NOKIA
9500
Communicator

Zip Manager user guide

➡ Select **Zip Manager Pro**.

Note: Refer to the separate user guide of your Nokia 9500 Communicator for instructions on the operation and maintenance of your Nokia 9500 Communicator, including important safety information.
For information on installing this and other products available on the Applications for Nokia 9500 Communicator CD-ROM, see the separate Installation Guide on the CD-ROM.

Welcome to Zip Manager

Zip Manager is a powerful and easy-to-use file compression program for the Nokia 9500 Communicator. Zip Manager allows you to handle zip files in a convenient way. It offers a graphical interface to add, extract, and open files, as well as to perform other commands. If you are new to zip files, the wizards will guide you.

Zip Manager supports the following zip file formats: **WinZip** up to version 8.1, **InfoZip** up to version 2.2, and **PkZip** up to version 6.0.

Zip archives

Zip archives are files that contain other files. The files in a zip archive are compressed to reduce their file size. Zip archives have the file extension ZIP. Archives make it easy to group files, which can make transferring and copying many times faster.
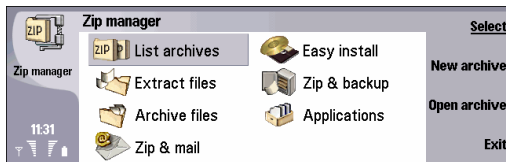
In Zip Manager, **add** means to compress files and add them to an archive. **Extract** means to decompress files in an archive, creating separate files on a disk. Sometimes the terms **zip** or **pack** are used instead of add, and **unzip** or **unpack** instead of extract.

Zip archives are typically used in the following cases:
- Many files available on the Internet and with electronic services are distributed as zip archives. This way only one file transfer operation (download) is required to obtain all related files, and file transfer time is reduced because the compressed files in an archive are smaller in size.
- You may need to send a group of related files. Rather than distributing individual files, it is often easier to distribute the files as an archive to benefit from the file grouping and compression.
- Some important files may not be used often. To save disk space, you can compress these files into an archive

when they are not used, and decompress (extract) them only when needed.

Using zip wizards

If you are new to zip archives, the following wizards will guide you step-by-step through the most common tasks:

- The **Extract Files** wizard extracts files from zip archives.
- The **Archive Files** wizard creates zip archives.
- The **Zip & Mail** wizard creates zip archives and sends them by e-mail.
- The **Easy Install** wizard installs software distributed in zip archives.
- The **Zip & Backup** wizard backs up folders to zip archives.
- The **Applications** wizard manages third-party applications installed on your device.

Extract Files wizard

To extract files from a zip archive, do the following:

1 Select *Extract Files*.

2 Select the zip archive, and press **OK**.

3 Browse to the location where you want to extract the files of the archive, and press **OK**.
Zip Manager extracts all the files from the archive.

Archive Files wizard

To compress files to a zip archive, do the following:

1 Select *Archive Files*.

2 Type a name for the new zip archive, and press **OK**. Press **Browse** to choose where to save the archive.

3 Select the files to add to the zip archive, and press **OK**. Zip Manager creates a new zip archive, compresses the selected files, and adds them to the archive.

Zip & Mail wizard

To compress files to a zip archive and send it by e-mail, do the following:

1 Select *Zip & Mail*.

2 Type a name for the new zip archive, and press **OK**. Press **Browse** to choose where to save the archive.

3 Select the files to add to the zip archive, and press **OK**. Zip Manager creates a new archive, compresses the selected files, adds them to the archive, and creates an e-mail message with the zip archive as an attachment.

> **Note:** You must have an e-mail account and the appropriate settings correctly defined on your device to be able to send e-mail. Refer to

the user guide of your device for more information.

Easy Install wizard

To install software from a zip archive, do the following:

1 Select *Easy Install*.
2 Select the zip archive that contains the software you want to install, and press **OK**.
   Zip Manager extracts the installation files, and starts the installation.

Zip & Backup wizard

With the *Zip & Backup* wizard, you can back up folders to zip archives if you have a memory card inserted in your device. Zip Manager creates a special folder for backup archives, Zip Manager Backup, on the memory card. You can update, restore, or delete your backup archives at any time.

> **Note:** You must have a memory card with enough free memory inserted in your device to be able to use this feature.

To create a backup on your memory card, do the following:

1 Select *Zip & Backup*.
2 Select *< New Backup >*, and press **Backup**.
3 Select the folder to back up, and press **OK**.
   Zip Manager creates a new archive, compresses the selected folder and all its subfolders, and adds them to the archive. The zip archive is saved in the Zip Manager Backup folder on your memory card.
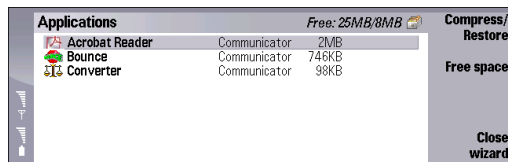
To update an existing backup zip archive, do the following:

1 Select *Zip & Backup*.
2 Select the backup archive to update, and press **Backup**.

To restore a folder from a backup zip archive, do the following:

1 Select *Zip & Backup*.
2 Select the backup archive to restore, and press **Restore**. Note that you must have free memory on your device to restore backup zip archives.
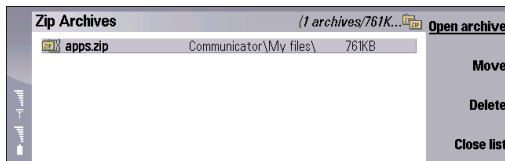
Applications wizard

With the *Applications* wizard, you can zip rarely used applications to save disk space on your device.

To compress or decompress extra applications on your device, do the following:

1 Select *Applications*.
2 Select the application you want to compress or decompress.
  Note that if you compress application files, you must restore them before you can use them again.
3 Press **Compress** to compress a rarely used application and save up to 75% of memory space.
  Press **Restore** to decompress an application.
  Press **Free space** to see the free memory space on your device and on the memory card.

Using the Archive view

To open and use the Archive view, do the following:

1 Select *List Archives* in the Zip Manager main view.
2 Select the archive you want to view, and press **Open archive**.

The Archive view displays the contents of the current archive. You can see the names, file sizes, compression ratios, and time stamps of all the files stored in the archive. To scroll the list, use the scroll key.

In the Archive view, you can use the command buttons and menu commands to perform various commands, such as open files contained in the archive and add new files to the archive.

Opening a zip archive

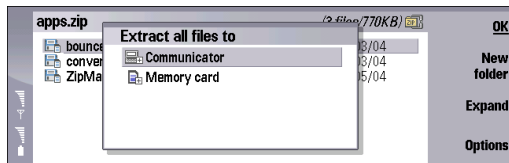To open an existing zip archive, do the following:

1 Press **Menu**, and select *File→ Open archive...*.
2 Select the archive to open, and press **OK**.
  Zip Manager opens the archive and shows its contents in the Archive view.

Creating a new zip archive

To create a new zip archive, do the following:

1 Press **Menu**, and select *File→ New archive...*.
2 Type a name for the new archive, and press **OK**.
  Press **Browse** to choose where to save the archive.
3 Select the files to add to the zip archive, and press **OK**.
  Zip Manager creates a new zip archive, compresses the selected files, and adds them to the archive.

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Extracting files from a zip archive

When you extract a file, Zip Manager decompresses it and places it in the folder of your choice. You can restore entire folders and retain their subfolder structure.

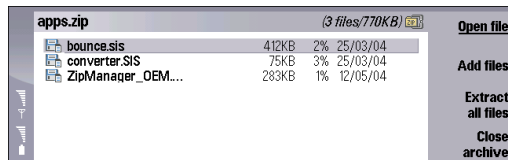To extract files from a zip archive, do the following:

1 Open the zip archive to extract.
2 Press **Menu**, and select *Actions→ Extract all files...* or *Extract selected files....*
3 Select where you want to save the extracted files.
4 Press **OK**.
   Zip Manager extracts all or selected files from the zip archive.

Options when extracting files:

- *Overwrite existing files* — Select whether you want to be prompted before existing files are overwritten with files from the archive.
- *Use folder names* — Zip Manager uses folder names (also known as path names) stored in the archive. You will probably want to select this option for most extract operations. If this option is selected, any folder names stored in the archive will be appended to the

target folder when appropriate. If this option is not selected, all files will be extracted to the same folder, regardless of any folder name information in the archive.

Adding files to a zip archive

To add files to an existing zip archive, do the following:

1 Open the zip archive where you want to add files.
2 Press **Menu**, and select *Actions→ Add files to archive....*
3 Select the files to add to the zip archive, and press **OK**.
   To select multiple files, press and hold the Shift key while pressing the top or bottom of the scroll key.
   Once Zip Manager finishes, it will update the file list in the Archive view to reflect the new files in the archive.

When you add files to a zip archive, the original files on the disk are not deleted. To delete the original files automatically after the Add operation completes, select *Actions→ Move files to archive....*

Options when adding files:

- *Compression* — Sets the level of compression for the files.

- *Include subfolders* — All subfolders in the selected folders are also added to the archive.
- *Save extra folder info* — Full folder path information is stored for each file in the archive.

Opening a file in a zip archive

To open a file in a zip archive, do the following:
1 Open the zip archive.
2 Select the file you want to open.
3 Press **Menu**, and select *Actions→ Open file*.
   Zip Manager extracts the selected file from the archive, and the appropriate application opens it.

Deleting files from a zip archive

To delete files from a zip archive, do the following:
1 Open the zip archive.
2 Select the files to delete.
3 Press **Menu**, and select *Actions→ Delete selected files...*.
   Zip Manager deletes the selected files from the archive.

Adding comments to a zip archive

To add or edit a comment embedded in the zip archive, do the following:
1 Open the zip archive.
2 Press **Menu**, and select *Actions→ Comment*.
3 Type your comments.

Managing zip archives

To copy, move, rename, and delete zip archives, do the following:
1 Open the zip archive.
2 Press **Menu**, and select *File*, and one of the following:
   - *Copy archive...* — Copy the archive to another folder or disk.
   - *Move archive...* — Move the archive to another folder or disk.
   - *Rename archive...* — Change the name of the archive.
   - *Delete archive* — Delete the archive. A confirmation dialog is displayed to avoid accidental deletion.

Viewing archive properties

To view the properties of a zip archive, do the following:
1 Open the archive whose properties you want to view.
2 Press **Menu**, and select *File→ Archive properties...*.
   A view with the following information is displayed: 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.

Viewing file properties

To view the properties of a file in a zip archive, do the following:
1 Open the zip archive.

2 Select the file whose properties you want to view.

3 Press **Menu**, and select *Actions→ File properties...*.
A view with the following information is displayed: name, folder, size, packed size, compression ratio, and the date and time that the file was last updated.

Protecting a zip archive with a password

Zip Manager uses the industry standard Zip 2.0 encryption format.

If you use the extract files function on a password protected zip archive, you will automatically be prompted for the password.

When protecting zip archives with a password, it is important that you specify the password after opening or creating a zip archive and before adding any files to it.

To protect a zip archive with a password, do the following:

1 Create or open a zip archive.

2 Press **Menu**, and select *Tools→ Set password...*, and specify a password.

3 Add files to the zip archive.

Note: Every time you attempt to open a password protected zip archive, you are prompted for its password. Choose passwords that are easy for you to remember but difficult for others to guess. **If you forget the password for a zip archive, you cannot open or extract the information stored in that archive again.**

Setting archiving preferences

To set archiving preferences, do the following:

1 Open Zip Manager.

2 Press **Menu**, and select *Tools→ Preferences...*.

3 Define the following options:
- *Show system tree* — Shows or hides the system tree.
- *Log* — All Zip Manager actions will be written to a log file.
- *Temp folder on* — Selects the drive where Zip Manager places its temporary files.

Viewing the log

Zip Manager writes detailed information about all its actions to the log file if logging is switched on in the *Preferences* dialog.

To view the log, do the following:

1 Open Zip Manager.

2 Press **Menu**, and select *Tools→ Show log*.