



Using 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.

Related Topics

Nuts & Bolts Contents

Using ZipMan Wizard

Using Advanced Zip Manager

Switching Between ZipMan Wizard and Advanced Zip Manager, see Starting Zip Manager

Creating a Zip Archive File in Advanced Zip Manager

With Advanced Zip Manager, you can save storage space by compressing one or more files into a single archive file. After creating a Zip file, you can add any regular files stored on your drives to it. When you do this, Advanced Zip Manager uses special methods and mathematical calculations to compress the files, reducing the amount of storage space required to store the information. Compressing files into a Zip archive file alters the representation of the original file information, but not the information itself. At any time, you can extract (or expand) the individual files to their original state so you can use them.

To create a Zip archive file in Advanced Zip Manager:

1. Start or switch to Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. Choose the New command from the File menu (or press **Ctrl-N**).

The [New Archive dialog box](#) appears.

3. Enter a filename for the Zip archive file in the File Name text box.
4. Select where the Zip file should be stored.
5. Click the Open button.

Zip Manager creates a empty new Zip archive file in the location you specified. You are ready to add regular files (that you want to compress) to this archive file as explained in the [Adding Files to a Zip File](#) topic.

Tip You may want to make this Zip file into a self-extracting (or self-decrypting) executable file so that you or other people can extract the files it contains without having access to Zip Manager. This process is explained in the [Making a Self-Extracting Zip File](#) topic.

Selecting Zip Manager Properties

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.

To select Zip Manager properties:

1. Start Zip Manager as described in the [Starting Zip Manager](#) topic.
The [ZipMan Wizard dialog box](#) or the [Advanced Helix Zip Manager window](#) appears.
2. Do one of the following:
 - ❑ Click the Properties button in ZipMan Wizard.
 - ❑ Choose the Properties command from the File menu in Advanced Zip Manager.The [Options dialog box](#) appears.
3. Select the options you want in the [General tab](#), the [Zip tab](#) and the [UnZip tab](#).
Click each tab to bring it to the front and specify its options.
4. Click OK.

Opening a Zip File in Advanced Zip Manager

You can reopen a Zip archive file that you've created with Advanced Zip Manager, or that was created with another compression utility that creates Zip files. Zip files have a file extension of Zip.

To open a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. Choose the Open command from the File menu.

The [Open Archive dialog box](#) appears.

3. Select the Zip file you want to open and click the Open button.

The Zip archive file's contents appears in the [Advanced Helix Zip Manager window](#).

Getting Information About a Zip File in Advanced Zip Manager

Advanced Zip Manager can display information about the currently open Zip file. It also lets you add a comment for the file.

To get information about a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file where you want to add files.
3. Choose the Information command from the File menu.

The [Information dialog box](#) appears.

4. Add a comment for the Zip file if you like in the Comment text box and click OK when you finish.

Setting a Password for a Zip File in Advanced Zip Manager

You can specify a password that takes effect for subsequent Zip files you create.

To set a password for a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file where you want to specify a password.
3. Choose the Set Password command from the File menu.

The [Password dialog box](#) appears.

4. Enter a password and click OK.

Anyone who attempts to open this Zip file must enter this password first.

Adding Files to a Zip File in Advanced Zip Manager

You can add regular files stored on your drives to a Zip file. This lets you compress them and store them as part of a collection of files in the open Zip file. You can reopen a Zip file and add files to it or remove files from it at any time.

To add files to a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file where you want to add files.
3. Choose the Add Files command from the Actions menu (or press **Ctrl-A**).

The [Add Files dialog box](#) appears.

4. Select the files you want to add to the open Zip file and any other options in this dialog box.
5. Click the Add button.

Zip Manager displays a progress thermometer at the bottom of the [Advanced Helix Zip Manager window](#). When the process is complete, the files you added appear in this window's file list.

Removing Files From a Zip File in Advanced Zip Manager

You can remove compressed files from a Zip file to permanently delete them. This does not extract a copy of the file in its regular form, so be sure you either have a regular copy of the file, or that you want to delete it.

To remove files from a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file.

3. Select the files you want to remove.

If you want to remove all the files from the Zip file, you don't need to select any of them.

4. Choose the Remove Files command from the Actions menu (or press **Ctrl-R**).

The [Delete Files dialog box](#) appears.

5. Select whether to delete the selected files or all files. Then click OK.

Zip Manager removes the files from the archive file's list in the [Advanced Helix Zip Manager window](#).

Extracting Files From a Zip File in Advanced Zip Manager

You can extract a copy of compressed files in a Zip file to store a copy of them in their regular, uncompressed form in the location you select. The compressed files remain inside the Zip file unless you remove them. This ensures you retain an archive copy of files you've compressed.

To extract files from a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Open](#) a Zip file containing files you want to extract.
3. Select the files you want to extract.

If you want to extract all the files in the Zip file, you don't need to select any of them.

4. Choose the Extract Files command from the Actions menu (or press **Ctrl-E**).

The [Extract Files dialog box](#) appears.

5. Select the location where you want to store the extracted files.

You can click the New Directory button to create a new directory (or folder) at the current location.

6. Select whether to extract the selected files or all files.
7. Select whether you want the extracted files to overwrite any existing files with the same filename, overwrite only older files with the same filename, or not overwrite files with the same filename.
8. Click OK.

Advanced Zip Manager extracts a copy of the files, storing them in regular uncompressed form in the location and using the options you specified.

Editing a Compressed File's Comment in Advanced Zip Manager

You can add or edit a comment for any one of the compressed files in the open Zip file.

To edit a compressed file's comment in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file.
3. Select a compressed file in the list that you want to add a comment to, or edit the comment for.
4. Choose the Edit Comment command from the Actions menu (or press **F3**).

Advanced Zip Manager makes the Comment text box at the right side of the list active for the selected compressed file.

5. Add or edit the comment text.

When you click outside the text box, the comment is saved.

Verifying a Zip File in Advanced Zip Manager

You can verify the contents of a Zip file.

To verify a Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file.
3. Choose the Verify command from the Actions menu.

Advanced Zip Manager verifies the contents of the Zip file.

Making a Self-Extracting Zip File in Advanced Zip Manager

You can make a Zip file self-extracting, or self-decrypting. This ensures that the files it contains can be extracted, even without Zip Manager being present on your PC.

This is especially useful if you share Zip files with other people. If you give someone else a copy of a self-extracting Zip file, they won't need to have either the Zip Manager or another utility that can extract Zip files.

Advanced Zip Manager creates a self-extracting Zip file by adding a small program to the Zip file itself. This small program is able to extract the Zip file that it is a part of automatically when you double-click the Zip file icon or run the Zip file (which is stored as an executable EXE file).

To make a self-extracting Zip file in Advanced Zip Manager:

1. Start Advanced Zip Manager as described in the [Starting Zip Manager](#) topic.

The [Advanced Helix Zip Manager window](#) appears.

2. [Create](#) or [open](#) a Zip file.
3. Choose the Make .EXE command from the Actions menu.

The [Self-Decrypting File Properties dialog box](#) appears.

4. Select any options for the self-extracting Zip file and click OK.

Starting Zip Manager

You can start Zip Manager in any of the following ways.

To start Zip Manager:

1. Start Zip Manager by doing one of the following:

- ❑ Click the Start button and choose the Program > Nuts & Bolts > Zip Manager command in Windows 95.
- ❑ Open the Nuts & Bolts folder and double-click the Zip Manager icon from the Windows 95 Explorer window.
- ❑ Open the Nuts & Bolts program group and double-click the Zip Manager icon in Windows 3.1x.

The ZipMan Wizard dialog box or the Advanced Helix Zip Manager window appears depending upon which one you worked with last. By default, the ZipMan Wizard dialog box appears.

To switch from ZipMan Wizard to Zip Manager:

Click the Advanced button in any ZipMan Wizard dialog box.

To switch from Advanced Zip Manager to ZipMan Wizard:

Choose the Wizard command from the File menu (or click the ZipMan Wizard tool button).

Exiting Advanced Zip Manager

Choose the Exit command from the File menu (or press **Alt-F4**) to exit Advanced Zip Manager.

Using ZipMan Wizard

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). 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.

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

- ❑ **Extract Files from archive**-lets you unzip files (either from your Zip archives or from another source) and save them to your specified directories.
- ❑ **Create archive**-lets you create Zip archives in any directories and specify which files you want to Zip and place in these archives.
- ❑ **Add files to existing archive**-lets you zip files and place them in existing archives.
- ❑ **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.

The procedures you can perform in ZipMan Wizard are described in these help topics:

- ❑ [Starting Zip Manager](#)
-  [Selecting Zip Manager Properties](#)
-  [Extracting Files From an Archive Using ZipMan Wizard](#)
-  [Creating an Archive Using ZipMan Wizard](#)
-  [Adding Files to an Archive Using ZipMan Wizard](#)
-  [Building a Self-Extracting Archive Using ZipMan Wizard](#)

Extracting Files From an Archive Using ZipMan Wizard

You can extract files in a Zip archive file using ZipMan Wizard. When you extract these files, they are decompressed and placed in the specified location.

To extract files from an archive using ZipMan Wizard:

1. Start Zip Manager as described in the [Starting Zip Manager](#) topic.
If the [Advanced Zip Manager window](#) appears, choose the Wizard command from the File menu (or click the ZipMan Wizard tool button).
The [ZipMan Wizard dialog box](#) appears.
2. Select the Extract Files From Archive radio button and click Next >.
The [ZipMan Wizard \(Zip Files to Extract\) dialog box](#) appears.
3. Enter, or browse to select, the Zip archive file that you want to extract files from. Then click Next >.
The [ZipMan Wizard \(Files to Extract\) dialog box](#) appears.
4. Select one or more files to extract (or decompress into their normal format) and click Next >.
You can also click the Deselect All button to deselect all the listed files in the archive.
The [ZipMan Wizard \(Extract to Directory\) dialog box](#) appears.
5. Enter, or browse to select, the directory where you want the extracted files to be stored. Then click Finish.
ZipMan Wizard extracts the specified files to the selected location and displays a message that lets you know it was successful.
6. Click OK.
ZipMan Wizard closes and the desktop reappears.

Creating an Archive Using ZipMan Wizard

You can use ZipMan Wizard to quickly create a Zip archive file.

Tip If you are working in Windows Explorer or My Computer, you can drag the files you want to zip onto the Zip Manager icon. Doing this starts Zip Manager and makes these files the default ones to be added to the new archive.

To create an archive using ZipMan Wizard:

1. Start Zip Manager as described in the [Starting Zip Manager](#) topic.

If the [Advanced Zip Manager window](#) appears, choose the Wizard command from the File menu (or click the ZipMan Wizard tool button).

The [ZipMan Wizard dialog box](#) appears.

2. Select the Create Archive radio button and click Next >.

The [ZipMan Wizard \(Zip File to Create\) dialog box](#) appears.

3. Enter the path and filename for a new Zip archive file that you want to create. Then click the Next > button.

Use a file extension of .ZIP (or ZipMan Wizard adds this extension for you).

The [ZipMan Wizard \(Files to Compress\) dialog box](#) appears.

4. Enter the paths for (or browse to select) one or more files to add to your new zip archive file and click Finish.

You can also select the Save Folder Information or Recurse Folders check boxes.

ZipMan Wizard creates the new zip archive file, adds the files to it you specified, and stores it in the specified location. It displays a message letting you know it was successful.

5. Click OK.

ZipMan Wizard closes and the desktop reappears.

Adding Files to an Archive Using ZipMan Wizard

You can use ZipMan Wizard to quickly add additional files to an existing Zip archive file.

Tip If you are working in Windows Explorer or My Computer, you can drag the files you want to add to an archive onto the zip archive file's icon. Doing this starts Zip Manager and makes these files the default ones to be added to the existing archive.

To add files to an existing archive using ZipMan Wizard:

1. Start Zip Manager as described in the [Starting Zip Manager](#) topic.

If the [Advanced Zip Manager window](#) appears, choose the Wizard command from the File menu (or click the ZipMan Wizard tool button).

The [ZipMan Wizard dialog box](#) appears.

2. Select the Add Files to Existing Archive radio button and click Next >.

The [ZipMan Wizard \(Add to Zip File\) dialog box](#) appears.

3. Enter the path and filename for the existing Zip archive file that you want to add files to. Then click the Next > button.

The [ZipMan Wizard \(Files to Add\) dialog box](#) appears.

4. Enter the paths for (or browse to select) one or more files to add to the existing zip archive file and click Finish.

You can also select the Save Folder Information or Recurse Folders check boxes.

ZipMan Wizard adds the specified files to the zip archive file, and stores it in the specified location. It displays a message letting you know it was successful.

5. Click OK.

ZipMan Wizard closes and the desktop reappears.

Building a Self-Extracting Archive Using ZipMan Wizard

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 (that has an .EXE file extension). You can rename the file to ensure that you keep the original zipped files on your system.

Tip If you are working in Windows Explorer or My Computer, you can drag the zip file you want to make self-extracting onto the Zip Manager icon. Doing this starts Zip Manager and makes this zip file the default file. After that, just select the Build Self-Extracting Archive option to begin creating the EXE file.

To build a self-extracting archive using ZipMan Wizard:

1. Start Zip Manager as described in the [Starting Zip Manager](#) topic.

Tip Advanced Zip Manager lets you specify properties for self-extracting archives. To do this, choose the Make Self-Extracting Archive command from the Actions menu. The [Self-Extracting File Properties dialog box](#) appears.

If the [Advanced Zip Manager window](#) appears, choose the Wizard command from the File menu (or click the ZipMan Wizard tool button).

The [ZipMan Wizard dialog box](#) appears.

2. Select the Build Self-Extracting Archive radio button and click Next >.

The [ZipMan Wizard \(Zip File to Make Self-Extracting\) dialog box](#) appears.

3. Enter the path and filename for the Zip archive file that you want to make self-extracting. Then click the Next > button.

The [ZipMan Wizard \(Self-Extracting Filename\) dialog box](#) appears, showing the default filename for the self-extracting zip file.

4. Accept the default filename or change it. Then click Finish.

ZipMan Wizard builds a self-extracting zip archive file (the .EXE file) from the selected zip file (a .ZIP file), and stores it in the specified location. It displays a message letting you know it was successful.

5. Click OK.

ZipMan Wizard closes and the desktop reappears.

Using Advanced Zip Manager

Advanced Zip Manager is a full-featured program that lets you perform a complete range of zip management tasks. The procedures you can perform in Advanced Zip Manager are described in these help topics:



[Starting Zip Manager](#)

[Selecting Zip Manager Properties](#)

[Creating a Zip Archive File in Advanced Zip Manager](#)

[Adding Files to a Zip File in Advanced Zip Manager](#)

[Making a Self-Extracting Zip File in Advanced Zip Manager](#)

[Opening a Zip Archive File in Advanced Zip Manager](#)

[Getting Information About a Zip File in Advanced Zip Manager](#)

[Setting a Password for a Zip File in Advanced Zip Manager](#)

[Removing Files From a Zip File in Advanced Zip Manager](#)

[Extracting Files From a Zip File in Advanced Zip Manager](#)

[Editing a Compressed File's Comment in Advanced Zip Manager](#)

[Verifying a Zip File in Advanced Zip Manager](#)

[Exiting Advanced Zip Manager](#)

Related Topics

[Contents](#)

Advanced Helix Zip Manager Window

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.

This window contains the following options:

Toolbar

Point to tool buttons on the toolbar to see a brief description of their purpose in the status bar at the bottom of the Advanced Zip Manager window.

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



Create a new archive

Open an existing archive

Delete an existing archive

Obtain information about your current zip archive

Add files to a zip archive

Remove files from an archive

Delete files from the archive

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.

Zip Manager Associations Dialog Box

This dialog box appears when you first start Zip Manager. It contains the following options:

Do not show this message again

Select this check box if you do not want to see this message again.

OK

Click OK to make Zip Manager the default program to be used with Zip files in Windows.

Cancel

Click Cancel to close this dialog box without changing any settings.

New Archive Dialog Box

Zip Manager displays a standard Windows New dialog box where you can specify the filename for your new archive file. You can also select a drive and folder where the archive file you are creating should be stored. After you specify a filename and location, click the Open button.

Add Files Dialog Box

Zip Manager displays a standard Windows Open dialog box where you can specify the location and select files to add to the currently open archive file.

Tip You can select multiple contiguous files by holding down the **Shift** key while you select files in the list. Or you can select multiple non-contiguous files by holding down the **Ctrl** key while selecting files.

This dialog box also contains the following options:

Add File Action

Select a file action to perform from the drop-down list box. Your choices are to add the selected files, freshen (add newer versions of files that are contained in the archive file), update (re-add all files in this archive file, whether the version is later or not), or move the selected files.

Excluded File Types

Select any file types to exclude from the files you select to add to the archive file.

Save Folder Info

Select this check box to save folder information when adding it to the archive file.

Save This Folder

Select this check box if you want Zip Manager to save the current folder when adding the selected files to the archive file.

Recurse Folders

Select this check box if you want Zip Manager to keep track of the hierarchical structure of files within folders (or subdirectories).

Add

Select the files you want to add along with any options and click the Add button. Zip Manager adds the selected files to the currently open archive file.

Cancel

Click Cancel to close this dialog box without adding any files to the archive file.

Password

Click the Password button if you want to specify a password for this file addition.

Password Dialog Box

This dialog box contains the following options:

Enter Password

Enter a password for the open archive file to ensure that only people who can enter this password can open this archive file later.

It is a good idea to use a word, or combination of words and numbers, that are easy for you to remember but difficult for anyone else to guess. For example, your birth date, children's names, or pets' names might be easy to guess. However, if you mix numbers from your birth date with a familiar name, the password becomes much more difficult to guess easily.

Save

Click Save to save your changes to the value data and return to the Zip Manager window.

Cancel

Click Cancel to close the String Edit dialog box without changing the value data.

Information Dialog Box

This dialog box contains the following information and options:

Path

The path where the archive file is stored.

Size

The size of the archive file in bytes.

Number of Files

The number of files stored in this archive file.

Average Compression

The average percentage of compression achieved for these files.

Date and Time

The date and time when this archive file was last created or edited.

Comment

Add or edit the comment associated with this archive file.

OK

Enter or edit the comment and click OK to accept the changes you've made.

Cancel

Click Cancel to close this dialog box without making any changes.

Options Dialog Box

This dialog box contains the following options:

General Tab

The General tab contains options about how Zip Manager appears in Windows Explorer, My Computer, and the desktop.

Zip Tab

The Zip tab contains options for folders and Zip folders used when zipping files.

Unzip Tab

The Unzip tab contains options about how Zip Manager unzips files.

OK

Enter or edit the comment and click OK to accept the changes you've made.

Cancel

Click Cancel to close this dialog box without making any changes.

Apply

Click the Apply button after making changes in any of the tabs in this dialog box. You can select a different tab and continue selecting options. When you finish selecting options, click OK.

Zip Tab

The options you can select in the Zip tab become the default settings when you add files to the open archive file. However you can change them if you like.

This tab contains the following options:

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.

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.

Unzip Tab

The Unzip tab let you customize the overwrite and extraction features of your zip file management tasks. This tab contains the following options:

Overwrite

Select 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.

Extract With Path

You can select to make the default extraction folder your current folder, the last folder where you were working, or a special, dedicated "extraction" folder.

UnZip Folder

Select whether you want Zip Manager, by default, to unzip files to the current folder, the archive folder, or the last folder used when unzipping files.

General Tab

This tab contains the following options:

Make default association

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.

Add to Send To menu

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.

Install Desktop Icon

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.

Delete Files Dialog Box

This dialog box contains the following options:

Selected Files/All Files

Select whether to delete the files in the archive file that were selected when you chose the Delete Files command from the Action menu or delete all files.

OK

Click OK to delete either the selected files or all files.

Cancel

Click Cancel to close this dialog box without deleting any files.

Extract Files Dialog Box

Zip Manager displays a standard Windows Save dialog box where you select the location where the files you want to extract should be stored. In addition, this dialog box contains the following options:

Extract With Path

Select whether or not you want to extract files from the archive file using the path specified when adding files to the archive file.

All Files/Selected Files

Select whether to extract all files in the archive file, or only the files that were selected when you chose the Extract Files command from the Action menu.

Synchronize

Click the Synchronize button to synchronize files in the archive with existing files in the current folder.

Password

If a password is required for this archive file, click the Password button and enter it before clicking the OK button to begin extracting the selected or all files.

OK

Click OK to extract either the selected files or all files.

Cancel

Click Cancel to close this dialog box without extracting any files.

New Directory

Click New Directory to create a new directory (or folder) inside the current folder. The New Directory dialog box appears.

New Directory Dialog Box

This dialog box contains the following options:

Enter Name of New Directory

Enter the name for your new directory (or folder)

OK

Click OK to create the specified directory.

Cancel

Click Cancel to close this dialog box without creating a new directory.

Open Archive Dialog Box

Zip Manager displays a standard Windows Open dialog box where you select a drive and folder where the archive file you want to open is located. Once you've selected the archive file, click the Open button to open it in the [Advanced Helix Zip Manager window](#).

Self-Decrypting File Properties Dialog Box

This dialog box contains the following options:

Caption

Enter an optional caption for this self-extracting Zip file in the Caption text box.

Main Text

Enter an optional comment for this self-extracting Zip file in the Main Text text box.

Settings

Select the options you want to use with this self-extracting Zip file:



Prevent user from changing destination-Select this option and this self-extracting Zip file will always extract files to the current directory or to the temp directory, depending upon which option you select here.



Allow user to view contents-Select this option and anyone who can open this self-extracting Zip file using the Open command from the File menu can see the list of compressed files along with any comments you've entered.



Always overwrite files-Select this option if you want the files in this self-extracting Zip file to always replace any existing files with identical filenames, even if the compressed files were created before the existing files.



Automatically decrypt files - Select this option if you want this self-extracting Zip file to automatically open when you double-click its icon, run it, or open it in Advanced Zip Manager.



Execute command after decrypting - Select this option if you want to run a command after this self-extracting Zip file finishes extracting the compressed files it contains. When you select this check box, the Command Line text box becomes active where you can enter the command you want to perform after decryption.

Change

Click the Change button to select a different icon to use with this self-extracting Zip file. The Open dialog box appears.

OK

Click OK when you finish selecting options in this dialog box.

Cancel

Click Cancel to close this dialog box without changing any options.

Open Dialog Box

Zip Manager displays a standard Windows Open dialog box where you select a drive and folder where the icon you want to use is located. Once you've selected the icon file, click the Open button.

ZipMan Wizard Dialog Box

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.

This dialog box contains the following options:

Extract Files From Archive

Select this radio button if you want to extract files that are stored in an existing zip archive file. When you extract a file from an archive file, it is decompressed and stored on disk in its normal format so you can work with it using Windows applications.

Create Archive

Select this radio button if you want to create a new zip archive file and add normal files to it, which will be compressed to reduce the amount of storage space they require.

Add Files to Existing Archive

Select this radio button if you want to add more files to an existing zip archive file.

Build Self-Extracting Archive

Select this radio button if you want to build a self-extracting copy of a zipped archive file so that Zip Manager or another unzip utility is not required later in order to extract the files from the archive.

Show Wizard at Start Up

Select this check box if you want the ZipMan Wizard to appear when you start the Zip Manager. If this check box is deselected, the Advanced Zip Manager window appears instead.

Properties

Click the Properties button to display the [Zip Manager Options dialog box](#) where you can specify general, zip, and unzip settings.

Advanced

Click Advanced to switch to the [Advanced Zip Manager window](#).

Next >

Select the radio button for the zip task you want to perform and click Next > to begin the procedure.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Zip File to Extract) Dialog Box

This dialog box contains the following options:

Archive File

Enter (or click Browse to select) the name of the archive file that contains files you want to extract.

Browse

Click Browse to select the zip archive file that contains files you want to extract. Select the file and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard dialog box.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Files to Extract) Dialog Box

This dialog box contains the following options:

Archived File List

Select one or more files you want to extract.

Deselect All

Click Deselect All if you want to only select a few files to extract. Then select one or more files to extract in the list.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard (Zip File to Extract) dialog box.

Next >

Click Next > to extract the selected files. The ZipMan Wizard (Extract to Directory) dialog box appears.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Extract to Directory) Dialog Box

This dialog box contains the following options:

Directory

Enter (or click Browse to select) the name of the directory where you want to store the files you are extracting.

Browse

Click Browse to select the directory where you want to store the extracted files. Select the directory and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard (Files to Extract) dialog box.

Next >

Click Next > to extract the selected files.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Zip File to Create) Dialog Box

This dialog box contains the following options:

Archive File

Enter (or click Browse to select) the path and filename of the new archive file you want to create.

Browse

Click Browse to select the location where you want to store the new archive file. Select the directory and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard dialog box.

Next >

Click Next >. The ZipMan Wizard (Files to Compress) dialog box appears.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Files to Compress) Dialog Box

This dialog box contains the following options:

Files to Compress

Enter (or click Browse to select) the names of the files you want to add to the zip file.

Browse

Click Browse to select the files you want to compress. Select the files and click Open.

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.

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 Wizard, 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.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard (Zip File to Create) dialog box.

Finish

Click Finish to create the new archive file.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Add to Zip File) Dialog Box

This dialog box contains the following options:

Archive File

Enter (or click Browse to select) the name of the archive file that you want to add more files to.

Browse

Click Browse to select the zip archive file that you want to add more files to. Select the Zip file and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard dialog box.

Next >

Click Next >. The ZipMan Wizard (Files to Add) dialog box appears.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Files to Add) Dialog Box

This dialog box contains the following options:

Files to Add

Enter (or click Browse to select) the names of the files you want to add to the existing zip archive file.

Browse

Click Browse to select the files you want to add to the archive file. Select the files and click Open.

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.

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 Wizard, 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.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard (Files to Add) dialog box.

Finish

Click Finish to add the files to the archive.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Zip File to Make Self-Extracting) Dialog Box

This dialog box contains the following options:

Archive File

Enter (or click Browse to select) the name of the archive file that you want to make into a self-extracting archive file.

Browse

Click Browse to select the zip archive file that you want to make self-extracting. Select the Zip file and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard dialog box.

Next >

Click Next >. The ZipMan Wizard (Self-Extracting Filename) dialog box appears.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

ZipMan Wizard (Self-Extracting Filename) Dialog Box

This dialog box contains the following options:

Self-Extracting Archive File

Accept the default path and filename for the self-extracting archive file you are building, enter a different path and filename, or click Browse to select a different path and filename. You can make any Zip file into a self-extracting archive (that will have an .EXE extension).

Browse

Click Browse to select the filename of the zip file you want to make self-extracting . Select the Zip file and click Open.

Advanced

Click Advanced to switch to Advanced Zip manager. The Advanced Zip Manager window appears.

< Back

Click < Back to go back to the ZipMan Wizard dialog box.

Finish

Click Finish to build the self-extracting Zip file.

Cancel

Click Cancel to close ZipMan Wizard and return to the desktop.

Address Space

The sum total of all possible memory addresses available at a given time. This is 4 GB (gigabytes) on a 386 or later PC in protected mode.

Launch Pad

The Launch Pad is a window where you can place application and document icons so you can conveniently access them.

Benchmarks

A benchmark is a standardized task that tests various devices for measurements, such as speed.

BIOS

The BIOS (or Basic Input/Output System) contains buffers for sending information from an application to the hardware device, such as a printer, where the information should go.

Buffers

A buffer is a temporary storage location for information being sent or received.

Bytes

A byte is eight bits of information composed of zeros and ones, one of which may be a parity bit. Most character sets, such as ASCII, use one byte to represent each character (letter, number, or special symbol).

Cache

A cache is part of the computers memory used to temporarily store recently accessed information. A cache is designed on the premise that recently used information may be needed again soon. Keeping information available in cache reduces the time it takes for an application to obtain the information again.

Cluster

A cluster is a unit of storage allocation usually consisting of four or more 512-byte sectors.

Conventional Memory

Conventional memory is the first 640 K (kilobytes) of RAM (random access memory).

CPU (Central Processing Unit)

The brain of your computer. This is main computer chip that controls all activity that takes place on a computer.

Diagnostics

Diagnostics are tests run to detect faults in a computer system. Diagnostics tests are run to detect faults before they become serious problems so the faults can be corrected.

Directories

Directories are locations within a volume on a drive where you can store files or subdirectories. In Windows 95, directories are equivalent to folders that appear on the desktop in a drive window.

Discardable Memory

Discardable memory is memory used by an application that it has marked as discardable. Windows can reallocate the discardable memory to a different application if it needs to.

DLLs (Dynamic Link Libraries)

A DLL is an executable code module that can be loaded on demand and linked at run time. DLLs can be shared among multiple applications and independently updated, transparent to the applications. DLLs can also be unloaded when they are no longer needed.

DMA (Direct Memory Access)

DMA is a fast method of moving information from a storage device or LAN interface card directly to RAM which speeds processing time. DMA is direct memory access by a peripheral device that by-passes the CPU to save time.

Expanded Memory

DOS running on the Intel 80286, 80386, or 80486 family of computers can only address one megabyte of memory at one time. Expanded memory is the memory located between the base memory (either 512 K or 640 K) and one megabyte. Expanded memory is reserved by DOS for housekeeping tasks, such as managing information that appears on the screen.

Extended Memory

Memory above one megabyte in 80286 and higher PCs. Extended memory can be used for RAM disks, disk caches, or Windows, but it requires the CPU to run in a special mode (protected mode or virtual real mode).

FAT (File Allocation Table)

The FAT is a roadmap, or index, that points to the location where all the information in files is stored on a floppy disk or hard drive. The FAT is extremely important because the system uses it to store and retrieve files containing information.

When you save a file in Windows, it is stored in multiple pieces (in clusters made up of multiple sectors) on the disk. Windows also saves the roadmap, or index, that points to these clusters in two copies of the FAT (File Allocation Table). The FAT contains the directions to all the pieces of your files, so that applications can find them again later.

GDT (General Description Table)

The GDT is a table that is basic to the operation of protected mode. This table contains data structures (descriptors) that describe various regions of memory and how they may be accessed. Windows uses the GDT for system devices. See [LDT](#).

Global Heap

The Global Heap is the general pool of memory available to Windows applications.

GPF (General Protection Fault)

An error condition caused by an application when it attempts to perform an operation not allowed by the operating system. Windows uses GPFs to determine and control the state of the currently executing application. GPFs that are unexpected by Windows cause a system error message to appear.

HMA (High Memory Area)

The HMA is the first 64 K of extended memory. If you use DOS 5.0, you can save memory by loading DOS into the HMA. Do this by adding the DOS=HIGH setting to your CONFIG.SYS file and restarting your PC.

Interrupt

A temporary suspension of a process caused by an event outside that process. More specifically, an interrupt is a signal or call to a specific routine. Interrupts allow peripheral devices, such as printers or modems, to send a call to the CPU requesting attention.

I/O (Input/Output) Device

An I/O device is any piece of computer hardware that can exchange information with the CPU. Examples of I/O devices include network cards, printers, speakers or other sound devices, or devices connected to the serial or parallel ports of your PC such as external modems.

Kernel

The Kernel is the part of a computer operating system that performs basic functions such as switching between tasks.

LDT (Local Descriptor Table)

The LDT is a secondary data structure table that contains additional information about various regions of memory and how they can be accessed. Windows uses the LDT for programs.

Linear Memory

Linear memory is the currently defined address space of the system that Windows uses to allocate memory to Windows applications.

Local Heap

The Local Heap is a region of memory allocated for local use by an application.

Locked Memory

Locked memory is memory used by an application that cannot be relocated or discarded by Windows.

Mapping

Mapping is the process of assigning physical memory (RAM) to a particular linear address range.

Mode Switch

A mode switch is a transition made by the CPU when changing from one mode of operation to another. For example, switching from real or protected mode, or a transition between different levels of protection. See Ring 0, 1, 2, 3.

Modules

A module is a device driver loaded by Windows.

Paging

The process of saving information stored in RAM to the swap file on the system hard drive so Windows can make the RAM available at a different linear address.

Parallel Port

The parallel port is a connector on the back of your PC and on some peripheral devices. With the appropriate driver software installed and a parallel cable connected to the parallel ports on your PC and a peripheral device, the two can communicate with each other. Parallel transmissions have no EIA standard, but most equipment follows a quasi-standard called the Centronics Parallel Standard.

PCI (Peripheral Component Interconnect) Bus

The PCI Bus is a local motherboard specification (that provides connector slots on the motherboard for installing peripheral cards). The PCI Bus, designed by Intel, offers a high performance, peripheral component level interface to the CPU bus.

Physical Memory

Physical memory is the RAM (Random Access Memory) installed in your PC. See [Random Access Memory \(RAM\)](#).

Protected Mode

A mode of operation of 80286 or later CPUs which allows access to more than 1 MB of memory.

RAM (Random Access Memory)

RAM (Random Access Memory) is also called physical memory. It is installed in your PC on SIMMs (Single Inline Memory Modules) or DIMMs (Dual Inline Memory Modules). RAM is volatile, extremely high-speed storage used by your computer for processing information.

Real Mode

A mode of 80286 or later CPUs, where the CPU operates substantially like an older 8086 CPU and can address directly only 1 MB of memory.

Resources

Resources are objects that Windows and its applications can use, such as the buttons on the screen that you can click.

Ring 0, 1, 2, 3

Different levels of protection in protected mode, where programs having varying degrees of freedom of operation. Ring 0 (zero) is least protected and has direct access to all hardware in the system.

Sector

A sector is a pie-shaped portion of a hard disk. A disk is divided into tracks and sectors. Tracks are complete circuits and are divided into sectors. Under DOS, a sector is 512 bytes.

Serial Port

A serial port is an input/output port (connector) that allows the transmission of information out at one bit at a time, as opposed to parallel which transmits eight bits, or one byte at a time.

Swap File

The swap file is created by Windows on the system hard disk. It uses the swap file to copy information stored in part of the linear address space so it can reallocate the RAM used at that location to another linear address space.

Swapping

Swapping is the process of saving to disk or restoring from disk the contents of RAM so that the RAM can be used elsewhere in linear memory.

System Resources

System resources are a series of data structures kept by Windows. System resources are managed by the Windows User and GDI programs and maintain information about objects that appear on your screen. For instance, for each button on your screen the User program has to know where it is supposed to be located, what program owns it, and which part of the program needs to be notified when you click the button. GDI must maintain information about pens used to draw lines on screen, fonts used to draw characters, and so on.

The information about the various objects managed by the User and GDI programs is kept in six 64K regions of memory known as resource heaps. These regions are actually 64K local heaps. These regions are 64K because 64K is the maximum size a 16-bit program can deal with efficiently. User and GDI are 16-bit programs because Windows was originally designed to run on the Intel 8088 and 80286, 16-bit processors.

The User Resource Heaps are divided into:



The Window Heap, which contains information on windows and controls



The Menu Heap, which contains information on drop-down menus



The Menu String Heap, which contains the text messages that appear in the menus



The User Atom Heap, which contains mostly Window titles

The GDI Resource Heaps are:



The main GDI Resource Heap, which contains pens, brushes, fonts and various other information related to displaying Graphics



The GDI Atom Heap, which contains some font related information including font names.

The GDI and User Atom Heaps are usually discounted because the information in them is subsidiary to the other Local Resource Heaps. So, the other Heaps would always fill up before the Atom Heaps. The same is still true if Hurricane's Heap Expander (another Helix Software product) is loaded, although all the Heaps have been greatly expanded (now you understand the "Heap Expander" name too).

32BDA (32-Bit Disk Access)

32BDA is a process in Windows where the device driver that accesses the disk runs entirely as a 32-bit program at Ring 0 (zero).

32BFA (32-Bit File Access)

32BFA is a process in Windows where the DOS file operations are controlled by a program, or set of devices, that operate entirely as 32-bit programs at Ring 0 (zero).

Unlocked Memory

Unlocked memory is physical memory that Windows can copy to the swap file on disk, and whose linear address can be changed whenever Windows chooses.

UMB (Upper Memory Block)

The UMB is the area in memory between 640 K and 1 MB that have RAM mapped into them by memory managers, such as Helix Netroom or MemMaker. See [Expanded memory](#).

V86 Mode (Virtual 8086 Mode)

V86 mode is a mode of operation of 80386 or later CPUs where programs, originally designed to run in real mode, can run as sub-programs to a protected mode control program or operating system.

Video Memory

Video memory, called VRAM, is physical memory installed on your PC's video card that is used for displaying information on the screen.

Virtual Memory

Virtual memory is the amount of memory that exists either as physical memory (RAM) or on the hard drive (in the swap file). When a part of memory that is located in the swap file is accessed by an application, Windows reads the information into RAM.

VMs (Virtual Machines)

Virtual machines (also called Virtual DOS machines or VDMs) are created in Windows 95 when you open a MS-DOS Prompt window. The VDM is a software emulation of a separate computer, offering all the services that the DOS application expects of a PC.

VxDs (Virtual Device Drivers)

VxDs are used in Windows 95 to communicate with all physical hardware in the system. This prevents any application from having direct access to a piece of hardware. Instead, it communicates only through the VxD for that hardware.

Windows 95 Registry

The Windows 95 Registry file contains user, application, and computer-specific configuration information in a central location that was kept in various .INI files in Windows 3.1. The Registry contains settings that determine how your computer runs.

Hidden Files

A hidden file is any file that does not show up in a regular directory listing. Typically, hidden files have one of the following file extensions:



DLL-(Dynamic Link Library)



SYS-System file



VXD-Virtual Device Driver



386-Virtual Device Driver



DRV-Device Driver

In Windows, a programmer can set any file with the hidden file attribute.

Tip In Windows Explorer or My Computer, you can select to show or hide hidden files. To do this, choose the Options command from the View menu, click the View tab, select the Show or the Hide radio button, and click OK.

System Files

A system file is a file used exclusively by the operating system, or Windows.

