Program Overview

TurboZIP Program Overview:

TurboZIP is a powerful ZIP archive and E-mail manager for most commonly used Internet compressed file formats (zip, exe, gz, z, tar, taz, tgz) including Microsoft Windows compressed file formats and E-mail file formats, UU Encode (uue), MIME (mme, b64) and Binhex (hqx).

TurboZIP provides seamless **zipping/unzipping, disk spanning,** creation of **self-extracting (SFX) files,** and **encoding/decoding** features. More importantly, it provides essential supporting tools so you can work with ZIP archive and E-mail **without unzipping or decoding**.   In addition, TurboZIP Auto Backup can quickly save critical work **in industry standard ZIP archive format**.   Here are the highlights of what TurboZIP can do for you:

• Conveniently search, view, print, and launch files within ZIP and E-mail files without unzipping or decoding. Built-in proprietary viewers are included; ActiveX Control features are also provided.
• An easy way to manage a raft of ZIP and encoded E-mail files scattered on the computers, networks, and on removable media (such as on removable disks and CD-ROMs).
• Automatically backup files into compressed archives to safeguard days of work and conserve hard disk space.
• Full drag and drop support in TurboZIP and convenience when working with other programs.

TurboZIP provides the unique fuzzy search capability for finding files by comments or by contents with exact or best match in word spelling.   TurboZIP also provides built in proprietary decoding filters for easy, convenient, and high quality file previewing and printing of most popular file formats without having to have the native applications that created the files.   For a partial list of file viewing formats supported, please see Available Viewers for more information.

Also unique are the ZIP Set and Auto Scan features, which let you organize your archive and E-mail files, even when they are not in your computer or network.   You can always use the TurboZIP customizable Auto Backup feature to automatically backup your critical work in space saving ZIP archives.

TurboZIP Interface

The Program Interface:

The TurboZIP window is organized into ZIP Sets (the left pane), File List (the top/middle pane), and the Preview pane (the bottom/right pane).   You can drag the border of the panes to resize them or use **View, Reposition Panes** (Ctrl+Shift+R) from the menubar to quickly reposition the panes back to the default position.   You can also use **View, Preview Pane** from the menubar to hide or switch between vertical and horizontal displays of the Preview pane.

The TurboZIP Menus

The Menubar: File, Archive, View, Tools, Preview and Help menus

Right Click Menus: several different right click menus depending on where in the TurboZIP window that you right click

The TurboZIP Toolbar

The Toolbar

You can show or hide the Toolbar by selecting **View, Toolbar** from the menubar.   You can also select a different layout or customize the Toolbar by selecting **Tools, Customize Toolbar** from the menubar or by dragging and dropping the toolbar.

Toolbar Buttons

The TurboZIP toolbars are equipped with buttons to help you navigate your zip files with ease and speed.   When you position your pointer over a button on the toolbar, a bubble help will pop up.   At the same time, a more elaborate description will appear in the Status Bar at the bottom of the TurboZIP window.

Shortcut Keys

The Shortcut Keys:

<u>File Menu</u>

New ZIP	Ctrl+N
Open	Ctrl+O
Move to	F7
Copy to	F8
Delete	Ctrl+Shift+Del
Remove	Del
Run	Enter

<u>Archive Menu</u>

Add Wizard	Ctrl+W
Add to ZIP	Ins
Extract Wizard	Ctrl+Z
Extract	Ctrl+X
Extract All	Ctrl+T
Archive Properties	Ctrl+F
Select All	Ctrl+A

<u>View Menu</u>

Reposition Panes	Ctrl+Shift+R
Resize Column Widths	Ctrl+Shift+C
Show Subfolders	Ctrl+H
Refresh	F5

<u>Tools Menu</u>

Find in Files	F3
Show Found Files	F4
Auto Scan	Ctrl+S
Auto Backup	Ctrl+B

<u>Preview Menu</u>

Maximize Preview Pane	Ctrl+1
Print	Ctrl+P

<u>Help</u>

Help Topics	F1

<u>Other</u>

Rename	F2

Opening Archive and E-mail Files

To open an existing archive and E-mail file:

If the archive or E-mail file that you are going to open is not listed in the left pane, you can add it to the list.   To add an existing archive or E-mail file to the list, select **File, Open…** (Ctrl+O) from the menubar or click the **Open File…** toolbar button.   This will open the Open File dialog box.   Select the folder, the file type, and the file name from the file list.   Click the Open button to list the file in the left pane.

You can also add multiple archive and E-mail files to a ZIP Set by using the <u>Auto Scan</u> feature in TurboZIP.   Select **Tools, Auto Scan…** (Ctrl+S) from the menubar or click the **Auto Scan** toolbar button to choose the starting folder and file types for adding multiple files.

If the archive or E-mail file that you want to open is listed in the left pane under one of the <u>ZIP Sets</u> (the default ZIP Set is "General"), you can select that file from the list and the internal file list will be automatically displayed in the right pane.   You will be able to see the internal file list even when the archive or E-mail file resides on a removable media (such as removable disk, or CD-ROM) not placed in your computer at the time.   If you want to preview the contents or to extract the internal files, you need to place the removable media in the drive.

Removing and Deleting Files

The following is a summary of the convention that Remove and Delete commands are used in TurboZIP:

Remove ZIP Set (Del): Removes ZIP Sets in the left pane in TurboZIP.   No confirmation will be required.

Remove selected file(s) from ZIP Set (Del): Removes selected archive and E-mail files, in the left pane or in the right pane, from ZIP Set.   This action will only remove the selected file(s) from the ZIP Set list in TurboZIP.   It will not delete the original files from your disk.   No confirmation will be required.

Delete ZIP File (Ctrl+Shift+Del): Deletes selected archive or E-mail file in the left pane.   This action will permanently delete the original file from the disk.   You will be asked to confirm the **Delete** action.

Delete selected file(s) from ZIP Archive (Ctrl+Shift+Del): Deletes selected items or internal files from ZIP archive.   This action will permanently delete the file contents from the disk.   You will be asked to confirm the **Delete** action.

Sync ZIP Set: If a file has been deleted from the disk by another program, the file information remains in the ZIP Sets.   If you only want a ZIP Set to list files that are currently present in your computer, select **File, Sync ZIP Set** from the menubar to update the file list in the ZIP Sets.

Extracting Files in TurboZIP

To extract archive or encoded E-mail files in TurboZIP:

Option 1: Open or select the zip file in the left pane from which you would like to extract files.   You can choose the **Archive, Extract Wizard…** (Ctrl+Z) from the menubar or the **Extract Wizard** toolbar button and follow the on-screen instructions to add files to a zip file.

Option 2: If you would like to extract all the files within an archive or an encoded E-mail file, you can select the archive or E-mail file in the left pane and select **Archive, Extract All…** (Ctrl+E) from the menubar or the **Extract All Files** toolbar button to extract all files.

Option 3: If you only want to extract one or more files from the archive or E-mail file, select the files to be extracted in the right pane and select **Archive, Extract…** (Ctrl+X) from the menubar or the **Extract Selected File(s)** toolbar button to extract the files.

Option 4: You can extract files by right clicking selected files in the right pane and select **Extract Selected File(s)** or **Extract All Files** from the pop-up menu to extract files.

See also:
Extraxting from other Programs
Drag and Drop

Extracting from other Programs

To extract archive or encoded E-mail files from other programs:

If you want to extract an archive or decode an E-mail file in a file management program such as Turbo Browser or Windows Explorer, right click the selected archive or encoded E-mail file and select **Extract with TurboZIP** in the pop-up menu.   TurboZIP will be automatically launched with the **Extract Wizard…** or the **Extract Files from…** dialog box opened.   You can enter or browse to change the path and name of the destination folder and also password for decryption if required.

The enabled extraction options are displayed.   If you want to change the extraction options, click the **Configure** button in the dialog box to do so.   If you are satisfied with the destination folder and the enabled extraction options, click the **Extract** button to extract the files.

You can also extract an archive or decode an E-mail file by dragging it to the destination folder in the Turbo Browser or Windows Explorer folder tree.   Drag the selected archive or encoded E-mail file to the destination folder, and select **Extract with TurboZIP** in the pop-up menu.   The selected file will be extracted or decoded to the destination folder.

See also:
Extracting Files in TurboZIP
Drag and Drop
Setup Options

Zipping to New ZIP Archives

To create new ZIP archives:

Option 1: Choose **Archive, Add Wizard…** (Ctrl+W) from the menubar or the **Add Wizard** toolbar button and follow the instructions on screen.

Option 2: Choose **File, New ZIP…** (Ctrl+N) from the menubar or click the **New ZIP File** toolbar button, select the folder where the zip file is to be located, and enter the name for the new zip file in the File name box, click Open, and click **Yes** to create the new zip file.

You now have a new zip file, however, there is nothing in it yet.   In the **Add Files to ZIP archive** dialog box, you can click the Browse button in the Files to Compress section button to select the files to be added to the zip file.   All the files you choose are listed in the File Name list.   You can select and remove files from the list by clicking the Remove button.   In the Enabled Options box, you will see a list of compression options.   Those options can be changed by clicking the Configure button.

If you don't want anyone to have access to your zip file, you can enter a password in the **Encryption** box and check the Encryption option.   But be certain to remember your password, because TurboZIP will not reveal it to anyone - not even you.   Once you have checked everything out, click OK to finish.

See also:
Zipping from other Programs
Backing up Files
Adding Files to ZIP Archive

Adding Files to ZIP Archives

To add files to existing ZIP archives in TurboZIP:

Option 1: Open or select the zip file in the left pane to which you would like to add addition files.   You can choose the **Archive, Add Wizard…** (Ctrl+W) from the menubar or the **Add Wizard** toolbar button and follow the on-screen instructions to add files to a zip file.

Option 2: You can select **Archive, Add to ZIP…** (Ins) from the menubar or the **Add File(s)** toolbar button to add files to a zip file.   Once the Add Files to ZIP archive dialog box is open, select the Browse button from the **Files to compress** section to select the files you would like to add and click Open.   The default selection **All Files (*.*)** will select all files in the selected folder.

The files you choose to add will be listed in the File Name list.   You can remove selected files from the list by using the Delete key.   At the bottom of this box, you will notice a list of compression options. Those options can be changed by clicking the **Configure** button.   When you are ready, click the **Add** button to complete.

Option 3: You can also select the zip file in the left pane and select **Tools Auto Backup…** (Crtl+B) or the **Auto Backup** toolbar button to add files to the archive.

Tip: You can **save** the file list and the compression configuration as an Auto Backup file (*.abs) so that when you are zipping files the next time, you can simply **load** your file selection and configuration options without having to repeat the same task again.

See also:
Zipping from other Programs
Drag and Drop
Backing up Files

Zipping from other Programs

To zip files from other programs:

Option 1: If you want to zip files in file management programs such as Turbo Browser or Windows Explorer, right click the selected files and select **ZIP with TurboZIP** in the pop-up menu.   TurboZIP will be automatically launched with the selected files displayed in the **Add Files from other Program** dialog box.   Enter or browse to select the path and name of the destination ZIP archive (also password for encryption if desired).

The enabled compression options are also displayed.   If you want to change the compression options, you can click the **Configure** button in the dialog box to do so.   If you are satisfied with the enabled compression options, click the **Add** button to zip the files.

Option 2: If you want to add files to a zip file in file management programs such as Turbo Browser or Windows Explorer, select the files to be added into the zip file and drag them to the destination zip file. TurboZIP will be automatically launched with the selected files displayed in the **Add Files from other Program** dialog box.   Enter or browse to select the path and name of the destination ZIP archive (also password for encryption if desired).

See also:
Zipping to New Archives
Adding Files to ZIP Archive
Drag and Drop
Setup Options

Deleting Files from Archives

To delete files from ZIP archives:

To delete files from within a zip file, select or open the zip file from which you would like to delete files. Select the file(s) that you want to delete in the right pane and select **File, Delete selected files from the ZIP archive** (Ctrl+Shift+Delete) from the menubar or from the right click pop-up menu.

See also:
Removing and Deleting Files

Copying Files between Archives

To copy files between ZIP archives:

To copy files from within one zip file to another, select or open the zip file in the left pane from which you would like to copy some of the files.   Select the file(s) in the right pane that you want to copy, then drag and drop them in the destination zip file in the left pane.   You will see the Add Files from Drag and Drop dialog box.   Enter desired information and click OK.   The file(s) will be copied into the destination zip file.

Moving and Copying Archive and E-mail Files

To Move and Copy Archive and E-mail Files:

Select the archive or E-mail file to be moved or copied in the left pane, choose **File, Move to…** (F7) or **Copy to…** (F8) and select the destination folder to move or copy the selected file.   You can also right click the selected file in the left pane and choose **Move to…** or **Copy to…** in the pop-up menu to move or copy the selected file.

See also:
Copying Files between Archives
Renaming ZIP Set, Archive, and E-mail Files

Renaming ZIP Set, Archive, and E-mail Files

To Rename ZIP Sets, Archive, and E-mail Files:

You can rename ZIP Sets, Archive, and E-mail files in the left pane by clicking (F2) on the ZIP Set or archive in the left pane.   If you change the path of an archive or an E-mail file, you are in effect moving the file to the new path location.

See also:
Moving and Copying Archive and E-mail Files

Creating Multi-volume Archive

Creating a Multiple Volume Zip File

You can zip files to multiple volumes of removable media (disks).   This feature is useful when the zip file size is larger than a single disk.   The last disk of a multiple volume set contains the contents information of the set.   Once a multiple volume zip file is created, you may not modify it.

Unzipping Multiple Volume Zip File

Follow the steps below to unzip a multiple volume zip file:

1. Select the zip file in the ZIP Set and place the last disk of the multiple volume set in the removable media drive.
2. Select the files to be extracted, choose **File, Extract…** (Ctrl+X) from the menubar or right click the selected files and choose **Extract…** from the pop-up menu to begin unzipping.   You will be prompted to insert the appropriate disks in the multiple volume set.
3. You can also choose **File, Extract All…** (Ctrl+E) from the menubar or right click the selected files and choose **Extract All…** from the pop-up menu to extract all files.

Previewing Files within a Multiple Volume Set

1. Place the last disk of a multiple volume set in the removable media drive and proceed the same way you would to unzip the zip file.
2. Select the file within the zip file in the file list to begin viewing the file.   You will be prompted to insert the appropriate disks in the multiple volume set.

See also:
Previewing Files

Making Self-extracting EXE File

Usually, you need a zip program to unzip compressed archive files.   With TurboZIP, you can create self-extracting archive (EXE) files that do not require a zip program to unzip them.   There are other advantages in using TurboZIP to create self-extracting EXE files:

- Personal Message: You can include a brief personal message (up to 256 characters) for others to read before extracting the files.
- Display File List: In the TurboZIP SFX (self-extraction) dialog box, you will be able to see the list of files within the archive before you extract them.
- Selective Extraction: You can select to extract only those files that you want from the file list rather than having to blindly extract all the files within an archive.
- Run Command: You can select a file to run automatically after the self-extraction.

To Make Self-Extracting EXE File:

Select or open the source zip file in the left pane and select **Tools, Make Self-Extracting EXE…** from the menubar or the **Make Self-Extracting** toolbar button to open the Make Self Extracting EXE file dialog box.   Enter or Browse to select the destination path in the Folder name box.

If you would like a program to run automatically after the self-extraction, you can click to select the file from the pull down list.   If you want to include a brief text message (up to 256 characters) for others to read before the extraction starts, you can prepare your message in a text file (TXT).   Enter or browse to select the file name of the text file in the space provided and the message will be included in the self-extracting file.

Partial List of Available Viewers

TurboZIP has many built-in viewers and also provides the option of file viewing with ActiveX Control. The following is a partial list of the built-in and ActiveX Control viewers.

Document & Text File Decoding Filters

Text Files, MS Word & WordPad, MS Works, Word Perfect, Ami Pro, PLX (CompuServe E-mail), HTML, Font Files, ASCII

Spreadsheet & Presentation File Decoding Filters

Excel, PowerPoint

Multimedia File Decoding Filters

Full-motion AVI, MPEG (ActiveMovie), QuickTime (Driver required), MIDI, and WAV

Vector Graphic Decoding Filters

Windows Clipboard, Windows Metafile, Enhanced Metafile

Image Decoding Filters

Windows Icon, Windows Cursor, Animated Cursor, Windows Bitmap, GIF, Animated GIF, JPEG, PCX, Targa, TIFF, Windows Clipboard, Windows Metafile, Enhanced Metafile

Previewing Files

You can preview the contents of the internal files of a ZIP archive file or an E-mail attached file in the Preview pane by simply selecting the file in the file list.   You can maximize/restore the Preview pane by using **Preview**, (toggle) **Maximize Preview Pane** (Ctrl+1) from the menubar or the **Maximize Preview Pane** toolbar button to switch between the full and partial TurboZIP window file previewing.   To return to the default pane positions, select **View, Reposition Panes** (Ctrl+Shift+R) from the menubar or click the **Reposition Panes** (Balance) toolbar button.

TurboZIP is equipped with sets of preview tools for your convenience in file viewing.   You can select **Preview, Preview Tools** from the menubar or right click in the Preview pane to scale, or to zoom in and zoom out in previewing images, to play, stop, or pause in previewing multimedia files, and to change the font size in previewing text files.

See also:
Program Options
Printing Files
Sending Files to Clipboard

Printing Files

When you select a file in the file list, the Preview pane will display the file contents.   Right click in the Preview pane will display a pop-up menu. These menu items provide supporting tools to process files. Menu items that are not available are grayed out.

Printing Through TurboZIP

To print a file in the Preview pane through TurboZIP, select **Preview, Print…** (Ctrl+P) from the menu bar or from the Preview pane right click menu.   You can also specify various printing options depending on the file type.

Printing Through Associated Applications

To print the file through the associated application, select **Preview, Print thru Application** from the menubar or from the Preview pane right click menu.

See also:
Previewing Files

Sending Files to Clipboard

When you select a file in the file list, the Preview pane will display the file contents.   Right click in the Preview pane will display a pop-up menu. These menu items provide supporting tools to process files. Menu items that are not available are grayed out.

Sending Files to Clipboard

To send a copy of the file in the Preview pane to Clipboard, select **Preview, Copy** from the menubar or **Copy** from the right click Preview pane menu.

See also:
Previewing Files

Launching Files

When you select an archive or E-mail file from the ZIP Set list in the left pane, the list of internal files are displayed in the File List pane.   You can select the desired file in the File List pane and press the Enter key to launch it into the associated application.   You can also double click or right click and select Open in the pop-up menu to launch the file.

Finding Files by File Name and Type

To Find Files by File Name and Type:

In TurboZIP, you can search files within archives and E-mail files.   Select the archive, E-mail file, or the ZIP Set to be searched in the left pane.   Then, select **Tools, Find in Files…** (F3) from the menubar or use the **Find in Files** toolbar button to open the Find dialog box .   Enter the File Name and Type in the specification box and select the Scope of search.   Click OK to start the search.

Once the files are found, they are displayed in the **Find Results** dialog box along with the search criteria and return value.   You can preview or extract the files that have been found.   You can also copy it to Clipboard or print it by using the right click menu in the Preview pane.

See also:
Finding Files by File Date
Finding Files by File Attributes
Finding Files by File Size
Finding Files by Contents
Finding Files by Boolean "and / or"

Finding Files by File Date

To Find Files by File Date:

In TurboZIP, you can search files within archives and E-mail files.   Select the archive, E-mail file, or the ZIP Set to be searched in the left pane.   Then, select **Tools, Find in Files…** (F3) from the menubar or use the **Find in Files** toolbar button to open the Find dialog box .   Select the Scope of search and then click the Date tab to select the date span or you can let TurboZIP search all dates.

See also:
Finding Files by File Name and Type
Finding Files by File Attributes
Finding Files by File Size
Finding Files by Contents
Finding Files by Boolean ''and / or''

Finding Files by File Attributes

To Find Files by File Attributes:

In TurboZIP, you can search files within archives and E-mail files.   Select the archive, E-mail file, or the ZIP Set to be searched in the left pane.   Then, select **Tools, Find in Files…** (F3) from the menubar or use the **Find in Files** toolbar button to open the Find dialog box .   Select the Scope of search and then click the Attributes tab.   You can select **All attributes** or to search only **Read-only**, **System**, **Hidden**, or **Archive** files.

See also:
Finding Files by File Name and Type
Finding Files by File Date
Finding Files by File Size
Finding Files by Contents
Finding Files by Boolean "and / or"

Finding Files by File Size

To Find Files by File Size:

In TurboZIP, you can search files within archives and E-mail files.   Select the archive, E-mail file, or the ZIP Set to be searched in the left pane.   Then, select **Tools, Find in Files…** (F3) from the menubar or use the **Find in Files** toolbar button to open the Find dialog box .   Select the Scope of search and then click the Size tab.   You can select **All sizes** or **Find file size in the range** and enter a file size.   The available options are:

Below or equal to file size in bytes, KB (1,024 bytes), MB (1,024 KB), or GB (1,024MB)
Above or equal to file size in bytes, KB (1,024 bytes), MB (1,024 KB), or GB (1,024MB)
Exact - exactly equal to file size in bytes, KB (1,024 bytes), MB (1,024 KB), or GB (1,024MB)

See also:
Finding Files by File Name and Type
Finding Files by File Date
Finding Files by File Attributes
Finding Files by Contents
Finding Files by Boolean ''and / or''

Finding Files by Contents

To Find Files by Contents:

In TurboZIP, you can search files within archives and E-mail files.   Select the archive, E-mail file, or the ZIP Set to be searched in the left pane.   Then, select **Tools, Find in Files…** (F3) from the menubar or use the **Find in Files** toolbar button to open the Find dialog box .   Select the Scope of search and then click the Content tab.   You can select either Exact Match of Best Match.   Exact match will list files containing the exact text string while Best Match will list files containing the closest text string.

Containing Text: Enter the text string to be searched.

Match Whole Word: It will search for all files containing this word or string of text.   If you do not select this option, you may wind up with words that contain that word within it.   For example, if you enter the word TIP, you might come up with the following:

Case Sensitive: This will search for files that only contain that word in the exact upper and lower cases you typed in.

Search Textual Part of Text Only:

Search only the text or comment portion of files.

Exact Match: This will search for files containing the string of text exactly as entered.

Best Match: This will first search for files with words exactly as entered or, if no exact match is found, those closest to what was entered.   This is ideal when you are not sure what the exact text string is.

See also:
Finding Files by File Name and Type
Finding Files by File Date
Finding Files by File Attributes
Finding Files by File Size
Finding Files by Boolean "and / or"

Finding Files by Boolean "and / or"

To Find Files by Boolean "and / or":

Boolean search uses "and" or "or" to specify the search criteria when finding files by contents.   A sentence may read *Yesterday we went shopping*, or it may read *We go shopping everyday*.   If you are only interested in finding the documents that contain both shopping and yesterday, you can enter shopping "and" yesterday as the text string in Finding Files by Contents.

If you are interested in finding the documents containing either the word *yesterday* or *everyday*, use "or" in the search.   In this case, enter   yesterday "or" everyday as the search criterion.

You can enter multiple "and" or multiple "or" as long as the total length of the string is within 256 characters.   Mixing "and" and "or" in one entry is not supported, it may produce unpredictable result.

When searching for a file by specification, TurboZIP allows you to enter multiple file specifications.   In this case, the use of a semicolon serves the same purpose as "or".

See also:
Finding Files by Contents
Finding Files by File Name and Type
Finding Files by File Date
Finding Files by File Attributes
Finding Files by File Size

Drag and Drop

Drag and Drop to add files to ZIP archive:

Option 1: You can select a file or multiple files from file management programs such as Turbo Browser or Windows Explorer and drag to a ZIP archive in the right pane in the file management program. TurboZIP will be automatically launched and the Add Files to ZIP archive dialog box will open for adding the selected file(s) to the destination ZIP archive.

Option 2: You can select a file or multiple files from file management programs such as Turbo Browser or Windows Explorer and drag to a ZIP archive in the left pane in TurboZIP. The Add Files to ZIP archive dialog box will open for adding the selected file(s) to the destination ZIP archive.

Drag and Drop to extract files from ZIP archive:

Option 1: If you are using a file management program such as Turbo Browser or Windows Explorer, you can right drag a ZIP archive to the destination folder in the folder tree. TurboZIP will be automatically opened with the Extract Files from… dialog box opened. All files within the ZIP archive are listed in the File Name box.

Select those files that you do not want to extract from the list and use the Delete key to remove them. (This will only remove those files from the list and will not delete them from the disk.) You can also change the extraction options by clicking the Configure… button. When you are ready, click the Extract button and the selected file(s) will be extracted to the destination folder.

Option 2: For files within a ZIP archive, you can select one or more files in the right pane in TurboZIP and drag to the folder tree of file management programs such as Turbo Browser or Windows Explorer. The selected file(s) will be extracted to the destination folder.

Drag and Drop to copy files between ZIP archives:

To copy files from within one ZIP archive to another, select or open the ZIP archive in the left pane in TurboZIP from which you would like to copy some of the files. Select the file(s) in the right pane that you want to copy, then drag to the destination ZIP archive in the left pane. You will see the Add Files from Drag and Drop dialog box open. Enter desired information and click OK. The file(s) will be copied into the destination ZIP archive.

Using ZIP Sets

The ZIP Set Concept

ZIP Sets let you organize archives and E-mail files in the same way as you would organize files in folders.   You can group files together, which are scattered on your computer or network, so that they can be accessed more conveniently.   While there may be references to the archive or E-mail file in a ZIP Set, it still maintains its location in the original path.

In addition, you can create a reference to archives and E-mail files that reside on removable media, floppy disk, ZIP disk, CD-ROM, etc.   Traditionally, the only way to see what is on removable media is to insert it in the computer.   In TurboZIP, you can still see what internal files are in an archive or E-mail file even when the removable media is not present in the computer at the time.

For instance, if you have several zip files on a CD-ROM and have listed those zip files in a ZIP Set. You can always see what internal files are in those zip files even after you have removed the CD-ROM from the computer.   You can organize all your removable media that have archives or E-mail files this way.

Creating ZIP Sets

To create a new ZIP Set, select **File, New ZIP Set…** from the menubar.   When the New ZIP set dialog box opens, enter a name for your new ZIP Set in the specification box and click OK.

Adding Files to ZIP Sets

To add files to a ZIP Set, first select the ZIP Set.   Select **File, New ZIP…** (Ctrl+N) or **File, Open** (Ctrl+O) from the menubar, or click the **New ZIP File** or **Open File** toolbar button to add files to the ZIP Set.   You can also automatically add multiple files to a ZIP Set by using the **Auto Scan** feature.

See also:
Auto Scan

Auto Scan

The Auto Scan feature lets you quickly scan through drives or folders, including all subfolders, to automatically select the desired archives and E-mail files for listing in the left pane.   To do so, select **Tools, Auto Scan…** (Ctrl+S) from the menubar or click the **Auto Scan** toolbar button to open the Auto Scan dialog box.   Click to select the desired folder or drive and the file types to be scanned (multiple file types are separated by semi-colons) and click OK to start.

You can also specify which archive and E-mail file types to be included in Auto Scan.   This selection can be entered in **Tools, Program Options** from the menubar, in the Setup tab.   For example, you can use Auto Scan to automatically list all zip files on your C: drive.

See also:
Setup Options

Backing up Files

TurboZIP provides a vehicle for you to automatically backup your work into compressed archives. Basically you can tell TurboZIP where to find the files, the criteria of which files to include, how to compress them, and where to send them.   All the information is saved in **Auto Backup Sets** (*.abs) so you can use it again next time.   Whenever you want to backup your work in the same way again, you can recall the configuration by loading or opening the Auto Backup Set.

To Create Auto Backup Sets:

When you add files to ZIP archive, you can click the **Save…** button in the Add Files to ZIP Archive dialog box to save the file selection and compression options as an Auto Backup Set.

To Recall Auto Backup Sets:

When you add files to ZIP archive, you can click the **Load…** button in the Add Files to ZIP Archive dialog box to recall the saved information about the file selection and compression options in an Auto Backup Set.   You can also select **Tools, Auto Backup…** (Ctrl+B) from the menubar or click the **Auto Backup** toolbar button to open the Select Auto Backup dialog box.

See also:
Adding Files to Archives

ZIP Properties

ZIP Properties:

You can find out detailed file information about a ZIP archive or E-mail file.   Select the ZIP archive or E-mail file and choose **Archive, ZIP Properties** (Ctrl+F) from the menubar or the **ZIP Properties** toolbar button to open the File Information box. You can also double click the selected ZIP Archive or E-mail file in the left pane to see the detailed file information.   The relevant property information and corresponding values are displayed in the ZIP File Information box.

In the ZIP File Information box, there is an area for storing comments associated with the ZIP archive or the preamble for UU encoded files.   You can enter and edit associated comments with the ZIP archive in this area.   Click the Set Comment button to set comments when you are done editing.

File Properties

File Properties:

You can find out detailed file information about an item or internal file in a ZIP archive or E-mail file of the most current file in the Preview pane.   Select the file in the right pane and choose a Preview pane if the file is not in auto preview.   Select **Preview, File Properties** from the menubar or the **File Properties** toolbar button to display the file information.   This information is not available if the file is not being previewed.

For different file types, different file information is displayed.   For example, image size and color depth are some of the information displayed for image file types.

UU Encoding Files

To UU Encode Files:

Select **Tools, Create UU Encode File…** from the menubar, the Create UU Encode File dialog box will open.   Enter the target file name in the File name box, or click the Browse button next to it to select the name of the target file.   You can also enter an optional textual message to go with the target file.   Then, enter the file name of the source file to be attached, or the use Browse button next to the Attach file selection box to select it.   When you click OK, the source file along with the optional textual message will be encoded to generate the target (uue) file.

Compression Options

To configure Compression Options:

Select **Archive Configuration…** from the menubar or the **Archive Configuration** toolbar button and choose the Compression tab to set up TurboZIP the way you want it.

Compression Configuration

On the Compression Configuration tab, you can select your desired **Compression level** (the numbers 0 to 9 represent none to highest compression).   The Default browse folder is where you want TurboZIP to always go first when looking for files.

There are three options in Add method, the option are to **Add**, **Update,** and **Freshen**.   Here's what that they mean:

- Add will add all files in the compression list
- Update will only add files that do not already exist and update files that have been changed
- Freshen will only update existing files which have been changed.

The Date filter is great because when used, it will only search for files modified after the date that you specify.   Remember, if you specify a date, you have to check the **Only add files modified after** box to activate it.

See also:
Advanced Compression
Compression Filters
Extraction Options
Temp Folder Options

Advanced Compression

To configure Advanced Compression:

Select **Archive Configuration…** from the menubar or the **Archive Configuration** toolbar button and choose the Advanced Compression tab to setup TurboZIP the way you want it.

Advanced Compression Configuration

Options

- Store Long File Names
- Move to ZIP (This option will delete the original file upon moving it into the zip file.)
- Grow ZIP file (This option will not make a duplicate copy of the zip file in the temporary folder during the operation. It is faster, but use with extreme CAUTION!)
- Multi-volume on removable media (disk spanning)

Subfolder Options

- Store folder names: Store full path information.
- Store partial path: Store path data of subfolders only.
- Recurse subfolders: Include files in subfolders (recursive).

See also:
Compression Options
Compression Filters
Extraction Options
Temp Folder Options

Compression Filters

To configure Compression Filters:

Select **Archive Configuration…** from the menubar or the **Archive Configuration** toolbar button and choose the Compression Filters tab to set up TurboZIP the way you want it.

Compression Filters

The compression filters option let you specify which files or file types (extensions) you want or do not want to be added to any zip files.   If you select **Use exclusion filter** and fill in the excluded file types, TurboZIP will exclude or not add the specified file types.   If you select **Use inclusion filter** and fill in the included file types, TurboZIP will add only those file types that match the specified filters.   Remember, you must check **Enable file filtering** in order to turn the filters on.

See also:
Compression Options
Advanced Compression
Extraction Options
Temp Folder Options

Extraction Options

To configure Extraction Options:

Select **Archive Configuration…** from the menubar or the **Archive Configuration** toolbar button and choose the Extraction tab to set up TurboZIP the way you want it.

Extraction Configuration

Overwrite options

- Overwrite all
- Overwrite older files
- No overwrite
- Prompt

Extraction options

- Restore path names
- Truncate long file names

Default extraction destination

Enter or browse to select the default extraction destination folder.

See also:
Compression Options
Advanced Compression
Compression Filters
Temp Folder Options

Temp Folder Options

To configure Temp Folder location:

Select **Archive Configuration…** from the menubar or the **Archive Configuration** toolbar button and choose the Temp Folder tab to set up TurboZIP the way you want it.

Temporary Folder

Enter or browse to select the temporary folder location.   The temporary folder at the selected location will be used if the **Use temporary folder** box is checked.

See also:
Compression Options
Advanced Compression
Compression Filters
Extraction Options

Setup Options

To configure Setup Options:

You can select **Tools, Program Options…** from the menubar or the **Program Options** (Check Mark) toolbar button and choose the Setup tab to configure TurboZIP the way you want it.

Auto Scan File Types

Auto scan file types: Enter the file types, such as *.zip, to be scanned during Auto Scan. Separate multiple file type selections by semi-colons.

Windows

Options for associating ZIP archives with TurboZIP, creating icons on Desktop and Start menu, and checking default ZIP association

Startup

If you extract files from or add files to a ZIP archive in a file management program such as Turbo Browser or Windows Explorer, you can select whether to use the TurboZIP Extract Wizard and Add Wizard at startup.

See also:
Preview Options

Preview Options

To configure Preview Options:

You can select **Tools, Program Options…** from the menubar or the **Program Options** (Check Mark) toolbar button and choose the Preview tab to configure Preview Options the way you want it.

Preview

- Use ActiveX for MS Word: Use ActiveX to view MS Word documents in WYSIWYG mode.
- Use ActiveX for HTML: Use ActiveX to view HTML documents in WYSIWYG mode.
- Use ActiveMovie for AVI preview: Use Active Movie to play AVI files.

See also:
Setup Options

Virus Scan Options

To configure Virus Scan Options:

You can select **Tools, Program Options…** from the menubar or the **Program Options** (Check Mark) toolbar button and choose the Virus Scan tab to configure Virus Scan Options the way you want it.   You can type or use the Browse button to enter the full file name, including path, of your virus scan program.