

This help file contains popup ("What's This?") help information for WinZip. To view the main WinZip help:

- If you use the WinZip classic interface, choose **Help Contents and Index** from the **Help** menu.
- If you use the WinZip Wizard, click the **Help** button.

Displays a dialog that allows you to encrypt the file(s) you are adding. Please be sure to read About Encryption in the WinZip help.

Adds the files specified in the File name field to the archive. The files can be specified with wildcards, e.g., "`*.txt`".

Determines which files will be added to the archive. **Add (and replace) files** adds all specified files to the archive. **Freshen existing files** updates files that are already in the archive but adds no new files. **Update (and add) files** is the same as Freshen, but adds any files that are not already in the archive. **Move (and replace) files** is the same as Add but deletes files from disk or moves them to the Recycle Bin after they have been added.

All of these choices replace files already in the archive that have the same name and folder information as files being added or updated.

Determines the compression method. Faster compression options usually result in larger archives.

Controls how WinZip handles disk-full conditions while creating a new archive on removable media. This choice is available for new archives only.

Causes WinZip to store files in the archive using short ("8.3") MS-DOS filenames.

Looks in all subfolders of the specified folder when looking for files to add.

Stores any folder information specified in the **File name:** box in the archive.

Excludes files whose Archive attribute is not set.

Turns off a file's Archive attribute after the file is added to the Zip file.

Adds files with the System and Hidden attributes. Normally files with these attributes are not added.

Performs the action specified in the Action field using the file(s) you've selected.

Lists the files and folders in the selected location. Use this list to select files to be added to your archive. To select multiple files, hold down the Ctrl key on your keyboard while selecting files.

To see what's in a folder, double click it. To open the folder one level up, click  on the toolbar. You can also use the **Look in** box to change drives, etc.

Closes this dialog without adding files to your archive.

Provides a space for you to type the name of the file you want attached.

You can use * as a wildcard. For example, you can type *.txt to see a list of all files with a "txt" extension.

You do not have to type anything here if you select files from the list above--the names of the files you select will be automatically placed in this field.

Displays an overview of adding files to archives.

For help on an item, click **?** at the top of the dialog box and then click the item.

Type a name for the temporary CheckOut folder. The folder will be created if it does not already exist. Click the folder button to the right to browse your system.

Type a name to use for the CheckOut window.

Sets the maximum number of items to be placed in the CheckOut window. Click the spin button to the right to raise or lower the maximum number of items.

Controls whether WinZip creates icons in the CheckOut window for all files in the archive or only for the specified files. When checked, icons are created for only for executable files, files with associations, and likely documentation files. When unchecked, icons are created for all files.

Controls whether WinZip will run a virus scanner on the files in the archive. This option is disabled if no virus scan utility is installed in the Program Locations dialog box (choose Configuration from the Options menu and click the Program Locations tab).

Performs the actions described in the dialog.

Closes this dialog box without performing the described actions.

View the file using the associated program, which is shown in parentheses.

View the file using WinZip's built-in file viewer.

View the file using the viewer whose name is specified below.

Type the name of the program you wish to use to view the file.

Allows you to browse your system for an external viewer.

Views the file using the specified viewer.

Closes this dialog without displaying the file.

Deletes the entire archive.

Removes the selected files from the archive.

Removes from the archive the files whose names you type.

Type the names of files to be removed from the archive.

Deletes the files or archive as specified by the option you chose.

Closes the dialog without deleting the archive or any files.

Specifies the name of the folder to which files will be extracted.

Expands the folder tree below to show the folder specified on the left.

Instructs WinZip to extract only the files that are selected in the main WinZip window.

Instructs WinZip to extract all files from the archive.

Instructs WinZip to extract the files specified to the right.

Type the name(s) of file(s) you want to extract.

Determines whether you are prompted before existing files are overwritten with files from the archive.

Determines whether WinZip skips (does not extract) existing files when the file on disk is newer than the file in the archive.

Determines whether WinZip will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked any folder names stored in the archive will be appended to the Extract To folder. If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive.

Selects the drive and folder to which the files should be extracted.

Extracts file(s) from the archive to disk.

Closes this dialog without extracting any files.

Opens a Windows Explorer window showing the Extract to folder after extracting.

Allows you to create a new folder on disk.

Extracts files to subfolders of the selected folder, using the names of the Zip files for folder names. Subfolders will be created if necessary. If not checked, all files are extracted to the selected folder.

Provides shortcuts to places on your computer or the network in which you can extract files. When you click a location, it will appear in **Extract to**, and the folder will be listed at the right.

Specifies the name of the folder to which files will be extracted.

Expands the folder tree below to show the folder specified on the left.

Instructs WinZip to extract only the files that are selected in the main WinZip window.

Instructs WinZip to extract all files from the archive.

Instructs WinZip to extract the files specified to the right.

Type the name(s) of file(s) you want to extract.

Determines whether you are prompted before existing files are overwritten with files from the archive.

Determines whether WinZip skips (does not extract) existing files when the file on disk is newer than the file in the archive.

Determines whether WinZip will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked any folder names stored in the archive will be appended to the Extract to folder. If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive.

Selects the drive and folder to which the files should be extracted.

Extracts file(s) from the archive to disk.

Closes this dialog without extracting any files.

Opens a Windows Explorer window showing the Extract to folder after extracting.

Allows you to create a new folder on disk.

Extracts files to subfolders of the selected folder, using the names of the Zip files for folder names. Subfolders will be created if necessary. If not checked, all files are extracted to the selected folder.

Type the name of the folder you want to create. If you don't specify a complete path (from the root directory), the folder will be created under the current folder, shown above.

Creates the new folder.

Closes this dialog without creating a new folder.

Leaves intact any files already on the diskette; only the remaining free space is used for the new archive.

Deletes all files currently on the diskette before creating the new archive.

Creates the new archive.

Closes this dialog without creating the new archive.

Type the name of the archive to which the dropped file(s) should be added. You can also use New to create a new archive or Open to search for an archive.

Allows you to specify the name of a new archive for the dropped file(s) or folder(s).

Allows you to search for and open an existing archive to which the dropped file(s) or folder(s) should be added.

Determines which files will be added to the archive. **Add (and replace) files** adds all specified files to the archive. **Freshen existing files** updates files that are already in the archive but adds no new files. **Update (and add) files** is the same as Freshen, but adds any files that are not already in the archive. **Move (and replace) files** is the same as Add but deletes files from disk or moves files to the Recycle Bin after they have been added.

All of these choices replace files already in the archive with the same name and folder information as files being added or updated.

Determines the compression method. Faster compression options usually result in larger archives.

Controls how WinZip handles disk-full conditions while creating a new archive on removable media. This choice is available for new archives only.

Stores full folder information (from root folder) in the archive.

Causes WinZip to store files in the archive using short ("8.3") MS-DOS filenames.

Excludes files whose Archive attribute is not set.

Turns off the Archive attribute of any file added to the archive.

Adds files with the System and Hidden attributes. Normally files with these attributes are not added.

Allows you to encrypt the file(s) you are adding. Please be sure to read about encryption in the WinZip help.

Performs the action specified in the Action field using the dropped file(s) or folder(s).

Closes this dialog without adding the dropped file(s) or folder(s) to the archive.

WinZip will minimize its window to the taskbar during installation.

WinZip will save information about your installation, and you will be able to uninstall the software after trying it.

Begins installation.

Closes this dialog.

Closes this dialog without installing.

Displays a list of the screen savers found in the Zip file. Click the one you want to install.

Continues with screen saver installation.

Closes this dialog without extracting any files or installing a screen saver.

Displays a list of the desktop themes found in the Zip file. Click the one you want to install.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing a desktop theme.

Displays a list of files that will be extracted to your Windows folder when the screen saver is installed.

Files being extracted will automatically overwrite existing files with the same name in your Windows folder. If not checked, you will be asked what to do.

Begins installation of the screen saver.

Closes this dialog without extracting any files or installing a screen saver.

Displays an informational list of the folders to which files will be extracted during theme installation. The numbers in parentheses show how many files will be extracted to each folder. Due to the nature of desktop theme installation, it is not possible to change the folders to which files will be extracted.

Files being extracted will automatically overwrite existing files with the same name in the destination folder(s). If not checked, you will be asked what to do.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing the desktop theme.

Displays an informational list of the desktop theme components that appear to be missing from the Zip file.

Continues with desktop theme installation.

Closes this dialog without extracting any files or installing the desktop theme.

Starts WinZip in Wizard mode next time.

Automatically shows the Open dialog (to open an archive) when WinZip starts.

Uses a Windows Explorer-style "tree" view of your system for the Extract dialog box. If not checked, a Windows 3.1-style view of your system is used.

Performs "smart" CR/LF conversion when extracting from TAR files. [Click Help](#) for more information about this option.

Assigns the "always on top" attribute to the WinZip window so that it will always appear "above" normal windows.

Causes WinZip to beep after archive operations that take more than one second to complete.

Enables "Smart DOC file handling." When this feature is enabled and a file is double clicked, WinZip will attempt to determine whether files with .DOC extensions are word processor documents or ASCII text files and then launch the appropriate program to open the file.

Puts files in the Recycle Bin instead of deleting them after a Move operation in the Add dialog box.

Displays a dialog providing a choice of viewers when you View a file. If not checked, WinZip skips this dialog and uses the default viewer for the file type, as determined by the Windows registry.

Enables the desktop theme and screen saver installers. If not checked, WinZip treats Zip files containing desktop themes or screen savers as normal Zip files.

WinZip restores all caution dialogs that you have turned off (a caution dialog is "turned off" by checking its "Do not display this dialog in the future" checkbox).

Sets the number of files that appear in the list of recently used files in the File menu. You can set this to any number from 1 to 9. Click the spin button to the right to raise or lower the number of files that appear in the list.

Automatically displays the Zip file comment when you open a Zip file that contains a comment.

Displays a status dialog when WinZip is busy performing lengthy operations.

WinZip displays the Add dialog when files are dropped on an archive in Explorer. If not checked, dropped files are simply added to the archive without a dialog.

WinZip displays the Add dialog when files are dropped on an open WinZip window. If not checked, dropped files are simply added to the open archive. (If no archive is open, the Add dialog is displayed regardless of this setting.)

If this check box is checked, the password will be displayed as asterisks when you type it. You will be asked to type the password a second time to confirm that you have not made any typing errors.

Provides a space for you to type the password.

Provides a space for you to re-type the password to check for typing errors.

If you are adding files to the archive, adds the selected files after encrypting them with the password and encryption method you specify.

If you are encrypting the files already in the archive, encrypts (or re-encrypts) the existing files with the password and encryption method you specify.

Note: if you have checked "Mask password" you will be asked to type the password again.

Closes this dialog without encrypting or adding any files.

Displays information about encryption and the encryption methods that WinZip supports.

Selects Zip 2.0 compatible encryption. Click the button below for additional information about encryption methods.

Selects 128-bit AES encryption. Click the button below for additional information about encryption methods.

Selects 256-bit AES encryption. Click the button below for additional information about encryption methods.

Displays the column containing member file names. This column is always displayed.

Displays a column showing the file type for each member file.

Displays a column showing the last modification date for each member file.

Displays a column showing the original (uncompressed) size of each member file.

Displays a column showing the compression ratio for each member file. The higher the compression ratio, the more the file has been compressed.

Displays a column showing the size of each member file as stored in the archive (after compression).

Displays a column showing the CRC (checksum) of each member file. This value is used for error checking during file extraction.

Displays a column showing the file attributes of each member file.

Displays a column showing the path (folder) stored in the archive for each member file. Some files may not have folder information, in which case the Path column will be empty.

Resets the displayed columns to the installation defaults (Name, Modified, Size, Ratio, Packed, and Path).

File names that contain no lower case characters appear in all upper case (rather than initial upper case).

Allows you to click anywhere on a file's row of information in order to select it (otherwise you must click the file's name).

Displays grid lines to separate rows and columns in the main WinZip window. Due to a problem in Windows XP, this option is not available to XP users.

Displays a WinZip "watermark" in the lower right corner of the main WinZip window. This feature is available only for Windows XP users.

Uses the same mouse selection settings as your Windows desktop.

Allows you to select a file with a single click. Uncheck "Use current system folder settings" to enable this option.

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Controls when filenames are underlined in single-click selection mode. To enable, uncheck "Use current system folder settings" and select "Single click to open a file."

Requires you to double click a file to open it, regardless of your desktop mouse selection setting. Uncheck "Use current system folder settings" to enable this option.

WinZip uses large toolbar buttons.

WinZip uses Internet Explorer-style toolbar buttons: the buttons appear in gray until the mouse pointer passes over them. This option also displays buttons that are simpler in appearance if **Use large toolbar buttons** is also checked. Has no effect unless **Use flat toolbar buttons** is checked.

WinZip displays toolbar button names.

WinZip displays brief pop-up help text when you hover the mouse pointer on a toolbar button.

WinZip displays toolbar buttons with a flat look rather than a 3-D look. If **Use Explorer-style toolbar buttons** is also checked, the buttons will appear in shades of gray until the mouse pointer passes over them.

WinZip displays toolbar buttons using more colors on systems configured to use more than 256 colors.

Displays a dialog that allows you to select and rearrange the buttons in the toolbar.

When WinZip starts, it does not change folders, so the system default folder is in effect. Usually this is the folder containing WinZip.

When WinZip starts, it changes to the folder containing the last open archive during your last WinZip session, unless it is on your A: or B: drive.

When WinZip starts, it changes to the folder you specify here. Click the Folder button to the right to browse your system.

When WinZip starts, it changes to the folder you specify here. Click the Folder button to the right to browse your system.

When WinZip starts, it changes to the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Extract dialog is the folder containing the currently open archive.

The initial folder listed in the Extract dialog is the folder used in the most recent Extract operation, unless it's on your A: or B: drive.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Extract dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Add dialog is the folder containing the currently open archive.

The initial folder listed in the Add dialog is the folder used in the most recent Add operation, unless it's on your A: or B: drive.

The initial folder listed in the Add dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Folder button to the right to browse your system.

The initial folder listed in the Add dialog is the folder you specify here. Click the Folder button to the right to browse your system.

WinZip must create a temporary copy of the open Zip file during some operations. Normally, WinZip will use the folder containing the Zip file. If the Zip file is located on removable media, however, WinZip will use the folder specified here. Click the Folder button to the right to browse your system.

WinZip must create a temporary copy of the open Zip file during some operations. Normally, WinZip will use the folder containing the Zip file. If the Zip file is located on removable media, however, WinZip will use the folder specified here. Click the Folder button to the right to browse your system.

If this box is checked, WinZip uses the folder specified above only if the open Zip file is stored on removable media. If the box is *not* checked, WinZip uses the folder for *all* temporary Zip files, even if the open Zip file is not stored on removable media.

WinZip uses the folder specified here as the default folder in the CheckOut dialog box. If you don't specify a folder here, WinZip will use the folder containing the open archive. Click the Folder button to the right to browse your system.

WinZip uses the folder specified here as the default folder in the CheckOut dialog box. If you don't specify a folder here, WinZip will use the folder containing the open archive. Click the Folder button to the right to browse your system.

WinZip uses the folder specified here for temporary files. Click the Folder button to the right to browse your system.

WinZip uses the folder specified here for temporary files. Click the Folder button to the right to browse your system.

Windows will use WinZip to open archives from My Computer, Windows Explorer, most e-mail programs, etc. You can use the Associations button to control the specific archive types to associate with WinZip. Click Help for more information about WinZip associations.

Displays a dialog that allows you to control the types of archives with which WinZip is associated. The "Associate WinZip with archives" checkbox must be checked to use this button.

Displays a WinZip icon in the system taskbar tray. You can use the icon to start WinZip, quickly access recently opened archives, etc.

WinZip appears on the Windows Start menu.

A WinZip icon appears on the desktop.

WinZip menu items appear in Windows Explorer's context menu, and you can zip and unzip files without leaving Explorer.

WinZip's Zip and E-Mail option appears in Explorer's context menu, allowing you to easily compress and mail files. Enabled only if a supported e-mail application (e.g., Outlook) is installed.

You can enable or disable all of WinZip's Explorer enhancements by checking or unchecking this checkbox.

WinZip menu items will appear in a submenu of Windows Explorer's context menu. If not checked, WinZip items appear individually in the main context menu.

A small WinZip icon is displayed with WinZip entries in Windows Explorer's context menu.

WinZip includes folder information for all files added when you right click a folder in Windows Explorer or My Computer and choose **Add to *folder-name.zip***. If unchecked, folder information is stored only for files added from subfolders.

WinZip checks to see if EXE files on local hard drives are self-extracting CAB files.

WinZip checks to see if EXE files on removable media are self-extracting CAB files.

WinZip checks to see if EXE files on other drive types are self-extracting CAB files. "Other drive type" means anything other than removable media drives and local hard drives (e.g., network drives).

WinZip displays a comment tooltip when the mouse pointer is hovered over a Zip file on a local hard drive.

WinZip displays a comment tooltip when the mouse pointer is hovered over a Zip file on removable media.

WinZip displays a comment tooltip when the mouse pointer is hovered over a Zip file on other drives. "Other drives" means any drive other than removable media drives and local hard drives (e.g., network drives).

Contains a list of commands that can be included in the My Computer or Windows Explorer context menu. You can enable or disable specific commands by checking or unchecking the checkboxes. Commands that are disabled will not appear in the context menu.

For more information on the specific items that can be added to the Explorer context menu, click anywhere in the Configuration dialog box to close this window, then click **Help**.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Folder button to the right to browse your system.

Specifies the name of the viewer used for file types that do not have a Windows association. Click the Folder button to the right to browse your system.

Specifies the name of the optional application used to make self-extracting Zip files ("Make .Exe File" from the Actions menu). Click the Folder button to the right to browse your system.

Specifies the name of the optional application used to make self-extracting Zip files ("Make .Exe File" from the Actions menu). Click the Folder button to the right to browse your system.

Specifies the name of the optional application used to scan files for viruses ("Virus Scan" from the Actions menu). Click the Folder button to the right to browse your system.

Specifies the name of the optional application used to scan files for viruses ("Virus Scan" from the Actions menu). Click the Folder button to the right to browse your system.

Specifies the parameters (command line) for your virus scanner. If empty, WinZip adds the names of the files to be scanned to the virus scanner command line. WinZip recognizes the following special character sequences:

. - WinZip adds the drive and folder of the files to be scanned. For example, "*.*" might be changed to "c:\temp*.*"


%d - WinZip substitutes the drive and folder of the files to be scanned.


%f - WinZip substitutes the name of a temporary report file (use for DOS-based virus scanners only)


%wscan - a special parameter required for McAfee's WSCAN program only.


Minimizes the virus scanner when it is running.


Specifies the name of the optional application used to process ARJ archives. Click the Browse  button to browse your system.

Specifies the name of the optional application used to process ARJ archives. Click the Browse  button to browse your system.

Specifies the name of the optional application used to process LZH (LHA) archives. Click the Browse  button to browse your system.

Specifies the name of the optional application used to process LZH (LHA) archives. Click the Browse  button to browse your system.

Specifies the name of the optional application used to process ARC archives. Click the Browse  button to browse your system.

Specifies the name of the optional application used to process ARC archives. Click the Browse  button to browse your system.

Overwrites the specified file.

Overwrites the specified file and automatically answers "Yes" to any additional Overwrite dialogs during the current operation.

Skips extraction of the specified file.

Skips extraction of the specified file and cancels the current operation.

Searches all local hard drives for folders containing Zip files and folders named "download" or "dnload".

Searches local hard drives for folders likely to contain Zip files (e.g., "download", "dnload", "ao\download").

Specifies the type(s) of archives to be searched for.

Performs the specified search.

Closes this dialog without performing a search.

Overwrites the specified file.

Overwrites the specified file and automatically answers "Yes" to any additional file replacement dialogs during the current operation.

Skips extraction of the specified file.

Skips extraction of the specified file and cancels the current operation.

Erases all files on the new disk before continuing with the Zip operation.

Continues the current operation, erasing all files on the new disk if the checkbox is checked.

Cancels the current operation. No files on the new disk are erased.

Lists all file types with which WinZip can be associated, showing the current association for each type. Checked file types will be associated with WinZip.

Closes this dialog and creates associations for all checked file types.

Closes this dialog without changing any file associations.

Closes this dialog.

Allows you to obtain information about ordering WinZip from the help file or the WinZip web site.

Displays the WinZip License Agreement.

Displays acknowledgments to the people who helped make WinZip.

Displays information about your system: Windows and DLL versions, resource availability, Windows configuration, etc. You may be asked for this information if you request technical support.

Takes you to the WinZip web site. You must have Internet access and a web browser.

Frequently Asked Questions about WinZip. You can read this information from the help file or access the WinZip web site.

Allows you to enter registration information so that you can create a registered version of WinZip.

Checks for the availability of a WinZip update.

Connects you to the WinZip web site to access the information you requested.

Displays the information you requested from the WinZip help file without accessing the Internet.

Closes this dialog without accessing the Internet or displaying the information you requested.

Allows you to select the font to be used for printing.

Performs the requested print operation.

Closes this dialog without performing the print operation.


Automatically displays the Add dialog after you have specified the new archive name.

Creates a new archive using the name you've specified.

Closes this dialog without creating a new archive.

Specifies the general type of archive you want to create. All existing files of the specified type(s) in the selected folder will be displayed in the window above.

Lists the existing files and folders in the selected location.

To see what's in a folder, double click it. To open the folder one level up, click  on the toolbar. You can also use the Save in box to change drives, etc.

Displays a list of your Favorite Zip Folders.

Displays a dialog that allows you to select a folder to be added to your list of Favorite Zip Folders.

Removes the selected folder from your list of Favorite Zip Folders. The folder is **not** deleted; it is simply removed from your Favorite Zip Folder list.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip automatically adds the folder to your list of Favorite Zip Folders.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip asks if you want to add the folder to your list of Favorite Zip Folders.

When you open a Zip file from Search results that is not in one of your Favorite Zip Folders, WinZip will not add the folder to your list of Favorite Zip Folders.

Shows the folder to which files will be unzipped unless you specify a different folder in the Unzip panel.

Displays a dialog that allows you to change the default unzip folder.

Automatically displays the Zip file comment when you open a Zip file that contains a comment.

Starts WinZip with the Wizard interface next time.

Starts WinZip with the Classic interface next time.

WinZip will display the Switch Interface dialog if you start it in Classic mode and close it in Wizard mode or vice versa.

WinZip will use a simplified Wizard that is compatible with WinZip 7.0. The 7.0 Wizard can unzip and install but it cannot create or update Zip files. You may want to use the simplified Wizard if you use WinZip only for unzipping/installing because it eliminates the Wizard's Select Activity panel.

Enables or disables the desktop theme and screen saver installer.

Displays a WinZip icon in the system taskbar tray. You can use the icon to start WinZip, quickly access recently opened archives, etc.

Context help for Product Updates OK button.

Context help for Product Updates Cancel button.

Context help for product Updates "products and other" radio.

Context help for Product Updates "products only" radio

Extracts the file specified in the message.

Extracts the file specified in the message and all additional selected files.

Skips extraction of the file specified in the message.

Cancels the extract operation (no additional files will be extracted).

A composite file that contains one or more other files, normally compressed. Archives such as Zip files are convenient for grouping related files together, conserving disk storage, and reducing transfer times when sending files over the Internet. You can work with this file by double clicking it or by right clicking it and choosing **Open with WinZip** from the pop-up menu.

Lists files in your Favorite Zip Folders. To open a listed file, double click it or select it and click **Open**. Click **Search** to find archives not located in your Favorite Zip Folders. Click **Options** to add folders to or remove folders from your Favorite Zip Folders.

Specifies the type(s) of files to be listed. Choose **Zip files** to list only Zip files, **All archives** to list all archive formats (Zip, ARJ, CAB, etc.), or **Encoded files** to list only MIME and other encoded files.

Opens the selected file.

Displays a dialog that allows you to search for archives not located in your Favorite Zip Folders.

Closes this dialog without opening a file.

Displays a dialog that allows you to add folders to your Favorite Zip Folders, remove folders from your Favorite Zip Folders, and specify what WinZip should do when opening a file from **Search** results when the file is not located in one of your Favorite Zip Folders.

If this box is checked, the Zip file will be encrypted. You will be asked for the password after you click OK. The recipient of your attachment will need the password in order to extract files from the Zip file.

WinZip Zip and E-Mail Plus creates a name for your Zip file based on today's date. (not available)

WinZip Zip and E-Mail Plus creates a name for your Zip file based on the name of the file you select to be added. If multiple files are selected, the name of the folder is used instead.

Allows you to specify the name for your Zip file.

Provides a space to type the name for your Zip file.

Displays information about WinZip Zip and E-Mail Plus. (not available)

Creates the Zip file attachment containing the files you have selected. If the **Encrypt Zip file** checkbox is checked, you will be asked for a password.

Closes this dialog without creating an attachment.

Displays an overview of using WinZip Zip and E-Mail Plus. (not available)

For help on an item, click **?** at the top of the dialog box and then click the item.


Provides a space for you to type the name of the file you want attached. (not available)

You can use * as a wildcard. For example, you can type *.txt to see a list of all files with a ".txt" extension.

You do not have to type anything here if you select files from the list above--the names of the files you select will be automatically placed in this field.

Lists the folders and files in the selected location. To see what's inside a folder, double click it. (not available)

You can also use the From box to change drives, etc.

To open the folder one level up, click  on the toolbar.

Provides a space for you to type the Zip file password. This password will be required to extract files from the Zip file.

Provides a space for you to type the Zip file password a second time. This confirms that you have typed the password correctly. The two passwords must match before the Zip file will be created.

If checked, the password is "masked," i.e., displayed as asterisks when you type it. You will need to type the password twice to confirm that you have typed it correctly.

Creates the Zip file attachment, encrypting all files using the password you have specified.

Returns to the Zip and E-Mail Plus dialog without creating a Zip file attachment.

Specifies the size of the parts into which the Zip file will be split. Common sizes are listed; choose "Other size" to specify your own size using the **Other size** field.

Creates the split Zip file using the name and size you've specified.

Closes this dialog without creating the split Zip file.

Provides a space for you to type the desired size of the parts into which the Zip file will be split. To use this field, choose "Other size" from the **Part size** drop-down list. The size you specify here is interpreted as bytes, kilobytes (KB) or megabytes (MB) as specified by the radio buttons to the right.

Specifies that the value in the **Other size** field is in bytes.

Specifies that the value in the **Other size** field is in kilobytes.

Specifies that the value in the **Other size** field is in megabytes.

Specifies the types of files that are displayed in the window above.


Provides a space for you to type the name of the split Zip file you want to create.

Specifies the location where you want to locate the split Zip file. Click the arrow to select another location, or click on the toolbar to move up levels.

The window below lists the existing items in the specified location.

Lists files in your Favorite Zip Folders for quick opening.

Provides a space for you to type the name of the archive you want to open. You do not have to type anything here if you select an archive from the list above--the name of the archive you select will be automatically placed in this field.

Specifies the location where you want to locate a file or folder. Click the arrow to select another location, or click  on the toolbar to move up levels.

The box below lists the items in the selected location. To open a file, double click its name.

Opens the selected archive.

Closes this dialog without opening an archive.

If this check box is checked, the password will be displayed as asterisks when you type it.

Provides a space for you to type the password.

Decrypts and extracts the selected files using the password you specify.

Closes this dialog without decrypting and/or extracting any files.

If this check box is checked, the password will be displayed as asterisks when you type it.

Provides a space for you to type the password.

Processes this and any remaining files using the password you specify.

If you are encrypting files already in an archive, this password will be used to decrypt any files that are already encrypted, but the encryption password you previously supplied will be used to re-encrypt the files.

Skips processing of the current file and continues with the next file.

Closes this dialog and cancels processing of any remaining files. If you are encrypting existing files in a Zip file, the Zip file reverts to its previous state, and files that were previously unencrypted will remain unencrypted.

