

# Designer Reference

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# Use of the Designer

The **Designer** is used for creating "print layouts" and for designing templates used with the *Garden Studio* module. If a **Designer** feature is applicable only to layouts or templates, the title will so indicate. If you do not have the optional *Garden Studio* module, then those areas do not apply to your software at all.

**Layouts** are a combination of data derived from the Horticipia pictures and information plus artwork and data that you add yourself. **Layouts** are typically created one at a time for a specific plant or small set of plants. They are highly customizable and are used for applications ranging from POS signage to landscape design proposals. The primary features available only in *Layouts* (and not in templates) include multiple pages, and document setup. Horticipia data is incorporated into *Layouts* with the "Copy to Layout" command whose function is specific to the **Information Window** tab active at the time the "Copy to Layout" command is executed.

**Templates** are a design that incorporates static data such as logos, line art, and text. Additionally, templates usually contain "placeholders" for Horticipia or user data that is different for each plant. For example, you can create a placeholder for the botanical name or for the preferred picture. In *Garden Studio* these placeholders are called **fields**. The template can then be applied to a list of plants where the information of each plant replaces the "placeholders" to produce the printed output. The output would typically be signs, tags, pot stickers, or single page per plant design proposals. All **templates** are for a single "label". Labels are contained of forms which define the arrangement of the labels on the form. A form may contain only one "label", so it's possible to have a letter size template.

# Keyboard Shortcuts

## Shortcuts

The following is a list of keyboard shortcuts that can be used from within the *Designer*.

- F1** -- Open the **Designer Help** window
- F2** -- Go to the **Garden Workbench**
- F4** -- Open the **Item Properties** window
- F5** -- Open the **Design Preview** window
- F6** -- Snap to grid
- shift + F6** -- Show grid
- F7** -- Snap to guide
- CTRL + A** -- Select all
- CTRL + B** -- Makes text appear bold-faced
- CTRL + I** -- Makes text appear in italics
- CTRL + U** -- Makes text appear underlined
- CTRL + C** -- Copy selection to clipboard
- CTRL + V** -- Paste from clipboard
- CTRL + X** -- Cut selection and place it in the clipboard
- CTRL + Z** -- Undo last action
- CTRL + P** -- Print
- CTRL + S** -- Save design
- CTRL + G** -- Group
- CTRL + N** -- Ungroup
- CTRL + F** -- Move to front
- CTRL + R** -- Move to back
- CTRL + M** -- Go to/from master page
- delete** -- Clear or delete selection

## Keyboard Hints

The following is a list of some helpful keyboard hints for using the *Designer*.

- With a selected item, hold down the CTRL key and use the arrow buttons to "nudge" an item.
- When an item is selected, hold down the CTRL key and double-click on the item to open the **Item Properties** window.
- Hold down the CTRL key to select a locked item.
- Hold down the shift key while creating a rectangle or rounded rectangle in order to have the rectangle maintain the proportions of a square. Also hold down the shift key while creating an ellipse to have the ellipse maintain the proportions of a circle.

# Menus

## File Menu

The following is a list of all the commands found on the **File** drop-down menu.

- **Close Design**

The **Close Design** command closes the current design on which you are working. You will be prompted to save your work if you have made changes since the last time you saved.

- **Save Design**

The **Save Design** command saves your work under the file name under which you have previously saved.

- **Save Design As**

The **Save Design As** command saves your work as a newly saved file. You will be prompted to choose a file name under which to save.

- **Design Document Setup**

The **Design Document Setup** command brings you to the **Design Document Setup** window. From this window you can modify the document size and change the paper orientation settings.

- **Design Preview (Layout Only)**

The **Design Preview** command shows you a preview of what your work will look like after it is printed out.

- **Print**

The **Print** command prints your work. It will prompt you with printing options before printing.

# Edit Menu

The following is a list of all the commands found on the **Edit** drop-down menu.

- **Undo**

Use the **Undo** command to undo the last action.

- **Redo**

Use the **Redo** command to redo an undone action.

- **Cut**

Use the **Cut** command to cut a selected item and place it in the clipboard.

- **Copy**

Use the **Copy** command to make a copy of a selected item and place it in the clipboard.

- **Paste**

Use the **Paste** command to paste an item from the clipboard to a project.

- **Clear**

Use the **Clear** command to clear away a selected item.

- **Select All**

Use the **Select All** command to select all items on the current page of a project.

# Favorites Menu

From within the *Designer*, this drop-down menu displays the list of graphics and images that are on your **Favorites** list. You can select one of the images or graphics on the list to add it to your project.

There is also a **Favorites** drop-down menu at the **Garden Workbench**. From there you can add plants and images to the **Favorites** list. Garden Workbench Favorites List.

# Document Menu

The following is a list of all the commands and menus found on the **Document** drop-down menu.

- **Hide Margins**

Use the **Hide Margins** command to hide the margins if they are showing. If they are not showing, this command will show them.

- **Grid**

Use the **Grid** side menu to access the **Show Grid**, **Snap to Grid**, **Grid Color** and **Grid Spacing** commands.

- **Rulers**

Use the **Ruler** side menu to access the **Show Horizontal Ruler** and **Show Vertical Ruler** commands. These commands will display the horizontal or vertical rulers on the border of the window if they are not already shown. If they are already showing and you choose one of these commands, it will hide the appropriate ruler.

- **Guides**

Use the **Guides** side menu to access the **Snap to Guides**, **Erase Guides**, **Copy Master Guides** and **Guide Color** commands.

- **Measurement Units**

Use the **Measurement Units** side menu to select what type of measurements to use on the rulers. In the side menu you have the options of using **Inches**, **Points**, **Centimeters** or **Millimeters**. When you select one of the options, it changes the measurement markings on the rulers that are on the border of the window. It also changes the measurement units used in the **Item Properties**, **Grid Spacing** and **Shadow Offset** windows.

- **Previous Page**

Use the **Previous Page** command to "flip" to the previous page in a project.

- **Next Page**

Use the **Next Page** command to "flip" to the next page in a project.

- **Master Page**

Use the **Master Page** command to go to the master page if you are not already on it. If you are already on the master page, you will go back to the normal pages of your project.

- **Omit Master Page**

Use the **Omit Master Page** to omit the master page background on the current page on which you are working in your project.

- **Insert Pages**

Use the **Insert Pages** command to bring up the **Insert Pages** window and insert pages into a project.

- **Remove Page**

Use the **Remove Page** command to remove the current page of your project.

- **Zoom**

Use the **Zoom** side menu to access the **Fit to Window**, **Page Width**, **Fit Height**, and **Actual Size** commands. These four commands are also available on the **Control** toolbar. There is also a list where you can zoom by percentage on this menu.

- **Erase Template (Template Only)**

Use the **Erase Template** command to erase everything on a template.

- **Set as Global Defaults**

Use the **Set as Global Defaults** command to set the current settings as your global defaults from that point on. You can always change the global settings again in the future.

# Item Menu

The following is a list of all commands and menus found on the **Item** drop-down menu.

- **Fill**

Use the **Fill** side menu to modify the fill color of selected items. From the side menu you can select **Select New Fill Color**, **Copy Selected Fill Color** and **Paste Fill Color**. When you select **Select New Fill Color**, it will take you to the **Color Selection** window where you can choose a new fill color. When you choose **Copy Selected Fill Color**, it will copy the fill color of a selected item and copy it to the clipboard. When you select **Paste Fill Color**, it will paste the fill color in the clipboard to selected objects. From the Fill side menu you can also indicate whether an objects background should be **Transparent** or **Solid**. If an items background is marked to be transparent, then no fill color will show and items behind the object in the "stack" will show through when placed behind the transparent item. If the item is marked solid, the item will block items behind it and have a fill color. From the Fill side menu you can also select **Graphic Has Transparency** and **Graphic Transparent Color**. These control the transparency options of a graphic.

- **Pen**

Use the **Pen** side menu to access the **Select Line Color**, **Copy Selected Line Color** and **Paste Line Color** commands. When you select **Select Line Color**, it will take you to the **Color Selection** window where you can choose a color. When you select **Copy Selected Line Color**, it will copy the line color of the item you have selected to the clipboard. When you select the **Paste Selected Line Color**, it will apply the line color on the clipboard to selected items.

- **Line Width**

Use the **Line Width** side menu to adjust the width of lines in a project.

- **Line Style**

Use the **Line Style** side menu to adjust the style of lines in a project. You have the choices of **Solid**, **Dashed**, **Dotted**, **Dash-dot** and **Dash-dot-dot**.

- **Align Items Horizontally**

Use the **Align Items Horizontally** side menu to choose to align selected items either horizontally **Along Top**, horizontally **Along Middle** or horizontally **Along Bottom**.

- **Align Items Vertically**

Use the **Align Items Vertically** side menu to choose to align selected items either vertically **Along Left**, vertically **Along Center** or vertically **Along Right**.

- **Rotate 90 Deg Clockwise**

Use the **Rotate 90 Deg Clockwise** command to rotate selected items ninety degrees clockwise.

- **Rotate 90 Deg Counter-clockwise**

Use the **Rotate 90 Deg Counter-clockwise** command to rotate selected items ninety degrees counter-clockwise.

- **Rotate 180 Deg**

Use the **Rotate 180 Deg** command to rotate selected items one hundred and eighty degrees.

- **Move to Front**

Use the **Move to Front** command to move selected items to the top layer in the "stack" of items in a project.

- **Shuffle Up**

Use the **Shuffle Up** command to move selected items one layer up in the "stack" of items in a project.

- **Shuffle Down**

Use the **Shuffle Down** command to move selected items one layer down in the "stack" of items in a project.

- **Move to Back**

Use the **Move to Back** command to move selected items to the bottom layer in the "stack" of items in a project.

- **Group**

Use the **Group** command to group selected items.

- **Ungroup**

Use the **Ungroup** command to ungroup selected items.

- **Shadow**

Use the **Shadow** side menu to modify and add shadows to items. You have the option to have **No Shadow** or you can select one of the following for the placement of the shadow: **Bottom Right**, **Bottom Left**, **Top Left** and **Top Right**. You can also use the side menu of the **Shadow Color** selection to access the **Select New Shadow Color**, **Copy Shadow Color** and **Paste Shadow Color** commands. Select **Select New Shadow Color** to go to the **Color Selection** window and select a color for the shadows of a selected item. Select **Copy Shadow Color** to copy the shadow color of a

selected item and put it on the clipboard. Select **Paste Shadow Color** to take a shadow color from the clipboard and apply it to selected items. You can also access the **Shadow Offset** window from the Shadow side menu.

- **Lock**

Use the **Lock** command to lock selected items. This will lock them in their current state and they cannot be modified until you unlock them.

**NOTE:** To select a locked item, you must hold down the CTRL key while clicking on it.

- **Unlock**

Use the **Unlock** command to unlock selected items.

- **Format Picture**

Use the **Format Picture** side menu to select how you would like selected images and graphics. The three options you have are **Size to Rectangle**, **Crop and Fill** and **Stretch**. You can also find these three options on the fill tab of the **Properties** window.

**NOTE:** You cannot use the **Stretch** option to resize Horticultura pictures.

- **Properties**

Use the **Properties** command to bring up the **Properties** window for selected items. From the **Properties** window you can adjust many aspects of items.

- **Set Defaults from Item**

Use the **Set Defaults from Item** command to use the configurations for a selected item as the default settings for your current session.

# Text Menu

The following is a list of all commands found on the **Text** drop-down menu.

- **Font**

Use the **Font** command to select what font you would like to use.

- **Increase Font Size**


Use the **Increase Font Size** command to increase the font size in increments.

- **Decrease Font Size**

Use the **Decrease Font Size** command to decrease the font size in increments.

- **Size Text to Box**

Use the **Size Text to Box** command to re-size your text so that it takes up most of the space in it's text box. Here is an example of how this command works.



This plant will tolerate drought and likes loamy soil.

Here I have some small text in a text box. If I adjust the text size range to accomodate for bigger text and then select **Size Text to Box**, it will look like this.



This plant will tolerate drought and likes loamy soil.

It has re-sized the text to better fit the box.

- **Text Size Range**

Use the **Text Size Range** to set the maximum and minimum font sizes to be used when using the **Size Text to Box** command.

- **Bold**

Use the **Bold** command to make text appear bold-faced.

- **Underline**

Use the **Underline** command to make text appear underlined.

- **Italic**

Use the **Italic** command to make text appear in italics.

- **Strikethrough**

Use the **Strikethrough** command to make text appear with a line going through it.

- **Align Left**

Use the **Align Left** command to align text to the left side of a text box.

- **Align Center**

Use the **Align Center** command to align text to the center of a text box.

- **Align Right**

Use the **Align Right** command to align text to the right side of a text box.

- **Align Top**

Use the **Align Top** command to align text to the top of a text box.

- **Align Middle**

Use the **Align Middle** command to align text to the middle of a text box.

- **Align Bottom**

Use the **Align Bottom** command to align text to the bottom of a text box.

- **Barcode Format**

Use the **Barcode Format** side menu to make adjustments to barcode properties. **Information on barcodes.**

- **Text Format**

Use the **Text Format** side menu to set up text formats for a text box. With text formats, you can modify the way dates or numbers are displayed. The text format property must be applied to a whole text box or field. In the **Text Format** side menu, you can choose from one of the pre-existing text formats or you can create your own by selecting **Custom. Detailed Text Format Information**.

**NOTE:** Text format is not effective in text boxes with RTF or selected embedded formats. The text box must be set for normal text. If you try to change the text mode setting of a formatted text box without selecting "no formatting", it will not change the text.

# Help Menu

The following is a list of commands found on the **Help** drop-down menu.

- **Designer Help**

Use the **Designer Help** command to bring up the help program for the *Designer*.

- **Quick Tours**

Use the **Quick Tours** command to initiate the quick tours in Horticopia. These tours can help you learn some of the basic functions of the *Designer*.

- **System Parameters**

Use the **System Parameters** to see a summary of your system characteristics. This information is useful for analyzing problems you may experience.

- **<http://Horticopia.com/>**

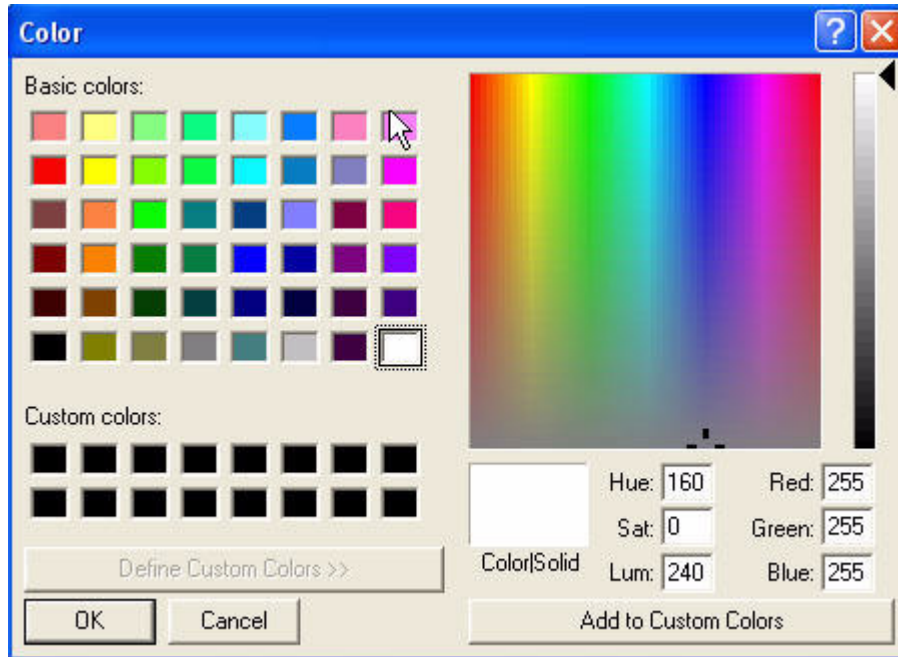
Use this command to log-on to our website.

- **About Designer**

Use the **About Designer** command to display information regarding the *Designer*.

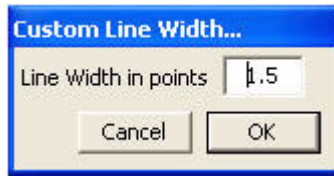
# Windows


## Color Selection Window



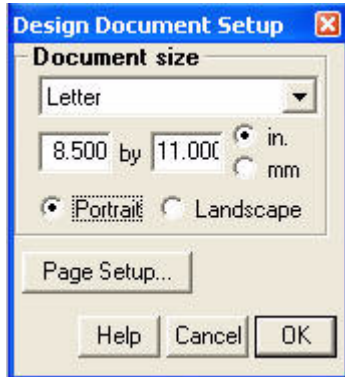
This is the **Color Selection** window. It is used to modify and select colors. You can choose one of the basic colors on the left or you can use the right side of the window to create and modify your own colors. Then you can save your colors in the custom colors palette. You will access this window from several different areas whenever you are selecting a color. When you create custom colors, the set that you have created will always be available whenever this window appears.

# Custom Line Width Window



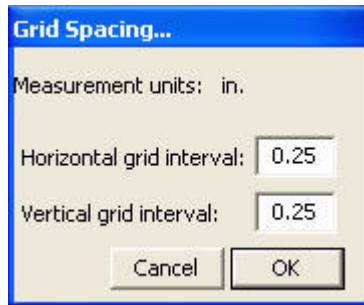
This is the **Custom Line Width** window. It is used to adjust the width of lines in a project. You can access this window from the Line Width side menu located in the **Item** drop-down menu or you can press the Line/Border Width button  on the **Control** toolbar.

# Design Document Setup Window



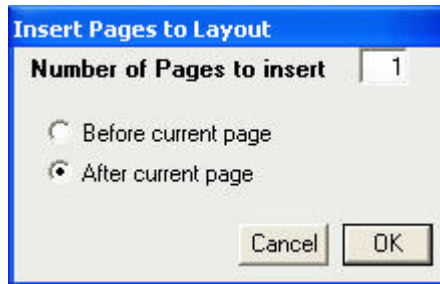
This is the **Design Document Setup** window. You can access this window from the **File** drop-down menu. From this window you can modify the document size and change the paper orientation settings. You can also access the **Page Setup** window.


# Grid Spacing Window



This is the **Grid Spacing** window. It is used to adjust the spacing measurements in a grid. This menu can be accessed from the **Grid** side menu located in the **Document** drop-down menu.

# Insert Pages Window

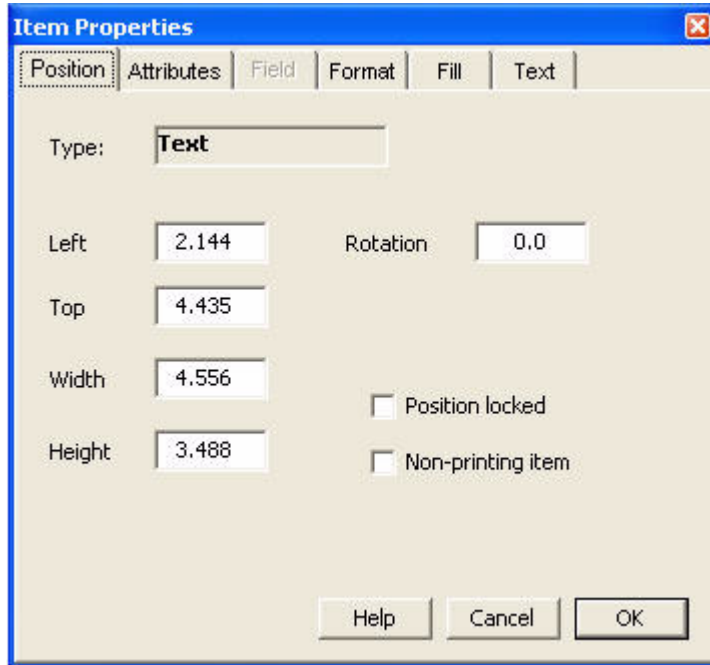


This is the **Insert Pages** to Layout window. You can add pages to a project before or after the current page on which you are working. This window can be accessed through the **Insert Pages** button  on the **Pages** toolbar or in the **Document** drop-down menu.

# Item Properties Window

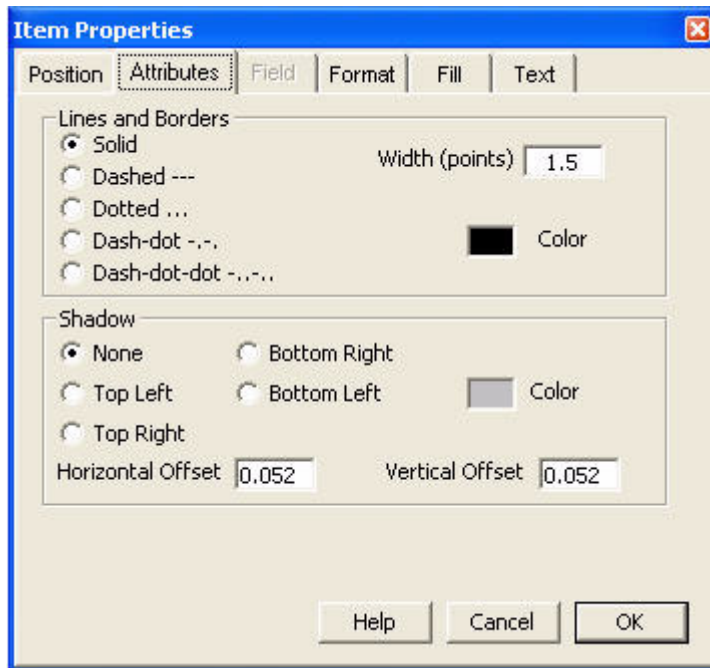
This is the **Item Properties** window. You can access this window several ways. You can select an item or items and go to the **Properties** selection found on the **Item** drop-down menu, you can double-click on an unselected object or you can hold down the control button and double-click on a selected item. There are many options involving this window. The following is a list of the tabs of the **Item Properties** window.

- **Position Tab**



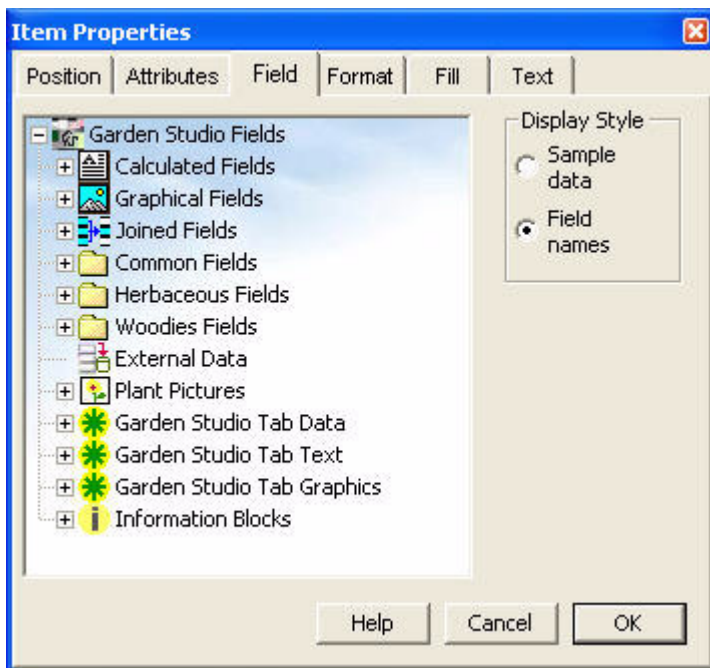
You can use the **Position** tab to modify the exact location of an item. You can also modify the size and rotation of an item. There are also two boxes that can lock the item or mark it as non-printable.

- **Attributes Tab**



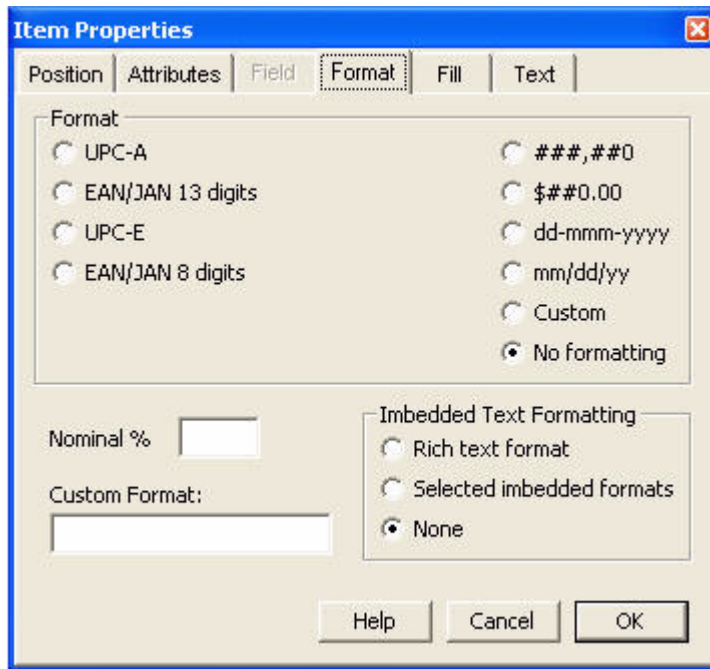
You can use the **Attributes** tab to modify the types of lines and borders and also to modify shadow options for items.

- **Field Tab (Layout Only)**



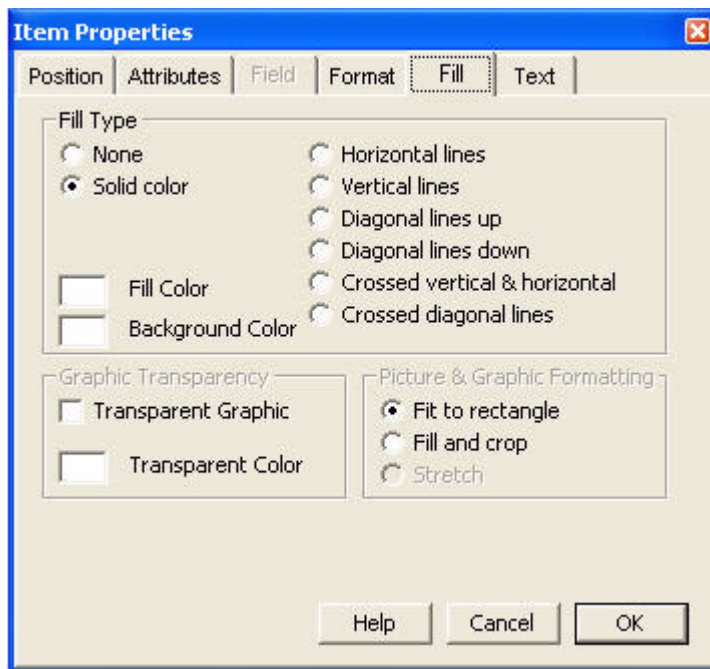
You can use the **Field** tab to control the information that will be displayed in a field from this tab. You can also change the style in which the field is displayed in the *Designer*.

- **Format Tab**



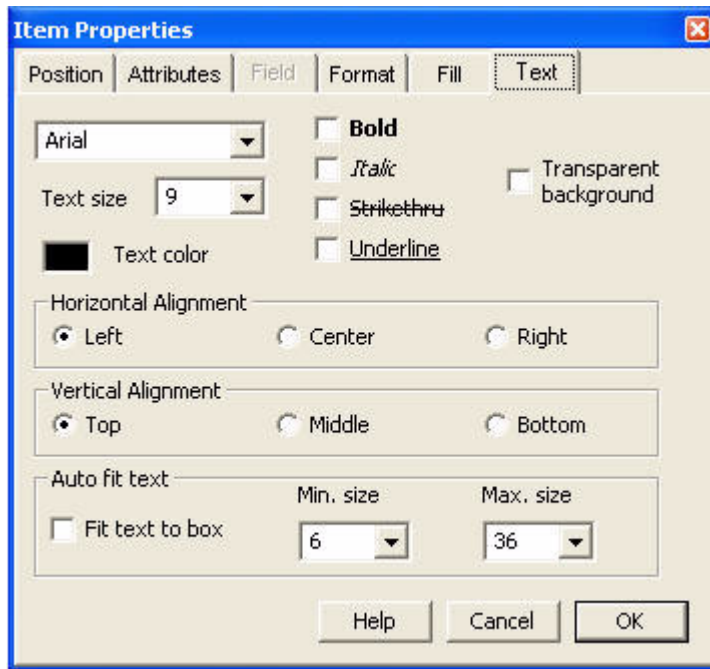
You can use the **Format** tab to adjust the type of text to use in a text box, modify barcode options and modify **Text Format** options. **Barcodes. Types of text.**

- **Fill Tab**



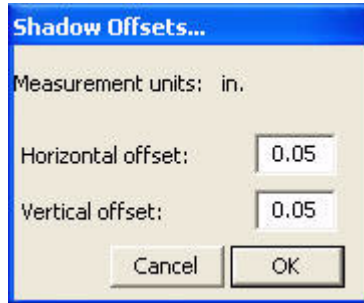
You can use the **Fill** tab to control fill , picture re-sizing and graphic transparency options.

- **Text Tab**



You can use the **Text** tab to control the different properties of text. You can control the font, text size, text style, alignment and fit text to box options.

# Shadow Offset Window

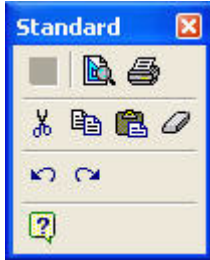


This is the **Shadow Offset** window. You can use this window to modify the offsets of shadows in a project. This window can be accessed through the **Shadow Offset** command in the **Shadow** side menu located in the **Item** drop-down menu.

# Toolbars

## Standard Toolbar

This is what the **Standard Toolbar** looks like this.




The following are the buttons found on the **Standard Toolbar**.

- **Save**

Use the **Save** button  to save your work.

**NOTE:** This button will only be available after you have saved your work at least once.


- **Preview Design (Layout Only)**

Use the **Preview Design** button  to see a preview of the layout that you have created.


- **Print**

Use the **Print** button  to print your work.


- **Cut**

Use the **Cut** button  to cut an item and put it on the clipboard.

- **Copy**

Use the **Copy** button  to copy an item to the clipboard.

- **Paste**

Use the **Paste** button  to paste an item from the clipboard.


- **Clear**

Use the **Clear** button  to delete selected items.

- **Undo**

Use the **Undo** button  to undo the last action.

- **Redo**

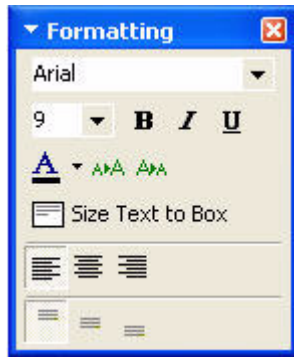
Use the **Redo** button  to redo the last edit action.

- **Display Help**

Use the **Display Help** button  to display the help window.

# Formatting Toolbar

This is what the **Formatting** toolbar looks like.




The following are the buttons found on the **Formatting** toolbar.

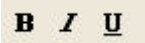
- **Font Selection**

Use the **Font Selection** menu  to change the font of text in a project. Click on the arrow to select from a list of fonts.


- **Font Size**

Use the **Font Size** menu  to change the size of text in a project. Click on the arrow to select from a list of font sizes or in the box type the desired font size.

- **Font Style**

Use the **Font Style** buttons  to change the style of text in a project. You have the choice of making the text **bold-faced**, *in italics* or underlined.


- **Font Color**

Use the **Font Color** button  to change the color of text in a project. Click on the arrow and you will get three selections: **Select New Font Color**, **Copy Selected Font Color** and **Paste Font Color**. Select **Select New Font Color** to go to the **Color Selection** window and choose a color. Select **Copy Selected Font Color** to copy the color of selected text and place it on the clipboard. Select **Paste Font Color** to apply the color on the clipboard to selected text.


- **Increase/Decrease Font Size**


Use the **Increase Font Size**  and **Decrease Font Size** buttons  to increase the font size in a project in increments.


- **Size Text to Box**

Use the **Size Text to Box** button  **Size Text to Box** to make text resize to fit the text box that it is in.


- **Align Left/Center/Right**


Use the **Align Left** button  to align text to the left side of a text box.


Use the **Align Center** button  to align text to the center of a text box.

Use the **Align Right** button  to align text to the right side of a text box.

- **Align Top/Middle/Bottom**

Use the **Align Top** button  to align text to the top of a text box.

Use the **Align Middle** button  to align text to the middle of a text box.

Use the **Align Bottom** button  to align text to the bottom of a text box.


# Designer Toolbar

The **Designer** toolbar looks like this.




The following are the buttons found on the **Designer** toolbar.


- **Pointer**

Use the **Pointer** button  to switch back to your normal pointer and select objects.


- **Text Box**

Use the **Text Box** button  to create a text box in a project.


- **Field (Layout Only)**

Use the **Add a Field** button  to create a field box in a project.


- **Graphic**

Use the **Add a Graphic** button  to add a graphic to a project.

- **Line**


Use the **Line** button  to create a line in a project.

- **Rectangle**

Use the **Rectangle** button  to create a rectangle in a project.


**NOTE:** You can hold down the shift key while dragging the rectangle to draw a square.

- **Rounded Rectangle**

Use the **Rounded Rectangle** button  to create a rounded rectangle in a project.

**NOTE:** You can hold down the shift key while dragging the rectangle to draw a square.

- **Ellipse**

Use the **Ellipse** button  to create an ellipse in a project.

**NOTE:** You can hold down the shift key while dragging the ellipse to draw a circle.


# Control Toolbar

The **Control** toolbar looks like this.



The following are the buttons found on the **Control** toolbar.


- **Fill Color**

Use the **Fill Color** button  to change the fill color of things like shapes.


- **Pen (Line) Color**

Use the **Pen (Line) Color** button  to adjust the color of lines.

- **Line Border Width**

Use the **Line Border Width** button  to add a border to items and to change the width of borders and lines.



- **Add a Shadow**

Use the **Add a Shadow** button  to add shadows to items and to change the settings for shadows.

- **Group and Ungroup Selected Objects**

Use the **Group Selected Objects**  and **Ungroup Selected Objects** buttons  to group or ungroup items that you have selected.



- **Move to Front or Back**

Use the **Move to Front**  and **Move to Back** buttons  to move selected items to the top or the bottom layer of the "stack" of items in a layout.


- **Shuffle Up or Down**


Use the **Shuffle Up**  and **Shuffle Down** buttons  to move selected items up or down a layer in the "stack" of items.


- **Zoom In or Out**


Use the **Zoom In**  and **Zoom Out** buttons  to zoom in or zoom out on the view of your work.

- **Page Zoom Adjustments**

Use the **Show Actual Size** button  to change the view of your work so that your project will appear on the screen the same size as it will when you print it out.

Use the **Zoom to Fit Page** button  to zoom so that you can see all of the current page in the window.

Use the **Zoom to Fit Page Width**  button to zoom so that the page width takes up the entire width of the window.

Use the **Zoom to Fit Page Height**  button to zoom so that the page height takes up the entire height of the window.

# Pages Toolbar (Layout Only)

This is what the **Pages Toolbar** looks like.




The following are the buttons found on the **Pages Toolbar**.


- **Previous Page**

Use the **Previous Page** button  to "flip" to the previous page of a project.

- **Next Page**

Use the **Next Page** button  to "flip" to the next page of a project.

- **Switch to/from Master Page**

Use the **Switch to/from Master Page** button  to go to the master page and modify it. If you are already at the master page, this button will bring you back to the normal pages in the project.

- **Show/Hide Page Margins**

Use the **Show/Hide Page Margins** button  to show or hide the margins on a project. If the margins are showing, this button will hide the margins. If the margins are hidden, this button will show the margins.

- **Insert Pages**

Use the **Insert Pages** button  to insert pages into a project.

- **Remove Current Page**

Use the **Remove Current Page** button  to remove the current page from a project.

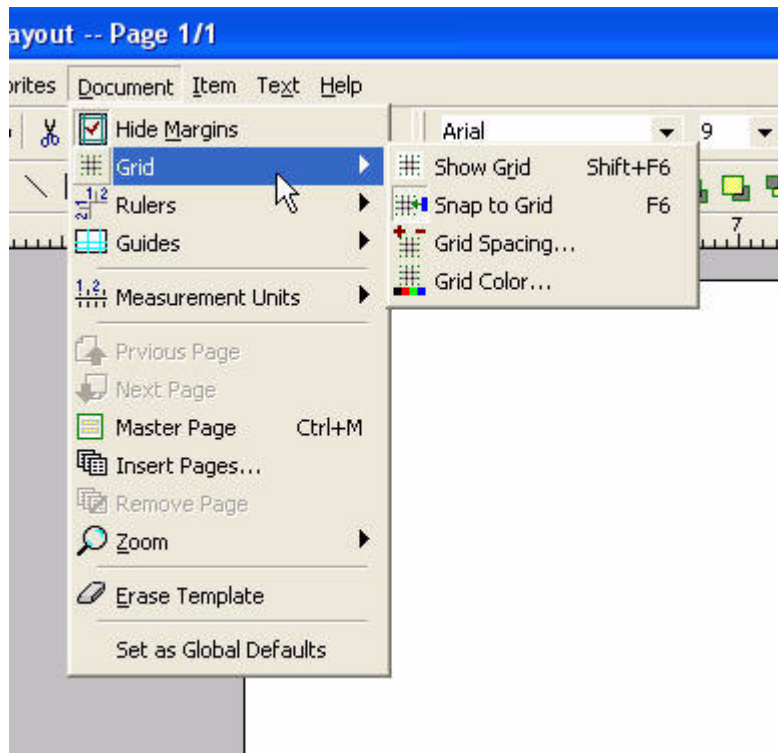
# Working with the Designer

## Making Items Line Up

The following are the topics discussed in this section:

1. Grid
  2. Guidelines and Snap to Guides
  3. Horizontal and Vertical Alignment
- **Grid**

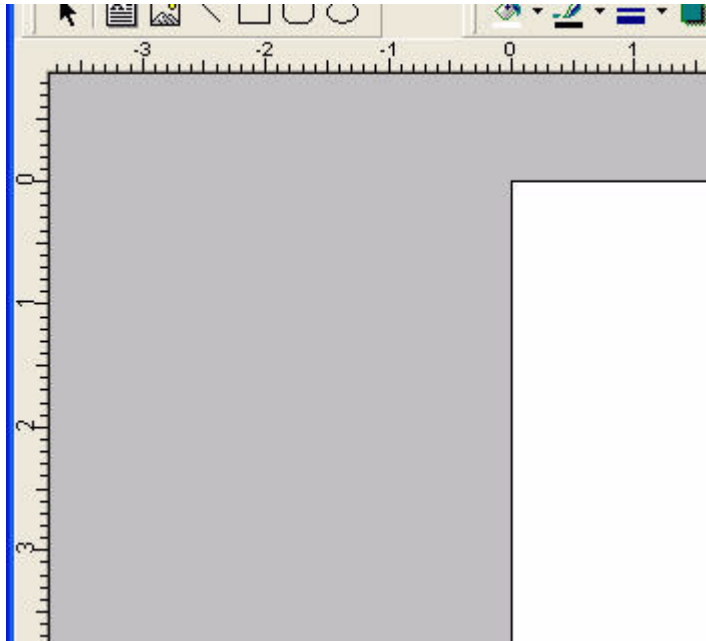
In the *Designer*, you have the option of using a grid to help you line up items or to help you with the placement of items that you are working with. In the **Document** drop-down menu is a selection that says **Grid**. When you place your pointer over this selection, a side menu pops up with several options.



If you click on the **Show Grid** command, it will show you a grid that is helpful for measuring distances or lining up items on a page. If you have the grid already showing and you click on this command, it will hide the grid. You can also control the spacing of the grid with the **Grid Spacing** selection. The **Grid Color** selection allows you to control the color of the grid. The **Snap to Grid** command makes the items that you move around on the page move in the increments of the grid spacing so it is easier to put items in the same line. If you already have this option selected and you click on it again, it will disable this function.

- **Guidelines and Snap to Guides**

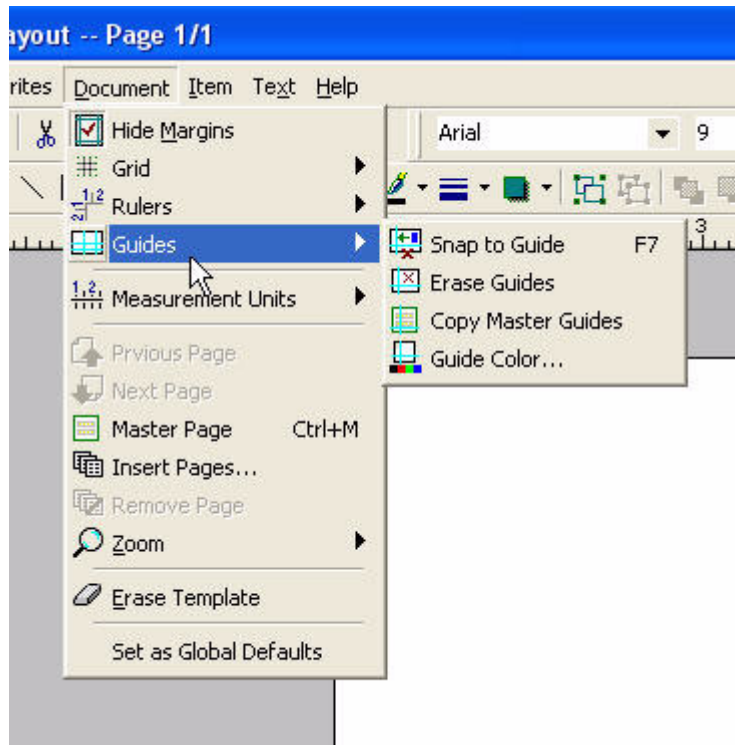
While working on a project, it might be useful to use **Guides**. **Guides** are horizontal or vertical lines that you can use to line items up on a page. They are a strictly visual tool and do not print. To create a **Guide**, you must simply click on the ruler that is on the border of the *Designer* window.



If you click on the ruler that runs horizontally across the top of the screen, you will receive a horizontal **Guide**. If you click on the ruler that runs vertically along the left side of the screen, you will receive a vertical **Guide**. After you click on the ruler, move your mouse pointer into the project. You will notice that a straight line, or **Guide** is going along with your pointer. When you click again, it will place the **Guide**. You can now use it as a visual tool to place items.

If you wish to move a **Guide** again, simply click on the **Guide** outside the project area (the gray area) and it will move with your mouse pointer. Click again to place the **Guide**.

If you wish to make the **Guides** disappear, you can either move the guide out of the work area or you can go to the Document drop-down menu. In the **Guides** selection there is an **Erase Guides** command that will erase the **Guides**.



There are also several other options in this menu. If you wish, you can select the **Snap to Guide** command. This makes your items easier to place directly against the **Guides**. With this option selected, the items you move will "snap" to the **Guides** you have placed. When you wish to turn this function off, simply click on the command again.

When you are creating a multiple page layout, each page you have has it's own set of **Guides**. If you wish, you may also add **Guides** to your master page. If you have **Guides** on your **Master Page**, and you select **Copy Master Guides**, it will copy these to the current page that you are working on.

With the **Guide Color** you can simply modify the color of the **Guides**.

- **Horizontal and Vertical Alignment**

There is also an option available that allows you to line up different items that you are working with. When you have the items you wish to line up selected, go under the **Item** drop-down menu. In this menu you will find two selections; **Align Items Horizontally** and **Align Items Vertically**. With the items selected you can go to these options and another side menu pops up. You can then choose to align the objects as follows: horizontally **Along the Top**, **Along the Middle** or **Along the Bottom** or vertically **Along the Left**, **Along the Center** or **Along the Right**. When you click on one of these options, it will line the selected objects based on the option you chose.

Here is an example of how these commands work.



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©2004 Hortipops, Inc.

Here I have two pictures in my layout. After selecting both of them and choosing align vertically along the middle, they look like this.



©2004 Horticopea, Inc.



©2004 Horticopea, Inc.

Now they are both lined up on their centers. If I would have chosen align horizontally along the top they would have looked like this.



©2004 Horticopta, Inc.



©2004 Horticopta, Inc.

Now they are lined up along their tops.


# Ordering and Groups

The following are the topics discussed in this section:


1. Shuffle Up/Down and Move to Front/Back
2. Groups


- **Shuffle Up/Down and Move to Front/Back**


When you add items to a project, it is like you are adding various layers on top of one another. With the **Move to Front**, **Move to Back**, **Shuffle Up** and **Shuffle Down** commands

 you can organize the order in which the items are "stacked". These commands are found in the **Control** toolbar or the **Item** drop-down menu.

**NOTE:** The view of an item is blocked by all the items that overlap it and that are "stacked" above it. Also the item blocks out the view of any items below it that it overlaps with.

When you select an item, you can click on the **Move to Front** button  to move the item so it is in the foremost layer. Now when you move that item to overlap any other item, it will block the view of the other item since it is "stacked above it."

You can also click on the **Move to Back** button  to move a selected item to the bottom most layer. Now when you move the item to overlap another, it will be hidden by the other items that are "stacked" above it.

The **Shuffle Up** button  moves a selected item one layer above its current position in the stack.


The **Shuffle Down** button  moves a selected item one layer below its current position.

- **Groups**

You also have the option of grouping and ungrouping items that you are working with. When you group two or more selected items together, they essentially behave like one item. You may group and ungroup items using the **Group Selected Objects** and **Ungroup Previously Selected Objects**

buttons .

To group several items together, you must first select all of the items that you wish to group. To do this, hold down the shift key while you click on all the objects you wish to group. After all of the

items you wish to group are selected, click on the **Group Selected Objects** button . When you group several items, it moves the group to the front layer although the items in the group maintain their relative order. You may then move the group to the desired position. If you wish to ungroup items that you have previously grouped together, you may do so by selecting the item with

the grouped objects and clicking on the **Ungroup Previously Grouped Objects** button . These two selections can be found on the **Control** toolbar or in the **Item** drop-down menu.

**NOTE:** You cannot resize group items that are grouped. You can select several objects at the same time and resize them but not a group. If you ungroup a group, any grouped objects within the group will also be ungrouped.

**NOTE:** When you select more than one item, only the **Group Selected Objects** button will be available and the **Ungroup Previously Selected Objects** will be grayed out. When you select an item that was previously grouped, only the **Ungroup Previously Selected Objects** button will be available and the **Group Selected Objects** will be grayed out.

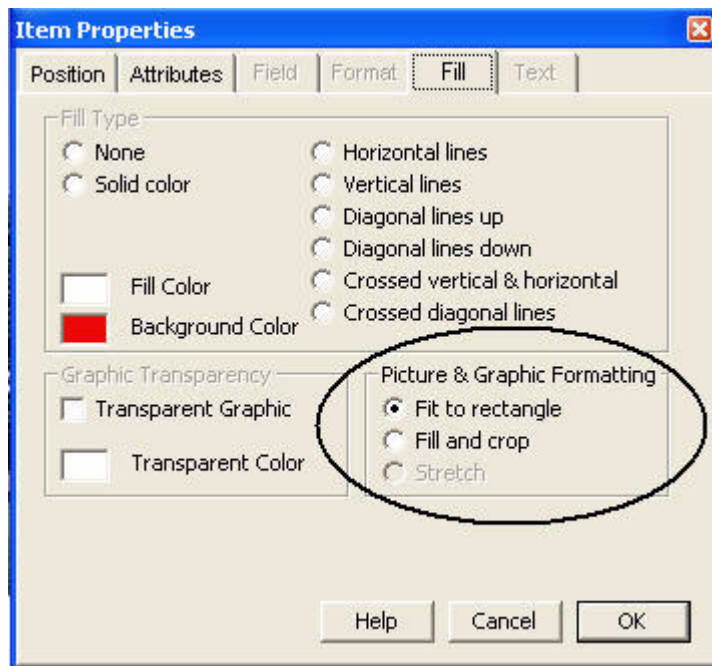
# Pictures and Graphics

The following are the topics discussed in this section:

1. Picture Formats - fill and crop and fit to rectangle
2. Picture Captions (Layout only)
3. Stretch Format - not for Horticipia pictures
4. Adding Graphics to the Favorites Menu

- **Picture Formats - fill & crop and fit to rectangle**

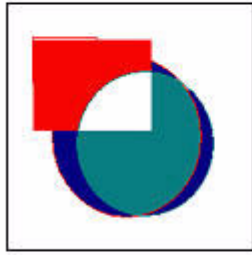
When you are using Horticipia's pictures in a project, you cannot change the image (i.e. by stretching the image which would distort it). When working with Horticipia's pictures there are two available options for resizing the photos. You must first select the picture on which you wish to change the resizing options. In the **Fill** tab of the **Item Properties** window, you will find the options **Fill and Crop** and **Fit to Rectangle**. You can access this window by double clicking on the picture or by going to the **Properties** command in the **Item** drop-down menu while the picture is selected.



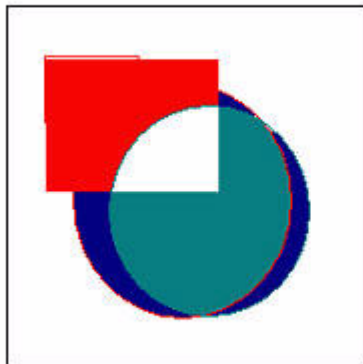
**NOTE:** When you are working with graphics, you can stretch the images. In this case, the **Stretch** option will not be grayed out.

One option that you have when working with a picture is to have the **Fit to Rectangle** selection chosen when you resize it. When you increase the size of the picture, it does not fit the picture exactly to the size of the box you drag when you resize it. Instead it snaps back to a close size that maintains the proportions of the original picture. This allows you to resize and preserve the original image.

Here is an example of how this works.



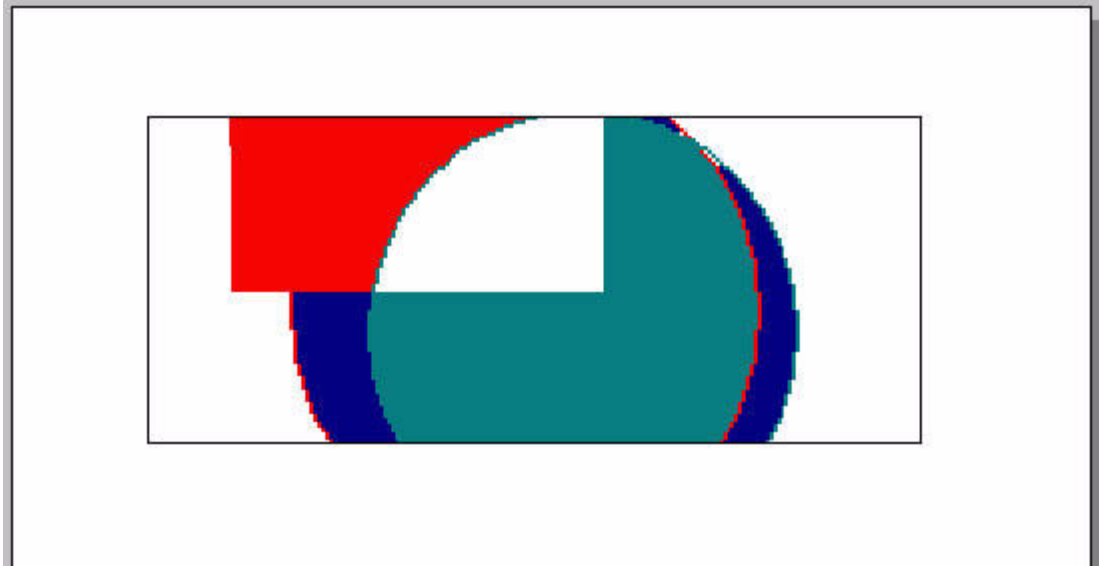
Here I have an image that I want to enlarge. When I use the Fit to Rectangle selection when I resize it, it will look something like this.



In this case the image is exactly the same except for the fact that it is bigger.

The other option is to have the **Fill and Crop** selection chosen when you resize the picture. Now when you resize it, the picture fills up the entire box that you have dragged. In this instance, in order to preserve the picture, the computer must crop out certain parts of the picture that cannot fit.

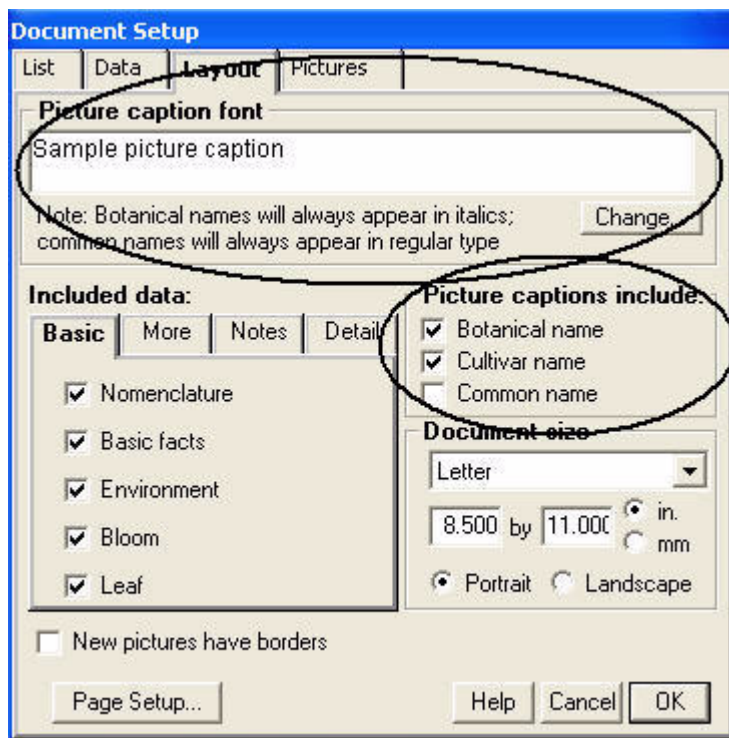
Going back to the demonstration, the Fill and Crop selection for the same picture would look something like this.



In this case, I have dragged the image so that it is longer. It has maintained the graphic's appearance but has cropped parts of the graphic in order to do this.

- **Picture Captions (Layout Only)**

When working with layout and adding pictures, you have the option of adding captions with them. From the **Garden Workbench**, go to the **File** drop-down menu and select **Document Setup**. The **Document Setup** window will now appear. Click on the layout tab and the window will look like this.

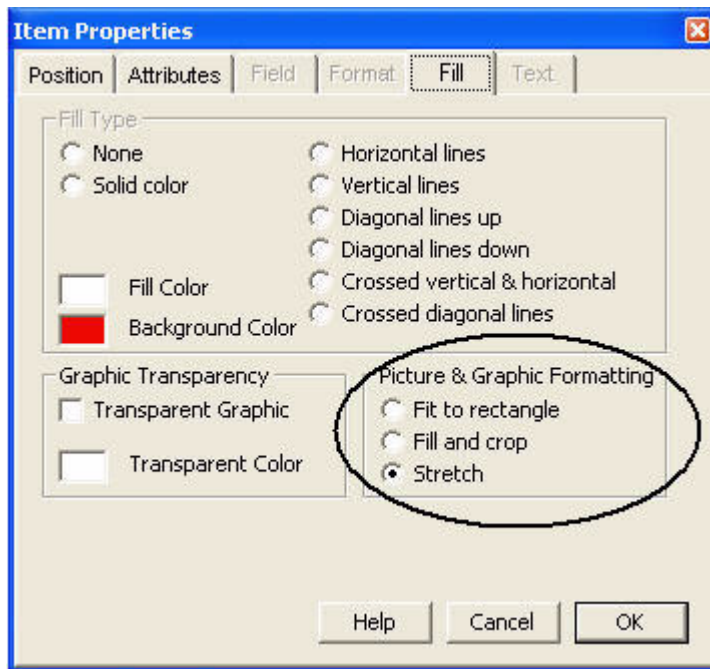


At the top you can control the font in which the caption of the picture will be displayed. Below that

to the right you can control what the caption says. You can check the boxes of the items you wish to be displayed in the caption. For Example: If I had the above boxes checked, the caption will display the botanical and cultivar name for the plant. If you uncheck all the boxes, there will be no caption information displayed. After you have checked the boxes you wish and have clicked **OK**, there will be a caption displaying the checked information when you add pictures to your layout.

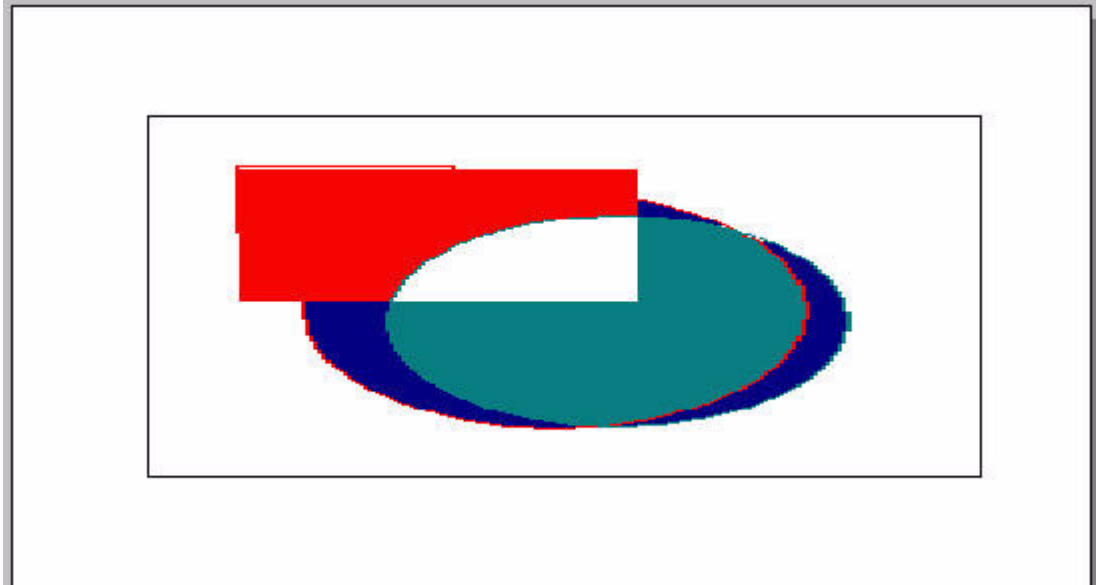
- **Stretch Format - not for Hortocopia pictures**

As is mentioned above, you cannot stretch Hortocopia pictures when resizing. When you have added other graphics, however, you may stretch when resizing. You can adjust this setting in the **Item Properties** window.




In the case of editing graphics that you have added, the **Stretch** option will be available. After you select this option, you simply resize the graphic.


Continuing from the demonstration in the "Picture Formats - fill & crop and fit to rectangle" section, here is how the same graphic might look when stretched.



In this case the image has not remained the same but has been warped as a result of the stretching.

- **Adding Graphics to the Favorites Menu**

It is also possible to add graphics to your **Favorites** menu. From the **Garden Workbench** go to the **Favorites** drop-down menu and select **Add Graphic**  **Add Graphic...** . You can also do this

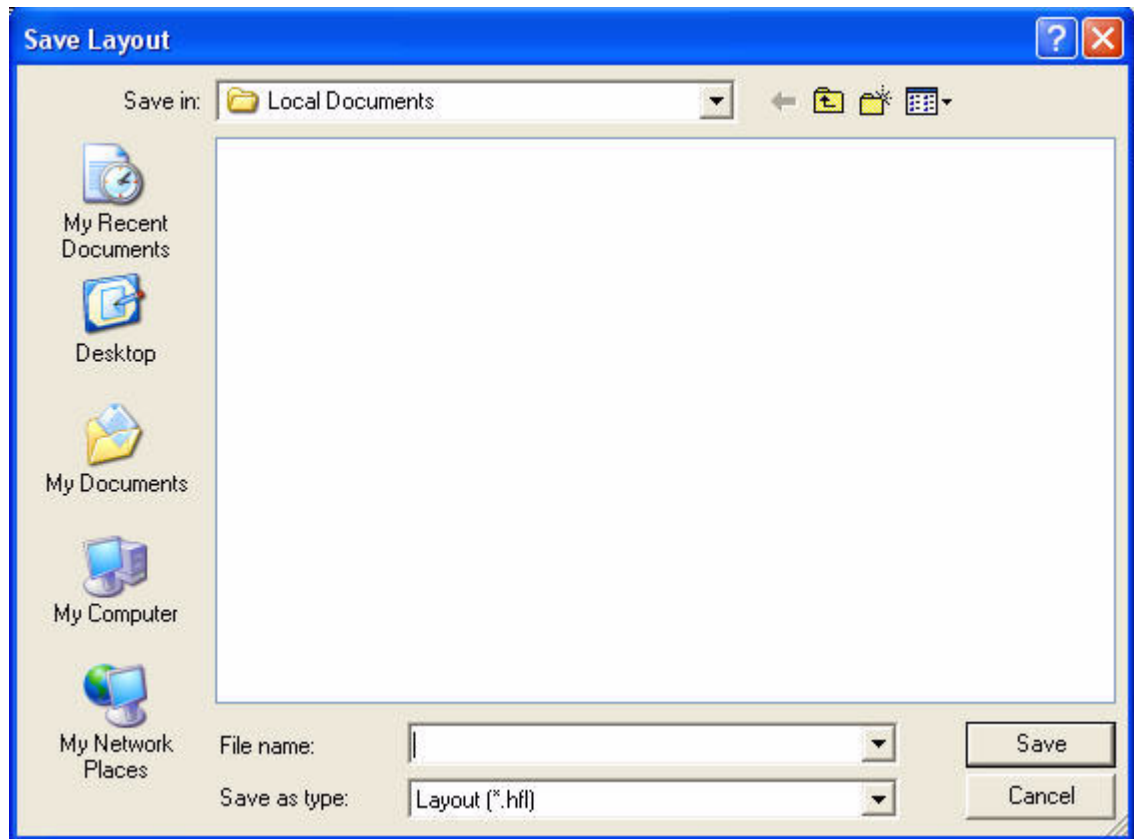
by clicking on the **Add Graphic** button  at the top of the window. The program will then prompt you to locate and name the file. Once you have located and name the file and clicked **OK**, it will appear on your favorites menu. If you wish to use a picture in your **Favorites** menu, in the *Designer* simply select the **Favorites** drop-down menu and select your picture. Then just drag a box on the project and your picture will appear.

# Saving and Retrieving Your Work


The following are the topics discussed in this section:

1. Save Design and Save Design As
  2. Open
  3. Favorites
- **Save Design and Save Design As**

When you are working on a layout and you wish to save your work, you may do so using the "save design" or "save design as" function. You can find these options under the File drop-down menu. The first time you save your work, you must select "save design as" and then click on the "save layout" option so that you can select a name for the file. After you select "save as" and click on "save layout", you will see a screen that looks like this.




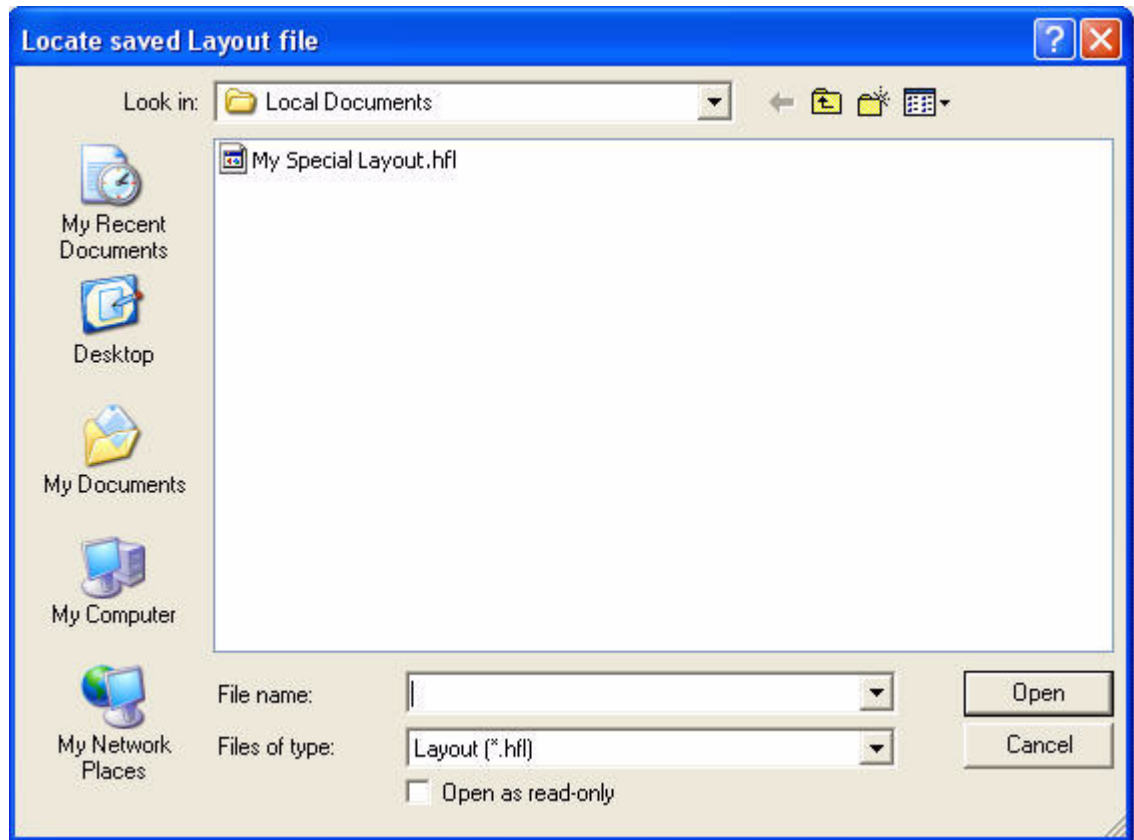
You must then type in a name and click **OK**. This saves your work under the selected name. If you choose the "save design as" option again on this project, it will save again as a totally different file, independent of the previous save.

When you are working on a layout that has been previously saved and you would like to save your progress, you may do so using the "save design" option in the **File** drop-down menu or the "save design" button  located at the top of the

screen. This simply saves the changed layout over the previously saved one.

- **Open**

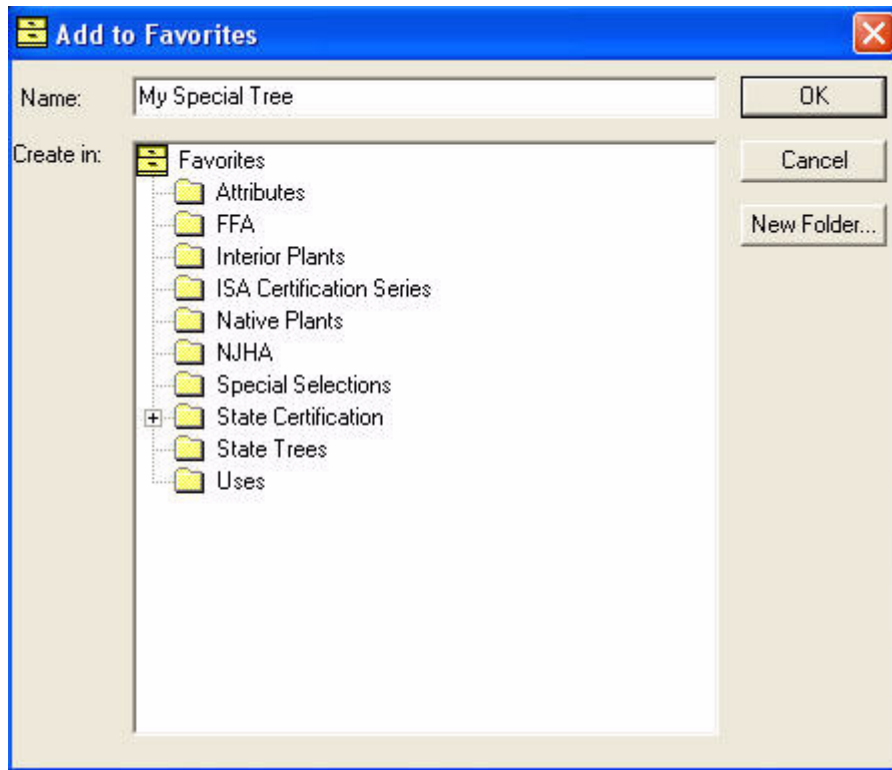
When you have previously saved a layout and you wish to work on it again or use it again, you may do so with the **Open** command. The **Open** command can be found in the **File** drop-down menu or you may use the **Open** button  located at the top of the screen. After choosing the **Open** command and clicking on "open layout", you will a screen that looks like this.




You will then be able to choose which layout you wish to open and click the **Open** button.

- **Favorites**

Within Horticipia, you have the option of adding pictures to your **Favorites** list. After you add pictures to your **Favorites** list, these pictures will have something like a bookmark on them and can be easily and quickly accessed. There are actually two **Favorites** drop-down menus. You can add plants from the **Favorites** drop-down menu that shows with the **Garden Workbench**. When you find a picture in Horticipia that you would like to add to your **Favorites**, you should double click on the picture to open it and then go to the **Favorites** drop-down menu and select **Add Picture**. When you do this, a screen will pop up that looks like this.



In the name field you can select a name for the picture to be known as or leave the name that automatically is entered into the name field. After entering a name, click **OK** and the tree now will appear in the **Favorites** drop-down menu.

When you wish to add a picture from your **Favorites** list to a project, you may do so from the *Designer* by opening the **Favorites** drop-down menu (the Favorites drop-down menu that you can access while in the *Designer*) and selecting the picture you would like to add. After you have selected the picture you would like to add, the mouse pointer will change to look like this . You then must then move the mouse over the project, hold down the left mouse button and make a box which will become your picture after you release the mouse button.

In addition to adding Hortocopia pictures to your Favorites list, you can also add graphics from outside of Hortocopia. Adding graphics to your Favorites list.

# Working with Defaults

The following are the topics discussed in this section:

1. Changing Defaults
2. Set Defaults from Item
3. Set as Global Defaults

When you are working on a project, you will be able to change and set the default configurations applied to the items you will be working with.

- **Changing Defaults**

First of all, you can change the general default settings within the *Designer*. When nothing is selected in the *Designer* and you choose different settings from the various toolbars, those settings now become the default settings that will apply to everything you do from then on in your current session. For Example: If you have nothing selected in your project and you choose a purple fill color, all the items that you create from then on that have a fill color to them will be filled with purple. The next time you open Horticopia, these new configurations will disappear.

- **Set Defaults from Item**

In the *Designer* you can set the default settings of items you create from a pre-existing item. When you have an item selected and you choose the **Set Defaults from Item** command, it applies the settings of the selected item to the items you create in the future during your current session. You can find the **Set Defaults from Item** command in the **Item** drop-down menu at the top of the window.

- **Set as Global Defaults**

In the *Designer* you can set the general default settings to a specific configuration for all future sessions. If you do this, whenever you open the *Designer* it will start with the settings that you set. When you have the settings of the *Designer* configured how you would like them to be set in the future, click on the **Set as Global Defaults** command. This is located in the **Document** drop-down menu at the top of the window. After you have clicked on this, your current settings should be set this way when you re-open the *Designer* for future sessions.

**NOTE:** You can always change your general default settings through this same process again if you wish.

# Working with Fields (Template Only)

The following are the topics discussed in this section:


1. Horticipia Data
2. Horticipia Pictures and Graphics
3. Herbaceous Fields and Woodies Fields
4. Information Blocks
5. Garden Studio Tab Fields
6. Special Fields - joined and graphical
7. Previewing with Sample Data

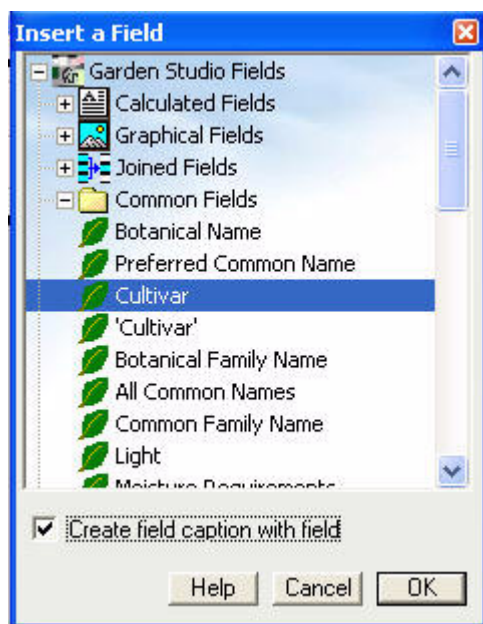
When creating or editing templates, you can add **fields** to your project. A **field** specifies a certain type of information and inserts that type of data depending on what plant you are using with the template. For example: If I am going to use a template in which there is the **field** 'botanical name' and I use it to produce a sign of a plant, it will look up the plants botanical name and write that information in that field. The information written in that field will change according to the different plants you use.

## • Horticipia Data

When you want to insert a **field** into a template, you must simply click on the **Add Field** button



. The mouse pointer will then change to look like this . You then must hold down the left mouse button and drag a square. When you have made the field as big as you want it, release the left mouse button and the **Insert a Field** window will pop up.



There are many different types of information that you can have inside the field box. Most of these can be found under the folder 'common fields' that is located in that window. Once you find the information that you wish to be displayed in the field, click on it and select **OK**. The creation of your field is now complete.

- **Horticopia Pictures and Graphics**

There is also the possibility of creating fields that will show pictures. Create a field as is instructed above and when the **Insert a Field** window pops up, scroll down to the folder labeled 'plant pictures' and pick the type of plant picture you wish to have on your template. Click **OK** and the creation of your field with a picture is now complete.

There is also the option of using graphics provided by Horticopia in your templates. You can find these in the 'graphical fields' folder in the **Insert a Field** window.

- **Herbaceous Fields and Woodies Fields**

In the **Herbaceous Fields** and **Woodies Fields** folders, you can find fields that have to do with the characteristics that you can see for each plant from within the Garden Workbench. These fields both draw their information from the attribute list for a specific plant.

- **Information Blocks**

In the **Information Blocks** folder you can find options for creating fields that contain data drawn from the tabs that you can access from the **Garden Workbench**. These fields can be used to insert specific data from the information found in these tabs.

- **Custom**

In the **Custom** folder you will find fields that draw their data from the **Custom** tab found in the **Information** tab of the **Plant Information** window (only for use with the **Authoring Module** or **Garden Studio**). The **Custom** tab is meant to make it possible for users to enter in their own written data for a plant and use it in **Garden Studio** or in a layout (users cannot change the **Horticopia** tab in the **Information** tab because this information is generated from the search attributes).

- **Garden Studio Tab Fields**

Some of the fields that you can create for the templates draw from data that you have entered for a specific plant. These are all located in the **Garden Studio Tab Data**, **Garden Studio Tab Text** and **Garden Studio Tab Graphics** folders. When you double-click on a plant in the **Garden Workbench**, there is a *Garden Studio* tab as well as the **Information** and **Preview** tabs. The **Garden Studio** tab contains boxes in which you can enter data. You can change the titles of these boxes and the values inside. When you go to make a field in a template, you have the option of making the field draw from the data that you have entered. The Garden Studio tab also contains another tab to insert graphics.

For Example: In the *Garden Studio* tab, I can change the title of "User Text 1" to "Special Info". This changes all "User Text 1" box titles to "Special Info". Then in the "Special Info" box on a plant I wish to use in a template I type in "This is my special plant". When I go to create a field for my template, I can tell the field to draw from data I have entered by selecting "Special Info" in the **Insert a Field** window. This will then draw from this information box and when I print the

template for my plant, "This is my special plant" will appear in the field.


- **Special Fields - joined and graphical**

There are also options for fields that have multiple pieces of information in them. In the **Insert a Field** window, you can find these fields in the **Joined Fields** folder.

In addition to having **Joined Fields** there are also options for fields that display only in certain instances. These fields are called **Graphical Fields**. For Example: One of the **Graphical Field** options that Horticipia provides the user, is called "Birds". If you add this field to a layout, it displays a picture of a bird **IF** in the information for that plant it states that the plant attracts birds . This is just one example of the field options available in the **Graphical Fields** folder.

- **Previewing with Sample Data**

Once you have a template partially or fully set up, it is often desirable to view what it would look like. To do this, simply select the fields of which you wish to see a preview and click on the **Show**

**Sample Field Data** button  . The button can be found on the **Standard** toolbar. The *Designer* then takes sample data and places it in the fields of the template. When you wish to remove all the sample data from the fields and go back to having the textured boxes with the field name and folder written, select the fields to which you wish to make this change and click on the **Data Source**

button  .


# Working with Multiple Pages (Layout Only)

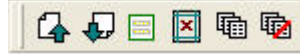
The following are the topics discussed in this section:

1. Master Page
2. Margins
3. Inserting and Removing Pages
4. Previous/Next Page
5. Design Document Setup

## • Master Page

In the **Layout Window** you are given the option of making a **Master Page**. The **Master Page**

button looks like this  and can be found on the **Pages** toolbar which looks like this

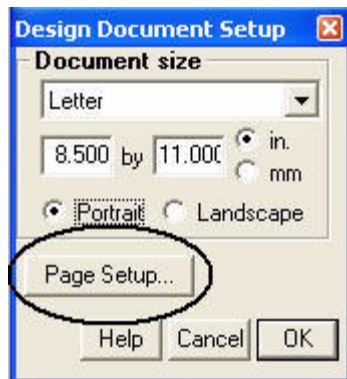


. It can also be found under **Document** drop-down menu. When you click on this icon, it opens up a blank page on the layout screen. You can set this screen up and it will appear as a background for all of the following pages that you have in your layout. When you are done modifying this page, you can click once more on the **Master Page** icon which will take you back to the regular pages in your layout. Your master page should now appear as the background for all of the pages in your layout. You may modify the **Master Page** further by clicking on the icon again.

If you have a **Master Page** set up for a layout and wish to omit this background on one or several of your pages, you may do so by going to the page or pages to which you wish to omit the background and selecting the **Omit Master Page** option. This option can be found under the **Document** drop-down menu.

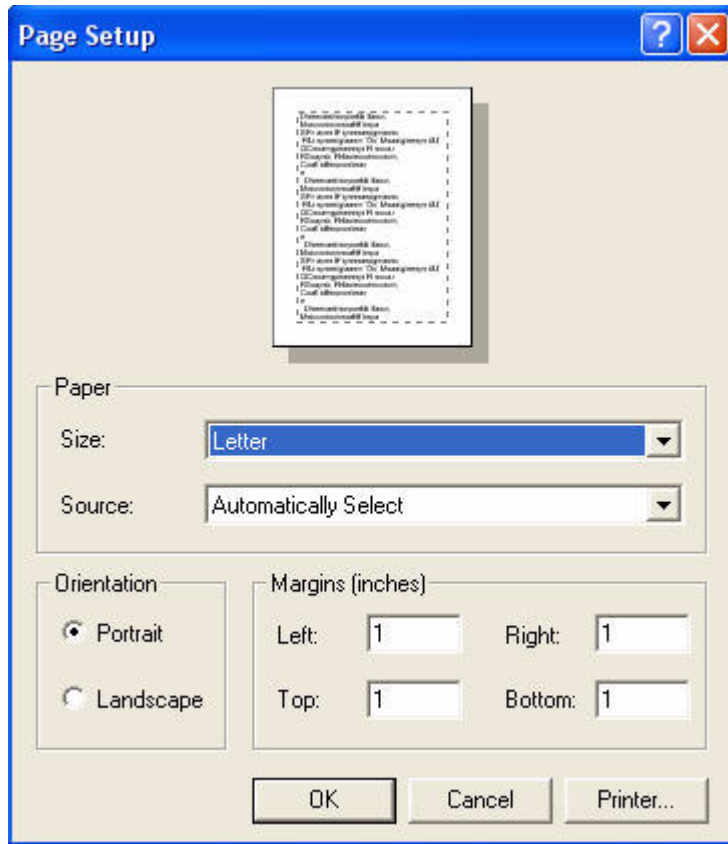
## • Margins



You can edit the measurements for the margins of a layout with the **Page Setup** button in the **Design Document Setup** window. You can find the **Design Document Setup** option in the **File** drop-down menu at the top of the window (this is a different window from the **Document Setup** window that you can access from the **Garden Workbench**).




You can then click on the **Page Setup** button and edit the measurements for the margins in the

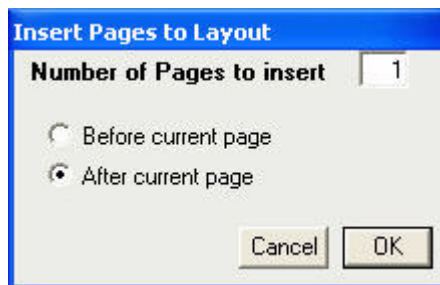
**Page Setup** box.




**NOTE:** You can view or hide the margins on your project by clicking on the **Show/Hide Margin** button  or  (depending on whether the margins are currently hidden or showing). This command can also be found in the **Document** drop down menu.

- **Inserting and Removing Pages**

Another option you have in the **Layout** window, is to insert or remove pages. When you wish to create more pages in your layout, you have simply to click on the **Insert Page** icon  in the pages toolbar. You can also find this option in the **Document** drop-down menu. It will then prompt you to ask how many pages you wish to insert and whether you would like to insert them before or after the current page.




After you make your selections click **OK** and it will complete the desired task.

You can also remove pages from your layout. You have simply to go to the page you wish to delete and click on the **Remove Current Page** icon . This is also available in the **Document** drop-down menu. It will then remove the page of your layout that you are currently working on.

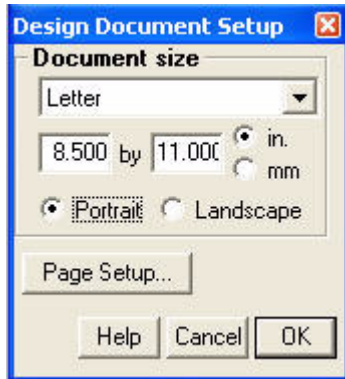
- **Previous/Next Page**

While working on a project, you can cycle through the different pages of your project. In the **Pages** toolbar or the **Document** drop-down menu, you can click on the **Page Up** or **Page Down** icons

 to "flip" to the next or previous page in your project.

- **Design Document Setup**

The **Design Document Setup** command can be found in the **File** drop-down menu at the top of the window.



From this window you can change the settings for the paper size, orientation and type. You can also enter into the **Page Setup** window from here.

# Working with Text and Text Formats

The following are the topics discussed in this section:

1. RTF (Rich Text Format) Text
2. Normal Text
3. Mixed (Selected Embedded Formats) Text

Within the *Designer*, you can change the type of text that you use in text boxes. You can change the text modes in the **Format** tab in the properties window for the text box you are working on.

- **RTF (Rich Text Format) Text**

If you set a text box to use RTF text, you can have all different sizes, fonts, colors and styles within the same text box. RTF text mode is demonstrated in the box below.



**NOTE:** You can only use the **Size Text to Box**  **Size Text to Box** command when using normal text mode. You can find this command in the **Formatting** toolbar or in the **Text** drop-down menu

- **Normal Text**

When you create a text box, it is automatically set to normal text mode. All of the text in the box must be the same style, font color and size when the text box is set to normal mode. Normal mode is demonstrated in the box below.



- **Mixed (Selected Embedded Formats) Text**

When you set a text box to mixed (**Selected Embedded Formats**), the text must be of the same font and size but may vary in color and style. Mixed mode is demonstrated in the box below.



**NOTE:** When rotating text, only normal text mode can be used. If you rotate text that is in mixed or RTF mode, it will change to normal mode and take on the characteristics of the first character of text. Also, when using rotated text that has a transparent background, the box will appear to have a white background but will print as transparent. If a patterned background is used, it will show as a solid color but will print the background.

# Barcode Information

## UPC-A

UPC-A (Universal Product Code-A) is the most common UPC bar code for retail product labeling and is seen in most grocery stores across the United States. The symbology encodes a 12 digit numeric only number. The first six digits are assigned from the Uniform Code Council (UCC) in Dayton, Ohio, the next five digits are assigned by the manufacturer, and the final digit is a modulo 10 check digit. The nominal height for the UPC-A bar code is one inch. The reduced size is 80% of the nominal size.

## UPC-E

UPC-E (Universal Product Code-E) is also fixed length and is a compressed six digit code used for marking small packages including magazines and paperback books. UPC-E symbols are UPC-A symbols that have been zero suppressed (i.e. consecutive zeros are not included in the symbol). The printed value of the UPC-E code is a twelve digit code. The nominal height for the UPC-E bar code is one inch. The reduced size is 80% of the nominal size.

## EAN/JAN-13

European Article Numbering/Japanese Article Numbering (EAN/JAN)

The EAN/JAN-13 is fixed length and is similar to the UPC-A symbology, but encodes a 13th digit. The 12th and 13th digit define the country code. The code 00-04 and 06-09 are assigned to the United States. The nominal height for the EAN/JAN-13 bar code is one inch. The reduced size is 80% of the nominal size.

## EAN/JAN-8

The EAN/JAN-8 is fixed length and is similar to the UPC-E code, but includes two more digits for the country code. The nominal height for the EAN/JAN-8 bar code is one inch. The reduced size is 80% of the nominal size.

# Text Formatting Information

When you choose **Custom**, a window will pop up asking you to enter in a custom format. When typing in a format, there are several characters and character combinations of which you should know the meaning.

If you enter a "yy" into the custom format box, it will display the year as a two digit number where you entered the "yy". If you enter a "yyyy" into the box, it will display the year as a four digit number where you entered the "yyyy".

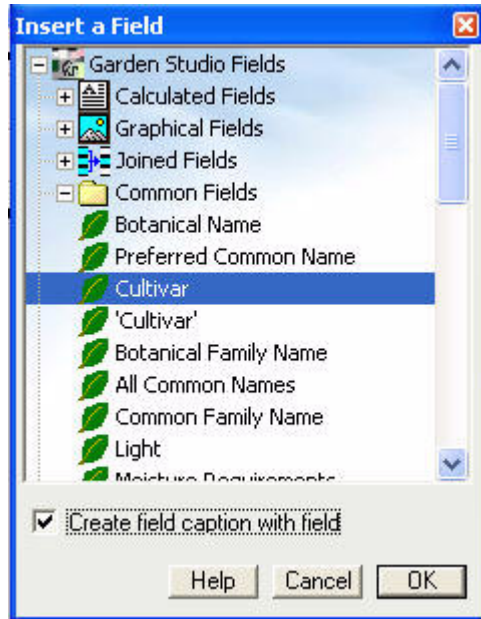
If you enter a "d" into the custom format box, it will display the day as a one or two digit number without a leading zero. If you enter a "dd" into the box, it will display the day as a one or two digit number with a leading zero if the number is only one digit. If you enter a "ddd" into the box, it will display the day as the three character abbreviation for the day of the week. If you enter a "dddd" into the box, it will display the full name of the day of the week.


If you enter a "m" into the custom format box, it will display the month as a one or two digit number without a leading zero. If you enter a "mm" into the box, it will display the month as a two digit number with a leading zero if the number of the month is one digit. If you enter a "mmm" into the box, it will display the month as a three character abbreviation of the month. If you enter a "mmmm" into the box, it will display the name of the month in full.

When entering the actual value for the text format, the computer recognizes certain patterns for dates. It recognizes for example the form "month/day/year" (with number values in place of the words). It also can recognize various other forms of writing the date. For Example: If I enter "3/25/04" as the actual value and then I write "mm-d-yyyy" as the text format, it will appear as "03-25-2004".

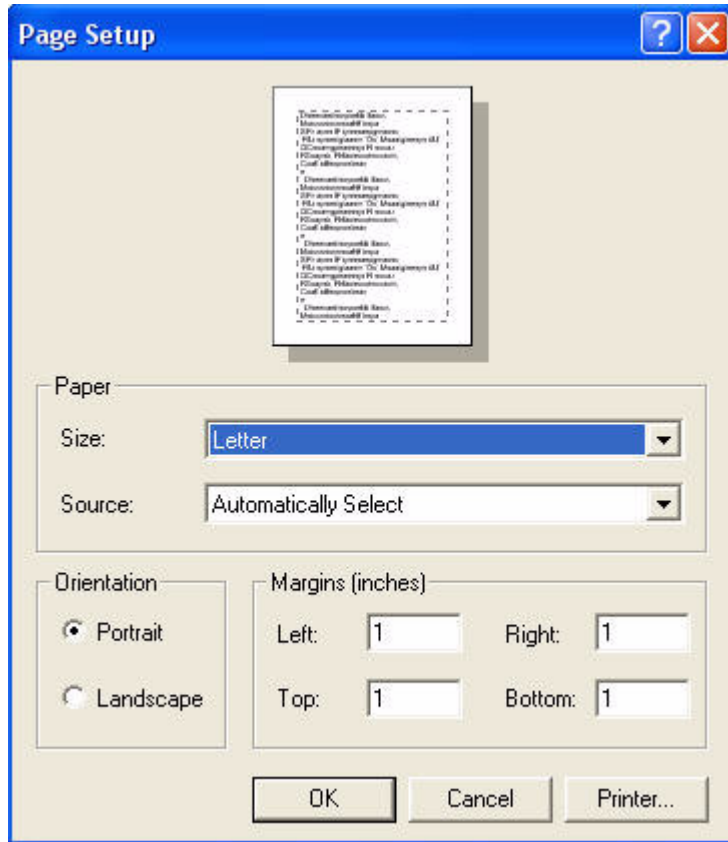
When working with numbers, there are several other characters to be familiar with. The character "#" represents any number and will not display leading zeros if the actual value of the field is not as big as the format. The character "0" represents any number but will display leading zeros if the actual value of the field is not as big as the format. For Example: If I enter "5555.5" into the field and enter the text format "\$#,###.#0", it will display the value as \$5,555.50.

# Insert a Field Window (Template Only)



This is the **Insert a Field** window. You can use this window to select the type of information to be displayed in a field. This window can be accessed by clicking on the **Insert a Field** button  .

# Page Setup Window



This is the **Page Setup** window. From here you can modify the paper size and source for printing. You can also modify the margin measurements and the paper orientation options. You can access this window from the **Design Document Setup** window.

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