Contents

Feature Definitions

Alphabetical Index of Help Topics
Exploring the Kudo Image Browser Window
Kudo Image Browser User's Guide

Quick Reference

Contacting Technical Support Drag and Drop Compatibility File Import Filters Supported

For Help on Help, Press F1

Creating a Catalog

Kudo creates catalogs by searching your disks for image files, creating thumbnails and entering the relevant information.

To create a Kudo catalog:

- 1. Select New from the Kudo File menu
- 2. Enter a name for the catalog in the File Name box. (Kudo will add the ".kdb" filename extension).
- 3. Click OK and Kudo will display your new empty catalog.

Opening a Catalog

To open an image catalog:

- 1. Select Open from the Kudo File menu. The Open dialog appears.
- In the File Name text box, type the path/filename of the catalog you
 want to open or choose the filename using standard Windows selection
 methods. Click OK. The selected catalog window opens, displaying its
 thumbnails. Scroll bars will appear if additional thumbnails cannot be
 displayed within the window at its present size.

To open several catalogs, repeat the above steps for each catalog you want to open. Each catalog you open will appear in its own window. Use the Window menu selections to Tile or Cascade multiple open catalog windows. Clicking in a catalog window makes that window active; any menu commands or actions you perform affect only the active window.

Preview

Kudo maintains a link between the thumbnail image in the catalog and the original file. While in Kudo use the Preview option to preview the original image file in a full-sized window.

- 1. Select the thumbnail you wish to preview.
- 2. Choose Preview from the Image menu.
- 3. Kudo will find the original image file and display it in a full-sized window.
- 4. Double-click the Control menu to exit the preview.

To preview other image files, simply click their thumbnails while the Preview window is open.

Note: Kudo can not preview files stored on off-line disks (i.e. floppy disks, removable cartridges, etc.). If the file is on an off-line disk, Kudo will ask you to insert the correct disk.

Drag and Drop Images from Kudo

There are three methods for placing an image from a Kudo catalog into a document: Drag and Drop.

Copy and Paste.

You can also, of course, note the file name and location and use it to insert the image from within the target application.

Kudo takes advantage of Windows technology (DDE and OLE 2.0) which allows you to Drag and Drop images onto all popular graphics applications. Drag and Drop from your Kudo catalog to an open document will find the original image file and place it in the document of selected desktop publishing and other page layout applications, with pinpoint accuracy.

To Drag and Drop a thumbnail to an open document:

- 1. Select the thumbnail.
- 2. Hold down the mouse button and drag it to the open document.

Note: Pinpoint accuracy requires an OLE 2.0 client application or a special Kudo Place Module. Place Modules are included for MS Word, PageMaker, QuarkXPress, and Harvard Graphics and others.

Note: The Place Module for the application you are using must be installed in the Kudo directory. The format of the file being placed must be supported by that application. The cursor will indicate a plus (+) or a document symbol (q) if the target application supports the file being placed and the "not cursor (¦) if the target application does not.

Note: For Microsoft Word users, Word will indicate that you can drop the image only when the cursor is over the Word application tool bar or the status bar (along the bottom of the window). When the image is dropped, it will be inserted at the exact location of the Word "I-beam" (insertion point). Release the mouse button and Kudo will find the image file and place it into the document.

Sorting

When you open a catalog, Kudo lists the thumbnails according to when they were added to the catalog. Use the Sort menu to list the thumbnails by file size, date or even location. For example, sort by "Modification Date" to see which image files have been recently updated or sort by "Kind" to group images by file type. You can sort the catalog using the same criteria found in the <u>Find feature</u>.

Sort and Find use the same criteria but they affect the catalog differently. With Find you use the criteria to determine which thumbnails Kudo should display and which it should hide from view. With <u>Sort</u>, you re-arrange the thumbnails that are displayed.

When you close and re-open the catalog, Kudo shows all the thumbnails in their original order.

To sort your catalog:

- 1. Select sorting criteria from the Sort menu.
- 2. Kudo will automatically re-arrange the thumbnails and display them in their new order.

Printing Your Catalog

Use the standard <u>Printer Setup</u> and Print commands to print part or all of your catalog. The Print feature always prints the current selection of thumbnails. For example, to print all thumbnails in a catalog, use <u>Find All</u> to find "everything" (the default), and then select print from the File menu.

To print thumbnails with file name and size only, select <u>Gallery View</u> prior to printing your catalog. Printing a catalog in Gallery View prints the maximum number of thumbnails per page. To print thumbnails with complete information, including file location, select <u>List View</u> and then print the catalog. Printing a catalog in List View provides more text information on images but prints fewer thumbnails on each page.

Other Menu Options

Kudo uses several other menu options that are standard Windows commands. Use these commands as you would use them in other applications. They include:

Edit menu commands:

Undo Text reverses the last action performed. For example, if you Cut text,

then select Undo Text before pasting, it will reappear at its original

location in the note field (text only).

Delete Thumbnail marks selected thumbnails for deletion from the catalog. The

thumbnails are deleted when the catalog is closed.

Undelete Thumbnail reverses the action of the Delete Thumbnail command, that is, it

unmarks thumbnails previously selected for deletion from the catalog. The Undelete Thumbnail command can only be used

prior to closing the catalog.

File menu commands:

Close closes the selected catalog. Exit ends your Kudo session.

Editing Your Thumbnail Notes

Click on the <u>List View button</u>. Every thumbnail has an Info box that lists the file's name, type, size, modification date, and location. It also shows your notes or description of the thumbnail.

With Kudo, you can edit these notes on-the-fly. Add, delete or change text by selecting a notes field to edit, and then simply keying in your notes. Use standard Windows text editing commands to edit your notes.

Saving Your Catalog

With Kudo's automatic save feature, you know that your catalog is always up-to-date. Kudo automatically saves the catalog every time you use it. So if you change the notes, update the catalog, or make other changes, Kudo saves them for you the next time you close the catalog.

How an Update Affects a Catalog

Kudo will update your catalog in three ways:

- It will add entries. Any new file on the disk will be added as a new catalog entry. Suppose your disk had 20 image files on it when you first created the catalog "KUDO1.kdb". Now the disk has 25 image files on it. When you update "fred1.kdb", Kudo will add the five new image files to the catalog.
- 2. It will change the entry information. If you change the file "Sailboat," Kudo will change the thumbnail and its information during an update. In this case, Kudo only corrects the image content and the file size. The update will preserve your notes.
- 3. If previously cataloged image file is moved or rename, Kudo will treat it as a new file. The original thumbnail will remain in the catalog until deleted.

Adding a Single File to the Catalog

The easiest way to add a single file to a catalog is using Drag & Drop. From the right hand side of File Manager, select the file you wish to add to your catalog. Drag the file from File Manager and Drop onto Kudo. Kudo will render a Thumbnail and update the currently selected catalog.

Another way to add a single thumbnail is to select Add/Update from the File Menu. Enter the path and filename of the image in the File Name Box of the Scan window. Then click OK.

Moving and Copying Thumbnails between Catalogs

With several catalogs, you may find that you need to transfer thumbnails from one catalog to another. There are two ways to transfer thumbnails between catalogs:

Copy Thumbnail and Paste Thumbnail or Drag and Drop. Copy and Paste adds a duplicate thumbnail to the target catalog.

Cut Thumbnail and Paste Thumbnail you must use Cut and Paste. Cut and Paste marks the thumbnail for deletion from the first catalog and adds it to the second.

Using Copy and Paste

You will be able to drag and drop images to all leading graphics applications. They all support Windows Drop-onto, and for pinpoint accuracy, many even offer OLE 2.0 (client) support. For other applications and older Windows 2.x applications that do not have these capabilities, you can still place an image using copy and paste.

To use Copy and Paste:

- 1. Select the thumbnail image.
- 2. Choose "Copy Thumbnail" under the Edit menu.
- 3. Kudo will find the original image file and copy it to the clipboard.
- 4. Open the target document.
- 5. Choose "Paste" under the Edit menu of the target document.
- 6. Your target application will paste the image onto the document page.

Note: When you use copy, the entire original image file is placed on the clipboard. Be sure you have enough RAM to support this action.

Contacting Technical Support

VOICE:

Technical Support is available Monday through Friday, 8:00 a.m. - 5:00 p.m. PST., at 619-272-2600, ext. 7500.

FAX:

Questions can be faxed 24 hours a day, 7 days a week. Fax your questions to 619-272-4292. You will receive an answer to your fax within 4 business hours.

BBS:

The Imspace Systems Bulletin Board System (BBS) is available 24 hours a day, 7 days a week by dialing <u>619-272-3420</u>. The BBS supports baud rates from 300 - 14.4k bps. at 8 bits, no parity, and 1 stop bit. Please address technical issues to "Tech Support" and general questions and comments to "SysOp".

File Import Filters Supported

Kudo Image Browser includes file import filters for cataloging of these formats:

BMP Microsoft Windows Bitmap
DIB Microsoft Windows Bitmap
WMF Microsoft Windows Metafile

PCD Kodak Photo CD

EPS Encapsulated Postscript (PC and Macintosh, with Preview)

TIF Tag Image File format

GIF CompuServe Graphics Interchange Format

AVI Microsoft Audio Visual Interleave (Video for Windows)

WAV Microsoft sound file

MOV Apple QuickTime for Windows

CT Scitex file format PSD Adobe Photoshop

Al Adobe Illustrator file format CDR Corel Draw file format

CGM Computer Graphics Metafile (Harvard Graphics and others)

CTM Clear Text CGM file format DRW Micrographx Drawing file format GRF Micrographx Drawing file format PCT Macintosh Picture file format PCX ZSoft PC Paintbrush bitmap TGA Truevision TARGA file format WPG Wordperfect Graphic file format PIC Lotus 123 picture file format

HGL Hewlett-Packard Graphics Language PLT Hewlett-Packard Graphics Language Harvard Graphics 2.3 chart file fomrat CHT Harvard Graphics 3.0 chart file format CH3 SYM Harvard Graphics 2.3 symbol file format SY3 Harvard Graphics 3.0 symbol file format DXF AutoCAD drawing interchange format AutoShade rendering file format RND PIF IBM Picture Interchange File Format

GEM Digital Research Graphics Environment Manager Metafile

More file import filters are being added. Contact Imspace Systems if a format which you use is not listed.

Adding or Updating a Catalog

To add or update image thumbnails:

- 1. Click on the File-Add/Update menu
- 2. Enter the drive and path to scan.
- 3. Then press OK to begin the cataloging process.

When this operation has completed, the Kudo catalog window will display the thumbnails in your catalog window. The catalog will also include the name, location, size and file extension for each image.

The size of the window and thumbnail view options determines the number of thumbnails that Kudo displays at a time. You can resize the window to change the number of thumbnails displayed. Scroll bars will appear on your catalog window if additional thumbnails are available.

File Menu

New Open
Add/Update
Close
Print
Print Setup
Exit

Edit Menu

Undo text

Cut Text

Copy Text

Paste Text

Clear Text

Delete Text

Cut Thumbnail

Copy Thumbnail

Paste Thumbnail

Delete Thumbnail

Undelete Thumbnail

View Menu

Gallery View List View

Image Menu

Preview
Get Info
Find
Find All

Rotate Thumbnail
Flip Thumbnail
Place

Sort Menu

Name - Sorts thumbnails by their eight character file name

Size - Sorts thumbnails by the size of the actual image size

Kind - Alphabetically groups thumbnails by their image type (extension)

Date - Sorts thumbnails by the date the image file was Last modified

Location - Sorts thumbnails by the image file's location pathname

Notes - Sorts thumbnails by the first word in the Notes Box

Window Menu

Cascade - Displays open catalogs in standard WIndows Cascade view
Tile - Displays open catalogs in standard Windows Tile view
Arrange Icons - Oranizes all iconized catalogs in the Kudo window
Close All - Closes all catalogs open and returns to Kudo window

Close

The Close command closes the active catalog.

Print Setup

Print Setup, as in most Windows applications, gives options to select available printers and change their options.

Exit

The Exit command closes and saves all open catalogs then closes Kudo.

Undo text

Undo Text reverses the last action performed. For example, if you enter text, delete text, or Cut text, then select Undo Text before pasting, it will reappear at its original location in the note field (text only).

Get Info

Get Info gives you quick access to a thumbnail's information. This option tells you the file kind, volume, size and any notes you have attached to the thumbnail.

To display a thumbnail's information:

- 1. Select a thumbnail.
- 2. Select "Image-Get Info"
- 3. Kudo will display the information in a floating window.

You can also display the Info Window using the Info Button. When the Info window is open, click other thumbnails to display their information. Close the window by double-clicking on the window's Control menu.

Find

Use the Find feature to search the catalog for thumbnails with specific characteristics. Kudo searches the catalog and displays the thumbnails that were identified in the search. All other thumbnails are hidden from view.

For example, if you search the catalog's notes for a client name, Kudo only displays the thumbnails with that information only. Kudo does not delete or edit the remaining thumbnails; it just hides them from view. To return to the full catalog, use Find to search the catalog for "Everything" or select "Find-All" from the "Image" pull-down menu.

When you select the Find feature, Kudo displays the Find Image dialog box.

Use the first combo box to tell Kudo the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location.

Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.

Use the edit text box to tell Kudo what words or information to search for. Wild card characters such as "*" or "?" are not necessary.

You can also choose the Find option using the Image menu. For example, you may have a catalog that includes a series of aircraft clip art images. You can use the Find button to search the catalog for any thumbnail records whose notes contain the word "Plane". To return to the full catalog, use Find and choose "Everything" or select Find-All from the Image pull-down menu.

Find All

Find All searches for and displays all thumbnails in the active catalog. This feature is also used to restore all thumbnails after a $\underline{\mathsf{Find}}$ operation. Find All is equivalent to exectuing a Find "Everything" using the $\underline{\mathsf{Find}}$ Button.

Rotate Thumbnail

The selected thumbnail will be rotated 45 degress clockwise. The last thumbnail position will be saved when the catalog is closed. The image file is not affected by the feature.

Flip Thumbnail

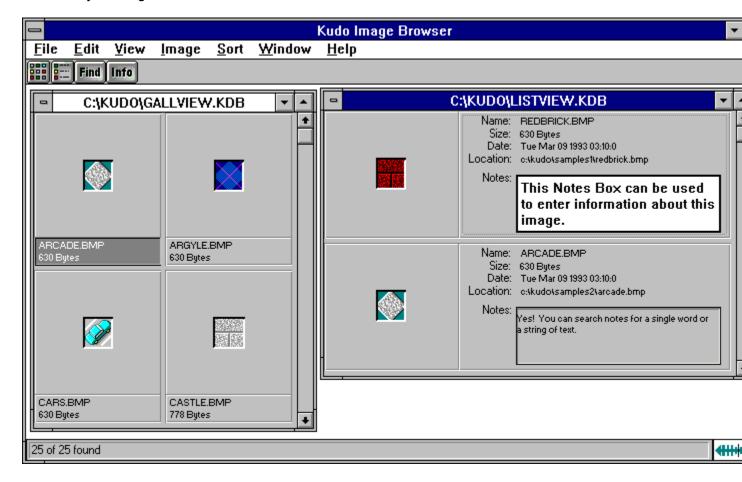
The selected thumbnail will be flipped (reversed) horizonally. The last thumbnail position will be saved when the catalog is closed. The image file is not affected by the feature.

Place

Place copies an image file from the clipboard places (pastes) the image into a Kudo supported document.

Exploring the Kudo Image Browser Window

This is a typical Kudo Window displaying two catalogs. The catalog on the left is displayed in Gallery View and the catalog on the right in List View. Explore the Kudo Window by clicking an item in the Kudo window below.



Alphabetical Index of Help Topics

- A -

Adding a Single File to the Catalog Adding or Updating a Catalog Automatic Save

- B -

Buttons

<u>Find</u>

Gallery View

Get Info

List View

- C -

Catalog

Creating a Catalog
Opening a Catalog

Clear Text

Close

Control Menu

Copy Text

Copy Thumbnail

Copying Thumbnails between Catalogs

Cut Text

Cut Thumbnail

- D -

Delete Text

Delete Thumbnail

Drag and Drop Compatibility

Drag and Drop Images from Kudo

- E -

Edit Menu

Editing Your Thumbnail Notes

Exit

Exploring the Kudo Image Browser Window

- F -

File Menu

Filters, File Import

Find

Find Button

Flip Thumbnail

- G -

Gallery View Get Info

- H -

Help Menu How an Update Affects a Catalog How to Update a Catalog

- | -

Image Menu Info Button

- K -

Kudo Image Browser User's Guide

- L -

List View

- M -

<u>Maximize & Minimize Window</u> <u>Moving and Copying Thumbnails between Catalogs</u>

- N -

Notes Box

-0-

Opening a Catalog

- P -

Paste Text
Paste Thumbnail
Place
Preview
Print Setup
Printing Your Catalog

- R -

Riffle Feature

Rotate Thumbnail

- S -

Saving Your Catalog Scroll Bars Sort Menu Sorting Status Bar

- T -

Technical Support
Thumbnail Information
Thumbnail View Buttons
Title Bar
Troubleshooting

- U -

Undo text
Un-installing Kudo
Using Copy and Paste

- V -

View Menu
View Options
Gallery View
List View

- W -

Welcome to Kudo Image Browser
Why Use Kudo
Window Menu

Drag and Drop Compatibility

Drag and Drop can be used from Kudo Image Browser onto the following applications:

All graphics applications that support Drag and Drop from the File Manager. This includes virtually all leading applications.

All graphics, desktop publishing, and multimedia applications that are OLE 2.0 clients. OLE 2.0 clients provide pinpoint accuracy when dropping onto a page layout.

In addition to the above, Kudo includes Place Modules for the following applications that are not OLE 2.0 clients, but could benefit from Drag and Drop with pinpoint accuracy:

QuarkXPress version 3.12 and 3.2 (when released) Aldus PageMaker version 4.2 and 5.0 Microsoft Word version 2.0

Kudo Image Browser User's Guide Table of Contents

Welcome to Kudo Image Browser

Why Use Kudo

Using Kudo

Creating a Catalog

Opening a Catalog

The Catalog Window

The Exclusive Riffle Feature

Preview

Drag and Drop Images from Kudo

Sorting

Printing Your Catalog

Other Menu Options

Editing Your Thumbnail Notes

Saving Your Catalog

Updating Catalog Entries

How to Update a Catalog

How an Update Affects a Catalog

Adding a Single File to the Catalog

Moving and Copying Thumbnails between Catalogs

Appendix A: Troubleshooting
Appendix B: File Import Filters Supported

Appendix C: Drag and Drop Compatibility

Appendix D: Un-installing Kudo

Index

Troubleshooting

Out of Memory thumbnail received when examining folders or disks to create or update a catalog or when previewing a thumbnails. Kudo Image Browser requires more memory when creating a catalog or previewing than is required for search and browse operations. The actual amount required depends on the size and type of image files you are cataloging. While 4 MB of memory is sufficient for most operations, it may be necessary to make more memory available to Kudo.

To make more memory available to Kudo:

Quit the other applications that you have running under Windows. If this does not correct the problem, contact Imspace Systems Technical Support.

Files in certain formats do not appear as thumbnails in Kudo catalogs. Kudo uses translators listed in the KUDO.INI file in your Kudo directory. The translators are based on the Aldus Filter industry standard. Each line in the "ini" describes the extension of the file and the filter that should process that file. See Appendix B to determine if a specific file type is supported.

Clicking the Stop button when making or updating a catalog does nothing. Kudo only checks the status of the Stop button between the creation of individual thumbnails. If the image file Kudo is cataloging is large and complex, it requires more time to create the thumbnail. Clicking the stop button during the creation of such a thumbnail may not be noticed by Kudo until Kudo is finished creating the current thumbnail.

Nothing happens when you drag a thumbnail into a PageMaker or QuarkXPress document. Applications such as PageMaker and QuarkXPress only support the importing of specific file formats. If a file format is not supported by the application you are using, nothing will happen when you drag the Kudo thumbnail into the application document. Consult the documentation provided with the application to determine which file formats are supported, or copy and paste the thumbnail from Kudo.

Un-installing Kudo

To un-install Kudo Image Browser, simply delete the following:

the Kudo directory and all of its contents.

the Kudo program group item.

the Kudo program group from the Program Manager.

Warning: please make sure that any catalogs and/or other files you wish to retain are moved from the Kudo directory before it is deleted.

Welcome to Kudo Image Browser

Welcome to Kudo Image Browser, the new way to organize your image files. Kudo is an image catalog. Just as you consult an office supply catalog for desk calendars, legal pads or pens, consult your Kudo catalog for your logos, clip art, illustrations, Microsoft Videos, QuickTime movies and Kodak Photo CD pictures.

Kudo catalogs your image files using thumbnails. Think of a thumbnail as a miniature photo of your image file. It looks like your file, but it's a replica that takes up very little memory. Kudo uses the thumbnail in its catalog and leaves your image file, untouched, in its original form and location. With these compact thumbnails, Kudo catalogs your image files in a convenient, accessible way.

The thumbnails provide a visual reference for each image file. Kudo adds additional information, such as the original file's name, location, size and file type, to complete the catalog.

Why Use Kudo

You have hundreds of clip art, logos and other graphic image files on your computer, all created using different applications. Unfortunately, to look through your images, you must find and open each file.

With Kudo, you can:

Zoom through the catalog to locate the image file's thumbnail.

Reference the image file's location, size and format.

Preview the full-sized image in a floating window.

Place the image into another document.

Kudo saves you hours of time. You've been there . . .

You want to find a graphic file so you search, open a file, close it. Search, open another file, close it. And on and on. That's the old way to find an image.

As a graphic design professional, you have hundreds, or even thousands, of images created for projects or collected from commercial clip art sources. You may subscribe to services that provide images monthly, stored by the hundreds, on CDs.

You have a photograph or piece of artwork in mind that would fit perfectly in your new layout. The question is: "Where did I see that image?". While you have seen it a hundred times, can you find it now? Would it be faster to re-create the image or use another that you can find that is "close enough"? Kudo Image Browser is a time-saving tool designed to allow more opportunity for originality and design because less time is spent searching for images.

You need the image of a sunset for your current project. Kudo presents you with thumbnails of all your image files. Now you can see exactly what the image in each file looks like. Using the Riffle Control, you quickly zoom through the catalog until you see the one you want. The search has become as simple as riffling the pages of a photograph album.

Once you find an image that will work, you preview it with a simple menu selection. When you are satisfied with the selection, you simply Drag and Drop the image directly into your favorite graphics or desktop publishing application.

Selecting artwork from a catalog has become a visual search. With Kudo Image Browser, you quickly browse, preview and select graphics and multimedia files. Your attention can now be focused on content and creative tasks, rather than wasting time locating the right image file.

Find Button

Use the Find button to search the catalog for thumbnails with specific characteristics. Kudo searches the catalog and displays the thumbnails that were identified in the search. All other thumbnails are hidden from view.

For example, if you search the catalog's notes for a client name, Kudo only displays the thumbnails with that information. Kudo does not delete or edit the remaining thumbnails; it just hides them from view. To return to the full catalog, use Find to search the catalog for "Everything" or select "Find-All" from the "Image" pull-down menu.

When you select the Find feature, Kudo displays the Find Image dialog box.

Use the first combo box to tell Kudo the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location.

Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.

Use the edit text box to tell Kudo what words or information to search for. Wild card characters such as "*" or "?" are not necessary.

You can also choose the Find option using the Image menu. For example, you may have a catalog that includes a series of aircraft clip art images. You can use the Find button to search the catalog for any thumbnail records whose notes contain the word "Plane". To return to the full catalog, use Find and choose "Everything" or select Find-All from the Image pull-down menu.

Info Button

The Info button gives you quick access to a thumbnail's information. This option tells you the file kind, volume, size and any notes you have attached to the thumbnail.

To display a thumbnail's information:

- 1. Select a thumbnail.
- 2. Click the Info button.
- 3. Kudo will display the information in a floating window.

You can also choose Get Info using the "Image" pull down menu. When the Info window is open, click other thumbnails to display their information. Close the window by double-clicking on the window's Control menu.

Scroll Bars

Use the Scroll bar to move forward and backward through the catalog.

Remember that Kudo will display the catalog based on the current Find criteria. If you have selected "Everything" in the Find feature, the entire catalog is available. However, if you have used Find to select a specific group of files, you can only scroll through those files. You must set new search criteria to scroll through your other thumbnails.

How to Update a Catalog

To update a Catalog:

- Select -"Open" from the File menu and type the path/filename of the catalog to update or choose the filename using standard Windows selection methods.
- 2. Select "Add/Update..." from the File menu.
- 3. The Add Update dialog box prompts you to select a drive:\directory path to the image files you wish to catalog. Kudo catalogs your disks, adding, deleting and updating thumbnails, as necessary.

Kudo will search the disk for image files and change the catalog entries as needed. As it searches the disk, it displays a progress dialog.

See also:

How an Update Affects a Catalog

Thumbnail View Buttons

The Gallery View and List View buttons allow you to toggle between views. Switch between the views by clicking the view button you prefer.

The Gallery View uses a grid style layout showing several thumbnails and their file type at once. Click the <u>Info button</u> to view detail about the selected thumbnail.

The List View uses a vertical layout with fewer thumbnails in the window, but with more information about each file. The list view shows the thumbnails in a vertical column and the file information in a second vertical column.

Note: The list view also shows your notes or description of the thumbnail. With Kudo, you can edit these notes on-the-fly. Add, delete or change text by simply keying in your notes. Use standard Windows text editing commands to edit your notes.

Gallery View

The Gallery View uses a grid style layout showing several thumbnails and their file type at once. Click the <u>Info button</u> to view detail about the selected thumbnail.

The Gallery View and <u>List View</u> buttons allow you to toggle between views. Switch between the views by clicking the view button you prefer.

List View

Unlike <u>Gallery View</u>, List View uses a vertical layout with fewer thumbnails in the window, but with more information about each file. The list view shows the thumbnails in a vertical column and the file information in a second vertical column.

The list view also shows your notes or description of the thumbnail. With Kudo, you can edit these notes on-the-fly. Add, delete or change text by simply keying in your notes. Use standard Windows text editing commands to edit your notes.

Help Menu

The Help menu displays this file and the Kudo "About" Window.

Status Bar

The Status Bar displays the number of thumbnails currently displayable out of the total thumbnails contained in the active catalog.

For example, the active catalog contains 100 thumbnails. After executing the <u>Find</u> feature, only 35 thumbnails met the search criteria. The catalog window will only display the 35 found thumbnails and the Status Bar will display "35 of 100".

To restore the catalog to the full 100 displayable thumbnails, use either the <u>Find All</u> option from the "Image Menu" or find "Everything" using the <u>Find Button</u>

Title Bar

A window's Title Bar displays the name of the open application (in this case, Kudo Image Browser) or the path/filename of the catalog or both application name and path/filename of catalog.

Control Menu

The Control Menu provides options to close the window and control its sizing.

Maximize & Minimize Window

The Maximize (up arrow) and the Minimize (down arrow) buttons are stanard Windows options.

Maximize enlarges the current window size to full screen. Minimize reduces the current window to an icon on your computer's desktop.

To display the window, click on the icon.

Thumbnail Information

In <u>List View</u>, the thumbnail's information section tells you the file kind, volume, size and any notes you have attached to the thumbnail.

You can also display the Info Window using the <u>Info Button</u>. When the Info window is open, click other thumbnails to display their information. Close the window by double-clicking on the window's <u>Control menu</u>.

Cut Text

Cut Text copies text to the clipboard and deletes the text from the selected thumbnail's $\underline{\text{Notes Box}}$.

Cut Thumbnail

Cut Thumbnail copies the selected thumbnail to the clipboard and marks the a selected thumbnail for deletion.

See also:

Moving and Copying Thumbnails between Catalogs Undelete Thumbnail

Copy Text

Copy Text copies text to the clipboard from the selected thumbnail's Notes Box.

Copy Thumbnail

Copy Thumbnail copies a thumbnail to the clipboard from a selected catalog.

See also:

Moving and Copying Thumbnails between Catalogs

Clear Text

Clear Text deletes all text from the selected thumbnail's Notes.

See also:

Undo text

Delete Text

Delete Text deletes highlighted text from the selected thumbnail's <u>Notes</u>.

See also:

Undo text

Delete Thumbnail

Delete Thumbnail marks selected thumbnails for deletion from the catalog. The thumbnails are deleted when the catalog is closed.

Use **Undelete Thumbnail** unmark thumbnails.

Paste Text

Paste Text copies text from the clipboard into the selected thumbnail's <u>Notes Box</u>.

Undelete Thumbnail

Undelete Thumbnail reverses the action of the Delete Thumbnail command, that is, it unmarks thumbnails previously selected for deletion from the catalog. **The Undelete Thumbnail command can only be used prior to closing the catalog.**

Paste Thumbnail

Paste Thumbnail copies a thumbnail from the clipboard to a selected catalog.

See also:

Moving and Copying Thumbnails between Catalogs

Riffle Feature

The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window.

Control the Riffle speed and direction by holding down the left mouse button and dragging the control bar from the center to the left or right of the Riffle Control. Kudo will advance through the catalog until you release the control or until it reaches either end of the catalog.

When the mouse button is released or the control bar is returned to the center position, Kudo stops near the thumbnail that you choose and displays the surrounding thumbnails. Your reactions may be slower than Kudo's Riffle feature, so when you release the Riffle control, you may want to select a thumbnail that is a few frames ahead of the one you wanted.