

# 2. FILE MANAGEMENT and Navigation

## File Management

It is important to always know where your files are being saved. Use your network folder to keep your files organized and use this drive while working in class and ALWAYS save a back up file to your USB drive. NEVER and I mean NEVER work OFF your USB drive!!! I have more project file become corrupt and also USB drives do go bad. Also, good file management practice is to save often and save multiple versions - in case one goes bad you will not have to start over from scratch.

## Common File Formats

<b>.kdf</b>	Kaledo Print	<b>.tif</b>	TIFF file ( <i>standard image format</i> )
<b>.kwd</b>	Kaledo Knit	<b>.jpg</b>	JPEG file ( <i>standard image format</i> )
<b>.knt</b>	Kaledo Weave	<b>.iff</b>	U4ia file ( <i>predecessor to Kaledo</i> )



## Creating a New File

1. **File >> New**      *or*      **Ctrl + N**

Using the tools we have just learned in class, copy the images in the



## Opening a File

1. **File >> Open**      *or*      **Ctrl+O**

2. Locate the correct path for the file and choose the correct file format from the drop down menu  
*It is very important to make sure to select the right file format or you will not see the file!*

3. Double-click the name      *or*      select the name and click open

## Opening a file v. Importing a file

Opening a file creates a new window with a tab that appears at the bottom of the page.  
Importing a file loads the image into the current file window (*no new tab is created*)



## Saving a File

Files saved in Kaledo Print are designated a KDF file extension.

**File >> Save As**      *or*      **Ctrl + Shift + S**

used to save a file for the first time. enter a file name and a location for the file

**File >> Save**      *or*      **Ctrl + S**

allows you to save an update to the file


## Exporting a File

**File >> Export**      used to save file to standard image formats such as TIFF and JPEG  
it also gives you options for DPI, document size and colorways.

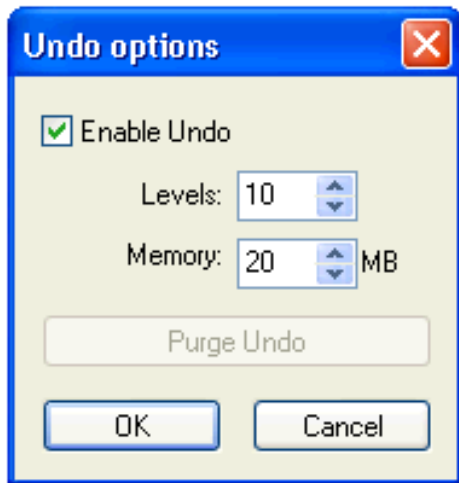
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## File Navigation

There are a few ways of navigating files within the Kaledo Print workspace

 **UNDO**      < Ctrl + Z      or      Edit >> Undo >

The function for reversing your last action is named UNDO. Kaledo Print gives the option of controlling the amount of UNDOs as well as the amount of memory used for the UNDO command.



To set UNDO OPTIONS:

### EDIT >> UNDO OPTIONS


- use checkbox to toggle on/off

**Levels:** # of UNDOs

**Memory:** Max amount of memory allocated to UNDO function.

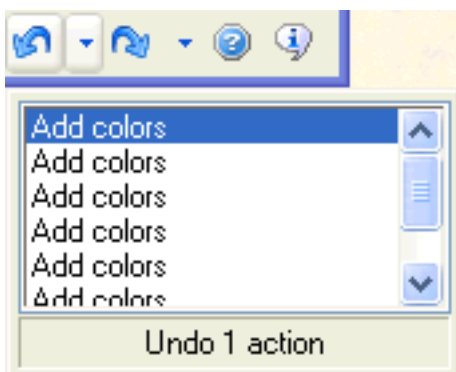
- More memory = more UNDOs

- Less memory = less UNDOs.

 **REDO**      < Ctrl + Y      or      Edit >> Redo >

The function for redoing your last action is REDO. This is usually applicable only after you have used the UNDO function.

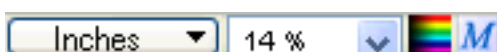
## MULTIPLE UNDO/REDO



Next to the UNDO and REDO icons on the Standard toolbar are small arrows that point down. If you click on either of those arrow you will have a list of the functions that you can either UNDO or REDO in the order of the last function executed on the top of the list.

## VIEWING FILES

Look at the Zoom edit box in the Utility toolbar to see the current magnification. You can select a zoom % from the drop down by clicking on the arrow on the right of the %.



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## ZOOM

**Ctrl + +** zoom in

**Ctrl + -** zoom out

**Ctrl + 0** zoom to fit

The ZOOM tool can also be accessed in the Utility toolbar.



## PAN <spacebar>

Use the PAN tool by holding down the spacebar - a little hand will pop up where your cursor is and you can use this to move your image around.

## SEE ALL <F3>

### VIEW >> SEE ALL

This opens up the See All window is a miniature version of the image with a panning box which controls what is seen in your main window. You can use this panning box to control your view.



## MULTIPLE FILES

Kaledo Print allows multiple files to be open at the same time. The files show up as tabs at the bottom of the workspace. You can switch between files by selecting the different tabs. When you click a tab, the associated file becomes active. **WINDOW >> FILE TABS** toggles the tabs on/off. **WINDOW >> ARRANGE** allows you to arrange the files Horizontally, Vertically or in Cascade mode.



## SELECTION <V>

Used to select objects and move them



## DIRECT SELECTION

Used to select individual objects (from within a group) and move them



## GROUP SELECTION

Used to select a whole group