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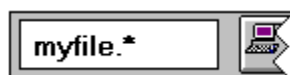


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How to...

Zip Pro Navigator

Introduction:

- ▶ The Navigator provides you with the tools you require to manage your computer files and Zip archives. The Navigator was designed with intrinsic support for Zip files and thereby provides you with specialized tools and features to efficiently manage your Zip archives and normal disk files.
- ▶ Zip files contain compressed* copies of one or more files merged into a single file. Use the Zip Content Window to view the details of all the files contained within a selected Zip file.
- ▶ Use the Computer Window to manage the files on your computer.

How to...

Use the Finder Window to locate files or groups of files whether they be in various folders on one drive, or distributed across many drives or even your network.

How to...

Access all or just a select subset of your Zip files instantly through the Zip List. This Synapttek innovation is a special system folder which shows the Zip files available on your computer even though they may be located in different folders or on different drives.

How to...

The Navigator also completely integrates the power of the Zip Wizard. This provides you with context sensitive support for managing the contents of your Zip files in as efficient a manner as possible.

How to...

Zip Pro Navigator

Viewing the contents of your Zip files.

How to...

Each Zip file on your computer contains one or more files. To use these files you must first extract them. While in the Zip file they may be compressed or encrypted depending on how the Zip file was created. Zip files may also be created that span several diskettes.

How to...

Use the [Zip Window](#) to see all the files contained within a selected Zip file. You can open as many different Zip Windows at once as you desire.

How to...

Zip Pro Navigator

Viewing the Files on your computer.

How to...

The Computer Window is the tool that you use to view and manipulate the files on your computer.

How to...

The [Computer Window](#) displays the contents of one folder at a time. You can also view your computers folders in a hierarchical Tree format, or a split view that shows both the Tree format and the Content side by side.

How to...

Zip Pro Navigator

Finding files.

How to...

There are many times when you need to locate specific files or groups of files on your computer. The Finder Window is the tool that you use to view and manipulate groups of files.

How to...

The [Finder Window](#) displays lists of files which you define, whether they are in different folder, drives or even on different computers connected to your network. Once you define what files you are looking for, you simply click and drag to see matching files. Special scan features are also available to quickly search folders and subfolders for matches to your query.

How to...

Once found, you can easily add the selection or any part of it to a Zip file or you can also move, copy or delete any of the files you desire.

How to...

Zip Pro Navigator

What is a Zip List anyway?

How to...

The Zip List was created to provide you easy access to your Zip files no matter where they are on your computer. The Zip List appears as a folder located in your Computer Folder. It contains pointers to any of the Zip files on your computer you want. Note that the actual Zip files reside in different folders on your computer or network, the Zip List is not a real folder on your computer.

How to...

Even though the Zip List is not a real folder you can copy, move, open, etc. the Zip files it contains just as if they were the real files. Therefore if you delete a file in the Zip List you delete the file from its current folder. You can edit the folders which appear in the Zip List to provide a listing of only the folders you desire.

How to...

There are 2 ways of accessing your Zip List.

- ▶ The [Docked Zip List](#) is a special window that sticks to the right side of the Navigator window and overlays all other view windows. The Docked view provides you with quick access to your Zip files. You can hide or show the Docked Window using the Toolbar.
 - ▶ The second way to use your Zip List is from the Computer Window. The Zip List appears as a subfolder of your "My Computer" folder. Right clicking a Zip file in this view is the quickest way to locate its home folder.
-
-

How to...

Zip Pro Navigator

Tools

How to...

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How to...

Zip Window

Introduction.

How to...

When you open a Zip file, the Zip Window shows you what files and folders are inside it.

How to...

You can drag files and folders into this window to add them to the associated Zip file or drag them out to other folders on your computer to extract them.

How to...

You can also use the Zip and Unzip Wizards on the toolbar to add or update the files in the Zip or extract files from the Zip.

(Note: The Zip Window has the distinctive Big Z logo (tm) in the background.)

How to...

Zip Window

Extracting files.

Note: When you extracting files from a Zip file  the original compressed copy remains in the Zip file. If you want to remove a file from a Zip file you must delete it separately.

Using the Mouse - Simple:

How to...

Click the Unzip Wizard button

How to...

and follow the Wizards instructions.

Using the Mouse - Advanced:

How to...

First select the files you want to extract in the Zip Content Window.

How to...

Drop the selection on the Unzip Wizard button

How to...

The Unzip Wizard will then popup to guide you.

How to...

or Drop the selection on a folder



in a Computer Window.

The Unzip Wizard will then popup to guide you.

How to...

or Right click the selection and select **<Unzip>** from the Context Menu.

The Unzip Wizard will then popup to guide you.

Using the Keyboard:

How to...

From the File menu choose - **<Unzip Wizard>**

The Unzip Wizard will then popup to guide you.

How to...

Zip Window

Adding files.

Note: When you add files to a Zip file  the original files remain in their folders.

Using the Mouse - Simple:

How to...

Click the Zip Wizard button

How to...

and follow the Wizards instructions.

Using the Mouse - Advanced:

How to...

First select the files/folders you want to Zip in a Computer Window or Finder Window.

How to...

Drop the selection on the Zip Wizard button

How to...

The Zip Wizard will then popup to guide you.

How to...

or Drop the selection in the Zip Content View.
The Zip Wizard will then popup to guide you.

How to...

or Right click the selection and choose **<Zip>** from the context menu.
The Zip Wizard will then popup to guide you.

Using the Keyboard:

How to...

From the File menu choose - **<Zip Wizard>**
The Zip Wizard will then popup to guide you.

How to...

Zip Window

Deleting files.

Note: When you delete files from a Zip file, all data in the deleted files is lost, any remaining files in the Zip file are left intact.

Using the Mouse:

How to...

First select the files/folders you want to delete from the Zip file.

How to...

Drop the selection on (or click) the trash button

How to...

How to...

Right click the selection and choose **<delete>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<delete>**.

How to...

or Press the delete key.

How to...

Zip Window

Launching files.

Note: When launching out of a Zip file a decompressed copy of the file is placed in your **Unzipped Home Folder**.

Using the Mouse:

How to...

Double click the file you want to launch.

Using the Keyboard:

How to...

Move the cursor to the file you want to open and press the **<Enter> key**.

How to...

Zip Window

Navigating.

How to...

All the files and folders in a Zip file are shown in the single Zip Content View, there is no hierarchical view.

Using the Mouse:

How to...

Use the scroll bars at the right and bottom of the Zip Content Window to move your view within the Zip file.

Using the Keyboard:

How to...

Use the cursor keys to move your view within the Zip file.

How to...


Zip Window


Selecting.

Using the Mouse:

How to...

There are two main modes for selecting files.

 **New selection mode:** Click and drag to create a selection, any files previously selected will be deselected. This is the default mode when the **cursor is to the right** of the object name.

 **Add / remove mode:** Click and drag to add or remove files from the current selection. This is the default mode when the **cursor is to the left** of the object name.

How to...

Use can use the left or right button to select files.

- If you use the right button to select files a context menu will appear when you complete the selection.

How to...

To **switch between modes:**

- press and hold the Ctrl key.
- then Click a mouse button (and drag).

How to...

To **add a block** of files from the last selection point: **(in either mode)**

- press and hold the Shift key.
- then Click a mouse button and drag.

Using the Keyboard:

How to...

Press and hold the **SHIFT key while scrolling** to select/deselect a group of files/folders.

How to...

Or press the **SPACE BAR** to select/deselect individual files/folders.

How to...

Zip Window

Sorting.

Using the Mouse:

How to...

Click the **sort buttons** at the bottom of the window.

- Subsequent clicks on the same button will reverse the sort order.
 - Three nested subkeys are supported. (i.e. sort by type then name then date etc.) In reverse order of selection.
-
-

How to...

Zip Window

Closing.

Using the Mouse:

How to...

Click the close button on the right end of the Toolbar

How to...

Using the Keyboard:

How to...

Press Alt + F4 to close the active Window.

How to...

Zip Window

How to...

How to...

How to...



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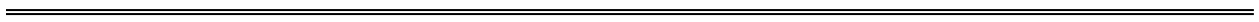
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How to...

Computer Window

Introduction.

How to...

The Computer Window show you the contents of the folders on your computer in a multi-view format.

How to...

The default view is the Content View which displays the contents of one folder at a time.

How to...

Using the view buttons you may switch to either, a hierarchical Tree View or a Split View with the Tree View on the left and Content View on the right.

How to...

The currently censored folder in the Tree View is the folder whose contents are displayed in the Content View.

How to...

Computer Window

Unzipping (extracting) files:

Using the Mouse - Simple:

How to...

Click the Unzip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First, select the Zip file you want to Unzip.

How to...

Drop the selection on the Unzip Wizard button

How to...

The Unzip Wizard will then popup to guide you.

This will allow you to:

- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a folder

How to...

in a Computer Window.

The Unzip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and select **<Unzip>** from the Context Menu.
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **<Unzip Wizard>**
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

You can extract all or just a portion of the contents of a Zip file as you require.

Note: When you Unzip (extract) files from a Zip file, the original compressed copy remains in the Zip file. If you want to remove a file from a Zip file you must delete it.



You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **unzipped** to the target location.



- Drop **not allowed**.



- Right button drag cursor - **context menu** will appear when dropped to permit command selection.



How to...

Computer Window

Ziping files.

Using the Mouse - Simple:

How to...

Click the Zip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First select the files/folders you want to Zip (in either the Tree or Content view).

How to...

Drop the selection on the Zip Wizard button

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drag with the right mouse button and drop on a folder

How to...

- then select **<Zip>** from the **context menu**.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Shift + Drag the selection and drop on a folder

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a Zip file

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and choose the Zip command.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **<Zip Wizard>**

The Zip Wizard will then popup to guide you.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

You can add new files, or update, or replace existing files within a Zip file.

Note: When you add files to a Zip file the original files remain in their folders.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **zipped** to the target location.

How to...

- Drop **not allowed**.



- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Computer Window

Copying files.

Using the Mouse:

How to...

First select the files/folders you want to copy.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select **<copy>** from the **context menu**.

How to...

Drop the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **copied** to the target.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Computer Window

Moving files.

Using the Mouse:

How to...

First select the files/folders you want to move.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select **<move>** from the **context menu**.

How to...

Ctrl + Drop the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **moved** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Computer Window

Deleting files.

Using the Mouse:

How to...

First select the files/folders you want to delete.

How to...

Drop the selection on (or click) the **trash button**

How to...

How to...

or Right click the selection and choose **<Delete>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<Delete>**

How to...

or Press the **delete key**.

Note: When you delete files, data in the deleted files is not recoverable.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **deleted**.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-

How to...

Computer Window

Creating folders.

Using the Mouse:

How to...

First select the folder in which you want to create a subfolder.

How to...

Click the Create Folder button

How to...

How to...

or Right click the selection and choose **<New><folder>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<Create folder>**

How to...

Computer Window

Renaming files / folders.

Using the Mouse:

How to...

First select the files/folders you want to rename.

How to...

Click the Rename button

How to...

How to...

Right click the selection and choose **<Rename>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<Rename>**.

How to...

Computer Window

Launching files.

Using the Mouse:

How to...

Double click the file you want to launch.

Using the Keyboard:

How to...

Move the cursor to the file you want to open and **press** the **<Enter>** key.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.



- The selection will be **executed** by the target application.

How to...

- Drop **not allowed**.

How to...

Computer Window

Navigating.

How to...

The currently curored folder in the Tree View is shown in the Content View.

How to...

To view the **parent folder** click the Goto Parent

How to...

button on the toolbar.

To switch views.



Use these buttons to **switch** between Content view, Split view and Tree view respectively. (Content view is the default view).

Using the Mouse:

How to...

Use the scroll bars at the right and bottom.

Using the Keyboard:

How to...

Use the cursor keys to scroll the windows contents.

How to...

Computer Window

Selecting.

How to...

Note: When selecting folders, highlighting a folder implicitly selects all its subfolders.

Using the Mouse:

How to...

There are two main modes for selecting files.

How to...

New selection mode: Click and drag to create a selection, any files previously selected will be deselected. This is the default mode when the **cursor is to the right** of the object name.

How to...

Add / remove mode: Click and drag to add or remove files from the current selection. This is the default mode when the **cursor is to the left** of the object name.

How to...

Use can use the left or right button to select files.

- If you use the right button to select files a context menu will appear when you complete the selection.

How to...

To **switch between modes:**

- press and hold the Ctrl key.
- then Click a mouse button (and drag).

How to...

To **add a block** of files from the last selection point: (**in either mode**)

- press and hold the Shift key.
- then Click a mouse button and drag.

Using the Keyboard:

How to...

Press and hold the SHIFT key while scrolling to select/deselect a group of files/directories.

How to...

Or press the SPACE BAR to select/deselect individual files/directories.

To clear any existing selections, click both mouse buttons simultaneously or press the Esc key.

How to...

Computer Window

Sorting.

Using the Mouse:

How to...

Click the **sort buttons** at the bottom of the window.



- Subsequent clicks on the same button will reverse the sort order.
 - Three nested subkeys are supported. (i.e. sort by type then name then date etc. In reverse order of selection).
-

How to...

Computer Window

Closing.

Using the Mouse:

How to...

Click the close button on the right end of the Toolbar

How to...

Using the Keyboard:

How to...

Press Alt + F4 to close the active Window.


How to...

Computer Window

Accessing the Zip List:

How to...

To display the **Zip List folder**

 , which is a subfolder of the "My Computer" object.

How to...

In the **Tree View** - Click the Zip List folder.

How to...

or Double click the Zip List folder in the **Content View**.

The Zip List can be used as though it were a normal folder which contained all your Zip files.
(i.e. you can copy move delete etc. any of the files that it contains)

Locating the home folder of a particular Zip file:

How to...

First select the Zip file in the Zip List which you want to locate.

How to...

Right click the selection and choose < **Show folder in tree** > from the context menu.

How to...

The home folder for the Zip file will be **highlighted in the Tree View**. (White text on dark grey).

How to...

Computer Window

How to...

How to...

How to...



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How to...

Finder Window

Introduction:

How to...

The Finder Window displays groups of files on your computer in a multi-view format.

How to...

The default view is the Split View which displays the Tree View on the left and the Content View on the right.

How to...

Using the view buttons you may switch to either, the Content View, the Tree View or, the Split View.

How to...

Selected or scanned folders are displayed in the Content View, which can display the contents of many folders simultaneously.

How to...

Finder Window

Starting a search:

How to...

First set the search criteria in the box in the toolbar.

How to...

How to...

This can be any combination of text and wildcard < * , ? > characters to specify a group of files which you want to find.

How to...

You can modify the search criteria at any time.

How to...

Finder Window

Ways to search:

How to...


There are three ways to do a search.

Search all local drives:

How to...

Use this method to search all the folders on your local drives.

How to...

Click the "Search My Computer" button  in the toolbar. Searches of this type can be long.

Click and drag search:

How to...

Use the Click and Drag method to display matching files from specific folders.

Browse to the folder or folders you want to search in the Tree View and select those folders.

Any matching files they contain will be displayed in the Content View. Only files in the selected folders will be shown in the Content View, matching files in subfolders will not be shown.

There are two main modes for selecting files.

How to...

New selection mode: Click and drag to create a selection, any files previously selected will be deselected. This is the default mode when the **cursor is to the right** of the object name.


How to...

Add / remove mode: Click and drag to add or remove files from the current selection. This is the default mode when the **cursor is to the left** of the object name.

Scan search:

How to...

Use the Scan method to Search a folder and all its subfolders.

Browse to the folder or folders in the Tree View you want to search and click the scan button  to the

left of the folder name.

Any matching files they contain will be displayed in the Content View. Only files in the selected folders will be shown in the Content View, matching files in subfolders will not be shown.

How to...

Finder Window

Clearing the search results:

Using the Mouse:

How to...

Click the **Reset** button

How to...

How to...

Right click the selection and choose the **<Reset>** command from the **context menu**.

How to...

Click **both mouse buttons** simultaneously.

Using the Keyboard:

How to...

From the Search menu choose - **<Reset>**

How to...

or Press the **Esc** key.

How to...

Finder Window

Unzipping (extracting) files:

Using the Mouse - Simple:

How to...

Click the Unzip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First, select the Zip file you want to Unzip.

How to...

Drop the selection on the Unzip Wizard button

How to...

The Unzip Wizard will then popup to guide you.

This will allow you to:

- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a folder

How to...

in a Computer Window.

The Unzip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and select **<Unzip>** from the **context menu**.
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **<Unzip Wizard>**
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

You can extract all or just a portion of the contents of a Zip file

How to...

as you require.

Note: When you Unzip (extract) files from a Zip file, the original compressed copy remains in the Zip file. If you want to remove a file from a Zip file you must delete it.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **unzipped** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Finder Window

Zipping files:

Using the Mouse - Simple:

How to...

Click the Zip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First select the files/folders you want to Zip (in either the Tree or Content view).

How to...

Drop the selection on the Zip Wizard button

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drag with the right mouse button and drop on a folder

How to...

- then select Zip from the context menu.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Shift + Drag the selection and drop on a folder

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a Zip file

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and choose **<Zip>** from the **context menu**.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **<Zip Wizard>**

The Zip Wizard will then popup to guide you.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

You can add new files, or update, or replace existing files within a Zip file

How to...

Note: When you add files to a Zip file the original files remain in their folders.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **zipped** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-
-

How to...

Finder Window

Copying files:

Using the Mouse:

How to...

First select the files/folders you want to copy.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select "copy" from the context menu.

How to...

Drop the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **copied** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Finder Window

Moving files:

Using the Mouse:

How to...

First select the files/folders you want to move.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select "move" from the context menu.

How to...

Ctrl + Drop the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **moved** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Finder Window

Deleting files:

Using the Mouse:

How to...

First select the files/folders you want to delete.

How to...

Drop the selection on (or click) the trash button

How to...

How to...

Right click the selection and choose **<delete>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<delete>**.

How to...

or Press the delete key.

Note: When you delete files, data in the deleted files is not recoverable.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **deleted**.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Finder Window

Renaming files / folders:

Using the Mouse:

How to...

First select the files you want to rename.

How to...

Right click the selection and choose the **<rename>** command from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<rename>**

How to...

Finder Window

Launching files:

Using the Mouse:

How to...

Double click the file you want to launch.

Using the Keyboard:

How to...

Move the cursor to the file you want to open and press the < Enter > key.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging. If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on the target object.

How to...

- The selection will be **executed** by the target application.

How to...

- Drop **not allowed**.

How to...

Finder Window

Navigating:

How to...

All the files found are displayed in the Content View.
Each files home folder is displayed in the details to its right.

Using the Mouse:

How to...

Use the scroll bars at the right and bottom Window.

To switch views:

How to...

Use these buttons to switch between Content view, Split view and Tree view respectively.
(Content view is the default view).

Using the Keyboard:

How to...

Use the cursor keys to scroll the windows contents.

How to...

Finder Window

Selecting:

Note: When selecting folders, highlighting a folder implicitly selects all its subfolders.

Using the Mouse:

How to...

There are two main modes for selecting files.

How to...

New selection mode: Click and drag to create a selection, any files previously selected will be deselected. This is the default mode when the **cursor is to the right** of the object name.

How to...

Add / remove mode: Click and drag to add or remove files from the current selection. This is the default mode when the **cursor is to the left** of the object name.

How to...

Use can use the left or right button to select files.

- If you use the right button to select files a context menu will appear when you complete the selection.

How to...

To **switch between modes:**

- press and hold the Ctrl key.
- then Click a mouse button (and drag).

How to...

To **add a block** of files from the last selection point: **(in either mode)**

- press and hold the Shift key.
- then Click a mouse button and drag.

Using the Keyboard:

How to...

Press and hold the SHIFT key while scrolling to select/deselect a group of files/folders.

How to...

Or press the SPACE BAR to select/deselect individual files/folders.

To clear any existing selections you may click both mouse buttons simultaneously or press the Esc key.

How to...

Finder Window

Sorting:

Using the Mouse:

How to...

Click the **sort buttons** at the bottom of the window.

How to...

- Subsequent clicks on the same button will reverse the sort order.
 - Three nested subkeys are supported. (i.e. sort by type then name then date etc.) In reverse order of selection.
-

How to...

Finder Window

Closing:

Using the Mouse:

How to...

Click the close button on the toolbar

How to...

Using the Keyboard:

How to...

Press Alt + F4 to close the active window.

How to...

Finder Window

Locating a files home folder:

How to...

First select the file you want to locate in the Content View.

How to...

Right click the file and select **<Show folder in tree>** from the **context menu**.

How to...

Finder Window

How to...

How to...

How to...



How to...

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How to...

Docked Zip List

Introduction:

How to...

The Dock Zip List is a special window that sticks to the right side of the Navigator window to provide quick access to your Zip files.

How to...

The Docked Zip List overlays any other windows in the Navigator but you can show or hide the Docked window as required using the menu or toolbar.

How to...

You can edit the contents of the Zip List as required using the Tree View in the Docked Window the same way as you use a Finder Window. The Zip List can also be cleared or rebuilt using the menu or toolbar.

How to...

Docked Zip List

Unzipping:

Using the Mouse - Simple:

How to...

Click the Unzip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First, select the file from the Zip List you want to Unzip.

How to...

Drop the selection on the Unzip Wizard button

How to...

The Unzip Wizard will then popup to guide you.

This will allow you to:

- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a folder

How to...

in a Computer Window.

The Unzip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and select **< Unzip >** from the context menu.
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **< Unzip Wizard >**
The Unzip Wizard will then popup to guide you.

This will allow you to:

- select from a list which Zip file you wish to Unzip.
- select all or a portion of the contents to extract.
- select a destination folder manually.
- review the Unzip summary before unzipping.

How to...

You can extract all or just a portion of the contents of a Zip file as you require.

Note: When you Unzip (extract) files from a Zip file, the original compressed copy remains in the Zip file. If you want to remove a file from a Zip file you must delete it.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging the cursor will change depending on what you can operation will be performed if you drop.

How to...

- The selection will be **unzipped** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-

How to...

Docked Zip List

Adding to a Zip file:

Using the Mouse - Simple:

How to...

Click the Zip Wizard button

How to...

and follow the Wizards instructions.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Mouse - Advanced:

How to...

First select the files/folders you want to Zip (in a Computer Window or Finder Window).

How to...

Drop the selection on the Zip Wizard button

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drag with the right mouse button and drop on a folder

How to...

- then select **<Zip>** from the **context menu**.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Shift + Drag the selection and drop on a folder

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

or Drop the selection on a Zip file

How to...

The Zip Wizard will then popup to guide you.

This will allow you to:

- review the Unzip summary before unzipping.

How to...

or Right click the selection and choose **<Zip>** from the **context menu**.

The Zip Wizard will then popup to guide you.

This will allow you to:

- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

Using the Keyboard:

How to...

From the File menu choose - **<Zip Wizard>**

The Zip Wizard will then popup to guide you.

This will allow you to:

- select which of your files or folders you wish to Zip.
- select a name for your Zip file or select an existing Zip file.
- review the Unzip summary before unzipping.

How to...

You can add new files, or update, or replace existing files within a Zip file.

Note: When you add files to a Zip file the original files remain in their folders.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on what you can operation will be performed if you drop.

How to...

- The selection will be **zipped** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-

How to...

Docked Zip List

Copying Zip files:

Using the Mouse:

How to...

First select the Zip files you want to copy.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select **<copy>** from the **context menu**.

How to...

or **Ctrl+Drop** the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.

How to...

- The selection will be **copied** to the target.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Docked Zip List

Moving Zip files:

Using the Mouse:

How to...

First select the Zip files you want to move.

How to...

Drag with the right mouse button and drop on a folder

How to...

- then select **<move>** from the **context menu**.

How to...

Shift+Drop the selection on a folder

How to...

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.

How to...

- The selection will be **moved** to the target location.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.

How to...

Docked Zip List

Deleting Zip files:

Using the Mouse:

How to...

First select the Zip files you want to delete.

How to...

Drop the selection on (or click) the **trash button**

How to...

How to...

or Right click the selection and choose **<delete>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<delete>**

How to...

or Press the **delete key**.

Note: When you delete files, data in the deleted files is not recoverable.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.

How to...

- The selection will be **deleted**.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-

How to...

Docked Zip List

Renaming Zip files:

Using the Mouse:

How to...

First select the Zip files you want to rename.

How to...

Right click the selection and choose **<Rename>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<Rename>**.

How to...

Docked Zip List

Opening Zip files:

Using the Mouse:

How to...

Double click the Zip file you want to open.

Using the Keyboard:

How to...

Move the cursor to the file you want to open and **press** the **<Enter>** key.

How to...

Docked Zip List

Navigating:

How to...

All the Zip files found are displayed in the Zip List.
(*Each Zip files home folder is displayed in the details to its right.*)

Using the Mouse:

How to...

Use the scroll bars at the right and bottom of the Window.

To switch views:

How to...

Use the **View selection tool** on the header to switch between the Tree and Content views.

How to...

Use the **menu tool** on the header to access the Zip List menu.

- Select Tree View to display the Zip List tree.
- Select Files View to display the Zip List.
- Select Split View to display the Zip List and tree simultaneously.

Using the Keyboard:

How to...

Use the cursor keys to scroll the windows contents.

How to...

Docked Zip List

Selecting:

Using the Mouse:

How to...

There are two main modes for selecting files.

How to...

New selection mode: Click and drag to create a selection, any files previously selected will be deselected. This is the default mode when the **cursor is to the right** of the object name.

How to...

Add / remove mode: Click and drag to add or remove files from the current selection. This is the default mode when the **cursor is to the left** of the object name.

How to...

Use can use the left or right button to select files.

- If you use the right button to select files a context menu will appear when you complete the selection.

How to...

To **switch between modes:**

- press and hold the Ctrl key.
- then Click a mouse button (and drag).

How to...

To **add a block** of files from the last selection point: **(in either mode)**

- press and hold the Shift key.
- then Click a mouse button and drag.

Using the Keyboard:

How to...

Press and hold the SHIFT key while scrolling to select/deselect a group of files/folders.

How to...

Or press the SPACE BAR to select/deselect individual files/folders.

To clear any existing selections you may click both mouse buttons simultaneously or press the Esc key.

How to...

Docked Zip List

Sorting:

Using the Mouse:

How to...

Click the **sort buttons** at the bottom of the window.

How to...

- Subsequent clicks on the same button will reverse the sort order.
 - Three nested subkeys are supported. (i.e. sort by type then name then date etc.) In reverse order of selection.
-

How to...

Docked Zip List

Display / Hide the Docked Zip List:

Using the Mouse:

How to...

Click the Toggle Zip List button on the toolbar

How to...

How to...

From the Zip List menu select **<Hide Zip List>**.

Using the Keyboard:

How to...

From the main menu select **<Toggle Zip List>**.

How to...

Docked Zip List

How to...

You may find that it is simpler to perform this operation in a **Computer Window** when it is displaying the Zip List folder. However the procedure below applies to both the Computer Window and the Docked Zip List.

Locating a Zip files home folder:

How to...

First select the file you want to locate in the Zip List.

How to...

Right click the file and select <Show folder in tree> from the **context menu**.

- The home folder for the file will be **highlighted in the Tree View**.

How to...

Docked Zip List

Accessing the Zip List toolbar:

How to...

Click the "Zips" tool in header to **display or hide** the Zip List toolbar.

How to...

Use the **Scan tool** to rescan your local drives for folders that contain Zip files.

How to...

Use the **Clear tool** to reset the Zip List.

How to...

Docked Zip List

Accessing the Zip List menu:

How to...

Click the Zip List **menu button** in the header to display the Zip List control menu.

How to...

Docked Zip List

Switching views:

How to...

Use the **toggle tool** on the header to switch between the Tree and Content views.

How to...

Docked Zip List

Resizing the Docked List:

↔ Click and drag in the **margin on the left side** of the Docked window to resize the window.

How to...

Docked Zip List

How to...

How to...

How to...



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How to...

Zip Pro Navigator

How to...

How to...

General



The Navigator has several views you can use to manipulate the contents of your computer and your Zip files.

How to...

The **Zip** and **Unzip** Wizards are fully integrated into the Navigator. The Wizard system is fully context sensitive and provides you the assistance you need to complete the specific Zip and Unzip operations you are performing.

How to...

The **Zip Window** gives you access to the files packaged within your Zip files.

How to...

The **Computer Window** shows the contents of your drives in a similar manner to Explorer. Unlike Explorer it has intrinsic support for Zip files. This allows you to drag and drop not only into an out of Zip files but also to create new Zip files by dropping a selection on a folder.

How to...

The **Finder Window** allows you find and manipulate groups of files across folders, drives or network. You simply click and drag to find the files your looking for.

How to...

The **Docked Zip List** makes all your Zip files instantly accessible. This special window sticks to the right side of your Zip Wizard window and overlays all other views. This way, adding to any Zip file is a quick drag and drop. (The Zip List is also available in a normal Computer Window.)

How to...

Zip Window

How to...

How to...

How to...



How to...

Use the Zip Window to view and manipulate the contents of Zip files.

You can:

Unzip, Delete, and Launch files using this view.

Zip files contain compressed* copies of one or more files merged into a single file. The Zip Window allows you to view the details of all the files contained within a Zip file. (You may open more than one Zip Window at a time).

How to...

Drop files or folders from other windows to add them to the Zip file associated with the Zip Window.

How to...

Drag files from this window to unzip them in specific folders on your computer.

How to...

Double click files to Launch them. (decompressed copies will be placed in your Unzip Home Folder)

(Win95 Note: This version of Zip Wizard Pro is not OLE enabled and therefore will be unable to launch many documents that are possible with the explorer).

** Files in a Zip file need not necessarily be compressed.*

> [Click here to see a sample Zip Window](#) <

How to...

Computer Window

How to...

How to...

How to...



How to...

Use the Computer Window to view and manipulate the contents of folders on your computer.

You can:

Zip, Unzip, Copy, Move, Delete, and Launch files using this view.


This is a split view which provides a tree style view in the left pane and a content view in the right pane. The default view is the Content View. ([Click here](#) for information on switching views.)

Content View:

The Content View shows the contents of **one** folder at a time. Double click folder entries to view their contents or click the Parent button to see the parent folders contents. You may sort the Content View using the tool at the bottom. Double click files to Launch them. See the Finder Window if you want to view a specific group of files from one or more folders simultaneously.

(Win95 Note: This version of Zip Wizard Pro is not OLE enabled and therefore will be unable to launch many documents that are possible with the explorer).

Tree View:

The Tree View shows a hierarchical representation of the folders on your computer. The tree view is expandable using the  arrows which appear to the left of the folder name. Most folders are ordinary directories on your computer, others are special objects that have unique properties all there own. The Zip List folder

How to...

appears as a subfolder of your computer object. The contents of the cursored folder are shown in the content view on the right.

> [Click here to see a sample Computer Window](#) <

How to...

Finder Window

How to...

How to...

How to...



How to...

Use the **Finder Window** to find or view groups of files from one or more folders at once.

You can:

Zip, Unzip, Copy, Move, Delete, and Launch files using this view. The operation will only act upon the currently defined subset.

This is a split view which provides a tree style view in the left pane and a finder view in the right pane. The default view is the Split View. ([Click here](#) for information on switching views.)

Finder View:

The Finder View shows the contents of **one or more** folders at a time. Clicking folders in the **tree view** will show **matching** files in the Finder View. You may sort the Finder View using the tool at the bottom. Double click files to Launch them. You may drag files from the Finder View to any normal folder on your computer.

(Win95 Note: This version of Zip Wizard Pro is not OLE enabled and therefore will be unable to launch many documents that are possible with the explorer).

Tree View:

The Tree View shows a hierarchical representation of the folders on your computer. The tree

How to...

view is expandable using the arrows which appear to the left of the folder name. Most folders are ordinary directories on your computer, others are special objects that have unique properties all there own.

> [Click here to see a sample Finder Window](#) <

How to...

Docked Zip List

How to...

How to...

How to...



How to...

Use the Docked Zip List Window to quickly access the Zip files on your computer or network.

You can:

Zip, Unzip, Copy, Move, Delete, and Open files using this view.

The **Docked Zip List** Window sticks to the right side of the Navigator window and **overlays all other Navigator windows**. You can hide or show it using the [Zip List](#) button on the toolbar.

The Zip List is a **special object** that contains **pointers to Zip files** on your computer or network. Although it appears as a folder, it does not exist on a drive and only has pointers to the actual files in their folders. However you may manipulate these files just as you would in a Finder Window. (The Docked Zip List is actually a special Finder Window that only finds ".zip" files).

This is a split view which provides a tree style view in the left pane and a Zip List view in the right pane. The **default view** is the Zip List View. ([Click here](#) for information on switching views.)

Zip List View:

The Zip List View shows the contents of **one or more** folders at a time. You can add and remove folders from the Zip List, thereby showing or hiding the Zip files that they contain. You cannot exclude or add individual Zip files from a specific folder.


Double click Zip files to view their contents.
You may sort the Zip List View using the tool at the bottom.

Tree View:

Use the Tree View to **edit the contents** of the Zip List View. The Tree View shows a hierarchical representation of the folders on your computer.

How to...

The tree view is **expandable** using the arrows which appear to the left of the folder name.

Use the **scan buttons**  to the left of the folder name to selectively **scan subfolders** for Zip files and automatically add them to the Zip List. The only way that the Zip List tree view differs from a Finder tree view is that you must explicitly clear the list to remove all its entries. (i.e. clicking to the right of the folder name does not clear the list, it adds or removes the folders just like clicking to the left of the folder name.)

> [Click here to see a sample Docked Zip List](#) <

Click this button to close the window.

Click this button to exit Zip Wizard.



Zip Wizard



Step 1: Selecting the files to Zip.

- Browse to the folder that contains the files or folders that you want to Zip.
- Then click and drag to select the files to Zip (or enter a wildcard specification).

Then click "Next >>" to continue to "Naming your Zip file".



Step 2: Naming your Zip file.

- Enter a name for your Zip file.
(Click *browse* to select a different folder or if you want to add to an existing Zip file.)

Then click "Next >>" to continue to the "Summary".



Step 3: Summary.

- Modify any options that you require.

Then click "Zip" to start the operation.

How to...

Unzip Wizard

How to...

Step 1: Selecting the Archive (Zip) file.

- Click on the Zip file you want to work with.

Then click "Next >>" to to "Select the files to Unzip (extract)".

How to...

Step 2: Selecting the files to Unzip.

- Enter a filename or wildcard to select the file(s) you want to Unzip.
(*Click browse to see what files are available.*)

Then click "Next >>" to "Select a destination folder".

How to...

Step 3: Select a destination folder.

- Enter the destination folder were you want to put the extracted files.
(*Note: Folders will be created as required. - Click browse to see available folders.*)

Then click "Next >>" to see the "Summary".



Step 4: Summary.

- Modify any options that you require.

Then click "UnZip" to start Unzipping your selection.

How to...

Zip Wizard (File selection)

How to...

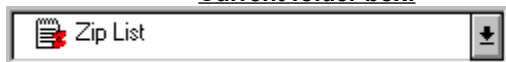
[Browse](#) to the folder that contains the files or folders that you want to Zip. Click and drag to select the files to Zip (or enter a wildcard specification).

Click "Next >>" to continue to "Naming your Zip file".

Detail:

How to...

Current folder box:



Displays name of the current folder.

Note: Click on this box to quickly move to other folders.

How to...

Previous folder button:



Click this button to move to the parent folder.

How to...

Folder content box:

Displays the current folders contents.

- Click and drag to select folders and files to be zipped.
- Double click folders to view their contents.

Note: Selection will appear in the "Files>" box.

How to...

"Files>" box:

Displays the files selected for zipping.

*Note: you may manually enter a file specification for files to be zipped (i.e. *.doc)*

How to...

Zip Wizard (Naming your Zip file)

How to...

Enter a name for your Zip file.
(Click browse to select a different folder or if you want to add to an existing Zip file.)

Click "Next >>" to continue to the "Summary".

Detail:

How to...

Zip Name:

Enter the name for your Zip file here.

Click [browse](#) button to change target folder or select an existing Zip file.

Note: You do not need to add the ".zip" extension.

How to...

Target folder:

Displays the current Zip target folder.

Click the [Browse](#) button to select a different target folder or to select an existing Zip file.

Note: The default "my_zips" folder can be changed in the options "Zip Folders" panel.

How to...

Zip Wizard (Name browse)

How to...

Select the target folder for your Zip file.

- Click an existing Zip file to select it.
- Manually enter a name in the "Zip Name >" box.

Click "Next >>" to continue.

Detail:

How to...

Current folder box:

How to...

Displays name of the current folder.

Note: Click on this box to quickly move to other folders.

How to...

Previous folder button:

How to...

Click this button to move to the parent folder.

How to...

New folder button:

How to...

Click this button to create a new subfolder.

How to...

Folder contents listbox:

Displays current folders contents.

1. Click and drag to select folders and files to be zipped.
2. Double click folders to view their contents.

Note: Selection will appear in the "Zip Name>" box.

How to...

"Zip Name>" box:

Displays the name to be used for your Zip file.

How to...

Zip Wizard (Summary)

How to...


- Modify any options that you require.
- Click "Zip" to start the operation.

Detail:

(Command / Summary section)

How to...

Command box:

Add files to Zip (replace matching files in Zip)  Select Zip command


Select the operation you wish to perform on the Zip file.

- Add mode replaces matching files or adds new files.
- Update mode adds new files and replaces changed files.
- Freshen mode only replaces changed files.

Note: To overwrite an existing Zip file select the "Clear Zip" option.

How to...


Files box:

illustrn1.bmp, illustrn2.bmp, illustrn3.bmp, illustrn4.bmp  Zip these files

Displays the files that will be zipped. (*read only*)

How to...

Target Zip box:

c:\my_zips\bitmaps.zip  Target Zip file

Displays the target Zip file name. (*read only*)

(Password section)

How to...

Encrypt button:



Allows you to password protect your Zip file.

How to...

More options:

Allows changes to advanced features.

How to...

Unzip Wizard (Zip selection)

How to...

Click on the Zip file you want to work with.
Click "Next >>" to to select which files to Extract.

Detail:

How to...

Current folder box:

How to...

Click on this to quickly move to other folders.

How to...

Previous folder button:

How to...

Click this button to move to the parent folder.

How to...

Folder contents:

Click and drag to select folders and files to be zipped. Double click folders to view their contents.

Note: Selection will appear in the "Zip Name" box.

How to...

"Zip Name>" box:

Displays the Zip file you want to work with.

How to...

Unzip Wizard (File selection)

How to...

Enter a filename or wildcard to select the file(s) you want to Extract.
(Click browse to see what files are available.)

Click "Next >>" to select the destination folder.

Detail:

How to...

Files to Unzip:

Displays the Specification of files to Unzip. The default is always All Files, which is the same as entering *.*

Wildcard selections are used to select groups of files. (Use * to match any subsequent characters. Use ? to match a particular character at the current position.)

Example:

MYFIL*.DO?

will match MYFILE.DOC, MYFILES.DO2 etc.

Note: Click the [Browse](#) button to see the Zip files contents.

How to...

Unzip Wizard (browse - selection)

How to...

Click and drag to select the files you wish to Unzip.

Click "Next >>" to select the destination folder.

Detail:

How to...

Zip content list:

Displays the files contained in the Zip file.

How to...

"Unzip >" box:

Displays the specification of the files to be Unzipped.

Note: You may manually enter a file specification with wildcards..
(**wild cards may contain '*' or '?'**)

How to...

Unzip Wizard (Destination)

How to...

Enter the destination folder where you want to put the extracted files.

Click "Next >>" to see the operation summary.

Detail:

How to...

Destination box:

Displays the folder where extracted files will be placed.

- Folders will be created as required.
- Click browse to see available folders.

Note: Enter a folder path or click the [Browse](#) button to browse for an existing folder.

How to...

Unzip Wizard (Browse destination)

How to...

[Browse](#) to the folder you want to Unzip files to.

Click "Next >>" to see the operation summary.

Detail:

How to...

Current folder box:

How to...

Displays name of the current folder.

Note: Click on this box to move to quickly move to other folders.

How to...

Previous folder button:

How to...

Click this button to move to the parent folder.

How to...

New folder button:

How to...

Click this button to create a new subfolder.

How to...

Folder contents listbox:

Displays current folders contents.

How to...

Unzip Wizard (Summary)

How to...

Change any options that you desire.

Click "UnZip" to start Unzipping your selection.

Detail:

(Command / Summary section)

How to...

Command box:



Displays the type of Unzip operation to be performed.

Select the command mode you want to use

- Add mode replaces existing files or adds new files to the target folder.
- Update mode adds new files and replaces changed files in the target folder.
- Freshen mode only replaces changed files in the target folder.

How to...

Files selection box:



will be Unzipped. (read only)

Displays the files that

How to...

Target folder box:



Displays the target folder name. (read only)

(Options section)

How to...

Keep Tree button:



Extracts any folder information saved with the file.

How to...

Decrypt key button:

How to...

Defines the password used **when needed** to decrypt files during UnZip.

How to...

Advanced options:

Allows changes to advanced features.

Separator Zip Wiz / Zip Pro

How to...

IntelliZIP^(TM) *Exclusive to Zip Wizard*

How to...

IntelliZIP makes Zipping an intuitive visual operation where what gets Zipped reflects what was selected **just like a copy or move operation**. **IntelliZIP** makes your computer do the work for you, which is what computers are designed to do in the first place.

How to...

Synapttek created **IntelliZIP** to simplify the Zip operation. IntelliZIP means you don't need to worry about confusing options (no more recurse, keep folders etc.) and if you don't know what were talking about, thats Ok, because with **Zip Wizard(tm)** you don't have to.

How to...

Advanced users can still enter an old style selection string and modify Zip options as desired.

How to...

Zip Wizard Overview

How to...

Zip files are files on your computer that contain one or more compressed* files and folders.

Each Zip file can contain many files and folders, and you may: add, extract, remove (etc.) these files using **Zip Wizard**. Think of Zip files as shipping boxes that you pack with files, for storage or to ship elsewhere. You will find many packages distributed on the internet in this manner.

Zip Wizard is a series of panels which lead you through the process of creating a Zip file or updating an existing one.

How to...

Using technology, Zip Wizard automates the process as much as possible. We have done away with confusing options. You select the files and folders that you want to Zip, and Zip Wizard takes care of the rest just like a copy or move operation. ([click here for detailed instructions](#))

Zippping is a simple [three step process](#).

How to...

1. Select the files you want to Zip.

How to...

2. Give a name to your Zip file.

How to...

3. Tell Zip Wizard to create or update the Zip file.

You may create a Zip file in any normal folder on your computer. Zip Wizard has facilities to help you to **organize your Zip files** on your computer.

The Zip **Home folder** is the default location where your Zip files will be placed. (You may change the location and name of your Home folder by using the options panel). You can put your Zip files directly in the Home folder. However, creating subfolders in the Home folder which are specific to your project or operation. (e.g. "Backups" , "My Documents" or "Mail Archive"), will help to further organize your work environment.

Once you have created a Zip file you may add to, **update, freshen or delete** the files it contains. Also, note that you can move your Zip files to any folder on your computer or **send them** to others electronically or on diskettes.

For **privacy** you can **encrypt** your Zipped files with a password, so that only you or people you

are sending the information to are the only ones that can extract the information from the Zip file.

If you have **large** amounts of information you want to send by diskette, Zip Wizard allows you to create Zip files that **span across diskettes**. This allows you to send unlimited quantities of data in a highly compressed, secure manner as required.

**Note: Files in a Zip archive need not be compressed.*

How to...

Unzip Wizard Overview

How to...

Zip files are files on your computer that contain one or more compressed* files and folders.

Each Zip file can contain **many** files and folders, and you may: add, extract, remove (etc.) these files using **Zip Wizard**. Think of Zip files as shipping boxes that you pack with files, for storage or to ship elsewhere. You will find many packages distributed on the internet in this manner.

Unzip Wizard is a series of dialogs which lead you through the process of extracting files from your Zip files. Unzip Wizard attempts to automate the process as much as possible. ([click here for detailed instructions](#))

Unzipping is a simple [four step process](#).

How to...

1. Select the Zip files which contains the files you want.

How to...

2. Selecting which files you want to extract.

How to...

3. Selecting where you want to put these files.

How to...

4. Tell Unzip Wizard to extract the files.

You may extract files to any normal folder on your computer. **Unzip Wizard** has facilities to help you to organize the files that you Unzip.

The **UnZipped Home folder** is the default location where your extracted files will be placed. (You may change the location and name of your Home folder by using the options panel). By default Unzip Wizard **creates a subfolder in the Home folder** with the same name as the Zip file that you are Unzipping, and this is where it puts the extracted files.

When you are extracting files you may optionally **update or freshen** existing files that may exist in the destination folder.

**Note: Files in a Zip archive need not be compressed.*

How to...

Options

General options

How to...

Show welcome panel on startup.

- When selected, the Zip Wizard panel will be displayed when Zip Wizard pro is started.

How to...

Save workspace on exit.

- When selected, your work environment will be saved each time you exit Zip Wizard Pro.
 - This includes Window positions and all options.
-
-

How to...

Options

Zip options

How to...

Current operation:

- **Add mode replaces** existing files or adds new files.
- **Update mode adds** new files and **replaces** changed files.
- **Freshen mode** only **replaces** changed files.
- To **overwrite** an existing Zip file select the "**Clear Zip**" option.

How to...

Compression:

There are 5 levels of compression to choose from - none to Maximum.
The higher the compression required the longer it takes.

How to...

Beep when done:

Zip Wizard Pro will beep when it completes a Zip operation.

How to...

Keep tree structure:

- Stores path information with each file Zipped.

How to...

Look in subfolders:

- Scans subfolders to match files to be Zipped.

How to...

Include folder entries:

- Includes separate entries for folders.

How to...

Convert LF to CRLF:

- Use to convert UNIX style files to DOS.

How to...

Zip Date:

- Defines how the date on the Zip file is set.

How to...

Confirm diskette erase:

- Prompts before erasing diskettes, when you have clicked ERASE DISK during Zipping.
-

How to...

Options

Unzip options

How to...

Current operation:

- Add mode **replaces** existing files or **adds new files** to the target folder.
- Update mode **adds new files** and **replaces changed files** in the target folder.
- Freshen mode only **replaces changed files** in the target folder.

How to...

Beep when done:

Zip Wizard Pro will beep when it completes an Unzip operation.

How to...

Rebuild tree structure:

- Restores any path information saved in the Zip file.

How to...

Look in subfolders:

- Scans subfolders to match files to be Unzipped.

How to...

Convert LF to CRLF:

- Use to convert UNIX style files to DOS.
-

How to...

Options

Zip folders

How to...

Home Zip Folder:

- Defines where your Zip files are placed by default.
-
-

How to...

Options

Unzip folders

How to...

Home Unzip Folder:

- Defines the default folder to which Zip files are extracted.
-
-

How to...

Options

Confirmations

How to...

File replace:

- Prompts you whenever a file will be replaced during a copy or move operation.

How to...

Modifying system files:

- Prompts you whenever a System Read-only or Hidden file will be effected by an operation.
-
-

How to...

Options

Encryption

How to...

Password:

- Defines the password to be used when Zipping files.

How to...

Password:

- Select this to encrypt files when Zipping.
-
-

How to...

Options

[General options](#)

[Zip options](#)

[Unzip options](#)

[Zip folders](#)

[Unzip folders](#)

[Confirmations](#)

[Encryption](#)

How to...

Browsing

Finding files or folders:

How to...

Click the **Parent folder** button

How to...

to view the contents of the parent of the current folder.

How to...

Double click folders

How to...

to view their contents.

How to...

Folder box:

How to...

How to...

Click the folder box to quickly **go to other drives** or another point in the **current path**.

How to...

Opening Zip files

Viewing your Zip files:

How to...

The Zip List is the default folder displayed.

How to...

Select the file from the Zip List or **browse** to locate the file.

- Click <Ok> to open a [Zip Window](#) for the file.

Browsing:

How to...

Click the Parent folder button

How to...

to view the contents of the parent of the current folder.

How to...

Double click folders

How to...

to view their contents.

How to...

Folder box:

How to...

How to...

Click the folder box to quickly go to other drives or another point in the current path.

How to...

Trash

Deleting files or folders:

Using the Mouse:

How to...

First select the files/folders you want to delete.

How to...

Drop the selection on (or click) the **trash button**

How to...

How to...

or Right click the selection and choose **<Delete>** from the **context menu**.

Using the Keyboard:

How to...

From the File menu choose - **<Delete>**

How to...

or Press the **delete key**.

Note: When you delete files, data in the deleted files is not recoverable.

How to...

You can drag a file or selection pressing and holding the left or right mouse buttons while the cursor is positioned over the object. The cursor will look like a hand when you can pick up an object or selection for dragging.

If the object is not selected prior to dragging all other selections in the window will be cleared and the object being dragged will be selected individually.

While dragging, the cursor will change depending on the target object.

How to...

- The selection will be deleted.

How to...

- Drop **not allowed**.

How to...

- Right button drag cursor - **context menu** will appear when dropped to permit command selection.
-

Upgrade Policy

Minor version upgrades are FREE (e.g. version 2.0 to 2.1).

(shipping is extra - if required)

Major version upgrades are priced as follows:

One Version (e.g. version 2 to 3) - \$10.00

Two Version (e.g. version 2 to 4) - \$20.00

Three or more - full price

(shipping is extra - if required)

History

Zip Wizard Pro Version 2.0

Almost all aspects of Zip Pro have been recrafted in this version.

1. **Now object oriented with folder paradym.**
 - 1a. Improved click and drag operation.
 - 1b. Right button context menus.
 - 1c. Right button context drag and drop.
 - 1d. Improved drag bubble operation.
 - 1e. Win95 style dialogs.
2. **Wizard interface provides Zip and Unzip wizards to guide users through simple operations.**
 - 2a. My Zip folder target for Zip operation.
 - 2b. Unzipped folder target for Unzipping operations.
3. **Improved Zip List.**
 - 3a. Now a system level object
 - 3b. Gives users instant access to their Zip files.
 - 3c. Highly customizable.
4. **Zip Pro navigator interface provides expert users full file management capabilities.**
 - 4a. Computer view provides explorer style interface to all local and network drives.
 - 4b. Finder view allows powerful search and selection capabilities.
 - 4c. Docked Zip List view provides more convenient access to all Zip files.
 - 4d. Improved Zip view provides easier access and management of archives.

Zip Pro Version 1.0a

Additions: Help system now has information on Upgrades, Release Version License and History.

Modifications: Zip Pro no longer uses the ctl3d.dll library. Instead it now uses the static versions of this library to provide 3D dialog support.

Fixes: The installation was fixed so that when installing group items the CAPTION is set correctly.

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

Uninstalling Zip Pro

Window 3.1

How to...

Use the **Uninstall** icon in program manager to remove Zip Wizard Pro. This runs the self extracting distribution file. You may run the Self Extracting file manually to perform this operation.

Window 95 / NT

How to...

Use the **Uninstall** icon in program manager to remove Zip Wizard Pro32, or run Uninstall.exe in the Zip Wizard folder.

What you can do with Zip Wizard Pro

Use Zip Wizard Pro to create and manipulate your Zip Archive files. Zip Wizard Pro is fully compatible with PkZip v2.04g, providing: compression, decompression, encryption, multi-volume support, and a Drag & Drop interface for the Microsoft Windows environment. You do not require PkZip to use Zip Wizard Pro as all functions are built-in.

Zip Wizard Pro also incorporates the Zip Pro Navigator.



Zip Wizard Pro - Ordering

Call - Synaptek Direct:

(Toll free phone orders - anywhere in North America)

How to...

Credit Card Orders (Mastercard or Visa)

CALL 1-800-465-7047

[\(Credit card pricing information\)](#)

Mail or Fax orders:

How to...

[Payment by Credit Card \[U.S. orders \]](#)

How to...

[Payment by Credit Card \[Canadian orders \]](#)

How to...

[Payment by Credit Card \[International orders \]](#)

How to...

[Payment by Cheque \(U.S. orders \)](#)

How to...

[Payment by Cheque \(Canadian orders \)](#)

How to...

[Payment by Cheque \(International orders \)](#)

Site Licenses:

How to...

[Site License Pricing](#)

CompuServe registration service:

How to...

[Billed to your CompuServe account](#)

U.S. pricing:

Latest version of Zip Wizard Pro \$29.95 USD*

If required

Shipping & Handling \$5 per order

Canadian and International pricing:

Latest version of Zip Wizard Pro \$39.95 CDN

If required

Shipping & Handling \$5 per order

(*) These values are approximate - billing is at the \$39.95 Canadian rate in Canadian dollars and will be converted to your currency by your card holder on the date of purchase.

How to...

Compuserve Registration Service

Detailed instructions for WinCIM users:

1. Select Go from the Services menu, then enter SWREG.
2. Double click "Register Shareware" in the Shareware Registration box.
3. Read the Registration Agreement, then click Proceed.
5. Double click your Geographic Region.
6. Double click "Registration ID" in the Register Shareware box.
7. Enter one of the following ID's.

| <u>ID</u> | Product | Price |
|-----------|-------------|------------|
| 7793 | Single Copy | \$29.95USD |

8. Double click on "Display Selected Titles".
9. Double click on the appropriate entry.
10. Click on Description to see a description of Zip Wizard Pro.
11. Click the Register button to fill in your order information.
12. You will receive a email confirmation within one business day.

Detailed instructions for CSi users:

1. Select Go from the Access menu, then enter SWREG.
2. Double click "Register Shareware" in the Shareware Registration box.
3. Read the Registration Agreement, then click Proceed.
5. Double click your Geographic Region.
6. Double click "Registration ID" in the Register Shareware box.
7. Enter one of the following ID's.

| <u>ID</u> | Product | Price |
|-----------|-------------|------------|
| 7793 | Single Copy | \$29.95USD |

8. Double click on "Display Selected Titles".
 9. Double click on the appropriate entry.
 10. Click on Description to see a description of Zip Wizard Pro.
 11. Click the Register button to fill in your order information.
 12. You will receive a email confirmation within one business day.
-

How to...

Site Licenses

Canadian dollar pricing:

2 to 9 computers - \$30.95 each
10 to 24 computers - \$22.95 each
25 to 49 computers - \$18.95 each
50 to 99 computers - \$13.95 each
100 or more - \$ 9.95 each

Please contact Synaptek Direct for payment and delivery options.

Phone - (905) 276-8835

FAX - (905) 897-7622

EMail - (CIS) Synaptek@compuserve.com

(MSN) Synaptek@msn.com

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(Internet) Sales@zipwiz.com

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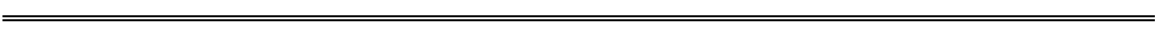
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