

# HORTICOPIA® **Image Gallery**

## **User Guide**

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## I Licensing

The HORTICOPIA<sup>®</sup> *Image Gallery* is licensed for a specific use and number of business locations. The specifics are defined in the Licensing Agreement included with your copy of the HORTICOPIA<sup>®</sup> *Image Gallery*.

## II Installation

### **Software Installation**

To start software installation, insert the HORTICOPIA<sup>®</sup> *Image Gallery* (**Image Gallery**) software CD in your CD drive and follow the on-screen prompts. If the program does not start the installation automatically, do the following:

- Click on your **Start** menu and choose **Run...**
- Enter **D:\ImageGallerySetup** (change the drive letter if your CD drive is not on drive D)

**Important.** Be sure to quit all virus checking software before starting the installation.

Your computer may need to be restarted during the installation if your system has not been updated with current Microsoft software.

### **Installation Options**

During installation, you will be asked if **Previews** should be installed on your hard drive. The installation of the previews requires about 700 Mbytes of hard disk space and requires up to 15 minutes to complete. There is a second CD that must be installed to make all the previews accessible on your local system.

If you intend to use the **Image Gallery** only occasionally and want to save space on hard drive space, **do not** choose the option to install the previews. This option will require that your computer be connected to the Internet whenever you run the program. You can change this option at a later time, by reinstalling the software and choosing to install the previews at that time.

If you plan to use the **Image Gallery** on a regular basis and have plenty of hard disk space, it'll be more convenient to install the preview images.

### **Hardware Key**

A hardware key was shipped with the **Image Gallery**. The hardware key contains information about the type of picture exports that have been licensed and the amount of export credits you have.

You may browse the images without the hardware key, but the hardware key must be inserted and recognized on your computer in order to add pictures to your lightbox and export images.

### **Picture Libraries**

Along with the **Image Gallery** software CD, you may have received one or more “picture library” CDs. If you choose to install these CDs on your hard drive, the installation process will take about 10 minutes per disk and will require approximately 650 Mbytes of hard disk space.

**It is not necessary to install the picture libraries.** When you are ready to export pictures, **Image Gallery** will first determine if the required picture library has been installed on your

system. If it has not been installed, the image will be downloaded from the Internet or you will be prompted to insert the CD during the export process. Only the requested images will be copied from the CD, minimizing the amount of hard disk space required. This option can be changed within the **Image Gallery** under the **Tools** menu by selecting/deselecting **Download Images from Internet**.

## III Using the HORTICOPIA<sup>®</sup> Image Gallery

### ***Starting the Program***

Be sure the hardware key is inserted in an available USB slot before starting the HORTICOPIA<sup>®</sup> **Image Gallery**. If the hardware key is not detected, you will not be able to export images. Double-click on the **Image Gallery** icon on your desktop to start the program. You may also click on the **Start** menu, select **All Programs, Image Gallery**, and then within this folder, **Image Gallery**.

### ***General Concepts***

#### **Exporting Images**

The **Image Gallery** is divided into several categories which allows filtering of the plant list. You purchased the right to export images from any of the categories along with a number of image export credits. The export credits may be applied to any image in the various categories. Please note that the price for exporting each image appears along with the preview. While most exports are the same amount, there may be some specialty photographs which have a different price.

All exported images are stored in your current **export folder**. The **export folder** is set from the **File** menu's **Export Folder...** option. You also specify the export format desired with this option, choosing bitmap, JPEG, or TIFF format

Exporting images in the **Image Gallery** is a two-step process.

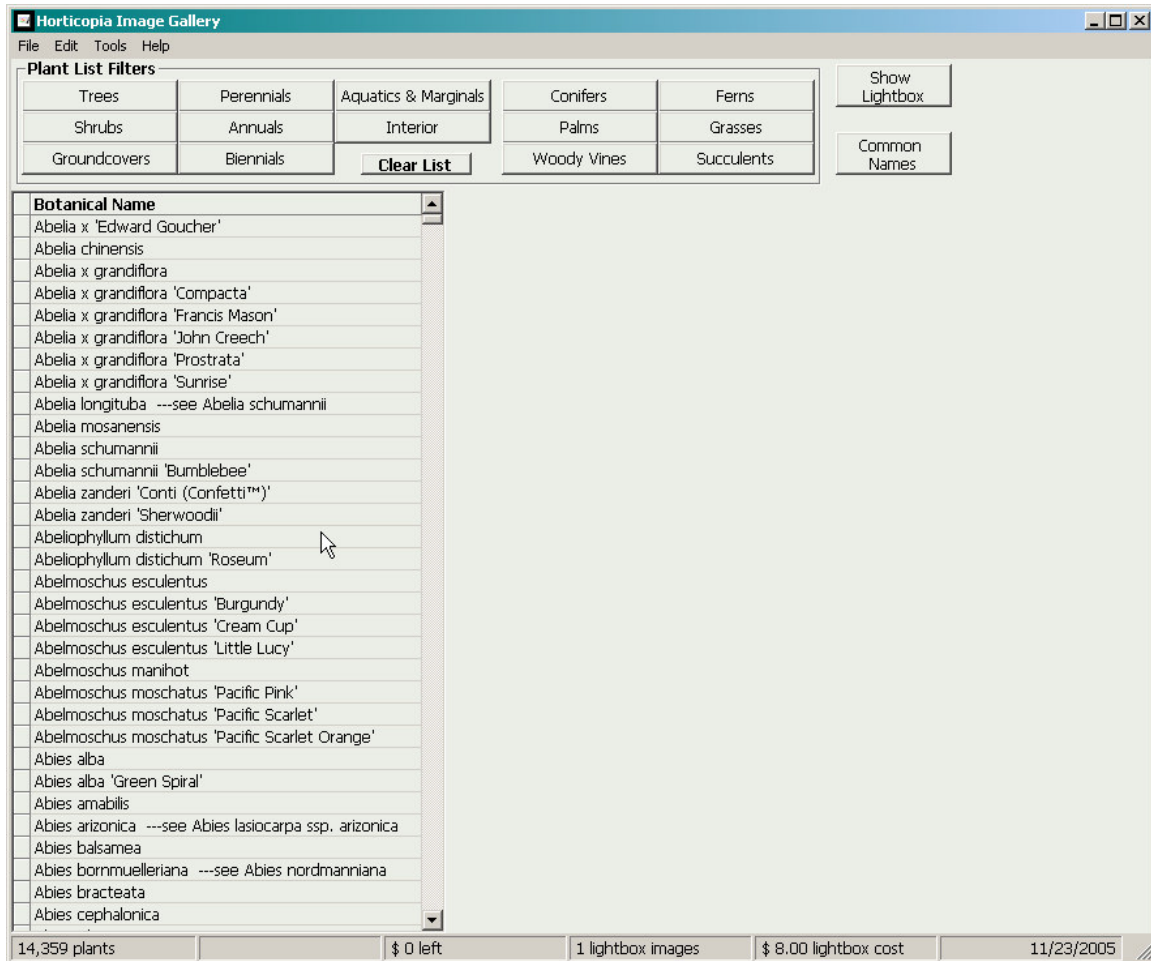
#### **Lightbox**

First step, select images you are interested in without committing to exporting them. The selected images are saved in a *lightbox* that you can view at any time, and the images selected are kept between sessions. Images may be removed from the lightbox if you decide not to export them.

#### **Export Folder**

Second step is to click on **Export Images** and all images appearing in the lightbox will be exported. The export folder and export format may be changed at any time and the next time you export, the new folder and/or format will be used.

## Functional Overview



### Plant List Filters

The plant list shows only the plants belonging to the filters that have been selected. If no filter has been chosen, it is the same as if all filters have been selected.

There is a certain amount of overlap among plant filters. That is, a given plant may belong to more than one group.

### Switching List Order

You may view plants in either botanical or common name order. Just click on the **Common Names** button to switch list order. Once you are in common names mode, the button will read **Botanical Names**.

### Switching to the Lightbox

To switch to the lightbox view, click on the **Show Lightbox** button. To return to the main list, click on **Show Plant List**.

## Plant List

You can scroll through the plant list or type the first few characters of a plant name to let the list automatically advance to your area of interest. If a plant name is selected, the preview images for that plant will appear in the preview pane on the right.

In botanical name order, you may see some entries followed by the notation – see *plant name*. Since botanical names sometimes change, we have included cross-references to previously used terminology where it is available.

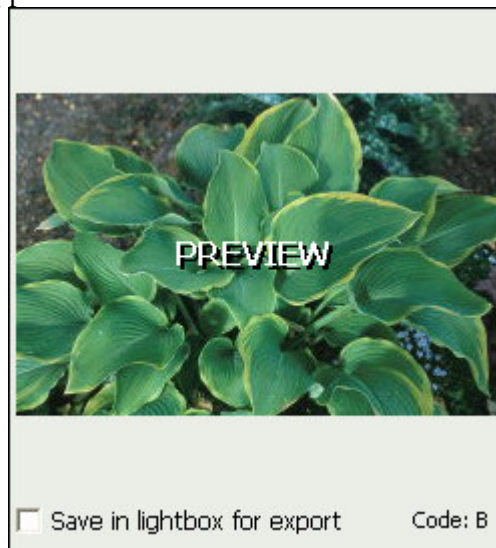
## Status Bar

At the bottom of the main screen is a status bar that contains the following information:

- Number of plants in the currently filtered list
- Number of images available for the currently selected plant; this entry is empty if no image is selected
- Amount of credits remaining for exporting images
- Number of images in the lightbox
- Cost of exporting the images currently in the lightbox

## Viewing Available Images

After you click on a plant name, you will see the images available for the selected plant. Each image for the plant will appear in a box as follows:



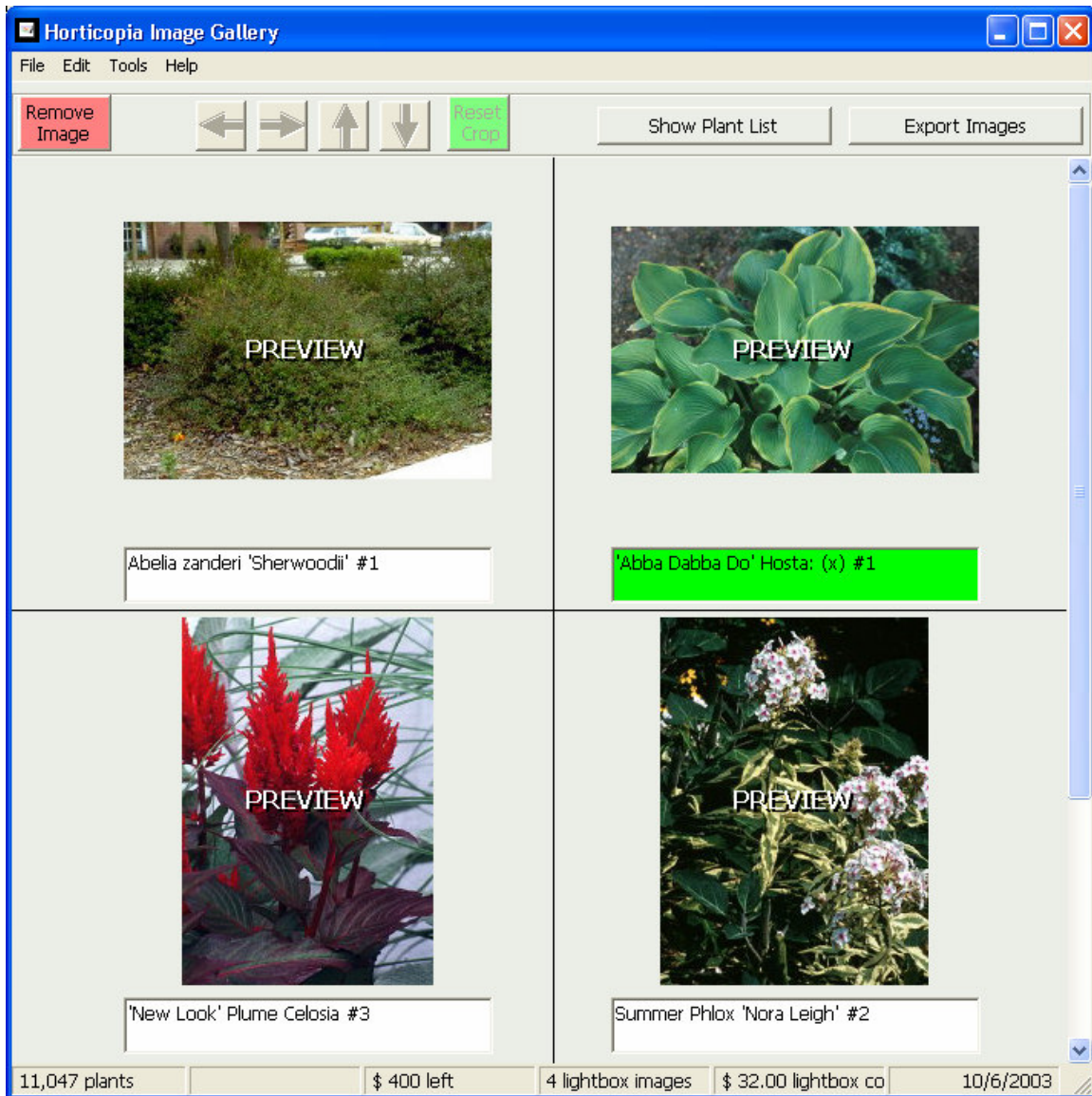
Note that the screened Preview appears only in the previews. The exported image will have no screening or markings.

If the image has been previously exported, the “save in lightbox for export” will be in red lettering and the word export will be changed to “re-export.” Note that **the Image Gallery cannot retrieve previously exported images that you have lost.**

Be sure to scroll through all the images to get a complete overview of the image availability for a plant.

Click on **Save in lightbox for export** to place the image in the lightbox.

## Working with the Lightbox



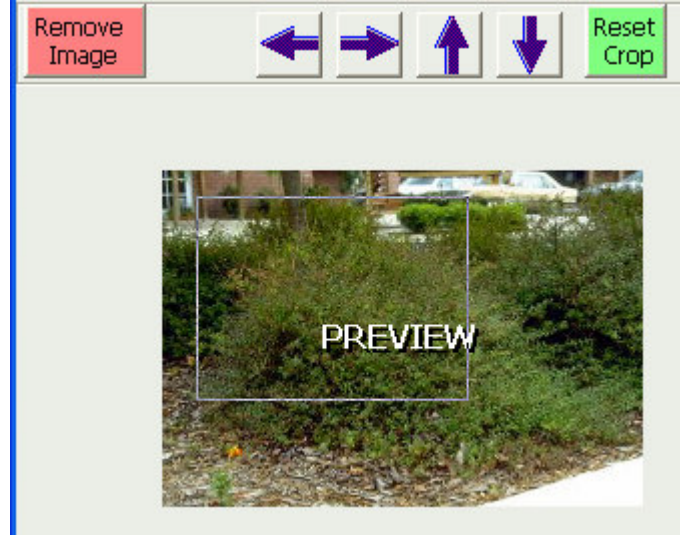
### Selecting an Image

You may select an image by either clicking on the image preview or the name of the image below the preview. In either case, the background of the name field changes to green to indicate the image has been selected.

### Cropping

Once an image has been selected, it may be cropped. Just place the mouse cursor on the **selected** image, then hold down the mouse and drag to create a cropping rectangle. The current cropping selection specified in the **Tools** menu determines the nature of the cropping. Variable cropping means that you simply drag to create a selection rectangle. If you selected **fixed aspect cropping** the relationship between the horizontal and vertical size of the cropping rectangle will remain constant. This lets you easily crop images to fit a

predetermined rectangle. The aspect ratio may be changed with the tools menu's **Change Aspect Ratio...**



Once you have established a cropping region, you may move the cropping rectangle by using the four directional arrow cursor buttons. You may also reset (deselect) the cropping region, if desired.

## Exporting

The **Image Gallery** suggests an export name for each image based on the botanical name of the plant and the image position. You are free to change the export name by entering a different name in the text box below the image.

When the image is exported, it will be appended with a suffix appropriate to its export format -- **.bmp**, **.jpg**, or **.tif**.

When you click on the Export Images button, the images will be exported. If necessary, you will be prompted to insert the appropriate image CD required for exporting. As each image is exported, the remaining export credits will be adjusted to reflect the cost of the export. Exporting will continue until either there are no images remaining for export, or there are insufficient export credits remaining.

## Returning to the Plant List

Click on **Show Plant List** to return to the plant list. You may make additional selections at that time and return to the lightbox at a later time. All entries in the lightbox, including export names and cropping selections, are retained even if you exit and restart the **Image Gallery**.

## Adding Credits and Categories

From time to time you may wish to purchase additional export credits. Clicking on the **Tools** menu and selecting **Update Hardware Key...** accomplishes this process.

The image shows a dialog box titled "Authorizations". It has a blue header bar. Below the header, there are two text labels: "Request Code:" and "Identification Code:". The "Request Code:" label is followed by a text input field containing the number "1983452861". The "Identification Code:" label is followed by a text input field containing the number "1595749526". Below these are three rows, each labeled "Authorization 1:", "Authorization 2:", and "Authorization 3:". Each row contains two empty text input fields separated by a hyphen. At the bottom of the dialog box are three buttons: "Reset", "OK", and "Cancel".

Both the **Request Code** and the **Identification Code** need to be communicated to Horticoxia, Inc. so that additional credits or libraries may be added to the hardware key. This process is usually done over the telephone, but it's also possible to simply note the two codes and provide them to Horticoxia. It is very important to not click **Reset** unless you really want to generate a new request. If you are submitting the codes to Horticoxia, wait until you receive your authorization codes before clicking on reset. You may continue to use the program until you receive the codes. At that time, you may return to the **Update Hardware Key** and enter your codes.

## IV Additional Information

In addition to this User Guide, **Image Gallery** provides extensive on-line information on using the product effectively and on solving potential problems.

### ***On-line Help***

The on-line help is accessed within HORTICOPIA<sup>®</sup> by selecting the appropriate item from the Help menu. The on-line help may also be viewed without starting the **Image Gallery** by clicking on the Start menu, then Programs, followed by **Image Gallery**, and finally Horticopia Image Gallery Help (Start->Programs->Horticopia Image Gallery->Horticopia Image Gallery Help).

### ***HORTICOPIA Web Site***

HORTICOPIA<sup>®</sup>'s web site is at <http://www.horticopia.com>

We have a section devoted to technical support. You can access this section directly at <http://www.horticopia.com/techsupp>. If you have any questions that aren't answered by this User Guide or the on-line help, take a look at our web site for up-to-the-minute information. You can also e-mail our technical support staff from the web page.

### ***Contacting HORTICOPIA***

Horticopia, Inc. provides HORTICOPIA-specific technical support to registered users. If you have problems with Windows, your computer system, or other software, please contact the vendors of those products.

Our technical support staff will be happy to assist you with any problems you experience installing or running the **Image Gallery**. Please read this User Guide and refer to the on-line help before contacting Technical Support. You should also access our web site at [www.horticopia.com](http://www.horticopia.com) to see if there are any updates or technical memos.

When contacting us for technical support by e-mail, be sure to include the following information:

1. Name and telephone number, along with hours at which you may be reached.
2. Type of system you are running (Windows 2000, XP or later).
3. Version of the HORTICOPIA software you are using (under the HORTICOPIA **Help** menu, select **About . . .** to get the version number).
4. Description of the problem, including what actions you took to cause the problem to occur.

Send e-mail to [support@horticopia.com](mailto:support@horticopia.com). We will usually get back to you the same day. To contact us by telephone, call (540) 338-9147 between 9:00 AM and 5:00 PM Eastern time, Monday through Friday. Please note that we do not provide technical support on our toll free sales and information lines.

## V Copyrights and Trademarks

HORTICOPIA<sup>®</sup> products are protected by copyright and trademark laws. This chapter explains how the copyright laws apply to your use of the **Image Gallery**.

### **HORTICOPIA Trademarks**

*HORTICOPIA* and *Garden Workbench* are registered trademarks of Horticipia, Inc.

### **Other Trademarks**

*Microsoft* and *Windows* are registered trademarks of Microsoft Corporation. *Adobe Acrobat* is a registered trademark of Adobe Corporation.

### **Copyrights**

All software, pictures, data and accompanying material are copyrighted. Copyright laws and international copyright treaties, as well as other intellectual property laws and treaties protect this information.

Your software license accompanying the HORTICOPIA<sup>®</sup> *Image Gallery* defines the permissible use of the images in HORTICOPIA<sup>®</sup> *Image Gallery*.

### **Examples of Prohibited Use**

The following uses of HORTICOPIA<sup>®</sup> *Image Gallery* images are always prohibited unless you have prior written permission from Horticipia, Inc. This list of prohibited uses is only a sample and is not to be construed as complete.

- You may not sell any images or products containing pictures derived from the HORTICOPIA<sup>®</sup> *Image Gallery*.
- You may not use any images or data from HORTICOPIA<sup>®</sup> *Image Gallery* on
  - websites,
  - newspapers and magazines with a national/international circulation,
  - product catalogs, or
  - commercially printed materials and publications.
- You may not display photographs or other information as a photography exhibit or any other fashion not incidental to your normal use.