

# **Zip Manager Pro for The Nokia Communicator**

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# 1. Welcome to Zip Manager

**Zip Manager** is the most powerful and easy-to-use file compression program for **The Nokia Communicator**.

Zip Manager provides the way for you to handle **zip files** in a more conventional way. Zip Manager gives you a choice of zipping methods: **Archive Window** and **Wizards**.

If you already know how to work with zip archives, it is probably faster for you to use the Archive Window. Otherwise, use the Wizards, which will guide you, step by step, through the most common tasks related to zip files.

## 2. Zip Archives

Archives are files that contain other files. The files in an archive are compressed. Zip archives have file names ending with **ZIP**. Archives make it easy to group files and make transporting and copying these files faster.

### Typical Uses for Archives

1) **Most files available on the Internet** and on electronic services like CompuServe and America Online are distributed as archives. Two benefits of using archives for electronic file distribution are that only one file transfer operation ('download') is required to obtain all related files, and **file transfer time is minimized** because the files in an archive are compressed.

2) It is often useful to send a **group of related files** to an associate. Rather than distributing individual files it is often easier to distribute the files as an archive to benefit from the file grouping and compression.

3) Some files are important but not used often. To **save disk space** simply compress these files into an archive when they are not used, and decompress them only when needed.

Zip Manager uses the term **add** to mean 'compress files and add them to an archive'. **Extract** means 'decompress files in an archive, creating separate files on a disk'. Some people use the verbs **zip** or **pack** instead of **add**, and **unzip** or **unpack** instead of **extract**.

## 3. Wizards

If you are new to zip archives, the **Wizards** will guide you, step by step, through the most common tasks related to zip files:

**Extract files wizard**

**Archive files wizard**

**Zip & mail wizard**

**Easy install wizard**

**Zip & backup wizard**

**Applications wizard**



## 4. Extract Files Wizard

The **Extract files wizard** guides you step by step through the extraction process.

Follow these steps to extract files from a zip file using the Extract Files Wizard:

- 1) Select **Extract files wizard**.
- 2) Select the zip archive in the **Open archive** dialog.
- 3) Browse to the location where you want to extract the files in the **Extract files to** dialog.
- 4) Zip Manager then extracts the all files from the archive.

## 5. Archive Files Wizard

The **Archive files wizard** guides you, step by step, through the process of making a Zip archive.

Follow these steps to compress files to a zip file using the Archive Files Wizard:

- 1) Select **Archive files wizard**.
- 2) Type the name for the new zip archive in the **New archive** dialog.
- 3) Select the files you want to compress in the **Add files to archive** dialog.
- 4) Zip Manager then adds these files to the archive.

## 6. Zip & Mail Wizard

The **Zip & mail wizard** is an easy way to create a zip archive and email it as an attachment.

Follow these steps to compress files to a zip archive and send it as an email attachment:

- 1) Select **Zip & mail wizard**.
- 2) Type the name for the new zip archive in the **New archive** dialog.
- 3) Select the file(s) you want to compress in the **Add files to archive** dialog.
- 4) Zip Manager then adds these files to the archive and creates an email with the archive in the **attachment**.

## 7. Easy Install Wizard

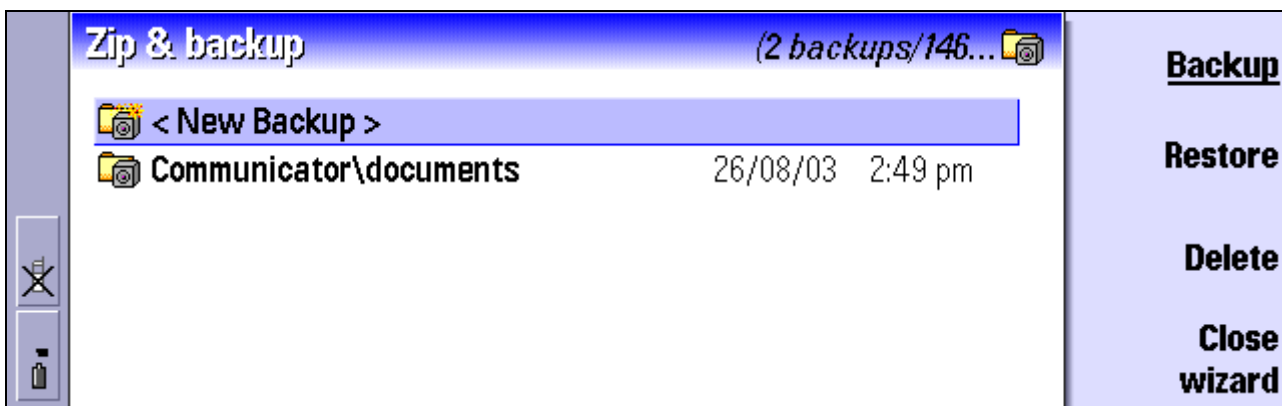
The **Easy install wizard** is an easy way to install software distributed in zip archives.

Follow these steps to install a program from a zip file using the Easy Install Wizard:

- 1) Select **Easy install wizard**.
- 2) Select the zip archive in the **Open archive** dialog.
- 3) Zip Manager then extracts the installation file and starts the installation process.

## 8. Zip & Backup Wizard

The **Zip & backup wizard** is for backing folders to zip archives. Once you create a backup, you can update, restore or delete it at any time.



To create a new backup:

- 1) Select **Zip & backup wizard**.

- 2) Select < **New Backup** > in the list and press the **Backup** button.
- 3) Choose the folder you want to backup in the **Select folder to backup** dialog.
- 4) Zip Manager then compresses the selected folder with all its files and subfolders to a zip archive and stores the resulting archive to the **Backup folder** (Memory card/Zip Manager Backup\).

To update an existing backup just select it in the list and press **Backup** button.

To restore a folder from backup select it in the list and press **Restore** button.

## 9. Applications Wizard

The **Applications wizard** is an easy way to manage the 3rd party (additional) applications installed on your Communicator.

The Applications Wizard displays the names, installation places and sizes of the installed applications.



You can **Compress** any application to save the memory space (up to 75%), if you do not need it at the moment. Zip Manager then compresses all the files that belong to the applications to a zip archive.

You can **Restore** a compressed application when you need it.

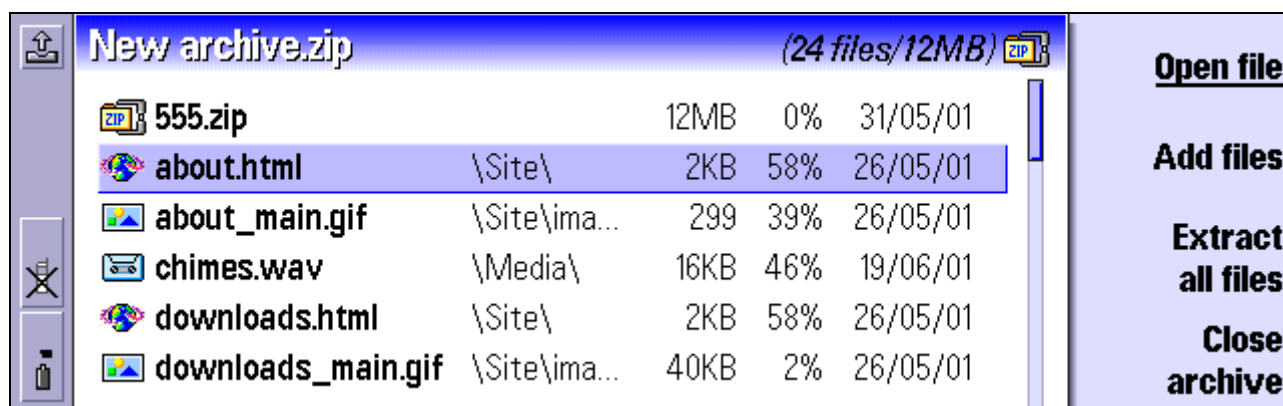
You can see the **Free space** left on the Communicator and on the Memory card.

## 10. Archive Window

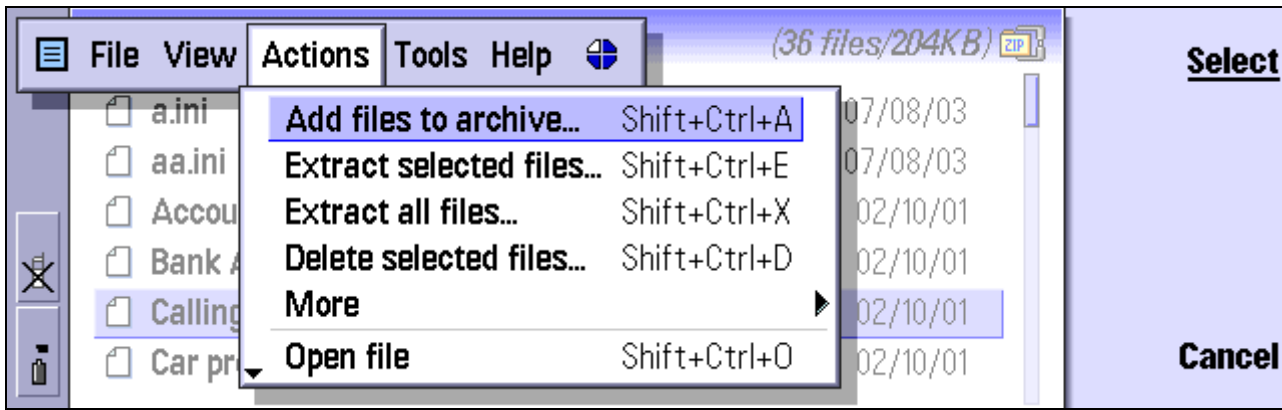
To display the **Archive Window**, do any of the following:

- 1) **Open** an archive in **File Manager**.
- 2) Select **Open archive** or **New archive** commands in the **File menu**.

The Archive Window displays the contents of the current archive. You can look at the names, sizes, compression ratios, and date/time stamps of all files stored in the archive, using arrow keys.



The Archive Window offers an easy to use, graphical interface with buttons and menus to zip, extract, open files, and perform other commands.



## 11. Opening Archives

Select **Open archive** in the **File** menu to show **Open archive** dialog.

Then, select the archive you want to open. (If you want to create an archive instead of working with an existing archive, see the section **Creating New Archives**).

Once an existing archive is open you can extract or work with the files in the archive. The files in an archive are listed in the Archive Window.

## 12. Creating New Archives

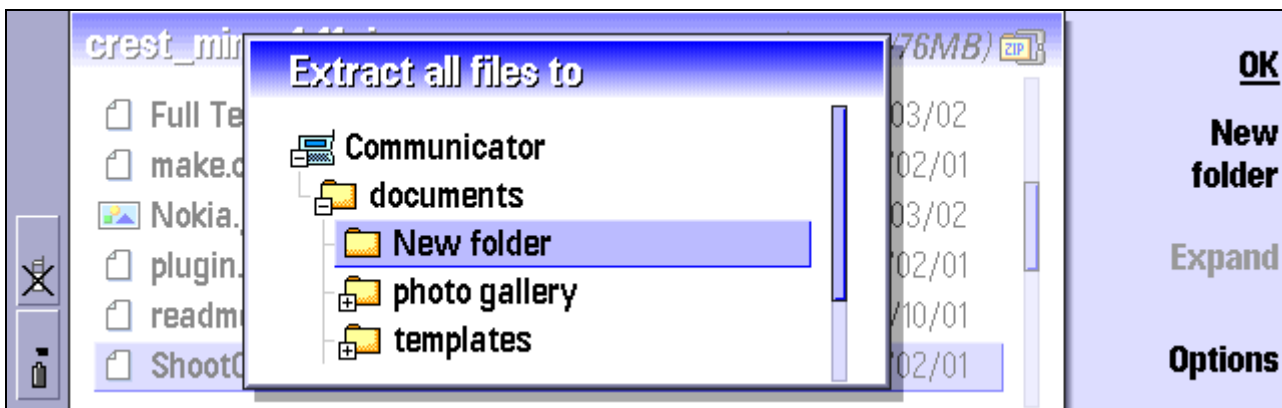
You can create a new archive by selecting **New archive** in the **File** menu. This activates the **New archive** dialog.

First, you type the name of the archive you want to create, not the names of the files you want to compress. You can choose the folder where the archive will be created.

Normally after creating an archive you will want to add files to the archive, so the **Add files to archive** dialog will be automatically activated.

## 13. Extracting Files from Archive

When you extract a file, Zip Manager decompresses it and places it in the folder of your choice. You can restore whole folders and retain the structure of any sub-folders. If you select **Extract selected files** in the **Actions** menu Zip Manager lets you choose the folder where you'd like to place the extracted files.



You can set the following **Options** in the **Extract files** dialog:

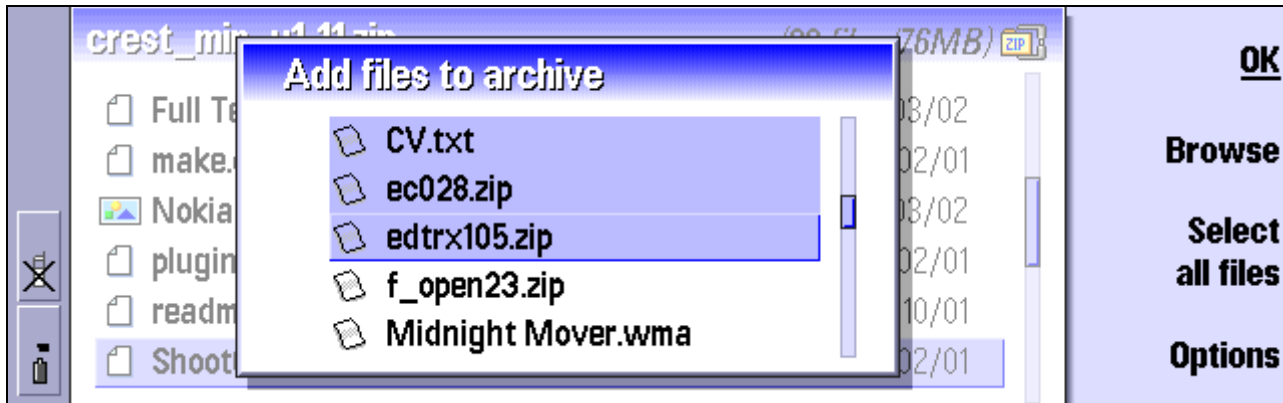
- 1) The **Overwrite existing files** option determines whether you are prompted before existing files are overwritten with files from the archive.
- 2) The **Use folder names** option determines whether Zip Manager will use folder names (also known as path names) stored in the archive. You will probably want to check this option for most extract operations. If this option is checked any folder names stored in the archive will be appended to the target folder when appropriate. If this option is not checked all files will be extracted to the same folder, regardless of any folder names in the archive.

Use **Extract all files** in the **Actions** menu to extract **ALL** files.

## 14. Adding Files to Archive

You can add files to an existing archive you've opened or to a new archive you've created. Select **Add files to archive** in the **Actions** menu.

In the **Add files** dialog, select the files you want to add to the archive. You can select multiple files using normal Communicator file selection conventions (for example, hold down the **Shift** key while pressing **Up** and **Down** arrows to select multiple files).



Once you are done making your file selection, press the **OK** button to add the files. Once Zip Manager finishes, it will update the file list in the Archive Window to reflect the new files in the archive.

You can set the following **Options** in the **Add files** dialog:

- 1) The **Compression** options sets the level you would like.
- 2) The **Include subfolders** option determines whether Zip Manager will also add folders inside the selected folders.
- 3) The **Store extra folder info** option determines whether to store path information for each zipped file.

When you add files to an archive, the original files on disk are not deleted. If you want to delete the original files automatically after the Add operation completes, select **Move files to archive** in the **Actions** menu.

## 15. Opening Files in Archive

You can easily open any of the files stored in an archive. Select the file in the Archive Window and then choose **Open file** in the **Actions** menu. First the file is extracted from the archive. Then the file is opened by the appropriate application.

## 16. Deleting Files from Archive

Zip Manager can remove selected files from within an existing archive.

Select files in the Archive Window, then select the **Delete selected files** in the **Actions** menu or press the **Del** key.

## 17. Archive Comment

The **comment** is optional text information that embedded in a Zip archive. It can be viewed and edited in the **Archive comment** dialog. Select **Archive comment** in the **Actions** menu to open the dialog.

## 18. Archive Management

The **Copy archive**, **Move archive**, **Rename archive**, and **Delete archive** entries in the **File** menu facilitate archive management.

**Copy archive** copies the open archive to another folder or disk.

**Move archive** moves the open archive to another folder or disk.

**Rename archive** gives you an opportunity to change the file name of the open archive.

**Delete archive** deletes the open archive. A confirmation dialog is displayed to avoid accidental deletion. If you choose to continue the archive is closed and deleted.

## 19. Archive Properties

The **Archive properties** menu entry in the **File** menu displays a dialog with the archive name, folder, actual archive size (in bytes), number of files in the archive, total size of files in the archive, average compression ratio, and the date and time that the archive was last updated.

## 20. File Properties

The **File properties** menu entry in the **Actions** menu displays a dialog with the following information for the selected file in the archive: name, folder, size, packed size, compression ratio, and the date and time that the file was last updated.

## 21. Password Security

Zip Manager uses the industry standard Zip 2.0 encryption format.

If you use the **Extract files** on a password-protected archive, you will automatically be prompted for the password.

To password protect files, it is important to specify the password **AFTER** opening or creating an archive and **BEFORE** adding the files. Follow these steps to password protect files in an archive:

- 1) Open or create an archive.
- 2) Select **Set password** in the **Tools** menu and specify a password.
- 3) Add files.

Be sure to remember any passwords you use, so that you can extract your files!

## 22. Preferences

To open the **Preferences** dialog choose **Preferences** in the **Tools** menu.

You can set the following options in the **Preferences** dialog:

- 1) The **Show system tree** option determines whether the system tree visible or invisible.
- 2) The **Log** option determines whether Zip Manager will write all its actions to the log file. You can view the log file by choosing **Show log** in the **Tools** menu.
- 3) The **Temp folder on** options selects the drive where Zip Manager will place its temporary files.

## 23. Log

Zip Manager writes the detailed information about all its actions to the **log file**. This file can be viewed in the **Log** dialog. Select **Show log** in the **Tools** menu to open the dialog.

The logging can be switched on or off in the **Preferences** dialog.

## 24. Keyboard Usage

Zip Manager is easier to use with keyboard accelerators:

- Ctrl+N** Create a new archive
- Ctrl+O** Open an existing archive
- Ctrl+R** Rename an archive
- Ctrl+C** Copy an archive
- Ctrl+V** Move an archive
- Ctrl+X** Close an archive
- Ctrl+P** Show an archive properties
- Ctrl+I** Change sort criteria
- Ctrl+A** Select all files



**Shift+Ctrl+K** Show preferences  
**Shift+Ctrl+A** Add files to an archive  
**Shift+Ctrl+E** Extract selected files from an archive  
**Shift+Ctrl+X** Extract all files from an archive  
**Shift+Ctrl+M** Move files to an archive  
**Shift+Ctrl+F** Freshen files in an archive  
**Shift+Ctrl+U** Update files in an archive  
**Shift+Ctrl+D** Delete files from an archive  
**Shift+Ctrl+O** Open file in an archive  
**Shift+Ctrl+P** Show file properties  
**Shift+Ctrl+R** Refresh view  
**Shift+Ctrl+I** Change sort order  
**Shift+Ctrl+C** Comment  
**Shift+Ctrl+T** Test archive  
**Shift+Ctrl+H** Show help  
**Shift+Ctrl+L** Show log