



The FileButler® Manual

Installation Requirements & Instructions

The **FileButler®** is designed to operate on PC type computers using a Windows operating system only at this time. Versions of **FileButler®** for other type of computers may be developed later.

Window Operating Systems

FileButler® can operate on the following Windows Operating Systems:

Windows

- NT
- XP
- 2000
- Vista

The operating system you have loaded on your computer may not have all of the software required to run **FileButler®**. To run **FileButler®**, your computer must have the following **minimum software requirements** loaded on your computer.

When loading **FileButler®** from a CD, the CD will **contain everything** you need. If you do not have Internet service, you will need to get a **FileButler®** CD. A CD can be supplied from Applied Computer Systems, Inc. Call 1-800-237-5465.

When download **FileButler®** from our website (MyFileButler.com), the **FileButler®** loader will integrate your computer to determine if you have all of the required software. If not, it will direct you to the various Microsoft Libraries to download what is required for computer. The Microsoft software you will need is FREE.

The following required software is:

1. Internet Explorer 5.01
2. MDAC 2.6
3. .Net Framework 2.0
4. Microsoft Installer 3.0
5. Windows 2000 SP4 (only if you have Windows 2000 Operating System) is not required but recommended by Microsoft.

If your computer has any of these software packages already on your computer and they have a version equal to or later, **these files will not be replaced.** However, if they do exist **but have a lower revision number, these files will be replaced with the latest version on the CD.**

If your computer has Windows 2000, a Windows 2000 Service Pack (SP\$) is recommended. In the business environment you probably do have a Service Pack. The size of this file is approximately 140MB and contains information with respect to the operation of your computer. For a computer in the home, you probably do not have a Service Pack and do not have to have



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SP4 for **FileButler®** to run. With a fast Internet service, this can be downloaded from Microsoft® at www.microsoft.com or call ACS and request a large CD, free of charge.

(Installation Requirements and Instructions) Continue . . .

The **FileButler®** CD will not automatically load a Service Pack—the user or administrator will have to make an effort to replace the existing Service Pack, if required.

How to install my FileButler®

There are several ways to install **FileButler®**. The easiest way is from a **CD** because it contains all of the latest supporting Microsoft® software you may need if you do not have it on your computer. If you want a CD, call 1-800-237-5465, M-F, EST 8:00am to 5:00pm and ask for '**FileButler®** Sales'.

Another way is via our website via the Internet. If you have a **high speed Internet**, this method is quite satisfactory. We recommend that you **not** download **FileButler®** the first time via a slow speed 4800 BPS modem. You may have to find the latest supporting Microsoft software elsewhere on the Internet.



Simply follow the self-explanatory instructions as our CD guides you through the installation process. After **FileButler®** is installed (which will take a few minutes), it will automatically load all of your filenames and display them onto one **FileButler®** screen, 'Ready to serve you'.

The FileButler® Installation Instructions

Minimum Hardware Requirements:

- Processor: Intel Pentium class, 90 MHz or higher
- Hard Drive: 5 MB of free space
- RAM: 32 MB (96 MB or higher recommended)

Installation:

Follow these steps to install **FileButler®** on your system:

1. Disable any anti-virus protection software you have running—such software may interfere with the **FileButler®** installation process.
2. Close any other software applications you have running.
3. Insert the **FileButler®** CD into your CD drive.
4. Follow the on-screen instructions.
 - a. If Auto-run is disabled on your computer, please follow these steps:
 1. Click Start on the Windows® task bar
 2. Click Run



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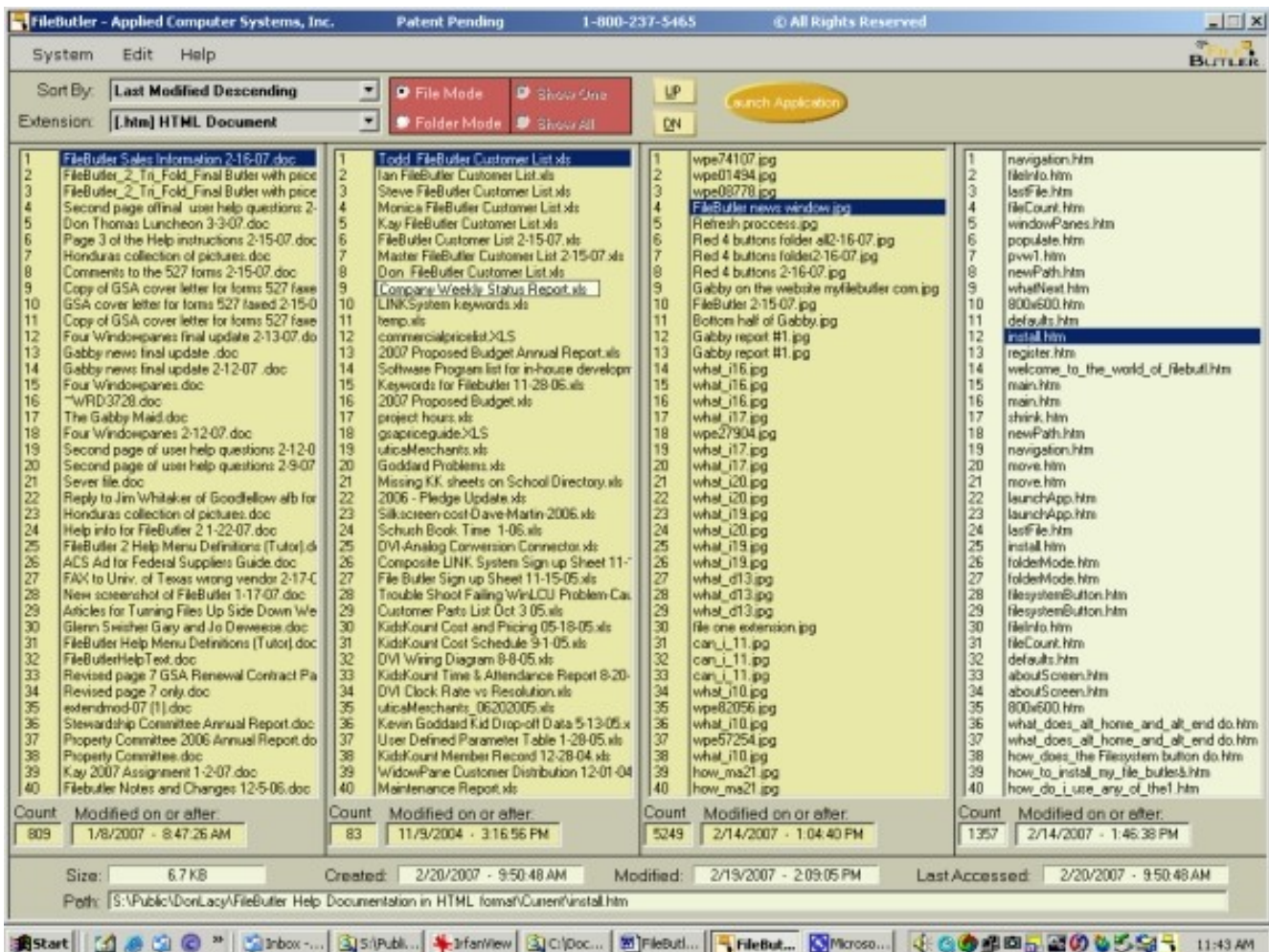


3. Click Browse
4. Select the CD Drive from the pull-down
5. Double-click on Install.exe
6. Click OK in the Run Dialog Box
7. Follow the on-screen instructions.

Technical Support:

If you encounter a problem during the installation process and need technical assistance, please call us at 1-800-237-5465 x210.

Sample **FileButler®** Screen



What happens when the FileButler® Installed is Complete?

Upon the completion of the installation process, **FileButler®** will automatically continue by gathering file and folder information for. Once the initial data is gathered and formatted, **FileButler®** will populate each of the four windows with a document (Microsoft WORD), a spreadsheet (EXCEL), JPG type picture files and MP3 music files, provided these extensions are



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found on your computer C:\ drive. This will take a minute or two, depending on the number of files and folders on your computer and your computer speed. When complete, the system is ready to use.

The FileButler® Overview

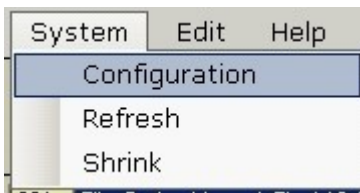
For the most part, using FileButler® is intuitive. However, we urge you to browse this document to maximize the usefulness of FileButler®.

Double-click on any filename and FileButler® will launch the appropriate application program and load the corresponding file in less than (5) seconds. When FileButler® is needed, you will find the icon with an arm holding a tray with a folder on it on the task bar.

With the 'Up' and 'Dn' buttons, Page Up/Page Down and (4) arrow keys, you can navigate the filenames. With a 'mouse over' you can view any of the (160) filenames, single-click and you can get the information about that filename and double-click and you can load any file! FileButler® can save you lots of time, reduce stress and your mouse clicks by 1000%.

FileButler® is 'always nearby and ready to serve you'. Enjoy!

System Menu Button



What are the System Default settings?

The first time FileButler® is installed, the program uses the following **system defaults**:

C:/ Drive – Where FileButler® looks for filenames and folders

Extensions - (for example, .doc .xls .jpg .mp3) – The selected filename extensions that fill the four windowpanes with filenames. If there are no files to be found, the windowpane will remain empty.

Sort By – The latest modified date of the filename at the top of the list.

Focus – The left most windowpane.

Once the screen is displayed, the user, via the 'Configuration' window, can perform all sorts of customization. We suggest that you double-click on one of your document filenames. Maybe you will want to play your favorite song. In any case, see for yourself how FileButler® can serve you! You cannot harm FileButler® – have fun! But don't forget to register!

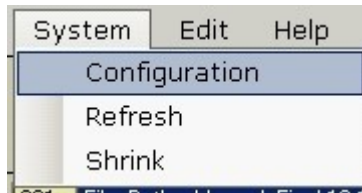


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When **FileButler®** is first installed, it functions according to the system defaults. All system functions can be changed, selected or activated by selecting **Configuration** in the **System** dropdown window.

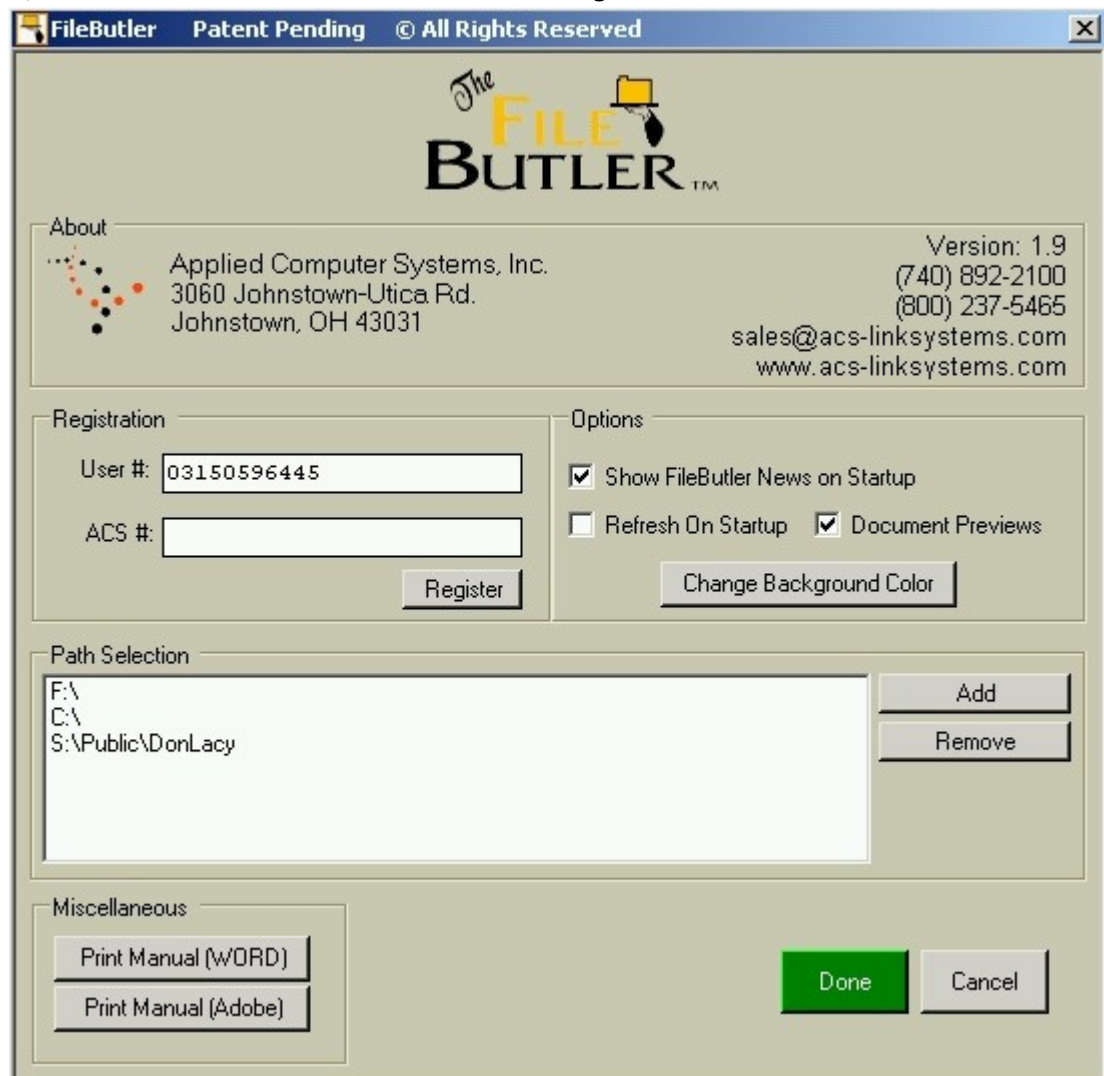
System Button



Configuration Window

The **Configuration** button can be selected at any time. This window allows the user to enable/disable several functions that pertain to the operation and appearance of **FileButler®** display. This is where you obtain company information, activate (register) a purchased copy of **FileButler®** change the title and windowpane colors, select what options you desire for viewing and select the path/extensions from which **FileButler®** is to gather information.

Upon selecting the **Configuration** button, a window is placed on top of **FileButler®** screen. Within this window, are several titles, each performing a different function, described in detail. It contains the normal 'Cancel' and 'Close' buttons.



About



The company information and version number of **FileButler®** (upper right hand corner) is shown in this window. You can get assistance from Applied Computer Systems, Inc (ACS) via E-mail, telephone, website or mail. Our business hours are from 8:00am to 5:00pm EST, M-F. Visit our website for more details.

The **FileButler®** Registration

Your initial copy of **FileButler®** can be installed on any PC type computer for a (15) day trial evaluation period. During the (15) day period, it will prompt you to register and show how many days you have left before expiring.

We encourage you to share the CD with others to install on any computer for the (15) day free trial. If the copy is not registered, it will become inoperable after the (15) day trial period.

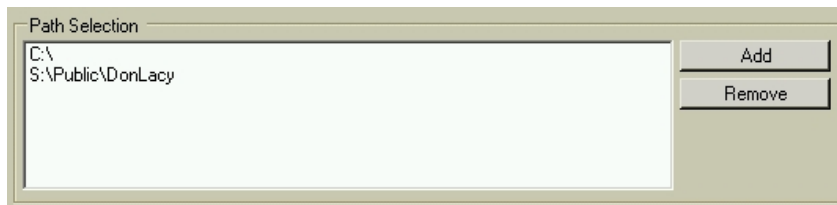
When you install **FileButler®** from a CD, download it from the Internet or launch it from the 'Start' menu, you will get the **FileButler®** News. Until **FileButler®** is registered, a message will display '**X days left before expiration**'. To provide uninterrupted use of **FileButler®**, call the sales staff at ACS to purchase and register your copy of **FileButler®**.

Many registrations can be made from one CD. The **registration is with respect to the computer**, not the CD. Of course, one has to pay to register each computer, unless ACS allows you a 'courtesy copy'. Call ACS for assistance, 1-800-237-5465.

Path Selection

How do I select a new path?

The Path Selection window allows the user to select where **FileButler®** is to look for filenames and folders. This could be more than one hard drive (C:\ drive is the default) on your computer, any path to a desired folder, a server hard drive via the LAN, diskette, CD, DVD, USB Smart Drive or any desired file and folder storage device. **Note: FileButler® does not scan the computer's Recycle Bin or Cache Memory.**



You can **Add** and **Remove** paths at any time. If you change the path selection, **FileButler®** will automatically perform a **Refresh** operation to find files according to the new selection of paths.

FileButler® will locate and categorize all the files found from the paths designated by the user. For example, if the only path selected is the **C:** drive, then **FileButler®** will search only the **C:** drive to locate files with all possible types of extensions.

Color Selection

How can I change the FileButler background?



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We designed **FileButler®** to allow the background color to be changed by the operator. The **default color** is a custom selected color with Red = 204, Green = 201 and Blue = 180. Different monitors and flat screens display this gray color differently.

To change colors, click on System, then Configuration and select the **Change Background Color** button. This will bring up a color chart. You can select any color desired including any custom color. Once selected, click on OK.

The selected color will show up on the Configuration window. If you do not like the selected color, click on the Change Background Color and select another color. The area around and within the **FileButler®** windows is what you can change—all other colors are designed into **FileButler®**.

The user can select the background color of their choice. There are basic or custom colors for the user to select from to personalize **FileButler®**. The color has no affect on the operation of **FileButler®**.

Options

There are (3) independent options for the user to control. The first selection is a **check box** that will enable (checked box) you to get any of the 'Gabby' **FileButler® News** articles via the Internet automatically. The **FileButler® News** is full of interesting information about **FileButler®** from the Gabby, the **FileButler®** maid!

The second selection is **Refresh on Startup**. When selected, **FileButler®** will search the computer according to the paths posted in the Path Selection window. This should be enabled when you store filenames on other devices (server, CD, Flash Drives, 3.5 Diskette, etc.) other than your C:\ computer. This keeps your **FileButler®** updated with all of the available filenames.

The third selection is **Document Review**. When selected, this will enable you to view various common types of picture extensions (.bmp, .jpg, .gif, .png, etc) when you single-click on the filename. Once you click on a filename, you can use the arrow keys to display the next available picture, almost instantaneously.

Miscellaneous

There are two ways to print or view **FileButler®** Manual: 1) through Microsoft WORD or 2) via the Adobe Reader. Simply click on the desired button and it will launch and load **FileButler®** Manual.

Close

The 'Close' button can be selected at anytime. This will minimize **FileButler®** to the task bar. Any current selections within any of the (4) windows will be ignored and canceled.

This completes the explanation of the **Configuration** window.

The Four Windowpanes



The four windowpanes are where all the action takes place within **FileButler®**. The above information showed you how to install **FileButler®** and how to customize it for your application. Now we are ready to make **FileButler®** work for you!

Can I load an application program (like WORD) without a filename?



Yes you can. Each of the (4) windowpanes usually will contain (4) different types of extensions.

For example, let us load Microsoft's Excel® application program without loading a file—you want a clean worksheet. First get **focus** by clicking on the windowpane that has the .xls extension and then click on the button labeled '**Launch Application**'.

If the .xls extension is not populated in any of the windowpanes, go to the dropdown window labeled '**Extensions**' and select the .xls extension. Then proceed as described above.

How do you populate a windowpane using Extensions & Sort By methods?



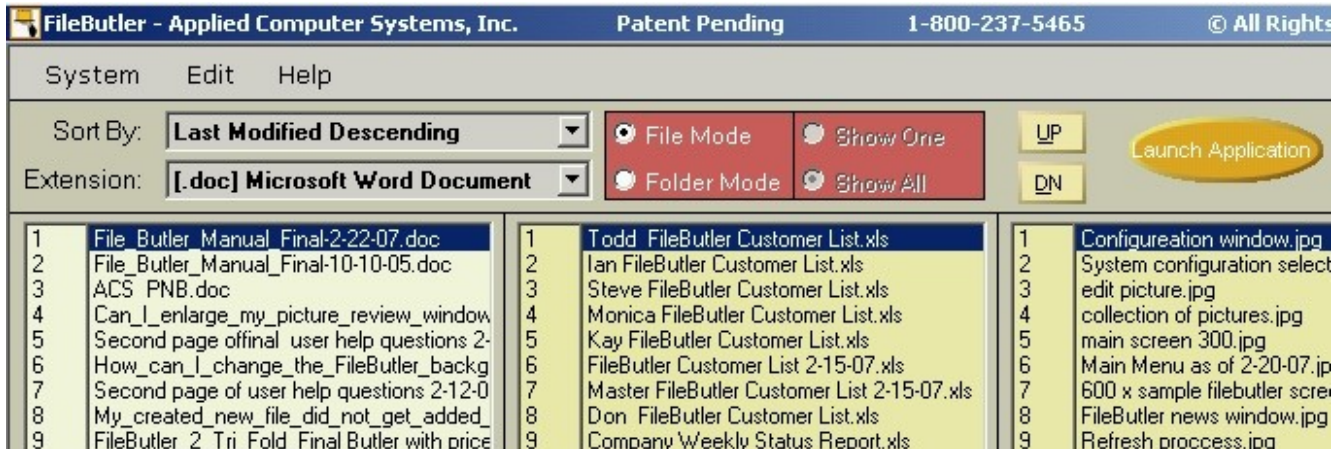
FileButler® has already populated the (4) windowpanes when first installed. More than likely, you want a different list of files with a different extension. Perhaps you have a number of bitmap pictures and would like to view them.

First click on the windowpane to obtain **focus**. You then will need to select the **Extension** you desire and then select the **Sort by** to determine how you want to view the filenames. These two dropdown windows allow the user to select any filename extension and select how the filenames, independently, are sorted for each of the (4) windowpanes.

The purpose of the file 'Extension' variable is to populate any focused windowpane with the desired type of filename (that is, all files with the same extension).

To select an extension, Click on the arrow of the dropdown window labeled 'Extension'. All of the file extensions that have been found, via the Path Selection variable, will be categorized by **FileButler®** and populate the windowpane, instantaneously. You can change any windowpane at any time with any type of file extension.

Once you have selected a file extension type, your can view the filenames (10) different ways. Click on the arrow of the dropdown window labeled 'Sort By'. Instantaneously, the files will be sorted in the desired order. You can change any focused windowpane sort at any time with any type of file extension.



Before you can use these windows, you must inform **FileButler®** which of the windowpanes you want to change. Simply single-click on any of the (4) windows to obtain **focus**. The **windowpane in focus will be lighter in color**. One of the windowpanes will always **be in focus at all times**.

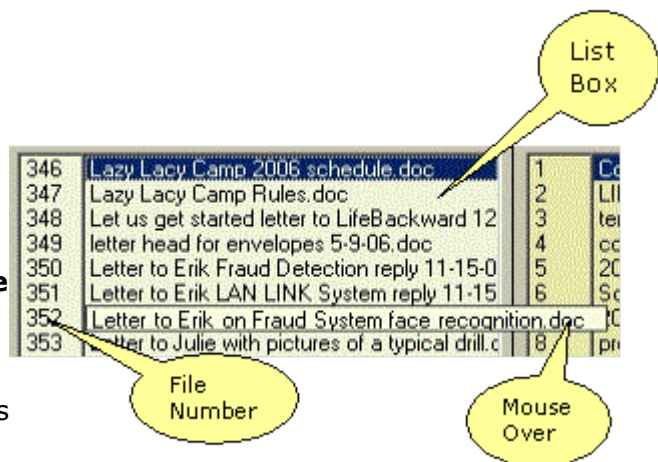
The type of file extension and how the filenames are sorted are independent of one another. The filenames in each windowpane can have their own **unique extension** and sort method for viewing the filenames. The Sort By and Extensions will display the correct information on the **focused** windowpane (the left most windowpane shown above).

Simply single-click on one of the (4) windowpanes (**Focus**), select the desired file extension (**Extension**) and then select how you want to view the filenames (**Sort By**) in that order.

FileButler® has (4) windowpanes to display (4) different types of file extensions for a total of (160) filenames at one time. Any windowpane can be used to select any file extension (all (4) windowpanes could be **populated with the same extension** sorted **four different ways**).

How do I use any of the (4) windowpanes?

Within each of the windowpanes is a **list box** displaying the name of the file (filename). With a 'mouse over' on any of the windowpanes, FileButler will put the **filename in a box**, **change the background color and extend the box** if the filename is longer than the windowpane automatically. This makes it **easy viewing** for the user to identify which file the mouse is pointing to. No click is involved with this action—simply move the mouse. The windowpane focus is not changed.



If you **double-click** on the filename, FileButler will **load the file** with the appropriate application



program in less than (5) seconds.

How many files are there for any selected extension?

At the bottom of each windowpane is a label with the title **Count**. This text box contains the **total number of filenames** for the file extension displayed. Each windowpane has its own **Count**.

The **Count** will change each time a different file extension is selected. The count will be the same whether in the **File Mode/Folder Mode** (button explanation) for a selected extension. The count will change in the **Folder Mode** when the user selects the **Show All Extensions/Show One Extension** (button explanation). It will increase to the total count of all filenames when the 'Show All Extensions' button is selected. When 'Show One Extension' is selected, it will be the same count whether in 'File Mode' or 'Folder Mode'

What is the meaning of the last file in any windowpane?

The 'Date & Time' text box to the right of the 'Count' text box contains **date and time information** for the last **viewable filename** in the windowpane. This makes it **easy for the user to determine** what filenames are above or below this date and time information at a glance.

| | |
|-------|------------------------------|
| 38 | Verison response 12-1-06.doc |
| 39 | SoftLINKTechSupport.doc |
| 40 | SoftLINKDemo.doc |
| Count | Modified on or after: |
| 765 | 11/28/2006 9:00:36 AM |

Last filename in List Box

The **label above the date & time** information will change according to the way the filenames in the windowpane are sorted.

For example, when the 'Last Modified Descending' sort mode is selected, the label above the 'date & time' information will read **'Modified on or after'**. This means that all the **filenames displayed above** the last viewable filename has a modified date **closer to today's date**. The filenames **that follow the last viewable filename** (not shown) will have **an older date** than that displayed in the 'date & time' text box. This makes it easy to know where to find a given filename within the viewable list.

Date & Time of last filename in List Box

What is all that information below the (4) windowpanes?

| | | | | | | | |
|-------|--|----------|------------------------|-----------|------------------------|----------------|------------------------|
| Size: | 1.1 KB | Created: | 2/12/2007 - 3:19:56 PM | Modified: | 2/12/2007 - 4:02:47 PM | Last Accessed: | 2/12/2007 - 4:02:47 PM |
| Path: | C:\Documents and Settings\Administrator\Local Settings\Temp*WRD3728.doc | | | | | | |

When you single-click on any viewable filename in any windowpane, information is displayed at the bottom of the **FileButler®** screen. It has labels of **Size, Created, Modified, Last Accessed & Path**. In these text boxes are the **size of the file** and **date & time** information.

The text box at the very bottom labeled **Path** will **display the path** information for each single-click on a filename. Note that 'mouse over' will not change the filename information—only when you single-click on a filename will this data be updated and displayed.



How do I navigate through the (4) windowpanes with filenames?

All of the following filename navigation methods pertain to a **focused windowpane**.

Each window contains (40) viewable files at a time. To see more files in a windowpane when the count is greater than (40), there are several options to use. They are listed in order of ease to use. Each method uses the mouse or keyboard.

- **Page Up & Page Down** keyboard keys- (40) files at a time.
- **UP and Down buttons** by mouse clicks, Shift/U & Shift/D for keyboard to display (40) new filenames at one time.
- **Home & End** keyboard keys to go to the top or bottom of filenames
- **Up Arrow/Left Arrow or Down Arrow/Right Arrow** keyboard keys to move the cursor up or down one filename or folder at a time. Holding down any of these keys will cause the cursor to scroll up or down one at a time at a faster rate.
- **Type any keyboard letter** to go to the next filename beginning with that letter.

FileButler® will continue to cycle through the whole list of filenames one at a time with each stroke of the key. The located filename will be highlighted and will be displayed at the top of the list.

What is the label 'Check Web For Updates' under the Help Menu?

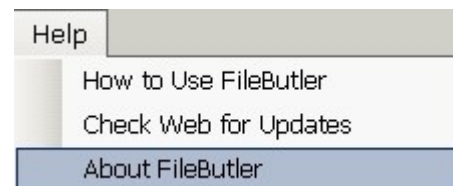
Information on updates is available from our website by clicking on this selection. You can find your version of **FileButler®** in the **Configuration**



window. Free updates are available except on major updates (whole numbers). For example, if you have Version 2.0, you can get free updates with any addition to Revision 2.0, (2.1, 2.4, 2.5, etc. but not 3.0)

What is the labeled 'About FileButler' under the Help menu?

This window is used to communicate to our users the latest information about **FileButler®**. 'Gabby', the maid, is the reporter behind the scene that knows more about **FileButler®** than himself!



We call this window the **FileButler® News**. The user can view this window through the 'Help' button (as shown) menu. If you do not have the Internet on your computer, you can uncheck the **FileButler® News** box and view it when you so desire.



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Either way, '**Gabby**' will send you, via the Internet) the latest information from ACS via our MyFileButler.com website. We will have promotion information, anticipated updates, customer testimonies (good or not so good) and customer suggestions for future updates.

To enable the **FileButler® News** to appear automatically each day, click on the 'check box' next to the label **FileButler® News** via the dropdown under the selection **System**, than click on **Configuration**.

Partial sample of the **FileButler® News**



Either way, '**Gabby**' will send you, via the Internet) the latest information from ACS via our MyFileButler.com website. We will have promotion information, anticipated updates, customer testimonies (good or not so good) and customer suggestions for future updates.

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