



What is
The
File
Butler™?

Operating Instructions

The **File Butler™** is an application program, which removes all the drudgery of finding, launching and loading files. Not only will **The File Butler™** locate, categorize and list all the files on your PC, **The File Butler™** enables you to launch and load them directly from the search list, *with one double-click of your mouse!*

The purpose of **The File Butler™** is to reduce dozens of needless mouse clicks, make it easy to find and load files, play music, preview pictures instantaneously, locate files easier and organize folders with full editing capabilities from one screen. A real time and stress saver!

... New Concept

The File Butler™ is designed around a new concept of displaying files and folders. We, at ACS, turned the file and folder tree structure **upside down!** Through **The File Butler™** we have created a 'new way' to launch and load programs **directly** from a list of filenames.

With any Microsoft® operating system, you have to click on 'Start', a 'short cut' or an icon on the task bar to start or launch an application program. Then you have to locate the filename to load the selected file. With **The File Butler™** all of these mouse clicks has been reduced to **one double-click** on a displayed filename.

... Launch and Load files in one Process

To get a quick overview of **The File Butler™** start by clicking the 'Tutor' button. All control buttons and windows are explained. To make operating changes to **The File Butler™**, click on the 'Config' button.

The File Butler™ can be activated *anytime* by clicking on the orange-framed icon of a butler's arm on the task bar or from the 'Start, Programs' menu.

Upon the completion of installing **The File Butler™**, all file and folder information is automatically gathered and the four windows are filled with .doc, .xls, .jpg and .mp3 filenames respectively, from your root directory (generally C:/). These four windows list a total of (100) filenames

from which you can double-click on any filename to complete the launch and load process in less than (5) seconds.

... Change filename extensions in list box

By clicking on the orange drop-down window above each list box of filenames, you can select any extension to fill the list box with filenames. Associated with the list of filenames is an application program that is launched and a filename is selected.

... Sort Filenames in list box

By clicking on the blue drop-down window above each list box of filenames, you can select how you want to view the filenames. The 'last modified' method is the default value and this will list the filenames in descending date order of use (latest filename used on top). Sorting alphabetically, creation date, last accessed date and size are possible selections.

... Filename information

When you single-click on a filename, you get different results depending on the type of extension. In all cases, you can view the creation date, last modified, last accessed, file size and path of the selected file in the smaller window above the list of filenames. In addition, if you click on a .doc file, you get to preview the data at the beginning of the document. On a picture file extension (i.e., .jpg, .bmp, .gif), you can view the picture instantaneously. On a music file extension (i.e., .mp3), you can play music in a couple of seconds. See 'Single/Double' for more viewing area.

... Multi-Launch Button

When you select this button, you can launch and load multiple applications and files with one process. To accomplish this, click on the Multi-Launch button first (it will flash), then single-click on all desired files from any window. After all filenames have been chosen, click on the Multi-Launch button again. All applications and filenames will be loaded with the last one displayed on top ready to use.

... Refresh Button

When you create a new file and you want it to appear in the list box, click on the 'Refresh' button to add it to the list. See 'Config' Button' below to automatically update the list on boot up.

... Edit Button

Within the 'Edit' button, files can be deleted. When a file is deleted on your computer, it is removed from your list and put into the 'Recycle Bin'. Additional edit features will be available soon.

... Single/Double Button

Sometimes the path name, filename or file information requires more viewing space. By clicking on this button, the window will double in size.

... App Only Button

When selected, the appropriate application is launched with no associated filename.

... Close Button

This is another method of minimizing **The File Butler™** in addition to the minimize button on the title bar. All current selections are ignored but will be retained when you once again active **The File Butler™**.

... Tutor Button

For on-line, anytime assistance, click on the 'Tutor' button. This will provide more assistance with respect to the meaning and use of the control buttons.

For more detailed information, print or view **The File Butler™** manual found in the 'Config' window.

... Config Button (System Configuration)

Clicking on the 'Config' button will bring up a window that will allow you to select the path(s) you want **The File Butler™** to gather file and folder information along with other user selectable parameters. This is where you register your copy of **The File Butler™**. You can also change tool tip information title, color of the upper and lower windows, acquire support information, and print or view Operating and Installation manual.

Under the window labeled 'Options', click on the box with the title 'Refresh on Startup' to automatically update **all** extensions each time your computer is turned on.

To download a demo copy of **The File Butler™**
go to our website
www.acs-linksystems.com

The File Butler™ 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)

Minimum Software Requirements

Operating System:
 Windows®98/ME/NT/XP/2000
 Internet Explorer 5.01* (11-75 MB of free space)
 MDAC 2.6* (5.5 MB of free space)
 .NET Framework 1.1* (70 MB of free space)
 Windows 2000 SP2** (165 MB of free space)
 * Update available on CD
 ** Update available at www.microsoft.com or contact ACS

Installation:

Follow these steps to install **The File Butler™** on your system:

1. Disable any anti-virus protection software you have running—such software may interfere with **The File Butler™** installation process.
2. Close any other software applications you have running.
3. Insert **The File Butler™**CD into your CD drive.
4. Follow the on-screen instructions.

If Auto-run is disabled on your computer, please follow these steps:

1. Click Start on the Windows® task bar
2. Click Run
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.

Complimentary Technical Support:

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

The File Butler™ Registration Instructions

To register your free (10) day trial demo or purchased copy a full operating system, click on the 'Config' button and find the window labeled '**The File Butler Registration**'. In this window you will see a large number of alphanumeric characters to the right of 'User #'. Write this number down before you call ACS. Free assistance is always available.

To purchase and register, call ACS on our toll-free number 800-237-5465 between 8:00 am and 5:00 pm EST, M-F and ask for 'Sales'.

They will ask you for the 'File Butler Registration' number described above. The sales person will give you a number in return to type into the window labeled 'ACS #'. Now click on the button labeled 'Register'. You have completed **The File Butler™** registration process and have a fully registered copy of **The File Butler™**.

Note:

The File Butler™ (10) Day Free Demo is now available on **CD** or download from our **Web Site:** www.acs-linksystems.com

Purchase through PayPal® or direct via ACS

*Professional Products
 for
 Professionals!*

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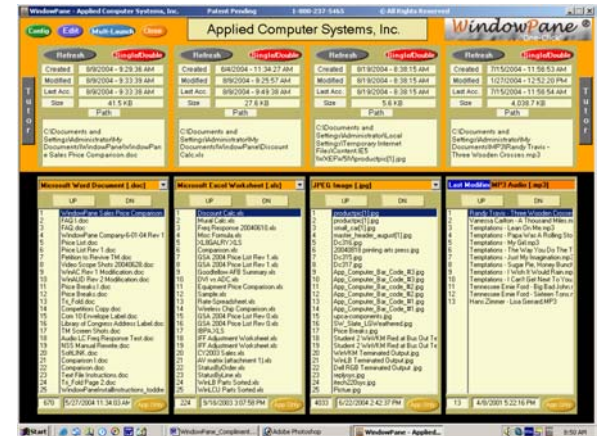
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Typical **The File Butler™** Display



Packed with value!

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 Of
The File Butler™
 from

Applied Computer Systems, Inc.

If you like our product, tell a friend.
 If not, please tell us how to make
The File Butler™ better. Thanks.