

Zip Manager 3.01

Quick Help Index

This help file is designed as a quick reference to the material covered in the documentation. If you have a question not covered here please check the readme.1st file, and the documentation. If you are new to Windows you can press F1 to get help on Windows Help. It is imperative that you read the update.doc file supplied with Zip Manager. It contains important information not contained in this help file.

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File and Edit Menu Help

-> **NOTE:** You can perform any of the tasks listed here and in the documentation on Self Extracting (EXE) files created with ZIP2EXE. They are treated in exactly the same manner as Zip Files.

This will provide you with detailed help for each of these menu commands. If you still are unclear about a concept covered here, please refer to the program documentation and the readme.1st file.

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Extract Menu Help

-> **NOTE:** You can perform any of the tasks listed here and in the documentation on Self Extracting (EXE) files created with ZIP2EXE. They are treated in exactly the same manner as Zip Files.
Choose the menu selection you have a question about from the list below.

[Extracting Zip Files](#)

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Comments Menu Help

-> **NOTE:** You can perform any of the tasks listed here and in the documentation on Self Extracting (EXE) files created with ZIP2EXE. They are treated in exactly the same manner as Zip Files.
Choose the menu selection you have a question about from the list below.

Add A Title Comment

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View Menu Help

-> **NOTE:** You can perform any of the tasks listed here and in the documentation on Self Extracting (EXE) files created with ZIP2EXE. They are treated in exactly the same manner as Zip Files.
Choose the menu selection you have a question about from the list below.

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Choose the menu selection you have a question about from the list below.

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Accelerator Key Reference

Choose the menu selection you have a question about from the list below.

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Trouble Shooting Help

Choose the menu selection you have a question about from the list below.

Trouble Shooting
Technical Support

Zip Manager 3.01 **Registration Information**

How to register your copy of Zip Manager

[Registration](#)

Creating A New Zip File

Accelerator Key Ctrl + N

1.) Select File from the main menu by either Clicking on it with your mouse, pressing Alt F then the letter N or pressing the CTRL+ N key.

2.) The create a new Zip File Dialog Box will be displayed. The cursor will be resting on an Input field with a caption that reads, Enter Name/ Mask or select from List. The File Spec mask reads *.zip.

3.) Press the backspace key to clear the field and Enter the name of the new Zip File you wish to create. Then press Enter or Click on the OK button.

4.) A new Dialog Box will be displayed. The caption reads "Select Files For the new Zip"

5.) You will see that the cursor is flashing in the File Mask field. You have the option of leaving the mask set to *.* to display all files in a directory or you may change it to display only certain files such as *.bat to see all the batch files only. You can also Enter a full or partial filename. For instance to display all of the files with the name Doodle. You would Enter Doodle.* in the mask Box.

6.) The next option is the Use Wildcards Check Box. If you would like to add files to the Zip that only match a certain File Spec you should Click on this Box to check it. In this example we will use a Wildcard. Click on the Check Box now.

-> NOTE: When you are selecting files to Add to a Zip you do not have to use files that are in the same directory where are adding to or creating the Zip File. The only requirement is that you have to add files that reside in the same directory for each operation. In other words, if you want to add files from more than one directory to a Zip you must add them one directory at a time.

7.) Now we need to Enter a Wildcard File Spec. Lets assume that we only want to add the files that end with .DOC to our Zip. Press the tab key or Click on the W/C Mask field, and Enter *.doc To create the new Zip press Enter.

-> NOTE: To add all the files in a directory to the Zip simply set the Wildcard Mask to *.* then press Enter or OK.

-> NOTE: In the select files Dialog Box there are Three fields labeled Size, Date, and Time. As you Click on a file in the Select Files List Box its size in bites, its date, and the time stamp. This is extremely useful if you are working with similarly named files. It will let you inspect each file so that only the correct ones are selected.

Extracting A Zip File

Accelerator Key Ctrl + Z

1.) Select Edit from the main menu by either Clicking on it with your mouse, pressing Alt E then the letter E. You will notice that the extract menu item has an arrow pointing to the right. Click on Extract or press Enter. A cascading menu will appear allowing you to select the type of file you wish to extract. Select Zip Files from the menu.

2.) The Extract a Zip File Dialog Box will be displayed. Select the Zip file you wish to extract. If the file is located on a different drive or directory select it by Clicking on the drive's/directories until the correct file is found. Now press Enter or Click on OK.

3.) You are now presented with the option of extracting all of the files in the Zip, Selected Files in the Zip, and whether or not you would like to extract the files to a specific subdirectory. In this example lets extract selected files to a subdirectory. Click on selected files, and on Extract to a Subdirectory. Now press Enter or Click on OK.

4.) You will see a message on the screen that informs you that Zip Manager is reading the Zip File. In a few seconds a Dialog box will be displayed showing you all of the available files in the Zip.

5.) -> Please note that this Dialog Box has an extra button that reads "Display Mask". This functions with the File Spec you have Entered in the File Mask Box. If you changed the File Spec from *.* (the default) to *.bat, you would then Click on the Display Mask button to display only those files with the extension of *.bat

-> If you change the File Spec, press the Tab key or Click on the Display Mask button. Pressing Enter or OK will cause an error message Box to appear notifying you that at least one file must be selected for this operation.

6.) Now select files from the List. When finished press Enter or Click on OK.

7.) -> A Dialog Box will now prompt you for the directory into which you would like to extract the files. At this point you can Enter the complete drive and path destination in the scrollable edit field, or simply use the mouse to select the drive and directory from the List Box. When ready press Enter, or Click on OK to extract complete the extraction process.

Extracting ARC Files

Accelerator Key Ctrl + R

The steps to extract a file with ARC-E are identical to those for extracting a Zip File with the following exception.

-> You are able to extract entire ARC files only. You do have the option of extracting them to a selected directory however.

Extracting LZH Files

Accelerator Key Ctrl + H

The steps to extract a file with LHARC are identical to those for extracting a Zip File with the following exception.

-> You are able to extract entire LZH files only. You do have the option of extracting them to a selected directory however.

Adding Files To A Zip

Accelerator Key Ctrl + A

1.) Select Edit from the main menu. Then select Add from the pull down menu. You can also use the Accelerator key combination Ctrl + A.

2.) The Open A Zip File Dialog Box will be displayed. You may Enter a Zip File name in the edit field, or select one from the List Box. If you choose to Enter the file name manually you can also Enter the complete drive and path parameters to the Zip File. Once you have made your selection press Enter or Click on OK.

3.) The Select Files To Add Dialog Box will now be displayed.

5.) You will see that the cursor is flashing in the File Mask field. You have the option of leaving the mask set to *.* to display all files in a directory or you may change it to display only certain files such as *.bat to see all the batch files only. You can also Enter a full or partial filename. For instance to display all of the files with the name myltr, you would Enter myltr.* in the mask Box.

6.) The next option is the Use Wildcards Check Box. If you would like to add files to the Zip that only match a certain File Spec you should Click on this Box to check it. In this example we will use a Wildcard. Click on the Check Box now.

7.) Now we need to Enter a Wildcard File Spec. Lets assume that we only want to add the files that end with .C to our Zip. Press the tab key or Click on the W/C Mask field, and Enter *.C

-> NOTE: When you are selecting files to Add to a Zip you do not have to use files that are in the same directory where are adding creating the Zip File. The only requirement is that you have to add files that reside in the same directory for each operation. In other words, if you want to add files from more than one directory to a Zip you must add them one directory at a time.

-> NOTE: To add all the files in a directory to the Zip simply set the Wildcard Mask to *.* then press Enter or OK.

8.) When you have finished selecting files press Enter, or Click on OK.

Moving Files Into A Zip

Accelerator Key Ctrl + M

- 1.) To Move files into an existing Zip choose Move from the Edit Menu.
- 2.) Follow the same procedures as described above in adding files to a zip since the only difference in these procedures is the way the files are handled as outlined at the beginning of this section.

Deleting Files Selected or an Entire Zip Accelerator Key Ctrl + D

- 1.) Select Edit from the Main Menu, then choose Delete.
 - 2.) The Delete A Zip File Dialog Box will be displayed. You may Enter a Zip File name in the edit field, or select one from the List Box. If you choose to Enter the file name manually you can also Enter the complete drive and path parameters to the Zip File. Once you have made you selection press Enter or Click on OK.
 - 3.) You will now see a Dialog Box asking whether to delete the entire Zip file, or selected files within the Zip File. The delete an entire file is self explanatory. To delete selected files from a zip, Click on the selected files radio button and press Enter or Click on OK.
 - 4.) The select files to delete Dialog Box will be displayed.
 - 5.) -> Please note that this Dialog Box has an extra button that reads "Display Mask". This functions with the File Spec you have Entered in the File Mask Box. If you changed the File Spec from *.* (the default) to *.bat, you would then Click on the Display Mask button to display only those files with the extension of *.bat
- > If you change the File Spec, either press the tab key or Click on the display mask button. Pressing Enter or OK will cause an error message Box to appear notifying you that one file must be selected for this operation.
- 6.) Select files from the List. When finished press Enter or Click on OK. The files you selected will be deleted from the Zip.

Freshen A Zip

Accelerator Ctrl + F

- 1.) Select Edit from the main menu, and then select Freshen from the pull down menu.
- 2.) Select a Zip File to freshen from the Freshen/Backup Dialog Box.
- 3.) Freshen will compare the current files contained in the Zip File you selected with the files currently in the SAME directory as the Zip File. If it detects that any of the files on disk have a more recent time and or date stamp it will automatically update the Zip File with the more recent file contained on the disk. If none of the files have changed you will get a message in the DOS Window from PKZIP saying "PKZIP nothing to do".

Updating A Zip File

Accelerator Key Ctrl + U

- 1.) Select Edit from the main menu, and then select Update from the pull down menu.
- 2.) Select a Zip File to update from the Update a Zip File Dialog Box.
- 3.) Updating a Zip is nearly the same as Adding files to a Zip. It is intended to act as a manual version of freshen. The object is to let you decide which files on disk that have changed since the Zip File was created that YOU want to update in the Zip. Freshen on the other hand automatically updates every file that has changed even if you may not want it to. To summarize Update is basically a manual way to add selected files to an existing zip where the same files exist in the Zip.

Not Backed Up Since Accelerator Key Ctrl + B

1.) The not backed up since option adds to the Zip all files that are in the current directory that haven't been backed up by the data backup program you normally use. Most backup programs change the file attribute so that the next time you run the program it will allow you to backup only the files that have changed since your last backup.

The PKZIP switch used for this option is -i It looks for files that have not been backed up.

2.) To use this option select the Not Backed Up Since option from the Edit menu.

3.) Select the Zip File you want to use from the List Box, or Enter the name of the Zip File you want to use in the edit field Box.

4.) Zip Manager will now Add every file that has not been previously backed up in the Zip File you selected.

Testing A Zip File

Accelerator Key Ctrl + T

- 1.) To test a Zip File for integrity select the Edit from the main menu and then select Test from the pull down menu.
- 2.) Select the Zip File you want to test from the List Box, or Enter the name of the Zip File you want to test in the edit field Box. Press Enter or Click on Ok. The results of the test will be displayed in the Window.
- 3.) If a Zip File is found to have some form of error you should use PKZIPFIX to attempt to repair it. You should then UNZIP it and create a new zip file with the files that you just extracted.

Adding A Zip File Title Comment

1.) To add a title comment to the Zip File select Edit from the main menu. You will see the Comments selection on the pull down menu. In this example we will add a Zip File Title. Select Zip File title from the menu and press Enter or Click on OK.

2.) Select the Zip File you want to comment from the List Box, or Enter the name of the Zip File you want to comment in the edit field Box. Press Enter or Click on Ok. You will see the DOS Window open on 386 Computers or the full screen Window on 286 Computers. Pkzip will run and ask you to Enter the comment for this Zip File. Enter the comment you want to add and press Enter. You will be prompted to press a key to return to Zip Manager.

Add/Edit Zip File Comments

1.) To add/edit comments in an existing Zip File select Edit from the main menu. You will see the Comments selection on the pull down menu. In this example we will add/edit comments to each file in the Zip. Select Add/Edit Zip from the menu and press Enter or Click on OK.

2.) Select the Zip File you want to use from the List Box, or Enter the name of the Zip File in the edit field Box. Press Enter or Click on Ok. You will see the DOS Window open on 386 Computers or the full screen Window on 286 Computers. Pkzip will run and display the old comment. If there wasn't an old comment that line will be blank. You will be prompted to Enter the new comment for each file in the Zip. If you don't want to add a comment to a particular file simply press Enter for that file. This process will repeat until each file in the Zip has had a comment added to it, or the old comment has been updated.

Adding Comments to New Files

Accelerator Key Shift + N

1.) To add a comment to new files in a Zip select Edit from the main menu. You will see the Comments selection on the pull down menu. It is a cascading menu item. In this example we will use New Files. Select New Files from the menu and press Enter or Click on OK.

2.) Select the Zip File you want to use from the List Box, or Enter the name of the Zip File in the edit field Box. Press Enter or Click on Ok. You will see the DOS Window open on 386 Computers or the full screen Window on 286 Computers. Pkzip will run and display only those files that DO NOT PRESENTLY have a comment. Enter a comment for each new file when prompted by PKZIP.

User Selected Comments

Accelerator Key Shift + U

1.) To add a comment to user selected files in a Zip select Edit from the main menu. You will see the Comments selection on the pull down menu. In this example we will use User Selected. Choose User Selected from the menu and press Enter or Click on OK.

2.) Select the Zip File you want to use from the List Box, or Enter the name of the Zip File in the edit field Box. Press Enter or Click on Ok. You will now be presented with a List of files contained in the Zip. Click on the ones you wish to add comments to and then press Enter or Click on OK. PKZIP will now start and allow you to add the comments to the files that were selected.

To View a Zip File follow these steps.

Accelerator keys:

Short Listing Ctrl + S

Long Listing Ctrl + L

1.) Select View from the main menu.

2.) Select the file you wish to view from the Dialog Box. Press Enter or Click on OK. The file will be Listed in the Zip Manager Client area. You can use the Up, Dn, Left, Right, arrow keys to scroll around the Window to view the Zip. You can also use the PgUp and PgDn keys as well as the mouse to view the file area.

Clearing The Currently Displayed File.
Accelerator Key Shift + C

After you have finished viewing a Zip File, you can clear that Listing from the Window by selecting Clear List Window from the View Menu, or press Shift the C key.

Password Protection Of your Zip Files

To add password protection select the Switches Menu and then Click on Password Encrypt. Now when you choose any of the Zip Manager file operations you will first be presented with a Dialog Box in which you Enter the Password. This password will then be stored as part of the Zip File. This option works when adding individual files to a Zip, or when creating new Zip Files.

Storing Path Information

The -P Option

When you check the -P Store Path Info Option, Zip Manager will store along with each file you add to the Zip, the full path name where that file was located.

Recurring Directories With Zip Manager The -rp Option

USING -rp STEP BY STEP

- 1.) Select the switches menu and Click on the -rp Recurse Directories/Path option to select it.
- 2.) Select New or Edit from the main menu. Use the Drive/Directory List Box to select the directory where you want to create or add to a Zip File.
- 3.) Enter the Name of the Zip File you want to create if you making a new Zip, or select a Zip File from the List of available Files.
- 4.) The select files to add Dialog Box will now be displayed. Ignore the File Mask edit field as it has no effect when you are using recurse. **DO NOT SELECT ANY INDIVIDUAL FILES TO ADD TO THE ZIP.** This will prevent the recurse option from working.
- 5.) Activate the Use Wildcards Check Box by Clicking on it.
- 6.) Now Enter the Wildcard information. Zip Manager already knows the full path information. Enter *.* as the Wildcard File Spec to use. **THIS IS THE ONLY WAY THE RECURSE OPTION WILL WORK!**
- 7.) Now press Enter Or Click On OK. This will start PKZIP and you can observe the progression as it first adds every file in the current directory to the Zip, and then proceeds to Add files from every directory that resides under the current one.

Retain the Original Zip Date The -k Option

By setting the -k Retain original Zip File date option it will force PKZIP to keep the Zip Files Original date. In other words if the Zip had a date of 01-10-80 and you added files to it on 12-10-90. The Zip File would retain the 01-10-80 date.

Overwrite File On Extraction

The -o PKUNZIP Switch

This switch will allow Zip Manager and PKUNZIP overwrite files that already exist on the disk without prompting you for permission to overwrite each file.

Create Directories On Extraction

The -d PKUNZIP Switch

If you have a Zip File which was created with either the -P option or the -rp recurse option you can set the -d switch on to inform PKUNZIP to restore the files to the directory name stored with each file in the Zip. This is a handy way to restore a file, or an entire directory that may have become corrupt.

Edit/Print**Accelerator Key Ctrl + E**

This option calls the text editor or Word Processor you specified in the Zip Manager Setup. When you select this option Zip Manager will present a List of every file contained in the directory you select. Simply pick the file you wish to load into your text editor. You can only edit one file at a time. When you have selected a file to edit, press Enter or Click on OK. The editor will start and the file will be loaded, ready to work on.

Using The LIST.Com Program **Accelerator Key Ctrl + F2**

Zip Manager supports LIST.Com written by Vernon D. Buerg. This is an extremely useful program for quickly looking at files contained in a Zip File. If you use LIST with Zip Manager please register your copy with its author. Complete information on where to contact the author of each program is contained in Appendix B. Zip Manager uses LIST to allow you to view a file in a Zip without having to extract the entire Zip File first.

To use LIST follow these steps:

- 1.) Choose Run LIST.Com from the options menu or press Ctrl + F2
- 2.) The select a Zip File to LIST Dialog Box will now be displayed. Choose A Zip File and press Enter or Click on OK.
- 3.) A Dialog Box displaying the files contained in the Zip will be Displayed. Choose the file that you want LIST to load and press Enter or Click on OK. Zip Manager will attempt to extract the Zip File to the \ Windows\Temp\ directory. If you have the set temp = to a different drive/directory Zip Manager will use that directory to temporarily extract the file from the Zip. LIST will start and the file you selected will be displayed. NOTE: LIST Will NOT run in a DOS Window even on 80386 computers.
- 4.) When you have finished using LIST, Zip Manager will delete the temporary file from the disk.

Using Scan With Zip Manager **Accelerator Key Ctrl + F3**

Zip Manager fully supports the Virus Detection program Scan, published by McAfee Associates. You will notice that there will always be a number following scan. This indicates the number of known virus's that the current version knows about. If you use Scan with Zip Manager please register your copy with its author. Complete information on where to contact the author of each program is contained in Appendix B.

To use Scan follow these steps:

- 1.) Choose Scan For Virus from the options menu or press Ctrl + F2
- 2.) You will be presented with a Dialog Box displaying all of the files in the current directory. Choose the EXE or COM file you wish to Scan from the List Box and press Enter or Click on OK.
- 3.) A DOS Window will open up on 386 Computers, and A full screen Window will be displayed on 286 Computers. You will be able to watch as Scan tests the selected file. After you have viewed the results you can press any key to close the Window and return to Zip Manager.

Making Self-Extracting EXE Files

Accelerator Key Ctrl + F4

This option uses the Zip2Exe.exe program that comes with PKZIP.

To create a Self Extracting EXE follow these steps:

- 1.) Choose Make Self Extracting Zip from the options menu or press Ctrl + F4
- 2.) You will be presented with a Dialog Box displaying available Zip Files. Choose the Zip File you wish to convert and press Enter or Click on OK.
- 3.) A DOS Window will open up on 386 Computers, and a full screen Window will be displayed on 286 Computers. You will be able to watch as the zip file is converted to an EXE file with the same name. The original zip file is left intact on the disk. You now have a Self Extracting executable.

Repairing Damaged Zip Files

Accelerator Key Ctrl + F5

An entire Zip File may become damaged, or files within the Zip may become damaged from time to time. Zip Manager supports PKZIPFIX so that you can attempt to repair these files. This option uses the PKZIPFIX.Exe program that comes with PKZIP.

To repair a Zip File follow these steps:

- 1.) Choose Repair Zip File from the options menu or press Ctrl + F5
- 2.) You will be presented with a Dialog Box displaying available Zip Files. Choose the Zip File you wish to repair and press Enter or Click on OK.
- 3.) A DOS Window will open up on 386 Computers, and a full screen Window will be displayed on 286 Computers. You will be able to watch as the zip file repair is attempted. The repaired Zip File is renamed to PKFIXED.ZIP. The original zip file is left intact on the disk. You should now try to extract the PKFIXED.ZIP file and then create a new Zip with the files that were successfully extracted.

Control Key Quick Reference

Ctrl + A.. Add new files to a Zip
Ctrl + B.. Backup Files (-i) switch
Ctrl + D.. Delete a Zip or files in the Zip
Ctrl + E.. Start you editor and load a file
Ctrl + F.. Freshen a Zip file
Ctrl + H.. Extract an LZH file
Ctrl + L.. View a Zip, Long Zip listing
Ctrl + M.. Move files into a Zip
Ctrl + N.. Create a New Zip file
Ctrl + R.. Extract an ARC file
Ctrl + S.. View a Zip, Short Listing
Ctrl + T.. Test a Zip
Ctrl + U.. Update a Zip
Ctrl + X.. Exit Zip Manager(Quit)
Ctrl + Z.. Extract a Zip file
Ctrl + F2..Run LIST.COM
Ctrl + F3..Run Virus Scan
Ctrl + F4. Run ZIP2EXE Convert Zip To Self Extract
Ctrl + F5. Run PKZIPFIX Repair a Zip file

Shift Key Quick Reference

Shift + A.. Add comments to an entire Zip

Shift + C.. Clear A Zip Listing from ZM Client Area

Shift + N.. Add comments to NEW files IN a Zip

Shift + T.. Add a Zip Title comment

Shift + U.. User selected files to comment in a Zip

Shift + F1..Help

Trouble Shooting and Technical Support

If you are having trouble getting Zip Manager to function properly double check the following items:

1.) Check your setup to make sure each program setting contains the complete path and file name, including the program extension ie. EXE or COM. After you run the initial setup the values are written to your win.ini file. If you wish you can check the drive and path parameters there. All of the information is under the [Zip Manager] heading.

2.) Make sure that all of the program files described under the installation section are present.

3.) Check the ZMSCAN.PIF for the these settings:

All of the default settings are OK, except the following:

- 1.) Program Filename: ZMSCAN.EXE
- 2.) Window Title: Zip Manager
- 3.) Optional Parameters: Blank
- 4.) Start-Up Directory: Blank
- 5.) Memory Requirements: KB Req 128 KB Desired: 640
- 6.) Display Usage: Check the Windowed Radio Button
- 7.) Execution: Check Exclusive, or (Background on 386 only)
- 8.) Close Window On Exit: Make sure this box is checked
- 9.) 386 Users Click on the advanced button.
- 10.) Detect Idle Time: Check it OFF(Not Checked)
- 11.) Emulate Text Mode: Checked(ON)
- 12.) Retain Video Memory: Check it OFF(Not Checked)

4.) Make sure the directory in which you installed Zip Manager is in the path statement of your autoexec.bat file.

5.) Make sure that the directory where you store PKZIP, PKUNZIP, LIST, ARC-E and SCAN are also listed in your path statement.

6.) Make sure that the program manager item for Zip Manager is set correctly. **It MUST use ZM.EXE**

7.) If you are still unable to get Zip Manager to function properly you can call us for technical support. We will provide support to un-registered users, as long as you are calling with the intent of registering your program if it functions properly. We want you to have a program you can be proud to own, and quality technical support is an important part of ownership.

IF ZIP MANAGER GIVES YOU A STRANGE ERROR MESSAGE CHECK THE ZMSCAN.PIF TO MAKE SURE THAT ONLY THE, FOREGROUND BOX IS CHECKED. Windows sometimes checks both of these boxes by itself!

Technical Support

We will provide technical support to un-registered users on their first phone call only if you are calling with the intention of registering your copy of the program once your questions have been answered.

Please call us at 602-375-9502 Monday - Friday from 8:00 am - 4:00 pm Mountain Standard Time. Arizona does not go on daylight savings time. (Who wants it to stay light later when its 110 degrees outside!)

You can also call our BBS at 602-375-0531 1200 or 2400 baud, N81 and leave us a message in the Moon Valley Shareware Forum. There is lots of other good shareware on the BBS so feel free to browse around while your on-line.

Registration Information

To register you copy of Zip Manager Please use the file called REGISTER.FRM that is supplied with the program.

If you wish you can phone in your order using your Visa or Master Card Monday - Friday 8:00 am - 4:00 pm MST. The order phone number is 602-375-9502
The registration fee is \$21.95

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