

## **Contents**

### **Features**

[Alphabetical Index of Help Topics](#)

[Kudo User's Guide](#)

[Kudo and Wild Cards](#)

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

[Using Drag and Drop with Applications](#)

### **Reference**

[Contacting Technical Support](#)

[Drag and Drop Compatibility](#)

[Keyboard Shortcuts](#)

[Supported File formats.](#)

[Thumbnail Color Resolution](#)

**For Help on Help, Press F1**

## Creating a Catalog

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

To create a Kudo catalog:

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

(Shortcut = Ctrl+N)

## Opening a Catalog

To open an image catalog:

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

To open several catalogs, repeat the above steps for each catalog you want to open. Each catalog you open will appear in its own window. Use the Window menu selections to Tile or Cascade multiple open catalog windows.

Clicking in a catalog window makes that window active; any menu commands or actions you perform affect only the active window.

(Shortcut = Ctrl+O)

## Display Original

Kudo maintains a link between the thumbnail image in the catalog and the original file. While in Kudo 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 Display Original 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 Display Original window is open.

**Note: Kudo can not display original files stored on removable media (i.e. floppy disks, removable cartridges, etc.) if the device is not present in your system, Kudo will ask you to insert the correct disk.**

(Shortcut = Ctrl+E)

## Drag and Drop Images from Kudo

There are three methods for taking an image from a Kudo catalog and placing it 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. When you Drag and Drop from your Kudo to an open document, Kudo will find the original image file and place it in the selected desktop publishing document or other page layout application, 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 name, file size, kind, modification date, location or date. 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

[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 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 List View provides more text information on images but prints fewer thumbnails on each page.

(Shortcut = Ctrl+P)

## Other Menu Options

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

### Edit menu commands:

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

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

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

### File menu commands:

**Close** Closes the selected catalog.

**Exit** Ends your Kudo session.



## Notes Boxes

Click on the [List View button](#). This view displays the notes that you have associated with your thumbnails. The List View is the only place in the Image Browser where you can edit the notes.

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

## **Saving Your Catalog**

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

## How an Update Affects a Catalog

Kudo will update your catalog in three ways:

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

### **Adding a Single File to the Catalog**

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

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

## **Moving and Copying Thumbnails between Catalogs**

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

- Copy Thumbnail, Paste Thumbnail or Drag and Drop. Copy and Paste adds a thumbnail to the target catalog.
- Cut Thumbnail and Paste Thumbnail. Cut and Paste marks the thumbnail for deletion from the first catalog and additon to the second when the catalog is closed.

## 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**

### **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 opened a Web site for your convenience. Here, you can drop off e-mail, or download sample catalogs. Our address is [www.inspace.com](http://www.inspace.com).

## **Adding or Updating a Catalog**

To add or update image thumbnails:

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

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

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



## **File Menu**

New

Open

Add/Update

Close

Print

Print Setup

Exit

## **Edit Menu**

Undo text

Cut Text

Copy Text

Paste Text

Clear Text

Delete Text

Cut Thumbnail

Copy Thumbnail

Paste Thumbnail

Delete Thumbnail

Undelete Thumbnail

## **View Menu**

[Gallery View](#)

[List View](#)

[Small Gallery View](#)

## Image Menu

[Display Original](#)

[Get Info](#)

[Find](#)

[Find All](#)

## 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 open catalogs and returns to Kudo window

**Close**

The Close command closes the active catalog.

(Shortcut = Ctrl+W)

## **Print Setup**

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

(Shortcut = Ctrl+P)



## **Exit**

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

(Shortcut = Alt+F4)

**Undo text**

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

## **Get Info**

Get Info gives you quick access to a thumbnail's information. This option tells you the file name, volume, size, modification date, location 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.

(Shortcut = Ctrl+I)

## Find

You can choose the Find Option using either the Image menu or Find button icon. 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. 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 become available after you make a selection in the first combo box. Use the options contains, starts with or ends with in lieu of the wild card characters \* or ?.
- Use the edit text box to tell Kudo what words or information to search for.

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.

(Shortcut = Ctrl+F)

## **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](#).

(Shortcut = Ctrl+A)

## **Alphabetical Index of Help Topics**

### **- A -**

[Adding a Single File to the Catalog](#)  
[Adding or Updating a Catalog](#)  
[Automatic Save](#)

### **- B -**

#### **Buttons**

[Small Gallery View](#)  
[Gallery View](#)  
[List View](#)  
[Find](#)  
[Get Info](#)

### **- C -**

#### **Catalog**

[Creating a Catalog](#)  
[Opening a Catalog](#)  
[Clear Text](#)  
[Close](#)  
[Copy Text](#)  
[Copy Thumbnail](#)  
[Copying Thumbnails between Catalogs](#)  
[Cut Text](#)  
[Cut Thumbnail](#)

### **- D -**

[Delete Text](#)  
[Delete Thumbnail](#)  
[Display Original](#)  
[Drag and Drop Compatibility](#)  
[Drag and Drop Images from Kudo](#)

### **- E -**

[Edit Menu](#)  
[Editing Your Thumbnail Notes](#)  
[Exit](#)

### **- F -**

[File Menu](#)  
[Find](#)  
[Find Button](#)  
[Flip Thumbnails](#)

### **- G -**

[Gallery View](#)  
[Get Info](#)

**- H -**

[Help Menu](#)  
[How an Update Affects a Catalog](#)  
[How to Update a Catalog](#)

**- I -**

[Image Menu](#)  
[Info Button](#)

**- K -**

[Keyboard Shortcuts](#)  
[Kudo and Wild Cards](#)  
[Kudo User's Guide](#)

**- L -**

[List View](#)

**- M -**

[Maximize & Minimize Window](#)  
[Moving and Copying Thumbnails between Catalogs](#)

**- N -**

[Notes Box](#)

**- O -**

[Opening a Catalog](#)  
[Open Catalogs Web](#)  
[Open Kudo Web Page](#)

**- P -**

[Paste Text](#)  
[Paste Thumbnail](#)  
[Print Setup](#)  
[Printing Your Catalog](#)

**- R -**

[Riffle Feature](#)  
[Rotate Thumbnails](#)

**- S -**

[Saving Your Catalog](#)  
[Scroll Bars](#)  
[Sort Menu](#)  
[Sorting](#)  
[Small Gallery View](#)  
[Status Bar](#)  
[Supported File formats.](#)

**- T -**

[Technical Support](#)  
[Thumbnail Color Resolution](#)  
[Thumbnail Information](#)  
[Thumbnail View Buttons](#)  
[Title Bar](#)  
[Troubleshooting](#)

**- U -**

[Undelete Thumbnail](#)  
[Undo text](#)  
[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 -**

[Why Use Kudo?](#)  
[Window Menu](#)



## **Drag and Drop Compatibility**

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

All graphics applications that support Drag and Drop (OLE 2.0) from the File Manager/Windows Explorer. This includes virtually all leading applications.

All graphics, desktop publishing, and multimedia applications that support Drag and Drop provide pinpoint accuracy when dropping onto a page layout.

## **Kudo User's Guide**

### **Table of Contents**

#### **Using Kudo**

[Creating a Catalog](#)

[Opening a Catalog](#)

[The Window Menu](#)

[The Exclusive Riffle Feature](#)

[Display Original](#)

[Drag and Drop Images from Kudo](#)

[Sorting](#)

[Printing Your Catalog](#)

[Other Menu Options](#)

[Editing Your Thumbnail Notes](#)

[Saving Your Catalog](#)

#### **Updating Catalog Entries**

[How to Update a Catalog](#)

[How an Update Affects a Catalog](#)

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

[Moving and Copying Thumbnails between Catalogs](#)

[Appendix A: Troubleshooting](#)

[Appendix B: File Import Filters Supported](#)

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

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

[Index](#)

## Troubleshooting

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

To make more memory available to Kudo:

Quit the other applications that you have running under Windows. If this does not correct the problem, [contact Imospace Systems Technical Support](#).

**Files in certain formats do not appear as thumbnails in Kudo catalogs.**

Kudo uses translators listed in the KUDO.INI file in your Kudo directory. The translators are based on the Aldus Filter industry standard. Each line in the "ini" describes the extension of the file and the filter that should process that file.

**Clicking the Stop button when making or updating a catalog does nothing.**

Kudo only checks the status of the Stop button between the creation of individual thumbnails. If the image file Kudo is cataloging is large and complex, it requires more time to create the thumbnail. Clicking the stop button during the creation of such a thumbnail may not be noticed by Kudo until Kudo is finished creating the current thumbnail.

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

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

## **Un-install Kudo**

To un-install Kudo, please click on the uninstaller file in the Kudo directory.

## 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.
- Use Display Original to view 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 display an original 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, display original 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.



## How to Update a Catalog

To update a Catalog:

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

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

See also:

[How an Update Affects a Catalog](#)

## Thumbnail View Buttons

The Gallery View and List View buttons allow you to switch among the three views. You move among the views by clicking the view button you prefer.

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

**The Small Gallery View** uses a grid style layout like Gallery View. The thumbnails however are much smaller and do not have the file name, type or size, therefore allowing the user to see many more thumbnails at one time.

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

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

## Gallery View

The Gallery View uses a grid style layout showing several thumbnails, their file type and file size at once. Click 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 among the views by clicking a different view button.

(Shortcut = Ctrl+G)

## List View

Unlike [Gallery View](#), and [Small Gallery 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 also shows your notes or descriptions of the thumbnails. With Kudo, you can edit these notes by clicking on the notes area and typing the additions, deletions or changes to the text. Use standard Windows text editing commands to edit your notes.

(Shortcut = Ctrl+L)

## **Small Gallery View**

The Small Gallery View uses the same layout as Gallery, but with much smaller images and no image information thus allowing the user to view more images at one time. Click the [Info button](#) to view details about the selected thumbnail.

(Shortcut = Ctrl+S)

## **Help Menu**

The Help menu displays the Help File, Using Help, Open Kudo Web Page, Open Catalogs Web Page and the Kudo "About" Window.

## Status Bar

The Status Bar is found in the lower left corner. It 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 or the path/filename of the catalog or both application name and path/filename of catalog.



## **Maximize & Minimize Window**

The Maximize (horizontal bar on top) and the Minimize (horizontal bar on bottom) buttons are standard Windows options.

- Maximize enlarges the current window size to full screen.
- Minimize reduces the current window to an icon on the status bar.

To display the window, click on the icon.

## Thumbnail Information

In [List View](#), the thumbnail's information section displays the notes you have attached to the thumbnail.

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

## Cut Text

Cut Text copies text to the clipboard and deletes the text from the selected thumbnail's [Notes Box](#).

## **Cut Thumbnail**

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

(Shortcut = Ctrl+X)

See also:

[Moving and Copying Thumbnails between Catalogs](#)

[Undelete Thumbnail](#)

## Copy Text

Copy Text copies text to the clipboard from the selected thumbnail's [Notes Box](#). Text on the clipboard can be pasted into another Notes Box.

## **Copy Thumbnail**

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

(Shortcut = Ctrl+C)

See also:

[Moving and Copying Thumbnails between Catalogs](#)

## Clear Text

Clear Text deletes all text from the selected thumbnail's and can not be undone. [Notes](#).

See also:

[Undo text](#)

## Delete Text

Delete Text deletes highlighted text from the selected thumbnail's [Notes](#).

See also:

[Undo text](#)



## Delete Thumbnail

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

Use [Undelete Thumbnail](#) to unmark thumbnails.

## Paste Text

Paste Text copies text from the clipboard into the selected thumbnail's [Notes Box](#).

## Undelete Thumbnail

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

## **Paste Thumbnail**

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

(Shortcut = Ctrl+V)

See also:

[Moving and Copying Thumbnails between Catalogs](#)

## Riffle Feature

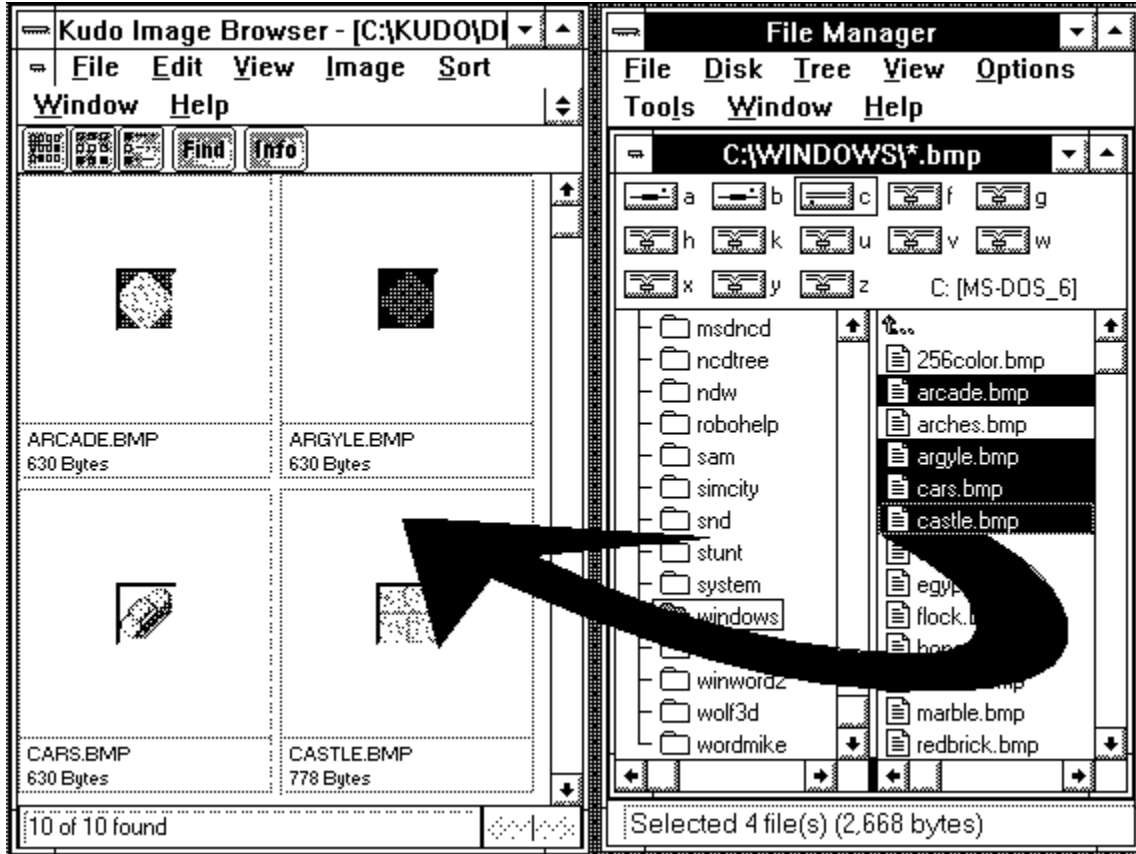
The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window. The Riffle control is found in the lower right corner of the catalog. The blue arrows indicate either the forward or reverse riffle direction.

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 Drag and Drop](#) 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.



### **Open Kudo Web Page**

Using this feature will display Kudos Web Page on the Internet. To use this feature you need an Internet Browser and a modem or other Internet connection hardware.

To view the web page, under the Help Menu, click on Open Kudo Web Page. To return to Kudo from the Kudo Web Page you must exit the internet.



### **Open Catalogs Web Page**

Using this feature will display the Catalogs Web Page on the Internet if one exists. To use this feature you need an Internet Browser and a modem or other Internet connection hardware.

To view the web page, under the Help Menu, click on Open Catalogs Web Page. If no web page exists then a message appears indicating this fact. To return to Kudo from the Catalogs Web Page you must exit the internet.

## Keyboard Short Cuts

### File Menu

|            |        |
|------------|--------|
| New        | Ctrl+N |
| Open       | Ctrl+O |
| Add/Update | Ctrl+U |
| Close      | Ctrl+W |
| Print      | Ctrl+P |
| Exit       | Alt+F4 |

### Edit Menu

|                 |        |
|-----------------|--------|
| Cut Thumbnail   | Ctrl+X |
| Copy Thumbnail  | Ctrl+C |
| Paste Thumbnail | Ctrl+V |

### 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 |
| Rotate Thumbnail |        |
| Flip Thumbnail   |        |

### Help

|                        |             |
|------------------------|-------------|
| Index                  | F1 or Alt+H |
| Using Help             | F1          |
| Open Kudo Web Page     | Alt+K       |
| Open Catalogs Web Page |             |
| About                  |             |

## Supported File Formats

Go to the file `Kudo.ini` for upto date information on import filters.

## Kudo and Wild Cards

Kudo lets you use wild cards when using Add/Update to search for files with similar names or file types.

Examples:

- \*.BMP - search for all the bmp files.
- \*.??F - search for all files with an extension ending in F i.e. GIF TIF etc.
- P\*.\* - search for all files starting with P regardless of the extension.

## Image Resolution

**1) Poor Color scans :** When scanning catalogs on machines with less than 256 colors, images are scanned at the color resolution of the machine. For instance, if you are running in standard VGA mode, which is 16-colors, scanning catalogs produces images that are limited to 16 colors. Of course this will look fine if all the images are 16-color or less, but will be less than satisfactory if you are trying to scan 256-color or greater images. Kudo scans its catalogs as 256-color images, so running in video modes at or above 256-color, such as 256-color, 32k color or 16 million color will produce accurate, full-color scans.

**2) Defects Caused by Bad Video Drivers:** Video drivers are written by video manufacturers and there are lots of them out there. Because of our indirect reliance on the video driver code, via the Microsoft Windows graphics operations that we employ, we have found that software defects in these drivers can affect the functioning of Kudo. In particular we have seen two situations so far that have affected Kudo.

--Many 256-color video drivers do not handle the system color palette correctly for the graphics operations we use. As a result, the catalog image colors were being corrupted during catalog scans on certain video cards, in 8-bit mode. This problem was common enough that Imospace decided to implement a work-around in the code to alleviate this side effect. The result of this work-around is that there is a corruption of the actual screen color palette during catalog scanning on 256-color machines. This shows up primarily as a corruption of the thumbnail being displayed in the progress dialog box, and excessive redrawing of any open catalogs and other applications that may be visible with 256-color graphics. This includes the background desktop wallpaper if it is a 256-color bitmap. This corruption will not be evident on machines with greater than 256-colors, and its effect is cosmetic only--the catalogs will scan correctly.

--There are occasional software bugs in video drivers that simply manifest as an application failure in Kudo. These are uncommon, and it usually takes a rather obscure combination of video driver and image to produce this sort of problem. The readme.txt file lists all the known drivers with observed problems. The short term solution to this would be to upgrade the video driver if possible.

**3) 24-bit Color is Slow on 8-bit Machines:** On a 256-color machine, catalog scanning, image previewing, and image copying to the clipboard is unnecessarily slow when dealing with images of color depth greater than 256-color (such as 32k color or 16 million color). This problem only occurs in this situation. It does not occur on machines in color modes greater than 256-color, nor on machines running at 16-color. Also, on machines running in 256-color mode, the problem will not occur with images of color depth equal to or less than 256-color. This again is due to the internal use of Microsoft Windows video device specific operations. These operations must laboriously perform a nearest color search for every pixel of an image when running on 256-color machines. The problem IS simply one of speed and causes no corruption of catalog scans or previews. It will manifest during catalog scanning as the lengthy appearance of the hourglass cursor during the "Reading ..." and "Analyzing ..." operations. It will manifest during image previewing and clipboard operations as the lengthy appearance of the hourglass cursor immediately after initiating the operation. Unfortunately, mouse input is frozen while caught in this graphics operation, so you must just wait until it completes before going on, or canceling, if in a scan. To cancel a scan, you must wait until the mouse cursor returns to normal for it to correctly activate the cancel button. However, all operations will proceed normally if you don't mind waiting.

These design limitations are temporary only--Imospace Systems is currently modifying Kudo' to remedy these limitations. In addition to correcting the device dependency limitations, these modifications will speed up the normal operation of Kudo as a result of removing our reliance on the built-in Microsoft Windows operations. It takes extra software to replace these operations which is the reason that the changes were deferred in favor of getting a useful product to market in a shorter time.





## Rotate Thumbnails

Kodak Photo CD images are always in landscape orientation when you get them from the developer. With Kudo you can rotate thumbnail images so that they can be viewed in the correct orientation within a catalog.

Select the thumbnail you wish to rotate.

Choose Rotate Thumbnail from the Image menu.

Kudo will rotate the thumbnail in 90 degree increments each time the option is selected.

Rotating the thumbnail does not change the original image in any way. Only the orientation of the thumbnail image in the Kudo catalog is changed.



## **Flip Thumbnails**

When Kodak Photo CDs are made from 35mm slides, the images may be put on your Photo CD reversed. With Kudo you can flip the images so that they can be viewed in the correct orientation within a catalog.

The Flip Thumbnail feature is accessed in the same way as the Rotated Thumbnail feature. Flipping the thumbnail does not change the original image in any way. Only the orientation of the thumbnail image in the Kudo catalog is changed.

