

KnowWare's Archivers Program



[Archivers Overview](#)



[How to Use This Program](#)



[Archivers Menus and Button Functions](#)



[Option Menu Items](#)



[PKZIP](#)



[LHA Program](#)



[ARJ Program](#)



[Compress/Expand Program](#)



[Self-Extracting EXEs](#)



Welcome to KnowWare's Archivers program. Archivers provides you with a quick, intuitive Windows interface for using the file compression programs ZIP, ARJ, LZH and Microsoft's Compress and Expand programs. As you can see, the Archivers window is laid out with a Source and a Target directory visible on your screen. This allows you to see and control all of the Archivers functions as you uncompress or compress files from the Source into the Target directory. Archivers also offers the ability to view the contents of Zip, Lzh and Arj files before uncompressing them. The Archivers menus provide quick access to all of the uncompression and compression commands, and, for added speed, Archivers also provides an "instant menu" which can be accessed anywhere in the Archivers window by clicking on your right mouse button. This provides you with instant access to the more frequently used menu items. You will also notice that Archivers does not limit itself to file compression and uncompression. It also offers a complete file management system; allowing you to create directories, delete directories, copy and move files, search for files, view and execute files, and backup system files - all directly from the Archivers window. By double clicking on files, you can also view text files, BMP files and GIF files, as well as view files within zip files, execute EXE files and listen to WAV files. There is also a user-defined text editor and graphics viewer, which further expands the possibilities for viewing text and graphics files.

The purpose of the Archivers program is to make it as easy as possible for you to organize all of those compressed files that you download from the internet and online services, and also to compress your own files for storage or transportation. Archivers puts all of the tools you need into one place so that you can control the clutter on your system and get the most out of your computer.

Sub-Topics:

[What You Will Need](#)

[Troubleshooting](#)

[Legal Stuff](#)

There is one setting in your Windows program which must be set correctly in order for Archivers to work. In your "Main" Windows program group choose "Control Panel." In Control Panel, open up the 386 Enhanced item. Under "Scheduling" you will see a check box for "Exclusive in Foreground." In order for Archivers to run properly this box must not be checked, since Archivers does much of its work in the background.

In order to have access to all of the Archiver program's functions, you will need to have the PKZIP program, the LHA program and the ARJ program. For a simple way to load these programs onto your computer, we recommend that you visit our home page at <http://www.pioneer.net/~knoware/> and download our Winstall freeware program. The name of the file that you will be downloading is "instaler.exe" which is a self-extracting EXE file. To extract it, place it in an empty directory and then use Windows Explorer (Win 95) or File Manager (Win 3.x) to go to that directory and double click on instaler.exe to extract it into its component files. (Note: File Manager users will have to push F5 to refresh the directory viewer and see the files after they're extracted) After the files have been extracted, double click on **winstall.exe** to run the Winstall program and install the three compression programs.

You can also download the PKZIP, LHA and ARJ programs one at a time on our home page. All three programs are in the form of self extracting EXE files. They need to be extracted into a directory that is in your path.

If you do not have Web access, there are many places that you can locate the PKZIP, LHA and ARJ programs. They can be downloaded from many BBSs or from all of the major FTP sites.

The compression program that you are likely to use most often is "PKZIP" PKZIP is a shareware program from PKWARE which has a \$47.00 registration fee. It comes in the form of the PKZ204G.EXE file which is a self-extracting EXE containing a group of EXEs that perform different tasks. For the Archivers program, you will need PKUNZIP.EXE, ZIP2EXE.EXE, PKZIPFIX.EXE and PKZIP.EXE. The PKZIP program is generally considered the industry standard for compression. Much of what you download from online services and BBSs will be in the *.ZIP format. PKZIP works by taking a group of files and compressing them into one file. When you download a ZIP file of a program, it will contain all files necessary for running the program. You can also use PKZIP for storing groups of files that you don't use very often and want to store on a disk. PKZIP compresses the files so that you can store more on a disk, and then you can quickly unzip them again if you need to use them.

The two other compression programs that Archivers uses are LHA (files have the .LZH extension), and ARJ. These are two other extensions that you may run into out in cyberspace. LHA is a free shareware compression program. The compressed EXE file is LHA213.EXE (EXE name depends on version), but the actual EXE that you need for the Archivers program is LHA.EXE. LHA creates compressed files with the LZH extension.

ARJ is another popular compression program. It is a shareware program which can be registered for \$40.00. The compressed EXE is ARJ239a.EXE or ARJ250.EXE (these are the two most recent versions). The EXE that you need for the Archivers program is ARJ.EXE. It creates compressed files with the ARJ extension.

In order for the Archivers program to work, all of the EXE files for these three compression programs must be loaded into your computer and located in a directory within your path (e.g. the DOS directory). Your path statement is located in your AUTOEXEC.BAT file. (A typical path statement would be: PATH = C:\DOS; C:\WINDOWS; C:\UTILS etc.) Archivers will check for you to see whether all of these programs

have been installed properly. In the Archivers Options menu (or using the instant pop-up menu with the right mouse click) choose "Check Installed Components." You can also look to see what your path statement says by choosing "Show DOS Path."

The Microsoft compression programs Compress.exe and Expand.exe are included with the Archivers program and have already been loaded into your Windows directory. These are accessed using the "Compress" menu on the Archivers screen.

In order for Archivers to work properly, all of the EXE files listed in [What You Will Need](#) need to be loaded into your computer and located in your path (e.g. the WINDOWS or DOS directory). Archivers will check for you to see whether all of these programs have been installed properly if you choose "Check Installed Components" from the Archivers "Options" menu.

Another item to verify, if Archivers is not working correctly, is the check box in your Windows 386 Enhanced program. Complete instructions on this can also be found in [What You Will Need](#).

The following files were installed by the Archivers setup program into your Windows directory. They MUST remain there un-altered in order for Archivers to work properly.

ARCHIVER.PIF
ARCHCOMP.PIF

Archivers is a Shareware program. We encourage you to register this program if you are using it. You can access the Registration form through the Help menu of the Archivers window. Registration is \$25.00 (including shipping and handling). Fill in the blanks in the registration form and then print it out and send it in to KnowWare with your check or money order (US Currency only). As you may know, the Shareware concept is based completely on the honor system. Only in cyberspace do people still trust each other enough to distribute their merchandise freely and rely on their neighbors to pay for what they use. We at KnowWare are firm believers in the shareware concept. We ask only that if you use our program you pay for it. Feel free to try it out for 30 days. If you like it and are using it, we ask that you register it at that time. When we receive your registration we will send you an updated, registered version of Archivers.

You can reach KnowWare though e-mail. We welcome any comments or questions you may have.

Program written by Gary Pease: knoware@pioneer.net

Documentation by Cindy Dyrness: Cdyrness@aol.com or 75573,1717 (C-Serve)

KnowWare's Home Page: <http://www.pioneer.net/~knoware/>

Check out our home page for the newest releases and information on all of our programs.

This program is provided "as is" without representation or warranty of any kind, either expressed or implied, including without limitation, any representations or endorsements regarding the use of, the results of, or performance of the program and information, its appropriateness, accuracy, or reliability. The entire risk as to the use of this program and information is assumed by the user. In no event will KnowWare or Gary Pease or Cindy Dyrness be liable for any damages, direct, indirect, incidental or consequential, resulting from any defect in the program or information.



As soon as you open up the Archivers program, you will notice that there are two directory structures shown - the Source on the left and the Target on the right. This might seem confusing at first glance, but they are not, in fact, two different directory structures. You only have one directory structure on your hard drive, but the Source and the Target windows show you two views, or maps, of that one structure.

Setting it up with two different windows like this makes it easier to see and control the operations of copying, moving, zipping and unzipping files; since all of the those operations potentially involve two different directories. When you are copying or moving files from one directory on your system to another, you open up the directory that you want to copy from on the Source (left) side and then open up the directory that you want to copy to on the Target (right) side. Note that opening directories in Archivers takes only one click of your mouse, and if you want to close a directory and return to your root drive you just need to click once on the root drive letter (e.g. c:\) at the top of the directory list box.

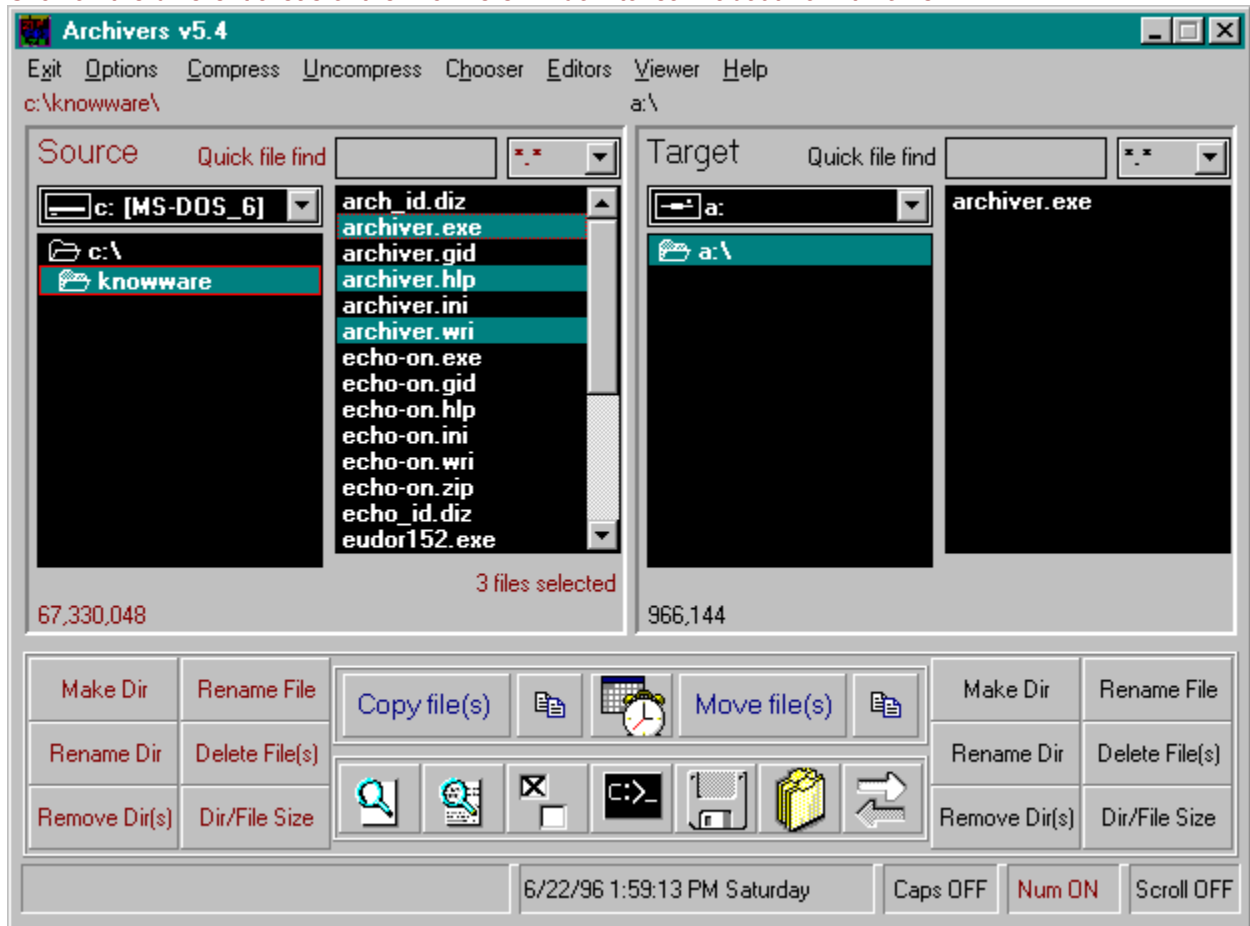
Having the Source and Target directory windows also comes in really handy when you are compressing or uncompressing files using PKZip, LHA or ARJ. Often when you have a compressed file that you want to uncompress you want to uncompress the files into a separate directory - probably an empty one so that the files won't get all mixed up with other things. Using Archivers, you can open the compressed file's directory and select the zip, lzh or arj file in the Source list box, and then you can select the directory into which you want to unzip it in the Target list box. You can even use the Mkdir button on the Target side to make a new directory if you need to. Then just choose the proper Uncompress command from the Uncompress menu (or from the right mouse button pop-up menu) and you will see the files being uncompressed into the Target directory. Keep in mind, however, that there is nothing to keep you from uncompressing files into the same directory as the one the compressed file is in if you want to. You just have to choose that directory on both the Source and the Target side.

When it comes to creating directories or renaming or deleting files, it doesn't matter whether you do this on the Source or Target side. If you make a directory on the Target side and then go look for it on the Source side it will be there. And if you delete files on either side, they're gone. You can also double click on files on either the Source or the Target side to view text or graphic files, to listen to wav audio files, or to execute exe files.

We encourage you to read the rest of this Help file to find out about all of the other features that Archivers offers. We use this program every day to organize and control the files on our computers and we are sure that you will find it to be a useful tool as well.



Click on the different areas of the Archivers window to learn about how it works.



Exit

This closes the Archiver program and returns you to Windows. You can also exit Archivers by clicking on the right mouse button and choosing Exit from the pop-up menu.

Help Menu

The Help menu gives you access to this help file. It also gives you access to the Archivers Registration form. We encourage you to register this program if you are using it. Registration is \$25.00. Fill in the blanks in the registration form and then print it out and send it in to KnowWare with your check or money order.

Options

The first Option Menu items are **Reset form Controls** and **Clear form Selections**. Use Reset Controls to set everything back to default settings and the directory boxes back to the root directory. Use Clear Selections when you change your mind about a group of files that you have selected and want to start again. The next option, [Compare Directories](#), will compare two directories and update less recent files for purposes of backup. The next option, **Swap Directories**, swaps the Source and Target directories, opening the Target directory on the Source side and opening the Source directory on the Target side. The next options, [New Search and Previous Search](#), allow you to search for a file on your system. The next option, [Change File Attributes](#), can change a file's Hidden, System and Read Only attributes. The next option, [Format Floppy Disk](#), allows you to format a disk. The next option, **DOS Window**, opens up a DOS session window from Archivers and allows you to work in DOS. Type "exit" at the DOS prompt when you are ready to close the DOS window. The next Option items are [View "Environment" Path and Show Environment](#). [Set System Time and Date](#) is the next item. There is also [Check for Installed Components](#), which checks to see if the compression programs necessary for Archivers have been loaded on your system. The following option, **Find Modem**, will search for your modem and tell you which COM port it is using. The next Option items are [Backup Necessary System Files](#) and **Help on Backup**. The Backup option will do an automatic backup of your system files.

The final Option menu item is **Keep On Top When Minimized**. This option can be toggled on or off by clicking on it. When it has been selected (has a check mark next to it), the minimized Archivers icon will stay on top of any other Windows application. This option is not enabled when running Windows 95 because the minimized program is accessible from the "Task Bar."

NOTE: You can also access all of these Option items (except Keep On Top) with the right mouse click pop-up menu anywhere in the Archivers window!

Uncompress Menu

This menu you gives all of your options for uncompressing files. You will notice that different menu items are highlighted depending on which file you have chosen. If you have a .zip file highlighted in the Source file list box, then the UnZip options will be active: Un zip, Un Span, Un zip /test, and View Zip File. Likewise, if you have an .lzh file chosen, the Un Lzh items will be highlighted, and if you have an .arj file chosen, the Un Arj items will be highlighted. There is also the MS Expand file(s) for expanding Microsoft's compressed files, the Extract Exe option for uncompressing self extracting exe files and Extract Selected List Files which is activated when you select more than one file to uncompress. You can also access these menu items with the right mouse click "instant menu." The instant menu will show the proper uncompression program for whichever file you have chosen. For complete information on all of these uncompression programs see [Unzipping](#), [Uncompressing LZH Files](#), [Uncompressing ARJ Files](#), [Compress and Expand Programs](#) and [Self Extracting EXE Files](#).

Compress Menu

This menu gives you access to all of the ZIP, LHA and ARJ compression options, as well as the Microsoft Compress program. The first option is the MS Compress file(s) command. For details about this, go to [Compress and Expand Programs](#). The next eight items are your options for compressing files and directories using the PKZIP program. For details see [ZIPPING](#). The next item is LZH options. When you click on this you will see an LZH sub-menu which gives you three options for compressing files using the LHA file compression program. For complete instructions see [LZH Menu - File Compression](#). The final Compress menu item is ARJ Options. The ARJ sub-menu lists three options for compressing files using the ARJ file compression program. For complete instructions see [ARJ Menu - File Compression](#).

Chooser

Clicking on the Chooser menu brings up a selection form which allows you to choose your own text editor to add to the "Editors" menu and your own graphics viewer for the "Viewer" menu. Go to "[Chooser Instructions](#)" for complete instructions.

Editors Menu

This menu gives you three options for text editors to use for viewing text files. You can also add your own text editor by using the selection form in the Chooser menu. For more information, see [Archivers' Editors](#) or "[Chooser Instructions](#)".

Viewer

This menu contains your own graphics viewer if you have selected one in the Chooser menu. If you do not have a viewer selected, this menu only contains a message telling you that a graphics viewer has not been selected. Go to "[Chooser Instructions](#)" for instructions on selecting a graphics viewer.

Quick File Find

If you are looking for a certain file in a directory, you can type in the first few letters of the filename here and files beginning with those letters will be selected in the file list box. For instance, if you type in "win," only files that begin with "win" will appear in the file list box. This can also be used in conjunction with the File Extension Box. For instance, if you have the *.txt extension chosen in the File Extension Box and then type "win" into the Quick File Find box, all files that begin with "win" and have the .txt extension will appear in the file list box. After you have selected files using the Quick File Find box and/or the File Extension Box, you can click on the Delete File button and only the selected files will be deleted from the directory.

Note also that whatever you have typed into the Quick File Find box will remain there even if you change directories, so that you can search in various directories on your system if you need to. You can clear out the box by back-spacing, or it will reset when you change drives.

Source File List and Directory List Boxes

Used for choosing the file or directory that you want to compress, uncompress, copy or move. You can select a single file by clicking on it or select multiple files by holding down the mouse button and selecting a group of files, by holding down the Control key and clicking on the files that you want to select, or by choosing a file extension in the file extension box above the file list box. In the File List box you can also double-click with your mouse on a text file to view it, double-click on an EXE file to execute it, double-click on a BMP or GIF file to view it, or double-click on a WAV audio file to listen to it. See [Archivers' Editors](#), [Executing EXE Files](#), or [Viewing BMP and GIF Graphic Files](#) for more information.

Target Directory List Box

Used for choosing the directory that will be the destination for your compressed or uncompressed files, or your copied or moved files.

Target File List Box

The File List box shows whatever files are within the presently selected directory. After you uncompress a compressed file, its contents appear in the Target File List Box. You can then double-click with your mouse on a text file to view it, double-click on an EXE file to execute it, or double-click on a BMP or GIF file to view it. See [Archivers' Editors](#), [Executing EXE Files](#), or [Viewing BMP and GIF Graphic Files](#) for more information. You can also double-click on a WAV audio file and listen to it. You can select a single file in this box by clicking on it or select multiple files by holding down the mouse button and selecting a group of files, by holding down the Control key and clicking on the files that you want to select, or by choosing a file extension in the file extension box above the file list box.

Extension Box

The file extension box allows you to choose which files you want to view in your file list box. You can use it to view only your zip files, for example, by choosing the *.zip extension. Only the files with the extension you have chosen will appear in your file list box until you set the file extension box back to *.*. You can also use the file extension boxes for choosing files to copy, move or delete. If you have the *.zip option chosen, for instance, and you choose Copy Source Files, all of the zip files will be copied from the Source directory, but no files without the .zip file extension will be copied. (Note: If you have one or more of the zip files selected, the program will only copy those files that you have selected.) You can also type your own file extension into this box to view any extension you would like to.

Path Statement

This is the DOS path for the compression or uncompression operation that you are performing. This path statement is actually a text box which it is possible to edit.

Delete File(s) Button

This button will delete a single file if you have a single file selected, or a group of files if you have a group selected in the file list box. (Use the red printed button for the Source side or the black printed button for the Target side.) Select multiple files by holding down the mouse button and selecting a group of files, by holding down the Control key and clicking on the files that you want to select, or by choosing a file extension in the file extension box. If you have NO files selected, clicking on this button deletes all files in the highlighted directory (or all of the files with the extension you have chosen in the file extension box). The program will always prompt you for confirmation before it deletes files.

Remove Dir(s) Button

This button gives you the option of deleting a directory along with all of its subdirectories and everything they contain, all in one shot. If a directory contains no subdirectories, Remove Dir(s) will simply delete that directory and everything in it. Use the red printed Remove Dir(s) button on the left to delete Source directories and the black printed Remove Dir(s) button on the right to delete Target directories. The program will prompt you before it deletes the directories to make sure you really want to do it.

Make Dir Button

The Make Directory button allows you to make a subdirectory from wherever you are. Simply click on whatever directory you want to make a subdirectory of (in either the Source or Target list box) and then click on Mkdir (the red Mkdir on the left for Source and the Black Mkdir on the right for Target). A box will come up with a blank text box. Type in the name of your subdirectory and then click on OK or push Enter. You will see the new subdirectory appear in the directory list box.

Rename Dir Button

The Rename Dir button will allow you to rename whichever directory you have highlighted. A box will come up with the name of the directory highlighted. Simply type in the new directory name and click on OK. The red printed Rename Dir button on the left will rename a Source directory and the black printed Rename Dir button on the right will rename a Target directory.

Rename File Button

This button allows you to change the name of any file. Highlight the file that you want to change the name of in either the Source or Target file list box and then click on the Rename File button (the red printed Source button on the left or the black printed Target button on the left). A box will come up with the name of the file highlighted. Simply type in the new file name (with extension) and click on OK. You will see the name of the file change immediately in the file list box.

Dir/File Size Button

The Dir/File Size button gives you the number of files and the number of bytes in the directory that you have open in either the Source or Target file list box, or gives you the size of any group of files that you have selected. If a directory has subdirectories, the program will ask you whether you want to include the subdirectories in your file total. You can **multi-select** a group of files by holding down the mouse button and selecting a group of files, by holding down the Control key and clicking on the files, or by selecting a file extension in the file extension box above the file list box on either the Source or Target side. Then click on the Dir/File Size button to find the total bytes in the selected files. Choose the red printed button on the left for the Source directory or the black printed button on the right for the Target directory. The information is displayed in the lower right hand corner of the Source side or the Target side.

Copy Source File(s) Button

When you click on this button, the program copies whatever you have chosen in the Source file list box into whatever you have chosen in the Target directory list box. If you have a file highlighted in Source and a directory highlighted in Target, the program will copy the Source file into the Target directory. If you have not chosen a file in the Source file list box, the program will assume that you want to copy all files from the Source directory (*.*) into the Target directory. (The program will ask you first, to make sure you want to do this.) You can also copy a group of files by holding down the mouse button and selecting a group of files in the Source box, by holding down the Control key and clicking on the files that you want to copy, or by choosing a file extension other than *.* in the file extension box. After copying, the program displays the number of files and number of bytes copied in the lower right hand corner of the Target area. You can also access the Copy command by using the right mouse button "instant menu."

Copy/Rename Button

The Copy and Rename button works exactly like the Copy button except that it gives you the opportunity to rename the file (or files) as you are copying it. For each file that you have chosen to copy, a box will come up asking you for the new filename (including that file extension - which can also be changed). The file will then be copied into its new location with its new name.

Set System Time & Date

Clicking up this tool brings up a calendar which allows you to set the date and time of your computer's inner clock. Select time or date by checking the appropriate box(es) and then click on the Set button when you have made your adjustments.

Move Source File(s) Button

The Move button works just the same as the Copy button except that it does not leave the files behind in the Source Directory. Choose a file in the Source file list box and a directory in the Target list box and then push the Move button. The file will immediately be moved to the Target directory. If you have no file chosen, the program will assume that you want to move all files from the Source directory and it will prompt you to make sure that this is what you want to do. You can also move a group of files by holding down the mouse button and selecting a group of files in the Source box, by holding down the Control key and clicking on the files that you want to move, or by choosing a file extension other than *.* in the file extension box. You can also access the Move command by using the right mouse button "instant menu."

Move/Rename Button

The Move and Rename button works exactly like the Move button except that it gives you the opportunity to rename the file (or files) as you are moving it. For each file that you have chosen to move, a box will come up asking you for the new filename (including that file extension - which can also be changed). The file will then be moved into its new location with its new name.

New Search Tool

Clicking on this button will bring up the Search window so that you can search for a file on your system.
See the [Search topic](#) for details.

Previous Search

Clicking on this button will bring up the Search form with the results of your most recent Search.

Zip Setup Tool

Clicking on this button will open up the Zip Setup window which allows you to set the variables which control the zipping and unzipping process. Go to the [Zip Setup](#) topic for more details.

DOS Window Tool

Clicking on this button will open a DOS session within Windows. After you finish what you need to do in DOS, type "exit" at the prompt and you will be returned to Archivers.

Format Disk Tool

Clicking on this button will bring up the Format window which will allow you to format a floppy disk. See the [Format Disk](#) topic for more information.

Compare Directories Tool

Before you click on this tool you need to choose two directories to compare (one on the Source side and one on the Target side). Clicking on this button will open the Compare Directories window which allows you to compare the two directories and find out if one has newer or non-matching files. This is used especially for backup purposes. For all the details, go to the [Compare Directories](#) topic.

Swap Directories Tool

Clicking on this button swaps the Source and Target directories, opening the Target directory on the Source side and opening the Source directory on the Target side.

Chooser Instructions

The Chooser form allows you to select a text editor and a graphics viewer from your own system to be added to the Editors menu and the Viewer menu of Archivers, for use in viewing text and graphics files. Use the Windows Groups and Program Items drop down list boxes on the Chooser form to choose the text editor or graphics viewer that you want to use. After you have chosen your program under Program Items, go up to the Options menu and select "Add Editor to Archivers Menu" or "Add Graphics Viewer to Archivers Menu." You will then see it appear under "Current Editor Selection" or "Current Viewer Selection." If you want to set your text editor or graphics viewer as the default, click on the box next to "Set Editor as Default Editor" or "Set Viewer as Default Viewer." When you select your program as the default it appears in the menu with a check mark next to it. This means that Archivers will always use your text editor or graphics viewer when you double-click on a text file or graphics file. For text files, however, you can choose a text file and then open the Editors menu to choose a different editor such as Notepad or Write.

If you do not set your editor or graphics viewer as the default, it will appear in the menu without a check mark next to it and files will not automatically be opened into it when you double click on them. If you want to view a file using your text editor or graphics viewer you need to go and choose it from the menu. Otherwise, Archivers will use its own built-in defaults for viewing text and graphics files. Note, however, that if you double click on a graphics file other than a BMP or GIF file, Archivers will automatically default to your chosen graphics viewer, even if has not been set as the default. Only bitmap and GIF files can be viewed natively within the Archivers program.

If you want to remove your text editor or graphics viewer from the menu, go to the Options menu in the Chooser form and choose "Remove Editor from Archivers Menu" or "Remove Viewer from Archivers Menu."



[Compare Directories](#)

[Search Function](#)

[Change File Attributes](#)

[Format Disk](#)

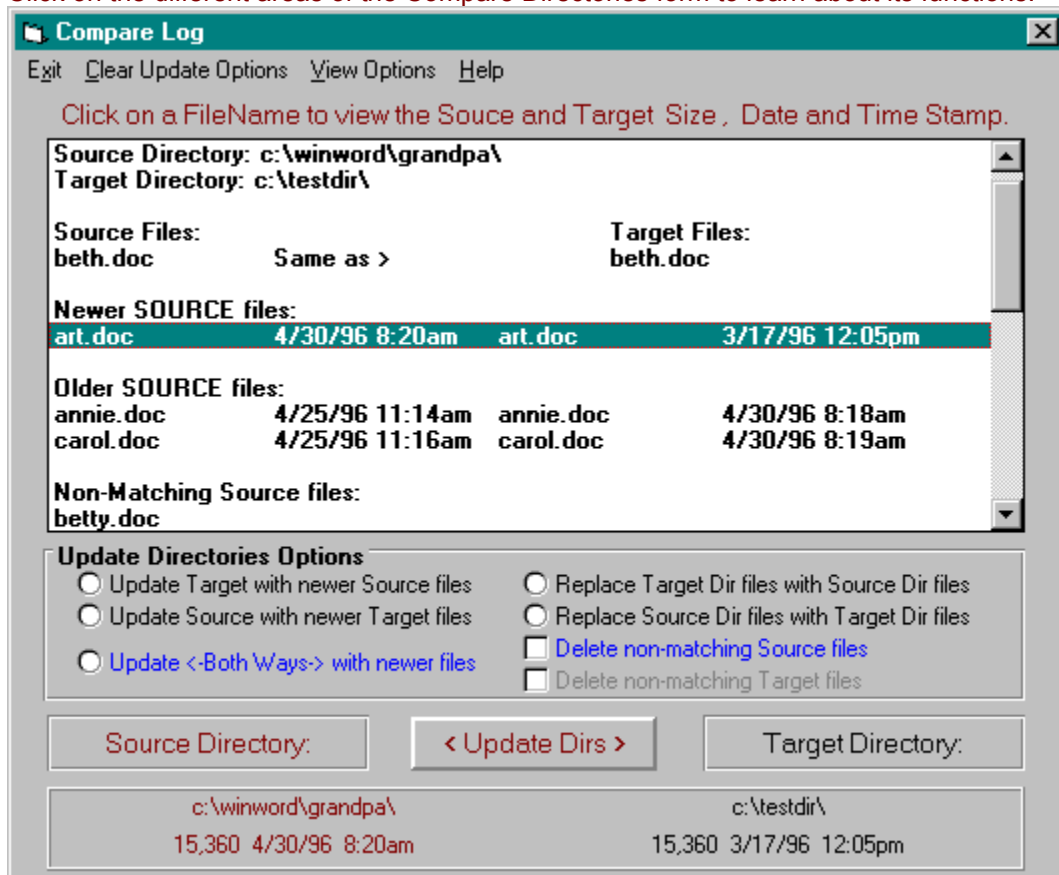
["Environment" Options](#)

[Check for Installed Components](#)

[Backup System Files](#)

To use the Compare Directories function, you must first choose the two directories you want to compare in the Source and Target directory list boxes. The Compare Directories function allows you to compare the contents of two directories and find out whether the files within them match - not only filenames but also the times and dates of the files. This function is especially useful when you are working on a group of files that you want to keep backed up. Using the Compare Directories function will show you right away which files have been changed or added, and you can then use the Update Directories options to update the files.

Click on the different areas of the Compare Directories form to learn about its functions.



Exit

This closes the Compare Directories form and returns you to Archivers.

Clear Update Options

This clears out any options that you have chosen under "Update Directories Options."

View Options

The View Options menu gives you the chance to manipulate various Source and Target files after you have run the comparison. You have the option of viewing the Matching or Non-Matching Source or Target files and the Newer and Older Source files. The "Non-Matching" files are the "extra" files that the Compare program finds in either the Source or Target directory. Under View Options you can take a look at the files in any of these categories and you have the option of copying them, moving them or deleting a file or any combination of files.

Help

The Help menu gives you access to Help information specific to the Compare Directories function, as well as to the entire Archivers Help file.

Comparison Results Window

This is where the results of your directory comparison are listed. The matching files are listed first and then the files that have the same name but a different date and/or time and finally the files that do not match at all.

Update Target

The Update Target With New Source Files option will replace the older matching Target files with the newer matching Source files, making these files identical in both directories.

Update Source

If the Target directory has newer files than the Source directory, this option will replace the older Source files with the newer Target files, making the files identical in both directories.

Update Both

The Update Both Ways with Newer Files option will update older files in both the Target and Source directories with any newer matching files.

Replace Target

The Replace Target Dir Files with Source Dir Files will remove all files from the Target directory and then copy over all files from the Source directory.

Replace Source

The Replace Source Dir Files with Target Dir Files will remove all files from the Source directory and then copy over all files from the Target directory.

Delete Non-Matching

The Delete Non-Matching Source and Target options will delete those files in whichever directory you choose that do not correspond to any file in the opposite directory.

Update Dirs Button

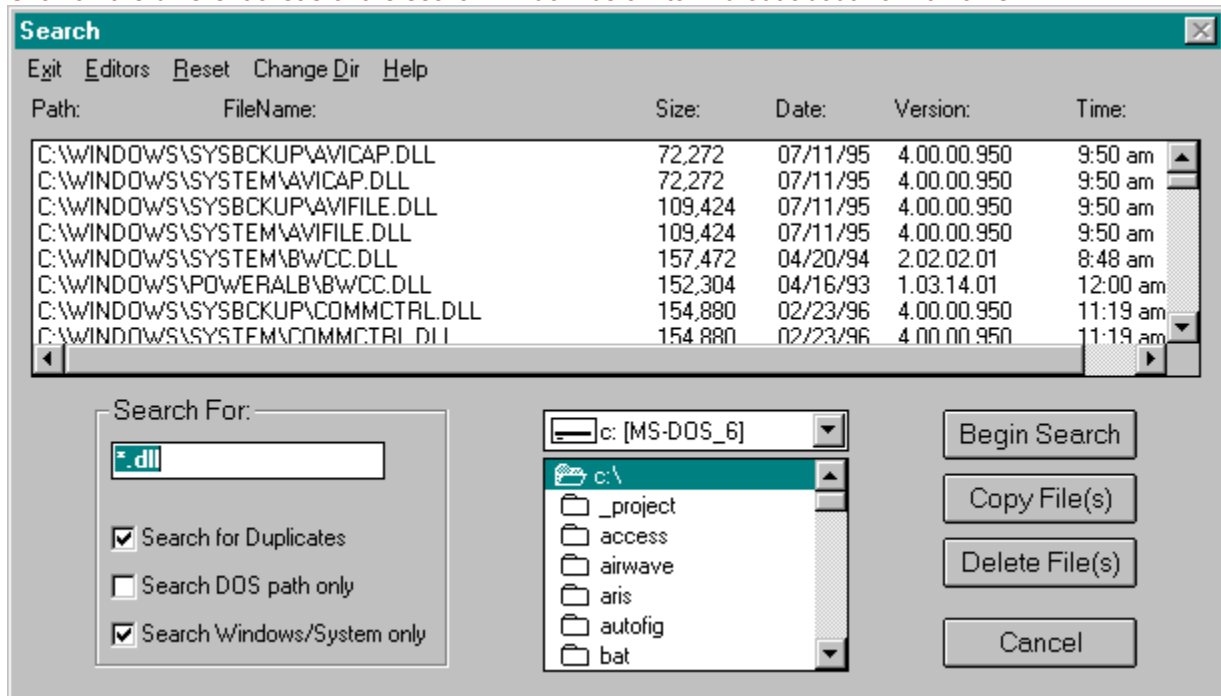
This is the button to click on after you have chosen your Directory Update options to carry out the updating that you have chosen.

Time, Date and Size Information

This shows the time, date and size of the selected Source and Target files (Source on the left and Target on the right). This gives you complete file information about any newer, older or matching file in your directory comparison.

The "Search" item in the Options Menu will search for a file or group of files on your system or any portion of your system. To use the Search function, click on the "Search New" menu item and the Search window will appear. The "View Old Search" option will bring up the Search window with the results of your most recent search. You can also access the Search options using the right mouse button click to bring up the "instant menu."

Click on the different areas of the search window below to find out about how it works.



Search Results Box

This list box displays the results of your search. You can then use this list box to perform various functions with the files you have found. You can multi-select files in the list box by holding down the left mouse button and dragging your mouse over the files you want or by holding down the Control key on your keyboard and using the mouse to click on the files you want one by one. You can then delete or copy the files you have chosen using the Delete or Copy File(s) buttons (or access Delete and Copy by clicking on the right mouse button and selecting them from the pop-up menu.) You can also double click on text files in the list box to load them into Notepad or Write (or your own text editor if you have one chosen), double click on graphics files to view them as you would in the Archivers main screen, and double click on EXE and help files to execute and view them.

Search String Box

This is the box in which you type what you are searching for. If you know the complete name of the file, type it in here. If you want to search for all files with a particular extension, use the * wildcard; e.g. *.txt or *.exe. You can also use the wildcards if you can't remember exactly what the file is called; e.g. my*.doc or doc*.*.

Search for Duplicates

This useful search option allows you to search for duplicate files on your system. You can search for all duplicates, or you can search for duplicates with a certain extension, such as *.dll, by typing the extension into the Search String box. You can search your entire system by choosing your root drive (e.g. C:\) in the directory list box, or you can search just your DOS path or just your Windows and Windows\System directories by choosing those options below. When the search is complete, Archivers will list all of the duplicate files in the Search Results box. Then you can use the Delete or Copy functions to get rid of the duplicates.

Search DOS Path Only

This will perform a search only in those directories which are listed in your DOS path in your autoexec.bat file.

Search Windows/System Only

This will search only your Windows directory and your Windows\System directory for the search string.

Directory List Box

This lists all of the directories on your system. If you want to search your entire system, make sure that your root drive is chosen in this box (e.g. C:\) and not a directory. If you want to search only in a particular directory, simply click on that directory to select it.

Begin Search

Click on this button when you are ready to start your search. You can also begin your search by clicking on the right mouse button and choosing Begin Search from the pop-up menu.

Copy File(s)

Click on this button to copy or move any files that you have selected in the Search Results box. A form will come up that allows you to choose the destination directory, and you can also choose whether you want to copy the selected file(s) or move them. You can also copy files by clicking on the right mouse button and choosing Copy File(s) from the pop-up menu.

Delete File(s)

Click on this button to delete the files that you have selected in the Search Results box. You can also delete files by clicking on the right mouse button and choosing Delete File(s) from the pop-up menu.

Cancel

The Cancel button closes the Search window and returns you to Archivists.

Reset

Reset clears out the previous search and resets the form back to its default settings.

Change Directory

To use Change Directory, choose a file in the Search results box and then click on Change Directory. It will return you to the Archivers main screen and reset the Archivers Source directory to the directory of the file you have selected. You will also notice that the file you have chosen will be highlighted in the Source file list box and will be the only file that appears. A single click on the Source directory will make all of the files in that directory reappear.

Editors

The editors menu lets you choose either Notepad or Write to view a text file. Double clicking on most text files will automatically load them, but if the file has an unusual extension, you can click on it and then load Notepad or Write in order to view it. If you have your own text editor chosen as the default for Archivers, text files from the search screen will be loaded into that program instead of Notepad or Write.

Exit

Exit closes the Search window and returns you to Archivers.

Help

The help menu takes you to the Help topic which explains the Search function.

The Change File Attributes function can be accessed using the Options menu or by clicking on the right mouse button and bringing up the "instant menu." You must select a file or group of files before bringing up the Change File Attributes form.

The four attributes that are controlled by the Change File Attributes form are normal, read-only, hidden and system. Most files on your computer are attributed as "normal." Some files that are important to the working of your system are given other attributes by the computer manufacturer. Read the following for an explanation of the different file attributes. Click on the file that you want to change the attribute of in the Change Attributes form. The file's present attribute will appear in the text box in the upper right hand corner. Choose one of the buttons to change the file's attribute.

The first choice, "Attrib as Normal," will undo any file attributes and make the file into a "normal" unattributed file.

The next button, `Attrib +r` turns on the "Read-Only" attribute of a file. When a file is Read-Only it can be viewed but cannot be deleted or modified.

The next choice, `Attrib +s`, turns on the "System" attribute of a file. The System attribute indicates that a file is used as part of the operating system. System files are hidden. They can be viewed (once you know they are there) but cannot be changed or deleted. (Note: System and Hidden files are visible within the Archivers program.)

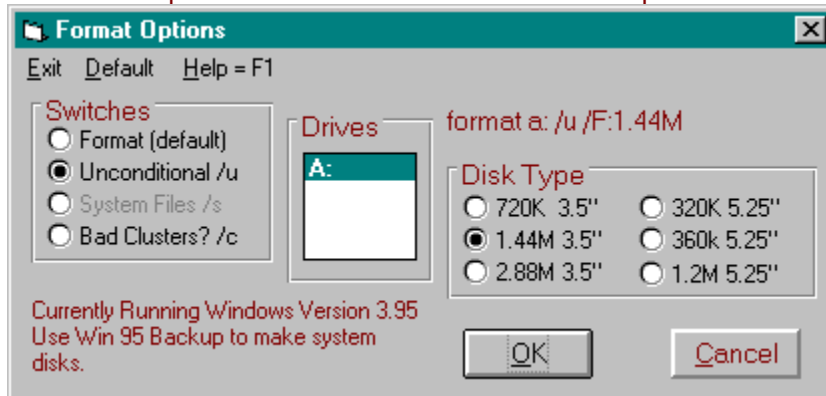
The next button, `Attrib +h` turns on the "Hidden" attribute of the selected file. When a file is set as hidden, it is not listed in any normal directory listing in Windows or DOS. Hidden files are generally files so vital to a program's operation that it is considered best to not even let people know they are there. Hidden files are also Read-Only. You can view them, but you cannot change or delete them.

The next three buttons, `+h +r`, `+r +s`, `+s +h`, and `+r +h +s`, give you some choices for combinations of attributes that you might want to add to your files.

The attributed files on your PC are obviously very important to the functioning of your system. Be very careful when using these attribute options.

Format Disk formats a floppy disk in your disk drive. The Format form can be accessed from the Options menu or by clicking the right mouse button and bringing up the "instant menu." The program will prompt you for some information about what sort of formatting you want to do, what disk drive you are using, and what size the disk is

Click on the options below to learn about the different possibilities for formatting a disk.



Format (default)

This is the regular DOS format command. Use it for general-purpose disk formatting.

Unconditional /u

This is the lowest level of disk formatting. With the regular format command you can actually do an "un-format" and sometimes restore some of your data, but the unconditional format completely wipes out any data you may have had on the disk.

System Files /s

This format command copies the system files onto the disk as part of the format operation. The three system files (IO.SYS, MSDOS.SYS and COMMAND.COM) make the disk bootable. This means that your computer could boot up and load DOS by using this disk if something was wrong with your hard drive. NOTE: This option is disabled when running Windows 95 (as in this screen shot). Windows 95 needs different files in order to make a boot disk and you must use the Windows 95 backup program to do this.

Bad clusters? /c

This is the format command to use if you believe that your disk has bad clusters. The /c switch will retest all of the clusters to see whether they are bad, and if they are Format will mark them as bad so that they will not be used. More information about these format switches can be found in DOS help.

Drives

You must choose a drive for the format command to work. The program will find and list your external drives. Choose the drive where the disk you want to format is.

Disk Type

You must also choose a disk type, so that the computer knows what sort of disk to format. Most computers now use the 1.44M 3.5" disks.

Exit

Clicking on Exit closes the Format window and returns you to Archivers.

Help

The Help menu gives you access to specific help on the Format window and to the Archivers help file.

Default

Clicking on Default will set the Format options to Format (default), a: drive, 1.44 M 3.5" disks.

OK Button

This is the button that you click on when you are satisfied with your format choices and you are ready to go ahead and format your disk.

Cancel Button

The cancel button closes the Format form without taking any action.

When you click on View "Environment" Path in the Archivers Options menu, Archivers displays the DOS path which is a part of your computer's autoexec.bat file. The reason we call it the "Environment" Path is that we take this path from your computer's environment and not directly from the autoexec.bat file itself. If you are running Windows 95 you might find that there are directories in the Environment Path which are not in the autoexec.bat path. This is because Windows 95 has its own way of managing the environment. In Windows 3.x, however, the Environment Path will be the same as the autoexec.bat path. The Environment Path tells your computer where to look for important program files. The PKZIP, ARJ and LZH programs must be located in one of the directories listed in your Environment Path. (Note: If you edit the path in your autoexec.bat, the View "Environment" Path option will not reflect the changes until your computer is rebooted.)

The "View Environment" option shows you everything that is presently loaded into your computer's environment. This is all loaded by your autoexec.bat file when you start up your system.

The "Check for Installed Components" Option item searches your system to see if you have the PKZIP, LHA and ARJ programs properly installed on your system and then displays the results of its search.

Archivers provides an automatic backup program which creates zip files containing your important system files. It backs up your Windows *.ini, *.inf, *.pwl, *.dat and *.grp files, and your autoexec.bat and config.sys files. It then zips them all into separate zip files in a directory called "sysback." You can then take the zip files and copy them onto a disk or other medium for storage. During the backup process, Archivers also generates a report which lists all the files that have been backed up. You can print out this report or save it as a text file with your backups so that you have a record of what was backed up.



[PKZip Setup Options](#)

[View Zip File](#)

[Unzipping](#)

[ZIPPING](#)

The first item in the Pkzip section of the Archivers Compress menu is Zip Setup. This takes you to the Zip Setup form which lets you set up a variety of defaults for zipping and unzipping files on your system.

Click on the different options on the form to find our more information.

Pkzip Setup Options [Close]

Default settings Help = F1

PKZip Options

Compression Methods

- Maximum Compression (slowest compress time)
- Normal Compression (normal compress time)
- Fast Compression (larger compressed file)
- Super Fast Compression (Largest compressed size)
- Zero Compression (use for storing files only)

Other Options

- Overwrite existing files (unzip)
- Never Overwrite existing files (unzip)
- Show this form before Zip and Unzip operations
- Visually display Zip and Unzip operations

Compression Options

- Retain Hidden, System and Read Only attributes
- Strip Hidden, System and Read Only attributes
- Retain directory structure Below (-rp)
- Retain directory structure Above and Below (-rP)
- Don't Retain directory structure if any

Uncompression Options

- Retain file attributes during uncompression
- Strip file attributes during uncompression
- Uncompress with directory structure intact if any
- Uncompress and ignore directory structure if any

Special

Working Directory:

Zip file Date: Current Date and Time
 Keep original .zip file date
 Latest date of file in .zip file

Freshen files in extract directory Update files in extract directory

Compression Methods

The Compression Methods section of the Zip Setup form gives five different options for the amount of compression and the speed of compression. As you can see, the greater the compression the slower the compression time. The default setting for Compression Method is "Normal Compression."

Retain/Strip File Attributes

The default option here is to strip the file attributes before compression. Hidden, System and Read Only files are attributed and are often important for running programs on your computer. Hidden and System files do not usually show up when you view the contents of a directory (although they are visible in Archivers). These options allow you to either retain all file attributes when compressing a zip file or strip the file attributes and make all files into "Normal" files when they are compressed. If you want to know more about file attributes, see the [Change File Attributes](#) selection in the Options menu.

Retain/Don't Retain Directory Structure

PKZip gives three options for zipping a directory with subdirectories. "Retain Directory Structure Below (-rp)" is the default setting and will retain the subdirectories within the zip file but will not retain the root directory (the directory that you are presently in). When this zip file is uncompressed, you will see all of the files that were in the root directory and then all of the subdirectories will remain intact below that with their files within them. The second option, "Retain Directory Structure Above and Below (-rP)" will retain the entire directory structure above and below the directory you are in, all the way up to your root drive (e.g. C:\). For instance if you zipped the c:\test\temp\program directory using this method, upon unzipping PKZip would create a "test" directory (with no files) in your target directory or drive, a "temp" directory within that, a "program" directory within that, and then would uncompress the files and subdirectories of the program directory as they originally were. The final option, "Don't Retain Directory Structure if any" will simply zip all of the file within all of the subdirectories without any directory structure. When the zip file is uncompressed, the files will just unzip into a single directory without creating any subdirectories.

Overwrite/Don't Overwrite Existing Files

This has to do with unzipping a zip file into a directory which already contains files. If you have files within the zip file that have the same name as files in the Target directory you can choose either to always overwrite files of the same name or never to overwrite files of the same name. The default setting is to overwrite files of the same name.

Show This Form

If this option is selected, the Zip Setup Options form will come up on your screen before the program performs any unzip or zip operation so that you can adjust the setup options.

Visually Display Operations

When this option is selected you will be able to watch the zip and unzip operations. When you choose a zip or unzip command, Archivers will open a DOS window so that you can watch as each file is zipped or unzipped.

Strip/Retain File Attributes

These options allow you to either retain all file attributes when uncompressing a zipped file (the default setting) or strip the file attributes and make all files into "Normal" files when they are uncompressed. If you want to know more about file attributes, see the [Change File Attributes](#) selection in the Options menu.

Uncompress with/without Directory Structure

These selections determine whether zip files will be uncompressed with their directory structure (if any) intact. If a directory has been zipped with subdirectories, those subdirectories will normally be reconstructed when the file is unzipped. The default setting here is for the directory structure to remain in place, but if you want to get rid of the directory structure for any reason you can choose "Uncompress and ignore directory structure, if any" and all files will be uncompressed into a single directory with no sub directories.

Okay Button

Click on this button to close the form when you are satisfied with the options you have chosen.

Working Directory

The Working Directory box gives you the option of selecting a drive or directory for PKZip to use when it is updating zip files. The reason this may be important is that every time a ZIP file is updated, PKZip creates a temporary work file. When the ZIP file has been successfully updated, the original ZIP file is replaced with the temporary work file. This means that you must have at least as much additional disk space available as was used by the original ZIP file plus the compressed size of what you are adding to it. For instance, if you had a 500 K ZIP file and you are adding files to it that take up 10 K when compressed, you would need additional disk space of at least 510 K during the update process. Using the Working Directory option allows you to instruct PKZip to create this temporary work file on a different drive, if space is limited on your present drive. You can also set it to use a RAM drive, which should speed up the zipping process somewhat. Note that it is not necessary to specify a directory - only a drive.

Zip File Date: Current

These options allow you to control the date stamp on the zip file that you create or update. The default is the current date. This means that the zip file will have the date stamp of the date on which you zip it.

Zip File Date: Keep

These options allow you to control the date stamp on the zip file that you create or update. The "Keep" option applies to zip files that you update. If you add files to a zip file with the "Keep" option chosen, the zip file will retain its previous date instead of being updated to the current date.

Zip File Date: Latest

These options allow you to control the date stamp on the zip file that you create or update. The "Latest" option will take the latest, or most recent, date from all of the files within the zip file and retain that as the zip file's date - whether you are creating a new zip file or updating an already existing one. This might be especially useful when using zip files for backup. By looking at the zip file's date, you will immediately know the latest date on which those files were changed before being backed up.

Freshen Files

"Freshen files in extract directory" is similar to the "Freshen files" command in the Compress menu for updating zip files, except that it deals with extracting files from the zip file. You would use this "freshen" option when updating files from a zipped backup file. The "freshen files" option would only overwrite files in the Target directory if the file in the ZIP file is NEWER than the file in the Target directory. It will also not add any files to the Target directory that exist in the ZIP file but do not exist in the Target directory. You will need to select this item before performing an applicable unzipping operation. Unlike the other options on the PKSetup form, this defaults to being unselected each time you leave the program.

Update Files

"Update files in extract directory" is similar to the "Update files" command in the Compress menu for updating zip files, except that it deals with extracting files from the zip file. You would use this "update" option when updating files from a zipped backup file. The "update files" option would only overwrite files in the Target directory if the file in the ZIP file is NEWER than the file in the Target directory. It will also extract any files that exist in the ZIP file but do not exist in the Target directory. You will need to select this item before performing an applicable unzipping operation. Unlike the other options on the PKSetup form, this defaults to being unselected each time you leave the program.

Default Settings

When you click on Default settings, all of the settings on the Setup form will reset to the default settings (as pictured in this screen shot).

Help for Setup

Clicking on Help will bring you to the Help topic specific to the Pkzip Setup form and will also give you access to the rest of the Archivers Help file.

Using View Zip File gives you the opportunity to view the contents of your ZIP files before opening them. You can access this utility by either double clicking on a zip file in the Source or Target list box, choosing "View contents of Zip File" from the Uncompress menu after selecting a zip file in the Source or Target list box, or by clicking on the right mouse button and bringing up the "instant menu" (after selecting a zip file in the Source list box). View Zip File gives you a list of all the files within your zip file and details about the compressed and uncompressed size of the file. Another useful feature of the View Zip File utility is that it allows you to view text, help, bitmap and gif files from within your zip file without unzipping it! Simply double click on any file with a .txt, .wri, .hlp, .doc, .bat, .me, .1st, .bas, .bmp or .gif extension and the program will automatically uncompress the file and bring it up on your screen for you to read or view. When you're finished viewing the file just close it. The file remains in your zip file. You can also play WAV audio files within your zip file by double clicking on them or selecting one and then selecting "Play .wav file" from the Options menu.

Sub-Topics:

[Options and Menu Items](#)

Options and Menu Items

NOTE: All of the menu items listed below can also be accessed by using the right mouse click pop-up menu in the View Zip File window.

The first tool in the View Zip File Options menu is "**Zip Setup.**" This will take you to the [Zip Setup Form](#) which allows you to control several components of the zipping and unzipping process. The second Option item is "**Delete Selected Files from File.**" This allows you to remove selected files from your zip file without uncompressing it. Simply choose the file or files (select a group of files by holding down the mouse button and selecting a group of files, OR by holding down the Control key and clicking on the files that you want to select) that you want to delete and then choose the "Delete Selected Files" option. The files you have selected will be removed from the zip file, leaving the rest of the zip file intact.

You can also extract a single file or selected files by selecting the files (once again, by holding down the mouse button and selecting a group of files, OR by holding down the Control key and clicking on the files that you want to select) and then choosing "**Extract Selected Files from File**" from the "Options" menu. The View Zip File box will then ask you to choose a destination directory to extract the files into and will extract only the selected files into the selected directory.

The next item in the Options Menu is "**Unzip "filename".zip**" in which "filename" will be replaced by the name of the zip file that you are presently viewing. If you just want to go ahead and unzip the zip file, choose this Option item. The program will bring up a directory list box so that you can choose your Target directory. The following Option, **Create Report for "filename".zip**, creates a simple text file with the contents of the zip file that you are viewing and opens the text file in Notepad. From there, you can print the text file or do a "Save As.." to save it to another location. The report file's default name is "report.txt" and it will be saved in your "knowware" directory (or the directory that contains Archivers) until it is written over by another report on a different zip file.

The next Option is **Play .wav file**. You can choose a WAV audio file and then choose this option to listen to it; or you can just double click on the WAV file.

The final two items in the Option menu are **View files by extension (.ext)** and **View ALL files**. This allows you to view only files with a certain extension - helpful for finding specific files within a large zip file. When you choose "View files by extension," a box comes up asking you to type in the extension you want to search for. Type in the extension, e.g. .exe, then click on OK and the View Zip form will display only those files with the selected extension. If you want to switch back to viewing all of the files, choose "View ALL files" to reset the file extension.

The **Select Editor/Viewer** menu will take you to the [User Chooser](#) form for the selection of a default Editor or Viewer, if you don't already have one selected. The "**Editors**" menu allows you to choose a text editor to view a text file in your zip file. The "**Viewer**" menu will list whatever viewer you have chosen in the User Chooser form, if any, for viewing graphics files.

In a Nutshell: To unzip a file in Archivers; choose the file in the Source file list box on the left, choose the destination directory in the Target directory list box on the right, go to the Uncompress menu and choose Unzip, and Voila! The unzipped files appear in the Target directory.

For more detail, please read on:

The first step in uncompressing a file is to choose the file you want to uncompress and click on it once. This will tell the Archivers program which uncompression program to use. If you're working with a directory that contains many different kinds of files and you have trouble finding the file you want, you also have the option of choosing a file extension in the file extension box in the upper left-hand corner. For instance, if you want to find all of the ZIP files, go up and choose the *.zip extension. Once you have done this, only ZIP files will appear when you look into your directories.

The next step is to choose the target for your uncompression process. The important thing to remember about uncompressing or compressing files in the Archivers window, is that you must choose both the Source file (or files), on the left side of the window, and the Target directory on the right side of the window. You have to do this even if you are unzipping or zipping something into the same directory (i.e. the source and the target directories are the same). You will notice that when you choose the Source and the Target that their paths appear above each file list box. By looking at these you can verify that the Archivers program is correctly reading the file or directory that you have chosen.

So, after you have clicked on the file you want to unzip in the left-hand file list box, and chosen a destination directory in the right hand list box, go to the Uncompress menu. You will notice that only the uncompression options for the correct program are highlighted. To uncompress a ZIP file, simply click on the "Un Zip file" menu item. You will see the hourglass appear as Archivers unzips the file and then you will see the unzipped files appear in the right-hand file list box. (Note: if you have the "Visually Display" option chosen in the [PKZip Setup form](#), you will see a DOS window appear during the unzipping process and you can watch as each file is uncompressed.)

The Archivers program runs a test on the ZIP file before it executes it. If it finds a ZIP file that has been corrupted, you will get a message that reads "There is a problem extracting this file. Would you like to run Pkzipfix to try to correct this?" Pkzipfix can often do a pretty good job restoring your ZIP file. If you choose Yes, Pkzipfix will run and then you will get a message that says "Pkzipfix has just made a new file called PKFIXED.ZIP located in your Source Directory. Now use PKunzip to extract the contents of this file in a directory of your choice." When you click on OK you will see a file "pkfixed.zip" in the Source file list. (If there is no pkfixed.zip file, Pkzipfix was not able to recover the file.) Unzip it like you normally would, and, if Pkzipfix was successful, you will see the files uncompressing into your Target directory.

NOTE: There are times when you have more than one ZIP file that you want to unzip together; perhaps part one and two of a program or collection. You can choose multiple ZIP files to unzip at the same time by holding down your mouse button and selecting the files OR by holding down the Control key on your keyboard and clicking on the files that you want to select one by one. After you have highlighted all of the zip files and chosen the Target directory, go to the Uncompress menu. You will see that the "Extract Selected List Files" option is highlighted. When you click on this, the program will unzip all of the files you have chosen. The files from all of the zip files will end up together in the Target directory.

ALSO NOTE: Go to the [PKZip Setup Form](#) in the PKZip section of the Compress menu to learn about different zipping and unzipping variables that you can control in Archivers.

Sub-Topics:

[Archivers' Editors](#)

[Executing EXE Files](#)

[Viewing BMP and GIF Graphic Files](#)

[Archivers Delete Target Dir Files and RD Buttons](#)

[Un Span file from disk](#)

[Test Integrity of zip file](#)

Archivers' Editors

After extracting the ZIP file, the Archivers window provides you with a few options for viewing the files. If you have a text file that you would like to read (such as a readme file), double-click on the file (in the Target box) and most text files will automatically appear on your screen. If you have an unusual text file that double-clicking does not load, go to the Editors menu. This menu gives you a choice of three different text editors to view your text. Notepad allows you to view most small text files, Windows Write allows you to view any Windows Write file (having a .WRI extension) and the DOS Editor will allow you to view ASCII text files. Between the three of these options, you should be able to view just about any text file you run across. You also have the option of adding your own text editor or word processing program to the Editors menu. Go to "[Chooser Instructions](#)" to learn about how to do this.

Archivers also has a built-in WAV audio file player which allows you to double-click on WAV files and listen to them.

Executing EXE Files

The other thing you can do after extracting your files is execute any executable file (.EXE extension). To do this, all you have to do is double-click on the EXE file in the Target file list box . This will execute either a DOS or a Windows program. If you double-click on a "setup.exe" file, Archivers will run setup in the normal fashion. Executing a program from within Archivers may not always have satisfactory results and you may need to get out to DOS or Windows to really try it out, but most programs will execute normally. This will allow you to try the program and see if you'd like to keep it. You can also view text files such as read.me, readme.txt and read.1st by double-clicking on them in the Target file box.

NOTE: You may occasionally run across self extracting EXEs, which are files with an EXE extension that have compressed files within them. For more information about this type of file, go to [Self Extracting EXE Files](#).

Viewing BMP and GIF Graphic Files

Archivers has its own graphics viewer which will allow you to view bitmaps (BMP files) and GIFs. In order to view bitmap files, all you need to do is double click on the bitmap file that you would like to look at. You will see the picture come up in the center of your screen. You can maximize the viewer screen by clicking the upward arrow in the upper right-hand corner of the viewer window. To close the viewer, click on the close button in the upper left hand corner of the window. Use the same method to view GIF files. Choose the GIF file that you want to see and then double click on it. You will notice that the GIF viewer has an "Options" menu. This gives you two options for how the GIF appears on your screen: "Stretch" and "Keep Aspect". If the Stretch option is chosen, the GIF will be stretched to fit your screen. If the Keep Aspect option is chosen, the GIF file will keep its proper width to height ratio on your screen.

You also have the option of adding your own graphics viewing program to the Archivers "Viewer" menu. This will allow you to view not only bitmap and GIF files, but any graphics file that your viewer supports. To find out how to add your own viewer to the Viewer menu, go to ["Chooser Instructions."](#)

Archivers Delete Target Dir Files and RD Buttons

If you have unzipped your program into a test directory and you want to clear the directory so that you can unzip another file, you can use the Delete File(s) button at the bottom of the file list box. If you do not have a file (or files) selected, clicking on the Delete File(s) button will delete ALL FILES in that directory. If you have created a test directory that you want to get rid of, you can use the Del Dirs button. Clicking on the Del Dirs button will delete the directory that you have highlighted as well of all of the files in it and any subdirectories and their contents.

Un Span file from disk

The Unzip program also has an Un Span option. This is used only when you have a large ZIP file that has been saved on multiple floppy disks. In order to unzip such a file, you need to insert the final disk, choose source and target, and then choose Un Span from the Uncompress menu. Un Span will take the ZIP file off of the disks, combine it into one ZIP file and put it into the target directory. To unzip that file, you then choose it in the Source file list box and unzip it in the normal fashion.

Test Integrity of zip file

The other Unzip option in the Uncompress menu, "Test integrity of zip file" does not actually unzip your files, but it tests the integrity of the compression. Zipping files can sometimes cause errors. This option runs a test on your zip file and brings up the results in a text file on top of the Archivers window. Use the scroll bar at the side of the report box to read the test report and click on the "File" menu and "Exit" to close the text file. You can then choose Un Zip file from the Uncompress menu if you want to go ahead and unzip the file.

Besides being able to unzip files, the Archivers window also give you the ability to ZIP files. This is useful anytime you want to save a file or a group of files into a smaller amount of memory space. You may also want to use it when space isn't a problem, but you want to combine multiple files into one for electronic transport or transport on a disk.

In order to zip a file or a group of files, you need to choose the source file or directory first and then the target directory. To simply zip everything in the source directory, choose your source directory and then go up to the Compress menu and choose "Zip compress Dir(s)". The program will ask you for a name for your zip file. Type any name, without an extension. You will then see the hourglass appear as the files are being compressed. (Or, if you have the "Visually Display" option chosen in the [PKZip Setup Form](#), you will see a DOS window appear and it will show each file being added to the zip file.) When compression is complete, you will see the ZIP file in your target directory. The Zip Dir(s) option also works with directories containing subdirectories. When you choose Zip Dir(s), the program will ask you whether or not you want to include the subdirectories in the zipped file. The subdirectory structure will be retained or not retained within the zip file according to the selection that has been made in the [PKZip Setup Form](#).

Sub-Topics:

[MS Compress File\(s\)](#)

[PKZip Setup Options](#)

[Create Self-extracting EXE](#)

[PKzipfix \(repair zip file\)](#)

[Zip File\(s\)](#)

[Add Files to Zip File](#)

[Update Target zip file \(freshen method\)](#)

[Update Target zip file \(update method\)](#)

[Span Disk \(.zip file, file\(s\) and Dir\(s\)\)](#)

Create Self-extracting EXE

The "Zip 2 Exe" option takes a ZIP file and changes it into an EXE file (executable). This is helpful if you need to send a compressed file to someone who does not have PKZIP or other programs to uncompress the file. Once the file has been made into an EXE file, it can be executed on any computer running DOS and the files will automatically be uncompressed. Note, however, that changing a ZIP file to an EXE file adds at least 13 K to the size of your file.

PKzipfix (repair zip file)

This menu item runs the PKzipfix program. If you have a ZIP file that you think may be corrupted, choose it in the Source file list box and then choose this menu item. The PKzip program will then attempt to correct the ZIP file and will place it into a file called "pkfixed.zip" in your Source directory. You can then unzip it from there in the normal way.

Zip File(s)

The next option in the Zip menu is "Zip compress File(s)." You can use this option to zip only one file, a selected group of files, or even the files from an entire directory and all of its subdirectories (without retaining any directory structure). Choose a single file by highlighting it or multiple files by holding down the mouse button and selecting a group of files, by holding down the Control key and clicking on the files that you want to select, or by choosing a file extension in the file extension box above the Source file list box. If you don't choose any files, the program will assume that you want to zip all of the files in the directory. After selecting the file(s), select the target directory in the regular way. Choose Zip File(s) from the Compress menu and a ZIP file will be created in the target directory. If the directory has subdirectories, the program will ask if you want to include the files from the subdirectories in your zip file (unless you have already chosen specific files in the directory to zip).

Add Files to Target Zip File

This option allows you to add a file or files to a zip file that already exists. To use this menu item, choose the file or files that you wish to add in the Source file list box and choose the ZIP file that you want to add them to in the Target file list box. Then choose "Add File(s) to Zip File" and the selected files will be compressed and added to the zip file.

Update Target zip file (freshen method)

This will be a very useful option for you if you are using a zip file for ongoing backup purposes. When you choose this option, PKZIP will compare the contents of the ZIP file chosen in the Target directory with the files specified in the Source directory. If a file in the Source directory already exists in the Target zip file, PKZIP will check to see if the file in the Source directory is more recent than the file in the ZIP file. If it is more recent, it will replace the file in the zip file with the newer file in the Source directory, but if it is not more recent PKZIP will skip over the Source file and not re-compress it into the ZIP file.

Note that this process will not compress files from the Source directory that do not already exist in the Target zip file. You will have to use the "Update Target zip file (update method)" option to do that.

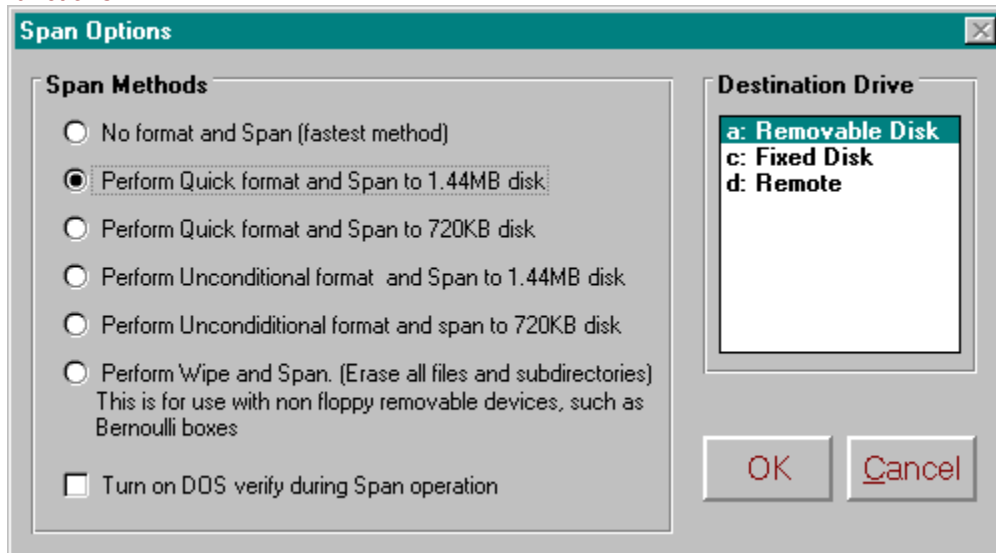
Update Target .zip file (update method)

This is almost exactly the same as the Update zip file freshen option. It compares the contents of the ZIP file chosen in the Target directory with the files chosen in the Source directory. If a file in the Source directory already exists in the Target ZIP file and is newer, it will be updated in the ZIP file. If a file in the Source directory exists in the ZIP file and is not newer, PKZIP will skip over it and not add it to the ZIP file. If a file exists in the Source directory that does not exist already in the Target ZIP file it will be added to the ZIP file.

Span Disk Options

Span Disk is one of the Pkzip collection of programs and is used for saving a very large zip file onto multiple floppy disks. You have the option of saving an already zipped file onto multiple disks ("Span .zip file...") or you can choose a directory structure or a large group of files and then choose "Span file(s).." or "Span Dir(s).." to take care of the zipping and the spanning process all in one step.

When you choose one of the Span options, the following form will appear on your screen so that you can choose the correct span options. Click on the different options on the form to learn more about their functions.



The image shows a dialog box titled "Span Options" with a close button in the top right corner. It is divided into two main sections: "Span Methods" and "Destination Drive".

Span Methods

- No format and Span (fastest method)
- Perform Quick format and Span to 1.44MB disk
- Perform Quick format and Span to 720KB disk
- Perform Unconditional format and Span to 1.44MB disk
- Perform Unconditional format and span to 720KB disk
- Perform Wipe and Span. (Erase all files and subdirectories)
This is for use with non floppy removable devices, such as Bernoulli boxes
- Turn on DOS verify during Span operation

Destination Drive

- a: Removable Disk
- c: Fixed Disk
- d: Remote

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

To use Span Disk, choose the ZIP file, file(s) or directories that you want to put onto disk and then choose your disk drive as your Target directory. Choose Span Disk (for .zip file, file(s) or Dir(s)) and the Span Disk form will appear. Pick the correct options and then click on OK. A DOS window will open on your screen and the Span Disk program will prompt you to put in the disks as they are needed. Be sure to number the disks as they are used. When the process is complete, you will be returned to the Archivers window.

NOTE: If the Span Disk process is used and the resulting zip file fits onto one disk, it still must be uncompressed using the Un-Span method. The regular unzipping process will not recognize the zip file.

No Format and Span

This option will not format the floppy disks that you use for the spanning process. Use this only if you already have a number of formatted, empty disks ready to use.

Perform Quick format and Span to 1.44MB

This option will perform a "quick" format on all disks before spanning onto them. The quick format will clear any files that are already on the disk, but it will not check for bad sectors on the disk which may result in data being written to bad sectors. The 1.44MB disks are the high density disks which are most commonly used in today's computers.

Perform Quick format and Span to 720KB

This option will perform a "quick" format on all disks before spanning onto them. The quick format will clear any files that are already on the disk, but it will not check for bad sectors on the disk which may result in data being written to bad sectors. The 720KB disks are the low density disks which are less commonly used.

Perform Unconditional format and Span

These two options (1.44MB and 720KB) will perform an unconditional format on the disks you use before spanning onto them. This takes a little longer, but it will not only clear off the disks, it will also mark any bad sectors on the disks so that data cannot be written to them. If you are spanning important information, this is the safest method for spanning. The 1.44MB option is for the commonly used high density disks and the 720KB option is for low density disks.

Perform Wipe and Span

This span option is for use only with removable hard drives. The "Wipe" function removes all information from the drive but does not format it. You would use this option if you wanted to (for instance) back up your entire hard drive onto multiple removable hard drives. Do not use this option if you simply want to zip some directories onto a removable hard drive (unless the zip file will be larger than the hard drive); use the regular Zip Dir(s) option.

Turn On DOS Verify

The DOS Verify function provides an added measure of security for the Span process when you are zipping files or directories. When this option is selected, DOS runs a verification test to double check that the selected file(s) and directories are zipped into the zip file. You may find that the DOS Verify function slows down the Span process, but only by a small margin.

Destination Drive

This window will show all drives that can be accessed by your computer. Not all of these drives are available for the Span Disk process however. You cannot perform a Span Disk operation to your root drive (e.g. C:\), and you would similarly encounter an error if you tried to Span to your CD drive. Use this window to choose the proper drive letter for your floppy disk drive (or removable hard drive).

OK Button

Click on this button to begin the Span Disk process after you have chosen the correct options.

Cancel Span Disk

Clicking on this button will abort the Span Disk process and return you to the Archivers main form.



The LHA compression program (which creates LZH files) is the compression program which is most widely used in Japan. You will find LZH files all over the world, though.

Sub-Topics:

[View Lzh File](#)

[Uncompressing LZH Files](#)

[LZH Menu - File Compression](#)

Using View Lzh File gives you the opportunity to view the contents of your Lzh files before opening them. It does not have all of the options of the View Zip File utility, however, due to the relative popularity of LHA and the need for code conservation. You can access the View Lzh option by either double clicking on an lzh file in the Source or Target list box, choosing "View contents of Lzh File" from the Uncompress menu after selecting an lzh file in the Source or Target list box, or by clicking on the right mouse button and bringing up the "instant menu" (after selecting an lzh file in the Source list box). View Lzh File opens a text file on your screen which gives you a list of all the files within your lzh file and details about the compressed and uncompressed size of the file. It also tells you the time and date of each file within the Lzh File. When you're finished viewing the file go to the "File" menu of the Notepad window and choose "Exit."

If you have a file with the LZH extension that you would like to uncompress, the process is exactly the same as for a ZIP file. (I suggest that you read the PKZIP instructions in this help file, if you have not done so already.) Click on the file that you want to uncompress, with the LZH file extension, and then choose your destination directory in the Target box. Go to the Uncompress menu and choose "Un Lzh file". You will then see the LZH file being uncompressed into the destination directory.

The Archivers program also tests the LZH file before uncompressing it. If the file has been corrupted in any way, you will get a message that reads "There is a problem extracting this file. Would you like to try to extract anyway?" If you choose yes, the LHA program will attempt to recover the file. If it is successful, you will see the file being uncompressed into your Target directory. If no files appear in the Target directory, LHA was unable to recover the file and you may not be able to uncompress it.

Sub-Topics:

[Un Lzh file \(retain directory structure\)](#)

[Test Integrity of zip file](#)

Un Lzh file (retain directory structure)

The second Un Lzh menu item in the Uncompress menu is "Un Lzh file (retain directory structure)." This is the Un Lzh option which will extract directories and subdirectories of an LZH file if a multi-level directory has been compressed. This Un Lzh option will also work just fine for uncompressing an LZH file without subdirectories, so there's no harm done if you choose it by accident.

Test Integrity of LZH file

The third LZH option in the Uncompress menu is "Test integrity of LZH file." This runs a test on the LZH file, similar to the Zip "test integrity" option, and loads the report into a text file on top of the Archivers window. The test is especially geared toward testing the integrity of the LZH file, to make sure that it hasn't been tampered with by a malicious hacker. The test integrity option will not tell you anything unless there is a problem with the file. Otherwise, it will just list the files inside of the LZH file. So, if nothing else, this is a quick way to see what files are in your LZH file before uncompressing it. After viewing the Lzh-t text file, choose the "File" menu and click on "Exit" to close the text file.

If you want to compress files using the LHA program, go to the Compress menu and choose the LZH Options sub-menu. The menu has five compression options.

Sub-Topics:

[Lha Dir\(s\)](#)

[Lha File\(s\)](#)

[Add File\(s\) to Target LZH File](#)

[Freshen File\(s\) to Target LZH](#)

[Update File\(s\) to Target LZH](#)

Lha Dir(s)

The first option, "Lha compress Dir(s)" is the general, all purpose command for compressing a group of files or a directory tree into an LZH file. The process is the same as for zipping files. Choose the directory containing the files that you want to compress in the Source list box, and then choose the destination where you want your LZH file to end up in the Target list box. Choose "Lha Dir(s)" from the LZH Options sub-menu in the Compress menu and you will see the hourglass appear as the files are being compressed (or if you have enabled the Visual On option, you will see a DOS window and watch each file being added to the lzh file). When the process is complete, you will see your LZH file in the Target directory. The Lha Dir(s) option also works with directories containing subdirectories. When you choose Lha Dir(s), the program will ask you whether or not you want to include the subdirectories in the zipped file.

Lha File(s)

The "Lha compress File(s)," like the Zip File(s) option, allows you to compress a single file or selected files. The process for these options is the same as for compressing directories. Choose the file or files in the Source file list box, choose the Target directory, and then choose the Lha File(s) option from the LZH Options sub-menu.

Add File(s) to Target LZH File

Like the Zip "Add Files" option, this option allows you to add a file or files to a LZH file that already exists. To use this menu item, choose the file or files that you wish to add in the Source file list box and choose the LZH file that you want to add them to in the Target file list box. Then choose "Add File(s) to Target LZH File" and the selected files will be compressed and added to the LZH file.

Freshen File(s) to Target LZH File

This option works the same as the ZIP "freshen" option and is especially useful if you are using an lzh file for ongoing backup purposes. When you choose this option, LHA will compare the contents of the lzh file chosen in the Target directory with the files specified in the Source directory. If a file in the Source directory already exists in the Target lzh file, LHA will check to see if the file in the Source directory is more recent than the file in the lzh file. If it is more recent, it will replace the file in the lzh file with the newer file in the Source directory, but if it is not more recent LHA will skip over the Source file and not re-compress it into the lzh file.

Note that this process will not compress files from the Source directory that do not already exist in the Target lzh file. If you want to add new files to the lzh file you will have to use the "Update File(s) to Target LZH" option.

Update File(s) to Target LZH

This is almost exactly the same as the 'Freshen File(s) to Target LZH" option. It compares the contents of the LZH file chosen in the Target directory with the files chosen in the Source directory. If a file in the Source directory already exists in the Target LZH file and is newer, it will be updated in the LZH file. If a file in the Source directory exists in the LZH file and is not newer, PKZIP will skip over it and not add it to the LZH file. If a file exists in the Source directory that does not exist already in the Target LZH file it will be added to the LZH file.



[View Arj File](#)

[Uncompressing ARJ Files](#)

[ARJ Menu - File Compression](#)

Using View Arj File gives you the opportunity to view the contents of your Arj files before opening them. It does not have all of the options of the View Zip File utility, however, due to the relative popularity of ARJ and the need for code conservation. You can access this utility by either double clicking on an arj file in the Source or Target list box, choosing "View contents of Arj File" from the Uncompress menu after selecting an arj file in the Source or Target list box, or by clicking on the right mouse button and bringing up the "instant menu" (after selecting an arj file in the Source list box). View Arj File opens a text file on your screen which gives you a list of all the files within your arj file and details about the compressed and uncompressed size of the file. It also tells you the time and date of each file within the arj File. When you're finished viewing the file go to the "File" menu of the Notepad window and choose "Exit."

The ARJ program works the same as the ZIP and LZH programs do. When you have a file with an ARJ extension that you want to uncompress, click on it in the Source file list box and choose the Target directory in the list box on the right. Then go to the Uncompress menu and click on the "Un Arj file" item (the Un Arj items will be highlighted) and you will see the hourglass appear as the files are being uncompresses. You will then see the uncompresses files appear in the target directory.

The Archivers program also tests the ARJ file before uncompressing it. If the file has been corrupted in any way, you will get a message that reads "There may be a problem extracting this file. Do you wish to try to correct this problem by using ARJ Recover method?" If you choose yes, the ARJ program will attempt to recover the file. If it is successful, you will see the file being uncompresses into your Target directory. If no files appear in the Target directory, ARJ was unable to recover the file and you will not be able to uncompress it.

Sub-Topics:

[Un Arj file \(retain directory structure\)](#)

[Test Integrity of ARJ file](#)

Un Arj file (retain directory structure)

The second Un arj option in the Uncompress menu is Un arj file (retain directory structure), which is the same as Un lzh file (retain directory structure). This extracts ARJ files which contain subdirectories and ensures that the directories end up back in the proper order. The ARJ program actually creates the proper subdirectories before it extracts the files into them. The Un arj x option also works for uncompressing normal single-directory ARJ files, so it can be used interchangeably with the plain Un arj file option.

Test Integrity of ARJ file

The third ARJ option in the Uncompress menu, "Test integrity of ARJ file," is the same the zip and lzh "test integrity" options. It runs a test on the ARJ file to test its integrity and displays the results in a text file on top of the Archivers window. The Test report displays a list of all of the files in the ARJ file with an OK next to them if they pass the test. After viewing the report text file, click on the "File" menu and choose "Exit" to close the text file.

If you have files you want to compress using the ARJ program, then you can choose an option from the Compress menu in the ARJ Options sub-menu.

ARJ is a very complex program with many more switches than we have made available in the Archivers window. You can see a complete list of switches in the Arj Help option of the Archivers Help menu. Or if you download the ARJ program from an online service it will have complete documentation with it, and you can investigate its many options. For simple, basic compressing, though, we highly recommend the PKZIP program.

Sub-Topics:

[Arj Dir\(s\)](#)

[Arj File\(s\)](#)

[Add File\(s\) to Target Arj File](#)

[Freshen File\(s\) to Target Arj](#)

[Update File\(s\) to Target Arj](#)

Arj Dir(s)

"Arj compress Dir(s)" is the standard file compression option for compressing a directory full of files or a directory tree. Choose the directory in the Source directory list box and then pick the destination in the Target list box. When you choose the "Arj Dir(s)" menu option, all of the files in the Source directory will be compressed into an ARJ file in the Target directory. If you are compressing a directory which contains subdirectories, the program will first ask you whether you want to include the subdirectories.

Arj File(s)

The Arj compress File(s) is the option for compressing single or selected files. Arj File(s) compresses a single file or a selected group of files into an ARJ file. Choose a single file by highlighting it or multiple files by holding down the mouse button and selecting a group of files, OR by holding down the Control key and clicking on the files that you want to select, and then select the target directory in the regular way. Choose Arj File(s) from the ARJ Options sub-menu of the Compress menu and an ARJ file will be created in the target directory.

Add File(s) to Target Arj File

Like the Zip and Lzh "Add Files" options, this option allows you to add a file or files to an ARJ file that already exists. To use this menu item, choose the file or files that you wish to add in the Source file list box and choose the ARJ file that you want to add them to in the Target file list box. Then choose "Add File(s) to Target ARJ File" and the selected files will be compressed and added to the ARJ file.

Freshen File(s) to Target Arj

This option works the same as the ZIP "freshen" option and is especially useful if you are using an arj file for ongoing backup purposes. When you choose this option, ARJ will compare the contents of the arj file chosen in the Target directory with the files specified in the Source directory. If a file in the Source directory already exists in the Target arj file, ARJ will check to see if the file in the Source directory is more recent than the file in the arj file. If it is more recent, it will replace the file in the arj file with the newer file in the Source directory, but if it is not more recent ARJ will skip over the Source file and not re-compress it into the arj file.

Note that this process will not compress files from the Source directory that do not already exist in the Target arj file. If you want to add new files to the arj file as well as freshen files you will have to use the "Update File(s) to Target Arj" option.

Update File(s) to Target Arj

This is almost exactly the same as the 'Freshen File(s) to Target Arj' option. It compares the contents of the ARJ file chosen in the Target directory with the files chosen in the Source directory. If a file in the Source directory already exists in the Target ARJ file and is newer, it will be updated in the ARJ file. If a file in the Source directory exists in the ARJ file and is not newer, ARJ will skip over it and not add it to the ARJ file. If a file exists in the Source directory that does not exist already in the Target ARJ file it will be added to the ARJ file.



Compress.exe and Expand.exe are used by Microsoft to compress the files in the programs that they sell. The two EXEs have been included with Archivers and have been added to your Windows directory. MS Compress file(s) can be accessed in the "Compress" menu and "MS Expand file(s) can be accessed in the "Uncompress" menu. The Compress program compresses each individual file and replaces the final character of the file extension with a "bar" _. For instance, archiver.exe becomes archiver.ex_. The Compress program is different from Zip, Arj or Lzh in that it does not compress a group of files into one file. You can use the Compress program to compress an entire directory of files (by using *.*), but you will end up with the same number of files; all compressed with the _ at the end of their file extensions. The files take up less memory space after compression.

You can use the Compress and Expand programs exactly like you use the compress/uncompress options. Choose a Source file or directory and then choose your Target directory. When using the Expand program, you have to expand one file at a time. You cannot use wildcards. Choose a file and then "MS Expand File(s)" from the Uncompress menu. Most files with common extensions will be automatically expanded into the Target directory and the "bar" will be replaced with the proper character. If you are expanding a file with a more unusual file extension you may be prompted to replace the bar '_' at the end of the file extension with the proper letter.



Besides compressed files with extensions like ZIP, LZH and ARJ, you will also often find compressed files with the EXE extension. These are called "self-extracting" EXEs because you execute them like you would a normal executable file and then they automatically extract their compressed files. Obviously there is no way to tell just by looking at an EXE file whether it is a regular EXE or a self-extracting EXE, but if you download a program from someplace online and it is in the form of a single EXE file, there's a fairly good chance that it is self-extracting. Archivers also can tell whether an EXE file is self extracting or not. If it IS a self-extracting EXE file, the Extract EXE command will be enabled in the UnCompress menu and in the right mouse button pop-up menu. To uncompress a self-extracting EXE, click on the file in the Source file list box and choose the destination directory in the Target directory list box. Then go to the UnCompress menu and choose the "Extract Exe" option. You will see the files extracted into the Target directory.

