HORTICOPIA®

Professional

Garden Studio® Primer

Contents

Getting Started with Garden Studio®

Basic Terms

When describing the use of *Garden Studio*®, there are 4 basic terms that are important to understanding how *Garden Studio*® works. These terms may be used in a different fashion in other applications. These terms are:

Sign

Label

Form

Template

Sign

A **Sign** refers to all finished output from *Garden Studio*®. A sign may be a strip tag, a display sign, a pot sticker, or a data sheet.

Label

A **Label** is what the sign will be printed on. Examples are a 7 x 5 display label, 1.33 x 1 pot sticker label, or a 11 x 1 strip tag label. Usually, there will be more than one label per page of printed output, although you could have an 11 x 8 ½ label that's an entire printed page, such as for a data sheet.

Label

Margin

Label arrangement for 8 labels on a page
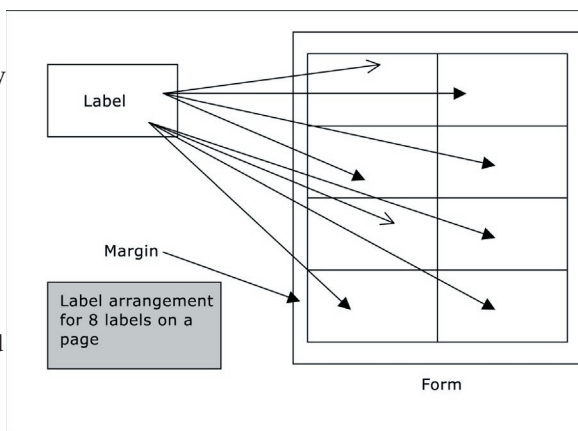
Form

Form

A **Form** defines the size of the output sheet (letter size, roll, tabloid, custom size) on which the labels will be printed and the number and arrangement of labels on the sheet.

When printing from your computer, you probably use a few standard output sizes (forms) such as letter size, legal size, or even #10 envelopes. The *Garden Studio*® software takes care of margins, unprintable areas, and arrangement, so that your output appears the way you want.   A form, such as an 8.5 x 11 sheet, could have two 7 x 5 labels with margin areas on the top and bottom of the sheet and each side of the label. Or for pot stickers, you could have as many as 60 labels per page (6 across by 10 down), also with margins.

When creating your sign, *Garden Studio*® will print each sign on a separate **label** on the printed form. You can even choose a starting position for the labels so that you can use sheets that have been partially printed.

Since common and some not so common forms have been defined in *Garden Studio*®, you only need to verify that your forms are in the pre-defined forms list. If you cannot find your form, please contact us and we'll create a new form definition for your *Garden Studio*®.

Template

A **Template** defines the appearance and content of a sign and is also associated with a label. (If you're familiar with the mail merge features in Microsoft Office, then you already know what a template does.) A template consists of two types of items, fixed items and variable items.
1. Fixed items can include text (like your company name), graphics (your company logo, for example), and drawing elements such as lines, circles or rectangles. These items will appear on every output sign for the template used.
2. Variable items, such as Price, contain data taken from a data source (the Data Spreadsheet in our example) and will be placed on the output sign. In *Garden Studio®*, these variable items on the template are called **fields**. You may think of these fields as placeholders for information that can change when each sign is printed.

The graphic below depicts the flow of information from the data source and the template through *Garden Studio®* to produce plant signs. The fields (Name, Exposure, Price) in the template are replaced with the corresponding **data** item to produce the completed sign.

Garden Studio® Primer
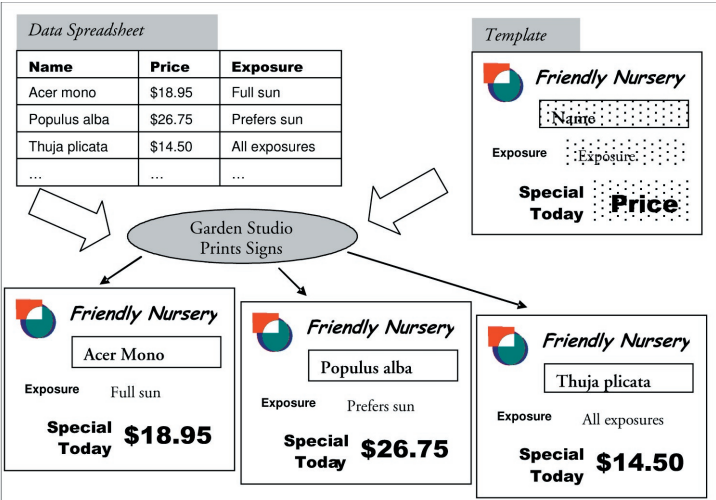
Making Signs - Basics

Making Your First Sign

We'll use one of the pre-defined templates to print a 7 x 5 sign and include a plant picture and the plant name.

1. From the **Window** menu, select **Close All** so that all windows except the *Garden Workbench®* are closed.

2. Click once on any plant name so that is highlighted (with the yellow background)

3. From the **Window** menu, select **Garden Studio**. The *Garden Studio* window will open with the name of the plant you highlighted appearing in the list. Note: if you happened to click on a plant name with a yellow folder next to it, indicating that it has several cultivars, you'll see more than one plant in the list.
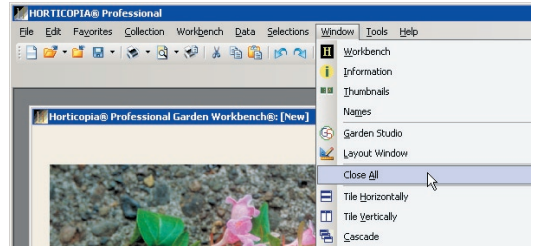
4. From the list of templates, click on the **Tour Sign One.**
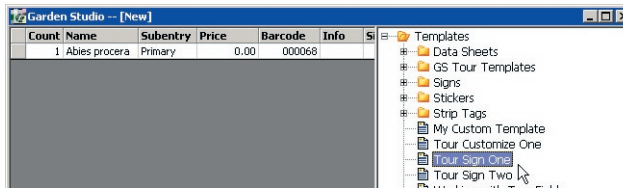
5. Click on the Print Preview button on the **Garden Studio** toolbar and a print preview window will appear

    showing the completed sign for the plant(s) you have selected. If you want to see what this looks like on your printer, you can click on the Print button at the bottom right of the print preview window.

6. Close the *Print Preview* window and the *Garden Studio* window. If you get a message asking if you want to quit without saving your list, click on Yes.

Selecting Plants for Signs

It is important to understand how *HORTCIOPIA® Professional's Garden Workbench®* and the *Garden Studio®* interact. One of things you do in *HORTCIOPIA® Professional* is to select the plants for which you want signs. These plants are selected using any of the *HORTICOPIA® Professional* methods for creating plant lists. We'll review a couple of the common ways of selecting plants here, but if you're not familiar with this process, please take a few minutes to review it in the *HORTICOPIA® Professional User Guide.*
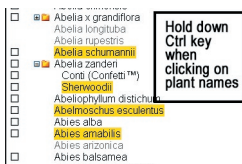
If you have just a few plants that you want to select, you can hold down the Ctrl key while clicking on the names of the plants that you're interested in. Each plant name will remain highlighted after you click on it. When you've completed your selections, click on the **Window** menu and select **Garden Studio**. The *Garden Studio* window will open with the selected plants. You may go back to the *Garden Workbench®* by clicking on the **Window** menu, selecting **Workbench** and repeating the selection process. Additionally selected plants will be added to the *Garden Studio®* list.

Another way of selecting plants is by the use of the **MyList®**. Just click the box next to the plant name, a check (√) will appear in the box, and the plant name placed on **MyList®**.

Continue to select plants for **MyList®** in this manner. When you want to display only the selected plants, click on [✎] the *MyList®* button. When you now click on the **Window** menu and select **Garden Studio**, you'll get the plants in the **MyList®**.
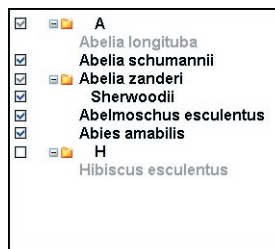
Making Signs for Several Plants

We'll now explore one of the timesaving features of *Garden Studio®*, making several signs for different plants.

1. From the **Window** menu, select **Close All** so that all windows except the Garden Workbench® are closed. If you get a message asking if you want to quit without saving your list, click on Yes.

2. From the **Selections** menu, select **Remove all from MyList** or click on the corresponding tool button [✎]. This assures that we're starting without any MyList® items.

3. For 7 or 8 plants, click on the box next to any plant name to place it on the MyList®.

4. Click on the *MyList* button [✎] to show only the plants you've selected.

5. Now, we're going to save the list we've created to use it later. From the **Favorites** menu, select **Add MyList...**
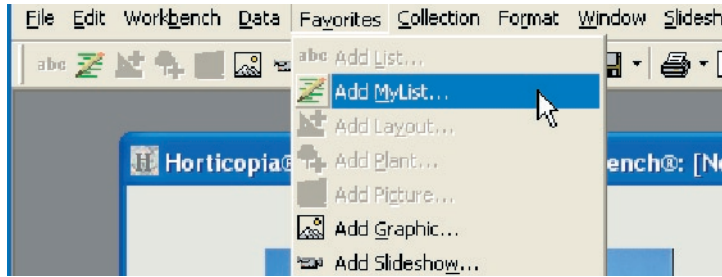
6. In the Add to Favorites window, replace **Favorite MyList** with **My Tours Plant List** and click OK.
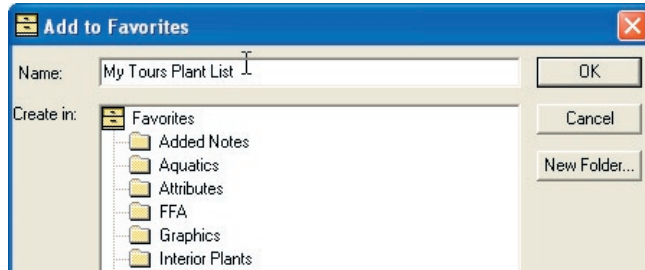
7. From the **Windows** menu, select **Garden Studio.** The *Garden Studio* window opens with the names of the MyList® plants appearing in the list

8. Under the Templates folder on the right side of the *Garden Studio* window, click on the template, **Tour Sign One**.

9. Click on the Print Preview button on the **Garden Studio** toolbar. A *Print Preview* window will appear showing the completed signs for the plant(s) you have selected.

10. Close the *Print Preview* window

Making More than One Sign for a Plant

Let's assume that you want more than one sign for some of the plants that you've selected. The *Garden Studio* window should still be visible.

1. Click on one of the cells under the **Count** header next to the plant names. The counts have been pre-filled to the value "1" each.

2. Change the count field to 3.

Count	Name	Subentry	Price
1	Abies balsamea	Primary	
1	Abies cephalonica	Primary	
3	Abies firma	Primary	
1	Abies holophylla	Primary	
1	Abies homolepis	Primary	

3. Select another count field and change it as well.

4. On the right side of the *Garden Studio* window, make sure the **Tour Sign One** template name is still selected.
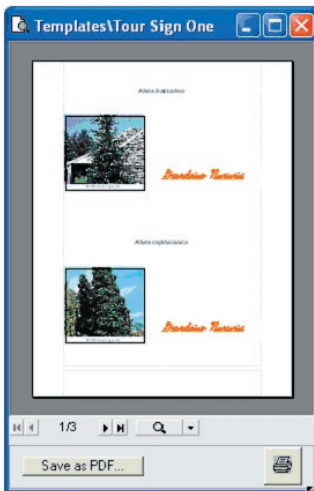
5. Click on the Print Preview button on the **Garden Studio** toolbar. The *Print Preview* window will now show the completed signs for the plant(s) you have selected with the updated quantities you have specified.

6. Close the *Print Preview* window and the *Garden Studio* window.
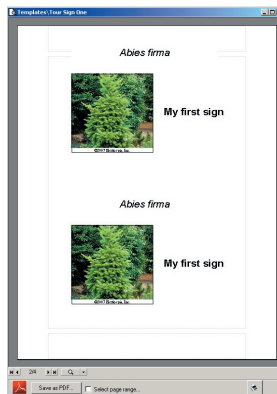
Customizing the Templates- Basics

The **Templates** are the designs that you create for your signs. While you can create a template from scratch, you may initially find it easier to use one of the existing templates that have been supplied with *Garden Studio*® and modify it to suit your needs.

Customizing Text

After first making a copy of an existing template, we'll change text in a text box.   The customization will be applied to the copy so that we can get back the original.

1. From the **Windows** menu, select **Close All** so that all windows except the *Garden Workbench*® are closed. If you get a message asking if you want to quit without saving, click on Yes.

2. Select a few plants, then from the **Window** menu, select **Garden Studio** (or press the F10 key) to open the *Garden Studio*® window.

3. From the list of templates, click on the **Tour Customize One.**

4. From the **Templates** menu, select **Duplicate Template**. A duplicate of the **Tour Customize One** template will be created and highlighted.
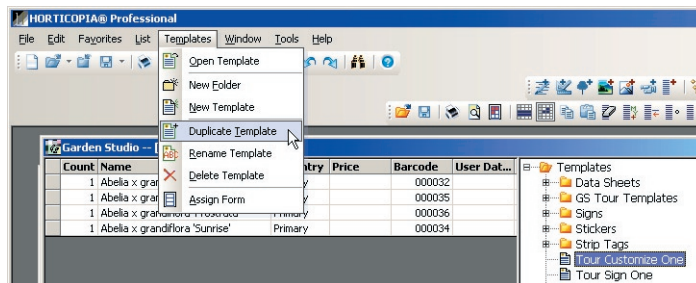
5. Again from the **Templates** menu, select **Rename**. The duplicated template can now be renamed. Enter **My Custom Template**.
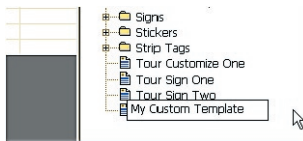
6. Double-click on **My Custom Template,** then double-click on **My Company Name** text.   An edit window containing **Company Name** will appear.

7. Using the mouse, select the entire text and then type your company's name in its place. The text **My Company Name** should now have been replaced with the name of your company.

8. Click anywhere outside of the **My Company Name** edit text box to close the edit window.

9. From the **File** menu, select **Save Design** and then close the template.

10. From the **Window** menu, select **Workbench** (or press the F2 key).

11. Click once on any plant name so that is highlighted (with the yellow background)

12. From the **Window** menu, select **Garden Studio**. The *Garden Studio®* window will be displayed with the plant you have selected and the name of the customized template still highlighted.
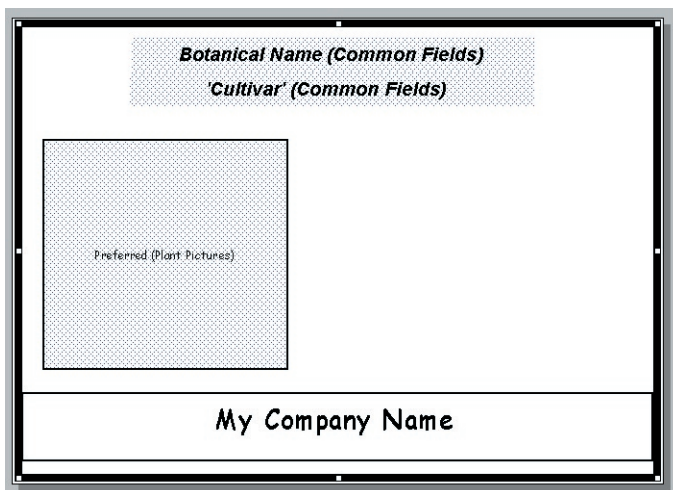
13. Click on the Preview Labels icon . The print preview window will now show the completed signs for the plant(s) you have selected with your company name.

14. Close the *Print Preview* window.

Customizing by Adding a Graphic

In this example, we're going to add a graphic to an existing template. The graphic could be a company logo, a drawing, or a picture. We'll begin with the customized template created in the previous example.

1. From the **Window** menu, select **Close All s**o that all windows except the *Garden Workbench®* are closed. If you get a message asking if you want to quit without saving, click on Yes.

2. From the **Window** menu, select **Garden Studio** (or press the F10 key) to open the *Garden Studio®* window. If you get a message that your plant list contains 4,000 or more plants, click on No.

3. From the list of templates, select **My Custom Template**.

4. From the **Templates** menu, select **Open** or just double-click on the template name.

5. From the **Favorites** menu, select **Graphics** and then **Logo**.

6. Move the mouse pointer to the template drawing area. It should change to a cross-hair (+). Then, hold down the left mouse button and drag the mouse diagonally to create a rectangle. Release the mouse button when you have a rectangle approximately the size you want. The logo graphic will appear in the drawn rectangle.
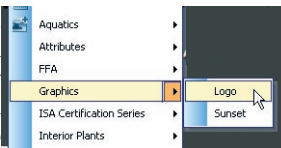
7. At this point, you can move the graphic by clicking on it, holding the mouse down, and dragging
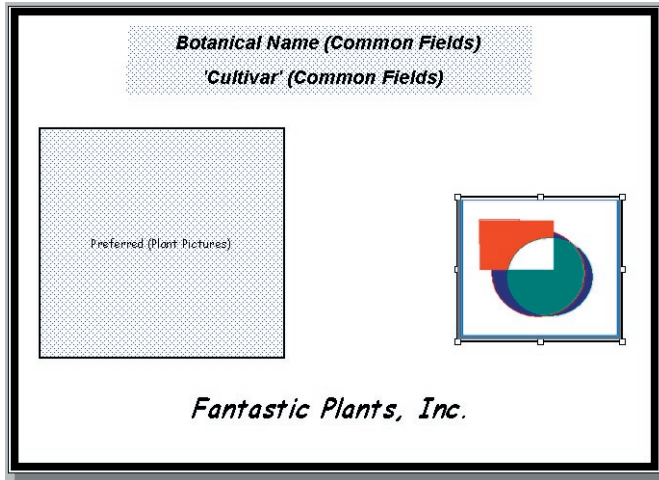
it to a different position. You can also resize the logo by dragging one of the handles (small squares) on the graphic's border.

8.   From the **File** menu, select **Close Design.** When prompted to save changes, click on Yes.

9.   From the **Window** menu, select **Workbench** (or press the F2 key).

10. Click once on any plant name so that is highlighted (with the yellow background)

11. From the **Window** menu, select **Garden Studio**.   The *Garden Studio* window will be displayed with the plant you have selected and the name of the customized template still highlighted.

12. Click on the Print Preview button on the **Garden Studio** toolbar. The *Print Preview* window will now show the completed signs for the plant(s) you have selected with the logo graphic and your company name.

13. Close the print preview window.
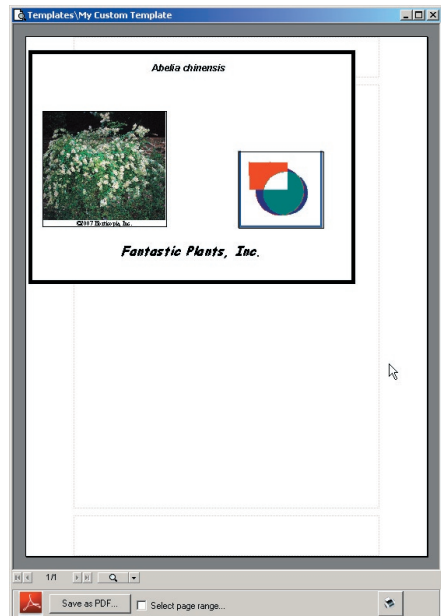
Working with Garden Studio® Fields

We provided a brief overview of **fields** when we defined the term **Template** in the *Garden Studio® Basic Terms* section. Now we will further detail the *Garden Studio® Fields*. The fields have been organized into 11 separate categories and they are labeled as:

1. Graphical Fields
2. Joined Fields
3. Common Fields
4. Herbaceous Fields
5. Woodies Fields
6. Plant Pictures
7. Garden Studio Tab Data*
8. Garden Studio Tab Text*
9. Garden Studio Tab Graphics*
10. Information Blocks
11. Custom*
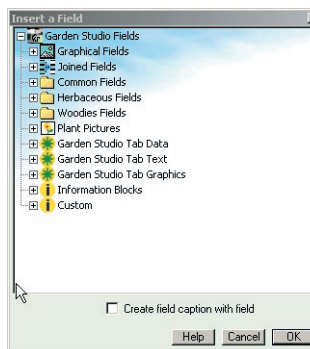
* - indicates those fields where the user can supply information

Adding Fields to a Template

In this example, we're going to add 2 fields, a plant picture and the plant's botanical name, to a template. We'll explore some of the other fields later.

Again, make a copy of the existing template, **Tour Sign Two,** rename it to **Working with Two Fields,** and then open it. If you're now comfortable with this process, go ahead and do it and then start with **Adding the Botanical Name** below.

Create a Duplicate Template

1. From the *Window* menu, select **Close All** so that all windows except the Garden Workbench are closed. If you get a message asking if you want to quit without saving, click on Yes.
2. From the *Window* menu, select **Garden Studio** (or press the F10 key) to open the Garden Studio® window.
3. From the list of templates, click on the **Tour Sign Two**.
4. From the *Templates* menu, select **Duplicate Template**. A duplicate of the Tour Sign Two template will be created and highlighted.
5. Again from the *Templates* menu, select **Rename**. The duplicated template can now be renamed. Enter **Working with Two Fields**.
6. Then from the *Templates* menu, select **Open**.

Adding the Botanical Name Field

1. On the **Designer** toolbar, click on the *Insert a Field* button.
2. Move the mouse pointer to the template drawing area. It should change to a cross-hair (+). Then, hold down the left mouse button and drag the mouse diagonally to create a rectangle.
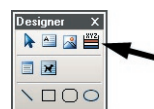
Release the mouse button when you have a rectangle approximately the size you want. The *Insert a Field* window will appear.

3. Locate the **Common Fields** folder and, if there's a + sign next to it, click on the + sign to expand the **Common Fields**.

4. Click on **Botanical Name** so it's highlighted. If **Create field caption with field** is checked, uncheck it. Then click on OK.

5. The **Botanical Name (Common Fields)** will appear on a blue dotted background. You may move and resize the rectangle if desired.

6. With the field still selected, change the font style to bold and the font size to 20

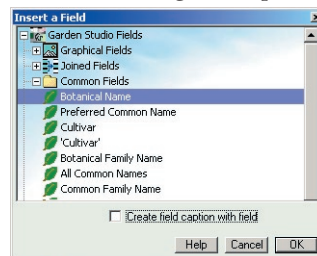## Adding a Picture Field

1. Repeat Step 1 and 2 to insert another field, but draw a square (it doesn't have to be a perfect square).

2. Locate the **Plant Pictures** folder and, if there's a + sign next to it, click on the + sign to expand the **Plant Pictures**.

3. Click on **Preferred** so it's highlighted. If **Create caption with field** is checked, uncheck it. Then click on OK.

4. The **Preferred (Plant Pictures)** will appear on a blue dotted background. You may move and resize the rectangle if desired.

5. From the **Item** menu, select **Display Field Samples**. A sample picture will be displayed instead of the field information to give you an idea of what will appear when signs are printed. You can change back to the field information view by using the **Item** menu, selecting **Display Field Names**.

6. From the **File** menu, select **Close Design**. When prompted to save changes, click on **Yes**.

7. From the *Window* menu, select **Workbench** (or press the F2 key).

8. Click once on any plant name so that is highlighted (with the yellow background). Hold down the Ctrl key and click on another plant name.

9. From the *Window* menu, select **Garden Studio**. The *Garden Studio*® window will be displayed with the plants you have selected and the **Working with Two Fields** template still highlighted.
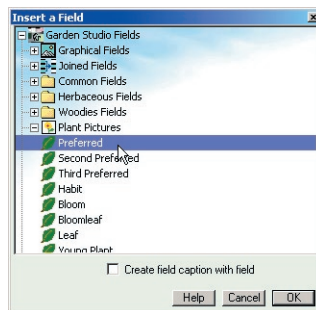
Previewing Your New Template

1. Click on the Preview Labels button on the **Garden Studio®** toolbar. The *Print Preview* window will now show the completed signs for the plants you have selected with the botanical name and preferred picture.

2. Close the *Print Preview* window and the *Garden Studio*® window

The First Step to Creating Your Own Data Sheets, Signs, Stickers ...

To begin, you can simply select plants from within HORTICOPIA® *Professional* then select the **Garden Studio** from the **Windows** menu. However, if you wish to crop pictures, author plants or add Garden Studio® information, you will need to do that within HORTICOPIA® *Professional* Plant Information windows.

Cropping Pictures

Any of the HORTICOPIA® pictures can be cropped so that you can emphasize an area of a picture. Return to the Preview window for the plant and double click on a picture, then click on the maximize button so that the cursor shows and not the magnifying glass. Depress the Ctrl key then click with the left mouse to draw a rectangle around the area of the picture you want cropped. Leaving the rectangle in place will crop picture in *Garden Studio®* only, your print layouts in the *Professional will* not be affected. You can hide/show the cropping area in Tools/Customize Pictures. To delete the cropping area, depress the Ctrl key and click with the left mouse.

Author plants

Authoring will allow you to add new plants to the HORTICOPIA® library. These new plants will then be available when you want to make data sheets or point of sale materials in *Garden Studio®*. See the Authoring Module in the User Guide for information on adding plants and changing data.

Garden Studio® Tab

Most of the fields used in *Garden Studio*® come from the HORTICOPIA plant data. However, there are sets of fields specifically for you to enter your own data for your signs. On the Garden Workbench®, open any plant by double-clicking on its name. When the Plant Information window appears, click on the Garden Studio tab.

You will see three sub-tabs on the Garden Studio tab that contain the user fields: **Data tab**, **Text tab** and **Graphics tab**. These fields allow you to enter your information for your signs.

The Data tab is in spreadsheet format and lets you enter different information for each line item on the sheet. This feature is often used to carry pricing and bar code information for different pot sizes for the same plant.

We have titled the columns of the spreadsheet, Subentry, Price, and Barcode, but you can change the headings to anything you want. Change the heading name by clicking on the heading cell, then entering your heading in the Edit Garden Studio Field Name window.

Enter your information on each subentry line for your plant by tabbing to cells or placing the mouse on the desired cell. When you make your last cell entry, tabbing to another cell enters that data.

The Text tab has 6 User Text areas. You can enter as much text as you wish. If you Right mouse on a User Text area, your options are Paste, Set all in Mylist and Delete.

The Graphics tab has 30 graphic areas. Graphics can be in bmp, dib, jpg, wmf, and tif formats and should be close to the size and resolution that will be used on the sign. Your company logo, a graphic for deer proof, or a grower's logo are examples of what type of graphics you might use. If you Right mouse on a User Graphic Area, your options are Paste, Browse, Set all in MyList, and Delete. Set all in MyList lets you set the graphic for all plants in the MyList.

Quick Tour 1 — Data Sheets

In this tour you will learn how to create a **Data Sheet** for a plant.

Selecting   Plants for Garden Studio®

1. From the Garden Workbench®, select the 3 plants. You can use the *Shift* or *Control* key to select the plants or make a MyList® and have only those plants appear.

2. From the **Windows** menu, select **Garden Studio** (or press the F10 key) to open the *Garden Studio* window.

Editing the Template

1. From the Template list, locate the folder named "GS Tour Templates" and click on the plus sign next to this folder to show its contents.

2. Select then right-click on "Tour Data Sheet" template and select the **Duplicate Template** from the pop-up menu. A new template, "Copy of Tour Data Sheet", will appear.

3. Double-click on the template "Copy of Tour Data Sheet" to open the template design window.

Add a picture to this template.

1. Click on [icon] the **Insert a Field** button that can be found on the **Designer** toolbar. The pointer should change and look like a cross [icon] when moved over the template.

2. Place your pointer below the field, "Habit (Plant Pictures)", then holding down the mouse button, drag a box to the size you want for your picture. When you release the mouse button, the Insert a Field window will pop up. Scroll down to the entry, Plant Pictures, and click on the plus sign to open. Select **Bloomleaf**, uncheck Create field caption with field is check and then click on **OK**.

Note: You can re-size any item you want by selecting the item and then using the little "handles" (they look like small white boxes) that appear on the border of the item.

Add a name

1. Click once again on the **Insert a Field** button and like before drag a box underneath the thick green line that is at the top of the template.

2. When the Insert a Field window pops up, scroll to Common Fields and click on the plus sign. Then select **Common Family Name and click OK**.

Add a graphic to this template.

1. Click on [icon] the **Insert a Picture or Graphic** button and drag a square box in the empty white space at the bottom.

2. After you release the mouse button, it will ask you to locate a graphic file. You can use any graphic you like, such as a company logo but in this case we will provide you with a graphic. Browse to "My Documents\Horticopia\Local Documents", select the file named "QuickTourLogoGraphic" and click

Open. The graphic will then appear in the box at the bottom of the template.

Save your template design.

1. Go to the **File** menu and select **Save Design** to save.

2. Close the template design window.

Printing the Data Sheets

1. Set **Count** - Returning to the list of 3 plants, under the Count column, all of the count values are set to one. This field controls the number of signs printed for each plant. Set the count field of the first plant to 2 by clicking in the field and typing 2. Then set the Counts for the other two plants to 3 by the same process.

2. Select **Template** - From the Template list, select the "Copy of Tour Data Sheet" template by single clicking on it. Then click on the **Print Preview** button or go to the **File** menu and select the **Print Preview** command to preview the output.

3. **Print** - After taking a look at what will be printed, click on the print button to print the work or you can go to the **File** menu and select the **Print** command.

Quick Tour 2 —Strip Tags Using an 8.5 x 1" Form Size

From the Garden Workbench®, launch the *Garden Studio®* module with the three plants that were used in the previous tour.
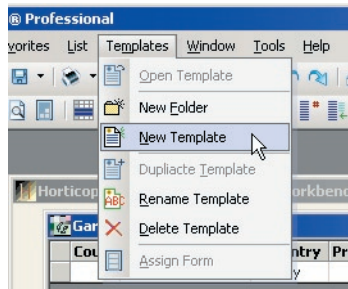
Creating a Strip Tag Template

1. Click once on the folder named "GS Tour Templates" to highlight it and go to the **Templates** menu and select **New Template**. A new template will appear. Name it "Tour Strip Tag".

2. Double-click on this new template and the *Select Form* window will appear. From this window you will select the size of your strip tags.

3. On the left side of the window, click on the plus sign next to "Letter Size Sheets Forms". Then click on "Strip Tags Forms". On the right side select "Strip Tags 8.5 x .5(20 on a 8.5x11 sheet)", Click OK. The Template Design window will then pop up with a blank white strip representing your strip tag.

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Designing the Strip Tag Template

On this template, we are going to create three fields that will include the botanical name, common name and price.

1. **Botanical name** - Click on the *Insert a Field* button and drag a rectangle on the left side of the strip tag that takes up about a third of the distance from left to right. When you are finished making the box, the Insert a Field window will pop up. Go to Common Fields, select **Botanical name** and click **OK**.

2. **Common name** - Click again on the *Insert a Field* button and drag a rectangle that takes up the second third of the space from left to right. When the Insert a Field window pops up, go to Common Fields, select **Preferred Common Name** and click **OK**.

3. **Price** - Once more, click on the *Insert a Field* button and drag a rectangle that takes up the last third of the space on the strip tag. When the Insert a Field window pops up, go to the Garden Studio Tab Data folder, select **Price** and click OK. Your strip tag should then look something like this.

Hint: If you do not want to have the field captions appear with the fields, uncheck the check-box on the Insert a Field window that says, "Create field caption with field".

4. You can double-click on any of the fields to see the Item Properties window. From the Item Properties window you can modify many characteristics of these fields.

5. Double-click on the Price field and when the Item Properties window pops up, go to the Format tab. In the Format section, select the **$##0.00** option and click OK. This changes the text format of this field so that it will add a dollar sign ($) before the price.

6. Go to the **File** menu and select **Save Design**. Close the template window.

Printing the Strip Tags

1. Set the count field for each plant to 3 (three strip tags for each plant will be printed).

2. Make sure that the strip tag template is selected and click on the *Print Preview* button or go to the **File** menu and select **Print Preview** to preview your output.

3. With the template still selected, click on the *Print* button or select **Print** from the **File** menu. Adjust any print options in the print dialog and click OK.

Quick Tour 3 —11"x8.5" Display Signs

Creating the Template

1. At the Garden Workbench®, select a plant. With the plant selected, click on the **Garden Studio** under the **Window** menu or simply press F10.

2. From the Templates pane, select the GS Tour Templates folder. Under the **Templates** menu, select **New Template**. Name it "**Tour Display Sign**".

3. After you have named the template, double-click on it and the *Select Form* window will come up. In the left pane, click on the plus sign next to "Letter Size Sheets Forms". Single-click on "**Signs**", then click "11x8.5 Display Sign" in the right pane. Then select OK.

Designing the Template

1. This template will contain a picture, text and a graphic. Click on ⧉ the *Insert a Field* button and drag a box in the top left-hand corner that occupies approximately a quarter of the entire template. In the Insert a Field window, click on the **Plants Pictures** folder, then select **Preferred** and click OK. This will display the preferred picture of the plants that you use with this template.

2. Click on ⧉ the *Insert a Text Box* button. In the picture field, drag a small rectangle by clicking and dragging the mouse. Enter your company name in the text box. At this point you can use the text formatting tools to justify the text, to change the text font Arial ▼ or change the font size 9 ▼ . Try experimenting with some of the other tools.

3. Next click on ⧉ the *Insert a Picture or Graphic* button. Drag another box under the text box and after you release the mouse button, you will asked to locate a graphic file(a file with an extension of bmp, dib, jpg, wmf or tif) or use one we have provided. Browse to "My Documents\Horticopia\Local Documents", select the file named "QuickTourLogoGraphic" and click **Open**. The graphic will appear in the box and your template should now look something like the one below.

4. Now let's set up the right side. Using ⧉ the *Insert a Field* button, create two fields in the top-right corner, the Botanical Name and the Preferred Common Name. These two fields can be found under the "Common Fields" folder in the Insert a Field window. Below these two fields, create two more fields for Exposure and Height Range. They are also located in the "Common Fields" folder. When finished, your template will look something like what is below.

Suggestion: Select various fields and use the Formatting toolbar to change the font, font size and the color of the text that will be shown. Use ⧉ the Font Color button to change the color of text.

5. Go to the **File** menu and select **Save Design**. Then close the template.

Printing the Display Signs

1. Click on the template that you just created in the Template window.

2. Click on the *Print Preview* button or go to the **File** menu and select **Print Preview**. If you are satisfied, click on the *Print* button.

Quick Tour 4 —Pot Stickers with a Bar Code

Modifying the Template

1. From the Garden Workbench®, select three plants and press F10 to open the Garden Studio® window (they can be the same plants that you used in the earlier tours).

2. In the Template pane, open the folder "GS Tour Templates" and double-click on the template, "Tour Pot Sticker". This is one of the pre-made template designs that has been included with *Garden Studio®* .

3. When the template window appears, maximize the window if it is too small. You should see two fields; a Bar code field and a Botanical name field. Let's make an orange background for these fields. Click on ☐ the *Rectangle* button that can be found on the **Designer** toolbar. Move the cursor into the template and draw a rectangle that covers both of the fields in the template. When you release the mouse button, the rectangle should be blocking the view of the fields.

4. With the rectangle selected, click on the triangle on 🐦 ▾ the *Fill Color* button and select **Select New Fill Color** (the *Fill Color* button can be found on the **Control** toolbar). The Color Selection window will pop up. Select an orange color and click on OK. The rectangle will now be orange.

5. The orange rectangle is currently blocking the view of the two fields in the template, because it is in front of these two items. With the rectangle selected, click on 🔲 the *Send to Back* button located on the **Control** toolbar to move the orange rectangle behind the fields.

Note: you can double-click on any item and the Item Properties window will pop up. From the Item Properties window you can modify the characteristics of the item.

6. Go to the **File** menu and select the **Save Design As** command. This command allows you to save a design under a new name that is independent of the original design (if you select **Save Design**, it will overwrite the original template design "Tour Pot Sticker"). The program will then prompt you to name the saved template. Name it "Tour Pot Sticker 2". You will now see your saved template appear in the template pane. Close the template.

Printing the Pot Stickers

1. In the list of 3 plants, set all the counts to 20 by going in the **List** menu and selecting **Set Counts** (the Set Counts command sets all the counts for the plants currently in the list), and then entering 20 in the tiny window that appears afterwards. A total of 60 stickers will be created.

2. With the new template selected in the template window, click on 🔲 the **Print Preview** button to see the pot stickers before printing. The pot stickers will fill up one page. After reviewing them, you can print from the Print Preview screen or you may close the Print Preview screen

and click on the **Print** button.

Quick Tour 5 —Signs Using Symbols

Modifying the Template

1. From the Garden Workbench®, select *Lonicera japonica* and *Malus sylvestris* then go to the **Window** menu and select **Garden Studio**.

2. In the Template pane, open the "GS Tour Templates" folder, then double-click on "Tour Display Sign". This is the template created in Quick Tour 3.

3. In the template, select the graphic at the bottom-left of the design (you are going to replace the logo graphic with a graphical field). Press the *Delete* button on your keyboard to delete the logo graphic. Click on *Insert a field* button and drag a space for the graphic, then select the **Birds** from the Graphical Fields folder. This field will display the bird graphic if the plant attracts birds.

4. Go to the **File** menu and select **Save Design As**. Name it "Tour Display Sign 2" so that you don't have to over-write the old template. Close out of the Template Editor window.

Printing the Display Signs

1. Select the template "Tour Display Sign 2" in the Template window and then select **Print Preview** from the **File** menu. Notice that in the Print Preview you have the preview of the plants selected. On the preview for *Lonicera,* there is a picture of a bird, because this plant attracts birds. For *Malus* there is no bird in this spot, because this plant does not attract birds.

2. After reviewing the previews, print your work.

Quick Tour 6 —A Non-plant Sign

1. From the Garden Studio® window, click on the **List** menu then click **Insert Static**. This inserts an entry into the plant list that allows you to print a template design without specifying a plant name.

2. To create a new template for this sign, select the "GS Tour Templates" folder, then from the menu bar click **Templates** and then **New Template**. Name it "Tour Hardgood Sign".

3. Double-click on "Tour Hardgood Sign" and the Select Form window will pop up. In the Select Form window on the left side of the screen, open Letter Size Sheets Forms folder and then on the right side of the window choose "7x5 (2) centered". This template is for a letter size form that has two 7x5 signs per page in landscape orientation. After clicking OK, the blank template will open in the Template Editor window.

4. Click on the *Insert a Text Box* button and create a text box at the top of the screen and enter "Mulch!!!" into the box. Change the font of the text to make it better fit the text box.

5. Create two more text boxes under the first one and enter "$5.95 for a 3 cu. ft. bag" and "Buy 1 shrub or tree and get a 3 cu. ft. bag of Hardwood Mulch FREE!!" in the two boxes. Use the tools on the **Formatting** toolbar to make the sign more appealing. Try adding fill colors to the text boxes or adding shadows to the text boxes with the *Shadow* button. Here is an

example of what the sign might look like.

6. Go to the **File** menu and select **Save Design**. Close out of the Template Editor window.

7. Do a print preview if you would like and then print the sign.

Quick Tour 7 - Creating a Template with Garden Studio® Tab Data Fields

1. From the **Window** menu, select **Close All** so that all windows except the *Garden Workbench* are closed. If you get a message asking if you want to quit without saving, click on Yes.

2. Click on any plant to select, then from the **Window** menu, select **Garden Studio** (or press the F10 key) to open the *Garden Studio* window.

3. From the Templates list, double-click on the **Working with Two Fields** template name to open.

4. From the **Designer** toolbar, click on the **Insert a Field** button.

5. Move the mouse pointer to an unused portion of the template drawing area. It will change to a cross-hair (+). Then, hold down the left mouse button and drag the mouse diagonally to create a rectangle. Release the mouse button when you have a rectangle approximately the size you want. The Insert a Field window will appear.

6. Locate the **Garden Studio Tab Data** folder and click on the + sign to expand the folder.

7. Click on **Price** so it's highlighted. If **Create caption with field i**s checked, uncheck it. Then click on OK.

8. Now remove any borders from the field display by using the **Item** menu, selecting **Line width** and then **No Line**.

9. Let's change the font size to something larger. Set the font size to 20 and the style to bold. If necessary, resize the field so that it's large enough to display the price.

10. To format the Price field, click on **Item**, select **Properties** and then in the Item Properties window, click on the **Format** tab and then click on the **$##0.00** selection. Then, click on OK.

11. From the **File** menu, select **Close Design**. When prompted to save changes, click on Yes.

12. From the **Window** menu, select **Workbench** (or press the F2 key).

13. Using the Shift or the Control key, select 6 plants.

14. From the **Windows** menu, select **Garden Studio** (or press the F10 key) to re-open the Garden Studio® window.

15. The list of plants will appear with the counts pre-filled to 1 each.

16. You'll notice that there is also a column named **Price**. Enter a price for each of the plants in the Garden Studio® list.

17. When the prices are entered, click once on the **Working with Two Fields** template name so it's highlighted.

18. Click on the *Preview Labels* button on the **Garden Studio**® toolbar. The Print Preview window will now show the completed signs for the plants in your list along with the prices you have just entered.

19. Close the Print Preview window

20. From the **File** menu, select **Save List As...**

21. When the **Save** dialog appears, enter a name of **My Sign List** and **Save**.

Garden Studio Tab Data

Return to the Garden Workbench® and now we'll take a look at the **Garden Studio Fields** for some of the plants on our list.

1. Double-click on any plant name in your list.

2. Click on the **Garden Studio** tab.

3. Verify that the price change you made in the **Garden Studio**® list appears here as well.

4. Change the price value for this plant.

5. From the **Data** menu, select **Next Plant** or press the F5 key.

6. Again, click on the **Garden Studio** tab and then make a change to the **Price** data.

7. From the **Windows** menu, select **Garden Studio** (or press the F10 key) to open the Garden Studio® window.

8. You'll get a list with one plant entered. This will be the last plant that you worked with.

9. From the **File** menu, select **Open List...** (or click on the file name at the bottom of the **File** menu just below **Exit**). If you get a message about saving changes to the list, click on No.

10. If you used the **Open List**, click on the **My Sign List** file name and then on Open.

11. Your previous plant list will appear, with the updated prices.

12. If you want to see the signs, click once on the **Working with Two Fields** template name so it's highlighted and then click on the *Preview Labels* button on the **Garden Studio**® toolbar. The print preview window will now show the completed signs for the plants in your list along with the prices you have just entered.