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## ADDING A COMMENT TO AN ARCHIVE

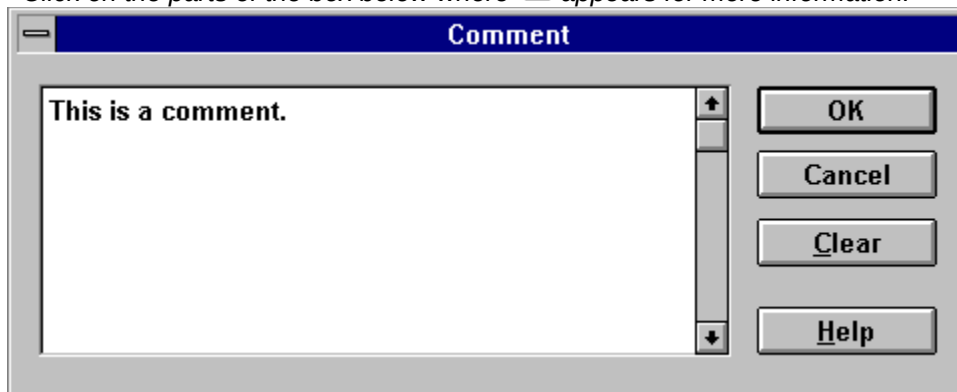


The Comments button and Edit|Comments... menu item are used to add, delete, edit, or read a comment for a ZIP archive. Comments may be added to any ZIP archive (except Multi-volume). By default, PROZip will display the comment when an archive with a comment is opened. See [Setting Archive Preferences](#).

The comment dialog below is displayed along with the current comment if one already exists. Type in any comment you wish to add to the archive and press the OK button. To remove the comment press the Clear button. To exit the dialog without saving any changes to the comment press the Cancel button. The Comments button will stay depressed to indicate the presence of a comment in the archive.

Archives that have been made self-extracting can still contain a comment which can be viewed with PROZip. However, the comment will not be displayed when the executable is run.

Click on the parts of the box below where  appears for more information.



See Also

[Adding Files to an Archive](#)


[Deleting Files from an Archive](#)

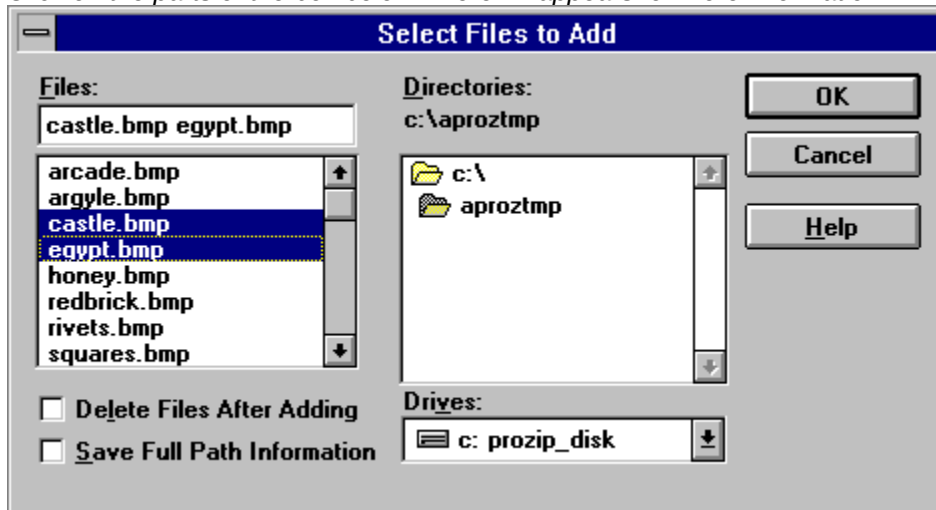
[Extracting Files from an Archive](#)

## ADDING FILES TO AN ARCHIVE



The add files button and Edit|Add... menu item are used to add files to a ZIP archive. When the Add Files dialog is displayed, select the files to be added from the Files listbox and press the OK button. At least one file must be selected. Note that wildcards (e.g., \*.\*) cannot be used to select files.

Click on the parts of the box below where  appears for more information.



See Also

[Adding Files to an Archive with Drag and Drop](#)

[Deleting Files from an Archive](#)

[Drag and Drop](#)

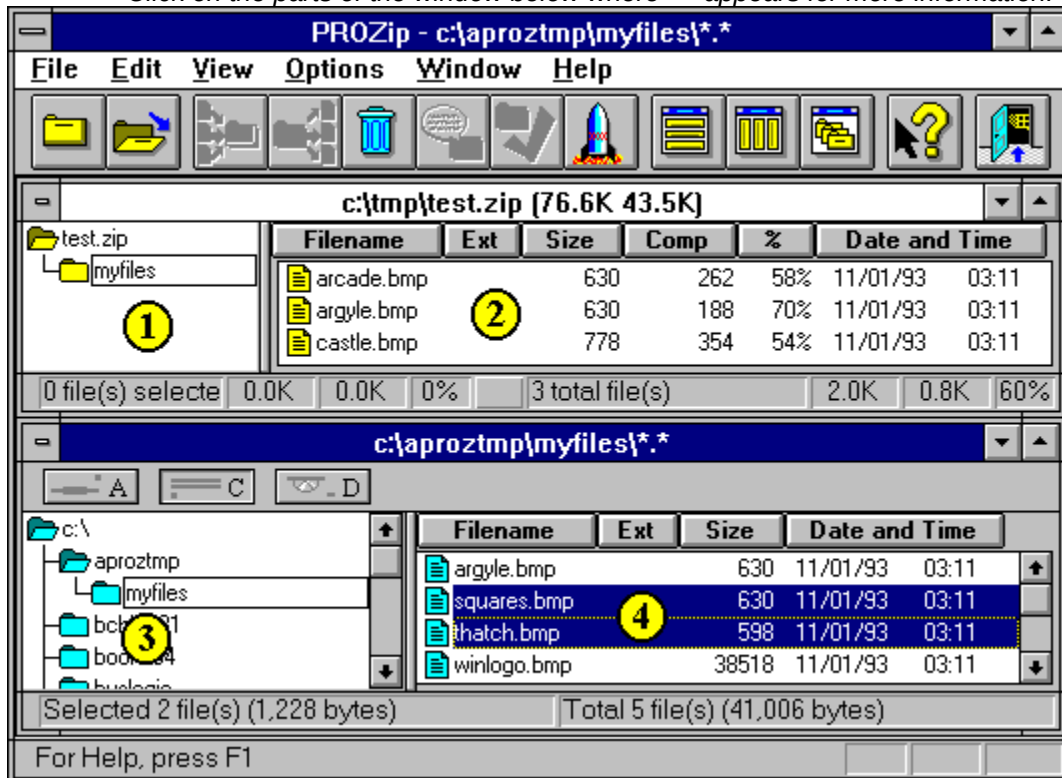
[Extracting Files from an Archive](#)

## ADDING FILES TO AN ARCHIVE WITH DRAG AND DROP

To add files or a directory to an archive using drag and drop:

1. Select the desired directory (3) or files (4) from a [PROFile Manager Window](#). See [Selecting Files](#).
2. Click and drag the selected files and drop them on the desired [Archive Window](#)
  - A. If files (4) are dropped onto the [Archive File Pane](#) (2), then those files will be placed in the directory currently being displayed.
  - B. If a directory (3) is dropped onto the Archive File Pane, then all files in that directory and in all its subdirectories will be flattened (i.e., all directory information/structure will be discarded) and all files will be placed in the directory currently being displayed.

Click on the parts of the window below where  appears for more information.



- C. If files (4) are dropped on the [Archive Directory Pane](#) (1) and the Relative Path Names options is specified in the [Setting Archive Preferences](#) dialog, the files are placed directly into the directory onto which they were dropped. If instead, the Full Path Names option is selected, then the full directory structure that originally contained the dropped files will be added to the archive starting at the directory onto which the files were dropped. For example, if the *squares.bmp* file is dropped onto the *test.zip* archive, and the Full Path option is set, then an *azprotmp* directory with a *myfiles* subdirectory would be created and *squares.bmp* would be placed in the new *azprotmp/myfiles* directory.
- D. If directories are dropped on the Archive Directory Pane (1) the path to the dragged directories is added to the name of the directory on which the items are dropped. The path name that is added depends on the setting specified in the [Setting Archive Preferences](#) dialog. If Relative Paths has been specified, dragging the *myfiles* directory (3) and dropping it onto *test.zip* (1) would cause a *myfiles* directory to be created in the archive (as in the illustration). All the files in the original *myfiles* directory would be placed in the newly created *myfiles* directory of the archive. If instead, the Full Path names option has been selected, an *azprotmp* directory with a *myfiles* subdirectory would be created. All the files that were originally in the *myfiles* directory would be placed in the *myfiles* subdirectory in

the archive. In either case, all subdirectories of the dropped directory would also be archived.

As noted in the [Drag and Drop](#) section, hold down the <Alt> key while dropping to move the source files or directory instead of copying them. This will permanently delete the original files.

**NOTE:** Dragging and dropping a directory is usually faster than dragging and dropping all the files in a directory.

See Also

[Adding Files to an Archive](#)

[Drag and Drop](#)

[Extracting Files from an Archive with Drag and Drop](#)

[Full and Relative Paths](#)

## ***Archive Addition Exclusion Options***

Files that match the descriptions here are never added to the archives. This is useful because whole directories can be selected and added to an archive without archiving every file in the directory. For example, suppose you create temporary files with a *tmp* extension in a directory, but you never want to archive them. Type "*\*.tmp*" in the Exclude edit box, and when you archive the directory that contains them they will not be added to the archive. Beware, this can result in not archiving files that you may want archived. Separate each exclusion entry with a space in the edit box.

Example:

*\*.sav prozip.\* temp.tmp*

will cause all files with a *sav* extension, all files that have *prozip* as the base filename, and *temp.tmp* not to be added to an archive.

## ***Archive Addition Options***

These options specify the circumstances under which you are prompted when adding files to an archive if files with the same names already exist in the archive.

Always Overwrite	Automatically overwrite the previous file in the archive without prompting.
Prompt before Overwrite	Prompt for confirmation before overwriting an existing file in the archive.
Never Overwrite	Leave the existing file in the archive (do not replace it).
Overwrite if Newer	Automatically overwrite the existing file in the archive without prompting if the file being added is more recent than the file in the archive.

## ***Archive Compression Options***

Specify the compression level to be used when adding files to an archive. The valid range is 0 to 9 with 9 being the highest compression (and slowest to compress) and 0 being no compression at all (useful for simple archiving purposes). The default value of 5 is often the best compromise between size and speed.



## ***Archive Deletion Options***

These options specify the circumstances under which you are prompted when deleting files from an archive. These options apply when deleting files from an archive and when moving files from an archive to a disk during an extraction operation.

**PLEASE NOTE:** There is no "undelete" in PROZip so files deleted from archives are deleted forever. Therefore, it is safest to set this option to "Always Prompt".

Always Prompt	Prompt for confirmation before deleting a file from an archive
Never Prompt	Delete files from an archive without confirmation

### ***Archive Directory Pane***

This pane shows the directories in the archive. To display the files in a directory, click on the desired directory. To "expand" the directory and display its subdirectories, double-click on it. Double-click on the directory again to "collapse" it (remove the display of its subdirectories).

## ***Archive Extraction Options***

These options specify the circumstances under which you are prompted when extracting files from an archive if files with the same names already exist in the directory being extracted to.


Always Overwrite	Automatically overwrite the existing file in the directory without prompting.
Prompt before Overwrite	Prompt for confirmation before overwriting the existing file in the directory.
Never Overwrite	Leave the existing file in the directory (do not replace it).
Overwrite if Newer	Automatically overwrite the existing file in the directory without prompting if the file being added is more recent than the file in the directory.

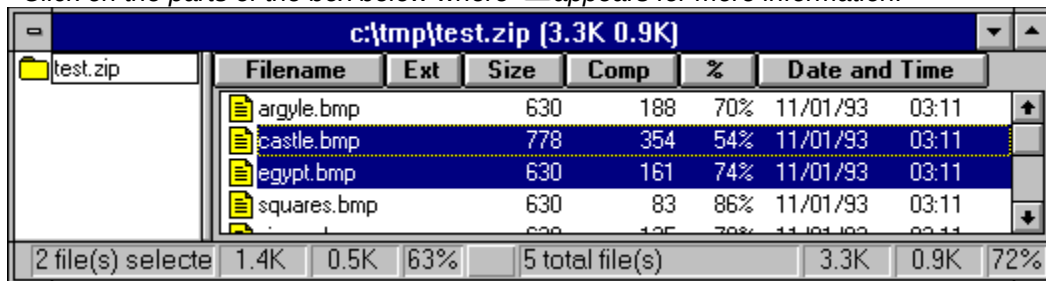
### ***Archive Files Selected***

This box shows the total number of files selected in the archive.

## ARCHIVE WINDOW

Each archive window displays the contents of a single ZIP file; multiple ZIP files may be opened simultaneously. An Archive Window contains two sub-windows: a directory pane (left side) and a file pane (right side) showing the currently selected directory within the archive. Standard archive windows are shown with yellow folder and file icons, self-extracting archives are shown with green icons, and multi-volume archives that have already had files placed in them (are completed) are shown with red icons. To change the width of the panes, drag the splitter bar (gray rectangle) that separates the panes in the desired direction. Column header buttons at the top of the file pane can be clicked on to quickly sort the files. To reverse sort the files, click on the button again. Files may also be sorted by selecting items from the [View Menu](#).

Click on the parts of the box below where  appears for more information.



See Also

- [Adding Files to an Archive](#)
- [Copying and Moving Files between Archives](#)
- [Extracting Files from an Archive](#)
- [Multi-Volume Archive](#)
- [Setting Archive Window Preferences](#)

### ***Association Description***

Type in a description for the association being created here.

### ***Association Extension***

Type in the extension you want to create an association for here.

## ***Association Program***

Type in the name of the program to associate with the file extension here. The *Browse...* button may also be used to select the program.



### ***Attributes Check Box***

The file attributes (such as read-only) are displayed if this check box has an 'X'.

### ***Browse Button***

This button is used to search the disk for a program name.

### ***Cancel Button***

Click on this button to cancel the current action.

### ***Clear Button***

Click this button to delete the comment from the archive.

### ***Clear Passwords***

Use this button to clear the encryption and decryption passwords.

### ***Comment Edit Box***

Type in (or edit) the archive's comment in this box.

***Compressed Size Check Box***

Place an "X" in this check box to display the column containing compressed sizes.

### ***Compression Ratio Check box***

Place an "X" in this check box to display the column showing compression ratios.



## CONTEXT-SENSITIVE HELP



The context-sensitive help toolbar button and <Shift>+<F1> keys are used to put the program into context-sensitive help mode. The cursor changes to



. Once the program is in context-sensitive help mode, click on any item (tool bar button, menu item, or window) to get information about that item.

See Also


[General PROZip Information](#)  
[Help Menu](#)

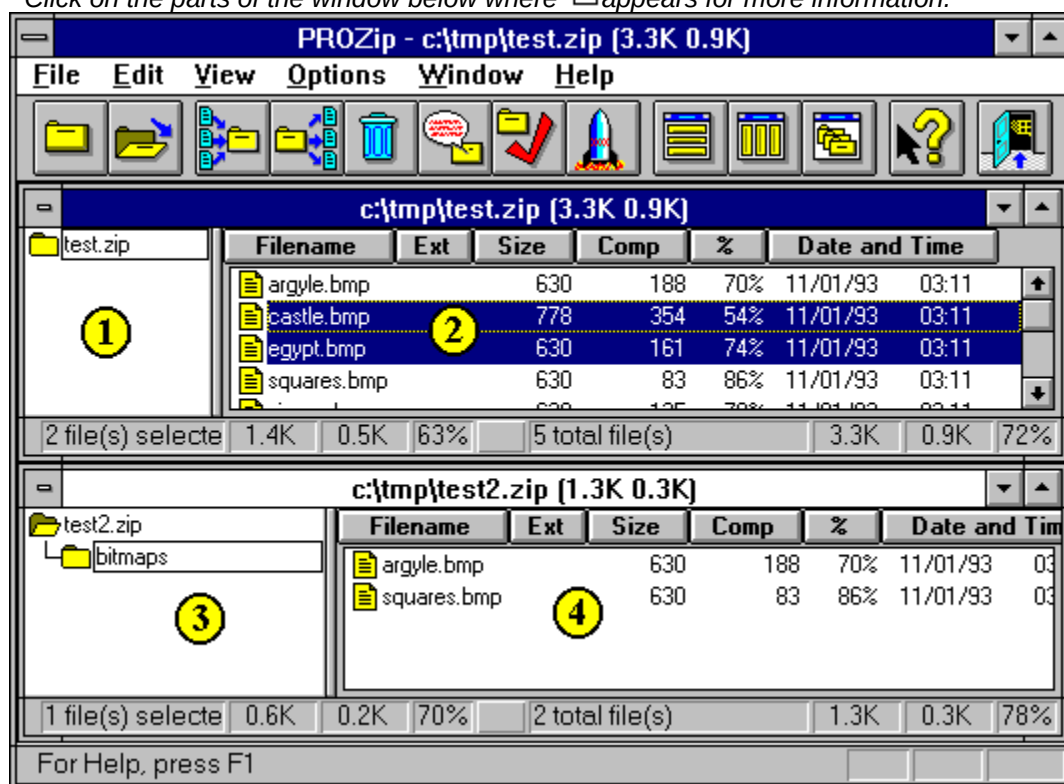
## COPYING AND MOVING FILES BETWEEN ARCHIVES

Because PROZip has the unique ability to open and use multiple archives simultaneously. You can copy or move files and directories between archives. To copy files or directories between archives:

1. Select the desired directory (1) or files (2) from the source [Archive Window](#). See [Selecting Files](#).
2. Click and drag the selected item(s) and drop them on the desired destination Archive Window.
  - A. If directories are dropped on the [Archive Directory Pane](#) (3) of another archive the source path is appended to the name of the directory on which the items are dropped. Either the full path name or the relative path name of the file is appended depending on which option is selected in the [Archive Window Preferences Dialog](#). For more information on the results of various of operations using full and relative paths, see [Adding Files to an Archive with Drag and Drop](#).
  - B. If the items are dropped onto the [Archive File Pane](#) (4) of another archive, then the path (directory information) is not stored with the copied/moved items.

As noted in the [Drag and Drop](#) section, hold down the <Alt> key while dropping to move the source files or directory instead of copying them. This will permanently delete the source files.

Click on the parts of the window below where  appears for more information.



See Also

[Adding Files to an Archive](#)  
[Adding Files to an Archive with Drag and Drop](#)  
[Archive Window](#)  
[Deleting Files from an Archive](#)  
[Drag and Drop](#)  
[Extracting Files from an Archive](#)  
[Full and Relative Paths](#)

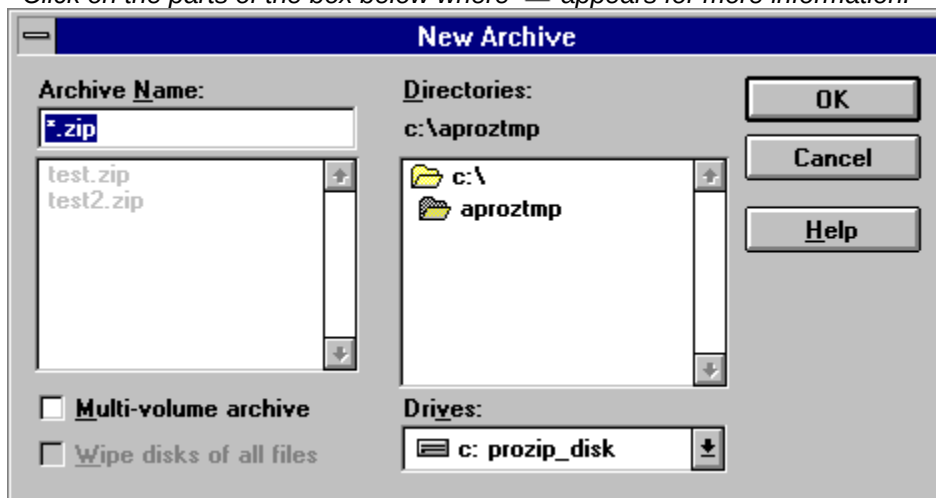
## CREATING A NEW ARCHIVE



The create new archive button and Archive|New... menu item are used to create a new (empty) archive. When the New Archive dialog is displayed, choose the drive, directory and file name for the new archive. If you wish to make a [Multi-Volume Archive](#) you must choose a removable drive for the archive and place an X in the check box for Multi-volume archive. If you close an empty Archive it will be deleted. There must be at least one file in it or it will no longer exist after you close it.

**PLEASE NOTE:** you must use preformatted disks when making multi-volume archives. Make sure you have a sufficient number of pre-formatted disks handy prior to making a multi-volume archive.

Click on the parts of the box below where  appears for more information.



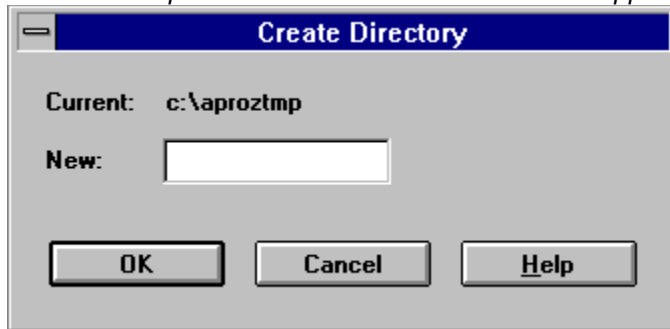
See Also

- [Archive Window](#)
- [Adding a Comment to an Archive](#)
- [Adding Files to an Archive](#)
- [Deleting Files from an Archive](#)
- [Extracting Files from an Archive](#)
- [Making Self-Extracting Archives](#)
- [Moving Files Between Archives](#)
- [Testing the Integrity of an Archive](#)
- [Windows File Manager](#)

## CREATING A DIRECTORY

The Create Directory... option in the Eile menu allows you to create a new subdirectory in an archive or on a disk. When the Create Directory dialog is displayed, type the name of the directory to be created and click the OK button. The directory will be created as a subdirectory of the currently selected directory.

Click on the parts of the window below where  appears for more information.



See Also

[Working with Directories](#)

### ***Current Directory***

This shows the currently selected directory in the archive or the PROFile Manager window under which the new directory will be created.

***Date***

Place an "X" in this check box to display the column showing file dates and times.

### ***Decryption Password***

This edit box is where the user enters the password used to decrypt files that are extracted from archives.

### ***Delete Files After Adding***

Place an "X" in this check box to permanently delete the selected files from the disk after they have been added successfully to the archive. This is a temporary switch and only applies to the current operation.



## DELETING FILES



The delete files button and Edit|Ddelete menu item are used to permanently remove files from an archive or from a disk.

**PLEASE NOTE:** PROZip has no undo capability so use caution when deleting files from an archive or from your disk.

To delete files:

1. Select the directory or files to be deleted in the [Archive Window](#) or [PROFile Manager Window](#)
2. Click on the delete files button or select the Edit|Ddelete menu item
3. Respond to the deletion prompts (if any)

See Also

[Adding Files to an Archive](#)

[Extracting Files from an Archive](#)

[Moving Files Between Archives](#)

### ***Delete Originals***

Place an X here to automatically and permanently delete the files from the archive after they have been extracted. This is a temporary switch and only applies to the current operation.

### ***Destination Directory***

This is the destination for the extracted files. Either choose the destination directory by making the appropriate selections from the drive and directory lists or by typing the desired destination into the edit box. PROZip will automatically create any new subdirectories.


## ***Directory List***


This is a list of directories on the current drive. Click on a directory to change the selected directory. Double-click a directory to expand it (show sub-directories) or collapse it (hide sub-directories).

## DRAG AND DROP

PROZip fully supports Drag and Drop between its [PROFile Manager Windows](#) and its [Archive Windows](#) as well as between two Archive Windows. Files can also be dropped from outside the program. If a ZIP file (normal or self-extracting) is dropped on PROZip then the file will be opened. If non-zip files are dropped onto PROZip, you will be prompted for whether you wish to create a new archive containing the dropped files.

Normally when files are dragged and dropped, the original files remain; this is called a "copy" operation. Alternatively, when the <Alt> key is pressed when dropping files, the original files are deleted; this is called a "move" operation.

 is the Drag and Drop cursor showing a "copy" operation is underway.

 is the Drag and Drop cursor showing a "move" operation is underway.

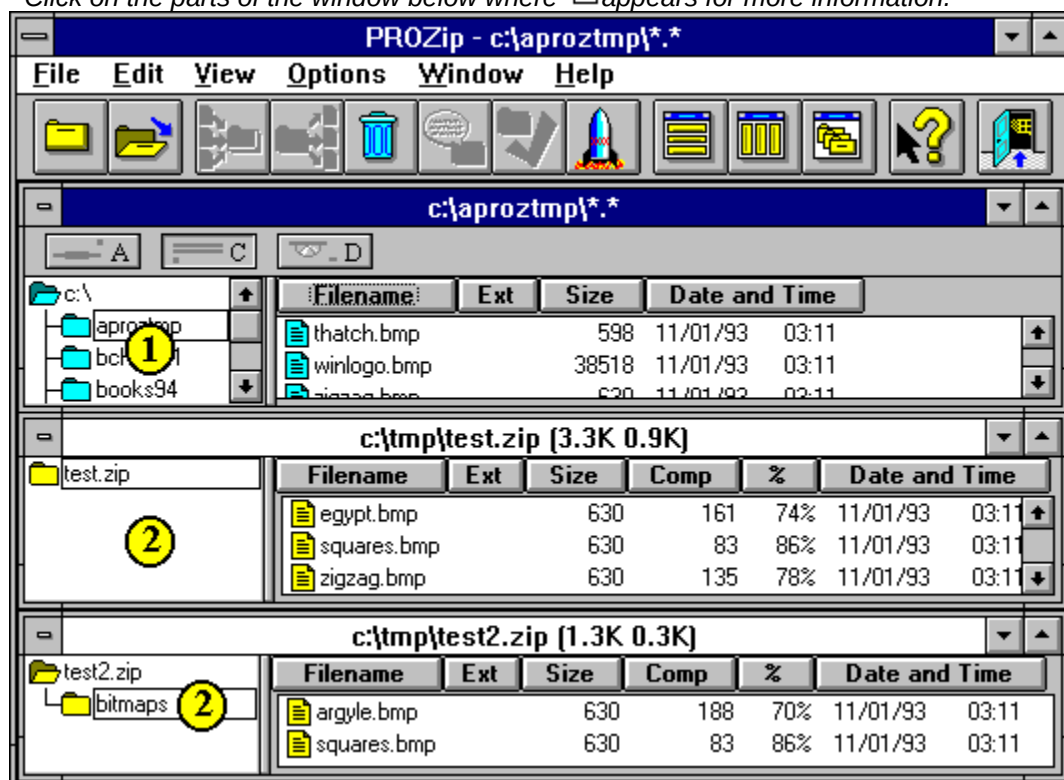
When files or directories are dragged from a [PROFile Manager Window](#) (1) to an [Archive Window](#) (2) the dragged items are compressed and placed in the archive.

When files or directories are dragged from an Archive Window to a PROFile Manager Window the dragged items are extracted from the archive.

When files or directories are dragged from one Archive Window to another Archive Window the dragged items are extracted from the first archive and then compressed into the second archive.

For more information on using drag and drop for adding and extracting files from archives, see the topics listed below.

Click on the parts of the window below where  appears for more information.



See Also

[Adding Files to an Archive with Drag and Drop](#)  
[Copying and Moving Files between Archives](#)  
[Extracting Files from an Archive with Drag and Drop](#)  
[Full and Relative Paths](#)

Selecting Files  
Working with Directories

### ***Drive List***

This list box displays available drives. To change the currently selected drive, click on the arrow to display the available list of drives, then click on the desired drive.

## EDIT MENU



Add... Adds files to an archive. See [Adding Files to an Archive](#)



Comments... Adds, Deletes, Edits, or Views a comment for an archive. See [Adding a Comment to an Archive](#)



Delte Permanently removes the currently selected files or directories from an archive or drive. See [Deleting Files from an Archive](#)



Extract... Unzips the currently selected files from an archive. See [Extracting Files from an Archive](#)



Verify... Verifies the integrity of an archive. See [Testing the Integrity of an Archive](#)



Launch Runs an associated program on a selected file. See [Launching an Application](#) and [File Manager Associations](#)

Select All Selects all files in the currently active Archive or PROFile Manager window.



## ENCRYPTION AND DECRYPTION



The Passwords button and Options|Set Passwords... menu item are used to set and clear encryption and decryption passwords for archives.

Encrypted (password protected) files can only be extracted from archives when the proper password is provided. Encrypted files are shown in the archive windows with a "lock" icon rather than the normal page and folder icons.

To extract encrypted files:

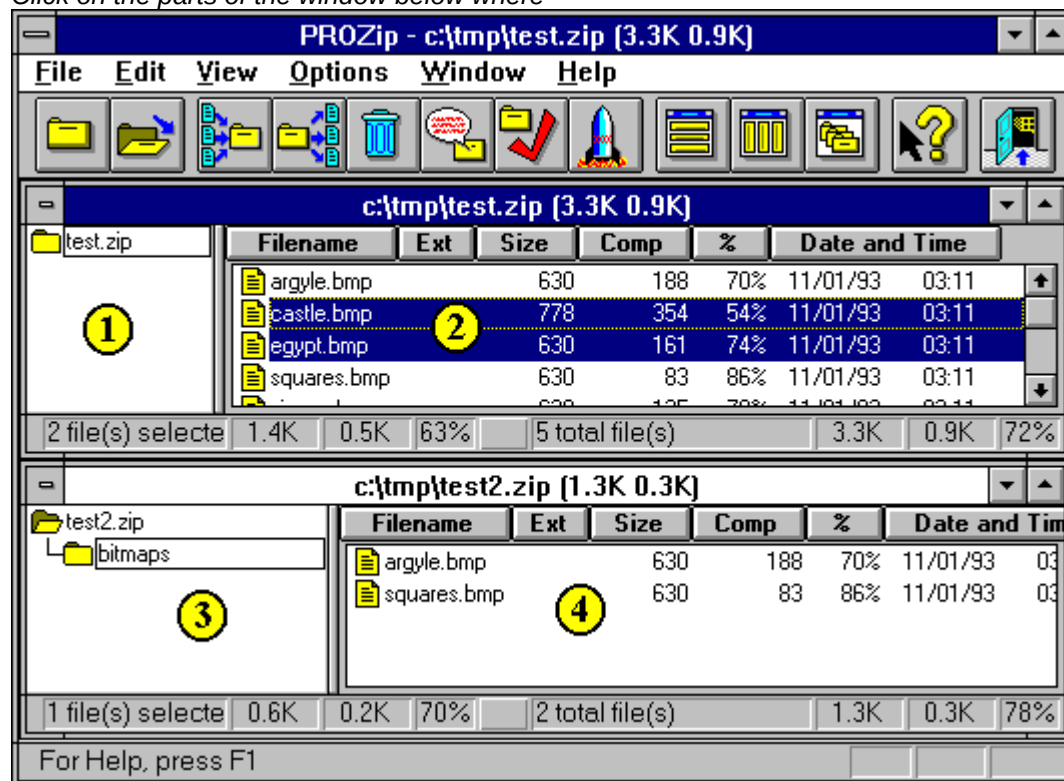
1. Click on the password button or select Options|Set Passwords...
2. Enter the decryption password in the appropriate box.
3. Extract the files normally.

To encrypt files during addition:

1. Click on the password button or select Options|Set Passwords...
2. Enter the password for encryption in *both* the encryption password *and* encryption password verification boxes. Because the password is not shown when it is typed, doubly entry of the password prevents a mistake when typing the password and subsequent inability to decrypt the protected files.
3. Add the files normally.

The Passwords button will stay depressed to indicate that an encryption password is currently in use. This is to help remind the user that files will be encrypted if they are added.

Click on the parts of the window below where



more information.

appears for



Encryption is useful when you are providing an archive to an individual, and you only want that individual to access the files in the archive but the archive may be accessible to others. (for example, on a bulletin board). Also, password protection can be useful when you wish to archive sensitive files on your own machine and others will have access to your machine (perhaps across a network).

Any files added to the archive after the encryption password (and confirmation password) are set are automatically encrypted. Files within self-extracting and multi-volume archives *can* be encrypted. The receiver of the archive must set the correct decryption password before extracting the files. Obviously, you will have to let the receiver know what password you used.

**DO NOT FORGET THE PASSWORD!** There is no way to extract an encrypted file without the password, and no way to determine what the password is once lost. Also, it is possible to specify different passwords for each file or group of files you add to an archive, but there is no way to tell that this is the case, and therefore makes extraction of the archive much more difficult. It is recommended that you use a single password for all files that are encrypted in a single archive.

Passwords can be up to 65 characters long. Longer passwords are more secure, as are passwords that contain mixed upper and lower case letters and/or non-letter characters.

The only restrictions on delivering encrypted files anywhere in the world are the same as those on the program itself.

See Also

[Adding Files to an Archive with Drag and Drop](#)

[Extracting Files from an Archive with Drag and Drop](#)

### ***Encryption Password***

This edit box is where the user enters the password used to encrypt files that are added to archives.

### ***Encryption Password Verification***

This edit box is where the user enters verification of the password used to encrypt files that are added to an archive.

### ***Existing Associations***

This list box shows all existing associations. To associate one of the existing programs with the currently selected extension, select the program from the list box.

### ***Extract File***

Select this radio button to extract files from archives when the mouse is double-clicked on a file in an Archive Window.

### ***Extract Path***

Select the destination directory using the list boxes or type the name of the destination directory into this edit box.

## EXTRACTING FILES FROM AN ARCHIVE

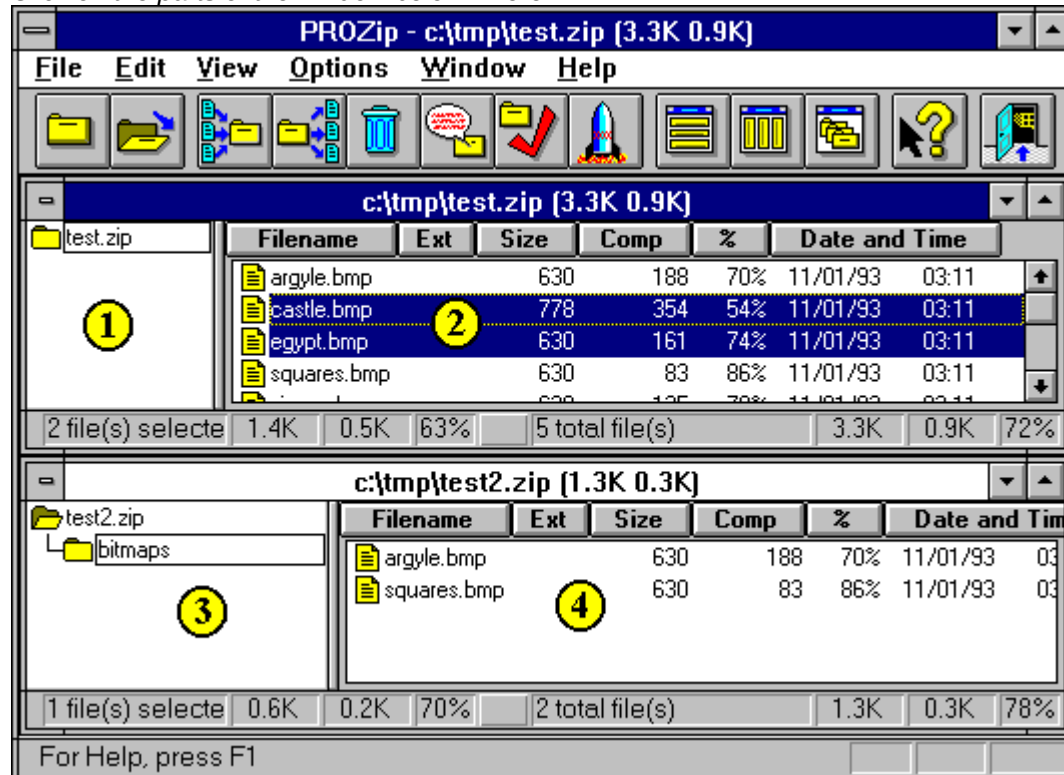


The extract files button and Edit|Extract... menu item are used to extract (unzip) selected files from an archive. To extract files from an archive:

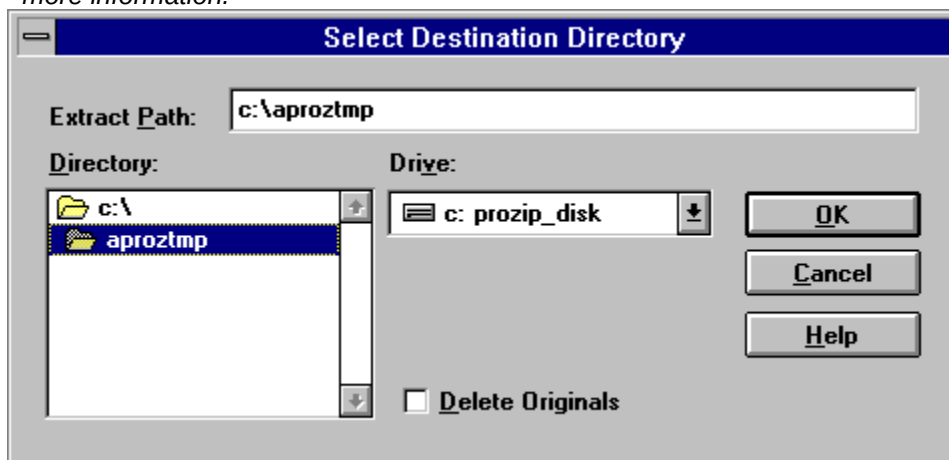
1. Select the files to be extracted from the archive (see [Selecting Files](#)).
2. Click on the extract files button or select Edit|Extract...
3. Select the destination directory from the extract files dialog and click OK. To create a new directory for the extracted files, type the new directory name in the extract path edit box.

See [Extracting Files From an Archive with Drag and Drop](#) for information on how to use drag and drop to extract files.

Click on the parts of the window below where



more information.



See Also



[Adding Files to an Archive](#)

[Deleting Files from an Archive](#)

[Drag and Drop](#)

[Moving Files Between Archives](#)

## EXTRACTING FILES FROM AN ARCHIVE WITH DRAG AND DROP

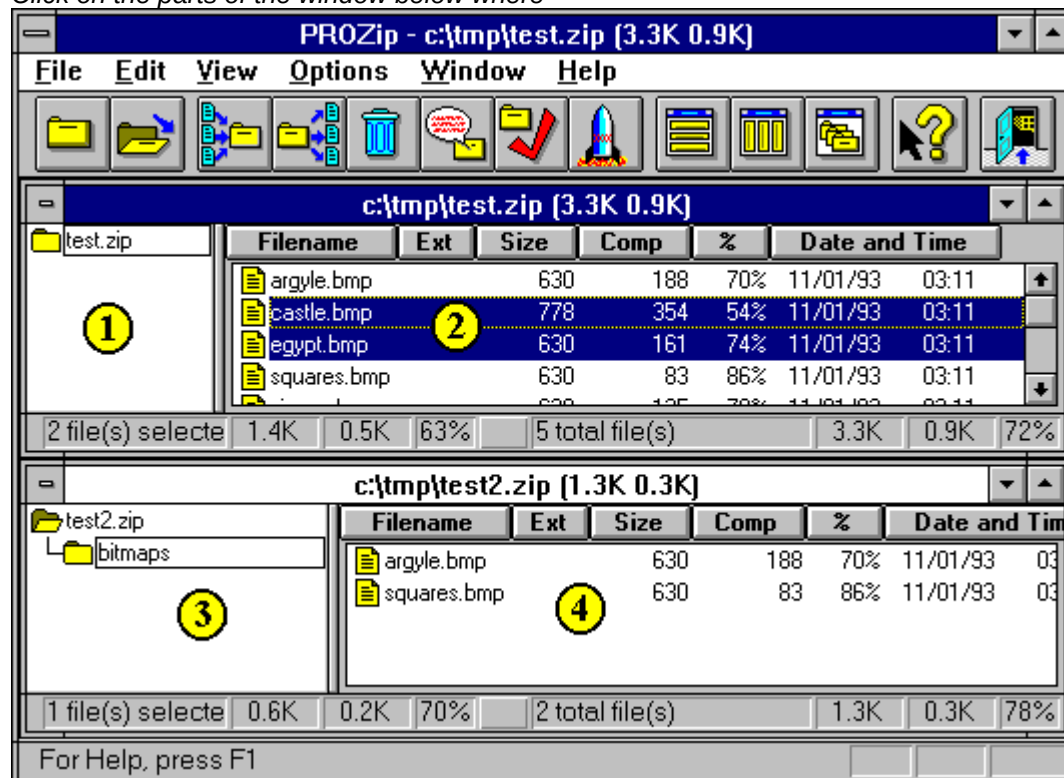
To extract files or a directory from an archive:

1. Select the desired directory (1) or files (2) from an [Archive Window](#). See [Selecting Files](#).
2. Click and drag the selected items and drop them on the desired [PROFile Manager Window](#).
  - A. If files are dropped onto the [PROFile Manager File Pane](#) (4), then the files will be extracted and placed in the directory currently being displayed.
  - B. If a directory is dropped on the PROFile Manager File Pane, then all files in that directory (and all its subdirectories) will be extracted and placed in the currently displayed directory. All directory structure will be lost.
  - C. If files are dropped on the [PROFile Manager Directory Pane](#) (3) then the files will be extracted and placed in the directory dropped on.
  - D. If a directory is dropped on the PROFile Manager Directory Pane then that directory (and all its subdirectories) will be extracted and placed in the drop directory, preserving the directory structure that was present in the archive.

As noted in the [Drag and Drop](#) section, hold down the <Alt> key while dropping to move the source files or directory instead of copying them.

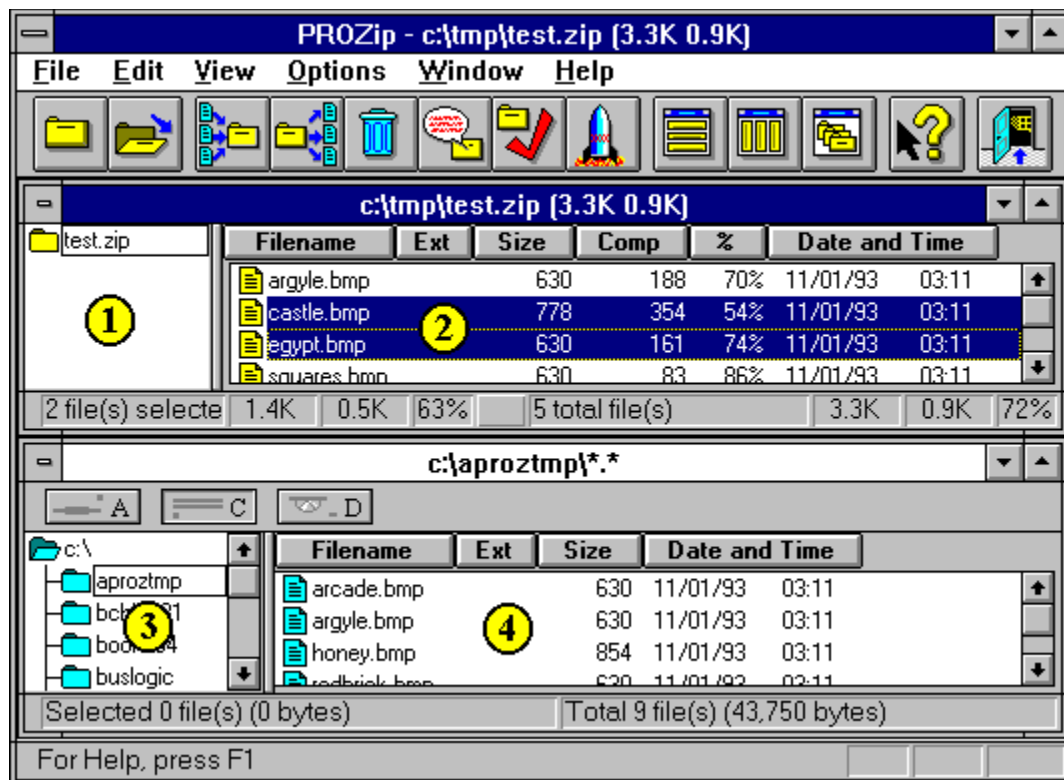
**NOTE:** Dragging and dropping a directory is usually faster than dragging and dropping all the files in a directory.

Click on the parts of the window below where



more information.

appears for



See Also

[Adding Files to an Archive with Drag and Drop](#)

[Copying and Moving Files Between Archives](#)

[Drag and Drop](#)

[Extracting Files from an Archive](#)

## ***File Deletion Options***

These options specify the circumstances under which you are prompted when deleting files from a PROFile Manager Window. These options apply when deleting files from a PROFile Manager Window and when moving files from a PROFile Manager Window to an archive during an add operation. Because PROZip does not have an "undelete" function, "Always Prompt" is recommended.

Always Prompt	Prompt for confirmation before deleting a file
Never Prompt	Delete files without confirmation

### ***File List Column Buttons***

These column header buttons are used for sorting the files in the list. Click on the button corresponding to the desired sort method. To reverse the order of files, click on the button again.

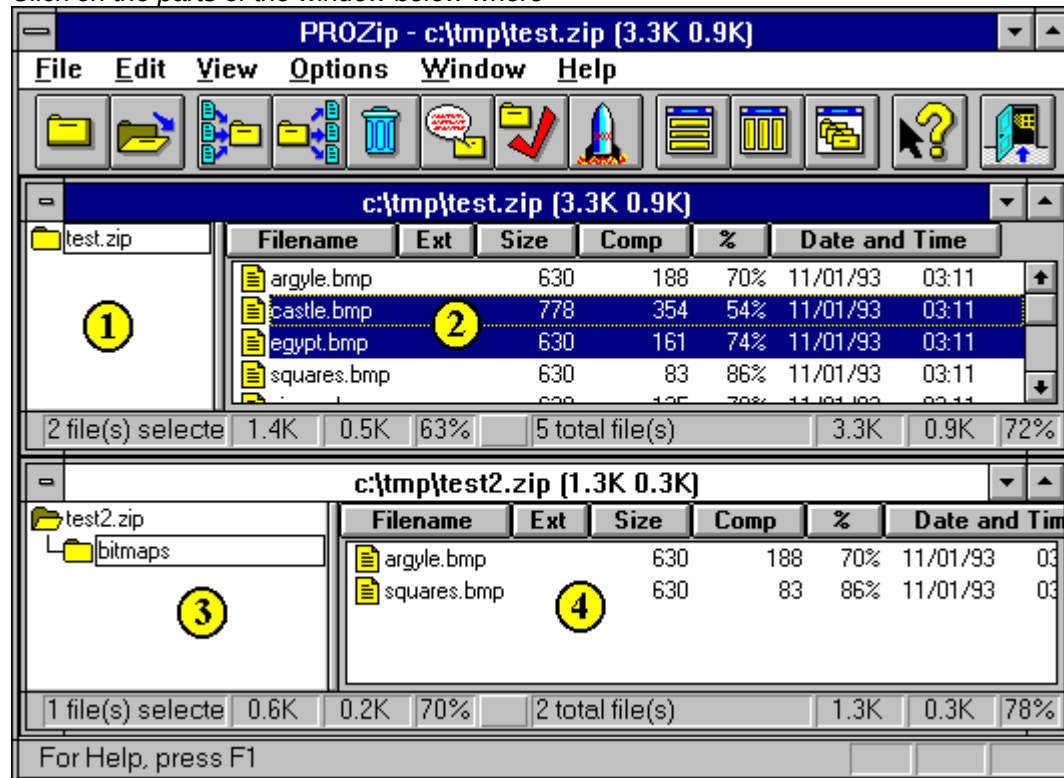
## FILE MANAGER ASSOCIATIONS

Windows File Manager associations are used to launch programs from PROZip. Files can be launched either from an archive that is open in PROZip or from a PROFile Manager Window. For example, suppose you have an archive that contains a Microsoft Word 6.0 document with a *DOC* extension and you have associated files with a *DOC* extension with Word. If you select a file with a *DOC* extension in an archive then choose View|Launch (or click on the Launch button), that file will automatically be extracted to a temporary directory, Microsoft Word will be launched and the file will be opened. When you exit Word, the temporary file will automatically be deleted by PROZip.

If you make changes to a file that was launched from an archive in PROZip and then wish to save the changes, simply save the file in the normal way from the application using a different file name. When launching files from a PROZip PROFile Manager Window, no temporary file is created, and the file can be used normally.

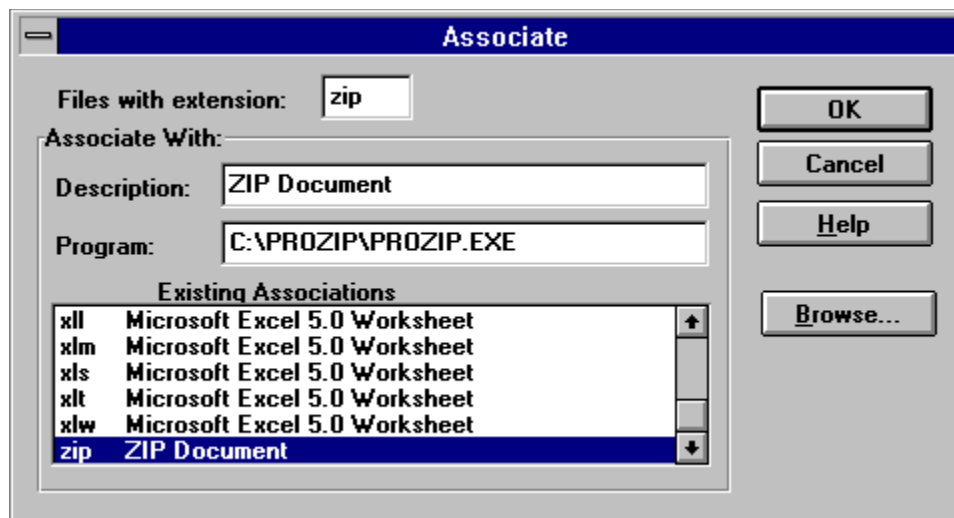
PROZip will automatically associate itself with .zip files upon install and startup. New associations can be made for files with extensions for which there is no current association. If PROZip fails when it tries to find the a program associated for a given extension with a given extension, the user may create a new association. In addition, you may select Associate from the File menu to associate a program with an extension at any time. In either case, the associations will apply to the Window's File Manager as well as to PROZip.

Click on the parts of the window below where



more information.

appears for



See Also

[Setting Preferences](#)

[Setting General Program Preferences](#)

[Setting PROFile Manager Window Preferences](#)

## FILE MENU



New     Creates a new archive. See [Creating a New Archive](#) and [Multi-Volume Archive](#).



Open... Opens an existing archive. See [Opening an Existing Archive](#)

Close     Closes an open archive.

Create Directory...     Creates a directory in an archive or on a disk. See [Creating a Directory](#)

Delete Archive     Deletes the open archive from the disk.

Rename Archive...     Renames an open archive. See [Renaming an Archive](#)

Save Copy As...     Saves a copy of the archive to a new location and name while keeping the original copy.

Make Self-extracting...     Converts the current archive into a self-extracting archive. See [Making Self-Extracting Archives](#)

Archive Information...     Displays information about the open archive.

Associate...     Adds another file association. See [File Manager Associations](#)



Exit     Closes the PROZip program

In addition, the most recently opened archives may be reopened by selecting one from the list of files below the File menu items.



***Filename***

This edit box contains the name of the selected file. Either select a file from the file list box or type the name of the file here. It is not necessary to put a .zip or .exe extension on the filename. This will be done automatically by PROZip.

## ***File Pane***

This pane displays the files in the currently selected directory.

## ***Files***

This list box shows available files. Select one or more files from the list.

## ***Files***

This list box shows existing files.

***File Size***

Place an "X" in this check box to show the column containing the sizes of files.

### ***File Types***

This list box displays a selection of available file types. Only files of the given type are show. To change the current file type, click on the arrow to display the available types, then click on the desired type.

## ***Font***

Select the desired font from the list box.

## ***Font Preference***

The font and point size used are displayed here and may be changed by clicking the *Select Font* button.



### ***Font Sample***

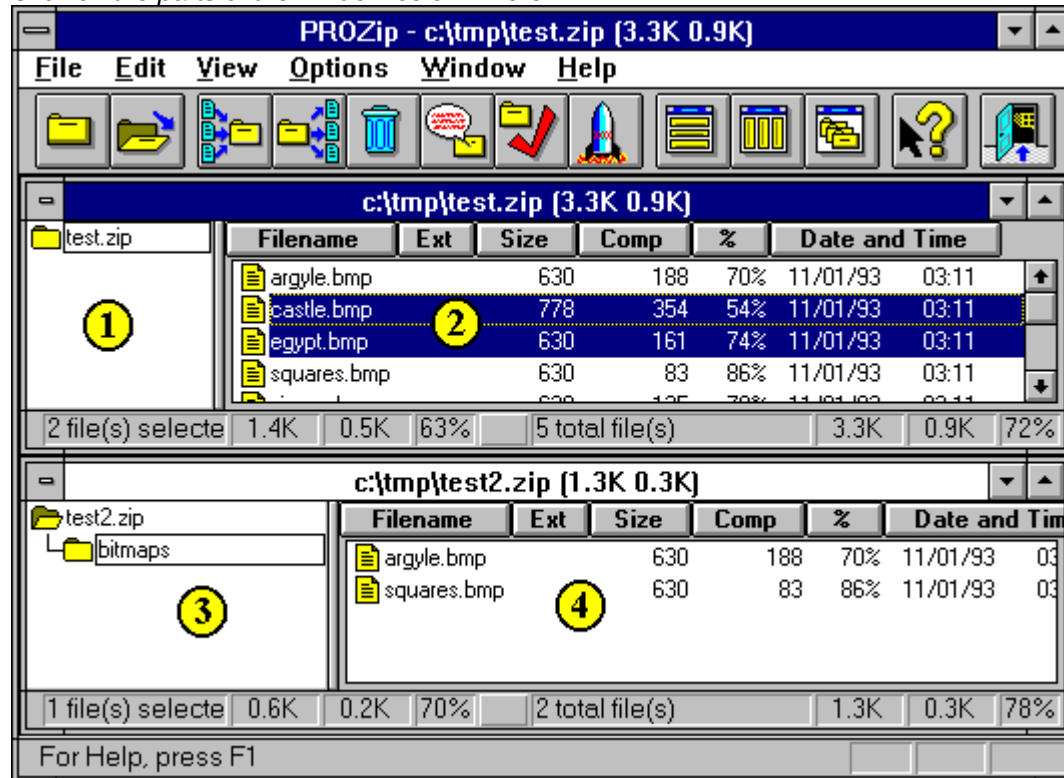
A sample of the chosen font is displayed in this area.

## FONT SELECTION DIALOG

The font selection dialog is used to choose a font. Select the desired font, style, and size then press the OK button.

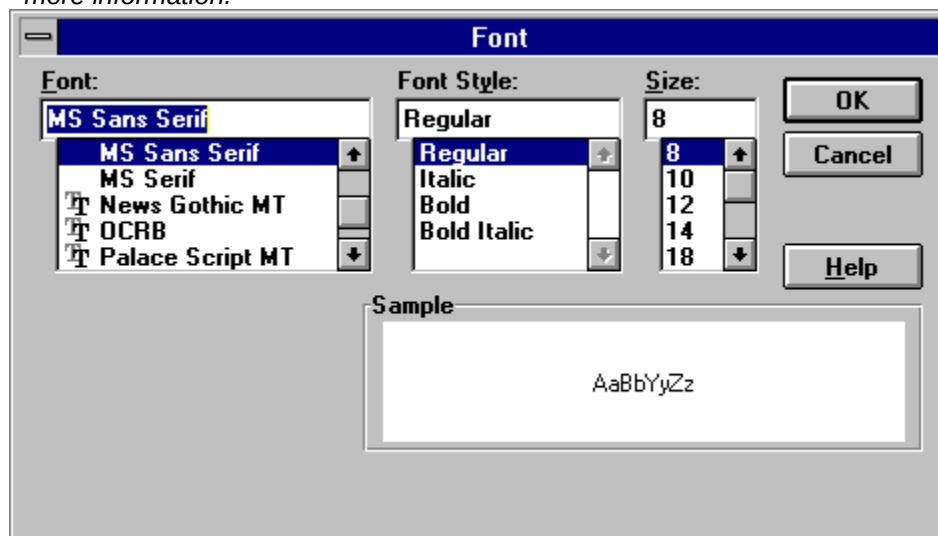
**NOTE:** Different fonts can be set for the PROFile Manager and Archive Windows.

Click on the parts of the window below where



appears for

more information.



## ***Font Size***

Select the desired point size from this list box.

## ***Font Style***

The font style has no effect.

## ***Full and Relative Path Option***

PROZip can save full or relative path information when adding files and directories to archives. The choice of using either full or relative paths may be set using the Archive tab on the preferences dialog. An example of the difference between the two is as follows:

Let us say you want to archive the MYFILES subdirectory of your PROTEMP directory. If you click and drag the MYFILES directory from the PROFile Manager directory pane and drop it onto the directory pane of an archive one of the two following things will happen:

1. If full paths are being used then a PROTEMP directory and a MYFILES subdirectory are created in the archive and the files are placed in the MYFILES subdirectory. If the MYFILES subdirectory contains further subdirectories then those subdirectories are created as well and all files in them are placed in the archive.
2. If relative paths are being used then only the MYFILES directory (and any of its subdirectories) is created in the archive. The PROTEMP directory is not created.

## **FULL AND RELATIVE PATHS**

PROZip can save full or relative path information when adding files and directories to archives. The choice of using either full or relative paths may be set using the Archive tab on the preferences dialog.

An example of the difference between the two is as follows:

Let us say you want to archive the MYFILES subdirectory of your PROTEMP directory. If you click and drag the MYFILES directory from the PROFile Manager directory pane and drop it onto the directory pane of an archive one of the two following things will happen:

1. If full paths are being used then a PROTEMP directory and a MYFILES subdirectory are created in the archive and the files are placed in the MYFILES subdirectory. If the MYFILES subdirectory contains further subdirectories then those subdirectories are created as well and all files in them are placed in the archive.
2. If relative paths are being used then only the MYFILES directory (and any of its subdirectories) is created in the archive. The PROTEMP directory is not created.

## GENERAL PROZIP INFORMATION

The Help|About PROZip... menu item is used to view general information about the program, as well as ordering and [Technical Support](#) information.

See Also

[Help Menu](#)

[Context-Sensitive Help](#)

## GETTING STARTED

PROZip is a drag and drop based archiving system. You can create standard ZIP files by simply dragging files from one window to another (and extract files the same way).

There are two types of windows in PROZip: PROFile Manager and Archive. When PROZip first starts, a PROFile Manager window is automatically displayed (it contains blue file folders). This window shows files on your hard disk (it can also show removable and network drives). The directories are shown on the left and the files are shown on the right.



To create a new archive simply click on the new archive button (or choose New... from the File menu) and select an archive name using the dialog. This opens an archive window (which contains yellow file folders). Similar to your hard disk, archives can have directories. The directories are shown on the left and the files are shown on the right.

To add files to the archive, select the desired files in the PROFile Manager window and drag them to the Archive window.



To open an existing ZIP file click on the open archive button (or choose Open... from the File menu) and select the desired file.

To extract files from an archive, select the desired files in the Archive window and drag them to the PROFile Manager window. If you drop them onto the files side of the PROFile Manager window (right-hand side), the files will go into the same directory as the files being shown. You can drop them into a different directory by dropping them on a directory on the directory side (left-hand side) of the PROFile Manager window.

All of the above operations behave very similarly to the Windows File Manager drag and drop operations. Just as a file can be dragged and dropped between windows to a new location in Windows File Manager, files can be added and extracted from archives in PROZip.

The README.WRI file contains additional information that was not available at the time of the writing of this help file.

This help file serves as the manual for the program. If you require assistance with any of the functions of PROZip, simply select the context sensitive help button on the toolbar and click on the appropriate area of the screen (i.e., menu item, toolbar button or window).

For more information about any of the topics below, simply click on it:

[Adding Files to an Archive](#)

[Archive Window](#)

[Drag and Drop](#)

[Extracting Files from an Archive](#)

[Setting Preferences](#)

[PROFile Manager Window](#)

[Working with Directories](#)

[Ordering Information](#)

[License & Copyrights](#)



### ***Help Button***

Click on this button to receive context-sensitive help for the window.

## HELP MENU

<u>C</u> ontents	Displays the Table of Contents for this help file.
<u>U</u> sing Help	Displays a help file containing instructions on how to use the Windows help system.
<u>G</u> etting Started	Displays instructions on how to begin using the PROZip program.
<u>A</u> bout PROZip...	Displays <a href="#">General Information</a> about the PROZip program.

See Also

[Context-Sensitive Help](#)

***Include Subdirectories***

Place an "X" in this check box to add all subdirectories of the chosen directory (as well as the chosen directory itself) to the archive.

### ***Including Files in an Add Operation***

Only files that match the descriptions here are added to the archives. This is useful because whole directories can be selected and added to an archive without archiving every file in the directory. For example, suppose you want only executable files in a directory to be archived. Type `"*.exe *.com *.bat"` in the Include edit box, and when you archive the directory that contains them, only they will be added to the archive. Beware, this can result in not archiving files that you may want archived. Separate each inclusion entry with a space in the edit box.

## ***Launch App***

Select this radio button to temporarily extract a file and launch an associated program when the mouse is double-clicked on a file in an Archive Window. See [Launching an Application](#)

## LAUNCHING AN APPLICATION



To launch an application using File Manager associations, select the file from the PROFile Manager or an Archive, then click on the Launch Application button or choose the Edit|Launch menu item. You can also launch an application by double-clicking a file in an archive or a PROZip PROFile Manager window if your [Archive Preferences](#) have been set for this action (and not extraction on double-click). The launch feature can be used not only to view files but to test programs (i.e., those which may be downloaded from a BBS or the Internet) prior to making them a permanent addition to your software library.

The launch feature temporarily extracts the requested file into the temporary directory used by PROZip, and then launches the application associated with the specific type of file. When you close the application, the extracted temporary file is deleted. **PLEASE NOTE:** an executable that is launched in this way may require other supporting files (such as DLLs, data files, etc.) to be extracted, therefore it is possible a file may not run properly when launched in this manner.

See Also

[File Manager Associations](#)

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## MAKING SELF-EXTRACTING ARCHIVES

A self-extracting archive is one that does not need PROZip to extract files. All of the necessary components to extract the files from the archive are included in the file itself. These are useful if you want to send an archive to someone who may not have an unzip utility. They simply run the program.

**PLEASE NOTE:** Self-extracting archives made by PROZip are *Windows* programs. They cannot be run from the DOS command line.

To create a self-extracting archive, create a normal archive then select Make Self-extracting... from the File menu and specify the output name. The name you give the self-extracting archive should end in .exe.

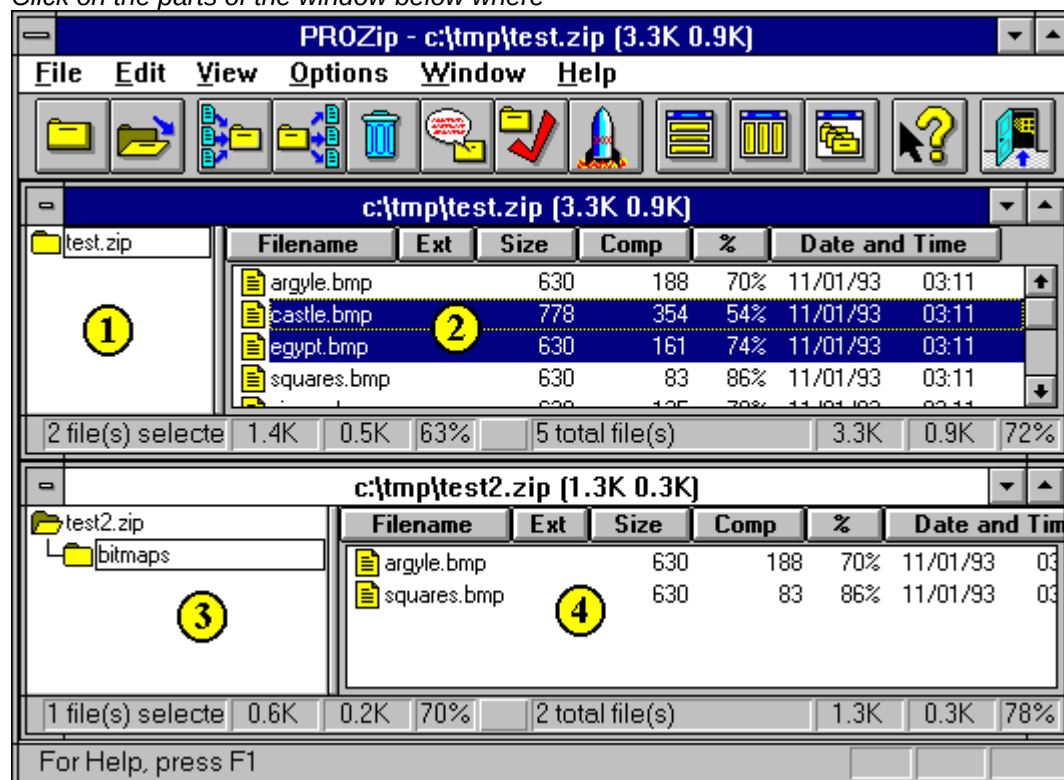
**PLEASE NOTE:** the original archive is converted to a self-extracting zip file (.exe). The original zip file will no longer exist. If saving the original zip file is desired use the File|Save Copy As... menu item to create a copy of the zip file before converting it to self-extracting.

When a self-extracting archive is run, all the files will be extracted to a user specified location. To extract individual files, a self-extracting archive can be opened with PROZip and used just like a standard archive.

Self-extracting archives can contain encrypted files. If a self-extracting archive contains files that have been encrypted then running the self-extracting archive will require a password to extract the encrypted files (non-encrypted files can be extracted without the password).

Distribution of Self-extracting Archives created with PROZip of commercial software is subject to the [License Agreement](#) which came with your package.

Click on the parts of the window below where



more information.

appears for



See Also

[File Menu](#)

[Encryption and Decryption](#)

## MENUS

The menus for PROZip provide access to all functions of the program (including those that are not accessible from the [Tool Bar](#)). Many menu items also have accelerator keys which allow you to access frequently used menu functions with a single key stroke. Accelerator keys are shown to the right of the menu items.

See Also

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Options Menu](#)

[Window Menu](#)

[Help Menu](#)

## MULTI-VOLUME ARCHIVE

Multi-volume archives are zip files that hold more data than can fit on one disk. They can only be created on removable drives (such as floppies). During creation of a multi-volume zip file PROZip will prompt you to switch disks at the appropriate time.

Because of the nature of multi-volume archives, only one add operation can be performed on them. Once the first set of files has been added, the archive can not be modified in any way. Also, the archive cannot be renamed or copied because files exist on multiple disks. Comments can not be added to multi-volume archives. PROZip shows these archives in yellow initially, but then changes the folder and file icons to red after files are added to reflect the fact that the archive can no longer be modified.

Because only one operation can be performed on a multi-volume archive, you may need to move all files that you wish into a single directory before creating the archive. This can be done using the Windows File Manager. Once you have all your files in one place, make a new archive by clicking the New button on the [Tool Bar](#) or by using the File|New menu item on the [File Menu](#). Select a drive and a file name for the archive and make sure to place an X in the check box for multi-volume archive. Then drag and drop the desired directory from the PROFile Manager to the multi-volume archive.

**PLEASE NOTE:** In some cases you may attempt to create a multi-volume archive, but the compressed size of the selected directories and files turns out to be small enough to fit on a single removable disk. If this happens, PROZip automatically ignores the multi-volume option and creates a standard archive on the selected removable drive. You can immediately tell that this happened by the fact that PROZip does not change the color of the zip file icons to red.

Extracting files from a multi-volume archive works as normal. You will be prompted for the correct disk as needed by PROZip. Individual files can be extracted.

See Also

[Adding Files to an Archive with Drag and Drop](#)  
[Creating a New Archive](#)

### ***Multi-Volume Archive***

Place an X in this check box if you wish to create an archive that spans multiple disks. In order to use this option, the disk drive you choose must be a removable disk drive (such as a floppy drive, etc.) and all the disks you use must be preformatted.

### ***New Directory Edit Box***

This edit box is where the user enters the name of the new directory to create. The name must be a valid DOS directory name consisting of no more than 12 characters (an 8 character name followed by a period and a three character extension if desired).

***OK Button***

Click on the OK button to proceed with the current action.



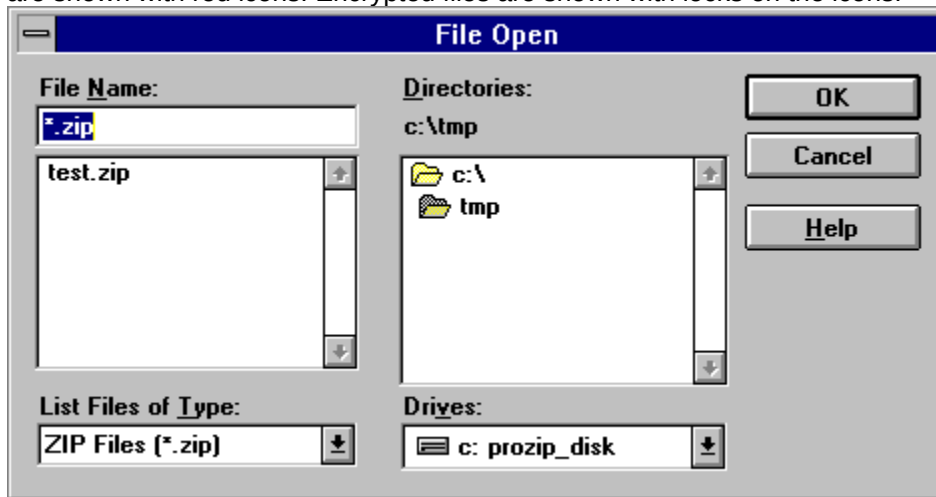
### ***On Startup Re-Open Last Archive***

Place an "X" in this check box to automatically load (at PROZip startup time) all archives that were open when PROZip was last exited.

## OPENING AN EXISTING ARCHIVE



The open archive button and Archive|Open... menu item are used to open an existing ZIP archive using the traditional open file dialog (shown below). In addition, archives can be opened by double clicking on them in a [PROFile Manager Window](#) or in the Windows File Manager. When an archive is opened, a new [Archive Window](#) is created and the contents of the archive are displayed. Standard archive windows are shown with yellow folder and file icons, self-extracting archives are shown with green icons, and multi-volume archives that have already had files placed in them (are completed) are shown with red icons. Encrypted files are shown with locks on the icons.



See Also

- [Archive Window](#)
- [Adding Files to an Archive](#)
- [Copying and Moving Files Between Archives](#)
- [Deleting Files from an Archive](#)
- [Drag and Drop](#)
- [Extracting Files from an Archive](#)
- [PROZip Windows](#)
- [Windows File Manager](#)

## OPTIONS MENU

The Options menu is used to set any of the extensive user preferences in PROZip.

Preferences... Opens the tabbed dialog to set preferences for the program. See [Setting Preferences](#).



Set Passwords... Allows you to set passwords used for encrypting and decrypting files in archives. See [Encryption and Decryption](#).

Reset Preferences... Resets all program preferences to their default settings.

## ORDERING INFORMATION

For complete information and instructions on how to obtain the full version of PROZip, see the Order.wri file. It contains all the necessary information, prices, and an order form.

For more information you can reach RT Computer at ***www.prozip.com*** or (505) 891-1600 from 9am to 6pm, Mountain Standard Time, Mondays through Fridays.

### ***PROFile Manager Status Bar Files Selected***

This section of the status bar shows information about the files currently selected in the PROFile Manager window.

### ***PROFile Manager Status Bar Total Files***

This section of the status bar shows information about all of the files in the currently selected directory in the PROFile Manager window.

## ***PROFile Manager Deletion Options***

These options control when the user is prompted for deleting and moving files.

Always Prompt	The recommended setting. Prompts the user before any file is deleted from the drive.
Never Prompt	Deletes files without prompting when they are moved (not copied) to archives or when the user chooses to delete the files. Because PROZip has no undo feature this option should be used with caution.

### ***PROFile Manager Directory Pane***

This pane shows the directories on the selected drive. To display the files in the directory, click on it. To display the subdirectories of a directory, double-click on it. Double-click on the directory again to "collapse" it (remove the display of its subdirectories).



### ***PROFile Manager Drive Tool Bar***

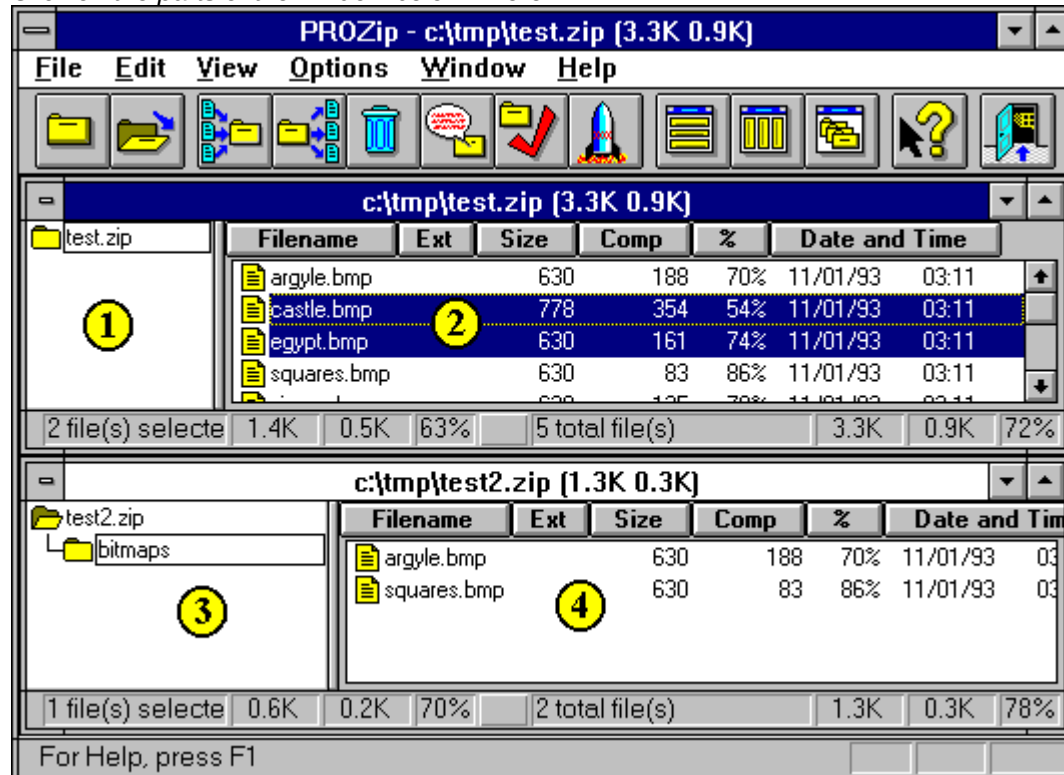
To view the files on a different drive, click on the button corresponding to the desired drive.

## PROFILE MANAGER WINDOW

A PROFile Manager window contains the list of files and directories on a disk. It is very similar to the Windows File Manager. It contains a row of selectable drive buttons at the top. It also contains two sub-windows: a directory pane (left side) and a file pane (right side). To change the width of the panes, drag the splitter (gray) bar that separates the panes in the desired direction. Column header buttons at the top of the file pane can be clicked on to quickly sort the files. To reverse sort the files, click on the button again. Files may also be sorted by selecting items from the View menu.

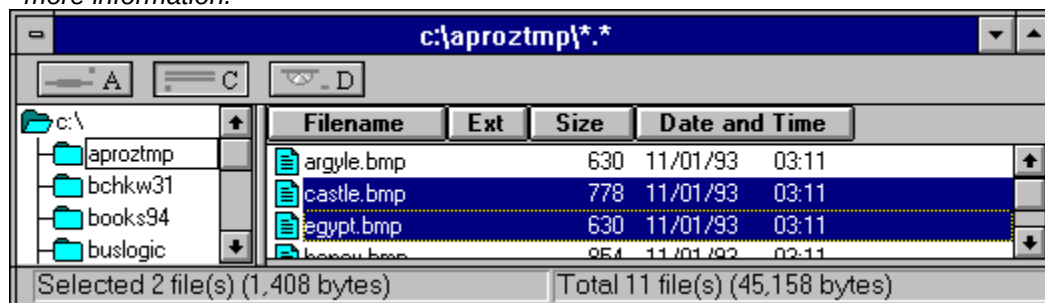
More than one PROFile Manager window may be open at one time. Additional PROFile Manager windows can be opened using the Window|New PROFile Manager menu item. The current version of PROZip does not support drag and drop between these PROFile Manager windows.

Click on the parts of the window below where



appears for

more information.



See Also

[Archive Window](#)

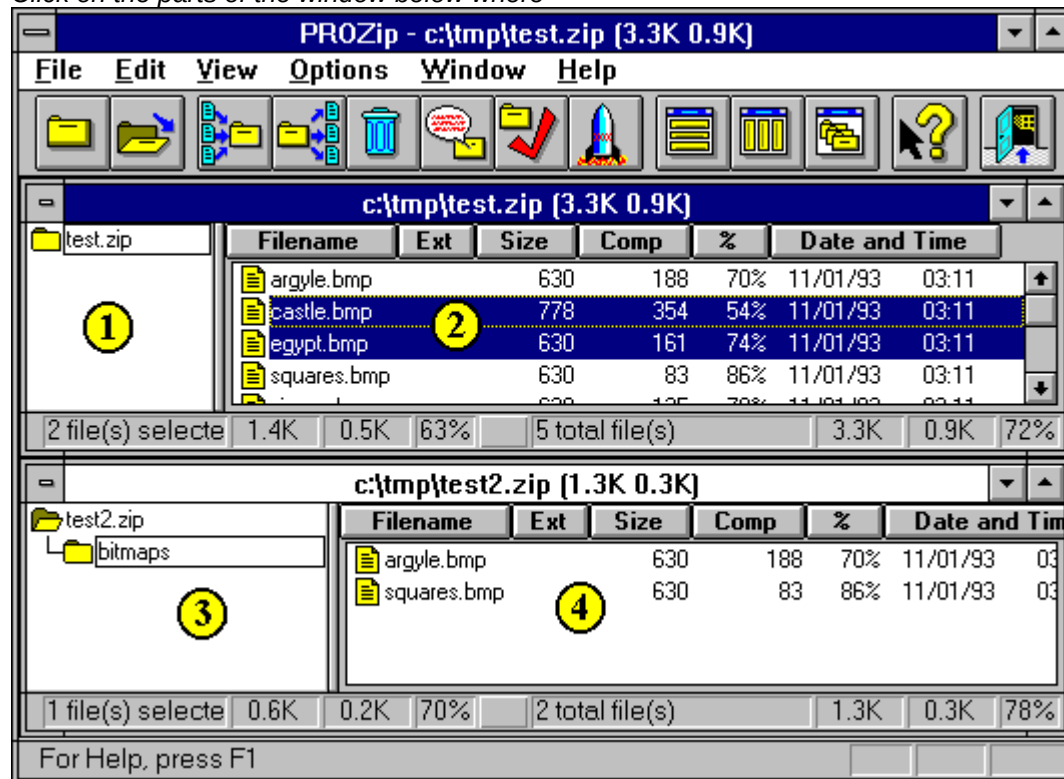
[Windows File Manager](#)

[Setting PROFile Manager Window Preferences](#)

## PROGRESS DIALOG

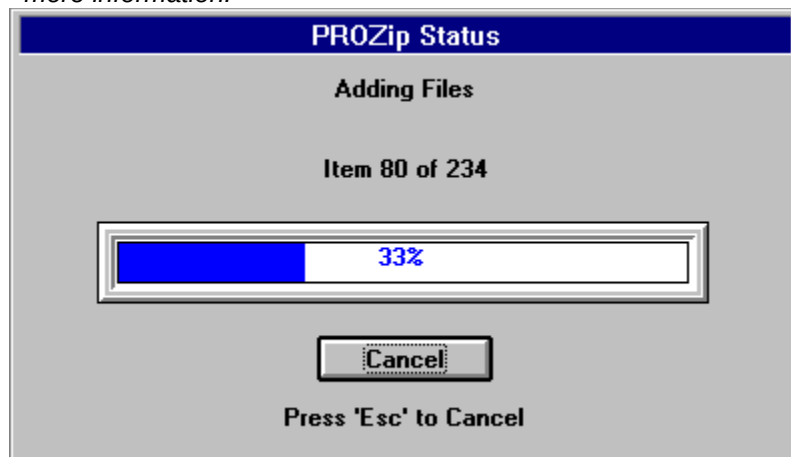
The Progress Dialog shows the status of the current operation. Press <Esc> or click on the Cancel button to stop the operation.

Click on the parts of the window below where



appears for

more information.



### ***Progress Indicator***

This indicator graphically shows the progress of the current operation as a percentage completed of the entire operation.

## PROZIP WINDOWS

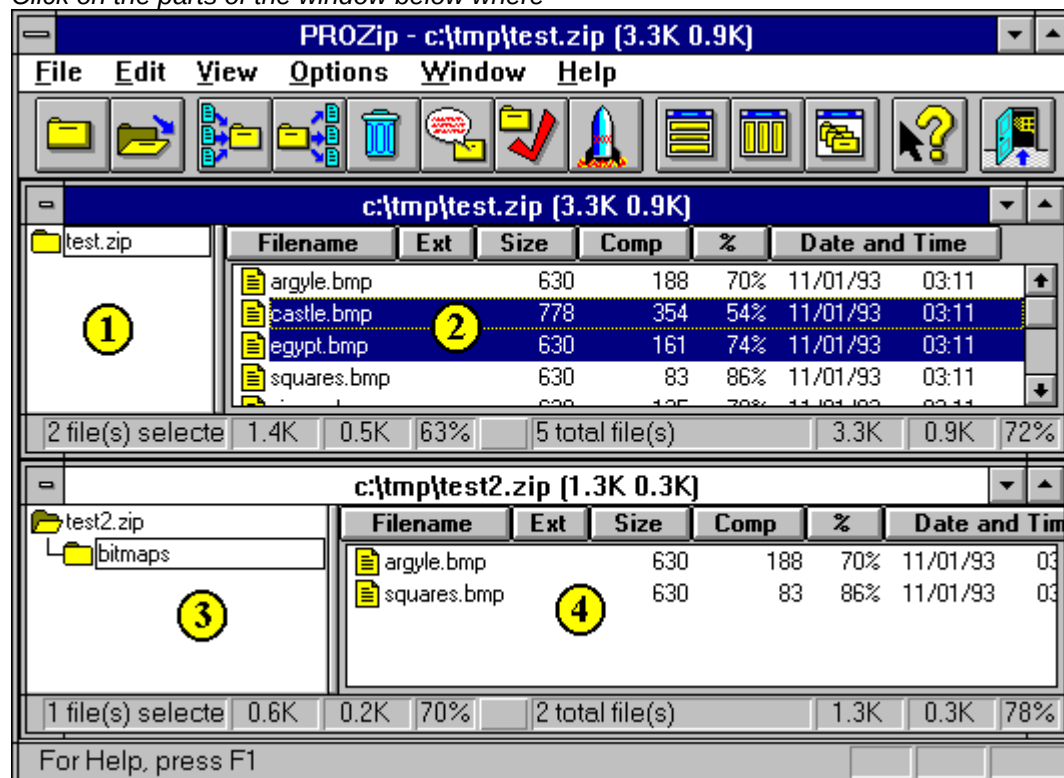
PROZip contains two window types: [PROFile Manager Windows](#) and [Archive Windows](#).

PROFile Manager Windows (#1 below) are used to display files on all existing drives (hard, removable, floppy, RAM, CDROM, or network) in a format very similar to the Windows File Manager. PROFile Manager Windows are used as the source of files for archive add operations and as the destination for extract operations. These windows are shown with light blue folder and file icons.

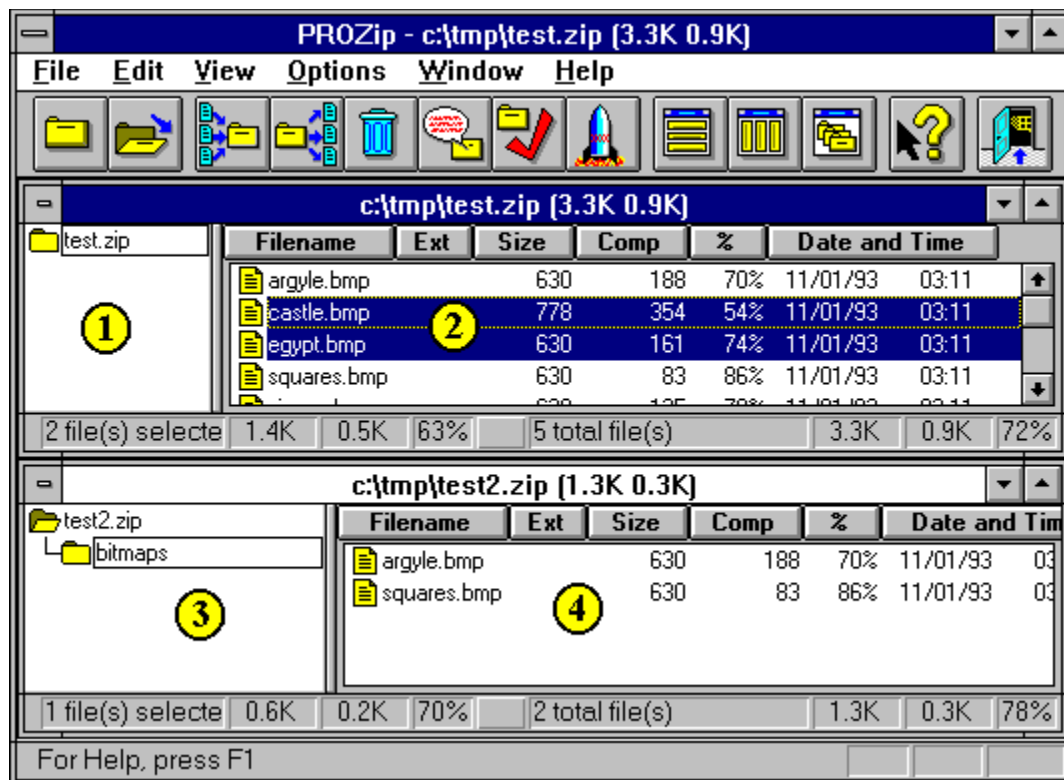
Archive Windows (# 2 below) are used to display the contents of ZIP files. They are used as the source of files for extract operations and as the destination for add operations. Standard archive windows are shown with yellow folder and file icons, self-extracting archives are shown with green icons, and multi-volume archives that have already had files placed in them (are completed) are shown with red icons.

Folders in the directory pane (left side) of either type of window are shown with a + if they contain further sub-directories. Double-clicking on one of these folders will expand the tree showing all sub-folders within.

Click on the parts of the window below where



more information. appears for



See Also

[Archive Window](#)  
[PROFile Manager Window](#)  
[Windows File Manager](#)



## PROZIP FOR WINDOWS

PROZip for Windows provides a full Drag and Drop archive system using the popular ZIP file format. It is used to compress data for archiving or electronic transmission. Typical compression ratios are about 2-to-1; however, graphics can often be compressed by a factor of 10 or more. The Windows based Drag and Drop support makes archiving easier and more intuitive than with the old command-line style of zipping. Any file generated with PROZip can be read by PKZIP and vice versa.

PROZip provides two methods of moving/copying files into and out of archives. The traditional method is to select the files to operate on, then click on a tool bar button or select a menu item for the desired action. For many actions, a dialog will appear to ask for information needed to complete the operation. For example, to extract files from an archive, select the files to be extracted from an [Archive Window](#), then press the extract button. A dialog will appear asking for the destination directory.

The Drag and Drop method, however, is easier requiring fewer actions for the same operation and providing additional features. For example, to extract files from an [Archive Window](#), select the files to be extracted, then drag and drop them onto the appropriate location in a [PROFILE Manager Window](#). In addition to the add and extract operations discussed above, PROZip for Windows supports many other features including:

1. Opening multiple archives at once (MDI)
2. Moving and copying files between archives using Drag and Drop
3. Extensive user preferences
4. 10 levels of compression
5. Internal zipping and unzipping (it NEVER launches to DOS)
6. Built-in ability to create self-extracting archives
7. Built-in ability to create archives that span multiple removable disks (floppies)
8. Built-in ability to Encrypt & Decrypt Files (Password Protection)

PROZip does not require the presence of any additional programs (e.g., PKZIP) to use any of its many features.

DISCLAIMER: Although PROZip is very stable and every precaution has been taken to insure the safety of data used with the program, you should ALWAYS make backup copies of important files before using them with ANY program.

See Also

[Drag and Drop](#)

[Getting Started](#)

[Menus](#)

[PROZip Windows](#)

[Tool Bar](#)

## **READ ME FILE**

The file README.WRI is installed with PROZip and includes information that was not available at the time this help file was created.



## ***Remove Association***

Use this button to remove an existing association. **PLEASE NOTE:** The association will be removed for both PROZip *and* your File Manager.

## ***Reverse Sort***

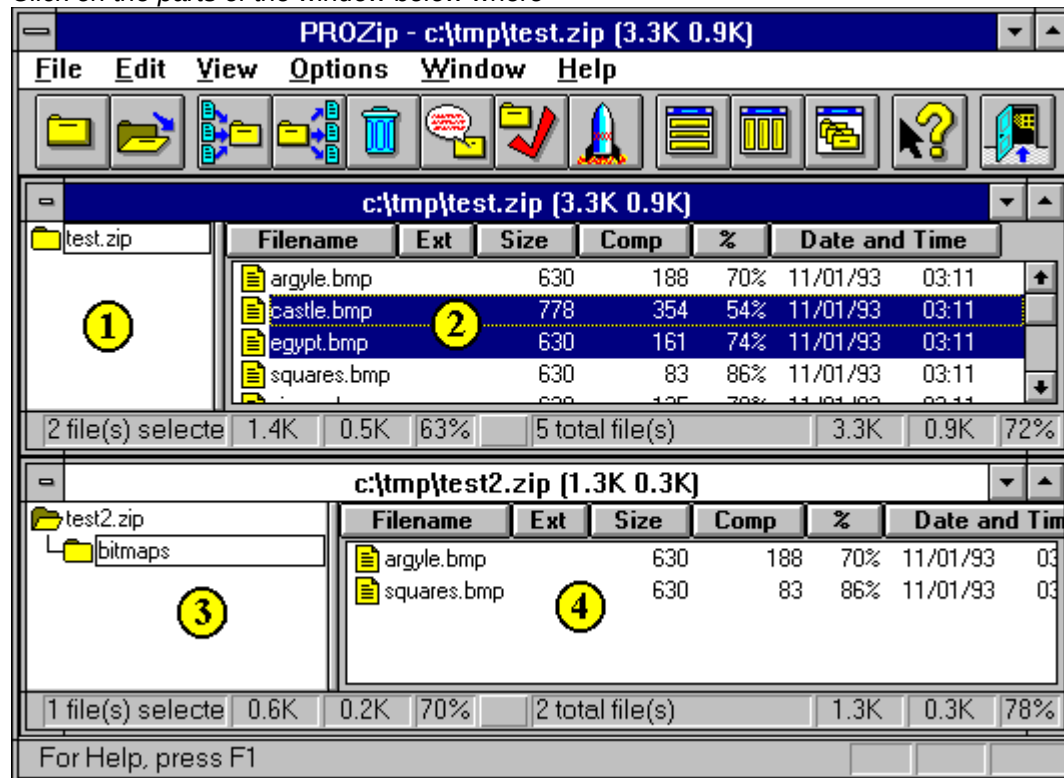
Place an "X" in this check box to reverse sort the files.

## RENAMING AN ARCHIVE

Selecting Rename Archive... from the File menu will allow you to change the name and/or location of an archive. Simply specify the new name and location for the archive and click on the OK button.

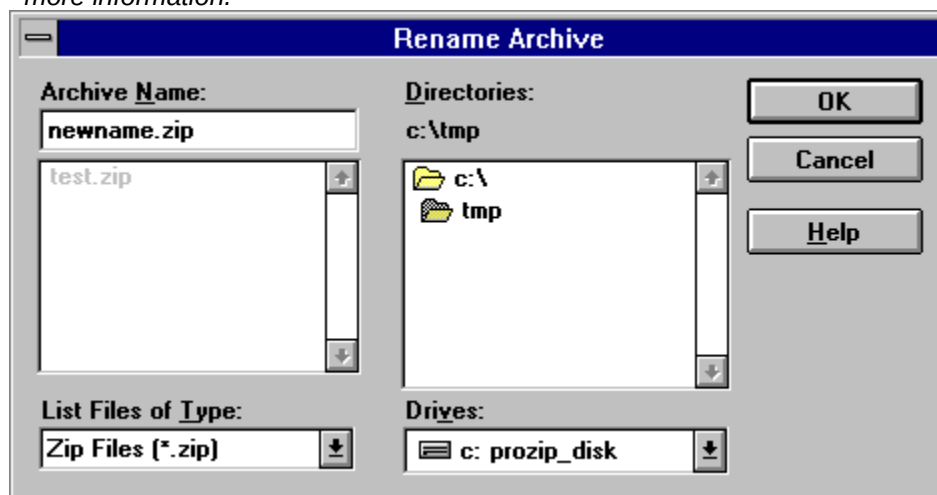
To create a new copy of the archive while still retaining the old copy choose Save Copy As... from the File menu.

Click on the parts of the window below where



appears for

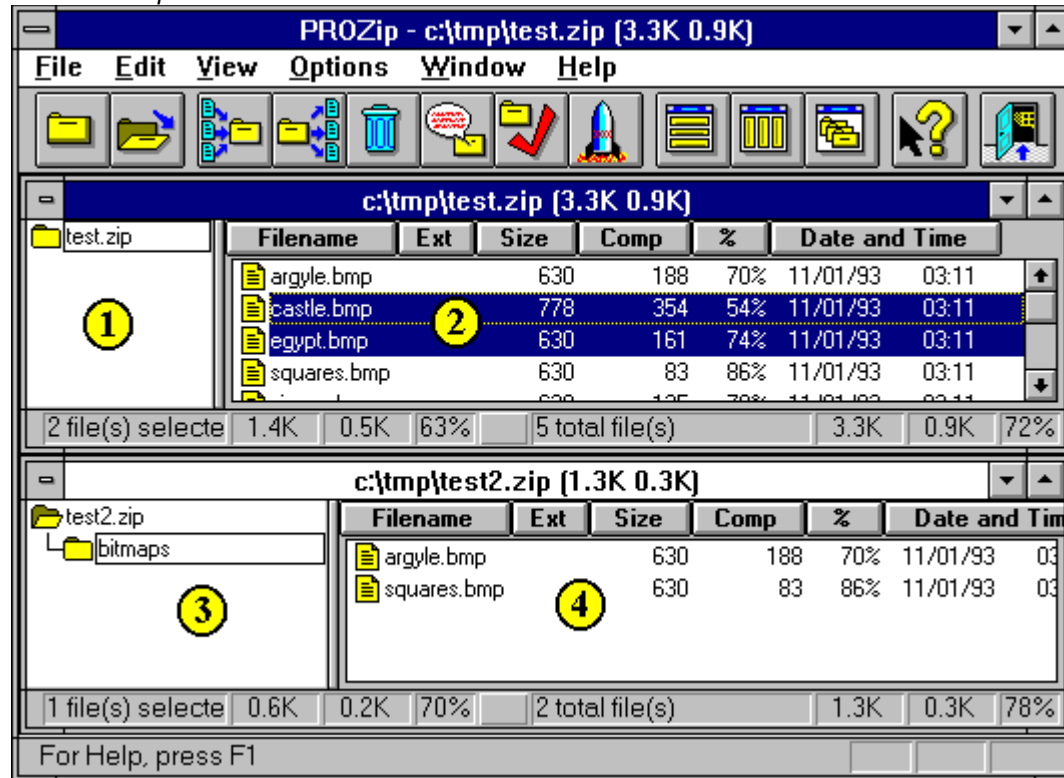
more information.



## SAVING A COPY OF AN ARCHIVE

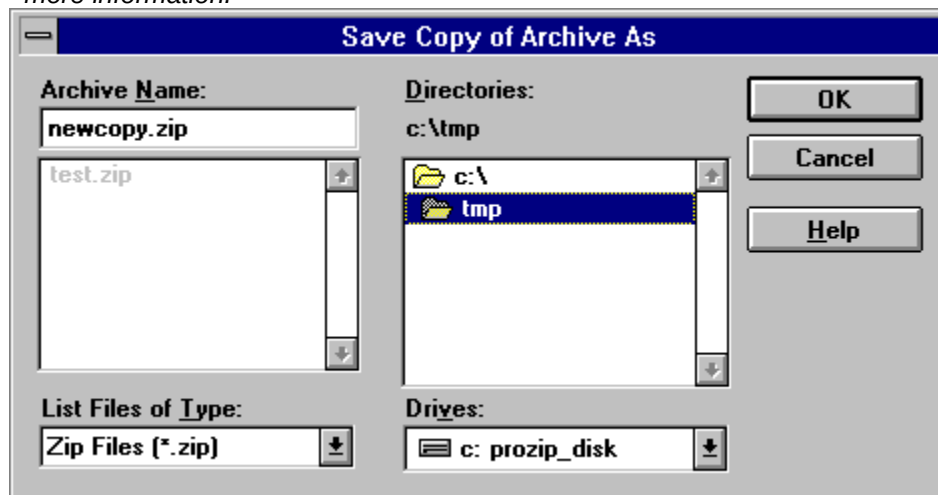
Selecting **Save Copy As...** from the **File** menu will create a copy of the archive using a new name and/or location. Simply specify the new name and location for the archive and click on the OK button. To rename an archive (rather than creating two copies of it) select **Rename Archive...** from the **File** menu.

Click on the parts of the window below where



appears for

more information.



***Save Directory Information***

Place an "X" in this check box to retain the directory structure of the files in the archive when they are added. This is a temporary switch and only applies to the current operation.

### ***Selected Compressed File Size***

This box shows the total compressed size of the selected files.

### ***Selected File Compression Ratio***

This box shows the overall compression ratio of the selected files.

### ***Selected File Size***

This box shows the total uncompressed size of the selected files.



### ***Select Font Button***

Press the select font button to bring up a dialog where the desired font and point size can be selected for Archive windows and PROFile Manger windows.

## SELECTING FILES

To select a single file in a PROFile Manager File Window or Archive File Window:

1. Using the mouse: Click on the desired file OR
2. Using the keyboard: Use the arrow keys to move the highlight to the desired file

To select a range of files in a PROFile Manager File Window or Archive File Window:

1. Using the mouse:
  - A. Click on the first file in the range
  - B. Hold down the <Shift> key and click on the last file in the range
2. Using the keyboard:
  - A. Use the arrow and <Page Up>/<Page Down> or <Home> keys to move the highlight to the first file in the range
  - B. Hold down the <Shift> key and use arrow and <Page Up>/<Page Down> or <End> keys to move to the last file in the range

To select several non-contiguous files in a PROFile Manager File Window or Archive File Window:

1. Using the mouse:
  - A. Click on the one of the desired files
  - B. Hold down the <Ctrl> key and click on the remaining files

To select all files in a PROFile Manager File Window or Archive File Window:

1. Choose the Select All menu item in the Edit menu OR
2. Press <Ctrl>+A

### ***Self-Extracting Option***

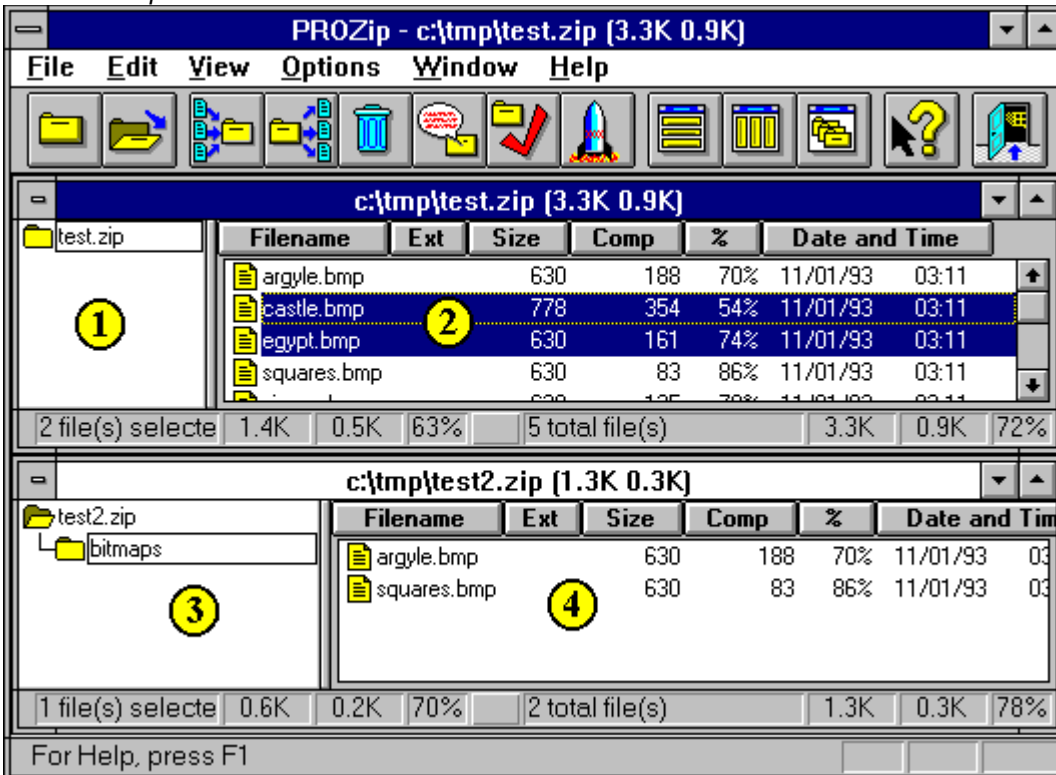
Place an "X" in this check box to create self-extracting archives rather than regular archives when creating new archives.

## SETTING ARCHIVE PREFERENCES

These options for working with archives are selected using the dialog shown below:

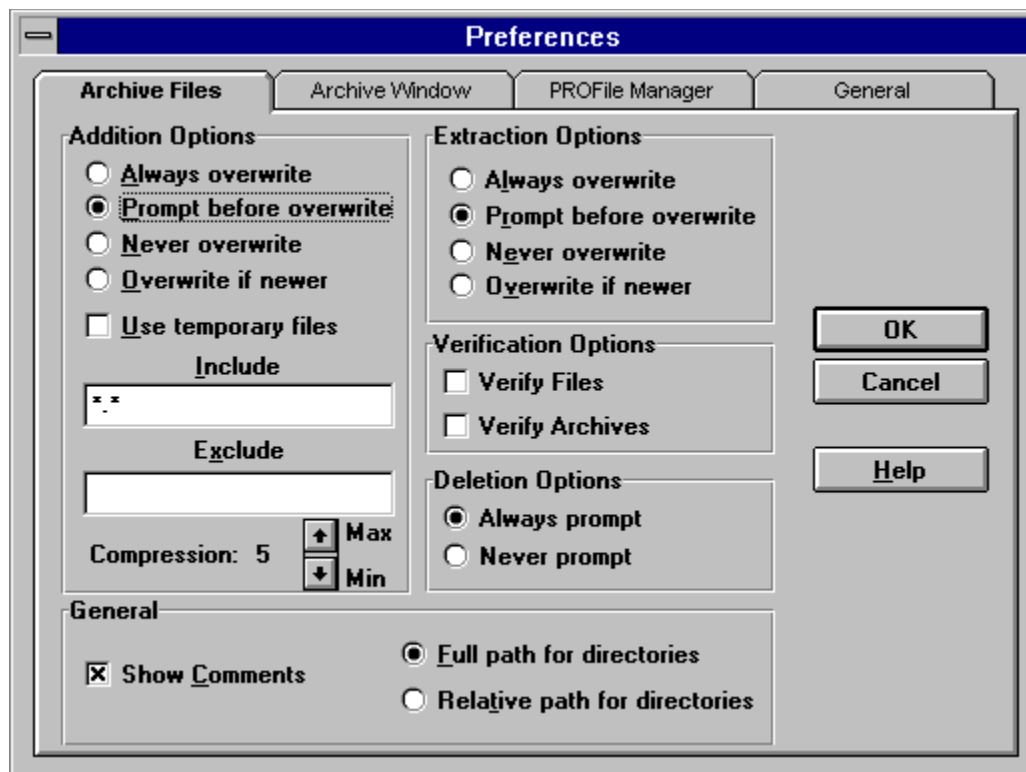
- When the user is prompted during add operations
- Whether to use temporary files during add operations
- Which files to include in add operations
- Which files to exclude during add operations
- The compression level to use during add operations
- When the user is prompted during extraction operations
- Whether to verify the validity of the archive after add operations
- When the user is prompted during delete and move operations
- Whether to show archive comments when the archive is first opened
- Whether to use the full or relative path names when adding files

Click on the parts of the window below where



more information.

appears for



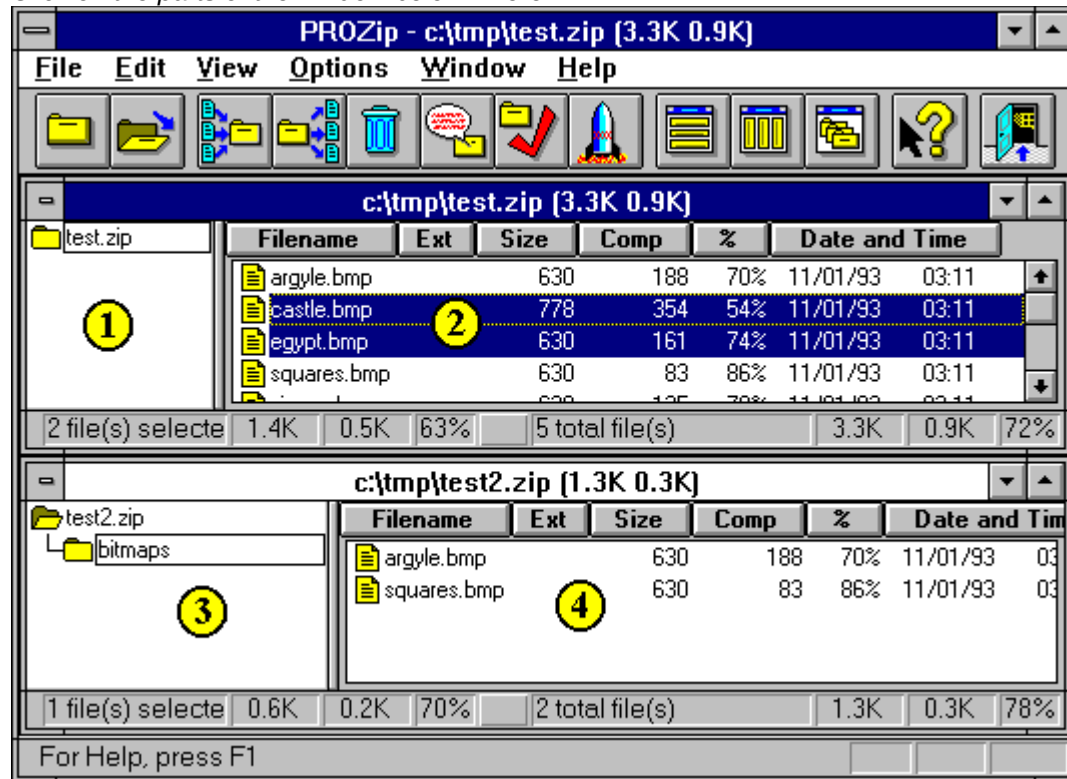
[Setting Archive Window Preferences](#)

## SETTING ARCHIVE WINDOW PREFERENCES

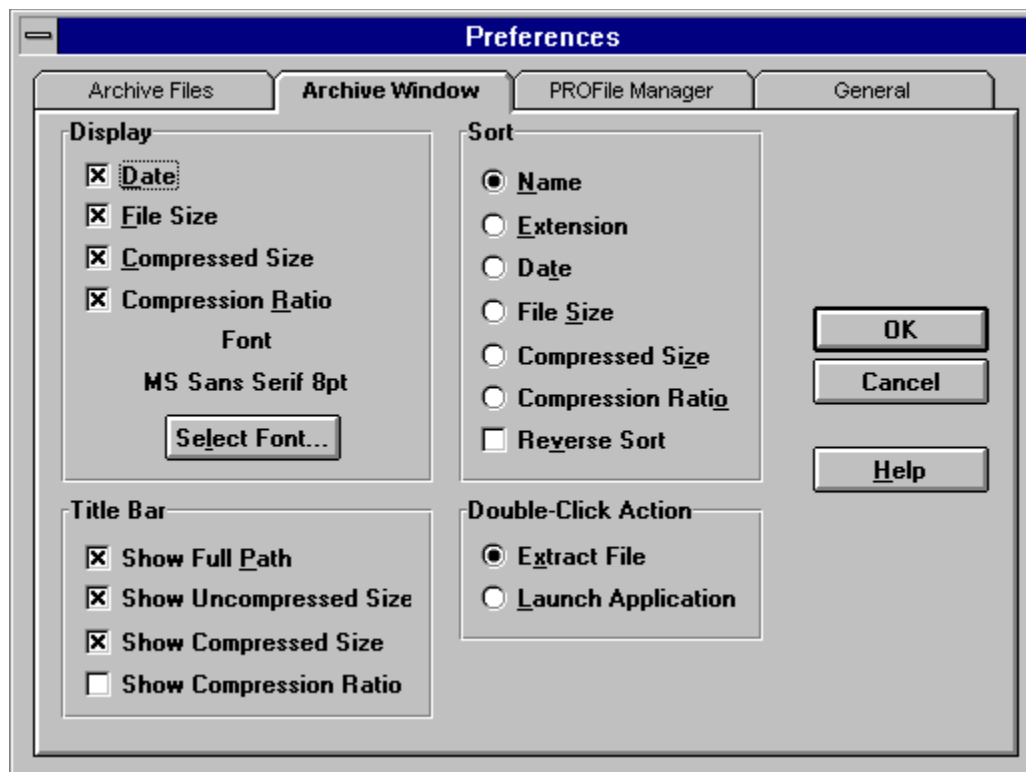
The preferences for all Archive Windows are selected using the dialog shown below:

- Which columns of information to display
- Which font and point size to use when displaying the information in the archive
- Which column will be used to initially sort the files in the archive
- How to treat a double-click on a file in an archive
- What information to display on the title bar

Click on the parts of the window below where



more information.



See Also

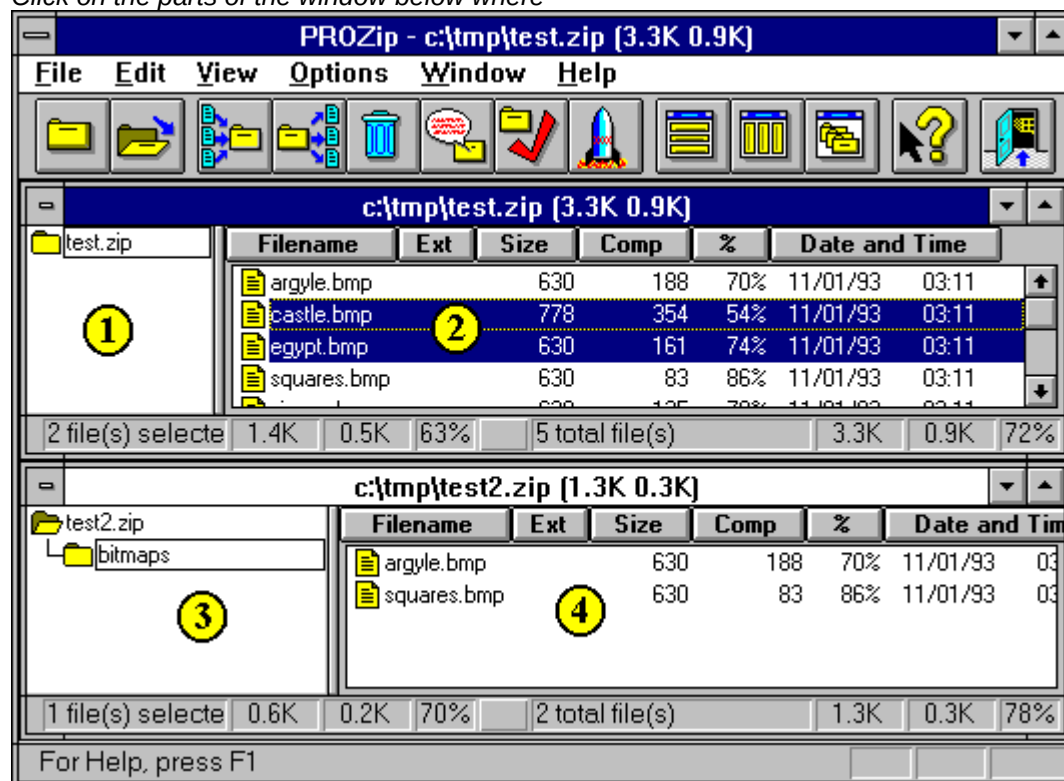
[Font Selection Dialog](#)

## SETTING GENERAL PROGRAM PREFERENCES

The preferences for general features of the PROZip program are selected using the dialog shown below:

- Whether to reopen the archives that you had open when you last exited PROZip
- Whether to display the Tool bar
- Which Status bars to show
- Which files to exclude during add operations
- Whether to display Tooltips and the delay before displaying them.
- The path to use for temporary files created by PROZip

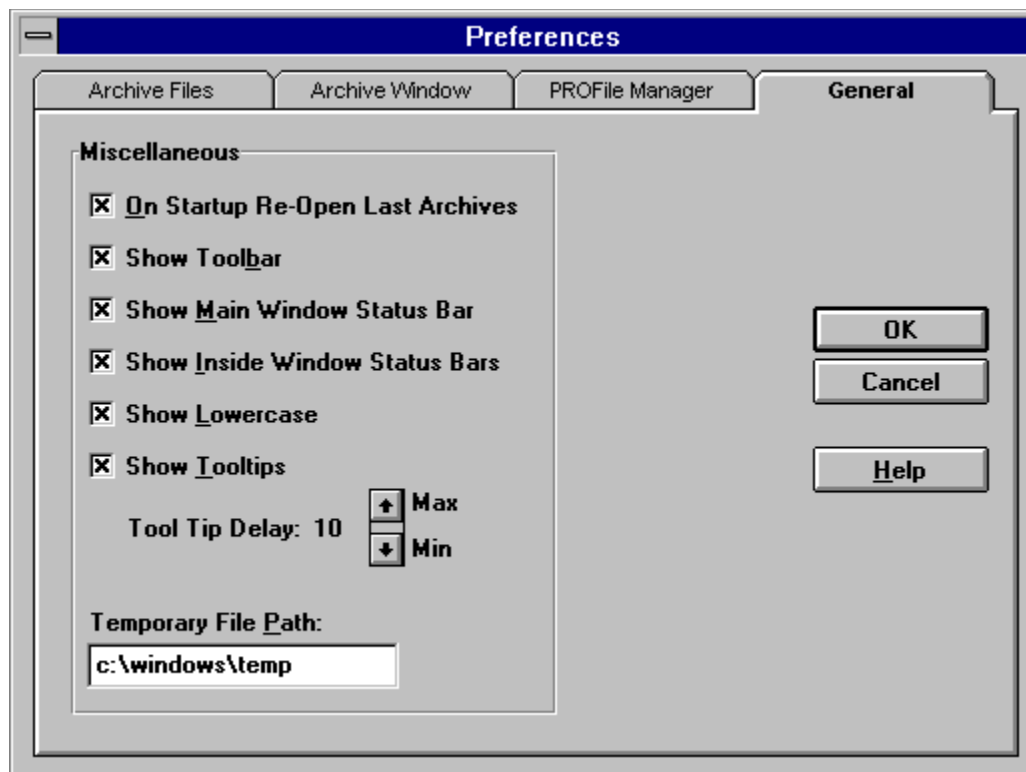
Click on the parts of the window below where



more information.

appears for



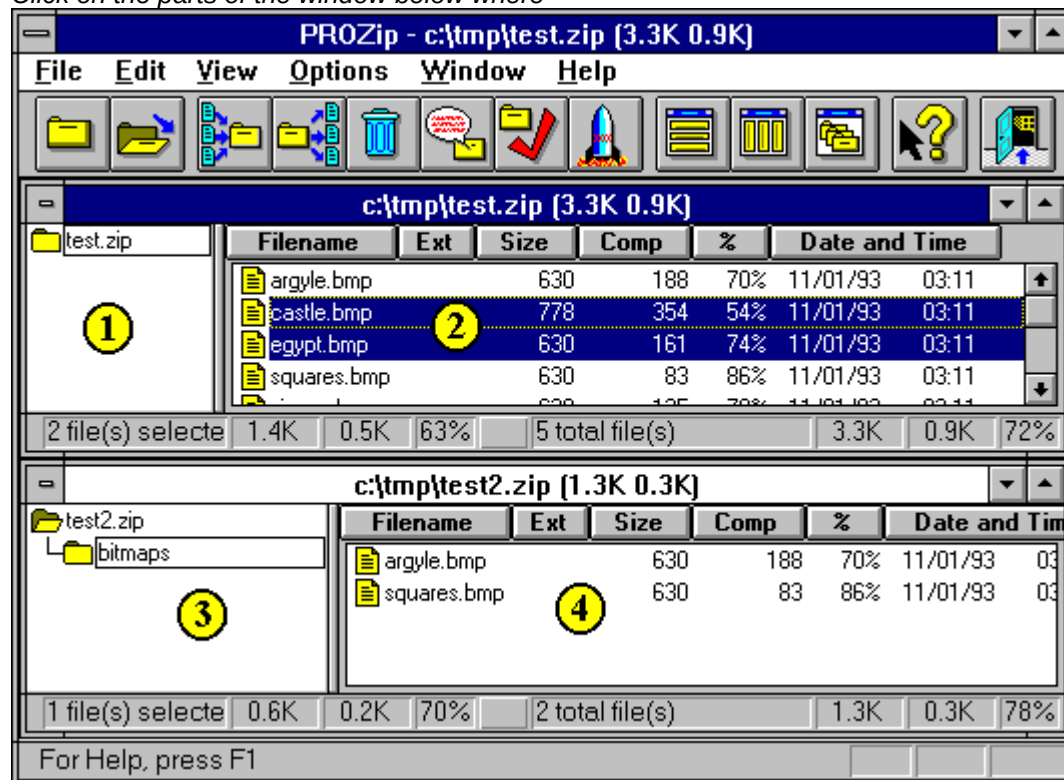


## SETTING PROFILE MANAGER WINDOW PREFERENCES

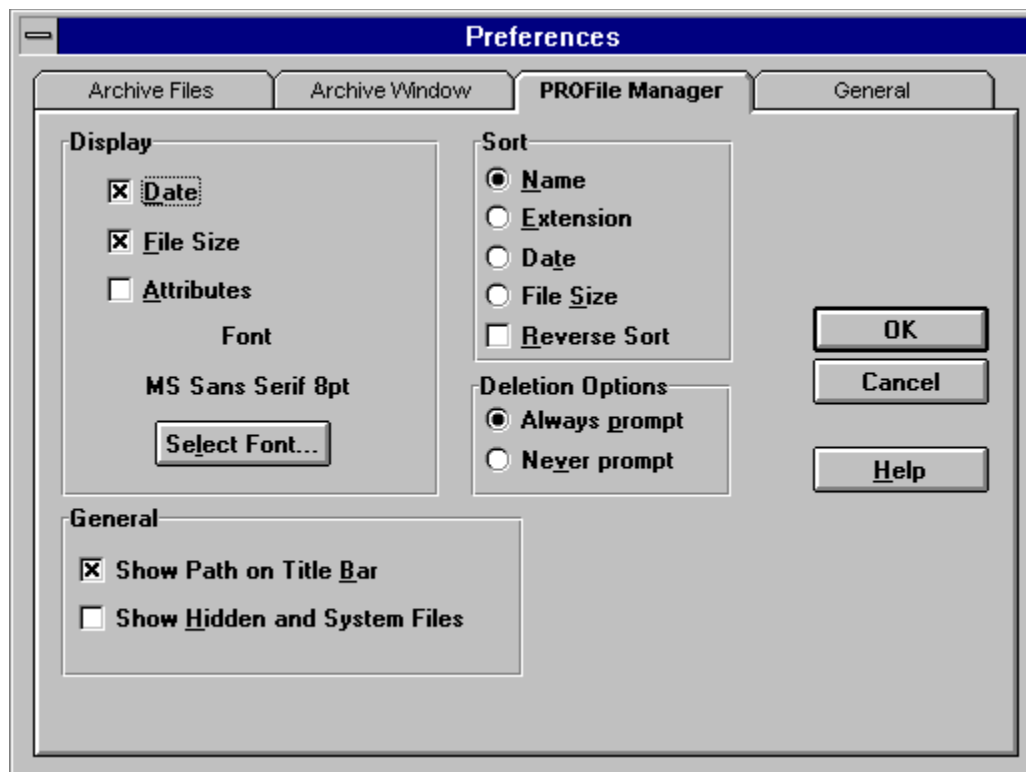
The preferences for the PROFile Manager windows are selected using the dialog shown below:

- Which columns of information to display
- Which font and point size to use when displaying the information
- Which column will be used to initially sort the files
- When to prompt the user during delete and move operations
- Whether to show the currently selected path in the title bar
- Whether to show hidden and system files

Click on the parts of the window below where



appears for more information.



See Also

[Font Selection Dialog](#)

## SETTING PREFERENCES

Permanent changes to the user preferences are made using the preferences dialog, which can be accessed from the [Options Menu](#). Changes made here affect all currently open PROZip windows of as well as all future windows. All preferences may be reset by selecting the Reset Preferences item in the Options menu.

See Also

[Setting Archive Preferences](#)

[Setting Archive Window Preferences](#)

[Setting PROFile Manager Window](#)

[Setting General Program Preferences](#)

### ***Show Comments Option***

Place an "X" in this check box to automatically view any comments in archives when they are first opened. Comments are a good way to remind you exactly what is in an archive (e.g., a version number of the files archived).

### ***Show Compressed Size***

Place an "X" in this check box to display the total compressed size of files in an archive in the title bar.

### ***Show Compression Ratio***

Place an "X" in this check box to display the overall compression ratio for an archive in the title bar.

### ***Show Full Path***

Place an "X" in this check box to show the full path to an archive in the title bar of its window. If this check box does not contain an "X" then only the filename of the archive is shown in the title bar.



### ***Show Hidden and System Files***

Place an "X" in this check box to display the hidden and system files. When displayed these files are available for archiving.

**PLEASE NOTE:** Hidden and system files are usually crucial to the correct operation of your computer and should generally not be modified, overwritten or deleted.

### ***Show Inside Window Status Bar***

Place an "X" in this check box to display the status bars at the bottom of all Archive and PROFile Manager windows.

### ***Show Lowercase***

Place an "X" in this check box to display all file and directory names in lowercase for the Archive and PROFile Manager windows. If this check box does not contain an "X", the all names are shown in uppercase.

***Show Main Window Status Bar***

Place an "X" in this check box to display the status bar at the bottom of the main PROZip window.

***Show Path On Title Bar***

Place an "X" in this check box to show the current path in the title bar of PROFile Manager Windows

### ***Show Tool Bar***

An 'X' in this check box will cause the tool bar for the program to be visible.

## ***Show Tool Tips***

Place an "X" in Show Tooltips check box to enable helpful "tool tips" (little yellow windows) to appear when the mouse cursor is moved onto a button on the tool bar and left there. The delay between the time the mouse is stopped on a button and the time the tool tip appears can range from 0 to 20 (0 is fastest).

### ***Show Uncompressed Size***

Place an "X" in this check box to display the total uncompressed size of files in an archive in the title bar.



### ***Sort Compressed Size***

Select this radio button to sort files by compressed size.

### ***Sort Compression Ratio***

Select this radio button to sort files by compression ratio.

***Sort Date***

Select this radio button to sort files by date/time.

### ***Sort Extension***

Select this radio button to sort files by file type (extension).

### ***Sort File Size***

Select this radio button to sort files by size.

### ***Sort Name***

Select this radio button to sort files by name.

## ***Sort Preference***

Select the method for sorting in this group. The files are sorted in increasing order based on the method chosen. If there is a tie (e.g., the sort method is *File Size* and two files have the same size), the files are sub-sorted based on filename. The order of the files is reversed if the *Reverse Sort* check box has an 'X'.

## STATUS BARS

[Archive Windows](#) and [PROFile Manager Windows](#) have different status bars. See the descriptions for the respective windows for more information.



## TECHNICAL SUPPORT

Technical support is available to registered users who have a difficulty using PROZip that the printed documentation and this online Help file do not address. The technical support phone and fax numbers are located in the Help|\_About PROZip dialog.

We also welcome your comments and suggestions for future PROZip enhancements.

Prior to contacting us for technical support, please make sure you have the answers ready to the following questions:

- What version of Windows are you running?
- What is your machine's configuration (CPU, Speed, RAM, Disk space available)
- Are you on a network?
- When does the problem occur? Is it reproducible?
- If an error message was displayed, what did it read exactly?

See Also

[Read Me File](#)

### ***Temporary File Path***

The directory specified in this edit box is the directory used by PROZip to store intermediate files when performing operations. It is important that sufficient space exist on the disk to hold an additional copy of all the files used in an operation. The location of this directory is set automatically by PROZip and generally need not be changed. However, if you wish to perform archiving of an entire drive, the temp file used by PROZip must be located on a different drive.

## TESTING THE INTEGRITY OF AN ARCHIVE



The verify archive button and Edit|Verify... menu item are used to perform an internal test on the archive to ensure that the files in it are valid (i.e., they can be extracted successfully). Files can become corrupt when transmitting across phone lines (modem transfers) or when disks are damaged. This function may be used to check for such an occurrence.

Also, this operation is often performed after completing the addition of files to an archive to verify that the files in the archive can be extracted without error. A single file, multiple files, a whole directory or the entire archive may be verified by selecting the desired item and choosing this operation.

You can set PROZip to perform verification of an archive after every operation that modifies it.

See Also

[Setting Archive Preferences](#)

## TOOL BAR

The tool bar contains buttons for frequently used functions. These functions are duplicated in menus and in some cases with accelerator keys (which are shown on the menus). The first set of buttons is used to create a new or open an existing ZIP archive. The second set of buttons is used to perform actions on the files in an archive. The third set of buttons is used to rearrange the windows in the PROZip program. The button in the fourth set is used to access context-sensitive help. The final button is used to exit the program.

Pausing the mouse cursor over any of the tool bar buttons in PROZip will cause short hints (small yellow text boxes) called Tooltips to appear. Whether tooltips are shown, and the delay time before they appear can be set in the [General Program Preferences Dialog](#).

*Click on any of the buttons below to view more information.*



### ***Total Compressed File Size***

This box shows the total compressed size of all files in the currently selected directory of the archive.

### ***Total File Compression Ratio***

This box shows the overall compression ratio of all files in the currently selected directory of the archive.

***Total Files***

This box shows the number of files in the currently selected directory of the archive.

### ***Total File Size***

This box shows the total size of all files in the currently selected directory of the archive.



### ***Use Temporary Files Option***

Place an "X" in this check box to use temporary files when performing add operations. If an error occurs during an add operation and temporary files are being used, the original archive is restored. If temporary files are not being used and an error occurs, the original archive may become damaged. Therefore, it is safer to use temporary files; however, it is often significantly faster to add files to archives without creating temporary files.

## ***Verification Options***

These check boxes are used to toggle automatic verification of files within an archive and the archive as a whole after addition operations are performed on the archives. These options cause the addition operations to take longer but the validity of the archive is checked. The Verify Files option verifies each file that was added to the archive. Verify Archives will verify the entire contents of the archive after an addition operation.

***Verify Archives***

Place an "X" in this check box to automatically verify the validity of the entire archive after the completion of each add operation.

***Verify Files***

Place an "X" in this check box means to verify the validity of files after they are added to the archive.

## VIEW MENU

Selections in the View menu allow file sorting based on the characteristics of the files.

Sort by <u>N</u> ame	Sorts the current file list by name (A-Z).
Sort by <u>E</u> xtension	Sorts the current file list by file extension (A-Z, sub-sorts by name).
Sort by <u>D</u> ate	Sorts the current file list by Last Modified/Creation date of the file (oldest to newest).
Sort by <u>S</u> ize	Sorts the current file list by size of the file (smallest to largest).
Sort by <u>C</u> ompressed Size	Sorts the current archive file list by compressed size of files (smallest to largest).
Sort by <u>R</u> atio	Sorts the current archive file list by percent compressed (least to most compressed).
Sort by <u>A</u> tttributes	Sorts the current file list by attributes.
<u>R</u> everse Sort	Reverses the order of files using the current sort method. For example, reverse sorting by name shows the files from Z to A. This item is checked when the items are currently reverse sorted.

There is a check mark next to the menu item for the current sorting method. This menu is used to set the sorting for the active window only and does not change the default sorting method. To change the default sorting method choose the Options|Preferences... menu item and select the [Archive Window](#) or [PROFile Manager](#) tab.

See Also

[Preferences](#)  
[Setting Archive Preferences](#)  
[Setting Archive Window Preferences](#)  
[Setting PROFile Manager Window Preferences](#)  
[Setting General Program Preferences](#)

## WINDOW MENU

The Window menu is used to open new PROFile Manager Windows and to arrange the PROZip windows.

<u>N</u> ew PROFile Manager	Opens a new PROFile Manager Window.
<u>C</u> ascade	Cascades all open windows.
<u>T</u> ile horizontally	Tiles all open windows horizontally.
Tile <u>v</u> ertically	Tiles all open windows vertically.
<u>A</u> rrange Icons	Arranges the icons for minimized windows.
<u>C</u> lose All Archives	Closes all open Archive Windows.

Any open window may be activated by selecting it from the bottom of the Window Menu.



These buttons are used respectively to: tile horizontally, tile vertically, and cascade all of the open windows.

## WINDOWS FILE MANAGER

The Windows File Manager can be used in conjunction with PROZip in the following ways:

1. When PROZip is installed, it associates itself with all ZIP files in the system. To open an existing ZIP file with PROZip, simply double-click on it in the Windows File Manager.
2. Archives may be opened by dragging them from the Windows File Manager and dropping them on the window or icon of a running PROZip program.
3. New archives can be created by dragging non-zip files from the Windows File Manager and dropping them on the window or icon of a running PROZip program.

Windows File Manager and the PROZip PROFile Manager do not always know when files have been added or deleted using the other program. Therefore, be cautious when using these programs together.

### ***Wipe Disks of All Files***

Place an X in this check box when you wish to delete all files that already exist on the removable disks that you are using for creating a multi-volume archive.



## WORKING WITH DIRECTORIES

Similar to having a directory structure on your hard disk, you can create archives that contain directories as well. There are two ways to create directories in an archive:

1. Select the ZIP filename at the top of the [Archive Window](#) then choose Create Directory... from the File menu and enter the directory name. This will create an empty sub-directory into which files may be added. You can also create subdirectories by selecting a directory in the Archive window and choosing Create Directory...
2. Drag a directory from the [PROFile Manager Window](#) or another archive and drop it onto the directory (left-hand) side of the Archive window. This will add the contents of the dragged directory (and any of its subdirectories) to the archive.

When dragging a directory from the PROFile Manager window to the Archive window, the directory structure created in the archive depends on the current setting of the Full path or Relative path preference setting. The value of this setting can be changed by selecting Preferences from the Options menu then selecting the [Archive Files Tab](#). If Full path is selected, the entire directory structure for the dragged directory is created in the archive. If Relative path is selected, only a portion of the path is created. See [Drag and Drop](#) for a more complete example. Dragging from an Archive window to a PROFile Manager window works the same way.

In addition, directories can be created on your hard disks, removable disks, and network drives by clicking on a directory then choosing Create Directory... from the File menu and entering a directory name. To create a directory during extraction, drag a directory from an archive and drop it into a directory in the PROFile Manager window.

