EXPERT SOFTWARE

CARTOONS Clip Art

Cartoons Clip Art

Credits

0861660603.1.0

Copyrights and Trademarks

Usage Rights and Restrictions

You may:

Copy the CDs on one computer hard drive and use the images on that computer.

Use, copy, modify and publish any of the digitized images contained in the program for use in advertisements, newsletters, public, private and business presentations, and other uses, provided the actual images are not being sold. For example, you can use the image(s) as an embedded image(s) in the program such as a background screen, but not as a program file, such as a .PCX or other picture format.

Use the images to create calendars, greeting cards, posters or other items which are not intended for sale.

Use the images as part of a software product, provided the user does not have access to the actual image files.

Use the images to create calendars, greeting cards, posters or other items which are intended for sale. For example, if you create a sports calendar using images found in the photo CD and intend to distribute and sell these calendars, this is a violation of the license agreement.

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Distribute any of the images as part of any software product(s), in electronic file formats such as .PCX, .WMF, .BMP, .EPS, .PICT, etc.

Copy the program(s), alter, modify or adapt them.

Copy, decompile, disassemble, modify, translate or create derivative programs based on the applications embedded in the program(s).

Use or alter, in whole or in part, a digitized image in any manner for pornographic use.

Additional Information

The following categories are listed in the Kudo Browser:

• **Borders**

Expert Software recommends that the .WMF format is utilized for clearer resolution and optimal resizing capabilities. To use the .WMF images, go to the **d:\content\.wmf** directory (where **d:** is the drive letter of your CD-ROM).

Note: you must have a .WMF filter or an application that is able to open a .WMF format file to view these images.

Learn registration procedures, installation instructions, and how to get started using Kudo Catalog Reader.

small office
home office

Program Overview

Welcome to Expert's Image Collection!

This collection contains numerous images which can be used in a variety of documents. This online manual contains instructions for using the images in a variety of programs as well as how to use the Kudo Catalog Reader to print and preview the images before placing them into a document. This chapter covers registration procedures, installation instructions, and how to get started using the Kudo Catalog Reader.

Registration

By registering, Expert Software, Inc. can keep you informed of the latest changes and improvements to this product, as well as information on our other products. Sending in your registration card also allows you to receive free product support.

In order to register this product, either fax via modem or print the registration form.

Note: If you did not register during installation, you need to re-install the program in order to redisplay the Expert Software Registration Card.

To fax your product registration using the modem:

1. Fill out the appropriate information in each field.
2. Click on the COM Port section field to display a list of available ports.
3. Select the appropriate Port for your computer.
4. Click on the Fax Card button to transmit the information.

TIP: if you don't know what Port your fax,modem is connected to, try a different COM Port number.
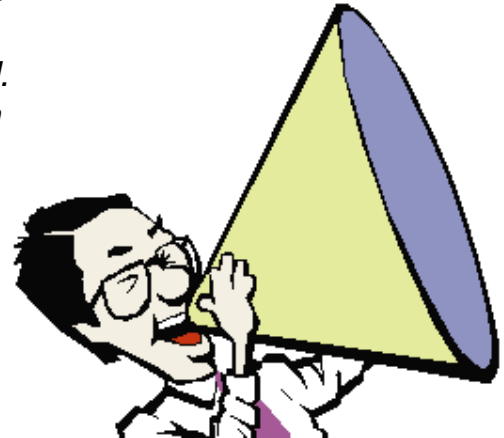
If you prefer, you can print the registration card and print it by clicking on the **Print Card** button. Fax the printed form to: (305) 569-1360. Or mail it to:

Mail to: *Expert Software, Inc.*
          P.O. Box 144506
          Coral Gables, FL 33114-9796
Fax it to: *(305) 569-1350*

EXPERT

Starting the Online Catalog

When you register the program, the Online Catalog will be installed. To access the Online Catalog which allows you to preview other exciting Expert products:

Windows® 95 users

Insert the Expert CD into your CD-ROM drive. On the Taskbar, click on the **Start** button, point to the Programs folder and the Cartoons Clip Art folder and finally, point to and click on **Expert Online Catalog**.

Windows® 3.1 users

Insert the Expert CD into your CD-ROM drive. Locate the Cartoons Clip Art program group and maximize or double-click on the Expert Software icon. Once it opens, double-click on the **Expert Online Catalog** icon.

Microsoft Video for Windows

To launch the installation of Microsoft Video for windows, choose **File—Run** then go to **d:\MVFW\setup**. Watch an overview of the program by running Cartoons.avi located in the Expert folder.

Installing TrueType Fonts in Microsoft® Windows®

1. Place the Expert CD into your CD-ROM drive. From Microsoft® Windows® Program Manager, double-click on the **Cartoons Clip Art Fonts** icon located in the **Cartoons Clip Art** program group. The Fonts dialog box will appear.

2. Click on the drop-down list box and select a **Font Family**. All the fonts for that family are displayed in the larger box.

3. After highlighting the desired fonts, click on the **Install Selected Fonts** button.

4. To make multiple font selections, press the **CTRL** key while you click on the desired fonts.

5. After installing the desired fonts, this window appears to
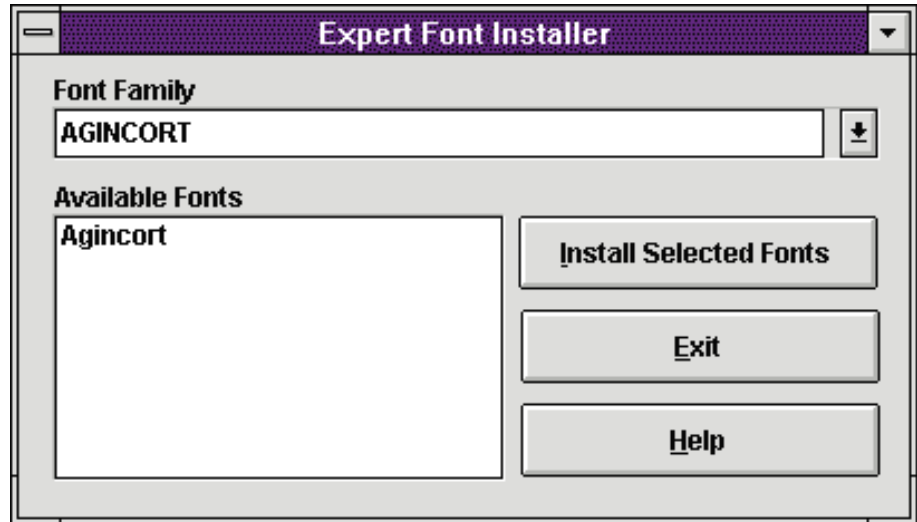
confirm your selection. Click
on the **OK** button.

Note: it is recommended that you do not have more than 20 fonts installed on your system at one time. For Win 95 users, after installing the fonts, click on the Fonts icon in the Control Panel to update the fonts folder. All fonts will be visible in the application.

Installing TrueType Fonts in Macintosh®

1. Quit all running applications
2. Insert the CD into the CD-ROM drive.
3. Double-click on the MAC TrueType® Folder.
4 Shift-click on each desired font and drag it onto the Systems/Fonts Folder.

Please note: all other commands are identical for Macintosh and Windows users.

Terminology used in this manual

Please note, Note, Hint, or Tip: Additional or background information on a command or procedure.

Choose File—Open: Choose a command from the applicable menu item. In this case, the command means to go to the File menu and select the Open command.

1, 2, 3, etc.: Sequential steps that are numbered in order of execution. Start with step 1 and proceed through the next step in order to complete the procedure being described.

Drag & Drop: Press and hold the mouse button, then drag or move the mouse. Release the button when the movement is finished.

Control Menu Box: The hyphen-shaped icon is located in the upper left corner of dialog boxes and windows. By double-clicking on the icon, you will close the current application. This functions as if you had pressed the **ALT** key and the **F4** key at the same time.

Kudo CD Publisher - [G:\WIN_KUDO\ANIMALS.EXE]

File   Edit   View   Image   Sort   Window   Help

Find   Info

BEAR.WMF	BULL.WMF	CANGOOSE.WMF	CARIBOU.WMF
8972 Bytes	1692 Bytes	1718 Bytes	47012 Bytes
CAT.WMF	DOG2.WMF	FLAMINGO.WMF	HORSE2.WMF
9308 Bytes	9158 Bytes	1448 Bytes	11482 Bytes

13 of 13 found   Read Only

Using Kudo Catalog Reader

The Kudo Catalog Reader enables you to open catalogs of images in various distinct categories. Each category is a separate catalog. The Kudo Image Browser catalogs the image files using thumbnails. Think of a thumbnail as a miniature photo of the image file. It looks like the file, but it's a replica that takes up very little memory. Kudo uses the thumbnail in its catalog and leaves the image file untouched in its original form and location. With these compact thumbnails, Kudo catalogs the image files in a convenient, accessible way.

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

The Kudo Catalog Reader Window

Kudo allows you to view image thumbnails in three ways: gallery, small gallery, and list views. This is a typical Kudo Catalog Reader window. The catalog selected is being displayed in the Gallery View.
Please note: *the Kudo Catalog Reader displayed is an example and may not reflect your onscreen images or the categories available on your CD-ROM.*

1. **Small Gallery View Button -** The Small Gallery View uses the same layout as Gallery, but with much smaller images. This allows the user to view more images at once.

2. **Gallery View Button -** The Gallery View uses a grid-style layout showing several thumbnails and their file type and size at once. Click on the **Info** button to view more detail about the selected thumbnail.

3. **List View Button -** List View uses a vertical layout with fewer thumbnails in the window, but with a notes section for each file. The List View displays the thumbnails in a vertical column and the blank notes section in a second vertical column.

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

5. **Info Button -** The **Info** button gives you quick access to a thumbnail's information. This option tells you the filename, volume, size, date, location of file and any notes attached to the thumbnail. ***Note:*** *the date, volume and notes will most likely contain the same information for all images. Also, the notes section is blank for the images in the catalog.*

6. Menu Bar - The menu commands allow you to access all the main program features.

7. Thumbnail - A thumbnail is a small picture of your original file. Thumbnails allow you to preview your image before selecting it. Select a thumbnail by clicking on it once.

To open a full-screen preview of the image, choose **Image—Display Original.** To open the thumbnail into a Paint program such as Microsoft Paint, double-click on the thumbnail. ***Note:*** *this will only work if the thumbnail image format (.BMP, .PCX, .TIFF, .WMF, etc.) has been associated with the Paint program application.*

8. Image Information - This area displays the file name and size of the original image. ***Note:*** *this area is only visible in the Gallery View.*
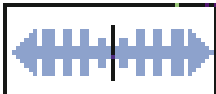
9. Riffle Feature - The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window.
To control the Riffle speed and direction, hold down the left mouse button and drag the control bar from the center to the left or right of the Riffle Control. Kudo advances through the catalog until you release the control or until it reaches either end of the catalog.

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

10. **Status Bar -** The Status Bar displays the number of thumbnails currently displayed out of the total number of thumbnails contained in the active catalog. For example, the active catalog contains 13 thumbnails which is displayed as "13 of 13 found." After executing the Find feature for all images whose name contains the letter "B" for example, only 3 thumbnails meet the search criteria. The Kudo Browser window only displays the 3 found thumbnails and the Status Bar displays "3 of 13 found."

Use either the **Find All** option from the **Image** menu or find "Everything" using the **Find** button.

Please note: the "Read Only" message on the status bar indicates that the images in the catalog cannot be modified.

This chapter details the tools accessed from the Kudo Catalog Reader's toolbar.

Tools/Toolbars

Small Gallery View button
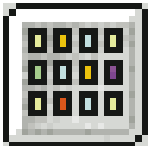
The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. The filename is not displayed in this view. Click on the **Info** button to view detail about the selected thumbnail. This command can be activated by choosing **View—Small Gallery**.

Gallery View button

The Gallery View uses a grid-style layout showing several thumbnails and their file type and size at once. Click on the **Info** button to view detail about the selected thumbnail. This command can also be activated by choosing **View—Gallery**.

List View button
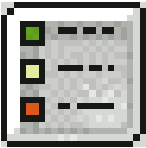
List View uses a vertical layout with fewer thumbnails in the window than the Gallery View and a blank notes section. The List View shows the thumbnails in the first vertical column and the blank notes section in a second vertical column. Simply click on one of the three View buttons to toggle to the view desired. This command can also be activated by choosing **View—List**.

Use the Find feature to search the catalog for thumbnails with specific characteristics. Kudo searches the catalog and displays the thumbnails that were identified in the search. All other thumbnails are hidden from view. When you click on the Find button (or choose Image—Find), Kudo displays the Find Image dialog box.

1. Use the first combo box to tell Kudo which thumbnail characteristic it should search. You can search by name, size, date modified, notes or location. *Note: images in a catalog only have a distinct name and size, all other characteristics are the same.*
2. Use the next combo box to tell Kudo how to search the catalog. The selections in this combo box will appear after you make a selection in the first combo box.
3. The Edit Text box tells Kudo what words or information to search for. Wild Card characters such as * or ? are not necessary. Enter or type text into this box.
4. Click on the **Find** button. *Note: when you exit from the catalog and reopen it, all images in the catalog will be found.*
Note: To revert to all images in the category, choose **Image—Find All**.

Info button

The **Info** button gives you quick access to a thumbnail's information. This option tells you the filename, volume, size, date, location of file and any notes attached to the thumbnail.

Note: The date, volume and notes may contain the same information for all images. The notes section may also be blank.

To display a thumbnail's information:

1. Highlight a thumbnail by clicking on it.
2. Click on the Info button.
3. Kudo displays the information in a floating window called Image Information.
4. To close the window, double-click on the Control Menu box (the hyphen-shaped box in the upper left corner of the window).

Hint 1: to view the image information on another image without having to close the floating window and reopen it, simply click on another thumbnail.
Hint 2: none of the information in this dialog box may be changed because the catalog is Read Only.

This section of the Online Manual describes the functions of the menu commands.

Menus

File Menu

The File menu contains the commands for opening, closing, printing, printer setup and exiting from the Kudo Reader.

File

Open...	Ctrl+O
Close	Ctrl+W
Print...	Ctrl+P
Printer Setup...	
Exit	Alt+F4

Open (Ctrl+0)

To open another Kudo Catalog within the current Kudo Reader, choose **File—Open**. This option displays the Open dialog box. Select the CD-ROM drive and open the win_kudo directory. Select one of the .kdb (Kudo Database files) listed and then click on the **OK** button. The selected catalog opens in the same screen as the current catalog. See the Window menu for additional screen display options.

Close (Ctrl+W)

To close the currently selected catalog, choose **File—Close.** This option allows you to save memory and close a catalog without exiting from the Kudo Catalog Reader.

Print (Ctrl+P)

Use the standard Printer Setup and Print commands to print part or all of your catalog. The Print feature always prints the current selection of thumbnails. For example, to print all thumbnails in a catalog, choose **Image—Find All** to find everything, then choose **File—Print**.

To print thumbnails with file name and size only, select the Gallery View prior to printing your catalog. Printing a catalog in Small Gallery View prints the maximum number of thumbnails per page.

To switch between views, click on the View button you prefer before printing a catalog in the Gallery View, Small Gallery View or List View.

Printer Setup

Printer Setup allows you to select available printers and change their options.

After choosing the menu command:

1. Select a printer and port from the Drop-down Combo box.
2. Click on the **Setup** button to open the Setup window and choose the print quality, paper orientation and size.
3. From the Setup window, click on the **Options** button to choose additional printer-specific options.
4. Click on the **OK** button on each window to accept the changes.
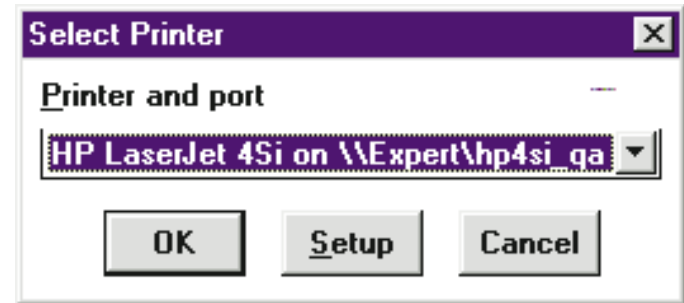
Exit (Alt+F4)

The Exit command closes all open catalogs and then closes the Kudo Catalog Reader.

Edit Menu

The Edit menu contains one grayed-out, inaccessible command called Copy Text. Copy Text is unavailable because all of the catalogs are Read Only. Only the Copy Thumbnail option is accessible.

Copy Thumbnail (Ctrl+C)

Copy Thumbnail copies the selected thumbnail in the currently active catalog to the Clipboard viewer. Once an object has been copied to the clipboard, it is simple to Paste the image into another application. ***Please note:*** *The actual image, not the thumbnail will be copied to the clipboard.*

To retrieve the object from the clipboard, choose **Edit—Paste** from the menu of the target application.

View Menu

The View menu allows you to choose from three viewing options: Gallery View, Small Gallery View and List View.

Note: *The grayed out option is the active one.*

Small Gallery (Ctrl+S)

The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. The filename will not be displayed in this view. Click on the **Info** button to view detail about the selected thumbnail. This command can also be activated by clicking on the **Small Gallery View** button.

Gallery (Ctrl+G)

The Gallery View uses a grid-style layout showing several thumbnails and their file type at once. This command can also be activated by clicking on the **Gallery View** button.

List View (Ctrl+L)

List View uses a vertical layout with fewer thumbnails in the window and a blank notes section appears next to the thumbnail. The list view shows the thumbnails in the first vertical column and the notes section in a second vertical column. This command can also be activated by clicking on the **List View** button.

Please note: *the information in the List View cannot be edited because the information resides on the CD not on your hard drive. In other words, the catalog is Read Only.*

Image Menu

The Image menu provides options on finding, pre-viewing and getting information for your selected thumbnail.

Display Original (Ctrl+E)

Kudo maintains a link between the thumbnail image in the catalog and the original file. Use the Display Original option to preview the original image file in a full-sized window.

1. Select the thumbnail you wish to preview.
2. Choose **Image—Display Original**.
3. Kudo finds the original image file and display it in a full-sized window.
4. Double-click on the Control menu box (the hyphen-shaped box in the upper left corner of the window) to exit the preview window.
To preview other image files, simply click on their thumbnails while the Display Original Image window is open.

Note: if the Find Image window appears, place the letter of your CD-ROM drive in the text field and then press the return key.

Get Info (Ctrl+L)

Get Info gives you quick access to a thumbnail's information. This option tells you the filename, volume, size, date created, location and any notes attached to the thumbnail. This option can also be activated by clicking on the **Info** button. **Note:** *Usually, only the name and size are distinct for each thumbnail. This information cannot be changed as it resides on the CD, not on your hard drive.* To display a thumbnail's information:

1. Select a thumbnail.
2. Choose **Image–Get Info**.
3. Kudo will display the information in the floating window called Image Information.
4. Double-click on the Control Menu box (the hyphen-shaped box in the upper left corner of the window) to exit the floating window.

Image Information

Name:	BAKESALE.BMP
Size:	63738
Date:	Wednesday, Feburary 28, 1996 6:10:05 PM
Volume:	SUSAN
Location:	d:\content\bmp\activity\bakesale.bmp
Notes:	
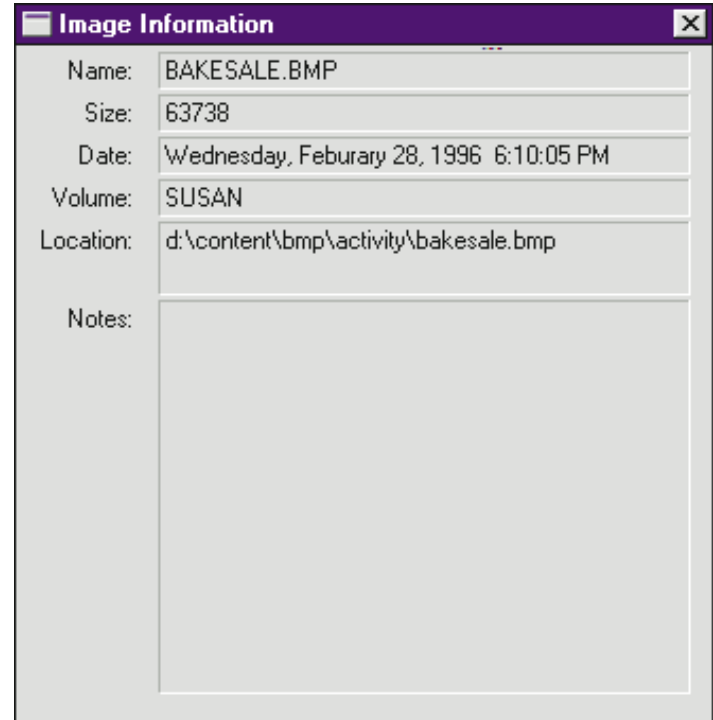
Find (Ctrl+F)

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

When you select the **Find** button (or choose **Image—Find**), Kudo displays the Find Image dialog box.

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

Note: a distinct find may not be available for all of the above characteristics.

2. Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.
3. Use the Edit Text box to tell Kudo for which words or information to search. Wild Card characters such as * or ? are not necessary. Enter or type text into this box.
4. Click on the **Find** button.

Find All (Ctrl+A)

Find All searches for and displays all thumbnails in the active catalog. This feature is also used to restore all thumbnails after a Find operation. Find All is the equivalent of executing a Find Everything by clicking on the **Find** button.

Sort Menu

The Sort menu allows you to sort thumbnails according to the following criteria:

Name sorts by an eight character file name.
Size sorts by the actual image file size (bytes).
Kind sorts thumbnails alphabetically by their image type (extension).
Modification Date sorts by the date the image file was last modified.
Location sorts by the image file's location (pathname).
Notes sorts by the first word in the notes box.

To start a sort, simply choose one of the six commands in the menu and the program will automatically start sorting the images in the order of the chosen command. ***Note:*** *only sorting by name and size produces a unique sort. In most of our products, all other characteristics are identical for all images in the Kudo Catalogs.*

Window Menu

The Window menu allows you to manipulate the currently displayed window with the following standard Windows options:

Cascade arranges open windows so that the title bar of each window is visible

Tile arranges open windows side-by-side so that all of them are visible.

Arrange Icons arranges all program-item icons for a selected group into rows.

Close All closes all open catalogs.

Document List lists the names of all currently open browsers.

*Note: these options are only useful if you have more than one Kudo *.kdb opened at one time.* Click here to jump to the Open command in the File menu for further information.

Help Menu

The Help menu allows you to launch an online help file containing instructions on how to use this program as well as credits for this program.

Index launches Expert's Online Help file.
Using Help launches the Windows Help on Help file.
About launches the Kudo Catalog Reader About box.

Learn how to place the clip art images while using Kudo. Tips for inserting the images in various applications are also covered in this section.

Tutorial

Placing Images Via Kudo

Through the Kudo Reader, users are able to preview the images as well as place them into other applications. There are two methods for placing an image from a Kudo Catalog into a document:

1. Copy and Paste
2. Drag and Drop

Copy and Paste

1. Choose **Edit—Copy Thumbnail** to copy the selected thumbnail in the currently active catalog to the Clipboard Viewer.
Note: once an object has been copied to the clipboard, it is simple to Paste the image into another application. The actual image, not the thumbnail, is copied to the clipboard.

2. To retrieve the object from the clipboard, choose **Edit—Paste** from the menu of the target application.

Drag and Drop

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

To Drag and Drop a thumbnail to an open document:

1. Open the Target Document and open the Kudo Reader. Size both applications, so that they can both be seen on the screen.
2. Select the thumbnail to be moved to the target document.
3. Hold down the mouse button and drag the image to the open document. The cursor will change when you are able to drop it onto the document. If an "X" appears on the cursor, you cannot drop the thumbnail onto the target document.

The following applications support Drag and Drop:

- All graphics applications support Drag and Drop from the File Manager. This includes virtually all leading applications.
- All graphics, desktop publishing, and multimedia applications that are OLE 2.0 clients. OLE 2.0 clients provide pinpoint accuracy when dropping onto a page layout.
- Kudo includes Place Modules for the following applications that are not OLE 2.0 clients, but could benefit from Drag and Drop with pinpoint accuracy:

> QuarkXPress® version 3.12. 3.2 and 3.3
> Adobe® PageMaker® version 4.2 and 5.0

Microsoft Word® version 2.0*

WordPerfect® 6.0

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

Using the Images in Various Applications

The following programs are covered in this section: Aldus PageMaker, Harvard Graphics, Microsoft Word, Word Pad, Write and WordPerfect. Please see the manufacturers' user guides for more detailed information on using the images with other programs.

Microsoft® Write (Windows® 3.1)

1. Open or create a Write document.
2. Choose **Edit–Insert Object**.
3 Select Bitmap image in the Drop-down menu.

If you have any questions, call Microsoft Windows support.

Microsoft® Word Pad (Windows® 95)

1. Open or create a Word Pad document.
2. Choose **Insert–Object**.
3. Select Bitmap image in the Drop-down menu.
If you have any questions, call Microsoft Windows support.

Microsoft® Word® 6.0 and 7.0

1. Open an existing Word document.
2. Choose **Insert–Picture**.
3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
4. Select the image you want to use and click on the **OK** button.
5. Place the cursor anywhere on the document.
If you have any questions, call Microsoft Word support.

QuarkXPress® 3.1–3.3

1. Open an existing QuarkXPress document.
2. Select the desired picture box tool from the toolbox.
3. Create a picture frame by dragging and dropping the mouse in the desired size and area of the page.
4. Choose **File—Get Picture**.
5. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
6. Select the image you want to use and click on the **OK** button.
7. Place the cursor anywhere on the document.
If you have any questions, call QuarkXPress technical support.

WordPerfect® 6.0

1. Open an existing WordPerfect document.
2. Choose **Graphic—Figure—Retrieve**.
3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
4. Select the image you want to use and click on the **OK** button.
5. Place the cursor anywhere on the document.
If you have any questions, call WordPerfect support.

Adobe® PageMaker® for Windows

1. Open an existing PageMaker document or choose **File—New**.
2. Choose **File—Place**.
3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
4. Select the image you want to use and click on the **OK** button.
5. Place the cursor anywhere on the document, then click.
If you have any questions, call PageMaker technical support.

Harvard Graphics® for Windows

1. Create a Harvard Graphics presentation or open an existing presentation.
2. Choose **File—Import.**
3. In the dialog box that appears, choose a file format from the File Format drop-down list.
4. Change the drive and directory to locate the Kudo Catalog image file category on the CD.
5. Select the image you want and click on the **OK** button.
If you have any questions, call Harvard Graphics technical support.

This is a general section on possible situations that may arise while using the Kudo Catalog Reader. Frequently asked user questions are also included.

Frequently Asked Questions

Using a Kudo Catalog Reader

Q: The thumbnails look poor in quality. What can I do to improve the way they appear?

A: You probably are using a 8-bit video driver (256 colors). Like viewing Apple QuickTime movies or MS AVI movies, the more colors displayed, the smoother and clearer the image will be. Set your video card for a higher color display 16-bits or higher (32K, 64K, or 16.7M colors). Changing video color modes requires you to restart Windows. Don't forget to save your work first.

Q: When I double-click on a thumbnail, nothing happens or I get a "no launch extension found for this file" message. What should I do?

A: You do not have an application associated with this image or media type. Windows 3.x and NT use the File Manager to set associations while Windows 95 uses the Explorer disk drive menus.

*In Windows 3.x or NT, you will need to open File Manager. Then, choose **File— Associate**. In the dialog box which appears, enter in a new extension (or modify an old one) and assign it to an application.*

*In Windows 95, open the Explorer and choose the **View—Options**. In the Options dialog box, select the File Types tab. Pick an image file type and click on the **Edit** button to modify the application that is linked to this extension.*

***Note:** Please consult your Window's operating system manuals for additional information and help.*

Q: I am having problems printing my catalogs. What can I do?

A: You probably have an incompatible printer driver installed. Try to install a more generic printer driver (a driver that has a larger printer group support - consult your printer documentation). Kudo applications direct calls to standard Windows

printer drivers. If you are using a laser printer, try using the HP LaserJet II printer driver; most printers support it. For Dot Matrix printers, a common driver is the Epson FX-80 or LQ-80.

Q: My thumbnail will not drag and drop into my application. What is happening?

A: In order to drag and drop thumbnails into other applications, the application must be OLE 2.0 compliant. If the application you are trying to drag and drop into is not OLE 2.0 compliant or Kudo does not have a Place Module for it, it may not work. Many applications can still receive information via drag and drop, but may only be able to access them through a specific location on the screen. This area is the application Title bar (i.e. Microsoft Word, Corel DRAW!, Pagemaker, etc.) at the top of the program. You can tell that you are allowed to drop a thumbnail onto an application when the cursor turns into a box with an arrow.

Q: Nothing happens when I drag and drop a thumbnail into a PageMaker or QuarkXPress document. What am I doing wrong?

A: When an image type is not supported by the target application, the application tends to ignore it (or do other unpleasant things; i.e. you can drag and drop into Excel, but Excel will try to open the image file as a worksheet and it will fill all the

data cells with junk). Check the kind of thumbnail you are using; it must be an image type supported by the version of Pagemaker or QuarkXPress you have installed on your computer.

Q: Why are there grayed-out commands?

A: The Kudo Catalog Reader provided on the CD is a Read Only version of Kudo Publisher. It only contains those commands needed for using the catalog reader.

Q: Why doesn't the Kudo Catalog Reader save any of the text changes I made?

A: The Kudo Catalog Reader provided on the CD is a Read Only version of Kudo Publisher. It only contains those commands needed for using the catalog reader.

Q: What should I do when I get the Find Image dialog box after choosing Image—Display Original?

A: Place the letter of your CD-ROM drive in the text field and then press the Enter key. This dialog appears when the Kudo Catalog Reader is not sure where the original CD images are located.

Q: Are there any shortcuts for the menu commands?

A: The following list contains all Keyboard Short Cuts for the program.

File Menu

Open	Ctrl+O
Close	Ctrl+W
Print	Ctrl+P
Exit	Alt+F4

Edit Menu

Copy Thumbnail	Ctrl+C

View Menu

Small Gallery	Ctrl+S
Gallery	Ctrl+G
List	Ctrl+L

Image Menu

Display Original	Ctrl+E
Get Info	Ctrl+I

Find	Ctrl+F
Find All	Ctrl+A
Help Menu	
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If you are having problems starting or running the program, please feel free to give us a call. We can be reached at (305) 567-9996, Monday through Friday, 9:00AM to 5:00PM EST (Eastern Standard Time).

When you call, you should be at your computer. Be ready to give the Product Support Specialist the 10-digit program version number from the front of your program disk or back of the CD jewel case, as well as the following information:

If you have a Macintosh–compatible computer:

• Please have the model, system software version and amount of memory available.

If you have Windows– or MS-DOS–compatible computer:

• The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)

• The version of Windows® installed on your computer.

• The type of hardware you are using:

    1. The brand of computer you own,

    2. CPU type (80386, 80486, Pentium),

    3. Video type (EGA, VGA, Super VGA),

    4. Model and type of video card, and

    5. Model and type of printer.

• The exact wording of any messages that appeared on the screen.

• What happened and what you were doing when the problem occurred.

• We encourage Windows® (or MS-DOS 6.x) users who need product support to print an MSD report. Have it available for the Product Support Specialist who answers your call. You will find the MSD (Microsoft Diagnostics) program in either the Windows or the DOS directory.

In case of defective disks

If the disk or disks should fail within 90 days of purchase, please return the original disk with proof of purchase for FREE replacement. After 90 days from date of purchase, please include $9.50 for replacement. You can obtain a replacement disk of the program by returning the defective copy, and your proof of purchase to Expert Software, Inc. Attention: Customer Service, P.O. Box 144506, Coral Gables, FL 3114-4506.