

PFZip Help

Table of Contents

PFZip Download and Installation	1
License Information	5
Uninstall PFZip	5
Start PFZip	6
Create an archive.....	6
Encrypt options	6
Right-Click Zip	7
Open Archive	7
Distribution Method.....	8
Main Screen.....	8
Upload to PrivateFile Direct	9

PFZip Download and Installation

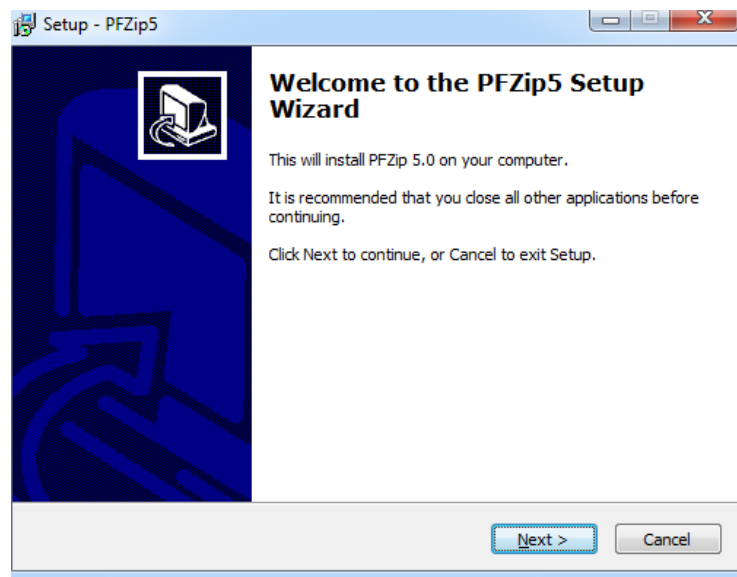
You can download the PFZip installation software from www.private-file.com

The exact details may vary depending on your PC environment, but they will be similar to the following instructions. We recommend that you use the default options. Right-click on the link and select the option Save Target As. You will then be asked to select where you want to save the file.

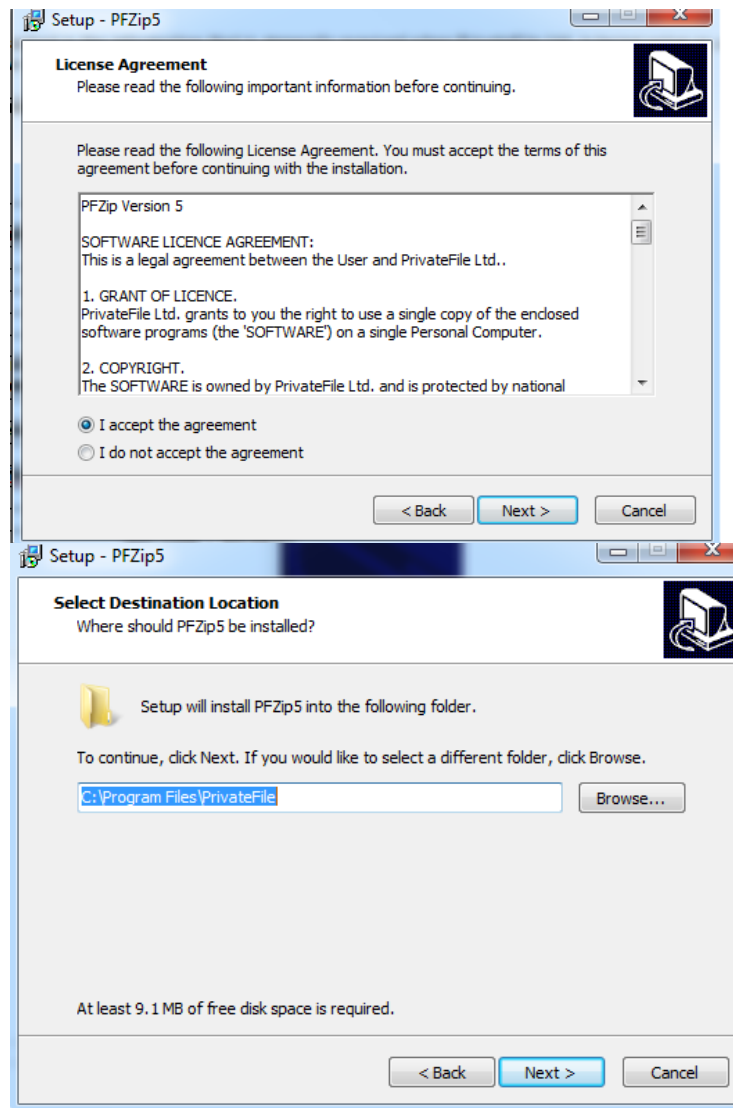
Choose a convenient location, such as the Windows Desktop and click save. The file will then take a few minutes to download. When the file has downloaded, choose the Run option. This will start the installation wizard.

Choose a convenient location, such as the Windows Desktop and click save. The file will then take a few minutes to download.

When the file has downloaded, choose the Run option. This will start the installation wizard.

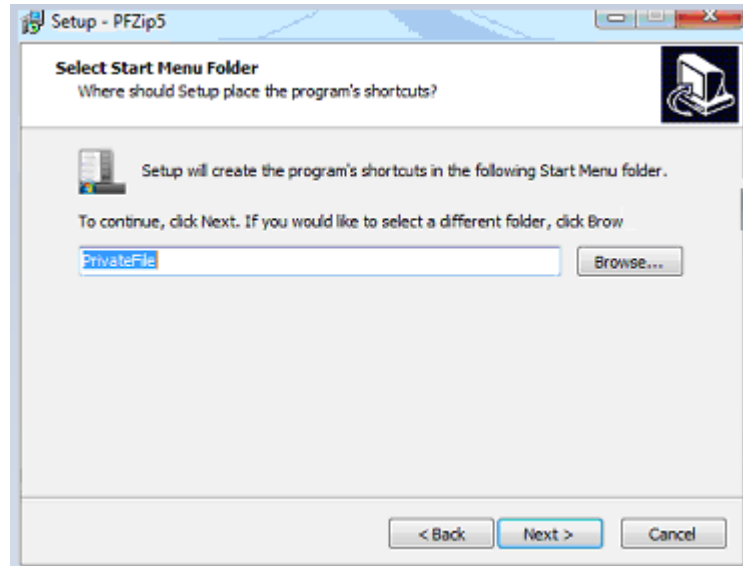


In the License Agreement review the license and select accept and next if you want to continue

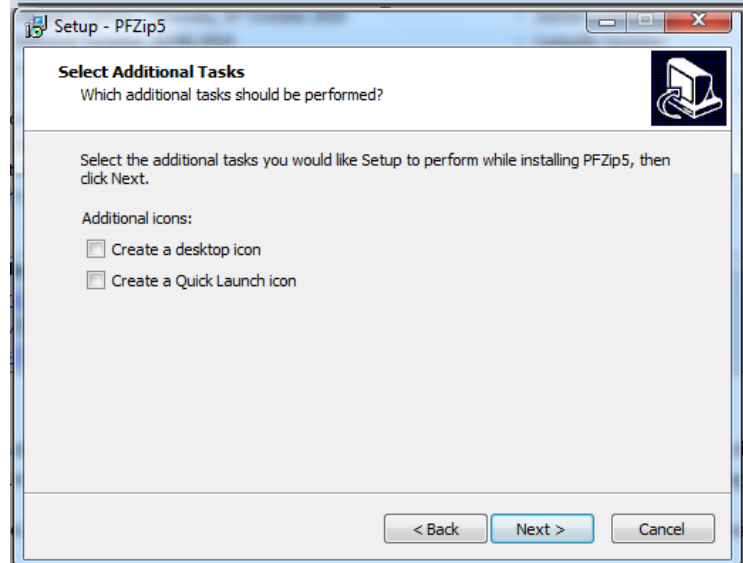


Choose a destination folder. The default folder is "C:\Program Files\PrivateFile"

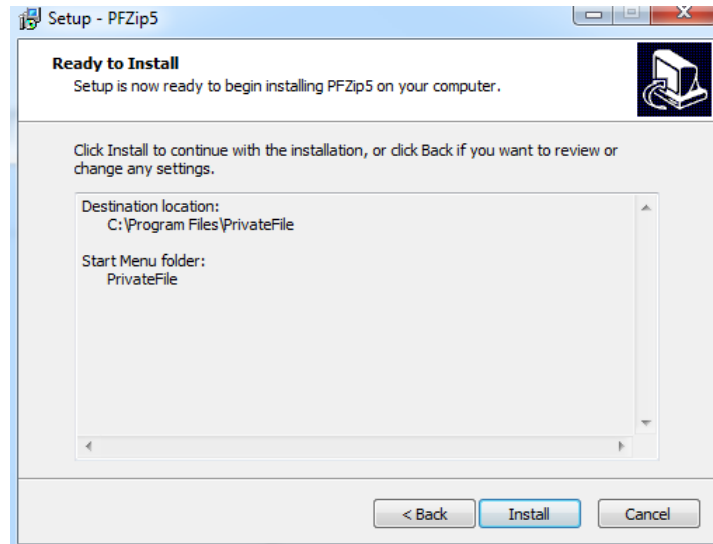
Select a Start Menu folder. By default this is PrivateFile



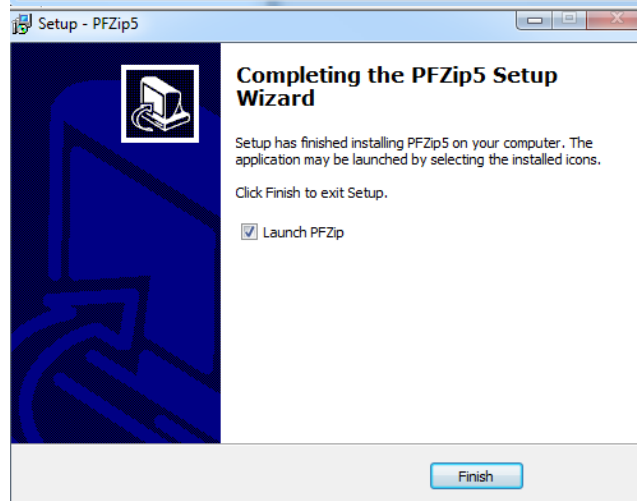
Choose any extra icons that you want to install. Then select next



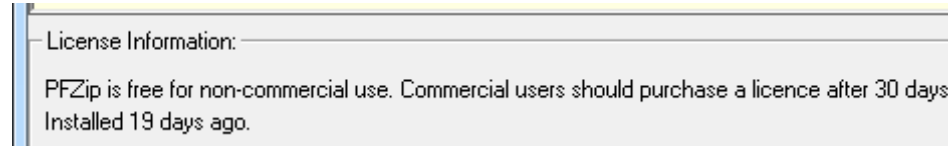
PFZip will be installed



PFZip is now installed



License Information



The bottom of the main screen displays the license information. PFZip is free for non-commercial use. Commercial users should purchase a license via the PrivateFile website after 30 days.

After you purchase your license, you will receive registration information. You can use the Help menu Licensing Information option to register your copy of PFZip.

Uninstall PFZip

You can uninstall PFZip by choosing Uninstall PFZip from the PrivateFile Start menu. To complete the uninstall, you may have to reboot your computer.

Start PFZip

To start or launch PFZip, select the PFZip option from the PrivateFile menu.

Create an archive

To create a PFZip archive, you can either use the right click menu in Windows Explorer, or you can start PFZip and select the new option. You can then use the Add options under the Action menu to add files or folders to your archive.

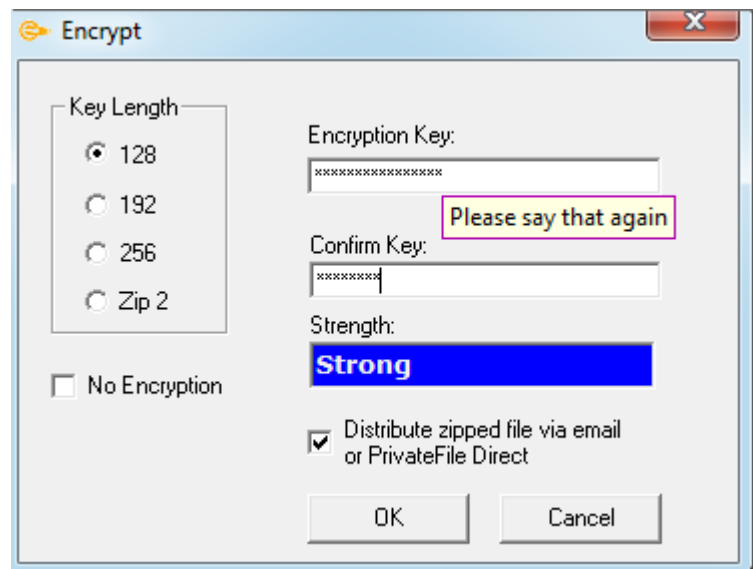
Encrypt options

When you add files or folders to a new archive you will be presented with the encrypt dialog box.

This has a number of options allowing you to specify your encryption options and encryption keys.

The 128, 192 and 256 actions correspond to the AES key lengths.

Zip 2 is the old encryption option which is not recommended.



Choose whichever key length that you want, and enter in the encryption key that you want to use to encrypt the archive. A strength indicator shows the approximate strength of the key.

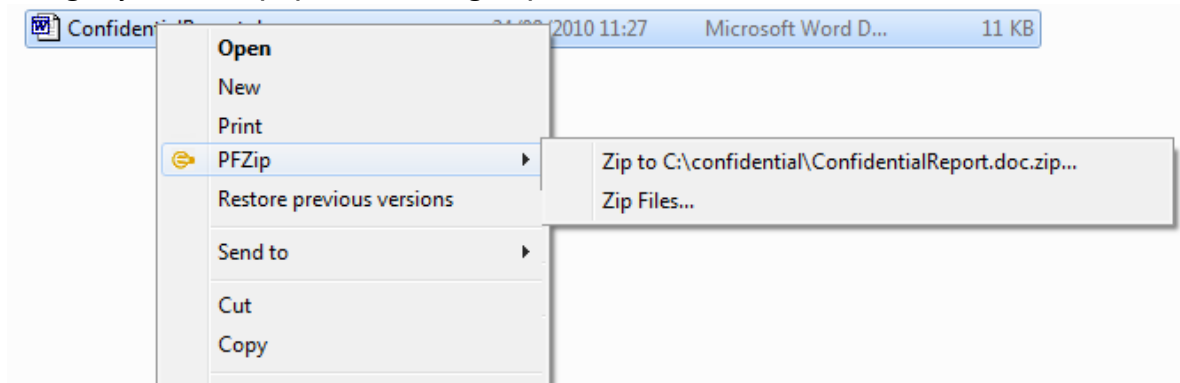
If you don't want to encrypt the archive, check the No Encryption option.

You can also check the Distribute zipped file the e-mail or PrivateFile Direct option if you want to distribute the archive.

Note, that this dialog box will only appear the first time that you add files or folders to an archive.

Right-Click Zip

The handiest way to create an archive is to simply right click on the file in Windows Explorer. This would then give you the PFZip option of creating a zip file.



Once you select the name of the zip file to be created, you will be presented with the Encrypt dialog box is shown earlier.

Open Archive

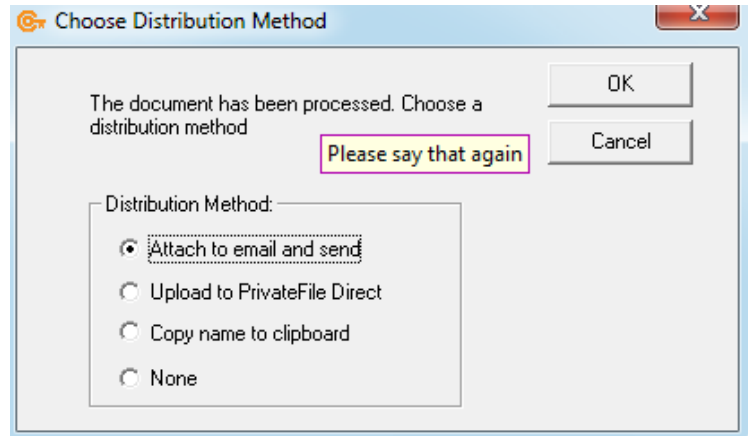
The easiest way to open an archive is just to double-click on the archive in Windows Explorer. You can also right click on the archive in Windows Explorer, and PFZip was present you with a number of extract options.

Distribution Method

If you selected the Distribution checkbox in the previous screen, you will now be presented with the Choose Distribution Method dialog box.

This gives you a number of options for distributing the archive if you want.

The first option allows you to attach the archive to an e-mail for sending.



By choosing this option, PFZip will attempt to load your default e-mail program, create a new e-mail, and attach the archive to that e-mail. You can then send the archive from your e-mail program as normal.

The second option allows you to upload the archive to PrivateFile Direct. You will need an account with PrivateFile Direct to use this option.

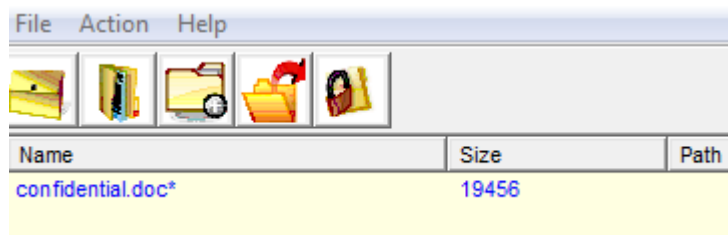
The third option will copy the name of the archive to the Windows clipboard. You can then paste the name from there.

Choose None option if you don't want to distribute the archive.

Main Screen

The main screen shows the files which are contained in the archive.

If the archive is encrypted, the files will be marked with an *.



To extract files from the archive, you can either right click on the file and choose extract or choose extract from the Action menu. You can then decide where you want the files to be extracted to.

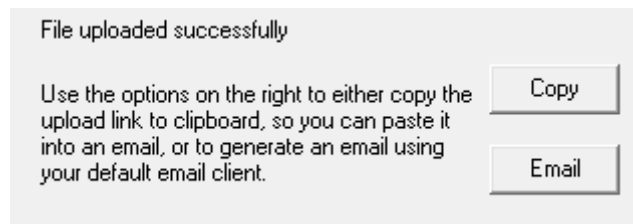
Upload to PrivateFile Direct

In the Distribution Method dialog box, you had the option to upload the file to PrivateFile Direct. If you do that you will be presented with the following dialog box.

You will need to have an account with PrivateFile Direct to upload the file. Entering your PrivateFile Direct credentials and select the Upload File button. The archive will now be uploaded to PrivateFile Direct.

Note, that this may not work if you use a network proxy within your organisation.

After the file has been uploaded, a corresponding upload successful message will be displayed.



PrivateFile Direct upload link will be created. You can choose the Copy button to copy the link into your Windows clipboard from where you can paste it into another program. The E-mail button will create an e-mail using your default e-mail client. You can then send the link to your recipient.

The recipient clicks on the link to retrieve the file from PrivateFile Direct.

Choose the Close button to close the PrivateFile Direct dialog box.

