

PKZIP® for Windows Help

PKZIP for Windows is an easy to use yet powerful .ZIP archive manager designed and engineered by the originators of the .ZIP file format. PKZIP's intuitive user interface allows you to quickly and easily accomplish both simple and complex archiving tasks including compressing and uncompressing files, creating self-extracting .ZIP files, and spanning .ZIP files across diskettes.

For detailed assistance, please click on a PKZIP for Windows Help topic below:

[Compressing Files](#)

Create new .ZIP files, add files to an existing .ZIP file, and delete files from a .ZIP file.

[Uncompressing Files](#)

Extract files from a .ZIP file, and test the integrity of those files.

[Viewing Files Within a .ZIP File](#)

View files contained in a .ZIP file from the PKZIP main application window.

[Setting Options and Preferences](#)

Set options to view and sort files, cascade and tile file windows, and set preferences for compressing, extracting, and viewing.

[Using the PKSFX Self-Extractor](#)

Create self-extracting .ZIP files that allow someone to extract files without even having PKZIP for Windows installed on their computer.

[Converting .EXE and .ZIP Files](#)

Convert a .ZIP file to a .EXE file (self-extractor), or one type of self-extractor to another.

[Moving and Copying Files and Archives](#)

Move and Copy Archives from within the main application window. Move and copy files from one .ZIP file to another.

[Using Windows Explorer with PKZIP for Windows](#)

Use Windows Explorer to create, open, extract, and test .ZIP files.

[File Format Support](#)

Encoded and Archived file (e.g. UUEncoded, TAR) support in PKZIP for Windows.

[License Information](#)

Display license information.

[Associating the .ZIP Extension with PKZIP for Windows](#)

Register the .ZIP file name extension with PKZIP for Windows.

[Uninstalling PKZIP for Windows](#)

Remove PKZIP for Windows from your system.

For Help on Help, Press F1

Compressing Files

[Creating a New .ZIP File](#)

Learn how to create a new .ZIP file.

[Creating a New Spanned .ZIP File](#)

Learn how to create a .ZIP file that spans across multiple diskettes or other media.

[Adding Files to a .ZIP File](#)

Learn how to add files to an existing .ZIP file.

[Adding Files With a List File](#)

Learn how to add files using a List file.

[Deleting Files From an Existing .ZIP File](#)

Learn how to delete files from an existing .ZIP file.

[Viewing a .ZIP File Comment](#)

Learn how to view a comment that was included with a .ZIP file.

[Viewing .ZIP File Statistics](#)

Learn how to view .ZIP file statistics, for example, the number of files in a .ZIP file, and the compressed and uncompressed size of each file.

[Creating .ZIP Files With the PKZIP Wizard](#)

Learn how to use the PKZIP wizard to create .ZIP archives.

[Embedding AV Information](#)

Learn how to use Authenticity Verification to digitally sign your .ZIP files.

Uncompressing Files

[Extracting Files From a .ZIP File](#)

Learn how to extract files from a .ZIP file.

[Extracting Files From a Windows Self-Extractor](#)

Learn how to extract files from a self-extracting (.EXE) file.

[Extracting Files From a DOS Self-Extractor](#)

Learn how to extract from a DOS self-extracting (.EXE) file.

[Extracting Files From a Spanned .ZIP or .EXE File](#)

Learn to extract files from a spanned .ZIP or .EXE file (a file that spans across more than one diskette or other media).

[Testing .ZIP File Integrity](#)

Learn how to test the integrity of the files contained in a .ZIP file.

[Extracting Files Using the PKZIP Wizard](#)

Learn how to use the PKZIP wizard to uncompress files contained in .ZIP archives.

Setting Options and Preferences

Setting View Options:

[PKZIP Viewing Options](#)

Erase gridlines, zoom in and out, and set the font.

[Sorting Files Within a .ZIP File](#)

Sort the files within a .ZIP file by file name, extension, size or date.

[Cascade And Tile .ZIP Files](#)

Cascade and Tile .ZIP file windows you have opened.

Setting PKZIP for Windows Preferences:

[Compressing](#)

Set preferences for compressing files.

[Extracting](#)

Set preferences for extracting files.

[Viewing Files](#)

Set preferences for viewing files.

Using the PKSFX Self-Extractor

[What is a Self-Extracting File?](#)

Learn about self-extracting .ZIP files.

[Creating a Self-Extracting File](#)

Create a self-extracting file.

[Setting PKSFX Options](#)

Set options for a self-extracting file.

[Converting .EXE and .ZIP Files](#)

Convert .EXE and .ZIP files.

[Creating Self Extractors With the pksfxs.dat File](#)

Self-extractors available in the Professional Distribution Licensed version of PKZIP for Windows.

License Information

PKZIP® Version 2.70 for Windows 32 bit

Copyright© 1989-1999 PKWARE, Inc. All Rights Reserved.

PKZIP Reg. U.S. Pat. and Tm. Off. Patent No. 5,051,745

PKWARE DISCLAIMS ALL WARRANTIES AS TO THIS SOFTWARE, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, FUNCTIONALITY OR DATA INTEGRITY OR PROTECTION.

See documentation for further disclaimers and information.

For use on multiple machines or to use to distribute your information or software, a separate license is required. Please see the LICENSE.TXT file for further information.

What Type of Self-Extracting File?

[Creating a Windows Self-Extractor](#)

[Creating a Regular DOS Self-Extractor](#)

[Creating a Junior DOS Self-Extractor](#)

[Creating a Self Extractor with the pksfxs.dat file](#)

Extracting From a Self-Extracting (.EXE) File

[Extracting From a Windows Self-Extractor](#)

[Extracting From a Regular \(DOS\) Self-Extractor](#)

Extracting From a Spanned File

[Extracting From a Spanned .ZIP File](#)

[Extracting From a Spanned .EXE \(self-extractor\) File](#)

Selecting a Directory

This box displays the current directory. To change directories, double click on the folders.

Selecting a Drive

This box displays the current drive. To select a new drive, click on the down arrow, then click on the new drive.

OK Button

This button saves the dialog and continues with the current process.

Cancel Button

This button stops the current process.

Help Button

This button displays help on the current dialog box.

Network Button

This button allows you to connect to a network location, assigning it a new drive letter.

List of Files in the Current Directory

This box displays the files in the current directory. You may select these files to be compressed.

Filter

This box allows you to specify filters (i.e. file patterns), for example, *.TXT or *.DOC. To specify multiple filters, separate each filter with a semicolon (;). A specific filter may be selected from the list of the most recently used filters. The filter information will remain the same when moving from directory to directory. When the filter is selected, only the files that match the filter will be compressed.

Files & Directories To ZIP

This box contains the files and directories you have selected to compress. You may edit this list by using the buttons that appear on the lower right area of the Add Files dialog.

Add Files Button

This button adds the files that are currently selected to the 'Files & Directories To Zip' box.

Add Directory Button

This button adds all of the files from the current directory to the 'Files & Directories To Zip' box.

Add Filter Button

This button adds all of the files that match the current filter (e.g. *.TXT) to the 'Files & Directories To Zip' box.

Add List File Button

This button adds the contents of a [LIST File](#) to the 'Files & Directories To Zip' box.

Exclude Filter Button

This button excludes all of the files for compression that match the filter. For example, to exclude all files that end in .TXT, you would select the *.TXT filter, then click on the **Exclude Filter** button.

Manual Add Button

This button allows you to type files or file patterns to be compressed (instead of selecting them from a list).

Add Options Area

This area allows you to compress new files (**Add files**), update existing files in the .ZIP file (**Update files**) or add and update files (**Add & Update files**). You may also move files from your hard drive to the .ZIP file, and assign a password to your ZIP file.

Toggle Include/Exclude Button

This button toggles between including and excluding files in the 'Files & Directories To Zip' box.

Remove Button

This button removes the files that are selected in the 'Files & Directories To Zip' box. You must select at least one file from the 'Files & Directories To Zip' box to use this button.

Remove All Button

This button removes all of the files from the 'Files & Directories To Zip' box.

Preferences Button

This button displays the Compress Preferences dialog, which allows you to change preferences for compressing files. For example, you can select a compression method and store directory path information.

Compression Area

This area allows you to select a compression method. **Super fast** is the fastest method that has lower compression. The **Fast** method is a little faster with better compression. **Normal** offers the best balance of compression and speed. **Extra** offers the most compression but at a slower speed. **Store** performs no compression. It simply stores the files in the .ZIP file without compression.

.Zip File Date Area

This area allows you to set the date of the .ZIP file. Select from **Today's date**, date of the Newest file (i.e. **Newest date**), the date of the Oldest compressed file (i.e. **Oldest date**), or to **Retain ZIP date**.

Path Information Area

This area allows you to store path information in the .ZIP file. **No path information** does not include any path information in the .ZIP file. **Relative path** stores path information for recursed subdirectories only. **Full path** stores the entire path information for all files compressed.

Attributes Area

This area allows you to compress files with the selected attributes. When the **Retain attributes** box is checked, the files will retain their attributes after compression. (PKZIP for Windows normally skips files that contain these attributes)

Miscellaneous Area

This area allows you to include subdirectories (recurse), and to store volume labels.

Preference OK Button

This button sets the preference(s) for the current session only. It does not save the preferences for the next time you run PKZIP for Windows.

Save as Default Button

This button saves the preferences for the current session and all subsequent sessions, until you make changes and click on this button again. The next time you run PKZIP for Windows, these preferences will take affect.

Extract Files Selection Area

This area indicates whether you are extracting all files or selected files.

Extract Statistics Area

This area displays the number of files and total bytes to be extracted, and is informational only.

Extract to Area

This area allows you to select whether you want to extract to **Disk** or **Printer**. If you extract the files to disk, you may select the directory into which you want to extract the files. You may use the **Browse** button if necessary.

Password Area

This area allows you to enter a password, if required. If a .ZIP file contains a password, you must enter that password before you can extract files.

Extracted/Tested File List

This area shows the files to extract or test, and if any warnings occurred.

Extract Options Area

This area allows you to set the extraction options when uncompressing files. The **Overwrite** option will overwrite files without prompting. Select **Update** to only extract newer files that already exist in the directory. Select **Update and new** to extract newer files and files that previously do not exist. Select **Prompt user** to have PKZIP for Windows prompt you when it encounters an overwrite situation.

Restore Attributes Area

This area allows you to restore the selected file attributes while extracting.

Extraction Options Area

This area allows you to create directories and store volume labels. The **Create directory** option will recreate any directory information stored in the .ZIP file. The **Restore volume label** option restores the volume label, if stored.

Temporary Extract Directory Area

This area allows you to set the temporary directory that is used when a compressed file is viewed.

Extract Preference Button

This button displays the Extract Preferences dialog, which allows you to set preferences for extracting files.

Extract Button

This button starts the extraction.

Archive Bit Area

This area allows you to compress only files that have had their archive bit set. If you check the **ZIP if archive bit set** box, only the files with the archive attribute set will be compressed. If you check the **Clear archive bit** box, the archive attribute will be cleared after the file is compressed.

Directories Button

This button allows you to specify default directories for when you add files to be compressed or for when you open .ZIP files. You may also select a temporary directory for compression.

File Format Support

PKZIP for Windows allows you to extract files from encoded or Tar & GZIP archived data. PKZIP will decode and extract files created with the following encoding and archive schemes:

Encoded File Type	Common File Extensions
UUEncode	*.UUE
XXEncode	*.XXE
BinHex	*.HQX
MIME	*.MIM *.MME
Tar	*.TAR
GZIP	*.GZ *.TGZ

Extracting Files From an Encoded File

To open and extract files from an encoded file:

1. Start PKZIP for Windows by double clicking on the appropriate icon. The PKZIP for Windows main application window appears.
2. From the Menu bar, select **File | Open**. The Open dialog box appears.
3. In the 'Files of type' box, select the file type you wish to open. For example, Encoded Files (*.UUE; *.XXE; *.MIM; *.MME; *.HQX) or Tar & Gzip (*.TAR; *.TGZ; *.GZ). Those files that match the selected file pattern(s) will appear in the Open dialog box.
4. Double-click the file that you wish to open or simply type the path and name of the file in the 'File name' box and click the **Open** button. PKZIP for Windows displays the contents of the file in the main application window.
5. Select the files you wish to [extract](#).
6. From the Menu bar, select **Extract | Extract files**. The Extract dialog appears
7. Select a destination for the files to be extracted. Type a location - such as a drive or directory path - or use the **Browse** button to search for a location.
8. Set Preferences, if needed, by clicking on the **Preferences** button and clicking on the appropriate radio buttons and checkboxes.
9. When you have finished selecting a destination, click on **Extract** to start extracting. PKZIP for Windows displays the Extract dialog.
10. As PKZIP for Windows extracts the files, it displays the current status of the extraction process in the 'Progress' area of the dialog box. The name of the current file being extracted appears next to the word Filename. The percent completion changes as it extracts. As each file is extracted, an 'OK' appears next to that file. At the bottom of the dialog box, PKZIP for Windows displays the number of warnings.

11. When the last file is extracted, PKZIP for Windows displays a 'Done' message. When you see this message, click on the **Done** button to exit.

Converting .ZIP Files to UUEncoded Format

PKZIP for Windows allows you to convert .ZIP files (standard and self-extracting) to the UUEncoded format. This converts .ZIP files from binary format to ASCII format allowing you to send such files safely via email.

To convert files to UUEncoded format:

1. Open or create the .ZIP file that you wish to UUEncode. The file will be displayed in the PKZIP for Windows main application window.
2. From the menu bar select **File | UUEncode** .ZIP file.
3. PKZIP will UUEncode the file and place it in the same directory as the source (original) .ZIP file. It will have the same name as the source .ZIP file however PKZIP will replace the .ZIP or .EXE extension with a .UUE extension. (e.g. filename.zip --> filename.uue)

Adding Files With a List File

Rather than manually adding individual files to a .ZIP archive, you have the option of using a List file in PKZIP for Windows. A List file is an ASCII text file that contains file names and their locations. A List file can be an ideal solution for users who archive specific file sets on a regular basis. It saves time in that it is not necessary to specify file names and paths each time you wish to compress a specific file set with PKZIP for Windows. A List file may contain wild card specifications (*,?) as well as exact file names and paths.

A List file might look similar to the following:

```
c:\*.exe
z:\*.doc
\tut\*.doc
\tut\?????.*
pkware.txt
```

When you do not specify a disk drive (e.g. C:) in a list file item, PKZIP will assume that you wish to add the current working drive into the 'Files & Directories To Zip' designation. Similarly, if you do not specify a directory path in a list file item, PKZIP will assume that you wish to add the current working directory into the 'Files & Directories To Zip' designation. As you can see, the format follows standard DOS/Windows path and wildcard conventions. You may create and/or modify your List file with any standard ASCII text editor. (e.g. Notepad) Save the file with an easy to remember filename (e.g. listfile.txt), in a directory where you can locate it easily later.

To specify a List file:

1. Start PKZIP for Windows by double clicking on the appropriate icon. The PKZIP for Windows main application screen appears.
2. Open an existing .ZIP archive and select **Compress | Add Files** from the menu bar or create a new .ZIP archive by selecting **File | New | .ZIP File** from the menu bar. Specify a name and location for your new .ZIP archive. The Add Files dialog box appears.
3. Locate the List file you created (via the Add Files dialog) and highlight it by clicking on it once.
4. Click the **Add List File** button. The contents of your List file will appear in the 'Files & Directories To Zip' box.
5. When you are finished click **OK**. Any files that you specified in the Add Files dialog, including those in you List file are added to the .ZIP archive.

Opening an Existing .ZIP File


You may open a .ZIP file in PKZIP for Windows several different ways. You may:

1. Start PKZIP for Windows, then using the Explorer, drag the file onto the PKZIP for Windows main application Window or icon.
2. Start PKZIP for Windows, then select the file from the list of most recently-opened files on the **File** menu. This list appears at the bottom of the **File** menu.
3. Start PKZIP for Windows, select **File | Open** from the menu bar. PKZIP for Windows displays the Open dialog box.

Selecting Files

You may select files in several different ways. You may use the PKZIP for Windows tool bar or the **Select** option on the menu bar.

Selecting All Files


To select all files in the .ZIP file that are opened, click the  button on the PKZIP for Windows tool bar. To unselect all files, click on the



button on the PKZIP for Windows tool bar.


Selecting Files Based On File name

To select files by file name:

1. Using the PKZIP for Windows tool bar, click on the  tool bar button or via the PKZIP for Windows menu bar, choose **Select | By Filename**. The Select by filename dialog box appears.
2. Type a file name or file pattern in the Enter the file pattern: box. You can use DOS wildcards, even multiple ones at the same time (for example, *drive* B*). To consider case, click in the **Case sensitive** checkbox. To ignore pathnames in your selection, click in the **Ignore Path Names** checkbox.
3. When you have finished typing a file name or file pattern, click on **OK**. Your files are selected and PKZIP for Windows highlights those files in the .ZIP File Display Window.


Selecting Files Based On File Size

To select files by file size:

1. Using the PKZIP for Windows tool bar, click on the  tool bar button or via the PKZIP for Windows menu bar, choose **Select | By File Size**. The Select by file size dialog box appears.
2. Select the criteria for specifying file size. The Select by file size dialog box contains a combo-box, with the following choices:
 - Less than
 - Greater than
 - Equal
 - BetweenSelect one of these by clicking on the item you want, then type the size on which you are going to base the selection. For example, if you want to select all files that are less than 1000 bytes, you would click on less than, then type 1000 in the box that appears next to the word 'bytes'.
3. When you have finished specifying the size, click on **OK**. The files are selected and PKZIP for Windows highlights those files in the .ZIP File Display Window.

Selecting Files Based On File Date

To select files by file date:

1. Using the PKZIP for Windows tool bar, click on the  tool bar button or via the PKZIP for Windows

menu bar, choose **Select | By File Date**. The Select by file date dialog box appears.

2. Select the criteria for specifying file size. The Select by file date dialog box contains a combo-box, with the following choices:

- Before
- Equal to
- After
- Between

Select one of these by clicking on the item you want, then type the date on which you are going to base the selection. For example, if you want to select all files that were created after 12/10/1994, you would click on before, then type 12101994 in the box that appears next to the (MM/DD/YYYY).

3. When you have finished specifying date, click on **OK**. The files are selected and PKZIP for Windows highlights those files in the .ZIP file display box.

Cascade .ZIP File Windows

Use this command to overlap each .ZIP File Display Window.

Tiling .ZIP File Windows

Use this option to arrange multiple-opened .ZIP files so that each .ZIP File Display Window is given equal size.

Current .ZIP Files Open

PKZIP for Windows displays a list of currently open .ZIP files at the bottom of the Window menu. A checkmark appears in front of the document name of the active window. 'Active' means the file is currently highlighted. Click on a different window to make it active.

Help Index Option

Use this option to display the main Help screen. From this screen, you can jump to additional Help screens that contains step-by-step instructions on using PKZIP for Windows.

To return to the main Help screen from anywhere, click on the **Contents** button.

Using Help Option

Use this option for instructions on using Help.

About Option

Use this option to display the copyright notice and version number of your copy of PKZIP for Windows.

License Option

Use this option to get general product license information.

New .ZIP File Command

Use this command to create a new .ZIP file.

To open an existing .ZIP file, use the [Open command](#)

Shortcuts

Keys: CTRL+N

Open Existing .ZIP File

Use this option to open an existing .ZIP. PKZIP for Windows allows you to browse your hard drive to locate the .ZIP file.

To create a new .ZIP file, use the [New command](#).

Shortcuts

Keys: CTRL+O

Open Dialog Box

You may access this dialog by clicking the (Open) button on the tool bar or selecting **File | Open** from the menu bar. The following items allow you to specify a file to open:

Look in

Select the drive and/or directory where the file you wish to open resides.

File name

Specify the name of the file you wish to open.

Files of type

Select the type of file you wish to open. For example, the file may be a standard .ZIP file or a self-extracting file.

Close .ZIP File Option

Use this option to close the active .ZIP file.

Most Recently-Used .ZIP Files

Use the numbers and file names listed at the bottom of the **File** menu to open the last four .ZIP files you closed. Select the number or click on the name that corresponds with the .ZIP file you wish to open.

Exit PKZIP

Use this option to end this PKZIP for Windows session.

Shortcuts

Mouse: Click the (Close button) at the far right of the title bar.

Keys: ALT+F4

Extract Dialog Box

This box shows information on extracting files.

See Also:

[Extracting Files From a .ZIP File](#)

Test Dialog Box

This box shows information on testing.

See Also:

[Testing .ZIP File Integrity](#)

Add Status Box

This box appears when you add files to a new or existing .ZIP file.

See Also:

[Adding Files to an Existing .ZIP File](#)

[Creating a New .ZIP File](#)

Overwrite Existing File

This message box appears when you extract a file from a .ZIP file and there is a name conflict. A name conflict occurs when a file being uncompressed has the same name as a file already on the destination disk drive.

Browse Dialog

This dialog allows you to search for the desired drive and directory. Select the appropriate drive from the Drives drop-down list. Select the appropriate file directory from the Directory box. Click the **Network** button to map a network drive. Click **OK** to complete your drive and directory selection.

Manual Add Dialog Box

This box allows you to manually type the file name or file pattern you want to compress (instead of selecting it from a list). You can use DOS wildcards. For example, to compress all files that end in .TXT, you could type *.TXT.

Save As Dialog Box

The following options allow you to specify the name, location, and type of file you're about to create or convert:

Save in

Select the drive and directory in which you want to save the file.

File name

Specify a file name.

Save as type

Select the type of file you want to create. For example, the file may be a standard .ZIP file or a self-extracting file.

Note: You may optionally [specify](#) whether you would like PKZIP to display abbreviated or long [designations](#) in the 'Save as type' drop down box.

Directories Dialog Box

This dialog allows you to specify the following default directory information:

Add files default directory

Click the appropriate option in the group box to define which directory will appear in the [Add Files](#) dialog by default.

- **System Default Directory** - The directory defined by your system will be used.
- **Active ZIP Directory** - The directory where the currently active .ZIP file resides will be used.
- **Last Add files directory** - The directory that you specified when you last added files will be used.
- **Specified directory** - The directory specified in the text box will be used. If necessary, use the **Browse** button to locate this directory.

Open ZIP default directory

Click the appropriate option in the group box to define which directory will appear in the [Open](#) dialog by default.

- **System Default Directory** - The directory defined by your system will be used.
- **Active ZIP Directory** - The directory where the currently active .ZIP file resides will be used.
- **Last Open files directory** - The directory that you specified when you last opened a file will be used.
- **Specified directory** - The directory specified in the text box will be used. If necessary, use the **Browse** button to locate this directory.

Temporary .ZIP file directory

- Specify the directory you want PKZIP to use temporarily while it creates and updates .ZIP files. If necessary, use the **Browse** button to locate this directory.

Associating the .ZIP Extension with PKZIP

By default, the PKZIP install program registers the PKZIP for Windows program with the .ZIP file name extension. This allows you to open .ZIP files from Windows Explorer without opening PKZIP first. PKZIP automatically starts when you double-click on the file name in Explorer. This .ZIP extension association can be disabled on install or potentially changed by other install programs. As such, PKZIP allows you to manually set the .ZIP extension association to PKZIP for Windows. To manually associate PKZIP for Windows (pkzipw.exe) with the .ZIP file name extension, complete the following steps:


1. Run PKZIP for Windows. If the .ZIP file name extension is not presently associated with the version of PKZIP you are running, the Set association ? dialog will appear. Proceed to step 4. If the Set association ? dialog is disabled or the .ZIP file name extension is already associated with PKZIP, this dialog will not appear on startup. If you are unsure as to whether the .ZIP file name extension is registered to PKZIP for Windows, you may proceed to step 2.
2. Click **File | Associate to .ZIP** on the menu bar. If the file association is already set up properly, the Associate to .ZIP item will be grayed out. If the file association is not presently set up, you may select this item from the **File** menu. The Set Association ? dialog will appear:
3. If you wish to continue by associating the .ZIP extension with PKZIP for Windows, click the **Yes** button. To exit without changing the association, click the **No** button.

Please confirm before you click the **No** button whether you wish to be prompted with this dialog each time you run PKZIP for Windows. If you do not wish to be prompted, check the **Do not ask me this question on startup** checkbox.

Uninstalling PKZIP for Windows

To uninstall PKZIP for Windows:

1. Locate the PKZIP program group. If you are unable to find a program group, use Windows Explorer to locate the installation directory. (e.g. ...\\pkware\\pkzipw).
2. Run the PKZIP for Windows Uninstall program (pkuninst.exe) by double clicking the appropriate icon.

i.e. 

3. A dialog labeled Uninstall PKZIP for Windows will appear displaying the specific components that will be uninstalled. Verify that you wish to uninstall the listed components.
4. To abort, click the **Cancel** button. If you wish to continue with the uninstall click **OK**. PKZIP for Windows will be removed from your system.

Emailing Archives in PKZIP

PKZIP for Windows allows you to Email your archives via the **File** menu. To Email an archive in PKZIP:

1. From the PKZIP main application Window, open or select the archive file you wish to Email.
2. Select **File | Send To** from the PKZIP menu bar. The specified archive file should automatically appear as an attachment in your Email application.

This option is only available on MAPI (i.e. Mail Application Program Interface) enabled systems. For more information on whether your system is MAPI enabled, contact your system administrator.

'Save as type' designations

The following table lists the abbreviated as well as the corresponding long name SFX designations displayed in PKZIP:

Abbreviated	Long
WIN32_X86_G270	V2.70 Windows SFX for Win9x/NT
NT351_X86_G270	V2.70 Windows SFX for WinNT3.51 X86
WIN16_X86_G270	V2.70 Windows SFX for Windows 3.x
DOSFULL	204g compatible SFX for DOS
JRDOS	204g compatible SFX Junior for DOS
WIN32_X86_GP270	V2.70 Windows PATCH for Win9x/NT
NT351_X86_GP270	V2.70 Windows PATCH for WinNT3.51 X86
WIN16_X86_GP270	V2.70 Windows PATCH for Windows 3.x

The following table lists the abbreviated as well as the corresponding long name SFX designations displayed in PKZIP via the [PKSFXS.DAT](#) file:

Abbreviated	Long
WIN32_AXP_G250	V2.50 Windows SFX for WinNT DEC Alpha
WIN32_PPC_G250	V2.50 Windows SFX for WinNT PowerPC
AIX4X_PPC_C251	V2.51 Cmd Line SFX for AIX 4.x
DEC_AXP_C251	V2.51 Cmd Line SFX for Digital Unix
HPUX_PAR_C251	V2.51 Cmd Line SFX for HP-UX
LNx2X_X86_C251	V2.51 Cmd Line SFX for Linux 2.x X86
SCO_X86_C251	V2.51 Cmd Line SFX for SCO Unix
SOL2X_SPC_C251	V2.51 Cmd Line SFX for Solaris 2.x SPARC
WIN32_AXP_C250	V2.50 Cmd Line SFX for WinNT DEC Alpha
WIN32_PPC_C250	V2.50 Cmd Line SFX for WinNT PowerPC
WIN32_X86_C250	V2.50 Cmd Line SFX for Win9x/NT
OS2_X86_C250	V2.50 Cmd Line SFX for OS/2

Specifying the 'Save as type' Display Preference

To specify whether you would like PKZIP to display abbreviated or long [designations](#) in the 'Save as type' drop down box, add and/or modify the following section in your pkzipw.ini file with a text editor:

```
[LFN]
saveastype=0 | 1 | 2
```

The pkzipw.ini file is typically located in the Windows directory. Specify one of the following flags after the saveastype= tag:

Flag	'Save as type' drop down box will display:
0	Default for your operating system. (i.e. long on Windows 9x/NT 4.0 systems)
1	Long designation
2	Short designation

What is a Self-Extracting File?

A self-extracting file is a type of ZIP file that you can extract from without actually using PKZIP for Windows. In fact, you don't even need PKZIP for Windows installed on your computer. The code that unzips/extracts the files is contained within the file itself.

PKZIP for Windows allows you to create the following self-extracting file (i.e. .EXE) types:

[Windows SFX for Win9x/NT...](#)

32-bit Windows Explorer enabled self-extractor that works with versions of Windows 9x and NT 4.0 (Intel x86). This includes long file name support. *Available in Registered and Distribution Licensed versions of PKZIP*

[Windows SFX for WinNT3.51...](#)

32-bit Windows enabled self-extractor that works with versions of Windows 9x and NT 3.51/4.0 (Intel x86). This includes long file name support. *Available in the Professional Distribution Licensed version of PKZIP*

[Windows SFX for Windows 3.x...](#)

16-bit Windows self-extractor that works with versions of Windows 3.1 or greater. This includes long file name support under Windows 9x. *Available in Shareware, Registered, and Distribution Licensed versions of PKZIP*

[204g compatible SFX for DOS...](#)

DOS based self-extractor. *Available in Shareware, Registered, and Distribution Licensed versions of PKZIP*

[204g compatible SFX Junior for DOS...](#)

A smaller version of the DOS self-extractor. This self-extractor requires less memory to run but contains fewer extraction options than the regular DOS self-extractor. *Available in Shareware, Registered, and Distribution Licensed versions of PKZIP*

Additional SFX's available in the [pkafx.dat](#) file

Self-extractors that work with several different platforms and/or operating systems. (e.g. Windows 9x; Windows NT (x86/DEC Alpha/PowerPC); OS/2; AIX; Digital UNIX; HP-UX; Linux; SCO Unix; Solaris 2.x on SPARC). *Available in the Professional Distribution Licensed version of PKZIP.*

You may select the type of .EXE file when you create the file.

Creating a Regular DOS Self-Extractor

To create a regular DOS based self-extracting file:

1. Double-click the PKZIP for Windows icon. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | New | Self-Extracting File**. The Save As dialog box appears.
3. In the Save As dialog box, do the following:
 - In the 'File name' field, type a name for your self-extracting file. You may specify an extension (i.e. .EXE) but it is not required.
 - Specify a destination directory for your self-extracting file.
 - In the 'Save as type' drop down box, select the following file type:
204g compatible SFX for DOS...
4. To continue, click **Save**. The Add Files dialog box appears.
5. Select files to add to your self-extracting .ZIP file. When you have finished adding files, click **OK** in the Add Files dialog box.

PKZIP for Windows begins to compress the selected files into the self-extracting file. The first line displays the percentage completed for the entire file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall percentage that it was compressed.
6. After all the files are compressed, click the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file.

Creating a Junior Self-Extractor

To create a Junior self-extracting file:

1. Double-click the PKZIP for Windows icon. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | New | Self-Extracting File**. The Save As dialog box appears.
3. In the Save As dialog box, do the following:
 - In the 'File name' field, type a name for your self-extracting file. You may specify an extension (i.e. .EXE) but it is not required.
 - Specify a destination directory for your self-extracting file.
 - In the 'Save as type' drop down box, select the following file type:

204g compatible SFX Junior for DOS...

4. To continue, click **Save**. The Add Files dialog box appears.
5. Select files to add to your .EXE file. When you have finished adding files, click **OK** in the Add Files dialog box.

PKZIP for Windows begins to compress the selected files into the self-extracting file. The first line displays the percentage completed for the entire file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall percentage that it was compressed.

6. After all the files are compressed, click the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file.

Note: Long File Names are not supported with Junior DOS self-extractors. Regular DOS and Windows based Self-Extractors will archive files with Long File Names.

Creating a Windows Self-Extractor

To create a Windows self-extracting file:

1. Double-click the PKZIP for Windows icon. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | New | Self-Extracting File**. The Save As dialog box appears.
3. In the Save As dialog box, do the following:
 - In the 'File name' field, type a name for your self-extracting file. You may specify an extension (i.e. .EXE) but it is not required.
 - Specify a destination directory for your self-extracting file.
 - In the 'Save as type' drop down box, select one of the following:
 - Windows SFX for Win9x/NT...** for a 32-bit x86/Windows Explorer enabled based self-extractor
 - Windows SFX for Windows 3.x...** for a 16-bit Windows based self-extractor
4. To continue, click **Save**. The Add Files dialog box appears.
5. Select files to add to your .EXE file. When you have finished adding files, click **OK** in the Add Files dialog box.
6. The PKSFX for Windows - Options dialog appears. Specify appropriate options for your self-extracting file, if necessary.
7. When you have finished specifying options, click **OK** in the PKSFX for Windows - Options dialog box.

PKZIP for Windows begins to compress the selected files into the self-extracting file. The first line displays the percentage completed for the entire file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall percentage that it was compressed.

8. After all the files are compressed, click the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file.

Creating Self-Extractors With the pksfxs.dat File

The Professional Distribution Licensed version of PKZIP includes an external data file called pksfxs.dat. It is only available and will only function with the Distribution Licensed version of PKZIP. The pksfxs.dat file allows users to create self-extractors (in addition to the extractors included with the Shareware and Registered versions of PKZIP) for several different platforms. The Save As dialog will list the available self-extractors, including those contained in the pksfxs.dat file.

If you plan to place the pksfxs.dat file in a directory other than the installation directory, you must set an environment variable (**SET PKSFXDATA=<path to the pksfxs.dat file>**) for the file. On Windows 3.1x/9x systems, this variable is set in the autoexec.bat file. On Windows NT systems, this variable is set through the control panel.

To create a self-extracting file from the pksfxs.dat file:

1. Double-click the PKZIP for Windows icon. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | New | Self-Extracting File**. The Save As dialog box appears.
3. In the Save As dialog box, do the following:
 - In the 'File name' field, type a name for your self-extracting file. You may specify an extension (i.e. .EXE) but it is not required.
 - Specify a destination directory for your self-extracting file.
 - In the 'Save as type' drop down box, select the type of self-extractor you wish to create. If, for example, you wish to create an Linux based self-extractor select the following:

Cmd Line SFX for Linux...

4. To continue, click **Save**. The Add Files dialog box appears.
5. Select files to add to your .EXE file. When you have finished adding files, click **OK** in the Add Files dialog box.

PKZIP for Windows begins to compress the selected files into the self-extracting file. The first line displays the percentage completed for the entire file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall percentage that it was compressed.

8. After all the files are compressed, click the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file.

Note: PKWARE will periodically update the pksfxs.dat file as self-extractors are developed for other operating systems and platforms. As updates are created, they will be made available to Distribution Licensed users of PKZIP who have purchased the subscription option. Contact PKWARE for further information.

Setting Windows Self-Extractor Options

The following is a description of each item of the PKSFX for Windows - Options dialog. Please note that some of these options are only available in the Registered and Distribution Licensed versions of PKZIP for Windows.

Title bar name

When files are extracted from a Windows self-extractor, a PKSFX extraction dialog appears that allows a user to view or modify file extraction parameters. You may optionally specify (in the 'Title bar name' box) a text string that will appear in the title bar of the PKSFX extraction dialog. The title bar is the top portion that identifies a particular dialog box.

Destination

Type the destination directory for the files archived in the self-extractor. If you do not explicitly specify a drive letter (e.g. C:), the self-extractor will choose the destination drive based on the location of the end user's temporary directory. If the specified directory (or directory path) does not exist, the self-extractor will prompt the end user before creating it.

The path specified in the 'Destination' box will appear in the corresponding 'Destination' box when the self-extractor is run. This dialog appears when you double-click on the self-extractor icon to begin extraction.

Run after extraction

Specify appropriate [parameters](#) in this box to run or display a selected file after extraction. This functionality allows you to do such things as run an installation script (i.e. .INF file) or display a text file after extraction.

Display Messages

When you extract files from a self-extractor, PKZIP may display warning messages in the display area located at the bottom of the Extract dialog. Depending on your computer, these messages might flash on and off your screen before you can read them. If you wish to display each warning message in a separate message box, check this check box.

Note: This check box applies only to warning messages. It does not apply to error messages.

Recreate subdirectories

If you wish to recreate subdirectories stored with the files archived in the self-extractor on extraction, check this check box.

Note: When you compress files into a standard or self-extracting .ZIP archive, PKZIP allows you to store directory path information in addition to the files. You then have either the option of extracting the files alone or with their corresponding paths.

Error Log

To create an ASCII text file listing errors encountered during the update process, check this check box. This file is named pkerrlog.txt and is saved in the destination directory.

Overwrite

This drop down box allows you to specify how overwrite operations should be handled by PKZIP self-extracting .ZIP files. The options available are dependent on the type (e.g. Patch) self-extracting file you are creating. A listing of the available overwrite options follows:

Prompt	Prompt you every time PKZIP encounters a file name in the destination directory that matches the name of the file being extracted.
Always	Always overwrite those files that exist in the destination directory regardless of the matching file names. (PKZIP will not prompt you)
Update	Extract file(s) that don't exist in the destination directory or are newer (i.e. more recently modified) than the correlative (i.e. identically named) files in the destination directory.
Freshen	Extract (only those) file(s) that already exist in the destination directory and are newer (i.e. more recently modified) than the correlative (i.e. identically named) files in the destination directory.
Never	Never overwrite those files that exist in the destination/extraction directory regardless of the matching file names. (PKZIP will not prompt you)
Fast Patch	Proceed with the patch process without testing patch viability or file integrity.
Test & Patch	Test the viability of patch file application in the destination directory as well as the integrity of the files archived in the self-extracting .ZIP file before proceeding with the patch process.

Note: Depending on the type (e.g. Patch Self-extractor) of self-extracting file you are creating, one or more of the Overwrite options referenced above may not be available for selection.

Create program group

PKZIP allows you to create a program group for files stored in your self-extracting .ZIP archive. You also have the option of creating icons for those files.

[What is a program group?](#)

Creating a program group involves actual group creation followed by the creation of the individual items that will subsequently be displayed in the group. Each item represents a program or application that you want grouped with other programs and applications.

The Create program group area contains two components:

- The check box, which instructs the PKZIP self-extractor to create program groups.
- The **Edit** button, which enables you to specify program group particulars.

To create a program group:

1. Click the **Edit** button that appears to the right of Create program group. The Create Program

Group dialog box appears.

2. In the Group Name item, type a name for your program group. This name will appear as the title for the program group.
3. To add group items, click on **Add**. The Group Item dialog box appears.
4. Make the appropriate entries for the following items:

Caption

Type a caption for this group item. This will appear directly below the icon for this item. If you do not type a caption name, Windows uses the name of the program from the 'Command line' text box.

Command line

Specify the path and/or name of the file (e.g. .EXE file) to be associated with the group item. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)

Icon

To select an icon for this group item:

- Specify the path and/or name of the file (e.g. .EXE file) associated with the icon you want to use. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)
- In the second (smaller) box, type the number that corresponds with an existing icon you want to use. The first icon in a program group is 0 (zero), the second is 1, and so on.

You may view icon information by clicking your right mouse button on the program icon and selecting the **Properties** item. In the Properties dialog, select the **Shortcut** tab and click the **Change Icon** button.

5. When you have finished creating group items, click **OK** in the Group Item dialog box. The group item(s) are entered and the Create Program Group dialog box appears.
6. To create a group that you just entered, check the check box that appears to the left of Create program group in the PKSFx for Windows - Options dialog box.

To:

Add a program group

Click on:

[Adding Program Groups](#)

Edit an existing program group [Editing Program Groups](#)

Delete a program group [Deleting Program Group Items](#)

Register extensions

To register file extensions for this self-extractor:

[Why Register File Extensions?](#)

PKZIP for Windows allows you to register extensions for selected files contained in a self-extracting .ZIP archive. If, for example, a file exists in your self-extracting .ZIP archive with a .htm extension, you have the option of selecting the application with which you wish to associate files with the .htm extension. The selected application would then open by default when the .htm file is executed via Explorer. Keep in mind that once PKZIP completes such an operation, all files with a particular extension will be associated with a particular application. *Available in Registered and Distribution Licensed versions of PKZIP*

To:	Click on:
Register an extension	Registering New File Extensions
Edit an existing extension registry	Editing Registered Extensions
Delete a registered extension	Deleting Registered Extensions

Run after extraction Parameters

Specify appropriate parameters in this box to run or display a selected file after extraction. These parameters will be passed by the self-extractor directly to the Shell Execute function. This functionality allows you to do such things as run an installation script (i.e. .INF file) or display a text file after extraction. This syntax is specified as follows:

`exe_name[Parameters]`

or for more complex operations:

`${[Verb],[Parameters]}file_name`

Text in between the [] characters denotes optional parameters.

The following examples further illustrate Run after extraction syntax:

Display README.TXT after extraction:

Specify an application (e.g. NOTEPAD.EXE) as well as a file name (e.g. README.TXT):

`NOTEPAD.EXE README.TXT`

Specify only the file name (e.g. README.TXT):

`${}README.TXT`

or

`${open,README.TXT}NOTEPAD.EXE`

This command line will launch the application associated with the TXT file extension for viewing.

Display README.HTM after extraction

Specify an application (e.g. NETSCAPE.EXE) as well as a file name (e.g. README.HTM):

NETSCAPE.EXE README.HTM

This command line assumes the user has installed NETSCAPE.EXE and therefore may not be the most reliable way to load/view README.HTM after extraction.

Specify only the file name (e.g. README.HTM):

\${}README.HTM

This command line will launch the application associated with the HTM file extension for viewing.

Note: To avoid problems at self-extracting file runtime, verify that you have specified the correct application name (e.g. NETSCAPE.EXE) and/or file name (README.HTM) in the 'Run after extraction' box. If necessary, use the Browse button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)

Run installation script (INST.INF after extraction)

Specify an installation script (e.g. INST.INF):

\${install}INST.INF

On Windows 9x systems, the system .DLL (i.e. setupx.dll by default) that processes setup scripts only handles short file names. Problems may occur if the .INF file to be processed is extracted into a directory with a long file name (e.g. ...\\Program Files\\...). You may avoid such problems by explicitly passing the destination directory path in short file name format (e.g. ...\\progra~1\\...) with the .INF file name. To do this, specify a %0 (percent sign zero) before the .INF file name, in the 'Run after extraction' box, as in the following example:

\${install}%0INST.INF

Adding Program Groups

To add a program group to your self-extractor:

1. Click on the **Edit** button that appears to the right of Create program group. The Create Program Group dialog box appears.
2. In the 'Group Name' field, type a name for your program group.
3. To add group items, click on the **Add** button. The Group Item dialog box appears.
4. Make the appropriate entries in the following fields:

Caption

Type a caption for this group item. This will appear directly below the icon for this item. If you do not type a caption name, Windows uses the name of the program from the 'Command line' text box.

Command line

Specify the path and/or name of the file (e.g. .EXE file) to be associated with the group item. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)

Icon

To select an icon for this group item:

- Specify the path and/or name of the file (e.g. .EXE file) associated with the icon you want to use. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)
- In the second (smaller) box, type the number that corresponds with an existing icon you want to use. The first icon in a program group is 0 (zero), the second is 1, and so on.

You may view icon information by clicking your right mouse button on the program icon and selecting the **Properties** item. In the Properties dialog, select the **Shortcut** tab and click the **Change Icon** button.

5. Click **OK** in the Group Item dialog box. The group item is created and the Create program group dialog box appears.

To create more group items, repeat steps 3 through 5.

Editing Program Groups

To edit a program group for a self-extractor:

1. In the PKSFx for Windows - Options dialog box, click on the **Edit** button that appears to the right of the Create program group field. The Create program group dialog box appears.
2. Click on **Edit**. The Group Item dialog box appears.
3. Edit the appropriate fields in this dialog box.
4. When you have finished with this dialog box, click **OK**. The program groups are changed and the Create program group dialog box reappears.

Deleting Program Group Items

To delete a program group item from a self-extractor:

1. In the PKSFX for Windows - Options dialog box, click on the **Edit** button that appears to the right of the Create program group field. The Create program group dialog box appears.
2. Click on the program group item that you want to delete.
3. Click on **Delete**. The program group item is deleted from this self-extractor. The Group Item dialog box reappears.

The Group Item Dialog Box

Caption

Type a caption for this group item. This will appear directly below the icon for this item. If you do not type a caption name, Windows uses the name of the program from the 'Command line' text box.

Command line

Specify the path and/or name of the file (e.g. .EXE file) to be associated with the group item. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)

Icon

To select an icon for this group item:

- Specify the path and/or name of the file (e.g. .EXE file) associated with the icon you want to use. If necessary, use the **Browse** button to locate this file. When you select a file via this method, a full path to that file appears in this box. Since the end user (the person extracting from this self-extractor) can (potentially) change the destination directory at the time of extraction, you may wish to consider whether it is necessary to specify a full or relative path designation. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)
- In the second (smaller) box, type the number that corresponds with an existing icon you want to use. The first icon in a program group is 0 (zero), the second is 1, and so on.

You may view icon information by clicking your right mouse button on the program icon and selecting the **Properties** item. In the Properties dialog, select the **Shortcut** tab and click the **Change Icon** button.

What is a Program Group?

A program group is a collection of one or more programs associated with a software application. For example, if you are distributing multiple programs with your self-extractor, you can group each program (referred to in PKZIP for Windows as a group item) into one program group. You can even have your self-extractor create icons for each group item.

Why Register File Extensions?

If you are distributing a program with your self-extractor that contains a file extension that the user of the self-extractor might not have registered on their system, you can have your self-extractor register it for them. So when the user extracts from your self-extractor, he or she can choose whether or not to automatically register extensions.

Registering New File Extensions

To register file extensions:

1. In the PKSFx for Windows - Options dialog box, click on the **Edit** button that appears to the right of Register extension(s). The Register Extension(s) dialog box appears.
2. Click on the **Add** button. The Association dialog box appears.
3. Make the appropriate entries for the following items:

Program name

Type the name of the application for which you want to register extensions (for example, widgets.exe). It may also be necessary to specify an appropriate path (typically relative to the destination directory) to the application. Long File Name paths (e.g. .../Program Files/...) should be specified in (DOS) truncated format. (e.g. .../progra~1/...)

Extension

Type the three-character extension without the period (for example, EXE).

4. When you have finished completing these items, click **OK** in the Association dialog box. The extension is entered and the Register Extension(s) dialog box reappears.
5. To register extensions that you just entered, check the check box that appears to the left of Register extension(s) in the PKSFx for Windows - Options dialog box.

Save as Default Button

Click on this button to save all the values in this dialog box as defaults. You can use these defaults another time using the **Load Default** button.

Load Default Button

Click on this button to load the default values for this dialog box. To have a default value, you must have clicked on Save as Default at least once.

Load Current Button

Click on this button to load the values from the current self-extractor. This applies only to existing self-extractors that already have values associated with these options. If you are creating a new self-extractor, this button will be disabled.

Clear Button

Click on this button to clear (erase) the current values in this dialog box.

Editing Registered Extensions

To edit registered extensions:

1. In the PKSFx for Windows - Options dialog box, click on the **Edit** button that appears to the right of the Register extension(s) field. The Register extension(s) dialog box appears.
2. Click on an specific extension in the 'Extensions' box.
3. Click on **Edit**. The Association dialog box appears.
4. Edit the appropriate fields in this dialog box.
5. When you have finished with this dialog box, click **OK**. The program groups are changed and the Create program group dialog box reappears.

Deleting Registered Extensions

To delete a program group from a self-extractor:

1. In the PKSFX for Windows - Options dialog box, click on the **Edit** button that appears the right of the Register extension(s) field. The Register extension(s) dialog box appears.
2. Click on the file extension that you want to delete.
3. Click on **Delete**. The file extension registry is deleted from this self-extractor. The Register extension(s) dialog box reappears.

The Association Dialog Box

Program name

Type the name of the program for which you want to register extensions.

Extension

Type the three-character extension without the period.

The Register Extension(s) Dialog Box

Extensions

This area contains extensions that you have registered.

Add button

Click on this button to add registered extensions.

Edit button

Click on this button to edit registered extensions.

Delete button

Click on this button to delete registered extensions.

Viewing Files Within a .ZIP File

When you open a .ZIP file, you might want to view the contents of one of the compressed files. PKZIP for Windows allows you to open individual application files directly from the .ZIP File Display Window.

To view the contents of an application file:

1. [Open](#) the desired .ZIP file.
2. Specify a temporary directory for PKZIP for Windows to extract the file. To do this, select **Extract | Preferences** from the menu bar, and enter the directory in the 'Temporary extract directory' box.
3. Select the file you want to view by double clicking on the file. PKZIP for Windows automatically extracts the file into the temporary directory, and the file opens.

The file you open needs to have a Windows file association for that type of file. For example, files with a .HLP extension are typically associated with a program used for viewing such files named WINHELP.EXE. If there is no file association for that file type, an error message appears. Please refer to your Windows documentation for further information about file associations.

PKZIP Viewing Options

PKZIP for Windows contains several different options to view a .ZIP file. These options appear on the **View** menu.

The **Gridlines** option allows you to turn on and off the gridlines that border the list of files.

The **Zoom In** option allows you to zoom in to the .ZIP file contents.

The **Zoom Out** option allows you to zoom out of the .ZIP file contents.

The **Font** option allows you to change the font name, style, and size of the text within the .ZIP File Display Window.

Sorting Files Within a .ZIP File

PKZIP for Windows allows you to sort the files within a .ZIP file on your screen several different ways, making it easier to find the files that you want.

To sort files, use the **Sort** option on the menu bar.

Sort | Filename: in ascending or descending order. Ascending is normal alphabetical order. Descending is reverse alphabetical order.

Sort | Extension: in ascending or descending order. Ascending is normal alphabetical order. Descending is reverse alphabetical order.

Sort | Size: in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Sort | Date: in ascending or descending order. Ascending is from oldest to newest. Descending is from newest to oldest.

Sort | Compression Ratio: in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Sort | CRC 32: value in ascending or descending order. Ascending is from smallest to largest. Descending is from largest to smallest.

Sort | Unsorted: does not sort the files. They appear in the order that they were compressed.

Cascade and Tile .ZIP Files

You might find it necessary to open multiple .ZIP files at the same time. PKZIP for Windows makes it easier to view these files by providing two ways to arrange the .ZIP File Display Windows that contain them.

To arrange windows, use the **Windows** option on the menu bar.

Cascade - This option allows you to place the .ZIP File Display Windows on top of each other, with only the top part of each window showing. Each window is slightly lower and to the right of the one below it. You can still access all files, you just can't see the entire contents of the each .ZIP file.

Tile - This options allows you to give equal space to every window you have opened. You can see the partial contents of each window, but each one is relatively small.

Compress Preferences

When you create a new .ZIP file or add files to a .ZIP file, you can change various .ZIP parameters. This provides greater flexibility for compressing files.

When you select **Preferences** from the **Compress** menu, or click on the **Preferences** button in the Add Files dialog box, PKZIP for Windows displays the Compress Preferences dialog box.

To set the changes as the new defaults, click on **Save as default** instead of **OK**. This sets defaults for all changes made in this box. To specify which directory will appear by default in the Add files dialog, the Open dialog, as well as the PKZIP temporary directory, click the **Directories** button. The [Directories](#) dialog will appear.

Compression

This area allows you to change the compression method. Click on the radio button that appears next to the method you want to use.

Super fast - Use this method if you want the fastest (but least) compression. If speed is a priority, this method is for you.

Fast - Use this method if you want the second fastest compression and the second least compression. This method is slower than Super fast but provides more compression.

Normal - Use this method if you want the best balance of speed and compression. This is the default method.

Extra - Use this method for the most (but slowest) compression. If compression is a priority, this method is for you.

Store - Use this method if you want no compression, or if you know that a file will not compress.

Attributes

This area allows you to include files in your .ZIP file that contain specific attributes. You may select as many file attribute types as you want.

Retain attributes - Retain the attributes in the .ZIP file so you can extract the files with the attributes.

Read-Only - Compress read-only files.

Hidden - Compress hidden files. (Hidden files cannot be displayed in Add Files or using the DOS 'dir' command. They are displayed within a .ZIP file.)

System - Compress system files. These files are used by the operating system.

.ZIP File Date

This area allows you to set the date of a .ZIP file. Click on the radio button that appears next to the date you want to use.

Today's date - Apply today's date to the .ZIP file.

Newest date - Apply the date of the newest file within the .ZIP file to the .ZIP file.

Oldest date - Apply the date of the oldest file within the .ZIP file to the .ZIP file.

Retain ZIP date - Keep the current date of the .ZIP file.

Path Information

This area allows you to store directory path information in your .ZIP file. For example, if you compressed a file from the \doc\resume directory, you may include the 'doc\resume' path designation in your .ZIP file.

No path information - Do not include path information with each file in the .ZIP file; only include the file name.

Relative path - Include relative path information with each file in the .ZIP file.

Full path - Include the entire path with each file in the .ZIP file.

Use MS-DOS name - Store the 8-character name, 3-character extension for files compatible with this MS-DOS naming convention.

Archive Bit

ZIP if archive bit set - Compress files that have had their archive bit set, which means the file has changed since the last backup.

Clear archive bit - Clear the archive bit after the file is compressed.

Miscellaneous

This area contains more options that add flexibility to your data compression.

Store Volume Label... - Store the volume label from the desired drive within the .ZIP file.

Include Subdirectories (Recurse) - Compress files that appear in subdirectories of the current directory. If you use this option, you don't have to select the files within each subdirectory. If you selected specific files to be compressed, PKZIP for Windows will include only files within the subdirectories that match that criteria.

Set 2.04g file limit - Ensures PKZIP for DOS 2.04g compatibility for .ZIP files created with PKZIP for Windows by setting the limit on the number of files that can be added to a .ZIP archive from 65,535 to 16,383.

Extract Preferences

When you extract a file from a .ZIP file, PKZIP for Windows allows you to change various .ZIP parameters. This provides greater flexibility for extracting files.

When you select **Preferences** from the **Extract** menu, or click on the **Preferences** button in the Extract Files dialog box, PKZIP for Windows displays the Extract Preferences dialog box.

To set the changes you make in this dialog as the new defaults, click on **Save As Default** instead of **OK**. This sets defaults for all changes made in this box.

Extract Options

This area allows you to control how PKZIP for Windows handles files being extracted that have the same name as files in the target directory (the directory you are extracting to).

Overwrite - Overwrite files in the target directory without prompting you.

Update - Extract files that contain a file with the same name and date in the target directory and that are newer than the files in the target directory.

Update and New - Extract files that contain a file with the same name in the target directory, is newer than the file in the target directory, and any files that are not in the target directory.

Prompt user - Prompt you to overwrite or not overwrite a file in the target directory.

Restore Attributes

This area allows you to restore the file attributes for the files being extracted. You may select as many of these file attribute types as you want.

Read Only - Restore the read-only attribute for affected files.

Hidden - Restore the hidden attribute for hidden files that are extracted.

System - Restore the system attribute for system files that are extracted.

Options

This area contains more options that add flexibility to your data extraction.

Create directory - Restore the directory structure for the files that are extracted.

Restore volume label - Restore the volume label if a .ZIP file contains one.

Temporary Extract Directory

This area allows you to specify a temporary extract directory for when PKZIP for Windows temporarily extracts files. PKZIP for Windows uses the temporary extract directory as work area in which to temporarily extract files.

View Preferences

When you view files within a .ZIP file, PKZIP for Windows allows you to change various viewing parameters. This provides greater flexibility for viewing files. The changes you make in this dialog box affect all .ZIP files you have open.

When you select **Preferences** from the **View** menu, PKZIP for Windows displays the View Preferences dialog box.

To set the changes you make in this dialog as the new defaults, click on **Save as default** instead of clicking on **OK**. This sets defaults for all changes made in this box.

Display

This area allows you to control the categories of information PKZIP for Windows displays for each file within a .ZIP file. When you first display the View Preferences dialog box, all categories are displayed. Select the categories (columns) that you want to display in .ZIP File Display Window.

File size - Display the size of the file before it was compressed.

File date/time - Display the time and date of the file.

Attributes - Display the attributes of each file.

Compressed size - Display the size of the compressed file.

Compression ratio - Display the ratio of compression for each file.

CRC 32 - Display the Cyclic Redundancy Check (CRC) value for each file.

Comment - Display the comment, if one exists.

Method - Display the compression method PKZIP for Windows used when compressing.

View

This area allows you to include or exclude gridlines and row numbers in the .ZIP File Display Window. When you first display the View Preferences dialog box, all view options are turned on. Turn off and on the options that you want.

Grid lines - Display gridlines that border the .ZIP File Display Window.

Row numbers - Display the row numbers that appear to the left of each file.

Sort By

This area allows seven different ways to sort the files within a .ZIP file.

Filename - Sort files by file name.

Extension - Sort files by file extension (for example, .TXT).

File size - Sort files by file size.

File date/time - Sort files by date and time.

Compress Ratio - Sort by compression ratio, which is the ratio of uncompressed size to compressed size.

CRC 32 - Sort by CRC (Cyclic Redundancy Check) value.

Unsorted - Do not change the sort order displayed when you first opened a .ZIP file.

Sort Order

This area coincides with your selection in the **Sort By** area and allows you to sort in **Ascending** or **Descending** order.

Filename - Ascending is normal alphabetical order. Descending is reverse alphabetical order.

Extension - Ascending is normal alphabetical order. Descending is reverse alphabetical order.

File size - Ascending is from smallest to largest. Descending is from largest to smallest.

File date/time - Ascending is from newest to oldest. Descending is from oldest to newest.

Compress Ratio - Ascending is from smallest to largest. Descending is from largest to smallest.

CRC 32 - Ascending is from smallest to largest. Descending is from largest to smallest.

Unsorted - Ascending and Descending does not apply to this sort method.

Misc

Save Column widths - Save the current column widths of the .ZIP File Display Window. PKZIP for Windows allows you to adjust the widths of the columns. If you do not check this box, your column widths will not be saved for the next session.

Extracting Files From a .ZIP File

Extracting files from a .ZIP file is as easy as compressing. You may extract a single file or multiple files.

To extract files:

1. Open the .ZIP file from which you want to extract. PKZIP for Windows displays the .ZIP file.
2. [Select](#) the files you want to extract. To select a file, hold down your CTRL key and click on that file. To select a group of files, hold down the left mouse button and drag over the files. You may also use the **Select** option on the menu bar.
3. From the menu bar, select **Extract | Extract Files**. The Extract dialog box appears.

The **Extract** area in this dialog box indicates whether you are extracting all of the files from the .ZIP file or just selected files.

The **Statistics** area contains the number of files being extracted and the total number of bytes for those files. This area is informational only.

The **Extract to** area allows you to specify a destination for the files being extracted.

The **Password** area allows you to specify a password for the .ZIP file, if necessary.

4. If the .ZIP file you are extracting from contains a password, you must enter that password before you can extract files. Type the password in the 'Password' box. If the .ZIP file doesn't contain a password, leave the 'Password' box blank.
5. Select a destination for the files being extracted. You may either extract to your hard disk or to a printer. You may use the **Browse** button to search for a destination directory. Click the **Create Directory** button to create a destination directory.
6. Set [Extract Preferences](#), if necessary, by clicking on the **Preferences** button and clicking on the appropriate radio buttons and check boxes.
7. Click on **Extract** to start extracting. PKZIP for Windows displays the Extract box.

As PKZIP for Windows extracts the files, it displays the status of the extraction process in the 'Progress' area of the dialog box. The name of the current file being extracted appears next to the word 'Filename'. The percent completion changes as it extracts. As each file is extracted, an 'OK' appears next to that file. At the bottom of the dialog box, PKZIP for Windows displays the number of warnings.

8. When the last file is extracted, PKZIP for Windows displays a 'Done' message. When you see this message, click on the **Done** button to exit.

Testing the Integrity of a .ZIP File

We recommend that you test the integrity of a .ZIP file before you extract from it. If a file within a .ZIP file is bad or corrupt, you might not be able to extract that file.

To test files:

1. Open the .ZIP file you want to test. PKZIP for Windows displays the .ZIP file.
2. [Select](#) the files you want to extract. To select a file, hold down your CTRL key and click on that file. To select a group of files, hold down the left mouse button and drag over the files. You can also use the **Select** option on the menu bar.
3. From the menu bar, select **Extract | Test Files**. The Test dialog box appears.

The **File Selection** area indicates that you are testing all files in the .ZIP file or selected files. If you selected all files you cannot change this area. If you selected only some of the files, you can change your mind here and click on **All files**.

The **Statistics** area contains the number of files being tested and the total number of bytes for those files. This area is informational only.

The **Password** area allows you to enter the password for this .ZIP file, if necessary.

4. If the .ZIP file you are testing contains a password, you must enter that password before you can test files. Type the password in the 'Password' box. If the .ZIP file doesn't contain a password, leave the 'Password' box blank.
5. To start testing, click on **Test Integrity**. PKZIP for Windows begins to test the file(s) and displays the Extract/Test Zip dialog.

As PKZIP for Windows tests the files, it displays the status of each file individually and of the entire test, in the 'Progress' area of the dialog box. The name of the current file being tested appears next to the word 'Filename'. The percent completion changes as it tests. As each file passes the test, an 'OK' appears next to that file. At the bottom of the dialog box, PKZIP for Windows displays the number of warnings and errors.

6. When the last file is tested, PKZIP for Windows displays a 'Done' message. When you see this message, click on the **Done** button to exit.

Extracting From a Windows Self-Extractor

Follow these steps to extract files from a Windows self-extracting .ZIP file

1. Execute the self-extracting file by clicking the appropriate icon.
2. A dialog containing several configurable extraction parameters appears. Click the **Cancel** button to exit the self-extraction process. Click the **About** button to display PKSFx license information. Click the **Test** button to test the integrity of the self-extracting .ZIP file's contents. Once you have finished viewing and/or specifying the extraction parameters, click **Finish** to proceed with the self-extraction process. If the file creator specified a .ZIP comment, a dialog displaying the comment text appears before the aforementioned dialog. In such instances, click the **Next** button to proceed to the extraction parameters dialog. Click the **Back** button to return to the previous (comment text) dialog.

Note: Depending on the self-extracting file type and/or configuration, some of the previously described buttons may be grayed or may not appear on the self-extractor dialog.

3. If the specified destination directory does not exist you will be prompted to confirm directory creation. Click **Yes** to proceed or **No** to cancel to the extract process. Depending on the extraction parameters, you may also be prompted to overwrite individual files in the destination directory. If the extract process is successful, an Extraction Completed dialog appears. The archived file set should now reside in the specified directory.

Extracting From a DOS Self Extractor

To extract files from a DOS self-extracting .ZIP file, you do not have to use PKZIP for Windows. You may extract files directly from Windows Explorer, or from a DOS prompt. In both cases, PKZIP for Windows opens a DOS window when it begins to extract.

Extracting Using the Windows Explorer

To extract files using the Windows Explorer:

1. Locate the file using the Windows Explorer. The file should have a .EXE extension.
2. Double-click on the .EXE file. A DOS window opens and the files within the self-extracting file are extracted into the directory where the self extractor (.EXE) resides.

Extracting From a DOS Prompt

To extract files from a self-extracting .ZIP file without using Explorer, you may simply open a DOS Prompt window, change to the directory where the self-extracting file resides, and type the name of the self-extracting file. This method works like PKZIP for DOS. You may specify locations, special options, and also extract individual files.

To extract files:

1. Open a DOS Prompt window by clicking on the MS-DOS icon.
2. Change to the directory where the self-extracting (.EXE) file resides. You may type the location as part of the command in step 3.
3. At the DOS prompt (e.g. C:), type the name of the .EXE file you are extracting from and press ENTER. For example, if the name of the file is apples.exe, you could type apples. (You do not have to type the .EXE extension.)

Additional Command Line Options

To add flexibility to your self-extraction, you may also specify:

- A location for the file(s) being extracted.
- Individual files to extract.
- Options that add flexibility to your extraction.

Specifying a Location

PKZIP for Windows extracts the files into the directory you are in, unless you change that location. To change locations, you can type the drive and/or path. For example, if you were extracting from a file called apples.exe and you wanted to extract it to the D: drive in the fruit\temp directory, you would type the following:

```
apples.exe d:\fruit\temp
```

Selecting Individual Files to Extract

When you extract files, you do not have to extract all of the files in the self-extracting .EXE file. For example, if you wanted to extract two files (named sour.doc and sweet.doc) from the apples.exe file, you would type the following:

```
apples.exe sour.doc sweet.doc
```

You may also use DOS wildcards to specify a file pattern. For example, if you wanted to extract all files with a .DOC extension, you would type something similar to the following:

```
apples.exe *.DOC
```

This feature is not available for PKSFX-Jr.

Specifying Options

With self-extracting files, PKZIP for Windows provides several options that help customize your data extraction. When you use an option, it must appear as the first element after the name of the .EXE file in your command. For example, the -d option allows you to recreate directories in the location in which you are extracting the files. To do this, you would type something similar to the following:

```
apples.exe -d *.DOC
```

You may use more than one option in the same command. Type the options right next to each other, except when using the -s option.

The following is a description of each option. The -o and -h options are the only options that apply to PKSFX-Jr.

This option:	Allows you to:
-c	Extract to the console.
-d	Re-create directories that are stored in the .EXE file.
-l	Display the software license agreement on your screen.
-n	Extract only files that are newer than the corresponding files in your destination (extract) directory.
-o	Overwrite existing files of the same name in your destination (extract) directory.
-p [a] [b] [c] [#]	Extract to a printer. a=Extract in ASCII Mode (e.g. -pa1) b=Extract in BINARY Mode (e.g. -pb2) c=Extract to specified COM port (e.g. -pac1)
-s [password]	Decrypt with a password.
-t	Test the integrity of the .ZIP file.
-h or \?	Get online help on using these options.

Extracting From a Spanned .ZIP File

To extract files from a spanned .ZIP file:

1. Insert the last diskette in your series of your spanned .ZIP file. For example, if the .ZIP file spans three diskettes, insert the third diskette.
2. Using PKZIP for Windows, open the .ZIP file from which you want to extract.
3. Select the **Extract** option from the **Extract** menu, or click on the (Extract files) tool bar button. The Extract dialog box appears.
4. Proceed with selecting the files to extract, setting preferences, and so on.
5. When you are finished, click **OK** in the Extract dialog box. PKZIP for Windows displays the following message:

Insert Disk #1

6. Insert the first diskette in the series and click **OK**. PKZIP for Windows begins to extract from that diskette. When it finishes, the following message appears:

Insert Disk #2

7. Insert the next diskette and click **OK**. Repeat these steps for any additional diskettes.

When the PKZIP for Windows extracts from the final diskette, the 'Done' message appears.

Extracting From a Spanned .EXE (self-extractor) File

Follow these steps to extract files from a spanned Windows self-extracting .ZIP file

1. Insert the first diskette in the series of your spanned self-extractor.
2. Double-click your left mouse button on the self-extractor icon. The following message appears:

Insert last disk

3. Insert the last diskette in the series of your spanned self-extractor. For example, if the self-extractor spans three diskettes, insert the third diskette.
4. After you have inserted the last diskette and its contents have been read, a dialog containing several configurable extraction parameters appears. Click the **Cancel** button to exit the self-extractor dialog. Click the **About** button to display PKSFX license information. Click the **Test** button to test the integrity of the self-extracting .ZIP file's contents. Once you have finished viewing and/or specifying the extraction parameters, click **Finish** to proceed with the self-extraction process. If the file creator specified a .ZIP comment, a dialog displaying the comment text appears before the aforementioned dialog. In such instances, click the **Next** button to proceed to the extraction parameters dialog. Click the **Back** button to return to the previous (comment text) dialog.

Note: Depending on the self-extracting file type and/or configuration, some of the previously described buttons may be grayed or may not appear on the self-extractor dialog.

5. After you have clicked the **Finish** button, the following message appears:

Insert Disk #1

6. Insert the first diskette in the series, and click **OK**. The archived files are extracted from the self-extractor.

The status of extracting files appears at the bottom of the dialog box.

When PKZIP for Windows is finished with this diskette, the following message appears:

Insert Disk #2

7. Insert the next diskette and click **OK**. Repeat these steps for any additional diskettes.
8. If the extract process is successful, an Extraction Completed dialog appears. The archived file set should now reside in the specified directory.

Opening a File Within a .ZIP File

You may open a file that appears within a .ZIP file. For example, if your .ZIP file contains a README.TXT file, you may open that file while you are in the .ZIP file.

To open a file within a .ZIP file:

1. Open your .ZIP file.
2. Click your left mouse button once on the file within the .ZIP file that you want to open. That file is highlighted.
3. Do one of the following:
 - From the **Extract** menu, select **Open**. The file you selected opens in the associated application.
 - Double-click your left mouse button on the file within the .ZIP file. The file you selected opens in the associated application.

If PKZIP for Windows does not recognize the file you are trying to open, the following message appears:

No File Association For This Type

It may be necessary to add or modify the Windows file extension association. Please refer to your Windows Help documentation for more information setting this parameter.

Extracting Files Using the PKZIP Wizard

The PKZIP for Windows Wizard systematically guides the novice user through the steps necessary to extract files contained in a .ZIP archive. To access the Extraction Wizard:

1. Run PKZIP for Windows. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | Wizard** or click the (Wizard) button on the tool bar. A dialog labeled PKZIP for Windows Wizard - Welcome will appear.
3. Click the radio button next to the **Extract all files stored in an existing .ZIP file** option.
4. Click the **Next** button. The Wizard will proceed to the next dialog.
5. Follow the instructions on the various Wizard dialogs.

Creating a New .ZIP File

You may create new .ZIP files in the following ways:

- Via Windows [drag and drop](#)
- Via [Windows Explorer](#)
- Via the (New .ZIP) [tool bar](#) button
- By selecting **File | New | .ZIP File** from the PKZIP for Windows [menu bar](#)

Drag and Drop

PKZIP for Windows allows you to create .ZIP files by dragging and dropping files using Windows Explorer. This method gives you a quick and easy way to compress files. When you use this method, you can't set Compress preferences because PKZIP for Windows compresses the file immediately, and uses the current settings for these preferences.

To create a new .ZIP file using drag and drop:

1. Start PKZIP for Windows by double clicking on the icon. The PKZIP for Windows main application window appears.
2. Using Explorer, locate the file(s) you want to compress in the new .ZIP file and drag on top of an empty section of the PKZIP main application window. (If you drop it on top of an open .ZIP file, the file will be compressed into that particular .ZIP file) The [Save as](#) dialog box appears.
3. Specify a name for your file in the 'File name' box. Specify the file type (e.g. .ZIP) via the 'Save as type' drop down box. You may optionally specify a destination directory via the 'Save in' box. Click **Save** to proceed.

If you are creating a regular (non self-extracting) .ZIP file, PKZIP for Windows begins to compress the files and a box appears that displays the contents of the .ZIP file.

If you are creating a self-extractor, the PKSFx for Windows - Options dialog box appears. [Set options](#) for the self-extractor, if necessary. When you click **OK** in that dialog box, PKZIP for Windows begins to compress the files and a box appears (the .ZIP File Display Window) that displays the contents of the .ZIP file.

To add files to an existing .ZIP file using drag and drop:

1. Start PKZIP for Windows by double-clicking on the icon. The PKZIP for Windows main application window appears.
2. [Open](#) the existing .ZIP archive.
3. Using Explorer, locate the file(s) you want to compress in the existing .ZIP file and drag on top of that .ZIP file window located in the PKZIP for Windows main application window.
4. PKZIP for Windows begins to compress the files and the .ZIP file window will subsequently display the updated contents of the .ZIP file.

Note: You cannot drag and drop files into opened encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

The PKZIP Menu Bar

To create a new .ZIP file from the menu bar:

1. Start PKZIP for Windows by double-clicking on the icon. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | New | .ZIP File**. The Save As dialog box appears.
3. Specify a name for your file in the 'File name' box. Specify the file type (e.g. .ZIP) via the 'Save as type' drop down box. You may optionally specify a destination directory via the 'Save in' box. Click **Save** to proceed. The Add Files dialog box appears.
4. Select the files you want to compress. The different methods of selecting files appear below:

To add individual files, select the file(s) from the Windows file list and click on **Add Files**.

To add all files in a directory, select the directory and click on **Add Directory**.

To add files that match a file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Add Filter**. PKZIP for Windows displays the selected files in the 'Files & Directories To Zip' box.

To add files that have been previously specified in a [List File](#), select the list file from the Windows file list and click **Add List File**.

To manually add files or file patterns, click on **Manual add**. The Manual Add dialog box appears. Type a file name or file pattern (using DOS rules) and click on **OK**.

To exclude files that match a specified file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Exclude filter**. PKZIP for Windows displays the excluded file pattern preceded by the 'Exclude =' in the 'Files & Directories To Zip' box.

Before you start the compression, you may edit the files or file patterns you have selected. To remove individual files from the list, select the file(s) then click **Remove**. To remove every file in the list, click on **Remove all**. To exclude/include files in the list, select the file(s), then click on **Toggle Include/Exclude**. To toggle back, click on **Toggle Include/Exclude** again.

5. Set [Compress preferences](#), if needed, by clicking on the **Preferences** button.
6. To encrypt the .ZIP file with a password, click the **Password** check box. PKZIP for Windows will prompt you for a password after you click on **OK** to start compressing.

To delete the original files from your hard disk after they have been compressed and archived into the .ZIP file, click the **Move files** check box.

To include a comment with the ZIP file, click the **ZIP Comment** check box.

7. When you have finished selecting the files to compress, click **OK**.

If you clicked the **Password** check box in the Add Files dialog box, the Password dialog box appears. [Enter](#) a password.

If you clicked the **ZIP Comment** check box in the Add Files dialog box, the .Zip Comment dialog box appears. [Enter](#) a comment.

If you are adding files to a Windows self-extracting file, the PKSFx for Windows - Options dialog box appears. [Set](#) options, if needed.

PKZIP for Windows begins to compress your files and the Add Status dialog box appears.

The first line displays the percentage completed for the entire .ZIP file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall compression percentage.

8. After all the files are compressed, select the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file in the .ZIP File Display Window.

Using the Tool Bar Button

To create a new .ZIP file using the tool bar button:

1. Click on the (New .ZIP) tool bar button. The Save As dialog box appears.
2. Specify a name for your file in the 'File name' box. Specify the file type (e.g. .ZIP) via the 'Save as type' drop down box. You may optionally specify a destination directory via the 'Save in' box. Click **Save** to proceed. The Add Files dialog box appears.
3. Select the files you want to compress. The different methods of selecting files appear below:

To add individual files, select the file(s) from the Windows file list and click on **Add Files**.

To add all files in a directory, select the directory and click on **Add Directory**.

To add files that match a file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Add Filter**. PKZIP for Windows displays the selected files in the 'Files & Directories To Zip' box.

To add files that have been previously specified in a [List File](#), select the list file from the Windows file list and click **Add List File**.

To manually add files or file patterns, click on **Manual add**. The Manual Add dialog box appears. Type a file name or file pattern (using DOS rules) and click on **OK**.

To exclude files that match a specified file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Exclude filter**. PKZIP for Windows displays the excluded file pattern preceded by the 'Exclude =' in the 'Files & Directories To Zip' box.

Before you start the compression, you may edit the files or file patterns you have selected. To remove individual files from the list, select the file(s) then click **Remove**. To remove every file in the list, click on **Remove all**. To exclude/include files in the list, select the file(s), then click on **Toggle Include/Exclude**. To toggle back, click on **Toggle Include/Exclude** again.

4. Set [Compress preferences](#), if needed, by clicking on the **Preferences** button.
5. To encrypt the .ZIP file with a password, click the **Password** check box. PKZIP for Windows will prompt you for a password after you click on **OK** to start compressing.

To delete the original files from your hard disk after they have been compressed and archived into the .ZIP file, click the **Move files** check box.

To include a comment with the ZIP file, click the **ZIP Comment** check box.

6. When you have finished selecting the files to compress, click **OK**.

If you clicked the **Password** check box in the Add Files dialog box, the Password dialog box appears. [Enter](#) a password.

If you clicked the **ZIP Comment** check box in the Add Files dialog box, the .Zip Comment dialog box appears. [Enter](#) a comment.

If you are adding files to a Windows self-extracting file, the PKSFx for Windows - Options dialog box appears. [Set](#) options, if needed.

PKZIP for Windows begins to compress your files and the Add Status dialog box appears.

The first line displays the percentage completed for the entire .ZIP file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall compression percentage.

7. After all the files are compressed, click the **Done** button to close the Add Status dialog box. PKZIP for Windows displays the contents of the file in the .ZIP File Display Window.

Adding Files to a .ZIP File

With PKZIP for Windows, you may add files to an existing .ZIP file. You may:

- Add files (add files regardless of what is currently in the .ZIP file).
- Update existing files (update files within a .ZIP file with newer versions of those files).
- Add 'and' update files (add and update files).

To add files:

1. Open the .ZIP file that you wish to add files to. PKZIP for Windows displays the contents of the .ZIP file.
2. From the menu bar, select **Compress | Add files**. The Add Files dialog box appears.
3. Select the method of adding files. These methods appear in the 'Add Options' area of the dialog box.

To add files to your .ZIP file, regardless of what is currently in the .ZIP file, click on **Add files** radio button.

To only update existing files within the .ZIP file, click on **Update files** radio button.

To add new and update existing files, click on **Add & Update files** radio button.

To encrypt the .ZIP file with a password, click the **Password** check box. PKZIP for Windows will prompt you for a password after you click on **OK** to start compressing.

To move (i.e. delete) original files (from the disk drive) after they are compressed and archived, click the **Move files** check box.

To include a comment with the .ZIP file, click the **ZIP Comment** check box.

4. Select files to .ZIP. You may select files in the following ways:

To add individual files, select the file(s) from the Windows file list and click on **Add Files**.

To add all files in a directory, select the directory and click on **Add Directory**.

To add files that match a file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Add Filter**. PKZIP for Windows displays the selected files in the 'Files & Directories To Zip' box.

To add files or file patterns stored in a [List File](#), select the List file and click on **Add List File**. Any files or file patterns specified in the List File will be displayed in the 'Files & Directories To Zip' box.

To exclude files that match a specified file pattern, type a pattern (for example, *.TXT) in the 'Filter' box, then click on **Exclude Filter**. PKZIP for Windows displays the excluded file pattern preceded by the 'Exclude =' in the 'Files & Directories To Zip' box.

To manually include or exclude files or file patterns, click on **Manual Add**. The Manual Add dialog box appears. Type a file name or file pattern (using DOS rules) and click on **OK**.

To remove files from the list, select the file(s) then click **Remove**. To remove every file in the list, click

on **Remove all**. To exclude or include files in the list, select the file(s), then click on **Toggle Include/Exclude**. To toggle back, click on **Toggle Include/Exclude** again.

5. Set [Compress preferences](#), if needed, by clicking on the **Preferences** button.
6. When you have finished selecting files to compress, click **OK**.

If you clicked the **Password** check box in the Add Files dialog box, the Password dialog box appears. [Enter](#) a password.

If you clicked the **ZIP Comment** check box in the Add Files dialog box, the .Zip Comment dialog box appears. [Enter](#) a comment.

If you are adding files to a Windows self-extracting file, the PKSFx for Windows - Options dialog box appears. [Set](#) options, if needed.

7. PKZIP for Windows begins to compress your files and the Add Status dialog box appears. The first line displays the percentage completed on the entire .ZIP file. The second line displays the percent completed for the current file that is being compressed. The lower area shows how each file was compressed and the overall compression percentage. After all the files are compressed, click on the **Done** button to close the Add Status box. PKZIP for Windows displays the contents of the .ZIP file.

Entering a Password

To enter a password:

1. Verify that you have checked the **Password** check box in the [Add Files](#) dialog before clicking **OK**.
2. The Password dialog appears. In the **Enter Password** field, type your password.
3. When you have finished, click **OK**. PKZIP for Windows assigns the password to your .ZIP file.

Entering a .ZIP Comment

To enter a comment:

1. Verify that you have checked the **ZIP Comment** check box in the [Add Files](#) dialog before clicking **OK**.
2. The .ZIP Comment dialog appears. Type your comment in the area provided.
3. When you have finished, click on **OK**. PKZIP for Windows inserts the comment into your .ZIP file.

Deleting Files From an Existing .ZIP File

To delete files:

1. Open the .ZIP file that contains the file(s) you wish to delete. PKZIP for Windows displays the contents of the .ZIP file.
2. Select the files you wish to delete.
3. Press the 'Delete' key or from the menu bar, select **Compress | Delete files** from the Compress menu. A confirmation dialog appears.
4. To delete the files, click **Yes**. PKZIP for Windows deletes the files from the archive. To cancel without deleting the files, click **No**. No files are deleted.

Creating a New Spanned .ZIP File

Note: If you are creating a spanned .ZIP archive on Windows 9x or Windows NT that will be subsequently opened on a Windows 3.x PC, it is recommended that you perform a Quick Format on the diskettes before spanning .ZIP files onto them. Additionally make sure that you select a name for the .ZIP file using standard DOS 8+3 (eight characters or less with a three-character extension) naming conventions. Refer to your Microsoft Windows on-line help or User's Manual for more information on formatting diskettes or naming conventions.

PKZIP for Windows allows you to compress files onto diskettes or other media. When you create a .ZIP (or .EXE) file, you might have so many files or so many large files that, even compressed, might take up more space that is available on your diskette or other medium. With PKZIP for Windows, you may 'span' a .ZIP or Windows self-extractor across multiple media.

You may only create spanned files for Windows 16-bit or 32-bit self-extractors, not for DOS self-extractors.

One of the limitations of a spanned .ZIP file is that you cannot modify it. For example, you cannot add files to a spanned .ZIP file or move files from a spanned .ZIP file to another .ZIP file.

To create a spanned file:

1. Insert a diskette into your disk drive.
2. Create the .ZIP or .EXE as you normally would using PKZIP for Windows.

As PKZIP for Windows compresses, when the first diskette is full, a message dialog box that contains the following message appears:

Insert Disk #2

3. Insert the next diskette and click **OK**. PKZIP for Windows continues to compress files.
4. If PKZIP for Windows has finished compressing files, the word 'Done' appears in the Add Status box. Click on **Done** to display the contents of the spanned archive.

If the current diskette is full, an Insert Disk #3 message appears. Repeat steps 2 through 4 until you get the 'Done' message.

Converting .EXE and .ZIP Files

PKZIP for Windows allows you to convert .EXE and .ZIP files. You may convert a .EXE file to a .ZIP file, a .ZIP file to a .EXE file, and even one type of .EXE file to another (for example, a regular DOS self-extractor to a Windows 16-bit self-extractor).

Note: Since you cannot modify a spanned .ZIP file, you cannot convert a spanned .ZIP file.

To convert files:

1. Within PKZIP for Windows, open the .EXE or .ZIP file that you want to convert. PKZIP for Windows displays the contents of that file.
2. Select **File | Convert** from the menu bar. The Save As dialog box appears.
3. In the Save As dialog box, do the following:

Specify a name for your file in the 'File name' box. Specify the file type (e.g. .ZIP) via the 'Save as type' drop down box. You may optionally specify a destination directory via the 'Save in' box. Click **Save** to proceed. If you are converting one type of .EXE to another, you must give this a new file name.

4. When you have finished specifying this information, click **Save** to proceed. The contents of the new file appear in a new window on top of the original file.

Moving and Copying Files and Archives

PKZIP for Windows allows you to copy, delete, move, and rename individual archives from within the PKZIP main application window. This functionality is available from the File menu.

Copy Archive

To copy the active archive to a specified directory:

1. Verify that the file you wish to copy is the active file in the PKZIP main application window.
2. Select **File | Copy Archive** from the menu bar. The Copy Archive dialog appears.
3. Specify a destination directory for the archive. Use the **Browse** button if necessary. Click **OK**.
4. A dialog verifying the copy operation will appear. Click **OK**.
5. A copy of the archive now resides in the specified directory.

Delete Archive

To delete the active archive:

1. Verify that the file you wish to delete is the active file in the PKZIP main application window.
2. Select **File | Delete Archive** from the menu bar. The Confirm File Delete dialog appears.
3. To delete the file, click **Yes**. To cancel the delete operation click, **No**.

Move Archive

To move the active archive to a specified directory:

1. Verify that the file you wish to move is the active file in the PKZIP main application window.
2. Select **File | Move Archive** from the menu bar. The Move Archive dialog appears.
3. Specify a destination directory for the archive. Use the **Browse** button if necessary. Click **OK**.
4. A dialog verifying the move operation will appear. Click **OK**.
5. The archive will be moved from the source directory and should now reside in the specified directory.

Rename Archive

To rename the active archive to a specified name:

1. Verify that the file you wish to rename is the active file in the PKZIP main application window.
2. Select **File | Rename Archive** from the menu bar. The Rename Archive dialog appears.
3. Specify a new name for the archive. It is not necessary to specify the extension. PKZIP will automatically append the appropriate file name extension. Click **OK**.

4. The archive is renamed to the specified file name.

Additionally, PKZIP for Windows allows you to copy and move files between two .ZIP (or .EXE) files. Copying a file involves taking a copy of a file and putting it into another .ZIP file. After copying, both .ZIP files contain a copy of that file. Moving a file involves transferring the file from one .ZIP file to another. After you move a file, it only resides in one .ZIP file.

Note: Since you cannot modify a spanned .ZIP file, you cannot move files from a spanned .ZIP file. You can only copy files.

Moving Files Between Two Archives

To move files:

1. Within PKZIP for Windows, open the two .ZIP files you wish to work with.
2. Click inside the .ZIP file from which you want to move files.
3. Highlight the files within the .ZIP file that you want to move.
4. Click the right mouse button, or select **Compress** from the menu bar. A menu appears.
5. Select **Move To**. The Move files dialog box appears.

If you selected files to move, the number of files you selected appears in the 'Files to Move' area, and the **Selected files** radio button is selected by default. If you didn't select files previously, the **All files** radio button is selected by default. The names of the .ZIP files you currently have open appear in the 'Opened archives' box.

6. If you are satisfied with the files you selected (or all files) click on **OK**. Click **Cancel** to abort.

When you click **OK**, PKZIP for Windows begins to move the files to the other .ZIP or .EXE file.

Note: You cannot use the Move To option to move files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

Copying Files Between Two Archives

To copy files:

1. Within PKZIP for Windows, open the two .ZIP files you wish to work with.
2. Click inside the .ZIP file from which you want to copy files.
3. Highlight the files within the .ZIP file that you want to copy. If you want to copy all files from this .ZIP file, skip this step. In step 5, you will be able to change your selections.
4. Click the right mouse button, or select **Compress** from the menu bar. A menu appears.
5. Select **Copy To**. The Copy files dialog box appears.

If you selected files to copy, the number of files you selected appears in the 'Files to Copy' area, and the **Selected files** radio button is selected by default. If you didn't select files previously, the **All files** radio button is selected by default. The names of the .ZIP files you currently have open appear in the 'Opened archives' area.

6. If you are satisfied with the files you selected (or all files) click on **OK**. Click **Cancel** to abort.

When you click **OK**, PKZIP for Windows begins to copy the files to the other .ZIP or .EXE file.

Note: You cannot use the Copy To option to copy files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

Moving Files

To move files:

1. Within PKZIP for Windows, open the two .ZIP files.
2. Click inside the .ZIP file from which you want to move files.
3. Highlight the files within the .ZIP file that you want to move.
4. Click the right mouse button, or select **Compress** from the menu bar. A menu appears.
5. Select **Move To**. The Move files dialog box appears.

If you selected files to move, the number of files you selected appears in the 'Files to Move' area, and the **Selected files** radio button is selected by default. If you didn't select files previously, the **All files** radio button is selected by default. The names of the .ZIP files you currently have open appear in the 'Opened archives' box.

6. If you are satisfied with the files you selected (or all files) click on **OK**. Click **Cancel** to abort.

When you click **OK**, PKZIP for Windows begins to move the files to the other .ZIP or .EXE file.

Note: You cannot use the Move To option to move files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

Copying Files

To copy files:

1. Within PKZIP for Windows, open the two .ZIP files.
2. Click inside the .ZIP file from which you want to copy files.
3. Highlight the files within the .ZIP file that you want to copy. If you want to copy all files from this .ZIP file, skip this step. In step 5, you will be able to change your selections.
4. Click the right mouse button, or select **Compress** from the menu bar. A menu appears.
5. Select **Copy To**. The Copy files dialog box appears.

If you selected files to copy, the number of files you selected appears in the 'Files to Copy' area, and the **Selected files** radio button is selected by default. If you didn't select files previously, the **All files** radio button is selected by default. The names of the .ZIP files you currently have open appear in the 'Opened archives' area.

6. If you are satisfied with the files you selected (or all files) click on **OK**. Click **Cancel** to abort.

When you click **OK**, PKZIP for Windows begins to copy the files to the other .ZIP or .EXE file.

Note: You cannot use the Copy To option to copy files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

The Copy/Move Dialog Boxes

If you are copying files, click [here](#) for information on this dialog box.

If you are moving files, click [here](#) for information on this dialog box.

Move File(s) From Dialog Box

You may access this dialog by clicking **Compress | Move To** from the menu bar. The Move To... menu item is only available if you have two or more .ZIP files open in the PKZIP main application window. This Move file(s) dialog box allows you to select the files that you want to move, and also displays relevant information about the move.

Move

This area allows you to select all files to move or only the files you selected in the .ZIP File Display Window.

All files

Click here to move all files in the .ZIP file.

Selected files

Click here to move only the selected files.

Files to Move

This area displays the number of files to move based on your selection in the 'Move' area.

Opened archives

This box displays the .ZIP files that are currently opened.

Note: You cannot use the Move To option to move files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

Copy File(s) From Dialog Box

You may access this dialog by clicking **Compress | Copy To** from the menu bar. The Copy To... menu item is only available if you have two or more .ZIP files open in the PKZIP main application window. The Copy file(s) dialog box allows you to select the files that you want to copy, and also displays relevant information about the copy.

Copy

This area allows you to select all files to copy or only the files you selected in the .ZIP File Display Window.

All files

Click here to copy all files in the .ZIP file.

Selected files

Click here to copy only the selected files.

Files to Move

This area displays the number of files to copy based on your selection in the 'Copy' area.

Opened archives

This box displays the .ZIP files that are currently opened.

Note: You cannot use the Copy To option to copy files from or into encoded (e.g. *.UUE, *.XXE, *.MIM, *.MME, *.HQX) and archived (e.g. *.TAR, *.TGZ, *.GZ) files.

Using Right Click to Display PKZIP Task Menu

You may click on your right mouse button within a .ZIP file to display a quick menu of common PKZIP for Windows tasks.

To use this feature:

1. Open a .ZIP file.
2. Inside the .ZIP file, click on your right mouse button. A task menu appears.

If you have more than one .ZIP file open, two additional options, [Move To](#) and [Copy To](#), will appear on this menu.

Select this option:	To:
Open	Open files within a .ZIP file.
Extract	Extract files from a .ZIP file.
Test	Test files within a .ZIP file.
Add	Add files to a .ZIP file.
Delete	Delete files from a .ZIP file.
Convert	Convert one type of .ZIP file to another.
Cancel	Close this menu.

What happens when you select an option from this menu is the same as when you select from the PKZIP for Windows menu bar. For example, when you select **Extract**, the Extract dialog box appears, just as if you had selected **Extract | Extract files** from the menu bar.

Using the Windows Explorer

PKZIP for Windows allows you to perform the following PKZIP for Windows tasks using the right click feature of the Windows Explorer, or selecting **File | New | PKZIP File** from the Explorer menu.

- [Create](#) a new .ZIP file
- [Open](#) an existing .ZIP file
- [Extract](#) from a .ZIP file
- [Test](#) a .ZIP File

Creating a .ZIP File With Windows Explorer

To create a new .ZIP file in Windows Explorer:

1. Click the right button of your mouse anywhere inside the Explorer window. The Explorer menu appears.
2. Select **New | PKZIP File**. The icon for the .ZIP file appears, with the icon label (the text that accompanies the icon) enabled.
3. Type a label for your .ZIP icon by highlighting the text that already appears and typing the label.
4. To add files to your new .ZIP file, double-click your left mouse button on the icon you just created. PKZIP for Windows starts and the .ZIP file opens. [Add files](#), as necessary.

Opening a .ZIP File With Windows Explorer

To open a .ZIP file from Windows Explorer:

1. Locate the file via Windows Explorer.
2. Click the right mouse button on the .ZIP file. The Explorer menu appears.
3. Select **Open**. PKZIP for Windows starts and the .ZIP file opens.

Extracting Files From a .ZIP File With Windows Explorer

To extract files from a .ZIP file via Windows Explorer:

1. Start the Windows Explorer.
2. Click the right mouse button on the .ZIP file. The Explorer menu appears.
3. Select **Extract To**. PKZIP for Windows as well as the Extract dialog appears.

Testing Files in a .ZIP File With Windows Explorer

To test files within a .ZIP file via Windows Explorer:

1. Start the Windows Explorer.
2. Click the right mouse button anywhere inside the Explorer window. The Explorer menu appears.
3. Select **Test**. PKZIP for Windows starts and the Test dialog box appears.

Viewing a .ZIP File Comment

To view a .ZIP comment:

1. Open a .ZIP file.
2. From the menu bar, select **Compress | View Comment**. The .Zip Comment box appears. If a comment exists for this .ZIP file, it will appear in that box.
3. When you have finished viewing the comment, click on **Cancel**. The dialog box disappears.

The Read only message at the bottom of the .ZIP Comment box indicates that you cannot edit the comment. You may add or edit the .ZIP Comment via the [Add Files](#) dialog.

Viewing .ZIP File Statistics

You may view the following statistics for a selected .ZIP file:

- **Files in .ZIP** - the number of files within the .ZIP file.
- **Uncompressed Size** - The normal, uncompressed size of all the files combined.
- **Compressed Size** - The compressed size of all the files combined.
- **Compression Ratio** - The ratio of the compressed size to the uncompressed size.

To view .ZIP statistics:

1. Open a .ZIP file.
2. Do one of the following:
3. From the menu bar, select **Compress | Statistics**.
4. A dialog box appears that contains the statistics for that .ZIP file.

Creating .ZIP Files With the PKZIP Wizard

The PKZIP for Windows Wizard systematically guides the novice user through the steps necessary to compress files into a .ZIP archive. To access the Compression Wizard:

1. Run PKZIP for Windows. The PKZIP for Windows main application screen appears.
2. From the menu bar, select **File | Wizard** or click the (Wizard) item on the tool bar. A dialog labeled PKZIP for Windows Wizard - Welcome will appear.
3. Click the radio button next to the **Compress files into a new .ZIP file** option.
4. Click the **Next** button. The Wizard will proceed to the next dialog.
5. Follow the instructions on the various Wizard dialogs.

Embedding Authenticity Verification (AV) Information

PKZIP for Windows allows you to embed an electronic signature with files stored in a .ZIP archive and subsequently authenticate those files upon extraction. Authenticity Verification (i.e. AV) information allows you to detect whether a .ZIP file's integrity has been compromised. To electronically sign your .ZIP file, verify that the **AV Signature** item is checked on the PKZIP **Compress** menu before selecting files for compression. This signature will subsequently be displayed when files are extracted from (or tested in) a .ZIP file. Be aware that this menu item will be grayed until PKZIP is properly configured for AV. To configure PKZIP for AV complete the following steps:

1. If you have already applied for and received AV serial numbers, proceed to step 3. If you have not, complete the Application for Authenticity Verification (authveri.txt) found in the PKZIP for Windows installation directory (e.g. ...\\pkware\\pkzipw) or in the User's Manual. You may also access the Application for Authenticity Verification via the World Wide Web at the following URL:

<http://www.pkware.com/authenticity>

2. Complete your application via the aforementioned web address or fax (414-354-8559) your completed application to PKWARE. PKWARE will process your application and send you a confirmation message via the United States Postal Service or FAX containing two serial numbers. These serial numbers are required to configure PKZIP for Authenticity Verification.
3. After you receive your AV confirmation message, open an MS-DOS Prompt Window and change to the PKZIP for Windows installation directory. Run the putav.bat batch file. For example:

```
...\\pkware\\pkzipw> putav.bat
```

4. After pressing ENTER, you will be prompted to enter your company name and the two serial numbers as they appear in the confirmation message you received from PKWARE. Screen output similar to the following will appear:

```
This program will configure PKZIP for Authenticity
Verification. To proceed, complete and submit the Application
for Authenticity Verification located in the PKZIP installation
directory (e.g. c:\\pkware\\...\\authveri.txt) or in the PKZIP
Getting Started Manual. You may also access the Application
for Authenticity Verification via the World Wide Web at the
following URL:
```

```
http://www.pkware.com/authenticity
```

```
-----
PKWARE will process your application and send you a
confirmation message via the United States Postal Service
or FAX. This confirmation message will contain two serial
numbers required to configure PKZIP for Authenticity
Verification.
```

```
-----
Press Ctrl Break to abort or any other key to continue
```

Press any key to continue. The following will appear:

```
PUTAV Ver 2.04g - Put Authenticity Verification in PKZIP.EXE
Copyright 1990-93 PKWARE, Inc. All rights reserved.
Enter company name exactly as it appears on the PKWARE documentation.
Company Name : Vandelay Industries Vandelay Industries
Enter serial numbers exactly as they appear on the PKWARE
documentation.
Serial Number 1: 8SU2I4X
Serial Number 2: A7YG15W
Working, done.
Serial number installation complete. Check value: 5f3d60ab
```

You must enter your company name and the two serial numbers exactly as they appear in the confirmation message. The check value displayed on your screen should match the check value specified in your confirmation message. If they do not match, repeat step 3.

Note: You may include additional information (e.g. telephone number; address) with your AV string by placing an ASCII text file (containing this additional information) named avextra.txt in the current working directory. Likewise, this information will be displayed when files are extracted from (or tested in) a .ZIP file. To access this file from a directory other than the current working directory, you may optionally set the following environment variable:

SET PKAVEXTRA=<path to avextra.txt file>

On Windows 9x systems, this variable may be set in the autoexec.bat file. On Windows NT 4.0 systems, this variable is set through the control panel.

