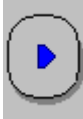
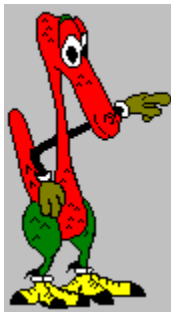




Tutorial



Please step through this 2 minute tutorial to get an overview of Zip Wizard Pro.



Instructions: "Click this control panel button in the right corner."

Notes:

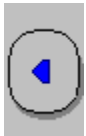
You can click on any text or graphic where the cursor changes to a hand.

Click on the Links indicated by a green underline to view related information.

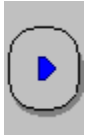
If it is a dashed underline the information will be presented as a popup window.

[QuickView Topics](#)

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Goto previous topic.



Goto next topic.



Exit Tutorial.

[Quick View](#)
[Tutorial Start](#)

This would take you to another topic if the underline was solid.

This is a popup window



Quick View



▶ **Zip Wizard related topics:**

- ▶ [What are Zip files](#)
- ▶ [What is Zip Wizard Pro\(tm\)](#)
- ▶ [IntelliZIP\(tm\)](#)
- ▶ [The Zip List](#)
- ▶ [Home Folders](#)
- ▶ [The Zip Wizard](#)
- ▶ [The Unzip Wizard](#)

▶ **Zip Pro Navigator related topics:**

[The Zip Window](#)

[The Computer Window](#)

[The Finder Window](#)

[The Zip List Window](#)

Navigating

Context Menus

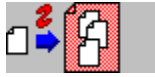
Selecting files

Drag & Drop

What are Zip files



What are Zip files and what can I do with them?



Zip files contain compressed copies of one or more files.



You can extract files from a Zip or you may add other files to a Zip.



Zip files are a good way of packaging multiple files for distribution.



You can split large Zip files across diskettes.

What is Zip Wizard Pro



There are two parts to Zip Wizard Pro !



The **Zip Wizard**(tm) portion assists you in adding and extracting files from your Zip files .




The **Zip Pro Navigator**(tm) provides expert users Drag & Drop Zip management tools.




New Technology



 Makes using Zip Wizard an intuitive visual operation.

 No more complex options.

 True WYSIWYG* operation on Zip files.

*what you see is what you get.





Improved Tools



The Zip List: *(We invented it. Now we have made it better!)*

The Zip List is designed to give you instant access to all your Zip files without having to navigate to there home folder.

-  The Zip List is a special folder that shows you all your Zip files no matter where they are.
 -  You can have the Zip List show any set of Zip files on your computer.
-
-



New Ease of Use 



Home folders:

Home folders are an organizational tool. They make it easier to keep track of your zip files and the files that you extract from Zip files.



New Zip files will be placed in the "My_Zips" home folder.



UnZipped files will go into a new folder in the "UnZipped" folder.



Wizard Overview



 Zip Wizard has 2 buttons to guide you.



You [add files](#) to a new or existing Zip file by clicking this **Zip Wizard** button.



You [extract files](#) from within a Zip file by clicking this **Unzip Wizard** button.

(Note: These buttons are found in Zip Wizard and in Zip Pro Navigator.)



Zip Wizard Overview



 Adding files to a Zip file is a simple three step operation.



Step 1: You select the files to Zip.



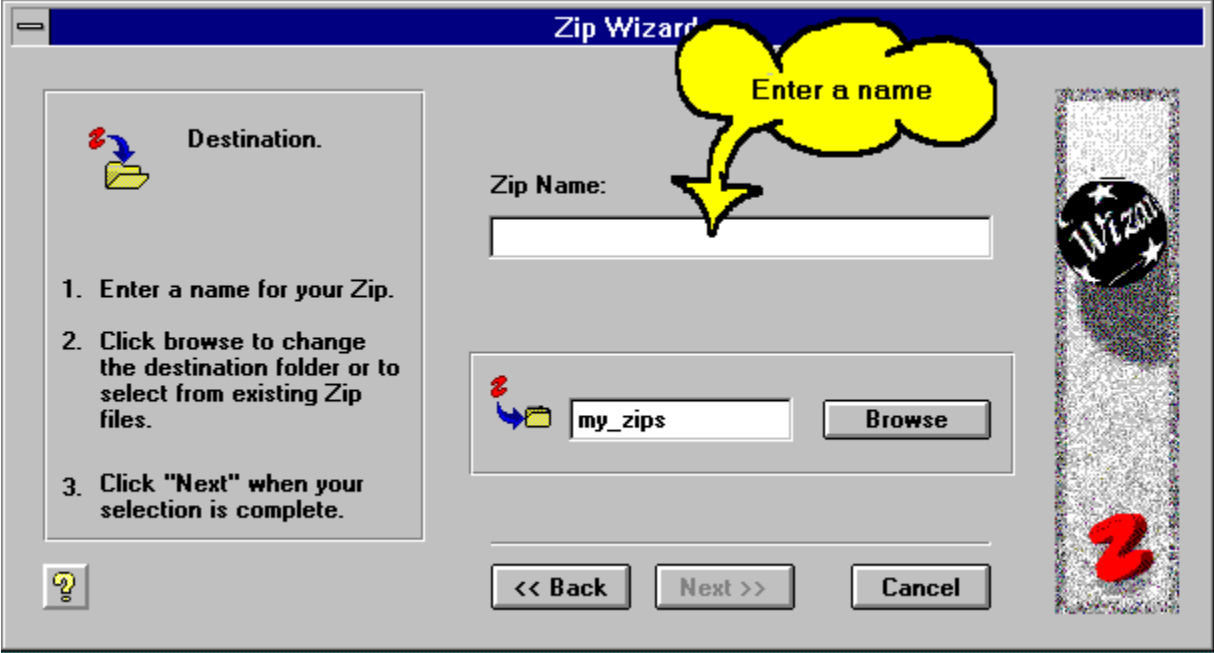
Step 2: Give a name to your Zip File.

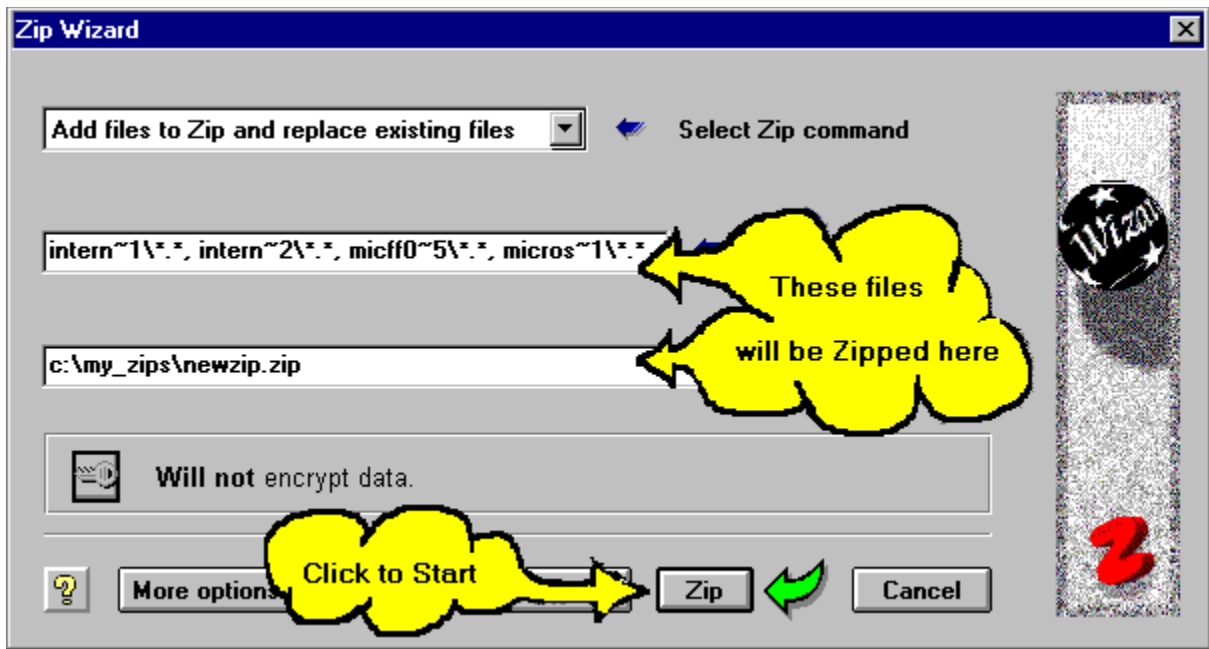


Step 3: Review and then Zip it.

(Note: Instructions for each step are on the left side of the Wizard panel.)










Unzip Wizard Overview



 Extracting files from a Zip file is just four steps.

 **Step 1:** Select the Zip file.

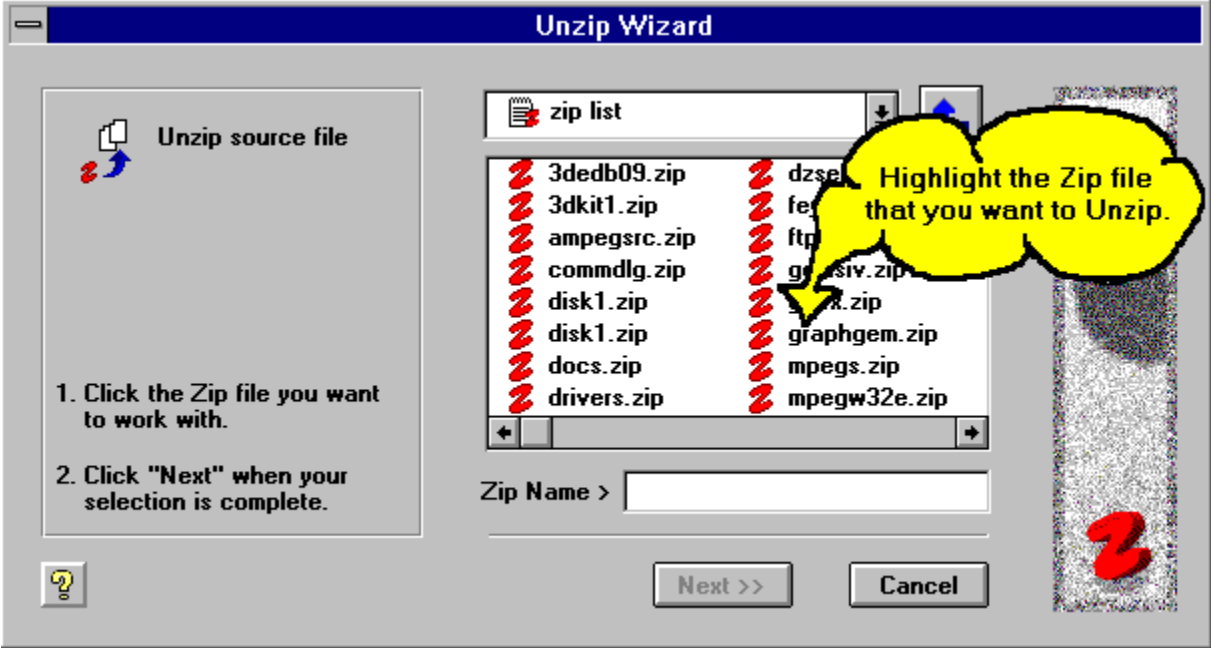
 **Step 2:** Select the files within it to extract.

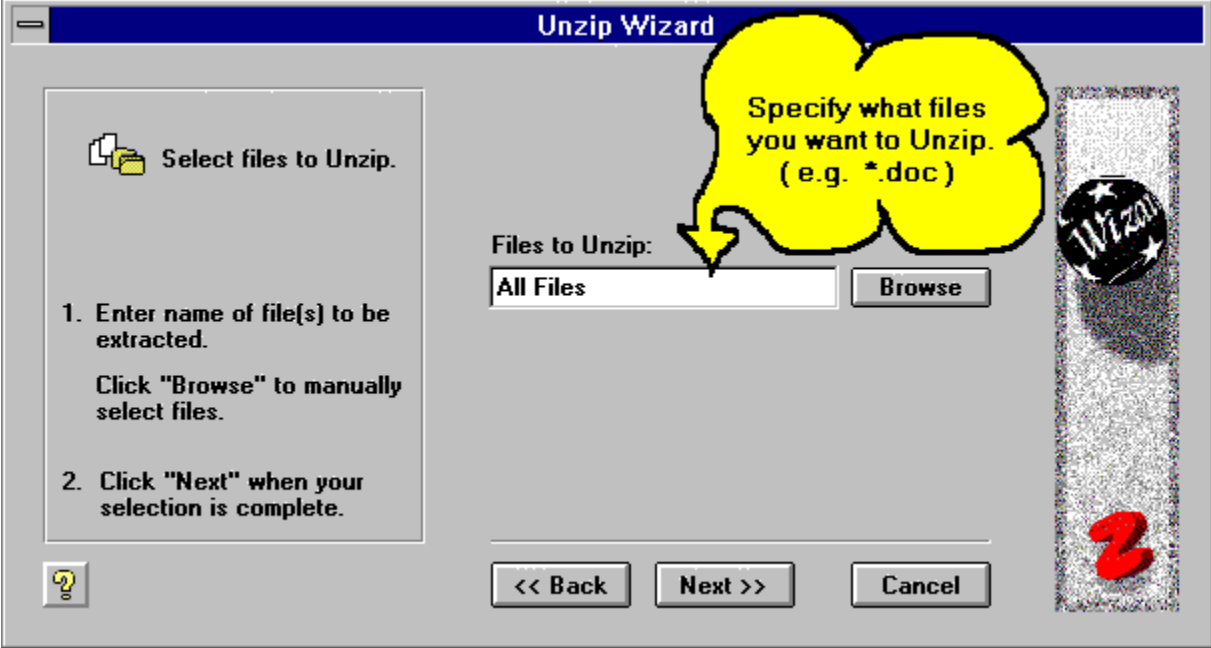
 **Step 3:** Choose the destination folder.



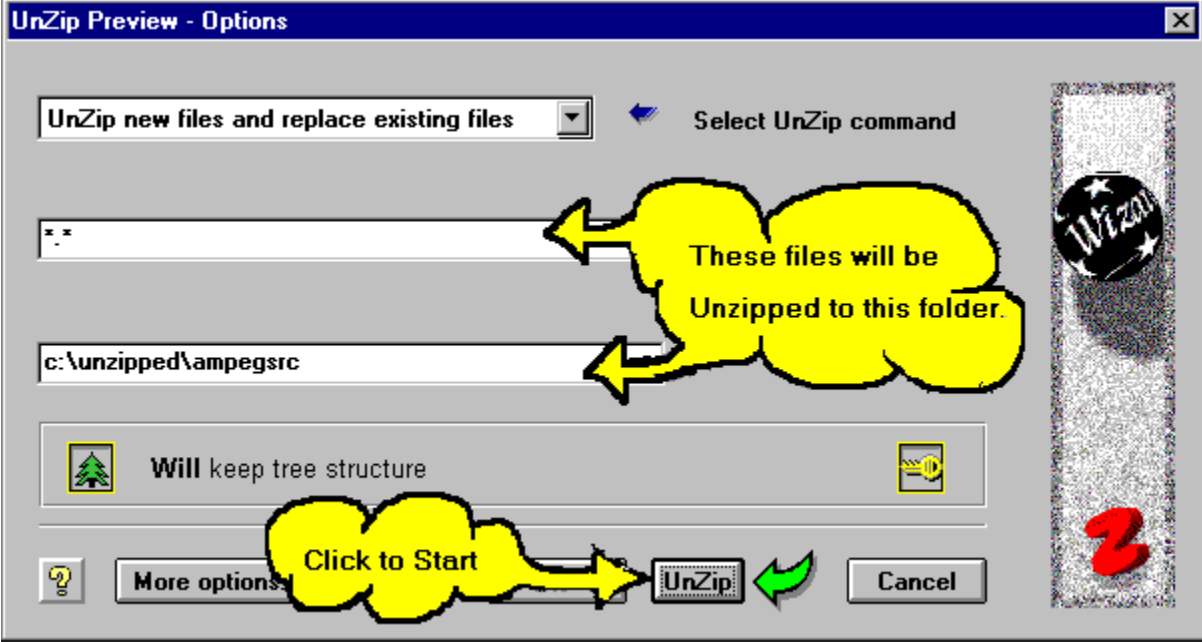
Step 4: Review and then Unzip them.

(Note: Instructions for each step are on the left side of the Wizard panel.)










Wizard Recap ▶



So remember, just click on these buttons ▶
▶ and follow the instructions that the Zip Wizard gives you. That's all there is to being a Zip Wizard.

Note: Get more help by clicking  in the bottom left of each Zip Wizard(tm) panel.



If you want to do more advanced operations including drag and drop Zipping and sophisticated Zip and file management on your computer then click Next to continue into the Zip Pro Navigator Tutorial. Otherwise you can exit now.

Zip Pro Navigator

▶ **The Navigator is your control panel for file and Zip management.**

Besides the Zip Wizard buttons, there are four main buttons you use in Navigator:



Zip Views allow you to directly view and manipulate the contents of individual Zip files.



The Computer Views allow you to view the contents of your entire computer from one window.



There is also powerful Finder View which allows you to manipulate groups of files.




Our unique Zip List View provides you a live listing of all the Zip files on your computer.




The Computer Button



 **The Computer Window shows the contents of the "Folders" on your computer:**

 There are 2 different panels you can use:

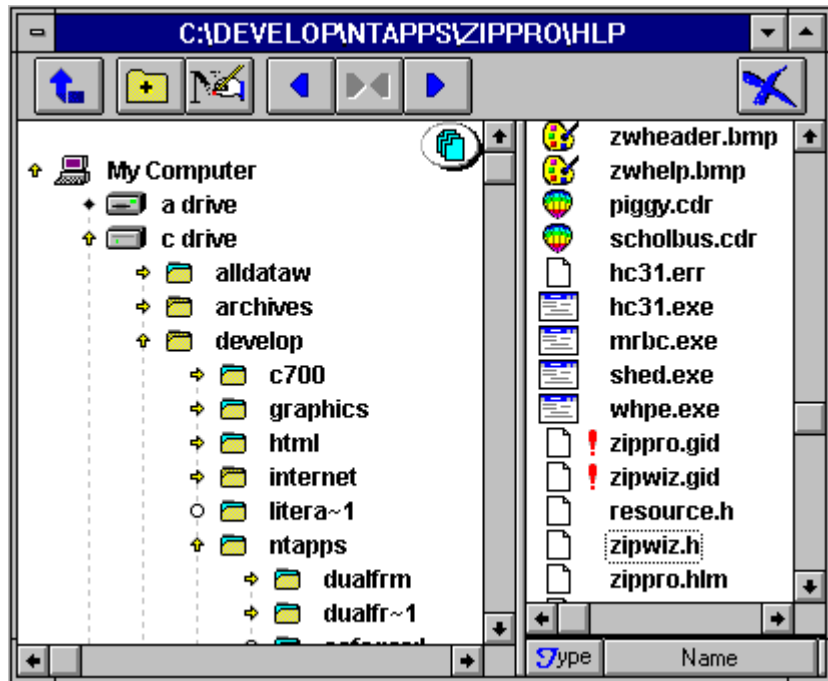
 The Content View on the right side shows the contents of the current Folder.

 The Tree View on the left side shows a hierarchial view of your computer.



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

The Computer Window ▶



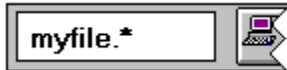
Click the area you want more information on:

The Finder Button

▶ The Finder Window shows groups of files on your computer:

▶ You decide what files are to be viewed by:

▶ Setting the search criteria (i.e. *.doc for all your "DOC" files).



▶ Click folders in the Tree View to see their contents in the Content View:

▶ Click and Drag to open folders.

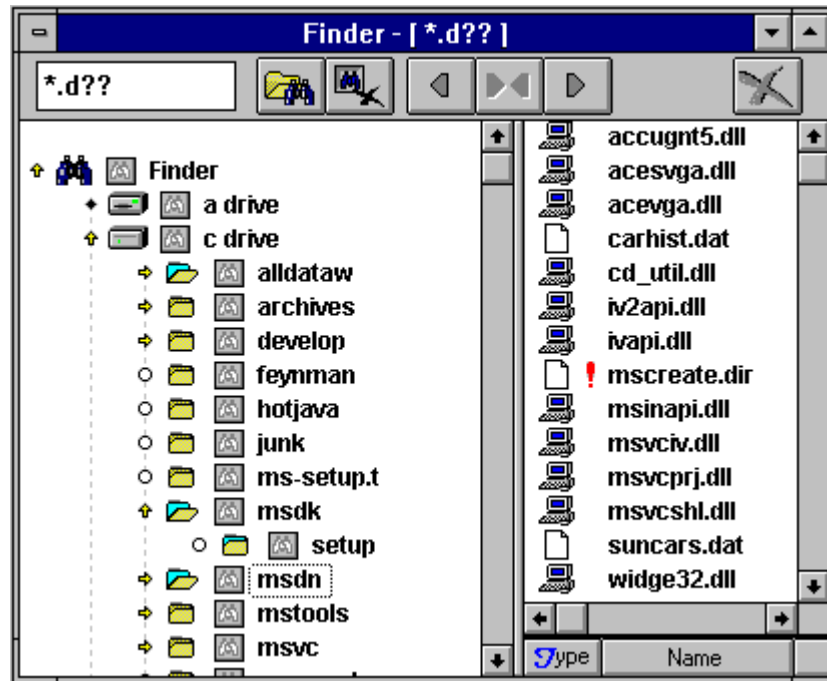
▶ Ctrl/Shift + Click to open a set of folders. *

▶ Click the scan button

 to search a folder and its subfolders.

(*) Note: If you click on the folder icon you do not have to hold the Ctrl key to do an extended selection.

The Finder Window



Click the area you want more information on:



The Open Button



The Zip Window displays the contents of a Zip file:



Each Zip file




contains a compressed copy of one or more files.



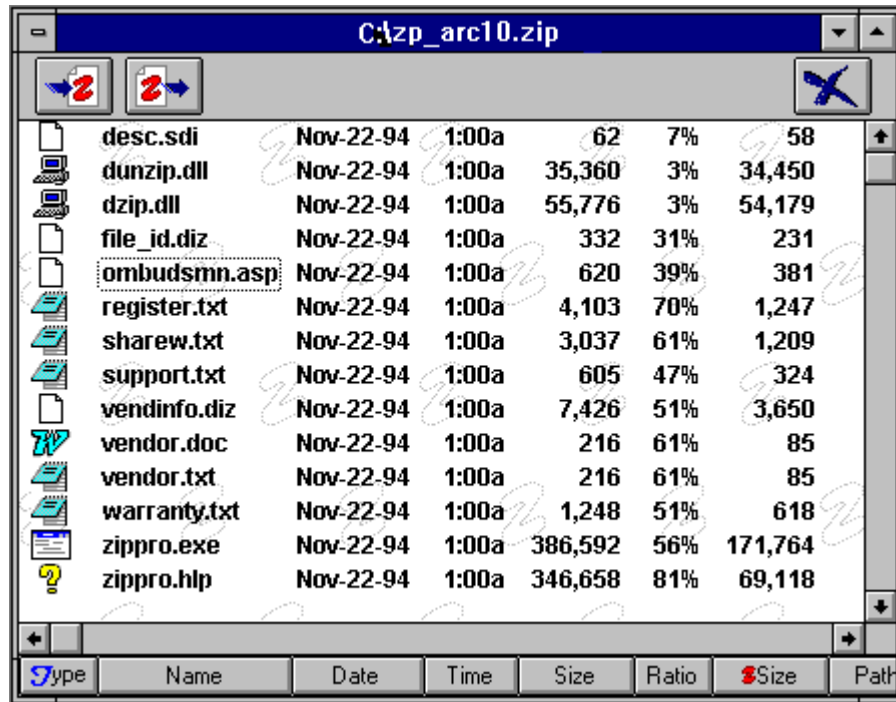
The Zip view shows the name and properties of each file contained within the Zip file.



Use the Zip view buttons  &

to add or extract files from the Zip.

The Zip Window ▶



Type	Name	Date	Time	Size	Ratio	Size	Path
File	desc.sdi	Nov-22-94	1:00a	62	7%	58	
File	dunzip.dll	Nov-22-94	1:00a	35,360	3%	34,450	
File	dzip.dll	Nov-22-94	1:00a	55,776	3%	54,179	
File	file_id.diz	Nov-22-94	1:00a	332	31%	231	
File	ombudsmn.asp	Nov-22-94	1:00a	620	39%	381	
File	register.txt	Nov-22-94	1:00a	4,103	70%	1,247	
File	sharew.txt	Nov-22-94	1:00a	3,037	61%	1,209	
File	support.txt	Nov-22-94	1:00a	605	47%	324	
File	vendinfo.diz	Nov-22-94	1:00a	7,426	51%	3,650	
File	vendor.doc	Nov-22-94	1:00a	216	61%	85	
File	vendor.txt	Nov-22-94	1:00a	216	61%	85	
File	warranty.txt	Nov-22-94	1:00a	1,248	51%	618	
File	zippro.exe	Nov-22-94	1:00a	386,592	56%	171,764	
File	zippro.hlp	Nov-22-94	1:00a	346,658	81%	69,118	

▶ Click the area you want more information on:

The Docked Zip List Button ▶

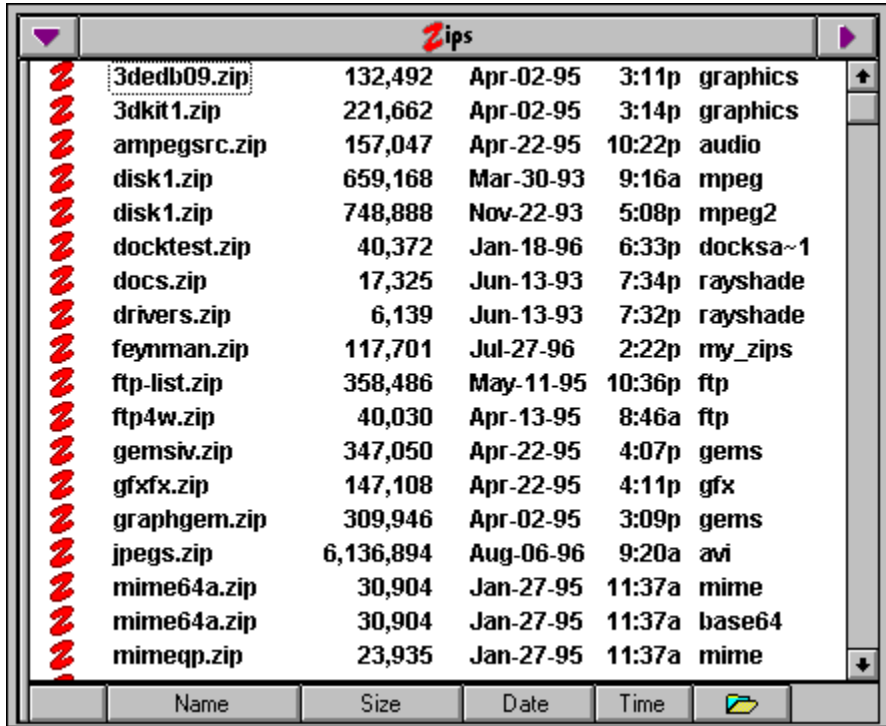
▶ **The Docked Zip List shows a list of all the Zip files on your computer.**

▶ 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.

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

Note: The Zip List is a **special folder** 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. (i.e. Your Zip files **have not** been duplicated or moved to another folder).

The Docked Zip List



	Name	Size	Date	Time	
2	3dedb09.zip	132,492	Apr-02-95	3:11p	graphics
2	3dkit1.zip	221,662	Apr-02-95	3:14p	graphics
2	ampegsrc.zip	157,047	Apr-22-95	10:22p	audio
2	disk1.zip	659,168	Mar-30-93	9:16a	mpeg
2	disk1.zip	748,888	Nov-22-93	5:08p	mpeg2
2	docktest.zip	40,372	Jan-18-96	6:33p	docksa~1
2	docs.zip	17,325	Jun-13-93	7:34p	rayshade
2	drivers.zip	6,139	Jun-13-93	7:32p	rayshade
2	feynman.zip	117,701	Jul-27-96	2:22p	my_zips
2	ftp-list.zip	358,486	May-11-95	10:36p	ftp
2	ftp4w.zip	40,030	Apr-13-95	8:46a	ftp
2	gemsv.zip	347,050	Apr-22-95	4:07p	gems
2	gfxfx.zip	147,108	Apr-22-95	4:11p	gfx
2	graphgem.zip	309,946	Apr-02-95	3:09p	gems
2	jpegs.zip	6,136,894	Aug-06-96	9:20a	avi
2	mime64a.zip	30,904	Jan-27-95	11:37a	mime
2	mime64a.zip	30,904	Jan-27-95	11:37a	base64
2	mimeqp.zip	23,935	Jan-27-95	11:37a	mime

Click the area you want more information on:

The Main Menu

- ▶ Use the File menu to perform Zip Pro actions (i.e. Zip/Unzip).
- ▶ Use the Options menu to set window and Zip options.
- ▶ Use the Window menu to change the window layout.
- ▶ Use the Help menu to access information on Zip Pro.

The Tool Bar

- ▶ Use the Zip button to create or add files to a Zip file.
- ▶ Use the Unzip button to extract files from an existing Zip file.
- ▶ Use the Open button to open Zip view windows.
- ▶ Use the Find button to select a specific set of files.
- ▶ Use the Trash button to delete a Zip or files within.
- ▶ Use exit to leave Zip Pro and save your workspace.

View Windows

- ▶ You may open Drive Views or Zip Views.
- ▶ Use drive views to select files to Zip or target directories to Unzip.
- ▶ Use Zip views to select files to Unzip or delete.

The Status Bar

- ▶ The Status Bar provides feedback on menu options.

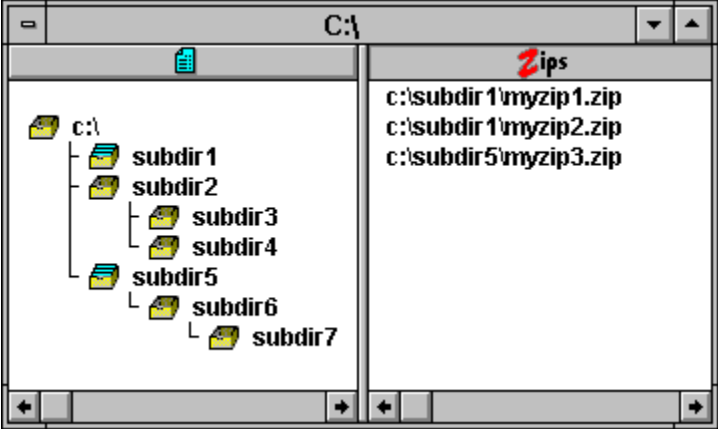
▶ Using the Mouse:

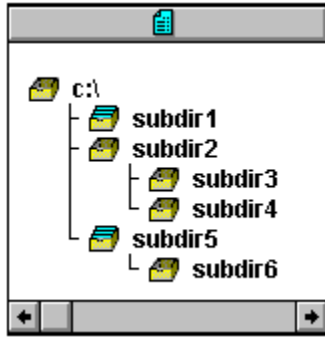
- ▶ Double click folders to view their contents.

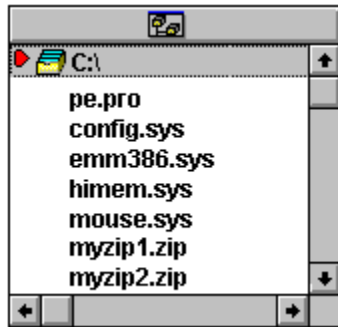
▶ Using the Keyboard:



















- ▶ Select folders using the **cursor (arrow) keys** to scroll.
 - ▶ Press Enter to view the contents of a censored folder.
 - ▶ Press Shift + Enter to view the contents of the Parent of the current folder.

 - ▶ Use **Tab** to switch between the Content/Tree views.
 - ▶ Use **Shift+Tab** to switch between the Drive Panel and the Zip List Panel.
 - ▶ Use **Ctrl+Tab** to move between windows.
 - ▶ Use **Alt+Tab** to move between applications.
-







Zips					
	Name	Size	Date	Time	
	3dedb09.zip	132,492	Apr-02-95	3:11p	graphics
	3dkit1.zip	221,662	Apr-02-95	3:14p	graphics
	ampegsrc.zip	157,047	Apr-22-95	10:22p	audio
	disk1.zip	659,168	Mar-30-93	9:16a	mpeg
	disk1.zip	748,888	Nov-22-93	5:08p	mpeg2
	docktest.zip	40,372	Jan-18-96	6:33p	docksa~1
	docs.zip	17,325	Jun-13-93	7:34p	rayshade
	drivers.zip	6,139	Jun-13-93	7:32p	rayshade
	feynman.zip	117,701	Jul-27-96	2:22p	my_zips
	ftp-list.zip	358,486	May-11-95	10:36p	ftp
	ftp4w.zip	40,030	Apr-13-95	8:46a	ftp
	gemsv.zip	347,050	Apr-22-95	4:07p	gems
	gfxfx.zip	147,108	Apr-22-95	4:11p	gfx
	graphgem.zip	309,946	Apr-02-95	3:09p	gems
	jpegs.zip	6,136,894	Aug-06-96	9:20a	avi
	mime64a.zip	30,904	Jan-27-95	11:37a	mime
	mime64a.zip	30,904	Jan-27-95	11:37a	base64
	mimeqp.zip	23,935	Jan-27-95	11:37a	mime

C:\zp_arc10.zip						
Type	Name	Date	Time	Size	Ratio	Size
	desc.sdi	Nov-22-94	1:00a	62	7%	58
	dunzip.dll	Nov-22-94	1:00a	35,360	3%	34,450
	dzip.dll	Nov-22-94	1:00a	55,776	3%	54,179
	file_id.diz	Nov-22-94	1:00a	332	31%	231
	ombudsmn.asp	Nov-22-94	1:00a	620	39%	381
	register.txt	Nov-22-94	1:00a	4,103	70%	1,247
	sharew.txt	Nov-22-94	1:00a	3,037	61%	1,209
	support.txt	Nov-22-94	1:00a	605	47%	324
	vendinfo.diz	Nov-22-94	1:00a	7,426	51%	3,650
	vendor.doc	Nov-22-94	1:00a	216	61%	85
	vendor.txt	Nov-22-94	1:00a	216	61%	85
	warranty.txt	Nov-22-94	1:00a	1,248	51%	618
	zippro.exe	Nov-22-94	1:00a	386,592	56%	171,764
	zippro.hlp	Nov-22-94	1:00a	346,658	81%	69,118









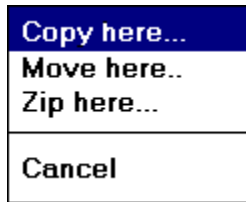










Context Menus




Zip Wizard Pro makes extensive use of Context Menus:

-  When you use the right mouse button to click an object (or to drag an object) a context menu will popup to show you the operations that can be performed.
 -  These menus are totally dependent on the objects that are selected and the context of what you are doing.
-



Selecting using the Mouse:

 **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.



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.



To **switch between modes:**

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



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**:



Selecting Files

Selecting using the Keyboard:

-  Press and hold the SHIFT key while scrolling to select/deselect a group of files/directories.
 -  Or press the SPACE BAR to select/deselect individual files/directories.
-

Drag & Drop Features



Drag & Drop Operation:



When the cursor is



you may drag and drop an object or selection.



You may drop files when the cursor is not



Use the left or right* button to drag and drop files.



If you click in an area which is not currently selected only the file or folder under the hand will be dragged.

Note: Valid drop targets will also have a red border when you move over them.



Depending on the window from which you are dragging files you may drop on many different window areas , including: **Toolbar buttons, folders, Zip files or Zip view windows etc.**

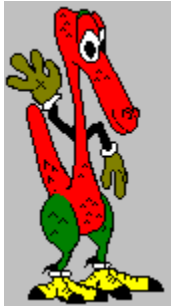
(*) Note: If you use the right button to drag a context menu will appear when you complete the selection.



End of Tutorial 



Thats it !!!



You can view this tutorial again by using the Help menu in Zip Pro Navigator, or click "QuickView Topics" below to go back and review a particular topic. There is also more detailed information available in the help system. We hope you enjoy using Zip Wizard Pro. Be sure to come and visit us on the Web at www.zipwiz.com.

[QuickView Topics](#)

The title bar shows your current folder
or Finder criteria.

Click this button to view the contents of the parent folder.

Click this button to create a new folder.

Click this button to rename
the object under the cursor.

Click this button to switch to
the Content view.

Click this button to switch to the Split view.

Click this button to switch to
the Tree view.

Click this to close the window.

This icon represents your computer.

This icon represents the root folder of a drive.

This icon represents a folder.

Click on these arrows to
expand or contract a Tree view.

Use this to scroll through the contents of a window.

Click these buttons to sort the view. Subsequent clicks on the same button reverses the sort order.

These icons represent a file
of a particular type.

This icon represents system,
read only and hidden files.

This is the name of the object.

This shows the object properties.

You set the Finder criteria here.

Search your local computer
by clicking this button.

Clear the current Find view
by clicking this button.

Click this button to scan
a folder and its subfolders.

This icon indicates this is a
Finder view on your computer.

Use this button to add to this
Zip file. (the Wizard will help you).

Use this button to extract from this
Zip file. (the Wizard will help you).

Click this to access the
Zip List menu.

Click this to access the
Zip List toolbar.

Click this to toggle the
Zip List view.

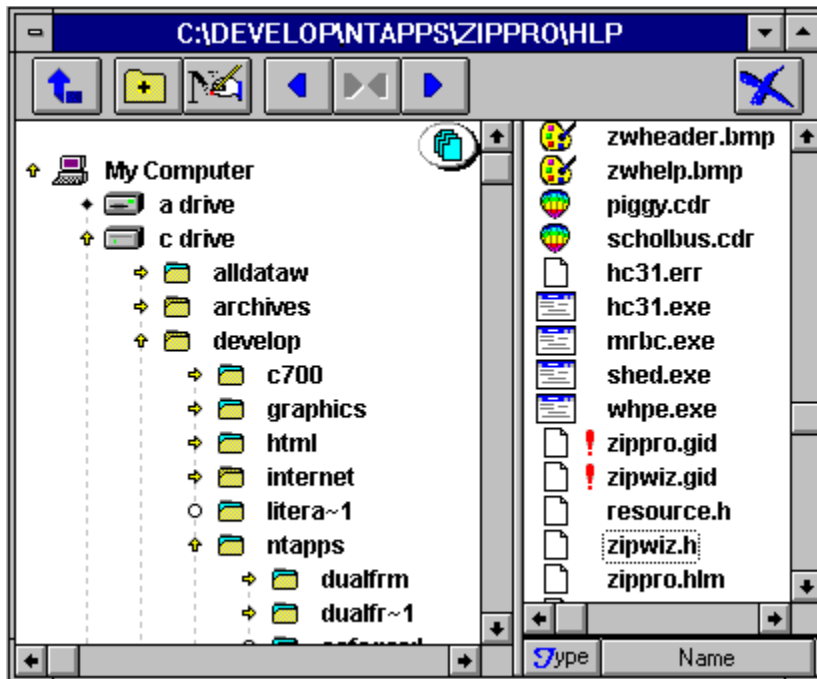
(Note: When adding files to a Zip, the original files are left intact)

(Note: When extracting files, a copy is decompressed to a destination folder, the Zipped file is left intact)



The Computer Window ▶

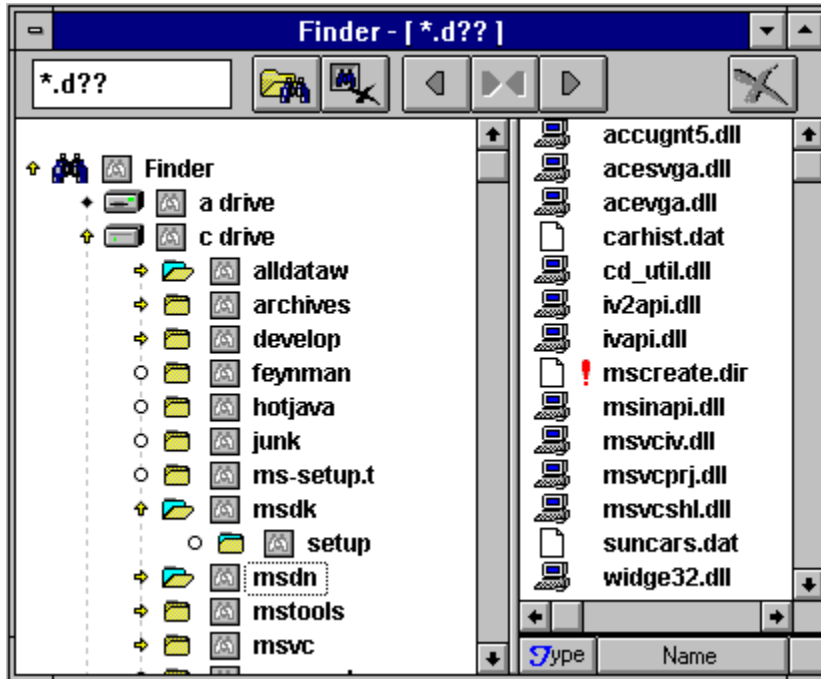
Click the area you want more information on:





Finder Window - Detail ▶

Click the area you want more information on:





Zip Content Window ▶

Click the area you want more information on:

type	Name	Date	Time	Size	Ratio	Size	Path
	desc.sdi	Nov-22-94	1:00a	62	7%	58	
	dunzip.dll	Nov-22-94	1:00a	35,360	3%	34,450	
	dzip.dll	Nov-22-94	1:00a	55,776	3%	54,179	
	file_id.diz	Nov-22-94	1:00a	332	31%	231	
	ombudsmn.asp	Nov-22-94	1:00a	620	39%	381	
	register.txt	Nov-22-94	1:00a	4,103	70%	1,247	
	sharew.txt	Nov-22-94	1:00a	3,037	61%	1,209	
	support.txt	Nov-22-94	1:00a	605	47%	324	
	vendinfo.diz	Nov-22-94	1:00a	7,426	51%	3,650	
	vendor.doc	Nov-22-94	1:00a	216	61%	85	
	vendor.txt	Nov-22-94	1:00a	216	61%	85	
	warranty.txt	Nov-22-94	1:00a	1,248	51%	618	
	zippro.exe	Nov-22-94	1:00a	386,592	56%	171,764	
	zippro.hlp	Nov-22-94	1:00a	346,658	81%	69,118	



Docked Zip List ▶

Click the area you want more information on:

	Name	Size	Date	Time	
2	3dedb09.zip	132,492	Apr-02-95	3:11p	graphics
2	3dkit1.zip	221,662	Apr-02-95	3:14p	graphics
2	ampegsrc.zip	157,047	Apr-22-95	10:22p	audio
2	disk1.zip	659,168	Mar-30-93	9:16a	mpeg
2	disk1.zip	748,888	Nov-22-93	5:08p	mpeg2
2	docktest.zip	40,372	Jan-18-96	6:33p	docksa~1
2	docs.zip	17,325	Jun-13-93	7:34p	rayshade
2	drivers.zip	6,139	Jun-13-93	7:32p	rayshade
2	feynman.zip	117,701	Jul-27-96	2:22p	my_zips
2	ftp-list.zip	358,486	May-11-95	10:36p	ftp
2	ftp4w.zip	40,030	Apr-13-95	8:46a	ftp
2	gemsiv.zip	347,050	Apr-22-95	4:07p	gems
2	gfxfx.zip	147,108	Apr-22-95	4:11p	gfx
2	graphgem.zip	309,946	Apr-02-95	3:09p	gems
2	jpegs.zip	6,136,894	Aug-06-96	9:20a	avi
2	mime64a.zip	30,904	Jan-27-95	11:37a	mime
2	mime64a.zip	30,904	Jan-27-95	11:37a	base64
2	mimeqp.zip	23,935	Jan-27-95	11:37a	mime
