

NetZIP Online Help

Welcome to NetZIP from Software Builders International. Please register your copy by calling:

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(770)395-6465 Voice

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About NetZIP and NetZIP Professional Editions

Two editions of NetZip are available:

NetZIP

NetZIP makes compressing and extracting files a simple drag and drop operation. You can create ZIP files as well as extract ZIP, TAR, GZIP, and Z files. By archiving files to a ZIP file you can save megabytes of disk space, or hours of online service charges.

NetZIP Professional

The Professional edition of NetZIP has features that power-users will appreciate. With NetZIP Professional you get everything that is included in NetZIP, plus the ability to create ZIP and UNZIP configuration files, the ability to open multiple views of archives, the ability to search for files within ZIP files, and contains Software Builders ZIPPLUS feature. NetZIP Professional also supports Direct Data Exchange (DDE) between applications.

About This Online Help

This online help describes all NetZIP features. Topics that apply only to the Professional Edition are listed under the heading Professional Only throughout this online help. All topics relating to creating ZIP files apply to Professional users.

Remote ZIP Feature

NetZIP 4.0 integrates easily with Internet browsers such as Netscape - just configure the browser to launch NetZIP whenever a ZIP file is transferred.

NetZIP 4.0 now includes Remote ZIP technology for use on the Internet and other TCP/IP networks. Remote ZIP allows NetZIP 4.0 to manage ZIP files remotely from a NetZIP On-line Server. NetZIP can display the contents of a ZIP file without transferring the entire archive. NetZIP can also transfer only specific portions of a ZIP file. NetZIP can now be used to preview ZIP files, download specific files out of a ZIP file, and then later download the entire ZIP file. NetZIP does not maintain a connection with the NetZIP Server when not transferring data.

Tutorial

The following tutorials are available:

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[Opening a ZIP File](#)

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

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Getting Started

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

This section is a simple tutorial on the ZIP features of NetZIP for Windows. The tutorial lasts about 10 minutes. This is a hands-on tutorial that will teach you how to use NetZIP. Although the tutorial focuses on ZIP files, most of the concepts are the same for TAR files, except NetZIP can only extract TAR files - it cannot create them. By following the tutorial, you will learn how to use NetZIPs most common features.

This tutorial assumes that you have installed NetZIP on your C: drive. Throughout this tutorial we will use the default path C:\NETZIP. Of course, if you have installed NetZIP on a different drive, substitute the appropriate drive letter for C:.

By following the tutorial, you will:

- Learn what a ZIP file is
- Create a new ZIP file
- Open a ZIP file
- Add/delete files in a ZIP file
- View/move files in a ZIP file
- Print the contents of a ZIP file
- Extract a ZIP file
- Filter, recurse directories, and store path
- Delete a ZIP file

Professional Edition users will also:

- Send a ZIP file using Microsoft Mail
- Span disks
- Search for a particular file in a ZIP file
- Filter an active ZIP file window
- Create a configuration file
- Use the checkout feature
- Use the ZIPPLUS feature

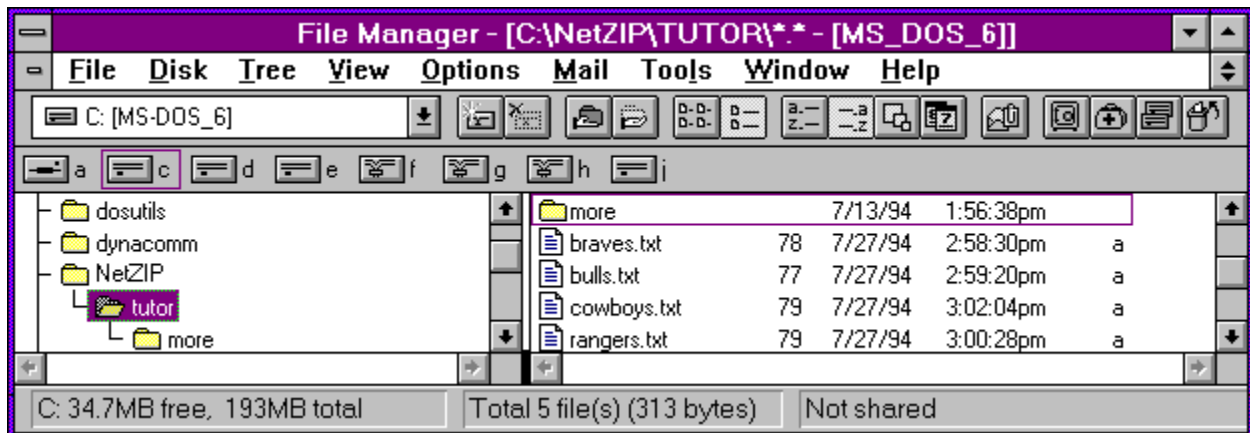
Next Section: [Introduction to Zip Files](#)

Introduction to ZIP Files

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

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

If you go into File Manager, you will notice that there is a C:\NETZIP\TUTOR directory. If you open this directory you will notice that there is another directory and a few files (dir MORE, braves.txt, bulls.txt, cowboys.txt, rangers.txt) that will be used in the following tutorials.



Close File Manager so you can continue with the tutorial.

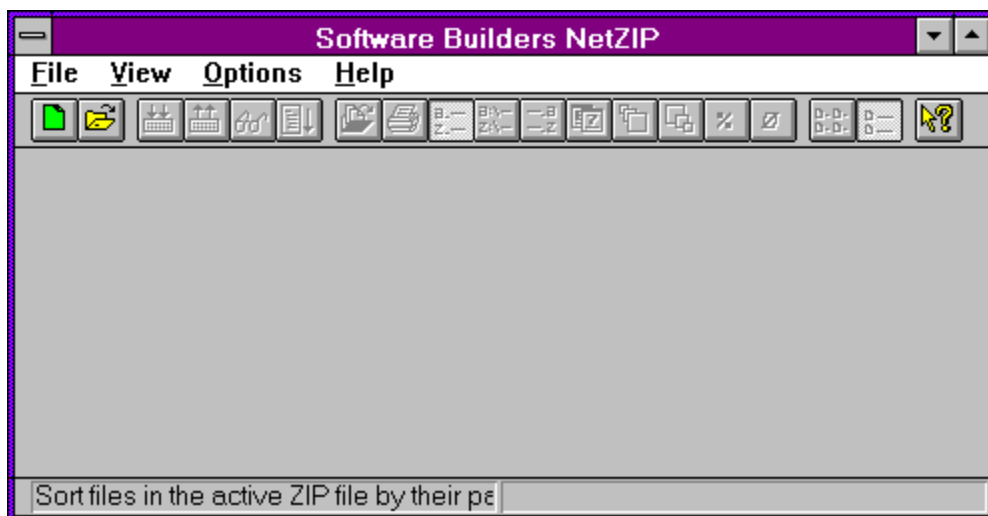
Next Section: [Creating a New ZIP File](#)

Creating a New ZIP File

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

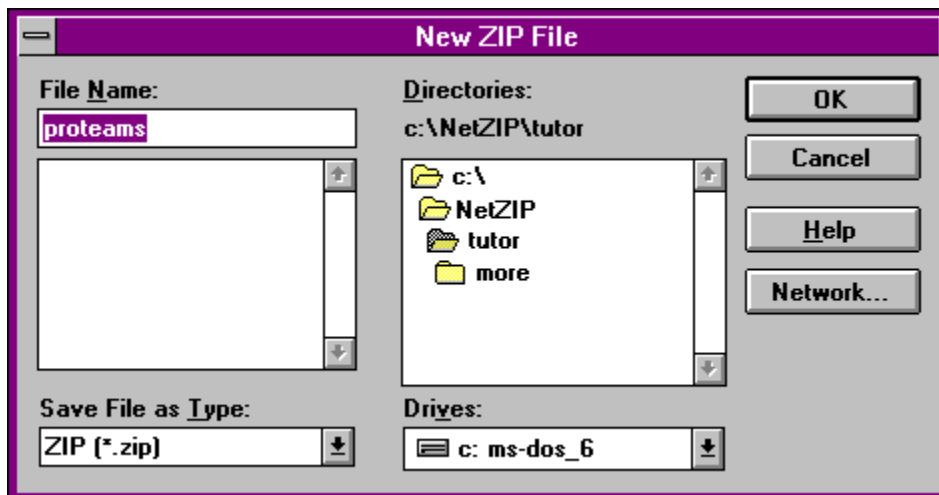


You will now learn how to create a new ZIP File. Begin by opening NetZIP by double clicking on its icon in Program Manager in the NetZIP program group (like the one at the beginning of the paragraph). The NetZIP Window will appear:



Next go to the *File* menu and select *New ZIP File* or click the **New** button on the toolbar.

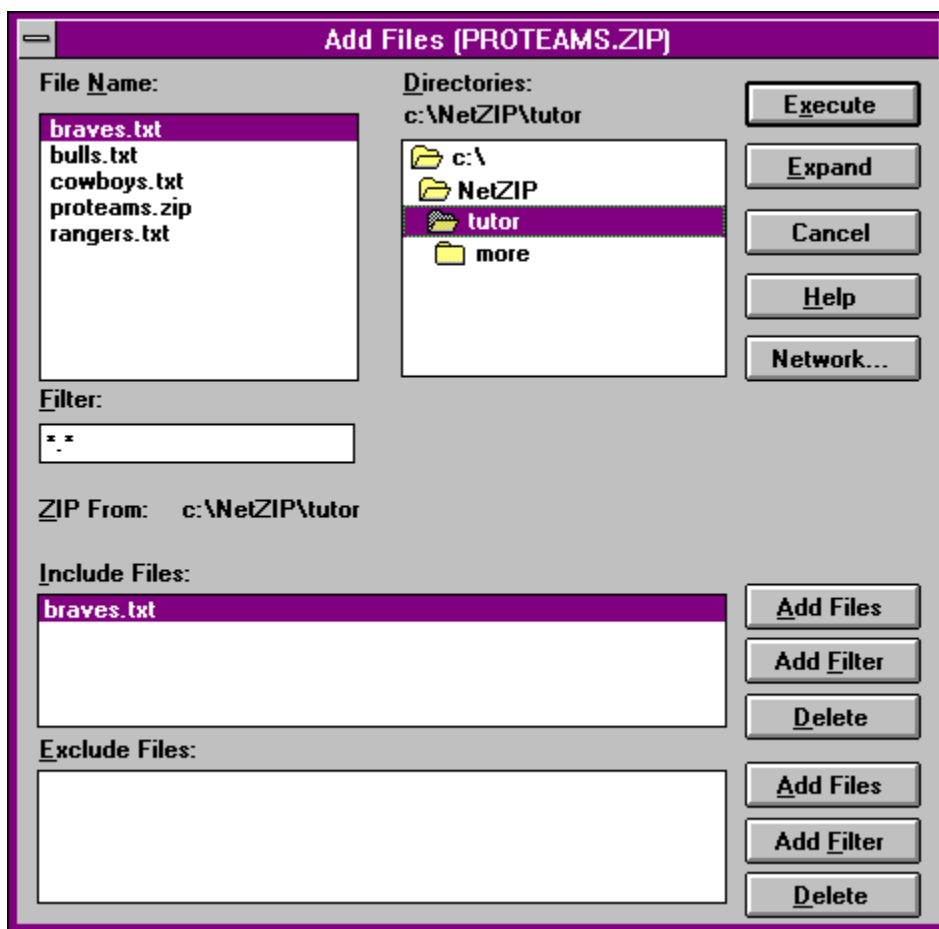
The [New ZIP File](#) dialog box will appear. In the *Filename* box, type PROTEAMS.ZIP. This will be the name of the new ZIP file. Make sure that the path (C:\NETZIP\TUTOR) is correct:



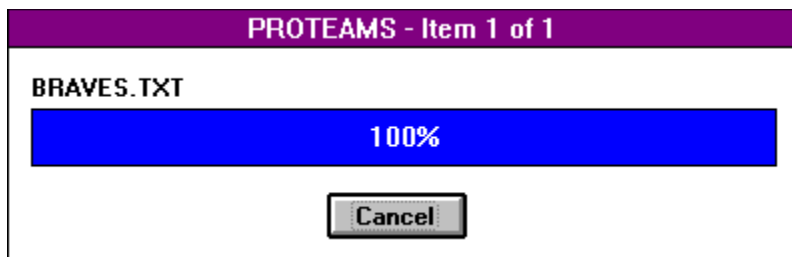
Select **OK**.

Another dialog box will appear called [Compress Files](#). For the time being, you will ignore everything in this box and just select the **Continue** button.

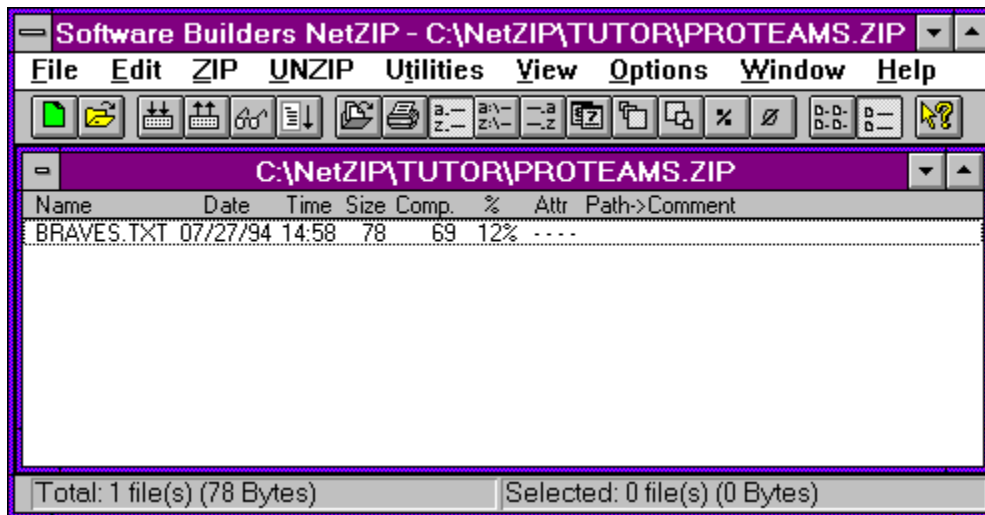
Finally, the [Add Files](#) dialog box will appear. For now, you will compress only the BRAVES.TXT file by highlighting this file and selecting **Add** next to the *Include Files* list box. You can also double-click on BRAVES.TXT to send it to the *Include Files* list box:



Select **Execute**. You will see a percent-complete indicator appear while the files are being compressed:



When the compression is completed, another window will appear within NetZIP showing the ZIP file and the compressed file within in it:



Close this ZIP file.

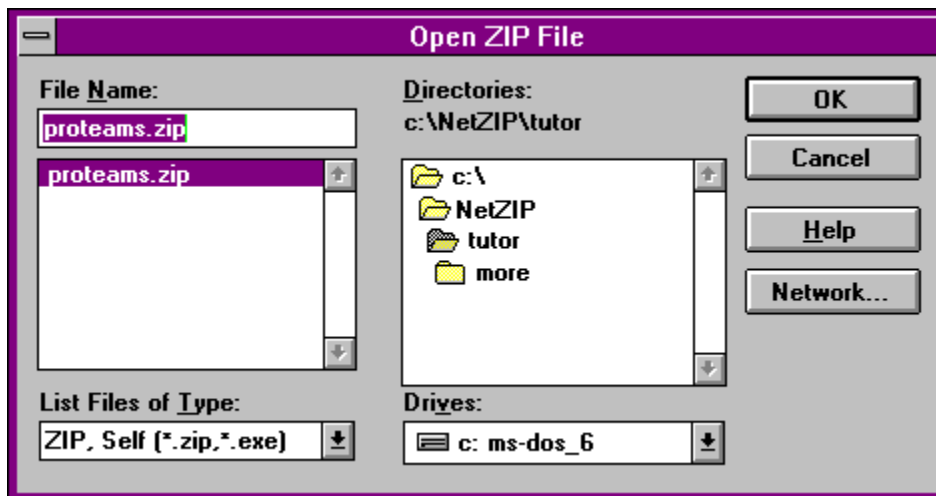
Next Section: [Opening a ZIP File](#)

Opening a ZIP File

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



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



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

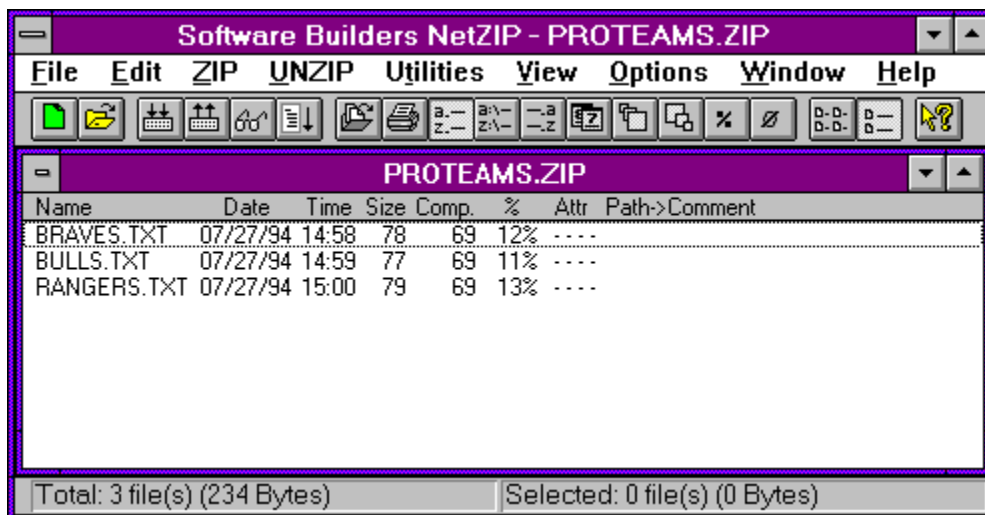
Adding/Deleting Files in a ZIP File

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

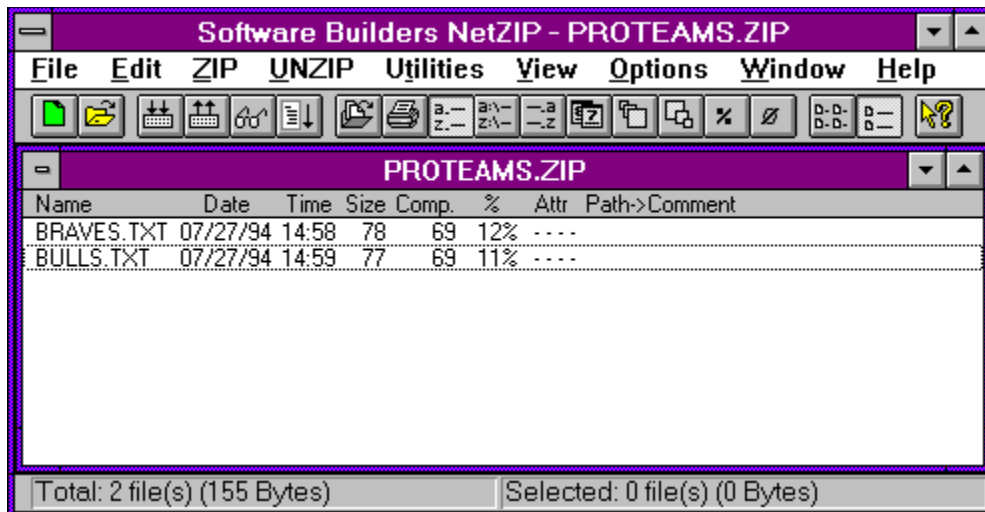
 You will now add BULLS.TXT and RANGERS.TXT to PROTEAMS.ZIP. Go into the *ZIP* menu and select *Add Files* or you can select the **Add Files** button on the toolbar. The [Compress Files](#) dialog box will appear. Again, you want to make sure that you are in the correct directory (C:\NETZIP\TUTOR).

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

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



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



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

Moving Files to a ZIP File

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

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

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

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

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

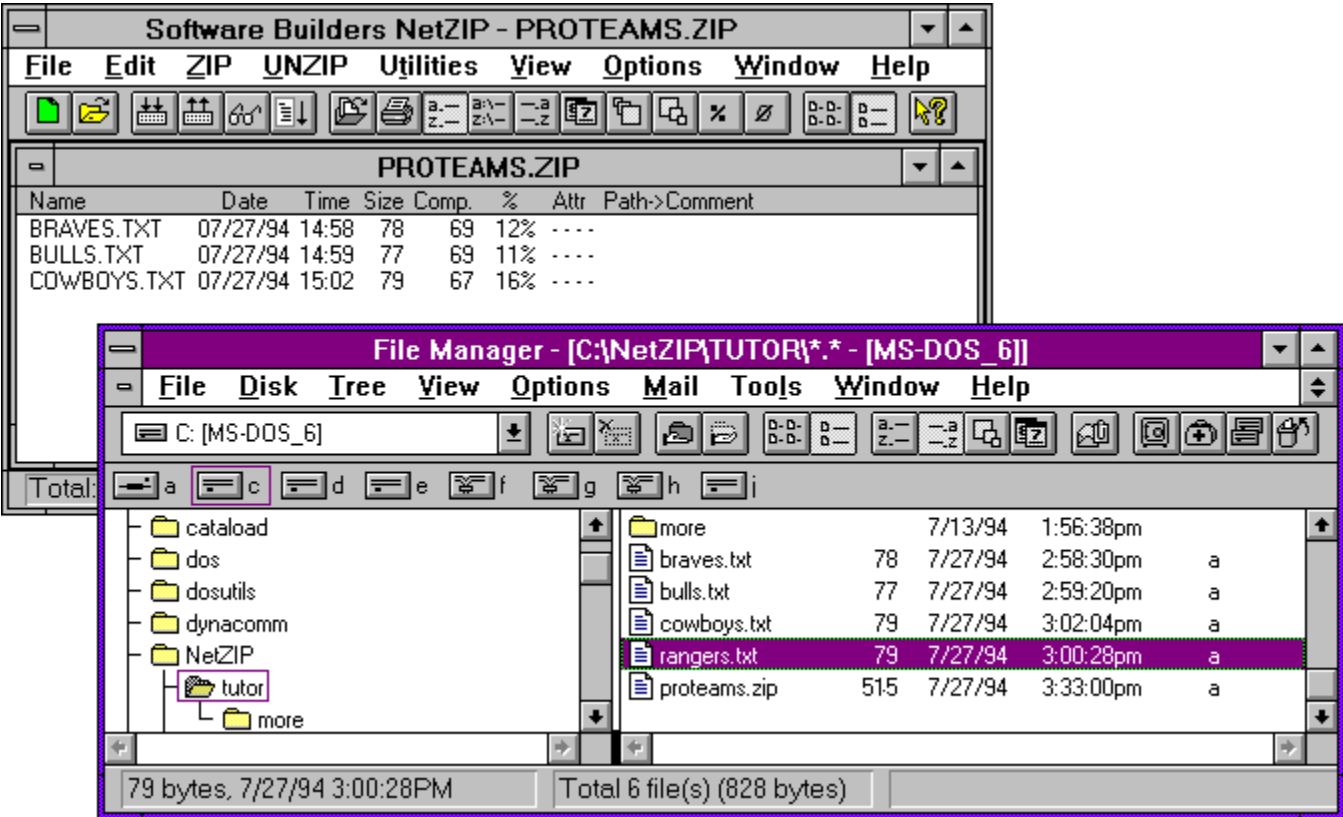
Next Section: [Dragging and Dropping](#)

Dragging and Dropping

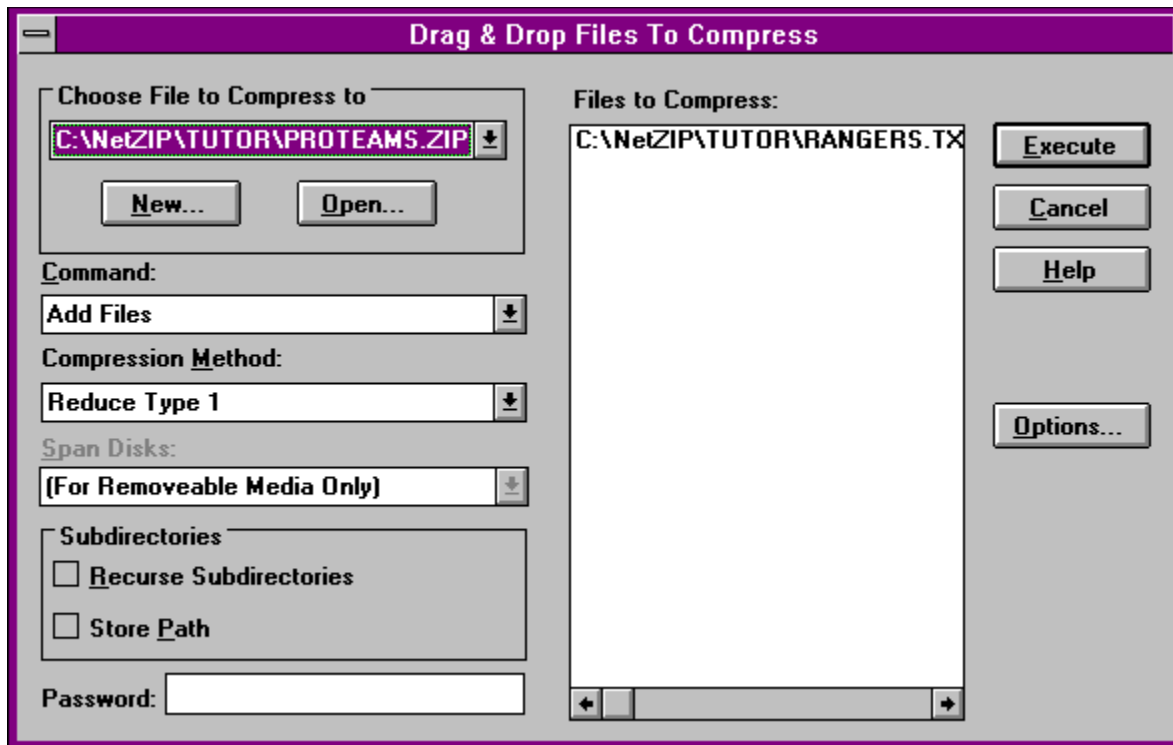
(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

Another way to add or move files into a ZIP file is by using File Managers [Drag and Drop](#) feature.

You will now add RANGERS.TXT to PROTEAMS.ZIP by using drag and drop. Open File Manager and locate the C:\NETZIP\TUTOR directory. Select RANGERS.TXT and drag and drop the file on the PROTEAMS.ZIP window, or if NetZIP is minimized you can drop the file onto the icon (you can only drop files onto an opened NetZIP window or its minimized icon - not the icon in the program group in Program Manager):



The [Drag and Drop](#) dialog box will appear.



Select **Execute**. RANGERS.TXT is now in PROTEAMS.ZIP.

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

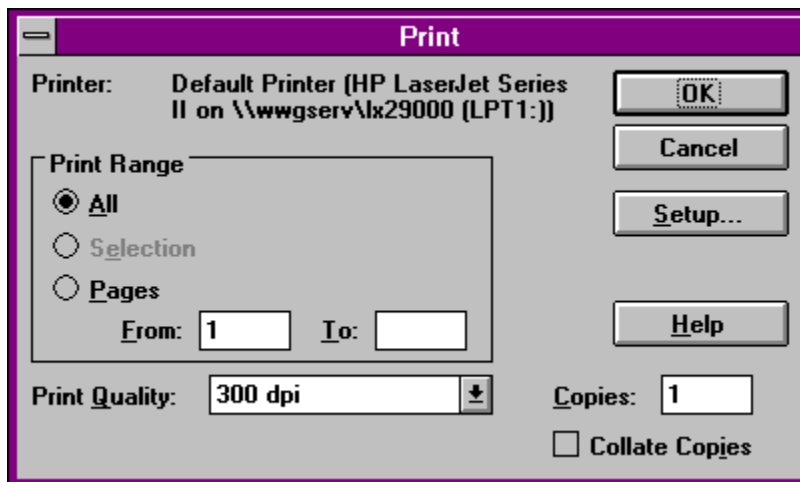
Printing a ZIP File

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



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

The [Print](#) dialog box will appear. Select **OK** to print the contents of the ZIP file.



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

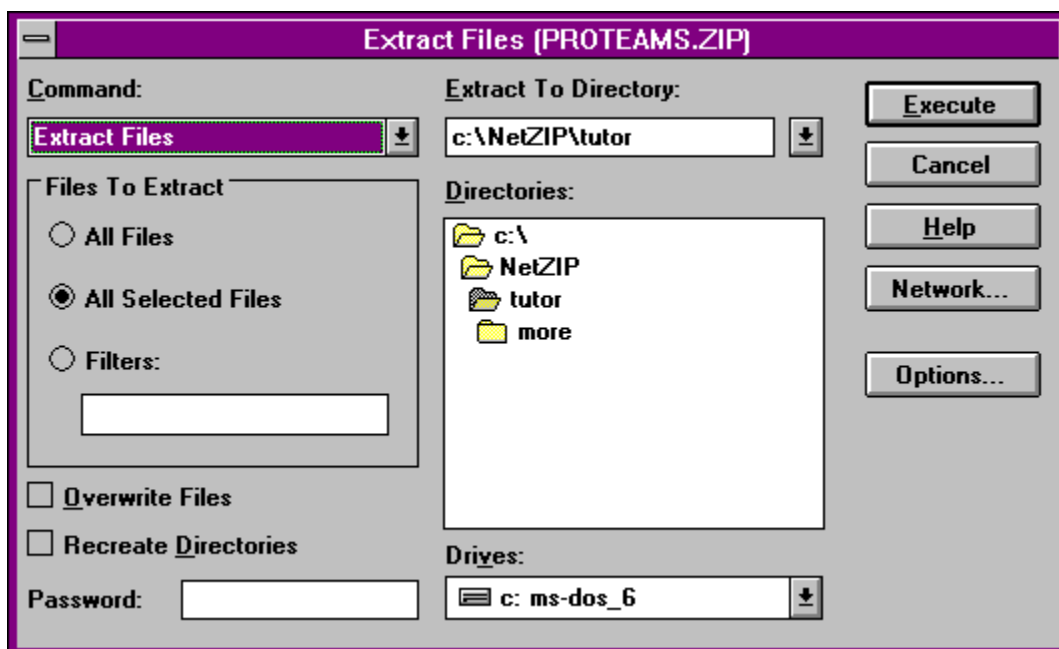
Extracting a ZIP File

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



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

The [Extract Files](#) dialog box appears. Make sure the directory you are extracting to is C:\NETZIP\TUTOR:



Select **Execute**. If you look in File Manager under C:\NETZIP\TUTOR, you will see COWBOYS.TXT.

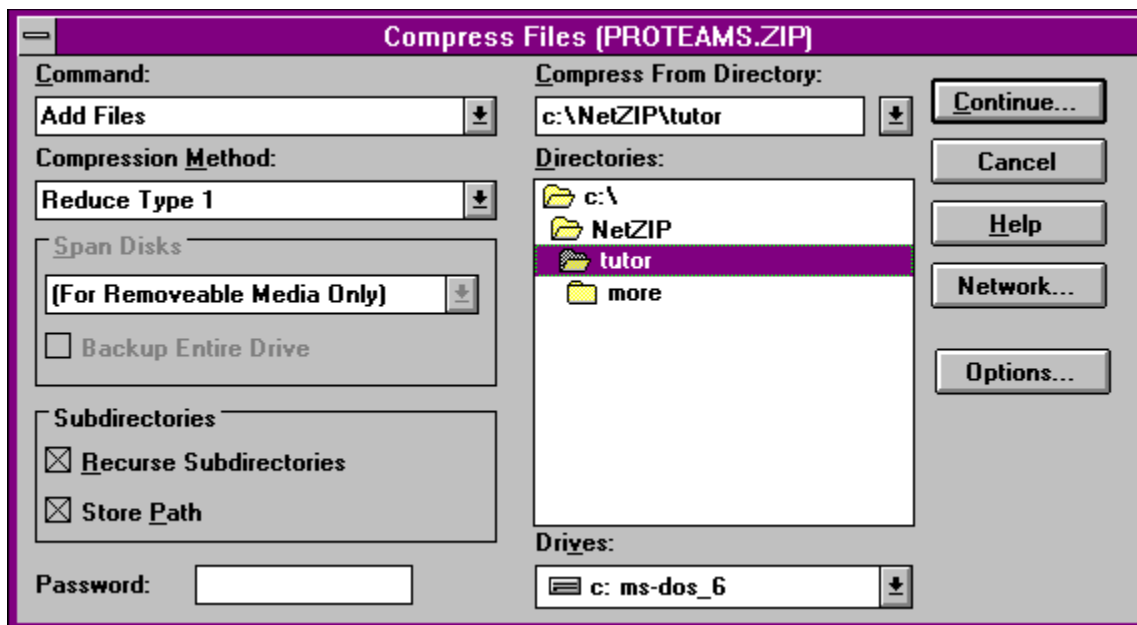
Next Section: [Filtering/Recurring Subdirectories/Storing Path](#)

Filtering/Recurring Subdirectories/Storing Path

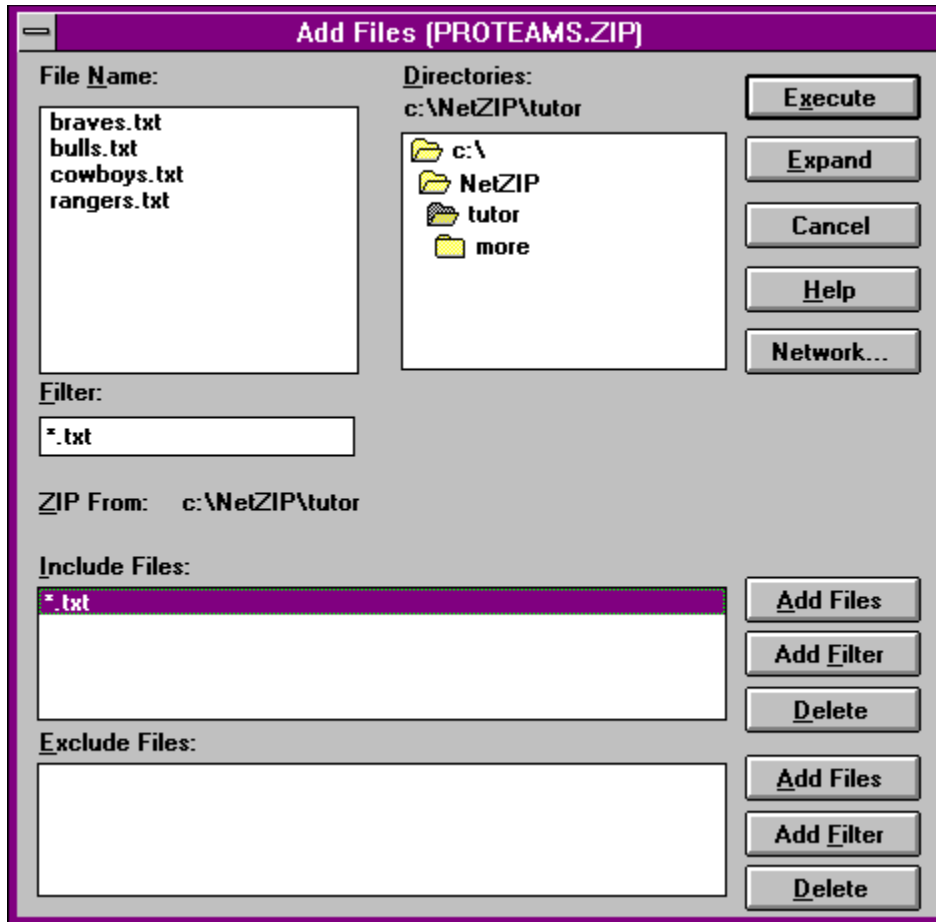
(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

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

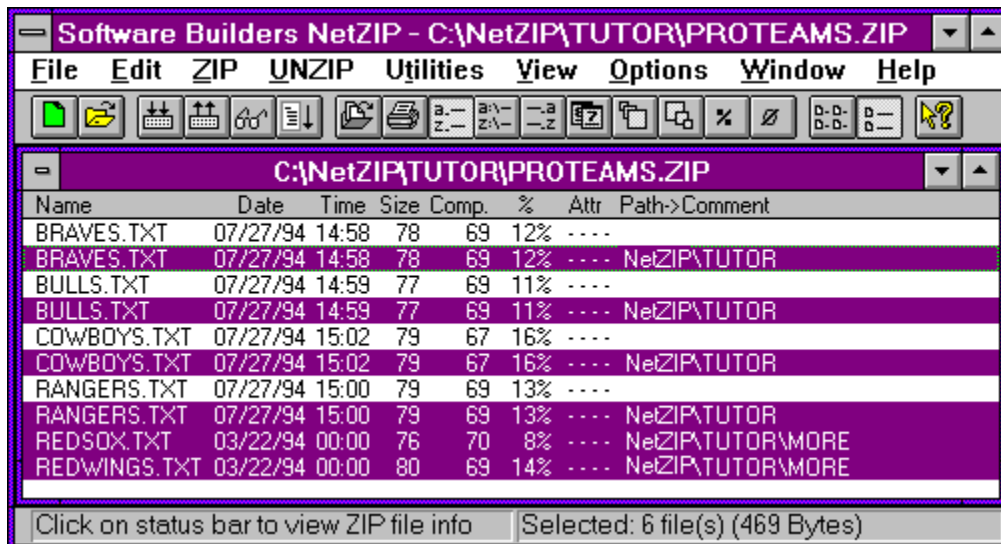
To do all this, go to the *ZIP* menu and select *Add Files*. The [Compress Files](#) dialog box will appear. Select *Recurse Subdirectories* and *Store Path* check boxes. NetZIP will now search for files in each subdirectory under C:\NETZIP\TUTOR and store all of their paths.



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

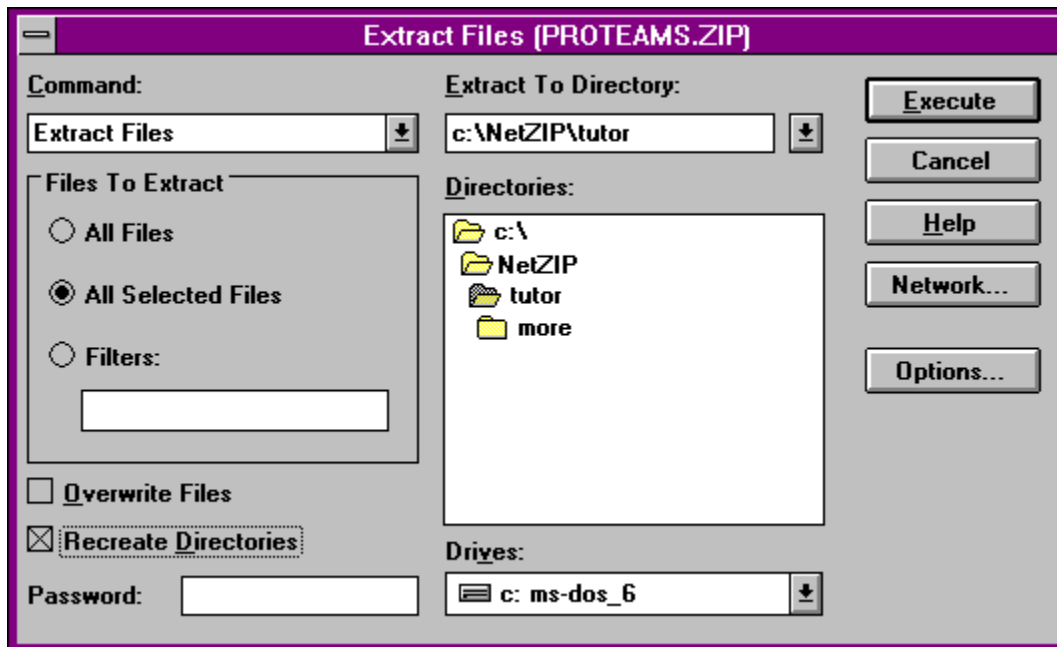


Select **Execute**. NetZIP will now add two new files from the C:\NETZIP\TUTOR\MORE subdirectory to PROTEAMS.ZIP. These files are REDSOX.TXT and REDWINGS.TXT.



If you want to extract all these files to their correct directories and subdirectories, make sure

that you choose *Recreate Directories* so that the files extract to their original directories and subdirectories.



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

Deleting a ZIP File

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

You will now learn how to delete a ZIP file. Activate the PROTEAMS.ZIP window and then under the *File* menu select *Delete ZIP File*. NetZIP will ask you if you really want to delete PROTEAMS.ZIP. If you have the Professional Edition select **No**. You will still need to use PROTEAMS.ZIP. Otherwise select **Yes**.

Next Section: [Spanning Disks](#)

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

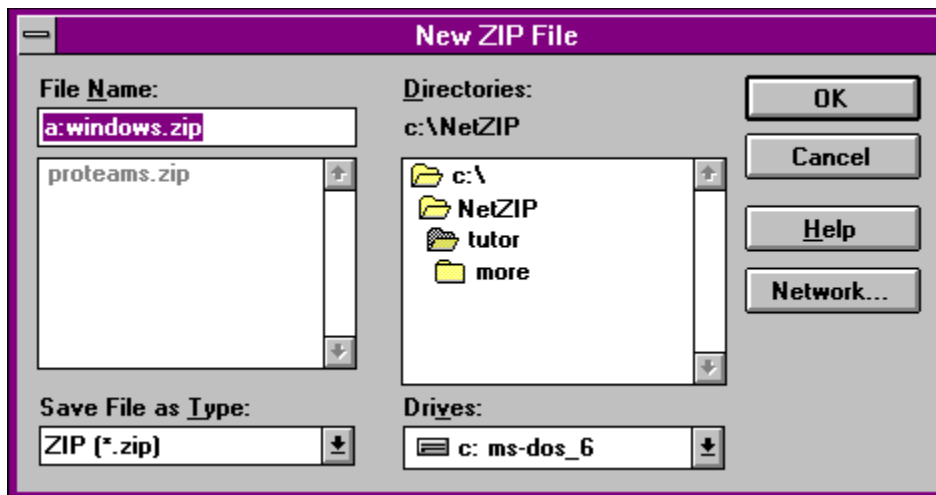
Spanning Disks

Professional

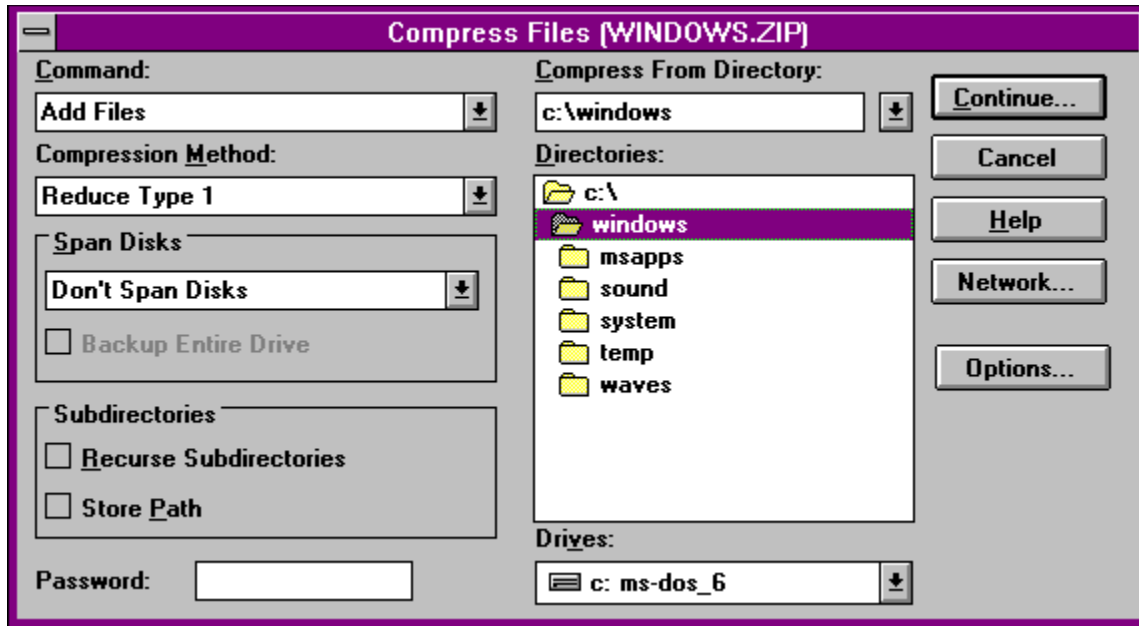
(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

Now you will learn how to create a ZIP file that spans more than one diskette by compressing your Windows directory. For this exercise you will need at least 2 high-density diskettes.

Go to the *File* menu and select *New Zip File*. The [New ZIP File](#) dialog box will appear. In the File Name command line enter A:WINDOWS.ZIP



Select **OK**. The [Compress Files](#) dialog box will appear. Make sure that the directory is C:\WINDOWS. There are a number of *Span Disk* options to select from but you will select *Format High Density* (**Note:** please be sure that the disk in the floppy drive does not have anything important on it, and **make sure that you do not recurse subdirectories in this case**. You want to compress only from the WINDOWS directory and **none** of its subdirectories):



Select **Continue** and then **Execute**. NetZIP will compress all these files onto the floppy drive on at least two to five high density diskettes (depending on how large your Windows directory is). When each disk is full, NetZIP will prompt you to enter another diskette.

Note: ZIPPLUS files can not span disks.

Next Section: [Sending Mail](#)

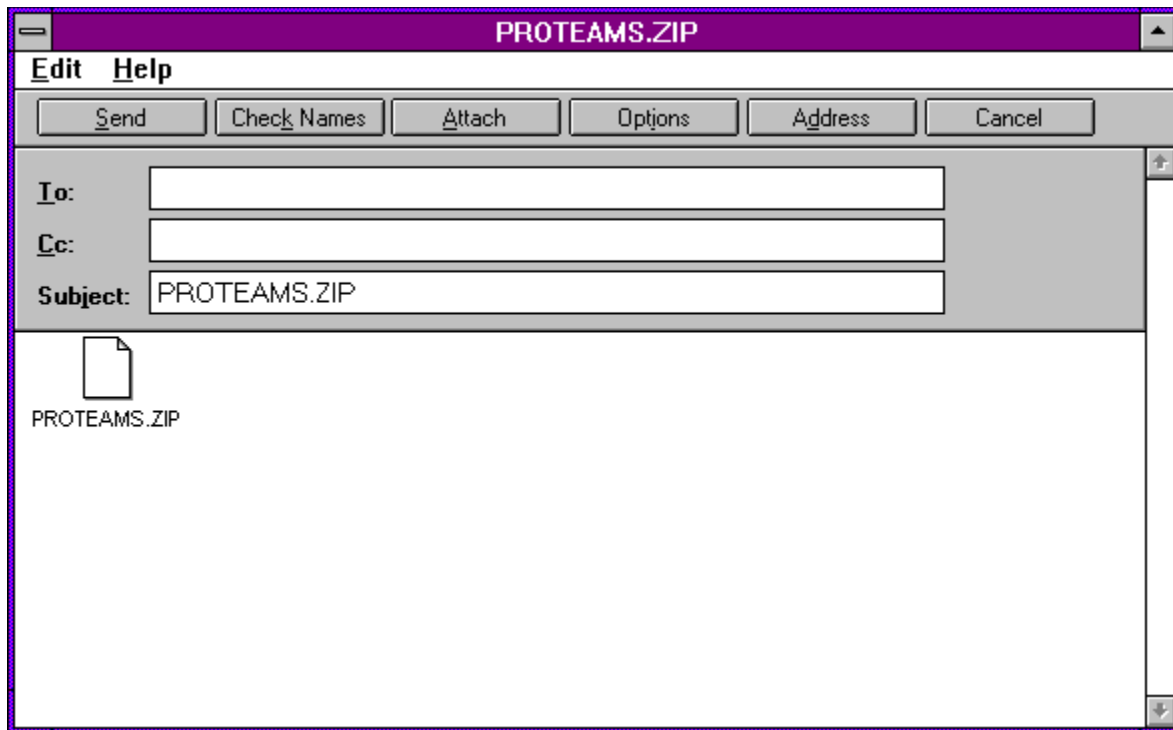
Sending Mail

Professional

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

You will now learn how to send a ZIP file using Microsoft Mail.

Go to the *File* menu and select *Send Mail...* Microsoft Mail will open and automatically attach that ZIP file to a note.



Now PROTEAMS.ZIP is ready to send.

Next Section: [Viewing Files](#)

Viewing Files

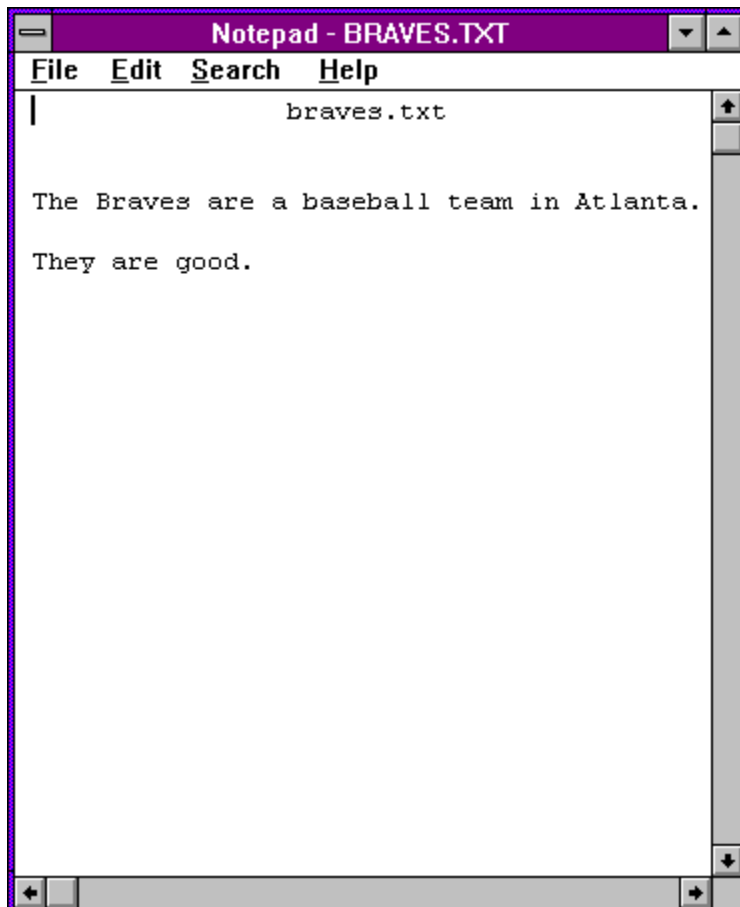
Professional

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



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

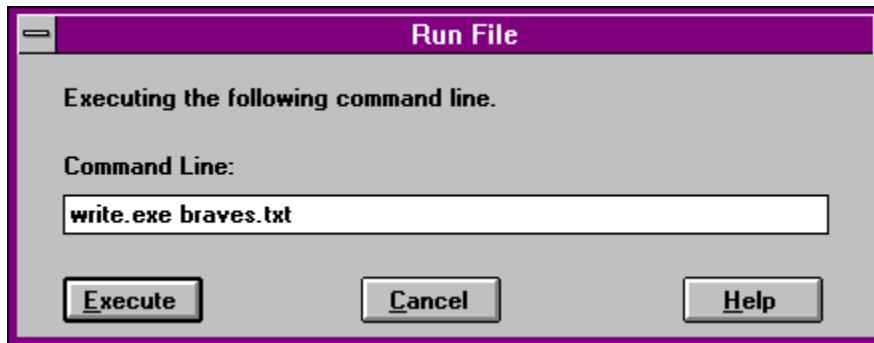
To view BRAVES.TXT, highlight the file and go to the *View* menu and select *View File*. You can also select the **View** button on the toolbar or just double-click BRAVES.TXT within the ZIP file. NetZIP temporarily extracts the BRAVES.TXT within its associated application, NOTEPAD:



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



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



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

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

Using the Checkout Feature

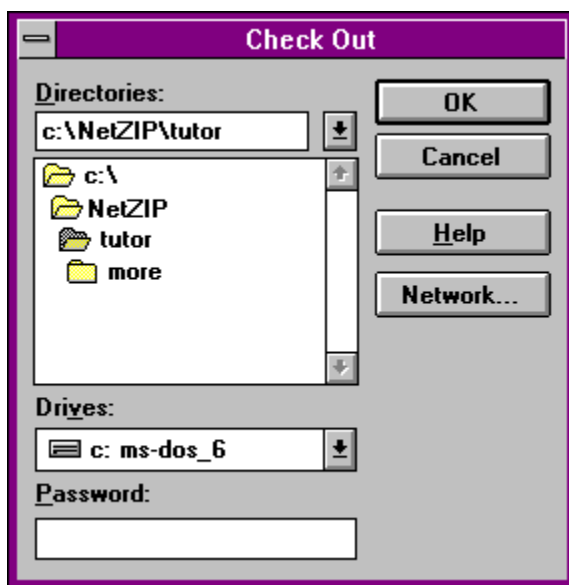
Professional

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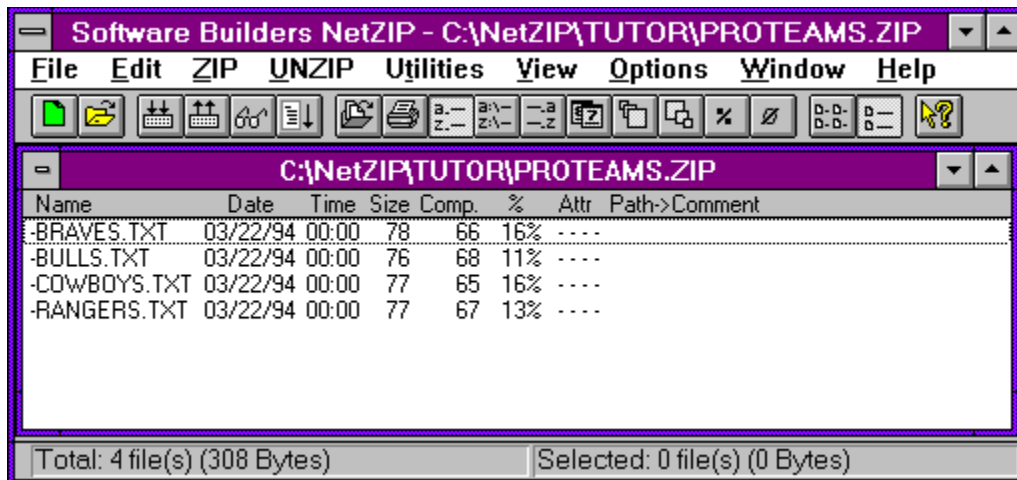
When you check out a ZIP file, NetZIP will extract all files in the ZIP file *temporarily* in the directory you specify. Note: The checkout feature is especially useful when there is an executable program and a number of additional files (such as DLLs) that are required for that program to run. Now when you double-click on the EXE, it will execute from the directory it was checked out.



To check out PROTEAMS.ZIP go to the *View* menu and select *Check Out...* or click on the **Checkout** button on the toolbar. The [Check Out](#) dialog box will appear.



Type C:\CHECKOUT in the directory box and then select **OK**. The C:\CHECKOUT will be created and a dash will appear beside every file signifying that they are checked out. Now when you view/run a checked out file, it will already be uncompressed, and it will execute from the checkout directory.



Close PROTEAMS.ZIP. NetZIP will ask whether you would like to delete the files or to keep them extracted in C:\CHECKOUT. For our purposes, delete them. However, re-open PROTEAMS.ZIP to continue with the tutorial.

Next Section: [Using ZIPPLUS](#)

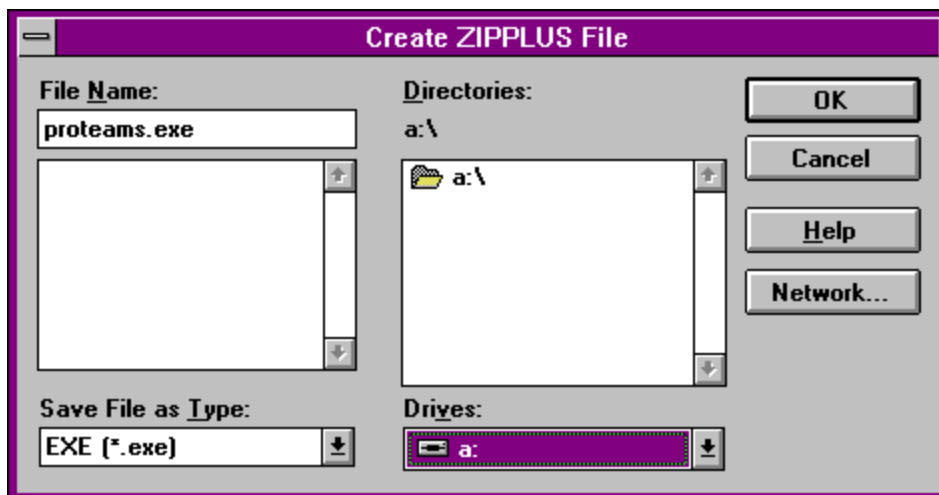
Using ZIPPLUS

Professional

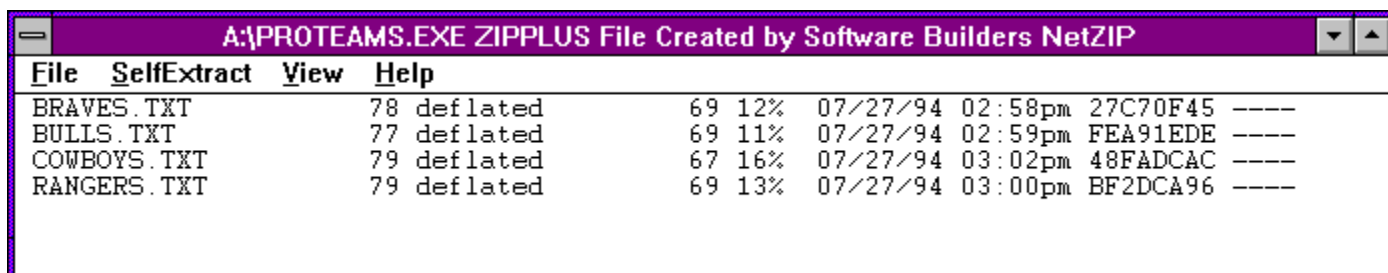
(Note: This section is part of an overall tutorial. To get the full benefit of this section, begin tutorial at [Getting Started](#) and read each section in order.)

ZIPPLUS is a self-extracting ZIP file that is executable under both Windows and DOS. This feature is especially useful when you want to distribute ZIP files to people who do not have NetZIP. Now you will convert PROTEAMS.ZIP into a ZIPPLUS file (PROTEAMS.EXE).

Make sure PROTEAMS.ZIP is active by clicking anywhere on its window. Go to the *Utilities* menu and select *Convert to ZIPPLUS*. The [Convert to ZIPPLUS](#) dialog box will appear. Make sure that you have a diskette inside one of your floppy drives, and from the *Drives* list box, select the corresponding drive letter.



Select **OK**. An executable file will be created on the diskette called PROTEAMS.EXE. Anyone who wishes to extract this file can simply choose *Run* from Program Manager and enter A:\PROTEAMS (or B:\), or double-clicking on PROTEAMS.EXE in File Manager. A ZIPPLUS window will appear:



To UNZIP these files, the ZIPPLUS user needs to go into the *Self-Extract* menu and select

Extract Files. An *Extract Files* dialog box will appear allowing the user to select a target directory.

Next Section: [Searching Files](#)

Searching ZIP Files

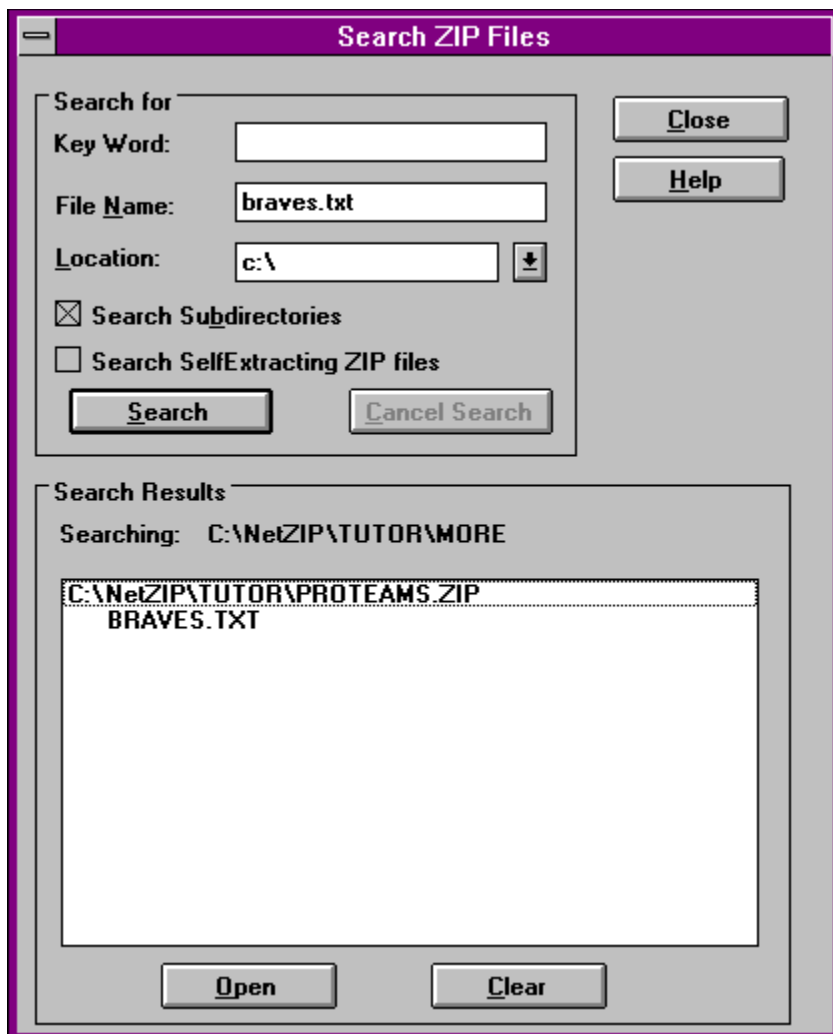
Professional

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

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



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



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

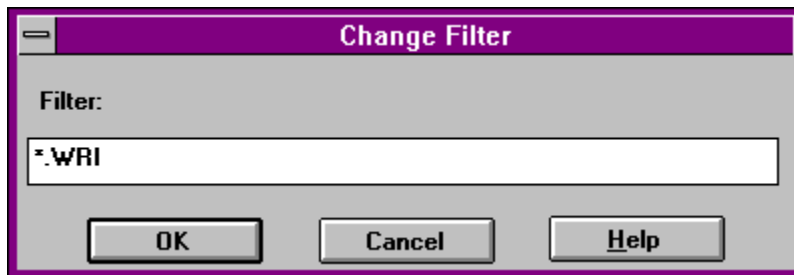
Next Section: [Filtering ZIP Files](#)

Filtering ZIP Files

Professional

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

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



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

Next Section: [Using Configuration Files](#)

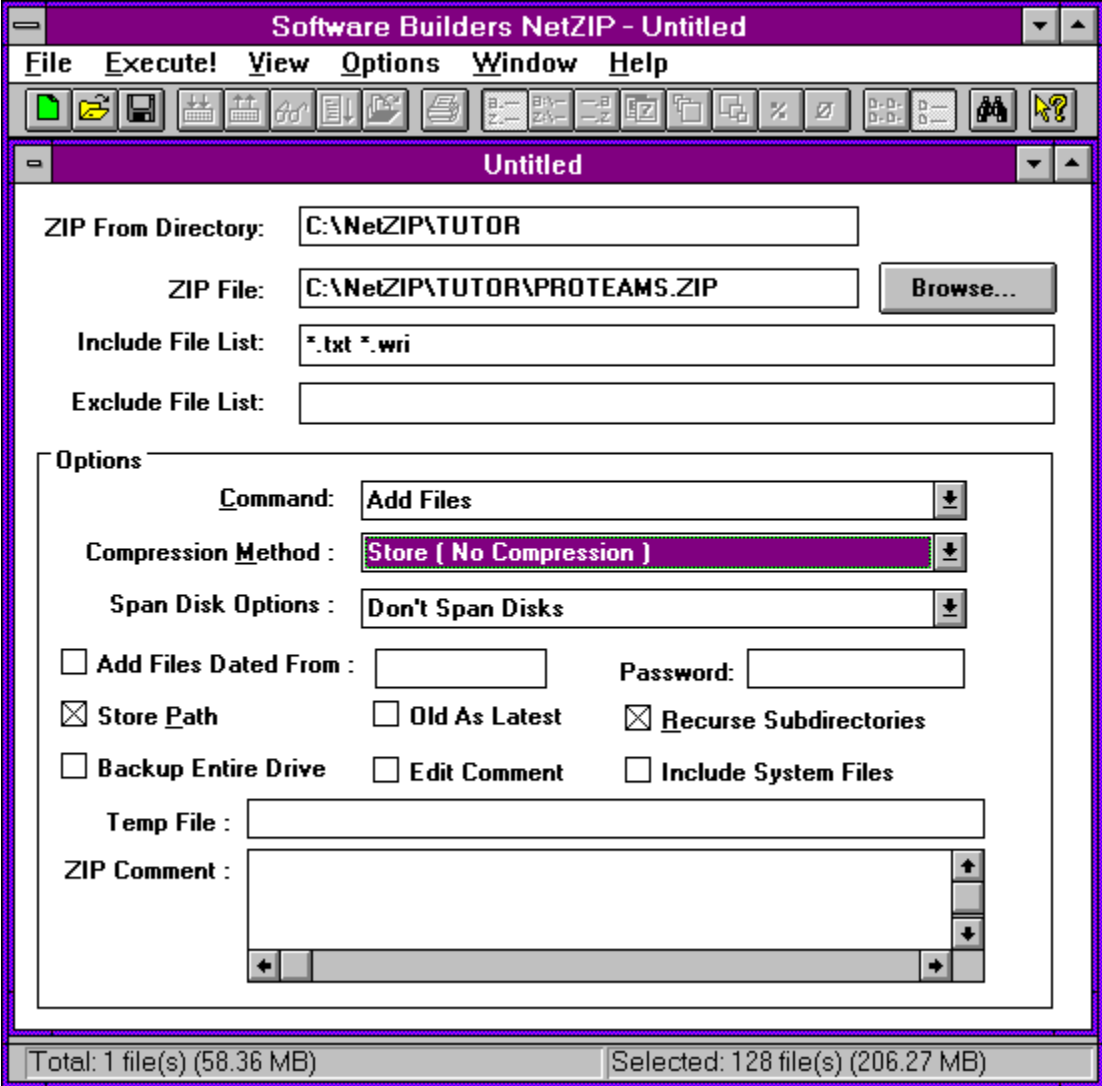
Using Configuration Files

Professional

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


Now you will learn how to create a configuration file. A configuration file can do numerous ZIP and UNZIP commands automatically for you. This feature is extremely helpful when you are backing-up a directory.

NetZIP allows you to create configuration files for zipping (.CFZ) and for unzipping (.CFU). To create a configuration file to ZIP files, go under the File menu and select New ZIP Config.... A window will appear like the one below:

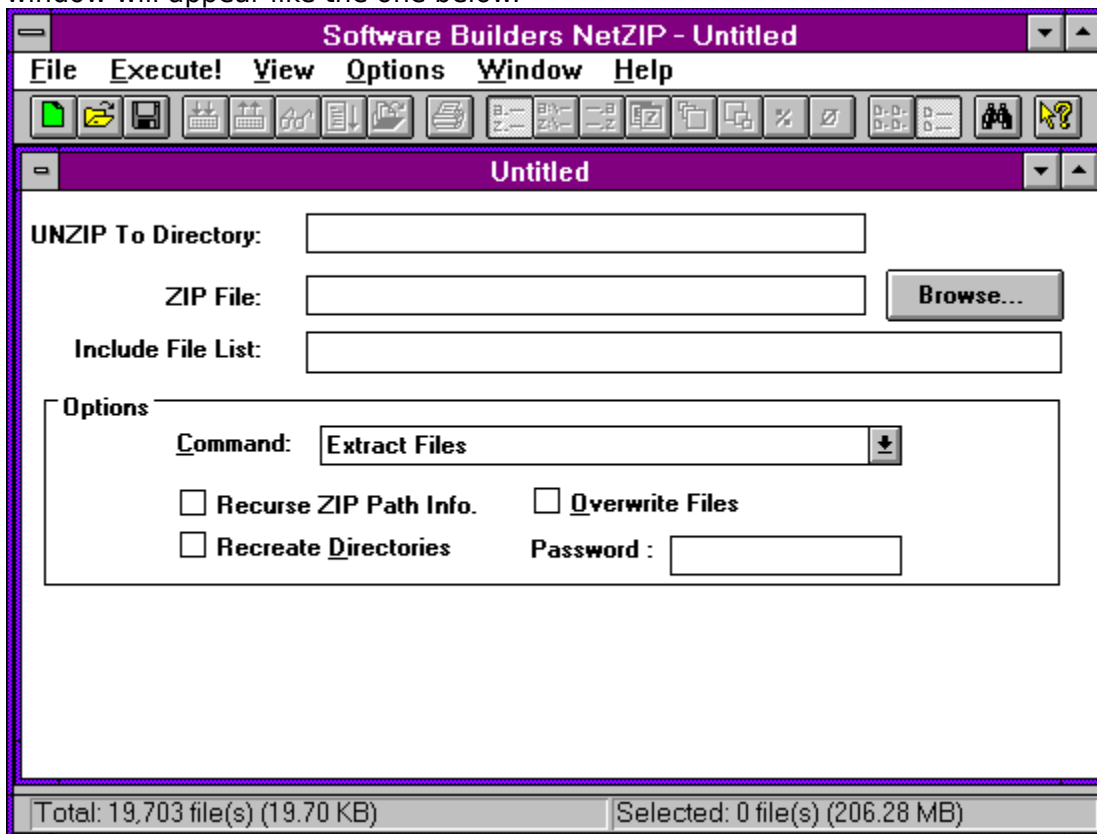


In the ZIP From Directory command line, enter C:\NETZIP\TUTOR. This is the directory you will ZIP files from. In the ZIP File command line enter C:\NETZIP\TUTOR\PROTEAMS.ZIP. This is the ZIP file where the files will be compressed in. You can also select the Browse button to add the ZIP file name in this command line. In the Include File List list box, type *.TXT *.WRI to compress only the Notepad and Write files. From the Compression Method list box, select Store (No Compression). Finally, click on the Recurse Subdirectories and Store Path check boxes to add files from every subdirectory and store their path.

You will notice that when you create or open a configuration file, the menu bar of NetZIP changes. The second menu item, Execute!, is the most important. When you select Execute! from the menu bar, NetZIP will execute the commands of that configuration file. In this case if you look at PROTEAMS.ZIP after executing this configuration file, you will notice that the files have been added with compression type of stored (if not, hit the F5 button to refresh the window or go to the Window menu and select Refresh).

 Save this configuration file by going to the File menu and selecting Save Config File As... or selecting the Save button on the toolbar. The File Save AsAFX_HIDD_FILESAVE dialog box will appear. Name the file PROTEAMS.CFZ and save it in the C:\NETZIP\TUTOR directory. You have now created a configuration file that will automatically back up all the Notepad and Write files in the C:\NETZIP\TUTOR directory and its subdirectories when executed. Since it is now saved, this configuration file can be executed over and over again.

A configuration file can be created in the same way to extract files. To create a configuration file to UNZIP files, go under the File menu and select New UNZIP Config.... A window will appear like the one below:



Here you can specify the parameters of a configuration file for extraction.

To users of the Professional Edition:

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

A Quick Overview of NetZIP

NetZIP is a full-featured archiving program for Windows that allows you to archive and extract files using Windows point and click interface.

NetZIP uses Windows multiple document interface feature which allows you to view more than one archive at a time. It also allows you to backup across diskettes and offers a variety of options for compression and extraction methods.

Furthermore, NetZIP allows you to view any archived file without extracting it first. NetZIP automatically starts the application that is associated with the file extension. If there is not an application associated with a file, NetZIP will execute its built-in viewer.

NetZIP conforms to the Windows File Manager [Drag and Drop](#) specifications. To archive a file, simply drag it from File Manager and drop it onto NetZIP. Archiving has never been so easy!

NetZIP also allows you to extract TAR files which are common on UNIX systems, including many internet sites. TAR files may have one of the following extensions: TAR, for Tape Archives; TAZ, for Z-compressed Tape Archives; or TGZ, for GZ-compressed Tape Archives. The TAR format is derived from UNIX where files are commonly archived on reel-to-reel magnetic tapes.

ZIPPLUS Feature

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

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

How to extract a ZIPPLUS file in Windows:

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

OR

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

How to extract a ZIPPLUS file in DOS:

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

Drag and Drop Feature

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

Drag and Drop

Allows you to compress files directly from File Manager.

To use Drag and Drop:

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

Drag and Drop Dialog Box Options:

Choose File to Compress To

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

Files to Compress

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

Command

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

Add Files

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

Update

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

Freshen

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

Move

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

Move/Update

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

Move/Freshen

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

Compression Method

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

Store

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

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

Second fastest compression method and second smallest compression ratio.

Reduce Type 2

Third fastest compression method and third smallest compression ratio.

Reduce Type 3

Fourth fastest compression method and fourth smallest compression ratio.

Reduce Type 4

Fourth slowest compression method and fourth greatest compression ratio.

Implode

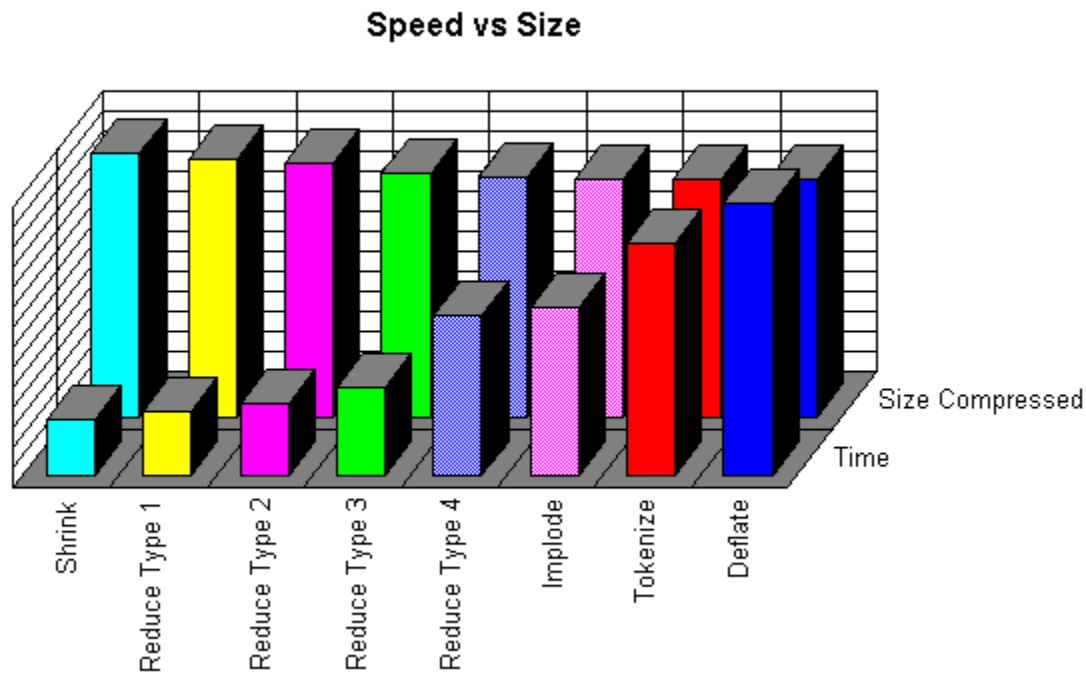
Third slowest compression method and third greatest compression ratio.

Tokenize

Second slowest compression method and second greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.



Span Disks (Professional)

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

Do Not Span Disks

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

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

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

Format Low Density

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

Wipe Disks

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

Wipe Root Directories

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

Wipe Sub-directories

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

Subdirectories

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

Recurse Subdirectories

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

Store Path

Tells NetZIP to store the paths of the files selected.

Password

Allows you to set a password for your ZIP files.

Execute

Select **Execute** to start compressing.

Cancel

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

Help

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

Options

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

Choose Files to Compress To

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

Files to Compress

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

Command

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

Add Files

Update Files

Freshen Files

Move Files

Move/Update Files

Move/Freshen Files

Add Files

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

Update

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

Freshen

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

Move

Performs an [Add Files](#) and then automatically DELETES the original files.

Move/Update

Performs an [Update Files](#) and then automatically DELETES the original files.

Move/Freshen

Performs a [Freshen Files](#) and then automatically DELETES the original files.

Compression Method

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

Store

Shrink

Reduce Type 1

Reduce Type 2

Reduce Type 3

Reduce Type 4

Implode

Tokenize

Deflate

Store

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

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

Second fastest compression method and second smallest compression ratio.

Reduce Type 2

Third fastest compression method and third smallest compression ratio.

Reduce Type 3

Fourth fastest compression method and fourth smallest compression ratio.

Reduce Type 4

Fourth slowest compression method and fourth greatest compression ratio.

Implode

Third slowest compression method and third greatest compression ratio.

Tokenize

Second slowest compression method and second greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.

Span Disks

Professional

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

Do Not Span Disks

Span Disks

Format Disks

Format Low Density

Wipe Disks

Wipe Root Directories

Wipe Sub-Directories

Do Not Span Disks

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

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

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

Format Low Density

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

Wipe Disks

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

Wipe Root Directories

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

Wipe Sub-directories

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

Subdirectories

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

Recurse Subdirectories
Store Path

Recurse Subdirectories

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

Store Path

Tells NetZIP to store the paths of the files selected.

Password

Allows you to set a password for your ZIP files.

Execute

Select **Execute** to start compressing.

Cancel

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

Help

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

Options

Select Options to change ZIP Options

Always on Top Feature

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

To use always on top:

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

Configuration Files

Professional

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

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

To create a ZIP configuration file:

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

To create an UNZIP configuration file:

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

To save a new configuration file:

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

DDE Interface

Professional

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

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

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

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

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

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

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

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

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

File Menu

New ZIP File
Open ZIP (or TAR) File
Open Remote ZIP
Close ZIP (or TAR) File
Delete ZIP (or TAR) File
Print
Print Setup
Exit

Professional Only:

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

New ZIP File

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

To create a new ZIP file:

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

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

New ZIP File Dialog Box Options:

File Name

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

Save Files as Type

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

ZIP

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

All Files

Lists all files in the current directory.

Directories

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

Drives

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

OK

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

Cancel

Select Cancel to cancel creating a new ZIP file.

Help

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

File Name

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

Save Files as Type

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

ZIP Files (*.ZIP)

All Files (*.*)

ZIP Files

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

All Files

Lists all files in the current directory.

Directories

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

Drives

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

OK

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

Cancel

Select Cancel to cancel creating a new ZIP file.

Compress Files Dialog Box Options:

Command

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

Add Files

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

Update

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

Freshen

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

Move

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

Move/Update

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

Move/Freshen

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

Compress From Directory

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

Compression Method

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

Store

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

Shrink

Fastest compression method and smallest compression ratio.

Reduce Type 1

Second fastest compression method and second smallest compression ratio.

Reduce Type 2

Third fastest compression method and third smallest compression ratio.

Reduce Type 3

Fourth fastest compression method and fourth smallest compression ratio.

Reduce Type 4

Fourth slowest compression method and fourth greatest compression ratio.

Implode

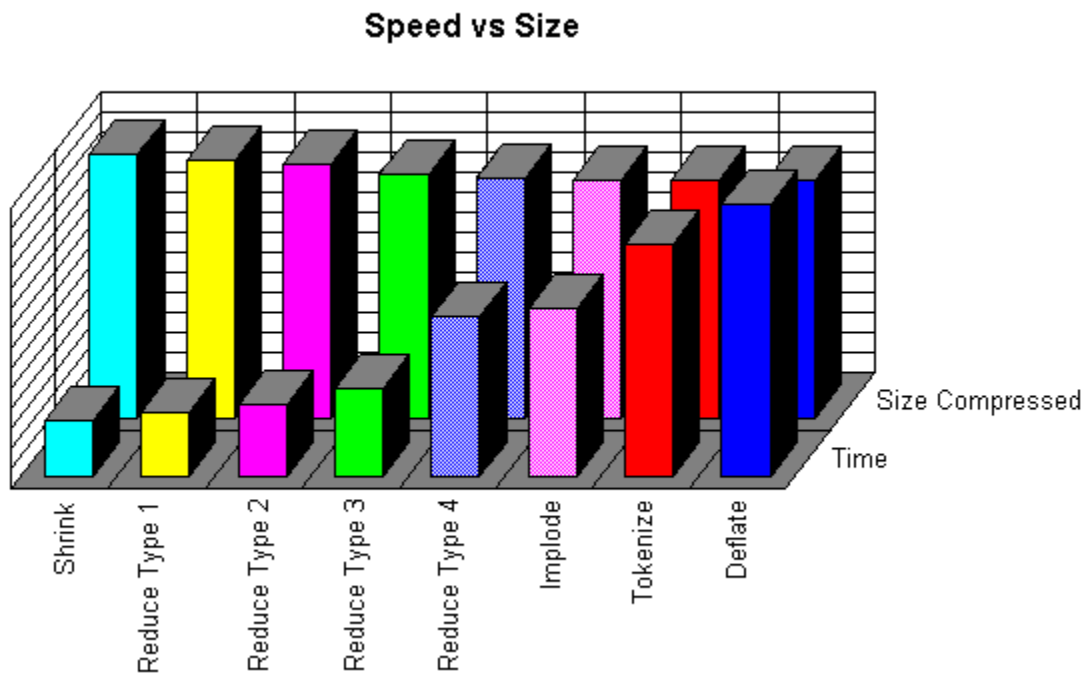
Third slowest compression method and third greatest compression ratio.

Tokenize

Second slowest compression method and second greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.



Span Disks (Professional)

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

Do Not Span Disks

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

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

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

Format Low Density

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

Wipe Disks

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

Wipe Root Directories

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

Wipe Sub-directories

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

Subdirectories

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

Recurse Subdirectories

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

Store Path

Tells NetZIP to store the paths of the files selected.

Password

Allows you to set a password for your ZIP files.

Directories

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

Drives

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

Continue

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

Cancel

Select **Cancel** to cancel compressing files.

Help

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

Options

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

Compress From Directory

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

Directories

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

Drives

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

Continue

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

Cancel

Select **Cancel** to cancel compressing files.

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

File Name

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

Filter

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

Directories

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

Drives

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

ZIP From

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

Include Files

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

Exclude Files

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

Expand

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

Cancel

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

Help

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

Options

Click the Options button to change ZIP options.

Full Path

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

Add Files

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

Add Filter

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

Delete

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

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

File Name

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

Filter

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

Directories

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

Drives

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

ZIP From

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

Include Files

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

Exclude Files

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

Full Path

Check this box if you want the full name of the file or filter to be added to the *Include File* box or the *Exclude File* box.

Execute

Select Execute when you are done selecting the files to be added to the specified ZIP file.

Cancel

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

Expand

Select Expand to display in the *File Name* box only the files specified in the *Filter* box. For example, typing *.txt in the *Filter* box and selecting Expand will only display the files that end with .txt in the *File Name* box.

Add Files

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

Add Filter

To add a filter file to the *Include Files* box, type the filter file name in the *Filter* box and select Add Filter next to the *Include Files* box. To add a filter file to the *Exclude Files* box, type the filter file name in the *Filter* box and select Add Filter next to the *Exclude Files* box.

Delete

Select the files in the *Include Files* box that you do not want listed and select Delete next to the *Include Files* box to clear them from the list. Select the files in the *Exclude Files* box that you do not want listed and select Delete next to the *Exclude Files* box to clear them from the list.

Open ZIP (or TAR) File

Opens an existing ZIP (or TAR) archive from any directory and drive. You may select as many archives as you want at one time.

To open a ZIP or TAR file:

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

Open ZIP File Dialog Box Options:

File Name

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

List Files of Type

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

ZIP Files (*.ZIP)

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

Self-extracting Files (*.EXE)

Lists all self-extracting files in the current directory that have the .EXE extension.

TAR Files (*.TAR)

Lists all tape archives in the current directory that have the .TAR extension.

TGZ Files (*.TGZ)

Lists all G-ZIP tape archives in the current directory that have the .TGZ extension.

TAZ Files (*.TAZ)

Lists all ZIP tape archives in the current directory that have the .TAZ extension.

GZ Files (*.GZ)

Lists all G-ZIP files in the current directory that have the .GZ extension.

Z Files (*.Z)

Lists all Z files in the current directory that have the .Z extension.

ZIP Config File (*.CFZ)

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

UNZIP Config File (*.CFU)

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

All Files (*.*)

Lists all files in the current directory.

Directories

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

Drives

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

OK

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

Cancel

Select Cancel to cancel opening a file.

Help

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

File Name

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

List Files of Type

Select the type of file you want to open (ZIP file, Self-extract file, or a file with another extension):

ZIP Files (*.ZIP)

Self-extract Files (*.EXE)

ZIP Config File (*.CFZ)

UNZIP Config (*.CFU)

All Files (*.*)

Self-extract Files

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

ZIP Config File (*.CFZ)

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

UNZIP Config File (*.CFU)

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

Drives

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

Directories

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

OK

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

Cancel

Select Cancel to cancel opening a ZIP file.

Open Remote ZIP

Opens an existing ZIP archive from your network or the Internet. You can either work with the file remotely or download the file and work with it locally. Opening a ZIP file remotely enables you to preview the contents of a ZIP file before the download. When you double-click on a file in a ZIP file, only that file is downloaded. By using the On-Line feature, you can see if you are interested in the entire file, and if you are not, you did not waste a lot of time downloading the file.

To Open Remote ZIP:

1. Select *Open Remote ZIP* from the *File* menu.
2. The [Open Remote ZIP](#) dialog box will appear.
3. Enter the server address and the file name in the URL text box (the server address and the file name must be separated by a backslash /). The server name must either be a fully qualified domain name **or** an IP address. For example:
NetZIP://ftp.SoftwareBuilders.com/WhatsNew.ZIP
4. If you do not know the file name, click on the **Browse** button to help locate it (note: in order to browse the server for a file name, a server address must be entered in the URL text box. For example, NetZIP://ftp.SoftwareBuilders.com).
5. Click the **Open** button and the ZIP file will be opened. At this point, you can either double click on any file to view it, or you can save the entire file on your computer. To save the entire ZIP file, go to the *File* menu and choose *Save As*. The Save dialog box will appear. Choose a drive and directory where you want the ZIP file saved and click the **Save** button.

Once open ZIP file is opened, NetZIP will display the ZIP file and all of the files contained in the ZIP file. A pound sign (#) will appear before the file names. This means the files are remote (e.g., on a server) and are not on your computer (local). Upon downloading a particular file, the pound signs will no longer appear (nothing will appear before the file names).

Open Remote ZIP Dialog Box Options

URL

Type or select the server name and the server port you want to open a file from (the server port is optional). Note that the server address must either be a fully qualified domain name or an IP address. For example: NetZIP://ftp.SoftwareBuilders.com/WhatsNew.ZIP

Browse

If you do not know the name of the file, click on the **Browse** button to help locate it (there must be a server name in the URL text box in order to browse the server). The [Browse Remote Server Dialog Box](#) will appear.

Open

Once you have chosen a file to open, click the **Open** button. At this point, NetZIP will display the ZIP file and all of its contents on your screen. Unless you save the ZIP file onto your computer, you will be working with it remotely (off of the server).

Once open, NetZIP will display the ZIP file and all of the files contained in the ZIP file. If a pound sign (#) appears before the file names, it means the files are on a server and are not on your computer (local). At this point you can double click on any file within the ZIP to view it. When you double click on a file to view it, a plus sign (+) will appear before that file name to let you know that it is active. When you close the file it will be saved in a temporary directory. If you want the entire ZIP file to be saved on your computer, go to the *File* menu and choose *Save As*. Choose the drive and directory where you the entire ZIP file saved and choose **Save**. You will know that the ZIP file is local if no pound signs appear before the file names within the ZIP file (nothing will appear before the file names).

Browse Remote Server Dialog Box Options

Directory List

Shows a list of files and directories on the server.

OK

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

Cancel

Select Cancel to cancel opening a file.

Close ZIP (or TAR) File

Closes active window.

To close a ZIP (or TAR) window:

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

Professional: To close a configuration file window:

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

Delete ZIP (or TAR) File

Deletes the active ZIP (or TAR) file window.

To delete a ZIP file:

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

Print

Allows you to print the selected ZIP file.

To print a ZIP file:

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

Print Dialog Box Options:

Printer

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

Print Range

Specify the pages you want to print:

All Prints the entire file.

Selection Prints the currently selected text.

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

Print Quality

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

Copies

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

Collate Copies

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

OK

Select OK when you are ready to print the ZIP file. The [Print Progress](#) dialog box will appear.

Cancel

Select Cancel to cancel printing the ZIP file.

Setup

Displays a [Print Setup dialog box](#), so you can select a printer and printer connection.

Help

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

Printer

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

Print Range

Specify the pages you want to print:

- All** Prints the entire file.
- Selectio
n** Prints the currently selected text.
- Pages** Prints the range of pages you specify in the From and To boxes.

Print Quality

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

Copies

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

Collate Copies

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

OK

Select OK when you are ready to print the ZIP file. The [Print Progress](#) dialog box will appear.

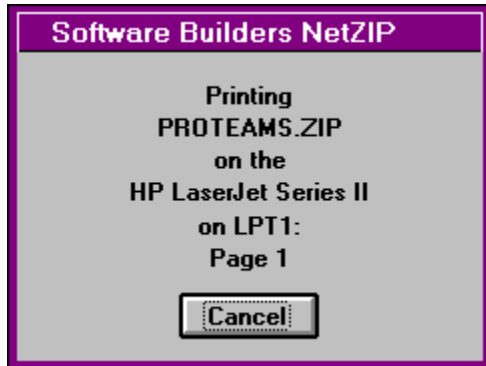
Cancel

Select Cancel to cancel printing the ZIP file.

Setup

Displays a [Print Setup dialog box](#), so you can select a printer and printer connection.

Print Progress Dialog Box:



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

To abort printing, choose **Cancel**.

Print Setup

Sets up the printing of the ZIP file.

To set up the printer for NetZIP:

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

Print Setup Dialog Box Options:

Printer

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

Orientation

Choose Portrait or Landscape.

Paper Size

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

Paper Source

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

OK

Select OK when you are setting up the printer.

Cancel

Select Cancel to cancel setting up the printer.

Options

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

Help

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

Printer

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

Orientation

Choose Portrait or Landscape.

Paper Size

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

Paper Source

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

OK

Select OK when you are setting up the printer.

Cancel

Select Cancel to cancel setting up the printer.

Options

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

Send Mail

Professional

Attaches a ZIP file to a Microsoft Mail note

To send a ZIP file:

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

To send all ZIP files:

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

Exit

Exits the NetZIP program.

To exit NetZIP:

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

New ZIP Config...

Professional

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

To create a new ZIP configuration file:

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

ZIP Configuration Window Options:

Professional

ZIP From Directory

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

ZIP File

Enter in this command line the ZIP file which NetZIP will compress files to. You may also [Browse](#) for a specified ZIP file.

Browse

Allows you to browse for a ZIP file.

Include File List

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

Exclude File List

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

Compression Method

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

Store

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

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

Second fastest compression method but second smallest compression ratio.

Reduce Type 2

Third fastest compression method but third smallest compression ratio.

Reduce Type 3

Fourth fastest compression method but fourth smallest compression ratio.

Reduce Type 4

Fourth slowest compression method but fourth greatest compression ratio.

Implode

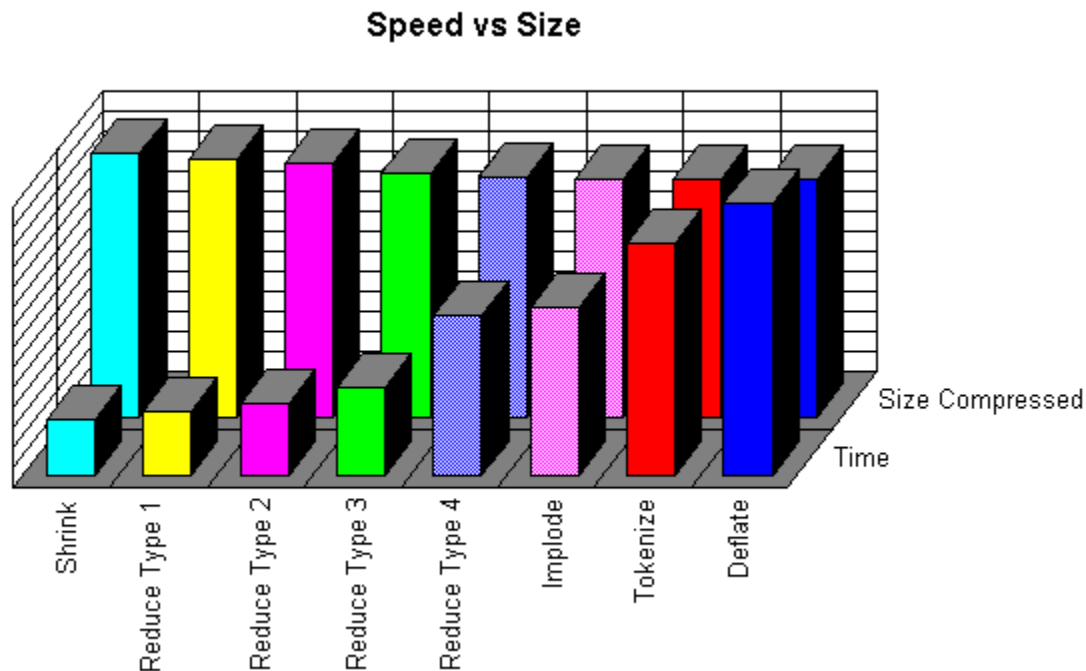
Third slowest compression method but third greatest compression ratio.

Tokenize

Second slowest compression method but second greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.



Span Disks Options

Allows you to back up across removable media (i.e.: diskettes). Select how you want to span disks by selecting one of the following from the drop down list box:

Do Not Span Disks

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

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

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

Format Low Density

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

Wipe Disks

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

Wipe Root Directories

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

Wipe Sub-directories

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

Add Files Dated From

Enter date in the date entry field.

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

Password

Allows you to set a password for your ZIP files.

Store Path

Tells NetZIP to store the paths of the files selected.

Old as Latest

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

Recurse Subdirectories

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

Backup Entire Drive

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

Edit Comment

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

Include System Files

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

Temp File

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

ZIP Comment

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

ZIP From Directory

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

ZIP File

Enter in this command line the ZIP file which NetZIP will compress files to. You may also [Browse](#) for a specified ZIP file.

Include File List

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

Exclude File List

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

Browse

Allows you to browse for a ZIP file.

ZIP Comment

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

Browse Dialog Box Options:

Professional

File Name

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

List Files of Type

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

ZIP Files (*.ZIP)

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

Self-extract Files (*.EXE)

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

All Files

Lists all files in the current directory.

Directories

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

Drives

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

OK

Select OK when you have selected a ZIP file.

Cancel

Select Cancel to cancel browsing for ZIP files.

Help

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

File Name

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

List Files of Type

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

ZIP Files (*.ZIP)

EXE Files (*.EXE)

All Files (*.*)

Directories

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

Drives

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

OK

Select OK when you have selected a ZIP file.

Cancel

Select Cancel to cancel browsing for ZIP files.

New UNZIP Config...

Professional

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

To create a new UNZIP configuration file:

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

UNZIP Configuration Window Options:

Professional

UNZIP to Directory

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

ZIP File

Enter in this edit box the ZIP file which NetZIP will extract files from. You may also [Browse](#) for a specified ZIP file.

Browse

Allows you to browse for a ZIP file.

Include File List

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

Command

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

Extract Files

Uncompressed the selected ZIP files.

Update

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

Freshen Files

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

Test ZIP File Integrity

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

Recurse ZIP Path Info.

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

Overwrite Files

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

Recreate Directories

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

Password

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

UNZIP to Directory

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

ZIP File

Enter in this edit box the ZIP file which NetZIP will extract files from. You may also [Browse](#) for a specified ZIP file.

Include File List

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

Search ZIP Files

Professional

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

To search for a file:

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

Search ZIP Files Dialog Box Options:

Professional

Key Word

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

File Name

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

Location

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

Search Subdirectories

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

Search Self-extracting ZIP files

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

Search

Select this button to begin the search.

Cancel Search

Select Cancel Search to cancel searching.

Search Results

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

Open

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

Clear

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

Close

Select Close to end the search session.

Help

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

Key Word

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

File Name

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

Location

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

Search Subdirectories

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

Search Self-extracting ZIP files

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

Search

Select this button to begin the search.

Cancel Search

Select Cancel Search to cancel searching.

Search Results

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

Open

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

Clear

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

Close

Select Close to end the search session.

Save File

Use this command to save the active configuration, zip or tar file to its current name and directory.

To save a file:

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

Save As...

Use this command to save and name the active configuration file, ZIP file or TAR file.

To save a new file:

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

File Save As Dialog Box Options

Professional

File Name

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

Save File as Type

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

CFZ Files

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

CFU Files

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

All Files

Lists all files in the current directory.

Directories

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

Drives

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

OK

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

Cancel

Select Cancel to cancel saving configuration files.

Help

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

File Name

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

Save File as Type

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

ZIP Config File (*.CFZ)

UNZIP Config (*.CFU)

All Files (*.*)

Directories

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

Drives

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

OK

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

Cancel

Select Cancel to cancel saving configuration files.

Edit Menu

Select All

Clear Selection

Select All

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

To select all of the files:

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

Clear Selection

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

To clear selected files:

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

ZIP Menu

[Add Files](#)

[Update Files](#)

[Freshen Files](#)

[Move Files](#)

[Move/Update Files](#)

[Move/Freshen Files](#)

[Delete](#)

Add Files

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

To use add files:

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

Note: ESC will stop execution once the operation begins.

Update Files

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

Freshen Files

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

Move Files

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

Move/Update Files

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

Move/Freshen Files

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

Delete...

Allows you to delete files from a ZIP file.

To delete a file in a ZIP File:

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

Note: ESC will stop execution once the operation begins.

UNZIP/UNTAR Menu

[Extract Files](#)

[Update](#)

[Freshen Files](#)

[Test ZIP \(or TAR\) File Integrity](#)

Extract Files

Uncompresses selected ZIP (or TAR) files.

To use Extract Files:

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

Note: ESC will stop execution once extraction begins.

Extract Files Dialog Box Options:

Command

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

Extract Files

Uncompressed the selected ZIP files.

Update

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

Freshen Files

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

Test ZIP File Integrity

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

Files To Extract

Select which files you want extracted from the ZIP file:

All Files

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

All Selected Files

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

Filters

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

Overwrite Files

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

Recreate Directories

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

Password

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

Extract to Directory

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

Directories

Select the directory where you want the files extracted to.

Drives

Select the drive where you want the files extracted to.

Execute

Select Execute to extract the files.

Cancel

Select Cancel to cancel extracting files.

Help

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

Options

Select Options to change UNZIP options.

Command

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

Extract Files

Update

Freshen Files

Test ZIP File Integrity

Extract Files

Uncompresses the selected ZIP files.

Update

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

Freshen Files

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

Test ZIP File Integrity

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

Files To Extract

Select which files you want extracted from the ZIP file:

[All files](#)

[All selected files](#)

[Filter](#)

All Files

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

All Selected Files

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

Filters

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

Overwrite Files

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

Recreate Directories

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

Password

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

Extract to Directory

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

Directories

Select the directory where you want the files extracted to.

Drives

Select the drive where you want the files extracted to.

Execute

Select Execute to extract the files.

Cancel

Select Cancel to cancel extracting files.

Options

Select Options to change UNZIP options.

Update Files

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

Freshen Files

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

Test ZIP (or TAR) File Integrity

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

To use test ZIP or (TAR) file integrity:

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

Note: ESC will stop execution once testing begins.

Utilities Menu

Professional Only:

[Convert ZIP to EXE](#)

[Convert EXE to ZIP](#)

[Convert to ZIPPLUS](#)

Convert ZIP to EXE

Professional

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

To use convert ZIP to EXE:

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

Note: ESC will stop execution once conversion begins.

ZIP to EXE Dialog Box Options:

Professional

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

Create File in this Directory

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

Directories

Select the directory where you want the EXE created.

Drives

Select the drive where you want the EXE created.

Execute

Select Execute to create the EXE.

Cancel

Select Cancel to cancel out of this dialog box.

Help

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

Create File in this Directory

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

Directories

Select the directory where you want the EXE created.

Drives

Select the drive where you want the EXE created.

Execute

Select Execute to create the EXE.

Cancel

Select Cancel to cancel out of this dialog box.

Convert EXE to ZIP

Professional

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

To use convert EXE to ZIP:

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

Note: ESC will stop execution once conversion begins.

EXE to ZIP Dialog Box Options:

Professional

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

Create File in this Directory

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

Directories

Select the directory where you want the ZIP file created.

Drives

Select the drive where you want the ZIP file created.

Execute

Select Execute to create the ZIP file.

Cancel

Select Cancel to cancel out of this dialog box.

Help

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

Create File in this Directory

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

Directories

Select the directory where you want the EXE created.

Drives

Select the drive where you want the EXE created.

Execute

Select Execute to create the EXE.

Cancel

Select Cancel to cancel out of this dialog box.

Convert to ZIPPLUS

Professional

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

To use convert to ZIPPLUS:

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

Note: ESC will stop execution once conversion begins.

ZIPPLUS Dialog Box Options:

Professional

File Name

Type the filename or select the filename you want the [ZIPPLUS](#) file to be. If you type or select an existing file, NetZIP will ask if you want to delete it. If you select yes, the original file will be deleted.

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

Save Files of Type

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

EXE Files

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

All Files

Lists all files in the current directory.

Directories

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

Drives

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

OK

Select OK when you are done.

Cancel

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

Help

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

File Name

Type the filename or select the filename you want the [ZIPPLUS](#) file to be. If you type or select an existing file, NetZIP will ask if you want to delete it. If you select Yes, the original file will be deleted.

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

Save Files of Type

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

EXE Files (*.EXE)

All Files (*.*)

EXE Files

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

Drives

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

Directories

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

OK

Select OK when you are done.

Cancel

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

View Menu

Toolbar

Status Bar

Show Name Only

Show All Details

Show Parent

Change Font...

Run

Sort

Info...

View File

Professional Only:

Change Filter...

Checkout...

Toolbar Command

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

To show/hide toolbar:

1. Select *Toolbar* from the *View* menu.

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

Toolbar

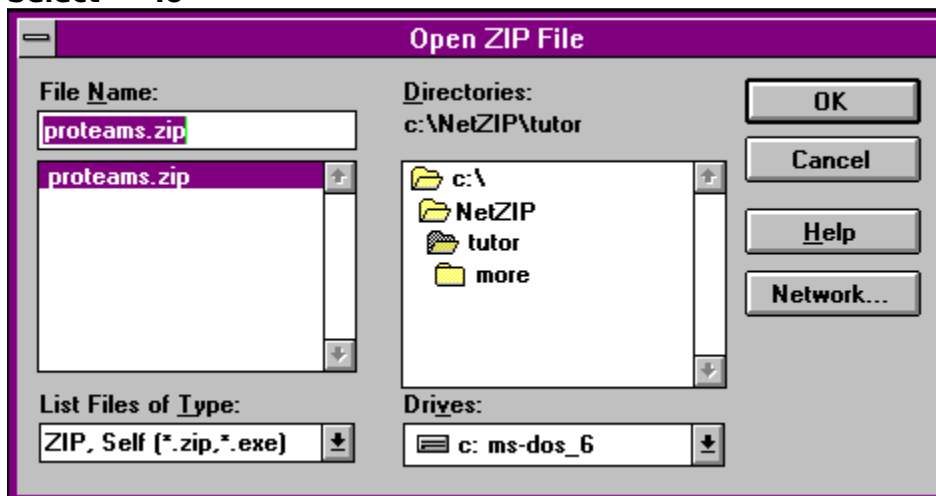
The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in NetZIP.

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

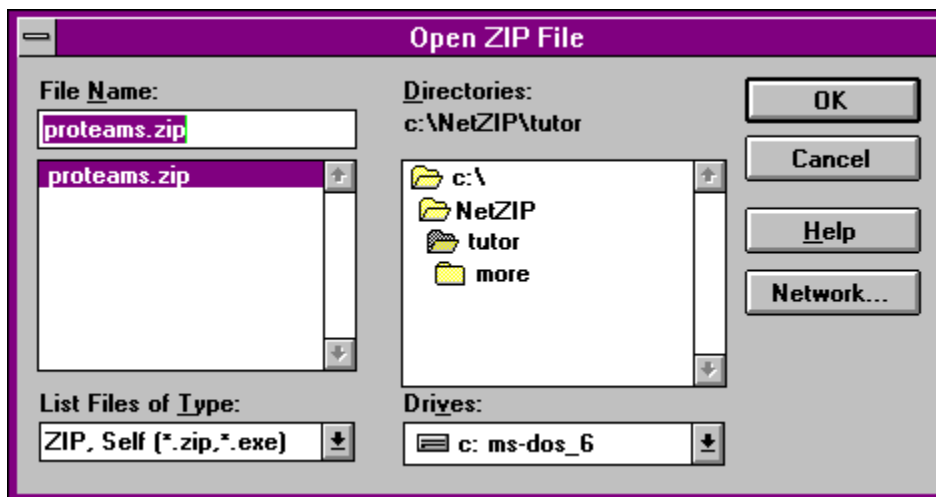
The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in NetZIP,

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

Select To

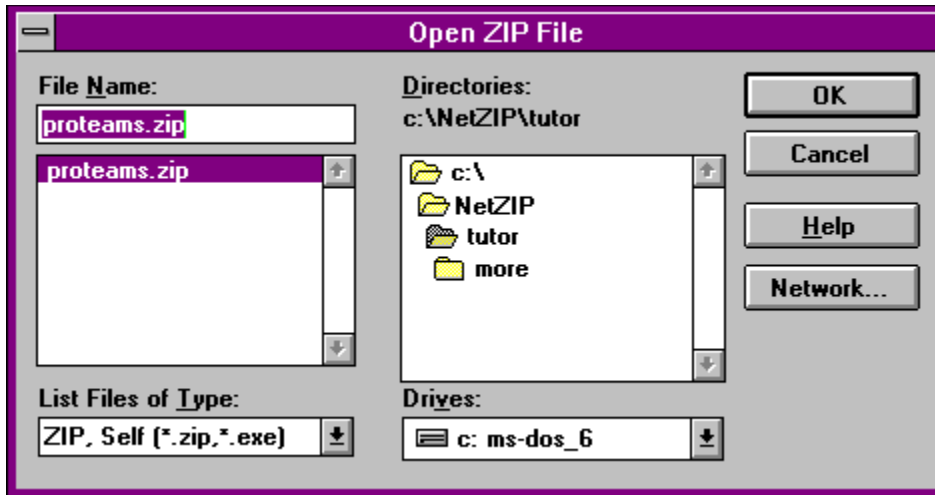


Create a new ZIP file.



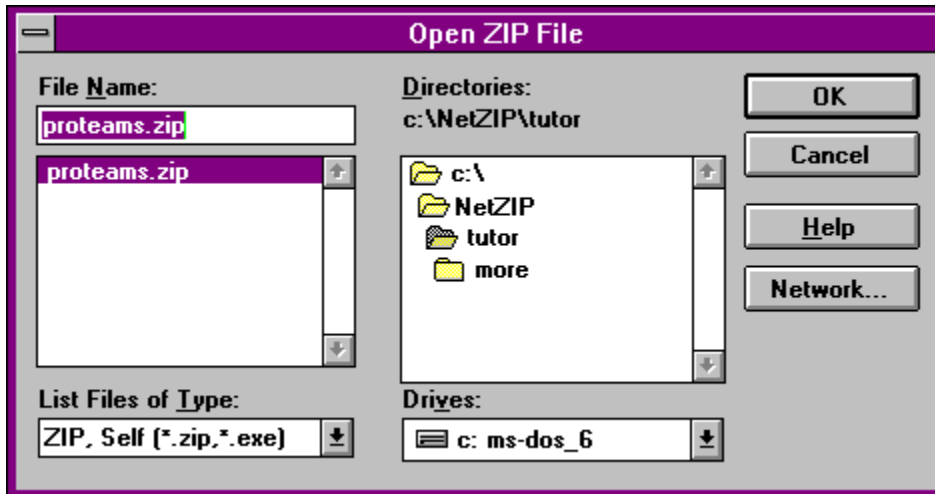
file.

Open an existing ZIP

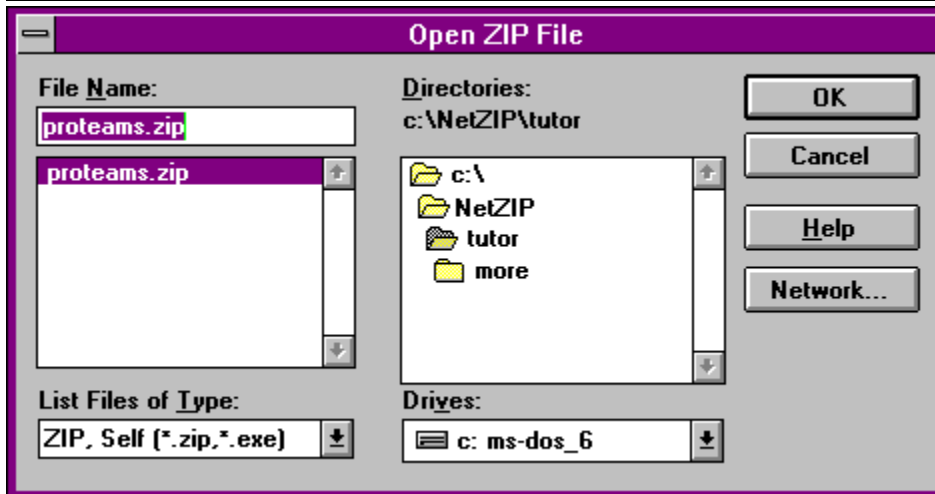


Save a ZIP or TAR

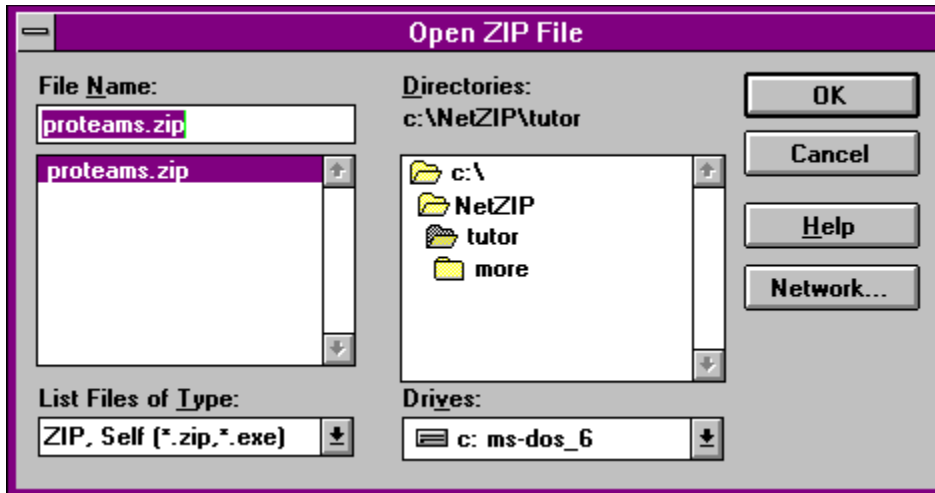
file.



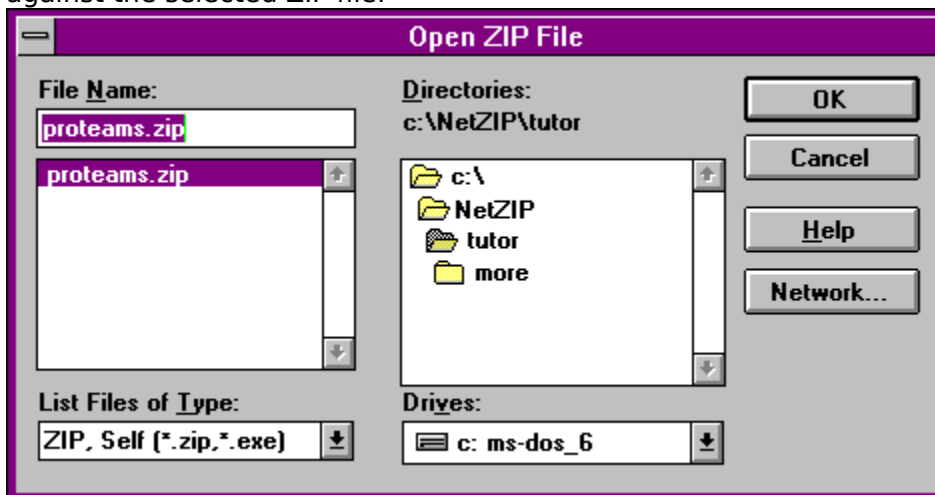
Add files.





UNZIP files.

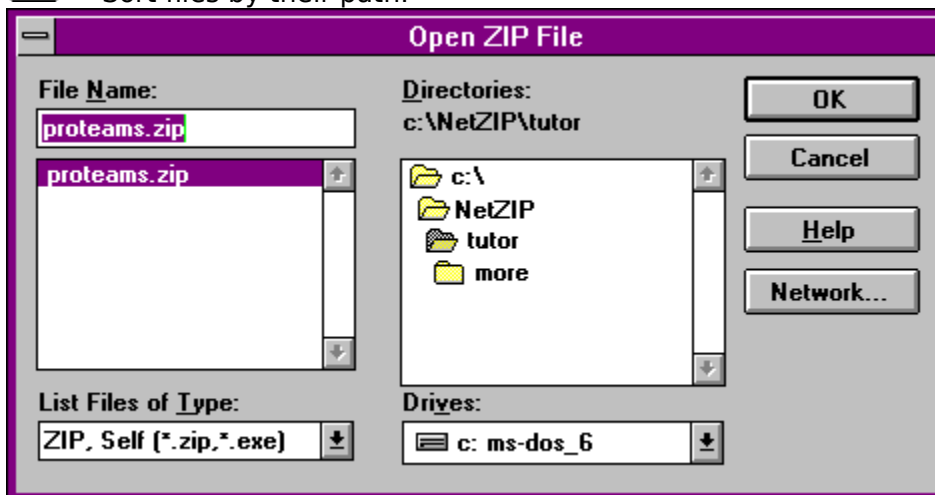


Run a command against the selected ZIP file.











Print the contents of the selected ZIP file.

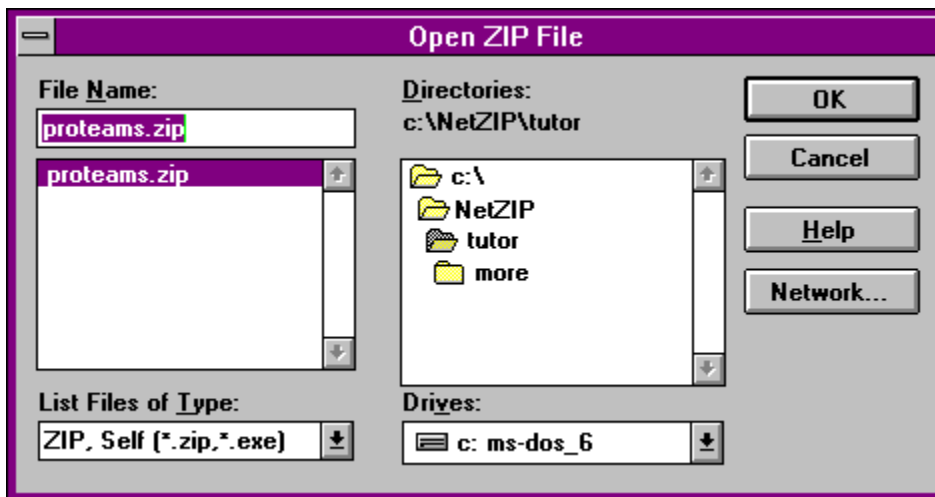
-  Sort files by their file name.
-  Sort files by their path.



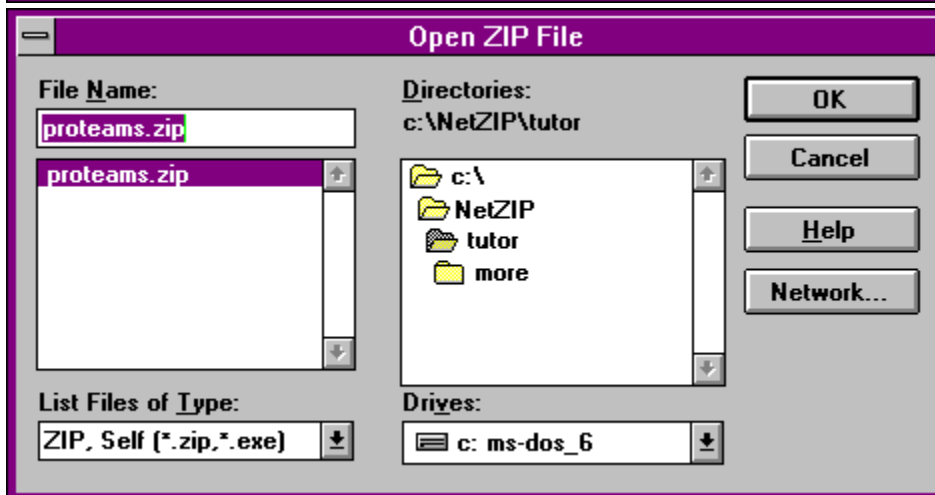
Sort files by their extension.

-  Sort files by their date/time.
-  Sort files by their extracted size.
-  Sort files by their compressed size.
-  Sort files by their compression ratio.
-  Sort files by their original order.
-  View files by their filename only.
-  View all details of the files.
-  Context Help command.

Professional:

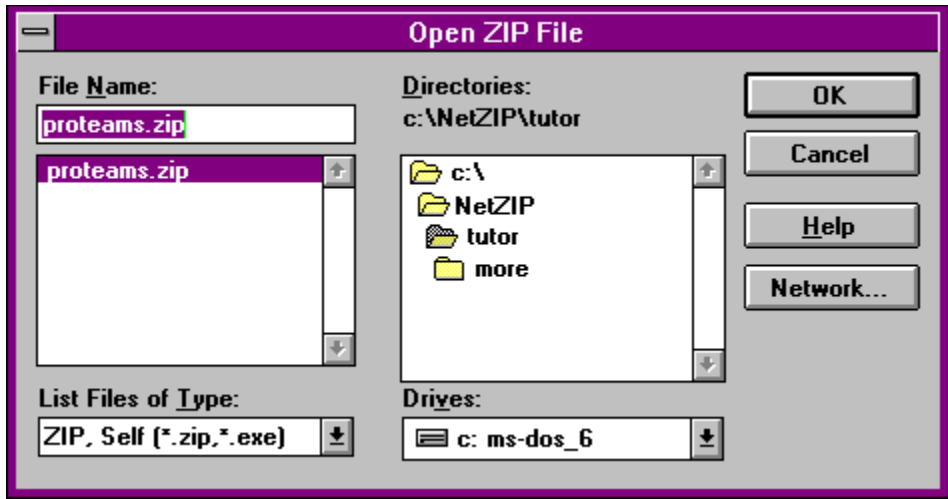


Checkout a file.



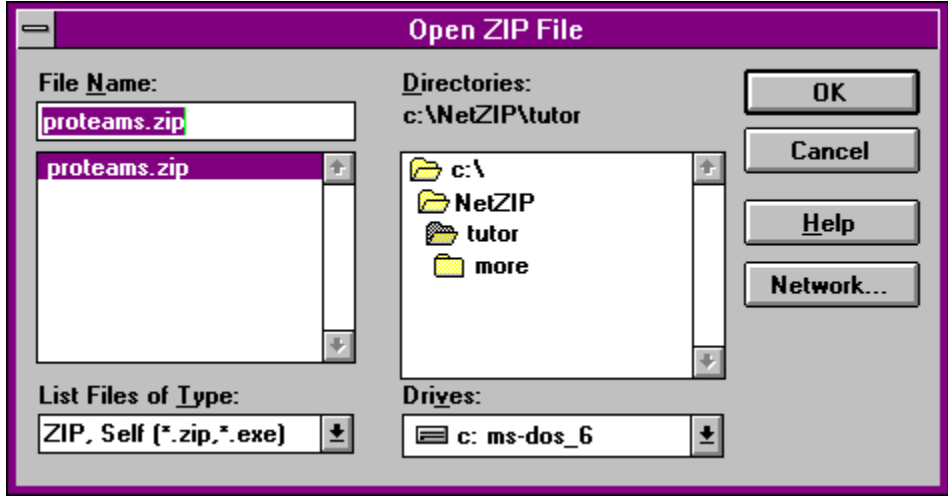
Save a ZIP or TAR

file; save a ZIP or UNZIP configuration file.



Search for files

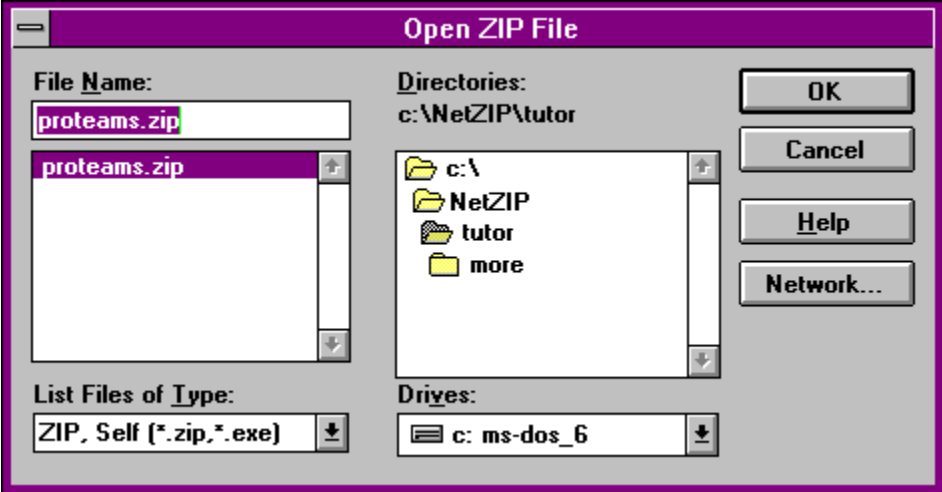
within ZIP files.



View the selected ZIP

file.

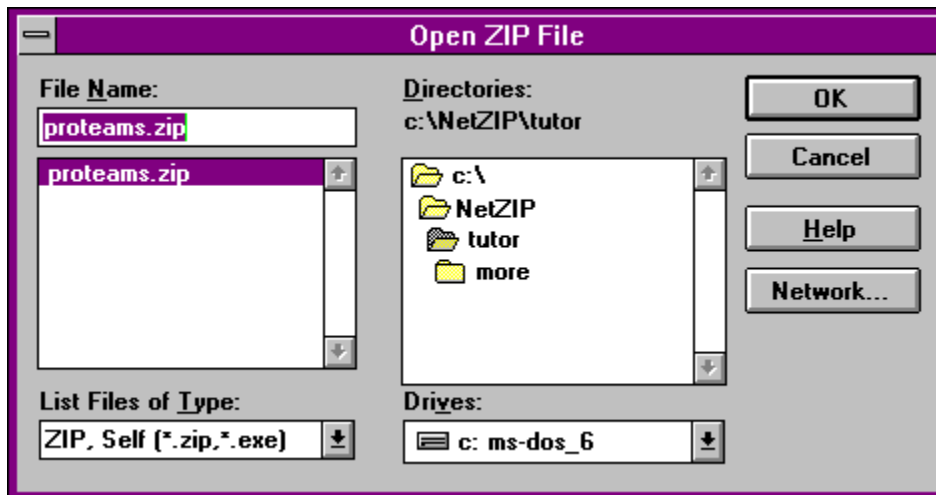
New



Create a new ZIP

file.

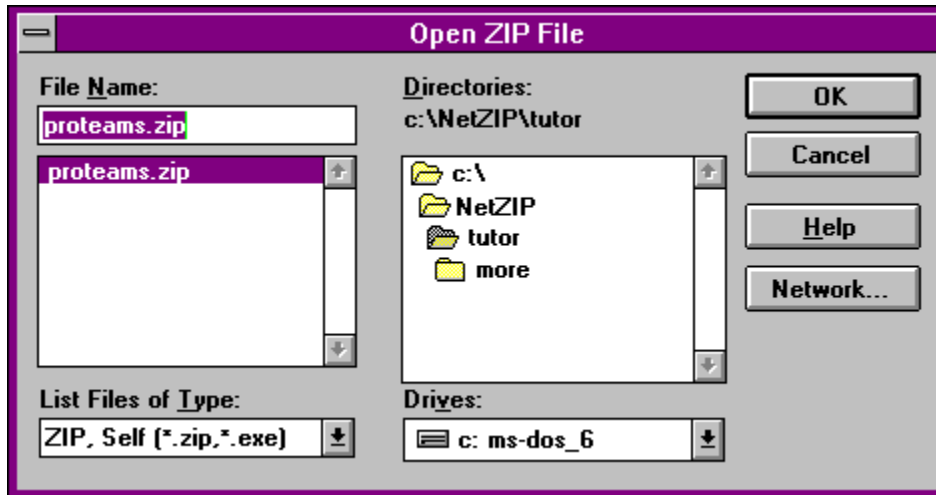
Open



file.

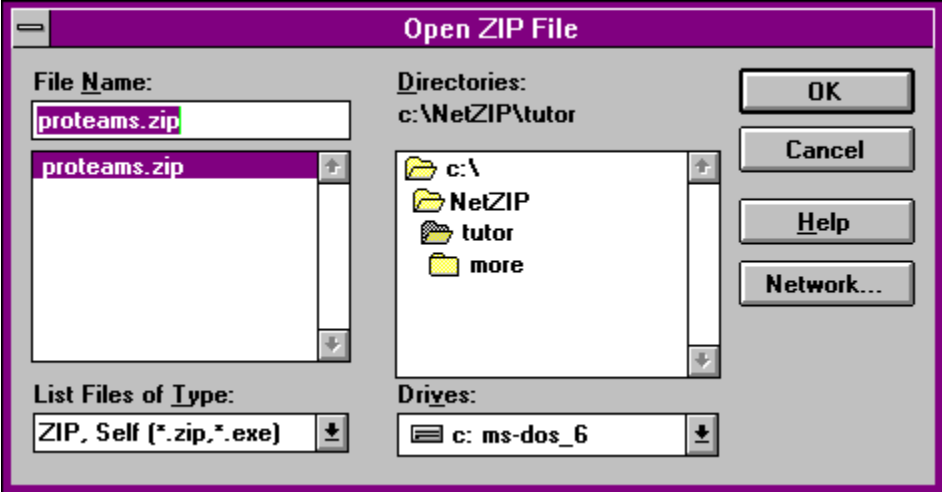
Open an existing ZIP

Add



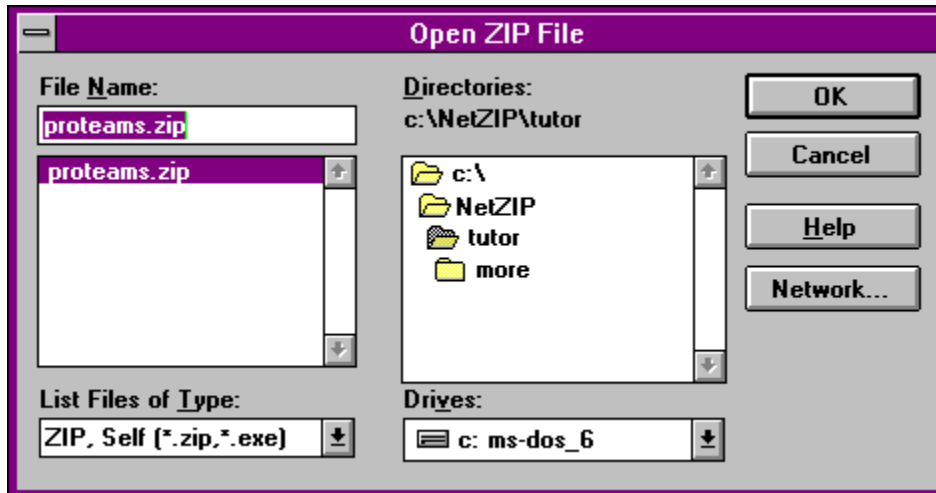
Add files.

Extract



Extract files.

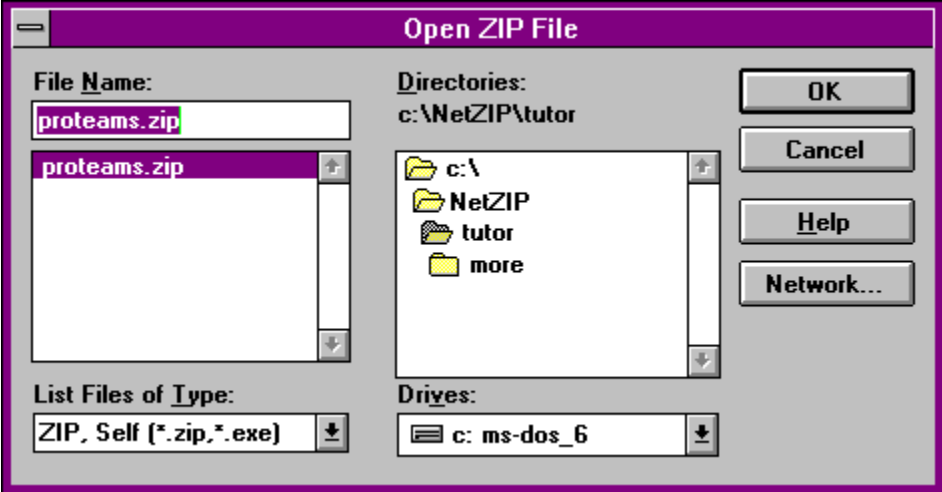
View



ZIP file.

View the selected

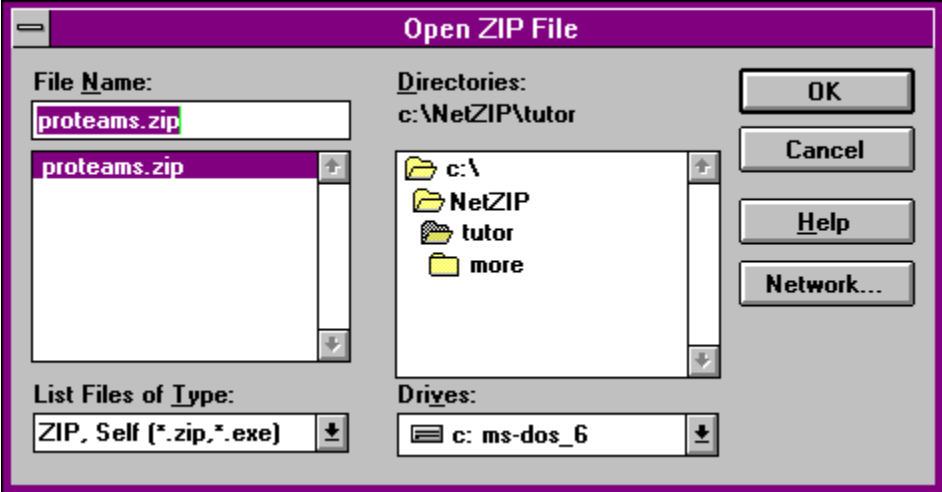
Run



against the selected ZIP file.

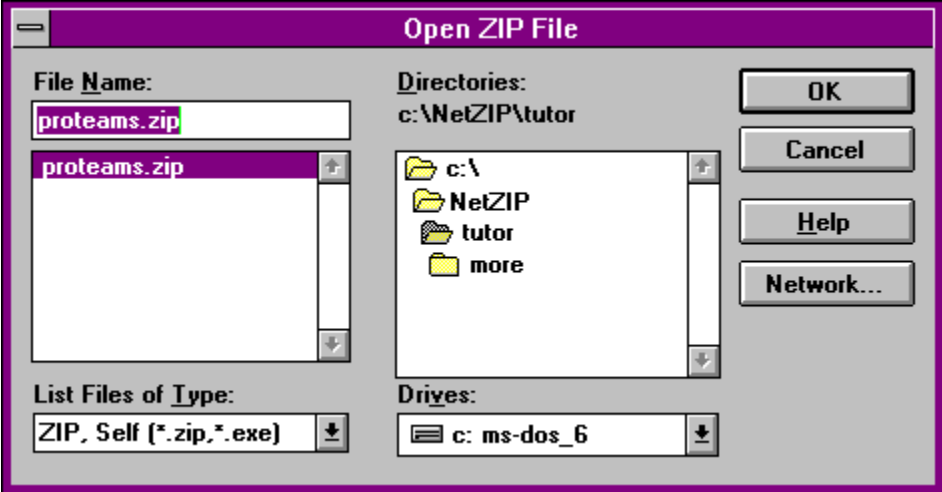
Run a command

Checkout



Checkout a file.

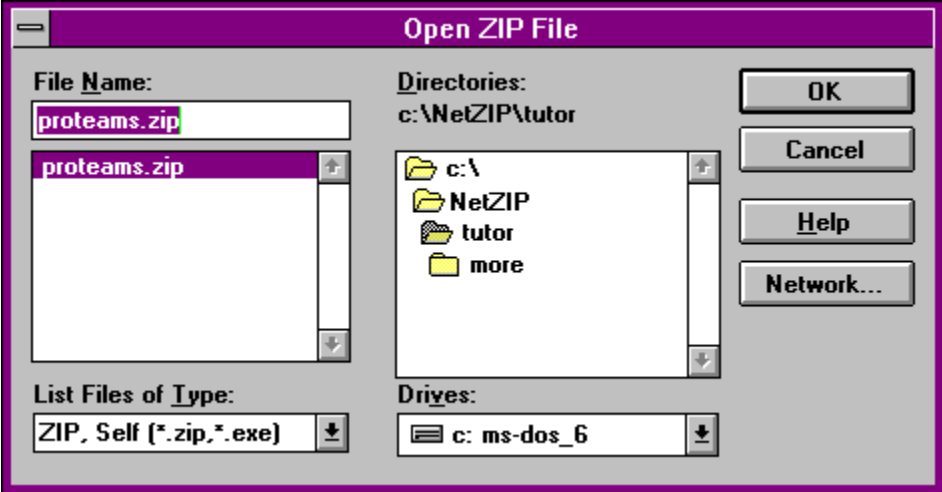
Print



the selected ZIP file.

Print the contents of

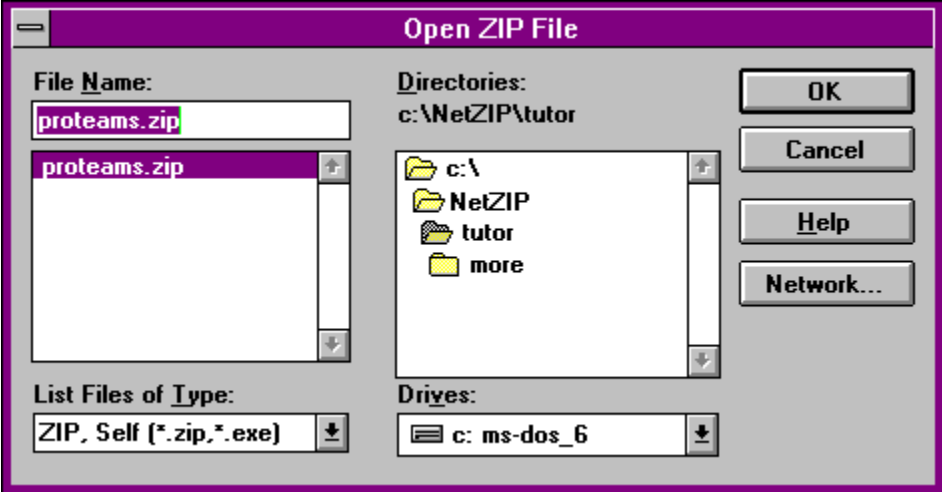
By File Name



file name.

Sort files by their

By Path



path.

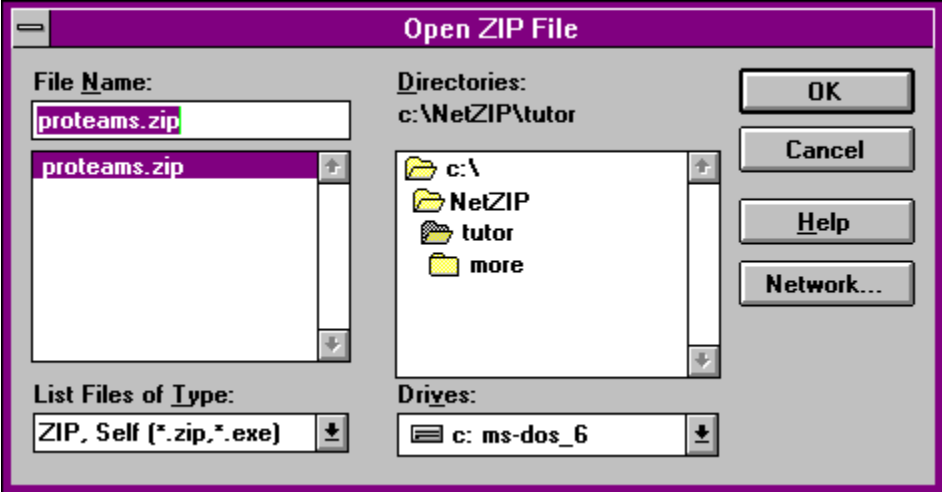
Sort files by their

By Extension



Sort files by their extension.

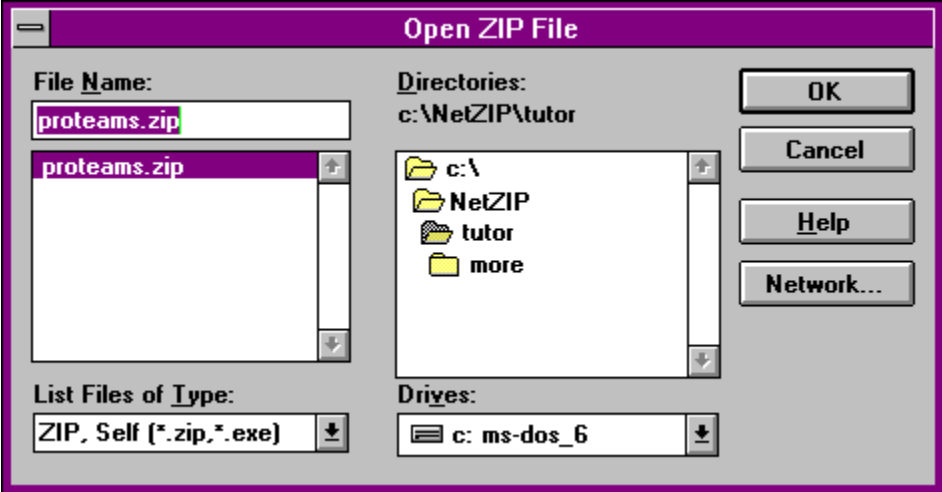
By Date/Time



date/time.

Sort files by their

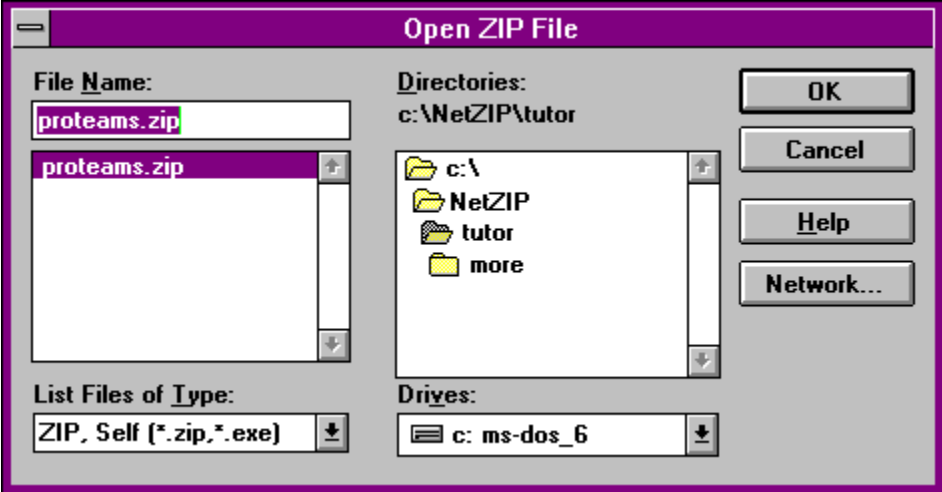
By Uncompressed Size



extracted size.

Sort files by their

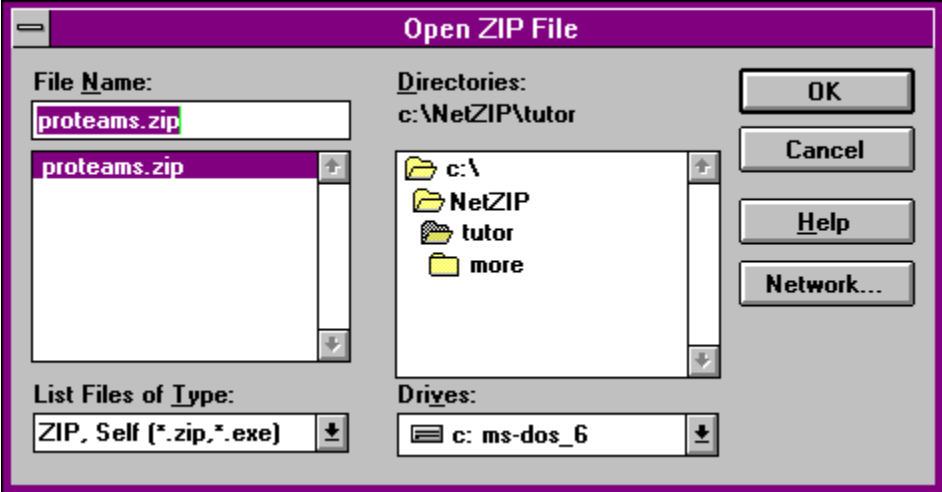
By Compressed Size



compressed size.

Sort files by their

By Compression Ratio



compression ratio.

Sort files by their

By Compression Order



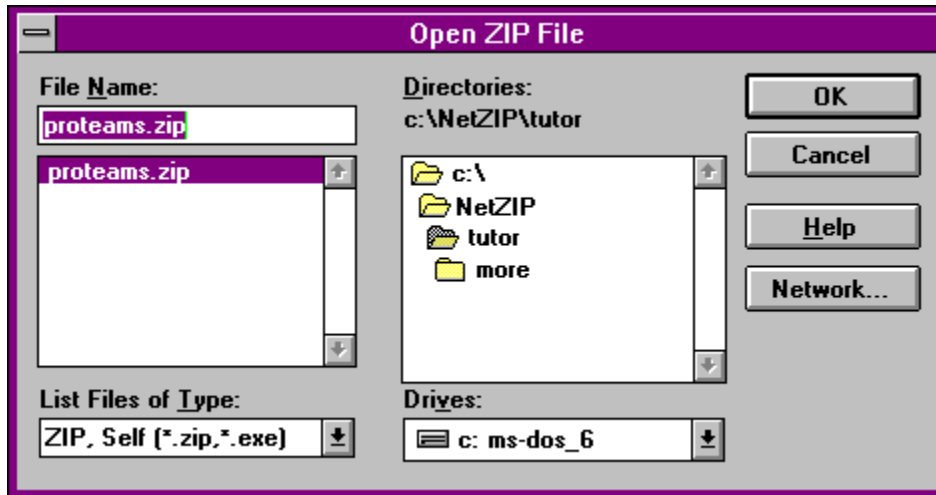
Sort files by their original order.

View Filenames



View files by their filename only.

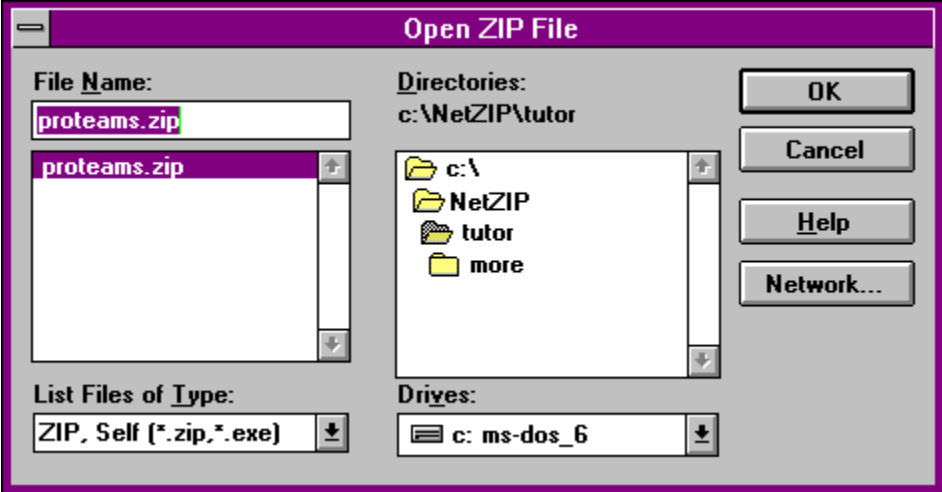
View All Info



the files.

View all details of

Help

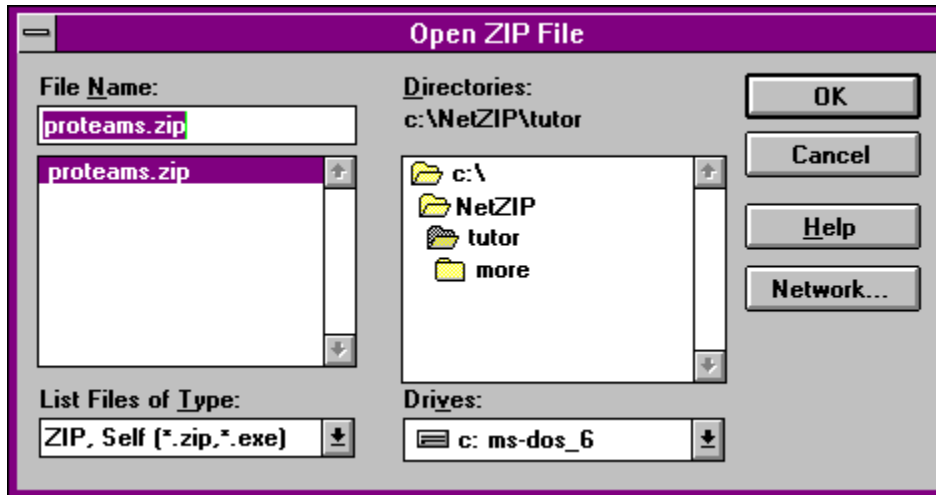


Context Help

command.

Save

Professional

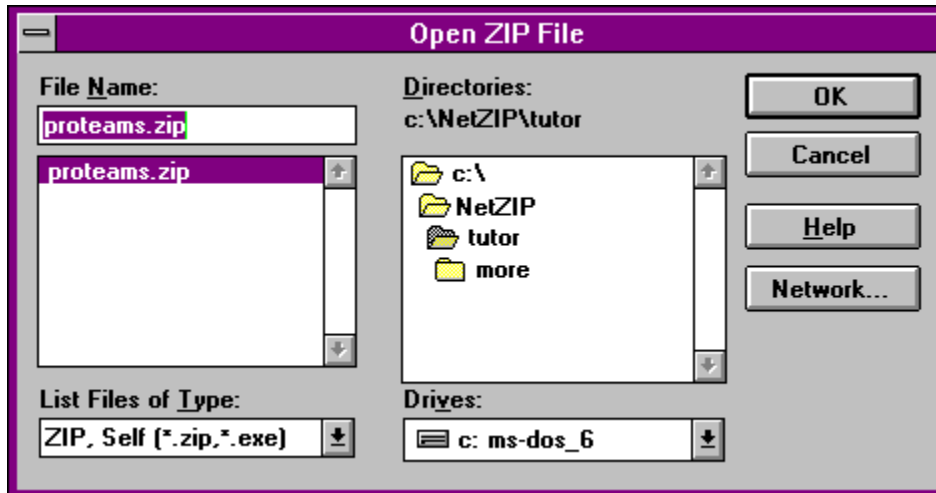


configuration file.

Save a ZIP or UNZIP

Search

Professional



within ZIP files.

Search for files

Status Bar Command

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

To show/hide status bar:

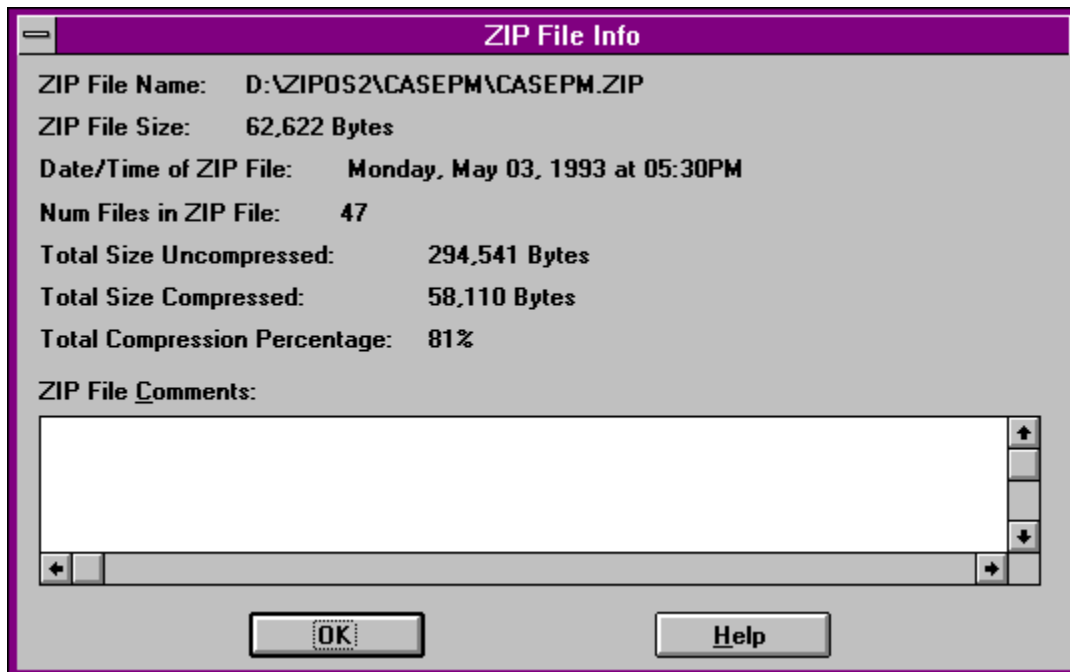
1. Select *Status Bar* from the *View* menu.

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

Status Bar

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

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



Left Area

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

Right Area

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

Show Name Only

Shows the file name only in the active window.

To show name only:

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

Show All

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

To show all details:

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

Show Parent

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

To show parent:

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

Change Font

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

To use change font:

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

Change Font Dialog Box Options:

Font

Type or select the name of the font you want.

Font Style

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

Size

Type or select the point size.

Sample

Gives example of what the characters will look like.

OK

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

Save

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

Cancel

Select Cancel to cancel the change font operation.

Help

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

Font

Type or select the name of the font you want.

Font Style

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

Size

Type or select the point size.

Sample

Gives example of what the characters will look like.

OK

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

Save

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

Cancel

Select Cancel to cancel the change font operation.

Sort

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

To use sort:

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

File Name Only

Path

Extension

Date/Time

Uncompressed Size

Compressed Size

Compression Ratio

Compression Order

By File Name Only

Sorts files alphabetically by file name only.

To use sort by file name only:

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

By Path

Sorts files alphabetically by path.

To use sort by path:

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

By Extension

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

To use sort by extension:

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

By Date/Time

Sorts files by date the files were created.

To use sort by date/time:

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

By Uncompressed Size

Sorts by the extracted size of the files.

To use sort by uncompressed size:

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

By Compressed Size

Sorts by the compressed size of the files.

To use sort by compressed size:

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

By Compression Ratio

Sorts by the ratio of compression. Least compressed first.

To use sort by compression ratio:

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

By Compression Order

Sorts files in order they were compressed.

To use sort by compression order:

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

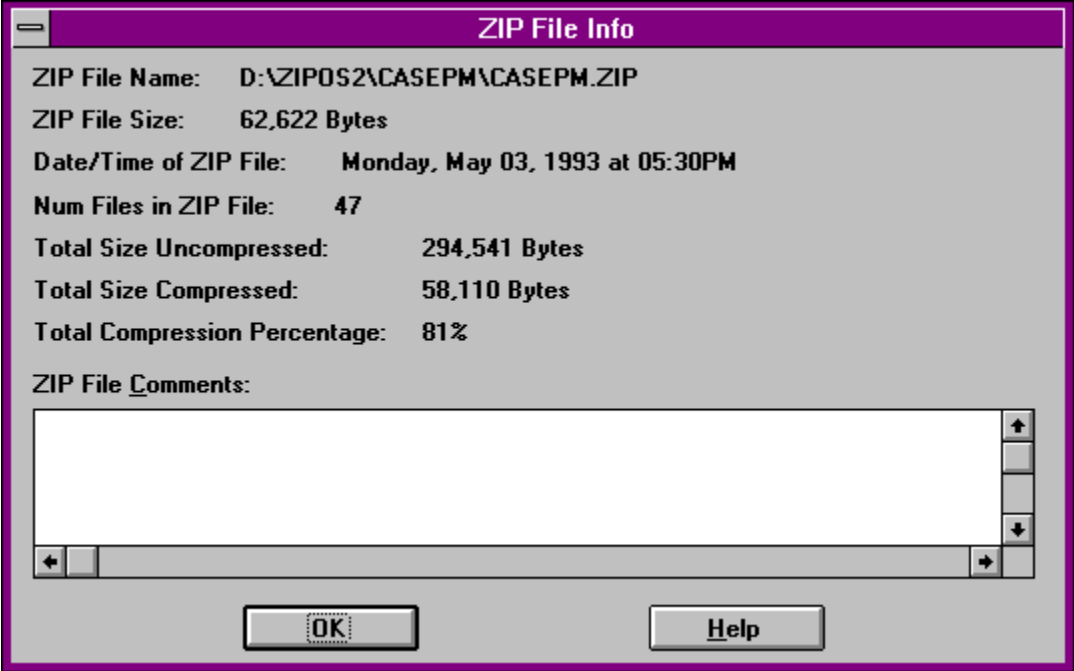
Info

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

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

To use info:

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



View File

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

To use view file:

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

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

Note: If there is no association, VIEWER.EXE (Professional) will be executed or NOTEPAD.EXE will be executed. If the file was previously checked out it will not be executed.

Run

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

To use run:

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

Run Dialog Box Options:

Command Line

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

Execute

Select Execute when you are done.

Cancel

Select Cancel to cancel the run operation.

Help

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

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

Command Line

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

Execute

Select Execute when you are done.

Cancel

Select Cancel to cancel the run operation.

Checkout

Professional

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

To use checkout:

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

Check Out Dialog Box Options:

Professional

Directories

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

Drives

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

Password

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

OK

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

Cancel

Select Cancel to cancel checking out a ZIP file.

Help

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

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

Directories

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

Drives

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

Password

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

OK

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

Cancel

Select Cancel to cancel checking out a ZIP file.

Change Filter

Professional

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

To use change filter:

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

Change Filter Dialog Box Options:

Professional

Filter

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

OK

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

Cancel

Select Cancel to cancel the change filter operation.

Help

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

Filter

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

OK

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

Cancel

Select Cancel to cancel the change filter operation.

Options Menu

[General Options](#)

[ZIP Options](#)

[UNZIP Options](#)

[UNTAR Options](#)

General Options

To change NetZIP General Options:

1. Select *General* from the *Options* menu.
2. The [General Options](#) dialog box will appear.

General Dialog Box Options:

Default Viewer Name

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

Browse

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

Enable Log File

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

Save

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

Cancel

Select **Cancel** to cancel.

Help

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

Default Viewer Name

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

Browse

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

Enable Log File

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

Save

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

Cancel

Select **Cancel** to cancel.

ZIP Options

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

To use ZIP options:

1. Select *ZIP Options* from the *Options* menu.
2. The [ZIP Options](#) dialog box will appear.

ZIP Options Dialog Box Options:

Compression Method

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

Store

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

Shrink

Fastest compression method but smallest compression ratio.

Reduce Type 1

Second fastest compression method but second smallest compression ratio.

Reduce Type 2

Third fastest compression method but third smallest compression ratio.

Reduce Type 3

Fourth fastest compression method but fourth smallest compression ratio.

Reduce Type 4

Fourth slowest compression method but fourth greatest compression ratio.

Implode

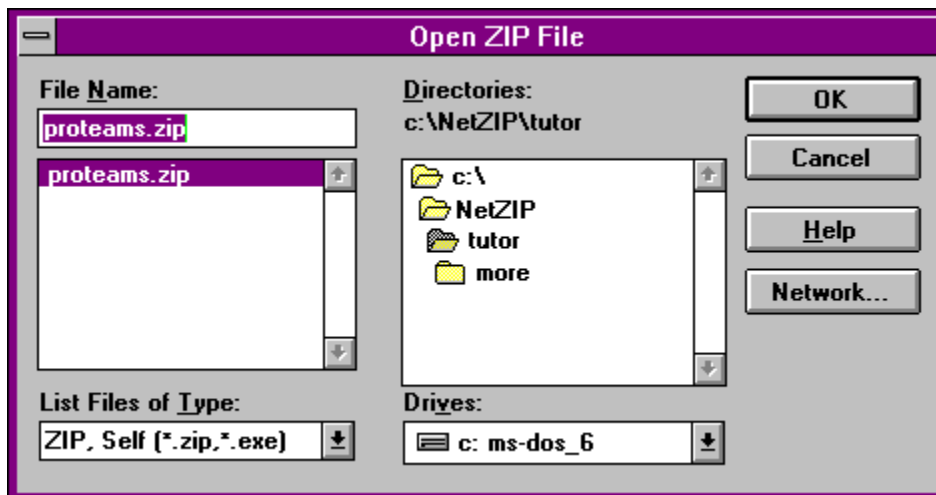
Third slowest compression method but third greatest compression ratio.

Tokenize

Second slowest compression method but second greatest compression ratio.

Deflate

Slowest compression method but greatest compression ratio.



Span Disks (Professional)

Allows you to back up across removable media (i.e.: diskettes). If a ZIP file is not on

removable media this option will be disabled. Select how you want to span disks by selecting one of the following from the drop down list box:

Do Not Span Disks

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

Span Disks

Select this option if you are backing up across diskettes.

Format Disks

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

Format Low Density

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

Wipe Disks

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

Wipe Root Directories

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

Wipe Sub-directories

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

Add Files Dated From

Enter date in the date entry field.

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

Password

Allows you to set a password for your ZIP files.

Store Path

Tells NetZIP to store the paths of the files selected.

Old as Latest

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

Recurse Subdirectories

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

Backup Entire Drive

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

Edit Comment

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

Include System Files

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

Temp File

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

OK

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

Save

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

Cancel

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

Help

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

Add Files Dated From

Enter date in the date entry field.

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

Old as Latest

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

Backup Entire Drive

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

Edit Comment

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

Include System Files

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

Temp File

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

OK

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

Save

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

Cancel

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

UNZIP Options

Allows you to select how you want your files extracted.

To use UNZIP options:

1. Select *UNZIP Options* from the *Options* menu and the [UNZIP Options](#) dialog box will appear.

UNZIP Options Dialog Box

Options:

Recurse ZIP Path Info.

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

Overwrite Files

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

Recreate Directories

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

Password

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

OK

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

Save

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

Cancel

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

Help

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

Recurse ZIP Path Info.

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

OK

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

Save

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

Cancel

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

Window Menu

Cascade

Tile Horizontally

Tile Vertically

Arrange Icons

Close All Windows

Refresh

Professional Only:

New View

Cascade

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

To use cascade:

1. Select *Cascade* from the *Window* menu.

Tile Horizontally

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

To use tile horizontally:

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

Tile Vertically

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

To use tile vertically:

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

Arrange Icons

Arranges all the icons at the bottom of the window.

To use arrange icons:

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

Close All Windows

Closes all open windows at the same time.

To use close all:

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

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

Software Builders Warning Dialog Boxes

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

Close All Warning Dialog Box:

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

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

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

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

Delete Warning Dialog Box:

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

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

Refresh

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

To use Refresh:

1. Select *Refresh* from the *Window* menu.

Password Dialog Box

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

Password

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

OK

Select OK when you are done entering a password.

Cancel

Select Cancel to cancel entering a password.

Help

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

Password

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

OK

Select OK when you are done entering a password.

Cancel

Select Cancel to cancel entering a password.

1, 2, 3, 4 command

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

1, 2, ... command

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

New View

Professional

Opens another window of the active ZIP file.

To use New View:

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

Execute!

Professional

(Note: This is a menu item and will only appear when a configuration window is active.)
Allows you to execute a ZIP (.CFZ) or UNZIP (.CFU) configuration file.

To execute a configuration file:

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

Index command

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

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

Using Help command

Use this command for instructions about using Help.

About NetZIP command

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

Context Help command

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

Shortcut:

Keys: SHIFT+F1

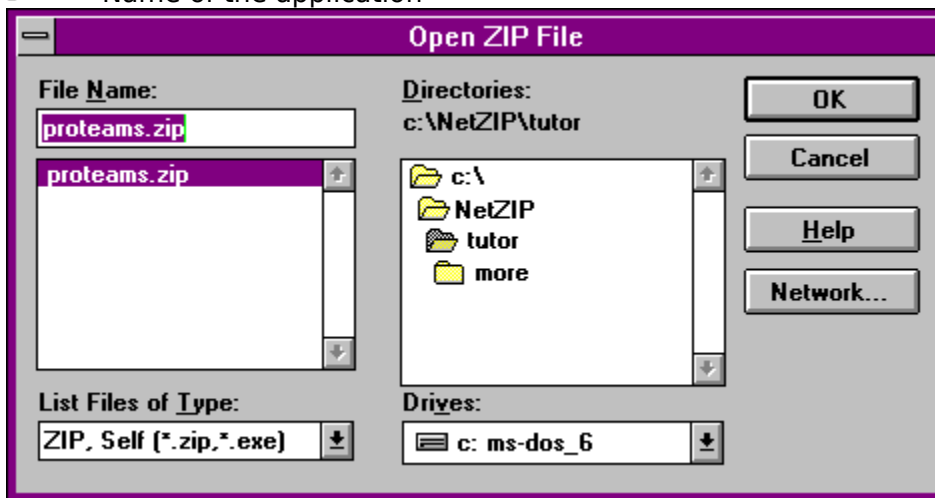
Title Bar

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

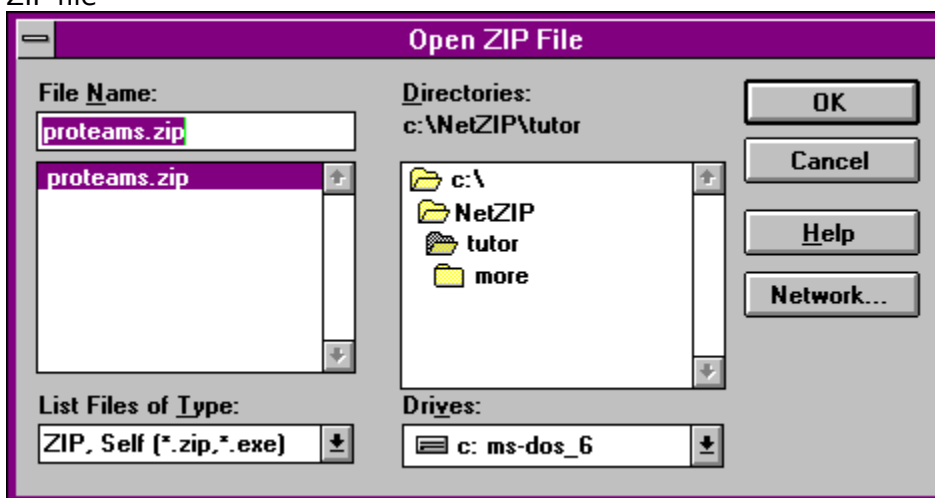
To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

The title bar contains the following elements:

- Control-menu button
- Maximize button
- Minimize button
- Name of the application



Name of the active ZIP file



Restore button

Header Bar

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

Scroll bars

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

Size command (System menu)

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



After the pointer changes to the four-headed arrow:

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

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

Shortcut:

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

Move command (Control menu)

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



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


Shortcut:

Keys: CTRL+F7

Minimize command (application Control menu)

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


Shortcut:

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

Maximize command (System menu)

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

Shortcut:

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

Next Window command (document Control menu)

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

Shortcut:

Keys: CTRL+F6

Previous Window command (document Control menu)

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

Shortcut:

Keys: SHIFT+CTRL+F6

Close command (Control menus)

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

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



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

Shortcuts:

Keys: CTRL+F4 closes a file window

ALT+F4 closes the active ZIP file window or dialog box

Restore command (Control menu)

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

Switch to command (application Control menu)

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

Shortcut:

Keys: CTRL+ESC

Dialog Box Options

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

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

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

Tile

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

Arrange Icons

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

Additional Tech Support

For additional support contact Software Builders, Inc.

Opening a ZIP File

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

To open a ZIP file:

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

Select **OK** to continue or **Cancel** to cancel opening a ZIP file.

Click here for a complete explanation of [Open ZIP File Dialog Box Options](#)

Test ZIP File Integrity

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

To use test ZIP file integrity:

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

Note: ESC will stop execution once testing begins.

Sending ZIP Files Using Mail

Professional

Allows you to attach a ZIP file to a Microsoft Mail note.

To send a ZIP file:

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

To send all ZIP files:

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

Closing a ZIP File

Allows you to close the active ZIP file window.

To close a ZIP window:

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

Deleting a ZIP File

Allows you to delete the active ZIP file.

To delete a ZIP file:

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

Search ZIP Files

Professional

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

To search for a file:

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

Click here for a complete explanation of [Search ZIP Files Dialog Box Options](#)

Search ZIP Files Dialog Box Options:

Professional

Key Word

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

File Name

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

Location

Type in one or more directories (including drive letter) that you want to search (i.e. c:\;d:\back).

Search Subdirectories

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

Search Self-extracting ZIP files

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

Search

Select this button to begin the search.

Cancel Search

Select **Cancel Search** to cancel searching.

Search Results

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

Open

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

Clear

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

Close

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

Help

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

Opening a TAR File

Allows you to open an existing TAR file from any directory and drive. You may select as many TAR files as you want to open at one time.

To open a TAR file:

1. Select *Open ZIP File* from the *File* menu or select the Open button on the toolbar.
2. The *Open ZIP Files* dialog box will appear. This dialog box is used to open all file types supported by NetZIP (i.e., ZIP, EXE, TAR, TGZ, TAZ, GZ, and Z).
3. Select the TAR files you want to open (or type the name of the file in the file name text box).

Select **OK** to continue or **Cancel** to cancel opening a TAR file.

Click here for a complete explanation of [Open ZIP File Dialog Box Options](#)

Open ZIP File Dialog Box Options:

File Name

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

List Files of Type

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

ZIP Files (*.ZIP)

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

Self-extracting Files (*.EXE)

Lists all self-extracting files in the current directory that have the .EXE extension.

TAR Files (*.TAR)

Lists all tape archives in the current directory that have the .TAR extension.

TGZ Files (*.TGZ)

Lists all G-ZIP tape archives in the current directory that have the .TGZ extension.

TAZ Files (*.TAZ)

Lists all ZIP tape archives in the current directory that have the .TAZ extension.

GZ Files (*.GZ)

Lists all G-ZIP files in the current directory that have the .GZ extension.

Z Files (*.Z)

Lists all Z files in the current directory that have the .Z extension.

Drives

Select the drive where the files that you want to open are located.

Directories

Select the directory where the files that you want to open are located.

Select **OK** to continue or **Cancel** to cancel opening a file.

Test TAR File Integrity

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

To use test TAR file integrity:

1. Open or activate the TAR file you want to test (including .TAR, .TGZ and .TAZ).
2. Highlight the files you want to test.
3. Select *Test TAR File Integrity* from the *UNTAR* menu.
4. Enter a password if required.
5. If no error message comes back, then none of the files are corrupted. If an error message does come back, it will tell you which files are corrupted.

Note: ESC will stop execution once testing begins.

Closing a TAR File

Allows you to close the active TAR file window (including .TAR, .TGZ and .TAZ).

To close a TAR window:

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

Deleting a TAR File

Allows you to delete the active TAR file (including .TAR, .TGZ and .TAZ).

To delete a TAR file:

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

Extracting Files from an Archive

Allows you to uncompress selected ZIP and TAR files.

To use **Extract Files**:

1. Open the ZIP or TAR file you want to extract from and highlight the files you want to extract.
2. Select *Extract Files* from the UNZIP or UNTAR menu or click the Extract button on the toolbar. The *Extract Files* dialog box will appear (a full explanation of this dialog box appears after the following step).
3. Choose the options that you want from the dialog box. Select **Execute** for the files to be extracted of **Cancel** to cancel extracting files.

Click here for a complete explanation of [Extract Files Dialog Box Options](#)

Extract Files Dialog Box Options:

Command

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

Extract Files

Uncompresses the selected ZIP or TAR files.

Extract Only New Files

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

Freshen Files

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

Files to Extract

Choose if you want all the files in ZIP or TAR file extracted, only the selected files extracted (the ones you highlighted), or only files that have a certain filter (e.g., *.XLS).

All Files

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

All Selected Files

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

Filter

Enter a filter (e.g., *.DOC, *.XLS) that you want to extract. Only files that match the filter will be extracted. You are allowed to enter more than one filter. If you enter more than one, they must be separated by a space (e.g., *.DOC *.XLS).

Overwrite Files

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

Recreate Directories

Select Recreate Directories for NetZIP to recreate all of the directories stored previously.

Password

Input a password if required in order to extract the files selected. If a password is required and you did not enter one in this dialog box, NetZIP will prompt you to enter one.

Extract to Directory

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

Select **Execute** to continue or **Cancel** to cancel extracting files.

Note: ESC will stop execution once extraction begins.

Update Files

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

To use update files:

1. Select *Update Files* from the *UNZIP* or *UNTAR* menu.
2. See [***Extracting Files from an Archive***](#) for **How to Use and Dialog Box Options**.

Freshen Files

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

To use Freshen Files:

1. Select *Freshen Files* from the *UNZIP or UNTAR* menu.
2. See [***Extracting Files from an Archive***](#) for **How to Use and Dialog Box Options**.

ZIPPLUS Feature

Professional

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

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

*trademark of PKWare

Converting a ZIP File to ZIPPLUS

Professional

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

To use convert to ZIPPLUS:

1. Open or activate the ZIP file you want to convert.
2. Select *Convert to ZIPPLUS* from the *Utilities* menu. The *Convert to ZIPPLUS* dialog box will appear (a full explanation of this dialog box appears after the following steps).
3. Type in the name that you would like the ZIPPLUS file to be and type in the drive and directory where you would like the file located.
4. Select **Continue** and the conversion will begin.

Note: ESC will stop execution once conversion begins.

Click here for a complete explanation of [Converting to ZIPPLUS Dialog Box Options](#)

Converting to ZIPPLUS Dialog Box Options:

Professional

File Name

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

Drives

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

Directories

Select the directory where you want the ZIPPLUS file you are creating to be located. Select **OK** to continue or **Cancel** to cancel creating the ZIPPLUS file. Once you select **OK**, the ZIPPLUS file will be created.

Note: ZIPPLUS files cannot span disks.

Converting ZIP to EXE

Converts a ZIP file to a self-extracting ZIP file. The extension of the converted ZIP file will be .EXE. Converting a ZIP file to an EXE without using ZIPPLUS only allows the user to execute the EXE in DOS.

To use convert ZIP to EXE:

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

Note: ESC will stop execution once conversion begins.

Click here for a complete explanation of [ZIP to EXE Dialog box options](#)

ZIP to EXE Dialog box options:

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

Directories: Select the directory where you want the EXE created.

Drives: Select the drive where you want the EXE created.

Select **Execute** to continue or **Cancel** to cancel creating the EXE. Once you select **Execute** the EXE file will be created.

Extracting Self-extracting Files

How to extract a ZIPPLUS file:

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

OR

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

Note: Once the operation is complete, double click on the top left corner of the DOS box to close it.

How to extract a self-extracting file in DOS:

1. Change the drive and directory to where you want the file extracted (ex: g:\stefanie).
2. Type in the drive and directory where the self-extracting file is located and the name of the self-extracting file (ex: a:\test.exe). Type **-d** to recreate directories (ex: a:\test.exe -d).
3. Push the enter key and the file will be extracted in to the selected directory.

Converting EXE to ZIP

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

To use convert EXE to ZIP:

1. Open or activate the self-extracting file you want to convert.
2. Select *Convert EXE to ZIP* from the *Utilities* menu. The *EXE to ZIP* dialog box will appear.
3. See [Converting ZIP to EXE](#) for How to Use and Dialog Box Options.

View File

Allows you to view a file without having to extract it. View File will execute the application that is associated with the extension of the selected file. NetZIP extracts the selected file into a temporary directory and then executes the associated application from the temporary directory. You can associate an application with a file in File Manager (see File Manager Help).

To use view file:

1. Highlight the file you want to view.
2. Select *View File* from the *View* menu or, double click on the file or, click the **View** button on the toolbar.
3. Your file will be extracted into a temporary directory and will appear in the associated application. If a password is required to extract the file, the *Password* dialog box will appear. If you modify an extracted ZIP file, NetZIP will ask you if you want to update the ZIP file with the modified file. Select **YES** or **NO**.

Note: If there is no association, VIEWER.EXE (Professional) will be executed or NOTEPAD.EXE will be executed. If the file was previously checked out it will not be executed.

Run

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

To use run:

1. Highlight the file you want to run a command against.
2. Select *Run* from the *View* menu or click the **Run** button on the toolbar and the *Run File* dialog box will appear (a full explanation of this dialog box appears after the following step).
3. Type in the name of the application you want your file to run in. The application name must appear before the file name in the command line.

Note: If the file was previously checked out it will not be executed.

Click here for a complete explanation of [Run Dialog Box Options](#)

Run Dialog Box Options:

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

Select **OK** to continue or **Cancel** to cancel the run operation.

Your file will be extracted into a temporary directory and will appear in the associated application. If a password is required to extract the file, the *Password* dialog box will appear. If you modify an extracted ZIP file, NetZIP will ask you if you want to update the ZIP file with the modified file. Select **YES** or **NO**.

Checkout File

Professional

Checkout will temporarily extract all files in a ZIP or TAR file into a directory that you choose. NetZIP asks which directory you would like the files to be placed and extracts them there until the ZIP or TAR file is closed or NetZIP is closed. NetZIP will ask you whether or not to save or delete the files out of that directory.

To use checkout:

1. Select *Checkout...* from the *View* menu or click the **Checkout** button on the toolbar.
2. The *Checkout* dialog box will appear (a full explanation of this dialog box appears at the end of this section). Select the drive and directory where you want the files checked out to and enter a password if desired.

Select **OK** to continue or **Cancel** to cancel checking out the ZIP or TAR file.

Click here for a complete explanation of [Checkout Dialog Box Options](#)

Checkout Dialog Box Options:

Professional

Directories: Select a directory where you want the files to be checked out to by either: (1) choosing one of the last five directories you have checked files out to in the drop-down list box, (2) typing in a drive and directory or, (3) selecting a drive and directory.

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

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

Select **OK** to continue or **Cancel** to cancel checking out the ZIP or TAR file.

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

Show Name Only

Shows only the file names of the files in the active archive window.

To show name only:

1. Open the archive, or activate the archive window, that you want to perform this operation on.
2. Select *Show Name Only* from the *View* menu or click the Show Name Only button on the toolbar.

Show All Details

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

To show all details:

1. Open the archive, or activate the archive window, that you want to perform this operation on.
2. Select *Show All Details* from the *View* menu or click the Show All Details button on the toolbar.

Show Parent

Show Parent activates the window of the archive that contains the currently displayed archive in an archive. An * before the archive name indicates that it is an archive in an archive.

To show parent:

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

Change Font

Changes the appearance and size of font for easier readability in the active archive window. Each archive window can have a different font.

To use change font:

1. Open the archive, or activate the archive window, that you want to perform this operation on.
2. Select *Change Font* from the *View* menu and the *Change Font* dialog box will appear (a full explanation of this dialog box will appear after following step).
3. Select the desired font, style and size.

Click here for an explanation of [Change Font Dialog Box Options](#)

Change Font Dialog Box Options:

Font: Type or select the name of the font you want.

Font Style: Select the formatting options you want. You can select regular, bold, italic, and bold italic.

Size: Type or select the point size.

Select **SAVE** or **OK** when you are done. **OK** closes the dialog box and saves the options you chose for the current session only. **SAVE** closes the dialog box and will keep the options you chose for every session until you change them (if you have a different font in each window, the last font you saved will be the default font until you change it). Select **Cancel** to cancel changing the font.

Sort

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

To use sort:

1. Open the archive, or activate the archive window, that you want to perform this operation on.
2. Select *Sort* from the *View* menu and select the sorting method or choose the appropriate sorting button on the toolbar.

File Name Only - Sorts files alphabetically by the file name only. To use this option, go to the *View* menu and select *Sort* then select *File Name Only* or click the **File Name Only** button on the toolbar.

Path - Sorts files alphabetically by their path. To use this option, go to the *View* menu and select *Sort* then select *Path* or click the **Path** button on the toolbar.

Extension - Sorts files alphabetically by their extension (.DOC, .TXT, etc.). To use this option, go to the *View* menu and select *Sort* then select *Extension* or click the **Extension** button on the toolbar.

Date/Time - Sorts files by date the files were created. To use this option, go to the *View* menu and select *Sort* then select *Date/Time* or click the **Date** button on the toolbar.

Uncompressed Size - Sorts by the extracted size of the files. To use this option, go to the *View* menu and select *Sort* then select *Uncompressed Size* or click the **Uncompressed Size** button on the toolbar.

Compressed Size - Sorts by the compressed size of the files. To use this option, go to the *View* menu and select *Sort* then select *Compressed Size* or click the **Compressed Size** button on the toolbar.

Compression Ratio - Sorts by the ratio of compression. Least compressed first. To use this option, go to the *View* menu and select *Sort* then select *Compression Ratio* or click the **Compression Ratio** button on the toolbar.

Compression Order - Sorts files in order they were compressed. To use this option, go to the *View* menu and select *Sort* then select *Compression Order* or click the **Compression Order** button on the toolbar.

Refresh

Updates the active archive window. You may want to update an archive window if the archive has changed without NetZIP knowing it.

To use refresh:

1. Activate the archive you want to Refresh by clicking anywhere on its window.
2. Select *Refresh* from the *Window* menu.

Select All

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

To select all of the files:

1. Activate the archive you want to select from by clicking anywhere on its window.
2. Select *Select All* from the *Edit* menu.

Clear Selection

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

To clear selected files:

1. Activate the archive you want to clear the selection from by clicking anywhere on its window.
2. Select *Clear Selection* from the *Edit* menu.

Print

Allows you to print the contents of the active archive window.

To print an archive:

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

Print Setup

Allows you set print options for the archive.

To set up the print options:

1. Select *Print Setup* from the *File* Menu.
2. Select printer, orientation, and paper size.
3. For more print options, click on the **Options** button (see your Windows manual for a full explanation on Print Setup and Options).

Change Filter

Professional

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

To use change filter:

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

Click here for a complete explanation of [Change Filter Dialog Box Options](#)

Change Filter Dialog Box Options:

Professional

Filter

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

OK

Select OK to show the archive with the new filter.

Cancel

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

Help

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

New View

Professional

Opens another window of the active archive. You would use New View in the following instance. If you want to see all of the *.DOC files that are in the active archive, go to the Window menu and select *New View*. Another window will open. Go to the View menu and select *Change Filter* and type *.DOC.

To use New View:

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

General Options

Allows you to change NetZIP General Options. General options allow you to change the default viewer and/or enable log file.

To change general options:

1. Select *General* from the *Options* menu.
2. The *General Options* dialog box will appear (a full explanation of this dialog box appears after the following step).
3. Change the default viewer and/or enable the log file option.

Click here for an explanation of the [General Options Dialog Box](#)

General Dialog Box Options:

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

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

Select **SAVE** to save options for every session until you change them. Select **Cancel** to cancel.

ZIP Options

Allows you to change ZIP options (*Compression Method, Edit Comments, Set Date, Password*).

To use ZIP options:

1. Select *ZIP Options* from the *Options* menu. The *ZIP Options* dialog box will appear (a full explanation of this dialog box appears after the following step).
2. Select or change the ZIP options.

Select **OK** to save the options for the current session only. Select **SAVE** to save options for every session until you change them. Select **CANCEL** to cancel changing ZIP options.

Click here for an explanation of the [ZIP Options Dialog Box](#)

ZIP Options Dialog Box Options:

Compression Method

Select how you want the files compressed from the drop-down list box (see the section on *Compress Files* dialog box options in the **Adding and Deleting Files** chapter for a full explanation of Compression Methods).

Span Disk Option

Select the *Span Disk* option from the drop-down list box (see the section on *Compress Files* dialog box options in the **Adding and Deleting Files** chapter for a full explanation of Span Disk Options).

Add Files Dated From

Enter a date and only files with a later date will be added to the ZIP file. The date must be entered in the following format: MMDDYY.

Password

Enter a password if desired.

Store Path

Check this box if you want the path of the files to be stored when they are compressed.

Old as Latest

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

Recurse Subdirectories

Check this box if you want every file in the directory and its subdirectories compressed.

Backup Entire Drive

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

Edit Comment

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

Include System Files

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

Temp. File

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

Select **OK** to save the options for the current session only. Select **SAVE** to save options for every session until you change them. Select **CANCEL** to cancel changing ZIP options.

UNZIP Options

Allows you to change UNZIP options (*Recurse Zip Path Info, Overwrite Files, Recreate Directories, Password*).

To use UNZIP options:

1. Select *UNZIP Options* from the *Options* menu and the *UNZIP Options* dialog box will appear (a full explanation of this dialog box appears after the following step).
2. Select or change the UNZIP options.

Select **OK** to save the options for the current session only. Select **SAVE** to save options for every session until you change them. Select **CANCEL** to cancel changing UNZIP options.

Click here for an explanation of the [UNZIP Options Dialog Box](#)

UNZIP Options Dialog Box

Options:

Recurse ZIP Path Info.

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

Recreate Directories

Select this option if you want NetZIP to recreate all the directories previously stored.

Overwrite Files

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

Password

Input a password if required to extract the files selected.

Select **OK** or **SAVE**. **OK** will close the dialog box and save the options you chose for the current session only. **SAVE** will close the dialog box and keep the options you chose for every session until you change them. Select **Cancel** to cancel changing UNZIP options.

UNTAR Options

Allows you to change UNTAR options (*Recurse TAR Path Info, Overwrite Files, Recreate Directories, Convert LF to CR/LF*).

To use UNTAR options:

1. Select *UNTAR Options* from the *Options* menu and the *UNTAR Options* dialog box will appear (a full explanation of this dialog box appears after the following step).
2. Select or change the UNTAR options.

Select **OK** to save the options for the current session only. Select **SAVE** to save options for every session until you change them. Select **CANCEL** to cancel changing UNTAR options.

Click here for an explanation of the [UNTAR Options Dialog Box](#)

UNTAR Options Dialog Box

Options:

Recurse TAR Path Info

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

Recreate Directories

Select this option if you want NetZIP to recreate all the directories previously stored.

Overwrite Files

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

Convert LF to CR/LF

Select this option if you want to convert line feeds in the archived file to carriage returns with line feeds in the unarchived file.

Select **OK** or **SAVE**. **OK** will close the dialog box and save the options you chose for the current session only. **SAVE** will close the dialog box and keep the options you chose for every session until you change them. Select **Cancel** to cancel changing UNTAR options.

UNIX File Name Conversion

UNIX file names may be more than eight characters long. Due to this fact, NetZIP must shorten UNIX file names that are longer than eight characters to conform to DOS. NetZIP will truncate all file names greater than eight characters. If the first eight characters of two or more files are the same, NetZIP will ask if you want to overwrite the previous file or skip the current file.

General, ZIP, UNZIP and UNTAR Options

NetZIP allows you to customize its features by setting options. Select the type of options that you are interested in from the following list.

[General Options](#)

[ZIP Options](#)

[UNZIP Options](#)

[UNTAR Options](#)

Working with Archive Windows

NetZIP has an assortment of options that help you organize how you archives are displayed.

[Show Name Only](#)

[Show All Details](#)

[Show Parent](#)

[Change Font](#)

[Sort](#)

[Refresh](#)

[Select All](#)

[Clear Selection](#)

[Print](#)

[Print Setup](#)

Professional Only:

[Change Filter](#)

[New View](#)

Running and Viewing Files

[Run File](#)
[View File](#)

Working with ZIP Files

[Opening a ZIP File](#)

[Test ZIP File Integrity](#)

[Closing a ZIP File](#)

[Deleting a ZIP File](#)

Professional Only:

[Search ZIP Files](#)

[Sending ZIP Files Using Mail](#)

Working with TAR Files

[Opening a TAR File](#)

[Test TAR File Integrity](#)

[Closing a TAR File](#)

[Deleting a TAR File](#)

Extracting Files

[Extracting Files from an Archive](#)
[Update Files](#)
[Freshen Files](#)

Creating and Extracting Self-extracting ZIPPLUS Files

[Converting ZIP to EXE](#)

[Extracting Self-extracting Files](#)

[Converting EXE to ZIP](#)

Professional Only:

[ZIPPLUS Feature](#)

[Converting a ZIP File to ZIPPLUS](#)

TAR Info...

The TAR Info window displays the following information: TAR File Name, Size, Data, Time, Number of Files, Total Size Uncompressed, Total Size Compressed, and Total Compression Percentage.

