

HORTICOPIA® *A to Z*



User Guide

HORTICOPIA® User Guide for A to Z
Version 1, for use with Microsoft® Windows® 95, 98, 2000 and NT 4.0 or later systems

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HORTICOPIA

Dear HORTICOPIA Customer,

We wish to thank you for purchasing *HORTICOPIA A to Z*. Whether you are new to HORTICOPIA, or adding to your HORTICOPIA library, we're confident that this latest product will meet and exceed your needs and expectations.

The first edition of *HORTICOPIA Perennials and Annuals* set the standard in CD-ROM based horticultural reference. Subsequent releases added quite a few ease of use features to support the larger number of pictures and plants. With *A to Z*, HORTICOPIA raises the standard again. Our unique Garden Workbench® with its intuitive and powerful searching and retrieval capabilities has been fine-tuned with more "expert knowledge" built in and a host of added features to make it even easier to use.

We appreciate the suggestions and comments from our many users that we've received with our previous HORTICOPIA releases. The changes we've incorporated reflect, in part, those many user inputs. Foremost among the new features are:

- **Garden Workbench** Now reorganized to allow the selection and integration of both woody and herbaceous plants. A new preview window allows you to instantly see the preferred picture of the plant you have highlighted in the list.
- **Botanical Names** As always, we've updated our botanical names and kept the old ones in parentheses so you can find plants that way too. The names now reflect the nomenclature found in the *New Royal Horticultural Society Dictionary of Gardening*. If this source did not list a plant, we then deferred to *Hortus Third*. In those cases where neither source had a reference, we relied on the expertise of our horticultural advisers from academia.
- **Print Layout** This very popular feature has been expanded by letting you add your own text directly onto the print page. The information copied to the print page from HORTICOPIA can now be edited as well.
- **List Editor** The popular lists menu has been expanded to include the lists of various special interest groups. The new list editor allows you to select which lists you want to see and even create your own lists to be included under the lists menu.
- **Plant and Picture Collection** With over 9500 pictures representing in excess of 4000 plants, you'll find our collection to be the most comprehensive available. For the first time we have integrated both woody and herbaceous plants on one CD.

Along with the entire HORTICOPIA Development team, I hope you enjoy using this product as much as we enjoyed creating it for you.

September 1999

Anne Muecke,
Editor and Publisher

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Introducing HORTICOPIA A to Z

This chapter provides you with information on system requirements, installation or removal of *HORTICOPIA A to Z*. You will also learn how to run the program and where to get additional help with *A to Z*.

Welcome to HORTICOPIA

A to Z is the most comprehensive on-line multimedia reference available for horticultural information. The collection of pictures, ease of access and rich features found in *A to Z* will make HORTICOPIA your standard in CD-ROM horticultural reference.

If you are familiar with other Windows 95 applications, then learning to use *A to Z* effectively will be very straightforward. *A to Z* uses common Windows conventions including menus, lists, and multiple windows. *A to Z* 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 *A to Z*.

Installation

A to Z is installed on your computer with the Setup program. The *A to Z* program itself, help files, supporting data files, and library files are copied to your hard disk during setup. On many Windows 95 and NT systems, simply inserting the CD will start the Setup program.

You must run the Setup before you can use *A to Z*.

Before You Run Setup

Your system must meet the minimum requirements before you install and run *A to Z*. The accompanying table summarizes these system requirements. However, successful installation does not guarantee that your system meets the requirements necessary for running *A to Z*.

Requirements	Minimum	Recommended
Processor	Pentium or equivalent	Faster is better
Main memory (RAM)	Windows 95 -- 16 megabytes Windows NT -- 24 megabytes	32 megabytes or more
Hard disk space	3 megabytes available	12 megabytes or more available; if running with one CD-ROM drive, 650 megabytes available
CD-ROM drive	2 speed	At least two CD-ROM drives, 4 speed or faster
Mouse or other pointing device	required	required
Video adapter	Display of 256 colors, but it will run slowly and colors will not be optimum	High color (thousands of colors, 16 bit color, or 65536 colors) or better (true color, 24 or 32 bit color, millions of colors, 16 million colors)
Monitor	640 by 480 screen resolution	800 by 600 or higher screen resolution
Windows compatible sound	Optional	Required to hear botanical names and background music
Printer	Optional	Windows compatible color printer
Operating System	Windows 95, Windows NT Version 4, or later	

Setting Up A to Z

Many Windows 95 and Windows NT CD-ROM drives support **Autoplay**. Simply insert the *A to Z* CD set in your CD-ROM drive. In a few seconds, the *A to Z* setup program should start.

If the automatic start-up of Setup does not work on your configuration or causes a problem, you may install *A to Z* as follows:

1. From your taskbar's **Start** button, select **Run...**
2. Enter **d:\setup32\setup** If your CD-ROM drive is not on drive D, substitute the appropriate drive letter.
3. Click on **OK**

Once setup starts, you will be asked to supply certain optional information. Follow the setup instructions carefully.

If you get any error messages when trying to start Setup, be sure that your Windows system recognizes the CD. Open **My Computer** and make sure you see the *A to Z* CD icon and the **A-Z** volume name. Note the drive letter next to the icon.

Alternately, you can locate the *A to Z* CD in **My Computer** or with your **Windows Explorer**. Click on the *A to Z* icon with the right mouse button and then select **Install A to Z**

During the setup process, you have the option of choosing *Typical*, *Compact* or *Custom* installations. Unless you have compelling reasons to do otherwise, we strongly recommend that you use the **Typical** installation option. *A to Z* occupies minimal disk space, since all the photographs and sound remain on the CD.

If you are very short on disk space, you may choose the **Compact** installation option. This saves about 3.5 megabytes of disk space, but there will be a performance penalty during execution.

Some users desire a portable *A to Z* system where it can be run on a variety of computers with minimal installation. This feature may be attractive to students who run the software in computer labs. To use this mode, you must still install the runtime libraries used by *A to Z*. Choose the **Custom** setup option and select only **System Files**.

You can then run *A to Z* directly from the CD as follows:

1. From your taskbar's **Start** button, select **Run...**
2. Enter **d:\run_cd\a-z** If your CD-ROM drive is not on drive D, substitute the appropriate drive letter.
3. Click on **OK**.

If you have personal notes that you wish to create and use during CD run sessions, enter **/MEMO=[full path and name of user notes file]** after the run command. Examples:

```
d:\run_cd\a-z /memo=c:\docs\horticopia notes.not
```

```
e:\run_cd\a-z /MEMO=d:\docs\hortnote.xxx
```

Starting A to Z

The CD MUST be in a CD-ROM drive to run A to Z

If you chose the default installation group, select *A to Z* from your **Start** menu's **Programs**. Otherwise, start *A to Z* from the program group you chose at installation time.

Do not remove the CD while *A to Z* is running. You may experience errors if you do so.

Getting Assistance While You Work

A to Z provides you with additional information while you are running the program. The on-line help is always available by pressing the **F1** key.

Smart Cards

When you first start *A to Z*, Smart Cards will appear to guide you through the most commonly used features of *A to Z*. If you wish to recall Smart Cards that you have closed out, you may do so with the appropriate **Help** menu selections.

On-line help

The *A to Z* on-line help follows standard Windows conventions. The help can be started from the **Help** menu or by pressing the F1 key. The entire on-line help document may also be printed by following the instructions found in the chapter titled **Additional A to Z Information**.

You can print individual help topics with the help system's **Print Topic**.

Context sensitive help

When you press the F1 key, *A to Z* will present the help section relevant to the area you are currently working in. For example, if you are working with a Print Layout, pressing F1 will display the help related to the Print 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 and with the slide show tool bar buttons.

Link to Technical Support Web Page

Within the on-line help, we have provided links to our technical support web pages. If you have an Internet connection, you may use these links to access the HORTICOPIA website. Here you may find additional information concerning questions you have about *A to Z*. We will post technical bulletins as well as any software revisions.

Removing A to Z

During the setup process, *A to Z* creates the procedures necessary for removing the software.

From your Control Panels, open **Add/Remove Programs**. Find *HORTICOPIA A to Z* in the list and remove it. If, for some reason, you wish to reinstall *A to Z*, you should always remove it first.

In Case of Problems

During program setup, you may get a message asking you to quit other running applications. Typically, applications on a system that has just been started will be found in the **Startup** folder. You may temporarily copy the entries in the **Startup** folder to another folder or group and restart your system. After installation is complete, the contents of the **Startup** folder may be restored.

You can also attempt to resolve the conflict by terminating other running applications. First, you should step through all active applications and terminate each one. You can cycle through the active applications by holding down the **Alt** key and then pressing the **Tab** key.

If you still have problems, you can view the current task list as follows:

1. Hold down the **Ctrl** and **Alt** keys and press on the **Del** key (Windows 95) or, for Windows NT, click on the task bar with the right mouse button and select *Task Manager*..
2. *Explorer* and *Systray* should always be in the task list. Other items may be the cause of installation conflicts. If you're not running on a network, then try terminating the additional tasks listed and try reinstalling. If you're on a network, you should contact your Network Administrator.

A to Z is a graphics intensive application. It works correctly with all systems configured with Windows standards compliant components. You may experience program crashes if your system uses drivers that are not Microsoft certified. Be sure to read the README.TXT file on the CD if you experience such problems.

Getting Started with A to Z

In this chapter, you will learn how to perform some of the common tasks in HORTICOPIA. Spending a few minutes reading this chapter will put you on the fast track to being a proficient HORTICOPIA user. If you are already familiar with previous HORTICOPIA products, you may wish to get started with the software right away and consult the on-line topic *Quick Start for A to Z Users*.

HORTICOPIA Concepts

HORTICOPIA A to Z is a “standard” Windows software application. If you’ve worked with other Windows programs such as word processors, spreadsheets, graphics design packages or database systems, then you will already be comfortable with many of the aspects of A to Z.

Nomenclature

The on-line help contains an extensive glossary of terms used in A to Z. There are a few unique terms and usages within the software that will help in understanding the remainder of this chapter.

Alias an additional common name for the same plant

Garden Workbench the main HORTICOPIA window from which most tasks are accomplished

Layout (Print Layout) the composition of pictures, data and text created by the user with the intent of printing

MyList plant names that have been designated by the HORTICOPIA user as being special; MyList plants appear in green lettering

Preferred Picture the picture designated as representative of the plant whenever several pictures are present; it appears first among the plant’s *preview* pictures

Screening the process of displaying only some of the available plants in the list; screening may be by MyList, hardiness zone, or other factors

Thumbnails a set of small pictures showing the preferred picture for a group of plants

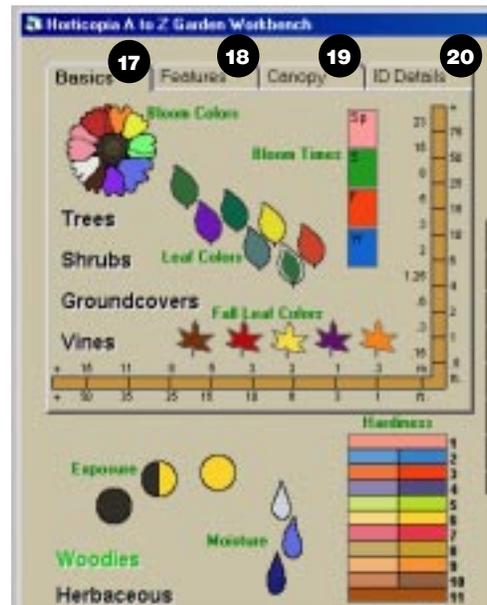
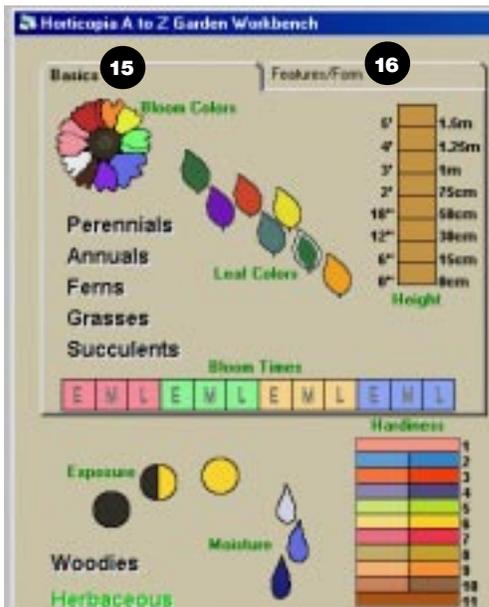
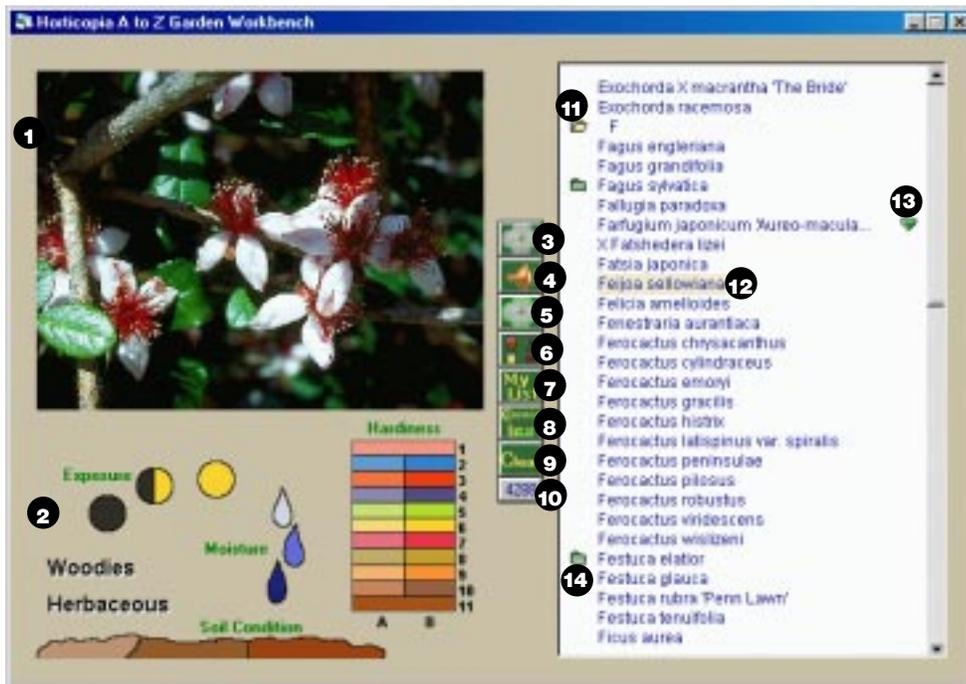
The Garden Workbench®

The heart of HORTICOPIA 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 A to Z. You can search for plants, select plants of interest to you, create lists, compare pictures from different plants, hear the botanical names pronounced, switch between common or botanical names, and much more.

The accompanying illustration shows the A to Z Garden Workbench annotated with circled key numbers. These keys identify the most important areas:

1. **Workbench Preview** - When HORTICOPIA A to Z starts, this area contains an A to Z introductory graphic. After clicking on a plant name, the first of the preview pictures is displayed in this area. A large screen view of the picture is retrieved by clicking on this image. When a plant category is selected, this image is replaced by the selection tabs for that plant category.
2. **Main plant selection** - comprises the primary selection criteria for the plant. These include hardiness, soil type, category, moisture, and exposure. Select any combination of environmental attributes and the hardiness zone. The hardiness you select is used for all future selections. You must change or reset the hardiness if you want a different setting. Hold the mouse steady over any of the graphics to get a brief explanation.
3. **Action Button** -- displays the information window for the plant whose name is highlighted in the plant list
4. **Sound Button** -- provides audio of the botanical name for the name of the plant highlighted in the plant list
5. **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.

6. **Thumbnails Button** -- displays thumbnail views of the plants highlighted in the plant list. If no plants are highlighted, all plants in the list will appear in the thumbnails view.
7. **MyList Button** -- alternately shows only the plants you have placed on MyList or displays all the plants.
8. **Switch Names Button** -- changes the list between botanical and common names.
9. **Clear Button** -- resets the plant list. Any screening in effect remains and will affect the contents of the list.
10. **List Counter** displays the number of plants currently displayed in the list. The counter is updated as you perform plant selections.
11. **High level list folder** -- clicking on this icon alternately expands and collapses the plant list.
12. **Selected plant name** -- the currently selected plant name appears as highlighted.
13. **Continuation** -- for plant names too long to fit on one line, clicking on the continuation button will display the full name.
14. **Genus species list folder** -- for plants that have several cultivars, a grouping of the cultivars is expanded or hidden by clicking on this icon.



15. **Herbaceous Basics** tab appears when the Herbaceous plant category is selected and allows you to select desired bloom colors, bloom time, summer leaf colors, plant type, and plant height.
16. **Herbaceous Features/Form** tab is used to specify growth rate, plant form, and various features relevant to herbaceous plants.
17. **Woodies Basics** tab appears when the Woodies plant category is selected and allows you to select desired bloom colors, bloom times, summer and fall leaf colors, plant types, and the height or spread.
18. **Woodies Features** tab is used to specify persistence, flammability and other plant characteristics, as well as, growth rate.
19. **Woodies Canopy** tab allows the user to select a form or shape. Again, hold the mouse steady over any of the graphics to get a brief explanation.
20. **Woodies ID Details** tab opens up five additional tabs that let you specify various leaf characteristics such as margins, shape, venations, arrangement, and type as well as fruit and bark characteristics.

The ABCs to Plant Information

- If you want botanical names, click on (8) , the Switch Names Button
- Using the high level list folder (11), locate the name of the plant you want information about; use (14) if there are several cultivars available; use (13) to reveal a name that is too long to fit in the list window.
- Click once on the name of the plant you're interested in so it's highlighted
- Click on (3), the action button, or double click on the plant name
- Double-click on a preview picture or on one of the other tabs

Understanding Plant Lists

The plant list on the Garden Workbench lets you find plants, create your own lists, refine plant searches, and see plant names in different arrangements or naming conventions. Using the plant list effectively will reward you with saved time and the ability to fully exploit the capabilities of *A to Z*.

You should use the Customize options (press **F11**) to adjust the list's appearance to your preferences. You can set the font type and size to get the best combination of readability and number of plants displayed together. Be sure to set the default expansion level to **genus and species** or to **cultivars** if you don't want the list to always start out with only the letters of the alphabet. You can also change the expansion level from the **Workbench** menu, but this does not change the default expansion level. You may also group the plant list by families instead of alphabetically.

You can switch the sort order of the plant list between botanical names and common names at any time by clicking on the Switch Names Button (8). The **Workbench** menu lets you expand or collapse the entire list.

You've probably already discovered that you can highlight a plant name by clicking on it once. You can also highlight several plant names by holding down the **Ctrl** key while selecting them. Holding down the **Shift** key highlights all the plants from the previously highlighted one through the one you're currently pointing to. Multiple plant selection is useful in printing plant lists, creating slide shows, viewing only selected plants and in working with your own plant lists.

You can designate plants to be on your own special list. In HORTICOPIA, this list is called **MyList**. You can click on a plant name with the **right** mouse button to add or remove it from **MyList**. When a plant is on **MyList**, its text appears in green. You can add several highlighted plants to **MyList** pressing the + key. The entire list (usually after a search) can be added by selecting **Add All to MyList** from the **Workbench** menu. You can create several different **MyLists**. You save each **MyList** with the **File** menu **Save As...** selection. The **Open** menu lets you load previously saved lists. The most recently saved **MyList** files appear at the bottom of the **File** menu.

When working with common names, you may notice that when you highlight a plant name, other names appear as grayed text. These are additional common names, or aliases, of the common name you highlighted. Once you add a common name to **MyList**, the name you chose becomes the preferred common name. When you look at only plant names belonging to **MyList**, then you will see only the preferred names you have selected. Clicking on the **MyList** button (7), alternately shows only the plants on **MyList** or all the plants currently on the list.

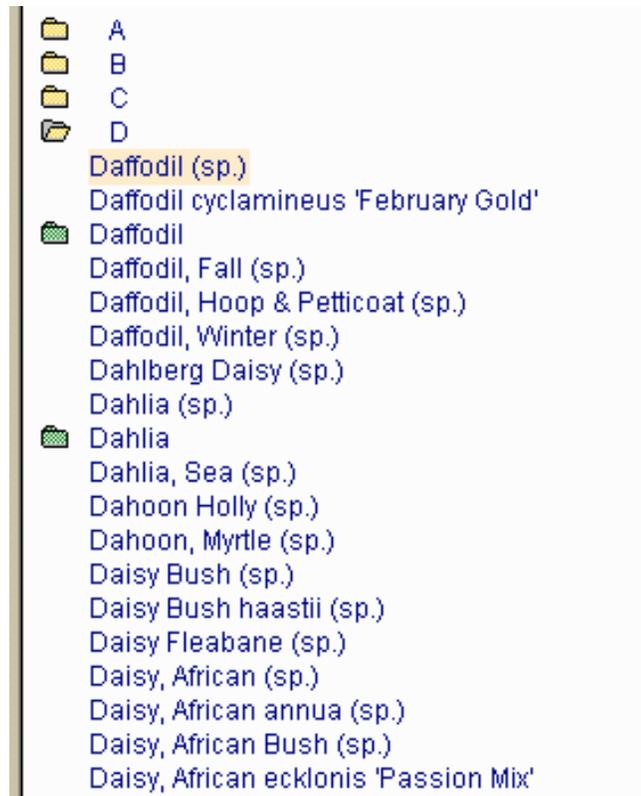
When you are viewing only the **MyList** plants, you can rearrange the order of the plant names by first selecting a name or names by clicking on them.; then again clicking and holding the mouse down over the selected names until a double-headed red arrow appears, and then dragging them to elsewhere in the list. The names appearing on the list are also screened by any hardiness zones you have selected. You may also screen by personal notes by selecting **Personal Notes Screening** from the **Workbench** menu.

Other plant list tools you'll want to become familiar with include the **Find** (see the Workbench menu) which lets you search the list for specific words or even portions of words. You can also type in 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."

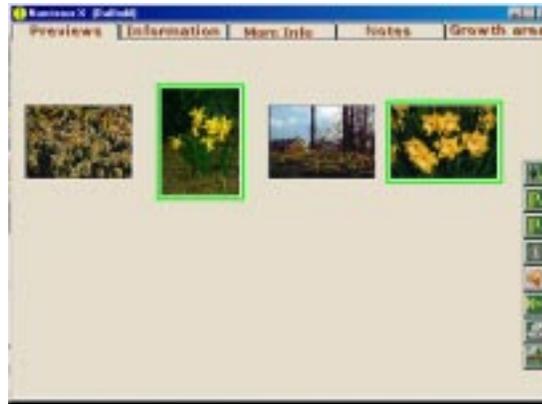
Quick Tour 1 — Printing Pictures

You should start *A to Z* on your computer when taking this tour. You will learn how to print pictures and information from *A to Z*. Be sure your printer is set to portrait orientation with letter size paper.

1. To start this tour, your plant list should be in common name order and collapsed, with only the letters A-Z visible and neither **Woodies** nor **Herbaceous** selected. Click on  the Switch Names Button, and on the **Workbench** menu, **Collapse List**, if needed. Make sure no hardiness zones are selected on the **Main** area of the Garden Workbench. You can make sure there are no MyList items by selecting **Remove all from MyList** on the **Workbench** menu.
2. Click once on the tan folder icon next to the letter **D**.
3. Click once on the name **Daffodil (sp)**. Your plant list should now look similar to the following graphic with the plant name highlighted:



4. Click on , the action button, or double click on the plant name.
5. Now, click once on the second preview picture and the fourth preview picture. A green rectangle will appear around each of these pictures. The plant information window should look like:

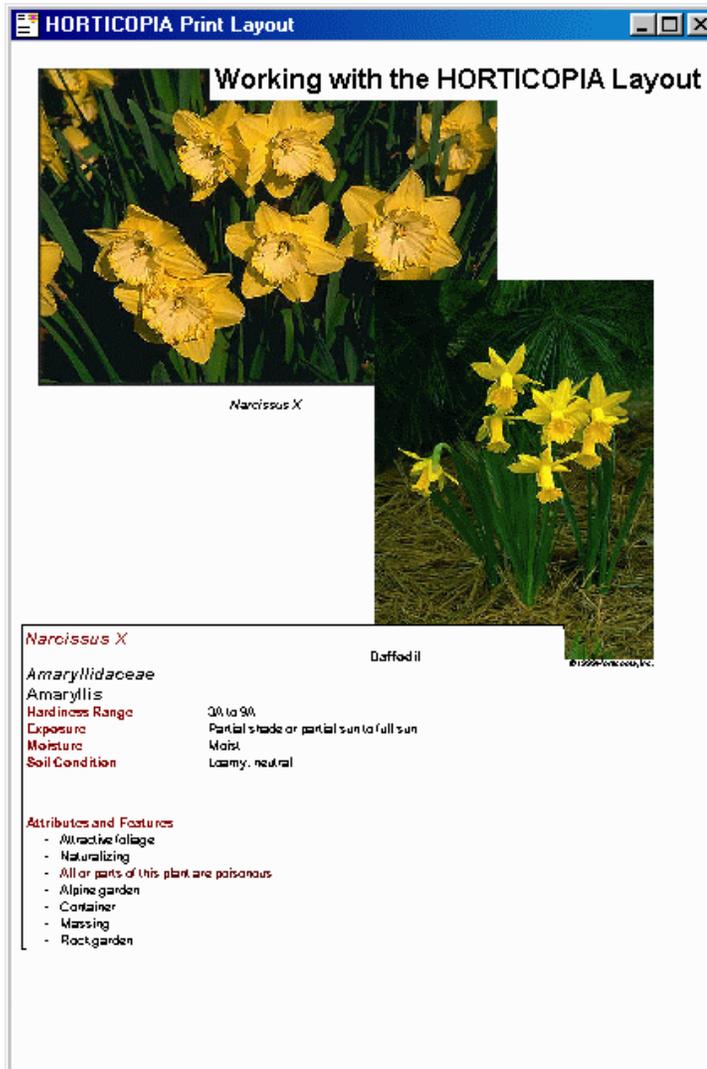


6. Click on the **Print**  button in the plant information window.
7. You will now see the Layout window with the two pictures you've selected. You can move the pictures around with the mouse and resize them by dragging the green corners in a diagonal direction. Arrange the pictures so your window looks like:



8. Press the **F7** key to bring the information window to the front.
9. Click on the **Information** tab
10. Now, click on the **Print**  button as before (see Step 6)
11. Move the information text box towards the bottom of the layout page.
12. From the **Layout** menu, select **Insert Text...**
12. In the text box that appears, type "Working with the HORTICOPIA Layout"

13. Click on **Font...** and make the font bold and select a size of about 18 points. Click on **OK**, and your text box will appear in the Layout.
14. You can move and resize the text box just like pictures. Arrange your layout so it looks somewhat like:

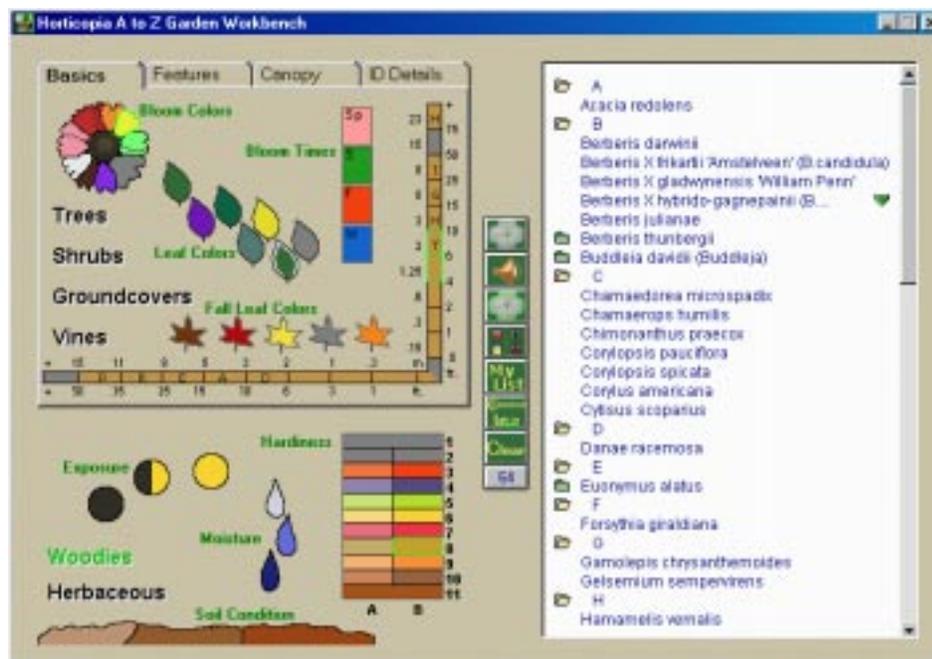


You can insert returns in your text to control its position vertically inside the text box.

15. You're now ready to print. From the **Layout** menu, select **Print...**
16. Make any adjustments required by your printer and click on OK.
17. Printing may take a while, depending on your system and printer. Be patient, in a few minutes you should have a printout.

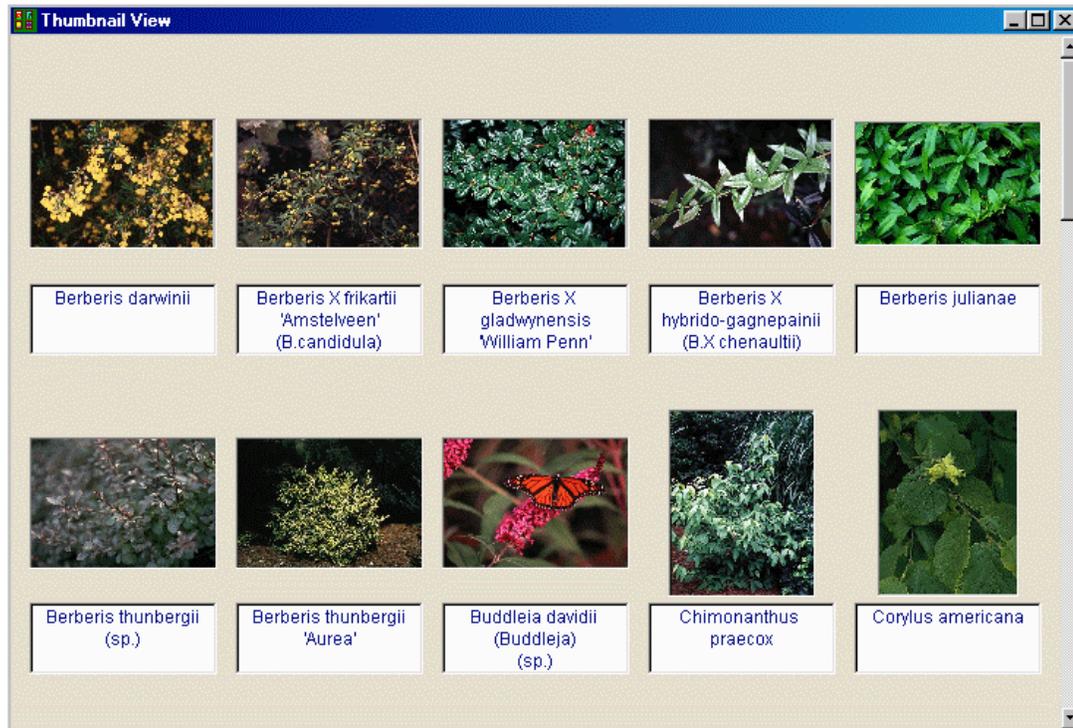
Quick Tour 2 – Searching for a Plant

- To start this tour, your plant list should be in common name order and collapsed, with only the letters A-Z visible. Use the **Workbench** menu **Collapse List** selection, if needed. Make sure no hardiness zones are selected on the **Main** area of the Garden Workbench. You can make sure there are no MyList items by selecting **Remove all from MyList** on the **Workbench** menu.
- Click on , the Switch Names Button, so that your list is in botanical name order. You can peek at the list by expanding one of the folders next to a letter and making sure the list is in the right order. Click on  again if it is not.
- Select the **Woodies** plant category from the **Main** area of the Garden Workbench.
- Again on the **Main** area of the Garden Workbench, select hardiness zone 8b by clicking on the rightmost rectangle next to the number 8.
- Find the **Basics** tab which appeared when the **Woodies** plant category was selected.
- Click on the yellow bloom petal. As you click on these plant characteristics, note the plant counter just below the workbench buttons. It shows the number of plants that match your current search specifications. The plant list also updates automatically each time you make a plant characteristic selection.
- Click on the 4' to 6' and the 6' to 10' height zones. This means you want to select plants in the range of 4' to 10' high.
- Your Workbench should now look something like the following illustration with approximately 64 plants displayed.



- Click on the Canopy tab on the Garden Workbench and select the rounded form graphic -- this represents a round tree form.

10. Click on , the Thumbnails button. You should get a thumbnail window that shows the first picture of each plant in the list:



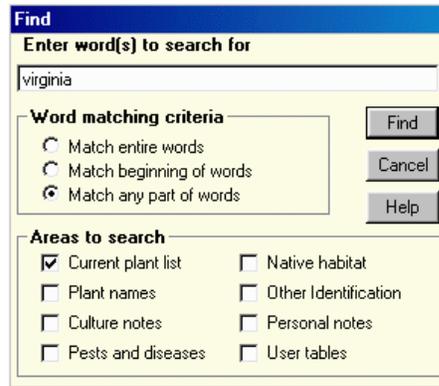
11. Enlarge the thumbnails view by clicking on the  **maximize** button at the upper right corner of the thumbnails window.
12. Double-click on a picture in the thumbnails view and you'll get a full-sized view of that picture.
13. Now, close the full sized picture.
14. Double-click on one of the names below a thumbnail picture. You'll get the information window for this plant.
15. You can now explore other plants with the thumbnails.
16. When you're done, close the information window and the thumbnail window.

Quick Tour 3 – Working with the Plant List

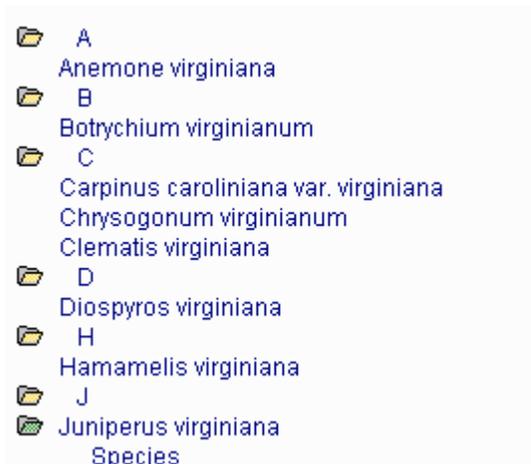
In this tour, you will learn more about how to use the plant list effectively.

- To start this tour, your plant list should be in botanical name order and collapsed, with only the letters A-Z visible. Click on , the Switch Names Button, and, on the **Workbench** menu, select **Collapse List**, if needed. Make sure hardness zones are not selected on the **Main** area of the Garden Workbench by clicking on , the Clear button, with the **Ctrl** key held down. You can make sure there are no **MyList** items by selecting **Remove all from MyList** on the **Workbench** menu.
- From the **Workbench** menu, select **Find...** or press **F3**

3. Type in the word “virginia” as shown. All **Find** operations are case insensitive, so you can enter “Virginia” instead.



4. Click on the **Find** button. Your plant list will now show all of the plant names that contain the letters “Virginia.”



5. You can include more than the plant list in your searches. Click the  Clear button. Try the **Find** again and this time check the **Culture notes** box and click on the **Find** button again. This may take 12-15 seconds depending on the speed of your computer. The plant list now includes the previous names plus all those with the letters “Virginia” in the culture notes.

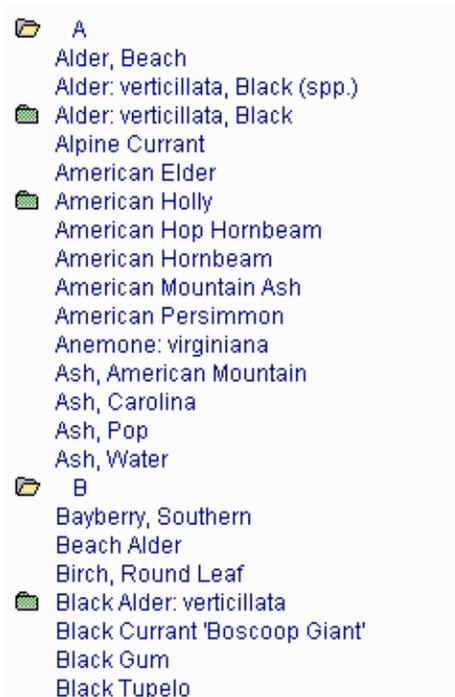
6. Select (highlight) one of the plant names without the letters “Virginia” and then click on , the Action button. Now, click on the Notes tab and see that the Culture notes contain the letters “Virginia.”

7. Click on the information window’s workbench button  to close the window and return you to the Workbench.

-
8. From the **Workbench** menu, select **Collapse List**
 9. Quickly type the letters “**po**”. The plant list should jump to *Polygonum virginianum*. If you didn’t get to this entry, scroll the list to the top and try again. You have about a second between entering letters before the next letter is interpreted as a starting character.

-
10. Experiment with typing in other letters. Type “**am**” and you should jump backwards towards the *Amelanchier arborea* entry.

- From the **Workbench** menu, select **Show all Plants** to create a “working” plant list that will be used for the remainder of this tour.
- Now click on , the Switch Names Button. Your list should show common names and contain approximately 62 plant name entries. It will look similar to:



- From the **Workbench** menu, select **Add All to MyList**.
- Note the alias names that appear in grey letters. Now, click on , the MyList button. You now have added the current plants to the My List and have clicked the My list on. To click it off you simply click on the My List button again. At this point, you can now click on , the Clear button, and you’ll always get back to the MyList since that’s what you’re currently working with.
- The alias names will disappear and you will get a green counter (10) below the Workbench buttons showing you the the number of plants in the list. This counter should now read 62.
- Select the **Woodies** plant category from the **Main** area of the Garden Workbench. Click on the **Features** tab that appears. Now, under the **Tolerates** section, click on the **drought** feature.
- You should now see the names of the plants found to be drought tolerant among the MyList plants in your list.
- Click on , the Switch Names Button, and your list is instantly changed to the botanical names representation of your plants.



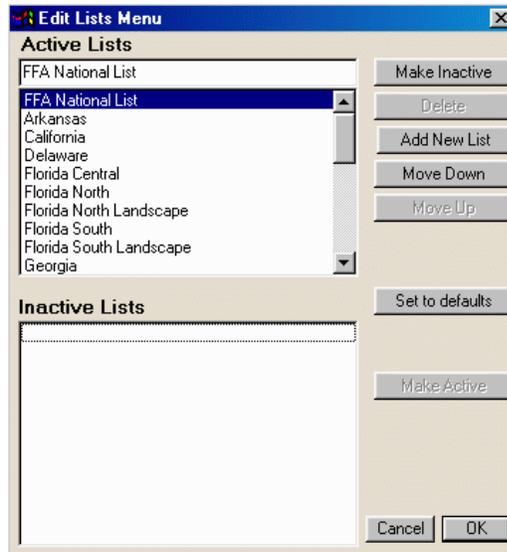
19. Click on , the MyList button and, from the **Workbench** menu, select **Remove All from MyList**. Your list should now be back to its original state.

Quick Tour 4 — Using the Edit Lists Menu

The **Lists** menu has several preset lists that are easily retrieved by clicking on the menu  item and selecting the list needed. It is then automatically displayed. You can choose **Edit Lists** to determine which of these lists are displayed and which are suppressed and not visible. This tour walks you through the creation of your own custom list to be displayed under this menu.

1. To start this tour, your plant list should be in common name order and collapsed, with only the letters A-Z visible. Use the **Workbench** menu **Collapse List** selection, if needed. Make sure no hardiness zones are selected on the **Main** (2) area of the Garden Workbench. You can make sure there are no MyList items by selecting **Remove all from MyList** on the **Workbench** menu.
2. Click on , the Switch Names Button, so that your list is in botanical name order. You can peek at the list by expanding one of the folders next to a letter and making sure the list is in the right order. Click on  again if it is not.
3. Scroll through the list, open folders by clicking on them to reveal the plant names, and select your 10 favorite plants in the list by clicking on them with the right mouse button. The color of the name displayed should change from blue to green.
4. Once you select your 10 favorite plants, click on , the My List button. The list should now show only the the 10 plants you selected. (to return to the main list for additional selections click on the , My list button again, make selections then return to My List which displays only your selections)

5. At this point, click on the **Lists** menu and select **Edit Lists**. Then the following window should appear.



6. Click on the Add new list button. The name “New Plant List” will appear in the list and in the window above the list. Click in the top window and type “My Favorite Plants” as the name for your new list. It will automatically change to the new name in the list.



7. Click the OK button. Your list is saved and appears under the Lists menu for instant retrieval. You can create multiple custom lists. These lists can be deleted at any time by recalling the Edit Lists menu, highlighting the name in the list and clicking on the Delete button on screen.
8. Click on , the MyList button and, from the **Workbench** menu, select **Remove All from MyList**. Your list should now be back to its original state.

Additional Information

In addition to this User Guide, *HORTICOPIA A to Z (Abelia to Zygopetalum)* 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 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 *A to Z* by opening or double-clicking on the help file.

The on-line help is normally installed in the HORTDATA folder (directory) that is found in the installation folder. The default installation location is Program Files\HORTICOPIA\A-Z. The help file is also on the CD in **Run_CD\Hortdata\A-Z.hlp**.

Printing the Help Guide

A copy of the on-line help system has been stored in Microsoft Word format on the CD. It is in the **Extras** folder and is named **Guide.doc**. If you wish to refer to the help information as a printed document, you can print this document for future reference.

If you do not have a compatible version of Microsoft Word installed on your system, you can install Microsoft's Wordview software which lets you view and print Word documents, but does not permit editing. Follow the installation instructions by reading the INSTALL.TXT file located in the **Wordvu** folder contained in the **Extras** folder.

HORTICOPIA Web Site

HORTICOPIA'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. Please be sure to read the User Guide and on-line help information before contacting technical support. 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 HORTICOPIA. Please read this User Guide or use the on-line help before contacting Technical Support.

When contacting us for technical support, 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 95, 98, 2000, or Windows NT)
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.

Send e-mail to **support@horticopia.com**. We will usually get back to you the same day. Alternately, you may fax this information to (540) 338-4580

To contact us by telephone, call (540) 338-9147 between 9:00 AM and 6:00 PM Eastern time, Monday through Friday. Please note that we do not provide technical support on our toll free sales and information lines.

CD Read Me File

Last minute information that was not included in the printed documentation is available in the README.TXT file located on the CD. You will find any information of this nature at the beginning of this file.

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