This document is a template that contains macros for Archivist.

Double-click here to

Start

Managing Documents (*Archivist*) — Installation

Installation starts automatically when you open document DZM_INST.DOC.

The installation adds macro **Archivist** to Microsoft Word's global template (*NORMAL.DOT*).
If you wish, the installation will also add **Document Zip Manager** to the File menu.
This is an option you may select during the installation.

If you wish, you may install Archivist manually. See "Manual Installation" below.

Please note:
> You must have programs **PKUNZIP.EXE** and **PKZIP.EXE** installed on you computer.
> The PATH command in your AUTOEXEC.BAT file should include the directory in which these programs reside.
> Shareware versions of these programs are available on many bulletin boards or from
>> PKWARE, Inc.
>> 9025 N. Deerwood Drive
>> Brown Deer, WI 53223

Archivist is also available for Microsoft Excel 5.0.

WIN.COM
> If you have more than one copy of this file on your computer, the installation will not succeed. It means that you have installed more than one copy of MS Windows. The Macro Installer would not know where to place certain files. You should temporarily rename the "unused" WIN.COM file(s) and restart the installation.

What is Archivist

Microsoft Word's document files may take a lot of space on the hard disk of your computer. Since you probably work with only a few documents at a time, you can recover half or even more of the disk space by compressing the individual files into an archive. Of course, you could store your documents on diskettes but, compared to the hard disk, diskettes are less convenient to use.

Archivist is a macro for Microsoft Word 6.0. It allows you to **compress files** into archive, **list the contents** of an archive, and **restore files** with the ease of point-and-click, without leaving Word.

When you compress a document, you may expect 50% to 75% reduction in the amount of disk space it occupies. Please note that you may use Archivist to compress not only MS Word documents but other files as well.

The macro uses two well respected and widely used programs, PKZIP and PKUNZIP. These are available for downloading on virtually all bulletin boards (BBS) and on-line services.

Archivist is shareware. Archivist is **not** free. If you find Archivist useful and continue to use it, you are encouraged to register your copy. Registration fee is $15 U.S., payable to:

> Josef J. Polak
> 39 Greylock Road
> Newton, MA 02165

Please include the name of the person to whom Word is licensed (as it appears in **H**elp, **A**bout Microsoft Word…).

The user who registers receives several benefits:
- Technical support by telephone or mail. You can get help with any questions or problems you encounter in using Archivist.
- The opportunity to order the latest version of Archivist and its upgrades on disk directly from the author.
- The opportunity to order the latest versions of macro source code.
- The satisfaction of knowing that you are supporting the development of affordable software.

Archivist is also available for Microsoft Excel 5.0.

Managing Documents — Instructions

How to start Archivist

◆ From the **F**ile menu, choose Document **Z**ip Manager. Archivist displays its main dialog box window.
   If you did not add Document Zip Manager to the menu, choose Archivist in macro window (menu **T**ools, **M**acro…) and click on the **R**un button.

The macro automatically looks for archives (files with the extension .ZIP) in the current directory and selects the first one it finds. You may choose another archive (see "How to select another archive in the current directory" below). If it does not find any archive, it will inform you that archiving will create archive DOCS.ZIP.

How to move documents into archive (action **Move…)**

◆ Click on option button **M**ove file(s) into archive. The list box shows all files in the directory.
◆ Select a file in list box **F**iles Available:, click on the S**e**lect >> button. (Shortcut: double-click the left mouse button on the name of the file.) The macro adds the file on its list of files to be moved, shows the name in list box Selec**t**ed Files: and removes it from **F**iles Available:. Select other files you wish to archive.
   If you wish to change your selection, select a file in list box Selec**t**ed Files. The button text "S**e**lect >>" changes to "<< R**e**move." Clicking on this button removes the file from the list of files to be moved and places its name back into **F**iles Available:.
◆ Click on the OK button and confirm the move. The macro moves the selected files into the archive, removes them from your disk and, when you add a new file to the archive, asks you "Would you like to generate contents list…?" You should click on the Yes button when you create a new archive. This list is a file with extension .Z_L, which contains the "table of contents" of the archive. Archivist uses this list when restoring and deleting files (see **R**estore below). Once you create the contents list, Archivist will maintain it for you automatically. You should keep this file on your disk.
◆ If you wish to move all files in the current directory into the archive, click on the A**l**l Files >> button, then on the OK button. Note, that archive files (*.ZIP) and list files (*.Z_L) will not be archived.

This action is available only if the current directory contains at least one file.

How to retrieve documents from archive (action **Restore…)**

◆ Click on option button **R**estore archived file(s). The list box now shows only the files on the list generated after the most recent move and/or delete (see **M**ove and **D**elete).
◆ Select a file in list box Archived **F**iles on List (.Z_L):, click on the S**e**lect >> button. The macro displays the file in list box Selec**t**ed Files:. Select other files you wish to restore.
◆ Click on the OK button and confirm the restore.
◆ If you wish to restore all files from the archive into the current directory, click on the A**l**l Files >> button, then on the OK button.

This action is available only if the current directory contains at least one archive and the selected archive has a corresponding list file. When there is no list file, the name of this action changes to "Restore all archived files."

How to remove documents from archive (action **Delete…)**

◆ Click on option button **D**elete…. The list box now shows only the files on the list generated after the most recent move and/or delete.
◆ Select a file in list box Archived **F**iles on List (.Z_L):, click on the S**e**lect >> button. The macro displays the file in list box Selec**t**ed Files:. Select other files you wish to delete.
◆ Click on the OK button and confirm the delete.

This action is available only if the current directory contains at least one archive and the selected archive has a corresponding list file.

How to update all documents in archive (action Update…)
◆ Click on option button Update…. List box Archived **F**iles: is dimmed and shows only the files on the list.
◆ Click on the OK button and confirm the update. Archivist will move into the archive all files in the current directory that meet the following three conditions:
    1. A file of the same name already is in the archive.
    2. The file on you hard disk is newer than that in the archive.
    3. The file is not being used by an application. For instance, Archivist cannot update a document which is open in Word.
This action is available only if the current directory contains at least one file.

What is the difference between "Update all files…" and moving all files
When you select all files for action "Move file into archive," the macro moves all files in the current directory into the archive and removes them from your disk, excluding files with extensions .ZIP (archives) and .Z_L (list files).
Action "Update all files which already are in archive" replaces all files in the archive with newer ones from the current directory on your disk. The macro then removes from your disk only those files which are in the archive. In another words, the macro will not add new files to archive. It will move file into archive only if a file with the same name already exists in the archive.

How to name and change archives
Archivist uses the name DOCS.ZIP if the current directory does not contain an archive. You may select another name:
◆ Click on the **N**ame Archive… button and enter a name for the archive.
This button is available only if the current directory contains at least one file.

How to select another archive in the current directory
Archivist automatically selects the first archive it finds in the current directory. If a directory contains several archives, you may select another archive:
◆ Select an archive in list box Archives (*.**Z**IP): and click on the OK button. (Shortcut: double-click the left mouse button on the name of the archive.)
You may also use the **N**ame Archive… button to enter the name of an existing archive or name for a new archive.

How to change directory
◆ Click on the **C**hange Directory button. The button text changes to "**S**how Files."
◆ Choose another directory in list box D**i**rectories: and click on the OK button. Repeat until you reach the desired directory. (Shortcut: double-click the left mouse button on the name of the directory.) List box Archives (*.**Z**IP): will show names of all archives in each directory.
◆ Click on the **S**how Files button to return to the main dialog box window. Archivist automatically selects the first archive it finds in the new directory.
◆ You may also select an archive in list box Archives (*.**Z**IP): and click on the OK button (or . double-click the left mouse button on the name of the archive).
If you change to a directory in which there are no archives, archiving (**M**ove…) will create one.

How to change drive
The macro itself cannot change drive. However, if you wish archive files located on another drive, switch to that drive in Microsoft Word first, before running Archivist:
◆ From the **F**ile menu, choose **O**pen….
◆ In drop-down list box Dri**v**es: select the drive you wish to use.
◆ Click on the Cancel button (or press the Esc key).

The check box "Restore Directory…"

Archivist's dialog box contains check box labeled "Restore Directory Structure Stored in Archive." The check box and the text will be "grayed" (disabled). This option has no meaning for archives created by archivist. However, since you may have other archives (ZIP files) on your hard disk, it is included for you convenience.

Technical footnote:

This check box has meaning for archives created (PKZIP) with options -r, -p|P. If it is checked, Archivist will restore (PKUNZIP) files with the option -d.

Cautions

◆ Do not attempt to archive files while they are "open," for example, a MS Word document file, while you are working with it.

◆ Do not attempt to archive any file whose name starts with the character "~" (tilde).

◆ Do not archive template NORMAL.DOT. You may, however, archive templates which you seldom use.

◆ Do not archive any .INI file, unless you are certain that they will not be needed. Same caution applies to .EXE, .COM, .DLL, .DRV, .REG, .386 and other system files.

◆ You may, however, archive some system files which you seldom use, for example, TrueType font files (.TTF)

◆ <u>Never</u> archive AUTOEXEC.BAT, CONFIG.SYS, WIN.INI and SYSTEM.INI.

How to remove Archivist

◆ Start MS Word.

◆ From the **T**ools menu, choose **M**acro…

◆ Delete macros Archivist, ArchivistPart2 and ArchivistPart3 (select the macro, choose the Delete button and confirm the deletion).

◆ Delete files WMM60UNZ.PIF and WMM60ZP.PIF from your Windows' directory.

You may also let Archivist remove itself automatically:

◆ Open the installation document DZM_INST.DOC.

◆ Double-click the left mouse button on

   Remove Archivist

located at the end of the document.

Manual Installation

How to install manually

- Open document DZM_INST.DOC.
- From the **T**ools menu, choose **M**acro… and click on the Or**g**anizer… button. The Organizer dialog box lists macros stored in INST_DZM and in the Normal document template.
- On the <u>left</u> side of the Macros tab select macros Archivist1, ArchivistPart2 and ArchivistPart3 and click on the **C**opy >> button.
- On the <u>right</u> side of the Macros tab, select macro Archivist1, click on the **R**ename… button, type in Archivist as the new name (that is, remove the trailing "1") and then choose the OK button.
- Choose the Close button.

Archivist also needs files WMM60UNZ.PIF and WMM60ZP.PIF. They are included in ARCW6M.ZIP. Please copy those two files from the distribution diskette into your Windows directory (most likely C:\WINDOWS).

It is possible that the installation of Archivist will not find programs PKZIP.EXE and/or PKUNZIP.EXE even though they are on your computer. and the PATH command in your AUTOEXEC.BAT file includes the directory in which these programs reside. This is because they might be marked as "hidden" and/or "system" files. You can remedy this either in File Manager or in DOS.

In File Manager:

- From the **F**ile menu choose Searc**h**…
- In text box **S**earch For: type PK*.EXE and press the Enter key.
  Highlight both programs in the Search Window, e.g.,
  c:\pkware\pkunzip.exe
  c:\pkware\pkzip.exe
- From the **F**ile menu choose Proper**t**ies…
- Clear the check boxes **S**ystem and H**i**dden, click on the OK button.

In DOS, type the following:

- `cd \pkware`
- `attrib -s -h pkunzip.exe`
- `attrib -s -h pkzip.exe`

Messages

The following table lists messages and problems you might encounter.

MESSAGE or PROBLEM	CAUSE	REMEDY
Archive x.ZIP is not present in…	No archives in the current directory.	Archiving will create it.
There are no files to be archived.	The directory is empty.	None
The name is not valid.	You entered a name which is not a valid MS-DOS file name.	Choose another name.
Cannot archive into itself!	Attempt to archive x.ZIP into itself.	None
You have to wait about x second(s).	The macro is completing some task.	None
File(s) will not restore.	Your disk might be full.	Remove some files.
I moved a file into archive, but the file is still on my hard disk.	The archive may be damaged.	Restore all files, then delete the archive.
	The file may be marked as "read-only."	Clear the attribute (use DOS command attrib).
	Your disk might be full.	Remove some files.
File x.Z_L is not a valid list.	You removed all files from archive x.ZIP	Generate new after move.
	The file is damaged (corrupted or lost data)	Generate new.
	x.Z_L was created by another application.	Choose another name.
I asked for a new list, but I still get "…is not a valid list."	The archive may be damaged.	Restore all files, then delete the archive.

Distribution

The Archivist software, and the associated documentation are © 1995, 1996 Josef J. Polak.
You may distribute this software as long as the following files are included:

    AREG.TXT
    FILE_ID.DIZ
    INST_DZM.DOC
    PACKING.LST
    READ_DZM DOC
    README.TXT
    WMM60ZP.PIF
    WMM60UNZ.PIF

All of the above files must be combined into a single ZIP file (or other compression format) for distribution. Beyond a fee for the reproduction and media cost, no fee may be charged for distribution of this software.

Disclaimer

This software is provided on an "as is" basis without warranty of any kind, expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. The person using the software bears all risk as to the quality and performance of the software. The author will not be liable for any special, incidental, consequential, indirect or similar damages due to loss of data or any other reason, even if the author or an agent of the author has been advised of the possibility of such damages. In no event shall the author's liability for any damages ever exceed the price paid for the license to use the software, regardless of the form of the claim. This software remains the property of the author and may not be modified in any way.

Double-click here to

Remove