



3500 Color ClipArt #2 CD Contents

For Help on Help, Press F1



[Using Kudo Browser](#)

Information on using Kudo Browsers to view and copy and select clip art. Also, additional information about Drag and Drop options.



[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 EST.



[About 3500 Color ClipArt #2 CD](#)

Information about Expert Software and Imspace Systems.

Using Kudo Browser

The Kudo Image Browsers are catalogs of clipart in 25 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.

See Also:

[The Kudo Image Browser Window](#)

[Menu Commands](#)

[Sorting](#)

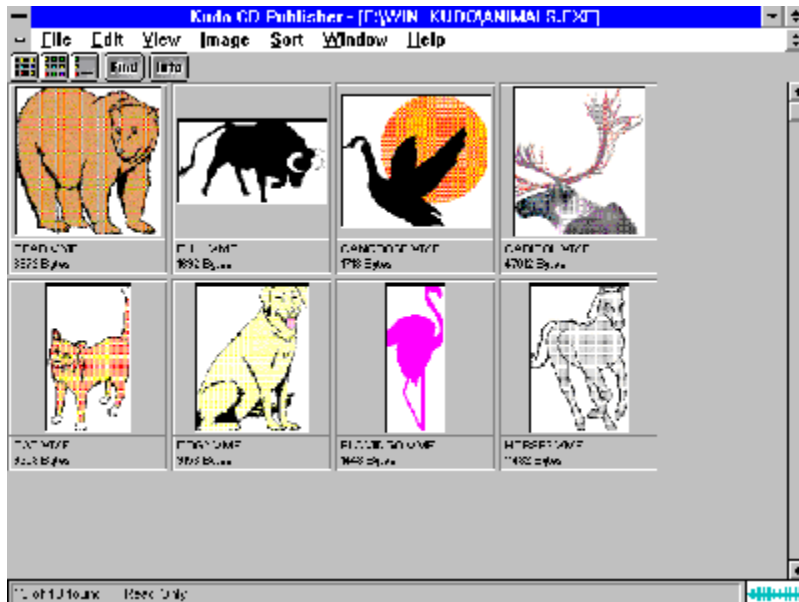
[Riffle Feature](#)

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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. [Explore the Kudo Window by clicking an item in the Kudo window below.](#)



Menu Commands

[File](#)

[Edit](#)

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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:

[Print](#)

[Printer Setup](#)

[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 theThe 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.

See also:

[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.

See also:

[File Menu](#)

[Print](#)

Exit

The Exit command closes and the open catalog 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.

See also:

[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. 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 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:

[Image Menu](#)

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.

See also:

[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 the 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**.

See also:

[Image Menu](#)

[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.

See also:

[Image Menu](#)

[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.

See also:

[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
Tile	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	Launches the 3500 Color ClipArt #2 CD Help file
Using Help	Launches the Windows Help on Help File
About.....	Launches the Kudo 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.

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
2. Copy and Paste
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:

See [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 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:
 - Quark XPress 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

Print	Ctrl+P
Exit	Alt+F4

Edit Menu

Copy Thumbnail	Ctrl+C
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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

Help

Index	F1
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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:

The 10-digit program version number from the front of your program CD.

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:

- Brand of computer you own

- CPU type (386, 486, Pentium)

- Video type (EGA, VGA, Super VGA)

- 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 3.1 (or MSDOS 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.

About 3500 Color ClipArt #2

Expert 3500 Color ClipArt #2 was made with help from the following:

Imageline, Inc.

Imspace Systems Corp.

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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.

