

Zip Manager

A zip file is a file that has been compressed and which, therefore, takes up less space than it did in its original, decompressed form. A zip file can contain one or more files. That is, you can group together several files and zip them to form a single, zipped file.

The Nuts & Bolts' Zip Manager is a complete zip management utility that you can use in two ways: via ZipMan Wizard or the advanced Zip Manager.

ZipMan Wizard provides you with all the zip file management features you will normally use. It takes you, step by step, through the process of zip file creation and extraction.

Advanced Zip Manager is more suited to people who are experienced with manipulating files, to those who want to work independently of a Wizard, or to those who want to take advantage of Zip Manager's advanced capabilities, some of which are not accessible from ZipMan Wizard.

Zip Manager can become an integral part of your Windows file management operations. You can drag files from any location directly into the Zip Manager icon, and you can Right-click a file, and choose Zip Manager from Windows 95's Send To menu to send that file directly to Zip Manager.

Zip Files

There are three good reasons why you would want to create zip files. First, zipping files (especially those that you don't use often) is an effective way of reclaiming hard disk space. In general, a zipped file takes up about half as much space as its unzipped counterpart.

Second, zipping is a good way to create, manage and store collections of related files as archival back-ups. By grouping files, zipping them as a single file, and transferring them to a 3.5-inch disk (or other drive) you can create archive back-ups of data without tying up large amounts of disk space.

Third, you can efficiently share zipped files with other people. Most of the larger files you download from the Internet are zipped, so you can download them quickly. And by zipping files, you can use one or more 3.5-inch disks to transfer large amounts of data between computers.

Zip Manager also lets you create self-extracting zip files, which are especially helpful if you share zip files with other people who may not have Nuts & Bolts' Zip Manager or another program to unzip the files. A self-extracting zip file contains the decompression portion of the Zip Manager and enables the zip file to extract itself on another computer.

Tip: When you use the Cleanup Wizard to perform file maintenance, one of your options is to zip files. This allows you to compress files first rather than shredding, moving, recycling, or deleting them. Zipping files you want to dispose of is a good way to verify that none of the files are ones you actually need before permanently removing them from your system.

ZipMan Wizard

ZipMan Wizard provides an easy way to use a Wizard-style interface to perform the most common tasks. If you do not regard yourself as an advanced user of Windows utilities, you will find that ZipMan Wizard lets you perform almost all the zip file management tasks you ever need, including creating zipped archives, creating self-extracting zip archives, adding to zip archive files, unzipping files, and so on. ZipMan Wizard also lets you make a default association with Windows Explorer. That is, you can simply double-click any zipped file in Explorer to have ZipMan Wizard automatically unzip that file and place the extracted file in any directory you specify.

And, you can drag files from any location into the ZipMan icon on your desktop, just like you drag files that you no longer want into the Windows Recycle Bin. After you drag zipped or unzipped files into the ZipMan Wizard icon, ZipMan Wizard automatically opens with those files ready for you to zip or unzip them.

Advanced Zip Manager

If you are an advanced Windows utilities user, you may want to use the advanced Zip Manager. The advanced Zip Manager provides a file manager-like interface that lets you perform more advanced tasks, such as deleting a file from a zip archive, verifying the integrity of a zip archive, adding zip archive comments to files, and so on.

Using ZipMan Wizard

You can use the ZipMan Wizard to perform four separate zip file management tasks:

- o **Extract Files from archive**—lets you unzip files (either from your zip archives or from another source) and save them to your specified directories.
- o **Create archive**—lets you create zip archives in any directories and specify which files you want to zip and place in these archives.
- o **Add files to existing archive**—lets you zip files and place them in existing archives.
- o **Build self-extracting archive**—lets you convert an existing archive, containing one or more zipped files, into an unzipping program that can decompress the files without the use of Zip Manager or another unzip program.

Selecting Properties in ZipMan Wizard or Zip Manager

You can specify the properties that you want Zip Manager to have. The properties that you select apply to both ZipMan Wizard and advanced Zip Manager, but you can override some of these properties if you are working in advanced Zip Manager.

Setting Explorer and Startup Options in the General Tab

The General tab in the Zip Manager Properties sheet offers the following options:

- o **Make default association**—allows you to have Zip Manager as your default zip utility. If Zip Manager is your default, you can unzip zipped files in Windows Explorer, simply by double-clicking them.
- o **Add to Send To menu**—adds Zip Manager to the Windows' Send To menu. You can Right-click a file in Windows Explorer and use the Send To > ZipMan command to send the file to Zip Manager.
- o **Install Desktop Icon**—places a ZipMan icon on the desktop, allowing you to open Zip Manager from your desktop, and drag files into the ZipMan icon for zip file management.

Setting Compression and Source Location Options in the Zip Tab

The Zip tab in the Zip Manager Properties sheet offers these options:

- o **Compression Options**—There are three compression options: Save Folder Information, Save Current Folder, and Recurse Folders. If none of these check boxes are selected, any files you zip, regardless of which folder (or directory if you are using Windows 3.1x) they originate from, will be saved without any folder information. When you unzip these files, they simply appear in the folder where you unzip them.

Save Folder Information—saves the folder name with the files you select. When you unzip these files, Zip Manager checks whether the same folder names exist as subfolders at the location where you want to place these extracted files. If the subfolders do not exist, Zip Manager creates them. **Save Current Folder**—allows you to group all files using their current folder, so that the folder information is saved even for files added without a folder.

Recurse Folders—allows you to save the files that may exist in any subfolders of the folder where you are currently working. If, for example, you drag a folder called My Documents into ZipMan, and if this folder contains files and two subfolders (say one named Word and another called Excel), setting the Recurse Folders option lets you save the contents of the Word and Excel folders as well. Used on its own, the Recurse Folders option will not save the sub-folders' paths. When you extract the files, they are all put into the folder you select when you extract them. You can select any combination of Save Folder Information, Save Current Folder, and Recurse Folders to customize the compression of your files. For example, selecting all three check boxes saves all the files in your current folder and subfolders together with the path information. When you extract these files, the folders and subfolders are created as subfolders of the folder you select for the extraction process.

o **Source of Files to Compress**—these options let you default to a selected folder. You can use these options to accelerate the process of locating the folders where your files are located, especially if you normally store the files you want to compress in a specific folder.

Current Folder—automatically brings up the current folder where you are working.

Archive Folder—lets you default to your specified archive folder— useful if you always keep your 'files-to-be-zipped' in a special folder.

Last Folder—automatically opens the last folder where you were working—useful if you have created or saved files in one of your folders and now want to zip them.

Setting Overwrite, Extraction Destination and Other Options

The Unzip Options let you customize the overwrite and extraction features of your zip file management tasks. You can specify whether the extracted files should overwrite existing files with the same name located in the folder where you are placing the extracted files, or whether you want to be notified that files with the same name already exist. You can also establish your default extraction folder as your current folder, the last folder where you were working, or a special, dedicated 'extraction' folder.

Using ZipMan Wizard to Extract Files, Create an Archive, or Add Files

You can easily extract files, create archive files (zip files), and add files to an existing archive (zip the files and add them to a group of existing zipped files). To do this, simply select the applicable radio button in the ZipMan Wizard window and follow the step-by-step on-screen instructions. In each case, ZipMan Wizard walks you through the entire process, helping you identify and select the files you want and the locations where you want to put the final compressed or extracted files.

Using ZipMan Wizard to Build Self-extracting Archives

You can use ZipMan Wizard to build self-extracting archives—zipped files that can be unzipped without the use of an unzip utility. In ZipMan Wizard this is a two-stage process. First you need to identify the zipped files that you want to convert into self-extracting archives, then you create a self-extracting file. You can rename the file to ensure that you keep the original zipped files on

your system.

Switching Between ZipMan Wizard and Zip Manager

Click the Advanced button in any ZipMan Wizard window to automatically go to the advanced Zip Manager.

Click the ZipMan Wizard tool button in the Zip Manager window to instantly go to ZipMan Wizard.

Using Advanced Zip Manager

Advanced Zip Manager provides all the capabilities of ZipMan Wizard, plus other, more advanced zip file maintenance features. You would use advanced Zip Manager if you are a more advanced user, are familiar with archiving and extracting files, and if you want to perform many complex archiving and extraction tasks.

Zip Manager Tool Buttons

Tip Point to a Zip Manager tool button and the status bar at the bottom of the window displays a brief description of the tool button's purpose.

The Zip Manager tool buttons on the toolbar allow you to quickly:

- o Create a new archive
- o Open an existing archive
- o Delete an existing archive
- o Obtain information about your current zip archive
- o Add files to a zip archive
- o Remove files from an archive
- o Delete files from the archive
- o Switch to ZipMan Wizard

Zip Manager Menus

As with all Windows programs, the menus let you perform the same actions as the tool buttons, as well as perform more specialized and detailed tasks. In particular, the Make Self-Extracting Archive command—which you can choose from the Actions menu—lets you greatly customize the properties of self-extracting files you build.

Zip Manager File Table

The File table in the Zip Manager window displays the files you are currently manipulating. You can select files by clicking them, using standard Windows selection techniques. You can rearrange the columns by dragging the column title boxes left or right to a new location. You can click any column title to sort the files by that information. You can also drag files from any location (such as from Windows Explorer) directly into the Zip Manager File table—an effective and efficient method of selecting and managing files and archives that follows standard Windows file management conventions..