FlashPoint Development

UnZIP95 ^{TM}

The Only Completely Simple^{TM}
UnZIP Solution for Microsoft Windows Explorer

User's Guide

Shareware/Evaluation Version
Release 2.04.96.06 -- June, 1996

Visit FlashPoint on the World Wide Web (WWW) at:
http://members.aol.com/flashptdev

Contact FlashPoint via E-Mail at:
70771.1336@compuserve.com
flashpoint@msn.com
flashptdev@aol.com

See, the following topics in this ***User's Guide***, for additional information on:

- ◼   "Legal Notices"
   - ◼   "Proprietary Information"
   - ◼   "Acknowledgments"
   - ◼   "License and Agreements"

See the following topics in the ***Product Catalog*** (ORDERME.DOC), for additional information on:

- ◼   "How to Order and License Applications"
- ◼   "Registered User Benefits, Support and Feedback"
- ◼   "General Information"
- ◼   "Individual Use (Per Copy) Licenses"
   - ◼   "Fees and Charges"
   - ◼   "Order Forms -- Individual Use (Per Copy) Licenses"
- ◼   "Multiple Use (Site) Licenses"
   - ◼   "Fees and Charges"
   - ◼   "Order Forms -- Multiple Use (Site) Licenses"

CONTENTS

WELCOME

FlashPoint Development is proud to introduce and welcome you to the newest suite of file management applications in its Navigator ™ -- ZipTools ™ series -- FlashPoint UnZIP95 ™ for Windows Explorer.

Since the first public release of the original Navigator file manager for the Zenith Z-100 computer and DOS, in 1984, FlashPoint Development has been committed to providing solutions to end user file management needs. without charge or at modest prices. As always our ultimate goal is that the use of FlashPoint's Navigator applications and utilities will make the day to day use of DOS and Windows a little more productive and, of course, a lot more fun.

UnZIP95 provides a new Windows Explorer subset of features of other FlashPoint Windows Navigator ZipTools' utilities, and is designed to complement the latest releases of both third-party and FlashPoint Windows products, including Windows Navigator ™ (WinNAV ™), Zip Navigator ™ (ZipNAV ™), ZipTools ™ for Windows and FlashPoint Zip/ZipX ™ -- the original one-hundred percent (100%) Windows implementation of ZIP archive, file compression, expansion, management and navigation utilities and the first ever to be distributed as shareware.

UnZIP95, together with Zip archive files, are essential tools for every individual and corporate user of Windows Explorer, who

- Uses a modem for communications and e-mail, and wants to save time and reduce long distance toll charges;

- Accesses information or content on the Internet, a bulletin board systems ("BBS") or mainframe services, such as America Online, Microsoft Network or CompuServe, and desires to maintain e-mail privacy, file security and reduce online charges;

- Desires to better organize and preserve file integrity, by placing multiple groups of files in single archives or libraries; or

- Believes it is important to minimize valuable hardware and maintenance related costs, and that disk free space is and will continue to be a valuable resource.

All of these goals can be accomplished through the use of UnZIP95 and other FlashPoint Navigator ZipTools.

For example, a Zip compressed archive file will generally be 50% to 70% smaller than the aggregate size of its original member files; thus, one major and obvious benefit is that Zip file compression can save hard and floppy disk space and significantly reduce related costs and expense.

The savings can be even more significant than the percentages above reflect, if a major weakness of the DOS file system is taken into consideration. Although not readily apparent from a simple DOS file

directory listing, every individual file on a system's disk will consume a minimum amount of disk space no matter how little data, if any, appears to be contained in it; a file that appears to be only one (1) byte in length will actually consume or waste several hundred, if not thousands, of bytes of disk space. Multiply this by even a modest amount of small files, and one can quickly see that consolidating small files in a single archive file, even without using any compression, can save hundreds of thousands of bytes of hard and floppy disk space.

However, there are other, not so obvious benefits, that can be achieved by using UnZIP95 and other Navigator ZipTools on a regular basis.

Using Zip archives can also reduce the number of individual files stored on a disk drive, by allowing the user to maintain combined groups of related files in a single library or archive file. This can result in faster system response times by Windows based applications that would otherwise experience noticeable slowdowns each time they attempted to access scattered directories containing large numbers of individual, non-archived files. Fewer and faster disk accesses can help prolong the life of a system's drives, which in turn may result in lower repair and replacement costs.

Those who transfer files and e-mail by modem, to and from remote systems, will see immediate savings in long distance tolls and on-line service charges, which should be proportionately related to time saved by transferring a single, smaller, compressed Zip archive file, rather than several uncompressed individual files. Using UnZIP95 will encourage users to download Zip archives rather than unarchived files, and allow even the most novice users to quickly access the contents of same.

No matter whether you are new to Zip archives and file compression or have been using those old DOS based ZIP utilities since their first introduction, if you use Microsoft Windows, Windows Explorer or Windows "My Computer" desktop application, you will certainly find unlimited benefits to be derived in upgrading to FlashPoint Windows UnZIP95.

FUNDAMENTAL CONCEPTS

Certain concepts and terms are often taken for granted by users, developers and documentation authors; however, each of their perspectives may be somewhat different. It is important, therefore, to briefly review a few basics in order to insure that everyone has a common understanding of terms used in this documentation.

WINDOWS FOLDERS AND FILE DIRECTORIES

Although, with the advent of Windows 95, Microsoft began referring to DOS "file directories" as "folders," this documentation uses the terms "file directories," "directories" and "folders" interchangeably.

WINDOWS EXPLORER AND "MY COMPUTER"

For purposes of this documentation, the reader should consider references to "Explorer" or the "Windows Explorer" shell to include references to the Windows' "My Computer" desktop icon application.

The "My Computer" desktop icon is the basic (and Windows default) method to quickly and easily see almost everything on your computer. Simply, double-click the "My Computer" icon on the desktop to browse through your files and folders.

However, with the Windows Explorer interface, you can see both the hierarchy of folders on your computer and all the files and folders in each selected folder. This is especially useful for copying and moving files. You can open the folder that contains the file you want to move or copy, and then drag it to the folder you want to put it in. To run Windows Explorer, click the Start menu, point to the "Programs" item, and then click the "Windows Explorer" item on the popup submenu.

Both Windows Explorer and My Computer are part of the same Windows shell, which itself is actually only a graphic user interface (GUI) program or command shell that is loaded by Windows when it first starts up, e.g., you could easily change the default shell back to the Windows 3.1 Program Manager user interface and give Windows the same look and feel as Windows 3.1. By way of example, open My Computer select a disk drive or folder icon, click the file menu and select "Explore" -- the Window displayed is Windows Explorer.

Tip: Add a Windows Explorer shortcut to the desktop, and use it in place of the "My Computer" icon.

FILE COMPRESSION AND ARCHIVES

Often terms such as "compression," "archives," "libraries" and "compacting" are used interchangeably when referring to file and media utilities, however, the terms are far from identical.

File Compression

Generally the term file "compression" refers to any method of reducing a single file's physical size, by varying degrees, and allowing it to be uncompressed at a later time without losing any of its essential characteristics.

The most obvious benefit is that a compressed file will occupy less space on a hard drive, disk, tape or other storage media. Another benefit is that compressed files can be transmitted over wire, telephone or satellite in a shorter period of time than uncompressed files.

Many utilities and applications employ compression. For example, many software development companies now employ proprietary methods of compressing distribution files to reduce the costs of distribution disks and their setup programs uncompress the files upon installation, and most popular graphics file formats are actually compressed data files.

The bottom line benefit is that using compressed files can directly or indirectly result in substantial savings of time and money.

Compacted and Compressed Files

While the concept of "compacting files" might include "compression," it also might include methods of permanently converting or modifying a file's essential characteristics. That is to say, compacting would also include techniques for reducing a file's size, without providing any means for the compacted file later to be restored to a mirror image of the original file.

This technique is more common to graphics files which do not require restoration to their original resolution. For instance, their is little need to store files in a 600 dots per inch (dpi) format when they will only be reproduced, displayed or printed at 300 dpi. Thus by converting the original files to a more compact lower resolution file, significant savings in storage space can result.

For purposes of this documentation we are not concerned with permanently "converting" files, we are concerned with temporarily saving files in a compressed form for later retrieval. Therefore, any references herein to compacting refers to the later and not the former.

Library and Archive Files

The term "libraries," as well as "archives," refers to file formats which combine groups of files in a single file; that is to say, groups of files are contained within a single library or archive file.

"Library" files, at least when the term first became popular in personal computing with the advent of *.LBR files, referred to groups of uncompressed files; however, it was common for files to be compressed or rather "squeezed" by a standalone utility prior to being stored in a *.LBR file with a separate standalone library utility.

On the other hand, the term "archive" files, tended to refer to groups of compressed files after the advent of the once popular *.ARC file format. Thus, a single program was used to both compress and store multiple files in a single archive.

FlashPoint's UnZIP95, as do FlashPoint's other ZipTools and most third-party Zip utilities, handle "zipped" files which are another form of "archive" files.

Applications such as FlashPoint's ZIP Navigator ("ZipNAV") can be considered "archiver" programs, in that a single utility program first determines the optimum method, if any, for compressing a file, then compresses it, and finally stores or appends it to the archive or *.ZIP file.

UnZIP95, on the other hand is not an archiver, but can be used to expand, extract, view, open, list and otherwise manage existing zipped archive files.

Zip file compression can save significant disk space on most systems and allow faster data transfer to other systems, e.g., via modem; a compressed file will often be 50% to 70% smaller than its original size.

When this documentation refers to a "Zip" file or "zipfile," it refers to the main "archive" file. References to "member" files are to the group of one or more files stored within a Zip archive. Hopefully, this will avoid confusion in trying to distinguish files that are "zipped" within an "archive" from the "archive" file itself, e.g., a file having the "ZIP" file extension.

ARCHIVE AND COMPRESSION FORMATS -- A HISTORY

Over the years, numerous archive and compression formats have been employed in IBM compatible personal computing, and for non-DOS operating systems.

The Early Days

In the early days of CP/M, one popular compression method was "squeezing" files to create a file with the SQZ format; these files where then stored in a "library" file with the "LBR" extension. Later developers came up with other, more efficient, compression and storage formats, some of which are still occasionally used today.

Users, with a modem who access the Internet, a computer bulletin board system (BBS) or an on-line or e-mail service such as Microsoft Network, America Online, CompuServe, or who purchase shareware disks from various software vendors, may still occasionally come across archive

files with extensions such as LBR, LZH, LSH, LSZ, ARC and ARJ. However, they are more likely to find files having the "ZIP" file extension.

The ARC Wars

The most significant archive format, prior to the ZIP format becoming the standard, was the ARC format developed by System Enhancement Associates, Inc. ("SEA"). However, the ARC format was abandoned by the BBS and on-line community almost overnight.

In an attempt to zealously protect its ARC utilities market and to keep the ARC file format, the file extension "ARC" and even the term "archive" itself proprietary, SEA made a fatal mistake when it sued a shareware author named Phil Katz and PKWare, Inc., who had become SEA's biggest competitor after developing a set of more efficient ARC utilities.

Phil Katz and PKWare, Inc., having apparently decided that they could not afford to defend against the SEA lawsuit, were forced to enter into a settlement agreement which required them to abandoned their ARC utilities and code to SEA. But what appeared to be a major victory for SEA, soon proved to be a nightmare -- Phil Katz and company didn't go away.

The BBS and on-line user community, justly or unjustly, became outraged at SEA, viewing it as the villain and Phil Katz as the underdog, and began to revolt. When Phil Katz chose to develop a new, improved, better-than-ARC, set of DOS file compression and archive utilities, i.e., PKZip, the ZIP standard was born. Within a few months, after some of the most heated on-line debates in the history of BBS and on-line computing, system operators ("sysops") across the country began converting all ARC files on their systems to the ZIP format, and the ARC file format began to fade into history.

FlashPoint Development Adds ZIP to Windows

Others, including FlashPoint Development, over the years have continued to enhance the use of the Zip archive format by creating utilities and applications for multiple operating systems and environments. Zip utilities are now available for Amiga, Unix, MacIntosh, OS/2 and many other host operating systems, and, more importantly, FlashPoint ZipTools, including UnZIP95, can handle Zip archive files created by all of them.

In the mid 1980's FlashPoint Development introduced The Navigator ™ (also Windows Navigator ™ or WinNAV ™), which was the first commercially available Windows shell or file manager to support the DOS PKZip utilities.

In the late 1980', FlashPoint, not being satisfied with merely shelling to DOS utilities under Windows, developed the first commercially available Windows Zip and UnZip command line utilities, FlashPoint Zip/ZipX.™ Then, in the following years, introduced more advanced Zip utilities and user interfaces, including ZipTools ™ for Windows and Zip Navigator ™ (ZipNAV ™).

In 1995, FlashPoint introduced the first full-featured Windows 95 Explorer Unzip utility, UnZIP95, which has become the most popular Windows Explorer add-on unzip utility available today.

Now, once again, FlashPoint raises the Zip standard to an even higher level under Microsoft Windows, with the introduction of the newest release of ***UnZIP95 for Windows Explorer***.

So much for history. The Zip archive and compression format is by far the most popular file compression format in use in the world today -- without question, it is the industry standard.

GETTING STARTED

FlashPoint Windows UnZIP95 is a set of integrated Windows and Windows Explorer archive extraction utilities, which provide full file expansion, testing, listing and navigation tools for archives created in the Zip compressed file formats.

INSTALLING FLASHPOINT WINDOWS UNZIP95

The shareware/evaluation version of FlashPoint Windows UnZIP95 files are originally distributed in a WinSFX ™ self-extracting archive named UNZIP95S.EXE.

The complete, licensed version of FlashPoint Windows UnZIP95 files are either contained in a WinSFX tm self-extracting archive, named UNZIP95R.EXE, or are fully expanded on the registered user distribution disk set.

To install the UNZIP95 files, simply run the WinSFX tm self-extracting archive, if the distribution files are contained therein, or run the SETUP.EXE program, if the distribution files are already fully expanded. Then follow the displayed instructions.

It should be noted that some shareware distribution points may have renamed or rearchived the UnZIP95 distribution files, placing them in a conventional archive, e.g., UNZIP95.ZIP or UNZIP95.LZH. These archive formats will require a separate archive extraction utility to expand the member files (such extraction utilities should generally be available from the same shareware distribution source). To install UnZIP95, the user must first expand the files contained in such distribution archives to a temporary directory, and then run SETUP.EXE and follow the displayed instructions.

See, "**Installation and Removal**" for detailed instructions on both automated and manual setup, and uninstallation procedures.

Advanced UnZIP95 Configuration

Further installation and user customization can be performed through UnZIP95's "Options" property sheet page controls, and the Windows Registration Database.

> Note: With the sole exception of the "Auto Close UnZip Dialog on Process Completion" option, the "Options" property sheet page features are not available in the unregistered shareware, evaluation version of UnZIP95.

In addition, other FlashPoint Windows applications and utilities, such as FlashPoint's Zip Navigator ("ZipNAV"), may provide menu and button

controls for access to their own "Options" dialog panels which allow modification of many default configuration settings; thereby avoiding having to enter command switches and parameters each time the applications are run. UnZIP95 has been designed to work in conjunction with such utilities, and may internally performs checks of their respective configuration files.

Refer to the *"The Options Property Sheet Page"* section, of the *"UnZIP95 Features and Controls"* chapter, in this documentation, for more detailed information on the "Options" controls.

Enhancing Windows System Configuration

Additional tips and suggestions, with respect to fine tuning UnZIP95 and the Windows environment, are provided throughout this documentation.

Also refer to the "*Tips for Advanced Windows Users*" section, for information on enhancing Windows system configuration with UnZIP95.

THE UNZIP95 TOOL SET

Zip archives created under any version of Windows, using FlashPoint Windows or Zip Navigators (WinNAV and ZipNAV) , under DOS, using PKZIP, or under DOS, OS/2, UNIX, Amiga and other operating systems, using utilities of various third parties, can be tested, opened, listed or expanded by UnZIP95.

The Explorer Shell Extension

A Windows Explorer or My Computer shell extension dynamic link library (UNZIP95.DLL) is provided as a part of the basic FlashPoint Windows UnZIP95 tool set. When properly installed this utility adds advanced UnZIP95 Zip archive capabilities and features to the Windows Explorer and My Computer user interfaces.

Best of all, this interface provides a **Completely Simple ™** solution for handling Zip archives under Windows -- so simple that the user doesn't even need to run a traditional Windows "EXE" program. Windows Explorer automatically loads and unloads UnZIP95 as needed. All the user needs to do, to access an UnZIP95 function, is locate and select an existing Zip archive in a Windows Explorer or My Computer folder, and RIGHT click the mouse button on it.

Custom Icons

Locating a Zip file in a Windows Explorer listing or My Computer directory folder is now easier than ever.

 The UnZIP95 Explorer shell extension provides new custom icons for file names with the "ZIP" file extension. This allows the user to quickly identify archives when scanning a Windows Explorer listing or My Computer folder.

Property Sheets

The UnZIP95 Property Sheet provides access to the basic and advanced Zip archive capabilities that most Windows users will want.

It provides a full Windows Explorer point and click user interface for the most used functions performed by the UnZIP95 executable, and even allows working with individual member files within the Zip archive.

Unzip, list, examine, open, print, test or view one or more selected archive file members, without having to invoke a run command line or execute an external application program, and with absolutely no keyboard input.

To access the UnZIP95 property sheet dialog pages, simply (1) locate and select a standard "ZIP" file in Windows Explorer or My Computer, (2) then click the "File" menu or click the RIGHT mouse button on the archive file, and (3) select the "Properties" menu item.

Context and File Menus

Of course, there may be times when a simple popup Windows context or shortcut menu would be more efficient than accessing the UnZIP95 property sheet dialog, e.g., to extract or test the integrity of all members of a highlighted archive.

For this reason, the UnZIP95 Explorer extension automatically adds new command items to the Windows Explorer and My Computer "File" and popup shortcut menus which are displayed when a Zip archive is selected, for a *Completely Simple* ™ solution that is just a mouse click away.

To access an UnZIP95 "File" or popup shortcut menu feature, simply (1) locate and select a standard "ZIP" file in Windows Explorer or My Computer, (2) then click the "File" menu or click the RIGHT mouse button on the archive file, and (3) select the desired command item, e.g., the "Unzip," "Check Integrity," "Display Comments," "About UnZIP95" or "Properties" menu item.

The FlashPoint UnZIP95 Executable

FlashPoint Windows UnZIP95 executable ("UNZIP95.EXE") is the Windows command line module used by UnZIP95 to perform its magic. It is compatible with all standard Zip archive files produced by current versions of FlashPoint's ZipTools, Zip Navigator ("UnZIP95"), Navigator and Windows Navigator ("WinNAV"), and ZIP/ZIPX utilities. It is also compatible with PKWare's PKZIP utilities and ZIP file formats.

Like other FlashPoint Windows ZIPX utilities and the DOS PKUNZIP utilities, the UnZIP95 executable is strictly a command line application, and uses an optional parameter and switch syntax similar to their DOS counterparts

The UnZIP95 executable is an extraction or expansion utility. It will list, extract, open, print or view member files contained in any standard or self-extracting Zip archive file, and test the compressed files integrity. It

will even recreate or build directories, which may be stored within a Zip archive file, and then expand member files to the appropriate directory. UNZIP95 can expand deflated, imploded, shrunk and stored files within all recognized versions of the Zip archive formats.

Most importantly, the UnZIP95 executable allows third-party developers and end-users to incorporate archive support into their own Windows applications, add shortcuts to the Windows desktop, folders, "Send To" and other menus, create customized file type associations and even use UnZIP95 as an Internet World Wide Web (WWW) browser "helper" application -- the possibilities are only limited by the user's needs.

QUICK START -- USING UNZIP95

.
FlashPoint's "Completely Simple" UnZIP95 is not a traditional program, but, rather, a fully integrated, dynamically invoked extension of the Microsoft Windows Explorer ("My Computer") shell.

STARTING UNZIP95

To start using UnZIP95, don't look for a traditional *.EXE file to run, or a menu item or program icon to select in Explorer -- you won't find one!

There are no programs that the user must run to use UnZIP95. Windows Explorer (or "My Computer") will automatically load and unload UnZIP95 as needed.

Just open Windows Explorer, locate a folder/directory containing an existing Zip archive file (an archive file that has a "ZIP" file extension) that you have created or downloaded, and RIGHT click your mouse on it.

LOCATING A ZIP ARCHIVE

Before you can work with an existing Zip archive file you created or downloaded, you must be able to locate it. Locating a Zip file in a Windows Explorer or My Computer directory folder should now be easier than ever.

If UnZIP95 has been correctly installed, all standard Zip files (those having "ZIP" as the file extension) will be displayed in Windows Explorer and My Computer as file folders with a zipper overlaid. If they the "ZIP" file icons are not displayed this way, make Explorer the active window and press the F5 function key to refresh Explorer and reload UnZIP95.

The "ZIP" and other filename extensions may not be visible on all systems. This is because Windows Explorer and My Computer allow users to enable or disable the display of filename extensions. To see all files and filename extensions:

1.   In My Computer or Windows Explorer, open the
        folder you want to look at.

2.   On the View menu, click Options.

3.   Click the View tab, and then click Show All Files.
        If you want to see all filename extensions, make
        sure the Hide MS-DOS File Extensions box is
        not checked.

Most self-extracting Zip archives have an "EXE" file extension, and will not automatically be recognized by Explorer as true Zip archives; however, this problem can be corrected by simply renaming the file to

one with a "ZIP" file extension. If this is done Windows Explorer and UnZIP95 will treat the newly renamed file as a standard Zip archive; provided, the "EXE" file was really a self-extracting Zip archive -- there are other types of self-extracting archive files and these cannot be viewed by UnZIP95 even if their filename is changed to "ZIP" extension.

Tip: Many believe that the practice of renaming self-extracting Zip archives, whether or not using UnZIP95, can be an effective means of reducing the risk of virus attacks from self-extracting Zip archives created by unknown third-parties and downloaded from the Internet or any online service.

To change the name of a file or folder

1.   In My Computer or Windows Explorer, single click the file or folder you want to rename. You do not need to open it.

2.   On the File menu, click Rename.

3.   Type the new name, and then press ENTER.

Note, under current versions of Windows, a filename can contain up to 255 characters, including spaces. However, it cannot contain any of the following characters:

\ / : * ? " < > |

Self-extracting Zip archives, with any file extension, can also be safely unzipped using the popup and "File menus' "Send To" file function, once the appropriate shortcuts have been created.   See, the "**Adding UnZIP95 Shortcuts**" section of this document.

USING UNZIP95 -- THE BASICS

First, select (highlight) a Zip file with your mouse, and then click the RIGHT mouse button or pull down the "File" option on the menu bar.

A popup context menu will be displayed with the basic UnZIP95 global options from which you may select. These include the "Unzip," "Check Integrity," "Display Comments" or "About UnZIP95" menu items.

Additional, advanced features are available via a new tabbed property sheet dialog that will be displayed by selecting the **"Properties"** menu item on the "File" or popup context menu. For a detailed description of each of these advanced features, refer to "***The UnZIP95 Explorer Interface***" and "***Using the Explorer Property Sheets***" sections of this document.

To UnZip the Entire Archive

Click the "Unzip" item from the "File" or popup menu.

A dialog will appear with an edit box, containing a suggested name for the directory folder to which the archive member files will be expanded.

The user may accept the suggested name, or enter an alternate target folder/directory name -- either by manually typing an existing or new name into the edit box or by selecting an existing name from the "Directory Browser" that is displayed when the "Browse" button is clicked. If the target folder does not exist, it will be automatically created.

When the desired target folder has been selected, simply click the OK button and the Zip archive member files, together with any internal directory structure, will be expanded.

To Check the Integrity of the Entire Archive

Click the "Check Integrity" item from the "File" or popup menu.

A progress dialog will appear, showing the status of processing. If the test is successful or if an error is detected, the appropriate message will be displayed. A detailed summary of the test can be reviewed by clicking the "Review" button on the progress dialog.

The most common errors detected are when UnZIP95 is unable to locate the end of the internal Zip archive directory. Generally, this will mean that the Zip archive file is corrupted, e.g., this is may indicate that the file was truncated when a download prematurely terminated.

To Display the Archive Comment

Click the "Display Archive Comment" item from the "File" or popup menu.

A window will be opened to display the internal Zip archive comment, if any. Generally, such comments are used to describe the contents of the entire archive; however, adding archive comments are an optional feature used when creating a Zip file, and not all files will have them.

To Find Out More About UnZIP95

Click the "About UnZip95" item from the "File" or popup menu.

This will display a dialog box or window with information on the version of the UnZIP95 utilities currently in use, as well as copyright, trademark and other legal information. The "About Box" will also display several buttons that provide access to additional information, including how to license copies of UnZIP95, and to the UnZIP95 Help file.

See, the "***About Dialogs***" section of this document, for more detailed information on this feature.

To Work With Individual Member Files Within the Archive

Click the "Properties" item from the "File" or popup menu. Then, when the multi-tabbed property sheet dialog is displayed, select the "Members"

tab. When the Members property sheet page is displayed, select the desired member files you wish to work with by highlighting their names in the archive contents listbox, and click the appropriate command button.

See, "***Using the Explorer Property Sheets***" and ***"The Members Property Sheet Page***" sections of this document, for detailed descriptions of the available Members property sheet page features and command functions.

To Customize UnZIP95's Default Options

Click the "Properties" item from the "File" or popup menu. Then, when the multi-tabbed property sheet dialog is displayed, select the "Options" tab. When the Options property sheet page is displayed, modify the desired defaults using the appropriate dialog controls.

See, "***Using the Explorer Property Sheets***" and ***"The Options Property Sheet Page***" sections of this document, for detailed descriptions of the available Options property sheet page features and command functions.

To Examine General Information on a Zip Archive or Change Its File Attributes

Click the "Properties" item from the "File" or popup menu. Then, when the multi-tabbed property sheet dialog is displayed, select the "General" tab. When the General property sheet page is displayed, examine the displayed information on the archive file or modify the desired file attributes by checking or unchecking the appropriate dialog checkbox controls.

See, "***Using the Explorer Property Sheets***" and ***"The General Property Sheet Page***" sections of this document, for detailed descriptions of the available General property sheet page features and command functions.

USING UNZIP95 -- ADVANCED FUNCTIONS

For a detailed description of each of these advanced features, refer to "***The UnZIP95 Explorer Interface,***" "***Using the Explorer Property Sheets***" and "***The UnZIP95 Executable Module***" sections of this document.

ADDITIONAL INFORMATION ON USING UNZIP95

Each of UnZIP95's features are fairly straight forward; however, for additional information on using its features, refer to the online "Help" and "About" options, and the documentation files, including applicable sections of this ***User's Guide***, or visit FlashPoint Development's World Wide Web site where you will find helpful tips, updates and information on UnZIP95 and other FlashPoint Windows products.

To optimize UnZIP95's "Properties" dialog's advanced "Open," "Print" and "View" features on your system, also refer to the applicable Windows shell or file manager application's user manual, or to the **Microsoft Windows User Guide**, for information on how to associate files and use the Windows Registration Database.

UNZIP95 FEATURES AND CONTROLS

THE UNZIP95 EXPLORER INTERFACE

Using the Explorer Shortcut and File Menus

The UnZIP95 popup context or shortcut menus can be displayed by selecting a valid Zip archive file in Windows Explorer or a My Computer folder, and then clicking the RIGHT mouse button. The same command items are also available on the "File" menu when a Zip file is highlighted in a Windows Explorer or My Computer window.

From the popup or "File" menu, the user can select the following UnZIP95 commands:

Menu Item	Description
Unzip	Expands all member files in the archive to the designated target directory folder.
Check Integrity	Checks or tests the integrity of the archive file and all member files contained therein.
Display Comment	Displays the comment or description, if any, of the archive.
About UnZIP95	Display the application's about dialog panel. See, the "***About Dialogs***" section of this document, for more detailed information on this feature.
Properties	Displays the UnZIP95 property sheet dialog. See, "***Using the Explorer Property Sheets***."

The Unzip Menu Command

The Unzip menu command expands all member files in the archive, together with their internal directory structure (if any), to the designated target directory folder.

When this menu item is selected, the user is first prompted to confirm or modify the proposed target directory folder. The user may modify the proposed directory folder by directly typing in a new path or by using the "Browse" button. See, "***The Directory Browser***" topic, below.

If the designated directory folder does not exist, it will automatically be created.

If the user clicks the "OK" button, UnZIP95 will proceed to unzip the selected archive's contents to the designated directory folder.

If the user selects the "Cancel" button, the unzip operation will be aborted.

The Directory Browser

The Directory Browser dialog panel contains the following controls:

Control	Description
Selected	Displays the drive and path name of the currently selected default directory, if it exists, or the current existing working directory.
Directory or Folder List	Displays the names of the (1) parent directory, (2) current directory, and (3) the child directories of the current directory. To change to a new current directory, double-click the directory name icon or select it via the keyboard, and then chose the OK button or press the [ENTER] key.
Drive	Displays the current system drive. To change to a different drive, select the desired drive from the drop-down list box.
Net	Displays a Connect Network Drive dialog box allowing access to shared directories, if any. This button is only functional on systems attached to networks supported by Microsoft Windows.
OK	Selects the directory folder name displayed in the "Selected" edit control, and then closes the dialog box.
Cancel	Closes the dialog box without selecting a directory.

The Check Integrity Menu Command

This item may be selected to check or test the entire archive's integrity, to ensure that it has not been corrupted.

When selected, a progress dialog will appear, showing the status of processing. If the test is successful or if an error is detected, the appropriate message will be displayed. A detailed summary of the test can be reviewed by clicking the "Review" button on the progress dialog.

The most common errors detected are when UnZIP95 is unable to locate the end of the internal Zip archive directory. Generally, this will mean that the Zip archive file is corrupted, e.g., this is may indicate that the file was truncated when a download prematurely terminated.

The Display Comment Menu Item

This item may be selected to display the archive comment or description, if any, that is stored in the archive file.

A window will be opened to display the internal archive comment, if any. Generally, such comments are used to describe the contents of the

entire archive; however, adding archive comments are an optional feature used when creating a Zip file, and not all files will have them.

The About UnZIP95 Menu Item

This menu command display the application's "About" dialog panel.

The "About" dialog contains information on the version of the UnZIP95 utilities currently in use, as well as copyright, trademark and other legal information. This "About Box" also displays several buttons that provide access to additional information, including how to license copies of UnZIP95, and to the UnZIP95 Help file.

See, the "***About Dialogs***" section of this document, for more detailed information on this feature.

The Enhanced Properties Menu Item

If the "Properties" item from the "File" or popup menu is selected, a multi-tabbed property sheet dialog will be displayed that provides access to many of UnZIP95's advanced features.

See, the "***Using Explorer Property Sheets***" section of this document, for detailed information on using this dialogs advanced features.

Using the Explorer Property Sheets

The UnZIP95 Explorer Property Sheet Dialog might be considered the central command module for UnZIP95.

It can be used for various purposes, including changing archive file attributes, viewing a listing of the selected archive member files, together with various technical information for each member and the archive itself, and expanding, testing and opening all or any individual members.

UnZIP95 property sheets are displayed by selecting a valid archive name in the Windows Explorer, clicking the right mouse button to access the context menu, and then selecting the "Properties" menu item.

The General Property Sheet Page

When the user selects a valid archive name in the Windows Explorer, clicks the right mouse button to access the context menu, and then selects the "Properties" menu item. the UnZIP95 General Property Sheet is displayed.

The General Property Sheet controls are logically ordered, and consist of the following controls:

Control	Description
Archive	Displays the name of the archive file, and the assigned icon.
Type	Displays the selected file type.

Location	Displays where the file is located on the user's computer.
Size	Displays the size of the file.
MS-DOS name	Displays the name of the file in DOS format.
Created	Displays the date the file was created.
Modified	Displays the date the information within the file was last changed.
Accessed	Displays the date the file was last accessed or opened.
Attributes	Displays some of the current file system attributes for the selected file.
Read-Only	Shows whether the file is read-only, which means it cannot be changed or accidentally deleted.
	Click the checkbox control to toggle this file attribute on or off.
Hidden	Shows whether the file is hidden, which means it cannot generally be seen or used unless the name is known to the user.
	Click the checkbox control to toggle this file attribute on or off.
Archive	Shows whether the file has been archived (backed up); the term "archive" refers to a general file attribute and has no relationship to the fact that this is a ZIP archive file. Some programs use this attribute to show whether or not a file has been backed up.
	Click the checkbox control to toggle this file attribute on or off.
System	Shows whether the file is system file. System files are generally required by the operating system or environment in order to run properly, and by default are not shown in folder or directory listings. System files should not normally be deleted.
	Click the checkbox control to toggle this file attribute on or off.
OK	Accept any modifications, and exit the property sheet dialog.
Cancel	Abandon any modifications, and exit the property sheet dialog.
Apply	Saves any modifications, without closing the property sheet dialog.
Help	Execute the Windows Help utility and display the application's help file.

The Members Property Sheet Page

Once the UnZIP95 property sheet dialog is visible and the user selects the "Members" property sheet tab, the UnZIP95 Members Property Sheet is displayed.

> Note: The "Print" and "View" button functions are not available in any unregistered shareware, evaluation version of UnZIP95; however, such features are similar to the "Open" function that may be available in some releases of the unregistered shareware, evaluation version of the program.

The "Members" page displays the name of the selected "Archive" -- together with a listing of its member files and other related information in the "Member List" and "Status Window" controls. If the name of an invalid or nonexistent archive file is entered, the "Status Window" will display the appropriate error information. If required, the information contained in these list boxes may be scrolled, e.g., to display all member files, together with their uncompressed size, the date and time of creation or last modification and other related information.

The Member Property Sheet controls are logically ordered, and consist of the following controls:

Control	Description
Archive	The "Archive" file control, contains the name of the active archive.
Member List	Displays listing of the member files within the selected archive. The user may select all or any individual files in this list for additional processing. The Select/Unselect push button control, the shift, keyboard arrow combination and left mouse button is used for marking selected files.
Status Window	Displays information on the selected archive and its contents, and also provides additional information on error results and other functions.
Unzip To -- Target Directory or Folder	This control group displays the target directory or folder that will be used for processing, e.g., the directory to which member files will be expanded if the "Unzip" push button is selected. The default directory or folder will be the same as the specified archive (without the archive file extension).
	The user may change the default setting by directly editing the target name in the edit box, or by using the "Directory Browser" dialog panel that can be displayed by selecting the "Unzip To" push button control.
Select / Unselect	Toggles the selection (high lighted) status of the member files.
	When any files are selected in the member listbox, this control becomes the "Unselect" button. Selecting this

control will unselect or clear all selected (highlighted) items in the member listbox. The action button controls, e.g., UnZip, Check, Info, Open, etc., are disabled and grayed.

When no files are selected in the member listbox, this control becomes the "Select" button. Selecting this control will select (highlight) all items in the member listbox. The action button controls, e.g., UnZip, Check, Info, Open, etc., are enabled.

UnZip	Expand the selected member files from the archive to the target ("Unzip To") directory folder.
Check	Check the integrity of the selected member files.
Info	Display the ZIP Info dialog box, which provides detailed information on the selected member files.
Open	The Open button control runs or loads the selected member files, with the most appropriate user application program available.
	UnZIP95 first attempts to use Windows file type or association features, to determine the most appropriate user application with which to open the file. If UnZIP95 cannot locate any associated application program, it defaults to (1) the "Open" utility program designated by the user on the "Options" property sheet page, (2) Windows WordPad, or (3) Windows Write.
	Note: Open, Print and View expand the selected file to a temporary directory, and then loads it into the appropriate application program. When the user closes the application program, UnZIP95 deletes the extracted file from the temporary directory.
Print	The Print button control loads the selected member files into the most appropriate user application program available, and attempts to invoke the programs File Print command.
	UnZIP95 first attempts to use Windows file type or association features, to determine the most appropriate user application with which to print the file. If UnZIP95 cannot locate any associated application program, it defaults to (1) the "Print" utility program designated by the user on the "Options" property sheet page, (2) Windows WordPad, or (3) Windows Write.
	Note: Open, Print and View expand the selected file to a temporary directory, and then loads it into the appropriate application program. When the user closes the application program, UnZIP95 deletes the extracted file from the temporary directory.
View	The View button control displays the selected member files, with the most appropriate user application program available.
	UnZIP95 first attempts to use Windows file type or

<div style="color:red">

association features, to determine the most appropriate user application with which to view the file. If UnZIP95 cannot locate any associated application program, it defaults to (1) the "View" utility program designated by the user on the "Options" property sheet page, (2) Windows WordPad, or (3) Windows Write.

Note: Open, Print and View expand the selected file to a temporary directory, and then loads it into the appropriate application program. When the user closes the application program, UnZIP95 deletes the extracted file from the temporary directory.

</div>

About	Display the application's about dialog panel. See, the "*About Dialogs*" section of this document, for more detailed information on this feature.
How do I register ...	Provides access to information on how to purchase registered, licensed copies of this product -- including price lists and order forms. This push button control only appears in non-registered or evaluation versions of the product.
OK	Accept any modifications, and exit the property sheet dialog.
Cancel	Abandon any modifications, and exit the property sheet dialog.
Apply	Saves any modifications, without closing the property sheet dialog.
Help	Execute the Windows Help utility and display the application's help file.

The Zip "Info" Button Dialog

If the user selects the "Info" push button control on the "Members" property sheet, after selecting the desired member files in the member listbox, the UnZIP95 Zip Info Dialog panel is displayed.

The Info Dialog allows the user to view detailed technical information on each of the selected archive member files.

The Info Dialog panel controls are logically ordered, and consist of the following:

Control	Description
Information Window	Displays detailed information on each of the archive member files selected in the "Members" property sheet member listbox.
Next	Advances the view window to the next selected archive member file. If no more selected files are available, this control is grayed.
Cancel	Exits the Info Dialog, and returns to the "Members"

property sheet page.

The "Unzip To" Button -- Directory Browser

The "Directory Browser" allows the user to scroll through all drives and directory folders available on his or her system, in order to locate the desired directory or folder name to be entered into the associated "Unzip To" edit box.

Once the appropriate drive and path appears in the "Selected" window, all that the user needs to do is click on the "OK" push button and the "Selected" folder name or pathspec, i.e., drive with directory appended, will be entered into the "Unzip To" property sheet edit control.

To quit or close the "Directory Browser" without changing the original edit control, the user can either click on the "Cancel" push button or press the keyboard [Escape] key.

The Directory Browser dialog panel contains the following controls:

Control	Description
Selected	Displays the drive and path name of the currently selected default directory or folder, if it exists, or the current existing working directory.
Directory List	Displays the names of the (1) parent directory, (2) current directory, and (3) the child directories of the current directory. To change to a new current directory, double-click the directory name icon or select it via the keyboard, and then chose the OK button or press the [ENTER] key.
Drive	Displays the current system drive. To change to a different drive, select the desired drive from the drop-down list box.
Net	Displays a Connect Network Drive dialog box allowing access to shared directories, if any. This button is only functional on systems attached to networks supported by Microsoft Windows.
OK	Selects the directory name displayed in the "Selected" edit control, and then closes the dialog box.
Cancel	Closes the dialog box without selecting a directory.

The Options Property Sheet Page

Once the UnZIP95 property sheet dialog is visible and the user selects the "Options" property sheet tab, the UnZIP95 Options Property Sheet Page is displayed.

<div style="border: 1px solid black; text-align: center; color: red;">
Note: With the sole exception of the "Auto Close UnZip Dialog on Process Completion" option, the "Options" page features are not available in the unregistered shareware, evaluation version of UnZIP95.
</div>

The Options Property Sheet Page controls consist of the following::

Control	Description
UnZip Default Settings:	
Auto Close UnZip Dialog on Process Completion	If checked, the UnZIP95 executable application, which displays the progress dialog, will automatically close on completion of processing. If not checked, the UnZIP95 executable application will not be automatically closed, and the progress dialog will remain visible until the user manually closes it.
Restore Directory Structure	If checked, the internal file member directory structure stored within the archive, if any, will be recreated or restored. If not checked, the internal directory structure, if any, will be ignored and all member files will be expanded to the target directory folder.
Restore Volume Label	If checked, a volume label stored within the archive, if any, will be recreated on or restored to the target disk, i.e., the target disk will be relabeled to the internally stored volume name. This feature only applies to removable drives, e.g., floppy disks -- hard drives will not be relabeled. If not checked, volume labels stored within the archive, if any, will be ignored.
Do Not Prompt Before Overwrite	If checked, UnZIP95 will not prompt the user before overwriting any existing files in the target directory folder that have names identical to the archive file members being expanded. If not checked, UnZIP95 will always

	prompt the user before overwriting any existing files in the target directory folder that have names identical to the archive file members being expanded. In addition, when prompted, the user may chose to extract the file anyway, rename it to a new name in the target directory folder, or skip the file and continue or abort processing.
Beep On	Toggles UnZIP95's beep on and off.
Convert Text File End-of-Line (EBCDIC to ASCII)	If checked, any member text files, that are being extracted, opened, printed or viewed, will have their end-of-line characters converted, if required, from EBCDIC to ASCII format. This can me extremely helpful when working under DOS or Windows, with text files originally created under Unix, MacIntosh or other host operating systems. If not checked, no end-of-line conversion takes place. **Warning**: This feature relies on internal Zip file directory information to determine if the file being extracted and converted is a text rather than a binary file -- binary files, such as programs, would be corrupted if converted in this fashion. Some popular third-party Zip archivers do not properly mark or flag the member files as text or binary when creating the original archive, and, therefore, it may be necessary to select member files from such archives for processing on a file by file basis.
Use Quick View file viewers	If checked, the Members property sheet page "View" button feature will use Windows Quick Viewers as the exclusive view utility with which to display files. If unchecked, the appropriate View utility will be determined internally by UnZIP95. **Warning**: Some versions of Quick View fail to completely remove itself from memory, upon termination and closing of the viewer window. This will cause UnZIP95's internal file

processing to also remain in memory, waiting to be notified that the Quick View application has terminated, and prevent viewing of additional files. To clear Quick View from memory, press the Ctrl+Alt+Delete key combination, locate and select "Quick View" in the "Close Program" dialog, and click the "End Task" button. If you experience this problem, it is recommended that you do not enable the "Use Quick View file viewers" option.

Default utilities

Open	Allows the user to assign the preferred default utility with which to "Open" files from the Members property sheet page.
Print	Allows the user to assign the preferred default utility with which to "Print" files from the Members property sheet page.
View	Allows the user to assign the preferred default utility with which to "View" files from the Members property sheet page.

Warning: Some applications, such as early versions of Quick View and program modules such as Windows95 WRITE.EXE which actually spawn secondary applications, may fail to completely remove themselves from memory, upon termination and closing of the spawned applications main window. This will cause UnZIP95's internal file processing to also remain in memory, waiting to be notified that the original application has terminated, and may prevent the loading of additional files using the same utility. To clear such applications from memory, press the Ctrl+Alt+Delete key combination, locate and select the offending application in the "Close Program" dialog, and click the "End Task" button. If you experience this problem, it is recommended that you use an alternate utility program.

Save and Restore Settings

Reset	Restores the previously saved option settings.
Save	Saves the current option settings as the new default.
OK	Accept any modifications, and exit the property sheet dialog.
Cancel	Abandon any modifications, and exit the property sheet dialog.

Apply	Saves any modifications, without closing the property sheet dialog.
Help	Execute the Windows Help utility and display the application's help file.

The "Browse" Button -- File Browser

The "File Browser" allows the move through all drives, directories and folders accessible to or available on his or her system, in order to locate the application program to be entered into the appropriate Default Utility edit box.

Once the desired application program's filename appears in the selected folder window, all that the user needs to do is select (highlight) the application name and click the "OK" push button. The full path and filename for the selected file will be entered into the appropriate Options property sheet page edit control.

To quit or close the "File Browser" without changing the original edit control, the user can either click on the "Cancel" push button or press the keyboard [Escape] key.

The File Browser dialog is similar to the standard Windows "Save As" dialog panel, and contains the following controls:

Control	Description
Save in	Displays the drive, path or folder name of the currently selected folder.
File and Directory Folder List	Displays an icon and the names of the file names and child directory folders of the current directory folder. To change to a new current directory, double-click the desired directory folder name, or select it via the keyboard, and then chose the OK button or press the [ENTER] key.
File Name	Displays the name of the selected file, if any. To change to a different file name, select the one desired from the file and directory list box.
Net	Displays a Connect Network Drive dialog box allowing access to shared directories, if any.
	This button is only functional on systems attached to networks supported by Microsoft Windows.
Save As	Selects the file name displayed in the "File Name" edit control, and then closes the dialog box.
Cancel	Closes the dialog box without selecting a file name.

THE UNZIP95 EXECUTABLE MODULE

FlashPoint Windows UnZIP95 executable (UNZIP95.EXE) is a command line utility. It is designed to be invoked or launched by external applications and procedures, such as the UnZIP95 context menu and property sheets, and its functions are controlled by means of command line parameters and switches.

Thus, UNZIP95.EXE may be invoked by the standard "run" or "launch" command prompts, available in most Windows shells, such as Explorer's Start menu, and Program and File Managers, or, by more elaborate means, through the use of user developed applications and macros.

During processing UNZIP95.EXE may display various dialog boxes which prompt the user for additional information.

Basic Command Line Structure

The basic command line format for FPZIP and FPZIPX can be broken down as follows:

appname.exe -switches zipname[.zip] parameters -D targeet -x filespecs

Parameter	Description
appname.exe	The application name, UNZIP95.EXE, with or without the full drive and path specifications, depending on whether or not the application file resides in the current working directory or one specified in the system environment's path statement.
-switches	One or more action or option command switches. A primary switch is always preceded by a minus sign, but may be followed by optional secondary switches which may not require a preceding minus sign. With one exception, i.e., the FPZIP exclude file switch (*-x filespecs*), switches are always located in the command line before the ZIP file name.
zipname.zip	A filename, including drive and path specs, for the compressed ZIP file to be created, modified or operated on. The ".ZIP" extension will be added if no file extension is specified.
parameters	Generally path or file specs for directories and files to be included in or excluded from the ZIP file operation, and may include DOS wild card characters, e.g., the "*" and "?" characters. The first series of path or file specs to follow the ZIP file name identify the files to be operated on, added to or extracted from the archive. All files in a specified directory are processed, unless a filespec is provided to

specify a subset of the files within the directory.

If multiple filespecs are used, the user must insure that the total length of the command line does not exceed the maximum characters permitted under the underlying operating system, e.g., originally DOS command lines were limited to 128 characters but current versions Windows has expanded this to 260 characters; the user may prefer to add all the file names to a single batch file.

A batch file is simply a text file listing each filespec on a separate line, with each line ended with a return. A batch file is identified on the command line by preceding its name with an '@' symbol. For example:

unzip95 zipfile @mylist.txt

will expand all files referenced by the filespecs contained in the batch file "mylist.txt" which are member files in the ZIP archive file named "zipfile.zip."

-D target	In the UNZIP95.EXE command line, a "target" directory or folder may follow the ZIP file name. This identifies the "unzip directory" where the ZIP file members are to be extracted to and expanded. This target directory must be preceded by the "-D" option switch.
-x filespecs	The exclude file switch, which may be considered a parameter of sorts, is the last item that appears on the command line for the UNZIP95.EXE application.

A description, of the actual command line syntax, parameters and switches can be displayed by executing one of the following "Run" commands:

> unzip95.exe -?
> unzip95.exe -h

from the Windows "Start" menu, or the Windows File or Program Manager "File" menu "Run" command.

> A detailed description and explanation of the actual command line syntax, parameters and switches, appear in the registered version of this product.

Main Display Options

The UNZIP95.EXE command module can display alternate combinations of windows, during and after processing.

The Progress Dialog

When this window feature is enabled a progress dialog window is displayed during processing. This is the window is identical to the one displayed during most UnZIP95 processing.

The progress dialog tracks the status of the current files being processed, and provides user access to the following controls:

Control	Description
Archive	Displays the name and path of the current archive being processed.
Progress Indicators	Displays a visual status of archive and member processing through the use of text and graphic indicators.
Help	This push button control, displays the application's about dialog panel, which allows access to additional information on the product and the application's Windows help file.
View / Review	Displays the TTY window, if not visible, and closes the progress window. Generally, the TTY window provides more detailed information on the processing of the files than does the Progress Dialog. During processing this push button control is labeled "View." Upon completion of processing the button is labeled "Review." The primary functions of the TTY window is to allow the user to view/review processing of the selected files, and, if desired, to save the TTY window contents to a text file.
Abort	Terminates processing of the archive. This push button control is only visible during actual processing.
Exit	Closes window and exits application. This push button control is only visible after actual processing has completed.

The TTY Window

When this feature is enabled a standard frame and client (TTY) window is displayed during processing, rather than the progress dialog. This is also the same window that is visible when the user clicks the "View" or "Review" button on the progress dialog.

In this main TTY window, the user has access to the following menu items:

Control	Description
File Menu	
Abort	Terminates processing of the archive.
Exit	Closes window and exits application.
Edit Menu	
Save Buffer	Displays the "Save To File" dialog box, which allows all text displayed in the client window's buffer to be saved to a text file.

Help Menu	
Contents	Displays the "Contents" topic, which is the first topic in the Help file.
Search for Help on ...	Displays the "Search" dialog box
How to Use Help	Displays the Windows How To Use Help file in a new Help window.
How to Register	This push button control, executes the Windows Help utility, loads the application help file, and displays information on how to purchase a full registered version of this product. Applicable order forms may be printed from the help file. This menu item only appears in non-registered versions of the product.
About ...	Display the application's about dialog panel. See, the "***About Dialogs***" section of this document, for more detailed information on this feature.

The Overwrite Dialog

If an existing file in the target directory or folder has the same file name as a member file about to be extracted from an archive, the user is prompted as to whether or not the existing file should be overwritten by the extracted file.

A dialog panel is displayed, presenting several extraction options not generally found in other ZIP expansion utilities. The user can designate what action should be taken, by selecting one of the following controls:

Control	Description
Yes	If this push button is selected, the existing file will be overwritten by the member file being extracted. UnZIP95 will continue the processing of the "Unzip" command, and continue to prompt the user before overwriting other existing files.
No	If this push button is selected, the existing file will not be overwritten, and the current member file will not be extracted. UnZIP95 will continue the processing of the "Unzip" command, and continue to prompt the user before overwriting other existing files.
All	If this push button is selected, the existing file will be overwritten by the member file being extracted. All subsequent prompts to overwrite other existing files will be disabled, and all duplicate files will thereafter be automatically extracted from the archive. UnZIP95 will continue the processing of the "Unzip" command.

None	If this push button is selected, the existing file will not be overwritten by the member file being extracted.
	All subsequent prompts to overwrite other existing files will be disabled, and no duplicate files will be overwritten. Thus, any duplicate archive member files will be ignored and not extracted. UnZIP95 will continue the processing of the "Unzip" command.
Rename	If this push button is selected, the "Rename File" dialog is displayed, which allows the user to designate a new name for the file to be extracted. See, the "***Rename File Dialog***" topic, for additional information.
	Upon extraction of a renamed file, UnZIP95 will continue the processing of the "Unzip" command, and continue to prompt the user before overwriting other existing files.
Cancel	If this push button is selected, the existing file will not be overwritten by the member file being extracted.
	UnZIP95 will terminate processing of the "Unzip" command.

Rename File Dialog

When the an archive member file is about to overwrite an existing file in the target directory or folder that has the same file name, an overwrite dialog prompt is displayed. One option the user may select is the "Rename" push button -- this option then displays the Rename File dialog panel.

The Rename File dialog allows the user to rename the member file to be extracted, thus avoiding overwriting of the existing file while still allowing the member file to be extracted. UnZIP95 will continue to process the current "Unzip" command, and continue to prompt before overwriting any other existing files.

This avoids the common dilemma, presented by many ZIP expansion utilities, of either (1) having to terminate the extraction processing, renaming or moving the existing file, and then restarting the extraction process from scratch, or (2) overwriting the existing file and losing its data forever. This dilemma is most common for ZIP archives that contain "readme" or "readme.txt" member files.

The Password Dialog

Often ZIP archives and their members are password encrypted, which means the user will be denied access unless he or she knows the proper password.

When such an encrypted file is encountered by UnZIP95, a Password Dialog will be displayed, requesting that the user enter the required information.

Control	Description
Password	Edit box for entry of required password. As the user enters each character of the password an asterisk "*" is displayed in the password edit box -- this prevents others from viewing or intercepting the password the user is entering.
OK	Save password, and return to the previous window.
Skip	Ignore password entry, skip the current password encrypted file, and continue processing the remaining file members.
Cancel	Ignore password entry, and terminate processing of the remaining file members.

Once the user enters the correct password, processing will continue on the current password encrypted member file.

If UnZIP95 encounters another password encrypted member file during the current processing session, it will first attempt to use the last password entered by the user; if this is the correct password, processing will continue without further user input. If this is not the correct password for the current file, the user will be again prompted to enter the correct password. Although not often encountered, the ZIP archive file format allows each archive member to have a unique password; thus, multi-password archives will require the user to enter multiple passwords.

ABOUT DIALOGS

The application's "About" dialog panel provides various legal, license and "how to order" information, with respect to the product, through the following controls:

Control	Description
Order Info	This push button provides access to on-line information screens that display basic information on how to order, register and license this application. *See*, "Order Info Panels."
Acknowledgements	This push button control, executes the Windows Help utility, loads the application help file, and displays the Acknowledgments topic of the file. *See*, "Acknowledgments"
Help	This push button control, executes the Windows Help utility, loads the application help file, and displays the help index.
How to Register	This push button control, executes the Windows Help utility, loads the application help file, and displays information on how to purchase a full registered version of this product. Applicable order forms may be printed from the help file.
Exit	Exit this application.

Continue	Return to the main application window, and continue.

Order Info Panels

There are several on-line information screens that display basic information on how to order, register and license the application as well as providing access to the online help file.

An additional **Phone and Credit Card Orders** information screen may be accessed from the initial Information dialog panel by selecting the appropriate push button.

Selecting the "Continue" push button on either the initial or secondary Information dialog panels will return the user to the "About" dialog.

More detailed information, on licensing this and other FlashPoint Development applications, is set forth in *UnZIP95 Product Catalog* (ORDERME.DOC) and help files provided in the distribution packages.

HELP

Microsoft Windows online Help provides a quick, convenient way to look up information about the application and its use, and is available from within the application whenever a Help command button or menu item is displayed. When the application's Help file is loaded, various menu and control button may be used for easy access to many Help features.

The basic button controls used by the application help file provide access to commonly used Help functions. These button controls may vary between versions of the Microsoft Windows help file viewer, but generally include the following:

Control	Description
Contents	Displays the "Contents" topic, in a secondary window.
Index	Displays the "Index" dialog box
Back	Jumps to the last topic the user displayed in the main window.
History	Displays the "History" window.
<< (Browse Previous)	Jumps to the previous topic in the browse sequence
>> (Browse Next)	Jumps to the next topic in the browse sequence
Print	Prints the topic displayed in the main window. Note: This button is not available in unregistered evaluation versions.

| Close | Closes both the main and secondary help windows. Performs same function as the "File" menu "Exit" item. |

The main window of the help file viewer also, generally, displays multiple drop-down menus containing most of the following menu items.

Control	Description
File Menu	
Open	Displays the Open dialog box.
Print Topic	Prints the topic displayed in the main window. Note: This function is not available in unregistered evaluation versions.
Print Setup	Displays the Print Setup dialog box.
Exit	Closes both the main and secondary help windows. Performs same function as the "Close" button.
Edit Menu	
Copy Topic	Displays the Copy dialog box, and allows the displayed topic to be copied to the clipboard. Note: This function is not available in unregistered evaluation versions.
Annotate	Displays the Annotate dialog box.
Bookmark Menu	
Define	Displays the Bookmark Define dialog box.
List	List the first nine bookmarks defined in the Help file. These items are displayed only if bookmarks are defined.
More	Displays the Bookmark dialog box for Help files that have more than nine bookmarks defined. This item is displayed only if ten or more bookmarks are defined..
Help Menu	
How to Use Help	Displays the How To Use Help file in a new Help window.
Always On Top	Displays all Help windows on top of other application windows.
About	Displays the About Dialog box.

For a more detailed explanation of the Windows Help application and its usage, review the "Help" menu "How To Use Help" item and the ***Microsoft Windows User's Guide***.

TIPS FOR ADVANCED WINDOWS USERS

WINDOWS SYSTEM CONFIGURATION

The Windows associate or file type capabilities, and shortcuts can be used to further enhance the use of UNZIP95 applications.

File Association and Types

When individual ZIP file members are opened, printed or viewed, by clicking the **Open, Print** or **View** buttons on the "Members" page of the Windows Explorer or My Computer shell property sheet, UnZIP95 will first attempt to execute any associated file type's application program and, if successful, load the selected member file for processing.

Creating a file type is similar to associating a file in Windows version 3.1, but you can specify actions for more than just opening the file; for example, you can specify which program should be used for printing the document.

To create a new file type or file association:

      1.   Double-click the My Computer icon, or start Windows Explorer.

      2.   On the View menu, click Options, and then click the File Types tab.

      3.   Click the New Type button.

      4.   Specify a description for the file type and the filename extension associated with this type of file.

      5.   Click New to define an action for this file type.

      6.   Specify the action that you want to define, such as Open or Print, and the program command that should run to complete this action.

      7.   Repeat steps 5 and 6 for as many actions as you want to define for this file type.

To modify an existing file type or file association:

      1.   Double-click the My Computer icon, or start Windows Explorer.

      2.   On the View menu, click Options, and then click the File Types tab.

3.   Click the file type to be modified -- the settings
        for that file type are shown in the File Type
        Details box.

4.   Click Edit.

5.   Change the description for the file type and the
        filename extension associated with this type of
        file, if desired.

6.   Click the command in the Action box that you
        want to modify, such as "open," and then click
        Edit.

7.   Specify the action that you want to define, such
        as Open or Print, and the program command
        that should run to complete this action.

8.   Repeat steps 6 and 7 for as many actions as
        you want to modify for this file type.

Refer to the applicable shell or file manager application's user manual or
to the ***Microsoft Windows User Guide***, for more information on how to
associate files and use Windows file type capabilities.

Adding UnZIP95 Shortcuts

You can use the UnZIP95 Executable (UNZIP95.EXE) and Windows
shortcuts as a fast way to unzip an archive from other applications and
shells, such as the Windows File Manager and many popular World
Wide Web Browsers..

Desktop Shortcuts

To put a shortcut UNZIP95.EXE on the desktop

1.   Open My Computer or Windows Explorer, and
        locate the folder that contains UNZIP95.EXE.

2.   Click the UNZIP95.EXE program file -- when
        selected the icon and name will be highlighted.

3.   On the File menu, click Create Shortcut.

4.   Drag the shortcut icon onto the desktop.

To change any settings for the shortcut, such as adding
a command line switch to specify the target folder to
which files are to be expanded, what kind of window it
starts in or what key combination is used to access it,
use your right mouse button to click the shortcut, and
then click Properties.

To delete a shortcut, drag it to the Recycle Bin. The
original item will still exist on the disk where it is stored.

"Send To" Menu Shortcuts

You can also add UNZIP95.EXE as a destination under the "Send To" command, which appears on the Windows Explorer "File" menu and the popup shortcut menu that appears when you RIGHT click the mouse on any file types. This is another way to manually unzip self-extracting Zip archives and avoid the potential of virus infections from files obtained through unknown third-parties and outside sources -- this method also avoids having to rename the self-extracting "EXE" file to one with a "ZIP" extension.

In the "Send To" folder, located in your Windows folder, you can create one or more shortcuts to UNZIP95.EXE to add "Send To" submenu destinations. Follow these steps, to add a new submenu to the "Send To" menu:

1. Start Windows Explorer or My Computer, and locate the folder for the Windows directory.

2. Open the Windows directory folder.

3. Double-click the "Sendto" folder.

4. Click the "File" menu, point to "New," and then click "Shortcut."

5. Use the Create Shortcut wizard to add items to the submenu.

Once a "Send To" shortcut has been created, follow these steps to quickly send Zip archive files to UnZIP95:

1. Use your right mouse button to click the file you want to send.

2. Point to Send To, and then click the destination.

Windows Registration Database

Some of the UnZIP95 features rely on information contained in Windows Registration Database, e.g., with respect the default location of Windows WordPad and Quick View utilities.

Refer to the **Microsoft Windows User Guide** or Help files, for information on using the Windows Registration Database.

GETTING MORE HELP

DISTRIBUTION DOCUMENTATION AND HELP FILES

FlashPoint Windows UnZIP95 distribution files provides several forms of help and instructions for the user.

> **Note:** This an edited or limited versions, of the official ***UnZIP95 User's Guide*** and ***UnZIP95 Windows Help*** files***,*** are included in the unregistered shareware, evaluation version of UnZIP95, and may not be as complete as the documentation provided with the full, licensed and registered version of the product.

The ***UnZIP95 User's Guide*** provides the most detailed description of all UNZIP95 application features. It consists of extensive text and graphics, along with a detailed Table of Contents. This guide is provided on disk, in Windows WordPad and Word for Windows compatible formats, and may be printed by the applicable programs.

The quickest form of on-line help is provided in the complete version of the FlashPoint's ***UnZIP95 Windows Help*** file. It provides in depth descriptions of all UNZIP95 application features, through hypertext cross-references and other standard and custom WinHelp features, and allows the user to search for a topic for quick instructions as to the usage of a particular command or feature.

> **Note:**   UnZIP95 registration, license and order information, together with order forms, are contained in the ***Product Catalog*** (ORDERME.DOC) file.
>
> Order forms may also be printed directly from the product help file (UNZIP95.HLP), located in the Windows or Windows System directory.

VISIT FLASHPOINT'S WORLD WIDE WEB (WWW) SITE

FlashPoint Development now has a World Wide Web (WWW) site on the Internet! The site is located at:

http://members.aol.com/flashptdev

or use our backdoor, at:

**http://ourworld.compuserve.com/
homepages/flashpoint_development**

The site is always under construction, in order to continually improve this service and to provide information and product support for both our existing and potential customers. Through this service new or improved product announcements, product support, downloads and useful tips will be made available.

In the near future, we also hope to provide useful FAQ (Frequently Asked Questions) files, updated User documentation, and what ever else we can think of in the upcoming months. So be sure to visit us, and tell a friend or two.

CONTACTING FLASHPOINT

VIA THE WORLD WIDE WEB (WWW)

FlashPoint Development can now be reached through the World Wide Web (WWW). The site is located at

http://members.aol.com/flashptdev

or use our backdoor, at:

**http://ourworld.compuserve.com/
homepages/flashpoint_development**

This service offers handy e-mail connections to FlashPoint, as well as new or improved product announcements, product support, free downloads, useful tips and links to other valuable services.

VIA THE INTERNET AND COMMERCIAL ONLINE SERVICES

FlashPoint Development and the product authors welcome e-mail via the Internet and commercial online services, including America Online (AOL), CompuServe (CIS) and the Microsoft Network (MSN).

The following e-mail addresses may be accessed directly, by subscribers to the indicated services, or via the Internet and other Internet gateways (e.g., MCI Mail, AT&T Mail, Apple Link, Sprint Mail and other Internet services):

Service	From/Via	Address Mail To
Microsoft Network [msn]	Microsoft Network	FlashPoint
	Internet	flashpoint@msn.com
America Online [AOL]	America Online	FlashPtDev
	Internet	flashptdev@aol.com
CompuServe [CIS]	CompuServe	70771,1336
	Internet	70771.1336@compuserve.com

Note that many online services, e.g., MCI Mail, A.T.&T. Mail, Apple Link, Sprint Mail, are capable of directing mail through Internet gateways to the above Internet addresses; however, as each service may require

internal extensions to an address, each user should check with their service to verify the correct address format for sending mail to any of the above services through an Internet gateway.

We strongly recommend that users and their companies, as Microsoft Windows and Windows95/NT users, consider the benefits and savings that are now provided through competitive and reasonably priced on-line and e-mail services such as Microsoft Network and America Online. For example, access to America Online is available through a custom Windows communications interface and Microsoft Network provides an advanced, integrated Windows interface for their service; each of these services's user interfaces are feature rich, have quality e-mail capabilities and are provided by the service at no charge to their subscribers.

VIA LOCAL BULLETIN BOARD SYSTEMS (BBS)

FlashPoint Development and the authors may also be reached by modem, on a local Houston, Texas, bulletin board systems (BBS), where unregistered copies of the most recent shareware releases of FlashPoint applications are posted.

The Ye Olde Bailey BBS, in Houston, Texas, can be accessed by calling (713) 520-1569 (Public Node) and (713) 520-9566 (Private Node). Please note that access to the Private Nodes of these services generally require payment of a membership fee; information on obtaining membership is available on the Public Nodes.

The following e-mail addresses may be accessed directly, by subscribers to the BBS, or via the Internet and other Internet gateways (e.g., MCI Mail, AT&T Mail, Apple Link, Sprint Mail and other Internet services):

Service	From/Via	Address Mail To
Ye Olde Bailey	Ye Olde Bailey	Richard Patterson
	Internet	richard.patterson@yob.com

Those interested in Microsoft Windows and other related topics may find these boards to be some of the best and most active in the Houston area. In addition, most users will agree that the Ye Olde Bailey BBS, is most likely one of the most complete and professionally run bulletin board systems in the country -- it is a Smartnet Regional Hub and supports Internet mail, UseNet, PC Pursuit, SmartNet, TexasNet and the Annex.

Please remember that these are independent boards, and are not run or operated by anyone affiliated with FlashPoint Development -- we are the guests of the systems' operators; therefore, please respect their rules and regulations.

Also note that FlashPoint Development and the authors do not check the BBS for e-mail and messages on a daily basis, so responses are not as quick as directing mail through one of the aforementioned Internet or commercial online service addresses.

ORDERING LICENSED COPIES OF UNZIP95

Information on ordering full, licensed copies of UnZIP95, together with the applicable order forms, can be found in the ***UnZIP95 Product Catalog*** (ORDERME.DOC) file.

Such information can also be located through UnZIP95's "About" dialog panel controls, which provide access to UnZIP95's Windows Help file (UNZIP95.HLP) -- order forms can also be printed directly from the help file.

> Registration and order information, together with order forms, are now contained in the ***Product Catalog*** (ORDERME.DOC) file. In addition, the ORDER_IU.DOC file, contains an Individual Use (Per Copy) License Order Form, and the ORDER_MU.DOC file, contains an Multiple Use (Site) License Order Form. Each of these files are formatted in the Microsoft Word for Windows 6.0 document format.
>
> WordPad and non-Word 6.0 users may not be able to print order forms (contained in the ***Product Catalog,*** ORDER_IU.DOC or ORDER_MU.DOC) directly from their editor due to their Word 6.0 specific formatting. Therefore, order forms may also be printed directly from the product help file (UNZIP95.HLP), located in the Windows or Windows System directory folder.

LEGAL NOTICES

The software, documentation and related materials are furnished under license and nondisclosure agreements, and may be used, copied or distributed only in accordance with the terms of the applicable agreements. All materials are protected under various United States and international laws, including those related to copyright and trademark.

Unregistered, evaluation releases may be distributed through shareware channels for evaluation purposes only, provided same are distributed as a single package and without modification.

Registered versions may not be redistributed. With the exception of fully paid site licenses, the software, documentation and related materials may only be used or copied, unless otherwise noted, by the original purchaser, who may only make one copy of the software for backup purposes.

Subject to the provisions concerning distribution of unregistered evaluation copies, no part of this manual or product may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose other than the purchaser's personal use without the written permission of the author and copyright holder.

The software, documentation and related materials contain the latest information available at the time of publication; however, the software, documentation and related materials, including any information contained therein, are subject to change without notice. The author and copyright holder retains all rights with respect to these materials, and is not obligated to develop future releases or to distribute future release, if any, through this or any other channel.

Neither Richard Patterson or FlashPoint Development offer any warranty, express or implied, regarding the accuracy, sufficiency, suitability or merchantability of the software or materials delivered herewith. Users and distributors have the sole responsibility for evaluating, inspecting and testing all products, materials and services to their satisfaction, prior to their purchase or use.

All sales and purchases are subject to final approval and acceptance in Houston, Texas, and are only shipped FOB Houston, Texas. Furthermore, all contracts, duties and obligations shall be deemed accepted, performed and completed in Houston, Texas, and governed by the laws of the State of Texas. Jurisdiction and venue shall be exclusive and limited to the courts within Harris County, Texas.

Absent a tangible written and physically signed agreement to the contrary, dated subsequent to the date and time of this release, the terms and conditions of the licenses, representations and agreements contained in the software, documentation and related materials, herewith distributed, are exclusive, controlling and binding on all users, distributors, contractors and vendors of this product, together with their successors and assigns, notwithstanding any purported agreements, purchase orders, electronic communications or instruments to the contrary.

Notwithstanding the foregoing, those using these materials agree to and are bound by the terms and conditions contained therein, including all applicable

license or nondisclosure agreements, and agree to accept same "AS IS" and without warranty. RICHARD PATTERSON AND FLASHPOINT DEVELOPMENT MAKE NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT, THE SOFTWARE OR ANY RELATED MATERIALS, AND SHALL NOT BE LIABLE FOR ANY USE OF SUCH BY ANY PARTY.

For further information and limitations, please refer to the applicable sections of this and related documentation and files distributed with this product.

See also, the "*License and Agreements*" section of this document.

PROPRIETARY INFORMATION

The following, names, marks, logos, products and derivatives thereof, are intellectual property, servicemarks and trademarks of FlashPoint Development or Richard S. Patterson:

Alias Directories	Windows Navigator
Completely Simple	WinNAV
Escape and eScape	WinNAV-CS
FlashNews!	WinNAV32
FlashPoint	WinNAV95
FlashPoint Windows	WinNie
FPZIP	WinQPrt
FPZIP32	WinQView
FPZIP95	WinSFX
FPZIPX	WIZ
FPZIPX32	WIZiper
FPZIPX95	ZIP95
"It's FlashPoint WindowWare!"	Zip Filer
The Navigator	ZipNAV
NAV	Zip Navigator
UnZIP-CS	ZIPTools
UnZIP32	ZIPX
UnZIP95	ZIPX95

and other "Navigator," "WinQ" and "Flash" tools and utilities.

All others trade and service marks belong to their respective owners.

FlashPoint Development and its products are not affiliated with either David B. Gordon or FlashPoint, of Austin, Texas.

ACKNOWLEDGMENTS

Software, like most other things in life, are derivative products. That is, each new program or feature is often a new refinement of something that came before. UnZIP95 is no different.

Although many deserve credit, all can not possibly be recognized. So, to those omitted, we apologize, but still offer a thank you.

Of course, special thanks should be given to Phil Katz of PKWare, Inc., for originally developing the ZIP file format, and also a special thank you to SEA, for giving him the initiative to do so.

An additional thank you to Samuel H. Smith, who originally introduced us to the inner workings of the ZIP file format so many years ago, and kindly gave

us permission to use such knowledge in our original The Navigator, Windows Navigator ("WinNAV") and other archive products. Also, a thank you to those members of Info-ZIP who further refined that knowledge.

Of course, thanks should also be given to those individuals who have helped hook us on programming generally, by providing the knowledge and source code that gave us a working knowledge of what we should be doing and how it might be accomplished, these include Charles Petzold, Andrew Schulman, Jeffrey M. Richter, Mark Nelson, Mark Gamble, Richard Schnell and countless, countless more.

It should be noted that this product may incorporate code based on or derived from algorithms and procedures developed or distributed by the Info-ZIP group and Samuel H. Smith. Portions of the Info-ZIP compression sources are copyright (c) 1990-1993, by Mark Adler, Richard B. Wales, Jean-loup Gailly, Kai Uwe Rommel, Igor Mandrichenko and John Bush; portions of the Info-ZIP decompression sources were originally based on sources copyrighted (c) 1987-90, by Samuel H. Smith; other portions of the Info-Zip sources are public domain.

Many of the original ZIP sources, developed by Samuel H. Smith are available for download, at no charge, from his bulletin board system (BBS), "The Tool Shop," at (213) 389-5300.

The original Info-ZIP sources are available for download, at no charge, from many Internet sites, public bulletin board systems and on-line services. Registered users of this product may order copies from FlashPoint Development, for a small copying fee.

There are no extra or hidden charges resulting from the use, if any, of such code in this or any FlashPoint product.

LICENSE AND AGREEMENTS

The following constitutes legal agreements between you (either an individual or an entity) as the Licensee and a distributor or end user of the product, and FlashPoint Development as Licensor. If you do not agree to the terms of this Agreement, promptly remove from your system and destroy or return to FlashPoint Development all copies of the software, any disks or media, and any accompanying items (including documentation, written materials or binders, other containers or media).

FLASHPOINT DEVELOPMENT LICENSE AGREEMENT

Licensee, by use, sale, purchase or distribution of the software, documentation or related materials, acknowledges and agrees to the following terms and conditions.

GRANT OF EVALUATION LICENSE. FlashPoint Development grants you a limited, non-exclusive and non-transferable evaluation license which confers the right to make copies of the unregistered, shareware evaluation version of the software product, together with any accompanying documentation and related materials, herein sometimes referred to as the "product," solely for use at one location, for evaluation purposes only; the period of evaluation shall not exceed thirty (30) days from the date of its original installation and use. The software and documentation shall not be copied, distributed or used for any other purpose. Furthermore, you agree to destroy or erase all unregistered copies of the product upon the expiration of the thirty (30) day evaluation period or upon request of FlashPoint Development, whichever occurs first. You agree that you may not reverse engineer, decompile or disassemble the software. Nothing herein shall be construed as a grant of any license to use or distribute any registered version of the product.

AVAILABILITY OF REGISTERED VERSIONS OF THE PRODUCT AND OTHER LICENSES. All other licenses are prepaid only and subject to final acceptance and approval by FlashPoint Development in Houston, Texas. Upon full payment of all applicable license fees to and written acceptance and approval by FlashPoint Development, Licensee shall be granted one or more of the following licenses:

1.   **Individual Use (Per Copy) Licenses**. Upon acceptance and approval by FlashPoint Development of Licensee's application or order to purchase a registered individual use (per copy) license, whether direct or through a third-party, and subject to the terms and conditions of all applicable FlashPoint License Agreements and amendments thereof, which may be delivered with or contained in the registered software product and which are hereby incorporated by reference, FlashPoint Development will grant a perpetual individual use license, for the sole use by Licensee; such software license is limited to use exclusively by the Licensee. This license is not transferable, and is limited to internal use and copying of not more than one copy of each contracted and prepaid licensed copy purchased by Licensee,

i.e., the maximum users or machines for which the Licensee purchased the license.

2. **Multiple Use (Site) Licenses.** Upon acceptance and approval by FlashPoint Development of Licensee's application or order to purchase a registered site license, whether direct or through a third-party, and subject to the terms and conditions of all applicable FlashPoint License Agreements and amendments thereof, which may be delivered with or contained in the registered software product and which are hereby incorporated by reference, FlashPoint Development will grant a perpetual multiple use or site license, for the sole use by Licensee; such software license is limited to use by the Licensee and its employees at their regular place of business or in the course and scope of their employment,. This license is not transferable, and is limited to internal use and copying of the software by not more than the number of contracted and prepaid licensed copies purchased by Licensee, i.e., the maximum users or machines for which the Licensee purchased the license.

3. **Required Distribution Licenses.** A prepaid, non-exclusive and non-transferable Distribution License is required by an organization, company or government agency to use FlashPoint products and self-extracting archives and utilities created therewith, to facilitate the distribution of your data files and software to outside parties; to use such products and self-extracting archives and utilities created therewith, within your organization, company or government agency (see, "Multiple Use (Site) Licenses"). Distribution Licenses are granted and their respective license fees are set on a limited, case by case basis Approval of such licenses require the prospective Licensee to first submit an Application for Distribution License to receive a quotation (see, "Distribution Licenses" and "Application for Distribution License" topics of the product User's Guide and on-line help files, the provisions of which are hereby incorporated by reference).

USE AND TRANSFER. You may not rent, lease, sell, sublicense, outsource, assign or otherwise transfer the software, documentation or related materials, except pursuant to a written agreement with FlashPoint Development. Notwithstanding or in addition to the foregoing:

1. **Distribution of Unregistered Evaluation Versions of the Product**. You may distribute complete unregistered evaluation copies of the original software, documentation and related materials to third-parties, for the sole purpose of evaluation by them, provided such parties shall agree to be bound by the terms of this Agreement. You may not charge more than a minimal fee, not to exceed $10.00, to cover the costs of media, distribution and handling or download of evaluation copies of the product, nor may you distribute same without clearly informing such third-parties that the software, documentation and related materials have not been registered with FlashPoint Development and are provided for the limited purpose of evaluation in accordance with the terms of this Agreement to which said third-parties will be bound. Under no circumstances will you use or

distribute only a portion of the software; you must provide a full and complete copy of the original software and documentation package.

2. **Other Limitations on Distribution and Use**. Use of all or part of the product, whether a registered or unregistered version, in the distribution of other software or for commercial purposes is prohibited, without securing a prepaid Distribution License directly from FlashPoint Development.

3. **Distribution of Registered or Licensed Versions of the Product Prohibited**. You may not, for any purpose, distribute copies of registered or licensed versions of the software, documentation or related materials to any third-parties.

4. **Other Prohibited Use and Distribution**.   Repackaging, outsourcing, reverse engineering, decompiling, disassembly, sublicensing, leasing, assignment, reselling or distribution of the software in any manner not expressly authorized by a written and physically signed agreement with FlashPoint Development shall not be permitted under this agreement.

COPYRIGHT, TRADEMARKS, PATENTS AND INTELLECTUAL PROPERTY RIGHTS. The software, documentation and related materials, together with all trademarks, patents and intellectual property rights contained or referenced therein, are owned by FlashPoint Development or Richard S. Patterson, and are protected by United States copyright laws and international treaty provisions. Licensee, by use, sale, purchase or distribution of the software, documentation or related materials, acknowledges and agrees that FlashPoint Development and Richard S. Patterson are the exclusive owner of and retains all rights and interest in all of such copyrights, trademarks, patents and intellectual property rights, and that Licensee shall protect such property and rights and make no claim to same. Furthermore, Licensee agrees to indemnify and hold harmless said owners for any and all damages, arising under contract, tort or any other theory and including but not limited to loss of use, loss of profits, mental anguish and damages, including punitive and exemplary, resulting from confusion, infringement, libel, slander, disparagement, interference with economic advantage and business relationships, which may result from or be related to any conduct or claim of Licensee or the breach of any provision of this Agreement, including the use or distribution of such products, any third-party products and services, or the aforementioned copyright, trademark, patent and intellectual property rights.

DISCLAIMER OF WARRANTY. THIS SOFTWARE, DOCUMENTATION AND RELATED MATERIALS ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. FLASHPOINT DEVELOPMENT FURTHER DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR AGAINST INFRINGEMENT. THE ENTIRE RISK ARISING OUT OF USE, DISTRIBUTION OR PERFORMANCE OF THE SOFTWARE AND DOCUMENTATION REMAINS WITH YOU. IN NO EVENT SHALL FLASHPOINT DEVELOPMENT OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF DATA OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR DOCUMENTATION, EVEN IF FLASHPOINT DEVELOPMENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU. In no event, however, shall Licensor's aggregate liability for damages ever exceed the actual price paid for the license to use the above designated software package, regardless of the form of any claim.

U.S. GOVERNMENT RESTRICTED AND LIMITED RIGHTS. The software and documentation are provided with RESTRICTED AND LIMITED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions and limitations as set forth in subparagraph (c)(1) (ii) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 of subparagraphs (c)(i) and (2) of Commercial Computer Software -- Restricted Rights at 48 CFR 52.227-19, as applicable, and under other applicable law. Manufacturer is FlashPoint Development, P. O. Box 270492, Houston, Texas 77277.

YOUR LIABILITY. In the event you elect to use, sell, purchase or distribute any product, software, documentation or other materials, or all or any portion of any product, pursuant to or in violation of the terms of or proprietary interests set forth in this Agreement or related product or documentation, you agree to compensate FlashPoint Development for each copy of any product used or distributed at no less than three times the full retail price, and to reimburse, indemnify, hold harmless and defend FlashPoint Development for, from and against any damages, including punitive and exemplary, costs, claims or lawsuits, including attorneys' fees, that arise or result from the use and distribution of any product or materials.

GOVERNING LAW. This Agreement is governed by and shall be construed and enforced in accordance with the laws of the State of Texas. In any action arising under the terms or conditions of this license agreement, jurisdiction and venue shall be proper as to all parties, only in a State court located in Harris County, Texas; this provision shall be mandatory unless expressly prohibited by law, in which case it shall be considered to be permissive. Any and all solicitations, sales or distributions of any FlashPoint product shall be deemed to have taken place in Harris County, Texas. for any purpose, including but not limited

to any sales, use or other taxes. Under no circumstances shall any Licensee or other person or entity be authorized to take or take without authority any action that submits or purports to submit either FlashPoint Development, Richard S. Patterson or their successors, agents or assigns to the jurisdiction or taxing authority of any governmental agency or tribunal other than those of or within the City of Houston, County of Harris, State of Texas.

Should you have any questions concerning this Agreement, or if you desire to contact FlashPoint Development for any reason, please write to FlashPoint Development, P. O. Box 270492, Houston, Texas 77277.

Also see, the following topics in the ***Product Catalog*** (ORDERME.DOC), for additional information on:

- ■ "How to Order and License Applications"
- ■ "Registered User Benefits, Support and Feedback"
- ■ "General Information"
- ■ "Individual Use (Per Copy) Licenses"
  - ■ "Fees and Charges"
  - ■ "Order Forms -- Individual Use (Per Copy) Licenses"
- ■ "Multiple Use (Site) Licenses"
  - ■ "Fees and Charges"
  - ■ "Order Forms -- Multiple Use (Site) Licenses"

INSTALLATION AND REMOVAL OF UNZIP95

FlashPoint Windows UnZIP95 should be installed using the custom installation program, SETUP.EXE; however, it is also possible to manually install the programs and default configuration.

The user may manually uninstall the application programs, or use various third-party uninstall utilities.

AUTOMATED INSTALLATION

To install this product, using the automated setup procedures, do the following:

Step 1 --

Close any running Windows Explorer (or "My Computer") windows.

The setup program installs a new Explorer Shell Extension file (UNZIP95.DLL), and if you are already running an old version of this DLL it should be replaced with the new version.

If the new DLL file is copied over a copy that is currently in use by Explorer, your system may become unstable and you may experience some general protection or other system errors; this problem is cured, if it occurs, by simply exiting and then restarting Windows.

Step 2 --

If the distribution files you received are contained in a self-extracting WinSFX (tm) zip archive file, run either UNZIP95S.EXE (if you are installing an unregistered shareware, evaluation version of the product) or UNZIP95R.EXE (if you are installing a registered version of the product). This will expand all installation files to a user specified temporary directory.

In Windows, you may run any EXE file by one of several methods, e.g., by double-clicking on the file's name in Explorer or File Manager, or by using the "Run" command available in the Start Button Menu or in the File Menu of Windows' Program Manager, File Manager, or other file management shell utility.

When the WinSFX file runs, you will be prompted for the name of a temporary directory to which the product installation files will be expanded -- after completion of a successful installation, you may delete the files that were expanded to this directory.

Step 3 --

Run the FlashPoint Windows Setup program loader (SETUP.EXE).

This step is performed automatically by the FlashPoint WinSFX ™ self-extracting Zip archive file (as described in Step 2, above), if the distribution files have not been previously extracted.

The SETUP.EXE can be manually started under Windows, by several methods, e.g., by double-clicking on the file's name in Explorer or File Manager, or by using the "Run" command available in the Start Button Menu or in the File Menu of Windows' Program Manager, File Manager, or other shell utility.

Setup will install, if required, and start the FlashPoint Windows Setup Wizard. The SETUP.EXE application is loaded automatically, in normal installations, if you ran UNZIP95S.EXE or UNZIP95R.EXE

Step 4 --

The setup program will initially propose that the application be installed in the Windows Directory; however, any other directory may be substituted. If the directory does not exist, it will be created by the setup program.

UnZIP95 does not require that this directory be identified in the DOS environment "PATH=" setting, as all program files are installed in either the Windows or Windows System directory.

Answer any additional prompts that may display on your screen as the Setup Wizard runs. For example, if you already have an older version of UnZIP95 on your system, you may be asked if you want to overwrite certain files -- you should anwer "YES" or "OK" to these prompts, and allow the new files to overwrite the old.

Windows will refuse to let the Setup program overwrite a currently loaded copy of the UNZIP95.DLL or any other file in use. If this occurs, Setup, at the conclusion of the Windows installation, will attempt to exit to DOS to copy any remaining files from one or more temporary directory files using a DOS batch file named WINSTART.BAT, and then restart Windows.

If, for any reason, Setup cannot fully install copies of all files, the user may exit to DOS mode and manually copy each of the required files to the applicable target directory. See, the UnZIP95 User's Guide (UNZIP95.DOC) or the Windows Help file (UNZIP95.HLP), or review the following section of this file, entitled "Uninstalling FlashPoint Windows UnZIP95," for a description of where each file is installed.

To restart your computer in MS-DOS mode, (1) click the "Start" button, (2) click "Shut Down" and (3) then click "Restart The Computer In MS-DOS Mode."

Step 5 --

Add the FlashPoint UnZIP95 application directory path to the "PATH=" statement in your DOS AUTOEXEC.BAT file, if the applications were not installed in an existing directory referenced in the AUTOEXEC.BAT "PATH=" statement.

This step is not required if the default install settings were used, as all program and help files were installed to either the Windows or Windows System directory by default.

Step 6 --

It is recommended that you exit Windows, reboot your computer and then restart Windows, to insure that all new settings will take effect and to force Windows Explorer to load or reload the UNZIP95.DLL module.

Step 7 --

Delete all files that were expanded to the temporary directory from which the product was installed (see, Step 2, above). If no files remain in the directory, you may wish to also delete the directory.

This step is not required if you installed UnZIP95 from a floppy distribution disk that contained fully expanded files, i.e., the distribution files were not contained in a single WinSFX self-extracting Zip archive file.

Step 8 --

If you click on the "UnZIP95 Help" icon in Explorer, My Computer, or other folder, window or menu item, and get a error message that Windows cannot find the UNZIP95.HLP file, you will need to revise the current target path name.

Generally, the target path problem can be corrected by (1) locating and selecting the UNZIP95.HLP file in Windows Explorer (which should be in the Windows or Windows System folder/directory), (2) clicking the RIGHT mouse button and (3) selecting the "Properties" item from the popup context menu. When the Properties dialog is displayed, simply delete the incorrect path, leaving only the filename "UNZIP95.HLP" -- this file is located in either the Windows or Windows System directory, which Windows automatically searches (so you need not enter the actual target directory), and click OK to close the dialog.

This error should not occur if Help was invoked from any of the application programs, even if the aforementioned changes were not made.

Step 9 --

User's should optimize their systems using the Windows file association capabilities.

When internal ZIP file members are associated with user designated applications, FlashPoint Windows UnZIP95's advanced "Properties" dialog's "Open," "Print" and "View" buttons, with a simple click with the mouse, can expand and load the selected member file into the associated application automatically.

Refer to the applicable shell or file manager application's user manual or the *Microsoft Windows User Guide*, for information on how to associate files.

MANUAL INSTALLATION

UnZIP95 may be manually installed, by following these steps:

1. The application files (those ending with the file extension "EXE")
    and help files (those ending with the file extension "HLP" and
    "CNT"), which include the following files

        fpzxx32.exe
        unzip95.exe
        unzip95.hlp
        unzip95.cnt

    may be copied to the Windows directory, the Windows System
    directory or any directory that is accessible through the DOS
    PATH setting.

2. The dynamic link libraries and resource files (those ending with
    the file extension "DLL"), which include the following files

        unzip95.dll

    should be copied to the Windows System directory.

    Generally, they may also be copied to the Windows directory or
    any directory that is designated in the DOS PATH setting
    (including where the above *.EXE files were installed). Note,
    however, that some systems and Windows configurations may
    produce various error messages with respect to not being able to
    locate a file or dyna link, if these files are not placed in the
    Windows System directory.

3. Associate common file extension with the appropriate application
    program. See, the *Microsoft Windows User's Guide,* for
    instructions on how to associate or create file types.

4. Modify the applicable sections of the Windows Registration
    Database. In Windows, you must edit the database file, using
    the Registration Info Editor (REGEDIT.EXE) program. See, the
    Microsoft Windows User's Guide, for instructions on the
    Registration Database.

    Its easier and safer, however, to just use the UNZIP95.REG
    files, which contains references to all lines that need to be added
    to the Windows Registration Database. These lines can be
    added by just "running" the UNZIP95.REG file -- this can be
    done via the Windows start menu or double-clicking on the file in
    Windows Explorer, My Computer or File Manager. Note, that
    other third-party and FlashPoint Windows applications and
    utilities, including FlashPoint Zip Navigator ("ZipNAV"), also rely
    on these database entries; thus, errors in entering this
    information can also disable other utilities (and even Windows
    itself).

UNINSTALLING UNZIP95

To remove the UnZIP95 files and configurations from a user's system, simply reverse the manual installation steps, by removing the appropriate settings from the Windows Registration Database and deleting the specified UNZIP95 files from the user's disk.

UnZIP95 may be manually uninstalled, by following these steps:

1. Delete the application files (those ending with the file extension "EXE") and the help files (those ending with the file extension "HLP"), from the user's system. These files include the following filenames:

    ```
    fpzxx32.exe
    unzip95.exe
    unzip95.hlp
    unzip95.cnt
    unzip95.gid (created by Windows)
    ```

    These files may be located in the Windows directory, the Windows System directory or a directory that is accessible through the DOS PATH setting. Their exact location depends on how the product was originally installed.

2. Delete the dynamic link libraries and resource files (those ending with the file extension "DLL"), from the user's system. These files include the following filenames:

    ```
    unzip95.dll
    ```

    These files may be located in the Windows directory, the Windows System directory or a directory that is accessible through the DOS PATH setting. Their exact location depends on how the product was originally installed.

3. Experienced users may modify applicable sections of the Registration Database, removing all references to "UnZIP95." In Windows, you must edit the database, using the Registration Info Editor (REGEDIT.EXE) program. See, the *Microsoft Windows User's Guide,* for instructions on the Registration Database.

    The UNZIP95.REG files contains references to all lines added to the Windows Registration Database. These lines may be deleted by **experienced users** using the REGEDIT applications, search and delete capabilities. Note, however, that other third-party and FlashPoint Windows applications and utilities, including FlashPoint Zip Navigator ("ZipNAV"), also rely on these database entries; thus, deleting these lines can also disable other utilities (and even Windows itself).

Inexperienced users and those unconfortable with editing the registration database should simply ignore this step. These entries add only a few bytes to the file size, consume no significant system resources, and have no effect once the aforementioned UnZIP95 are deleted.

GLOSSARY

Associating Files -- Creating a file type or association is similar to associating a file in Windows version 3.1, but you can specify actions for more than just opening the file; for example, you can specify which program should be used for printing the document.

Close, Minimize, and Maximize buttons -- Every window has an (Close button) in the upper-right corner that you can click to close the window and quit the program. The Minimize and Maximize buttons also have a new look.

Context Menus -- You can use your right mouse button to click any item and see a shortcut menu. This menu contains common commands that you can use on the item you clicked. For example, by clicking a file with your right mouse button, you can choose to open, copy, or delete it. Also, referred to as "popup" or "shortcut" menus.

The Desktop -- When you start Windows, the large area you see is called the desktop. You can customize the desktop by adding shortcuts to your favorite programs, documents, and printers, and by changing its look to fit your mood and personality. To adjust settings such as desktop color and background, use your right mouse button to click anywhere on the desktop, and then click Properties.

Directory -- Your documents and programs are stored in directories, which you can see in My Computer and Windows Explorer. In current versions of Windows, directories are now commonly referred to as folders.

Explorer -- In Windows Explorer, you can see both the hierarchy of folders on your computer and all the files and folders in each selected folder. This is especially useful for copying and moving files. You can open the folder that contains the file you want to move or copy, and then drag it to the folder you want to put it in. To find Windows Explorer, click the Start button, and then point to Programs.

File Directories or Folders -- Your documents and programs are stored in folders, which you can see in My Computer and Windows Explorer. In previous versions of Windows, folders were called directories.

File Extensions -- Most filenames have a file extension, but the extension may or may not be visible in Windows Explorer or My Computer, depending on the system configuration. To see all files and filename extensions

1 In My Computer or Windows Explorer, open the folder you want to look at.

2   On the View menu, click Options.

3   Click the View tab, and then click Show All Files.
           If you want to see all filename extensions, make
           sure the Hide MS-DOS File Extensions box is
           not checked.

File Name -- Under Windows 95, a filename can contain up to 255
           characters, including spaces, but it cannot contain any of the
           following characters:

           \ / : * ? " < > |

           Note, however, that other operating systems and environments
           are not the same, e.g., older versions of Windows and DOS are
           limited to filenames consisting of eight (8) characters, a period or
           dot and a three (3) character filename extension. Thus, care
           should be used in assigning names for files that will be
           transferred or used under other operating systems or
           environments.

File Path or Filespec-- The file path is a more direct way to describe
           where a file, such as a document or program, is located on your
           computer or network.   A file path or filespec includes the drive,
           folders, and subfolders that contain a file, in addition to the file's
           name. Generally, a filename ends with a 3-letter "extension"
           that indicates what type of file it is. For example, a filename
           ending in .".EXE" is a program, and a filename ending in .".TXT"
           is a text file.

           To specify the full filespec of a file --

1   Type the drive letter, followed by a colon (:) and
           backslash (\).

2   Type the names of the folders and subfolders that
           contain the file. A backslash should precede each folder
           or subfolder name.

3   Type the name of the file. A backslash should precede
           the filename. If you use filenames that contain spaces
           or exceed eight characters in length, enclose the path in
           quotation marks.

           In general usage, the terms "file path" and "filespec" are
           interchangeable with the terms "path" or "pathspec."

File Types, Creating -- Creating a file type is similar to associating a
           file in Windows version 3.1, but you can specify actions for more
           than just opening the file; for example, you can specify which
           program should be used for printing the document.

Folder -- Your documents and programs are stored in folders, which
           you can see in My Computer and Windows Explorer. In previous
           versions of Windows, folders were called directories.

Long filenames -- You can now give any name to a file; you are not limited to eight characters with a three-character extension. You can even use spaces!

My Computer -- You can use My Computer desktop icon to quickly and easily see everything on your computer. Double-click the My Computer icon on the desktop to browse through your files and folders. ***Tip:*** *Add a "Windows Explorer" shortcut to your desktop, and try using it instead of the "My Computer" icon.*

Notepad -- You can use the Windows Notepad program to create or edit text files that do not require formatting and are smaller than 64K. Notepad opens and saves text in ASCII (text-only) format only. To create or edit files that require formatting or are larger than 64K, use WordPad. For information about how to use Notepad, click the Help menu in Notepad.

Network Neighborhood -- If you are using a network, the Network Neighborhood icon appears on your desktop. Double-click it to browse through the computers in your workgroup and the computers on your entire network.

Path or Pathspec-- A path is a more direct way to describe where a file, such as a document or program, is located on your computer or network. A path or pathspec includes the drive, folders, and subfolders that contain a file, in addition to the file's name. Generally, a filename ends with a 3-letter "extension" that indicates what type of file it is. For example, a filename ending in ."EXE" is a program, and a filename ending in ."TXT" is a text file.

To specify a path --

1   Type the drive letter, followed by a colon (:) and backslash (\).

2   Type the names of the folders and subfolders that contain the file. A backslash should precede each folder or subfolder name.

3   Type the name of the file. A backslash should precede the filename. If you use filenames that contain spaces or exceed eight characters in length, enclose the path in quotation marks.

In general usage, the terms "path" and "pathspec" are interchangeable with the terms "file path" or "filespec."

Popup Menus -- You can use your right mouse button to click any item and see a shortcut menu. This menu contains common commands that you can use on the item you clicked. For example, by clicking a file with your right mouse button, you can choose to open, copy, or delete it. Also, referred to as "context" or "shortcut" menus.

Properties -- When you want to view or change information about any item, such as a document, program, folder, disk drive, or printer, you can look at its properties. Use the right mouse button to click the item, and then click Properties on the menu. For MS-DOS-based programs, you no longer need to create and modify ."*.PIF" files; you just modify the properties for the program.

Quick Viewers -- A set of utilities provided with Windows 95 that provide the capability to view documents that were created with popular Windows-based programs without starting the actual program. If Quick View is not available, either your file type is not supported by it, or it is not installed on your computer. Look up "installing, Windows components" in the Microsoft Windows Help Index.

Shortcut Menus -- You can use your right mouse button to click any item and see a shortcut menu. This menu contains common commands that you can use on the item you clicked. For example, by clicking a file with your right mouse button, you can choose to open, copy, or delete it. Also, referred to as "popup" or "context" menus.

Start button and taskbar -- At the bottom of your screen is the taskbar. It contains the Start button, which you can use to quickly start a program or to find a file. It's also the fastest way to get Help. When you open a program, document or window, a button appears on the taskbar. You can use this button to quickly switch between the windows you have open.

Taskbar and buttons -- At the bottom of your screen is the taskbar. It contains the Start button, which you can use to quickly start a program or to find a file. It's also the fastest way to get Help. When you open a program, document, or window, a button appears on the taskbar. You can use this button to quickly switch between the windows you have open.

Windows Explorer -- In Windows Explorer, you can see both the hierarchy of folders on your computer and all the files and folders in each selected folder. This is especially useful for copying and moving files. You can open the folder that contains the file you want to move or copy, and then drag it to the folder you want to put it in. To find Windows Explorer, click the Start button, and then point to Programs. *Tip: Add a Windows Explorer shortcut to your desktop and use it instead of the "My Computer" icon.*

WordPad -- WordPad is a text editor for short documents. You can format documents in WordPad with various font and paragraph styles, and you can use WordPad to import and view files created using other editors and wordprocessors. For information about how to use WordPad, click the Help menu in WordPad. If WordPad is not installed on your computer, look up "installing, Windows components" or "installing, WordPad" in the Microsoft Windows Help Index.