

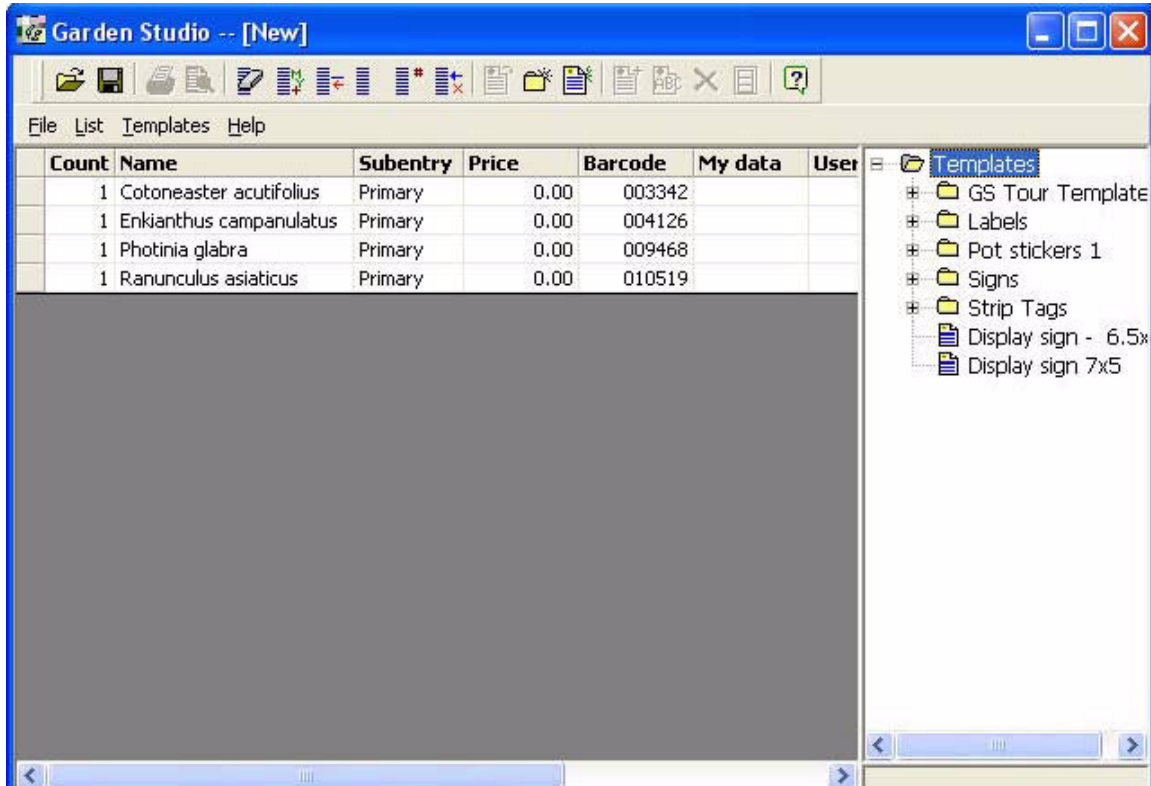
Garden Studio Reference

Table of Contents

GARDEN STUDIO	2
MENUS	4
File	4
List.....	5
Templates.....	6
Help.....	7
WORKING WITH GARDEN STUDIO	8
Creating and Editing Plant Lists	8
Entering Data Into the Lists.....	10
Forms	11
Organizing Templates.....	12
FORMS WINDOW	14

Garden Studio

This is the Garden Studio window.



At the right side of the window, you can see the list of templates (see Organizing Templates). At the top of the window you can see the menus and the Standard toolbar. When you import plants into Garden Studio, they show up in the list at the left side of the window. You can see that there are four plants there in the picture above.

To import plants to Garden Studio, select the plants from the Garden Workbench plant list that you wish to import and select the Garden Studio command on the Window menu (for more about working with plant lists, see Creating and Editing Plant Lists). When you import plants to Garden Studio, you will notice that they appear in the window with the counts all set to 1.

If at some time you wish to add more plants to the Garden Studio plant list, you can go back to the workbench (without closing the Garden Studio window), select more plants to add and then once again execute the Garden Studio command found on the Window menu.

You will notice in the picture above that there are fields named Price, Barcode, My data, etc. These are the fields that you can find in the Garden Studio tab for each plant. You can edit the fields here and it is the same as editing the value in the Garden Studio tab. To edit the field, click in the field and enter the data.

NOTE: If you have 50 or less plants in the Workbench plant list and no plant is selected at the time that you execute the Garden Studio command, it will export

all of the plants in the list to Garden Studio.

Menus

File

The following is a list of all the commands found on the **File** drop-down menu. Some of these commands can be found on the **Standard** toolbar as well.

- **Open List**

You can use the **Open List** command to open a previously saved *Garden Studio* list. When you open a saved list, it will also open the values that were in the fields at the time of the save.

- **Save List**

You can use the **Save List** command to save previously saved lists. When you choose this command, it will save over the previous save and replace it with the new list under the same file name.

NOTE: If you choose this command before you have saved your work, it will execute the **Save List As** command and prompt you to name the saved file.

- **Save List As**

You can also use the **Save List As** command to save a list. When you choose this command, it will prompt you to choose a file name under which to save and it will save the list as totally independent from any previous saves.

- **Print**

You can use the **Print** command to print your work.

- **Print Preview**

You can use the **Print Preview** to see a preview of what your work will look after it is printed.

- **Exit**

You can use the **Exit** command to exit the *Garden Studio* module.

List

The following is a list of all the commands found on the **List** drop-down menu. Some of these commands can be found on the **Standard** toolbar as well.

- **Clear List**

You can use the **Clear List** command to clear all entries from the *Template Designer*.

- **Append Selected**

When you have a list of plants in the **Template Designer** and you wish to add more, you can do so with the **Append Selected** command. With a list open, go back to the **Garden Workbench**. At the **Garden Workbench**, select the plants that you wish to add. Then go back to the *Garden Studio* module and choose the **Append Selected** command. It will then add the selected plants to the list.

- **Insert Static**

You can use the **Insert Static** command to insert a static entry into the plant list. This entry is practical for creating signs that have nothing to do with any specific plant.

- **Reset Counts**

You can use the **Reset Counts** command to reset the counts of all of your entries to zero.

- **Set Counts**

You can use the **Set Counts** command to set all of the counts of your entries to the same specific number.

- **Delete Entry**

You can use the **Delete Entry** command to delete selected entries.

- **Undo List Change**

You can use the **Undo List Change** to undo the last change that you made to the list.

- **List Print Preview**

You can use the **List Print Preview** command to see a preview of how your plant list would look if printed. There is also an option to print the plant list from this page. In the preview, only the first three data columns show and will print when you select the print command.

Templates

The following is a list of all the commands found on the **Templates** drop-down menu. Some of these commands can be found on the **Standard** toolbar as well.

- **Open**

You can use the **Open** command to open selected templates. From this window you can modify template settings such as field placement and field data. You can also open a template by double-clicking on it.

- **New Folder**

You can use the **New Folder** command to create a new folder in the templates window which you can use to organize your templates.

- **New Template**

You can use the **New Template** command to create a new template.

- **Duplicate Template**

You can use the **Duplicate Template** command to make a duplicate of selected templates.

- **Rename**

You can use the **Rename** command to rename selected folders or templates.

- **Delete**

You can use the **Delete** command to delete selected folders or templates.

- **Assign Form**

You can use the **Assign Form** command to assign forms to selected templates. When you use this command, you will be asked to choose one of Horticoxia's pre-existing forms.

Help

The following is a list of all the commands found on the **Help** drop-down menu. Some of these commands can be found on the **Standard** toolbar as well.

- **Garden Studio Help**

The **Garden Studio Help** command opens the *Garden Studio* help program.

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

This command takes you to the *Horticopia* website if you are connected to the Internet.

- **About Garden Studio**

The **About Garden Studio** command opens a window that gives you some brief information on *Garden Studio*.

Working with Garden Studio

Creating and Editing Plant Lists

The following topics are discussed in this section.

1. Transferring a List from the Workbench
2. Saving Lists
3. Appending to an Existing List
4. Deleting Items

- **Transferring a List from the Workbench**

When you are at the **Garden Workbench**, it is very simple to transfer a list into the *Template Designer*. All that you must do is select the plants that you would like to add and select the Garden Studio command from the **Window** drop-down menu. This will then open the *Template Designer* with all the selected plants already in the plant list.

NOTE: To select multiple plants, hold down the CTRL key while clicking on them.


NOTE: If you have 50 or less plants in the Garden Workbench plant list and have no plant selected at the time when you execute the Garden Studio command, the program will export all of the plants to the Garden Studio window.

- **Saving Lists**

When you have a list of plants that you wish to access frequently or that you simply wish to save, you may do so by using the **Save List** and **Save List As** commands. Both of these commands can be found under the **File** drop-down menu.

You can use the **Save List As** command to save a new list or simply to save a list under a different file name. When you choose this command, it will prompt you to choose a file name under which to save and it will save the list as totally independent from any previous saves.


You can use the **Save List** command to save previously saved lists. When you choose this command, it will save over the previous save and replace it with the new list under the same file name.

The **Save List** button  can be found on the **Standard** toolbar.

NOTE: If you choose this command before you have saved your work, it will execute the **Save List As** command and prompt you to name the saved file.

- **Appending to an Existing List**

When you have a list of plants in the *Template Designer* and you wish to add more, you can do so with the **Append Selected** command. With a list open, go back to the **Garden Workbench**. At the **Garden Workbench**, select the plants that you wish to add. Then go back to the *Garden Studio* module and choose the **Append Selected** command. It will then add the selected plants to the list. The

Append Selected command can be found on the **List** drop-down menu and the **Append Selected** button  can be found on the **Standard** toolbar.

- **Deleting Items**

If you wish to delete an entry that you have made to your plant list, you may do so by using the **Delete** command. Select the entry which you would like to delete and then select the **Delete Entry** command found in the **List** drop-down menu.

Entering Data Into the Lists

The following topics are discussed in this section.

1. Setting the Count Values
2. Entering Values for the Garden Studio Tab's Data Fields
3. Static Entries

- **Setting the Count Values**

You can set the count values for the entries in your plant list several ways. You can enter them manually by clicking in the count box and typing in the values that you wish for each plant.

You can also set all the count values to the same value by selecting the **Set Counts** option found in the **List** drop-down menu. It will then prompt you to choose a value and will set all the count values to the chosen number.

There is also a command that sets all the count values of the plants in your list to zero. Select the **Reset Counts** command which can be found in the **List** drop-down menu to do this.

The **Set Counts** button  and the **Reset Counts** button  can be found on the **Standard** toolbar.

- **Entering Values for the Garden Studio Tab's Data Fields**

When you create fields in a template, some of them draw from the *Garden Studio* tab's. You can change the data that is entered into these fields for each individual plant. From the **Garden Workbench** you can select a plant for which you would like to modify the data and change the field values in the **Garden Studio Tab**.

You can also use the fields given in the plant list to modify several of the data fields found in the **Garden Studio Tab**. You can simply click in the data field you wish to modify and type in the information that you wish to insert.

- **Static Entries**

In the **Template Designer**, there is also the option of adding static entries to the plant list. These entries are meant to be used to create signs that do not have anything to do with any specific plant or plant data and **Static Entries** do not really have any practical use in being added in with a collection of other plants. They are useful in creating signs for things such as hard goods.

The Insert **Static Entry** button  can be found on the **Standard** toolbar.


Forms

The following topics are discussed in this section.


1. Assigning a Form to a Template
2. Changing Form Assignment
3. Forms and Printers

- **Assigning a Form to a Template**

To assign a form to a template you must simply select the template on which you would like to change the form and then select the **Assign Form** command that can be found in the **Templates** drop-down menu. It will then take you to the **Assign Forms** window and ask you to select a form for the template.

The **Assign Form** button  can be found on the **Standard** toolbar.

- **Changing Form Assignment**

To change the form assignment of a template, you must simply select the template to which you would like to make changes and either select the **Assign Form** command which can be found in the **Templates** drop-down menu or use the **Assign Form** button  on the **Standard** toolbar. Then this takes you to the **Assign Forms** window and you simply make the appropriate changes.

- **Forms and Printers**

When examining the forms available in *Garden Studio*, you will notice that some of the appear to be the same but in reverse. For example you will find the forms 8.5 x 11 and 11 x 8.5. These, however, are not the same. When you select the 8.5 x 11 form, it will print out with the side measured as 8.5 inches being oriented as the bottom of the page. This is also sometimes called portrait orientation.

When you select the 11 x 8.5 form, it will print out with the side measured as 11 inches being oriented as the bottom of the page.

In order to print out forms from *Garden Studio*, in addition to selecting the form, your printer must recognize the form. In many cases, your printer should recognize the forms but sometimes your printer may not recognize less standard form specifications. This does not necessarily mean that you cannot print these forms but that you must add these to the list of forms that your printer recognizes. You will know that your printer does not recognize a certain form if when you print you cannot find the specified form in the print dialog window.

Organizing Templates


The following topics are discussed in this section.

1. Creating and Modifying Templates from the Folder Menu
2. Folders
3. Moving Templates and Folders


You can access some of the commands found below by right-clicking in the folder window and selecting from the menu that pops up.

- **Creating and Modifying Templates from the Folder Window**


When you wish to create a new template, you can do so by going under the **Templates** drop-down menu and selecting **New Template**. You can also find the

New Template button  on the **Standard** toolbar. A new template will appear in the templates window on the right side of the screen. If you then double-click on the template, it will prompt you to choose a form to assign the template and then take you to a screen from which you can edit the template.


You can also rename templates. You can select the template that you wish to rename and select the **Rename** command in the **Templates** drop-down menu.

You can also find the **Rename** button  on the **Standard** toolbar. You then will be able to type in the desired name for that template. You can also use this command to rename folders.

Duplicating templates is also a possibility. If you have a template that you would like to duplicate, simply select the template and choose the **Duplicate Template** command found in the **Templates** drop-down menu. You can also find the

Duplicate Template button  in the **Standard** toolbar. After selecting this command you will see a copy of the template appear below the chosen template. If at some time you wish to delete a template, click on the template and select the **Delete** command found in the **Templates** drop-down menu. You can also find the **Delete** button on the **Standard** toolbar. You can also use this command to delete folders.

- **Folders**

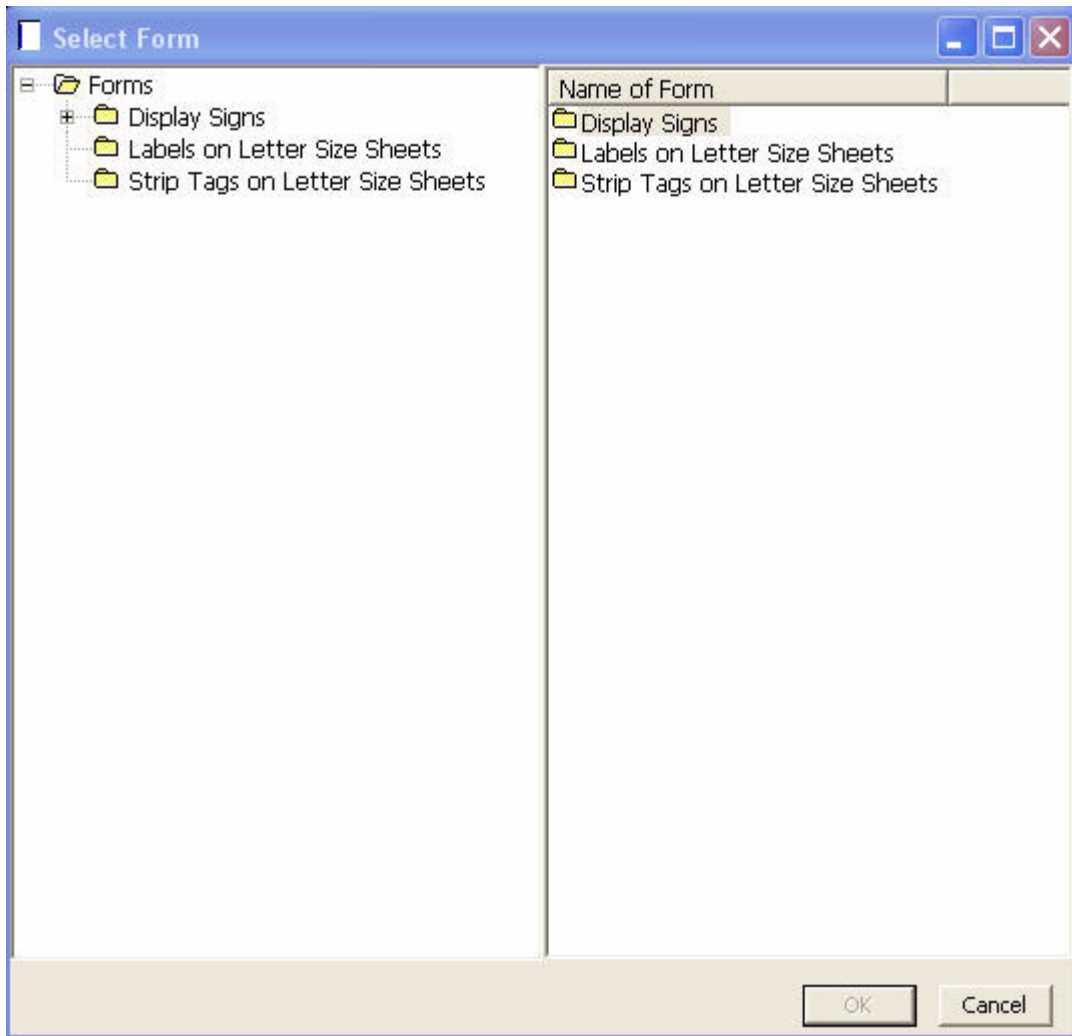
In addition to creating new templates, you can create new folders used to organize these templates. You can do this by going under the **Templates** drop-down menu and selecting **New Folder**. You can also find the **New Folder** button  in the **Standard** toolbar. A new folder will appear in the templates window on the right side of the screen.

The folders that you have created are used to organize your templates. The folder organization system works exactly like a regular filing cabinet. You can insert template designs into folders or even folders into folders.

- **Moving Templates and Folders**

You can move around the templates and folders in your "filing system". To do this, simply drag and drop the file or folder onto the folder in which you would like it.

Forms Window



This is the **Assign Forms** window. In this window you can browse through the various form types and then select the appropriate one.

Index

A	
Adding to an existing list	8
Assigning a form to a template	11
C	
Changing form assignment	11
Clearing a list	5
Creating and Editing Plant Lists	8
Creating and modifying templates from the folder window	12
D	
Deleting a template	12
Deleting items	8
Duplicating a template	12
E	
Entering Data Into the Lists	10
Entering values for the Garden Studio Tab's data fields	10
F	
File Menu	4
Folders	12
Forms	11
Forms and printers	11
Forms Window	14
G	
Garden Studio window	2
H	
Help Menu	7
L	
List Menu	5
M	
Moving templates and folders	12
O	
Opening a template	6
Opening lists	4
Organizing Templates	12

P	
Print preview	4
Printing	4
R	
Renaming a template	12
S	
Saving lists	8
Setting the count values	10
Static entries	10
T	
Templates Menu.....	6
Transferring a list from the Garden Workbench	8
U	
Undoing a list change	5