



ZIPMGR V1 Help Table of Contents

Introduction

Archive Manager:

Archive Manager Initial Controls
Archive Manager Processing Panel

Archive Database:

Archive Database Initial Controls
Archive Database Processing Panel

How To:

Use Context-SensitiveHelp
Access Archive Manager and use it efficiently
Access the Archive Database
Change the Current Directory
Change the Current Path Configuration
Change the Archiver Utility
Create a New Archive File
View an Archive's Contents
Extract a file from an Archive
Edit an Archive Database Entry
Load the Archive Database
Delete a Database Entry
Perform Database Maintenance
Browse the Archive Database
Set the Database Sort Index
Navigate the Archive Database
Assign a Database Category
Search the Archive Database
Change a Database File Description
Register ZIPMGR

Controls

Buttons

Panels

Archive Processing Panel
Change Directory Panel
Configuration Panel
Database Navigation Panel
Database Processing Panel

Feature Controls

Filter the Current Sub-Directory Filename List

Interface Startup Configuration
Automatic Database File Lookup

Archive Manager Help

Overview:

The Archive Manager provides an easy to use way to **access the contents** of any of the 7 archive formats that ZIPMGR V1 supports: ZIP, ZOO, ARC, PAK, LHA, LHarc and ARJ. The program can view the contents of the archive and deliver its contents to the 'Filelist' area of the Archive Manager Processing Panel, **without shelling out to DOS**.

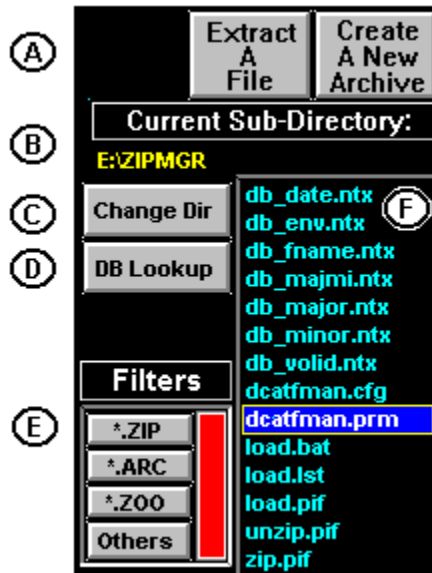
The 'Filelist' is used to select a single file or a group of files to be processed, whether viewed or extracted. When you are building a new archive, the 'Filelist' contains a list of the files in the current sub-directory, from which you can select files to be included in the archive. Unfortunately, the **extraction and creation of archives requires access to the archive utilities by shelling out to DOS**.

The Archive Manager is started up by selecting the 'Archive Manager' menu selection or by using the Archive Manager Initial Controls group of controls. Double-clicking on a file in the current sub-directory list of files will automatically open the processing panel with the contents of the chosen file displayed. If you have enabled the Automatic Database File Lookup feature, then a single-click on a file will initiate a database search for the filename and the program will indicate if a match was found.

Archive Manager Initial Controls

These are the Archive Manager controls displayed on initial startup.

- (A) **Extract/Create Buttons:** These buttons initiate the **extracting** or **viewing** of a file or the creation of a new archive
- (B) **Current Sub-Directory**
- (C) **Change Directory:** Initiate the change directory process
- (D) **Database Lookup Button:** Search the Archive database for a match on the currently hi-lighted filename in the list
- (E) **Filters:** Apply a file extension filter to the filelist
- (F) **Filename List:** The list of files in the current sub-directory. Clicking on a filename here will start the **Extract** process with the file's components displayed in the processing panel.



Other Help Topics:

[Archive Processing Panel](#)

[Changing the Current Sub-Directory](#)

[Filtering the Filename List](#)

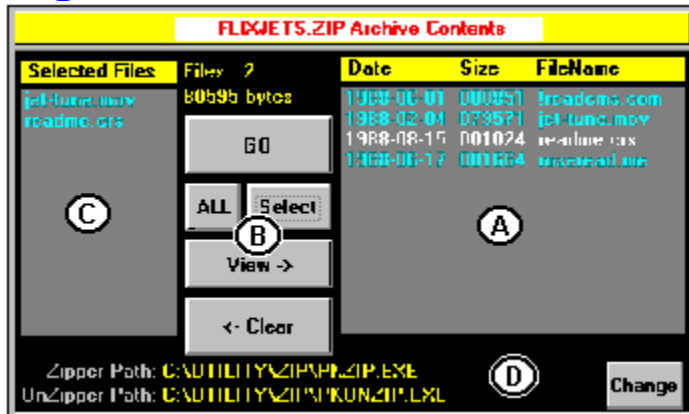
[How to Create a New Archive](#)

[How to Extract a File from an Archive](#)

[Interface Startup Configuration](#)

Archive Manager Processing Panel

- (A) This is where the archive's component file information is displayed and where you can **click on an entry to select it for Viewing or Extraction**
- (B) These controls are used to process the archive
- (C) These are the files you want to process. (Click on a file the press the **Alt-DEL** key combination to **delete** an entry)
- (D) The currently selected archive utilities for extraction and creation



Other Help Topics:

Archive Processing Panel Buttons

Initial Startup

ZIPMGR's initial startup configuration is fully configurable. You can choose to have as many or as few controls showing when you start the program. Choose the 'Initial Startup Configuration' pull-down menu from the 'General Setup' menu-bar choice if you want to have the Archive Manager initial controls displayed on start up.

Archive Database Help

Overview:

The Archive Database provides an easy to use way to locate archive files that have been off-loaded from your hard disk to floppies. The program can load the directories of as many diskettes as you want. You can browse the database using any of the indexes that are implemented.

The Archive Database Processing Panel provides you with access to the database records, including searching and assigning category and description information to the entries.

The Archive Database is started up by choosing the 'Archive Database' menu selection or by using the controls found in the Archive Database Initial Controls.

A single-click on a filename in the database 'Filelist' will initiate a database search for the filename and display the matching record information in the processing panel.

Archive Database Initial Controls

These are the Archive Database controls displayed on initial startup.

Database Processing Buttons

(A) Initiate the indicated processes by clicking the button

(B) This checkbox causes the currently chosen index to be applied to the database. All records will be displayed using this new index.

(C) These check boxes allow you to select a different index for the archive database. The index field combinations that can be set are:

- **Filename/Date**
- **Volume Id./Filename/Date**
- **Major Catagory/Minor Catagory/Filename/Date**
- **Major Catagory/Filename/Date**
- **Minor Catagory/Filename/Date**
- **Date/Filename**
- **Environment/Filename/Date**

(D) The archive database **filename list** shows the filename entries of the database in a scrollable list box. The order of the entries is determined by the currently set index shown in (C). Click on an entry to display its database contents.

Other Help Topics:

[Browsing the Archive Database](#)

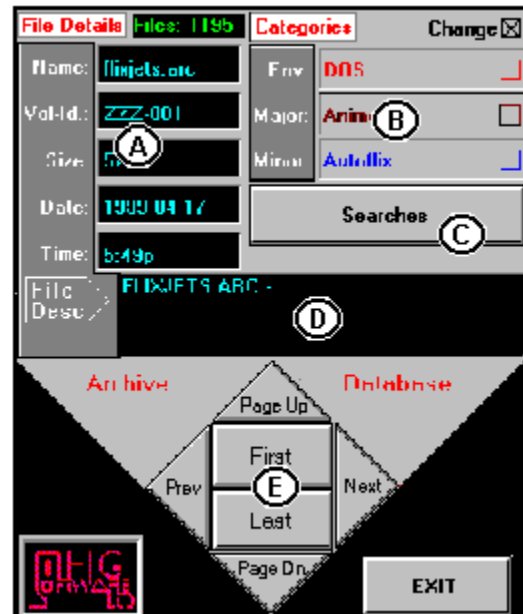
[Edit an Archive Database Entry](#)

[How to Load the Archive Database](#)

[How to Set the Database Sort Index](#)

Browsing the Archive Database

- (A) The **file details** section of the archive database processing panel shows you the basic information about the current entry in the database. This section also appears when you are loading the database.
- (B) The **categories** section of this panel shows you the current settings for **operating environment**, **major category** and **minor category**.
- (C) The **file search** section of this panel gives you access to the search facility. You can find an entry in the database by filename or a text string located in an entry's **file description**.
- (D) The **file description** section of this panel shows you the current entry's file description and is used in the search process for finding a text string.
- (E) The archive database **navigation buttons** in this section allow you to retrieve entries one at a time, get the first or last database entry, or jump 10 entries at a time (Page Up/Down).

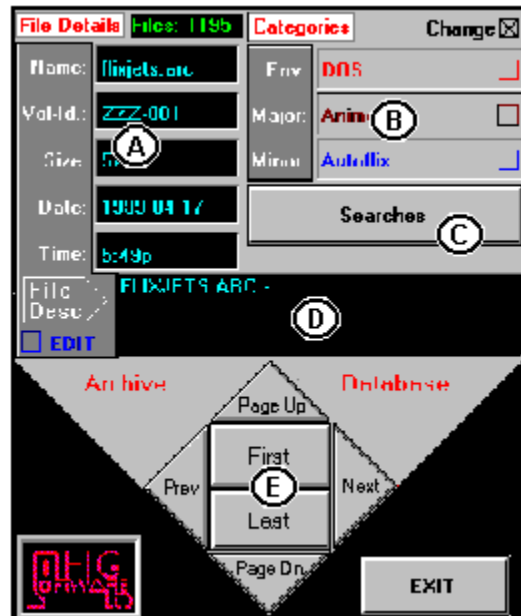


Other Help Topics:

[How to Navigate the Archive Database](#)

Edit an Archive Database Entry

- (A) The **file details** section of the archive database processing panel shows you the basic information about the current entry in the database. This section also appears when you are updating the database.
- (B) The **categories** section of this panel shows you the current settings for **operating environment**, **major category** and **minor category**. You can change any of these choices by clicking on the checkbox and choosing a different entry from the pull-down list, or add a new entry.
- (C) The **file search** section of this panel gives you access to the search facility. You can find an entry in the database by filename or a text string located in an entry's **file description**.
- (D) The **file description** section of this panel shows you the current entry's file description. It can be changed at any time and is used in the search process for finding a text string.
- (E) The archive database **navigation buttons** in this section allow you to retrieve entries one at a time, get the first or last database entry, or jump 10 entries at a time (Page Up/Down)



Other Help Topics:

[How to Load the Archive Database](#)

[How to Navigate the Archive Database](#)

[How to Assign a Database Category](#)

[How to Assign a Database Description](#)

[How to Search the Archive Database](#)

ZIPMGR Help - How To...

One of things that I find is missing from most shareware help is a series of topics on **how to** do things. What follows is a list of the **How To's** for ZIPMGR V1.

How to:

- [Use Context-SensitiveHelp](#)
- [Access Archive Manager and use it efficiently](#)
- [Access the Archive Database](#)
- [Change the Current Directory](#)
- [Change the Current Path Configuration](#)
- [Change the Archiver Utility](#)
- [Create a New Archive File](#)
- [View an Archive's Contents](#)
- [Extract a file from an Archive](#)
- [Edit an Archive Database Entry](#)
- [Load the Archive Database](#)
- [Delete a Database Entry](#)
- [Perform Database Maintenance](#)
- [Browse the Archive Database](#)
- [Set the Database Sort Index](#)
- [Navigate the Archive Database](#)
- [Assign a Database Category](#)
- [Search the Archive Database](#)
- [Change a Database File Description](#)
- [Register ZIPMGR](#)

How To Access Archive Manager and use it efficiently.

Access:

There are several ways to access the Archive Manager. You can use the Archive Manager **menu bar pull-down** to select a process to perform on an archive.

You can also start it up by clicking on the Extract or Create **button** on the main screen. For more information see :

[Archive Manager Button and Menu Bar Choice.](#)

Another way is from the current sub-directory filename list. If you choose to have the current sub-directory controls displayed on initial startup, you can **double-click** on an entry and the **Extract** or **View** process will be initiated, with the components of the chosen archive file displayed in the Archive Manager processing panel. For more information, see the help topics:

[Archive Manager Initial Controls](#)

[Archive Manager Processing Panel](#)

If you want to change your **initial startup configuration**, see the help topic:

[Interface Startup Configuration.](#)

Efficient use:

How can you utilize ZIPMGR most efficiently? There are several things you can do:

1) Once you know your way around in ZIPMGR, turn the **hints** off. This saves an extra key-stroke in certain circumstances.

2) The automatic database lookup feature is great but it does have its place. Turn it **off** until you are ready to work with files you have just down-loaded.

First, **scan** them

for viruses! This is **mandatory**. You can never be too careful. Second, enable the database lookup feature by picking it from the **Interface Startup menu** under

General Setup. You automatically search the database now, for any file you click

on in the current sub-directory filename list. Of course, the click will also trigger the

extraction of the file's components' header information. Then you can view any

readme's or information files to see if the **new** one from the bbs is different than the

old on your backup diskette.

3) Understand the sub-directory paths configuration. I think it is logical and is

self-explanatory, so here's something to remember. The **source** sub-directory path

will be the recipient of **all** archives that you create. It is currently documented that it

is the 'source' of all components that make the archive, but the recipient part isn't

clear (could be confused with 'target').

4) I figured that un-zipping would be more popular than creating/updating an archive,

so that's why I gave the 'double-click' event to extracting/viewing.

Maybe I should

make this a toggle and let you set which process starts on the 'double-click'.

Hmmmm....

5) When ZIPMGR **shells out** to Dos, the process runs as a minimized DOS Icon. If the

Zip/UnZip/View process doesn't go away after 2-3 seconds, there may be a halt in

the process. Sometimes its because a file you are extracting already exists, and the

program is waiting for you to say Overwrite? (Y/N),or something like that. If the

process appears to work correctly but **no files** are extracted or created, maybe the

path you've assigned as the default doesn't exist. I have built in the feature to **make**

a new sub-directory during the Change Directory process, so the problem of the

missing directory shouldn't crop up, but you know how things happen...
<grin>

How To Access the Archive Database

You can initiate the **browsing** of the Archive Database two ways: clicking on the Browse Database **button** or choosing the Archive Database **menu bar** and choosing **browse** from the pull-down menu choice. This will cause the database processing panel to be displayed in browse mode. From there, you can use the **navigation keys** to browse the database. For more information see the help topics: [Archive Database Button and Menu Bar Choice](#) [Archive Database Navigation](#).

The process to **load** the Archive Database is initiated from either the Load Database **pull-down** choice from the Archive Database **menu bar** selection or clicking on the Load Database **button**, which is displayed on the main screen when the [Archive Database Initial Controls](#) are displayed. For more information see the help topic: [Load Database Button and Menu Bar Choice](#).

How To Change the Current Sub-Directory

You can initiate changing the current sub-directory by clicking the Change Current Directory **pull-down menu choice** from the Archive Manager **menu bar selection** or by clicking the Change Dir **button** associated with the current sub-directory controls. These controls are more fully described in the help topic:

[Change Directory Button and Menu Bar Choice.](#)

If you want more information on the resulting **panel**, click the following:
[Change Directory Processing Panel.](#)

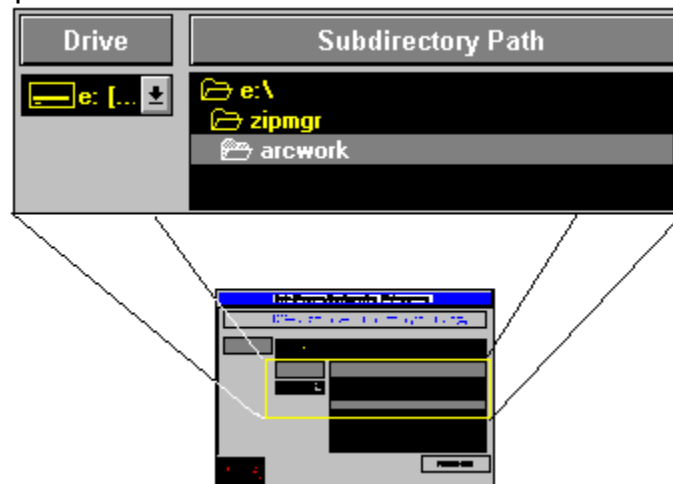
Once the Change Directory panel is displayed, you can enter the new directory path in the text box at the top of the screen:

As you enter a new path in this text field, the drive and sub-directory listboxes change along with the new path entry. The sub-directory filename list on the right of the screen will display the contents of the last complete sub-directory path component, marked by a back-slash (\).



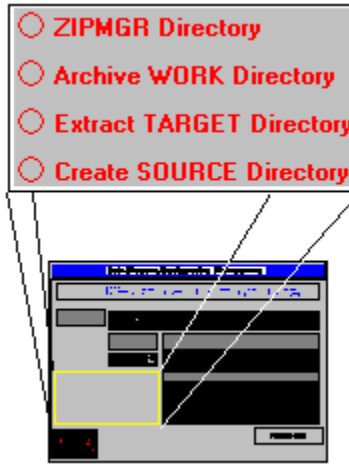
You can also change the drive or sub-directory by using the drive / sub-directory controls on the Change Directory panel:

Click on the **drive** listbox to change the drive letter. Click on any **sub-directory path** and it becomes the current root branch and its component sub-directories will be displayed, if any exist.



If you want to quickly change directory to one of the **default** paths you set during the configuration of ZIPMGR, then use the radio buttons:

Click on one of these radio buttons to quickly change to that path.



How To Change the Current Configuration

You can initiate changing the current path configuration by clicking the Path

Configuration **pull-down menu choice** from the General Setup **menu bar selection**. The

Path Configuration panel will be displayed.

This panel is separated into three sections: the **Default Paths** used by ZIPMGR,

the **Floppy Drive** letter indicating where the input for the database update will come

from, and the paths where the **Archiver Utilities** can be found. You can find more

information in the help topic [Path Configuration Panel](#).

I advise you to set your preferred default paths as soon as you load and start

ZIPMGR V1 for the first time. That way there are no surprises when you process your archives.

How To Change the Archiver Utility

You can initiate changing the archiver utilities by clicking the Path Configuration [pull-down menu choice](#) from the General Setup [menu bar selection](#). The Path Configuration panel will be displayed. The bottom set of check-boxes shows the two archiver utility paths selected: the [Zipper Path](#) and the [UnZipper Path](#). This is where ZIPMGR will search for the associated archiver.

You can find more information on the Path Configuration process in the help topic:

[How to Change the Current Path Configuration.](#)

To change either of the archiver paths, click on the Change [button](#) on the far right of the Path Configuration panel and the Change Directory Processing panel will be displayed. For more help on changing the Current Sub-Directory see: [Change Directory Processing Panel.](#)

Change the sub-directory path to the drive\sub-directory that holds your preferred archiver utility. The current sub-directory filename list on the far right of the screen will show the contents of the sub-directory, and you can click on the archiver program you want to select. The full path for this archiver will now be displayed in the text box at the top of the Change Directory panel. Clicking on the Finished [button](#) will return you to the Path Configuration panel, with your chosen archiver path displayed.

Other Help Topics:

[How to Create a New Archive File](#)

[How to View an Archive's Contents](#)

[How to Extract a file from an Archive](#)

How To Create a New Archive

1) Prepare some information: Know the name of the archive file you want to create.

Know which files (components) are going to be included in the new archive, and where they are located. ZIPMGR defaults to the **source** sub-directory path, so check the path configuration if you are not sure.

2) Choose Create a New Archive from the Archive Manager **pull-down** menu **OR** if the archive manager initial controls are available, click on the Create **button**.

Both of these actions will cause the display of the archive processing panel, with the current sub-directory filelist displayed in the panel. The sub-directory filelist on the right of your screen will show the same files, but it will be disabled.

3) Select the components of the new archive by clicking on them once then clicking on

select or double-click each one, or click on **ALL**. The components will appear in the 'selected' files list. You can delete components from the list by pressing the **DEL** key after selecting the component you want to delete.

4) Ready? Now **GO**.

Related Topics:

[How to Change the Current Path Configuration.](#)

[Archive Manager Initial Controls](#)

[Interface Startup Configuration.](#)

[Archive Manager Processing Panel](#)

[Archive Manager Process buttons](#)

How To View an Archive File's Contents

- 1) Choose View an Archive from the Archive Manager **pull-down** menu. If the archive manager initial controls are available, click on the Extract **button** OR for a **quick access**, double-click the file in the current sub-directory filelist. ALL of these actions will cause the display of the archive processing panel. The **quick access** trick takes you right to step 3. The first or second way lets you pick a file from the sub-directory filelist on the right of your screen showing the files available to view component from.
- 2) Select the file which you want to view a component of by clicking on it. Its components will show in the filelist box on the right of the archive manager processing panel.
- 3) Select the component to view from the processing panel by clicking on it once. Then click on **View**. The first 300 lines of the file you chose will be displayed in a browsing window.

Related Topics:

[Archive Manager Initial Controls](#)

[Interface Startup Configuration.](#)

[Archive Manager Processing Panel](#)

[Archive Manager Process buttons](#)

How To Extract from an Archive

- 1) Choose Extract from an Archive from the Archive Manager **pull-down** menu. If the archive manager initial controls are available, click on the Extract **button** OR, for a **quick access**, double-click the file in the current sub-directory filelist.
ALL of these actions will cause the display of the archive processing panel. The **quick access** trick takes you right to step 3. The first or second way lets you pick a file from the sub-directory filelist on the right of your screen showing the files available to view from.
- 2) Select the file which you want to extract from by clicking on it. Its components will show in the filelist box on the right of the archive manager processing panel.
- 3) Select the components to extract by clicking on them once then clicking on **select** or double-click each one, or click on **ALL**. The components will appear in the 'selected' files list. You can delete components from the list by pressing the **Alt - DEL** key combination after selecting the component you want to delete.
- 4) Ready? Now **GO**.

Related Topics:

[Archive Manager Initial Controls](#)

[Interface Startup Configuration.](#)

[Archive Manager Processing Panel](#)

[Archive Manager Process buttons](#)

How To Load the Archive Database

You can initiate loading the archive database by clicking the Load Database [pull-down menu choice](#) from the Archive Database [menu bar selection](#) or by clicking on the Load Database button displayed with the Archive Database Initial Controls.

You also get an opportunity to load the archive database when you initially load ZIPMGR. After the introduction, the program checks if there are any entries in the database. If there are none, you are asked if you want to load any.

The first step is to make sure that you have your diskettes ready to load. You should label them both internally and externally with the same label information. The second step is to start the process as indicated above. You will be prompted for diskettes as they are needed and you can monitor the progress of the load by watching the information in the [File Details](#) panel displayed during the process. It shows the current number of entries in the database as well as the basic file information being loaded.

Sometimes the database load process will detect duplicates in the input. These will not be loaded. My definition of a duplicate is that [all](#) file information is the same as an entry already in the database: name, size, date and time.

How To Delete a Database Entry

You can initiate deleting the displayed database entry by clicking the Delete Record Button displayed with the Archive Database Processing Panel. You will be prompted to confirm the delete request. The entry will only be **logically** deleted, which means that a system flag is set on the entry to indicate the entry's deleted status. The program will ignore all logically deleted records when you browse or edit the database entries. To permanently delete all entries that have been deleted, click on the **Maintenance Menu Pull-Down** and choose **Pack the Database**. For more information on the maintenance functions please see:
[How to Perform Database Maintenance.](#)

How To Perform Database Maintenance

The database maintenance functions available are: Pack the database, which permanently deletes entries from the database, Test the database Indexes for integrity and Reindex the database by re-creating the indexes from the base data. They can be accessed by clicking on the [Maintenance Menu Pull-Down](#) choosing the facility that you want to use. For more information on deleting entries from the database, please see:

[How to delete a Database Entry.](#)

How To Set the Archive Database Sort Index

You can access the controls to set the Sort Index by choosing the Browse Database **pull-down menu choice** from the Archive Database **menu bar selection**, and locating the **set index** controls at the far left of the screen. If you want more information on these controls click on: [Archive Database Initial Controls](#)

You can also have these controls available at startup by toggling the **menu choice** on the [Interface Start-up Configuration](#) **pull-down** of the General Setup **menu bar**.

The indexes are set up as follows:

- 1) **Filename/Date**
- 2) **Volume Id./Filename/Date**
- 3) **Date/Filename**
- 4) **Environment/Filename/Date**
- 5) **Major Category/Filename/Date**
- 6) **Minor Category/Filename/Date**
- 7) **Major Category/Minor Category/Filename/Date**

Index Setting Rationale:

Whenever I use a diskette database I find that I most often use it in Filename and Date order. So I've included these set of fields on **all** index settings as the lower-level index. The entries will always appear in filename/date order **within** whatever field(s) you have chosen for the the high-level index.

The filename and date fields are also overridden by any other choice for the high-level index. The only settings that are different are the major and minor fields.

Major overrides minor when you are setting the high-level.

Index Setting Hints:

1) To set a new high-index : Click the field that has the '1' which turns it off. Then try

clicking your new high index field.

2) To set major by itself, and minor is already part of the current index: Click 'minor' off.

Then click major twice, once to turn it off, then to select it.

How To Navigate the Archive Database

Browsing of the Archive Database is started in the usual ways; clicking on the Browse Database **button** or choosing Browse the Database from the **pull-down** menu choice. From the Database processing panel you can browse the database using the navigation key-pad at the bottom of the panel. For more information see the help topics:

[Archive Database Button and Menu Bar Choice](#)
[Archive Database Navigation](#).

You can also access the database from the database 'Filelist' which appears as part of the [Archive Database Initial Controls](#) group of controls. A single-click on a filename in the database 'Filelist' will initiate a database search for the filename and display the matching record information in the processing panel. Use the scrollbar to 'slide' through the filename list, or enter the first character of the filename you want to locate, and the filename list will position to the next entry with that 'first' character. Remember that the order of the filename list reflects the order of the currently selected **Sort Index**, so you could see entries apparently out-of-order, but they are not.

How To Search the Archive Database

You start by accessing the Archive Database Processing panel in the usual ways: clicking on the Browse Database **button** or choosing Browse the Database from the **pull-down** menu choice. See the [Archive Database Button and Menu Bar Choice](#) help topic on how to do this.

From the Database processing panel you start the search process by clicking the Searches **button**. This will cause the **Find File** and **Find Text** buttons to show. Clicking on these will start the process. Clicking either button will give you access to a text entry field where you enter either the text string you want to find or the partial/full filename you want to locate. You also have the opportunity to exit by clicking on the **Exit button**. Pressing the enter key after entering the string will cause ZIPMGR to try to locate the data you entered.

The result of the search will be indicated by a 'Match' or 'Not Found' flag to be displayed. You can then try again by clicking on 'Again' **button** for text searches or the 'Another' **button** for filename searches. Exiting is as easy as clicking on the 'Exit' **button**.

How To Assign a database 'Category'

You start by accessing the Archive Database Processing panel in the usual ways: clicking on the Archive Database **button** or choosing Browse the Database from the **pull-down** menu choice. For more information on this, please see: [Archive Database Button and Menu Bar Choice](#)

From the Database processing panel you start the category assignment process by clicking on the checkbox for any of the three category items. This will cause a pull-down text-list box, with pre-entered selections. You can choose an existing entry or place the cursor on the entry at the top of the box (where the cursor will change to a text entry cursor) and enter your own category. **Deleting** an entry requires that you highlight the entry by clicking on it while it is showing at the top of the list (the list box remembers the last one you selected) then press the **ALT - D** key combination. The entry will be deleted and the category will then default to the first entry in the list.

How To Assign a database 'File Description'

You start by accessing the Archive Database Processing panel in the usual ways: clicking on the Archive Database **button** or choosing Browse the Database from the **pull-down** menu choice. For more information on this, please see: [Archive Database Button and Menu Bar Choice](#)

From the Database processing panel you start the file description assignment process by clicking on the Edit **checkbox**. A text entry box will appear and you can enter a new description string or change an existing one. Pressing the return key will accept your changes and write them to the database. Clicking the 'cancel' **checkbox** will reset the description.

How To Register ZIPMGR

When ZIPMGR initially starts, there will be a 'Register ZIPMGR' button at the bottom left corner of the screen. If you choose any other control, this button will disappear. There is also a pull-down menu choice under General Setup on the menu bar. Clicking on either of these controls will display a registration panel where you will enter your name, serial number and registration number. If you choose not to proceed with the registration process, click on the control box at the upper left corner of the registration form, and click on 'Close (Alt-F4)'.

So, how do you get a registration number? Well, send a letter to me at the address below and include a cheque for \$25. Make sure you include your return address in the letter. I'll send you a registration letter by return mail with further instructions.

Send your letter and cheque to:



Thank you for using ZIPMGR V1.

How To use Context-Sensitive HELP

When ZIPMGR is invoked, the screen will display those controls that you have chosen using the Interface Startup Configuration facility.

To invoke help for one of these items, click on it press F1. The help for the chosen item should appear. If it does not appear, click on the Index button at the top of the help screen.

ZIPMGR Help - Buttons

ZIPMGR V1 has a lot of buttons and controls. In an effort to make it easier for you to find out more about them individually, use the following list to choose from for more information about each.

[Archive Database buttons/menu](#)
[Archive Manager buttons/menu](#)
[Load Database button/menu](#)
[Change Directory button/menu](#)
[Archive Manager Process buttons](#)
[Archive Database Search buttons](#)
[General Setup menu choice](#)
[1st Time Help menu choice](#)

'Archive Database' buttons / menu choice

The pull-down menu at the right will give you access to the Archive Database facilities. If you choose to have the Archive Database buttons available at start-up, you will be able to access the same menu facilities.



These buttons will give you access to the Archive Database facilities.



Other Help Topics:

[Load the Archive Database](#)

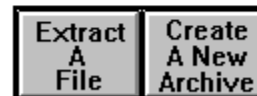
[Navigate the Archive Database](#)

'Archive Manager' buttons / menu choice

Choosing the [Archive Manager](#) menu bar pull-down will display the choices you see to the right. When you pick [Extract](#), [Create](#) or [View](#) from the list, the Archive Manager [processing panel](#) is displayed. When you choose to [Change the Current Directory](#), the Change Directory panel will be displayed.



These buttons give you immediate access to the processes indicated. After clicking on one, the Archive Processing Panel will be displayed.



Other Help Topics:

[Archive Processing Panel](#)

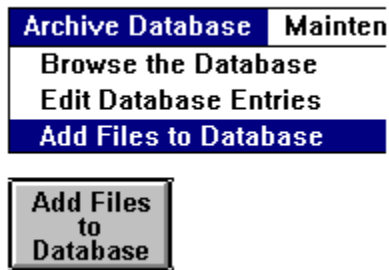
[How to Create a New Archive File](#)

[How to View an Archive's Contents](#)

[How to Extract a file from an Archive](#)

'Load Database' button / menu choice

Choosing to **Load** the **Archive Database** using either the menu bar pull-down choice or the control button will initiate the database update process. You will be asked to place diskettes in the default floppy drive and the process will proceed automatically.



[Other Help Topics:](#)

[How to Update the Archive Database](#)

'Change Directory' button / menu choice

When you click on the **Change Dir** button or the **Change Current Directory** menu bar pull-down choice, you will initiate the process. The processing panel to change the drive/directory will be displayed, allowing you to switch either drives or sub-directories.

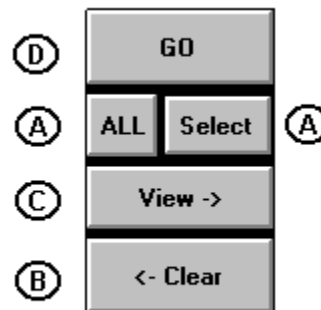


[Other Help Topics:](#)

[How to Change the Current Directory](#)

Archive Manager Process buttons

- Ⓐ Use these buttons to select the file(s) that you want to process. You can also select a file from the **archive component filelist** by clicking on an entry twice.
- Ⓑ Click on this button to clear the current selections from the **Selected Files** list.
- Ⓒ Once you've selected a file from the archive component filelist by clicking on it, you click on the **View button** to view its contents. ZIPMGR will shell out to DOS to extract the file, then load it into a browsing window.
- Ⓓ Click the GO button and the files you have selected will be processed.



Other Help Topics:

[Archive Processing Panel](#)

[How to Create a New Archive File](#)

[How to View an Archive's Contents](#)

[How to Extract a file from an Archive](#)

[How to Change the Archiver Utility](#)

Archive Database 'Search' button

The Search button starts the process where you can locate an entry in the database using a **filename** or a string of **text**. The filename search looks at the **filename field** for each entry for a match. The text search uses the **file description** field of each entry.



Other Help Topics:

[Change a Database File Description](#)

[How to Load the Archive Database](#)

General Setup Menu choice

Clicking on the General Setup menu bar choice causes the pull-down menu to be displayed. You can then choose from the entries displayed.



[Path Configuration](#): Change the default paths used by ZIPMGR.

[Interface Start-up Configuration](#): Specify the controls you want to see initially, when ZIPMGR starts up.

[Register ZIPMGR](#): Need I say more ?

Other Help Topics:

[Change the Current Path Configuration](#)

[Interface Startup Configuration](#)

1st Time User Menu choice

The 1st Time User choice will start up the [introduction](#) topic of the ZIPMGR Help system. It is the same chain of help panels you viewed when you first installed ZIPMGR V1.

[Other Help Topics:](#)
[Introduction for 1st Time Users](#)

Help	
Context Help	F1
Help Index	
1st Time User	
About ZIPMGR	

ZIPMGR Help - Panels

ZIPMGR's interface is divided into areas that represent **initial** control areas and when you invoke the major function of the initial controls, a **processing panel** is displayed. Help is provided on these panels.

[Panel Help:](#)

[Process an Archive Panel](#)

[Change the Current Sub-Directory Panel](#)

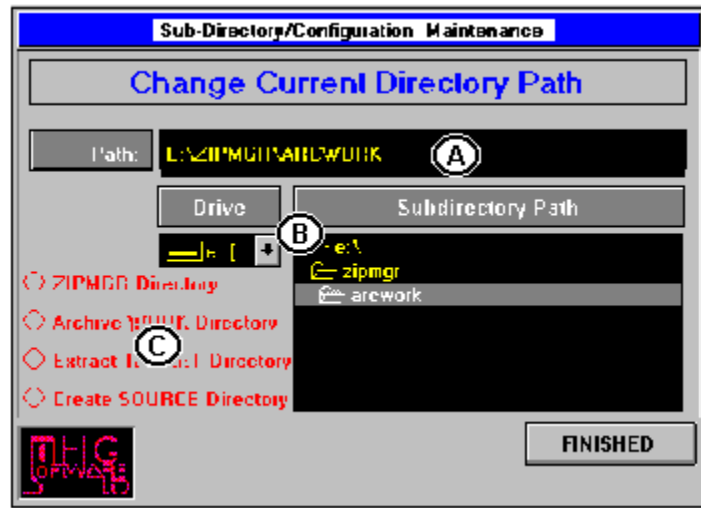
[Configuration Panel](#)

[Database Processing Panel](#)

[Database Navigation Panel](#)

Change Directory Panel

- A** Enter the sub-directory you want to change to by using this entry field. If you enter a directory that doesn't exist, you will be asked if you want to create it.
- B** Use these pull-down controls to change the current logical **drive** and **sub-directory**.
- C** Use these radio buttons to do a **quick path change** based on the defaults you chose when you configured ZIPMGR V1.



Configuration Panel

- (A) These default directories are used by ZIPMGR to free you from having to enter them during archive processing. They can be changed at any time by using the 'Path Configuration' selection from the 'General Setup' Menu bar choice.
- (B) This is the default floppy drive that ZIPMGR assumes is the source for updating the archive database.
- (C) This shows the current default archiver utilities for 'zipping' and 'un-zipping'. They can be set to different archivers.
- (D) Save your changes or cancel them and exit.



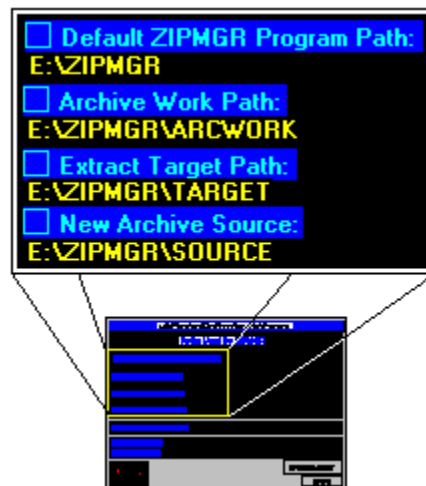
(A) Default Sub-Directory Paths

Program Path: This is where ZIPMGR expects to find the database and help files.

Work Path: This is where the archive files are that you want to process. You can process an archive while in any directory.

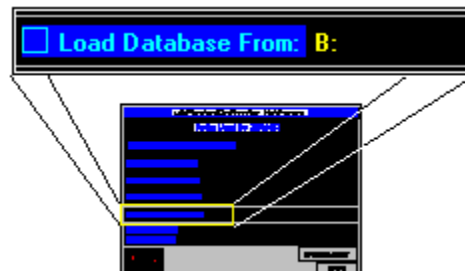
Target Path: This is where any files you extract from an archive will be written.

New Archive Source Path: This is where ZIPMGR expects to find the component files you want to create a new archive from.



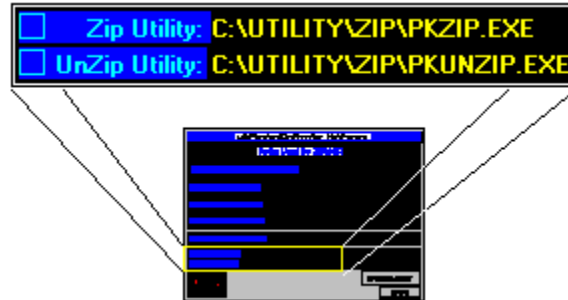
(B) Default Floppy Drive

This is where ZIPMGR will look for files when you are adding diskettes to the Archive Database.



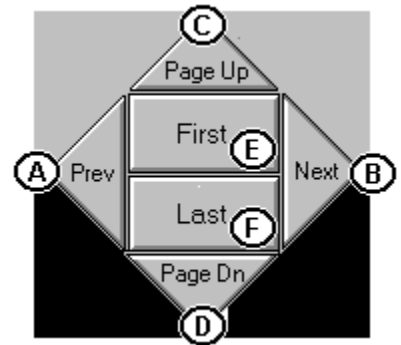
Ⓒ **Default Archiver Utilities**

These are the archiver utilities that ZIPMGR will use to perform the **View, Extract and Create** activities.



Database Navigation Panel

- A** Click here to view the **previous** entry in the Archive Database
- B** Click here to view the **next** entry in the Archive Database
- C** Click here to display the entry that is **10 entries back** from the current entry.
- D** Click here to display the entry that is **10 entries forward** from the current entry.
- E** Click here to display the **first** database entry.
- F** Click here to display the **last** database entry.



Other Help Topics:

[Archive Database Processing Panel](#)

ZIPMGR Help - Features

ZIPMGR's interface contains features that require further explanation.

[Features Help:](#)

[Using the Sub-directory Filename List Filter](#)

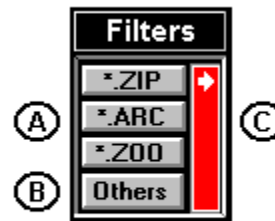
[Change the Appearance of ZIPMGR on Startup](#)

[Automatic Database File Lookup!](#)

'Filter' the Current Sub-Directory 'Filename List'

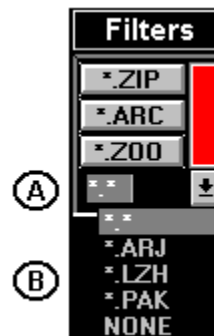
When you choose to have the current sub-directory displayed, you will find a set of controls to **filter** the contents of the filename list.

- (A) These **button controls** allow you to set the filter for the Current Sub-Directory filelist. This makes it easier to locate a particular file.
- (B) Click on this button control to show a pull-down box that allows you to select a **different** file extension or enter your own selection.
- (C) A visual arrow indicating the **current** file extension **filter** being applied to the filename list. No arrow implies all extensions are being shown.



If you want to add a new extension to use to **filter** the filename list, click on the **Other** button control and a pull-down list control will be displayed, allowing you to add the new extension.

- (A) The text cursor will be positioned here after you click on the **Other** button control. You can enter any extension you want, in the format *.xxx.
- (B) This is the list of currently available file extensions. You can add new ones by moving your cursor to area (A).



To **delete** an entry, click the pull-down arrow, high-light the entry you want to **delete** then press the **Alt - DEL** key combination. The entry you want to delete will be deleted.

Interface Start-up Configuration

When you choose to change ZIPMGR's startup configuration, you choose it from the **General Startup** menu-bar choice.

When you choose [Interface Startup Configuration](#) the pull-down list at the right will be displayed. Each of the selections can have a ✓ on the left and this indicates that the option has been chosen. These options are remembered from session to session. Where controls are indicated as **shown** only the initial controls will show, not the processing panels associated with them.

- Show ALL Controls**
- Show Sub-Directory and Path**
- Show Archive Manager Controls**
- Show Database Manager Controls**
- Show NO Controls**
- Show Help Buttons**
- Show Copyright Plaque**
- Toggle Hints Active**
- Toggle System Sound Active**
- Automatic File Search in the Database**

Automatic Database File Lookup

When you choose to toggle the automatic database file lookup **on**, every time you click on a filename in the current sub-directory filename list, the database will automatically be searched for the matching entry, and an indicator will show the result.

When a match is found, the **file details** and **category description** of the database processing panel will appear with the matching entry's information.

When the toggle is **off**, a button will appear beside the current sub-directory filename list, allowing you to invoke the search for an entry whenever you want to.

The process will **not** work while you are processing an archive, ie. after you choose an entry from the Archive Manager menu-bar .

ZIPMGR V1 Introduction

Hi, my name is Marshall and I am a professional programmer. I've been working with 'BASIC' programming of one flavour or another for over 15 years now. I discovered Visual Basic a year ago and the program you are trying out is the result.

ZIPMGR Version 1 is an attempt to deliver a practical way to **process down-loaded files and access off-loaded archive files in a Microsoft Windows environment**. Anyone who needs to find an off-loaded file fast, then explore and use that archive's contents should consider this program.

If you are unfamiliar with these concepts and would like more information, click on this sentence.

If you want to look at a list of features of ZIPMGR V1 and then proceed to using the program, click on this sentence.

Why I wrote this program...

If you're here then you want to know more about the processes that ZIPMGR V1 will help you to deal with.

I do a lot of Bulletin Board work, which includes scanning file directories and viewing the file upload list, selecting shareware files to download and retrieving messages from the different 'message bases' or conferences.

I have acquired a lot of archive files of different types that I have to off-load onto diskettes from time to time to free up hard-disk space. I spend a substantial amount of time in my 'archive work' sub-directory, viewing archive documentation then, maybe, extracting the programs and trying them out.

I'm a Windows user and I needed a Windows program or programs that would let me quickly find that 'off-loaded' archive file or allow me to process its' contents while in Windows, without shelling out to DOS.



Scanning File Directories

When you belong to a Bulletin Board System (BBS), you have access to archive files of programs, games, utilities etc., that are grouped by some common element, say they're all 'IBM' compatible. This main grouping can be called a **conference, where you can usually also create and retrieve messages, called mail**. Once you've joined a conference, you can locate archive files, usually grouped again, into **directories** each assigned a directory number. **File searches** usually allow you to limit a search based on a range of directory numbers.

File Upload List

When a file is received by a BBS in a process called **uploading**, the BBS system operator or **sysop** usually maintains an automatic system where the file is logged in, scanned for viruses and then assigned to a file directory in a conference. The log file the sysop maintains can be used to create a **new file upload list**. When you dial in to the BBS to download your mail, some sysops include this list in the **mail packet** that you receive. It can be used to determine if there are any programs or files that you want to down-load to your computer from that particular BBS.

Shareware

Shareware is a way of distributing a program to potential users in a **try before you buy** approach. A program author will distribute his program by uploading his file to a local bulletin board or a big commercial BBS like Compuserve. The file description that is associated with the file when you see it in the **new upload file list** is usually entered by the shareware author as part of the upload process. If a person downloads the file and tries it out, then he can **register** the program with the author and receive a benefit. This could be the unlocking of features in the program or being informed of version updates and being given a reduced price for the upgrade.

Archives

Archive files are files whose contents is a **compressed library** of associated files. They can be the components of a shareware program, the pages of a large document, a collection of gif files or pretty well anything. The archive's **compression type** is determined by the **archive utility** used to create it. The contents of these archive files is available using the same archive utility to **extract** the files. The main reason to use archiver utilities is that they make the archive file smaller in size than the all the files that make it up, so when you: transmit the file to a BBS, it **takes less time**; to store the file for backup, it **takes less space** on a storage device.

Shelling Out to DOS

Most archiver utilities run in the DOS environment. When you invoke an archiver in a DOS window under Microsoft Windows, the process is called **shelling out to DOS**. What happens is that Windows creates a DOS environment window and gives control there to the program that you want to run. The program executes and if the process is well written, it will issue an 'exit' command which closes the window. Control usually passes back to Windows' Program Manager.

Conferences

Most BBS's organize interest areas by computer type, as well as industry specific areas such as construction or education. You access a conference by 'joining it'.

What is an 'Archive Manager' Front-End....

There are many different archive types, such as ZIP, ZOO, ARC, PAK, ARJ, and LZH, to name a few. When you start working with the archive utilities to process these archives, you need to remember the different commands and options for each one. An 'archive manager front-end' allows you to deal with these different archives in a easy way, without having to remember all the commands and options.

What you **DO** need to know is the following:

- : What you want to do with the archive (Extract, View, or Create)
- : Where the archive is located **or** where the files to make a new archive are located;
- : Where to put the result of what you do;

A good archive manager front-end hides the complexity of dealing with so many different archive formats and lets you work with any archive easily.



Archive Databases

An 'Archive Database' is a mechanism that allows you to quickly store and retrieve information about archived files, stored as entries in the database. The most important information is **where** the archive file can be found. If you have off-loaded archive files to diskettes and listed the files on the outside label or piece of paper in the diskette sleeve, then you have a manual archive database.

If you have an additional list with each archive's description on it, then you can answer the next important question: **what archives do I have that can ...?** With your list, you can scan the archive descriptions for the answer.

A computer-based database can answer these questions and more: **Show me all the entries for Windows resource utilities...** and **Find all entries that have 'extract' and 'zip' in their file description** for example. It can also load this data from your diskettes automatically and lets you access it in an easy way.



ZIPMGR V1 Features

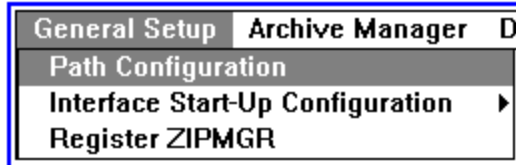
- . Fully configurable **startup appearance**.
- . All facilities available from **button controls** or **pull-down menus**.
- . Contextual and browsable **help** via the Microsoft Help Engine.
- . Windows **Database Engine (vxBase)** for Visual Basic from Terry Orletsky, whose
address is: #200, 10310-176 Street, Edmonton, Alberta, CANADA, T5S
1L3
phone: (403) 489-5994 (voice) or (403) 489-4335 (Fax).
- . Custom designed backgrounds using Windows Paint.
- . Easy database **loading process** from any floppy drive.
- . Easily make or assign the expected sub-directory paths.
- . Archive Manager handles **6 different formats** when registered. Only ZIP format is supported in shareware version.
- . Archive file headers are displayed **without shelling to DOS**.
- . **Shells out to DOS** for extracting or creating archives.
- . **Different archive utilities** can be assigned for extraction and creation.
- . **Selective extraction** of files in an archive.
- . Archive Database **indexed on 6 different field combinations** when registered.
Indexed on Filename/Date only in shareware version.
- . Automatic **database lookup** for a file in the current sub-directory.
- . **Unlimited entries in the database** when registered. Limited to 20 different volume-ids in the shareware version.
- . **Environment and Category** assignment in the database is made easy with pull-down list boxes whose contents can be modified.
- . **File descriptions** easily added or modified using a scrollable text box.



One last thing...

In order for ZIPMGR V1 to operate correctly, you should set up the **expected sub-directory** paths. These paths default to the \ZIPMGR sub-directory and I need to know where you like to keep your archive utilities, where you want extracted files to go and where you normally keep archives that you are currently working on.

You start this process by picking **Path Configuration** from the **General Setup** menu bar topic.



Doing this right away will let you start using ZIPMGR V1 without any further adjustments.

[Help on Path Configuration ZIPMGR](#)

[Alt-F4 exits to](#)

