HORTICOPIA®

Garden Studio® Primer

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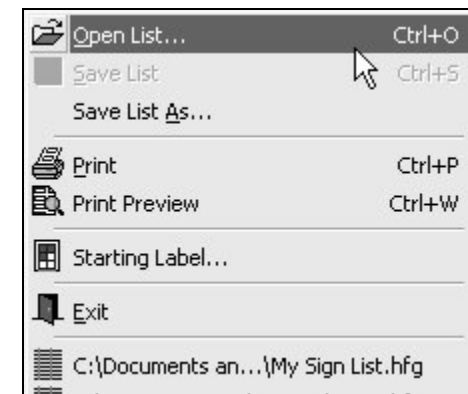
10. If you used the **Open List**, click on the **My Sign List** file name and then on **Open**.

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** icon 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.

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

21. When the **Save** dialog appears, enter a name of **My Sign List,** then close the Garden Studio window.

Garden Studio tab data

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.
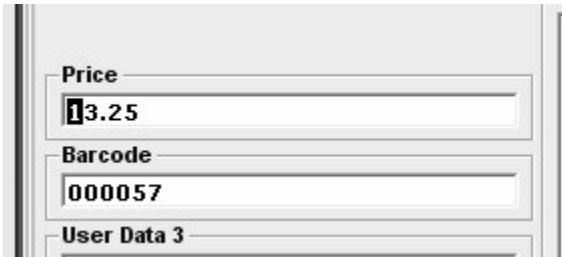
Garden Studio® Primer

Garden Studio® Terms

When describing the use of *Garden Studio*, we'll be using a few 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, in fact, 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.

Form

A *form* defines the

- size of the output sheet (letter size, roll, tabloid, custom size) on which the templates (labels) will be printed and
- 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 software takes care of margins, unprintable areas, and arrangement, so that your output appears the way you want. 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. For

Garden Studio® Terms

pot stickers, you could have as many as 60 labels per page (6 across by 10 down), also with margins.

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

Since all of the 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 have a really unusual form, please contact us and we'll create a new form definition for your Garden Studio.

Label

Margin

Label arrangement for 8 labels on a page

Form
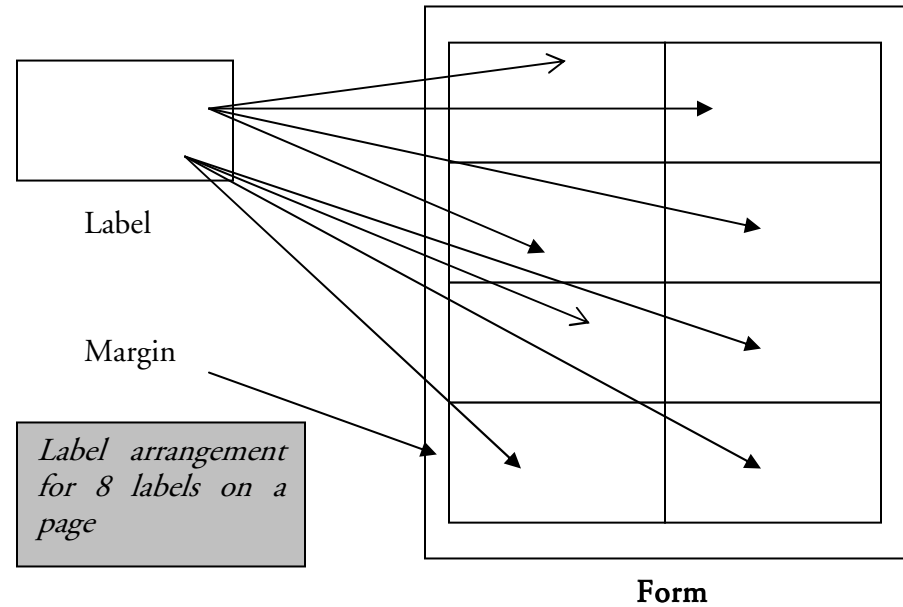
Template

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.

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 G*arden Studio* list.
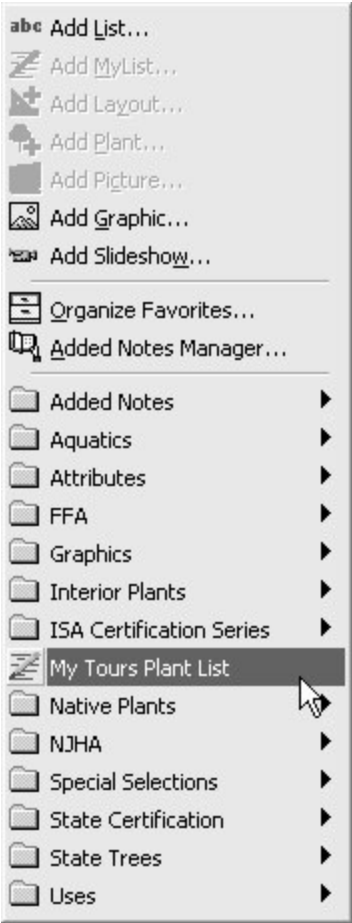
Count	Name	Subentry	Price	Barcode	User Dat...	U:
1	Abies bracteata	Primary	12.99	000051		
1	Abies balsamea	Primary	10.95	000050		
1	Abies cephalonica	Primary	19.50	000052		
1	Abies firma	Primary	23.25	000057		
1	Abies holophylla	Primary	9.90	000072		
1	Abies homolepis	Primary	14.69	000059		

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** icon 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

13. Click on the **Clear** button and then, from the **Favorites** menu, select **My Tours Plant List**.

abc Add List...
Add MyList...
Add Layout...
Add Plant...
Add Picture...
Add Graphic...
Add Slideshow...
Organize Favorites...
Added Notes Manager...
Added Notes ▸
Aquatics ▸
Attributes ▸
FFA ▸
Graphics ▸
Interior Plants ▸
ISA Certification Series ▸
My Tours Plant List
Native Plants ▸
NJHA ▸
Special Selections ▸
State Certification ▸
State Trees ▸
Uses ▸

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

1. Fixed items can include text (like your company name), graphics (your company logo, for example), 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 little spreadsheet in our example) and 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 following graphic 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 replaced with the corresponding *data* item to produce the completed sign.
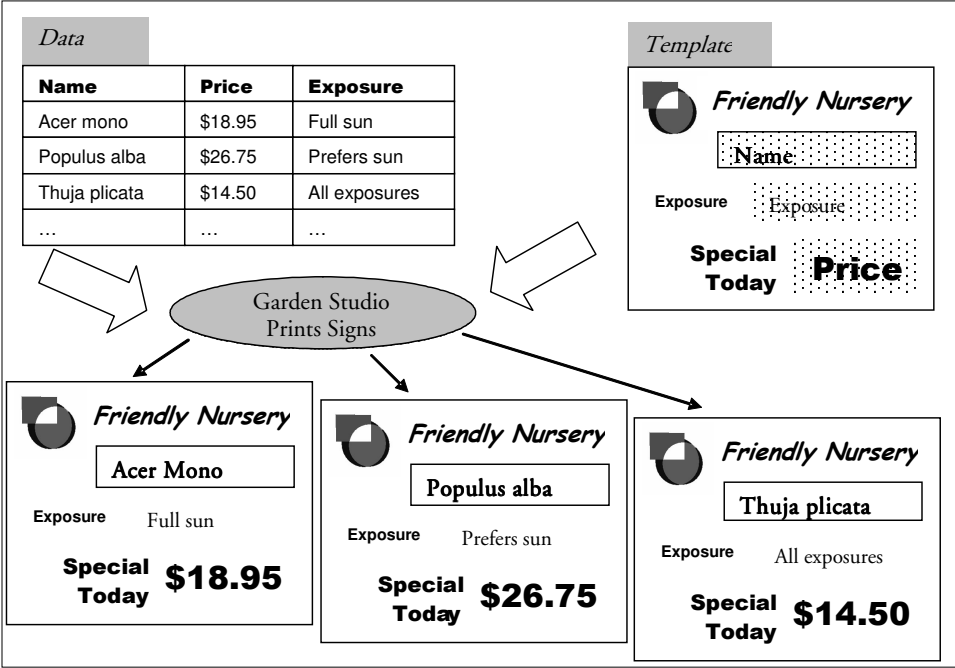
Getting Started

The *Garden Studio*® module provides two very distinct functions:

- designing the signs that will be printed

- selecting the plants and actually printing the signs.

It is important to see how HORTCIOPIA® Professional's *Garden Workbench*® and the *Garden Studio*® interact. A number of templates have been designed for you, so you can print signs right away. We'll get into the design aspects in the next topic, *Customizing*.

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 **Workbench** are closed.
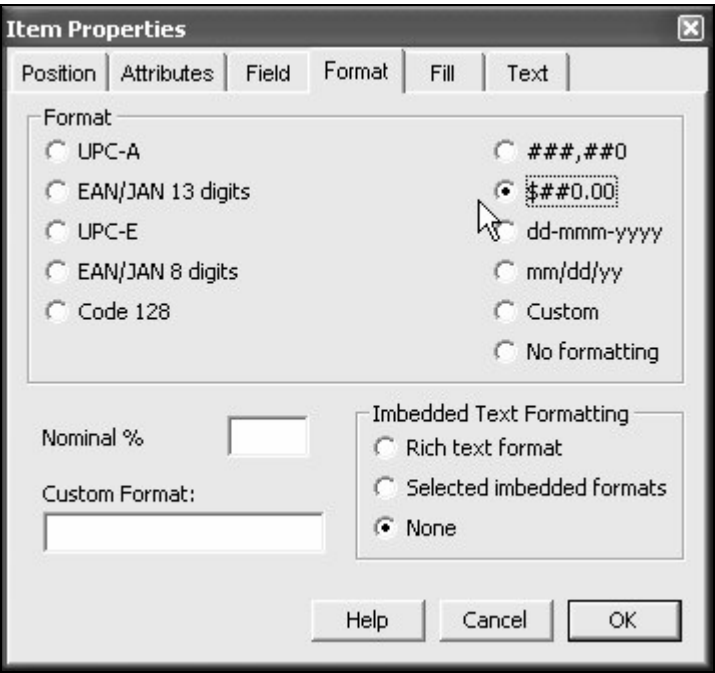
11. From the *Working with Two Fields'* **Templates** menu, select **Close Design**. When prompted to save changes, click on **Yes**.

12. From the **Window** menu, select **Workbench** (or press the **F2** key).
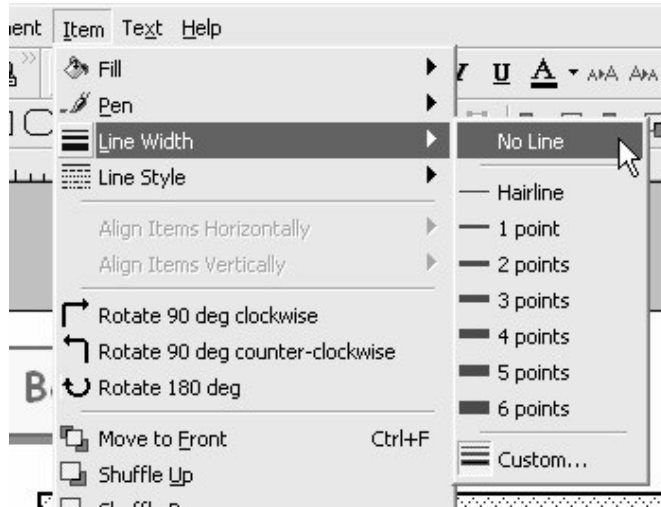
9. Let's change the font size to something larger. Set the font size to 20 and the style to bold. If necessary, resize the field so that it's large enough to display the price.

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**.

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. <u>Note</u>: if you happened to click on a plant name with a green folder next to it, indicating that it has several cultivars, you'll see more than one plant in the list.
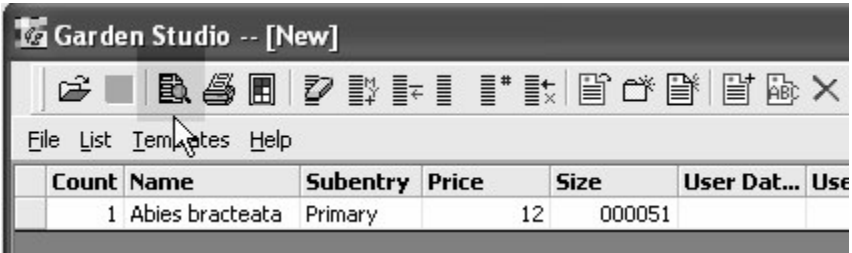
Abies balsamea
Abies bornmuelleriana
Abies bracteata
Abies cephalonica
Abies cilicica
Abies concolor

4. On the right side of the Garden Studio window, click on the **Tour Sign One** template name.
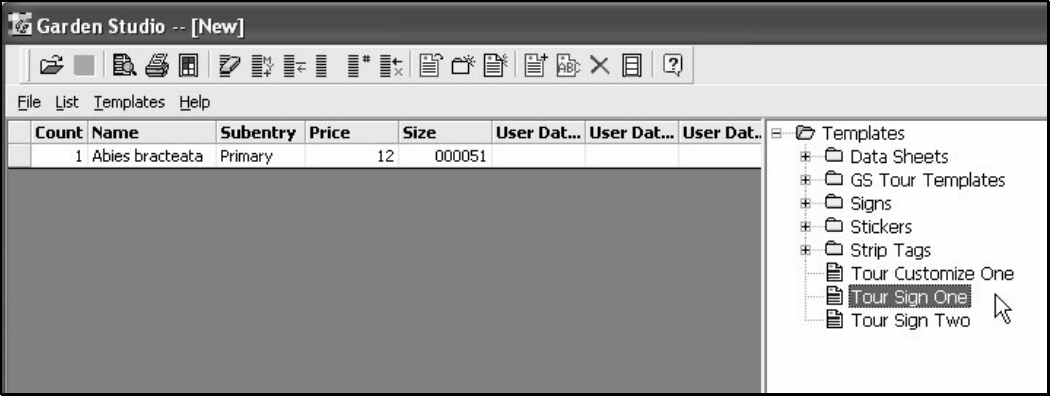
5. Click on the **Preview Labels** icon on the *Garden Studio* toolbar. A

print preview window will appear showing the completed sign for the plant(s) you have selected.

6. If you want to see what this looks like on your printer, you can click on the **Print** icon at the bottom right of the print preview window.

7. 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**.

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

3. On the right side of the Garden Studio window, double-click on the **Working with Two Fields** template name to open.

4. On the *Working with Two Fields* toolbar, click on the *Insert a Field* tool.

5. Move the mouse pointer to an unused portion of 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.

6. Locate the *Garden Studio Tab Data* folder and, if there's a + sign next to it, click on the + sign to expand the folder.

7. Click on *Price* so it's highlighted. If *Create caption with field* is checked, uncheck it. Then click on **OK**.
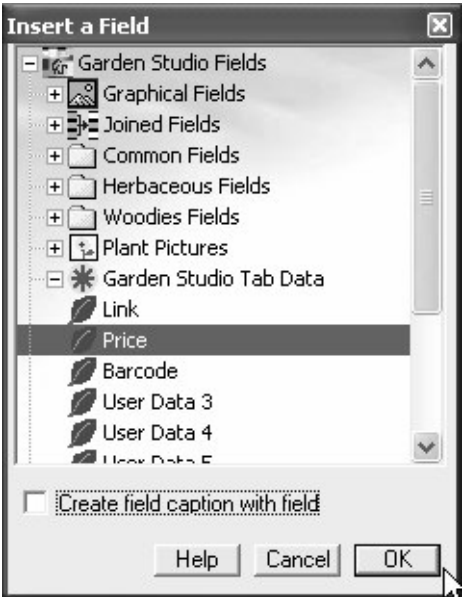
8. Let's remove any borders from the field display by using the **Item** menu, selecting **Line width** and then **No Line**.

Special Garden Studio Fields

Most of the fields used in *Garden Studio* come from the HORTICOPIA plant data. However, there are a set of fields specifically for you to enter your own data for your signs. These fields are the *Garden Studio Fields*. On the **Garden Workbench®**, open any plant by double-clicking on its name. When the plant's Information window appears, click on the **Garden Studio** tab. Here is where you can enter data for your signs. For now, we'll use only the *User Data* fields on the left. We've named the first of these fields **Price**, but you may rename it if you wish.
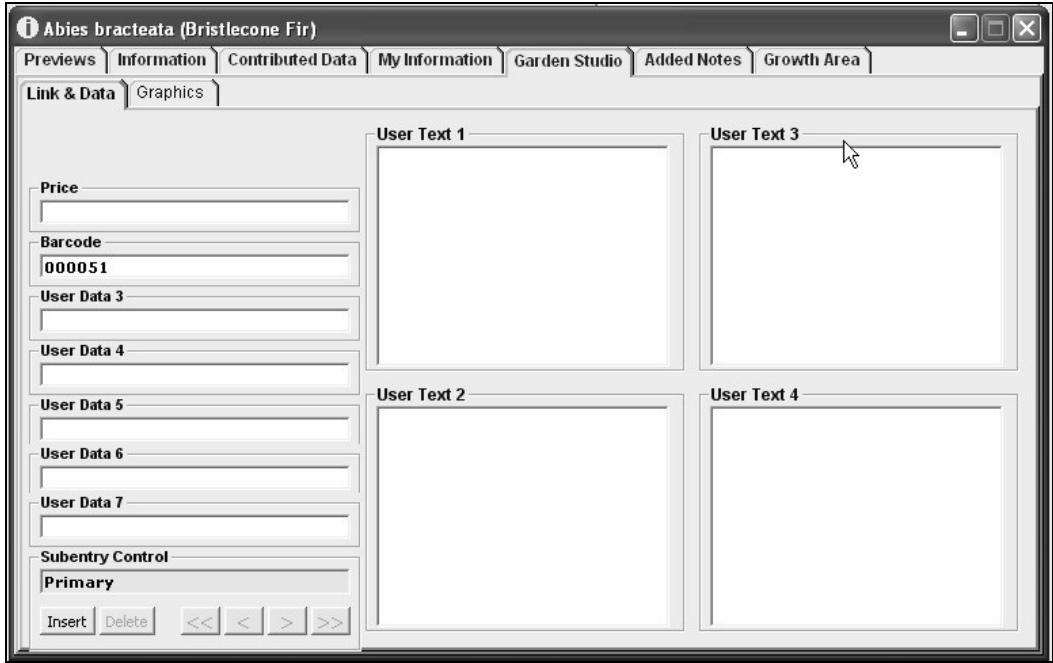
We'll now use the *Price* field in a template design.

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**.
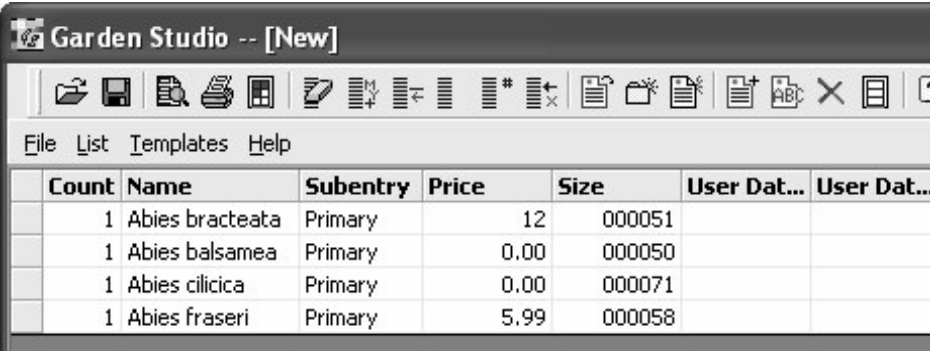
Selecting Plants

Garden Studio® 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.
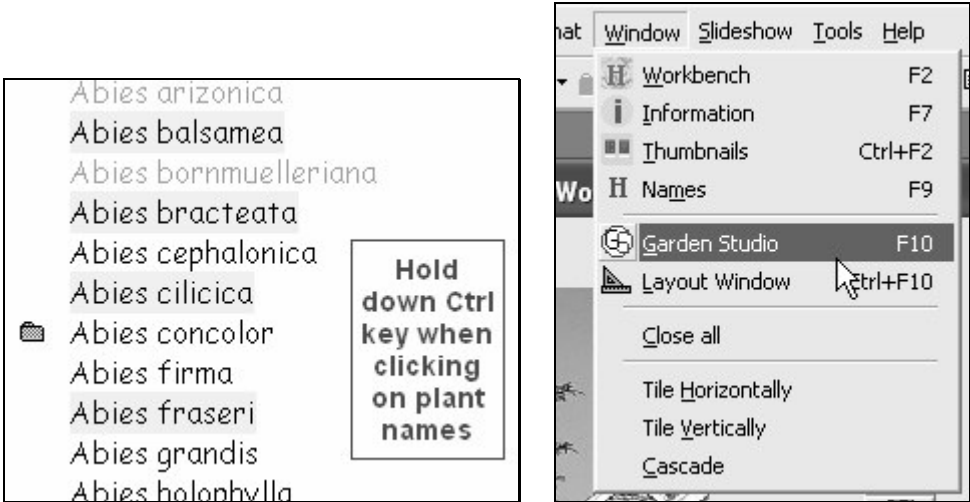
When you've completed your selections, click on the **Window** menu and select **Garden Studio**. The Garden Studio window will open with the selected plants. You may go back to the **Garden Workbench®** by clicking on the **Window** menu, selecting **Workbench** and repeating the selection process. Additionally selected plants will be added to the *Garden Studio* list.

Garden Studio -- [New]

File List Templates Help

Count	Name	Subentry	Price	Size	User Dat...	User Dat...
1	Abies bracteata	Primary	12	000051		
1	Abies balsamea	Primary	0.00	000050		
1	Abies cilicica	Primary	0.00	000071		
1	Abies fraseri	Primary	5.99	000058		

Another way of selecting plants is by the use of the **MyList**®. Simply use the **right** mouse button and click on a plant name. You'll notice that the name of

the plant changes to a green font color to indicate it's been 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 Several Signs

We'll now explore one of the timesaving features of *Garden Studio*, making several signs for different plants using only a few simple steps.

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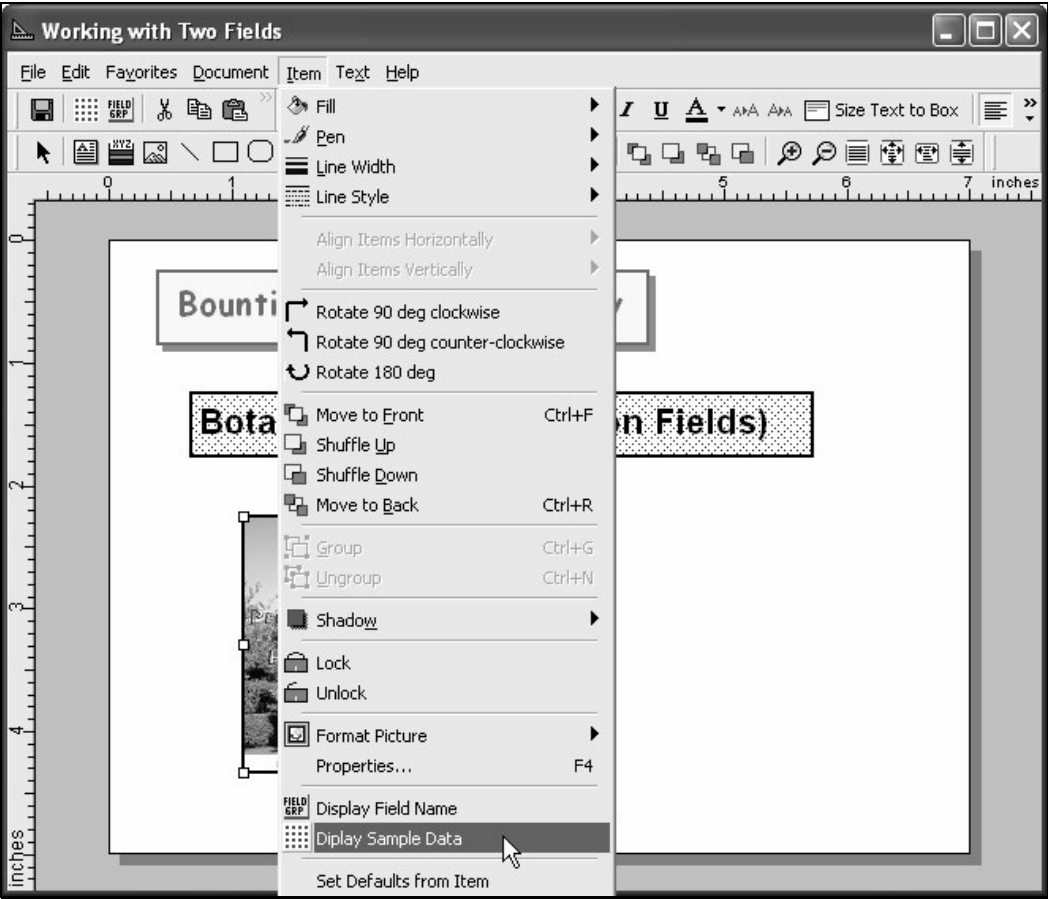
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20. Click once on any plant name so that is highlighted (with the yellow background). Hold down the Ctrl key and click on another plant name.

21. 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.

22. Click on the **Preview Labels** icon 🔍 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.

23. Close the print preview window and the Garden Studio window
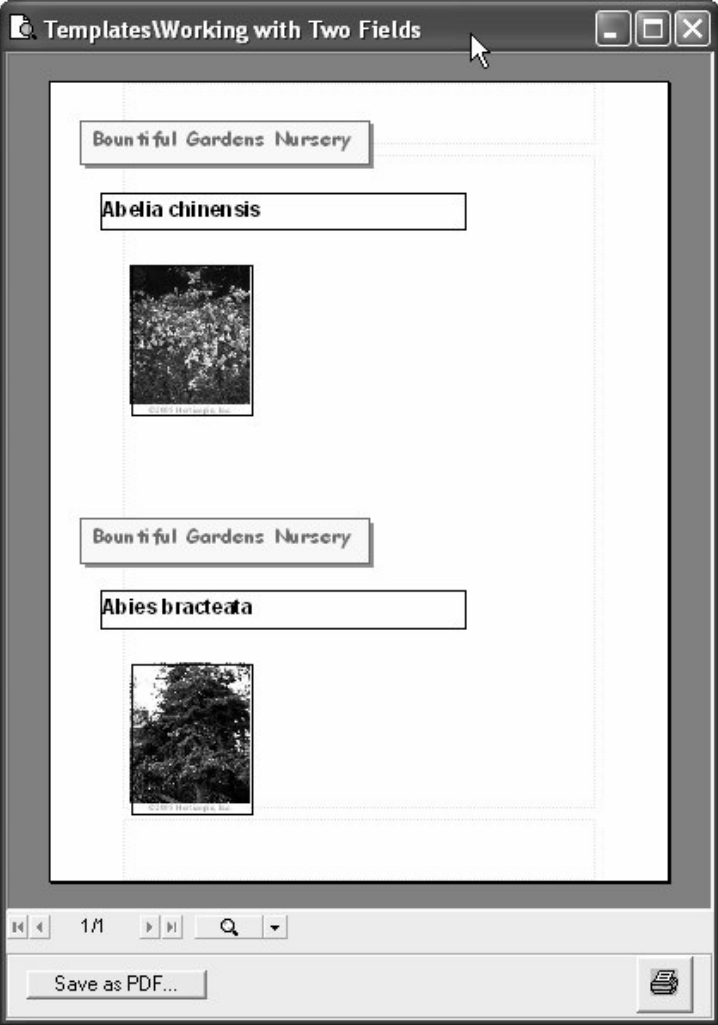
17. From the **Item** menu, select **Display Sample Data**. A sample picture will be displayed instead of the field information to give you an idea of what will appear when signs are printed. You can change back to the field information view by using the **Item** menu, selecting **Display Field Name**.


18. From the *Working with Two Fields* **File** menu, select **Close Design**. When prompted to save changes, click on **Yes**.

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

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

3. Use the **right** mouse button and click once on any plant name so that is highlighted (with the yellow background). You'll notice that the plant name's font color has changed to green.

4. Continue selecting plants by clicking on them with the **right** mouse button. Select a total of seven or eight plants; the exact number is not important at this point.

5. Click on the **MyList** button to show only the plants you've selected.

6. Now, we're going to save the list we've created to use it later. From the **Favorites** menu, select **Add MyList…**
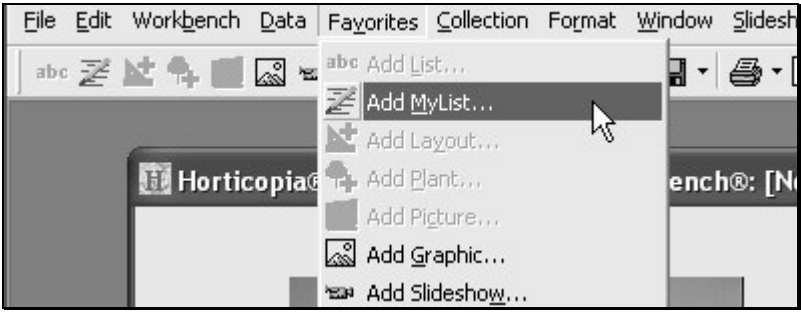

7. In the Add to Favorites window, replace *Favorite MyList* with **My Tours Plant List** and click **OK**.
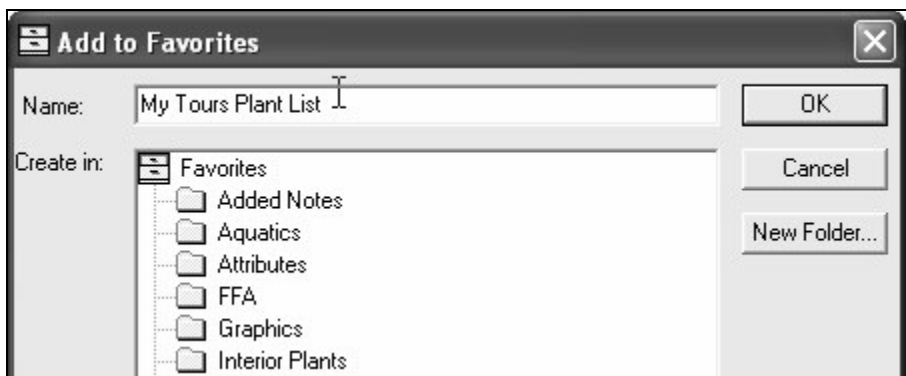
8. From the **Windows** menu, select **Garden Studio**. The Garden Studio window opens with the names of the **MyList** plants appearing in the list

9. On the right side of the Garden Studio window, click on the **Tour Sign One** template name.
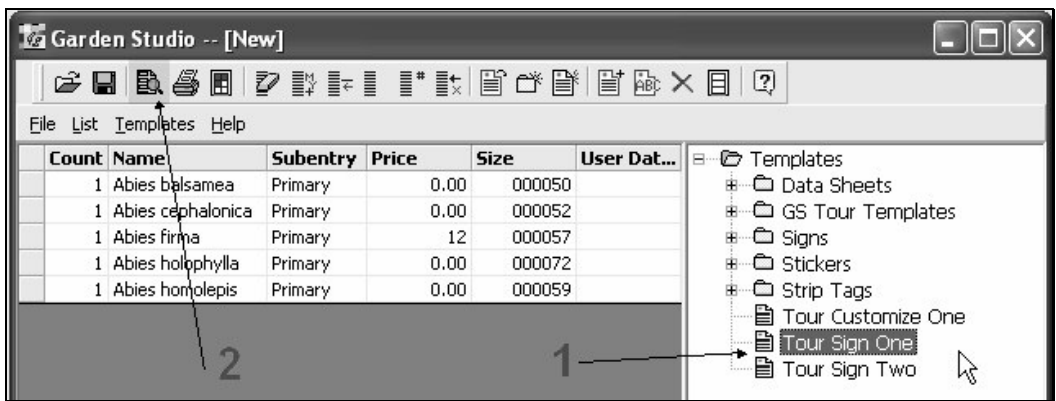

10. Click on the **Preview Labels** icon 📖 on the *Garden Studio* toolbar. A print preview window will appear showing the completed signs for the plant(s) you have selected.
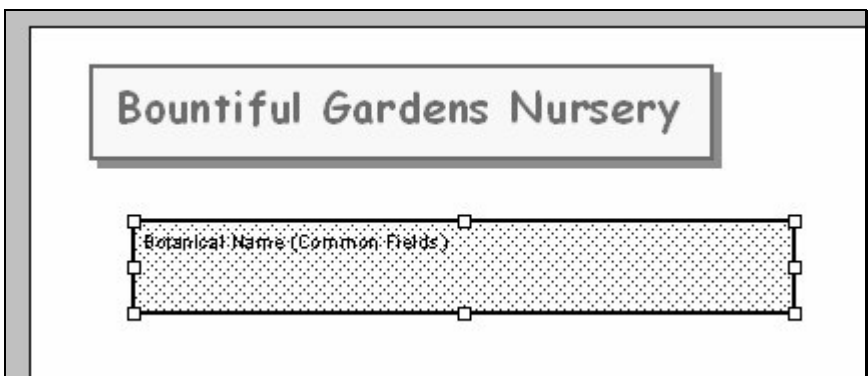

12. With the field still selected, change the font style to bold and the font size to 20

13. Repeat Step 7 and 8 to insert another field, but draw a square (it doesn't have to be a perfect square).

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

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

16. The *Preferred (Plant Pictures)* will appear on a blue dotted background. You may move and resize the rectangle if desired.
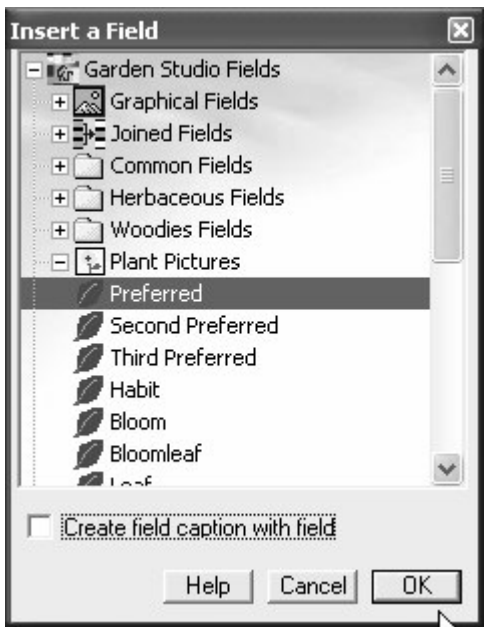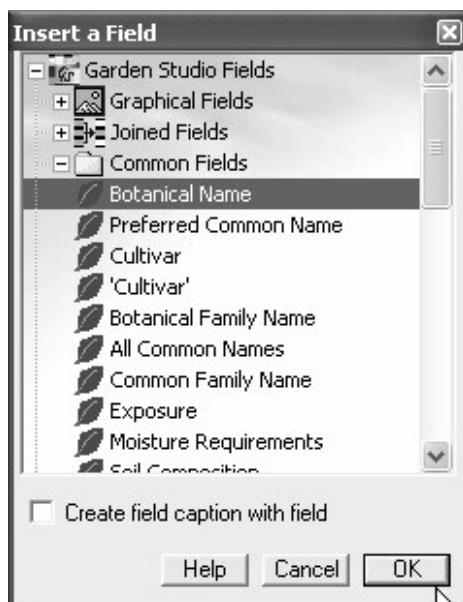
9. Locate the *Common Fields* folder and, if there's a + sign next to it, click on the + sign to expand the *Common Fields*.

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

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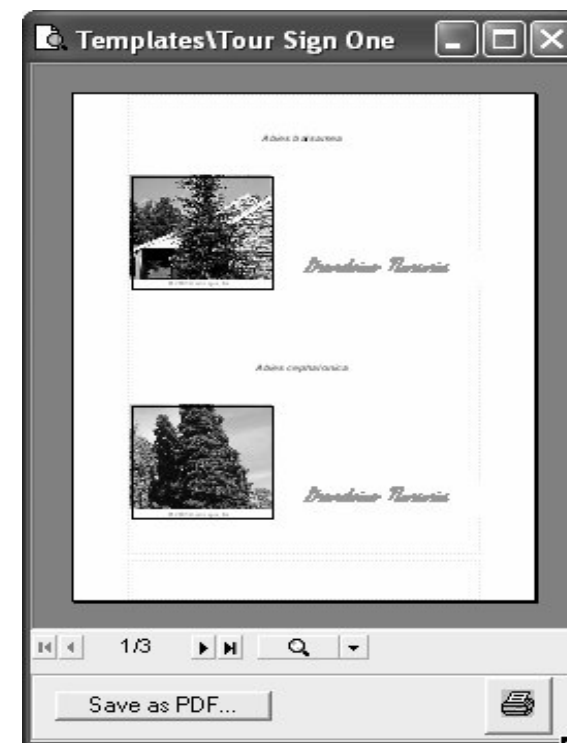

11. Close the print preview window

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.

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

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

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Getting Started

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 **Preview Labels** icon 🔍 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.
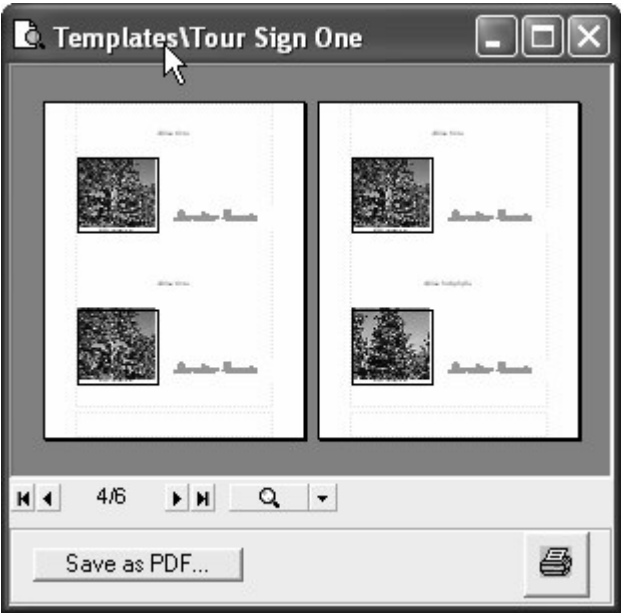
6. Close the print preview window and the Garden Studio window.

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

3. On the right side of the Garden Studio window, click on the **Tour Sign Two** template name.

4. From the *Garden Studio's* **Templates** menu, select **Duplicate Template**. A duplicate of the **Tour Sign Two** template will be created and highlighted.

5. From the *Garden Studio's* **Templates** menu, select **Rename**. The duplicated template can now be renamed. Enter *Working with Two Fields*.

6. From the *Garden Studio's* **Templates** menu, select **Open**.

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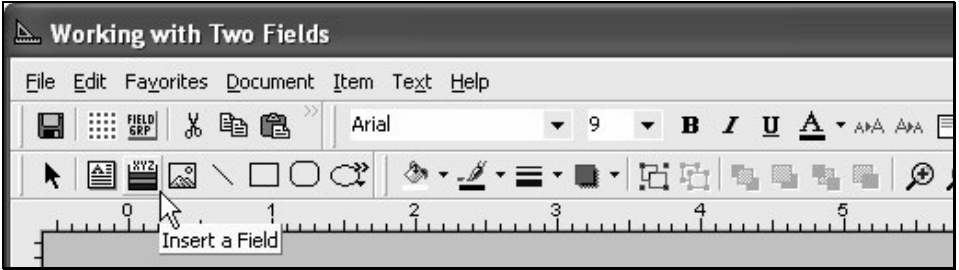
8. Move the mouse pointer to the template drawing area. It should change to a cross-hair (+). Then, hold down the left mouse button and drag the mouse diagonally to create a rectangle. Release the mouse button when you have a rectangle approximately the size you want. The Insert a Field window will appear.

Working with Garden Studio® *Fields*

We provided a brief overview of *fields* when we defined the term template for *Garden Studio.* *Garden Studio* fields have been organized into 11 separate categories

1. Graphical Fields

2. Joined Fields

3. Common Fields

4. Herbaceous Fields

5. Woodie Fields

6. Plant Pictures

7. Garden Studio Tab Data

8. Garden Studio Tab Text

9. Garden Studio Tab Graphics

10. Information Blocks

11. Custom

Adding Fields to a Template

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

Again, we'll use an existing template and make a copy of it. This lets you revisit the sample tours and start off with the original template. We're going to make a duplicate of the **Tour Sign Two** template, 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 Step 7.

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.

Customizing the Design

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.

A Simple Customization

We'll use an existing template and make a copy of it. 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. From the **Window** menu, select **Garden Studio** (or press the **F10** key) to open the Garden Studio window.

3. On the right side of the Garden Studio window, click on the **Tour Customize One** template name.

4. From the *Garden Studio's* **Templates** menu, select **Duplicate Template**. A duplicate of the **Tour Customize One** template will be created and highlighted.
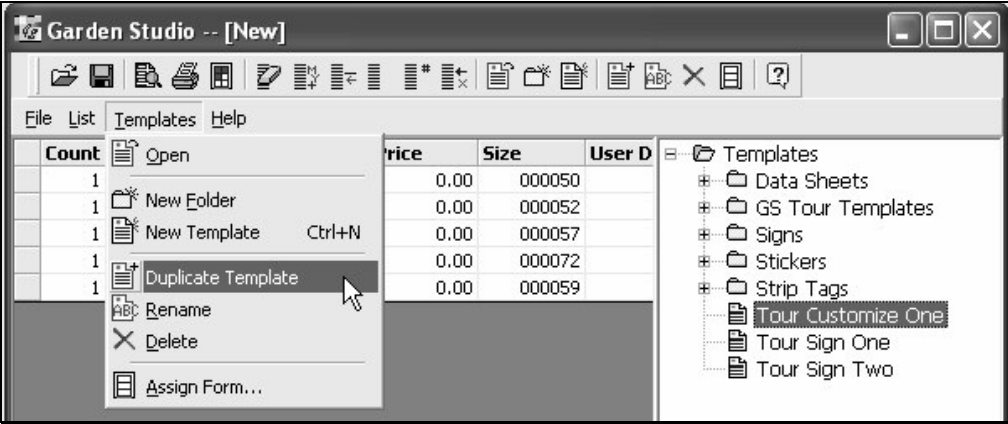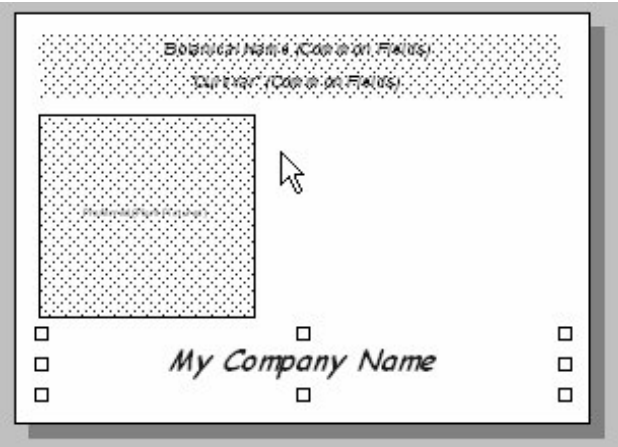
5. From the *Garden Studio's* **Templates** menu, select **Rename**. The duplicated template can now be renamed. Enter *My Custom Template*.
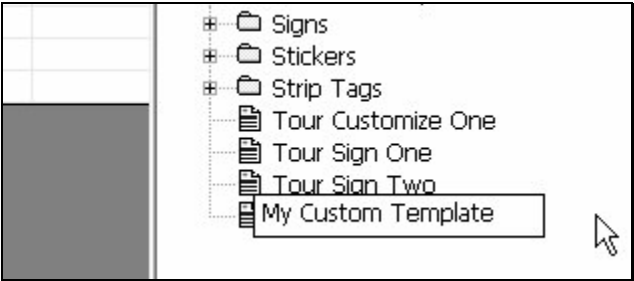

6. From the *Garden Studio's* **Templates** menu, select **Open**.
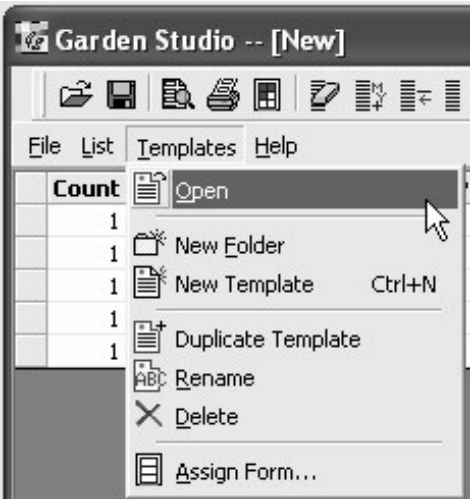
7. Click once on the text *My Company Name*. The text item should now be selected with the "selection handles" appearing around it.


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 **Preview Labels** icon 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.
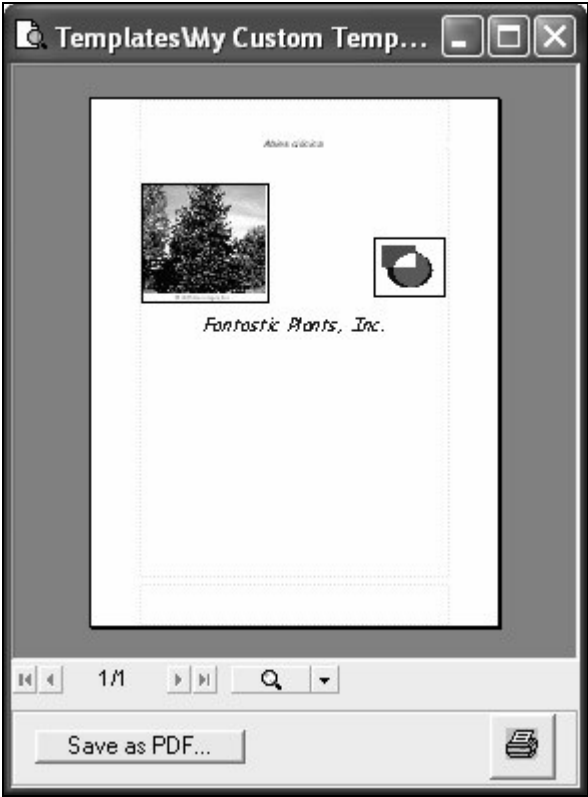

13. Close the print preview window.

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.
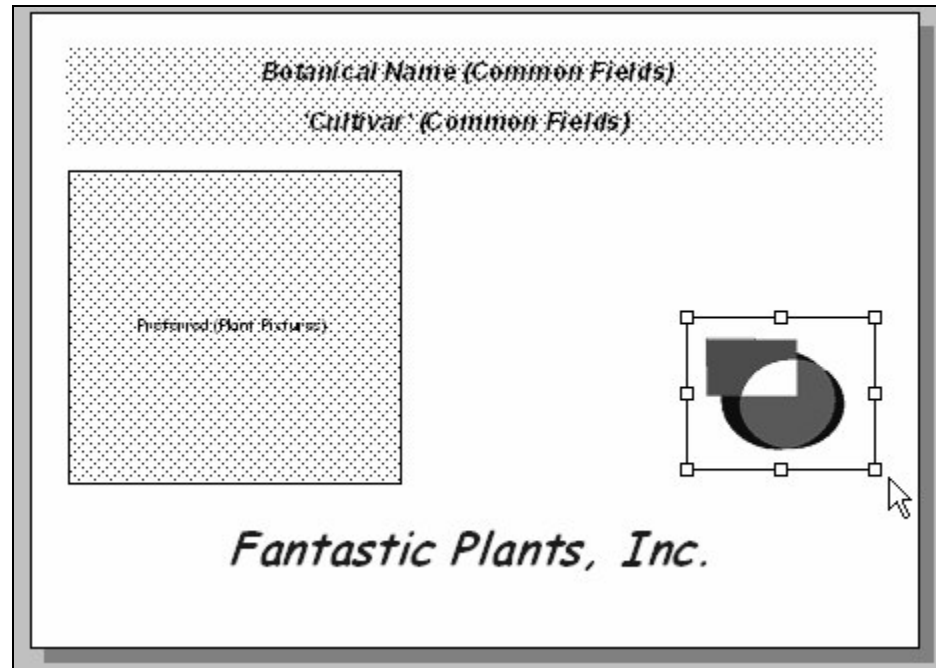

7. At this point, you can move the graphic by clicking on it, holding the mouse down, and dragging it to a different position. You can also resize the logo by dragging one of the handles (small squares) on the graphic's border.

8. From the *My Custom Template* **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)

8. Double-click inside text the *My Company Name* text box. An edit window containing *My Company Name* will appear.
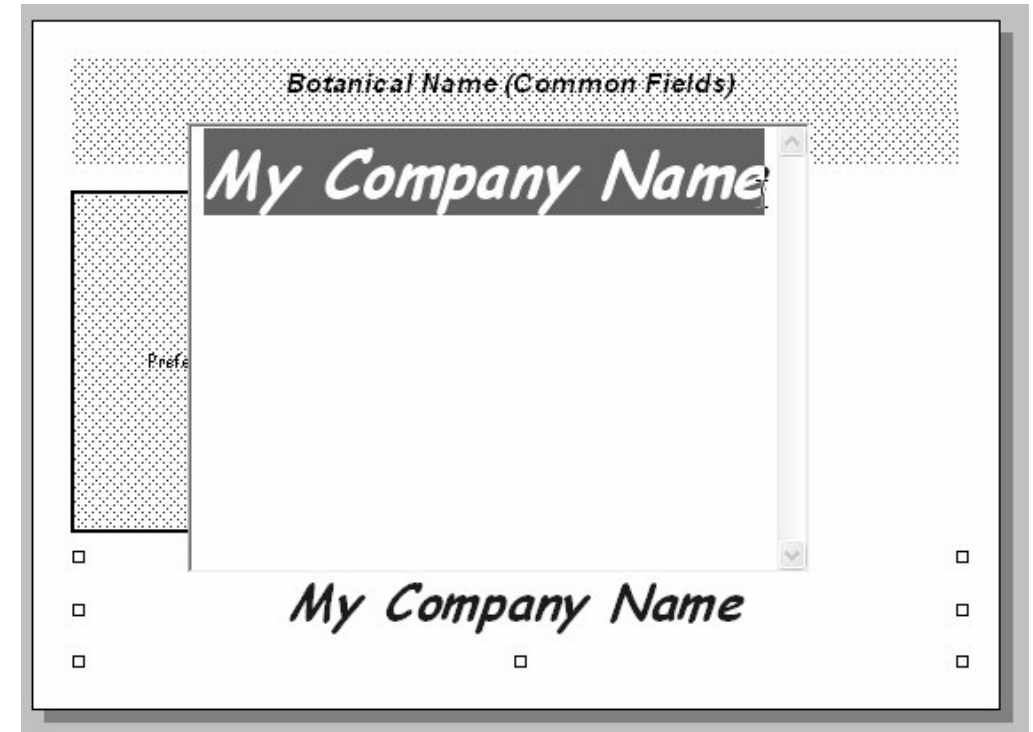
9. Using the mouse, select the entire text and then type your company's name in its place.

The text *My Company Name* should now have been replaced with the name of your company.

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

11. From the *Garden Studio's* **File** menu, select **Save Design** and then close the template.
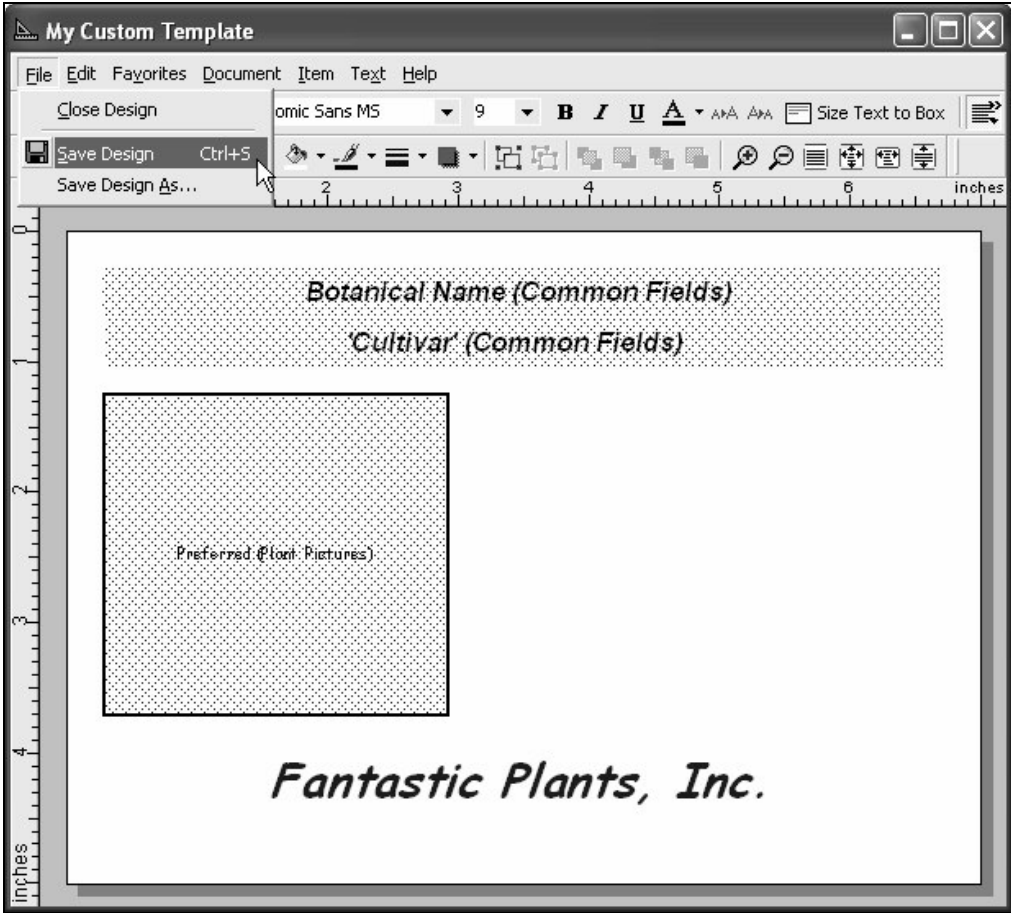
12. From the **Garden Workbench**® **Window** menu, select **Workbench** (or press the **F2** key).

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

14. 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.

15. 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.

16. Close the print preview window

Customizing with 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** 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. On the right side of the Garden Studio window, click on the template name, *My Custom Template*.

4. From the *Garden Studio's* **Templates** menu, select **Open**. <u>Note</u>: instead of selecting the template name and then opening it with the **Open**, you can simply double-click on the template name.

5. From the *Garden Studio's* **Favorites** menu, select **Graphics** and then **Logo**.