


## Contents

Visit the topics listed below to learn more about **Kudo Image Browser** .

[Welcome to Kudo Image Browser](#)

[What's New](#)

[Starting an Image Collection](#)

[Kudo Menus](#)

[Creating a New Catalog](#)

[Using Your Kudo Catalog](#)

[Troubleshooting](#)

[System Requirements](#)

[Internet Explorer Settings](#)


[Filenames in Kudo Catalogs](#)

[Supported File Formats](#)

[Buying Kudo](#)

## Welcome to Kudo Image Browser



**Kudo Image Browser**  is used to create, edit, read and use portable thumbnail image catalogs. The collection manager uses Kudo image catalogs to publish and manage image, media and document file collections.

Most people use **Kudo Internet Multimedia Suite** for doing batch operations on groups of image files. **Kudo Image Browser** makes it easy to select a group of images and perform operations on the group. These operations are initiated by selecting commands from the Kudo Image Browser menu and toolbar buttons or via keyboard [shortcuts](#) and special [mouse commands](#). All batch operations can be stopped by pressing the Esc key.

**Kudo Image Browser** users can manage and publish catalogs representing an unlimited number of image, media and office document files on local and remote file systems.

### What it does




Drop image and media files on **Kudo Image Browser**  to automatically create indexed thumbnail catalogs. The original file remains untouched in its original form and location.


During the catalog creation process, useful text information, such as the original file's name, location, path and URL, size, file type, and modification date is added automatically. Image properties such as dimensions, color depth, and resolution as well as error messages, are inserted, too.

After the catalog thumbnail records are created you can manually add keywords and freeform text notes to make identification and searching easier. Searches are fast because Kudo indexes all the filenames and text notes automatically.



Tools in **Kudo Image Browser**  let you perform batch edits of catalog records, perform search and replace text operations, manage (select, copy, move, delete & rename) linked files, create catalogs from the found set of records, create HTML pages, create slide shows and screensavers, create play lists, change thumbnails to icons and .BMP files, and convert images to wallpaper.



Clicking on thumbnails with the right mouse button displays the linked image file in the **Kudo Imager Viewer** . The **Kudo Image Viewer** features include multiple image display, batch image conversion, annotation, resizing, editing, slide shows and screensavers.




To view remote files, **Kudo Image Browser**  invokes **Kudo Internet File Browser**




, a separate FTP/HTTP client, to access the URL, get the file and display it in the **Kudo Image Viewer**




. Double left clicking on thumbnails linked to URLs opens the URL in the default Internet browser.



**Kudo Image Browser**  v5 has many new features to help Internet surfers and publishers create and use image catalogs. Surfers can create visual catalogs of their Internet image booty and favorite Web sites. Surfers can easily create and use catalogs of images and media files on FTP or Web Sites. Web publishers can export image catalogs to HTML and publish catalogs on their Web site. Kudo can also make image catalogs of Web pages and create an exciting and useful new view of the Internet.

The professional Webmaster/Publisher can use the Kudo FTP/HTTP client to perform Web site maintenance operations including copy, rename, delete, move, view and add to Kudo catalog. Seamless integration between local and remote file



systems and the copycat **File Explorer** interface makes the operation of the **Kudo Internet File Browser**  easy and obvious. The **Kudo Internet File Browser** also displays the Web page links in a useful list view.

Viewing the contents of a Web site in a Kudo catalog can provide a useful and interesting perspective to the site designer. Kudo users can see hundreds of Web page previews on a single screen. Visually oriented Web designers benefit from this unique, completely horizontal view of the site. This horizontal view provides a useful counterpoint to the vertical linked view

of the **Internet Explorer**.

Creating separate catalogs of the same Web sites via FTP and HTTP and comparing the catalogs can provide quick visual comparative information about file linkage problems and unsightly page style differences.

## What's New

### What's New in This release:

Improved [HTML Export](#) command now supports creation of HTML pages that have smaller thumbnail images. Added JPEG (Low, Medium and High quality) file format to the thumbnail image options. The resulting HTML pages are 3 to 5 times smaller in file size. Smaller file size improves Web page loading time.


Added HTML file support to the Kudo startup screen and splash screen files. You can now [customize](#) your Kudo catalogs with your own HTML, AVI, BMP and WAV files.


Opening an [old style KDB catalog](#) is now much easier. Drag and drop the KDB catalog onto the open Kudo Image Browser title bar to open it.

Improved support for larger catalogs (>40,000 records). Although it is possible to make catalogs containing more than 50,000 records, it is easier to use smaller catalogs (<20,000 records) that contain records segmented by meaningful categories. Catalog files that exceed 150 Mbytes are unwieldy. The smaller catalogs can be combined in an [index catalog](#) to support an unlimited number of records.

The new [Find Range of Records](#) search command in the Find dialog helps you to create a found set from a contiguous group of thumbnails. The **Find Range of Records** command is instantaneous and especially useful when you want to perform batch operations on a subset of a large catalog.

Inserting the linked image file into application documents via [drag and drop](#) from the catalog is improved. Kudo automatically performs **File Manager** drop onto and **OLE2** drag and drop of the linked images into **Word, PowerPoint, Publisher, Excel, WordPerfect, PageMaker, Draw, Illustrator, PhotoShop** and all **OLE2** enabled applications. Drag and drop into Microsoft Office applications requires you to hold down the **Ctrl** key during the operation.

[Marking single records](#) – select individual records for further processing with  or Alt+left mouse click. Note that Ctrl+left [mouse shortcut](#) has been changed to Alt+left mouse click.

**Tree View**  displays the volumes, folders and files in the catalog. This view of the catalog is similar to the **File Explorer** detail view. The [Tree View](#) simplifies catalog navigation and complements the other three [catalog views](#). **Move File Structure** moves the selected folder, all nested folders and files in the catalog and updates the catalog with the new location. Simplifies moving selected linked files to new folders. The [Move File Structure](#) command is in the **Edit Found Set Move** menu.

**Copy File Structure** makes a copy of the selected folder, all nested folders and files to a destination folder. Simplifies copying selected portions of an image catalog's file structure. The [Copy File Structure](#) command is in the **Edit Found Set Copy** menu. Does not change the catalog.

**Replace Part of Path** changes the file location field of all records that contain the selected folder and all nested folders. The **Replace Part of Path** command performs a search and replace operation on the file **Location** field. Simplifies updating a catalog after using the **Copy File Structure** command to copy portions of an image catalog's structure. The [Replace Part of Path](#) is best used on a copy of the master catalog after using the [Copy File Structure](#) command. Access this command from the **Edit Found Set Change File Location** menu.

New **Kudo Image Publisher** features allow Kudo CD-ROM users to run slide shows , screensavers




and open catalogs



without installing Kudo to the hard disk.


**Kudo Image Publisher** users can now create Kudo CD-ROMs that automatically start by opening an HTML, PDF or AVI file. Play a WAV file when you view an image. The WAV file with the same filename as the image will play when the image is

displayed in the **Kudo Image Viewer** .

[Get All Images From URL](#) automatically downloads the linked files from the Internet. This batch download occurs in the background. Puts the files in the folder shown in the record's **Location** field. This is a very fast download.

The Kudo Image Viewer **Show All Images** command has been improved.

### What's New in Previous v5 releases:


- [Create Slide Show list](#) – Make image and media file playlists for named slide shows.
- [Marking groups of records](#) – select groups of records for further processing with Shift+left mouse click.
- [Import Mac Kudo catalog](#) – opens and converts Mac Kudo catalogs to new style KDN catalogs.
- **Context-sensitive help.** Press **F1**  when you want help and the help topic associated with the menu item will appear. Press the **What's This**



help button and click the **What's This**





cursor on any button or menu to get the associated help topic.

- **Kudo Image Browser**  now has a complete set of new features for catalog editing and file management.

- **Kudo Image Viewer**  and **Kudo Image Browser**



 now can access images, multimedia content and Internet documents over the Internet.

- Drag and drop to catalog Internet files and links from the **Internet Explorer** window, Favorites folder, History folder and Temporary Internet Files folder.
- New cataloging and viewing technology for creating Kudo image thumbnails of **Adobe Acrobat** and PostScript fonts, **Microsoft Office** documents, other popular file formats and Flashpix.
- Many popular and familiar **Kudo Image Browser**  for Macintosh features have been ported to v5.
- Cluster of features for helping Internet surfers create and enjoy multimedia file collections obtained from the Internet.
- Cluster of features for helping Internet publishers create and maintain content rich sites.
- New **Info View** with editable **Notes** field that use traditional editing commands.

- New single button **slideshow**  and **screensaver**



- New text **Search and Replace** in notes field
- New **Add Keywords** to found set
- New **View All Images** feature that displays all the image files in the found set
- New **Notes Field preferences** for selecting image information import during cataloging
- New **Create Catalog from found set**
- New **Verify Catalog** found set
- New **Export Catalog to Macintosh** feature

## Starting an Image Collection

This topic describes how to create your own image collection from digital photos, clip art CDs or from the Internet.

To create a digital image collection you need images, storage media and an image catalog and management system.

Digital image sources are your digital camera, the Internet, scanning printed images, grabbing frames from video clips or from your image editing/drawing programs

Give your images meaningful names. To make finding and collection management chores easier, put your images into folders with meaningful names. Use the source, categorical description (animal, plant, mineral, Hong\_Kong\_trip...) or other common image characteristic as the folder name.

Store your digital images on your computer's hard disk. As your storage needs grow you will want to put your image collection on CD-ROMs.

Use Kudo thumbnail image catalogs to organize, find and manage your collection. Make separate catalogs of your vacation images, wedding images, Internet images and work images.

To make a Kudo catalog from your image collection, drag and drop the folders containing images onto the open Kudo Image Browser window or icon. Give your catalog a meaningful name. The catalog can contain image records that are linked to files on your computer disk drives, CD-ROMs, Zip or Jaz cartridges. Kudo can also catalog files on the Internet.

The easiest way to find images is to visually browse the Kudo thumbnail catalog that you have made from your image collection. It is also easy to search for images in your catalog by location (folder name), file name or keywords that you add to the Notes field.

Open your catalog and browse it by clicking on the scroll bar. When you have found an image that you like, click on it to view it, Alt+leftmouse click to mark it or drag and drop it into a document window to print it.

When it takes you too long to find an image by scrolling, your catalog needs to be segmented into sub-categories. The easiest way to segment your catalog is to move selected images to sub-folders that have meaningful category names. Decide on 5 or more category names for the sub-folders.

Mark selected images with a Alt+leftmouse click. **Find** all marked records and use the **Move Image Files** command from the Kudo Image Browser **Edit Found Set** menu to move all the linked image files to a new folder. The new folder should have the new category name. Mac users use the **Move Marked Files** script.

**Unmark** the records by Shift+left clicking on the first and last marked record in the found set. Repeat this operation for each category name. Mac users use the **Unmark All** script.

When you are done moving files into new locations, create a found set of thumbnails that you can easily browse. Use Find to search for the new file locations.

Use the same sequence of steps to add keywords to your catalog except use the **Edit Found Set Add Keywords** instead of the **Move Image Files** commands.


## Kudo Catalog Properties




The catalogs that you create with **Kudo Image Browser** have many easy to use and helpful features that add value to your media collection. Some of the advanced features are only available if you have an Internet connection or a **Kudo Image Publisher** license.

- Instant access to your images, movies, sound clips and text documents on Macintosh and PowerMac, Windows 3.1, Windows 95 and Windows NT4 workstations.
- Launch the creator or associated applications (Web browser, editor, player..) directly from your catalog.
- Select a thumbnail image and drag it onto an open document for instant placement.
- Find and sort multimedia files by file name, file type, file location, size and more. Use =, >, <, and contains, is, or is not to facilitate searches.
- Instantly view, print, convert or play image, multimedia, Web pages and text documents without leaving Kudo.
- Automate many common desktop publishing and Web page publishing operations.
- Manage your Web site favorites and Internet shortcuts and get instant access to selected Web pages or URLs.


## Kudo Image Browser and the Internet

**Kudo Image Browser**  has many new features to help Internet surfers and publishers. Internet surfers can create visual catalogs of their Internet image booty and favorite Web sites. Surfers can create and use catalogs of images and media files on FTP or Web Sites. Web publishers can export image catalogs to HTML and access the Kudo search engine to search catalogs published on the Internet.

Kudo image catalogs of Web pages provide an exciting new visual interface to the Internet. Kudo helps Internet surfers, Web site developers and publishers simplify and automate common repetitive tasks via the famous Kudo thumbnail image cataloging technology. Web pages, Internet shortcuts, image, media and document files on remote file

systems can now processed by **Kudo Image Browser**  and **Kudo Image Viewer**



Clicking on thumbnail with the right mouse button displays the linked file in the **Kudo Image Viewer** . If the image is not on the local file system Kudo will get the file from the Internet and display it. Clicking on a thumbnail with the left mouse button opens the URL in the default Internet browser.

Viewing the contents of a Web site in a Kudo catalog can provide a useful and interesting perspective to the site designer. Kudo users can see hundreds of Web page previews on a single screen. Visually oriented Web designers benefit from this unique, completely horizontal view of the site. This horizontal view provides a useful counterpoint to the vertical linked view of the Internet Explorer.

Compare FTP URL catalogs and HTTP URL catalogs of the same Web site to gain quick visual comparative information about file linkage problems and unsightly page style differences.

Drop the Netscape or Internet Explorer cache or history folder on the open Kudo window and watch as Kudo creates visual catalogs of your recently visited Web sites. This may surprise you!


Put Kudo image catalogs on your Web site and watch as your users enjoy amazing interactive journeys through the catalogs. Visit <http://imspace.com/newcats.htm> to experience Kudo Internet catalogs.

Collections of the new file formats supported by Kudo can be automatically and instantly published on a remote or local file system. Anyone with access to a Web site can now easily share image, media or document file collections.

Workgroups that use corporate, government or educational Intranets or local area networks can use image catalogs to make shared media file collections more useful and enjoyable.



## Installing, Upgrading and Uninstalling Kudo Image Browser

**Kudo Image Browser**  is installed and uninstalled as a component of the **Kudo Internet Multimedia Suite** or **Kudo Image Publisher v5**. Use the **Add/Remove Programs** selection of the **Control Panel** to uninstall the **Kudo Internet Multimedia Suite**. The uninstall function will not remove your catalog or image files.

## **Kudo Menus**

Visit the Kudo menu topics listed below for more information.

[File Menu](#)

[Edit Record Menu](#)

[Edit Found Set](#)

[View Menu](#)

[Sort Menu](#)

[Tools Menu](#)

[CD Publisher](#)

[Window Menu](#)

[Help Menu](#)

## **File Menu**

Visit the Kudo File menu command topics listed below for more information.

[Creating a New Catalog](#)

[Creating An Internet Catalog](#)

[Opening a Catalog](#)

[Open a KDB Catalog](#)

[Close Catalog](#)

[Save Catalog As](#)

[Add Images to a Catalog](#)

[Printing Your Catalog](#)

[Print Preview](#)

[Print Setup](#)

[Exit](#)

[Recently Used Catalogs](#)

## Creating a New Catalog

§ Create a new catalog by dropping folders or files from the Windows **File Explorer** onto the Kudo Image Browser title bar. If there is no catalog open you can drop the folders or files anywhere on the open Kudo window.

§ To create a new catalog from the open Kudo Image Browser window, click on the **File New** menu option, select the C:/KudoIMS5/Catalog folder location, enter a new catalog name and click on **Open**. Select the folders or files to put in the catalog from the left side of the Windows **File Explorer**. Drag and drop your selected folders or image, media and document files on to the open Kudo window and watch Kudo create a catalog.

§ To create a catalog on the desktop, right click on the Windows desktop. Select **New**, scroll down and click on the **Kudo50 File Type** selection. This creates a catalog with the default name New Kudo50 File Type.KDN. Double clicking this

catalog file opens **Kudo Image Browser** .

§ Create a new catalog by choosing the **Catalog All Open Images** or **Catalog One Image** selection from the **Tools** menu of

the **Kudo Image Viewer** .

§ Create a new catalog by choosing **Catalog Selected Images** from the **Tools** menu of the **Kudo Internet File Browser**



To make a new catalog you need to have **Kudo Internet Multimedia Suite** registered version or be in the evaluation mode of **Kudo Internet Multimedia Suite**. If you are in the **Catalog Reader** mode of **Kudo Internet Multimedia Suite** you can only read Kudo catalogs.

Visit [Creating An Internet Catalog](#), [Updating a catalog](#) and [Kudo Catalog Properties](#) for associated information.

## Creating An Internet Catalog

An Internet catalog is a Kudo catalog that has a URL link in the **Notes** field of the thumbnail records. The records that have URL links in the **Notes** field can get the image from the URL with the help of **Internet Explorer**, Netscape **Navigator** or **Kudo Internet File Browser**. Double left clicking will open the URL in the default browser if the image file is not on the local system. Right clicking will download and open the image in the **Kudo Image Viewer** if the file is not on the local system.

To create an Internet catalog, add the URL to the **Notes** field of an existing catalog or use **Kudo Internet File Browser** to automatically create a new Internet catalog.

To add the URL to the **Notes** field of an existing catalog:

- Open the catalog and select a record.
- Open the thumbnail editor via the **Edit Thumbnail Info** selection of the **Edit Record** menu.
- Add URL: `http://www.mydomain.com/filesdirectory/myfile.xxx` to the first line of the **Notes** field. Closing the editor writes the new text to the record. Remember that letter case is important on most UNIX systems.

Kudo Image Browser will automatically add the URL information to the new record if you use drag and drop to add Internet files from the **Internet Explorer** window, **Favorites** folder, **History** folder or **Temporary Internet Files** folder to a catalog.

To create an Internet catalog of files from the Internet with **Kudo Internet File Browser**:


- Open **Kudo Internet File Browser** and select **Connect to FTP** or **Connect to HTTP** from the **Tools** menu.
- Enter the FTP directory URL or the HTTP page URL that has the files you want to catalog.
- Enter the local path for storing the downloaded files.
- Check the **Use this Folder for all Downloads** box.
- Click on **OK** to open the connection.
- When you are connected to the remote file system, select files to catalog from the right side of the **Kudo Internet File Browser** window. Use the same selection techniques as used with the Windows **File Explorer**. One left click selects. Select more files with a second left click requires you to hold down the **Ctrl** or **Shift** key.
- Click on the **Catalog Selected Images** toolbar button to begin the automatic process of downloading and cataloging. If you have a catalog open, the downloaded files will be added. **Kudo Image Browser** will ask you to create a new catalog if none is open.


Web pages and FTP directories appear as folders on the left side of the **Kudo Internet File Browser** window. All files linked to an HTML page appear as line items on the right side of the **Kudo Internet File Browser** window. All files in an FTP directory appear as line items on the right side of the **Kudo Internet File Browser** window.


Clicking on a thumbnail whose linked file is not in the local path shown in the **Location** field, results in the following behavior:


- Double left clicking on a thumbnail opens your default Internet Browser with the linked file.
- Right clicking on a thumbnail causes Kudo to ask you if you want to get the file from the Internet.

## Opening a Catalog

To open a Kudo catalog .


§ Select a catalog  and double click it from the Windows desktop or the Windows **File Explorer**.

§ Select a catalog , drag it onto the Kudo Image Browser title bar and drop it.


§ Click on **Open** from the Kudo Image Browser **File** menu or click on  and select a catalog


 from the **Open Catalog** dialog.

Repeat the above steps to open multiple catalogs. Each catalog appears in its own window.

Catalogs default to maximum size in **Gallery**  view when opened.

The Kudo Image Browser main window defaults to the last window size and location when opened after an orderly exit.

If the catalog does not have a **Turbo Search Table** (.HSN)  file then a new one will be created during the catalog opening process. If you will be making lots of changes you can cancel this operation.

If the catalog was damaged or crashed, then **Kudo Image Browser**  will rebuild the record index during the catalog opening process. You cannot cancel the record index rebuild operation.

## Opening a KDB Catalog



KDB catalogs are made with older versions of **Kudo Image Browser** for Windows. The letters KDB refer to the three-character catalog file suffix also called the file extension. To change your File Explorer settings to show the file extension, open the Options selection in the Explorer View menu and select the View tab.

To open a KDB catalog:

- Drag the KDB catalog from the **File Explorer** and drop it on the open Kudo Image Browser title bar or icon.
- Select **Open .KDB Catalog** from the Kudo Image Browser **File** menu. A **Select the .KDB Catalog to Open** dialog will appear.

The process of opening the KDB catalog involves conversion to the new KDN format. Opening the catalog begins the process of converting the old style catalog to the new KDN format. The new KDN version of the old catalog is automatically saved in the /KudoIMS5/Catalogs folder. The old catalog remains in its original location.

Use the [Refresh All Thumbnails](#) selection in the **Edit Found** Set menu to improve the quality of the thumbnail images in the converted catalog.

## **Close Catalog**

Closes the current catalog and compacts the catalog records if more than 10 percent of the records have changed.












## **Save Catalog As**

Makes a duplicate of the current catalog and saves it to disk with another path or name.


## Add Images to a Catalog

To add files to a catalog:

- Drop the files, folders or shortcuts on the title bar of the open catalog  window.
- Choose **Add Images to Catalog** from the **File** menu or click the  toolbar button. Select the file(s) using standard Windows **File Explorer** commands. Click **Open** to begin the cataloging process.
- Create a new Kudo catalog  and drop thumbnails on it.
- Create a new Kudo catalog  and drop Kudo catalogs or shortcuts to catalogs on it. If you drop the Kudo catalog on the Kudo title bar it will open. If you drop the catalog on the title bar of a catalog it will be added to the catalog. Catalogs of catalogs, also known as [Index Catalogs](#), have interesting and useful properties.
- Drag and drop files onto the open catalog title bar and Kudo will add the files to the current active catalog. The current active catalog is the uppermost catalog that is highlighted in the Kudo window.
- Add files to a Kudo catalog  via drag and drop of images or Internet shortcuts from the Windows **File Explorer**, **Microsoft Internet Explorer**, **Microsoft Office**, **Kudo Image Viewer**  
 and most Windows OLE client server applications.
- Add files to a catalog by clicking on the **Catalog All Open** or **Catalog One Image** selection of the **Kudo Image Viewer**  
 **Tools** menu. The equivalent toolbar button is  
.
- Add to a catalog by clicking the **Catalog Selected Images** from the **Tools** menu of **Kudo Internet File Browser** .  
The equivalent toolbar button is  
.

We have not encountered a limit to the number of image records in a single Kudo catalog file but there is a practical limit. Kudo catalogs range in size from 2 to 6 Mbytes per thousand records. File sizes in excess of 150 Mbytes are hard to manage, so try to keep your catalogs less than 50,000 records. If you are managing larger file collections, it is best to create [Index Catalogs](#).

## Backing Up Catalogs

Because catalogs can usually be recreated automatically by **Kudo Image Browser**  it is usually not necessary to back them up.


If your original images are not available and the catalogs are important to your work you should make copies of your catalogs and store them offline on removeable media such as CD-R, Zip or Jaz cartridges.

If you put keywords or notes in your catalogs and the original images are readily available you can use a simple backup method for preserving your keywords and notes. The best way to preserve your catalog's keywords and notes is to click on the [Export Catalog to Dbase](#) command. This simple tool exports the text fields from the current catalog to a CSV (Comma Separated Variable) or MDB data file. Restore corrupted or lost catalogs by recreating the catalog from the original image files and importing the **Notes** field with the [Import Catalog from Dbase](#) command.

Periodically saving the catalog text fields helps protect them against loss. The exported CSV text files can be spell checked and updated with Microsoft **Word**. Importing the text file back into the catalog is a convenient way to perform batch text operations that are not available from the Kudo Image Browser menu commands.

## Printing Your Catalog

Select **Print** from the Kudo Image Browser **File** menu to print the found set of image records in the active (uppermost) catalog. The existing view and found set of thumbnail image records is printed in the same resolution as seen on your screen (72dpi quality). It's best to output to a color printer.

To print linked image files you should open them in **Kudo Image Viewer**  and print them. Add captions to your images using the Kudo Image Viewer **Write Text on Image** selection from the **Tools** menu. [Drag and Drop Images from Kudo](#) into **PageMaker** or **Microsoft Publisher** to perform professional quality page layout.

## **Print Preview**

Opens the current found set in the **Print Preview** dialog. Enables adjustment prior to printing.

## **Print Setup**

The **Print Setup** command opens the printer setup dialog and gives options to select and configure available printers.

## **Exit**

The **Exit** command closes all catalogs and exits the application.

## **Recently Used Catalogs**

The **Recently Used Catalogs** list displays up to 14 of the most recently used catalogs.



## **Edit Record Menu**

The **Edit Record** menu includes commands to start operations that are performed on the currently selected record or the file linked to the currently selected record. This menu is grayed out until a thumbnail record is selected.\_\_\_\_

[Selecting Catalog Records](#)

[Cut Record](#)

[Copy Thumbnail](#)

[Copy Linked Image File](#)

[Rename Image File](#)

[Move Image File](#)

[Paste](#)

[Delete Thumbnail](#)

[Delete Image File Only](#)

[Delete Image File and Record](#)

[Delete](#)

[Undelete Record](#)

[Rotate Thumbnail](#)

[Flip Thumbnail](#)

[Notes Field Preferences](#)

[Notes Field Preferences Dialog](#)


[Edit Thumbnail Info](#)

[Mark/Unmark Record](#)

## **Cut Record**

**Ctrl+X**, or **Cut** from the **Edit Record** menu copies the selected record to the clipboard and schedules the selected record for deletion. Same as [Delete Record](#) except the **Cut Record** command copies the record to the clipboard. Visit [Undelete Record](#) and [Moving and copying Records Between Catalogs](#) for more information.

## Copy Thumbnail

**Copy Thumbnail** copies the selected thumbnail record and the linked image file to the clipboard. The toolbar button is .

Use Ctrl+Shift+right click on a thumbnail to copy the record to the current (selected) catalog and add a delete sign to the source record. The copied record is appended to the end of the target catalog. You must have a source and a target catalog open to use this command. This operation will not work if you first select the thumbnail of the record that you want to copy from.

To replace the thumbnail image only, hold down the **Ctrl+Shift** keys and drag a selected thumbnail onto the title bar of another catalog. Select the source and target thumbnails before the drag operation and then make the current (uppermost) catalog the drop target. This operation only replaces the thumbnail image in the target record. The text data fields are untouched. This is useful for making title thumbnails for [Index Catalogs](#), movies, sounds and files that have no representative image.

See also [Moving and Copying Records between Catalogs](#).

## **Copy Linked Image File**

**Copy Image File** selects a destination and copies the linked image file. The original file is untouched.

See also [Moving and Copying Records between Catalogs](#).

## **Rename Image File**

Renames the image file linked to the selected record and updates the **Filename** field.

## **Move Image File**

**Move Image File** – Opens a dialog that allows you to select a new destination folder for the linked image file and updates the **Location** field of the selected thumbnail record.

## Delete Record

The **Delete** selection in the **Edit Record** menu has the options of **Delete Thumbnail**, and **Delete Record** and **Delete Image File**.

Pressing the **Del** key, clicking on  or clicking on the **Delete Record Only** menu command adds a delete sign to the selected record. The records are deleted when the catalog is closed. Use [Undelete Record](#) to remove the delete sign.

Visit the [Delete Found Set Records](#) topic for more information.

## **Delete Image File Only**

The **Delete Image File Only** menu command deletes the file linked to the currently selected record. This is an irreversible deletion and operates on local files only. Files should be backed up if you want to use them in the future.

Visit the [Delete Found Set Image Files](#) topic for more information.



## **Delete Record and Image File**

The **Delete Record and Image File** menu command deletes the file linked to the current selected record and schedules the record for deletion. Records are deleted when the catalog is closed. This is an irreversible deletion, the file and record cannot be undeleted. Files should be backed up if you want to use them in the future.

Visit the [Delete Found Set Records and Files](#) topic for more information.

## **Undelete Record**

Pressing the **Ctrl+Q** keys or clicking the **Undelete** selection from the **Edit Record** menu reverses the action of the **Delete** command on the currently selected record. The **Undelete** command can only be used prior to closing the catalog.

## **Rotate Thumbnail**

The **Rotate Thumbnail** command rotates the selected thumbnail image 90 degrees clockwise. The last thumbnail record position will be saved when the catalog is closed. The linked image file is not affected by use of this command. This is especially useful for PhotoCD scans.

## **Flip Thumbnail**


Rotates the thumbnail image in clockwise increments of 180 degrees. This command only affects the thumbnail and not the linked image file. The last thumbnail record position will be saved when the catalog is closed.

## Paste


Pressing the **Ctrl+V** keys, clicking on  or **Paste** from the **Edit Record** menu appends the thumbnail record in the clipboard into the current active catalog.

Visit the [Using Copy and Paste](#) and the [Moving and copying Records Between Catalogs](#) topics for more information.

## Notes Field Preferences

Opens a dialog that selects the kind of information that is added to the **Notes** field during the catalog creation process. The settings are retained when the catalog is closed and when **Kudo Image Browser**  is closed.

## Notes Field Preferences Dialog

A dialog for selecting the kind of information that is added to the **Notes** field during the catalog creation process. The settings are retained when the catalog is closed and when **Kudo Image Browser**  is closed.

## **Edit Thumbnail Info**

Opens a dialog that allows editing text fields of the selected record.





## **Edit Thumbnail Dialog**

Edit text fields using familiar Windows text editing commands. Select **Free Edit** to prevent Kudo from verifying the information you enter.

## Edit Found Set

The **Edit Found Set** menu includes commands that are performed on the found set of records or files linked to these records. The found set of a catalog is the list of current displayed thumbnail records. The found set is the result of a **Find** operation and can contain all or none of the catalog records. The number of records in the found set and the number of all records in the catalog is displayed on the [status bar](#). The found set is preserved when the catalog is closed and reopened.

The default found set of a newly created catalog is all the records. Use **Ctrl+A** to make the found set represent all the records in a catalog. Use the **Find** functions from the **Image** menu or the 

 buttons on the toolbar to create a new found set. For example, opening the **Find** dialog and selecting **Filename Contains .JPG** will result in a found set of all the records linked to files with the .JPG file extension.

**Edit Found Set** menu commands are performed on the currently selected catalog. Visit the topics to learn more about each of the **Edit Found Set** menu items listed below.

[Copy Image Files](#)

[Copy File Structure](#)

[Move Image Files](#)

[Move File Structure](#)

[Rename Image Files](#)

[Delete Found Set Image Files](#)

[Delete Found Set Records](#)

[Delete Found Set Records and Files](#)

[Clean Found Set Records Notes Field](#)

[Add Keyword To Found Set Notes Field](#)

[Search and Replace Text in Found Set Notes Field](#)

[Create Catalog from Found Set](#)

[Verify Catalog](#)

[View all Images in Found Set](#)

[Get Images From URL](#)

[Screen Saver From Found Set](#)

[Slide Show From Found Set](#)

[Create Slide Show List](#)

[Change File Location Field Replace Full Path](#)

[Change File Location Field Replace Part of Path](#)

[Change Found Set Volume Label Field](#)

[Refresh All Thumbnails](#)

## **Copy Image Files**

The **Copy Image File** command copies all files linked to the current found set of records to a new folder in the local file system. This command puts all the files irrespective of source path into a single target folder. The **Copy Image File** command does not update the catalog records.

## **Copy File Structure**

The **Copy File Structure** command copies all files linked to the current found set of records to a new folder in the local file system. This command replicates the folder structure of the source catalog in a new target folder. The source folder and the target folder must have the same name. Create a target folder with the same name as the source folder before you perform this command. The **Copy File Structure** command does not update the catalog records.

## Move Image Files

The **Move Image Files** command moves all files linked to the current found set of records to a new folder in the local file system. This command puts all the files irrespective of source path into a single target folder. The **Move Image Files** command updates the **File Location** field to reflect the new path.

The **Move Image Files** command is a powerful command that is intended to replace the drudgery of manually copying, deleting and updating a File Location found set of a single folder. Use the [Move File Structure](#) command to move nested folders.

## Move File Structure

The **Move File Structure** command moves all files linked to the current found set of records to a new folder in the local file system. This command replicates the folder structure of the source catalog in a new target folder. The source folder and the target folder must have the same name. Create a target folder with the same name as the source folder before you perform this command. The **Move File Structure** command updates the **File Location** field to reflect the new path.

The **Move File Structure** command is a powerful command that is intended to replace the drudgery of using multiple [Move Image Files](#) commands to move nested folders.

## Rename Image Files

The **Rename Image Files** command renames the files linked to the current found set of records and updates the catalog **File Name** field. Does not change the **File Location** field. The renaming operation creates an alphanumerical sorted filename sequence from the found set of records.

The renaming algorithm can take a file name prefix of up to 33 characters and add up to five numerical digits in sequence starting from XXX00001.YYY, XXX00002.YYY, XXX00003.YYY... where XXX is the prefix supplied from the dialog and .YYY is the three character file type descriptor (TIF, JPG...). The number of digits used is determined by the number of files selected for the rename operation, that is, 0-9 will use one digit, 0-19 will use 2 digits...

The total number of characters in the filename is the number of characters to the period (includes the new numerical digits and the filename prefix to the left of the .YYY three character file type descriptor). The total number of alphanumeric characters in the filename cannot exceed 33.

## **Delete Found Set Image Files**

The **Delete Found Set of Image Files** command deletes all files linked to the current found set of records. This is an irreversible deletion; the files cannot be undeleted. The files should be backed up if you want to use them in the future.



## Delete Found Set Records

The **Delete Found Set of Records** command schedules all the records in the current found set for deletion when the catalog is closed. The records scheduled for deletion are designated with a red diagonal diameter in a circle. This is an irreversable deletion; the records cannot be undeleted after the catalog is closed. Backup your catalog before you begin this operation.

To remove the deletion designation, use the [Undelete Record](#) **Ctrl+Q** in the **Edit Record** menu.

## **Delete Found Set Records and Files**

The **Delete Found Set Records and Files** command deletes all the files linked to the current found set of records and schedules all the records in the current found set for deletion. Records are deleted when the catalog is closed. This is an irreversible deletion, the files and records cannot be undeleted. The files should be backed up if you may want to use them in the future.

Visit the [Delete Found Set Image Files](#) and the [Delete Found Set Records](#) topics for more information.

## **Clean Found Set Records Notes Field**

The **Clean Found Set Records Notes Field** command deletes all text in the **Notes** field of the current found set. This is an irreversible deletion. Backup your catalog before you begin this operation.

## **Add Keyword To Found Set Notes Field**

Appends keywords to the **Notes** field of the current found set. Visit the [Customizing Catalogs](#) topic for more information.

## **Search and Replace Text in Found Set Notes Field**

Opens a search and replace dialog to find text strings and replace them in the current found set Notes field.


## **Create Catalog from Found Set**

The **Create Catalog from Found Set** command opens a dialog that prompts for a new catalog name and path and copies the found set of records to the new catalog. This is very useful for recovering a corrupt catalog and for converting the sort order of the catalog to the **Creation Order**.

The **Create Catalog from Found Set** command can make the [Display Order of Thumbnail](#) equivalent to the **Physical Order** and **Creation Order** of thumbnail records written on the hard disk or CD-ROM. This greatly speeds up many catalog operations and is similar to optimizing the files on a hard disk.

## Verify Catalog

The **Verify Catalog** command checks the current found set of records to confirm that the linked file exists in the specified location field. Once the linked image file is found then **Verify Catalog** updates the location field of the record and proceeds to process the next record. **Verify Catalog** will not update the record if the only difference between the record and the actual linked image file location is the volume drive letter. If **Verify Catalog** can't find the file in the specified folder it looks in the following locations and performs the actions in the order shown below:

- The last folder or URL that had a linked image file.
- All the currently mounted drive letter volumes with the same path but different drive letter (from A-Z).
- If not found **Verify Catalog** looks in the folder where the catalog is.
- If not found **Verify Catalog** looks in the folder where **Kudo Image Browser**  is.
- If not found **Verify Catalog** presents a **Show Me the Image File** dialog or
- If the record has a URL then **Verify Catalog** presents a **Get Image File from URL** dialog.
- If the dialog is canceled then **Verify Catalog** appends “**ERROR: Can't find image file**” to the Notes field and proceeds to process the next record.

Press **Esc** or **Spacebar** or click on the catalog to stop the **Verify Catalog** operation.

**Verify Catalog** will not work on locked catalogs or catalogs set to read only. Catalogs on CD-ROMs are read only.

## View all Images in Found Set

The **View Images** command in the **Edit Found Set** menu displays all the image and multimedia files linked to the found set of

records with the **Kudo Image Viewer** . Pause the operation by clicking on the Kudo Image Viewer **Pause** button.

During a pause you can close all open images. This is useful if there are more images open than the available memory or [GDI](#) resources will allow. You can also pause the **View All Images** operation by placing the cursor on the Kudo Image Viewer title bar and holding the mouse button down.





## **Get Images From URL**

The **Get Images From URL** command gets all linked files in the found set of records from the Internet. Records must have a URL label in the **Notes** field and the files cannot be present in the catalog **Location** field path. If you want to update files from the Internet it is best to rename the local directory or change the catalog **Location** field path before beginning this operation.

The **Get Images From URL** works in the background and is faster than the **Verify Catalog** command for downloading files from the Internet.

## Screen Saver From Found Set

Click the  toolbar button to create and start a screensaver of the current found set. The **Screen Saver** command is also in the **Edit Found Set** menu of **Kudo Image Browser**.


You can also start a Kudo screen saver by clicking the  button on the Kudo Image Viewer toolbar. The **Screen Saver Settings** command in the **Tools** menu of **Kudo Image Viewer** allows you to set the screen saver defaults. You can also start the Kudo screen saver from the Windows **Control Panel** screen saver dialog. Select **Kudo Screen Saver (KUDOSCR on Win95)** in the **Display Properties Screen Saver** panel found in the Windows **Control Panel**. Select **Kudo Screen Saver** or “**kudovs**” from the Screen Saver panel dropdown menu and choose your **Settings**. You can select the images and the background sound file.

Kudo creates a playlist and passes it to the **Screen Saver**. Kudo also tells the **Screen Saver** to start immediately. If your mouse is very sensitive you will have problems starting the Screen Saver with small catalogs because it is so fast.


The **Screen Saver** will display HTML files, animated GIFs, play most popular sound and video formats. HTML files should have all links to local files.

HTML files destined for distribution on CD-ROMs or the Internet should have relative file links. This means that references to the path of linked files should not include a drive letter or volume label. The Internet Browser will automatically fill in the missing path with the current volume and directory when parsing the HTML file links.

## Slide Show From Found Set

Click the  toolbar button to create and start a slide show of the current found set. The **Slide Show** command is also in the **Edit Found Set** menu of **Kudo Image Browser**.

The **slide show** will start and play according to the current settings of the Kudo Image Viewer **Slide Show Preferences**.

To start a slide show from **Kudo Image Viewer**  select the slide show button on the **Kudo Image Viewer** toolbar or the **Slide Show** selection from the **Tools** menu.


The **slide show** can also use the playlist file created by the Kudo Image Browser **Tools** menu **Create Slide Show list** command. The Kudo slide show can play a background midi file and play WAV files that are associated with each image file. To associate WAV files put them in the same directory and give them the same filename as the slide show images.

The **Slide Show** will display HTML files, animated GIFs, play most popular sound and video formats. If you want fast loading HTML pages make all links to local files.

HTML files destined for distribution on CD-ROMs or the Internet should have relative file links. This means that references to the path of linked files should not include a drive letter or volume label. The Internet Browser will automatically fill in the missing path with the current volume and directory when parsing the HTML file links.

## Create Slide Show List File

The **Create Slide Show List File** command creates a playlist file from the current found set. The playlist file is written to the directory that contains the source catalog. This playlist file is used to create a slide show that can be started from the **Slide**

**Show From List** and the **Screen Saver From List** commands accessed from the **Tools** menu of **Kudo Image Viewer**  .  
The slide show list file cannot be larger than 32Kbytes.

## Change File Location Field Replace Full Path

To use the **Change File Location Field Replace Full Path** command to change the drive letter of all the records in the found set, enter the drive letter in the dialog and press OK.

The **Change File Location Field Replace Full Path** command changes the **File Location** field of the found set of records to a single new directory. This operation does not move the linked files. You must move the linked files using the **File Explorer** or with the [Create Virtual CD-ROM](#) tool.

The **Change File Location Field Replace Full Path** command is intended to update the records that represent a single folder of images. The command can also consolidate all image files into one folder.

This operation destroys the link to the original files. [Backup](#) your catalog before performing this operation on a valuable catalog.

Use the [Move Image Files](#) or [Copy Image Files](#) commands for batch file management tasks.

## Change File Location Field Replace Part of Path

The **Replace Part of Path** command changes the file location field of all records that contain the selected folder and all nested folders. The **Replace Part of Path** command performs a search and replace operation on the file **Location** field. This greatly simplifies updating a catalog after using the [Copy File Structure](#) command to copy portions of an image catalog's structure.

The **Change File Location Field Replace Part of Path** command moves a folder of images and its nested folders to any other folder. This command can be used to move a directory tree within a volume or between volumes.

The **Change File Location Field Replace Part of Path** command moves the original image files and updates the location fields in the catalog.

This command is very powerful and should be used cautiously. [Backup](#) your catalog before performing this operation on a valuable catalog.

Use the [Move Image Files](#) or [Copy Image Files](#) commands for batch file management tasks.

## Change Found Set Volume Label Field

The **Change Found Set Volume Label Field** command changes the **Volume Label** field of the current found set of records. The **Volume label** field is used to create a meaningful error message when Kudo tries to access a CD-ROM or network volume that is not mounted.

To create the following error message:

“Please insert CD-ROM label:

**VOLUME\_LABEL**

When CD is ready press OK”

append the text string “**CD\_LABEL: VOLUME\_LABEL**” to the **Notes** field of an [Index Catalog](#). The **VOLUME\_LABEL** string is the **Volume label** field.

## **Refresh All Thumbnails**

The **Refresh All Thumbnails** command updates the thumbnail images of the current found set of records. This **Edit Found Set** menu command creates a new thumbnail from the linked file and updates the **File Size** and **File Modification Date** only. The linked image files must be available for this operation to succeed. This command was designed to improve the appearance of thumbnails that were exported from the Mac.



## View Menu

The **View** menu commands listed below allow you to select various different views of the information in a Kudo catalog and different views of the **Kudo Image Browser** main window. Visit the topics for more information.

[Small Gallery View](#) 

[Gallery View](#) 

[List View](#) 

[Tree View](#) 

[Toolbar](#)

[Status Bar](#)


[Forward Riffle](#) 


[Backward Riffle](#) 

## Small Gallery View


To change the current catalog view to **Small Gallery View** press **Ctrl+S**, click the  toolbar button or select **Small Gallery View** from the Kudo Image Browser **View** menu. The **Small Gallery View** uses a grid style layout like [Gallery View](#) and displays a 60 by 60 pixel thumbnail image.

## Gallery View

Kudo catalogs open in **Gallery View**. To change to **Gallery View** press **Ctrl+G**, click the  toolbar button or select **Gallery View** from the Kudo Image Browser **View** menu. The **Gallery View** uses a rectangular grid layout for displaying records with thumbnail image, file name, file size and extension. The thumbnails are 120 by 120 pixel.

Click the  toolbar button to get information about the file linked to the selected thumbnail record.


## List View

To change the current catalog view to **List View** press **Ctrl+L**, click the  toolbar button or select **List View** from the Kudo Image Browser View menu

The **List View** shows the thumbnail records in a vertical column accompanied by the **Notes** field. You can edit these notes and other text fields by clicking a thumbnail with a single left mouse click and selecting [Edit Thumbnail Info](#) from the **Edit Record** menu. Add, delete or change text with the keyboard edit keys.

## Tree View Dialog

**Kudo Tree View** displays the volumes, folders and files in the catalog. This view of the catalog is similar to the File Explorer detail view. The **Tree View** simplifies catalog navigation and complements the other three [catalog views](#).

To open the Tree View window, press **Ctrl+T**, click on the  toolbar button or select **Tree View** from the Kudo Image Browser **View** menu.


Double clicking on a folder in the Tree View window with the left mouse button displays the files in the folder. Double clicking on a file with the left mouse button finds and selects the record in the Kudo Image Browser catalog window. Select files in the right side of the Tree View window using the standard File Explorer selection commands. Ctrl left click selects a file. Shift left click selects a range of files.

Right clicking on a file or a selected set of files displays a useful subset of the Kudo Image Browser menu commands.

Selecting **Tree View** the first time creates an MDB file of the catalog text fields. You should have **Microsoft DAO (Data Access Object)** files installed on your computer to speed up some of the Tree View operations. Download and run the free Microsoft DAO installer from <http://imspace.com/downsupp.htm>.

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## **Toolbar**

The **Tool Bar** menu selection allows you to toggle between showing and not showing the toolbar.

## Status Bar

The **Status Bar** menu command toggles the status bar. The status bar shows the state that Kudo is in as well as the number of records in the current found set and the total number of records in the current (selected) catalog.


For example, the current catalog contains 100 records. After executing a [Find](#)  **Ctrl+F** operation, 35 thumbnail records met the search criteria. The catalog will now display a found set of 35 records and the status bar will display 35 of 100 found.


To restore the catalog to the full 100 displayable thumbnails, press the **Ctrl+A** keys, click the  toolbar button or the [Find All](#) command from the **Image** menu.



## Forward Riffle Feature

The **Riffle** feature allows you to visually browse the thumbnail records, as you would thumb the pages of a book. The thumbnail images appear one at a time in the lower right corner of the main window.


Select the  or


 buttons in the tool bar to initiate the **Riffle** process. Control the speed with the **up** and **down** cursor keys. Kudo will advance through the catalog until you press the **space bar**, **escape** key, **enter** key or until it reaches either end of the catalog.

Kudo stops near the record that you choose and displays the surrounding records. Your reactions may be slower than Kudo's **Riffle** feature, so when you release the **Riffle** control, you may have selected a record that is a few frames ahead of the one you wanted.

## Backwards Riffle

The **Riffle** feature allows you to visually browse the thumbnail records, as you would thumb the pages of a book. The thumbnail images appear one at a time in the lower right corner of the main window.

Select the  or

 buttons in the tool bar to initiate the **Riffle** process. Control the speed with the **up** and **down** cursor keys. Kudo will advance through the catalog until you press the **space bar**, **escape** key, **enter** key or until it reaches either end of the catalog.

Kudo stops near the record that you choose and displays the surrounding records. Your reactions may be slower than Kudo's **Riffle** feature, so when you release the **Riffle** control, you may have selected a record that is a few frames ahead of the one you wanted.

## Image Menu

The **Image** menu commands allow you to display the file linked to the selected record and see the file properties. The **Find**



and **Find All**



commands are also available on the toolbar.


[View File](#)

[Properties](#)

[Find](#)

[Find All](#)

## View File

To view a file linked to a thumbnail record, open a catalog in **Kudo Image Browser** , select a thumbnail and right click it. The **Kudo Image Viewer**



will open and display an image file, play a media file, open an Internet shortcut or URL.


Select a Kudo thumbnail image record with a single left mouse click. The record is properly selected when it is highlighted. The thumbnail images in the Kudo catalog are linked to files on the local or remote file systems. The **Kudo Image Viewer**



requires the linked file to be local. Right click on the selected thumbnail image to copy the file from a remote file system. The **Kudo Internet File Browser**




will copy the file to the path in the **Location** field of the record.

If the **Kudo Image Viewer**  is not available, the built in Kudo viewer will display the image file. This feature is also available from the **Image** menu by selecting **Viewer**. Press **Ctrl+E** or click the



toolbar button to view the selected image file.


**Kudo Image Viewer**  will display image and play media files described in the the KUDOVW32.INI file. Kudo supports direct play of MPEG, AVI, WAV, MOV and GIF animation files.

Kudo cannot display or play files stored on volumes that are not mounted on your system (i.e. floppy disks, CD-ROMs, removable cartridges, etc.). Kudo will identify the correct volume and ask you to mount it if the selected file cannot be found on your system. Kudo will also get the file from an available URL.

## Properties

The **Properties** command displays the text information associated with the linked image file. This information includes file name, size, modification date, volume, location, and any notes, captions, URL or keywords you have attached to the record.

To display a record's properties:


1. Select a record with a single left click of the mouse to a thumbnail image.
2. Select **Properties** from the **Image** menu (or click the  button)
3. Kudo will display the information in a floating window.

When the **Properties** window is open, click other records to quickly display their properties.

## Find

Use the Kudo Image Browser **Find** command to help find records in Kudo catalogs. The records contain textual and image information to help you more easily identify the linked files. The links to the original files are in the file **Location** field and in the file **Name** field. URL links to the original file are stored in the **Notes** field.

It is impossible to uniquely describe a natural image with only textual or symbolic descriptors. Kudo Find operations are therefore intended to create found sets of records that can be further visually browsed by the user to identify images of interest.

To begin a find operation, press **Ctrl+F**, click **Find** from the **Image** menu or click the  toolbar button. The **Find and show image whose** dialog box will appear.

Create a search using the drop down lists in the **Find and show image whose** dialog box. Click the **Find** button to search the catalog and display the found set of records. The number of records in the found set is displayed in the catalog status bar. The default search will include all records in the current (uppermost) catalog. Click the **Search on found set** box to limit the search to the current found set of records. Click the **Search all open catalogs** to extend the search to all catalogs in the Kudo Image Browser window.

Click the **Options** box in the **Find** dialog to create a search using up to three search criteria. This search uses the logical AND operator. Each record in your found set must match all your search criteria. Kudo does not support the logical OR operator.

If necessary, you can perform an OR search from a sequence of found sets. The object is to create a catalog which is a compilation (**Notes Contains** black OR white OR yellow) of found sets. Use the [Create Catalog From Found Set](#) command on each search result and the [Merge Catalogs](#) command to create the desired found set.

The **Find** operation is not letter case sensitive and will display all instances of a search string; wildcards are not required.

Add a drop down list for selecting **Keywords** and **File Locations** by creating a [CATALOG.INF file](#).

**Keywords** are added to the **Notes** field. **File Location** is a separate field containing the path to the image file.

The [Notes Field Preferences](#) controls the automatic annotation of image file information into the **Notes** field during the catalog creation process. This is very useful for capturing textual descriptors that are stored in the image file and the image file path or URL. Images stored in folders that have meaningful category names can use this folder name as a keyword. IPTC or PhotoShop file annotations can also contain useful image descriptors.

The **Range of Records** search operator requires you to add the beginning record number and ending record number of a contiguous range of records with a – between the record numbers. The record numbers are obtained by selecting the thumbnail and reading the record number from the Kudo Image Browser status bar (as **Thumbnail # XX**).

## **Find Dialog**

Select the search parameters from the drop-down selection lists and click on **Find**. Click on **Options** to create a more complex search.


## **Find Dialog Options**

Select the search parameters from the drop-down selection lists and click on **Find**.



## **Find All**

**Find All** searches for and displays all records in the active catalog. This feature is also used to re-display all records after a

[Find](#) operation. **Find All** can also be invoked via **Ctrl+A** or  on the toolbar.

## Sort Menu

The sort menu works on the found set of records displayed in the current (uppermost) catalog of **the Kudo Image Browser** window. Kudo uses an alphabetical sort on text fields and a numerical sort on date and size fields. [Sorting](#) to create a display order is useful for using and viewing catalogs.

<a href="#">File Name</a>	Sorts records by the file name
<a href="#">File Size</a>	Sorts records by the size of the original disk file
<a href="#">File Kind</a>	Sorts records by the file type (extension)
<a href="#">File Modification Date</a>	Sorts records by the date the file was last modified
<a href="#">File Location</a>	Sorts records by the file location pathname
<a href="#">Notes</a>	Sorts records by the characters in the Notes field
<a href="#">Record Creation Order</a>	Sorts records by the order they were added to the catalog
<a href="#">Record Physical Order</a>	Sorts records by the order they are physically stored on disk

## Sorting

The display order of thumbnail image records is also the sort order of a Kudo catalog. The sort order is preserved when a catalog is closed.

The sort order created by the **Sort** menu options file **Name**, file **Size**, file **Kind**, file **Modification Date**, file **Location** and **Notes** are a logical ordering of the records. The sort order created by adding records to the catalog is called the **Creation** order. The **Physical** order is the order that the catalog thumbnail image records are stored on disk. The **Creation** order and the **Physical** order are identical in a newly created catalog. After record deletions, merge and compaction operations the **Creation** order and the **Physical** order differ.

The sort feature works on the current found set. To sort the found set of the current (uppermost) catalog select a sort option from the **Sort** menu. Kudo will automatically re-arrange the thumbnail image record display to reflect the new sort.

## **Sort by Filename**

Sorts the current found set of records **Filename** field by alphabetical order. This sort order is retained when the catalog is closed.

## **Sort by File Size**

Sorts the current found set records **File Size** field by numerical order. This sort order is retained when the catalog is closed.

## **Sort by File Kind**

Sorts the current found set records **File Kind** field by alphabetical order. This sort order is retained when the catalog is closed.

## Sort by File Modification Date

Sorts the current found set records **File Modification Date** field by numerical order. This sort order is retained when the catalog is closed.

## **Sort by File Location**

Sorts the current found set records **File Location** field by alphabetical order. This sort order is retained when the catalog is closed.

## **Sort by Notes**

Sorts the current found set records **File Notes** field by alphabetical order. This sort order is retained when the catalog is closed.



## **Sort by Record Creation Order**


Sorts the current found set records **Record Number** field by numerical order. This sort order is retained when the catalog is closed. This sort is important for catalog import/export operations.

## **Sort by Record Physical Order**

Sorts the current found set records **Record Disk Pointers** by numerical order. This sort order is retained when the catalog is closed. This sort is important for speeding up catalog browsing and viewing operations.

## **Save Thumbnail as BMP**

This option under the **Tools** menu is a quick method of converting the catalog thumbnail to a BMP file of 120 by 120 pixels in 8-bit color. This feature uses the thumbnail image in Kudo not the original image file. To convert the original image file to

BMP format choose **Save Image in BMP Format** from the **Tool** menu of **Kudo Image Viewer** .

## **Tools Menu**

Visit the topics listed below to get information about the **Tools** menu commands.

[HTML Export](#)

[HTML Export Dialog](#)

[Custom HTML Templates](#)

[Make Icon of Thumbnail](#)

[Save Thumbnail as BMP](#)

[Selected Image As Wallpaper](#)

[Reveal Image's Folder](#)

[Merge Catalogs](#)

[Find Duplicate Images](#)

[Export Catalog To Dbase](#)

[Export Catalog to MDB](#)

[Import Catalog From Dbase](#)

[Import Catalog from MDB](#)

[Export Catalog to Macintosh](#)

[Import Macintosh Catalog](#)

## HTML Export

Click on the **Tools** menu, select **Create HTML Page** and follow the prompts to instantly create an HTML version of the current found set. You can publish any kind of media or document file. We recommend JPG format for thumbnails and screen size images and AVI, MOV, MID and WAV formats for video and sound files.

The current found set of thumbnail image records is used as source images for the HTML page. Kudo uses the internal thumbnail image to make GIF or PNG format image files to represent the image or media files you have chosen to publish on the Internet. Kudo uses the original image file to make JPG thumbnail images.

To export the current found set to HTML, fill out the **HTML File Creation Tool** dialog box.


- Enter text for the heading of the page and for the body text. You can also input the URL or Internet address of your home page to be displayed just below the body text.
- Designate a source folder for Kudo to store your new HTML files
- Select one of the four different page-layout options
- Select the format you would like for the thumbnail images: JPG (Low, Medium and High quality), GIF (an 8-bit format) or PNG (up to 48bit).
- Select the format of your original image, media or document files.
- Click 'OK'

Kudo automatically writes as many HTML pages as needed to publish your current catalog selection of image, media and document files on a Web site. and places them in the designated folder.

Kudo will create thumbnails of your original images and place them in a folder called 'THUMBS'. Copy the original image and media files to the folder called 'IMAGES'.

Test your new HTML pages with your Internet browser before deploying to your Web server. If you have lots of pages you can test them automatically by making a catalog of the HTML pages and clicking on the slide show button.

The image tags in your HTML pages use relative paths, so retain the same relative directory structure when you upload the files to the Web server. Don't change the names or relative arrangement of the folders.

Use **Kudo Internet File Browser** , the cool new Kudo FTP/HTTP client, to copy your new HTML pages and files to your Web server. **Kudo Internet File Browser**



provides a Windows **File Explorer** copycat interface that seamlessly integrates the local and remote file system. **Kudo Internet File Browser**



uses familiar Windows **File Explorer** commands to perform file operations on your remote Unix or NT Web server. More advanced Web weavers may wish to edit the custom HTML template file, adding custom elements like background graphics, colors, or text formatting. This is not necessary, however, as Kudo will create standard files that are ready to upload to any Web server.

For a complete description of creating and using Kudo custom HTML page templates see the file "CUSTOM.TXT" in the Kudo program directory or visit <http://www.kudo.com/samples.htm>.

## Export HTML Dialog


Select the options and click **Start**. [HTML Export](#)

## Custom HTML Templates

Select the options and click **Start**. [HTML Export](#)

## **Make Icon of Thumbnail**


Creates a Windows icon of any thumbnail image in your catalog. Kudo will create an image file with the '.ICO' extension, suitable for use as a file, folder or volume Windows icon. This feature uses the thumbnail image in Kudo not the original image file. To use the original image as the icon source file you should choose **Make Icon of Image** from the **Tool** menu of

**Kudo Image Viewer**  .



## **Selected Image As Wallpaper**

**Selected Image As Wallpaper** – Adds the selected BMP image to the Windows desktop. If the image is not BMP you should

choose the **Selected Image As Wallpaper** selection from the **Tools** menu of the **Kudo Image Viewer**  .

## **Reveal Image's Folder**

**Reveal Images Folder** – Opens the folder location where the linked file resides.

## **Merge Catalogs**

**Merge Catalogs** – Appends a smaller to a larger catalog. Checks for duplicate paths.

## **Find Duplicate Images**

**Find Duplicate Images** - Creates a text file listing all filenames that are duplicated (have N-1 instances) in the catalog. Duplicates have one entry whereas triplicates have 2 and quadruplicates have 3 entries in the text file listing. The filenames are listed in the order encountered in the catalog (sorted by **Creation** Order). These are filenames and not paths. Kudo catalogs accept duplicate filenames but not duplicate paths.

## **Export Catalog to Dbase**

Export the text data fields from a Kudo catalog to a comma delimited TXT file.

## **Export Catalog to MDB**

Export the text data fields from a Kudo catalog to an **Access** MDB file.

## Import Catalog from Dbase

Import the text data fields from a Kudo catalog to a comma delimited TXT file or to a Microsoft **Access** MDB file. The import file must have the identical record structure as a file created by the **Export Catalog to Dbase** function. The best way to do this is to create and edit an export file from the target catalog.

You can import text fields from a database that does not have the same record structure as the target catalog by editing the import file so that it has the same structure.

The Kudo catalog **Notes** field is the only variable field and can hold up to 1024 characters. Concatenate all the extra fields from your database file into single field and import the new database into the target Kudo catalog.

Export selected fields, with the **Filename** field, from the database to an MDB file. Open the database MDB file and the Kudo export MDB file in Microsoft **Access**. Concatenate and format the database fields into a new field called **Notes**. Merge the new **Notes** field into the Kudo export MDB file. Import this merged file into the Kudo catalog.

The reason for merging the database file with the Kudo export file is to add the Kudo catalog record number index to the import file. This greatly speeds up the operation.

The **Import Catalog from Dbase Tool** will also import a two-field MDB data file (**Filename** and the **Notes** field only). Don't forget that import **Filename** data can be letter case insensitive but has to be an exact character for character match. This operation is slower because it doesn't have the benefit of the Kudo catalog record number.

## Import Catalog from MDB

Import the text data fields from a Kudo catalog to a comma delimited TXT file or to a Microsoft **Access** MDB file. The import file must have the identical record structure as a file created by **the Export Catalog to Dbase** function. The best way to do this is to create and edit an export file from the target catalog.

You can import text fields from a database that does not have the same record structure as the target catalog by editing the import file so that it has the same structure.

The Kudo catalog **Notes** field is the only variable field and can hold up to 1024 characters. Concatenate all the extra fields from your database file into single field and import the new database into the target Kudo catalog.

Export selected fields, with the Filename field, from the database to an MDB file. Open the database MDB file and the Kudo export MDB file in Microsoft **Access**. Concatenate and format the database fields into a new field called **Notes**. Merge the new **Notes** field into the Kudo export MDB file. Import this merged file into the Kudo catalog.

The reason for merging the database file with the Kudo export file is to add the Kudo catalog record number index to the import file. This greatly speeds up the operation.

The **Import Catalog from Dbase Tool** will also import a two-field MDB data file (**Filename** and the **Notes** field only). Don't forget that import **Filename** data is letter case insensitive but has to be an exact character for character match. This operation is slower because it doesn't have the benefit of the Kudo catalog record number.



## Export Catalog to Macintosh

Create a catalog on Win95/NT4 with Kudo v5 and export it to Mac with the **Windows to Mac Export** tool found in the **Tools** menu of **Kudo Image Browser**. Here's how:

- From your Macintosh, create a one record Kudo catalog with **Kudo Image Cataloger** or **Kudo Image Browser** on your shared Mac drive. This one record Mac catalog will be the template and will be filled with records from the Windows catalog. The template catalog must be shared with the Windows machine.
- From your Windows machine, open the Windows catalog that you want to export to Mac.
- From your Windows machine, select **Windows to Mac Export** from the **Tools** menu and follow the prompts.
- If you cannot see the Mac template catalog during the **Select the MACINTOSH catalog to use as a template** dialog, refresh the window with the **F5** or change the file name to \*.\*. Enter a name for the Macintosh volume to replace the Windows drive letter or the target volume label will be chosen.
- From your Mac, open the new catalog while holding down the **Option** key.
- From your Mac, press the **Cmd+A** keys to display all the images in the catalog.
- From your Mac, with the new catalog open, drop the folders containing the image files on the Kudo Image Cataloger or Kudo Image Browser icon. This improves the look of your catalog thumbnails by updating the color palette of your new catalog to Macintosh.
- All text and image fields except the **Creator** are exported to the Macintosh catalog. Use **the Set Creator Given Type** script in the Kudo Image Cataloger for Macintosh **Scripts** menu to add a creator code.

Kudo must be able to write to a Mac file system from a Windows file system to be able to export the Windows catalog file to a Mac. There are only two ways that we know of to do this:

- Share files between Mac and Windows with **SoftWindows 98** (or **Virtual PC**) on your PowerMac.
- Share files between Mac and Windows computers with a Windows NT or Novell file server.

## **Import Macintosh Catalog**

Opens a Macintosh Kudo catalog and converts it to a new style (KDN) Windows catalog. In order for the converted Mac catalog to work on Windows the file names in the Mac catalog must have a valid Windows name. The [Create Virtual CD-ROM](#) topic has a good discussion of cross platform file names.

The **Mac to Windows Import** command is the only way to import a long file name catalog from the Macintosh to Windows 95/NT4.

Improve the look of your new Windows catalog by converting the color palette with the **Refresh all Thumbnails** command from the **Edit Found Set** menu.

## **CD Publisher**

This menu provides access to the special tools used for making Kudo CD-ROMs and publishing catalogs. This menu is only available to **Kudo Image Publisher** licensees.

[Lock Catalog](#)

[Unlock Catalog](#)

[SlideShow List For Start32](#)

[SlideShow List for Start32 Dialog](#)

[Create Virtual CD-ROM](#)

[Create Virtual CD-ROM Dialog](#)

[Select Virtual CD-ROM Drive Letter](#)

## **Lock Catalog**

The **Lock Catalog** command locks the catalog to prevent alteration. This lock can only be unlocked by the [Unlock Catalog](#) command. This lock is not the same as the **Read Only** file attribute. This is useful when distributing catalogs on CD-ROMs and the Internet.

## **Unlock Catalog**

Unlocks a locked catalog.

## SlideShow List For Start32

The **SlideShow List for Start32** command opens the [Create SlideShow List for Start32 Dialog](#). Select the **SlideShow List for Start32** command from the **Kudo Image Browser CD-Publisher** menu.

The [Create SlideShow List for Start32 Dialog](#) creates playlist files from the current catalog. The playlist files are named SLIDESHW.LST or SCRNSVR.LST and should be stored in the \Win\_kudo folder of the virtual CD-ROM. The slideshow list file cannot be larger than 32 Kbytes.

Start the **Slideshow** and **Screensaver** with the buttons on the Kudo CD-ROM **Startup Screen**. The **Slideshow** and **Screensaver** can also be configured to automatically start when the CD-ROM is inserted.

The **Slideshow**, **Screensaver** and **Open Catalog** buttons on the Kudo CD-ROM **Startup Screen** are enabled when you select the **SlideShow Support** option in the [Create Virtual CD-ROM Dialog](#) and have a SLIDESHW.LST and SCRNSVR.LST file in the \Win\_kudo folder of the virtual CD-ROM .

The virtual CD-ROM that is built with the **SlideShow Support** option has Kudo Internet Multimedia Suite **Catalog Reader** installed in the \Win\_kudo\Program directory.

To run the slideshow and screensaver without installing Kudo on the hard disk, the Kudo CD-ROM needs:

1. The image and media files on the CD-ROM.
2. The SLIDESHW.LST or SCRNSVR.LST playlist files in the \Win\_kudo folder of the CD-ROM.
3. The full \Win\_kudo\Program directory.
4. The Start32.exe and Autorun.inf files in the root of the CD-ROM.

Modify the \Win\_kudo\Program\KUDOVW50.INI file to change the behavior of the slide show created with the \Win\_kudo\SLIDESHW.LST playlist file. This slide show has the behavior options of the **Kudo Image Viewer** slide show.

Modify the \AUTORUN.INF file in the root of the virtual CD-ROM to change the behavior of the screensaver created with the \Win\_kudo\SCRNSVR.LST file. This screensaver has the behavior options of the Kudo **Screen Saver** (KUDOVS.SCR).

The main differences between the Screensaver and Slide Show are:

- Slide shows can be set to manual scrolling which makes it useful for self paced presentations.
- Slide shows can play a sound (WAV) file when displaying an image file. The WAV file must have the same filename and be in the same directory as the image file.
- Screensavers load faster and exit with any mouse or keyboard action.
- Both screensavers and slideshows can play a background MIDI file.

The index catalog in the \Win\_kudo directory will open when the slide show is exited. If no index catalog is present the first catalog will be selected.

Please refer to the **Kudo Image Publisher** Developer's Guide for more complete information.

## **Create SlideShow List for Start32 Dialog**

To understand this dialog go to [SlideShow List For Start32](#) .

## Create Virtual CD-ROM

The **Create Virtual CD-ROM** command in the **CD Publisher** menu opens the [Create Virtual CD-ROM Dialog](#) that allows you to specify the parameters that Kudo needs to automatically create a CD-ROM on a Windows 95/98/NT4 hard disk. You can also create a Macintosh CD-ROM, if your workstation can see a file server volume that has Macintosh file support. This selection is only available to **Kudo Image Publisher** licensees.

Most problems encountered when burning CD-ROMs are caused by the restrictive CD-ROM filing systems. The file naming convention and the allowed nesting of directories is more restrictive for CD-ROMs than for Windows 95/NT4, Macintosh and Windows 3.1 native file systems.

We assume you will be writing single session CD-ROMs with the Joliet extension to ISO9660, Macintosh HFS or hybrid HFS/ISO9660 format file systems. We recommend using a Power Macintosh system with Adaptec Toast for burning all CD-ROM formats or a Windows 95 system with Adaptec Easy-CD Pro to burn Windows CD-ROMs.

The Joliet extension to ISO9660 allows 12 character (8.3) MS-DOS filenames and 31 character (27.3) Win95/NT4 filenames. Spaces are allowed but \*/:;?\ are illegal filename characters. No more than 8 levels of directory nesting are allowed. We recommend no more than 1,000 files per sub-directory.

Macintosh HFS allows 31 character filenames. A cross platform Mac/Win CD-ROM that supports Windows 3.1 users must use MS-DOS 8.3 filenames for all shared content files. A cross platform Mac/Win CD-ROM that does not support Windows 3.1 users can use 31 (27.3) character filenames for all shared content files.

To create Mac/Windows hybrid CD-ROMs you must have:

- a local area network volume that supports Macintosh files. Imospace Systems uses Novell and Windows NT servers to create cross platform virtual CD-ROMs or
- a Power Macintosh running Virtual PC or SoftWindows95. The Mac should also have the CD-R burner installed.

The virtual CD-ROM should behave as the actual CD-ROM and is useful for testing because it allows you to identify and fix problems quickly. CD-R blanks are cheap but it is much faster to test the virtual CD-ROM before burning.

The CD-ROM tutorial in the **Kudo Image Publisher Developer's Guide** takes no more than 20 minutes and gives you an understanding for the overall process before you begin a project.



## Create Virtual CD-ROM Dialog

Use the **Create Virtual CD-ROM Dialog** to create a virtual CD-ROM that has the image files and executables necessary to behave like an actual CD-ROM. The structure of the virtual CD-ROM includes a \Win\_kudo folder, a \Content folder and files on the root. The Kudo v5 demo CD-ROM is an example of this structure.

To create your virtual CD-ROM:

1. In the [Select Virtual CD-ROM Drive Letter](#) box enter the root folder of a hard disk or network volume as the destination drive for your virtual CD-ROM and click on **Open**.
2. Enter the CD-ROM volume label. The default volume label is the same as the virtual CD-ROM destination drive. Use up to 11 uppercase characters with no spaces. Create a meaningful label that uniquely identifies the CD-ROM volume. The volume label is required for Macintosh CD-ROMs and is used by Kudo in error message, such as "Please mount volume XYZ".
3. Add the catalog(s) and select from the five CD-ROM options in the upper right corner of the **Create Virtual CD-ROM Dialog**. If you don't select **Windows 3.1 support** or **Win/Mac Hybrid CD-ROM** you will get a virtual CD-ROM built for the Windows 95/98/NT4 user. Selecting Windows 3.1 support significantly limits your CD-ROM's features.
4. Select **SlideShow Support** if you want to include **SlideShow**, **Screensaver** and **Open Catalog** buttons on the Kudo CD-ROM startup screen. A description of Kudo CD-ROM slide show support is in the [SlideShow List For Start32](#) topic.
5. Click the **Build** button. On a fast machine the process of copying 650 Mbytes of files to the virtual CD-ROM should take no more than 10 minutes. It's slower over a network.
6. Install the **Catalog Reader** on the target workstations. Run a slide show and screen saver. Test the Kudo functions that are important to you and your users. Kudo automatically changes the catalog file attribute to **Read Only**. This protects the catalogs from accidental changes during the testing process.
7. Burn a one off CD-ROM using the virtual CD-ROM as the source. Copy the virtual CD-ROM to your Mac or Windows local drive before burning the CD-ROM. We assume you will be using Adaptec Toast 3.5 on a Macintosh or Easy CD Creator on a Windows 95 machine. If you are creating lots of CD-ROMs we recommend buying a Macintosh just to use Toast because it will save you lots of headaches.

During the build process the **Create Virtual CD-ROM** tool copies the catalogs to \Win\_kudo, updates the catalogs **File Location** field, copies the image files to \Content\Catalog\ and pauses. The pause lets you stop the process before the Kudo installer, startup and slideshow support files are copied.

The **Create Virtual CD-ROM** tool will also copy all customizing files that are in the same directory as the source catalogs, that is, the CATALOG.INF, CATALOG.BMP, CATALOG.WAVE, CATALOG.AVI and the equivalent SPLASH.XXX files. These files are included in the CD-ROM file space calculations.

You can run the **Create Virtual CD-ROM** tool as many times as you want. Each time it copies over existing files of the same path and doesn't delete any files. So you can always add a catalog at a time until you are satisfied with the result. Select the **Catalogs Only (NO CONTENT)** box to prevent Kudo from copying the original image or media files to the CONTENT directory of your virtual CD-ROM.

You can prevent errors during the build process if you verify your catalogs beforehand. The [Verify Catalog](#) tool is in the **Edit**

**Found Set** menu of **Kudo Image Browser** .

A tutorial and more detailed instructions for making virtual CD-ROMs on Mac and Windows platforms are provided in the Kudo Image Publisher **Developer's Guide**.

Links to resources for CD-ROM duplication, labeling, CD-R supplies and CD organizations are available in the **Related Sites** section of [www.kudo.com](http://www.kudo.com).

## Select Virtual CD-ROM Drive Letter

Select the root folder of an uncluttered hard disk or network volume as the destination drive for your virtual CD-ROM and click on **Open**.

If you don't have a free local or network drive to select as the destination drive, use the **SUBST** command to make a virtual drive. Win95/NT4 allows you to map any local directory to a drive letter via the **SUBST** command. To make a virtual drive Z: on your local drive D:/Kudovirtualcd folder go to the MS-DOS command prompt and enter **SUBST Z: D:/Kudovirtualcd**. For information about the **SUBST** command type SUBST /? at the command prompt. An additional Z: drive will appear in the **File Explorer**. Give this drive the same Volume label as your CD-ROM, set it to **Read Only** (after you have created the Kudo virtual CD-ROM) and it should behave just like the CD-ROM.

Local Windows 95/NT4 hard disks cannot support Macintosh files.

## **Window Menu**

[Arrange Icons](#)

[Close all](#)

The window menu also displays a selection list of all open catalogs.

## **Arrange Icons**

**Arrange Icons** - Organizes all minimized catalogs in the **Kudo Image Browser** window

## **Close all**

**Close all** - Closes all open catalogs in the **Kudo Image Browser** window

## Help Menu

**Help Index** - Launches the **Kudo Image Browser** Help file

**Help On KIMS** - Launches **Kudo Internet Multimedia Suite** Help file

**Using Help** - Launches the Windows **Help** file

[Kudo Mouse Commands](#) – important Kudo commands that use the mouse

**Open Kudo Unlock** – Opens the Kudo unlock dialog. Used to enter the unlock code to convert the evaluation version to full registered version. The unlock code will only work on the machine that was used to generate the **Unlock Request Key**.

**Open Buy Kudo Dialog** – Opens the **Buy Kudo Form** that allows you to purchase an unlock code. This form also generates an **Unlock Request Key** that is a fingerprint of your computer. The unlock code created from the information in the **Buy Kudo Form** can be used to convert the evaluation version of Kudo to the full registered version.

**Open Kudo Web Page**

**Open Catalog Publisher's Web Page**

**Open Kudo Image Viewer**

**Open Kudo Internet File Browser**

**About Kudo**

**Splash Screen**

## Help Topics

Opens Kudo Image Browser **Help** file

## **Help on KIMS**

Opens Kudo Internet Multimedia Suite **Help** file or Kudo Image Publisher **Help** file





## Using Help

Opens Microsoft **Help** on **Help**


## Kudo Mouse Commands

<b>Right click on thumbnail</b>	display image
<b>Double left on thumbnail</b>	open image in associated application
<b>Left click on thumbnail</b>	selects thumbnail for further processing
<b>Alt+left click on tnaill</b>	toggles mark/unmark a record
<b>Shift+left click on two tnaills</b>	toggles mark/unmark a set of records
<b>Ctrl+drag thumbnail</b>	insert linked image file in MS Office apps
<b>Drag &amp; drop thumbnail</b>	insert linked image file into OLE apps
<b>Drag &amp; drop thumbnail on catalog</b>	refreshes record
<b>Drag &amp; drop thumbnail on KIB titlebar</b>	refreshes record if linked file is modified
<b>Ctrl+right click on thumbnail</b>	copy record to the current (selected) catalog
<b>Ctrl+Shift+right click on thumbnail</b>	copy record to catalog & delete source record.
<b>Shift+right click on thumbnail</b>	open Get Image From URL dialog
<b>Ctrl+Shift drag &amp; drop thumbnail</b>	replace the target thumbnail image only

Kudo mouse commands speed your work. To use **Kudo Image Browser**'s set of mouse commands you need to understand Windows [drag and drop](#). Some Kudo mouse commands use the **Ctrl** and/or **Shift** key combined with a click and drag movement of the mouse during the operation. Press down the **Shift** and/or **Ctrl** key at the start of the operation and hold the key down until the mouse button is released.

1. Right click on thumbnail to display or play linked file in **Kudo Image Viewer** . If the linked file is not on your local system **Kudo Image Browser**  will open the **Get Image From URL** dialog to give you an opportunity to get the file from the Internet.
2. Double left click on thumbnail to open original image in associated application. Set associated application by right clicking on original image file from the **File Explorer** and choosing **Open With**. If the linked file is not on local system and there is a URL in the Kudo record it will open in the **Internet Explorer** or **Netscape Navigator**.
3. Left click on thumbnail to select the record or its linked file for further processing with **the Edit Record** menu commands. Some mouse commands only work on the selected record. The "**copy record to current catalog**" command will not work if you select the source record with a left click.
4. Alt+left click marks and unmarks a record. Unlike the **File Explorer**, **Kudo Image Browser** catalog marks are retained after a catalog open and close operation. To remove marks you must unmark them.
5. Shift+left click on two records marks and unmarks all records between the clicks. The first click selects the first record but doesn't mark until you have completed the second click. The cursor changes to a checkmark until the second click is completed. Unlike the **File Explorer**, **Kudo Image Browser** catalog marks are retained after a catalog open and close operation. To remove marks you must unmark them. To remove all marks use **Find** to find all marks and shift+left click on the first and last record of the found set of marked records. If necessary, use the **Home** and **End** keys to go to the beginning and end of the found set of marked records.
6. Ctrl+drag selected thumbnail and [drop it](#) into an open **Microsoft Office** document window to insert linked image or media

file.

7. Drag selected thumbnail and drop into an open document window to insert or open the linked image or media file. Some application documents are not well-behaved OLE drop targets and require you to drop onto the title bar, use Ctrl+drag or copy and paste.
8. Dragging thumbnail to title bar of **Kudo Image Browser**  will refresh record if linked file has a different **File Size** or **Modification Date** and is on local system.
9. Dragging thumbnail to title bar of catalog will force a refresh of the record regardless of the status of the linked file. This operation refreshes all the fields including the thumbnail image but does not change the **Notes** field. Linked file must be on local system for this to work properly.
10. Ctrl+right click on thumbnail to copy record to the current (selected) catalog. The copied record is appended to the end of the target catalog. You must have a source and a target catalog open to use this command. This operation will not work if you first select the thumbnail of the record that you want to copy from.
11. Ctrl+Shift+right click on thumbnail to copy record to the current (selected) catalog and add a delete sign to the source record. The copied record is appended to the end of the target catalog. You must have a source and a target catalog open to use this command. This operation will not work if you first select the thumbnail of the record that you want to copy from.
12. Shift+right click on thumbnail to bring up the **Get Image From URL** dialog. Use this command to access the Get Image from URL dialog if you have selected "**Don't ask again this session**".
13. To replace the thumbnail image only, Open a source and a target catalog. Select the source and the target thumbnails with a mouse click. Press the **Ctrl + Shift** keys and press the left mouse button over the source thumbnail while dragging the thumbnail onto the title bar of the target catalog. Releasing the mouse button replaces the target thumbnail with the source thumbnail. This operation only replaces the thumbnail image in the target record. The text data fields are untouched. This is useful for making title thumbnails for [index catalogs](#), movies, sounds and other files that have no representative image.

## Marking Records

Alt+left mouse click marks and unmarks a record. Unlike the **File Explorer**, **Kudo Image Browser** catalog marks are retained after a catalog open and close operation. To remove marks you must unmark them.

Shift+left mouse click on two records marks and unmarks all records between the clicks. The first click selects the first record but doesn't mark until you have completed the second click. The cursor changes to a checkmark until the second click is completed. Unlike the marking files in the **File Explorer**, **Kudo Image Browser** catalog marks are retained after a catalog open and close operation. To remove marks you must unmark them. To remove all marks use **Find** to find all marks and shift+left click on the first and last record of the found set of marked records. If necessary, use the **Home** and **End** keys to go to the beginning and end of the found set of marked records.

## **Unlock Kudo**

Opens the **Kudo Unlock** dialog. Enter the unlock code for the designated machine to unlock Kudo.

## **Buy Kudo**

Opens the **Buy Kudo** dialog. Provides order form, ordering options and generates an unlock request key for this machine. The unlock request key is used to create the unlock code for this machine. The unlock code will not work on another machine.

## **Kudo Web Site**

This selection in the **Help** menu will connect you to the Kudo Web site. Kudo will start your Internet browser and input the URL of the Kudo site ([www.imspace.com](http://www.imspace.com)). The Kudo Web site offers free Kudo updates and the latest information about Kudo products and techniques. A collection of Kudo catalogs created by professionals for distribution is also available for download and will give visitors an idea of the publishing opportunities available to Kudo users.

## Catalog Publisher's Web Site

You can add an Internet shortcut or HTML file to your catalog to give your catalog users a quick and easy way to connect to your Web site from inside the catalog. Or you can add a simple jump to your Web site from the **Help** menu. Visit the [Customizing Catalogs](#) topic for more information.



## Open Kudo Viewer

Opens **Kudo Image Viewer** 

## Open Kudo Inet

Opens **Kudo Internet File Browser**  .

## **About Kudo**

Opens the Kudo **About Box**. Provides credits and copyright information.

## **Kudo Splash Screen**

Opens the Kudo splash screen. Provides useful version information and status of application.

## Toolbar Buttons

To identify the toolbar buttons in the list below move your cursor on top of the button and a legend describing the purpose of the button will appear. Visit the topics named below to get more information.

[Create a new catalog](#) 

[Open an existing catalog](#)

[Add Images to a catalog](#)

[Print](#) 

[Delete the selected record](#)

[Paste record from clipboard](#)

[Display thumbnails in 60 by 60 pixels](#)

[Display thumbnails in 120 by 120 pixels](#)

[Display thumbnails with text](#)

[Open the Viewer and display images full size](#) 

[View the found set of images in the slide show](#)

[View the found set of images in the screen saver](#)

[Display thumbnail record properties](#) 

[Find and show records](#)

[Find and show all records in the catalog](#)

List help topics

[Backwards fast Riffle view](#)

[Forwards fast Riffle view](#)

Display About Screen


Open Kudo Image Viewer

Open Kudo Internet File Browser

## Display Order of Thumbnail Records

The [Sort order](#) of records in a Kudo catalog is the same as the display order.

Thumbnail records in a newly created catalog are displayed in the order they were added to the catalog. This order is called **Creation Order**. The catalog **Creation Order** is important for many operations because it creates a sort based on the record number. To convert the display order of the catalog records to the **Creation Order** select **Create Catalog From Found Set**

from the **Edit Found Set** menu of **Kudo Image Browser** .

After a catalog has had records deleted, the display order changes because deleted thumbnails leave an empty space that is filled up with other thumbnails when the catalog is compacted. The resulting order is called the **Physical Order** and represents the actual order that the thumbnail records are saved to the hard disk.

To change the display order of thumbnail records use the **Sort** menu options. The **Kudo Image Browser Sort** menu provides many sort options. The selected sort order persists when the catalog is closed. If you want a display order that is not available from the **Sort** menu options you must create an ad hoc order.

There are many ways to create ad hoc order for the thumbnail image records in a Kudo catalog. It is easy to change the file name of the record and image file to change its sort order and sort by filename. The filename sort is preserved when the catalog is closed.

Another way to create simple ad hoc order that can't be achieved with the **Sort** menu is to drag and drop (or Ctrl+right click) the catalog records to a new catalog. The ad hoc order now becomes the record creation order for the new catalog and will be preserved when the catalog is closed.

You cannot shuffle the thumbnail records within a catalog like you can 35mm slides on a light table but you can shuffle the


images in the **Kudo Image Viewer** . Select **View Images** from the **Edit Found Set** menu of **Kudo Image Browser**



and all images in the present found set will display in the **Kudo Image Viewer**



. If you have too many images, select a smaller found set and try again.

Select **Show All Images** from the **View** menu of **Kudo Image Viewer**  to arrange the images in rows to fit the main **Kudo Image Viewer** window. Add images to a new catalog in the order you want with a Ctrl+Right mouse click.

## **Editing Record Notes and text fields**

You can edit a individual record's **Name**, **Location**, **Volume** and **Notes** text fields. To edit an individual record's text fields, open a catalog and click on a thumbnail with the left mouse button to select it. Choose the **Edit Thumbnail Info** selection from the **Edit Record** menu and use the keyboard edit keys to edit the text. Improper editing can cause you to lose normal catalog functions, such as, **View Image**, so be especially careful to enter valid information.

To perform batch edits of text fields you must choose the appropriate selection in the **Edit Found Set** menu.

## **Saving Your Catalog**

Kudo automatically saves each record that you edit or update and automatically rebuilds your search index. The catalog will be compacted when it has been changed more than 10%. Kudo will also automatically rebuild your search index (the .HSN file with the same name as the catalog) if it is missing or if Kudo detects that it has become corrupt.



## Moving and copying Records Between Catalogs

Use drag and drop or Ctrl+right mouse click to copy thumbnail records between catalogs. You can also use copy and paste. [Kudo Mouse Commands](#)

The **Cut (Ctrl+X)**, **Copy (Ctrl+C)**, **Paste (Ctrl+V)** and **Delete** commands are used to edit records in the Kudo catalog. You can also access these commands from the **Edit Record** menu. These commands transfer the Kudo record to and from the Windows **Clipboard**. Use these commands to move and copy records between catalogs.

The **Cut** command copies the record to the clipboard and adds a delete sign. The **Delete** command adds a delete sign.

The **Edit Record** commands can transfer Kudo catalog records between Kudo catalogs. These commands behave differently when used to copy and paste images and media files linked to the thumbnails to Windows applications.


## **Contacting Technical Support**

Visit [www.kudo.com](http://www.kudo.com) to purchase Kudo, drop off e-mail, get gratis updates, find out about special offers, download sample catalogs, get more HTML export templates and find answers to frequently asked Mac and Windows users questions.


Fax your questions to **619-272-4292**.

Only registered users receive telephone support.

## Updating a catalog

**Kudo Image Browser**  will automatically update all the records in a catalog when you drop the folder, selected files or shortcuts onto the Kudo icon or the open Kudo catalog window. Kudo will add new files to the catalog and update the existing files in the current catalog if the modification date is more recent and the file path is unchanged. This update should not affect the Notes field.

To force an update of individual records, drop each record on the Kudo Image Browser title bar.  
To force an update of just the thumbnail images choose the **Edit Found Set** menu **Refresh All Thumbnails** selection.


**Kudo Image Browser**  can automatically find a linked file that is not in the path shown in the thumbnail record location field. Kudo can find a file that has been moved to the same path as the most recently accessed file in the catalog, or to the same path with a different drive letter, or to the folder where the catalog or **Kudo Image Browser** executable are.

Right clicking a thumbnail will update the record path and display the found file. Double left clicking will open the found file in the associated application. An error will result if the file is not found. If there is no associated application no error message will be given.

If the file has been moved or deleted from the local file system and there is a URL in the Kudo record, then you can copy the remote file to the local path shown in the location field. Right click on the selected thumbnail image to copy the file from a


remote file system. The **Kudo Internet File Browser**  will copy the file to the path in the location field of the thumbnail image record and display the file in the **Kudo Image Viewer**



Cataloging a moved file will create two instances of the file in the catalog. Each record will link to files at the different local paths. **Kudo Image Browser**  will not remove the old file record.


If you have moved the file you should tell **Kudo Image Browser**  to update it for you by right clicking on it and showing Kudo the new file location. This avoids having to copy the **Notes** field to the new record.

## Title Bar

The Kudo 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. The Kudo catalog window's title bar displays the name of the catalog.


## Thumbnail Information

The [List View](#) , displays the record's thumbnail image and **Notes** field.

Click the [Info Button](#)  to display image file properties. When the **Properties** window is open, click other thumbnail image records to display their properties.


## Selecting Catalog Records

Selecting Kudo catalog records for further processing is almost identical to selecting files in the Windows **File Explorer**. You

can mark records with the mouse or you can select records with a **Find**  operation. The only difference between the **File Explorer** and Kudo is that with Kudo marked records stay marked after a catalog is closed.

- § Left click on a thumbnail to select the record or its linked file for further processing. This selection does not survive a catalog close. Some mouse commands only work on the selected record. The **copy record to current catalog** command will not work if you select the source record with a left click.
- § Alt+left clicking on a thumbnail marks and unmarks a record. Unlike the **File Explorer**, Kudo Image Browser record marks are retained after a catalog is closed. To remove marks you must unmark them.
- § Shift+left click on two records marks and unmarks all records between the clicks. The marked range becomes visible after you have completed the second click. Unlike the **File Explorer**, **Kudo Image Browser** record marks are retained after a catalog is closed. To remove marks you must unmark them.
- § Performing a **Find** command on the current catalog results in a found set of records. The search criteria for the **Find** command can include marked records.
- § Ctrl-right clicking copies the record to the current catalog. This is a fast way of creating category sub-catalogs from a master catalog.

## Using Drag and Drop with Explorer

Automatically start the **New**, **Open**, and **Add Image to Catalog File** commands of **Kudo Image Browser**  when you drag files or directories from the Windows **Explorer** and drop them on Kudo. This also works with **Kudo Image Viewer**



or any OLE server application.

Click on the title bar of the chosen media file or the icon, filename or directory and drag the selection to the title bar of the open Kudo Image Browser window or the open catalog window.

## Scrolling Shortcuts

Using the scroll bars to move through a large Kudo catalog can be slow. To instantly scroll through your current Kudo catalog found set use the special keyboard navigation keys:





- § **Home** To get to the first record of the catalog found set.
- § **End** To get to the last record of the catalog found set.
- § **PageUp** To scroll up in page increments.
- § **PageDown** To scroll down in page increments.
- § **ArrowUp** To scroll up in row increments.
- § **ArrowDown** To scroll down in row increments.






## Keyboard Menu Shortcuts

Keyboard shortcuts to **Kudo Image Browser** menu commands.




### File Menu

<a href="#">Open Catalog</a>	Ctrl+O 	Double left click on catalog from <b>File Explorer</b>
<a href="#">Close Catalog</a>	Ctrl+W	Click on window close.
<a href="#">Add Images</a>	Ctrl+U 	Drag selected files/folders from <b>File Explorer</b> and drop on catalog title bar
<a href="#">Print Catalog</a>	Ctrl+P 	
<a href="#">New Catalog</a>	Ctrl+N 	Right click on desktop or <b>File Explorer</b> , select <b>New</b> and <b>Kudo50 File Type</b> .
<a href="#">Exit Kudo</a>	Alt+F4	

### Edit Record Menu


<a href="#">Cut thumbnail</a>	Ctrl+X	
<a href="#">Copy thumbnail</a>	Ctrl+C 	
<a href="#">Paste thumbnail</a>	Ctrl+V 	
<a href="#">Delete thumbnail</a>	Delete 	
<a href="#">Undelete thumbnail</a>	Ctrl+Q	

### View Menu

<a href="#">Small Gallery</a>	Ctrl+S 	
<a href="#">Gallery</a>	Ctrl+G 	
<a href="#">List</a>	Ctrl+L 	
Tree	Ctrl+T	

## Image Menu

[Viewer](#)

Ctrl+E 

[Properties](#)

Ctrl+I 


[Find](#)

Ctrl+F 

[Find all](#)

Ctrl+A 

[Reveal Images Folder](#) Ctrl+R

[Help](#) F1  context sensitive help.

What's This?  GUI help

## **Thumbnail Image Resolution**

Kudo automatically creates catalogs composed of thumbnail images that represent the image content of the original media file. Files with no image content such as sound are represented with a placeholder image. Kudo will substitute a default thumbnail image if no image is available in the media file.

Kudo catalog thumbnails are 120 by 120 pixels with 8 bits color. Set your video graphics adapter to the highest possible quality to help ensure good quality thumbnail images.

## Troubleshooting

Most problems can be solved via one of the steps below:

- Read the Kudo Help file for a description of the operation you are trying to perform.
- Download and install the latest version of your Kudo product from [www.kudo.com](http://www.kudo.com).
- Don't start a big batch imaging process when your graphics memory resources are less than 50%. Monitor your system graphics memory resource via the GDI memory status on the **Kudo Image Browser** cataloging progress bar and **Kudo Image Viewer** menu bar.
- Change or update your system video drivers via the Windows control panel to 24 bits (millions) of colors. Visit our Windows Tech Support FAQ page for links to common video card manufacturers driver update download pages.
- Setup Kudo to open your favorite imaging application or image editor when you left double click the image you want by changing the file type association for opening the file from the **Windows Explorer View Options File Type** menu selection. You can also select the image file in the **Windows Explorer** and right-click on the file while you hold down the **Shift** key. When the menu opens, select **Open With**. Locate and select the program you want to associate with this file type.
- Visit <http://imspace.com/techie.htm> for more complete support information.

## **System Requirements**


To run **Kudo Internet Multimedia Suite v5** you need a Win95/98/NT4 system. We recommend that you not run Kudo on a Windows NT Server. Your default Internet Browser can be **Navigator** but you must have an Internet connection and **Internet Explorer** v3 or v4 installed to make full use of Kudo's Internet functions. You should also have a video display set to thousands (16bits) or millions (24 bits) of colors. Simultaneous viewing or playing of many image or media files takes a lot of system memory. We recommend at least 32 Mbytes of system memory. If you routinely work with video and large image collections, get the fastest machine and as much system memory as your budget will allow.

## Internet Explorer Settings

Kudo creates thumbnails and displays files from the Internet. That means that Internet connection problems, weird ActiveX or Java applets, logon passwords and numerous other problems can interfere with the normally and automatic error free cataloging process. Kudo will usually stop the process, give error messages and ask for operator intervention when a problem occurs.

When cataloging Web pages or HTML files you should set your **Internet Explorer** to only load image and text information. **Internet Explorer** v4 users benefit because Kudo automatically changes the settings during the cataloging process. Many Web pages have Java programs, ActiveX controls, sound files or other plug ins that require operator intervention to finish loading the Web page. Set **Internet Explorer** v3 to speed up the cataloging process by changing the **View Options General** menu selection to not load sounds or movies. You can further speed up the cataloging process by changing the **View Options Security** menu selection to not allow downloading of active content, disable ActiveX controls and scripts and disable Java programs.

## Filenames in Kudo Catalogs

During the catalog record creation process, **Kudo Image Browser**  puts the Windows filename in the Kudo catalog record **Name** field if the filename has 29 characters or less. Kudo replaces the Windows 256-character filenames with the DOS 8-character filenames if the file being cataloged has more than 29 characters.

The filename consists of all characters to the left of the rightmost period. All Windows and DOS filenames also have a 3-character suffix to the right of the last period. Windows filenames can now support multiple periods because Microsoft is transitioning Windows to support UNIX filename conventions.

The Kudo catalog record **Name** field contains the entire DOS or Windows filename (as seen in the "**Info Box**" filename) even though the catalog **Gallery View** may only display a part of the filename because of space limitations.

The **Find** dialog box can use up to 38 characters to search the Kudo catalog record **Name** fields. However, Kudo does not map the 8-character DOS filename to the 256-character Windows filename, so if your search does not return the record you need, try using the first 4 characters of the filename in the **Find** dialog box to match the DOS version of the filename.

## Supported File Formats

Kudo will catalog the following file formats with its Import Filters listed below. Kudo will convert most image formats to the following formats with its Export Filters listed below. This information is taken from the file **KUDO32.INI** that is distributed with Kudo and may not be the most recent.

### [Kudo32ImageBrowserImports]

AI - Adobe Illustrator EPS=MEPS32.FLT,.AI

ASD - Astound File Format=MASD32.FLT,.ASD

AVI - Microsoft Audio-Video Interleaved=MAVI32.FLT,.AVI

CDR - Corel > v.3 Internal Document Format=MCDR32.FLT,.CDR

CDT - Corel > v.3 Internal Template Format=MCDR32.FLT,.CDT

CMX - Corel > v.3 External Document Format=MCDR32.FLT,.CMX

CPT - Corel Paint Template Format (TIF)=MTIF32.FLT,.CPT

DLL - DOS/Windows Dynamically Link Libraries=MEXE32.FLT,.DLL

DOC - Microsoft Word Documents=MDOC32.FLT,.DOC

DOT - Microsoft Word Templates=MDOC32.FLT,.DOT

DWG - AutoCAD >Rel. 12 Internal Document Format=MDWG32.FLT,.DWG

EPS - Encapsulated Postscript Files=MEPS32.FLT,.EPS

EXE - DOS/Windows Executables=MEXE32.FLT,.EXE

FON - Font Library Format=MTTF32.FLT,.FON

GIF - CompuServe Graphics Interchange Format=MGIF32.FLT,.GIF

ICO - Windows Icons=MICO32.FLT,.ICO

JPG - JPEG file=MJPEG32.FLT,.JPG

JPEG - JPEG file=MJPEG32.FLT,.JPEG

JPE - JPEG file=MJPEG32.FLT,.JPE

KDB - non compressed Kudo Katalogs=MKDB32.FLT,.KDB

KDN - compressed Kudo Katalogs=MKDN32.FLT,.KDN

MPG - Motion Picture Experts Group Format=MMPEG32.FLT,.MPG

MPEG - Motion Picture Experts Group Format=MMPEG32.FLT,.MPG

MID - Midi Audio Format=MMIDI32.FLT,.MID

MOV - Apple QuickTime Movie=MMOV32.FLT,.MOV

PCD - Kodak Photo CD Files=MPCD32.FLT,.PCD

PCT - Macintosh Picture Format=MPICT32.FLT,.PCT

PIC - Macintosh Picture Format=MPICT32.FLT,.PIC



PCX - ZSoft PC Paintbrush Bitmap=MPCX32.FLT,.PCX

PDF - Adobe Acrobat File Format=MPDF32.FLT,.PDF

PNG - Gif24 / PNG File Format=MPNG32.FLT,PNG

POT - Microsoft Powerpoint Templates=MPPT32.FLT,.POT

PPT - Microsoft Powerpoint Files=MPPT32.FLT,.PPT

PSD - Adobe PhotoShop 2.5 Format=MPSD32.FLT,.PSD

TGA - Truevision Targa File Format=MTGA32.FLT,.TGA

TIF - Tag Image File Format=MTIF32.FLT,.TIF

TTF - True Type Font Format=MTTF32.FLT,.TTF

WAV - Microsoft WAV Sound File Format=MWAV32.FLT,.WAV

WMF - Microsoft Windows Metafile Format=MWMF32.FLT,.WMF

XLS - Microsoft Excel Documents=MXLS32.FLT,.XLS

XLT - Microsoft Excel Template=MXLS32.FLT,.XLT

### **[Kudo32ImageBrowser - Exports]**

GIF - CompuServe Graphics Interchange Format|\*MGIF32E.FLT=\*.GIF

JPG - JPEG file Format|\*MJPEG32E.FLT=\*.JPG

PNG - Portable Network Graphics Format|\*MPNG32E.FLT=\*.PNG

Contact Imspace Systems for additional formats. Send us representative samples of files that you want us to support or files that you are having problems with.

## Buying Kudo

**Kudo Internet Multimedia Suite** v5 free version is a freely distributed full featured version that installs in evaluation mode and converts to Reader Mode after the 30 day evaluation period. The **Catalog Reader** mode has all features except cannot make or edit image catalogs.

Please take the time to properly evaluate Kudo before purchasing. If you are going to make CD-ROMs or manage multimedia file collections in a Mac/Windows cross platform environment, then we recommend purchasing a license to use **Kudo Image Publisher**.

Purchase an unlock code to convert your installed **Kudo Internet Multimedia Suite** v5 free version to the full registered version. Select the “**Buy it Now**” button from the **Kudo Image Browser** startup screen, fill out the form and choose one of the purchasing options.

A Kudo Certificate can be traded for an unlock code. You can purchase a Kudo Certificate via our online order form at [www.kudo.com](http://www.kudo.com) or call the Kudo order desk at 619-272-2600 from 8-5 PM Pacific Standard Time. You can also purchase a Kudo Certificate from your favorite reseller.

## Sharing Kudo catalogs with others

Kudo catalogs and the media files they link to can be shared on a local area network. This is useful for publishing media file collections to a workgroup such as a group sharing image files for creating page layouts on a magazine or newspaper. This method of sharing gives good control over the shared media and catalog files. Users cannot change the catalogs or media files without your permission.

To share you must put the files on a shared volume and make the catalogs and the media files **Read Only**. The limit to the number of users able to share the catalogs is determined by the resources of your network.

Contact Imspace Systems to purchase multiple user licenses or a site license in order to use shareable catalogs on a local area network.

You can also share catalogs on a Web page. Kudo catalogs linked to your Web page will open when clicked if the user has Kudo installed. Kudo users can search Kudo catalogs and retrieve media files over the Internet or Intranet. Visit <http://imspace.com/newcats.htm> to see our sample Kudo catalogs in action.

To share Kudo catalogs on removable media, such as, diskettes, Zip and Jaz cartridges or CD-ROMs put your catalogs on the volume with your images or linked to images stored on your FTP server or Web site.

When you put your catalogs on a diskette or Zip cartridge with your image files Kudo will find the images regardless of the image file location referred to in the catalog. The image files need to be in the same directory as the catalog or in the same relative path on the removable volume and Kudo will find the files automatically for drag and drop and viewing operations. Kudo will ask for help if it cannot find the image file.

The relative path is the same path but with different DOS drive letter. For example, most CD-ROMs are drive letter D, E or F. When you map a network volume the drive letter may vary from the last time you mapped it. Kudo will search the relative path of all mounted volumes if the image file is not in the absolute path or in the directory with the catalog or in the **Kudo Image Browser** directory.

Relative path searching applies to drag and drop operations between Kudo applications and from catalogs to Windows applications.

When you share catalogs you may want the catalogs to have your unique identity. You can make the catalog user know that the catalog came from and belongs to you. Catalogs can be locked.

Custom opening screens, movies or sounds can be distributed with the catalogs.

Catalogs can be linked to remote FTP and HTTP file systems on the Internet. Sales and marketing information can be put in the catalog and prospective customers linked directly to your automated Web Store.

[Publishing on local networks](#)

[Publishing Kudo catalogs on the Internet](#)

[Publishing catalogs on CDROM](#)

[HTML Export](#)

[Printing Your Catalog](#)

[Export Catalog to Macintosh](#)

[CD Publisher](#)

[Create Virtual CD-ROM](#)

[Customizing Catalogs](#)

## **Publishing catalogs on local networks**

To share Kudo catalogs and images on a local area network you must put the files on a shared volume and make the catalogs Read Only. The only limitation to the number of users able to comfortably share catalogs on your network is the network resources.

Don't forget that Kudo catalogs are linked to image or media files and the link must be preserved when you move files that are in a catalog. It is best to use the Move command in the Edit Found Set menu to preserve the links to the original files.

Contact Imspace Systems to purchase multiple user licenses or a site license to share catalogs on your local area network.

## **Publishing Kudo catalogs on the Internet**

You can publish the Kudo catalog as [HTML](#). You can put the catalog file on your site for people to open. To see examples of these two catalog publishing techniques visit <http://imspace.com/samples.htm> and <http://imspace.com/newcats.htm>.

Catalogs and thumbnail records can be linked to FTP servers and Web sites. Sales and marketing information can be put in the catalog and prospective customers linked directly to your automated Web Store.

## **Publishing catalogs on CD-ROM**

To share Kudo catalogs on removable media, such as, diskettes, Zip and Jaz cartridges or CD-ROMs put your catalogs on the volume with your images or linked to images stored on your FTP server or Web site.

When you put your catalogs on a diskette or Zip cartridge with your image files Kudo will find the images regardless of the image file location referred to in the catalog. The image files need to be in the same directory as the catalog or in the same relative path on the removable volume and Kudo will find the files automatically for drag and drop and viewing operations. Kudo will ask for help if it cannot find the image file.

You must purchase a **Kudo Image Publisher** license and get written permission from Imspace Systems before you can include Kudo executables as a component of a product for sale. The foregoing is not a restatement of the Kudo license agreement. For complete details refer to the license agreement for the product or contact Imspace Systems.

## Customizing Catalogs

### Customizing thumbnails

To replace the thumbnail image only, hold down the Ctrl+Shift keys and drag a selected thumbnail onto the title bar of another catalog. Select the source and target thumbnails before the drag operation and make the current (uppermost) catalog the drop target. This operation only replaces the thumbnail image in the target record. The text data fields are untouched. This is useful for making title thumbnails for [index catalogs](#), movies, sounds and other files that have no representative image.

### Customizing appearance, behavior and features of catalogs

You can make an image, Web page or, movie or sound file display or play when a catalog is opened. The image file should be a Windows BMP file 500x308 pixels in 8-24 bits colors and named after the catalog with a BMP extension (CATALOG.BMP) and belongs in the same directory as the catalog..

To make a generic splash screen for all the catalogs in a folder, name it SPLASH.BMP. The SPLASH.BMP file will open when you double click on a catalog unless a CATALOG.BMP exists. CATALOG is the name of the catalog file. The same naming and location convention applies to WAV files. SPLASH.AVI will not work. CATALOG.AVI will work.

Create a CATALOG.INF file to add a URL, advertising message, limit the size of files for display, add a keyword/folder name dropdown selection list specific to each catalog. The CATALOG.INF is an ASCII text file with the name of the catalog and the extension INF. A typical CATALOG.INF file is:

**MAX=**

**MAXMESSAGE=**

**FINDMESSAGE=This image is available for \$79.99 by calling 800-555-5552.**

**WEBPAGE= <http://www.stockpix-photos.com>**

**KEYWORDS=**

**word1**

**word2**

**word3**

**LOCATION=**

**root1\folder\folder1**

**root2\folder\folder2**

**root3\folder\folder3**

In the INF file all text to the right of the = should be lower case and ended with a hard return. If you don't use a function leave the text to the right of the = blank. The finished file should have no empty lines and be less than 64 Kbytes.

Use BBEdit on your Mac and save as a DOS file or Word or Notepad on Windows and save as TXT only. Name is CATALOG.INF where CATALOG is the filename of the CATALOG.KDN file. The CATALOG.INF file goes in the directory with the CATALOG.KDN file.

MAX=000000000 (Number must be 9 characters., for example, 010000000 says 10 Mbytes is the maximum size of image file in this catalog to be displayed by Kudo.)


MAXMESSAGE= (up to 255 characters explaining why the customer can't display images larger than MAX= file size. Most commonly because the images are meant for placement in page layout applications and are too large for viewing.)

FINDMESSAGE= (enter up to 255 characters explaining that the original image is not available until they call you and give

you money)

WEBPAGE= (enter your URL here to enable a simple jump to your Web page from the Help menu,)

KEYWORDS= (column of keywords of up to 128 characters each separated by a return. This is the dropdown Keyword list in the Find dialog. The keyword list is also used in the Notes Field Add Keywords dialog in the Edit Found Set menu of **Kudo**

**Image Browser** . The list is automatically sorted and is letter case insensitive.)

Word1

Word2

Word3

LOCATION=(column of folder names of up to 128 characters each separated by a return. These names are used for the dropdown File location list in the Find dialog. The list is automatically sorted and is letter case insensitive. )

Folder1


Folder2

Folder3

Putting images into folders that are named for the image category, such as pictures of animals in the folder labeled animals, can provide an easy way to add searchable keywords to the Kudo thumbnail record. The image categories can become keywords added to the **Notes** field and also to the **Keywords** dropdown list via the INF file. The keywords can easily be added in batches based upon their resident folder name.

Before adding keywords in batches you should add the list of categorical folder names to the CATALOG.INF file under the LOCATION= and the KEYWORDS=.

To add keywords in batches create a catalog of the images in categorical folders and search for the folder names via the **File Location** selection in the Find dialog. Use the **Notes Field Add Keywords** dialog in the **Edit Found Set** menu of **Kudo**

**Image Browser**  to add individual keywords to the found set. When you are done the catalog users will be able to easily search for and find images in your catalog based upon keywords in the dropdown selection list.

If you already have words keyed to the image filename in an external database you can import them into the Kudo catalog using

the **Database Import Tool** from the **Tools** menu of **Kudo Image Browser** . Add the keywords to the CATALOG.INF file and you have a dropdown selection list.

All text to the right of the = should be lower case.



## Using Kudo with Popular Windows Publishing and Editing Applications

Image intensive page layout, batch image editing, Web site creation and management, digital photography and any process that requires choosing from large collections of image and media files can benefit from Kudo.

Use Kudo catalogs to find and select images and open them in image editors or insert them into documents for printing or publishing on the Internet.

To [insert an image](#) into a document page, such as **Word**, open a source Kudo catalog and a target document side by side. Depress the **Ctrl** key and drag the source image thumbnail onto the target document while holding down the left mouse button. Releasing the mouse button over the target document should make the image appear in the document at the cursor position.

Drag and drop a thumbnail onto the title bar of an application to open the linked image file in an editor.

If the drag and drop operation is unsuccessful use copy and [paste](#) (**Ctrl-C** & **Ctrl-V**).

Netscape **Navigator**, **Page Mill**, **Front Page** and **Hot Dog** are good drop targets for Kudo.

The Microsoft **Office** suite of business applications works well with Kudo catalogs. Kudo also catalogs all office documents and Web pages.

Adobe **PageMaker**, **PhotoShop**, **Premier**, **Illustrator**, and **Page Mill** are well-behaved drop targets for Kudo catalog users.

Corel **Draw**, **PhotoPaint**, **Designer** and WordPerfect **Office** suite are good Kudo targets. Kudo supports most Corel file formats.

## **Customer Services**

Imspace Systems Corporation, the publishers of Kudo software, provides custom CD-ROM, Web site and software development services. Visit <http://inspace.com> for more information.

## Index Catalogs

The index catalog is a catalog of catalogs. The index catalog is useful when the collection you are managing or publishing has multiple catalogs or CD-ROMs. Index catalogs can avoid the CD-ROM catalog shuffle and allow users to go directly to the CD-ROM that has the desired catalog and images.

To add a catalog to a catalog, use the **Add Images To a Catalog** from the **File** menu. Drop a catalog file on the title bar of a catalog to add it to that catalog. You can also drop a folder of catalogs on the open **Kudo Image Browser** window to create an index catalog of all the catalogs in the folder.

The thumbnail that appears in the index catalog is the first one in the linked catalog. This first thumbnail behaves similar to the title frame of a movie. You can replace the title thumbnail with a more representative thumbnail from another catalog.

### To replace the thumbnail image in an index catalog:

- Open a source and a target catalog
- Select the source and the target thumbnails with a mouse click.
- Press the **Ctrl + Shift** keys and press the left mouse button over the source thumbnail while dragging the thumbnail onto the title bar of the target catalog.
- Releasing the mouse button replaces the target thumbnail with the source thumbnail.

This operation replaces the thumbnail image in the target record. The text data fields are untouched. This is useful for making title thumbnails for index catalogs, movies, sounds and other files that may have no representative image.

This technique creates a catalog that can be used to manage a collection of catalogs. This is a convenient way to organize collections that span several Internet sites or CD-ROM/hard disk volumes. Sub-catalogs can be organized into meaningful categories according to content, location or accession order. Proper organization of sub-catalogs can greatly simplify searches.

Add keywords to the Index catalog with the [Editing Record Notes](#) and add [keyword and file location](#) selection lists to help users easily find the desired catalog that contains the images of interest.

During the install process the Kudo installer will look for and copy one catalog having INDEX in the beginning 5 characters of the filename from the /Win\_kudo folder of a Kudo v5 CD-ROM. The index catalog is copied to the /KudoIMS5/Catalogs folder of your hard disk. The index catalog will automatically open when you start Kudo for the first time. If there is no index catalog in the /Win\_kudo folder then the first catalog is copied to the hard disk during the installation process.

## Drag and Drop Images from Kudo

To use Kudo to simplify the process of inserting a picture into an application document:


- Open the catalog and the document window side by side. You can also position the catalog window on top of the document. The source image record and the target document must be visible to the mouse cursor. The linked image file must be on the local system.
- Press the **Ctrl** key and hold the left mouse button down on the desired image record while dragging the image onto the open document window.
- Release the mouse button and the file that is linked to the Kudo thumbnail should appear in the application document at the cursor position.
- If the drag and drop operation is not successful, try [copy and paste](#). Use the keyboard shortcuts, **Ctrl+C** on the selected source thumbnail and **Ctrl+V** on the selected target document. Select the source and target with the mouse cursor.
- If copy and paste operation is not successful, note the file name and location and use it to insert or open the image from the target application.

Drag and drop a thumbnail onto the title bar of an application to open the linked image file in an editor.


When performing a drag and drop operation, the expected behavior of the dropped thumbnail depends on the drop target. If the drop target is the title bar of **Word**, then **Word** will try to open the linked image file rather than insert the image into the document. If the drop target is the title bar of a Kudo catalog, then the record is appended. If the drop target is the source catalog title bar, then the record is updated.

Attempting to insert or open files with formats (EPS, TIFF, JPEG, etc.) not supported by the target application can cause unexpected results.

The thumbnail images in the Kudo catalog are linked to files on the local or remote file systems. Drag and drop (or copy and paste) requires the linked file to be local. Right click on the selected thumbnail image to retrieve the linked file from a remote

file system. The **Kudo Internet File Browser**  will get the linked file and put it on the local system in the location described in the file **Location** field.

Kudo takes advantage of Windows technology (DDE and OLE) which allows you to drag and drop images, media files and documents into all popular media publishing and editing applications. Supported applications include Adobe, Microsoft, Corel and ImSpace Systems products. Kudo drag and drop supports virtually all leading applications including the **Kudo Image**

**Viewer**  and **Kudo Image Browser**



## Using Copy and Paste

For applications that do not support drag and drop, you can insert an image from a Kudo catalog into a target document using copy and paste.

To use copy and paste, click on the title bar of the source catalog. Copy the selected thumbnail by simultaneously depressing the **Ctrl+C** keys. Click on the titlebar of the target application or document and simultaneously depress the **Ctrl+V** keys. The linked file should open in the target application. Copy and paste operations use the Windows clipboard and should not be used with files that are very large relative to the amount of available system memory.



To use **Copy** and **Paste** from the **Edit Record** menu of **Kudo Image Browser** :

- § Select the thumbnail image.
- § Choose 'Copy' under the **Edit Record** menu.
- § Kudo will find the original image file and copy it to the clipboard.
- § Open the target document.
- § Choose 'Paste' under the **Edit** menu of the target document.

Your target application will paste the image onto the document page or open another document.

Copy and paste is slower than [drag and drop](#). Trying to paste an image or media file not supported by the target application may cause unexpected results.

## **Using Your Kudo Catalog**

Visit the topics in the list below to learn more about using your Kudo catalogs.

[Using Kudo with Popular Applications](#)

[Kudo Mouse Commands](#)

[Keyboard Menu Shortcuts](#)

[Scrolling Shortcuts](#)

[Opening a Catalog](#)

[Add Images to a Catalog](#)

[Adding a Single File to the Catalog](#)

[Updating a catalog](#)

[Drag and Drop Images from Kudo](#)

[Using Copy and Paste](#)

[Sorting the Records](#)

[Display Order of Thumbnail Records](#)

[Printing Your Catalog](#)

[Converting catalogs to HTML](#)

[Sharing Catalogs with others](#)

## **Adding a Single File**

The easiest way to add a single file or folder to a catalog is using drag & drop. From the right hand side of the Windows **File Explorer**, select the file or shortcut you wish to add to your catalog. Drag and drop the file or shortcut onto an open Kudo catalog.

Another way to add a single file is to choose [Add Images to Catalog](#) from the **File** menu.

