Zip archive manipulation

In addition to simply zipping and unzipping files, you can change the zip archive in a number of ways.

Renaming files. To rename an entry in the zip archive, select the file that you want to rename and choose "Rename…" from the Zip menu. If the file is a Macintosh file, and has been zipped using MacBinary, then in this dialog you may specify only the new Macintosh filename. The actual zip filename will change to a DOS interpretation of your new Macintosh filename. For more information on dual filenames in ZipIt, see the section on MacBinary below.

Adding comments. ZipIt supports comments for each zip file entry, as well as for the entire zip archive. To add or edit the comments for an entire zip archive, choose "Edit Zip Comments…" from the Zip menu when the desired zip archive is open. You will be presented with a dialog box into which you may enter your comments. You can include returns in your comments; in fact, if your zip archive will be used on a non-Mac machine, it would be advisable to press return after every line of comments.

To add comments for an individual file, select the file and choose "Edit Entry Comments." ZipIt will not allow you to have more than 255 characters in an entry comment, and, if your zip archive will be used on a machine other than a Macintosh, you should restrict your entry comments to one line (80 characters) in length.

When there are comments for an entry, a small document icon will appear on the entry's line. When there are comments for an entire zip archive, a document icon will appear above the scroll bar. You may click on these icons to view or edit the comments. This is functionally identical to choosing the appropriate menu command from the Zip menu.

To remove a comment, simply delete the entire text of the comment.

Removing files. ZipIt also allows you to remove files from a zip archive. Simply select the files to be removed and choose "Remove…" from the Zip menu. ZipIt will ask you to confirm that you really want to remove these files, and then will delete them from the listing. After you choose "Save," the files will be permanently removed from the archive.

Getting detailed information. If you select one or more files in a zip archive and choose "Get Info" from the Zip menu, you will get windows giving you detailed information on the selected files. The first piece of information is the file name, both the Macintosh name and the name in the zip archive. (For more information about the nature of file names in ZipIt, see the section on MacBinary, below.) For files that were not zipped with MacBinary, the Macintosh name and the name in the zip archive will be the same. The rest of the information in the Get Info box should be self-explanatory.

Sorting the zip archive. You may choose any item from the View menu to sort the zip archive. You may sort the entries by order saved, file name, expanded size, zipped size,

percent saved, zipping method used, date that the file was last modified, and whether or not MacBinary was used. Note: This does not affect the contents of the zip archive, only the order in which they are displayed. You may sort the zip archive in any of the above orders, except "Order Saved," by clicking on the corresponding heading in the zip window.