

## The “View” Menu

### “Volume List”

This is the way you will find your Catalog when you first use the View Menu with the  (Check) in front of the selected Volume List. Selecting the File List activates the remaining Options while in the File List as shown above in the second and third examples. The second example shows the default by Name, Folder arrangement. This arrangement will also be activated when you use the Selecting Options, so it is advised you do your Selecting first then sorting by Name, Size, Type, etc. after your Selecting process is completed.

The Volume window (above) shows you, the Volume Number (1:)“Name”, the “Used” space on that Volume and the “Free” space in KBytes on that Volume. (1 KByte = 1024 Bytes)

f any files have been selected on the Volume it will be bold (as the example above).

ected volumes from the Volume list it will appear inverted as shown above. To carry out the selection of the files on this volume, you must select "Execute changes" from the "Special" Menu. This feature of executing was introduced after version 4.2 of GigaCat to keep you from having to wait for the program to complete your selection every time you select a Volume from the Volume List. Now you may quickly select whatever Volumes you wish. Inform GigaCat when you are done by using the "Execute changes" command from the "Special" Menu.

f you see a Volume marked (Inverted and Bold) as in the example above, you have selected the Volume and there are at least one or more files in the File List selected.

"File list"

When you have selected the File List the window changes to one like the example below. The window's title frame includes "Name" and (if selected in the Preferences window) "Size"

in KBytes, the "Type", "Creator" , the date "Created", and when it was last "Modified". By Folders the "Size", "Type" and "Creator" are not shown.

ou can select files from your list to perform various maintenance on them. To select multiple files just click on the next file you wish (holding and scrolling will select files in succession). It is not necessary to hold down the Shift key to select more than one file in either the Volume or File Lists. The example below shows what a selected file looks like.

"by Name, Folder"

When active, the files are sorted by Name within their Folders (better known as hierarchial Structure ). The files are sorted alphabetically within their respective Folders. The  (Check) shows you which Sort type is presently active.

"by Name"

When active, the files are sorted by Name. This Sort option can also be activated by clicking on the Name heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter).

“by Size”

When active, the files are sorted by Size. This Sort option can also be activated by clicking on the Size heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter).

“by Type”

When active, the files are sorted by Type. This Sort option can also be activated by clicking on the Type heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter).

“By Creator”

When active, the files are sorted by Creator. This Sort option can also be activated by clicking on the Creat. heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter).

“By Created”

When active, the files are sorted by Created. This Sort option can also be activated by clicking on the Created heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter)..

“By Modified”

When active, the files are sorted by Modified. This Sort option can also be activated by clicking on the Modified heading in the Title Frame Window. The underline is also shown under the presently active sort type (parameter).