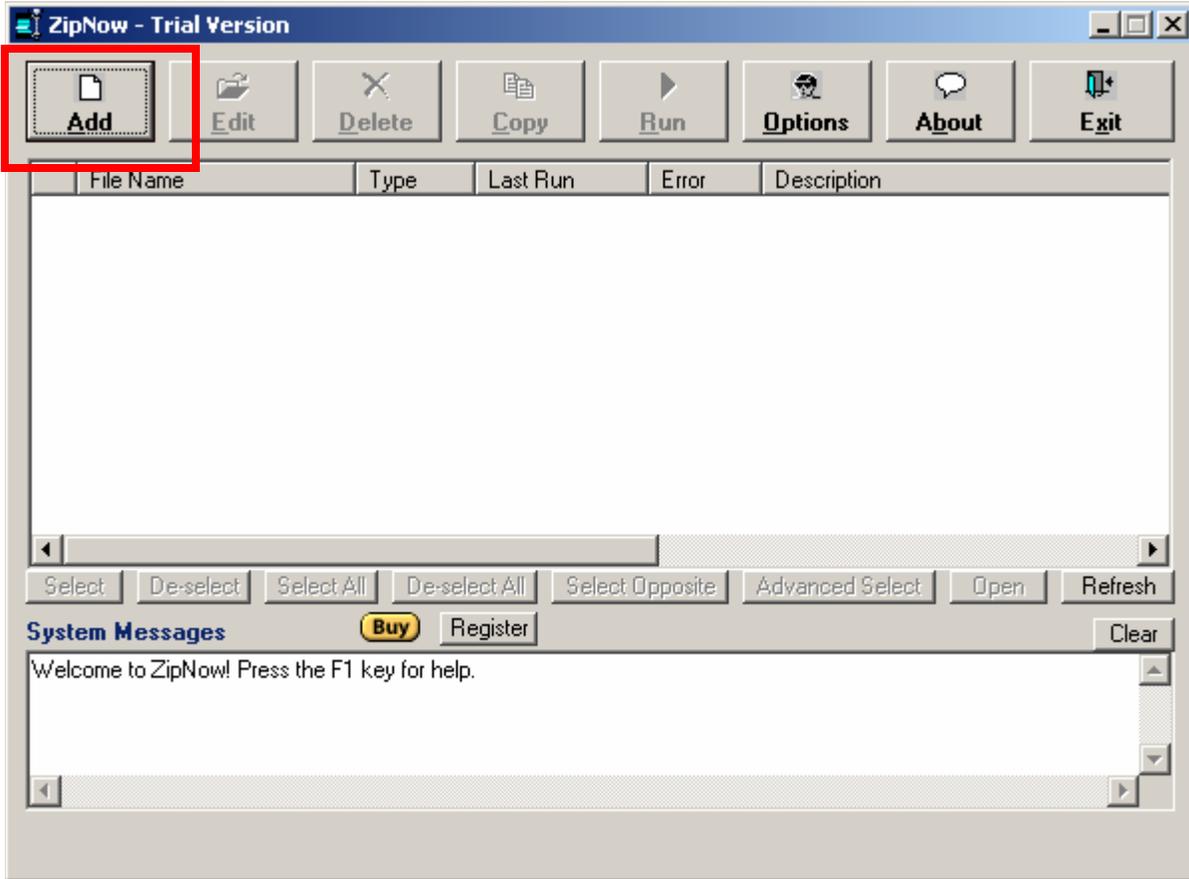


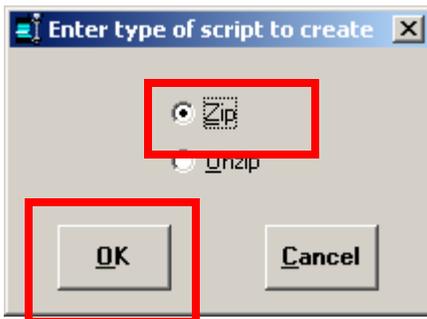
Creating a zip script file

Zip script files are used to automatically zip up multiple files into one file and save it in a specific directory. Optionally, this zipped file can be automatically emailed as an attachment or hyperlink to multiple recipients.

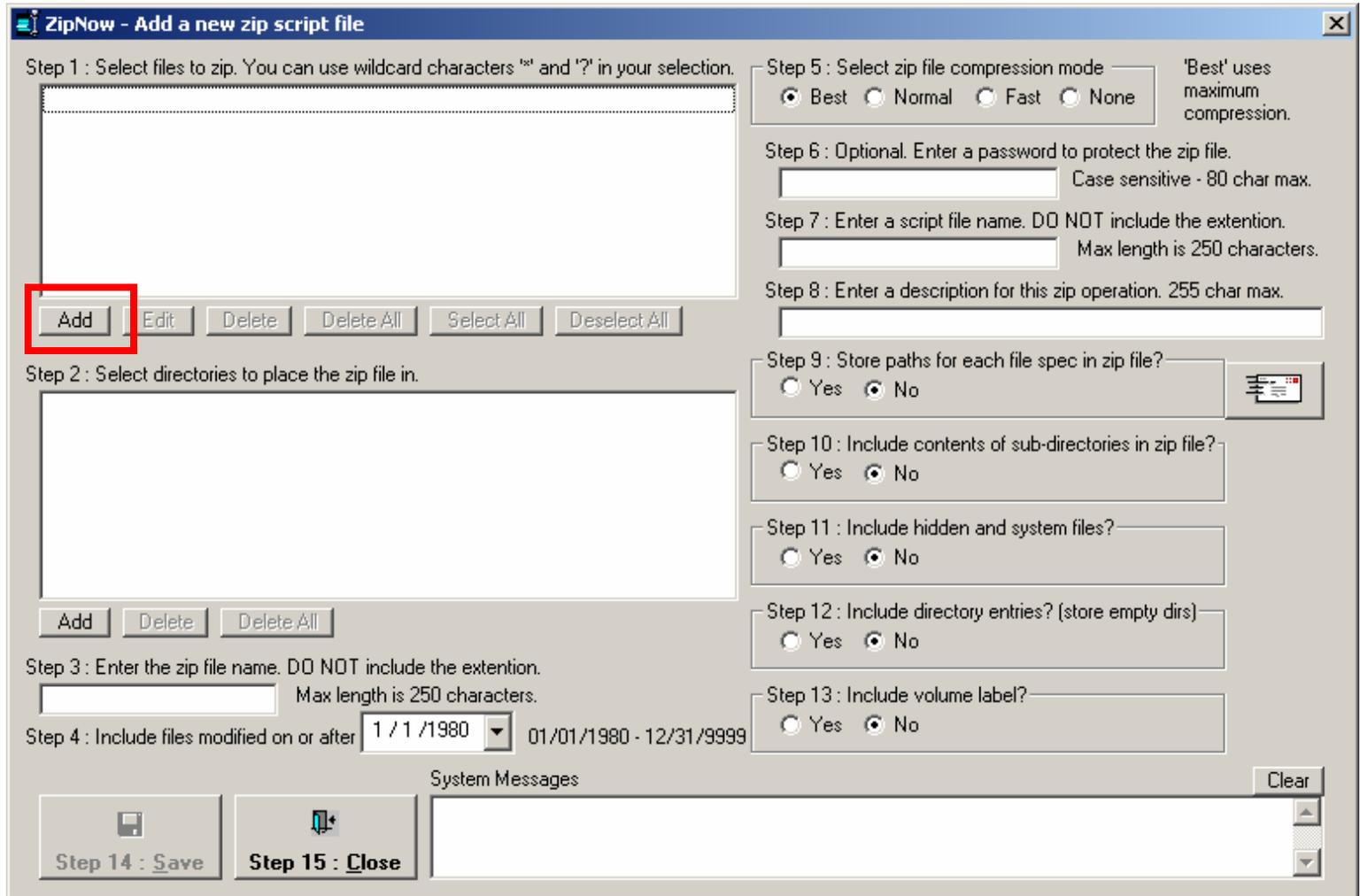
To create a zip script file click the Add Button.



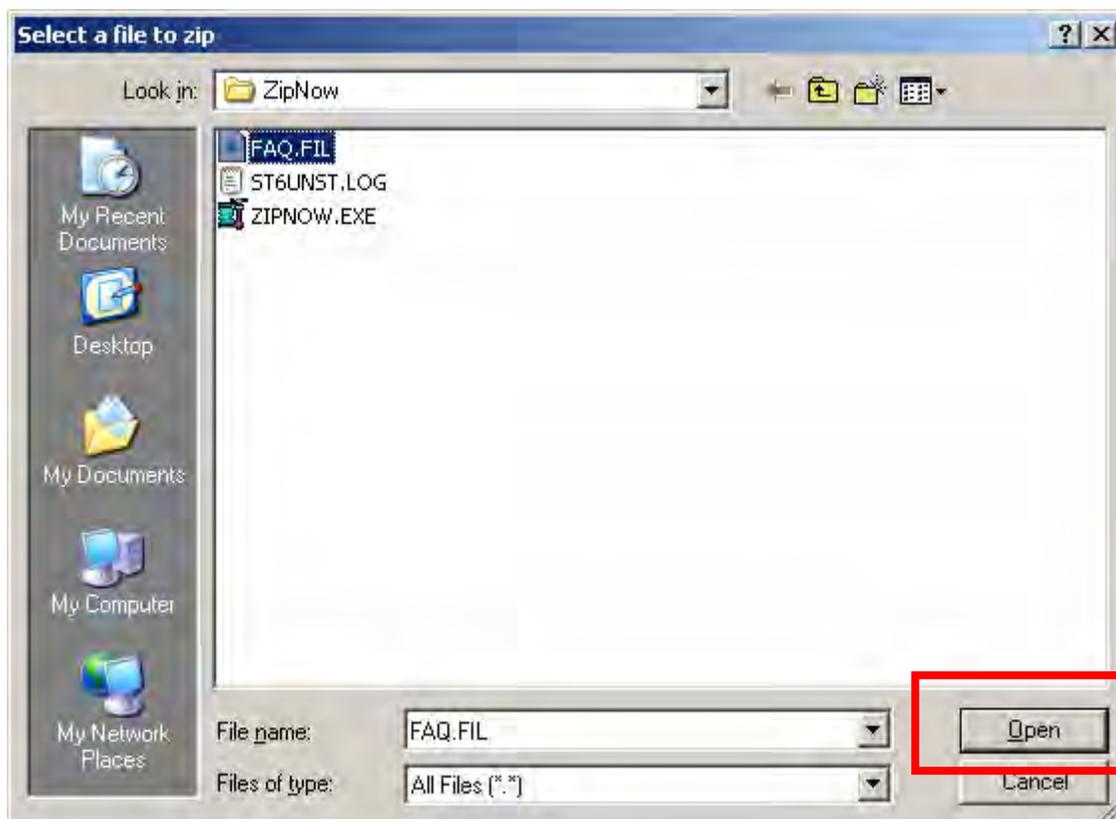
Next, select “Zip” and click the OK Button.



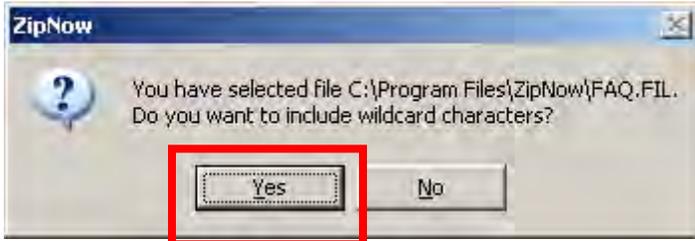
Now we will add some files which we want to include in our zip file. Click the Add Button for Step 1.



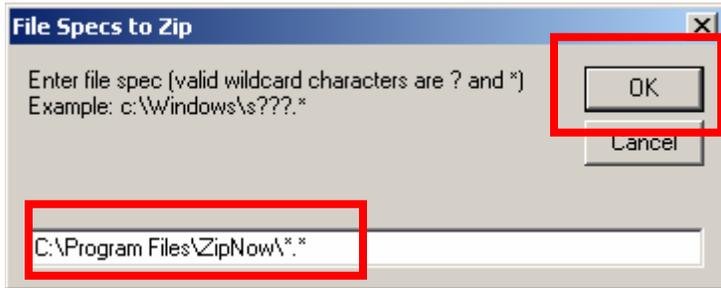
Select file FAQ.FIL and click the Open Button.



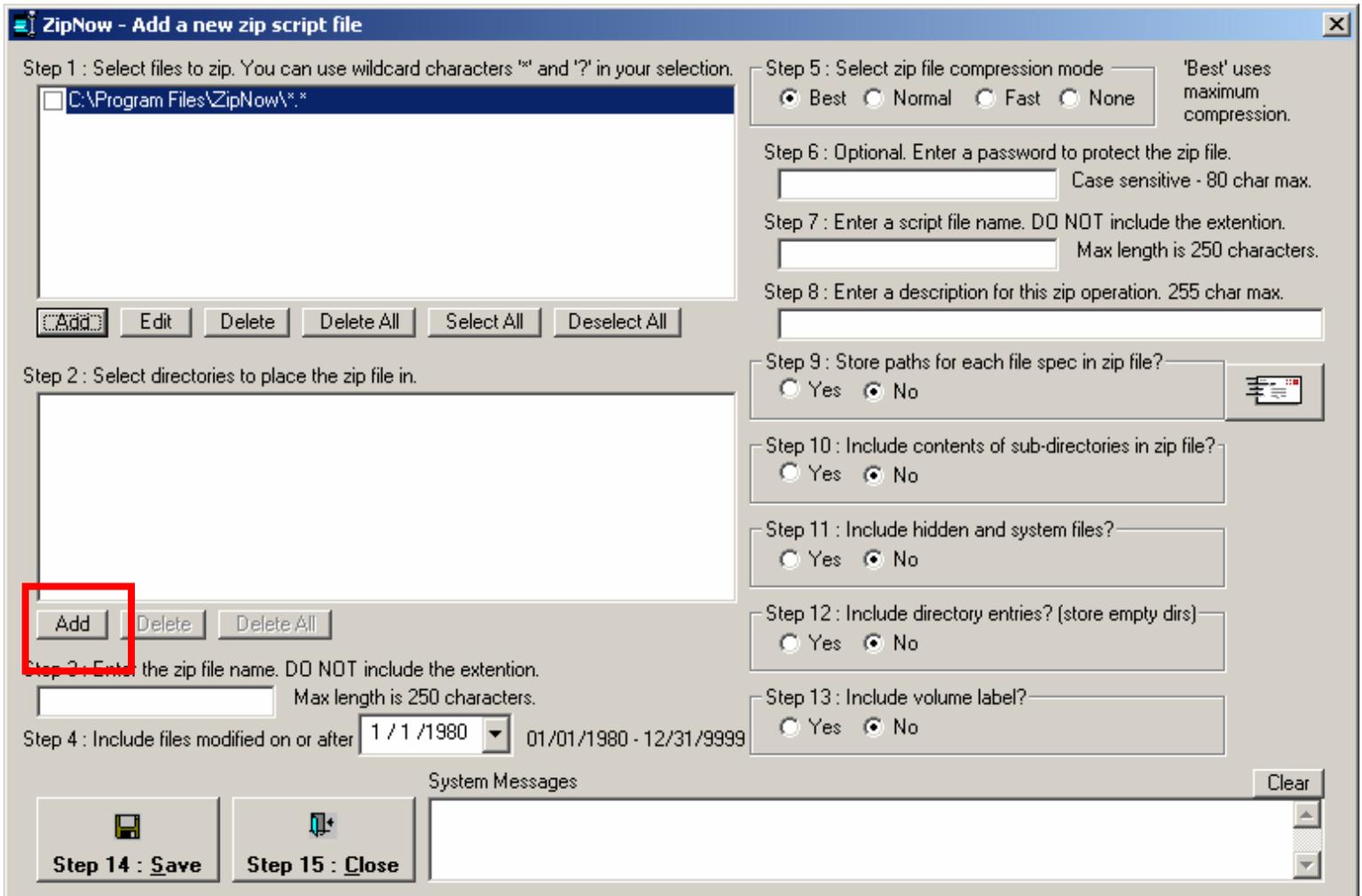
Click the Yes Button.



Change the file specification to *.* and click the OK Button. All files in directory C:\Program Files\ZipNow will be added to the zip file.



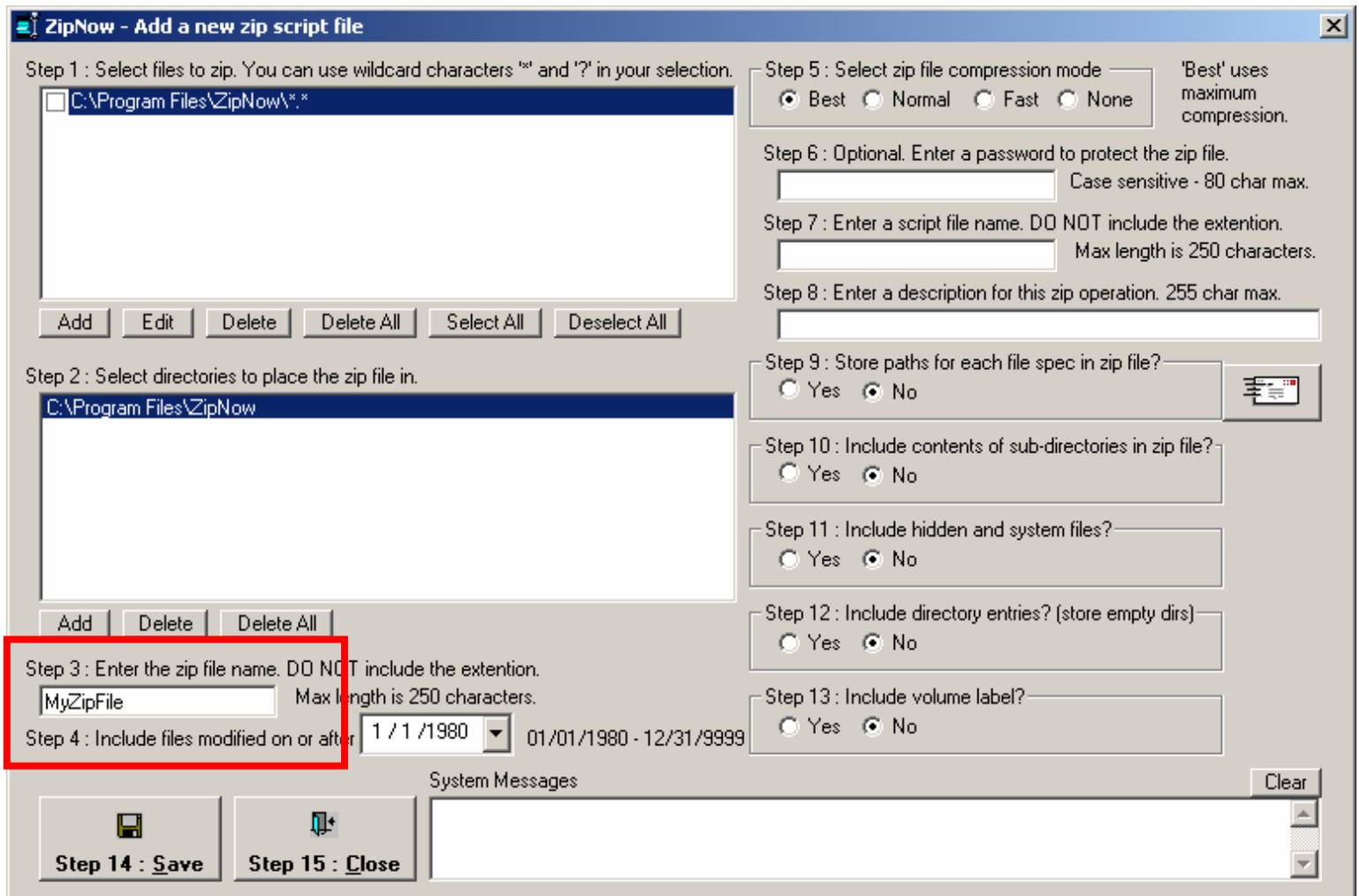
Click the Add Button for Step 2.



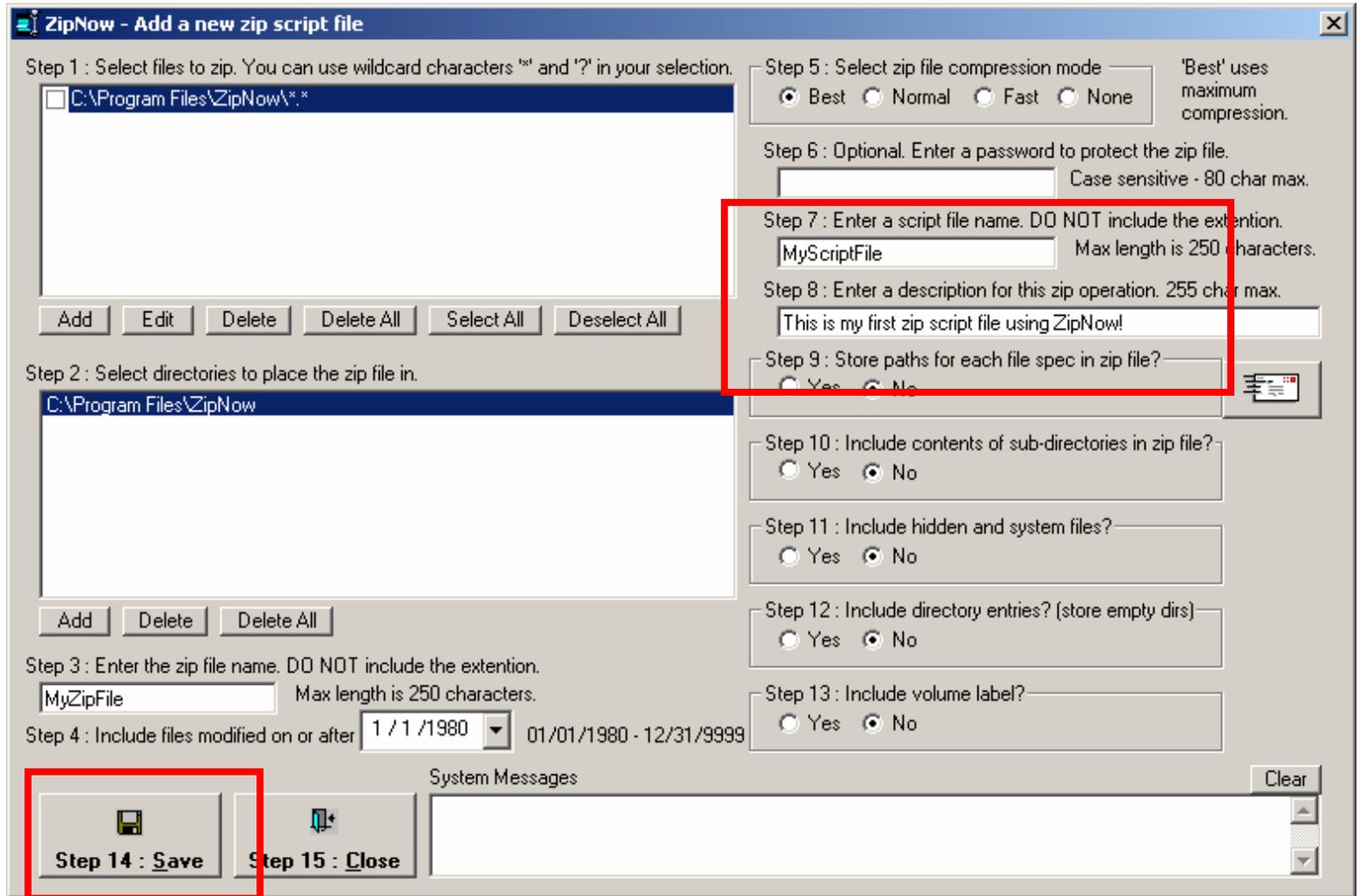
Click the OK Button to create the zip file in directory C:\Program Files\ZipNow.



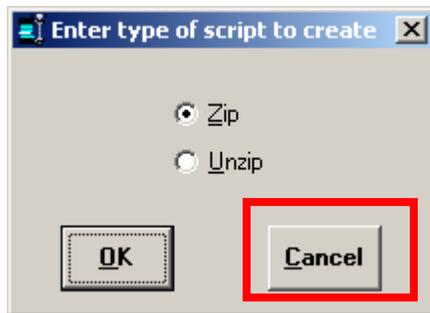
In Step 3 type in zip file name MyZipFile.



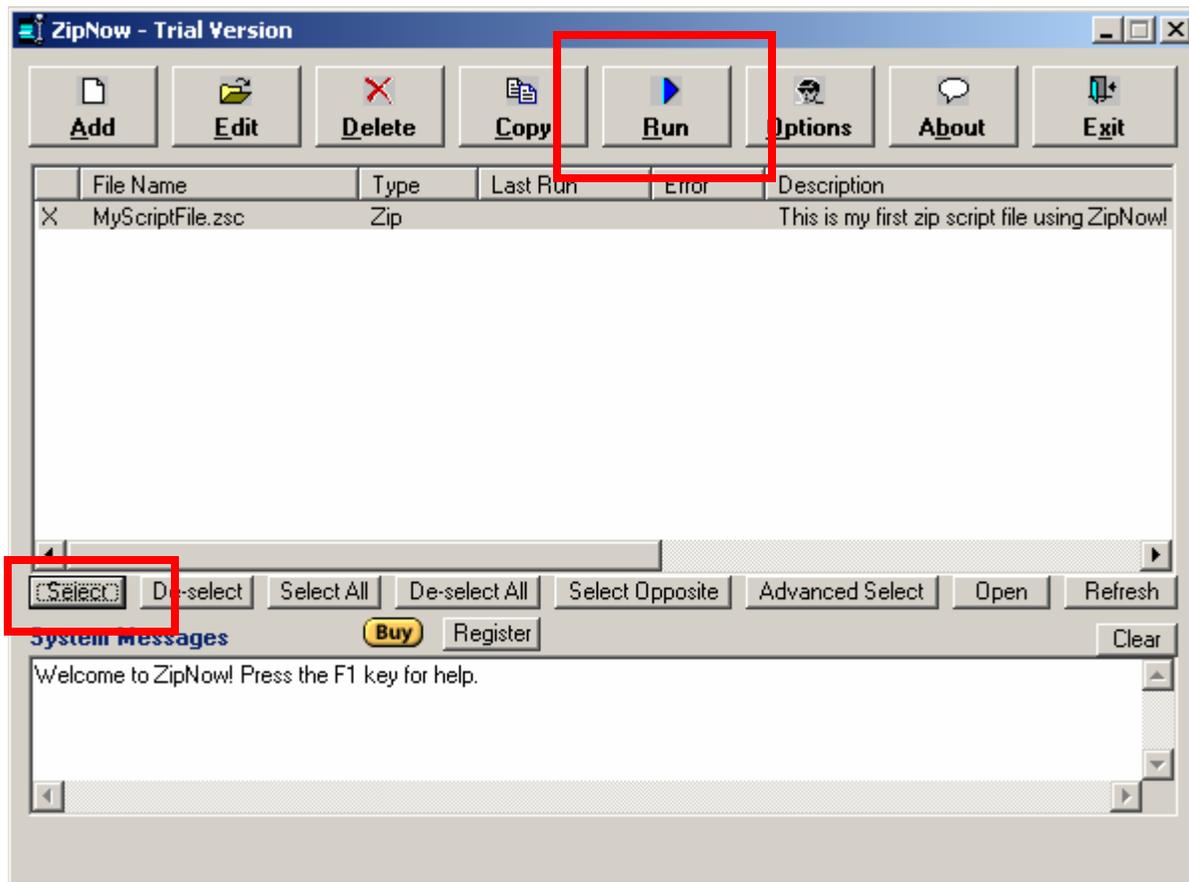
In Step 7 type in script file name MyScriptFile and enter a description if you like. Click the Save Button to save the zip script file.



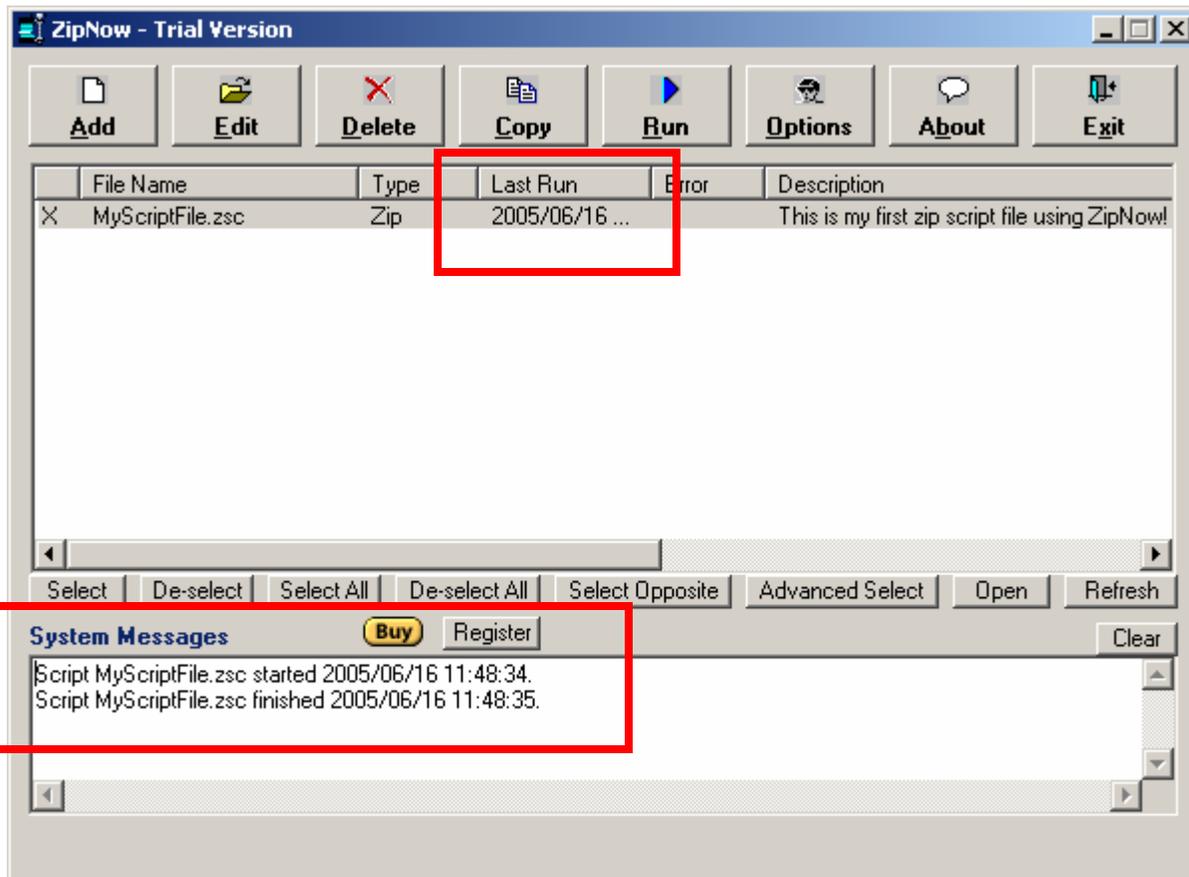
Click the Cancel Button.



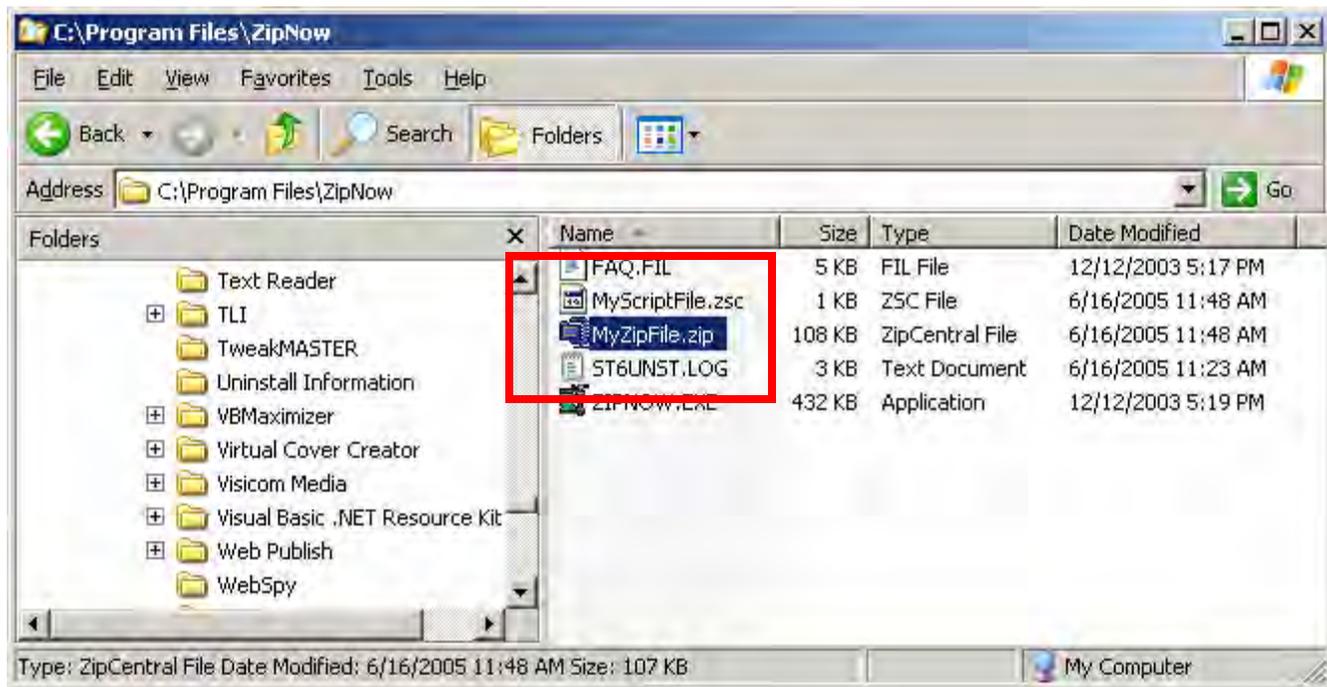
On the main screen notice that the zip script file you just created now appears in the list. Click the Select Button to select the script and click the Run Button to execute it.



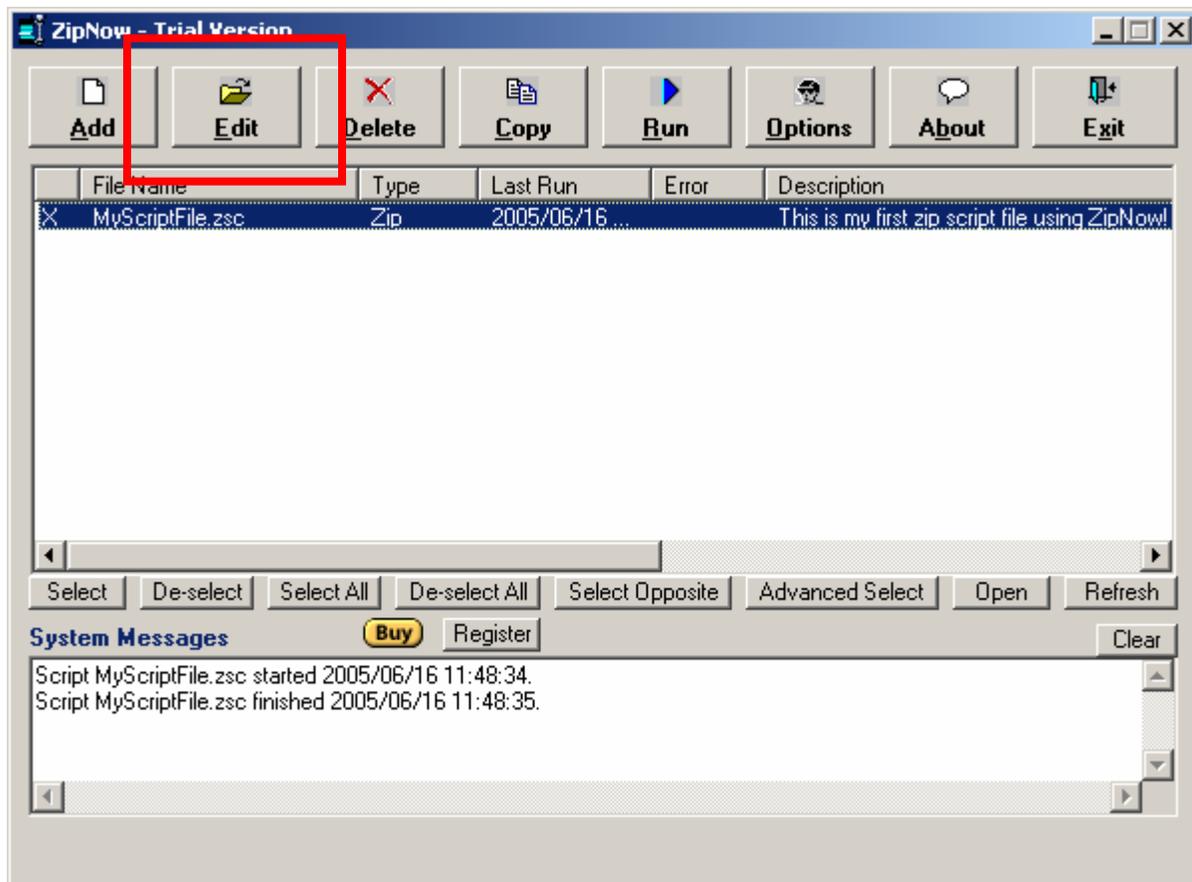
Note that the run time appears in the list and in the System Messages the start and finish times appear. If no error messages appear in the System Messages section then the zip file creation was a success!



Verify that the zip file was indeed created by opening Window's Explorer and locating the file.



Now we will modify our script so that it will automatically be emailed to someone whenever the script is run. To edit script file MyScriptFile select it and click the Edit Button.



Click the Email Button on the right side of the screen.

ZipNow - Edit zip script file MyScriptFile.zsc

Step 1 : Select files to zip. You can use wildcard characters "*" and "?" in your selection.

C:\Program Files\ZipNow*.*

Add Edit Delete Delete All Select All Deselect All

Step 2 : Select directories to place the zip file in.

C:\Program Files\ZipNow

Add Delete Delete All

Step 3 : Enter the zip file name. DO NOT include the extension.

MyZipFile Max length is 250 characters.

Step 4 : Include files modified on or after 1 / 1 / 1980 01/01/1980 - 12/31/9999

Step 5 : Select zip file compression mode

Best Normal Fast None 'Best' uses maximum compression.

Step 6 : Optional. Enter a password to protect the zip file.

Case sensitive - 80 char max.

Step 7 : Enter a script file name. DO NOT include the extension.

MyScriptFile Max length is 250 characters.

Step 8 : Enter a description for this zip operation. 255 char max.

This is my first zip script file using ZipNow!

Step 9 : Store paths for each file spec in zip file?

Yes No

Step 10 : Include contents of sub-directories in zip file?

Yes No

Step 11 : Include hidden and system files?

Yes No

Step 12 : Include directory entries? (store empty dirs)

Yes No

Step 13 : Include volume label?

Yes No

System Messages

Clear

Step 14 : Save Step 15 : Close

Select "Send as attachment" and click the Add Button to add one or more email addresses.

ZipNow - Email Settings Screen

Send as attachment

Send as hyper-link

C:\Program Files\ZipNow\MyZipFile.zip

Add email addresses of those to receive the zip file

john.doe@mail.com

Add Edit Delete Delete All

Save Close

Sender's Name

ZipNow

Sender's Email Address

John.Doe@Mail.Host.com

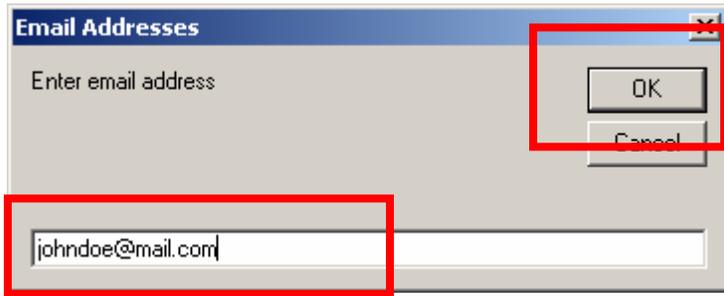
Subject

Zip File

Body

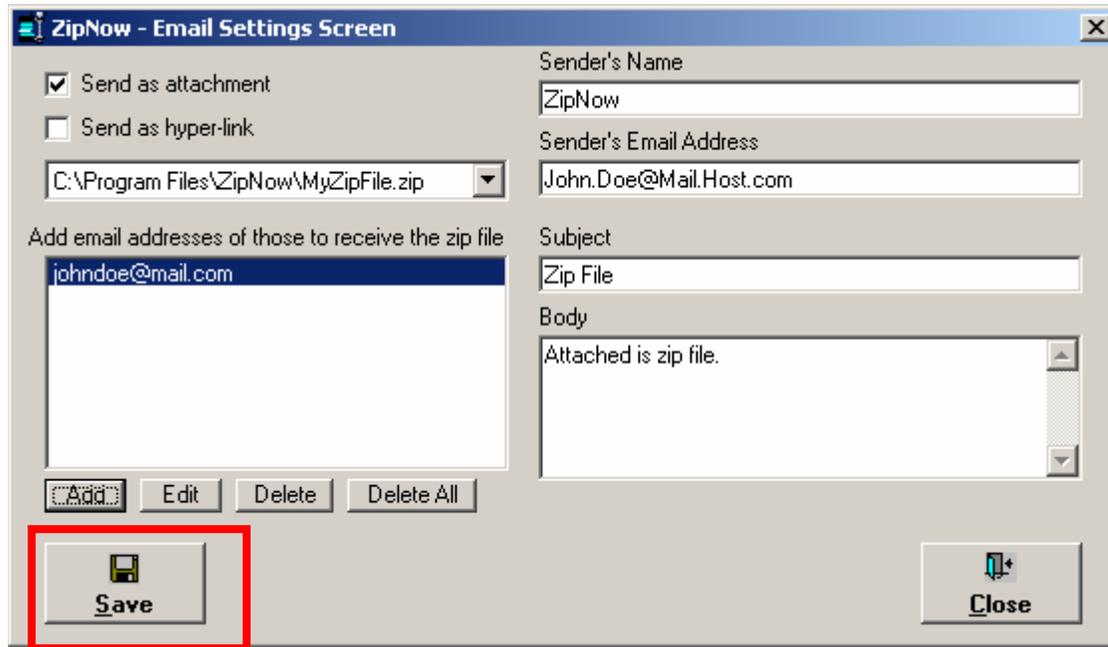
Attached is zip file.

Enter a valid email address and click the OK Button.



The dialog box titled "Email Addresses" has a text input field containing "johndoe@mail.com". To the right of the input field are two buttons: "OK" and "Cancel". Both the input field and the "OK" button are highlighted with red rectangular boxes.

Modify the Sender's Name, Sender's Email Address, Subject and Body if desired. Click the Save Button to save the script with the new changes then click the Close Button.



The "ZipNow - Email Settings Screen" dialog box contains several fields and buttons. On the left, there are checkboxes for "Send as attachment" (checked) and "Send as hyper-link" (unchecked). Below them is a file path dropdown menu showing "C:\Program Files\ZipNow\MyZipFile.zip". A list box below the dropdown contains the email address "johndoe@mail.com". At the bottom left, there are buttons for "Add", "Edit", "Delete", and "Delete All". The "Save" button, which features a floppy disk icon, is highlighted with a red rectangular box. On the right side, there are text input fields for "Sender's Name" (containing "ZipNow"), "Sender's Email Address" (containing "John.Doe@Mail.Host.com"), and "Subject" (containing "Zip File"). Below these is a text area for "Body" containing the text "Attached is zip file.". At the bottom right, there is a "Close" button with a window icon.

Click the Close Button.

ZipNow - Edit zip script file MyScriptFile.zsc

Step 1 : Select files to zip. You can use wildcard characters "*" and "?" in your selection.

C:\Program Files\ZipNow*.*

Add Edit Delete Delete All Select All Deselect All

Step 2 : Select directories to place the zip file in.

C:\Program Files\ZipNow

Add Delete Delete All

Step 3 : Enter the zip file name. DO NOT include the extension.

MyZipFile Max length is 250 characters.

Step 4 : Include files modified on or after 1 / 1 / 1980 01/01/1980 - 12/31/9999

Step 5 : Select zip file compression mode

Best Normal Fast None 'Best' uses maximum compression.

Step 6 : Optional. Enter a password to protect the zip file.

Case sensitive - 80 char max.

Step 7 : Enter a script file name. DO NOT include the extension.

MyScriptFile Max length is 250 characters.

Step 8 : Enter a description for this zip operation. 255 char max.

This is my first zip script file using ZipNow!

Step 9 : Store paths for each file spec in zip file?

Yes No

Step 10 : Include contents of sub-directories in zip file?

Yes No

Step 11 : Include hidden and system files?

Yes No

Step 12 : Include directory entries? (store empty dirs)

Yes No

Step 13 : Include volume label?

Yes No

Step 14 : Save

Step 15 : Close

System Messages

Clear

Before testing this script you will need to make some changes. Click the Options Button and change the mail server name (usually the characters after the @ in an email address. For example: If email is johndoe@mail.com then server would be mail.com). Click the Save Button to save your changes then click the Close Button.

ZipNow - Options Screen

Use UNC paths for network drives

Create new error file ERRORS.TXT each time a script is run

Use military time

Default zip script file name

Default unzip script file name

Default zip file name

Default unzip file name ... Clear

Script file location C:\Program Files\ZipNow ...

Error file location C:\Program Files\ZipNow ...

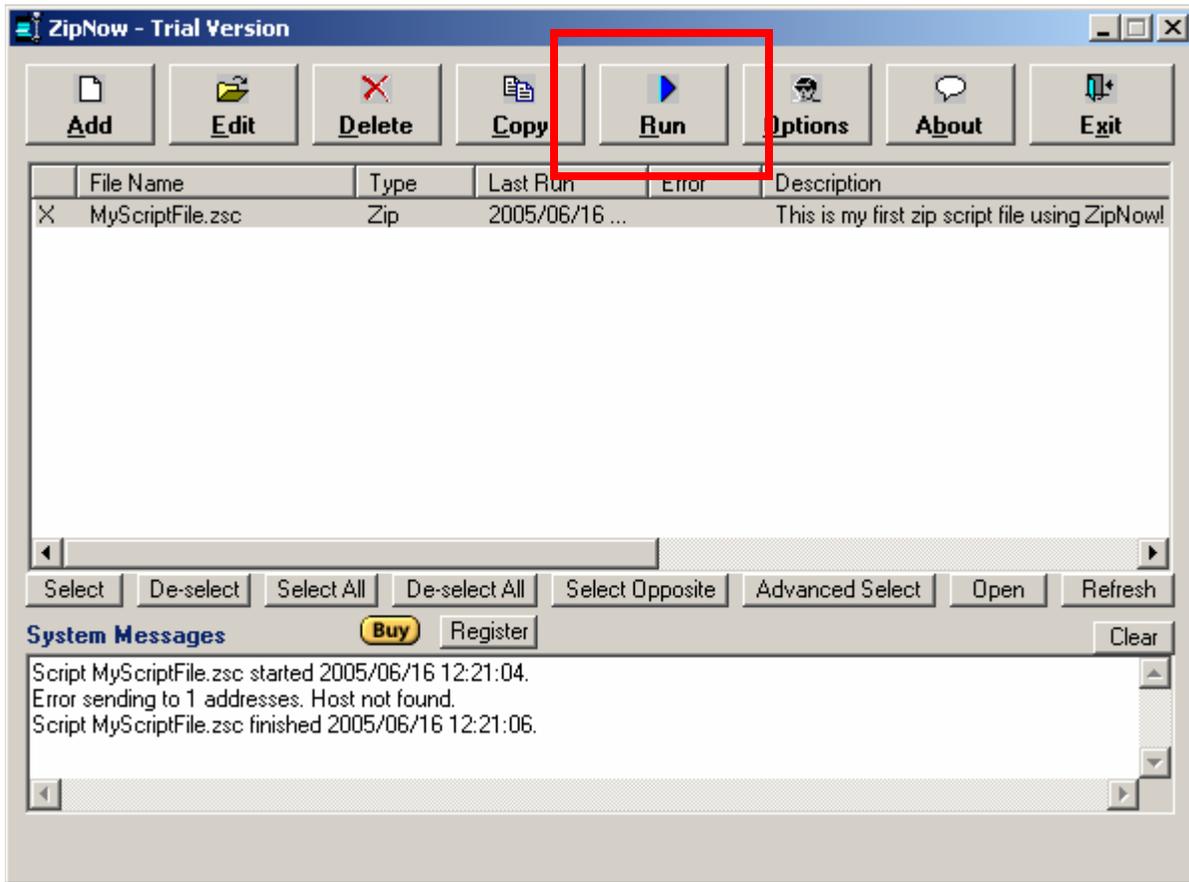
Email host names MAIL.COM (separate with commas)

Email port number 25 (Normally this is 25)

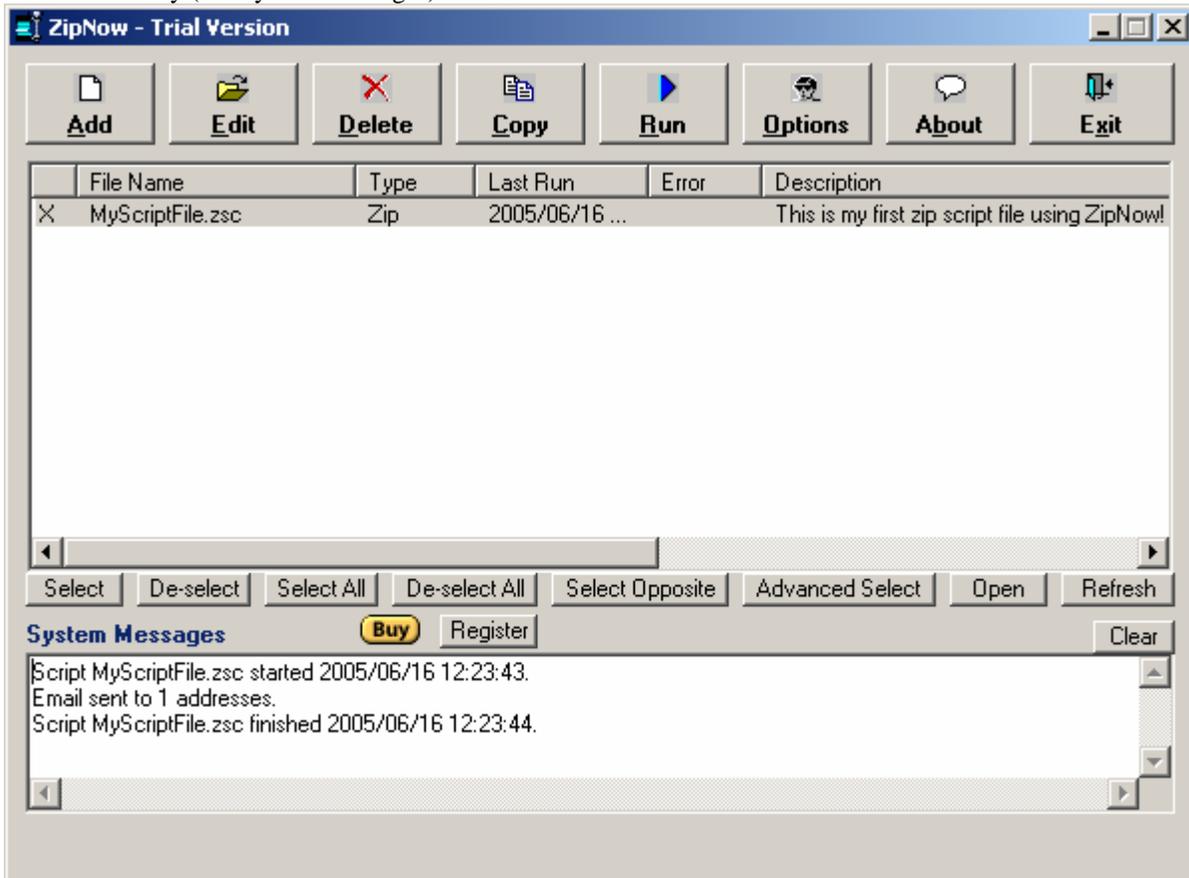
Save

Close

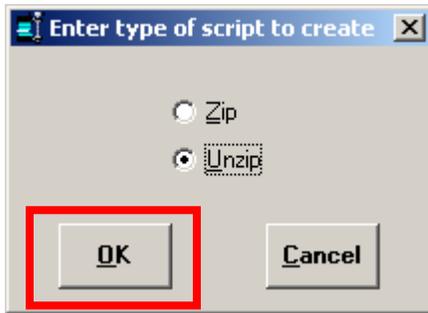
Click the Run Button to execute the script again. This time an email containing the zip file will be sent to the appropriate recipients provided you have entered valid email addresses and email server name.



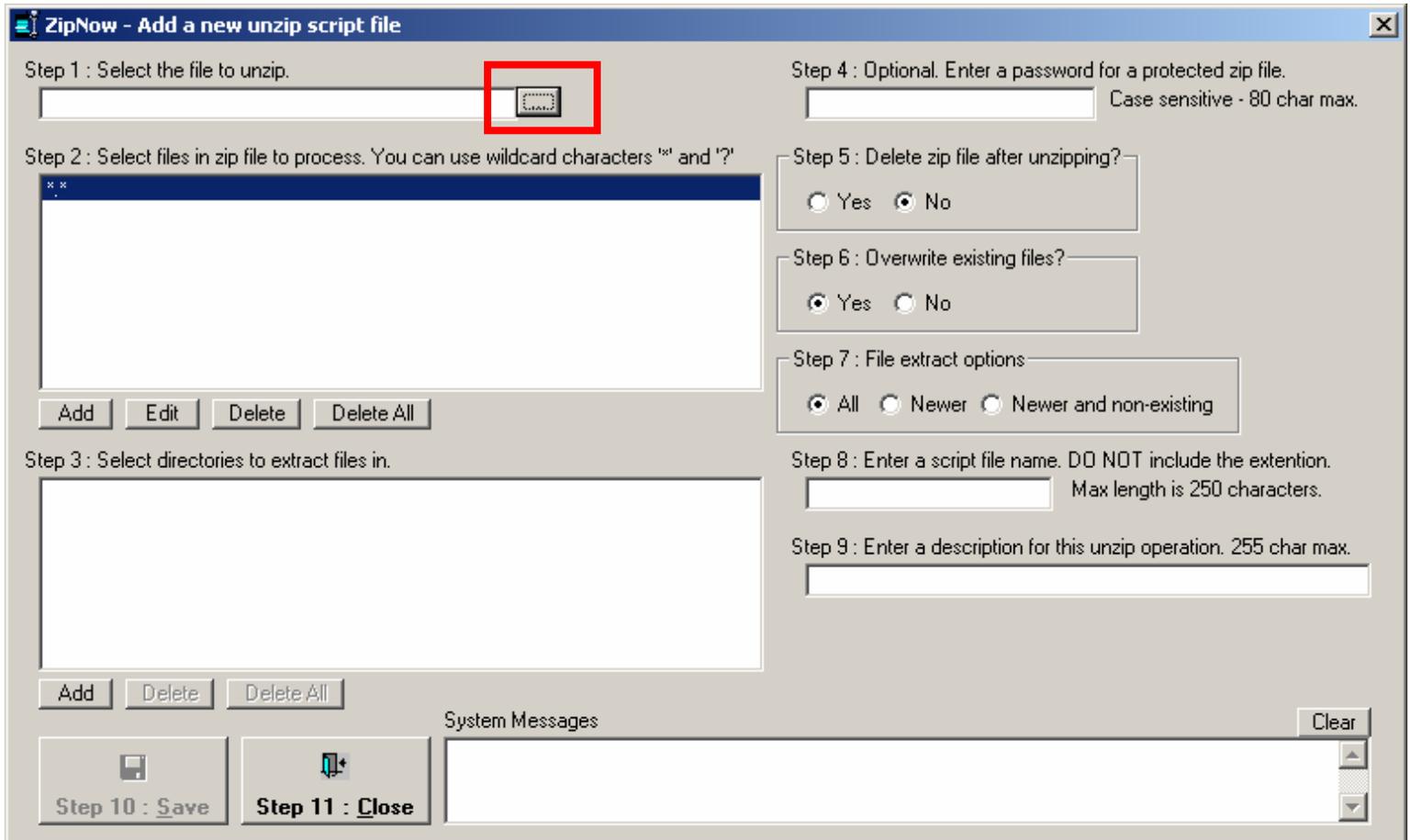
On the screenshot above the host name was not found. This means that an improper mail server name was used. If you don't know the name of your email server contact your email administrator or ISP provider to get the name. The screenshot below is what you will see if the email was sent successfully (see System Messages).



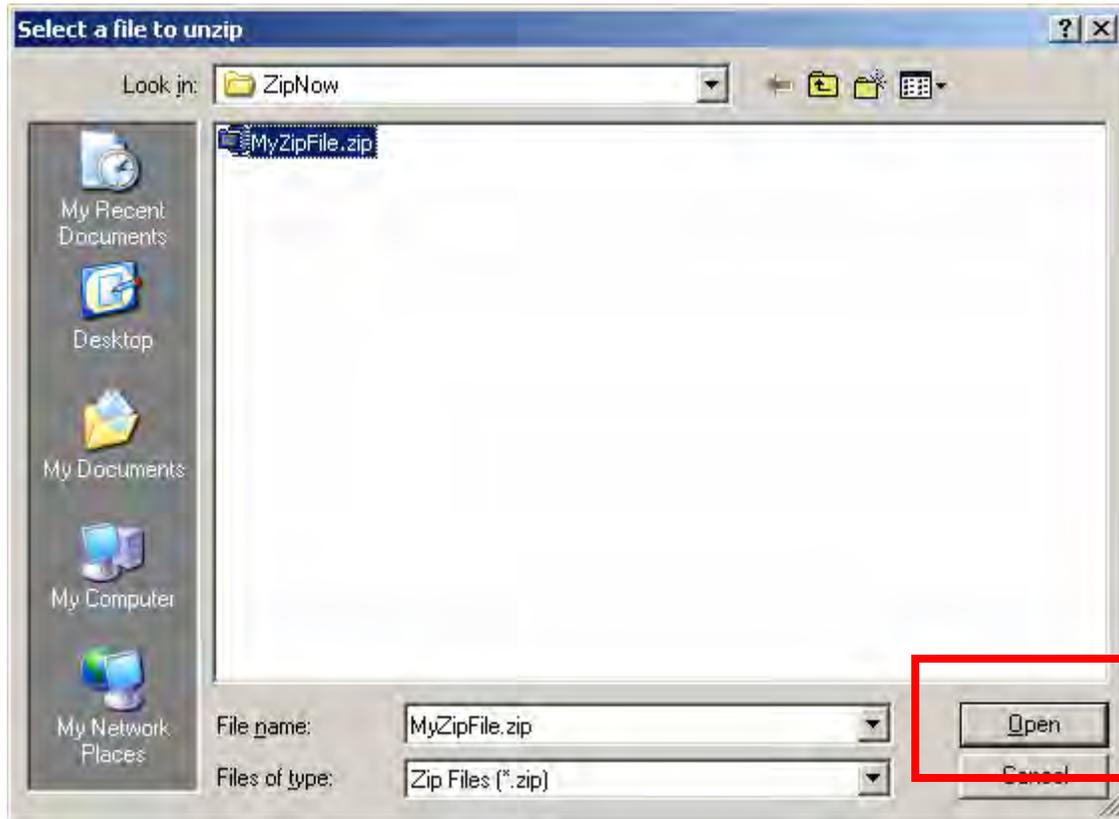
We have learned how to create zip script files. Now onto creating unzip script files which is creating a script file to automatically unzip a specified zip file and extract its contents into one or more directories. On the main screen click the Add Button, select "Unzip", and click the OK Button.



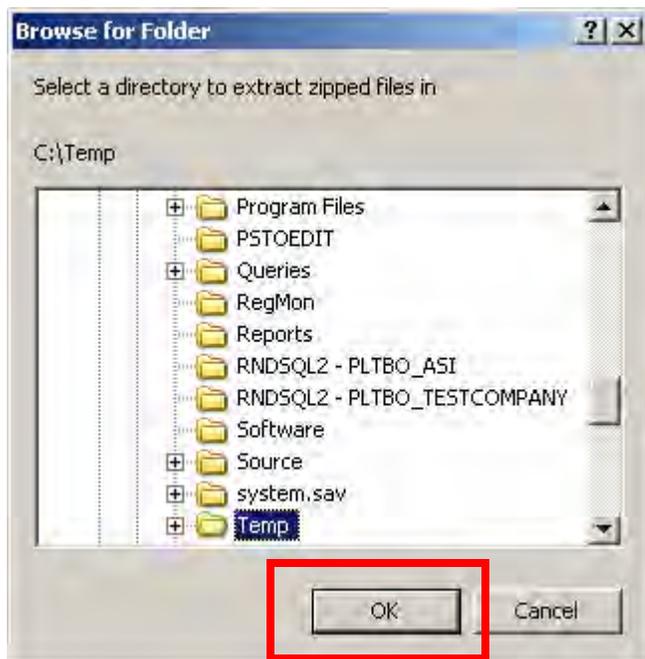
In Step 1 click the Browse Button.



Select zip file C:\Program Files\ZipNow\MyZipFile.zip and click the Open Button.



In Step3 click the Add Button and select C:\Temp as the directory to extract the zipped files into. Click the OK Button.



Enter the name of the unzip script file as MyUnzipScript and enter a description if desired. Click the Save Button to save your changes.

ZipNow - Edit unzip script file MyUnzipScript.usc

Step 1 : Select the file to unzip.
C:\Program Files\ZipNow\MyZipFile

Step 2 : Select files in zip file to process. You can use wildcard characters '*' and '?'

Step 3 : Select directories to extract files in.
C:\Temp

Step 4 : Optional. Enter a password for a protected zip file.
Case sensitive - 80 char max.

Step 5 : Delete zip file after unzipping?
 Yes No

Step 6 : Overwrite existing files?
 Yes No

Step 7 : File extract options
 All Newer Newer and non-existing

Step 8 : Enter a script file name. DO NOT include the extension. Max length is 250 characters.
MyUnzipScript

Step 9 : Enter a description for this unzip operation. 255 char max.
My first unzip script file using ZipNow!

Step 10 : Save

Step 11 : Close

System Messages

Clear

Click the Cancel Button to return to the main screen.

Enter type of script to create

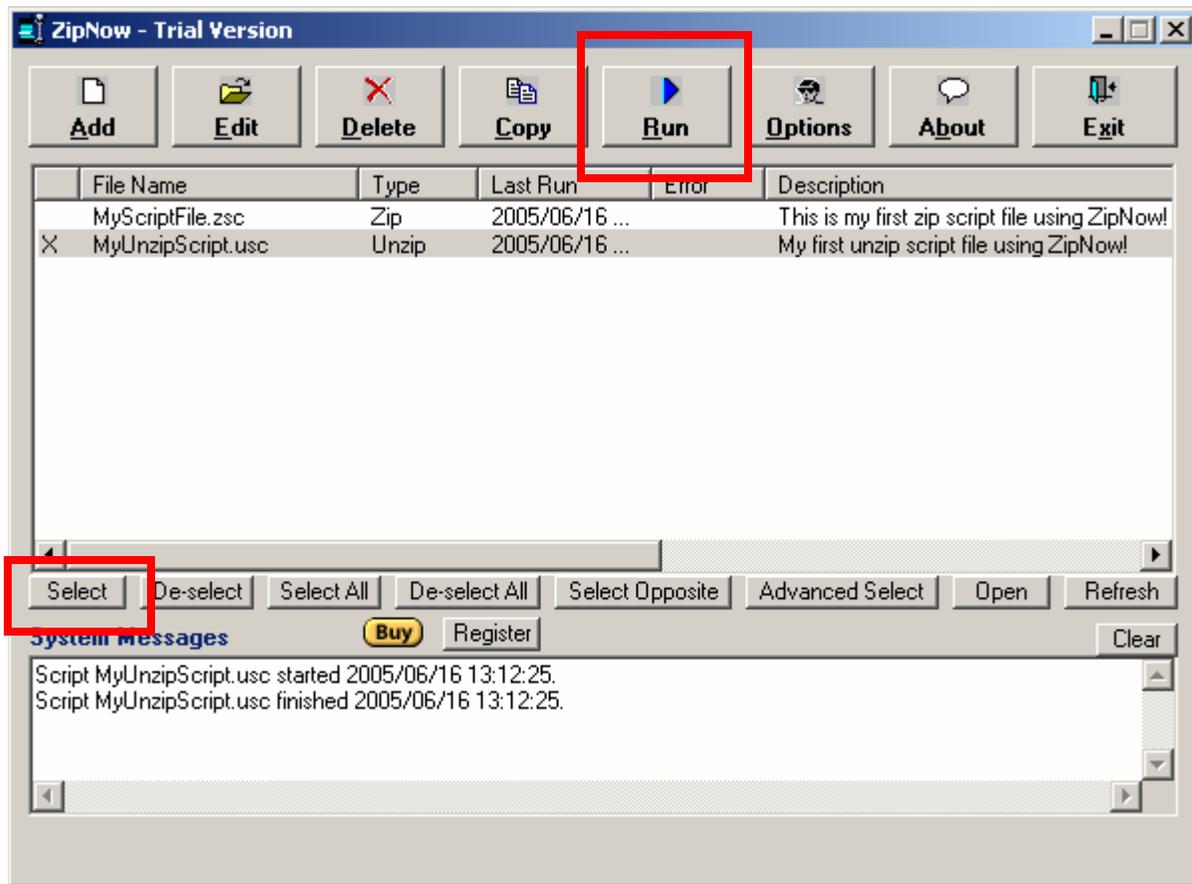
Zip

Unzip

OK

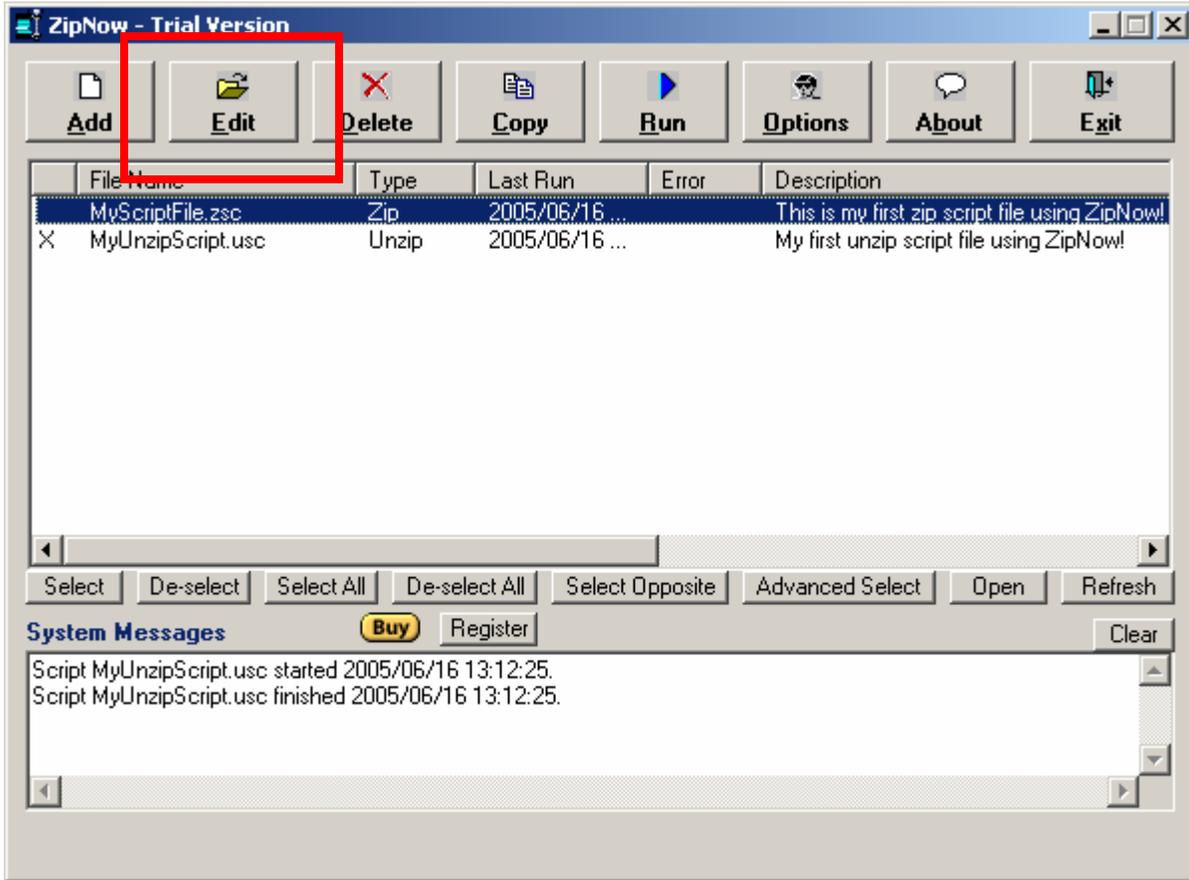
Cancel

Select the unzip script file named MyUnzipScript.usc and click the Select Button. Next click the Run Button to execute the script. If all goes well no error message will appear in System Messages. Browse to directory C:\TEMP and confirm that the zipped files were extracted.

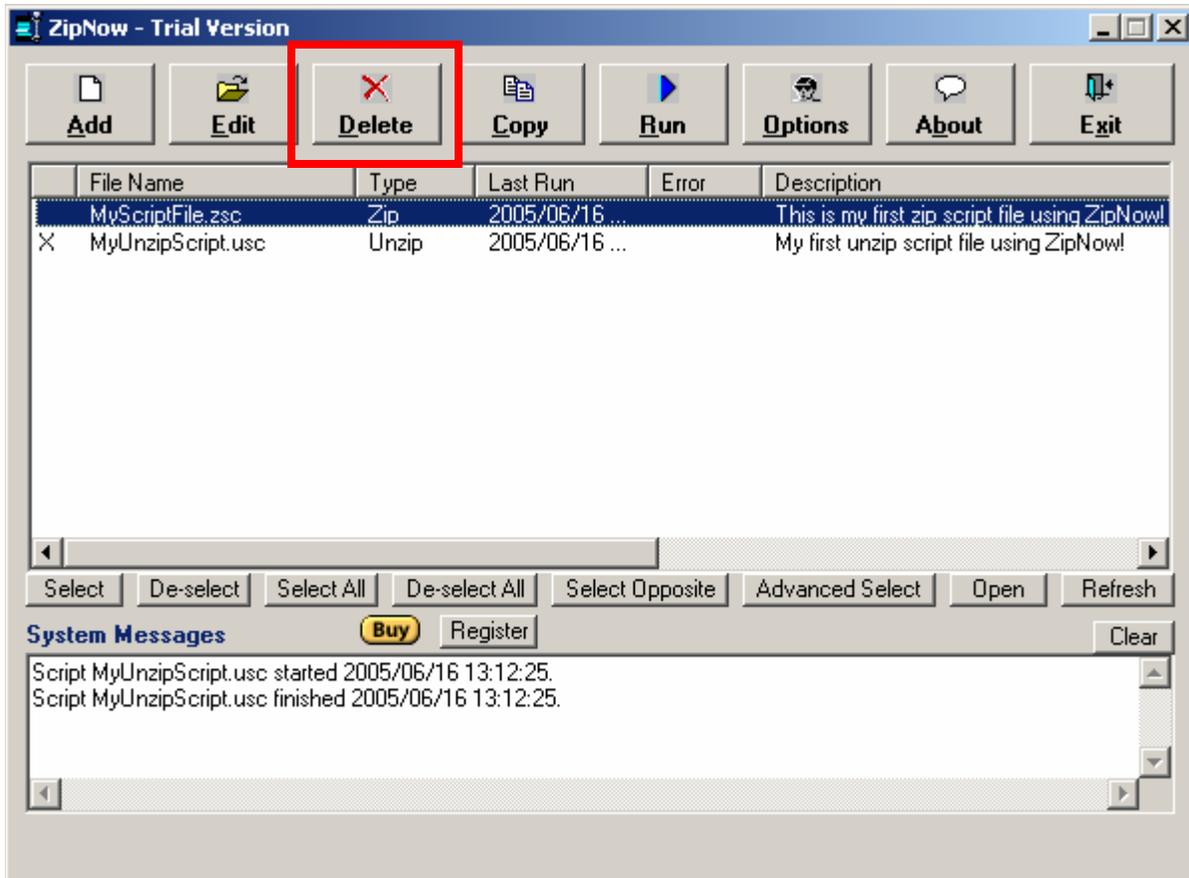


Congratulations! You've just learned the two most powerful features of ZipNow – zipping and unzipping files! By now you should realize how powerful and flexible ZipNow can be when a large number of files need to be zipped/unzipped on a repeated basis. ZipNow is a great time saver!

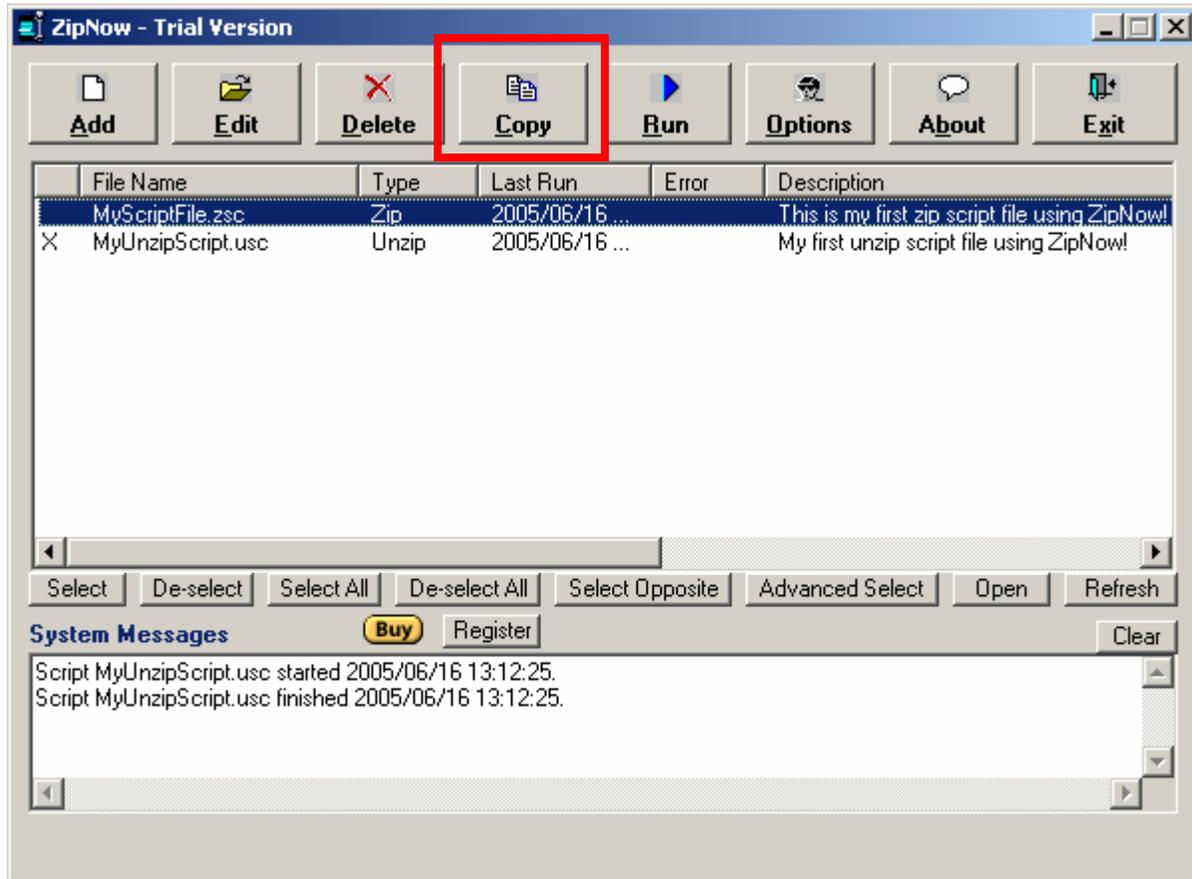
To edit an existing script simply select it in the list and click the Edit Button.



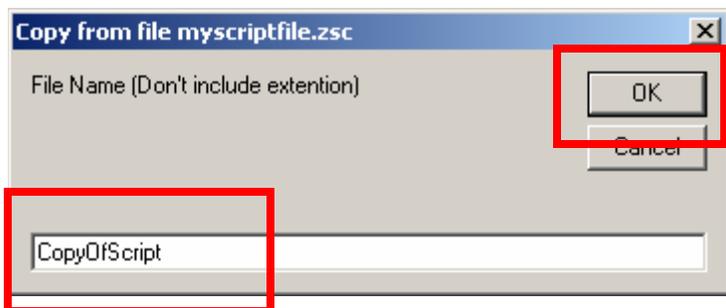
To delete an existing script simply select it and click the Delete Button.



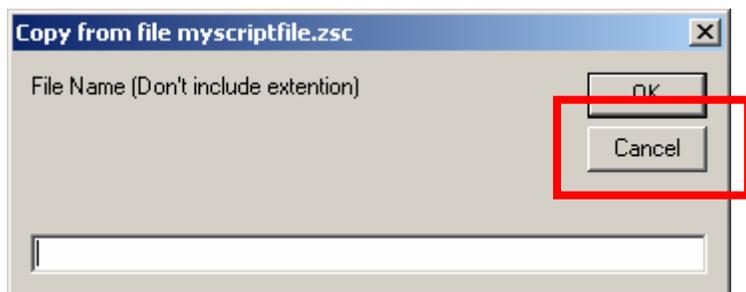
To copy an existing script select the script and click the Copy Button.



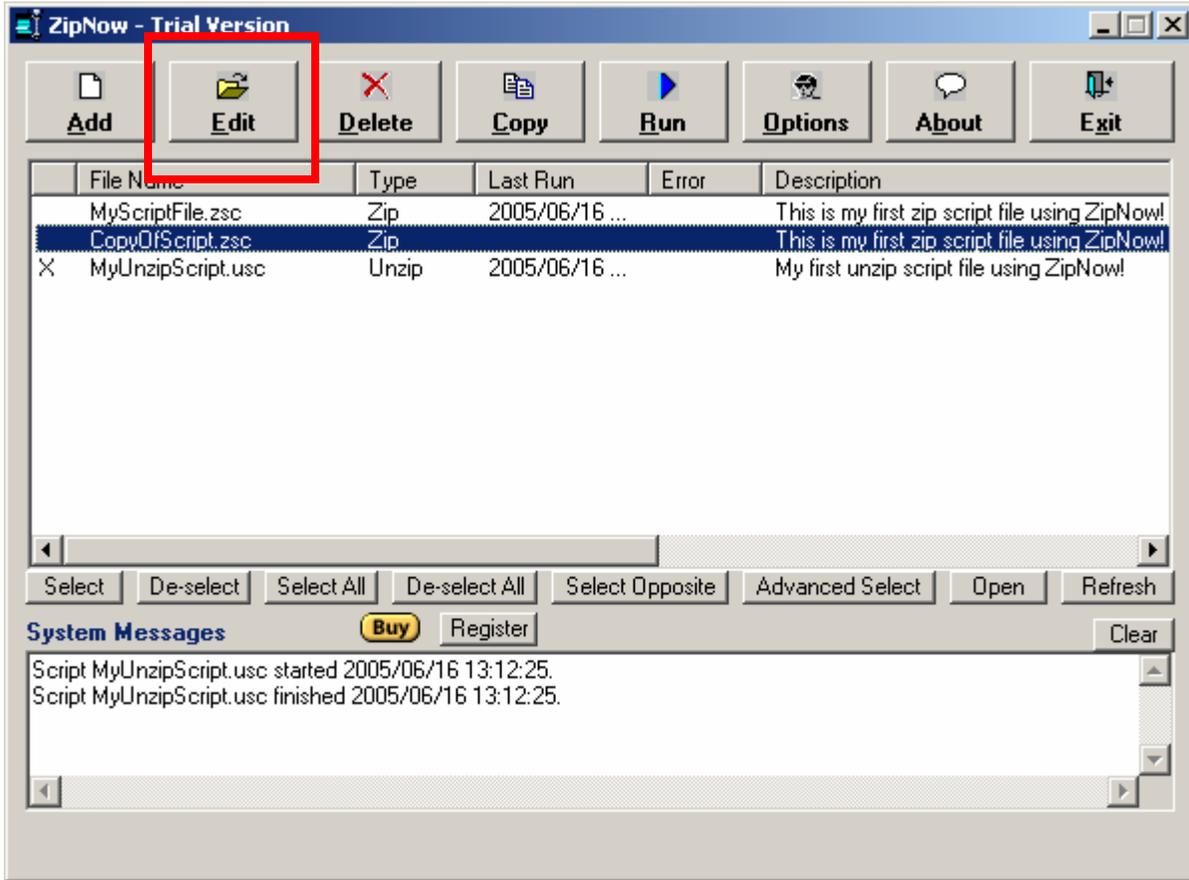
Enter a file name for the script and click the OK Button.



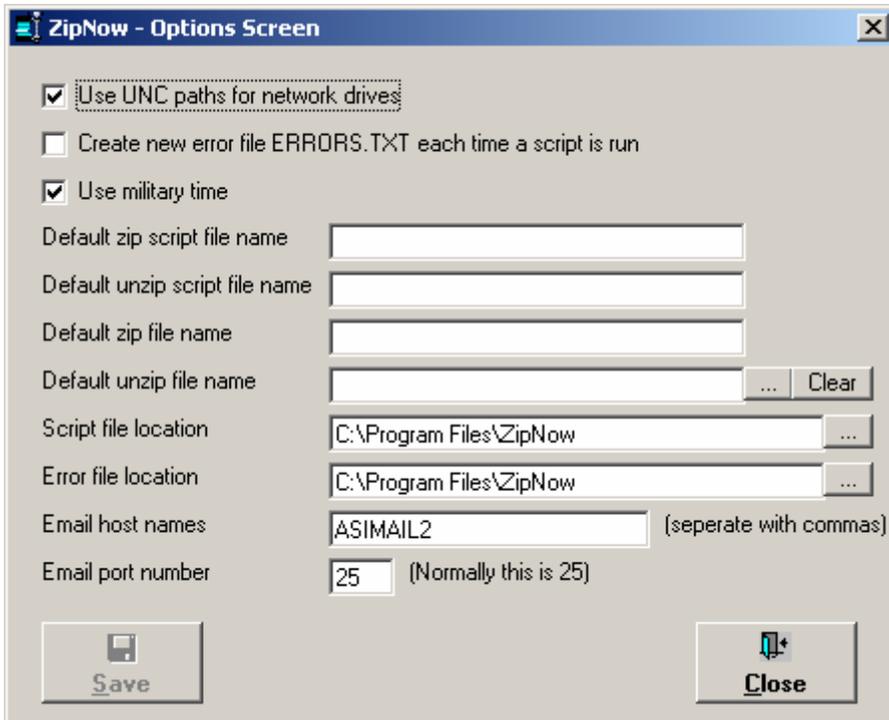
Click the Cancel Button if finished.



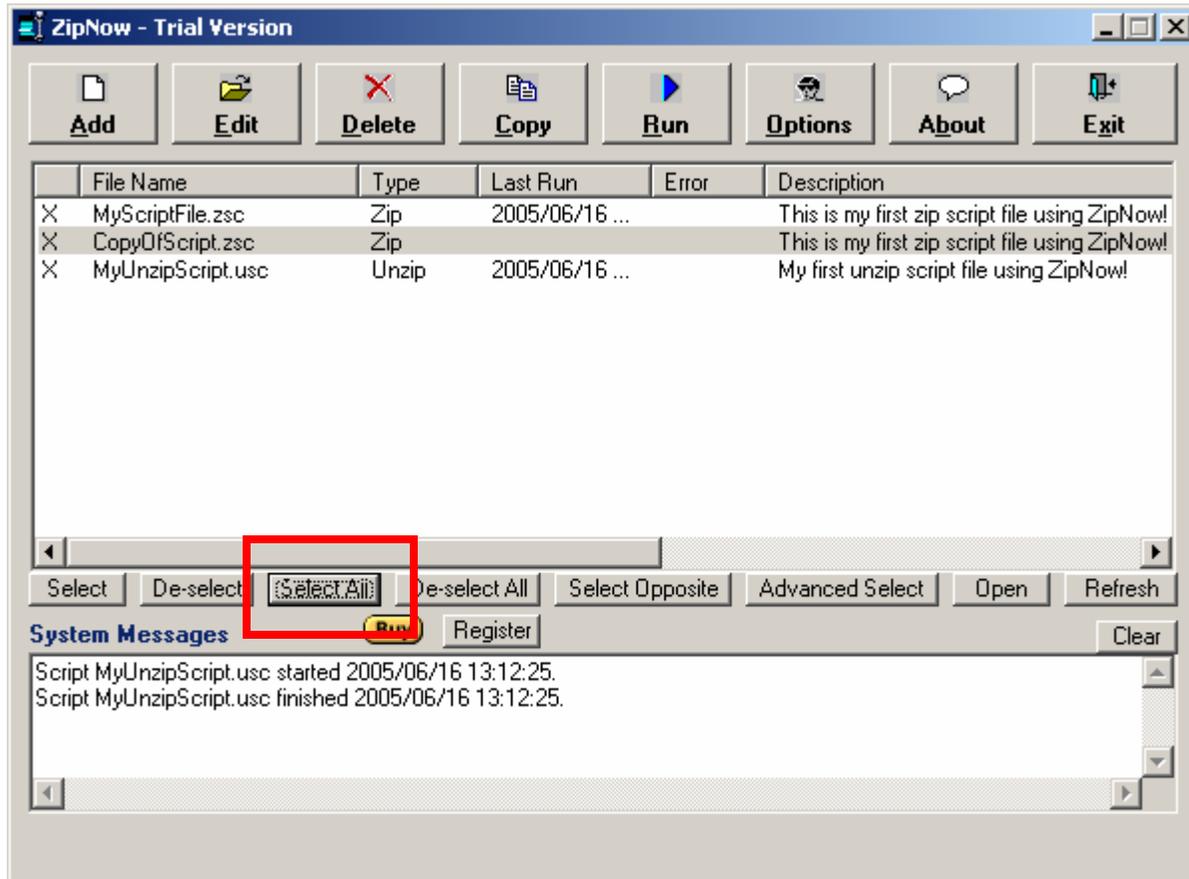
Note that it now appears in the list. Modify the script settings as needed by clicking the Edit Button.



To set ZipNow options click the Options Button.



To run multiple scripts click the Select All Button.



ZipNow can also run scripts from the command prompt (DOS window). Also, you can run scripts from Window's Run Window (click the Start Button and select "Run...")

The syntax for running specific scripts is:

```
<Application Path>ZipNow.exe <Script File1>,<Script File2>,<Script File3>
```

An example which runs four specific script files:

```
"C:\Program Files\ZipNow\ZipNow.exe" script1.zsc,script2.zsc,script1.usc,script2.usc
```

To process all the script files matching a file spec use the following syntax:

```
<Application Path>ZipNow.exe <Script File Spec>
```

Some examples:

```
"C:\Program Files\ZipNow\ZipNow.exe" scr*.zsc
```

```
"C:\Program Files\ZipNow\ZipNow.exe" scr*.usc
```

```
"C:\Program Files\ZipNow\ZipNow.exe" scr???.*
```

```
"C:\Program Files\ZipNow\ZipNow.exe" scr*.*
```

To process all the script files use the following syntax:

```
<Application Path>ZipNow.exe -a
```

To process all the zip script files use the following syntax:

```
<Application Path>ZipNow.exe -az
```

To process all the unzip script files use the following syntax:

```
<Application Path>ZipNow.exe -au
```

Note: These commands can be stored and run from within a batch (BAT) file.

Advantages ZipNow has over the popular WinZip:

1. ZipNow can zip files AND send emails with one click of a button!
 2. With ZipNow you can create much more versatile scripts. A great time saver!
 3. Ability to copy zip scripts.
 4. ZipNow is a great tool for computer users who want to zip all the files on their local drive they worked on at the end of the day and save to a network directory for automatic backup! Just one click of a button does it all! Imagine the time saved over the course of a year!
-