

Mouse Click Definition

The Mouse has three buttons, Left (L), Center (C) and a Right (R). In addition, each of the buttons operate with a Single (S) or a Double Click (D) action. For example, L S click means use the left button, click it once. Another example is, C D click means use the center button, click it twice. R click means right click once.

Note- If you have a 2-button mouse, L S click on Toolbox button.

- Activate FileButler..... Locate the FileButler Icon (in bottom tray) & L S click
- Exit FileButler Click on System, select Exit FileButler
- Open any file L D click on the Filename
- Open only an Application Program..... L S click on desired column (focus), L S click on Launch App *button*
- View full filename..... Move mouse over desired filename (mouse-over)
- View Properties of any file L S click on filename, view file information at bottom of FileButler
- View possible Extension types..... C S click, brings up Toolbox, L S click on Extension dropdown
- Populate any column w/new Ext C S click, brings up Toolbox, locate desired Ext., L S click it
- Sort files in column C S click, brings up Toolbox, locate sorting method, L S click it
- View a picture..... L S click on filename, stroke up/down keys, use Jump procedure
- View Full-Screen Picture..... L D click on Picture (toggles between Full-Screen & Preview Screen)
- Rotate Picture..... L S on Arrow buttons (left, right) on displayed Picture or L D on Picture
- Remove picture from view L S click on X button at top-right on picture or L D on Picture
- Copy picture to WORD View desired picture, click on Copy, launch WORD, paste picture
- Document Preview When unchecked [], FileButler will not display pictures
- Play a song, load a Spread Sheet..... L D click on the desired Song Title, Spread Sheet filename, etc.
- Find File alphabetically-any column Press desired key (A,X,E,etc.) and repeat 'stroke key' for next file
- Jump to last file in a given column Press the End key
- Locate any picture in a column Use slider on right side of desired window
- Jump multiple files up or down..... Press the Page up & Page Down keys respectively
- View all Folders with one Ext. L S click in any column, R S click brings up menu, L S on selection
- View all Folders with all Ext..... L S click in any column, R S click brings up menu, L S on selection
- View no Folders—Files only..... L S click in any column, R S click brings up menu, L S on selection
- Perform File Edit functions..... R S click—perform desired function w/standard rules, $\sqrt{\text{manual}}$
- Perform a MOVE FILE sequence L S click & hold down button, drag file, release it into a folder
- Detect Duplicate files L S click on filename, R S click brings up menu, select action
- Find next Duplicate files..... L S click on filename, R S click brings up menu, select action
- Exit Duplicate Procedure L S click on filename, R S click brings up menu, select action
- Change FileButler Path(s)..... C S click, brings up Toolbox, L S click of desired action
- Change FileButler Background L S click on Info button, L S click on Change Color box and select
- Refresh FileButler Files L S click on Refresh button
- Refresh on Startup L S click on Info button, check [$\sqrt{\text{v}}$] for yes or uncheck for no
- Get latest FileButler Info L S click on News button
- Print Manual L S click on Info button, L D click on desired print manual method
- An Error has occurred..... Report Error to ACS, restart FileButler