

HORTICOPIA[®] *Professional*

Education Edition

User Guide

User Guide for HORTICOPIA® Professional Education Edition

For use with Microsoft® Windows® 7, 8 and later systems
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Introducing HORTICOPIA® Professional *Education Edition*

This chapter provides information on system requirements, installation, licensing and removal of the *Education Edition*. You will also learn how to run the program and where to get additional help with the *Education Edition*.

Welcome to the Education Edition

HORTICOPIA® *Professional Education Edition* is the most comprehensive on-line multimedia reference available for horticultural education. The collection of pictures, ease of access and rich features found in the *Education Edition* will make HORTICOPIA® your standard in interactive horticultural reference.

If you are familiar with other Microsoft® Windows® (7, 8) applications, then learning to use the *Education Edition* effectively will be very straightforward. The *Education Edition* uses common Windows conventions including menus, toolbars, lists, and multiple windows. The *Education Edition* is a full-featured program that provides in-depth coverage and flexibility. Please spend a few minutes familiarizing yourself with its basic operations and you'll be on your way to getting the most out of the *Education Edition*.

The *Education Edition* program itself, help files, supporting data files, and library files are copied to your hard disk during setup.

The *Education Edition* is comprised of a Software Setup and a Library Setup. The Software Setup contains all software components and data required for installing and running the *Education Edition*. The Library Setup contains pictures and other media elements used by the *Education Edition* software. You must run the Software Setup before you can use the *Education Edition* or access any information.

After installation, you will be in Demo mode so you can verify that the software installs and is fully functional and operates properly on your system. Purchasing a license for the software lets you install and access the full library of plant pictures and information.

System Requirements

Your system must meet certain minimum requirements before you install and run the *Education Edition*. The *Education Edition* is designed to run on Windows Vista, 7, and 8 systems. *If you are running in a user access controlled environment, you must have Administrative Privileges to install the software.* Installation of the *Education Edition* requires approximately 2 gigabytes of hard drive space and includes the picture library images.

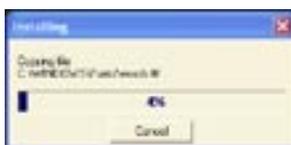
Installing the Education Edition Software

Horticipia recommends that you turn off any virus checking software before starting installation.

When the installation first starts, you will be presented with the **Welcome** screen.

For **Normal** installations, just click **Next**.

Note: Allow sufficient time for the installation to complete. Depending on the speed of your computer and the status of the installed supporting Microsoft software, installation may take from **5 to 30** minutes.



If you wish to select a different destination, click on the **Browse** button and select a new destination. Note that *Horticipia*

is always appended to the destination folder you select. If you do not want to install in a subfolder called *Horticopia*, be sure to delete the appended *Horticopia* shown as highlighted in the following screen image.

When the installation is complete, you will receive a completion dialog.



Under rare circumstances, you may be prompted to restart your computer. If this occurs, you must restart before you can



successfully proceed with running the software

Running the Education Edition the First Time

After double-clicking the Horticopia Education Edition icon on your desktop to start the *Education Edition*, if you are in Demo mode, you will get a display about your license purchase options. At this point, you may click on the **Skip** button to proceed with running the *Education Edition*.



The HORTICOPIA Advisor option will appear the first time you run the *Education Edition*. To speed the learning process of the *Education Edition* main features, new users are encouraged to enable the Advisor. You can use the **Help** menu options to control the presence of the HORTICOPIA Advisor topics.

Starting the Education Edition

The *Education Edition* is normally started by double-clicking on the Horticopia Pro Edu icon placed on your desktop during installation. If you delete this icon or if it's not visible, you may also start the *Education Edition* from the **Start** menu by selecting **All Programs** and then **Horticopia Edu**, followed by **HORTICOPIA Education Edition**.

We strongly recommend that you frequently access www.horticopia.com/support for more information on the *Education Edition*. Here you will find updates that correct any problems discovered after the production of the CDs, as well as FAQs, technical memos and on-going enhancements to the capabilities of the *Education Edition*.

Licensing

While running in Demo mode, you will be prompted with an option to purchase a license (or activate an existing license) each time you start the program. Once the software is activated, you will no longer receive this prompt and one full set of plant information will be available.

Transferring Education Edition to Another Computer

There may arise a situation where you wish to transfer the *Education Edition* to another computer. To do this, you must first deactivate the license. It is very important that you do not uninstall the program prior to deactivating the license. Once the license is deactivated, the *Education Edition* reverts to Demo mode. You may then install the *Education Edition* on another computer and, using the LicenseID and Password you received upon purchase of the *Education Edition* license, activate the new computer. This transfer procedure is allowed one time only.

For more information on the license transfer process, please see our website at

<http://www.horticopia.com/edusupport>

If you are upgrading your computer with major hardware changes such as replacing the motherboard or replacing the primary (boot-up) hard disk drive, you should also follow the license transfer procedure.

Disk Crashes

If your hard disk crashes and you restore it, the *Education Edition* will normally run properly. You may also re-authorize the same computer using the LicenseID and Password you received when the *Education Edition* license was purchased. Re-authorization on the **same** computer is not considered a transfer. If you experience problems running the *Education Edition* after a disk crash, please contact our Technical Support.

Getting Started with the *Education Edition*



Common tasks in the *Education Edition*. Spending a few minutes as an efficient *Education Edition* user. If you are already familiar with the software right away and consult the appropriate on-line

ation. If you've worked with other Windows® programs such as when you will already be comfortable with many of the aspects

used in the *Education Edition*. There are a few unique terms throughout the remainder of this chapter.

or *Education Edition*, frequently shortened to **Workbench**.

es and synonyms (names that appear in gray font). The primary

sources for nomenclature are the New Royal Horticultural Society Dictionary of Gardening and Hortus Third.

Favorites: patterned after the popular Microsoft Internet Explorer® feature that makes available a central location on the **Workbench** where you can store and quickly access frequently used items.

MyList®: plant names that have been designated by the HORTICOPIA® user as being special; MyList® plants have a check mark in the box next to their name.

Screening: the process of displaying only some of the available plants in the list; screening may be by MyList®, Hardiness zone, or other selections.

Layout: the composition of pictures, graphics, data and text created by the user with the intent of printing. Also known as Print Layout.

Preferred Picture: the picture designated as representative of the plant whenever several pictures are present; it appears at the TOP LEFT of the plant's preview pictures.

The Garden Workbench®

The heart of the *Education Edition* is the Garden Workbench®. From here, you're just a couple of clicks away from getting the information you need for any of the plants in the *Education Edition* Library. You can search for plants, select plants of interest to you, create lists, compare pictures from different plants, hear the botanical names pronounced, print lists/data/pictures, indicate Favorites, switch between common or botanical names, and more.



The above illustration shows the *Education Edition* Garden Workbench® annotated with circled key numbers identifying important areas:

1. Information Button -- displays the **Information** window for the plant name highlighted in the plant list.
2. Sound Button -- provides audio pronunciation of the botanical name of the plant highlighted in the plant list.
3. Attribute Button -- outlines the graphics in the main plant selection area as well as in the tab areas with a green border to reflect the characteristics of the plant highlighted in the plant list. This provides a graphic view of the plant's characteristics and lets you quickly find similar or compatible plants.
4. Thumbnails Button -- displays Thumbnail views of the plants highlighted in the plant list. If no plant is highlighted, all plants in the list will appear in the Thumbnails view.
5. Switch Names Button -- changes the list between Latin (botanical) and common names.
6. List Counter -- displays the number of plants currently displayed in the list. The counter is updated as you perform plant selections.
7. MyList® Button -- alternately shows the plants on MyList® or displays all the plants.
8. MyList® Counter -- displays the number of plants currently on the MyList®.
9. Clear Button -- resets the plant list. Any hardiness and plant type screening in effect remains and will affect the contents of the list.
10. Woodies Selection- displays only woody plants and the woody selection window is presented.
11. Herbaceous Selection -- displays only herbaceous plants and the herbaceous selection window is presented.
12. Exposure Graphic -- lets you select plants based on light requirements, perhaps the most important environmental criteria for plant performance after Hardiness.
13. Hardiness Graphic -- lets you select plants based on USDA zones.
14. Soil Type Graphic -- lets you select plants based on soil requirement.
15. Soil pH Graphic -- lets you select plants based on pH requirements.

The ABCs to Seeing Plant Information

- Locate the name of the plant by scrolling to the name or just begin entering the first few letters of the name on your keyboard.
- The yellow folders next to some plant names signify that a species has more than one cultivar. Click on these folders or the plus sign (+) to see the cultivars.
- Click once on the name of the plant you want so it's highlighted.
- Click on  the **Information** button, or double-click on the plant name.
- Double-click on a preview picture to view an enlarged picture or single click on one of the other tabs to view data.



Managing the Plant Lists

The plant list on the **Workbench** lets you find plants, create your own lists, refine plant searches, and see plant names in different arrangements or naming conventions.

- Select **Customize** from the **Tools** menu for options to adjust the list's appearance to your preferences. Click the **Workbench** tab to change the Plant list font as well as the default expansion level of the plant list to **Show all Plants** or to **Show all Cultivars**. You may also group the plant list by families instead of alphabetically.
- Switch between botanical (Latin) names and common names at any time by clicking on the Switch Names button  **Latin** / **Common**.
- The gray names shown in the botanical name list are synonyms and clicking on them will carry you to the current name.
- You've probably already discovered that you can select a plant name by clicking on it once. You can also select several plant names by holding down the **Ctrl** key while selecting them. Holding down the **Shift** key selects all the plants from the first selected one through the one you're currently pointing to. Multiple plant selection is useful in printing plant lists, creating Slideshows, viewing only selected plants and working with your own plant lists.
- Enter on the keyboard the first few letters of a plant name, and the plant list will jump to the first entry beginning with those letters.
- There are also several shortcut keys you can use with the plant list. Press **F1** while you're on the **Workbench** and look for "Keyboard Shortcuts."
- The **Find** feature  on the **Workbench** toolbar lets you search the list for specific words or even portions of words.

About MyLists®

You can designate plants to be on your own special list, which can be saved and re-opened at a later time. In HORTICOPIA®, this list is called MyList® and you can have as many lists as you wish.

Add or remove a plant on the MyList® by clicking the box next to the plant name. When a plant is added to a MyList®, a check will appear in the box next to the name.

Each time you add or remove a plant on a MyList®, the counter below the  MyList® button will be updated (item #8 on the Garden Workbench® graphic).

Add several highlighted plants to MyList® by clicking  on the toolbar. The entire list (usually after a search) can be added by selecting **Add All to MyList®** from the **Selections** menu or  from the toolbar.

Save each MyList® with the **File** menu **Save MyList** selection. The **Open** menu lets you load previously saved lists. The names of the most recently saved or opened MyList® files appear at the bottom of the **File** menu.

Working with common names - you may notice that when a plant name is selected, other names appear as grayed text. These are additional common names, or aliases, of the common name you selected. Once you add a common name to MyList®, the name you chose becomes your preferred common name. When you then display the MyList®, you will see only the preferred names you have selected.

Clicking on the MyList® button alternately shows only the plants on the MyList® or all the plants currently on the list.

Rearranging the plant name order - When viewing **only** the MyList® plants, you can rearrange the order of the plant names by first selecting a name or names and then holding down the **Alt** key and clicking in the list where you want to move the names. A red line indicates where the moved items will be placed when you release the mouse.

Quick Tour 1 – Searching for a Plant

1. To start, expand your plant list to show only the plant species names. On the toolbar, click **Workbench**, then **Show all Plants**. Make sure no hardiness zones are selected by right-clicking on the **Clear** button and selecting “Clear all selections”.
2. Click on  the **Switch Names** button, until your list is in botanical name (Latin) order.

Displaying Plants in the Plant List Based on Characteristics

1. Set a hardiness zone of 8b by clicking on the rectangle next to the number 8 on the hardiness chart.
2. Click on the **Woodies** or the **Herbaceous** selection.
3. Click on the yellow bloom petal. As you click on these plant characteristics, note the counter below the  button. It shows the number of plants that match your current search specifications. The plant list updates automatically each time you make a plant characteristic selection.
4. Select a plant height and then a leaf color and note with each selection the plant count changes.
5. Continue clicking on graphics until the plant count is about 50.

Using the Thumbnails View

1. Once you have about 50 plants in the plant list, click on , the **Thumbnails** button. You will get a Thumbnail window that shows the first picture of each plant in the list.



2. Enlarge the **Thumbnails** window by clicking on the **Maximize** button at the upper right corner of the **Thumbnails** window.

Quick Tour 2— Printing Data, Picture, and List Sheets

In this tour, you will learn how to print information for many plants all at once.

1. To start, make sure no hardiness zones are selected by right-clicking on  the **Clear** button and then selecting **Clear all selections**.
2. You can make sure there are no MyList® items by selecting **Remove all from MyList®** on the **Selections** menu or clicking on  on the **Workbench** toolbar.
3. Select about six plants and put them on a MyList® by checking the box next to the plant name.

Setting the Preferred Pictures

1. Click on  the **MyList®** button. There should be six (or so) plants in the list.
2. Click on  the **Information** button to view the preview pictures for the first plant.
3. The *Education Edition* uses the top left picture as the Preferred Picture for Data Sheets and Picture Sheets. You can change the Preferred Picture by holding the left mouse button down over the picture you desire and dragging it over the first (top left) preview picture and then release the mouse button. The picture will then be moved to the first position. This positioning will be remembered even if you quit and restart the *Education Edition*.

- To get to the next plant in the list, press the **F5** key or select the **Data** menu and click on **Next Plant**, or click on  on the **Data** toolbar.
- Repeat Steps 3 and 4 until all the preview pictures have been arranged so that your preferred picture is the first preview for each plant.

Getting Ready for Printing and Printing the Pictures

- From the **File** menu, select **Document Setup...** This will display the Document Setup window. Click on the **Pictures** tab. Selections on this tab control the format and layout of the picture sheets.
- Make your preference selections similar to the illustration at the right with 6 pictures per page selected, then click **OK**.
- Verify that no plants are selected in the list. You can click on the **Clear** button to make sure..
- From the **File** menu, select **Print-, Print Pictures**. You will get a printout of the pictures you placed in the first position of each plant.



Special Note: Data Sheets can be printed in the same manner as Picture Sheets. Create a MyList® and select your Preferred Pictures. From the **File** menu, select **Document Setup...** to display the Document Setup window. Click on the **Data** tab to control the format and layout of the data sheets. From the **File** menu, select **Print-, Print Data** to get a data sheet for each plant based on the selections you made on the **Data** tab.

Quick Tour 3 — Creating a Simple Layout

With this tour you will learn how to create and print a layout containing pictures and information. The first step in designing your layout is to specify its size and page orientation

From the **File** menu, select **Document Setup** and review the **Layout** tab settings. Or use  the **Document Setup** button at the top of your tool bar . (Changes to page size and orientation should not be made after you have begun the layout.) All other settings in the Document Setup window can be changed after the layout has begun.

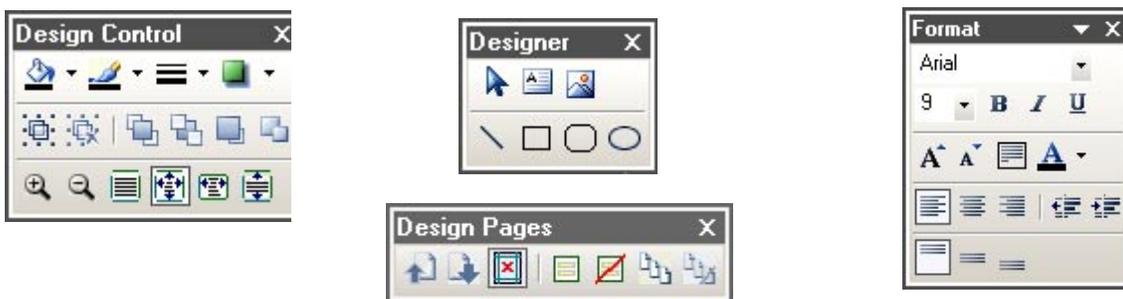
Adding a Plant Picture to a Layout

- Begin by selecting a plant from your list and double-click on the name to bring up its Plant **Information** window. The tabs are shown below.



Your layout can include any of the pictures and text found in the Plant **Information** window, except Scratch Pad, Spreadsheet.

- To select a plant picture, click once on the image and a green frame will appear. Single click on the **Copy to Layout** button  on the **Data** toolbar to the right of your screen.
- The layout window will appear. The toolbars that used for layout design are shown undocked below.



Take the place pointer , hold down the mouse button and drag a box where you would like to have your picture appear in the layout. You can resize the picture by dragging the boxes in the corners of the picture.

Suggestions: Add a frame around your picture using  the Line tool found on the Design Control toolbar.

With the picture selected, click on the triangle and select the desired border line size.

Use the Design Control toolbar tools to change the fill color for an item , add a shadow to an item  and even change the color of the shadow.

Other pictures may be added to your layout by minimizing the Layout window and making another selection using the same steps mentioned above.



Adding Text to a Layout

1. You can also add text to your layout from other tabs on the Plant **Information** window, except the Scratch Pad and Spreadsheet. Using the same procedure as when adding pictures, with the information tab open, click on  the **Add to Layout** button. Then drag a box as before to add the information to the layout.
2. A text box can be added to your layout to include your own information, such as company name, customer name, etc. The **Insert Text Box** button  is found on the **Designer** toolbar. You also can use the  **Insert Graphic** button found on the **Designer** toolbar to insert your own images or graphics. Additional pages can be added to your layout using  the **Insert Pages** button found on the **Pages** toolbar. To move between the pages of your layout, click on the  **Previous Page** and  **Next Page** buttons located on the **Design Pages** toolbar.

Printing

1. You're now ready to print!
2. From the **File** menu, select **Print Layout**.

Quick Tour 4 — Creating an Advanced Layout

In this tour, you will learn how to create a master page and a custom multiple page layout. Set your printer to portrait orientation with letter size paper. Your plant list should be in botanical name order. If not, click on  the **Switch Names** button to change the list from common to botanical names. Make sure there are no MyList® items by selecting **Remove all from MyList®** under the **Selections** menu. To clear all selections, right-click on  the **Clear** button, then click on **Clear all selections**.

Creating a Master Page

1. Open a blank layout by clicking on the **Window** menu and select **Layout Window**. The layout window will appear along with the **Format** toolbar and the **Designer**, **Design Control** and **Design Page** toolbars docked at the right of the screen.
2. Click on the  **Master Page** button on the **Design Page** toolbar or select **Master Page** from the **Page** menu. This will display an empty page with **Untitled Layout Master Page** in the Title bar area. Everything you add to this page will appear as a background on all other pages in this layout.
3. Click on the  **Oval** button on the **Designer** toolbar and move the  cursor near the top left of the page. Hold down the left mouse button, drag an ellipse and release the button.
4. Click on the  triangle of the **Fill Color** button and select **Select Fill Color**. Then select the yellow color and click **OK** to fill the circle.
5. Scroll towards the bottom of the master layout page and insert a text box using  the **Insert Text Box** button on the **Designer** toolbar.
6. After clicking on the **Insert Text Box** button, position your mouse pointer in the layout page and click and drag a box to the size that you wish your text box to be.
7. In the text box, type the words: "This will appear on every page of this layout" then click outside the box for the text to appear. You can size this text box by clicking and dragging the handles that appear around the perimeter of the box when it is selected. You can also change the color of the text box background by using the  **Fill Color** button.



- Click on  the **Master Page** button on the **Design Page** toolbar or select **Master Page** from the **Page** menu to go back to normal editing mode. The title bar for the layout will read: **Untitled Layout - Page 1/1**.

Multiple Page Layout

- Add a second page to the layout by clicking on the **Page** menu and selecting **Insert Pages**. You can also insert pages by selecting  the **Insert Pages** button from the **Design Page** toolbar. A dialog box will appear. Insert 1 page after the current page and click OK. The title bar for the layout will read: **Untitled Layout --- Page 2/2**.
- Click on  the **Previous Page** and  the **Next Page** buttons to see the master page items on each page.



- Try to click on the yellow circle. You'll notice that in the normal page view, it cannot be changed and will always appear in the back. This is because it is located on the master page. To edit or resize this item, you will need to return to the master page by clicking on  the **Master Page** button on the **Design Page** toolbar or selecting **Master Page** from the **Page** menu.



Inserting Graphics, Text, and Shapes into the Layout

Perform the following steps 1 - 5 on page 1 of the layout. Click on the **Previous Page** button until the title bar reads, **Untitled Layout - Page 1/2**.

- Insert a graphic** - click  the **Insert Graphic** button from the **Designer** toolbar. Hold down the left mouse button inside the layout and drag a box to the size of your graphic. Release the mouse button and a dialog box will appear. In the dialog box, browse to your Windows directory and there should be several image files such as "Soap Bubbles.bmp". Select this file or an alternate image file if these are not available. Click the **Open** button and your graphic will appear in the box.

You can enlarge it by grabbing and dragging the boxes that appear on the border of the graphic. Any item on the print page can be resized in this manner. HORTICOPIA® pictures will be re-sized proportionately and will not be distorted during the re-size process. Other page elements can be stretched vertically or horizontally in the desired proportions.

- Insert a text box** - click  the **Insert Text Box** button from the **Designer** toolbar. Hold down the left mouse button and drag a box to the right of your graphic. When the text entry window appears, enter the text "Your Company Name". Center the text in the box by clicking on the **Align to Center** button on the **Format** toolbar. Edit the properties of the text using the **Format** toolbar. Try changing the font, resizing the font, and changing the color using the corresponding buttons while the item is selected.

- Insert a rectangle** - click  the **Rectangle** button on the **Designer** toolbar then drag a box to size the rectangle. Apply a yellow background color using  the **Fill Color** button on the **Control** toolbar. Click on the triangle on this button, select **Select Fill Color** and choose a yellow. Move and resize this box so that it is positioned in front of and completely hides the previous two elements you have placed on this page.

While you have the rectangle selected (single-click on it) click  the **Send to Back** button on the **Design Control** toolbar. This should place the filled box behind the other elements so that they are now visible and more appropriately presented. It should look something like what you see at the right.



Minimize the layout by using  the **Minimize** button on the right side of the title bar for the Layout window. This should reveal the Garden Workbench® which was hidden by the Layout window. The Layout window is still open and pictures and data can be added.

- Add a picture** - Double-click on any plant of your choice to open its **Plant Information** window. Single click on the first preview picture and a green outline will appear around the picture.

Single click on  the **Copy to Layout** button on the **Data** toolbar. This action maximizes the Layout window and converts the mouse pointer into a  place pointer.

Position the place pointer below the previously placed elements on the page and click and drag a box to the size that you want your picture to be. The selected image will appear on the page. You can move it to place on the page below your other page elements.

5. **Add a border** - select an image and use  the **Line** button on the **Design Control** toolbar to add a border to an image. Click the triangle on this button to select a line size. After you select a line size, a border will be placed around the image. To remove a border, click on the triangle again and select **No Line**.
6. **Add a page** - Using the **Page** menu or the **Design Page** toolbar, select  the **Insert one or more pages** button and then 1 page after the current page when prompted. A blank page will appear and the title bar will read: **Untitled Layout -- Page 3/3**.

Add information to Page 2

1. Minimize the Layout window using the **Minimize** button. The Plant **Information** window for the plant that you used for the picture should still be visible.
2. Click on the **Information** tab and then click  the **Copy to Layout** button on the **Data** menu. This again maximizes the Layout window.
3. Click with  the place pointer in the upper left hand corner of the page and again drag a box. The information will then appear. Resize this text box vertically and horizontally using the squares that surround the box so that all text is visible. Text in this box can also be edited by double clicking on the text box, then formatted using the **Format** toolbar. Now you have successfully created a multipage document.

Getting Ready to Print and Printing

1. To save this document for future reference, click on the **File** menu and select **Save Design** or **Save Design As**. In the dialog box that appears, enter the filename “Quicktour4” and click **Save**.
2. To preview this document, click on the **File** menu and select **Preview Layout**. You can also use  the **Preview Layout** button on the **Standard** toolbar by clicking on the arrow, then click **Preview Layout**.
3. To print this document from the Preview window, click on  the **Printer** button in the lower right hand corner of the Preview window.
4. To print this document from the Layout window, click on the **File** menu and select **Print...** You can also use  the **Print** button on the **Standard** toolbar.
5. Close the Layout window by clicking on the **Close** button on the right side of the title bar.
6. To open the layout file, click on the **File** menu, then **Open Layout...** In the dialog box that appears select the filename “Quicktour4” and click **Open**.
7. At this point, the layout can be re-edited, printed or saved. To edit the layout and save it as a different file, click on the **File** menu and select **Save Design As**. In the dialog box that appears, enter a different filename and click **Save**.
8. Close all windows to return to the Garden Workbench®.

Quick Tour 5—Using the Favorites Menu

This tour introduces you to the **Favorites** menu.

Accessing Favorites

1. To start this tour, your plant list should be in botanical name order. Click on  the **Switch Names** button, if needed. To clear all selections, right click on  the **Clear** button, then click on **Clear all selections**.
2. Click on the **Favorites** menu and select **Native Plants**, then select **Mexico** from the submenu that appears. The **Workbench** plant list automatically updates to show you all plants native to Mexico. The counter below the **Latin/Common** button displays the current number of plants in your list, all native to Mexico.

- From the Hardiness chart, select Zones 8A and 8B and note the drop in the plant count. The list is again updated (any favorites list can be retrieved and then screened using the **Workbench** graphics). To return to the complete list without Hardiness screening, right click on the **Clear** button and select **Clear all selections**.

Adding a Plant to Favorites

- Double-click on a plant name in the **Workbench** plant list and the Plant **Information** window for that plant will appear. Click on the **Favorites** menu and click **Add Plant**. The Add to Favorites dialog box appears.
- Confirm the name of the plant that appears or enter a different name. Click OK and exit the Plant **Information** window by clicking  the **Close** button on the right side of its title bar.
- Click again on the **Favorites** menu and see added plant name on the list. Click on the name and the Plant **Information** window for that plant will open. The Plant **Information** window can now be opened at any time without locating the plant in the **Workbench** plant list.
- Close any Plant **Information** windows that may be open to return to the Garden Workbench®. Click on the **Clear** button to clear any selections.

Adding a Graphic to Favorites

- Click on the **Favorites** menu and click **Add Graphic**. The Locate a User Graphic File dialog box appears. Browse to your Windows directory and there should be several image files such as "Soap Bubbles.bmp". Select one of these files or an alternate image file if these are not available. Graphics can be logos, clip art or pictures from your scanner or digital camera.
- Click the **Open** button. The Add to Favorites dialog box appears. Enter a name that will help you identify the graphic when accessing the **Favorites** menu. Click **OK**.
- Next open the layout window by clicking on **Window** from the menu bar then selecting **Layout Window**. After the blank layout appears, click on **Favorites** and locate the added graphic. Click on this name and  the place pointer will appear when moving the mouse pointer over the layout. Hold down the mouse button and drag a box to the size you want for your graphic and release the button. The graphic will then appear.



Adding your own graphics to the **Favorites** menu is an excellent way to easily keep track of and copy graphics that you wish to use repeatedly when creating layouts.

- Close the Layout window and return to the Garden Workbench®. Click on the **Clear** button to clear any selections.

Adding a Layout to Favorites

You can also add a layout to the **Favorites** menu or change a layout that has been added to the **Favorites**.

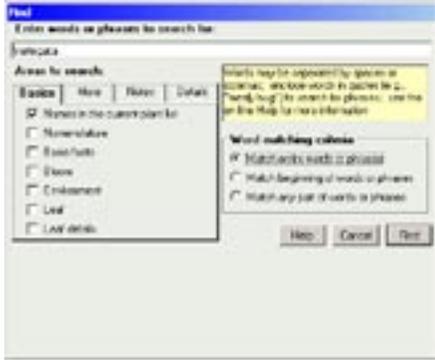
- Open a saved layout or create a new a layout.
- Click on the **Favorites** menu and click **Add Layout**. The Add to Favorites dialog box appears. Enter a name that will help you identify the layout when accessing the **Favorites** menu. Click **OK**. Close the Layout window.
- Retrieve the layout by clicking on the name under the **Favorites** menu.

Adding a Picture to Favorites

- Double-click on a plant name from the Garden Workbench® plant list. The Plant **Information** window for that plant will appear. On the Preview tab, double-click on a preview picture to display the picture in a larger view. Click on the **Favorites** menu and click **Add Picture**. The Add to Favorites dialog box appears.
- Confirm the name of the picture that appears or select a name that will help you identify the picture when accessing the **Favorites** menu. Click **OK**. Close the picture and close the Plant **Information** window by clicking  the Close button, on the right side of the title bar of the **Information** window.
- Once again, click on the **Favorites** menu. The name of the added picture will appear in the list. Not only can you quickly view your favorite pictures using **Favorites**, but also add them to a print layout(s).

Selecting Criteria for a Search

1. Type in the word “Variegata”. All **Find** operations are case insensitive.



2. On the **Basics** tab, select the **Nomenclature** checkbox. Verify that **Word matching criteria** is set to “Match entire words or phrases”. Select it by clicking on the radio button beside the selection.

3. Click on the **Find** button. Your plant list will now show all of the plants whose name contains the word “Variegata”.

4. Click the **Clear** button to reset your list and try the **Find** again. This time type in “screen”.

5. Click on **Names in the current plant list**, then the **Details** tab, and then on **Landscape Uses**. Verify that **Word matching criteria** is set to “Match entire words or phrases”. Select it by clicking on the radio button beside the selection.

6. Click on the **Find** button. Your plant list will now show all of the plant whose **Landscape Uses** field contains the word “screen”. Double-click on one of the plant names to open its plant information window. Click on the **Contributed Data** tab and then on the **Details** tab to see that the **Landscape Uses** field contains the word “screen”. To return to the Garden Workbench®, exit the plant information window by clicking on the exit button in the upper right corner of the window.

7. Click **Clear** to reset your list and try the **Find** once again. This time type in “snails”. Click on the **Notes** tab, then on **Pests, diseases, & damaging agents**. Verify that **Word matching criteria** is set to “Match entire words or phrases”. Select it by clicking on the radio button beside the selection. Click on the **Find** button. The plant list now includes the plants with the word “snails” in the **Pest, diseases & damaging agents** notes.

8. Select (highlight) one of the plant names and then click on  the **Information** button. Now, click on the **Contributed Data** tab and then look in the **Notes** tab and see that the **Pest, diseases & damaging agents** notes contain the word “snails”.

9. Closing the **Plant Information** window will return you to the **Workbench**.

10. Click on the  **Clear** button on the Garden Workbench to reset your list.

Quick Tour 7—Creating a Watermark Sheet for your Documents

This tour shows you how you can create Watermark Sheets for your Data, Picture and List Sheet documents to give them a very custom look. A Watermark Sheet is similar to the Master Page described in Quick Tour 4, except it is used for each page of the Data, Picture and List Sheets. You can have as many Watermark Sheets as you wish and can designate different Watermark Sheets for each document.

Creating a Watermark Sheet

1. Open a blank layout by clicking on the **Window** menu and select **Layout Window**. The layout window will appear along with the **Format** toolbar and the **Designer, Design Control** and **Design Page** toolbars docked at the right of the screen.

2. From the **Designer** toolbar, click on the ruler bar and drag guides to show the margins for your document. Since the program will print the document within the margins, you will want your watermark image between the margins and the edge of the paper.

3. Using the example to the right, add a text box for company and client name, as well as graphics on the top, bottom and sides.

4. Save the design as Watermark Sheet for Data.

5. Under Document Setup for the Data Sheet, click on **Set Data Sheet Master** button and browse to Watermark Sheet for Data and click **Open** then **OK**.

6. Select any plant by single clicking on the name, click on  the **Preview** button and click on preview data. The Watermark Sheet will appear on each page of your Data Sheet document.



Additional Information

In addition to this User Guide, *HORTICOPIA® Professional Education Edition* provides extensive on-line information on using the product effectively and on solving potential problems.

Getting Assistance While You Work

The on-line help is accessed within HORTICOPIA by pressing function key **F1** or by selecting the appropriate item from the **Help** menu. The on-line help may also be viewed without starting the *Education Edition* by clicking on the Start menu, then Programs, followed by Horticipia Edu, and finally HORTICOPIA Education Edition Help (Start->Programs->Horticipia Edu->HORTICOPIA Education Edition Help). Please refer to the on-line help before contacting our Technical Support department.

Context-sensitive Help

When you press the **F1** key, the *Education Edition* will present the help section relevant to the area you are currently working in. For example, if you are working with a Layout, pressing **F1** will display the help related to the Layout.

Tool Tips Help

The Garden Workbench® graphics, buttons and list icons have specific information that may be viewed by placing the mouse cursor over the graphic or button and then not moving the mouse for a couple of seconds. This feature is also available with the navigation buttons displayed with the plant information window, the Slideshow toolbar buttons, and all other toolbar buttons.

Link to the Technical Support Web Page

Connecting to <http://www.horticipia.com/edusupport> should be your first step in obtaining technical support and we have provided a link to our site under **Help** on the menu bar. If you have an Internet connection, you may use this link to access the HORTICOPIA website. Clicking Support will take you to the Technical Support portion of our site and here you will find additional information concerning questions you have about the *Education Edition*. We have posted technical bulletins, Knowledgebase FAQs, software revisions and a Support Request Ticket form that will make it easier for us to help you.

In Case of Problems

During program setup, you may get a message asking you to restart the computer before installation can be completed. This procedure updates software libraries that may be in use by other applications.

The *Education Edition* is a graphics intensive application. It works correctly on Windows 7, 8 or later systems provided these systems are configured with components that are compliant with Windows standards. You may experience program crashes if your system uses drivers that are not Microsoft certified.

Graphics drivers and printer drivers are often out of date, even on brand new computers, graphics cards and printers. We strongly urge you to check the respective manufacturer's websites for driver revisions. On new hardware models, frequent driver revisions are not at all unusual.

Removing the Education Edition

During the installation process, the *Education Edition* creates the procedures necessary for removing the software. To remove the program, do the following:

If you plan to install the *Education Edition* on a different computer, be sure to read the information under Licensing in this chapter before you remove the program.

From the system Control Panel, open **Add/Remove Programs**. Find *HORTICOPIA® Education Edition* in the list and remove it. If, for some reason, you wish to reinstall the *Education Edition*, you should always remove it first.

Documents on Our Website

Several documents in Adobe® Portable Document Format (PDF) have been stored on the HORTICOPIA website and can be accessed through <http://www.horticopia.com/edusupport>.

If you do not have a compatible version of Adobe® Acrobat® Reader installed on your system, you may obtain a free copy from Adobe's website at www.adobe.com.

Horticopia, Inc. Web Site

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

There is a section devoted to technical support for the *Education Edition*. You can access this section directly at <http://www.horticopia.com/edusupport>. 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, Inc.

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.

If you have problems with installing or running the *Education Edition*, please complete a Support Ticket and submit to our Help Desk support staff.

You will need the following information:

1. Name, email address and Product Number.
2. Type of system you are running (Windows® Vista, 7, 8, or later).
3. Version of the HORTICOPIA software you are using (under the HORTICOPIA **Help** menu, select **System Parameters** to get the version number).
4. Description of the problem, including what actions you took to cause the problem to occur.

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