The "Special" Menu

"Find…"

This command allows you to find files by specific attributes such as "Name", "Size", "Type", "Creator", "Created (Date)", "Modified".

Find by "Name"

looks for Filename with parts or all of your example. Capital and small letters are taken into account. (For example.: Type in "alt" finds "Halt", "Walter", but not "Alter" (because Alter is

capitalized).
Find by "Size"

looks only for files with that exact size.
Find by "Type"

looks in much the same manner as by Name in that typing in "APP" finds "APPL", but not "appl".
Find by "Creator"

looks in much the same manner as by Name in that typing in "TEX" finds "TEXT", but not "text".
Find by "Created"

looks for files created in a certain time frame or specific date.
Example:
Typing in

 Finds

   /89

        all Files created in 1989.

    3/

all Files created in March.

/11/

all Files created on the 11th of March.

Find by "Modified"

looks for files modified in a certain time frame or specific date.

Example:
Same as in Created

"Find Next"

looks for next file by the search values (parameters) you have requested in the Find Command.

"Find Selected"

looks for next file selected in the file list.

"Find Next Selected"

looks for next file selected in the file list from the one you are presently at.

"Selecting..."

activates the Selecting Window shown and explained below.

"…files with same Name"

selects files with the same Name.

"…files with same Size, Type, and Created fields"

selects files with the same Size, Type, and Created fields (especially helpful with for those of us that make 16 versions of one file as it is updated, i.e. Hello 1.1, Hello 1.2, Hello 1.3, etc.).

"…files with same attributes"

selects files by attributes you enter into the Attributes window (example below).

"...empty Folders"

selects folders with nothing in them.
"...One item folders"

selects folders with only one file in them.
"...Folders containing only folders"

selects folders with only other (empty) folders in them.

"Exceptions..." Button

allows you to chose volumes that are compared with all other volumes but files on the chosen volumes shown in the "Exceptions" window (shown below) will not be selected.   This feature would be used for drives you know you would not or could not delete files from.   For example, your primary drive since you probably do not wish to remove files from it or drives you can not delete from such as CD-ROMs.

"Execute Changes"

This command executes the changes you have made in your volume list.   This command is necessary for your file list to correspond with the selected volumes you have changed in the Volume list.

"Delete" or "Delete Selected"

Delete allows you to remove data from your volumes without having to leave the GigaCat program.   That way if you do not have enough room to save a GigaCat Catalog, just delete older or no longer needed files from the drive you wish to save the Catalog to.

Delete selected will bring up the window below.   It allows you to see where the file is located and affords you the chance to change your mind (click "no",if you have).   Clicking the Cancel button will completely Cancel the deletion(s).   Delete all, is for those confident about the deletion(s) they have made and do not wish to confirm each one again (this deletes everything selected, so be sure what is selected).

lease Note: If you have read in Volumes that can be taken offline (Removable Cartridges, Disks) GigaCat will ask you to insert them as they are needed. Should you be unable to locate a specific volume, you can tell GigaCat to Skip that volume by clicking on the SKIP Button.   With certain Removable Cartridge manufacturers, it may be necessary to   click "Drive" / "Eject" / "OK" buttons to take volumes offline/online (this is a problem with some Removable Cartridge drivers).

"Change" or "Change Selected"

Lets you change the attributes of files such as "Name", "Type", "Created" etc., also the
Attributes "Locked" and "Invisible" may be altered.
If you press the "Option" Key when selecting/deselecting a file in the File List, the window
below will appear allowing you to see that file's location and Attributes.

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"Preferences…"

This command activates the window below that lets you customize "GigaCat". Skip System Files skips over System files or you can select attributes that should not be Displayed or Printed.
AutoSave saves your list before the next volume or file is opened.   AutoRead automatically reads the next inserted volume and then ejects it when it is done.

et makes your changes the default settings, the Save button saves the settings for future use.