Expert Photo CD Gallery #1 Contents

For Help on Help, Press F1



<u>Using Kudo Browser</u>

Information on using Kudo Browser Software to view, copy and select Photo CD Gallery images.



Customer Support

All Expert Software customers in need of product assistance can receive free support Monday through Friday from 9:00 AM to 5:00 PM Eastern Standard Time.



Usage Rights and Restrictions

Information on your rights and restrictions in using the images and information about Expert Software and Imageline.



<u>Registration</u> Register your Software!

Using Kudo Browser

The Kudo Image Browsers are catalogs of images in various distinct categories. Each category is a separate catalog. Kudo 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.

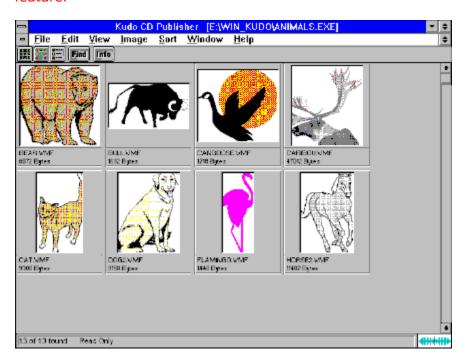
The thumbnails provide a visual reference for each image file. Kudo adds information, such as the original file's name, location, size and file type, to complete the catalog.

- The Kudo Image Browser Window
- Menu Commands
- Sorting
- Riffle Feature
- Drag and Drop
- Keyboard Short Cuts

The Kudo Image Browser Window

Kudo allows you to view your image thumbnails in three ways: Gallery, Small Gallery, and List views. This is a typical Kudo Image Browser window. The catalog selected is being displayed in the Gallery View. (*Please note: the Kudo Window displayed below is an example and may not reflect your onscreen images.*)

Place your mouse cursor over the Kudo Window displayed below for information on that feature.



Menu Commands

- File
 Edit
 View
 Image
 Sort
 Window
 Help

Gallery View

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

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

Small Gallery View

The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. Click on the Info button to view detail about the selected thumbnail.

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

List View

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

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

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.

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 the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location. *Note: Images in a catalog will only have a distinct name and size. All other characteristics are the same for all images.*
- 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 what words or information to search. Wild card characters such as * or ? are not necessary.
- 4. Click on Find. Note: When you exit from the catalog and reopen it, all images in the catalog will be found.

Info Button

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

Note: The date, volume and notes will contain the same information for all images.

To display a thumbnail's information:

- 1. Select a thumbnail by clicking on it.
- 2. Click on the Info button.
- 3. Kudo will display the information in a floating window, **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).

See Also:

• Get Info

File Menu

The File menu contains many inaccessible, grayed out options. Only the following options are viable:

- 1. Print
- 2. Printer Setup3. Exit

See Also:Menu Commands

Print

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 print thumbnails with complete information, including file location, select List View and then print the catalog. Printing a catalog in the Gallery View, Small Gallery View and List View buttons allow you to toggle between views. Switch between views by clicking on the view button you prefer. List View provides more text information on images, but prints fewer thumbnails on each page.

- File Menu
- Printer Setup

Printer Setup

Printer Setup gives options to select available printers and change their options.

- 1. Select a printer and port.
- 2. Click on Setup to open the Setup window and choose the print quality, paper orientation and size.
- 3. From the Setup window, click on **Options** to choose additional printer specific options.
- 4. Click on **OK** on each window to accept the changes.

- <u>File Menu</u>
- <u>Print</u>

Exit

The Exit command closes the open catalog and then closes Kudo.

See Also:
• File Menu

Edit Menu

All but one Edit menu options are grayed out and not accessible. Only the Copy Thumbnail option is available.

Copy Thumbnail

See Also:
• Menu Commands

Copy Thumbnail

Copy Thumbnail copies the selected thumbnail in the currently active catalog.

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

- Edit Menu
- Drag and Drop

View Menu

The View menu allows you to choose from three viewing options:

Note: The grayed out option is the active one.

Gallery View Small Gallery View List View

See Also:

Menu Commands

Image Menu

The Image menu provides you options on finding, previewing and getting information for your selected thumbnail. *Note: The options Rotate Thumbnail and Flip Thumbnail are not accessible and are grayed out.*

Preview
Get Info
Find
Find All

See Also:

• Menu Commands

Preview

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

- 1. Select the thumbnail you wish to preview.
- 2. Choose Image-Preview.
- 3. Kudo will find 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 Image Preview window is open.

See Also:

• <u>Image Menu</u>

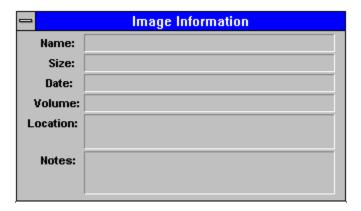
Get Info

Get info gives you quick access to a thumbnail's information. This option tells you the file name, volume, size, date created, location and any notes attached to the thumbnail.

Note: Only the name and size will be distinct for each.

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, Image Information.
- 4. Double-click on the control menu box (the hyphen-shaped box in the upper left hand corner of the window) to exit the floating window.



- Info Button
- Image Menu

Find

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

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: Only searching by name or size will produce a distinct find.

- 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 what words or information to search. Wild card characters such as * or ? are not necessary.
- 4. Click on **Find**.

- <u>Image Menu</u>
- Find Button

Find All

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

- <u>Image Menu</u>
- Print

Sort Menu

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

Name Sorts by eight character file name

Size Sorts by size of the actual image file (bytes)

Kind Alphabetically groups thumbnails by their image type (extension)

Date Sorts by date the image file was last modified

Location Sorts by image file's location pathname Notes Sorts by first word in the Notes Box

Note: Only sorting by name and size will produce a unique sort. All other characteristics are identical for all.

- Menu Commands
- Sorting

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 Arranges open windows side by side so that all of them are visible Arrange Icons Arranges into rows all program-item icons for a selected group

Close All Closes all open catalogs

Document List Lists the names of currently open browsers

See Also:

• Menu Commands

Help Menu

The Help menu displays the following topics:

Index
Using Help
About.....

Launches the Photo CD Gallery #1 Help file
Launches the Windows Help on Help File
Launches the Kudo Image Browser About box

See Also:

Menu Commands

Riffle Feature

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

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

When the mouse button is released or the control bar is returned to the center position, Kudo stops near the thumbnail that you chose 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 wanted.

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 100 thumbnails. After executing the Find feature, only 35 thumbnails met the search criteria. The catalog window will only display the 35 found thumbnails and the Status Bar will display "35 of 100 found."

To restore the catalog to the full 100 displayable thumbnails, use either the Find All option from the Image Menu or find "Everything" using the Find button.

Sorting

When you open a catalog, Kudo lists the thumbnails according to when they were added to the catalog. Use the Sort menu to list the thumbnails by file name or size. You can sort the catalog using the same criteria found in the Find feature.

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

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

To sort your catalog:

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

Note: Only sorting by name or size will produce a unique sort.

See Also:

• Sort Menu

Drag and Drop

There are three methods for placing an image from a Kudo Catalog into a document:

- 1. Drag and Drop; or
- 2. Copy and Paste; or
- 3. You can also, of course, note the file name and location and then insert the image from within the target application.

Kudo takes advantage of Windows technology (DDE and OLE 2.0) which allows you to Drag and Drop images onto all popular graphics applications. 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. Select the thumbnail.
- 2. Hold down the mouse button and drag it to the open document.

To Copy and Paste a thumbnail, refer to Copy Thumbnail.

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

- All graphics applications that support Drag and Drop from the File Manager. This includes virtually al 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 Aldus PageMaker version 4.2 and 5.0 Microsoft word version 2.0* Word Perfect 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 that 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.

Keyboard Short Cuts

File Menu

Ctrl+P Prin Exit Alt+F4

Edit Menu

Copy Thumbnail Ctrl+C

<u>View Menu</u> Small Gallery Ctrl+S Gallery Ctrl+G List Ctrl+L

Image Menu

Ctrl+E Preview Get Info Ctrl+I Ctrl+F Find Find All Ctrl+A

Help Menu

Index F1

See Also:

• Menu Commands

Customer Support

Your purchase of an Expert product includes free product support to help you get the most out of your software. All Expert products are thoroughly tested and come with a user's guide. In most cases, the answer to many of your questions are in the User's Guide or this help file.

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 following information:

- 1. The 10-digit program version number from the front of your program CD.
- 2. The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)
- 3. The version of Windows installed on your computer.
- 4. The type of hardware you are using:
 - Brand of computer you own
 - CPU type (386, 486, Pentium)
 - Video type (EGA, VGA, Super VGA)
 - Model and type of printer
- 5. The exact wording of any messages that appeared on the screen.
- 6. What happened and what you were doing when the problem occurred.

We encourage Windows 3.1 (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.

Registration

Please print out this page, fill out the registration card and mail it to:

Expert Software, Inc. P.O. Box 144506 Coral Gables, FL 33114-9796

or you can fax it to:

(305) 569-1350

By registering, Expert Software, Inc. can keep you informed of the latest changes and improvements to Photo CD Gallery #1, as well as information on our other products. Sending in your registration card also allows you to receive free product support.



About Expert Photo CD Gallery #1

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 that 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.

You may not:

- Make copies, film negatives or positives, or magnetic copies of the images of the CDs for sale, rental, lease, or transfer to another person or entity, other than the permitted user.
- Use the images to create calendars, greeting cards, posters or other items which are intended for sale. For example, if you created a sports calendar using images found in the photo CD and intended to distribute and sell these calendars, this would be a violation of the license agreement.
- Distribute any of the images as part of any software product(s), in electronic file formats such as .PCX, .TIFF, .BMP, etc.
- Copy the program(s), or 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 a pornographic use.

Acknowledgments

Expert Photo CD Gallery #1 was made with help from the following:

- Imageline, Inc. and
- Imspace Systems Corp. (Kudo® and Kudo Image Browsers® are registered trademarks of Imspace Systems Corp.

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.

Image Information

This area displays the file name and size of the original image.