

## WinZip Wizard

The WinZip® Wizard simplifies the process of creating, updating, unzipping and installing software distributed in Zip files using the standard and familiar "wizard" interface. Features include:

- Fast access to Zip files you downloaded: no need to use Windows Explorer or My Computer to hunt for Zip files. The Wizard lists the Zip files in your "Favorite Folders" by date, with the most recent files first, so you can quickly access the files you just downloaded. The search feature can find any Zip files lost on your hard drive.
- Automatic installation of software distributed in Zip files: if a Zip file contains a "setup" or "install" program, just click "Unzip and Install". The Wizard will unzip the files, run the installation program, and clean up any temporary files. Special Wizards make installation of desktop themes and screen savers a snap.
- Easy unzipping: just click "Unzip Now" and the Wizard will unzip your file. It will display the results in Windows Explorer, so you can start working with the new files right away.
- Simple step-by-step Wizard assistance in creating new Zip files and updating existing Zip files.
- Works hand-in-hand with Netscape Navigator/Communicator and Microsoft Internet Explorer using the Internet Browser Support Add-on, freely downloadable from the WinZip web site at <http://www.winzip.com>.

The full WinZip Classic interface is only a click away.

The best way to learn the Wizard is to use it--just click the **Next** button in the Wizard to proceed. Press the F1 key or click **Help** at any time to get help on a specific screen. Click on any of the subjects below for more information.

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## About Zip Files

### What is a Zip file, anyhow?

Zip files are "archives" used for distributing and storing files. Zip files contain one or more files. Usually the files "archived" in a Zip file are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster.

### Why do people use Zip files?

Zip files save time and space, and make downloading software and transferring e-mail attachments faster. Typical uses for Zip files include:

- Most files available on web and ftp sites, services like America Online and CompuServe, and other online services are distributed as archives. Two benefits of using archives for electronic file distribution are that only one file transfer operation ("download") is required to obtain all related files, and time necessary for the file transfer is shorter, because the files in an archive are compressed into a smaller size.

- It is often useful to send a group of related files to a friend or associate. Rather than distributing individual files, it is often easier to distribute the files as an archive to benefit from the file grouping and compression.
- Some files are important but used infrequently. To save disk space, simply compress these files into an archive when they are not used, and decompress them only when needed.

**Where does WinZip® fit in?**

WinZip makes it easy for Windows users to work with archives. It features an intuitive, point-and-click, drag-and-drop interface for viewing, running, extracting, adding, deleting, and testing files in archives, using a standard Windows interface. WinZip provides the same "friendly face" for many archive formats.

## **What is a Wizard?**

A Wizard is a series of panels or pages in a special window that help you through a task. The Wizard look and feel is standardized, and is used throughout Windows and by many Windows applications. Wizards are especially useful for complex or infrequent tasks.

## WinZip Wizard vs. WinZip Classic Interface

Both the WinZip® Classic and Wizard interfaces are included in all versions of WinZip. One click switches from the Wizard to the Classic interface and vice versa.

- The WinZip Wizard interface is ideal if you want to know as little about Zip files as possible or just "get started" with files you have downloaded. With the Wizard, you simply click the "Next" button a few times, and presto, your files are zipped, unzipped, and/or installed. When you want to use more advanced zipping features, you can easily switch to Classic mode.
- The award-winning WinZip Classic interface features tight integration with the Windows shell and versatile drag and drop facilities. It is great if you are comfortable using Windows and Windows Explorer or My Computer, or want to use advanced zipping features.

Related Topics:

[WinZip Classic Documentation](#)

## Select Zip File

Select a Zip file from the list, then click Next. This list shows all the Zip files in all your [Favorite Zip Folders](#). You can sort the list by clicking on one of the column headers (for example, click on name to sort the files by name).

Click [Search](#) to automatically search for all Zip files on your hard disk or to search for a specific Zip file yourself.

## Select Activity

Tell the WinZip® Wizard what you want to do. There are three choices:

**Unzip or install from an existing Zip file:** choose this option if you already have a Zip file and you want to extract or install files from it. If a Zip file is already open when you reach this panel, its name will be shown and, if it contains a [desktop theme](#) or a [screen saver](#), this choice will read **Install desktop theme** or **Install screen saver**.

**Update an existing Zip file:** choose this option if you already have a Zip file and you want to add files to it or update files that are already in it. If a Zip file is already open when you reach this panel, its name will be shown.

**Create a new Zip file:** choose this option if you want to create a new Zip file.

## Choose Zip Name

Choose a name for your new Zip file. You can type a name in the **File name** box, or you can use the **Browse** button to explore your system.

If you don't specify a filename extension, the Wizard will automatically add .Zip. If you use the **File name** box and you don't type a folder name, the new Zip file will be stored in the folder shown above the box.

If you specify a Zip file that already exists, the Wizard will ask if you want to update the existing Zip file (it can't create a new Zip file with the same name as an existing one).

The Wizard can only create and update Zip files. To create or update other types of archives (such as LZH or ARJ), use the WinZip Classic interface.

## Select Files

Use this panel to list the files and/or folders that you want to be placed in your Zip file. When you specify a folder, all files in the folder *and all of its subfolders* will be placed in your Zip file.

There are three ways to specify files and folders:

- You can drag and drop files and/or folders from Windows Explorer or My Computer.
- You can click **Add files** and select one or more files from an Explorer-like window. Any files you select will be added to the list.
- You can click **Add folders** and select a folder from an Explorer-like window. Any folder you select will be added to the list.

To remove files or folders from the list, select them and click **Remove**.

You must specify at least one file or folder, otherwise the WinZip® Wizard will have nothing to do.

When you have listed all of the files and/or folders you want, click **Zip Now** to create or update your Zip file.

# Favorite Zip Folders

## About Favorite Zip Folders

The "Favorite Zip Folders" feature organizes Zip files into one list that is sorted by date, making it easier to locate all Zip files, regardless of where they came from or where they are stored. For example: by default, AOL downloads go into the c:\aol\download folder, while CompuServe downloads go into the c:\cserve\download folder. When you want to select a Zip file to unzip or update, the Wizard automatically shows all Zip files in all of your "Favorite Zip Folders" in one convenient list.

The first time you use the Wizard, it searches for folders that are likely to contain Zip files, and adds these folders to your Favorite Zip Folders. You can later add or remove folders from this list with the Favorite Zip Folders dialog box.

## Using the Favorite Zip Folders Dialog Box

Click the **Options** button in the **Welcome to the WinZip Wizard** panel. Your current Favorite Zip Folders will be listed.

To **add** a folder to the list, click **Add a folder to list** button and select the desired folder in the folder-browsing window.

To **remove** a folder from the list, click on it in the list of Favorite Zip Folders and then click **Remove folder**.

## Zip Complete

This panel appears when your Zip operation is complete. Click **Next** to work with a different Zip file or **Close** to close the WinZip® Wizard.

Click **Mail this Zip file** if you'd like to e-mail your new or updated Zip file to someone else. (This button will appear only if you have a supported e-mail program such as Outlook.)

If you'd like to add more files or folders to the same Zip file, click **Back** to return to the [Select Files](#) panel.

## Unzip

Click **Unzip Now** to unzip all the files in the Zip file to the selected folder. Click **Select different folder** if you want to unzip the files to a different folder.

Normally WinZip® prompts before overwriting any files on your hard disk with the same name as files in the Zip file, but you can change this default by clicking **Overwrite matching files automatically**.

Click **Display file icons after unzipping** to automatically open a Windows Explorer window showing the unzipped files.

Click **View Zip documentation** to see more information about this Zip file as provided by a documentation file within the Zip file. This button is present only if the Zip file contains a documentation file with a name that WinZip recognizes, such as README.TXT or FILE\_ID.DIZ.

Click **View Zip comment** to display the comment contained in the Zip file. This button will be present only if the Zip file has a comment.

# Install

## **If the Zip file contains a SETUP or INSTALL program**

You can choose either **Unzip and install** or **Unzip only**. If you choose **Unzip only**, the WinZip® Wizard will proceed as for a normal Zip file: the files contained in the Zip file will simply be extracted to a folder you specify.

If you choose **Unzip and install**, the Wizard will perform these steps:

- Unzip the software to a temporary folder.
- Run the SETUP or INSTALL program.
- Delete any temporary files.

## **If the Zip file contains a desktop theme (but no SETUP or INSTALL)**

The WinZip Wizard will perform these steps:

- Allow you to select a theme (if the Zip file contains more than one).
- Extract the theme definition file to a temporary folder and analyze it to determine where the theme components should be extracted.
- Extract the theme component files.
- Run the system theme installer (usually THEMES.EXE) to complete installation.

## **If the Zip file contains a screen saver (but no desktop theme, SETUP, or INSTALL)**

The WinZip Wizard will perform these steps:

- Allow you to select a screen saver (if the Zip file contains more than one).
- Extract the screen saver to your Windows folder.
- Run the system screen saver control application to complete installation.

Related topics:

[Desktop Theme Installer](#)

[Screen Saver Installer](#)

## Search

The WinZip® Wizard can help you find Zip files if you don't know exactly where they are. Select **Search hard disk(s) on this PC** to search all the hard drives on your PC (network disks and CD-ROM disks are not searched). Select **Search Favorite Zip Folders** to search for Zip files in your [Favorite Zip Folders](#). Select **Search Disk** to search a specified disk (for example, a diskette or CD-ROM). Select **Let me find it** if you want to look for the file yourself.

## Options

The Options dialog makes it easy to change your WinZip® Wizard settings.

### Favorite Zip Folders tab

The window lists your [Favorite Zip Folders](#). To add a folder to the list, click **Add a folder to list**; to remove a folder from the list, click it with the right mouse button and then click **Remove folder**.

### Other Zip Folders tab

This tab allows you to specify what WinZip should do when you open a Zip file from Search results and the folder containing the Zip file isn't one of your Favorite Zip folders.

### Default Unzip Folder tab

This tab allows you to specify the default folder for unzipping, that is, the folder that the WinZip Wizard will initially suggest when an unzip operation begins.

### Misc tab

The options in this tab allow you to:

- Specify whether WinZip should start with the Wizard or Classic Interface.
- Enable or disable the [desktop theme](#) and [screen saver](#) installer.
- Enable or disable the WinZip [Quick Pick](#) taskbar icon.
- Use a WinZip 7.0-compatible Wizard. The WinZip 7.0 Wizard only unzips and installs; it cannot create new archives or update existing archives. You might want to choose this option if you only use the Wizard for unzipping and installing, never for creating or updating Zip files--it simplifies use of the Wizard slightly because you don't have to select between unzipping, updating, and creating.

## Select Folder

There are three ways to select a folder:

- Click on a folder in the **Folders and disk drives** Explorer-style tree
- Select from the **Select Folder** drop-down combo box
- Click the "new folder" button  and type the name of a new folder.

## Error Zipping Files

One or more errors have occurred while zipping the files or folders you requested.

Click **View report** to display the report that WinZip prepared during the zipping process. The report shows all files successfully zipped and contains information about any errors that occurred. Using the information from the report, you may be able to correct the condition that caused the error. For example, if the report indicates that a file could not be opened, it is possible that the file is already in use by another application. To correct the error, close the other application or close the file within the application.

After viewing the report, decide whether or not you want to try again.

### If you want to try again

Click **Back** to return to the Select Files panel. Then correct the cause of the error or select different files and click **Zip Now** to repeat the zipping process.

### If you do not want to try again

Click **Next** to work with a different Zip file or **Close** to close WinZip.

## Drag and Drop

You can use Windows drag and drop in the WinZip® Wizard in two ways:

- You can specify a Zip file to work with by dragging it from Windows Explorer or My Computer and dropping it on most WinZip Wizard panels. When you do this, the Wizard will take you to the Select Activity panel (or to the Select Zip File panel if you are using the WinZip 7.0-compatible Wizard).
- When using the Wizard to create or update a Zip file, you can drop files and folders from Windows Explorer or My Computer on the Select Files panel. The Wizard will add these files and folders to the Zip.

## Advanced Zip Operations

This WinZip® Classic interface is almost as easy to use as the Wizard but offers greater power and flexibility. Tutorials are available to help you learn how to use it. You might want to begin with the Classic interface step-by-step tutorial [Creating New Archives](#) to teach you to how to create new Zip files using the Classic interface.

The same tutorial includes an [Adding Files to an Archive](#) topic to explain that operation.

If you are unfamiliar with the Classic interface, we suggest you begin at the start of the [Classic Interface Tutorial](#).

To access the WinZip Classic interface from the Wizard, simply click the **WinZip Classic** button.

## Using WinZip to E-mail Zip Files

WinZip® includes two features that make it easy to e-mail compressed files to others via the Internet:

- The Zip and E-Mail feature compresses files and folders from My Computer or Windows Explorer into a temporary Zip file, creates an e-mail message, and attaches the Zip file to the message. You can then address the message, add any desired text, and send the e-mail as you usually would. WinZip automatically deletes the temporary Zip file when it is no longer needed.

To use the feature, simply select the desired files or folders in My Computer or Windows Explorer, click the right mouse button, and choose **Zip and E-Mail** from the popup menu.

- After you use the Wizard to create or update a Zip file, you will see a button labeled **Mail this Zip file**. Simply click this button; WinZip will create a new e-mail message and attach the Zip file to it. You can then address the message, add any desired text, and send the e-mail as you usually would.

Like the Windows "Send To Mail Recipient" feature, these WinZip e-mail features use a protocol called *Simple MAPI* to "talk" to your e-mail program. MAPI, which is provided by your e-mail software and not by Windows itself, allows Windows and application programs to instruct your e-mail program to create new mail messages, add attachments, etc. WinZip's e-mail features require that you have a *MAPI-compliant* e-mail program installed and correctly configured (just as the Windows Send to Mail Recipient feature does).

Examples of MAPI-compliant e-mail programs are Outlook, Outlook Express, Eudora, and AOL 7.0.

AOL versions 4.0 - 6.0 do not support Simple MAPI. Therefore, neither Windows' Send To Mail Recipient nor WinZip's e-mail features can be used with these AOL versions.

### Compressing attachments from within your e-mail program

There is another technique you can use to compress attachments while composing messages in your e-mail program. This technique does not require that your e-mail program support the MAPI interface that WinZip uses for the above features; it works with most e-mail programs that use the standard Windows "Open File" dialog box to attach files. Here is the technique:

1. In your e-mail program, open the dialog box you normally use to attach files to your e-mail messages.
2. Using the standard Open File dialog box, locate the file or folder you wish to attach.
3. Position the mouse pointer over the file or folder name in the dialog box, then click the **right** mouse button and choose **Add to filename.zip** from the pop-up menu (note: the filename shown in the menu entry will be the name of the file you selected). This will create a Zip file called "filename.zip".
4. Still in the Open File dialog box, click once on filename.zip (the zip created in the previous step). This file will normally be at the end of the current directory listing.
5. Click the appropriate button to attach the Zip file (this is typically labeled Open, Attach, or Insert).

Note: this technique has been tested with current versions of the most popular e-mail programs (such as Outlook and Eudora). We can't promise that it will work with all e-mail programs or with future versions of the programs we have tested.

### Related topic

[Why aren't WinZip's e-mail features working for me?](#)

# Frequently Asked Questions

Click the buttons below to see the answers to our most frequently asked questions. You might also want to [check our web site for additional FAQs](#).

## Technical questions

[How do I compress a folder and later restore it?](#)

[How do I use disk spanning?](#)

[How do I use WinZip to e-mail Zip files?](#)

[Why aren't WinZip's e-mail features working for me?](#)

## Non-technical questions

[How do I order?](#)

[Do you keep track of address changes?](#)

## How do I compress a folder and later restore it?

### How to compress a folder and its subfolders:

1. Start WinZip® and click **Next** in the Welcome panel.
2. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.
3. Type the name of the archive, e.g.,  
C:\MYDIR.ZIP  
and click **Next**.
4. From Windows Explorer, drag the folder you wish to compress and drop it on the Select Files panel, or click **Add folders**, select the desired folder, and click **OK** to add it to the list.
5. Click **Zip Now**.

### How to restore a folder and its subfolders:

1. Start WinZip and click **Next** in the Welcome panel.
2. In the Select Activity panel, choose **Unzip or install from an existing Zip file** and click **Next**.
3. Select the Zip file created above; if the Zip file does not appear in the list of files, click **Search** to find it. Then click **Next**.
4. In the Unzip panel, use **Select different folder** to choose the folder where you would like to restore the compressed folders and its subfolders, then click **Unzip Now**.

## How do I use disk spanning?

WinZip® makes it easy to create Zip files that “span” multiple disks. This is useful if the files you want to compress will not fit on one disk.

To make a Zip file that spans multiple disks, just create a Zip file on a removable disk, and add files and folders to the Zip file as you normally would. If the disk fills during the operation, WinZip will prompt you to insert another disk. Simply insert the next disk and click the **OK** button.

**Example:** to zip the files in your C:\DATA folder to a Zip file called A:\DATA.ZIP:

1. Start WinZip; click **Next** in the Welcome panel.
2. Choose **Create a new Zip file** and click **Next**.
3. Type the name of the Zip file you want to create (A:\DATA.ZIP) and click **Next** (be sure to have a disk in drive A).
4. Drag and drop C:\DATA from Windows Explorer or My Computer to the Select Files panel, or click **Add folders**, select C:\DATA, and click **OK**.
5. Click the **Zip Now** button to create your Zip file. If more than one disk is needed, WinZip will prompt you for additional disks. Simply insert a new disk and click the **OK** button.

**Important:** disk spanning is available only when creating a new Zip file, not when adding files to an existing Zip file. You cannot add files to or remove files from a Zip file that spans disks. WinZip requires pre-formatted disks (you can format disks using My Computer or Windows Explorer).

## Do you keep track of address changes?

Yes, we track address changes so that we can send you upgrade notifications. **If you purchased a copy of WinZip® and have moved, please send us the following information:**

1. Your name (If you are not sure how you spelled your name when you registered, please include common alternate spellings, e.g. "J. E. Smith", "Jim Smith", etc).
2. Your e-mail address, if any (please double check it! almost 10% of the people that sign up for our mailing list type an invalid address; e-mail addresses are notoriously difficult to spell correctly).
3. Your new postal mailing address.
4. Your old postal mailing address.
5. Approximate purchase date.
6. Important: please indicate how you purchased WinZip:
  - Online order placed through the WinZip web site
  - By check
  - By telephone order to PsL (Public Software Library) or DigiBuy
  - Reseller (please include reseller name)

Thank you!

## Working with Windows

You can initiate most common operations on Zip files without explicitly starting WinZip®; in many cases, you won't even need to display or use the WinZip Wizard. Here are some quick examples of WinZip's smooth integration into Windows:

### Unzipping files from My Computer or Windows Explorer

- Right click a Zip file in an Explorer window, then choose **WinZip** from the context menu and pick the appropriate **Extract** choice from the WinZip submenu. You can extract to the current folder ("here"), a recently used folder, a new subfolder created by WinZip, or any folder of your choice.
- Or, use the right mouse button to drag and drop a Zip file from an Explorer window to any folder, then choose **Extract to** from the context menu. Be sure to use the *right* mouse button while dragging.
- You can extract from multiple Zip files in one operation, too: just select the Zip files in Explorer, right click any of the selected files, choose **WinZip** from the context menu, and pick the appropriate **Extract** choice from the WinZip submenu.

### Zippping files from My Computer or Windows Explorer

- Select one or more files in an Explorer window, then right click any of the selected files, choose **WinZip** from the context menu, and pick the appropriate **Add** choice from the WinZip submenu. You can create a new Zip file or you can add the files to any existing Zip file.
- Alternatively, select one or more files, then drag and drop them on an existing Zip file in the same Explorer window, in another Explorer window, or on the desktop. Note that you can create a new, empty Zip file in Explorer by right clicking and then choosing **WinZip File** from the **New** submenu.

### Compressing and e-mailing files and folders from My Computer or Windows Explorer

- Select one or more files or folders in an Explorer window, then right click any of the selected items, click **WinZip** from the context menu, and choose one of the **Zip and E-Mail** entries from the WinZip submenu. **Zip and E-Mail filename.zip** quickly compresses the selected items, creates a temporary Zip file with the specified name, and attaches it to a new e-mail message. **Zip and E-Mail Plus** performs the same basic operation but allows you to apply password protection and to specify the name of the temporary Zip file to be created.

### Using the Desktop:

- You can drag files from an Explorer window to the WinZip icon on the desktop to add the files to an archive of your choice.
- To create a new, empty Zip file on the desktop, right click anywhere on the desktop and select **WinZip File** from the **New** submenu.

### Using drag and drop from the main WinZip window:

- To extract a file, drag it to a folder displayed in an Explorer window. You can also extract to the desktop by simply dragging the file to the desktop.
- To view a file, drag it to the appropriate application window or to a shortcut to the application.
- To print a file, drag it to a printer or a printer shortcut.

### Using the Start menu:

- You can start WinZip directly from the system Start menu.
- You can open recently used archives from the **Documents** submenu in the Start menu.

Note: Windows XP does not display Zip files in the **Documents** submenu. You can use the WinZip Quick Pick taskbar tray feature to open recently used archives.

### Related Topics:

[WinZip Quick Pick taskbar tray icon](#)

[Frequently Asked Questions](#)

For more detailed information on working with Windows, see these topics in the WinZip Classic help:

[Explorer Context Menu Enhancements](#)

[Working with the Explorer Context Menu](#)

[Working with the Start Menu and Desktop](#)

[Using Drag and Drop](#)

## WinZip 8.1 Ordering Information

The following information is for the English language version of WinZip®. All orders are subject to the WinZip [License Agreement](#).

### To Order WinZip Now

To order online and download your order immediately, go to the WinZip web site at:

<http://www.winzip.com/order.cgi>

You can also use our web site to order copies of WinZip on CD for delivery by postal mail.

### Other Ordering Options

In addition to ordering online, you can also place orders in the following ways. These orders will be shipped by postal mail (airmail outside the US) and will leave our office within two business days after the order is received:

[Credit card orders by phone](#)

[Credit card orders by fax or mail](#)

[Ordering by check](#)

[Purchase orders](#)

### WinZip Pricing

WinZip Single-User License: \$29

WinZip Site Licenses:

2 to 9 computers:	\$22 per computer
10 to 24 computers:	\$17 per computer
25 to 49 computers:	\$14 per computer
50 to 99 computers:	\$10 per computer
100 to 199 computers:	\$7 per computer
200 to 499 computers:	\$6 per computer
500 to 749 computers:	\$4 per computer

If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

There is a \$5.00 per order charge for shipping and handling. Prices are in US dollars and are guaranteed through December, 2002.

### Site Licenses

The WinZip site license from WinZip Computing is for the English language version of WinZip. A site license for WinZip entitles your organization to receive one copy of the distribution package and to duplicate the software as necessary for use within your organization on the specified number of computers.

The WinZip site license is only for use within your own organization. For example, you cannot give or sell any of your site-licensed copies of WinZip to your customers, or include site-licensed copies of WinZip in products that you sell.

The WinZip site license is not a concurrent user license. Each copy of WinZip may either be used by a single person who uses the software personally on one or more computers, or used on a single workstation used non-simultaneously by multiple people, but not both.

If you have further questions, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

## **German, French, and Japanese Versions**

There are German and French language versions of WinZip. For Japanese users there is an English version with the Help file in Japanese. Click [here](#) for additional information.

# WinZip Standard License

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# WinZip 8.1 Order Form/Invoice

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To order by check, send this completed order form and a check (in US dollars drawn on a US bank) to WinZip Computing, Inc., PO Box 540, Mansfield, CT 06268 USA.

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WinZip Site Licenses (includes one distribution CD):

2 to 9 computers: \_\_\_\_\_ computers at \$22 per computer = \_\_\_\_\_  
10 to 24 computers: \_\_\_\_\_ computers at \$17 per computer = \_\_\_\_\_  
25 to 49 computers: \_\_\_\_\_ computers at \$14 per computer = \_\_\_\_\_  
50 to 99 computers: \_\_\_\_\_ computers at \$10 per computer = \_\_\_\_\_  
100 to 199 computers: \_\_\_\_\_ computers at \$7 per computer = \_\_\_\_\_  
200 to 499 computers: \_\_\_\_\_ computers at \$6 per computer = \_\_\_\_\_  
500 to 749 computers: \_\_\_\_\_ computers at \$4 per computer = \_\_\_\_\_

Add \$5.00 shipping and handling + \$5.00

Connecticut residents add 6% sales tax + \_\_\_\_\_

Total payment US\$ \_\_\_\_\_

*If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

—

# WinZip 8.1 Credit Card Order Form

To print this order form, select **Print Topic** from the **File** menu.

To order with a credit card by fax or mail, please complete this credit card order form and send it to:

Fax: 1-860-429-3542

Mail: WinZip Computing, Inc., PO Box 540, Mansfield, CT 06268 USA

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50 to 99 computers: \_\_\_\_\_ computers at \$10 per computer = \_\_\_\_\_

100 to 199 computers: \_\_\_\_\_ computers at \$7 per computer = \_\_\_\_\_

200 to 499 computers: \_\_\_\_\_ computers at \$6 per computer = \_\_\_\_\_

500 to 749 computers: \_\_\_\_\_ computers at \$4 per computer = \_\_\_\_\_

Add \$5.00 shipping and handling + \$5.00

Connecticut residents add 6% sales tax + \_\_\_\_\_

Total payment US\$ \_\_\_\_\_

*If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
\_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

(if different from above) \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card (circle one):      MasterCard      VISA      AMEX      Discover

Credit Card #: \_\_\_\_\_  
\_\_\_\_\_

Expiration Date: \_\_\_\_\_  
\_\_\_\_\_

Name On Card: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

## Credit Card Orders by Phone

You can place credit card orders by phone at 1-877-724-4600 (toll free; US only), or 1-860-429-4649.

WinZip Computing, Inc. cannot be reached at the phone numbers above. These numbers are for our credit card order handling service only. If you have questions about WinZip®, or need WinZip technical support, you can send e-mail to [help@winzip.com](mailto:help@winzip.com); our goal is to respond to all e-mail inquiries within one business day.

### WinZip Pricing

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25 to 49 computers:	\$14 per computer
50 to 99 computers:	\$10 per computer
100 to 199 computers:	\$7 per computer
200 to 499 computers:	\$6 per computer
500 to 749 computers:	\$4 per computer

There is a \$5.00 per order charge for shipping and handling. If you need a quote for higher quantities, please send a message to [sitesales@winzip.com](mailto:sitesales@winzip.com).

Your order will be shipped by postal mail (airmail outside the US) and will leave our office within two business days after the order is received.

All orders are subject to the WinZip [License Agreement](#). Customer information is considered confidential and will not be shared with or distributed to any third party. This order information applies only to the English language version of WinZip. Prices are in US dollars and are guaranteed through December, 2002.

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WinZip Computing, Inc.  
PO Box 540  
Mansfield, CT 06268 USA

## German, French, and Japanese Versions

There are German and French language versions of WinZip®. For Japanese users there is an English version with the Help file in Japanese. Prices for these versions may vary from the prices for the English language version as purchased from WinZip Computing, Inc.

**German Version:** For a German language version of WinZip, please contact H.C. Top Systems, B.V., Postfach 13 30, D-47630 Straelen, Germany, phone: 08000-946-947 (toll free; Germany only) or +31-(0)-77-306-8100, fax: +31-(0)-77-306-8130, [visit their web site](#) or send e-mail to [support@winzip.de](mailto:support@winzip.de).

**French Version:** For a French language version of WinZip, please contact AB Soft, Park Burospace #14, 91572 Bievres Cedex, France, phone: +33-(0)-1-69-33-7050.

**Japanese Users:** For a version of WinZip that includes a Japanese Help file, please contact P. & A. Inc., Fudoya Bldg 4F, 2-10-1 Akebono, Tachikawa, Tokyo, Japan 190-0012, phone: +81-(0)-42-525-9501, fax: +81-(0)-42-525-9502, e-mail: [info@panda.co.jp](mailto:info@panda.co.jp). P. & A. also maintains web sites in [Japanese](#) and in [English](#).

## Support and Questions

To check whether you have the most recent version of WinZip®, please check the WinZip home page at <http://www.winzip.com>.

Technical support is available at no charge as described below. The best way to report problems is with the support forms available from the “Support” link on the WinZip home page (<http://www.winzip.com>). You can also send e-mail to [help@winzip.com](mailto:help@winzip.com) or postal mail to WinZip Computing, Inc., P.O. Box 540, Mansfield CT 06268.

When reporting problems, please include the following information:

1. Is the problem reproducible? If so, how?
2. What version of Windows are you running (Windows 98, Windows 2000, etc.)?
3. What version of WinZip are you running (to see what version of WinZip you have, click the **About** button in the first WinZip Wizard panel)? Please include the entire “version” line in your problem report.
4. If a dialog box with an error message was displayed, please include the **full text** of the dialog box, including the text in the title bar.

Note: You can press F1 at any time while WinZip is active for context sensitive help.

## **Downloading and Processing Files with WinZip**

WinZip® has special features that make it simple and convenient to download and process compressed files from the Internet and online services like America Online and CompuServe.

Click to choose the method about which you would like to learn more:

[Downloading From The Internet](#)

[Downloading From America Online, CompuServe, and Other Online Services](#)

## Downloading from the Internet

You can use WinZip® to work with archives you download from the Internet just as you do with other archives, or you can use the free [Internet Browser Support Add-On](#) to simplify your work with Internet downloads, as described below.

**The free WinZip Internet Browser Support Add-On** will automate much of the work normally associated with downloading compressed files from the Internet. When you click on an archive using Microsoft Internet Explorer or Netscape Navigator/Communicator, WinZip will take over when the download is completed. WinZip automatically moves the downloaded file to your download folder (initially set to c:\download) and then opens the file. This add-on is available for download from the web page <http://www.winzip.com/ibrowser.cgi> (this free add-on is not part of the WinZip distribution package).

**If you download an archive without the add-on** the current versions of Microsoft Internet Explorer and Netscape Navigator/Communicator will give you a choice of opening the archive or saving it to disk. If you choose to open the archive, you should be aware that the Internet Browser will probably delete the file when the browser is closed. To avoid this problem, use the Internet Browser's "save to disk" option, and specify an easy-to-remember folder, for example, c:\download.

**Problems Downloading?** When you download a file, many things can go wrong, resulting in a damaged copy of the file that WinZip cannot open. **The solution to most download related problems is simply to download the file again.** For more information on resolving Internet download related problems, please check the web page <http://www.winzip.com/downprob.htm>.

Note:

Many files available for download on the Internet are executable (.exe) files. The WinZip Internet Browser Support Add-On will not try to handle these files. However, if the .exe file is a self-extracting Zip file, you can open and process it in the WinZip Classic interface by choosing **Open Archive** from the **File** menu, or by right-clicking on the file and choosing **Open with WinZip**.

### Related Topics:

[Downloading from America Online, CompuServe, and other online services](#)

## Downloading from America Online, CompuServe, and other online services

An online service with its own access software will generally have a specific folder on your computer where newly downloaded files are placed. For example, America Online uses a folder named c:\aol\download, and CompuServe uses a folder named c:\cserve\download. After you download a Zip file from one of these services in the normal manner, it's easy to use WinZip to open and process the file.

Start WinZip® by clicking on its icon, then click the **Next** button to move to the Select Zip File screen. The WinZip Wizard's Select Zip File screen shows all the Zip files in your [Favorite Zip Folders](#) with the most recently downloaded files at the top of the list, along with the folder in which they are located.

If your file or the special download folder is not shown, you can have WinZip search for the item by clicking on the **Search** button, then clicking **Search hard disk(s) on this PC**, and then clicking **OK**. WinZip will check all your hard drives and make a new list of Zip files, and update your favorite folders (the places where WinZip has found Zip files stored on your PC). When the process is complete, newly downloaded files should be near or at the top of the list. Highlight the file you wish to work with to continue with the Wizard's unzipping process.

### Note:

Many files available for download on the Internet are executable (.exe) files. WinZip's Internet Browser Support will not try to handle these files. However, if the .exe file is a self-extracting Zip file, you can open and process it in the WinZip Classic interface by choosing **Open** from the **File** menu, or by right-clicking on the file and choosing **Open with WinZip**.

### Related Topics:

[Downloading from the Internet](#)

## WinZip Internet Browser Support Add-On

The free WinZip® Internet Browser Support Add-On will automate much of the work normally associated with downloading compressed files from the Internet. When you click on a Zip file using Microsoft Internet Explorer or Netscape Navigator/Communicator, WinZip will take over when the download is completed. WinZip automatically moves the downloaded file to your download folder (initially set to c:\download) and then, optionally opens the file.

Notes:

WinZip's Internet Browser Support Add-On is not part of the WinZip distribution package; it is available as a free download from the web page <http://www.winzip.com/ibrowser.cgi>.

WinZip's Internet Browser feature supports Microsoft Internet Explorer and Netscape Navigator/Communicator, and depends on the implementation these browsers use for "helper" applications. WinZip 8.1 has been tested with the latest release and the latest publicly available beta versions of Microsoft Internet Explorer, Netscape Navigator/Communicator, Windows 95/98/NT/2000/Me/XP, as of September 2001. It is possible that at some point in the future the browser vendors will release new versions of their browsers with different interfaces and conventions that are incompatible with WinZip 8.1's Internet Browser integration. If this happens, we plan to adjust WinZip to make it compatible. We cannot guarantee that this will be practical, however, and it is possible that WinZip's Browser Integration will not be available for future versions of these browsers.

# Desktop Theme Installer

## What's a desktop theme?

A desktop theme is a collection of desktop attributes--colors, mouse pointers, sounds, wallpaper, and so on--that create a "theme" for your desktop. Windows 95 (with Plus! installed), Windows 98, Windows Me, Windows XP, and Windows NT 4.0 (with add-on theme support installed) provide support for desktop themes. **Please read this additional information if you are using [Windows 2000](#).**

## The WinZip® desktop theme installer

If the WinZip Wizard determines that you are extracting files from a Zip file that contains a desktop theme, it will automatically lead you through the simple steps required to install the theme. Just click the **Next** button and follow the simple instructions.

After WinZip has extracted the necessary files to the correct folders, it will run the system theme installer (normally Themes.Exe) to complete your installation. Here you can preview the sounds, cursors, colors, and images provided by the theme designer. (Under some versions of Windows you may need to first select the new theme from the list of available themes in the **Theme** drop-down list.) If you like the theme, just click **Apply** and Themes will convert your desktop to the new theme. If you don't like the theme, click Cancel and your desktop will be unaffected. Consult your Windows documentation or help for more information about the theme installation program.

More detail about desktop themes and the WinZip desktop theme installer is available in WinZip's [Classic interface help](#).

*Note:* Microsoft has not documented the format of .Theme files. The WinZip Desktop Theme Installer is designed to work with .Theme files as used by the current version of Microsoft's THEMES.EXE (4.0). It is possible that Microsoft may change the format of .Theme files or other aspects of desktop theme support and that, as a result, WinZip will no longer be able to support desktop theme installation. Current information about desktop theme compatibility issues can be found on our website at <http://www.winzip.com/thminfo.htm>.

## Screen Saver Installer

If WinZip® determines that you are extracting files from a Zip file contains one or more screen savers (.SCR extension), it will automatically lead you through the steps necessary to install the screen saver. Just click **Next** and follow the simple instructions.

After WinZip has extracted the necessary files to your Windows folder, it will run Microsoft's Display control panel application to complete your installation. Here you can try out the screen saver and possibly modify its settings. If you change your mind and don't want to install the new screen saver, simply select a different one from the installer's list before leaving the Display application. Note that clicking **Cancel** from the Display application does *not* cancel installation of the new screen saver--it has already been installed. Consult your Windows documentation or help for more information about the Display application.

More detail about the WinZip screen saver installer is available in WinZip's [Classic interface help](#).

## Desktop Themes and Windows 2000

**WinZip® does not officially support desktop theme installation under Windows 2000. Please read the following information carefully.**

The WinZip desktop theme installer is not officially supported under Windows 2000 because Windows 2000 itself does not support themes in the same way that earlier versions of Windows did.

The initial release of Windows 2000 (build 2195) does not include the Plus! package (or its equivalent) that was available for Windows 95, 98, or NT 4.0. As a result, there are some differences between desktop theme support under Windows 2000 and earlier versions of Windows, and some potential problems that you should be aware of when using WinZip® to install desktop themes under Windows 2000:

- The system theme installer (THEMES.EXE) is included with Windows 2000, but it is installed in the Windows system folder (typically C:\WinNT\System32) rather than in a separate folder as in the past (typically C:\Program Files\Plus!\Themes).

Because theme components are often extracted to folders that are relative to the folder where THEMES.EXE is stored, installing some themes may require WinZip to extract files to the system folder. Some users may consider this to be undesirable behavior, and it is even possible for important system files to be overwritten.

- Some desktop themes specify that theme components must be extracted to the Plus! themes folder (C:\Program Files\Plus!\Themes) or to its subfolders. In order to do this, WinZip must create the Plus! themes folder if it does not already exist. Under Windows 2000, if this folder exists, the system theme installer THEMES.EXE may fail to recognize themes and theme components that are properly stored in the system folder and its subfolders. That is, you may no longer be able to use THEMES.EXE to activate themes that you have previously installed.

You may be able to correct this situation by deleting the Plus! folder, *but be certain that there are no important files in the Plus! folder or its subfolders before doing so!*

- Under previous versions of Windows, WinZip was able to tell the system theme installer which theme it should display when it starts up. This does not work under Windows 2000; when the system theme installer starts, it displays the current desktop settings rather than the theme that WinZip has just extracted. In order to view the components of the new theme, you must select it from the drop-down list labeled **Theme**.

It is possible that Microsoft might update Windows 2000 or release a Plus! equivalent that will address these issues. However, at this time WinZip does not officially support desktop theme installation under Windows 2000.

Please visit our website for current information on themes and Windows 2000:

<http://www.winzip.com/xw2kthm.htm>

### Related topics

[Desktop theme installer](#)

## Zip comments

A Zip comment is optional text information that is embedded in a Zip file. It is often used to describe the contents of the Zip file or to provide other information that is not in the files contained in the Zip file.

In the View Comment dialog:

- Click the **Close** button to close the dialog.
- Click **Font** to specify a new display font. This does not affect the comment in the Zip file, but is retained as your preference for viewing comments in future sessions.

## Why aren't WinZip's e-mail features working for me?

WinZip® support for e-mailing archives requires that you have an e-mail program installed and properly configured. If there is a problem with your e-mail configuration, then these features will either be disabled or nonfunctional.

WinZip uses a Windows feature called MAPI (Mail Applications Program Interface) to "talk" to your e-mail program. MAPI is a standard interface that allows WinZip and other programs to instruct your e-mail program to create a new message, attach a file to it, etc. If MAPI is not properly configured on your system, then WinZip and other programs can't create e-mail for you. "Properly configured" means that:

- you have a MAPI-compliant e-mail program installed, and
- the e-mail program properly supports the "Simple MAPI" interface that WinZip requires, and
- the e-mail program is configured to be the default e-mail program (sometimes called the "default MAPI client").

Examples of popular MAPI-compliant e-mail programs include (but are not limited to) Outlook, Outlook Express, Eudora, and AOL 7.0.

AOL versions 4.0, 5.0, and 6.0 are *not* MAPI-compliant and therefore do not support WinZip's e-mail features.

If you are having difficulty e-mailing your archives with WinZip, we have tips for some popular configurations available on our website. Please visit <http://www.winzip.com/xmapi.htm>.

# The WinZip Quick Start Guide

This Quick Start Guide introduces some file compression terms, describes some of the initial steps in installing WinZip, and provides a first look at using some WinZip® features. For additional information, see the tutorials that come with WinZip, WinZip help, and visit the WinZip web site at <http://www.winzip.com>.

## What is an Archive or Zip file, anyway?

Zip files are "archives" used for storing and distributing files, and can contain one or more files. Usually the files "archived" in a Zip file are compressed to save space. Zip files are often used to:

- **Distribute files on the Internet:** Only one Zip file transfer operation (download) is required to obtain all related files and file transfer is quicker because the archived files are compressed.
- **Send a group of related files to an associate:** When you distribute the collection of files as an archive you benefit from the file grouping and compression as well.
- **Save disk space:** If you have large files that are important but seldom used, such as large data files, simply compress these files into an archive and then unzip (or "extract") them only when needed.

## What does WinZip do?

WinZip makes it easy for Windows users to work with archives. WinZip features an intuitive point-and-click drag-and-drop interface for viewing, running, extracting, adding, and deleting files in archives with a standard Windows interface, and also provides a Wizard interface that further simplifies the process of working with Zip files.

## About WinZip's Setup Options

During the WinZip setup procedure you are asked to select either the WinZip Wizard interface or the WinZip Classic interface.

- **WinZip Wizard:** If you are new to computers, or unfamiliar with the Windows operating system, then you should first try using the WinZip Wizard to open and create your Zip files.
- **WinZip Classic:** The more powerful WinZip Classic interface is recommended if you are an experienced computer user, comfortable with using Windows and Zip files.

In the following section we will describe the WinZip Wizard Setup screens. With either interface, the setup panels provide information about the options offered. Whichever setup option you choose, you can easily switch between the two interfaces at any time with a single click, and you can always change the default settings later.

## Installing the WinZip Wizard

We will refer to the on-screen panels using the title that appears at the top of each panel.

1. In the WinZip Setup panel, choose **Start with the WinZip Wizard** and click **Next**. The Search for Favorite Zip Folders panel will appear.
2. In the Search for Favorite Zip Folders panel, choose **Search Entire Hard Disk** so the Wizard can search your system for Zip files (this is the recommended option). You will see the search progress, and then a panel that says something like "17 folders were added to your 'Favorite Zip Folders'". Click **Next**.
3. The WinZip Wizard Setup is complete panel displays. Click **Next** to continue, and the Wizard Welcome panel will appear.
4. In the Wizard Welcome panel, click **Next** again, and the Select Activity panel will appear.

That's it, you have installed WinZip, and you're ready to begin using the WinZip Wizard. The sections below describe using the Wizard for unzipping and zipping files.

## Using the WinZip Wizard

If you have just installed WinZip and selected the WinZip Wizard interface, then at this point the Select Activity panel is on the screen.

If you have previously installed WinZip, you can start a WinZip session using the WinZip program item in the WinZip program group, the Start menu, or the WinZip icon on your desktop.

Here is a brief introduction to the features of the WinZip Wizard.

### Quick Unzipping with the WinZip Wizard

1. In the Select Activity panel, choose **Unzip or install from an existing Zip file** and click **Next**. The Select Zip File panel will appear.
2. In the Select Zip File panel, click on the Zip file you want to work with and click **Next**. The Unzip panel will appear.
3. In the Unzip panel, click **Unzip Now** to open the files in the archive. The WinZip Wizard will open a Windows Explorer window showing the unzipped files.

That's it, you've just unzipped (extracted) a Zip file using the WinZip Wizard. You can now work with the unzipped files, or click **Next** to choose another activity within WinZip, or close the WinZip Wizard window.

### Quick Zipping with the WinZip Wizard

1. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.
2. In the Choose Zip Name panel, type the name you want to use for your new Zip file and click **Next**. For example, if you are creating a Zip file that will contain some files related to monthly reports, you might type "June reports" as the name for your Zip file.
3. In the Select Files panel, click **Add files** to add files to your Zip file, then select the files you want to add and click **OK**.
4. Click **Zip Now** to create the new Zip file.

That's it, you've just created a Zip file using the WinZip Wizard. You can now click the **WinZip Classic** button if you would like to examine the contents of your new archive, or click **Next** to choose another activity within WinZip, or close the WinZip Wizard window.

## Using WinZip Classic

Here is a brief introduction to some of the features of WinZip Classic.

### Quick Unzipping with WinZip Classic

1. In the WinZip Window click the **Open** toolbar button, or choose **Open Archive** from the **File** menu. The Open Archive dialog box will appear.
2. In the Open Archive dialog box you can locate the archive you want to unzip. Then click **Open**. The contents of the archive will be displayed in the WinZip window.
3. To extract files from the archive click the **Extract** toolbar button, or choose **Extract...** from the **Actions** menu. The Extract dialog box will appear.
4. In the box labeled **Extract to:** choose the folder where you want to place the extracted files and click **Extract**.

That's it, you have extracted the contents of the archive to the chosen directory. You can now work with the extracted files, or choose another activity within WinZip, or close the WinZip window.

**Note:** You can also extract files from an archive in the WinZip Classic window by dragging them to the desired folder in Windows Explorer or to the desktop.

### Quick Zipping with WinZip Classic

1. In the WinZip Window click the **New** toolbar button, or choose **New Archive** from the **File** menu. The New Archive dialog box will appear.

2. In the New Archive dialog box you can specify the location where you want to create the archive, and type the name you want to use for your new archive. Then click **OK**. The Add dialog box will appear.
3. In the Add dialog box select the files that you want to add to your new archive and click **Add**.

That's it, you have created a new archive. You can now examine the contents of your new archive, or choose another activity within WinZip, or close the WinZip window.

**Note:** You can also add files to an archive by dragging the files from My Computer or Windows Explorer and dropping the files on the WinZip window.

## WinZip Classic and Wizard: Switching Interfaces

You can easily switch between the WinZip Wizard and WinZip Classic Interfaces with a single mouse click. Here's how:

**In WinZip Wizard** click the **WinZip Classic** button at the lower left part of the Wizard panel to switch to the WinZip Classic Interface.

**In WinZip Classic** click the **Wizard** button at the upper right end of the WinZip Classic toolbar to switch to the WinZip Wizard Interface.

## WinZip Classic Tips

You can view the contents of most files in an archive by just double clicking on them in the WinZip Classic window.

You can extract files from an archive in the WinZip Classic window by dragging them to the desired folder in Windows Explorer or to the desktop.

Using the WinZip Classic Help menu, you can:

- work with the built-in Brief Tutorial to get acquainted with more of WinZip's features
- view collections of Hints and Tips
- find answers to Frequently Asked Questions

## Zip and Unzip Files without Leaving Explorer

**To create an archive:** you can select file(s) in Windows Explorer, right click, and choose **Add to Zip file** from the context menu that appears.

**To extract files from an archive:** you can select the archive in Windows Explorer, and either:

- right click and choose **Extract to...** from the context menu that appears, or
- right click and drag the archive onto the folder where you want it extracted, and then choose an extract option from the context menu that appears.

## Contacting Technical Support

You can contact our technical support staff as follows:

**Internet:** The best way to report problems on the Internet is with the support forms available from the "Support" link on the WinZip home page at <http://www.winzip.com>. You can also send electronic mail to [support@winzip.com](mailto:support@winzip.com). We normally answer all questions within one business day.

**Postal Mail:** Write to Technical Support, WinZip Computing, Inc., P.O. Box 540, Mansfield, CT 06268, USA.

**Please include the following information with any technical support questions:**

- Is the problem reproducible? If so, how?
- What version of Windows are you running (for example, Windows Me or Windows 2000)?

- What version of WinZip are you running? If you are using the WinZip Classic Interface, choose **About WinZip** from the WinZip **Help** menu. If you are using the WinZip Wizard Interface, click the **About** button on the WinZip Wizard Welcome screen. Please include the entire "version" line in your problem report.
- If a dialog box with an error message was displayed, please include the full text of the dialog box, including the title in the title bar.

## **Password Security**

The archive that you are extracting or installing from is password-protected. In order to continue, you must supply the correct password.

## Select Folder

Use this dialog to select a folder for the operation you are performing or the configuration option you are setting.

Use the **Folders and disk drives** tree to browse your system for the desired folder.

You can create a new folder by clicking the "new folder" button  and typing the name of a new folder. *Note:* this button is not present when you are choosing a folder where WinZip should look for existing files; it is only present when you are choosing a folder where WinZip will be storing files.

Click **OK** when the desired folder appears in the field at the top of the dialog.

## WinZip Quick Pick taskbar tray icon

The WinZip® Quick Pick taskbar tray icon  gives you instant access to WinZip and recently used archives.

### Enabling and disabling the Quick Pick taskbar tray icon

To enable or disable the WinZip Quick Pick taskbar tray icon:

1. Click **Options** from the Wizard's Welcome panel.
2. Click the **Misc** tab.
3. Check the **Include WinZip Quick Pick in the taskbar tray** to enable Quick Pick, or uncheck it to disable Quick Pick.

When Quick Pick is enabled, the WinZip icon will automatically appear in the system taskbar tray whenever you start your system.

### Using the WinZip Quick Pick taskbar tray icon

To open WinZip, simply click the Quick Pick icon in the taskbar tray using the left mouse button. For more options, *right* click the icon to open the Quick Pick menu and:

- Click any archive in the list of recently opened archives to start WinZip and reopen the archive.
- Click **Favorites** to start WinZip and display a list of files in your Favorite Zip Folders. You can open any listed archive by double clicking it.
- Click **Open WinZip** to start WinZip (same as left clicking the icon).
- Click **WinZip Help** to view WinZip's help.
- Click **About** for Quick Pick version and copyright information.
- Click **Close** to close WinZip Quick Pick and remove the icon from the taskbar tray. You will have the option to close Quick Pick but leave it enabled (so it will return the next time Windows is started) or to close it and disable it (so it won't return the next time Windows is started).

### Restarting Quick Pick after closing

- If you chose to close Quick Pick but leave it enabled, Quick Pick will restart automatically the next time Windows is started. To restart it manually (without restarting Windows), click the Start button, choose **Startup** from the **Programs** menu, and click **WinZip Quick Pick**.
- If you chose to close and disable Quick Pick, it will not restart automatically the next time Windows is started. To restart it, you must re-enable it as described above.

