extraction.

Archive Attribute Area

This area allows you to compress only files that have had their archive bit set. If you check the *ZIP if archive bit set* box, only the files with the archive attribute set will be compressed. If you check the *Clear archive bit* box, the archive attribute will be cleared after the file is compressed.

Directories Button

This button allows you to specify default directories for when you add files to be compressed or for when you open .ZIP files. You can also select a temporary directory for compression.