

# Contents

## Features

[Alphabetical Index of Help Topics](#)

[Exploring the Kudo Reader window](#)

[Kudo User Guide](#)

[Using Drag and Drop with File Manager](#)

[Using Drag and Drop with Applications](#)

## Reference

[Contacting Technical Support](#)

[Drag and Drop Compatibility](#)

[Keyboard Shortcuts](#)

**For Help on Help, Press F1**

## Preview

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

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

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

**Note: Kudo can not preview files stored on removable media that are not mounted on the system (i.e. floppy disks, removable cartridges, etc.). If the file is not present in your system, Kudo will ask you to insert the correct disk.**

## Drag and Drop Images from Kudo

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

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

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

To Drag and Drop a thumbnail to an open document:

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

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

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

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

## Sorting

When you open a catalog, Kudo lists the thumbnails according to when they were added to the catalog. Use the Sort menu to list the thumbnails by file size, date or even location. For example, sort by "Modification Date" to see which image files have been recently updated or sort by "Kind" to group images by file type. You can sort the catalog using the same criteria found in the [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 sorting criteria from the Sort menu.
2. Kudo will automatically re-arrange the thumbnails and display them in their new order.

## Printing Your Catalog

Use the standard [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, use [Find All](#) to find "everything" (the default), and then select print from the File menu.

To print thumbnails with file name and size only, select [Gallery View](#) prior to printing your catalog. Printing a catalog in Gallery View prints the maximum number of thumbnails per page. To print thumbnails with complete information, including file location, select [List View](#) and then print the catalog. Printing a catalog in List View provides notes on images but prints fewer thumbnails on each page.

## Using Copy and Paste

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

To use Copy and Paste:

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

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

## **Contacting Technical Support**

### **VOICE:**

Technical Support is available Monday through Friday, 8:00 a.m. - 5:00 p.m. PST., at [619-272-2600](tel:619-272-2600).

### **FAX:**

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

### **WEB SITE:**

Imspace has a Web Site where you can find information on our products, as well as sample catalogs. There is also an e-mail center for you to ask questions or leave suggestions. Our address is [www.inspace.com](http://www.inspace.com).

### **BBS:**

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

## **File Menu**

[Print](#)

[Print Setup](#)

[Exit](#)



## **Edit Menu**

[Copy Text](#)

[Paste Text](#)

[Copy Thumbnail](#)

[Paste Thumbnail](#)

## View Menu

[Gallery View](#)

[List View](#)

[Small Gallery View](#)

## Image Menu

[Preview](#)

[Get Info](#)

[Find](#)

[Find All](#)

[Place](#)

## Sort Menu

- Name - Sorts thumbnails by their eight character file name
- Size - Sorts thumbnails by the size of the actual image size
- Kind - Sorts thumbnails by their image type (extension)
- Date - Sorts thumbnails by the date the image file was Last modified
- Location - Sorts thumbnails by the image file's location pathname
- Notes - Sorts thumbnails by the first word in the Notes Box

## Window Menu

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

## **Print Setup**

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

## **Exit**

The Exit command closes all open catalogs then closes Kudo.

## Get Info

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

To display a thumbnail's information:

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

You can also display the Info Window using the Info Button. When the Info window is open, click other thumbnails to display their information.



## Find

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

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

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

- Use the first combo box to tell Kudo the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location.
- Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.
- Use the edit text box to tell Kudo what words or information to search for. Wild card characters such as "\*" or "?" are not necessary.

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

## Find All

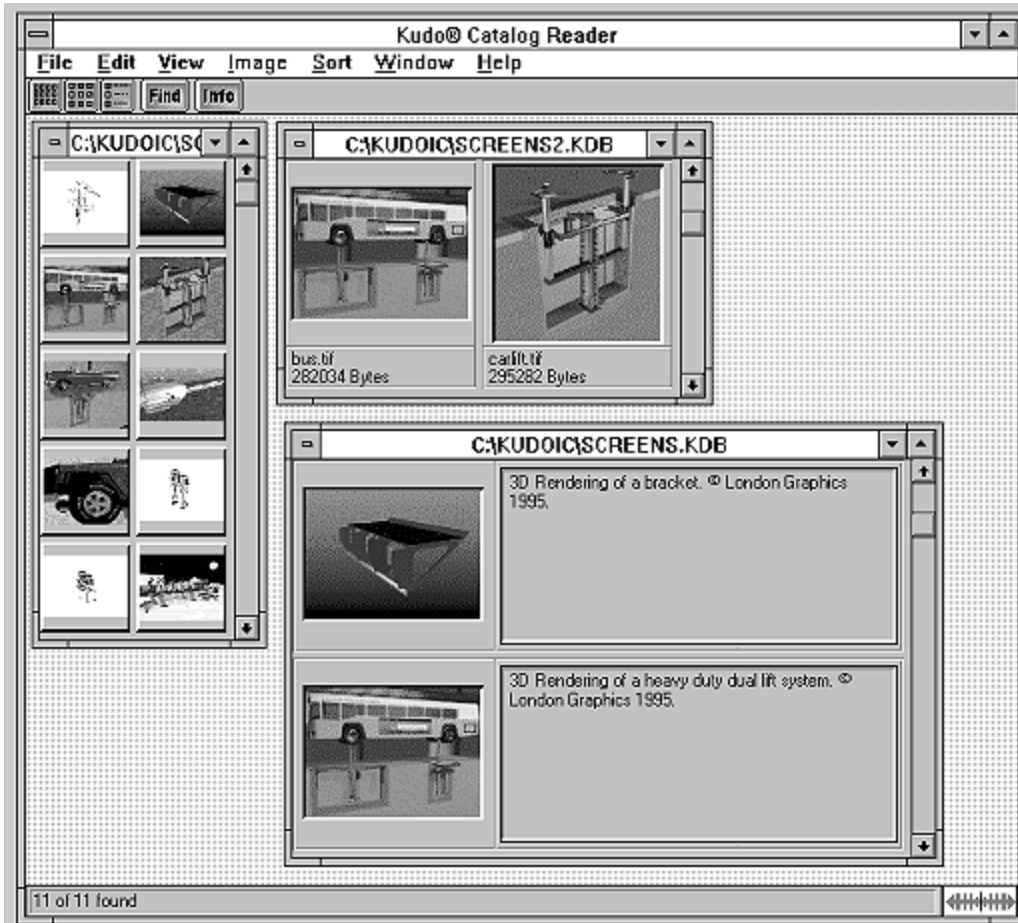
Find All searches for and displays all thumbnails in the active catalog. This feature is also used to restore all thumbnails after a [Find](#) operation. Find All is equivalent to executing a Find "Everything" using the [Find Button](#).

## **Place**

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

## Exploring the Kudo Reader Window

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



## Alphabetical Index of Help Topics

### - B -

#### Buttons

[Find](#)

[Gallery View](#)

[Get Info](#)

[List View](#)

[Small Gallery View](#)

### - D -

[Drag and Drop Compatibility](#)

[Drag and Drop Images from Kudo](#)

### - E -

[Exit](#)

[Exploring the Kudo Reader window](#)

### - F -

[File Menu](#)

[Find](#)

[Find Button](#)

### - G -

[Gallery View](#)

[Get Info](#)

### - H -

[Help Menu](#)

### - I -

[Image Menu](#)

[Info Button](#)

### - K -

[Keyboard Shortcuts](#)

[Kudo User Guide](#)

### - L -

[List View](#)

### - M -

[Maximize & Minimize Window](#)

### - P -

[Place](#)

[Preview](#)

[Print Setup](#)

[Printing Your Catalog](#)

**- R -**

[Riffle Feature](#)

**- S -**

[Scroll Bars](#)

[Sort Menu](#)

[Sorting](#)

[Small Gallery View](#)

[Status Bar](#)

**- T -**

[Technical Support](#)

[Thumbnail Information](#)

[Thumbnail View Buttons](#)

[Title Bar](#)

[Troubleshooting](#)

**- U -**

[Un-installing Kudo](#)

[Using Copy and Paste](#)

[Using Drag and Drop with File Manager](#)

[Using Drag and Drop with Applications](#)

**- V -**

[View Menu](#)

**View Options**

[Gallery View](#)

[List View](#)

[Small Gallery View](#)

**- W -**

[Welcome to Kudo](#)

[Why Use Kudo](#)

[Window Menu](#)

## **Drag and Drop Compatibility**

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

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

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

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

- QuarkXPress version 3.1x and higher
- Aldus PageMaker version 4.x and higher
- Microsoft Word version 2.x and higher
- Word Perfect 6.x and higher

# Kudo User Guide

## Table of Contents

[Welcome to Kudo](#)

[Why Use Kudo](#)

Using Kudo

[The Window Menu](#)

[The Exclusive Riffle Feature](#)

[Preview](#)

[Drag and Drop Images from Kudo](#)

[Sorting](#)

[Printing Your Catalog](#)

[Appendix A: Troubleshooting](#)

[Appendix B: Drag and Drop Compatibility](#)

[Appendix C: Un-installing Kudo](#)

[Index](#)



## Troubleshooting

### **Nothing happens when you drag a thumbnail into a PageMaker or QuarkXPress document.**

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

## Un-installing Kudo

To un-install Kudo, simply delete the following:

- The Kudo directory and all of its contents.
- The Kudo program group item.
- The Kudo program group from the Program Manager.

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

## **Welcome to Kudo**

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

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

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

## Why Use Kudo

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

With Kudo, you can:

- Zoom through the catalog to locate the image file's thumbnail.
- Reference the image file's location, size and format.
- Preview the full-sized image in a floating window.
- Place the image into another document.

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

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

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

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

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

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

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

## Find Button

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

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

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

- Use the first combo box to tell Kudo the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location.
- Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.
- Use the edit text box to tell Kudo what words or information to search for. Wild card characters such as "\*" or "?" are not necessary.

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

## Info Button

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

To display a thumbnail's information:

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

You can also choose Get Info using the "Image" pull down menu. When the Info window is open, click other thumbnails to display their information.

## Scroll Bars

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

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

## Thumbnail View Buttons

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

**The Small Gallery View** uses a grid style layout showing miniature thumbnails. Very handy for viewing many thumbnails at one time.

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

**The List View** uses a vertical layout with fewer thumbnails in the window, but it can include text notes about each file. The list view shows the thumbnails in a vertical column and the file notes are in a second vertical column.

**Note:** With Kudo, you can edit these notes on-the-fly. Use standard Windows text editing commands to edit your notes.



## Gallery View

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

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

## List View

Unlike [Gallery View](#), List View uses a vertical layout with fewer thumbnails in the window, but with notes about each file. The list view shows the thumbnails in a vertical column and the notes field in a second vertical column.

List View is the only place available where you can edit the notes field. Press the **Info** button to see more info.

## 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 the [Info button](#) to view detail about the selected thumbnail.

## Help Menu

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

## Status Bar

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

For example, the active catalog contains 100 thumbnails. After executing the [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".

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](#)

## **Title Bar**

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

## Maximize & Minimize Window

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

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

To display the window, click on the icon.

## Thumbnail Information

In [List View](#), the thumbnail's information section tells you the file kind, volume, size and any notes you have attached to the thumbnail.

You can also display the Info Window using the [Info Button](#). When the Info window is open, click other thumbnails to display their information.



## Copy Text

Copy Text copies text to the clipboard from the selected thumbnail.

## Copy Thumbnail

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

## **Paste Text**

Paste Text copies text from the clipboard into the selected application.

## **Paste Thumbnail**

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

## Riffle Feature

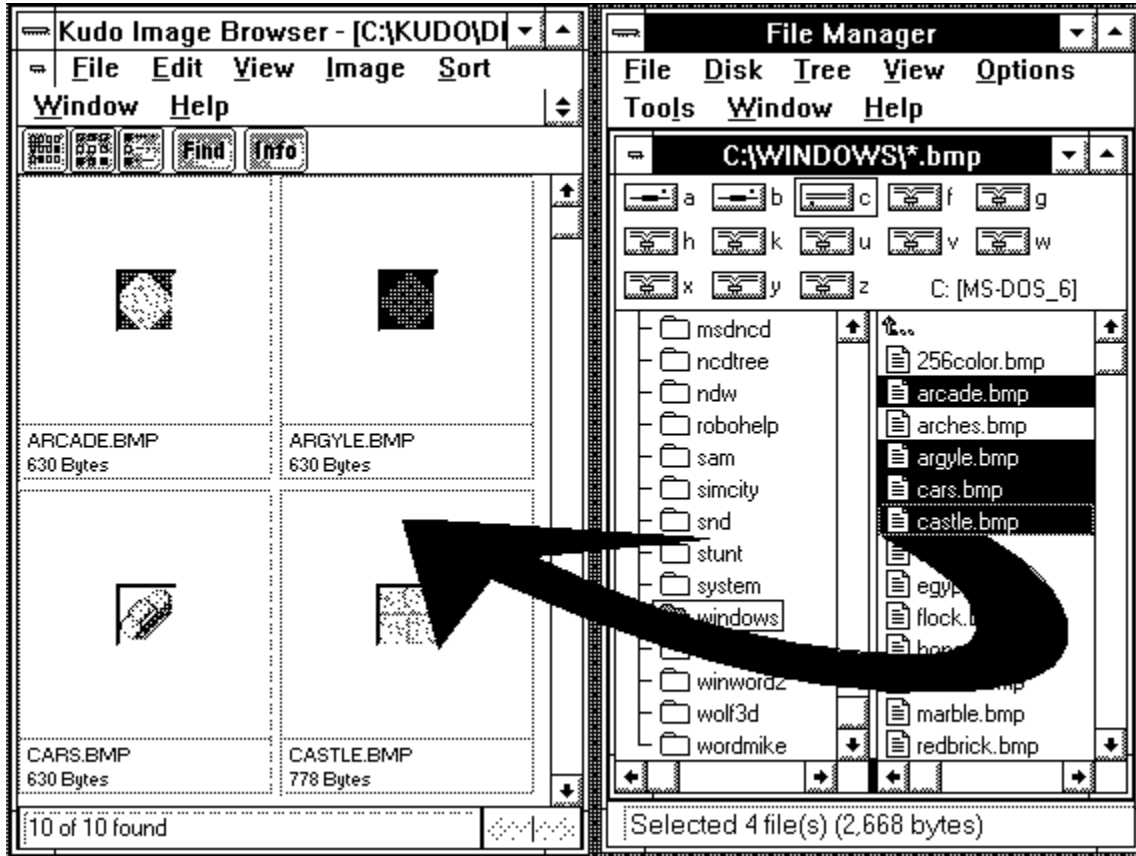
The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window.

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

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

## Using Drag and Drop with File Manager

You can Open/Create Catalogs and Add/Update file/s and directories by dragging them directly from the right side of the File Manager's split screen. (See changing Views in the File Manager Help). Simply click and hold the left mouse button on a file name or selection of files and drag and drop on Kudo.



## Using Drag and Drop with Applications

You can drag and drop Thumbnails from Kudo into [applications which support](#) this feature. Simply click and hold the left mouse button on the thumbnail and drag it to the application and drop. Kudo will then search for the original image and place it into the application.



## **Applications which support Drag and Drop.**

QuarkXpress	v3.1,v3.2 and v3.3
Aldus PageMaker	v4.2 and v5.0
Microsoft Word	v2.0 and v6.0
Word Perfect	v6.0

Note : The Place Module for the application you are using must be installed in the Kudo directory. The format of the file must be supported by that application.

(For further details see Drag and Drop images from Kudo in you User's Guide.).



## Keyboard Short Cuts

### File Menu

Print	Ctrl+P
Exit	Alt+F4

### Edit Menu

Copy Thumbnail	Ctrl+C
Paste Thumbnail	Ctrl+V

### View Menu

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

### Image Menu

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

<b>Help</b>	F1
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