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## Creating a self-extracting archive

By right-clicking on the items, you can see a popup help for it.

Self-extracting archives are basically archives that do not need the archiver program (such as ZipIT!) to extract the files. This may be useful if you are sending the archive to someone who does not have a ZIP archiver program.

Self-extracting archives have extensions of **.EXE** and when run as a command, the files in the archive are extracted automatically.

Click on '**Action**'-'**Make**' or right-click to bring up the popup menu and choose 'Make'.

This operation requires an external program called **zip2exe.exe**, which is available in the Pkzip package. It is best that you place this file in your search path such as c:\dos or c:\windows.

## Creating a UUEncoded File

By right-clicking on the items, you can see a popup help for it.

1. Choose '**File**'-'**New**' from the menu. Or click on the '**New**' button.
2. In the '**Create New UUE File**' dialog, type in the name of the new uuencoded (.uue) file.
3. Choose '**Action**'-'**uuEncode**' from the menu. Or click on the '**Encode**' button.

*Tip:* To choose '**File**'-'**New**' from the menu, you may press '**Alt**'-'**F**' and then press '**N**'.

# Introduction to ZIP archives

## What is a ZIP archive?

An archive is a file that contains one or more files. The files in an archive are usually compressed. There are several different archive formats available. The most common format used today is the ZIP format.

**Zip IT!** is a ZIP archiver program that allows you to create these ZIP files.

## Benefits of an archive

Archives enable files to be grouped together easily, and facilitates the copying of these files to other computers.

Secondly, it saves a lot of disk space. Compression ratios differ depending on the type of data compressed. A typical text file that is about 2,000 bytes can shrink to 1,000 bytes after compression. A Microsoft word document that is about 1,000,000 bytes can shrink to less than 100,000 bytes after compression! If you transmit the file through a telephone line, you will save time and money because of the smaller size.

Thirdly, only one archive file needs to be sent to the receiving party, instead of dozens of files.

## Typical uses

Files distributed on the Internet, bulletin boards and online services like Prodigy, AOL and CompuServe are usually distributed as archives. You need a program such as **Zip IT!** to extract the files from the archives.

# Introduction to UUEncoded files

By right-clicking on the items, you can see a popup help for it.

## *What is a UUEncoded file?*

The need for UUEncoded files came about because of a limitation of the Internet. The Internet is only able to receive text files under normal protocols. To send binary files, such as executable files (.exe files), MS Word documents (.doc) etc, over the Internet requires the binary file to be converted to a text file.

**Encode IT!** provides this **binary-to-text** conversion in a user-friendly interface. It takes your binary file and convert it to a uuencoded file (with extension **.uue**).

## *Typical uses*

If you are sending a binary file over the Internet, you can convert it to a uuencoded file before sending. Unix systems use uuencoding primarily. Hence, if you are sending a binary file to someone on a Unix machine, the best way is to send it as a uuencoded file.

## Converting a UUEncoded file to a Normal File

1. Choose '**F**ile'-'**O**pen' from the menu. Or click on the '**O**pen' button.
2. In the '**O**pen **UUE File**' dialog, select the uuencoded (.uue) file.
3. Choose '**A**ction'-'**U**U**D**ecode' from the menu. Or click on the '**D**ecode' button.

*Tip:* To choose '**F**ile'-'**O**pen' from the menu, you may press '**A**lt'-'**F**' and then press '**O**'.

# Frequently Asked Questions

**Qn 1:**

Why do I get this message - "**Not enough disk space to backup original ZIP archive**" before adding ZIP file?

**Qn 2:**

How do I **select multiple files** during a 'Add Files to Zip archive' session?

**Qn 3:**

How do I cause the '**Selected Files**' option to be enabled in some operations such as **Extract** and **Delete**?

# Pricing and Registration

The price for the Windows 3.11 and Windows 95 versions of **Zip IT!** is the same.

<u>No of copies</u>	Price per copy
1	<b>US\$10</b>

(Note: It is illegal to use this copy of software on a server for shared use. Please purchase a site license for this purpose.)

## Site Licence

2-4	<b>US\$8</b>	
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**\*\* You can buy a bundle deal of our Toolbar 2000, Taskbar 2000 and ZipIT! at an attractive price. Check out our [Web site](#) for details.**

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**We believe that by providing you with quality software at reasonable prices, you'll register your shareware, making it possible for us to provide more of such good software in the future.**

## Benefits of registration:

- + free updates of help file
- + obtain high-priority **free technical support** for one year
- + receive **free minor upgrades** and bug fixes
- + receive **special offers** for future version upgrades
- + **unlimited use** of
- + **information screen removed**

## How to register:

Please include the following information when you register:

1. **Payment Information** (credit card number, expiry date, name, address, email address)
2. Where you found out about Toolbar 2000.

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**Toolbar/ZipIT Bundle**

Windows 3.1: ID 11811

Windows 95 & NT ID 11810

**ZipIT alone**

Windows 3.1: ID 11815

Windows 95 & NT ID 11813

3. **Personal Checks:**

Neutron, Inc.  
103 E. Beaver Ave. Suite 1  
State College, PA 16801

Please include your e-mail address and product required so that we can send the software to you.

4. **Fax:**

E-mail us to obtain the Fax Number.

5. **Send order thru' Email:**

Email us at **sales@Toolbar.com**

You will receive your software within 1 business day.

Note: If you do not have access to e-mail, we encourage you to ask a friend to send the e-mail for you.

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## Encrypting the Archive

You may encrypt files within the zip file with a password. Extracting the files later will require the same password. The password string should be less than 65 characters.

**Note:** If you encrypt your files with a password, and later forget the password, we have no way of unlocking your zip archive.

Click on the '**File**'-'**Password**' menu to specify the password to be operational for that particular zip archive. This password will be used when using the **Add**, **Extract**, or **View** operations.

**Note:** The password will be cleared when the zip archive is closed. It is advisable to close the encrypted zip archive as soon as you are done with it, so that other users will not be able to view your password.

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**Version:** for Windows 95 / Windows 3.11

**Binary Files Encoding:** MIME/UUEncode

**Email Program:** Eudora/ Exchange / Pegasus / ccMail / \_\_\_\_\_

(note: most Windows machines use MIME;  
some machines use UUEncode)

## How did you first learn about our software?

[ ] Web site: \_\_\_\_\_

[ ] site: \_\_\_\_\_

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Thank you for using **Zip IT!** for Windows.  
Your suggestions are welcome.

**Note:** you may copy this Order Form to your e-mail program by clicking 'Edit'-'Copy' here and then doing a 'Edit'-'Paste' in your e-mail program.

# Technical Support

## Registered Users

Technical support is available to registered users on a high-priority basis - usually within 1 business day for a period of 60 days after the purchase date. The high-priority technical support e-mail address will be sent to you with the confirmation of your purchase.

## Unregistered Users

For unregistered users, if you have problems setting up Toolbar 2000 or getting it to work, please contact [sales@Toolbar.com](mailto:sales@Toolbar.com) for help.

## Bugs & Suggestions

You can report bugs and suggestions to our e-mail address at [bugs@Toolbar.com](mailto:bugs@Toolbar.com)

# Add Dialog

By right-clicking on the items, you can see a popup help for it.

**Note:** As a general rule, you should try to create your archive on your hard-disk, and then copy the archive to your diskette. This is to ensure that the zipping action is extremely fast, and that sufficient disk-space is available on your hard-disk.

**'Action' provides 3 choices:**

1. Add and Replace Files (recommended)  
adds all specified files to the archive.
2. Refresh Existing Files  
updates files already in the archive that match the specified files.
3. Update and Add Files  
same as Freshen, but adds any specified files that are not already in the archive.

## Compression

Determine the level of compression - the higher the level, the smaller the size of the ZIP file. For most operations, choosing **Normal** is the most appropriate.

## Choose Specific Files

Select the files individually from the files listbox.

To add multiple files, you have to hold down the 'Ctrl' key while clicking on the files.

## Include All Files

Select all files in the directory specified by the directory listbox.

## Include File Categories

Type in the file categories to add to zip archive. For example, type **\*.exe** to specify all files with extension of exe.

## Include Sub-directory files

Add the files of all sub-directories. Also known as '**Recurse Directories**'.

## Save Extra Directory Info

Store any actual directory path information that is in the 'Add' directory.

## Store filenames in DOS 8.3 format

Convert any long filenames to the MS-DOS filename format - which specifies a maximum of 8 characters in the name portion, and 3 characters in the extension portion.

## UUEncode

Option to uuencode the ZIP file immediately after the 'Add Files' operation. In this way, you do not have to use a uuencoder to convert it to a uuencoded file separately.

## Password

Encrypt files within the ZIP archive with a password. Extracting the files later will require the same password. The password string should be less than 65 characters.

**Note:** If you encrypt your files with a password, and later forget the password, we have no way of unlocking your zip archive.



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<http://www.toolbar.com> (click to activate Web Browser)

You can always download the **latest update** of Toolbar 2000 and its associated documentation from our Web site. Other FTP sites are likely to have a copy of Toolbar 2000, but they may not have the latest update.

Contact Sales: [sales@Toolbar.com](mailto:sales@Toolbar.com)

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the latest information on Toolbar 2000)

Contact **Technical Support** at [support@Toolbar.com](mailto:support@Toolbar.com) if you have problems getting started.

### **Email Policy**

It has been our policy to respond to every e-mail that we receive, whether they are related to support, bugs or suggestions.

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# Install Dialog

By right-clicking on the items, you can see a popup help for it.

The 'Install' feature will create a Program Group for your applications, and create Program Items for the items in the zip archive.

## **Directory**

Specify the directory that the extracted files will be saved to.

## **Group Name**

Specify the Program Group Name that you want the new Program Group to have. The Group Name should be unique.

## **Include only executables and readme files**

Specify whether to add only executables (.exe & .com extensions) and README files to the group.

# Extract Dialog

By right-clicking on the items, you can see a popup help for it.

## **Extract To**

The directory where the files in the zip archive will be extracted to.

## **Selected Files**

Only highlighted files in the ZIP archive will be extracted.

## **All Files**

All files in the ZIP archive will be extracted. To be able to choose the 'Selected Files' option, you have to highlight those files with your mouse button before choosing 'Extract'.

## **Refresh**

Update existing archive files that match the specified files.

## **Update**

Similar to Refresh, but also adds any specified files that are not in the archive yet.

## **Overwrite Existing Files**

Determine whether you are prompted before existing files are overwritten with archive files. Unless you are very certain of the files that are to be overwritten, it is best *not* to check this option.

## **Use Directory Names**

Determine whether directory names (pathnames) stored in the archive will be used when extracting. It is recommended that you check this option. Any sub-directories that were stored in the archive are also created.

## **Password**

If the files in the zip archive are encrypted with a password, you need to supply this password. Otherwise, the Extract operation will fail. The password string should be less than 65 characters.

## **Create Dir**

Create a new directory. It is recommended that you just type in the directory name in the 'Extract To' field, and the new directory will be automatically created.

# Archive Management

By right-clicking on the items, you can see a popup help for it.

You can use these features to help you manage your zip archive files.

## **Copy Archive**

Copies the active zip archive to another directory.

## **Delete Archive**

Delete the active archive.

## **Rename Archive**

Change the file name of the active archive.

# Files Management

By right-clicking on the items, you can see a popup help for it.

Add Files to Archive

Extract Files from Archive

View File in Archive

Delete Files from Archive

# Options

By right-clicking on the items, you can see a popup help for it.

## Default Open Directory

Determine the default directory that is used in all Open File Dialogs. You may over-write this default directory (folder).

### System Directory

default directory is set to the current directory.

### Last Extract Directory

directory used during the last Open Archive session.

### User-defined Directory

always use this specific directory.

## Default Extract Directory

Determine the default directory that is used in the '**Extract To**' field which determines the directory that the files in the zip archive will be extracted to. You may over-write this default directory (folder) when extracting the files though.

### Open Archive Directory

default directory is set to the directory containing the open archive.

### Last Extract Directory

directory used during the last Extract session.

### User-defined Directory

always use this specific directory.

## Default Add Directory

Determine the default directory when the Add dialog is opened.. You may over-write this default directory (folder) when adding the files though.

### Open Archive Directory

default directory is set to the the directory containing the open archive.

### Last Extract Directory

directory used during the last Add session.

### User-defined Directory

always use this specific directory.

## Location of Zip2EXE.EXE

The directory where zip2exe.exe is stored in. zip2exe.exe is a file that is distributed with Pkzip, and can convert a zip archive to a self-extracting executable (.exe) file.

## View Files

### **Associated Program**

View the selected file with the program associated with the document. For example, text files (.txt extensions) are usually associated with NOTEPAD.EXE.

### **Internet ASCII Viewer**

View the selected file (text files only) with the built-in Zip-IT text viewer.

### **Viewer**

Specify a user-defined viewer. This setting will be saved for use in the next session.

## Test extract

By right-clicking on the items, you can see a popup help for it.

Test the file integrity of the active archive without actually extracting it.

Click on '**Actions**'-'**Test**' or right-click to bring up the popup menu and choose 'Test'.

**Ans:** you need to have sufficient disk space in your hard-disk to allow the original ZIP file to be copied to before it is worked on. This is to protect against the contingency of any damage to the zip file during any add operation, the original zip file has a backup. The temporary copy is always copied to c:\zipit\temp where c:\zipit is the directory where ZipIT! is located.

**Ans:** Hold down the Ctrl key while clicking on the file items.

**Ans:** You have to highlight the files in the listing box before choosing the operation. To highlight multiple files, press the '**Ctrl**' key while clicking on the items.

## Extracting an Encrypted Archive

You must decrypt files within the zip file with the same password that it was encrypted with. The password string should be less than 65 characters.

**Note:** If you had forgotten your password, we have no way of unlocking your zip archive.

Click on the '**File**'-'**Password**' menu to specify the password to be operational for that particular zip archive. This password will be used when using the **Add**, **Extract**, or **View** operations.

**Note:** The password will be cleared when the zip archive is closed. It is advisable to close the encrypted zip archive as soon as you are done with it, so that other users will not be able to view your password.

# Delete Files from Archive

## **Entire Archive**

Delete all files from the archive.

## **Selected Files**

Delete only highlighted files. To be able to select this option, you have to first highlight the files you intend to delete.

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