BeoZip
User Manual

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Why BeoZip?

Our relationship with the data we store on our computers is not unlike that of a marriage. A lot of hard work is put into creating and maintaining a base from which we can build what we hope will be a lifetime union. Everything can seem to be going great, then one day you come home and find that your data has just up and left you - no note, no explanations, just gone. Think of BeoZip as a prenuptial agreement between you and your data. A guarantee that if your data leaves you tomorrow, it will not take with it everything in which you've worked so hard for so long to accomplish.

BeoZip establishes this security by providing an easy, straight-forward method for you to backup your important data onto a medium of your choosing, in a format that works best for your situation – hourly uncompressed backups of your entire system on a dozen TB drives, or super-compressed weekly archives of a single folder stored on a CD-ROM or USB flash drive.

There are no schedules to keep up with, so you don't have to be sure to leave your computer on until 2 a.m. every Tuesday night, or worry about conflicts in the middle of an important process you're working on. The timing and scope of repetitive backups are completely in your control and on your schedule, powered by the click of a single button.

In short, BeoZip provides you with peace of mind, knowing your data-relationship will grow and flourish for as long as you want. And best of all – there are no lawyer fees.

Archival Strategies

Nearly every computer program you will use is designed with a default path where the application stores all of the data you create. Most users simply work with this path, creating subdirectories based off this arbitrary location to organize data.
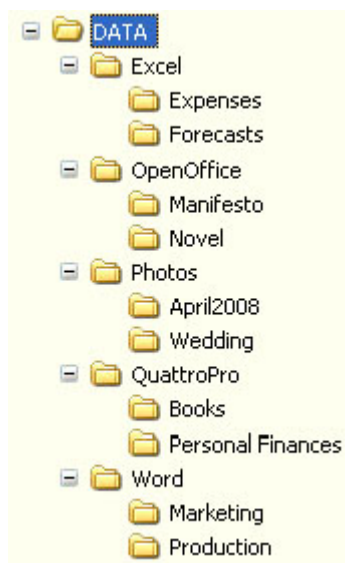
A problem arises, however, when you wish to backup all these files pigeonholed throughout your virtual desk, as you will find yourself painstakingly searching through your drive(s) like a three year old at an Easter egg hunt.

Consequently, Beowurks recommends that you create a centralized 'Data' folder to store all the information you wish to backup, then point your individual programs to default each one's output to a separate subdirectory in this hierarchy. For example, under the main C:\Data folder you could create a 'Word' subdirectory to house all your Microsoft Word documents, an 'Outlook' directory to store your emails, a 'Photos' folder that would contain your personal photographs and so on.

Not only will this organizational technique make your life easier when searching for multiple program data files, but archiving all the data at once is a snap since you only need to backup the top 'Data' folder - BeoZip will find and include all subdirectories automatically.

> **Note: If you adopt a new file structure like the one described above, please don't forget to move or copy your preexisting files into the new location!**

Simple Data Tree Structure

System Requirements

Since BeoZip is written entirely in Java, any operating system with the Java Runtime Environment installed will be able to run BeoZip.

There are no memory requirements; however, the speed at which BeoZip archives your files is directly proportional to the amount of RAM available in your system. Therefore, at least 256 MB of RAM is recommended.

The GUI

BeoZip's graphical user interface (GUI) is designed to provide the user with important file information and compression progress at a glance. Two views of the GUI are available to match specific archiving tasks. Each view is made active by clicking its tab located in the upper right corner of the GUI, labeled Archiving and QuickZip.

Archiving View

BeoZip's default active view is Archiving, which is specifically designed for repetitive archiving of your important data..

A standard menu bar across the top of the screen allows access to all the compression options available with BeoZip. Underneath this bar, you will find large, easy to read icons that provide quick access to the most commonly used features of the program.

There are two panes below the quick access icons. The left pane is the archive list pane, which has an address bar at top that displays the location and file name of the targeted zip file with which you are working. This address bar tops a list of previously archived files that can be selected, or 'targeted', by double-clicking the desired file name.

The right pane is the file list pane, which displays the attributes of the individual files contained in the currently targeted archive (see the section on the View menu option for a list of the detail columns and their values).

> **Tip: To sort a list by a particular value, simply click on that column's title bar. Subsequent clicks will alternate between ascending and descending order. Adjusting the width of any column is done by hovering the cursor over the column's edge until the cursor changes to a double arrow, then clicking and dragging your mouse to desired width before releasing.**

Below the archive list pane and file list pane are three bars. The top bar displays the name and path of the file currently being compressed once archival has begun, with the middle bar showing the progress of this file's compression. The bottom progress bar keeps you informed of the overall progress.

QuickZip View

The QuickZip view of BeoZip is designed for one-time zipping or unzipping of a file or folder. Consequently, QuickZip employs different quick access icons than the Archiving view and only needs a file list pane in the main viewing area. Like the Archiving view, this file list pane displays information for the files to be included in, or extracted from, the current zip file.

BeoZip's Menu Options

BeoZip has a number of menu options to customize and control the archiving process. After the initial setup, however, BeoZip is designed to be a one-click solution to your data archiving needs.

The menu options include:

- Action
- File
- Help
- Selections
- Tool
- View

Action

Archive (only available in Archiving view)

This menu option begins the archiving process. The files listed in the file list pane are archived into a zip file. By default, the archive file is named in current date format. Options to include time stamps in the file name are available, as is the ability to declare the path of the saved zip file.

Once the compressing of files is complete, BeoZip tests the data integrity of the archive.

Restore (only available in Archiving view)

Restoring files from your archives is quick and simple.

Target the desired archive in the archive list pane by double-clicking its name. The file list pane will now display all the files contained in the selected archive. Highlight the individual files you want to restore in the file list pane, then click the Restore quick access icon or select the Restore menu option. If no files are selected, the entire contents of the archive will be targeted for restoration.

A drop down list will ask for the letter of the drive where you want the file restored. Select the appropriate drive, click 'OK', and your file(s) will be restored to the original path.

Location (only available in Archiving view)

To tell BeoZip where to store the archives you create, select Location from the Action menu or click the Location quick access icon. A browse window will open that will allow you to search your local drives for a suitable folder to place your archived files.

There is no need to name your archives, as BeoZip does this automatically. See the Tools section for archive file naming options.

Folders (only available in Archiving view)

Clicking the Folders menu option (or the Folders quick access icon) will open a window with a list of folders to include in the current archiving procedure. The list is populated by clicking the Add Folder button located in the upper right corner of the window, then browsing your local drives for the folder(s) to include.

> **Note: BeoZip automatically includes all subdirectories in the Folders list for archiving. So, if you are employing the techniques described in the Archival Strategies section of this manual, you would simply add the DATA folder and would be ready to archive all your important data in a flash.**

To remove a folder from the archive, highlight the path and click the Remove Folder button. Once satisfied, click 'OK' to save your settings.

Rescue (only available in Archiving view)

If the targeted archive was created with BeoZip, this option will allow you to rescue the list of folders used in creating that archive.

Add

Select Add to include more files in the current archive.

Once clicked, a file browse window will appear allowing you to select the files and/or folders to add to the archive. Multiple files may be selected, but may only be chosen from a single parent folder. To add files from multiple parent folders, you must perform the Add procedure for each parent directory.

Two check boxes line the right side of the file browse window. The box labeled 'Include Sub-Folders', when checked, will inform BeoZip to also include all the files and subfolders contained within the selected parent folder for archiving.

Placing a check in the 'Save Path Information' box will save the full path of selected files, keeping the directory structure intact. With this option, the archive's files will be extracted into the same folders and subfolders the files occupied when zipped.

Delete

This option will remove the targeted file(s)/folder(s) from the current archive file. This will NOT delete the original file(s) from your hard drive.

Extract

Clicking extract will unpack the targeted zipped files/folders.

Test

Choosing test will perform a quick data integrity test on the targeted file(s) in the current archive. If no files are targeted, the test will be performed on all files in the archive. A pop-up window will display the results.

> **Note: Testing is automatically performed on the zip file anytime a new file or folder is added to the archive.**

File

New (only available in QuickZip view)

Opens a file browse window that allows you to name and save the new archive file in a location of your choosing. Once the zip file is named, click the 'Create' button to open another window where you can select the files you wish to add to the archive.

Select files to be added by clicking the particular file and/or folder names in the browse window. To select multiple files, hold the Ctrl key down while clicking multiple entries.

An alternative method to selecting multiple files is employed by the use of the '*' wildcard character. For example, entering "*.doc" (without the quotes) in the File Name field will result in all Word documents in the current view being added to the archive file. Entering "rem.*" will select all files named "rem" for zipping, regardless of file type. Consequently, the value "*.*" will select all files in the current view.

> **Note: When creating a zip file with the New option, you can only add files and folders listed in the current browse window to the new archive. In other words, you may not select a few files from one folder and a few files from another folder to be included in the zip's initial creation. Once the zip file has been created, however, you can add files and folders from other locations through BeoZip's Add menu option.**

Open (only available in QuickZip view)

Opens a standard 'File Open' window that allows you to browse for the zip file you wish to target. You may select the desired zip file either by double clicking the file name or by clicking the file name once to highlight, then clicking the 'Open' button.

Once selected, the archive's individual files and each one's attributes are added to BeoZip's view pane. From here, you may click to highlight one or more files to target for deletion or extraction. You can also add additional files to the archive.

Exit

Exits the BeoZip application.

Help

Help documentation (F1)

A link to this documentation.

About

Opens a pop-up window with four tabs across the top: Credits, Contact, System Information, and Package Versions.

The Credits tab lists parties responsible for BeoZip's development, the Contact tab will display contact information for Beowurks and other third-party contact information, the System Information tab creates a table populated with important information relevant to your computer system and Package Versions details Java versions available on your system.

Your computer's current RAM usage is also tracked at the bottom of this window.

Selections

Select All

This highlights (selects) all files in the current BeoZip file view pane.

Clear Selections

Removes all highlighting in the current BeoZip file view pane.

Select/Deselect Files

Clicking this option will open a pop-up window where you can apply a mask to select or 'deselect' currently selected files in the view pane based on certain criteria. For example, applying a "*.tiff" mask (without the quotes) will target all files with a tiff extension, regardless of the file name.

Tools

Look & Feel

Selecting Look & Feel will open a small window with a Look & Feels tab and a Themes tab. The Look & Feels tab provides options for setting the visual style of the BeoZip console: Metal (default), Nimbus, Windows, and Windows Classic.

Themes offers a color scheme for the Metal, so the tab is only selectable when Metal is the selected Look & Feel. The options are previewed on the menu when selected.

BeoZip will remember your Look & Feel and Theme choices upon reloading.

Options

The Options menu selection provides customization properties for both the Archiving and Quick-Zip views of BeoZip.

The Archiving tab allows you to set the degree of file compression from no compression to level 10. The higher the compression level, the more time is needed to complete the process, but the result is a smaller zip file size. Level 6 is set as the default.

You may also select whether or not BeoZip includes hidden directories and files in the archive by checking the appropriate box. By default, hidden files are included in archives, but hidden directories are not.

A radio button group allows you to choose one of three naming conventions for your archived files. The default setting names the archive files by date in a YYYYMMDD format, but you can choose to name the files by date-time, or by date-time.millisecond formats. An example of the selected filename format and current location is displayed under this option group.

> **Note: Although the Options between Archiving and QuickZip are similar, they are mutually exclusive. So, Archiving can be set to level 8 compression and QuickZip set to compress at level 3 without a conflict.**

The QuickZip tab offers the level of compression setting and hidden files and directories inclusion options detailed above.

BeoZip will remember these settings at restart.

Windows XP Zip Support

If Windows XP is your operating system of choice (or of convenience), then you might notice an intolerable delay in browsing your system with BeoZip. The issue arises from a bug in either Java or Windows XP, depending on which side of the fence you stand. To resolve this issue, simply turn off Windows XP zip support with this option. Remember, you will need to turn this option back on before closing BeoZip if you wish to use XP's native zip support.

Java Application Manager

Opens the Java Application Manager.

View

Selecting View from the menu bar opens a drop down window with a group of items preceded by check boxes. Each of the items in the list represents a column in the BeoZip file details window pane, with a check mark signaling the column is visible.

To remove a currently visible column from the details pane, simply click the column name from the drop down View menu.

The available options include:

Modified	The date of file's last modification.
Size	The orginal size of the file in bytes.
Ratio	The percentage of compression.
Packed	The compressed size of the file in bytes.
CRC-32	A checksum number for data integrity validation.
Method	Displays which algorithm was used for compression.
Path	The original path of the archived file.
File Name	Name of the file. This column is always visible.

License Agreement

This software is an open source application released under the Common Public License Version 1.0.

If legal jargon makes your eyes glass over and your face grow numb, there is a layperson FAQ hosted by IBM that should answer any questions you may have about the Common Public License.

Updates

Each time BeoZip is launched, a quick verification is performed to ensure you have the latest version of the program. If a newer version exists, BeoZip will update automatically.

Uninstalling BeoZip

To uninstall BeoZip, select the Java Application Manager from the Tools menu option. Right click the BeoZip listing and select delete.

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