



**ZipBack® for Windows** is the quickest and easiest way to manage compressed data when storing or archiving files, zipping or unzipping for down-loading, or backing up a fixed disc. Using the industry standard ZIP files, it gives complete compatibility with other users while offering an intuitive point and click interface.

The PKWARE® PKZIP and PKUNZIP compression programs provide a superb solution for minimising data storage needs for all types of files, and include a wide range of configuration options and storage methods. The problem is remembering the syntax for these options and the exact form of the command line in general. Without some type of assistance, the majority of the options may remain unused. **ZipBack** produces compatible files in *Windows*, and in particular provides...

- Single-click, or drag and drop, directory and multiple-file selection.**
- Visible guide to paths, filenames, and included sub-directory files.**
- Searching for files across discs, and a file type information utility.**
- Access to the 'Span Discs' function for backing up to floppy discs.**
- Extraction and deletion of selected files from an existing zip file.**
- View of the technical zip file contents list and zip file integrity tests.**
- Password encryption and full control of paths stored in a zip file.**
- Built-in zip file repair routine to reconstruct any damaged zip files.**
- Multiple selective configurations, and automatic back-up facilities.**
- Help available with F1, including the effect of each option switch.**
- Configuration and option settings saved for the next session.**

**ZipBack now offers Saved Option and Back-up Sets for even easier use**

**ZipBack®** is produced in Great Britain by **StoneBroom Software**. For technical support, general enquires, or details of other specially configured versions, contact:

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**ZipBack** is produced using *Microsoft Visual Basic®*, and demonstrates the versatility of the language allowing versions to be quickly tailored to suit individual user requirements. Versions are available for both **single-user** or **network server** use. **Site licences** are available - please enquire for details. You should ensure that the enclosed Notification of Purchase form is returned to the above address to register your program.

**ZipBack** is one of a number of useful utility programs produced by **StoneBroom Software**. For more details, or a demonstration disc, contact us at the above address.

**ZipBack** uses the DynaZIP® compression routines supplied by Inner Media inc®. It does not change any *Windows* files, using a configuration file stored in its own directory (or the users directory in the case of the network edition). If problems

should occur while using *ZipBack*, exit and delete this file, then restart with the default configuration.

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## **Installation and Set-up.**

**ZipBack** is supplied with an Install and Set-up program which allows you to select the disc and directory where you want to place the program. This **MUST** be run from within *Windows*.

Place your program disc in drive **A:** or **B:** Using *Windows File Manager* or *Program Manager* select **Run..** from the **File** menu, or double-click on the file **INSTALL.EXE** when the disc is open in a *File Manager* window. When prompted, press a drive letter for the hard disc where the program is to be installed. This installs and starts the set-up program. Select a program from the list and edit the path given for the installation if necessary. Press **Install** to copy the program files from the distribution disc to the hard drive. If the target directory does not exist it will be created automatically. Repeat this for any other programs required then press **Exit**. The installation program can set up icons for you in a *Windows Program Manager*.

A complete installation places the following files in the program directory:

<i>Program Files</i>	<i>DynaZIP®</i>	<i>Text and Other Files</i>
ZIPBACK.EXE	DZIP.DLL	ZIPBACK.WRI User Guide
BYTESIZE.EXE	DUNZIP.DLL	BYTESIZE.TXT Help Text
OPTLIMIT.EXE	IMISTAT.VBX	ORDER.WRI Order Form
TUTORIAL.EXE		SW_HELP.RLE Help Screen
MONITOR.EXE		BACKUPx.ICO Back-up Icons

**ZipBack** requires the *Windows* Dynamic Link Library file VBRUN200.DLL to be present in your *Windows* or *Windows/System* directory. The set-up program will install this if it is not already present. You can force it to be re-installed by deleting the original version before you run the installation program.

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Media inc., Hollis, NH, USA. You may not copy, adapt, or distribute any parts of this program without prior consent.

## ***Beginners Guide to ZipBack***

**ZipBack**, as its name suggests, started out as a way of utilising the new back-up options available with zip files. Since then it has matured into a general purpose Windows zipfile manager, and is fast proving to be the most useful of its kind. With only three or four mouse clicks a whole directory can be archived to disc, running in the background while other tasks continue if required. Alternatively files can be dragged from *File Manager*, dropped onto the minimised **ZipBack** icon, and with a couple of clicks the zip file is created.

The interface is highly intuitive. The top section is used to specify the **Source Files**, either matching a pattern selected from the *drop-down list*, individually chosen from any drive or directory using the '*Files*' *selector window* (where sub-directory contents are shown), or selected from the results of a cross directory search in the *Search and Count* dialog.

The controls in the lower left block are used to specify the **Target Path and Name** for the *newly created zip file*, or the path and name of an *existing zip file* which is to be updated. **ZipBack** proposes the name for a new zip file automatically based on the source file selection. For existing zip files the name can be chosen from a list in the *Select Zip File* dialog (press ALT-T or click on the **Target** button).

Finally any **Option Switches** required are set in either the lower right section of the main window, or in the *Advanced Options* dialog which contains less used switches. Click **Zip**, and the file is created.

By choosing an **Existing Zip File** as the Source, the options change to allow these files to be **Unzipped** into the directory selected as the *Target*. Zip files can also be listed, viewed, or tested for integrity in this mode. Now clicking on the **Target** button opens the *Zip File Contents* dialog where one or more files can be selected for *Extracting* (unzipping) or *Deleting* from the zip file.

Each feature or method available in **ZipBack** is examined in detail in the relevant section of this manual, but for new users a tutorial follows showing the basic techniques for zipping files and extracting files from an existing zip file. Note that unlike other *Windows* programs, a single mouse click will change the directory in a list box saving time when moving around on a disc. This feature can be disabled if required.

You should have a blank formatted floppy disc ready and have created a temporary directory on your hard disc where the files created during the tutorial can be stored. This can be done using *Windows File Manager* as follows:

*Click the icon at the top of the drive window corresponding to the drive where the directory is to be created and check that the root directory, i.e. C:\ is highlighted by clicking it once. Then select **File / Create Directory**, type the name (i.e. ZBTEST) and press RETURN.*

## ***Tutorial - Creating a New Zip File.***

Start **ZipBack** by double-clicking on its icon in *Program Manager*. We will first create a zip file containing all the files in the ZIPBACK directory. This will be placed in the temporary directory ZBTEST. The first step is to set up the Source Files Specification using the controls in the top left section of the main **ZipBack** window.

1. Set the drive where **ZipBack** is stored using the drive selector - click the down arrow at the right hand end to open a list of available drives.
2. Select the ZIPBACK directory in the directory list below this, using the scroll bar to bring it into view if necessary.
3. Check that the Source Files Specification reads \*.\* (**All Files**) to include all files in this directory, or select a file type after opening the list with the down arrow. You can also specify the files for inclusion by typing a specification in this box, eg. **zip\*.exe**. The list below the file specification will show only the files that match this, and only these will be included in the new zip file.
4. Now the Target Specification can be set in the lower left section of the main window. The name for the new zip file has already been filled in with the name of the Source directory, unless you typed in a Source File Specification where it will contain the first part of this text. The name can be changed if required by typing a new one.
5. Use the drive and directory controls in the Target section of the main window to set the directory ZBTEST as the target for the new zip file.
6. Now check the lower right section of the main window which contains some of the common zip options. Those that are 'greyed out' do not apply when zipping files, but the others can be selected by clicking as required. For the moment ensure that they are all 'off' (unchecked).
7. Finally click the **Zip** button to start the process. You will see the progress of the zip in the status bars at the bottom of the window. When it is complete the message '*Operation complete - no errors*' is shown, and the new zip file has been created.

## ***Tutorial - Examining the Zip File Contents.***

To check that the zip file has been created correctly, we will now examine the contents.

- 1 In the Source (top left) section of the main window, select the drive and temporary directory ZBTEST where the zip file was created.
- 2 In the Source files list, select this zip file by clicking on it, the name will be copied into the Source Files Specification box above the list. If there are other files in this directory the list will change to show only the selected file.
- 3 Now look at the options in the lower right of the window - they have changed to those that are applicable to a zip file. For the moment select only the **Advanced**

**Options Active** check box and a second window will open showing another list of options. In the centre section click on **View Technical Contents List** so that this is checked.

- 4 Move the windows around so that both are visible (by dragging them with the title bars) and look at the top button in the main **ZipBack** window. This has changed to read **View**. Click on it and a window opens showing the name of each file stored in the zip file, together with other information on the contents.
- 5 To close the window press the **Close** button. Go back to the Advanced Options window and click on **View Technical Contents List** again to turn it off.

### ***Tutorial - Unzipping Files***

Now that we know the zip file is intact, we can extract the original files from it.

- 1 Set the Source Specification to the zip file created in the ZBTEST directory as in the earlier example. It will already be set if you carried out this part of the tutorial.
- 2 Now ensure that the same directory is set in the Target section as the Source - we will extract the files into the same directory as the zip file. The text box where we originally entered the name of the zip file has disappeared. This means that all the files in the zip file will be extracted and so no name is necessary.
- 3 The caption on the top button in the main window should already read **Unzip**. If it reads **View**, the View Technical Contents option in the Advanced Window is still set - turn it off first.
- 4 Click the **Unzip** button and the status bars show the unzip in progress. To see the newly unzipped files change the Source Specification in the top left section back to **\*.\* (All Files)**.

### ***Tutorial - Zipping and Unzipping Selected Files, and Adding to an Existing Zip File.***

The next task is to explore the methods of selecting individual files when zipping or un-zipping, and adding to or updating an existing zip file. We will use a floppy disc to store the created files this time. You should have a formatted disc ready.

- 1 Set the Source Specification to the root directory of the drive where the **ZipBack** program files are stored ( **i.e. C:\** ) using the drive and directory selector controls.
- 2 Click the **Files** button to open another window showing the contents of this directory and six of the sub-directories on the disc. The **<<** and **>>** buttons will be visible if there are more than six sub-directories, and clicking these will scroll through them. Click on the directory name label above a list to set this as the Source Specification and display any sub-directories below this directory.
- 3 Click on a selection of files in any of the lists. They are copied into the Selected Files list and the Source Specification changes to **{ Selected Files }**. Double-click

on any file in this list to remove it from the Selected Files list.

- 4 Click **OK** to return to the main **ZipBack** window and place a disc in the floppy drive. Set the Target drive control to this drive. The suggested name for the file will be **selected.zip**. Change this to **zbttest.zip** by typing **zbttest** in the text box.
- 5 Click on **Zip** to create the new zip file on the floppy disc. It will contain only the files specified in the Selected Files list in the Files Selector window.
- 6 Having created the zip file we will now add some more files to it. Click **Files** to show the File Selector window again. Press the **Clear** button to clear the selected files window, then select more files from the displayed lists.
- 7 Click **OK** to move back to the main window and click the **Target** button. A window will open showing all the existing zip files on the target disc, in this case only the file **zbttest.zip** created earlier. Click on this file and then **OK** - the window closes and this file is shown as the Target.
- 8 Now click **Zip** and the existing zip file **zbttest.zip** will be updated. Files that already exist in the zip file will be replaced, and those that do not exist will be added. To close the Files window click **Files** to bring it to the front, and **Cancel** to close it.
- 9 Finally we need to Extract some files from the new zip file, and Delete some others. Change the Source Specification to the floppy drive where **zbttest.zip** is stored and click on its name in the Source file list to select it.
- 10 Because this is a zip file clicking the **Target** button now opens the **Zip File Contents** window rather than the **Select Zip File** dialog. **ZipBack** reads the contents table of the zip file and displays a list of names of the files in it.
- 11 Hold the CTRL key down and click on some files in the list to select them. Now click on the **Extract** button and the window will close. The name for the Target file will automatically be set to **{Selected Files}**.
- 12 Set the Target drive and directory controls to point to the ZBTEST directory on your hard disc, and click **Unzip** to extract only the selected files. Use *Windows File Manager* to check that they have been extracted if you wish.
- 13 To remove files from **zbttest.zip** repeat steps 10 & 11, but select **Delete** instead of Extract. In this case there is no need to set the Target directory first as you would when Extracting files. The caption on the 'action' button at the top of the main window will now read **Delete**, and clicking it will remove the selected files from the zip file. A warning dialog prevents accidental deletion of files.

### ***Tutorial - Searching for Files.***

Another way of selecting Source files is to use the Search and Count window.

- 1 Click the **Source Files** button to open the **Search and Count** window, and use the drive and directory selectors to move to the root directory of your hard disc.

- 2 In the **Search For:** box select **\*.txt (Text Files)** and click the **Search** button. **ZipBack** will search the whole disc and display all matching files in the list.
- 3 Click one file, then the **Select** button. The Source Specification is set to this file. You can also select several files, and the Source Specification changes to read **{ Selected Files }**.

You can also start and run the **ByteSize** utility from this window. This shows the total size and number of files in the various directories on your discs. See the section on **The Search and Count** window for more details.



### **Source Path and Files.**

Use the drive and directory selectors in the top left of the main **ZipBack** window to set the path to the files required for inclusion in the zip file. The Source File list box shows files in this directory which match the file specification in the Source File text box. It also reflects the current settings of the **System/Hidden Files** option. The list will appear 'greyed' when the files have been selected from the **Files Selector** or the **Search & Count** window.

Click on one file from the list to place it in the Source Specification text box or type the file specification directly. The \* wild card is inserted automatically as appropriate. Delete the Source specification text box contents (or press ESC when the contents are highlighted) to restore the **\*.\* (All files)** display. This and other common file types can be selected by opening the drop-down list in the source file text box (Click on the down arrow button at the right-hand end).

Only files that match this specification, and other options currently set, will be included in the zip file. The **Zip** button is disabled if the source file specification or options selected are not appropriate. To re-enable it ensure you have selected only one file in the main window, or selected files from one of the other windows.

*Files can also be selected for inclusion by:*

- \* Clicking the **Files** button to open the **Files Selector** window.
- \* Clicking the **Source Files:** button to open the **Search and Count** window.
- \* **Dragging** one or more files onto the minimised **ZipBack** icon. (*Windows 3.1 only*)

*Note that by default ZipBack accepts single mouse clicks to select a directory or file. To use the cursor keys instead open the Help on Set-up option (click the Set-up button in the main Help window) and set this option as required.*

### **Target Path and File Name.**

The destination drive and directory for either a **zip file** (*when the Source files are not zip files*) or the **unzipped files** (*when the Source file is a zip file*) are selected in the lower left section of the **ZipBack** window. A name for the Target zip file is suggested automatically as the source file specification changes. Set the Source file path and specification **before** editing the zip file name, as this may be altered by changes in the Source file text box.

When updating an **existing zip file** any of the specified files that already exist in this

zip file will be re-compressed (*updated*), and those that do not will be added. Click on the **Target** button to open a dialog where an existing zip file can be selected. This window also contains a button labelled **Today** which will produce a Target file name based on the current system date.

When the Target drive is **A:** or **B:** the **Span Across Discs** option becomes available. Select this to allow the zip file to cover more than one floppy disc (*a multi-volume file*). A range of options for deleting existing files or formatting the disc first is displayed, the default being to **Add Files To Existing Zip File**. The option you select remains active each time **ZipBack** is started, until switched off or the active Option Set is changed to one with a different *Span* type selected. To format a new disc with **Span Across Discs** place a formatted disc in the drive while setting up the paths and options, then replace with the new disc before clicking **Zip**. If you do not specify a format option the zip process will fail if any of the discs used are not formatted first.

**NOTE:** When **Span Across Discs** is active, the new zip file will **REPLACE** a zip file with the same name in the Target directory, and contain **ONLY FILES SPECIFIED IN THE SOURCE**. When **Span Across Discs** is OFF, an existing Target file will instead be **UPDATED**.

When updating an existing zip file, a temporary file is created in that directory. If the target is **A:** or **B:**, **ZipBack** re-directs this file to the **temporary directory** currently set in your AUTOEXEC.BAT file automatically. This can be disabled in the **Advanced Configuration** section of the *Option and Backup Sets* window.

To interrupt a zip or unzip once it has started click the **Cancel** button.

### **Using the Files Selector.**

Click **Files** to open a window showing matching files in the directory currently selected as the Source and up to six of the sub-directories below it. The lists reflect the current settings of the **Sub Directory Files**, and **System/Hidden Files** options. Changes to the Source specification, drive or directory are carried through to the main **ZipBack** window. Delete the Source text box contents or use the drop-down list to return to \*.\* (**All files**).

If there are more than six sub-directories in the current path, the << and >> buttons will be available to scroll through these. Clicking on a directory in the list box, or on the directory name label of a sub-directory file list, changes the Source specification to that directory.

Note that only sub-directories one level down are shown, but creating a zip file with the **Sub-Directory Files** option active will include files in the sub-directories on all levels below the currently selected Source directory. When this option is not active the contents of the sub-directory file lists appear 'greyed' but can still be selected.

To perform a **Selected Files Zip** click on the files to be included, moving between directories as required. They are added to the *Selected Files* list. The **All ->** button adds an entry which specifies all files in the currently selected Source directory. The **Clear** button empties the Selected Files list completely.

Files can be removed from the list by double-clicking on them in this list or by multi-selecting with SHIFT and CTRL (see your *Windows* manual for details) and pressing **DELETE**. This DOES NOT delete files from the disc. Once the required list is



complete you MUST click **OK** to confirm the selection. Clicking **Cancel** closes the window and clears the list. Now start the zip from the *ZipBack* window.

*The list of selected files is cleared when the **Files Selector** window is **closed** but not when it is **minimised**, however minimising the main *ZipBack* window will clear the list.*

When **OK** is clicked, a list of the *Selected Files* is written to the hard disc. This file is usually deleted automatically when *ZipBack* is closed. By setting the **Save Selected Files List on Exit** option in the *Option and Back-up Sets* window it will be saved, and re-loaded the next time *ZipBack* is started.

The *File Selector* window can be used to perform incremental file back-ups. If the **Show Changed Files Only** option is set, the file lists show only the files that have their 'archive' bit set, i.e. have changed since the last back-up was made. When you zip the files selected in this window, their archive bit is cleared once the zip is successfully completed. Hence you can use this option to include only changed files in a zip file. If you use the **All ->** button, however, the zip file will include ALL files in that directory, irrespective of their 'archive' setting. This allows you to back-up and clear the archive flag for all the files in a directory, and then use **ZipBack** to include only those that have changed in future back-ups.

The *Files Selector* window will also create a *Selected Files* list as part of an Option Set. See the section on *Saved Option and Back-up Sets* for more information. Note that a subsequent *Selected Files* list created in this or in the *Search and Count* window will overwrite the saved *Selected Files* list.

A count of the **total size of all selected files** is displayed. This may slow down file selection on a floppy drive and can be disabled by clearing the check box in the *Help on Files* window. The count will display an error message if any of the selected files cannot be re-accessed, for example if they are on a floppy disc that has been removed.

## ***Search & Count, and ByteSize.***

Click the **Source Files:** button to open a window where a search can be made for files which match a given specification. Set the starting directory for the search and enter a valid file name (including the \* and ? wild cards if required). Matching files are displayed as the search proceeds. The search can be aborted by clicking **Cancel** at any time.

Select one or more files in the list and press **Select** to set these as the source specification in the main *ZipBack* window. This provides a quick method of finding zip files for un-zipping. As in the *File Selector* window a count of the **total size of all selected files** is displayed. This can be disabled by clearing the check box in the *Help on Source* window.

The *Search & Count* window also contains a button to launch or activate the **ByteSize** utility which provides a count by size, number and extension for files in any set of directories on the disc. As in each of the *ZipBack* windows, pressing **F1** brings up context sensitive **Help** screens. You can use **ByteSize** to check the total number of files and their total size in a directory and all its sub-directories. It also shows what proportion of the total each type of file uses, and by selecting a particular attribute,

such as **Archive** you can see how many files of the total have changed since they were last backed up.

### ***Using ZipBack to Back Up a Fixed Disc.***

Because of the excellent file compression achieved using zip files, backing up takes less discs than many other methods. **ZipBack** encourages backing up of complete directories by suggesting the directory name as the name for the zip file. By backing up each of the main application directories separately the task is quicker and, if a suitable source file type and options are selected, can include only the files which are regularly changed.

Limiting the number of files included in each zip file also makes retrieval simpler, and reduces the chance of a damaged disc causing huge loss of data. As long as the last disc in a set is intact, you can generally retrieve files on all the undamaged discs.

**WARNING:** *Unlike 'normal' zip files, multi-volume (Span Discs) zip files **cannot be updated**. When **Span Across Discs** is set, any existing zip file in the Target directory with the same name **WILL BE REPLACED BY THE NEW FILE**. You should instead create a master multi-volume file of the directory or file set and then maintain an incremental backup of changed files on a series of different discs.*

**Tip:** See the section on the *File Selector* window for details of how you can use **ZipBack** to create incremental back-ups. This utilises the DOS 'Archive' flag which indicates files that have been changed since they were last backed up.

If **ZipBack** is running (or minimised) when *Windows* itself is closed, a dialog will appear offering the opportunity to back up files before the *Windows* session ends. Click **Yes** to restore **ZipBack** with the special option set named **BACK\_UP** as the current configuration. Now when **ZipBack** is closed, it will automatically end the *Windows* session. See the section on **Using Saved Option and Back-up Sets** for details on creating and saving Option Sets.

### ***Unzipping Existing Zip Files.***

If the current source file specification has a **.zip** extension the available options change to allow matching files in the Source directory to be unzipped into the drive and directory selected as the Target. If **Restore Directories** is also set, any file paths held in the zip file will be restored in the target directory. For multi-volume (*Span Discs*) files place the last disc in the drive first.

If the Source list contains a single zip file click the **Target** button to open the **Zip File Contents** window where files can be selected by clicking (with CTRL and SHIFT to multi-select), or a file specification set as required. Select **Extract** to unzip only the specified files from the Source zip file, or **Delete** to remove these files from the zip file. Changes to the Source specification in the main **ZipBack** window cancel the delete option until selected again. The Target file name in the main **ZipBack** window shows the specification of the selected files and can be edited here directly.

**Extract Newer Files Only** (based on the file time and date stamp) and **Auto-Overwrite Existing Files** can also be specified. The **Freshen Existing Files** option causes only files which already exist in the target directory, and have a more recent

date and time stamp, to be extracted. The Source Files drop-down list box contains the **\*.zip (Zip Files)** file specification.

*Tip: Use Window's File Manager to associate zip files with ZipBack so that double-clicking any zip file will load ZipBack with that file ready for viewing or un-zipping. The Search & Count window can also be used to locate all zip files on a disc.*

## **Common Zip and Unzip Options.**

**Full Directory Paths** and **Directory Paths Below** cause either the full path of all files and directories, or only that of directories below the current source, to be stored with the name of the files as they are zipped. Only the **Full Directory Path** option can be used without **Sub Directory Files**. The section **Storing File Paths** (at the end of this manual) gives more information about how paths can be stored with the file names in a zip file. If you want to reconstruct the directory structure when you unzip the file you must activate one of these options as you create the zip file.

**Sub Directory Files** includes all matching files in ALL directories below the source in the zip file. Generally used in conjunction with the above, it is set automatically when either is selected but can be switched off with the **Full Directory Paths** option.

**Update and Add Files** saves time if the target file already exists. Only existing files that have a later date-stamp or files that do not exist in the zip file are compressed. Use is excluded with the **Span Across Discs** options.

**Span Across Discs** is enabled when the target drive is **A:** or **B:** and allows the created zip file to use more than one floppy disc. When **Span Across Discs** is selected, a dialog box opens allowing selection of various multi-volume functions. This option is only active for the current session. **Note that existing zip files with the same name are REPLACED when this option is active.**

**Restore Directories** is only available when the source file has a **.zip** extension, and will recreate in the selected target drive and directory any directory structure which was stored in the zip file with a **Directory Paths** option active.

**Extract Newer Files** works when unzipping in the same way as **Update and Add** in that only zipped files that do not already exist in the target directory, or have a later date-stamp than those that do exist, are extracted.

**Advanced Options Active** opens a window where other options can be selected. See the section on **The Advanced Options Window** for more details.

## **The Advanced Options window.**

This window allows less common zip and unzip options to be used with ease. With the exception of **Auto List Refresh** and **Drag and Drop** they do not take effect unless the **Advanced Options Active** checkbox in the main **ZipBack** window is also set. The **Advanced Options** window can be **hidden** or **minimised** with the selected options still being active. When the window is hidden, clicking twice on the **Advanced Options Active** checkbox in the main **ZipBack** window will restore it. Pressing **F1** brings up context sensitive **Help** windows.

**Use Maximal Compression** causes *ZipBack* to use the maximum compression settings to create smaller zip files. The program may run more slowly when this option is active on some machines.

**Move Files Into Zip File** deletes source files (and empty directories) after they have been zipped successfully. A warning dialog is displayed when this is active and the operation can be cancelled. *Take care when using this option.*

**Include System/Hidden Files** allows all matching *System* and *Hidden* files to be displayed in the source file list box and included in the zip file. Normally *ZipBack* does not show or zip any files which have their Hidden or System attribute set.

**Auto-Overwrite Existing Files** prevents the usual warning prompts that are displayed if an extracted file already exist in the target directory. Instead it will automatically overwrite it, unless the target file has its Read-Only attribute set.

**View Technical Contents List** and **Test Zip File Integrity** provide on-screen details of the files stored in the source zip file, or test the zip file to ensure it has no internal errors. This option alternates between **View** and **Test** when clicked. You can also print a listing of the zip file contents from the *View* window. **Note:** Integrity Testing does **not** compare the zip file contents with the original files, but simply confirms that the structure and CRC error tables in the zip file are valid.

**Attempt to Fix Damaged Zip** uses two routines which will attempt to repair a damaged zip file. If you find an error message appears when updating an existing zip file, select it as the source and turn this option on. Then attempt to *View*, or *unzip* the file. If *ZipBack* cannot read a file it is attempting to unzip, it will prompt you to run the fix option automatically.

**List Zip Contents to File** produces a plain text file containing a contents list for the source zip file. Click this option (or on the filename below it) to display a dialog box where the path and file name of the listing can be set. The **Today** button gives a file name based on today's date.

**Freshen Existing Files Only** sets *ZipBack* so that only files which already exist in the target directory (*when unzipping an existing zip file*) or the zip file (*when zipping files to an existing zip file*), and are more recent than these existing files, will be zipped or unzipped. It differs from **Update and Add Files** and **Extract Newer Files** in that files which do not already exist in the target directory or zip file are not included in the operation.

**Password Encryption Active** enables use of a password for encrypting or decrypting zip files. See the section on **Using Password Encryption** for more details.

**Drag/Drop Active** allows one or more files to be dragged from *File Manager* or other enabled application onto the minimised **ZipBack** icon to set these as the Source file specification. When more than one file is dropped the names are placed in the *Selected Files* window. It requires the file SHELL.DLL to be present in the *Windows System* directory, and is only supported in *Windows 3.1* or above. This file should exist as part of a standard *Windows* set-up.

**Auto List Refresh.** In *Windows 386 Enhanced Mode* other programs continue to run while a zip or unzip operation is proceeding. The directory and file lists are refreshed (*re-read from disc*) automatically each time the main window is brought to the front. This regular updating of list-boxes may affect program response on a slow hard disc or floppy drive, and the effect can be minimised by clearing this checkbox.

*\* When **Auto List Refresh** is disabled, changes to directory structure or files made by **ZipBack**, or other programs running concurrently, may not be shown immediately in the list boxes. To update the lists, change the directory or file specification, or click on any blank area of the **ZipBack** or **File Selector** windows.*

## **Using Saved Options and Back-up Sets.**

A major advance in this version of **ZipBack** is the provision of saved **Option Sets**. These contain the settings for all the paths and option switches, including the Source and Target file names (*which are not saved in the default set*), but excluding window positions.

Each Set can be assigned a name of up to eight characters, and there is no limit to the number of Sets that can be used. Control of Sets is via the **Option and Backup Sets** window, activated with the **Sets** button in the main **ZipBack** window. It shows the currently active Set and a list of all other available Sets. The name of the active Set is also shown in the main **ZipBack** window.

### **To Create a New Option Set:**

Click **Sets** to open the **Option and Backup Sets** window, and type a name for the new Set. Answer **Yes** to the prompt to create a new Set. This will assume the same settings as your default (*start-up*) configuration. To customise the Set:

- 1 - Select the drive and directory for the Source files.
- 2 - Set the Source file specification either by selecting from the file list, or entering a specification in the usual way. The **File Selector** window can be used instead to select files from any drives and directories.
- 3 - Select the Target drive and directory. The name suggested for the Target file can be changed as required.
- 4 - Set any other options you require in the main **ZipBack** and **Advanced** windows. Remember to set **Advanced Option Active on Program Start-up** if you select any from the **Advanced** window.

The new Option Set will be saved automatically when you either exit from **ZipBack**, or select a different Option Set in the **Sets** window. It can also be saved by opening the **Sets** window and turning off the **Save Settings on Exit** option. This causes the current Set to be saved immediately, and any future changes made while this Set is in use will not be saved.

**NOTE:** *If you have used the **Files Selector** window to specify Source files for this Set you must also turn ON **Save Selected Files List on Exit** in the **Sets** window. Otherwise the Selected Files list will be deleted when you change to another Set or exit from **ZipBack**.*

### **To Select or Delete an Existing Option Set:**

In the **Option and Backup Sets** window click on the name of the Set then press

**Select** to change to this Set. **ZipBack** reads the configuration from disc and makes this the active Set. If a *Selected Files* list has been saved with this Set it is reloaded into the *Files Selector* window and the Source specification changes to read **{ Selected Files }**. To **Delete** a Set click on it's name in the **Sets** window then press the **Delete** button to remove it from the disc.

There is one special Set named BACK\_UP which is automatically created or activated if *Windows* is closed while **ZipBack** is active (See the section on **Backing Up a Fixed Disc** for more details). The configuration of this Set can be changed

and saved in the same way as all others. For maximum benefit from this feature, and the **Drag and Drop** facility, add **ZipBack** to your *Start Up* group in *Program Manager* and check the *Run Minimised* option.

Any Option Set can be added to the **ZipBack** command line in *Program Manager's File / Properties* dialog so that it is loaded automatically with **ZipBack**. A *Selected Files* list that was saved with this Set will be loaded into the *Files Selector* window. By adding several icons to *Program Manager* with each specifying a different Set, and with the **Auto-run** command included, an **Automatic Back-up System** can be created. See **ZipBack Parameters and Switches** for more information on the command line parameters available.

**NOTE:** **ZipBack** contains a **Set Wizard** which can be used to create new option sets easily by answering a few simple questions. Start Set Wizard from the **Help on Option Sets** window (Click **Help, Sets, Run Set Wizard**), or directly from the **Option and Back-up Sets** window (Click **Sets** in the main **ZipBack** window, then **Run Set Wizard**).

### **The Saved Option Settings Files**

The Default start-up configuration (.INI), Option Sets (.SET) and Selected Files lists (.LST) are saved as ASCII files in the program directory (or user directory for the network version). The INI and SET files hold path and option settings and are similar except that the Default file does not hold Source and Target file names, they are always set to \*.\* (All Files) when **ZipBack** starts, and the Option Set files do not store the positions of the windows. The following are NOT saved in either configuration file:

- \* Password Encryption Active, and the last actual password used.
- \* View Technical Contents and List Contents to File Active.

By clearing the checkbox in the **Option and Backup Sets** window the saving of ALL the option settings can be disabled so that **ZipBack** always loads with a fixed configuration. The *Selected Files* list can also be saved on exit by setting the checkbox in the same window. **NOTE:** The *Selected Files* list is re-written each time a *Selected Files* operation is started in the **Files Selector** or **Search & Count** windows, but not when extracting files from a zip file.

**Tip:** If problems should occur when loading or running **ZipBack**, exit and delete the configuration file(s), then restart with the default settings.

### **Using Password Encryption.**

Selecting the **Password Encryption Active** option opens a dialog where a password

can be entered for use in a **zip**, **unzip** or **test** operation. The most recent password used during the current session is displayed, though it is **NOT** saved when **ZipBack** ends. Selecting **Cancel** removes the current password and deactivates this option. When zipping files a '**Confirm or Cancel**' message is displayed. The password option must be re-selected after each zip or unzip starts, and is disabled when not applicable. You must supply the correct password for a test or view operation on an encrypted zip file.

The maximum length is by default ten characters, and can contain only letters and numbers to avoid conflicts when the file is un-encrypted on a machine which uses a different keyboard type. The maximum and minimum password length, and other parameters, can be changed in the **Advanced Configuration** section of the **Option and Backup Sets** window.

**WARNING:** Files saved with **Password Encryption Active** cannot be restored without this password. The password is case-sensitive in that '**MikeJones**' is different from '**Mikejones**'.

### **ZipBack Parameters and Switches Summary.**

**ZipBack** accepts two distinct types of **command line parameters**, both of which can be added to the command line in *Program Manager's File / Properties* dialog or added to the DOS command line when **ZipBack** is called from outside *Windows*.

A file specification, including wild card characters and full path if required, will be used to set the Source specification to that file. Associating **ZipBack** with zip files (using *File Manager*) can be used to **automatically load the program** when double-clicking on an existing zip file.

An Option Set name, preceded by **/S**, will cause **ZipBack** to start with that Set as the active one. Any *Selected Files* list saved with it will be loaded into the **Files Selector** window. Appending **/A** will cause **ZipBack** to start the zip or unzip for that Option Set automatically, equivalent to pressing the **Zip** button, and then exit. For example the command line

**C:\ZIPBACK\ZIPBACK.EXE /SWINWORD1 /A**

could load an option set which specified all *Word for Windows* DOC files which have their Archive flag set, and Update or Add them using Maximal Compression to an existing zip file on the disc in drive A: If **ZipBack** cannot access the specified Source or Target directory for any reason, the *Auto-Run* action is aborted automatically.

#### **Other Program Switches.**

**Use Cursor Keys in Directory and File List Boxes.** By default **ZipBack** allows a single mouse click to be used to change directory or select from a list, giving faster response and easier selection. To use the cursor keys instead check this option in the *Help On Set-up* window. Selection can then be made by moving the highlight and pressing the RETURN key or SPACE bar. This does change the way that some controls react however.

**Show Total Selected Files Size.** The total size count can be disabled for the *File Selector* window in *Help on Files*, and for the *Search and Count* window in *Help on Source*.

**Display ZipBack Hints Windows.** When you are familiar with how *ZipBack* works you may wish to switch off the *Hints* windows, which appear at various stages of the program, with this option in the *Help on Set-up* window.

### ***Typical Compression Rates you can expect from ZipBack.***

The actual compression achieved for each zipped file depends on the content of that file. As a guide, the following shows 'real-world' results obtained on a selection of average files.

**Graphics files:** Simple 16 / 256 colour (BMP or PCX) - reduced to around **5%** of the original size.

**Vector files:** (WMF etc) and EPS printer files - reduced to around **10%** of the original size.

**Word Processor files:** (DOC, WRI, TXT, etc) - reduced to around **20%** of the original size.

**Spreadsheet files:** (XLS or WKS) - reduced to around **25%** of the original size.

**Database files:** (DBF, MDB etc) - reduced to around **25%** of the original size.

**Program files:** (EXE or COM) - reduced to around **40%** of the original size.

**Picture files:** Complex 24-bit or 256 colour (PCX etc) - reduced to around **45%** of the original size.

### ***Getting the Most from ZipBack.***

Use *Windows File Manager* to associate zip files with *ZipBack*, so that double-clicking a file with a .zip extension will run *ZipBack* with that file set ready for listing or unzipping.

**How ...** In *File Manager* click once on a zip file and select **File / Associate / Browse..** Change to your ***ZipBack*** directory and select ZIPBACK.EXE and **OK**, then **OK** again to close the dialog.

Load *ZipBack* minimised from your *Program Manager* Start Up group, so that the Drag and Drop and Auto-Backup features are automatically enabled.

**How ...** In *Program Manager* ensure that both the group containing ***ZipBack*** and your *Start Up* group are visible. Hold down the CTRL key and drag the ***ZipBack*** program icon into the *Start Up* group. Release the mouse button then the CTRL key. Select **File / Properties** and click the *Run Minimised* box so that it is checked, then click **OK**.

Create **Option Sets** for files you regularly compress or backup and save these so that they can be quickly recalled with all the necessary options set automatically, and only a click on the **Zip** button is needed to start the task.

**How ...** With ***ZipBack*** running, click on **Sets** and type a name for the new Option Set, then click **Select**. Answer **Yes** to create a new Set and its name will be shown in the main ***ZipBack*** window. Set the Source and Target specifications and paths as required, and select any zip or unzip options (such as ***Include Sub Directory Files***) from both the main ***ZipBack*** and ***Advanced*** windows. Remember to set the ***Advanced Options Active on***



**Program Start-Up.** These options will be saved in the new Set when you close **ZipBack** or change to another Set.

The **File Selector** window can also be used to specify the particular files included in an Options Set. Click the **Files** button and select the files you require. You **must** then click **OK** rather than just clicking on the main **ZipBack** window to bring it to the front. Now go back to the **Sets** window and turn on the **Save Selected Files List on Exit** option. This list will then be reloaded into the **File Selector** window automatically when this Option Set is selected. To prevent the options being changed each time the Set is used, turn off the **Save Settings On Exit** option in the same window. You will be prompted to save the current settings, and any changes then made while **ZipBack** is running with this Set active will not be saved when it is closed. Click on **Close** to return to the main **ZipBack** window.

NOTE: You can use the **ZipBack Set Wizard** to create option sets for you. Click **Run Set Wizard** in the **Option and Backup Sets** window

Place extra icons for **ZipBack** in **Program Manager**, each using parameters to run **ZipBack** with an Option Set loaded and the zip process started automatically.

**How ...** In **Program Manager** copy the **ZipBack** icon by dragging it with the CTRL key held down. Now click on the new copy and select **File / Properties**. Add to the Command Line any required parameters then click **OK**. For instance to load an Option Set add **/S** and the name of the Set, i.e. **/SBACKUP3** for the BACKUP3 Option Set. To run the zip process automatically after the Set is loaded add **/A**, so to run this Option Set (assuming **ZipBack** is in the directory C:\ZIPBACK) the command line would read: **C:\ZIPBACK\ZIPBACK.EXE /SBACKUP3 /A**

## **Terms and Conditions of Use for ZipBack**

Your purchase of **ZipBack** implies that you accept the standard terms that apply within the software industry. Ownership extends only to a license to use the software in line with these terms, and no responsibility is accepted by **StoneBroom Software**, the author or distributors, for the results of its use.

You are entitled to make back-up copies of the program and install it on more than one machine. However ONLY ONE USER may be running the program at any time. If you require more than one copy to be used concurrently, you must purchase a multi-user (site) license, or Network Edition with a sufficient users specified.

You are actively encouraged to pass on copies of the EVALUATION version of **ZipBack**. You are NOT, however, entitled to distribute the REGISTERED PROGRAM outside the terms of your license. Evaluation copies are available from your dealer or direct from **StoneBroom Software** at the address shown in the front of the manual.

You must return the Notification of Purchase form once installation is completed to entitle you to technical support and to register for product improvements and upgrade information.

## ***Storing File Paths and Sub Directory Contents in the Zip File.***

When creating a zip file which will be unzipped with the ***Restore Directories*** option, it's important that the correct paths are included with the file names in the zip file.

The paths contained in a zip file can be examined in the ***Zip File Contents*** window (click the ***Target*** button). With ***Restore Directories*** active, the paths included in the zip file are re-created **within the currently selected Target directory**.

It is a good idea to experiment with the various options, then examine the results in the ***Zip File Contents*** window to ensure you are aware of how they affect the stored files.