Contents

This help file contains information that you might find useful when first installing WinZip®.   Just click on any of the topics below.

WinZip Installation

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WinZip Standard License

WinZip Evaluation License

If you are looking for the main help on how to use WinZip, click one of these two topics:

WinZip Wizard help

WinZip Classic interface help

WinZip Installation

The Setup Wizard will guide you through the simple WinZip installation procedure.

The Wizard will ask a few questions during setup.   Most users can simply accept all of the recommended settings by clicking **Next**.   Advanced users can customize installation by changing options as they appear.

If you are interested in information on installing WinZip site licenses in a networked environment, please see the web page http://www.winzip.com/site_install.htm.
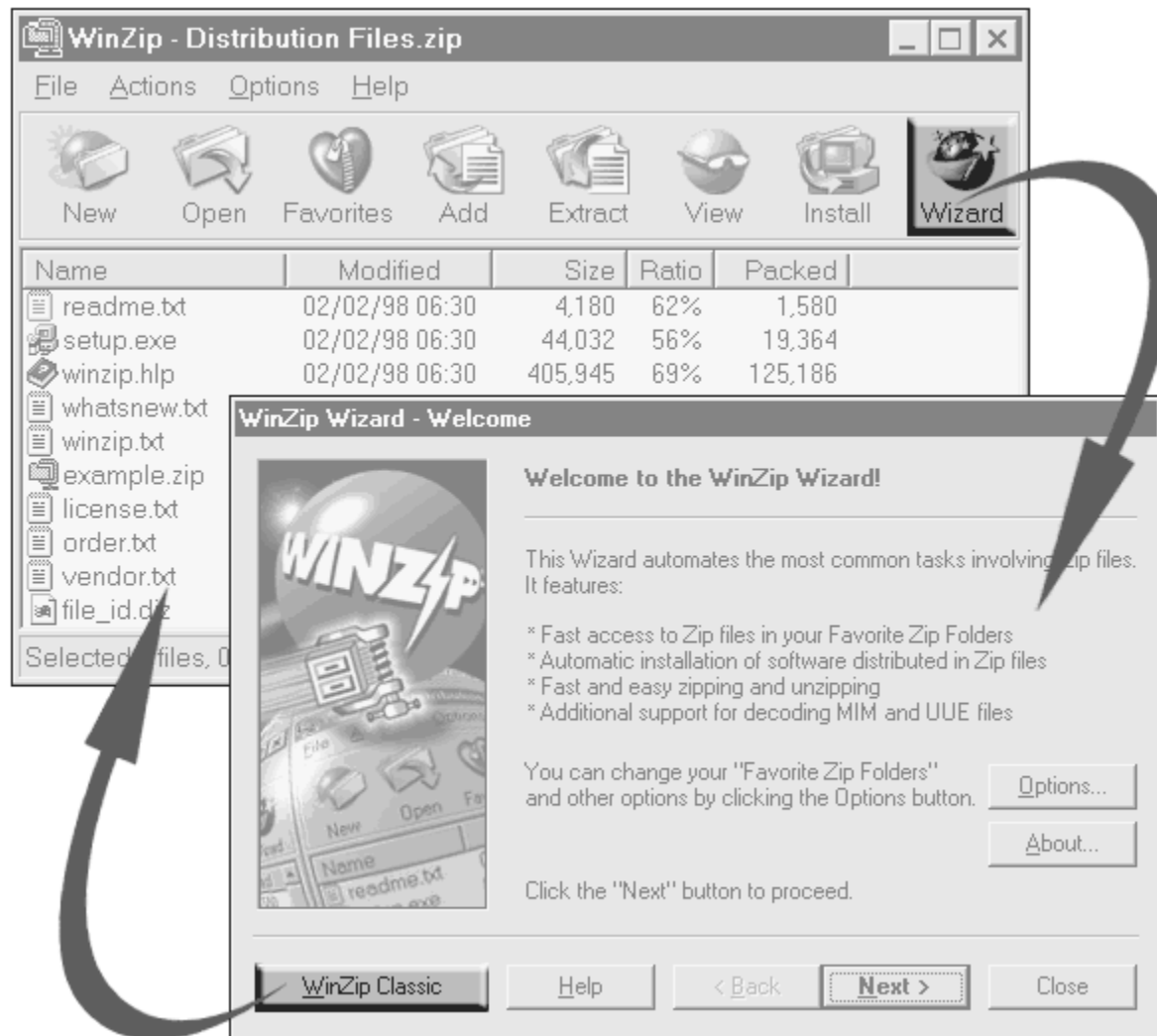
Printing the Quick Start Guide

The Quick Start Guide provides valuable information to help you get started using WinZip®.   To print the Guide, click **Print Quick Start** during the installation process.

In the Print dialog,

- Use the **Name** dropdown list to select the printer you want to use.

- Click **Properties** to change printer settings such as print quality and paper type.

- Click **OK** to print the Quick Start Guide, or **Cancel** if you do not want to print it.

After installation, you can view the Quick Start Guide at any time by clicking **Help** on any Wizard panel, clicking the help **Contents** button, and then clicking **The WinZip Quick Start Guide**.

The Wizard and Classic Interfaces

The two WinZip® interfaces

WinZip can be used with two different interfaces: the WinZip Classic interface or the WinZip Wizard. Both interfaces are included in all versions of WinZip.   One click switches from the Wizard to the Classic interface and vice versa.

- The WinZip Wizard interface is ideal if you want to know as little about Zip files as possible or to just "get started" with the files you have downloaded.   With the Wizard, you simply click the "Next" button a few times, and presto, your files are zipped, unzipped, or installed.   When you want to use more advanced zipping features, you can easily switch to the Classic interface.

- The award-winning WinZip Classic interface features tight integration with the Windows 95/98/NT/2000/Me/XP shell and versatile drag and drop facilities. It is great if you are comfortable using Windows and the Explorer, or want to use advanced zipping features.

When you install WinZip you must choose which interface WinZip will use when it starts up.   But whichever you choose, remember that you can always change your mind later and that it is easy to switch interfaces any time.

How do I …

- [choose a WinZip interface?](#)
- [switch interfaces while I'm using WinZip?](#)
- [change the interface WinZip will use when it starts up?](#)

How do I choose a WinZip interface?

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

Look at these two lists and decide which one seems more like you:

You might prefer the Wizard if

- you are new to computers.
- you are unfamiliar with the Windows operating system.
- you don't know much about Zip files, and don't want to.
- you just want to be able to deal with downloaded archives with a minimum of fuss.

You might prefer the Classic interface if

- you are an experienced computer user.
- you are comfortable using Windows and Zip files.
- you know how to use Windows Explorer.
- you need finer control over what goes into your Zip files, and what happens to files after they've been zipped.

Whichever one you choose, remember that you can always switch interfaces any time or change the interface WinZip uses when it starts up.

How do I switch interfaces while I'm using WinZip?

Whichever interface you're using, the other interface is always just one click away.

To switch from the WinZip® Wizard to the Classic interface

While in the Wizard, switch to the Classic interface by clicking on the WinZip Classic button.

To switch from the Classic interface to the WinZip Wizard

While using the Classic interface, switch to the Wizard by clicking on the Wizard toolbar button, or choose the Wizard entry in the File menu.

How do I change the interface WinZip will use when it starts?

Naturally enough, WinZip® must always start up using one of the two interfaces, either Classic or the Wizard.   You have to pick one of these when you install WinZip, but it's easy to change your mind later. Here's how:

To start up in the WinZip Wizard

- If you're currently using the Classic interface:

  1. Choose **Configuration** from the **Options** menu.
  2. Click the **Miscellaneous** tab.
  3. Check the **Next time start with the Wizard interface** checkbox.
  4. Click **OK**.

- If you're currently in the WinZip Wizard:

  1. If necessary, click **Next** or **Back** to get to the Welcome to WinZip panel.
  2. Click **Options** and then click on the **Misc** tab.
  3. Click **Next time start WinZip with the Wizard interface**.
  4. Click **OK.**

To start up in the Classic interface

- If you're currently using the Classic interface:

  1. Choose **Configuration** from the **Options** menu.
  2. Click the **Miscellaneous** tab.
  3. Uncheck the **Next time start with the Wizard interface** checkbox.
  4. Click **OK**.

- If you're currently in the WinZip Wizard:

  1. If necessary, click **Next** or **Back** to get to the Welcome to WinZip panel.
  2. Click **Options** and then click on the **Misc** tab.
  3. Click **Next time start WinZip with the Classic interface**.
  4. Click **OK.**

Tip: there's an even easier way to change your startup interface: just switch interfaces to the one you want to use at startup and then close WinZip.   WinZip will display a dialog asking you to pick the interface to use next time; simply click the button for the desired interface.

The WinZip Quick Start Guide

The WinZip® Quick Start Guide provides helpful information about getting started with WinZip.   You can print or view the Quick Start Guide from this panel.

Click **Print Quick Start** to print the Quick Start Guide.

Click **View Quick Start** to view the Quick Start Guide using Windows help.

Click **Next** when you are ready to continue.

Printing the Quick Start Guide

The Quick Start Guide provides valuable information to help you get started using WinZip®.   To print the Guide, click **Print Quick Start** during the installation process.

In the Print dialog,

- Use the **Name** dropdown list to select the printer you want to use.
- Click **Properties** to change printer settings such as print quality and paper type.
- Click **OK** to print the Quick Start Guide, or **Cancel** if you do not want to print it.

After installation, you can view the Quick Start Guide at any time by clicking **Help** on any Wizard panel, clicking the help **Contents** button, and then clicking **The WinZip Quick Start Guide**.

Express or custom setup

You can install WinZip® using either express or a custom setup.   Your choice affects only the initial settings of certain WinZip options; it does not affect where WinZip will be stored or how much disk space is used.   Whichever you choose, you can change any option settings any time.

To continue, click either **Express setup** or **Custom setup** and then click **Next**.

Express installation

Express installation installs WinZip using the most commonly chosen options.   For example, WinZip is associated with archives, and WinZip icons are placed in the Start menu and on your desktop.   Express installation is easiest and best for most users.

Custom installation

The custom installation, recommended for advanced users only, allows you to tailor initial WinZip option settings to your needs.

Explorer configuration

The Explorer Configuration panel allows you to select which optional Explorer-related WinZip® features you would like to enable.   Simply check the options you want and click **Next**.

The options are:

- **Associate WinZip with archives**: Windows will use WinZip to open archives from My Computer, Windows Explorer, most e-mail programs, etc.

- **Explorer shell extension**: WinZip's Explorer context menus are enabled, and you can use drag and drop to zip and unzip without leaving Explorer.

- **Display WinZip context items in a submenu**: WinZip's Explorer context menu items will appear in a submenu of the main Explorer context menu.   If unchecked, the menu items will appear in the Explorer menu itself.

- **Display icons on context menus**: a small WinZip icon is displayed to the left of WinZip's Explorer context menu items.

- **Include WinZip Quick Pick in taskbar tray**: a WinZip icon will appear in the system tray, providing instant access to WinZip and to recently opened archives.

- **Include WinZip in Start menu**: WinZip appears in the taskbar's Start menu.

- **Include WinZip on desktop**: a WinZip icon appears on your desktop.

Other options

The Other Options panel control a few additional WinZip® options.   Set the options as desired, then click **Next**.

The options are:

- **Program Locations**: a few optional WinZip operations require external programs.   These include operations such as virus scanning, viewing files with no Windows associations, and working with certain types of non-Zip archives.   You can configure these programs now by clicking **Program Locations**, or you can wait until you need them and configure at that time by choosing **Configuration** from WinZip's **Options** menu.
- **Create WinZip program group and icons**: Setup will create a window containing WinZip icons.
- **Create icon for WinZip Self-Extractor Personal Edition**: Setup will create an icon for the Self-Extractor.   This program, included with WinZip, allows you to create self-extracting Zip files that can be unzipped by users who do not have access to WinZip or another Zip-related program.

Favorite folders

The Search for Favorite Zip Folders panel controls how Setup searches for your Favorite Zip Folders.

Favorite Zip Folders is a WinZip® feature that helps you to organize your Zip files by identifying folders on your system that are likely to contain Zip files.   Your Zip files are then presented in one convenient list, making it easier to locate all Zip files, regardless of where they came from or where they are stored.

Choose the search method you prefer, then click **Next**.   Regardless of which option you pick now, you can always reorganize your Favorite Zip Folders by clicking **Options** from the Wizard's Welcome panel.

The options are:

- **Search Entire Hard Disk**: Searches all folders on your hard disk for Zip files.   This is the recommended option.
- **Quick Search**: Searches for certain specific folders that commonly contain Zip files.   This option is faster but not as comprehensive.

Favorite folders added

The Folders added to your "Favorite Zip Folders" panel shows how many folders have be added to your Favorite Zip Folders.

Favorite Zip Folders is a WinZip® feature that helps you to organize your Zip files by identifying folders on your system that are likely to contain Zip files.   Your Zip files are then presented in one convenient list, making it easier to locate all Zip files, regardless of where they came from or where they are stored.

Click **Next** to continue with the installation.

Wizard setup complete

Congratulations!   The WinZip® Wizard is installed and ready to use.

- Click **Next** to start the Wizard.
- Click **Close** to close WinZip.

Here are *some* of the ways you can start WinZip in the future:

- From the **Start** menu, click **Programs**, then **WinZip**, then **WinZip** again.
- Click **WinZip** from the Start menu.
- Double click the WinZip desktop icon.
- Double click a Zip file in a My Computer or Windows Explorer window, or double click a Zip file e-mail attachment.
- Drag and drop a Zip file on the WinZip desktop icon.

Installation is complete

Congratulations!   WinZip® is installed and ready to use.

- Click **Finish** to close WinZip Setup and start WinZip.
- Click **Close** to close WinZip Setup.

Here are *some* of the ways you can start WinZip in the future (assuming that you enabled all of the Explorer options):

- From the **Start** menu, click **Programs**, then **WinZip**, then **WinZip** again.
- Click **WinZip** from the Start menu.
- Double click the WinZip desktop icon.
- Double click a Zip file in a My Computer or Windows Explorer window, or double click a Zip file e-mail attachment.
- Drag and drop a Zip file on the WinZip desktop icon.

Associations

Associations help Windows to know when to use WinZip with your files.   For example, because WinZip is associated with Zip files, Windows will always use WinZip to open Zip files.   For best operation, WinZip should be associated with all types of archives that it supports.

Click **Next** to automatically associate WinZip with all supported archive types.

Click **Associations** if you would like to examine the associations that WinZip will create and specify which associations you want to enable.

WinZip 8.1 Ordering Information

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

To Order WinZip Now

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

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

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

Other Ordering Options

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

Credit card orders by phone

Credit card orders by fax or mail

Ordering by check

Purchase orders

WinZip Pricing

WinZip Single-User License: $29

WinZip Site Licenses:

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

If you need a quote for higher quantities, please send a message to sitesales@winzip.com.

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

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

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

If you have further questions, please send a message to sitesales@winzip.com.

German, French, and Japanese Versions

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

WinZip Standard License

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WinZip 8.1 Order Form/Invoice

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

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

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

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WinZip Site Licenses (includes one distribution CD):

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10 to 24 computers:	_____	computers at $17 per computer	= _____
25 to 49 computers:	_____	computers at $14 per computer	= _____
50 to 99 computers:	_____	computers at $10 per computer	= _____
100 to 199 computers:	_____	computers at $7 per computer	= _____
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500 to 749 computers:	_____	computers at $4 per computer	= _____

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Total payment US$ _____

If you need a quote for higher quantities, please send a message to sitesales@winzip.com

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WinZip 8.1 Credit Card Order Form

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

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

Fax: 1-860-429-3542
Mail: WinZip Computing, Inc., PO Box 540, Mansfield, CT 06268 USA

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Credit Card #: _____

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Expiration Date: _____

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Signature: _____

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WinZip Pricing

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

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

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

Purchase Orders

Purchase orders (Net 30 days) are accepted from government and educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Detailed order requests on signed company letterhead are also accepted. All orders are subject to credit approval. Please include a completed Order Form with your purchase order and fax it to 1-860-429-3542 or mail it to:

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

German, French, and Japanese Versions

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

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

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

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

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

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

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

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

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

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

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

The WinZip Quick Start Guide

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

What is an Archive or Zip file, anyway?

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

- **Distribute files on the Internet:** Only one Zip file transfer operation (download) is required to obtain all related files and file transfer is quicker because the archived files are compressed.

- **Send a group of related files to an associate:** When you distribute the collection of files as an archive you benefit from the file grouping and compression as well.

- **Save disk space:** If you have large files that are important but seldom used, such as large data files, simply compress these files into an archive and then unzip (or "extract") them only when needed.

What does WinZip do?

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

About WinZip's Setup Options

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

- **WinZip Wizard:** If you are new to computers, or unfamiliar with the Windows operating system, then you should first try using the WinZip Wizard to open and create your Zip files.

- **WinZip Classic:** The more powerful WinZip Classic interface is recommended if you are an experienced computer user, comfortable with using Windows and Zip files.

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

Installing the WinZip Wizard

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

1. In the WinZip Setup panel, choose **Start with the WinZip Wizard** and click **Next**. The Search for Favorite Zip Folders panel will appear.

2. In the Search for Favorite Zip Folders panel, choose **Search Entire Hard Disk** so the Wizard can search your system for Zip files (this is the recommended option).   You will see the search progress, and then a panel that says something like "17 folders were added to your 'Favorite Zip Folders'".   Click **Next**.

3. The WinZip Wizard Setup is complete panel displays. Click **Next** to continue, and the Wizard Welcome panel will appear.

4. In the Wizard Welcome panel, click **Next** again, and the Select Activity panel will appear.

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

Using the WinZip Wizard

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

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

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

Quick Unzipping with the WinZip Wizard

1. In the Select Activity panel, choose **Unzip or install from an existing Zip file** and click **Next**. The Select Zip File panel will appear.

2. In the Select Zip File panel, click on the Zip file you want to work with and click **Next**. The Unzip panel will appear.

3. In the Unzip panel, click **Unzip Now** to open the files in the archive. The WinZip Wizard will open a Windows Explorer window showing the unzipped files.

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

Quick Zipping with the WinZip Wizard

1. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.

2. In the Choose Zip Name panel, type the name you want to use for your new Zip file and click **Next**. For example, if you are creating a Zip file that will contain some files related to monthly reports, you might type "June reports" as the name for your Zip file.

3. In the Select Files panel, click **Add files** to add files to your Zip file, then select the files you want to add and click **OK**.

4. Click **Zip Now** to create the new Zip file.

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

Using WinZip Classic

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

Quick Unzipping with WinZip Classic

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

2. In the Open Archive dialog box you can locate the archive you want to unzip. Then click **Open**. The contents of the archive will be displayed in the WinZip window.

3. To extract files from the archive click the **Extract** toolbar button, or choose **Extract**… from the **Actions** menu. The Extract dialog box will appear.

4. In the box labeled **Extract to:** choose the folder where you want to place the extracted files and click **Extract**.

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

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

Quick Zipping with WinZip Classic

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

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

3. In the Add dialog box select the files that you want to add to your new archive and click **Add**.

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

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

WinZip Classic and Wizard: Switching Interfaces

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

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

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

WinZip Classic Tips

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

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

Using the WinZip Classic Help menu, you can:

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

Zip and Unzip Files without Leaving Explorer

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

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

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

Contacting Technical Support

You can contact our technical support staff as follows:

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

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

Please include the following information with any technical support questions:

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

- What version of WinZip are you running? If you are using the WinZip Classic Interface, choose **About WinZip** from the WinZip **Help** menu. If you are using the WinZip Wizard Interface, click the **About** button on the WinZip Wizard Welcome screen. Please include the entire "version" line in your problem report.

- If a dialog box with an error message was displayed, please include the full text of the dialog box, including the title in the title bar.