

ZIPSHELL HELP INDEX

[Adding files to a ZIPfile](#)

[Creating a new ZIPfile](#)

[Deleting a file within a ZIPfile](#)

[Deleting an entire ZIPfile](#)

[Drag and Drop Operation](#)

[Extracting a ZIPfile](#)

[Opening a ZIPfile](#)

[Renaming a ZIPfile](#)

[Viewing a file within a ZIPfile](#)

[ZipShell Setup](#)

Drag And Drop Operation

One of ZipShell's most useful features is its use of the Windows 3.1 File Manager's drag and drop capabilities. This provides an easy, intuitive way to add files to an existing ZIPFile, or to create a new one.

To add files to an existing ZIPFile using the drag and drop method, first use ZipShell to open the ZIPFile you want to add more files to. Next, open the File Manager (if it is not already open), and select the files you wish to add. Then drag these files and drop them anywhere on the main ZipShell window (or its icon, if it's minimized). A dialog box will appear, listing the names of the files you have dropped on ZipShell, and ask you to confirm their addition to the current ZIPFile. In addition, you are asked if you wish to delete the original files after they are zipped. This is analogous to the **"Delete Original Files" option** in the Add Files window. The default answer (if you press "Enter" in response to the question) is "No," which means that the files will be left in their original location after zipping. If you decide you do not want to add any files at this time, press the Cancel button.

After selecting "Yes" or "No" (depending on whether you want to delete the original files after zipping or not), ZipShell will activate PKZIP to update the ZIPFile. When PKZIP is done, ZipShell will re-read the ZIPFile and update its statistics.

To create a new ZIPFile using the drag and drop method, you follow similar steps. The only difference is that before you drop any files on ZipShell, no ZIPFile should currently be open. Then the files will be added to a new ZIPFile. ZipShell will locate the new file in the directory in which ZIPSHELL.EXE resides, and name it NEW.ZIP. If a file called NEW.ZIP already exists, ZipShell will try NEW1.ZIP, and so on. After the zipping process is done, ZipShell will read the ZIPFile. At this point, you may choose to rename it using the **Rename ZIPFile command**.

Deleting An Entire ZIPFile

ZipShell allows you to delete an entire ZIPFile. To do so, open the file you wish to delete, then choose the Delete ZIPFile command from the File menu. A message box will pop up asking you to confirm the deletion, and if you reply "yes", the file will be deleted from disk. The Delete ZIPFile command is only available while a ZIPFile is open.

Renaming A ZIPFile

If you wish to rename a ZIPFile, it must first be open. Then simply select the Rename ZIPFile item from the File menu, type in the new name of the ZIPFile (including its .ZIP extension) and press Enter. The ZIPFile will be renamed. This is especially useful for renaming the files NEW.ZIP, NEW1.ZIP, etc, which are generated by creating a new ZIPFile via the drag and drop method. (See **Drag and Drop Operation**)



Extracting A ZIPFile

In order to extract files from a ZIPfile, you must have first opened it. Then choose the Extract button at the bottom of the screen. A dialog box will appear with two list boxes: the first (which initially contains all of the files within a ZIPfile) lists files which are to be extracted, and the second (which is initially empty) lists files which are NOT to be extracted. To move a file from one box to the other, double-click on it, or select it and choose the Move button. All the files in one box can be moved to the other by choosing the appropriate Move All button.

Once you have placed all the files in the appropriate list box (according to whether or not you wish to extract them) and examined the extraction options and extraction path (see below), choose the Extract button. After you do this, ZipShell will then activate PKUNZIP to unzip whichever files you had previously selected for extraction.

Extraction Options: Recreate Directory Paths On Extraction

Towards the bottom of the dialog box you will see a check box with the caption "Recreate Directory Paths On Extraction." If you check this box, ZipShell will extract the ZIPfile using any paths that were stored in it when it was first created. If no paths were stored in the ZIPfile (as is usually the case), checking this box will have no effect.

Extraction Options: Overwrite Existing Files

Also towards the bottom of the screen is a check box with the caption "Overwrite Existing Files." If this box is checked, and one of the files to be extracted (say "README.TXT") already exists in the directory selected for extraction, the existing file will be deleted, and the new file will be put in its place. If this box is NOT checked, and the above condition occurs, PKUNZIP will display a line asking if it should overwrite the existing file or not, and will wait until you answer yes or no before continuing. If this happens, and you are running in 386 Enhanced Mode (you will be able to tell because the PKUNZIP icon will remain on screen, but no disk activity will occur), you will have to double-click on the PKUNZIP icon to restore it to a window, and then answer the question before the extraction will be allowed to continue.

Extraction Path

At the very bottom of the dialog box is a text box containing the Extraction Path. This is the directory which ZipShell will place the unzipped files. If the directory shown is not the directory into which you wish to unzip files, either type the name of the correct directory or choose the Browse button. This will bring up a dialog box which enables you to navigate your system, looking for a directory you wish to choose for extraction. It also allows you to create a new subdirectory if you so desire. Once you have selected the appropriate directory, choose the OK button, and that directory's name will be placed in the Extraction Path box in the extraction dialog box.

The term "extracting files" (also called "unzipping" when in reference to ZIPfiles) is the process of expanding them, or decompressing them, from their compressed state into their original, uncompressed state, in order to make them usable.



Viewing A File Within A ZIPFile

To view a file within a ZIPfile, you must first open the ZIPfile which contains the file you wish to view. Then simply select the file, and press the View button. Alternatively, you may double-click on the filename. In either case, ZipShell will execute PKUNZIP to extract the selected file to a temporary location. After PKUNZIP has finished, the file will be displayed in a resizable window.

NOTE: The View Window works best with ASCII (text-only) files. It can also display formatted files (those created with many word-processors), but the formatting codes used by these programs will be displayed as "garbage" on the screen. Binary files (*.exe, etc.) cannot be viewed by this viewer. If you attempt to do so, ZipShell will only display a few lines of garbage.

The ZipShell Viewer can only display files which are smaller than 32Kb. If you select to view a larger file, ZipShell will truncate it and display only the first 32,000 bytes.

View Window Commands

Control Panel

Copy To Clipboard

Print

Printer Setup

Search

WordWrap

Exit

Opening A ZIPFile

The process "opening a ZIPfile" refers to reading its directory in order to determine its contents. A ZIPfile must be opened before any other operations can be performed on it.

To open a ZIPfile, choose the Open ZIP File command from the File menu. Select the file you wish to open from the directory and file lists provided, and ZipShell will open it for you.

After ZipShell has finished reading the file, it will display its contents on the screen. The file's name, length, size, and compression ratio are displayed. From this point, you can go on to perform any operations on the ZIPfile (deleting, extracting, adding, viewing, etc.) you wish to.

See Also

[Extracting A ZIPFile](#)

The length of a file within a ZIPfile is its uncompressed size, or in other words, its original size before it was zipped up using PKZIP.EXE.

The size of a file within a ZIPfile is its compressed size; the amount of space it takes up inside the ZIPfile.

Choosing the Exit command closes the ZipShell Viewer, and returns you to the main ZipShell window.

Copy To Clipboard

This command, accessed from the View Windows Actions menu, will copy whatever text you have selected into Windows Clipboard. You may then retrieve it into another application to manipulate as you wish.

Control Panel

This command, accessed from the View Window's Actions menu, will execute Windows Control Panel. This enables you to modify your printer setup beyond what is possible using the Printer Setup command.

Printing

This command, accessed from the View Windows Actions menu, will print the current contents of the View Window to the default printer. When you select this command, the Print Options window will appear. This gives you the option of either printing the entire file, or only the part which you have selected. Additionally, you have the option of printing page numbers or not.

Press the OK button to start printing. During the printing process, a percent bar will appear to indicate how much of the document has been sent to the spooler. If at any time you wish to halt the printing, press the Cancel button, and ZipShell will immediately stop sending information to the printer.

NOTE: The text will be printed in your printer's default font. Also, it is best to print on paper that is 8.5 by 11 inches or larger. Printing on smaller paper may not produce the desired result.

Printer Setup

This command, accessed from the View Windows Actions menu, will allow you to change your printer's setup (such as landscape versus portrait printing), or to make another printer the default printer. In order to add a printer, or to change it's port, you must use Window's Control Panel.

Search

This command, accessed from the View Windows Actions menu, allows you to search the displayed file for a text string you specify. If the string is found, the file will scroll to the position of the strings next occurrence. If ZipShell cannot find the requested text, the file will be scrolled to its end and a message box will appear notifying you that the string was not found.

NOTE: All searches are case insensitive.

Word Wrap

This command, accessed from the View Window's Actions menu, will wrap all text to fit within the current width of the View Window. If you notice that lines of text seem to extend beyond the right edge of the window, you should choose this command. Selecting this command repeatedly will toggle this feature on and off.



Deleting A File From A ZIPFile

To delete a file from within a ZIPfile, you must first have opened the ZIPfile. Then simply select the file you wish to delete from the list, and press the Delete button. ZipShell will ask you if you are sure you wish to proceed with the deletion, and if you reply "yes", ZipShell will execute PKZIP to delete the file from within the ZIPfile. After PKZIP has finished this operation, ZipShell will re-read the ZIPfile in order to update the file list.

NOTE: This operation should be used with caution, since files deleted in this fashion are unrecoverable.



Adding Files To A ZIPFile

To add files to an existing ZIPfile, you must first have opened it. If you wish to add files to a NEW ZIPfile, you must first select the New ZIP File command from the File menu.

After you have selected one of these, a dialog box will appear prompting you for the files you wish to add to your ZIPfile. On the left are the drive/directory/file boxes which enable you to navigate through your system looking for files. When you see a file you wish to add, simply double-click on it, or select it and click on the Add Selected File button. The name of the file will appear in the right-hand box, which contains names of all the files to be added. If you wish to add all the files in the currently displayed subdirectory, click on the Add All button, and a line something like c:\dos*. * will appear in the list box on the right, indicating that all the files in the c:\dos directory will be added to the ZIPfile.

Note: You may also add files to a ZIPFile, or create a new one, by the **Drag and Drop Method**.

Additional Commands Available

Add Files Using

Delete Original Files

Exclude Using

Recurse Subdirectories

Remove File

Remove All

Store PathNames

Store PathNames

This option exists as a check box in the lower left-hand corner of the Add Files window. Checking it will cause ZipShell to store the paths of the added files inside the ZIPfile. For example, the file "c:\dos\util\format.com" would be stored as "dos/util/format.com".

If both the Store PathNames and Recurse Subdirectories boxes are checked, pathnames will be stored for ONLY directories below the selected directory. If the only listing in the right hand box was "c:\dos*.com", then all *.com files in the c:\dos directory would be filed without pathnames, and *.com files in directories below the c:\dos directory (such as c:\dos\util) would be filed with relative pathnames. In the above example, c:\dos\util\format.com would be stored as "util/format.com".

Remove All

Choosing this button will completely empty the contents of the right hand list box, enabling you to start all over.

Remove File

Choosing this button will cause the selected file or filespec in the right hand list box to be removed. It works for any item in the box, including exclusions.

Recurse Subdirectories

This option, which exists as a check box in the lower left-hand corner of the Add Files window, will search all directories below the selected directorie(s) for files to add. For example, if the line "c:\dos*.txt" appears in the right-hand box, and the Recurse Subdirectories box is checked, all the *.txt files in any directory below the c:\dos directory, such as the c:\dos\util, c:\dos\temp, or c:\dos\stuff directories, will be added. If no directories exist below the c:\dos directory, checking this option will have no effect.

Exclude Using

You may exclude any class of files from the entire Add Files operation. For example, if you want to ZIP up everything in multiple directories, EXCEPT for ZIPfiles which are already there, you would go to each directory and select the Add All button. When you are done, hit the Exclude Files button. Whatever filespec is in the text box below the button (the default is *.zip) will be excluded from the ENTIRE ZIP OPERATION. The line "(exclude *.zip)" will appear in the right-hand box, indicating that all ZIP files will be skipped during the zipping procedure.

Only one exclusion is allowed at a time. If you add a subsequent exclusion, it will replace the first in the right-hand box. All DOS wildcards are valid in the exclusion parameter.

Delete Original Files

This option exists as a check box in the lower left corner of the Add Files window. If this box is checked, all files that you have added to your ZIPfile will be deleted after they have been added. They will, of course, still exist within the ZIPfile, so no data will be lost by checking this box.

Files will be deleted only AFTER the zipping process is finished. If for some reason, the zipping process is interrupted before it's done (a power outage, for example, or a computer glitch), all the files will remain intact, so no data will be lost.

If this box is not checked (the default state), the original files will remain in their original locations after the zipping process is complete.

Add Files Using

The Add Files Using button allows you to add whole groups of files to your ZIPfile using standard DOS wildcards. For example, if you wanted to add all the *.doc files from your c:\winword subdirectory, you would select that directory, then locate the Add Files Using button. In the text box below the button, type in the filespec you wish to use (in this case *.doc). Then click on the Add Files Using button, and the line c:\winword*.doc will appear in the right-hand list box, indicating that all *.doc files in the directory c:\winword will be added to your ZIPfile.

In this manner, you can greatly simplify the work of specifying which files to add to your ZIPfile. Any number of such entries can be specified. If an entry does not reference to any actual files (c:*.gif, for example, when there are no *.gif files in the c:\ directory), it will be ignored.

ZipShell Setup

NewVision ZipShell offers several ways to make the program customizable to your particular needs. All are accessed from the "Setup" menu in the main window.

Options...

Paths...

Background Color...

Listbox Font...

Listbox Font

Selecting this menu item from the Setup menu brings up a dialog box allowing you to select a font to be used in the listbox in ZipShell's main window. Only fixed-pitch fonts are shown, and the size is restricted to 10 pts. The default font is Windows' FixedSys font.

Background Color

Selecting this menu item from the Setup menu brings up a dialog box allowing you to select any of Windows' standard colors. The color you select will be applied as the background color to all list and text boxes within the program.

Paths

The "paths" window displays a list of directory paths ZipShell uses for various operations, and allows you to edit and/or browse them. To make a set of paths active, just enter them and press OK. If you want them to be the default paths everytime ZipShell starts, select the Save button. Below is a description of each of the paths.

Extraction Path

This is the path ZipShell uses when extracting, or unzipping, a ZIPFile. Regardless of where the ZIPFile is located, the files residing within the ZIPFile will be extracted to this location. You may also edit the Extraction Path during the extraction process; you don't need to bring up the paths window to change the Extraction Path, only to save it as the default.

Open ZIPFile Path

When ZipShell is given the "Open ZIPFile" command, it displays a list of ZIPFiles for you to choose from. The directory it first looks in is the Open ZIPFile Path. This is especially useful if you regularly download zipped files to a particular directory. Simply use the browse button to locate that directory, then press the Save button, and everytime ZipShell displays the open ZIPFile window, it will first display the contents of that directory.

Add Files Path

The Add Files Path is simply the path that ZipShell first displays in the Add Files window (i.e. when you are adding files to an existing ZIPFile, or creating a new one).

ZipShell Options

Display Open ZIPFile Window On Startup

If this option is checked, the Open ZIPFile Window will be displayed immediately after startup, just as if you had selected "Open ZIPFile" from the File menu. This is for people who primarily use ZipShell to unzip programs downloaded from BBS's, etc.

Exploding Windows

If this option is checked, every time ZipShell creates a new window, it will appear to "explode" outwards from its central point. This is an interesting special effect, but on computers with slow graphics cards, the process may be slow or annoying. In that case, you may turn it off by unchecking the option and pressing the "OK" button to save your preference to ZIPSHELL.INI.

Associate ZIPFiles With ZipShell

Clicking on this button will cause ZipShell to add a line to the [Extensions] section in your WIN.INI file. After this is done, all ZIPFiles are said to be "associated" with ZipShell. What this means is that when you try to run a ZIPFile (by double-clicking on it in the File Manager, or using the "Run" command from the Program Manager, for example), ZipShell will be launched first and will open the ZIPFile automatically and display its contents.

