

**Viewer**

---



## Table of Contents

|   |    |
|---|----|
| Viewer .....                                | 1  |
| Menu Bar.....                               | 3  |
| File .....                                  | 4  |
| Edit.....                                   | 5  |
| View .....                                  | 7  |
| Tools .....                                 | 8  |
| File Browser Section.....                   | 10 |
| Explorer Section .....                      | 11 |
| Image Properties Section .....              | 12 |
| Preview Section .....                       | 14 |
| Thumbnails Section .....                    | 16 |
| Working with Viewer .....                   | 17 |
| Starting Viewer.....                        | 18 |
| Loading Files in Viewer.....                | 19 |
| Selecting the Files.....                    | 21 |
| Renaming a File .....                       | 28 |
| Using the Cut, Copy and Paste Options ..... | 30 |
| Deleting a File .....                       | 31 |
| Creating a New Folder .....                 | 32 |
| Rotating Photos in the Thumbnail Area ..... | 33 |
| Editing the Photos.....                     | 34 |
| Sorting the Image Files.....                | 35 |
| Searching Images .....                      | 36 |
| Keyboard Shortcuts .....                    | 38 |



# Viewer

**Viewer** is bundled with Krafter. It is used for viewing the image files in selected locations on any storage media. This unique viewer gives a feel of how the image looks like in actual pixel size before printing.


The viewer provides information related to the image like its name, type, size in MB, resolution (DPI), Bits per Pixel, color mode, width and height and units. It also provides thumbnail view of all the images in a folder.

**Viewer** also acts as a container for holding links to various external modules like, Editor and Enhancement

## Viewer

### Understanding the User Interface



**Viewer** can be opened by clicking the  **Viewer** button in the standard **toolbar** of the main interface of Krafter or by clicking the **Go to Viewer** button in the Export Page(s) Window of Krafter.

Viewer comprises of the following sections:

- Menu Bar
- File Browser Section
- Explorer Section
- Image Properties Section
- Preview Section
- Thumbnails Section'

To read more about the above sections, go to the corresponding links by simply clicking on them.

## Menu Bar

---

The Menu bar provides frequently used options. This is a drop-down control containing the various main menu items. Some of the options under these menus are also provided as icons below the Menu bar. In the following sections, these main menu items are explained.

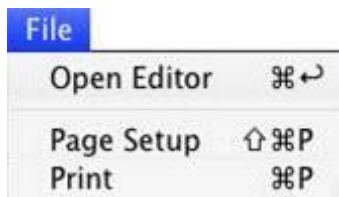
The various Menu options are:

- [File](#)
- [Edit](#)
- [View](#)
- [Tools](#)
- [Help](#)

To read more about the above sections, go to the corresponding links by simply clicking on them.

## File

---



The **File** menu contains the following options:

| Menu Item          | Function                                |
|--------------------|---|
| <b>Open Editor</b> | Opens an image file into <b>Editor</b>  |
| <b>Print</b>       | Prints an image file                    |
| <b>Page Setup</b>  | Opens the <b>Print Setup</b> dialog box |



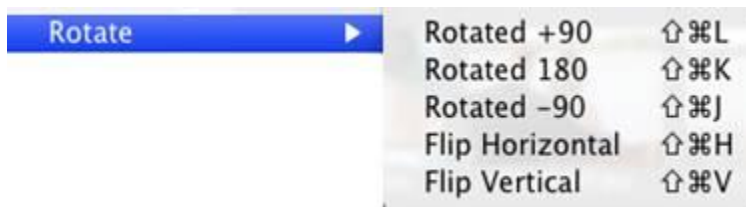
## Edit



The **Edit** menu consists of the following options:

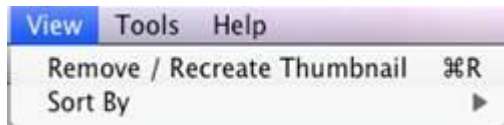
| Menu Item         | Function   |
|-------------------|--|
| Inverse Selection | Deselects the previously selected thumbnails and selects the remaining thumbnails, if any. |
| Select All        | Selects all the thumbnails in the thumbnail section.                                       |
| Select None       | Deselects all the thumbnails in the thumbnail section.                                     |
| Find File         | Displays the <b>Find File</b> dialog box.  |
| Delete            | Displays the file deletion warning dialog box.   |
| Rename            | Displays the <b>Rename File</b> dialog box.  |
| Cut               | Removes a file from the selected location to be pasted at another location.                |
| Copy              | Copies a file from the selected location to be pasted at another location.                 |
| Paste             | Pastes a copied file at a desired location.  |
| New Folder        | Creates a New Folder at a desired location.  |
| Rotate            | Rotates a photo thumbnail in the specified direction.                                      |

## Rotate



- **Rotate +90:** Rotates the selected photo(s) thumbnail to +90°.
- **Rotate 180:** Rotates the photo thumbnail to 180°.
- **Rotate -90:** Rotates the photo thumbnail to -90°.
- **Flip Horizontal:** Flips the photo thumbnail horizontally.
- **Flip Vertical:** Flips the photo thumbnail vertically.

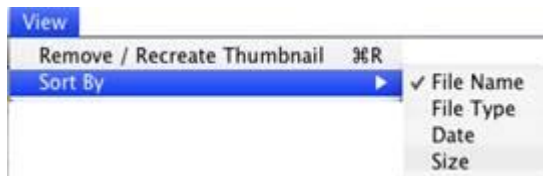
## View



The View menu consists of the following options:

| Menu Item                        | Function                                 |
|----------------------------------|--|
| <b>Remove/Recreate Thumbnail</b> | Removes/Recreates thumbnail              |
| <b>Sort By</b>                   | Sorts the thumbnails with preset options |

## Sort



- File name: Sorts the thumbnails by file name.
- File Type: Sorts the thumbnails by file type.
- Date: Sorts the thumbnails by file creation date.
- Size: Sorts the thumbnails by file size.

## Tools

---



The **Tools** menu consists of the following options:

| Menu Item | Function                      |
|-----------|-------------------------------|
| Editor    | Opens the Editor application  |
| Krafter   | Return to Krafter application |

## Help

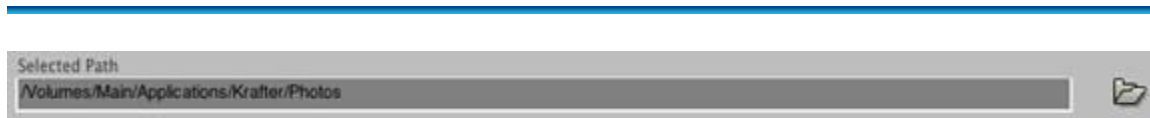
---



The Help menu consists of the following options:

| Menu Item          | Function                   |
|--------------------|----------------------------|
| <b>Viewer Help</b> | Opens the Viewer Help file |

## File Browser Section



The **File Browser** box displays the current path of the files which are displayed in the thumbnail section.



The **Browse** button located beside the File Browser box is used to open the **Browse for Folder** box to locate your image files in your computer.

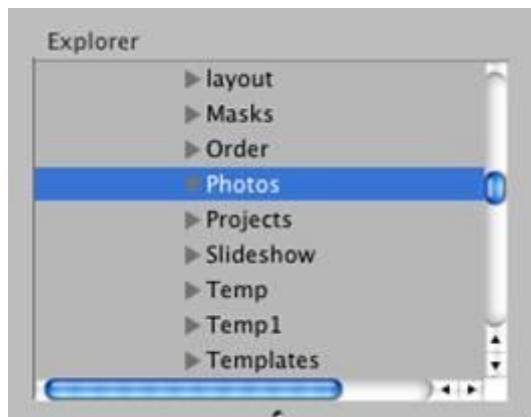


### Related Topic:

- [Loading Files in Viewer](#)

## Explorer Section

---



The Explorer Section is used to locate the image files in your computer. You can explore the hard disk or other storage media attached to your computer for the image files which you can load into Viewer for an instant access.

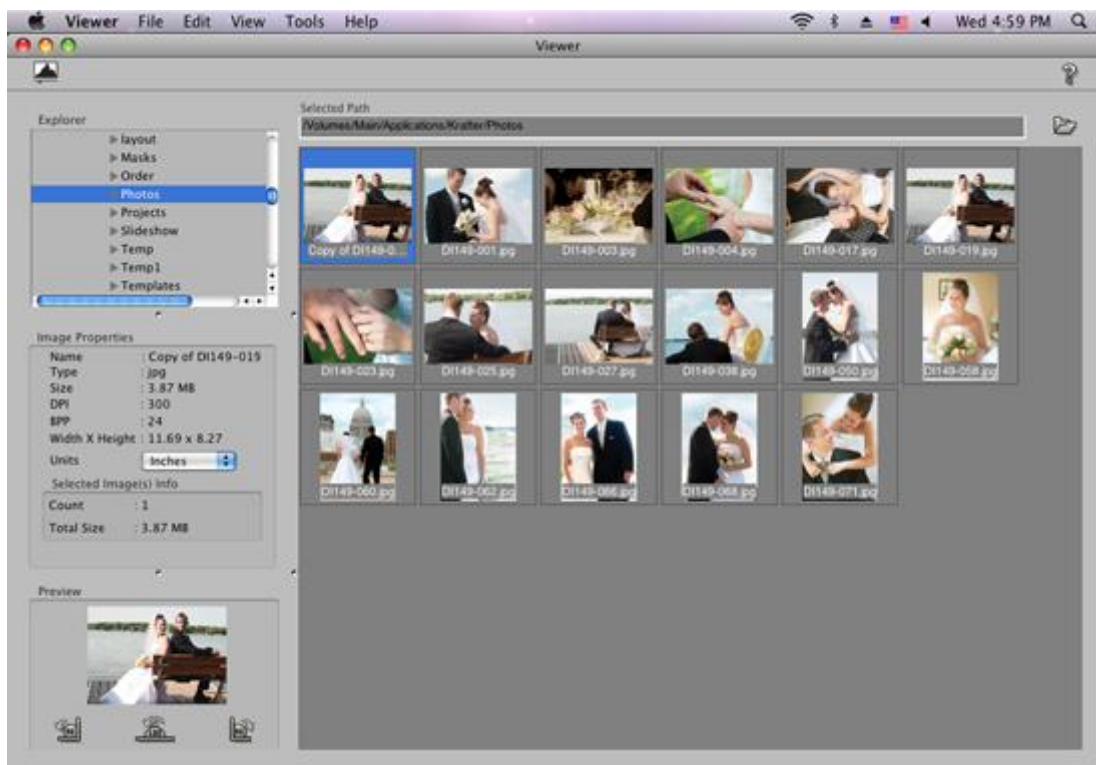
The folder with currently loaded files into Viewer gets highlighted in the Explorer Section.

## Viewer

### Image Properties Section

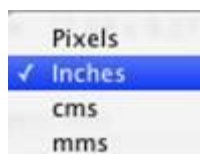


The Image Properties Section of Viewer displays the properties of the image file which you have selected in the Thumbnail Section.



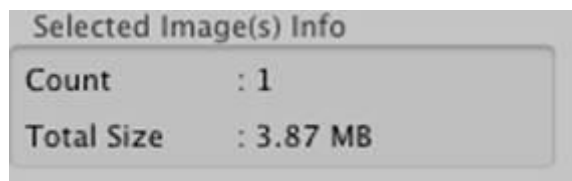


The properties include File Name, Type, Size, DPI, BPP, Width & Height of the selected file.



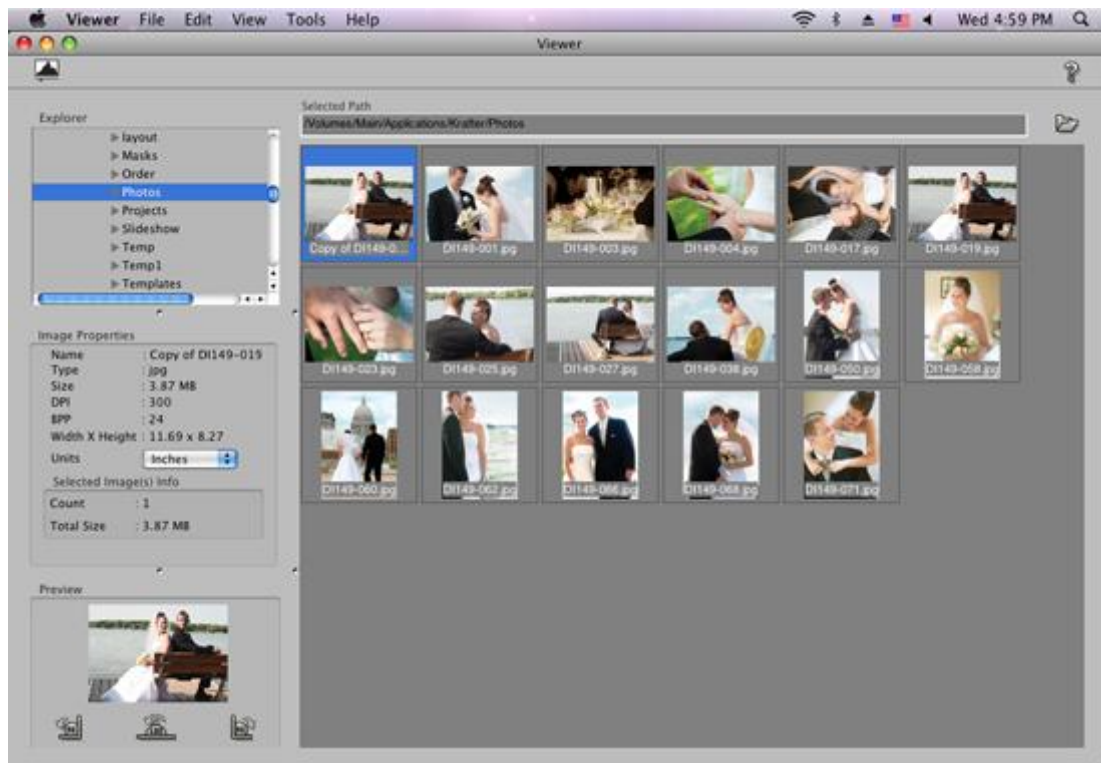
The Unit drop-down list allows you to select the desired units of Width & Height of the selected file viz. Pixels, Inches, cms or mms.

In case of selection of multiple files, the total number of selected files, along with their total size is also displayed in the Selected Image(s) Info Section at the bottom.



## Viewer

### Preview Section



The Preview Section of Viewer displays the Preview of the image file, which you have selected in the Thumbnail Section. In case of multiple selection, the last selected image is displayed



You can rotate the photo in the Preview Section by clicking the desired rotation buttons.



### Note

***In case of multiple selection of image files in the thumbnail section, the Preview Section displays the last selected file.***

## Viewer

### Thumbnails Section

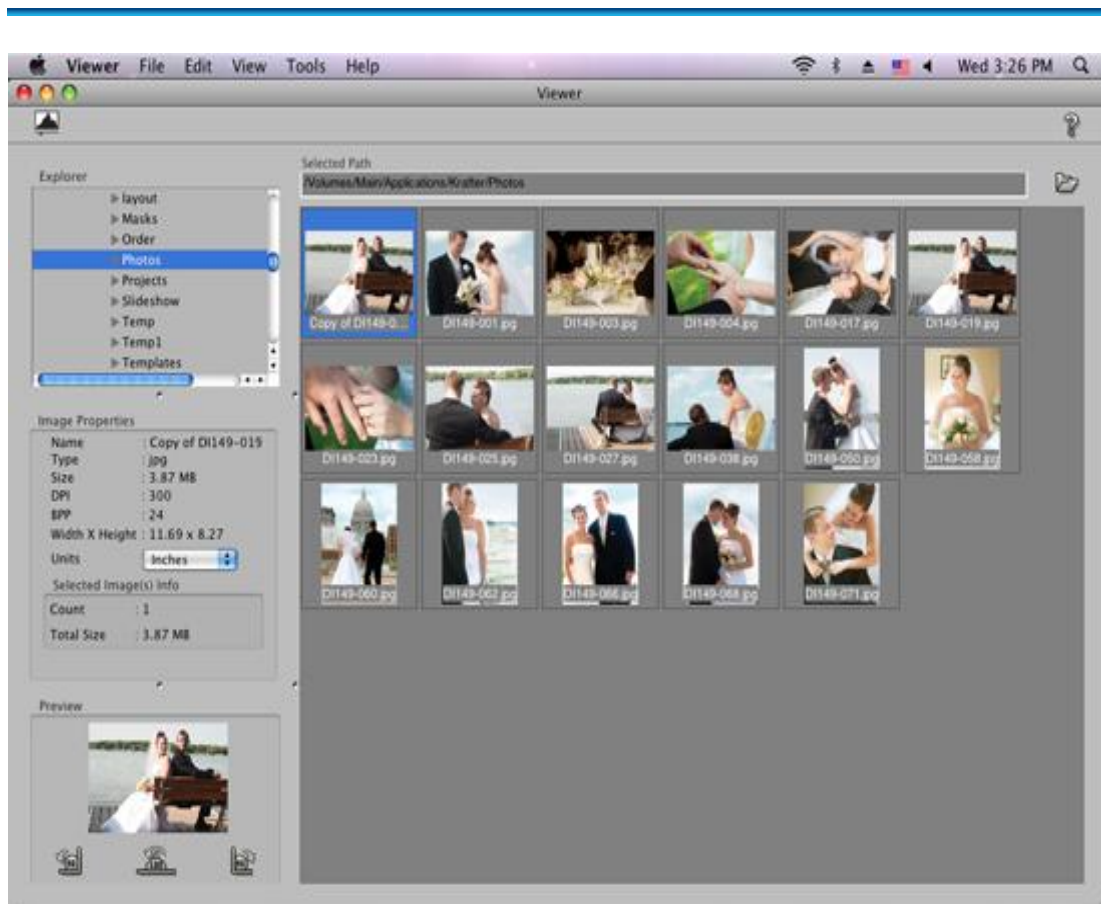


The Thumbnails Section displays the collection of image files, along with their corresponding names, which you have loaded in Viewer. These files are displayed in the form of thumbnails.

#### Related Topic:

- [Loading Files in Viewer](#)

## Working with Viewer





Working with Viewer is fairly simple. This section and the rest to follow will guide you step by step to work with Viewer. We shall walk you through the entire application and make you conversant with the features of Viewer.

It is therefore recommended that you read the topics under this section in a sequence without skipping any topic.

## Starting Viewer

Let us now get started with using **Viewer**.

You can start **Viewer** by clicking the  **Viewer** button in the standard toolbar of the main interface of **Krafter** or by clicking the  **Go to Viewer** button in the **Export Page(s)** window of **Krafter**.




### Note

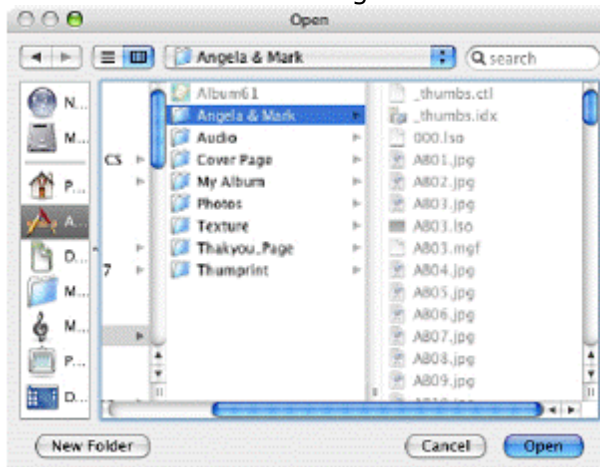
**Remember that Viewer requires a minimum resolution of 1024x768.**

## Loading Files in Viewer

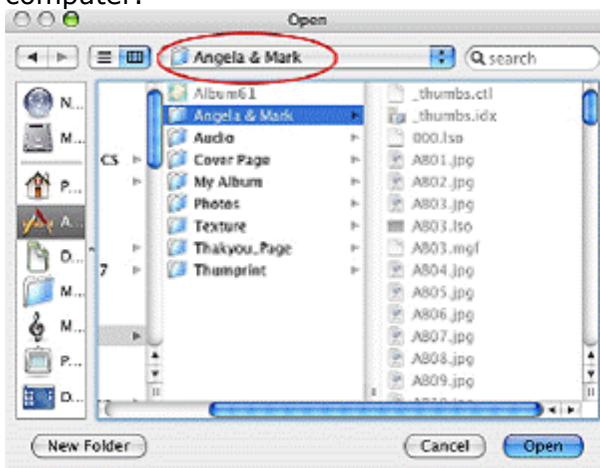
In order to View/Browse the photos or other objects like Borders, Masks, Clipart, Texture in the **Thumbnail Section** of **Viewer**, you need to fetch them from some source like the hard disk or any other media. Hence you need to tell the application where these objects are. Let us see how to load folders for Photos in **Viewer**.



1. Click the  **Browse** button located besides the File Browser box to display the **Browse For Folder** dialog box.



2. Locate the folder containing photos, by browsing through the drives of your computer.



3. Click the folder containing the photos and click **Open** in the **Browse For Folder** dialog box.

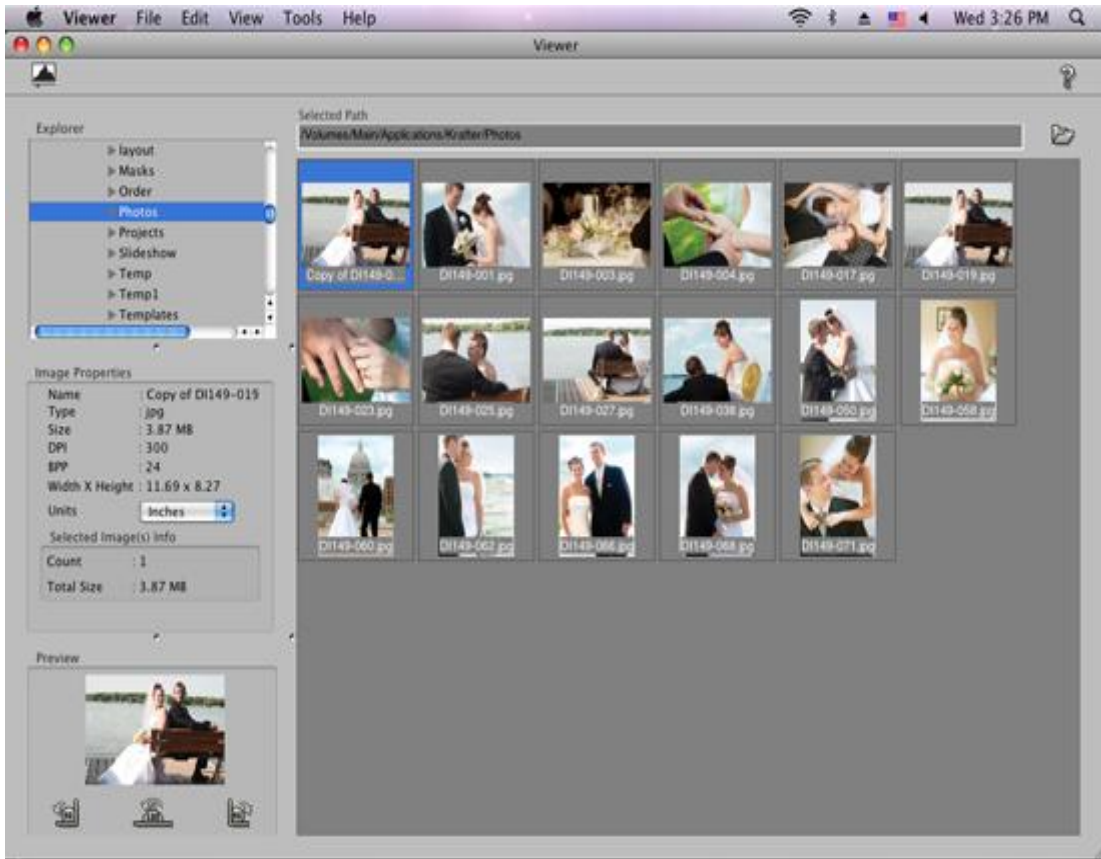


## Viewer

4. The detailed path of the selected folder is also displayed in the **File Browser** text box.



5. Notice that instantly the image files contained in the selected folder, are displayed in the form of thumbnails in the Thumbnail Section of **Viewer**.





## Selecting the Files

---

After you have loaded your desired image files into **Viewer**, you can select them to perform various functions like Edit, Rename, Cut, Copy, Paste, Rotate, Flip, Sort, Upload, Send via E-mail, Print. These functions are explained in the subsequent sections.

Let us see how to select a single file, multiple files or make inverse selection of files in **Viewer**.

### Selecting a Single File

1. Start **Viewer** and load your desired image files into the application.
2. The Thumbnail Section displays the thumbnails of the loaded image files.



3. Click on the photo thumbnail to select it.

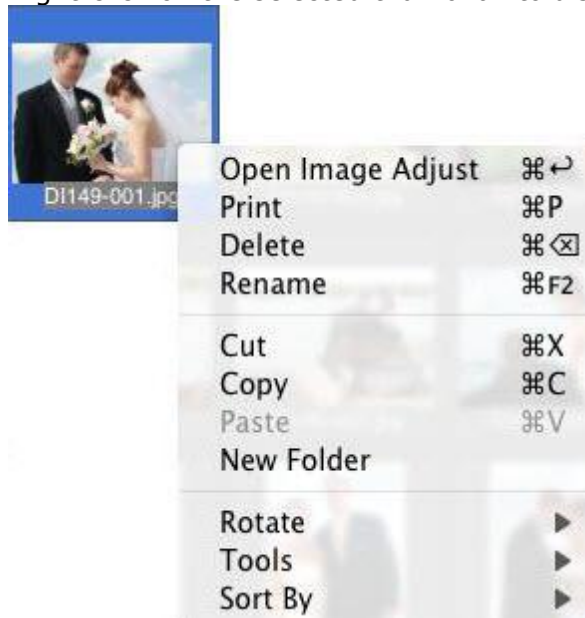
## Viewer



4. The selected thumbnail gets highlighted in blue color and its Properties and the Preview are displayed in the **Image Properties** Section and the **Preview** Section respectively.



5. Right-click on the selected thumbnail to display a menu.



6. Select the desired option in the right-click menu to perform a certain action.

## Selecting Multiple Files

1. Start **Viewer** and load your desired image files into the application.
2. The **Thumbnail Section** displays the thumbnails of the loaded image files.
3. To select multiple files, click on the desired thumbnails one by one, while pressing on the keyboard.



4. The selected thumbnails get highlighted in blue color on selection.

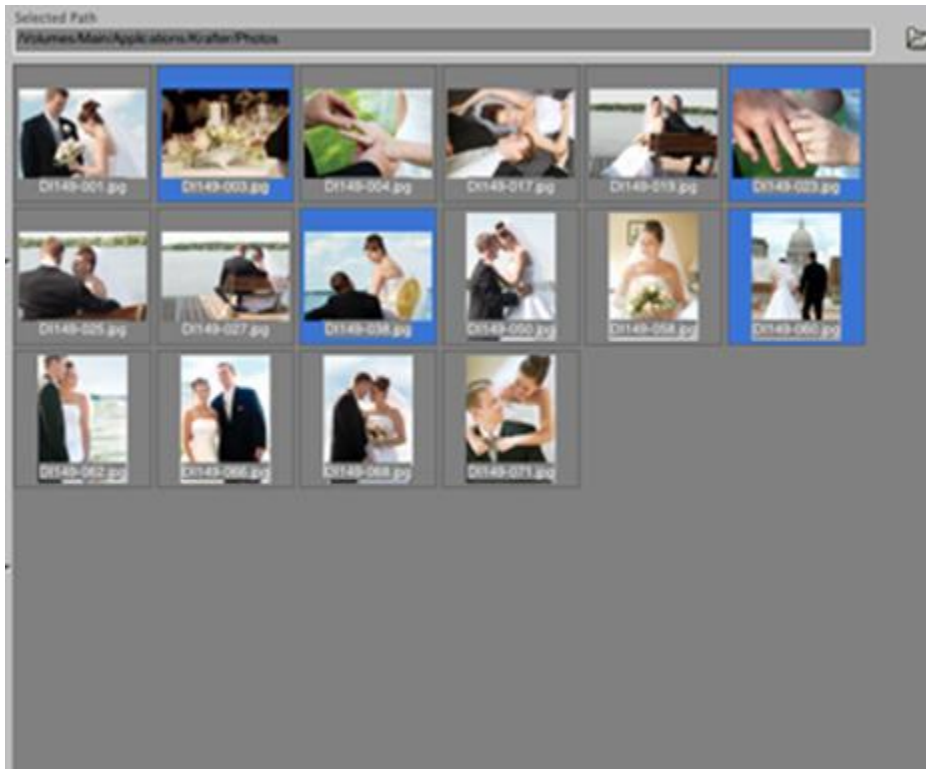


- ☐ ☐ ***In case of selection of multiple files, the properties of only the last selected thumbnail are displayed in the Image Properties Section.***
- ***Similarly, the preview of only the last selected thumbnail is displayed in the Preview Section.***

## Inverse Selection of Files

The Inverse Selection of files allows you to reverse the process of selection of multiple files.

1. Let us assume that you have selected some files from the huge collection of thumbnails. Now you need to de-select these already selected files and select all the remaining files in the Thumbnail Section and vice-versa.



2. On the **Edit** menu, select **Inverse Selection**.



3. All the previously selected thumbnails get de-selected, and the remaining thumbnails get selected, as shown below.

## Viewer



- Now, to reverse the process, go to the **Edit** menu again and select **Inverse Selection**. The Thumbnail Section returns to its original condition, displaying only the initially selected thumbnails.



## Selecting All Files

1. Let us assume that you want to select all the files in the Thumbnail Section.
2. On the **Edit** menu, go to **Select All**. Alternately, you can also press **⌘+A** on the keyboard to select all files.
3. All the files in the Thumbnail Section are selected and are highlighted in blue color.
4. In order to return back to the normal condition, go to **Select None** on the **Edit** menu. All the files get de-selected in the Thumbnail Section.
5. You can also open a selected thumbnail photo in the Image Adjust by right click & then Open Image Adjust which will open the selected photo in the Image Adjust Window for further editing .



## Renaming a File

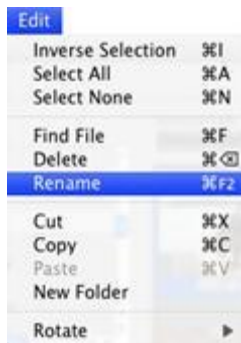
---

You can **Rename** a file anytime while working with **Viewer**.

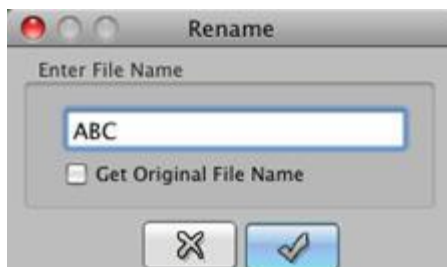


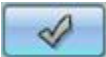
### Steps

1. Start **Viewer** and load your desired image files into the application.
2. Click a file thumbnail in the **Thumbnail Section** which you want to **Rename**.
3. On the Edit menu, select Rename to display the Rename dialog box.



4. Delete the previously entered file name and enter a new name in the text box.



5. Click the ☐ Get Original File Name checkbox in case you want to get the original (the name before renaming) file name back.
6. Click the  OK button in the Rename dialog box.



7. The selected file will get renamed with the new name.



### Note

***In case of Renaming multiple files, the Rename dialog box will appear every time after you finish renaming one file, until all the selected files have been renamed.***

## Using the Cut, Copy and Paste Options

---

Viewer allows you to Cut, Copy and Paste the image files anytime while working on it.



### Steps

---

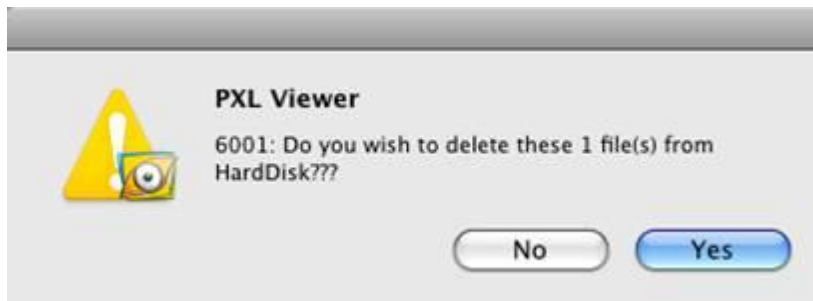
1. Start **Viewer** and load your desired image files into the application.
2. Right Click a file thumbnail in the **Thumbnail Section** which you want to Cut. This will open a Pop Up Menu.
3. Select the Cut Option from the Menu.
4. Now Click on another folder from the list
5. Right Click again on the Thumbnail section and Click on the Paste option
6. The Cut thumbnail gets pasted in the new Destination Folder

## Deleting a File

---

**Viewer** allows you to delete your unwanted file(s).

1. Start **Viewer** and load your desired image files into the application.
2. Click a file thumbnail in the **Thumbnail Section** which you wish to delete.
3. On the **Edit** menu, select **Delete** to display the Delete confirmation dialog box.
4. Click **Yes** in the Delete Confirmation box.



5. The selected file will be deleted from the hard disk of your computer.

## Deleting Multiple Files

1. Start **Viewer** and load your desired image files into the application.
2. While keeping the key pressed, click on the image file thumbnails one by one in the **Thumbnail Section** which you want to delete.
3. On the Edit menu, select Delete to display the Delete confirmation dialog box.
4. Click Yes in the Delete Confirmation box.
5. The selected files will be deleted from the hard disk of your computer.



### Note

***You can also right-click on the file thumbnail to be deleted and select the delete option from the menu.***

## Creating a New Folder

---

Viewer allows you to create a New Folder within a Folder



### Steps

---

1. Start Viewer and click on the folder in the list containing the Image files.
2. Right Click on the Thumbnail area to pop up a menu. Select the New Folder Option to open a small dialog window.
3. Enter a name for the folder and click the Ok button.
4. The Thumbnail gets refreshed and automatically you are within the created folder.

## Rotating Photos in the Thumbnail Area

**Viewer** allows you to rotate photos in the thumbnail area at specified angles.



### Steps

1. Start **Viewer** and load your desired image files into the application.
2. Right Click a photo in the **Thumbnail Section** which you want to **Rotate**. The photo gets selected and is highlighted in blue. Click on Rotate and then select the desired angle of rotation .



4. The selected photo gets rotated instantly at the specified angle.



### Note

- **You can also rotate Photo(s) from the Edit Menu**
- **Options to Flip photo(s) vertically or horizontally are available just below the rotate option in Edit Menu as well as right click .**
- **In case of rotating multiple photos, note that only the last selected photo is displayed in the Preview Section.**

## Editing the Photos

---

For editing the photos, first start **Viewer** and load your desired image files into the application. Click a file thumbnail in the Thumbnail Section to select it and perform editing operations on it.

**Viewer** allows you to Edit the image files with the help of the bundled **Editor** application. You can edit your image files to perform various operations viz. setting brightness, contrast, color balancing, levels, color-correction etc.

For Image Editing, start **Viewer** and load your desired image files into the application. These image files are displayed in the form of thumbnails in the **Thumbnail Section**.

On the **Tools** menu, select **Editor**. Alternately, you can click the **Editor** button on the toolbar. Or, you can also right-click the photo and go to the **Tools** option and then select the **Editor** option.

## Sorting the Image Files

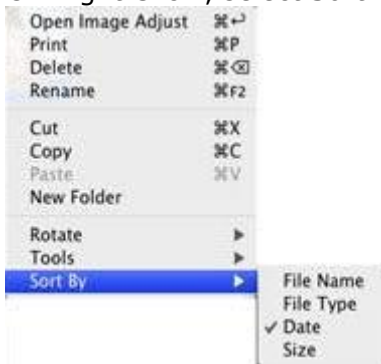
---

**Viewer** allows you to **Sort** your photos in the **Thumbnail Section**. With the **Sort** option you can display the photos by Name, Type, Date and Size. This feature is very useful as you can easily locate your favorite photos from the huge list of thumbnail in a matter of seconds, with the appropriate **Sort** option.



### Steps

1. Start **Viewer** and load your desired image files into the application. These image files are displayed in the form of thumbnails in the **Thumbnail Section**.
2. On Right Click , select Sort By to display the Sort options menu.



3. Select the desired Sort option from the list. The thumbnails get rearranged instantly, as per your selected option.

## Searching Images

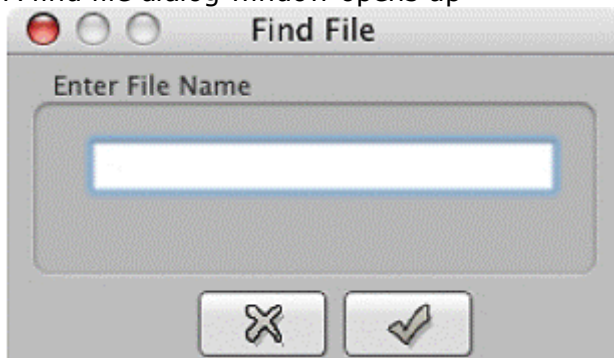
---

Viewer also provides a feature for searching the images from a collection of thumbnail

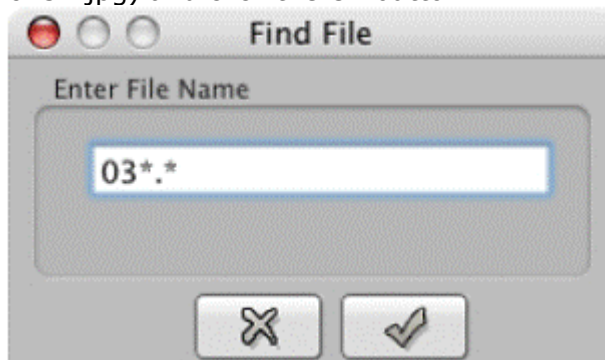


### Steps

1. Start **Viewer** and load your desired image files into the application. These image files are displayed in the form of thumbnails in the **Thumbnail Section**.
2. In the Edit Menu, select Find File option
3. A find file dialog window opens up

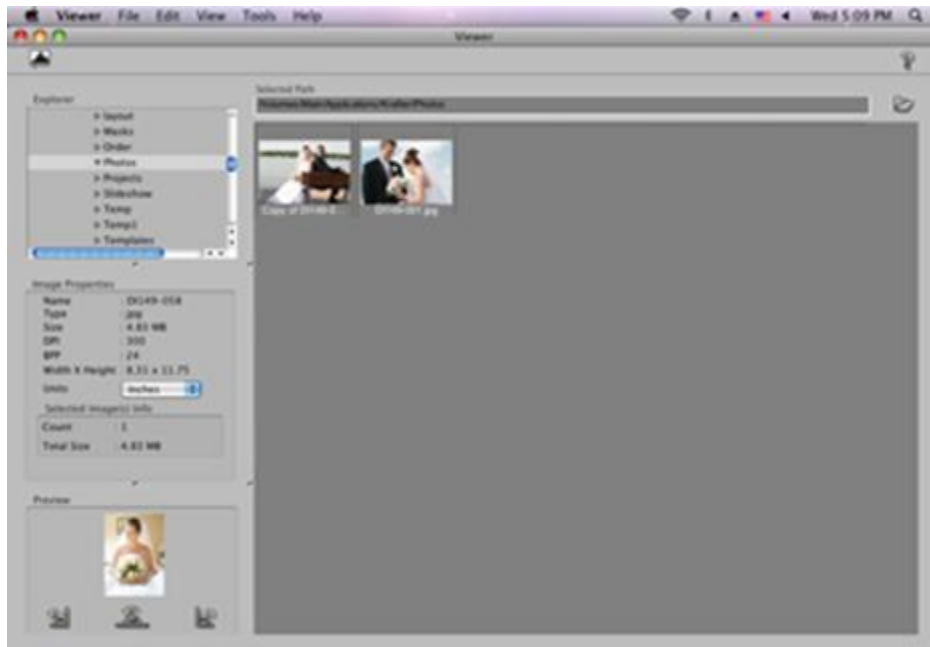


4. Enter the first few characters of the file name you wish to find followed by the characters '\*. \*' (if you happen to know the file extension, you could type '\*.jpg' or '023\*.jpg') and click the Ok button.



5. The thumbnail section refreshes and displays all the files beginning with the typed characters.





6. Notice that the number of thumbnail here is reduced.
7. For returning back to the rest of the images as before, click on the appropriate folder in the File Browse section to load the images again.

## Keyboard Shortcuts

---

| FUNCTION          | KEY COMBINATION     |
|-------------------|---------------------|
| Viewer            | ⌘ + Alt + Shift + V |
| Editor            | ⌘ + Alt + Shift + E |
| Krafter           | ⌘ + Alt + Shift + D |
| Open Editor       | ⌘ + Return          |
| Delete            | ⌘ + Del             |
| Rename            | ⌘ + F2              |
| Cut               | ⌘ + X               |
| Copy              | ⌘ + C               |
| Paste             | ⌘ + V               |
| Rotated + 90      | ⌘ + Shift + L       |
| Rotated 180       | ⌘ + Shift + K       |
| Rotated - 90      | ⌘ + Shift + J       |
| Flip Horizontal   | ⌘ + Shift + H       |
| Flip Vertical     | ⌘ + Shift + V       |
| Print Setup       | ⌘ + Shift + P       |
| Help              | ⌘ + ?               |
| Inverse selection | ⌘ + I               |
| Select All        | ⌘ + A               |

|                     |       |
|---------------------|-------|
| Select None         | ⌘ + N |
| Find File           | ⌘ + F |
| Browse Source Image | ⌘ + B |
| Print               | ⌘ + P |