

HORTICOPIA®

Professional V

Version 5.4

User Guide

User Guide for Professional V

For use with Microsoft® Windows® 10, 11 and later systems

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Contents

Introducing HORTICOPIA® Professional V 1

Welcome to HORTICOPIA®.....	1
System Requirements	1
Installing the Professional V	3
Starting the Professional V for the First Time.....	6
Starting the Professional V after the First Time	7
Licensing	7
Transferring Professional V to Another Computer.....	9
Multiple Computers.....	10
Working with the Plant Library Manager (HortPro Control Panel).....	10
Running on a Network (Optional Module)	11
Networking Plus (Optional Module).....	11
Authoring Module (Optional Module).....	11
Garden Studio® (Optional Module).....	11

Getting Started with the Professional 12

Special Notes for Portfolio only users.....	12
HORTICOPIA® Concepts	12
Nomenclature	12
The Garden Workbench®.....	13
The ABCs to Seeing Plant Information	15
Managing the Plant Lists	15
Quick Tour 1 — Searching for a Plant	17
Searching for a Plant Name.....	17
Displaying Plants in the Plant List Based on Characteristics.....	17
Quick Tour 2— Printing Data, DataPlus, Picture, and List Sheets.....	18
Setting the Preferred Pictures	18
Getting Ready for Printing and Printing the Pictures	18
Quick Tour 3 — Creating a Simple Layout.....	19
Adding a Plant Picture to a Layout.....	19

Adding Text, Graphics and Pages to a Layout	20
Quick Tour 4—Creating a Master Page for your Documents	21
Creating a Master Page.....	21

The Authoring Module (Optional) 22

Authoring Components	22
Nomenclature	22
Pictures	22
Attributes	22
Data.....	22
Quick Tour 1 - Add a Plant, Pictures, Data and Search	
Attributes.....	23
Step 1 - Add a Plant Name	23
Step 2 - Adding/deleting Plant Attributes	23
Step 3 - Adding Pictures	23
Step 4, Last Step - Adding Data	24
Later Changing a Plant's Attributes	24
Quick Tour 2 - Creating a New Species and a New	
Family.....	25
Quick Tour 3 - Using Other Authoring Features.....	25
Editing a Plant's Name	26
Quick Tour 4— Adding Text and Pictures to Existing Plants	26
Quick Tour 5— Changing HORTICOPIA® Information	27

Additional Information 28

Getting Assistance While You Work	28
Context-sensitive Help	28
Tool Tips Help	28
Link to the Technical Support Web Page.....	28
In Case of Problems	28
Removing the Professional V.....	29
Documents on Our Website.....	29
Horticopia, Inc. Web Site	30
Contacting Horticopia, Inc.	30
Read Me File	30

Copyrights and Trademarks 31

HORTICOPIA Trademarks	31
Other Trademarks	31
Copyrights	31
Examples of Permissible Use	31
Garden Studio Module	32
Illegal Use.....	32
All Digital Copies are Prohibited	32

Introducing HORTICOPIA® Professional V

This chapter provides information on system requirements, installation, licensing and removal of the Professional V. You will also learn how to run the program and where to get additional help with the Professional V.

Welcome to HORTICOPIA®

HORTICOPIA® Professional V is the most comprehensive on-line multimedia reference available for horticultural information. The collection of pictures, ease of access and rich features found in the Professional V edition will make HORTICOPIA® your standard in interactive horticultural reference.

If you are familiar with other Microsoft® Windows® (10, 11, server 2012, 2022) applications, then learning to use the Professional V effectively will be very straightforward. The Professional V uses common Windows conventions including menus, toolbars, lists, and multiple windows. The Professional V is a full-featured program that provides in-depth coverage and flexibility. Please spend a few minutes familiarizing yourself with its basic operations and you'll be on your way to getting the most out of the Professional V.

The Professional V program itself, help files, supporting data files, and library files are copied to your hard disk during setup. On most Windows systems, simply inserting the HORTICOPIA® Flash Drive (HFD) will start the Installation program.

System Requirements

Your system must meet certain minimum requirements before you install and run the HORTICOPIA® Professional V. The accompanying table summarizes these system requirements. Successful installation does not guarantee that your system meets the requirements necessary for running the Professional V. *If you are running in a user access controlled environment, you must have Administrative Privileges to install the software.*

System Requirements	Recommended
Operating System	Windows® 11, Server 2012, Server 2022
Main memory (RAM)	4 GByte or more
Hard disk space	20 GBytes of available hard disk space, plus space for extra libraries as shown below.
Mouse or other pointing device	required
Video adapter	Display of 65536 colors or more
Monitor	1024 by 768 screen resolution or more
Windows compatible sound card/subsystem	Optional, required to hear botanical names and background music
Printer	Optional, although a printer driver must be installed even though no physical printer is required

Installation of the Professional V requires approximately 20 gigabytes of hard drive space, including the core Professional V image library. The amount of space required varies depending on what system components such as Microsoft Dot Net Framework, Microsoft SQL Server, and supporting runtime libraries are already present on your system. If you have a network, storage requirements are minimal for a client installation after installation of the server version.

The following table provides the size (in megabytes) for each of the picture/portfolio libraries:

Professional V	7,390
Woody Plus Library	2,904
Herbaceous Plus Library	1,033
Aquatics and Marginal Plants Library	170
Japanese Maples by Francine Schroeder	460
Interior Plants Library	137
Armitage Herbaceous Selection Port.	1,120
Portfolio of Herbaceous Plants, Vol.1	456
Portfolio of Woody Plants, Vol. 1	1,537

You may install the Professional V Libraries and Portfolios in a folder other than on the same disk drive as the software if you have more space on another disk drive. You may also install the Professional V Libraries and Portfolios on a network disk drive. Simply restart the installation, select the components you wish to install, and choose a different path when you run the installation for the Professional V with the HFD. Besides hard disk storage, you may access the Professional V Libraries directly from the HFD or a shared USB drive anywhere on your network. After installation, the Professional V Plant Library Locator (accessed from the Professional V Control Panel's Setup Tab) controls the location of the libraries and portfolios. The software will also run without the library images loaded at all; however, you will get

an “unavailable picture” displayed whenever the Professional V cannot locate the appropriate image. To avoid unavailable pictures, all library images must be accessible on-line in the locations shown in the Professional’s Plant Library Locator when the software is executed.

Installing the Professional V

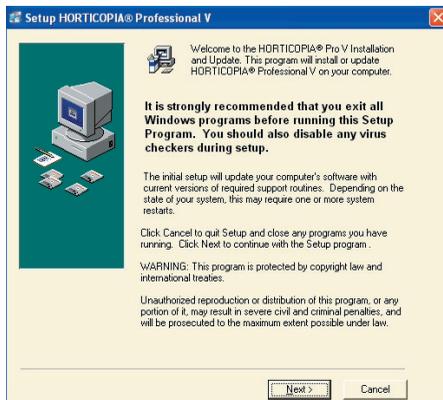
IT IS RECOMMENDED THAT YOU TURN OFF ANY VIRUS CHECKING SOFTWARE BEFORE STARTING INSTALLATION.

Most Windows drives support **Autoplay**. Simply insert the HFD in a USB port and the Professional V setup program should start in a few seconds depending on your Autoplay settings.

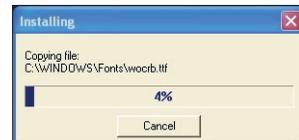
If the automatic start-up of Installation does not work on your configuration or causes a problem, you may install the Professional V as follows:

1. From your taskbar’s **Start** button, select **Run...**
2. Enter **x:\Setup** and substitute the appropriate drive letter where the HFD is mounted for x:.
3. Click on **OK**

When the installation first starts, you will be presented with the WELCOME screen.



NOTE: Allow sufficient time for the installation to complete. Depending on the speed of your computer and the status of the installed supporting Microsoft software, installation may take from 5 to 30 minutes or more.



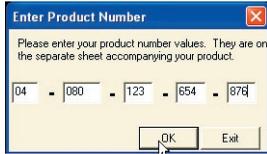
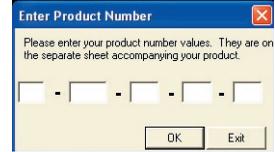
For new installations, you will first be prompted to choose a standalone or network (server) installation.



tion.

Unless you have purchased a HORTICOPIA networking license, select **STANDALONE**. For network installations, refer to the Networking Guide.

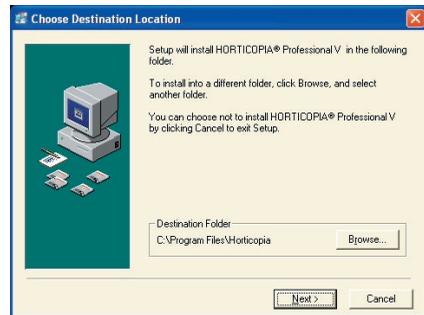
After some preliminary runtime routines are installed, you will be presented with a screen asking you to enter your HORTICOPIA product number. This number was either included in the product shipped to you or communicated to you by your seller.



EXISTING USERS: If you are updating the software or have previously installed the Professional V, then your HORTICOPIA Product Number will already be filled in. Verify that it is still the same or make appropriate corrections. If you are upgrading the software or libraries, then the values of the first two fields will have changed from the previous installation. If the installation software detects a previous version of HORTICOPIA® Professional, you will be prompted to choose between doing a new install or an update. It is highly recommended that you select update. This will permit you to easily migrate your data and to minimize the steps needed for product authorization.

For most installations, you can simply use the defaults and click **NEXT**.

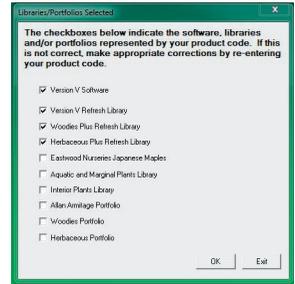
If you wish to select a different destination, click on the **BROWSE** button and select a new destination. Note that *Hortico pia* is always appended to the destination folder you select.



If you do not want to install in a subfolder called *Hortico pia*, be sure to delete the appended *Hortico pia* shown as highlighted in the screen image below.

Based on the Product Number entered, you will receive a confirmation about the libraries and portfolios to be installed.

You may check or uncheck the selections to override the library/portfolio selections made for you based on the product number. Note that, without authorization codes from HorticoPIA, installing additional libraries will simply take up more disk space and be of no benefit.



If you want to install the libraries in a folder different from the default folder, uncheck the library names and rerun the installation with only the names checked for the libraries/portfolios to be installed.

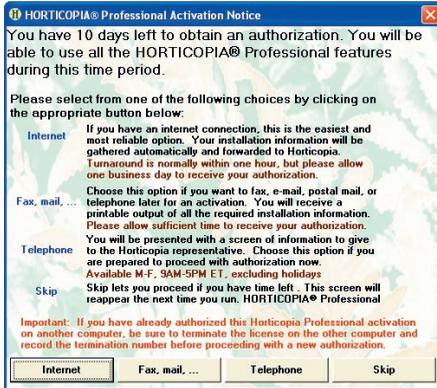
When the installation is complete, you will receive a completion dialog.



Starting the Professional V for the First Time

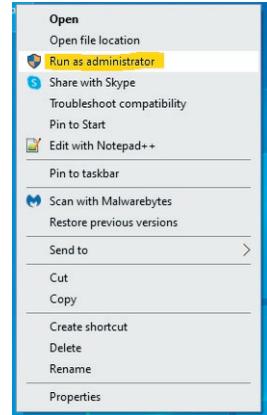
IT IS HIGHLY RECOMMENDED WHEN YOU START HORTICOPIA THE **FIRST TIME** - RUN AS ADMINISTRATOR

On your desktop, click with the RIGHT mouse on the Horticipia Pro icon V, then when the drop-down menu appears, click on Run as administrator.



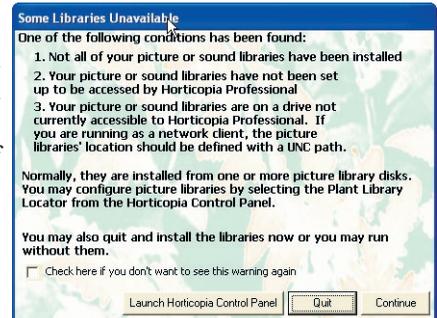
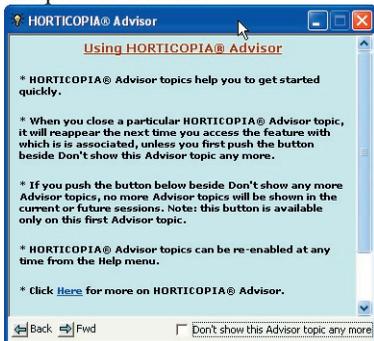
After starting the Professional V, you will get a display about your authorization options. See the screen at the left.

At this point, you may click on the **SKIP** button to proceed with running the Professional V. Until you authorize the Professional V, you will not be able to copy pictures from the Professional V to other applications.



If you have not installed the Professional V Libraries or any additional picture volumes (from a flash drive or online) and want to see the pictures, you must quit HORTICOPIA® Professional and complete the installation of those picture volumes. This can be done with the installation of the Professional V setup as previously described.

Normally, the dialog box to the right does not appear if you installed all the picture libraries. If you do get this dialog and have installed all of your picture libraries, choose **LAUNCH HORTICOPIA CONTROL PANEL** so you can specify the location of the picture libraries.

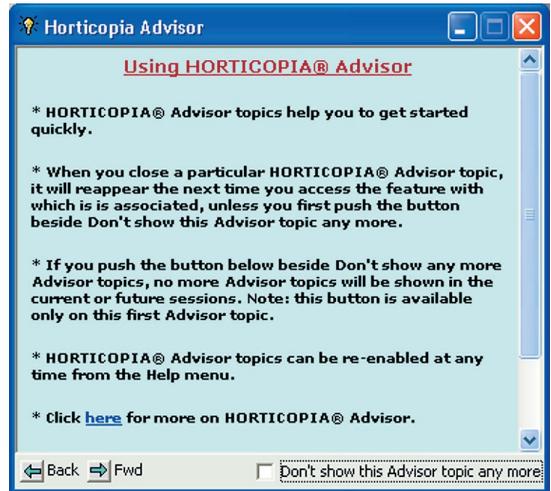


The HORTICOPIA Ad-visor option will appear the first time you run the Professional V. To speed the learning process of the Professional V main features, new users are encouraged to enable the Advisor. You can use the Help menu options to control the presence of the HORTICOPIA Advisor topics.

Starting the Professional V after the First Time

The Professional V is normally started by double-clicking on the HORTICOPIA Pro icon placed on your desktop during installation. If you delete this icon or if it's not visible, you may also start the Professional V from the **START** menu by selecting **All PROGRAMS** and then **HORTICOPIA Pro V**, followed by **HORTICOPIA Pro**.

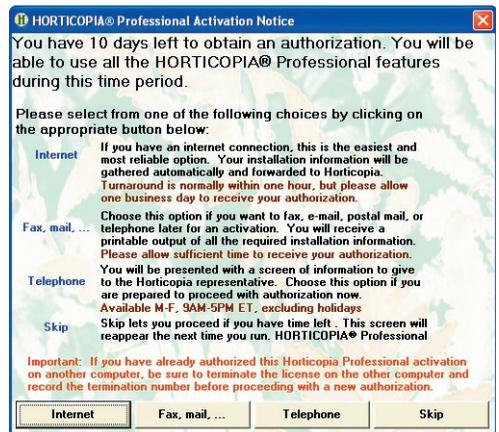
We strongly recommend that you frequently access <https://www.horticipia.com/support> for more information on the Professional V. Here you will find updates that correct any problems discovered after the production of the software media, as well as FAQs, technical memos and on-going enhancements to the capabilities of the Professional V.



Licensing

Until the Professional V is authorized, you will get the licensing screen (shown below) each time you start the program. The top of the screen shows you how many days you have left to obtain your authorization.

The most convenient way of obtaining your Authorization Code is to use the **INTERNET** request option. If you don't have Internet connection, select the **FAX, MAIL, OR TELEPHONE** option. The required information will be gathered automatically and placed into a format ready for faxing, printing, or mailing. You can also attach the information to an e-mail you generate yourself on another computer. With the exception of the ability to export pictures, you will have all the features of the Professional V available even prior to authorization. This allows plenty of time for the authorization process to be completed.



IMPORTANT: With your purchase of the Professional V, you received a unique Product Number. The Product Number will normally be on a separate folded insert with your product and clearly identified as your Product Number. In some cases, you may have received the Product Number separately (by mail or telephone) when you ordered the product.

If you choose the recommended **INTERNET** option, you will be prompted to fill out the information as shown in the screen shown to the right. For e-mail or fax, you will be presented with the screen shown below.

The Product Number is required to complete the authorization process. It is pre-filled in the form from the information you supplied at installation time. Double-check to make sure it is correct. It identifies the Professional V libraries/portfolios and features you purchased. We cannot provide an Authorization Code without a valid Product Number.

Please fill in all the required fields. We have provided space for your normal e-mail address if it is different from the one where you wish to receive your Authorization Code. Make sure your e-mail address is correct and, if faxing, fill in the fax number where we will fax your Authorization Code.

Your information will be kept private, because Horticopia, Inc. will neither sell nor give away your address to third parties for their solicitation purposes. We do however, keep our registered users informed of new products, discounts and free updates.

If you clicked **Submit** on the Product Information form and chose the **Fax, Mail, ...** option, you will receive a printable output ready to fax or mail to Horticopia, Inc. You may also use this form to have all the information handy for telephone authorization. If other windows hide the Notepad window, look for it on your taskbar.

If you selected the INTERNET registration, you will receive a confirmation message that your authorization request was successfully transmitted.

```
Print this information by selecting Print from the File menu
Fax this page to 1-703-880-7026 or e-mail as an attachment to:
prprog@horticopia.com with a Subject line of "Activation"
For mailing information, see you User Guide or
http://www.horticopia.com
```

```
<Root_Element>
<!--Horticopia Professional Activation Information-->
<Name>Horticopia User</Name>
<Org>Horticopia, Inc.</Org>
<Dept></Dept>
<Title></Title>
<A1>123 Main St.</A1>
<A2></A2>
<A3></A3>
<City>Anytown</City>
<State>CA</State>
<Zip>90102</Zip>
<Country>USA</Country>
<Tel>222-555-1234</Tel>
<Fax></Fax>
<eMail>plante@plantworld.net</eMail>
<ceMail></ceMail>
<Activation>AB-786431885</Activation>
```

To FAX the information, use the Notepad's File menu Print command to print it out first or use your computer's built-in fax capabilities. To mail in your authorization request, simply print the file (File menu, then Print) and mail it to Horticopia, Inc.

Whether you use INTERNET, FAX or MAIL, the next time you run the Professional V, you will be prompted to enter your Authorization Codes.

If you have not received them, simply click on the

CANCEL button. Once you have received your Authorization Code, enter it in the spaces provided. **NOTE FOR WINDOWS 10 AND 11 USERS:** *You must have administrative privileges to authorize the program. Once authorized, you normally do not need administrative privileges.* Double-check the entry to make sure it's correct and then click on **OK**. You'll get a confirmation of successful authorization. In the future, you will get no more authorization screens when you start the Professional V.

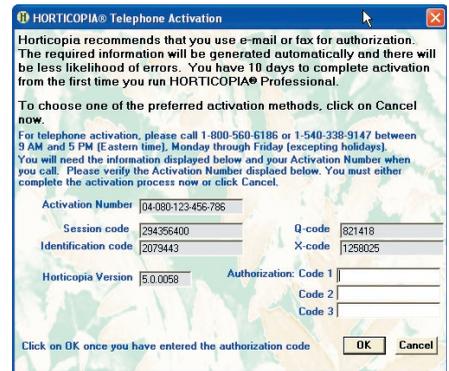
The RE-AUTHORIZE button is used only when your Authorization Code has gotten lost or if you incorrectly entered the Authorization Code several times.

Transferring Professional V to Another Computer

There may arise a situation where you wish to transfer Professional V to another computer. To do this, you must also transfer the license. To transfer the license, you will have to terminate the license on the computer with the existing copy of HORTICOPIA® Professional V. After terminating the license on this computer, you will receive a termination code that will be used for reauthorization.

To terminate the license (Note: after terminating the license, the program will no longer function), open the HORTICOPIA® Professional Control Panel. Or in Professional V, click on **TOOLS** and then **LAUNCH CONTROL PANEL** to access the Control Panel. In the Control Panel, click on the **LICENSING** tab, then click the button, **TERMINATE LICENSE**. Click on **PROCEED WITH LICENSE TERMINATION**. After the message: "Are you sure you want to terminate the HORTICOPIA® Professional V license on this computer?", click **Yes** to obtain your termination code. Record your termination code and click **Close** to exit the program. You can now uninstall the HORTICOPIA® Professional V software from this computer using the Windows Control Panel's Add/Remove programs.

IT IS VERY IMPORTANT THAT YOU DO NOT UNINSTALL THE PROGRAM PRIOR TO TERMINATING THE LICENSE.



For more information about license termination, go to our Knowledgebase pages at :

<https://www.horticoxia.com/hesk/knowledgebase.php> and search for ‘terminate’.

If you are upgrading your computer with major hardware changes, such as replacing the motherboard or replacing the primary (boot-up) hard disk drive, you should also follow the license transfer procedure. Please contact Horticoxia Technical Support prior to commencing with the upgrade.

Multiple Computers

If you have purchased the networking option, you may install the Professional V on a networkable computer and then run it from other computers on the network. However, only one user at a time may run the Professional V unless you purchase additional network user licenses. Please see the Professional V *Network Guide* for more information.

If you need to run the Professional V on multiple computers that aren’t networked, you may purchase additional licenses at a discount

Disk Crashes

If your hard disk crashes and you restore it, the Professional V will normally run properly. If you experience problems running the Professional V after a disk crash, you should reinstall Professional V.

Working with the Plant Library Manager (HortPro Control Panel)

Normally, all of the picture Libraries used by the Professional V will be in the same folder, *HortProfPix*. Typical picture Library names are R1, R2, R3, H3, W4, A1, A2, etc.

When you installed the picture Libraries, you could have selected a different location. You should browse to the *HortProfPix* folder or to the folder containing *HortProfPix*. If the libraries are not in a folder named *HortProfPix*, you’ll have to browse to the specific folder where they’re located.



Running on a Network (Optional Module)

If you have the optional Network Module with the Professional V, you can easily run it on a Windows network. The networking license for the Professional V is a floating network license, which allows ONE user to run the Professional V anywhere on the network. Once that user signs off, another user can sign on. If you require additional concurrent users, please contact Horticoxia sales to purchase additional user licenses.

Networking Plus (Optional Module)

Networking Plus is an optional feature that in addition to the full license, several clients are added in a read-only mode of accessing HORTICOPIA® information.

Authoring Module (Optional Module)

Authoring Module is an add-on to the Professional V that allows you to add your own plants to the Professional V's plant list. You can add your own plants, data and pictures to your authored plants as well as add/change pictures and data to Horticoxia plants.

Garden Studio® (Optional Module)

The HORTICOPIA® Garden Studio® module is a tool for designing and producing custom data sheets for plants as well as ancillary materials such as garden center hard goods.

Garden Studio® works in conjunction with HORTICOPIA® Professional V, giving you access to information on thousands of plants along with tens of thousands of pictures. Although you can readily design and print in the Professional V, you are limited to creating the data sheets and point of sale material for one plant at a time. With Garden Studio®, you create a design for your data sheets and point of sale material just once; then print them for any number of plants with all the plant specific information, including pictures, information, price and UPC symbols automatically filled in the exact spot you have designed.

Getting Started with the Professional

In this chapter, you will learn how to perform some of the common tasks in the Professional V. Spending a few minutes reading this chapter will put you on the fast track to being a proficient Professional V user. If you are already familiar with previous HORTICOPIA® products, you may wish to get started with the software right away and consult the appropriate on-line Help topic when you encounter a new or unfamiliar feature.

It is important to note that the Professional V supports two types of plant records: *Libraries* and *Portfolios*. Plant records that contain plant pictures, plant data and botanical pronunciations are provided to you as part of a library, such as the *Woody Plus Library*. Plant records that contain only pictures and no plant data or pronunciations are packaged and provided to you as part of a portfolio, such as the *Armitage Herbaceous Collection*. Some of the features covered in the subsequent sections and Quick Tours require plant data to function properly and do not apply to users that own only *Professional Portfolios*.

Special Notes for Portfolio only users

Portfolios contain only pictures. These pictures are cataloged by Botanical name, Common name, Plant family and Plant type. Searching for a plant using its nomenclature or plant type in Professional V is fully supported. Other search criteria such as hardiness, bloom time or moisture requirements are disabled because there is no data to support the search. If you choose to add your own data using the optional Authoring Module, the selection criteria will function for those authored plants. Plants without data, however, will not be included in your search.

Professional V supports printing of both pictures and data in a variety of formats. Because *Professional Portfolios* contain only pictures and nomenclatural information, there is limited value in printing a data sheet or copying a data tab to a layout. These features are still functional in the event that you wish to add your own data using the optional Authoring Module.

HORTICOPIA® Concepts

The Professional V is a “standard” Windows® software application. If you’ve worked with other Windows® programs such as word processors, spreadsheets, or graphics design packages, then you will already be comfortable with many of the aspects of the Professional V.

Nomenclature

The HORTICOPIA® Help contains an extensive glossary of terms used in the Professional V. There are a few unique terms and usages within the software that will help in understanding the remainder of this chapter.

Garden Workbench®: the central work area or window for HORTICOPIA® Professional, frequently shortened to *Workbench*.

Botanical Names: the plant lists contains both new names and synonyms (names that appear in gray font). The primary sources for nomenclature are the New Royal Horticultural Society Dictionary of Gardening and Hortus Third.

Collections: a selectable list of the HORTICOPIA® libraries and portfolios purchased with the Professional V .

Favorites: patterned after the popular Microsoft Internet Explorer® feature that makes available a central location on the Workbench where you can store and quickly access frequently used items.

MyList®: plant names that have been designated by the HORTICOPIA® user as being special; MyList® plants have a check mark in the box next to their name.

Filtering: the process of displaying only some of the available plants in the list; filtering may be by MyList®, Hardiness zone, or other selections.

Layout: the composition of pictures, graphics, data and text created by the user with the intent of printing. Also known as Print Layout.

Preferred Picture/Second Preferred Picture: the picture(s) designated as representative of the plant whenever several pictures are present; The Preferred Picture appears at the TOP LEFT of the plant's preview pictures and the Second Preferred Picture appears next to it.

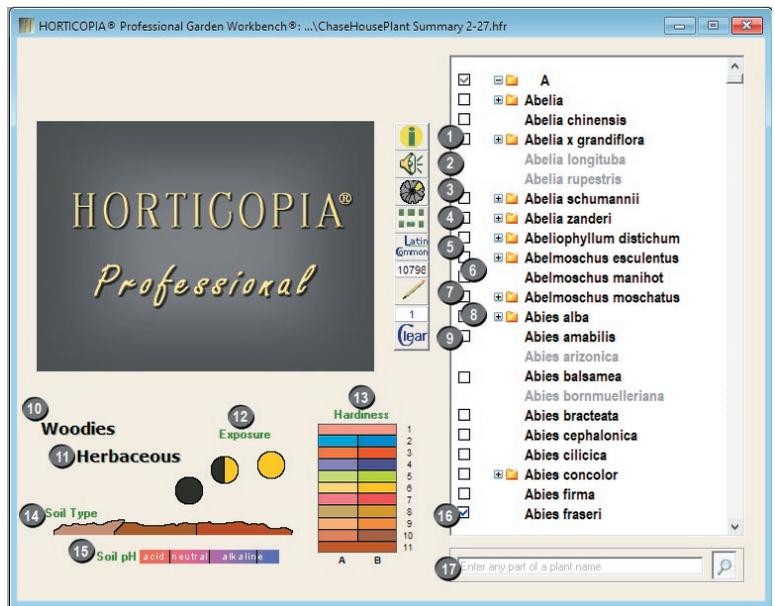
The Garden Workbench®

The heart of HORTICOPIA® Professional V is the Garden Workbench®. From here, you're just a couple of clicks away from getting the information you need for any of the plants in the Professional V libraries. You can search for plants, select plants of interest to you, create lists, compare pictures from different plants, hear the botanical names pronounced, print lists/data/pictures, indicate Favorites, switch between common or botanical names, and more.

The illustration on the next page shows the Professional V Garden Workbench® annotated with circled key numbers identifying important areas.

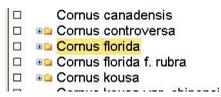
Plant data and botanical pronunciations are not included in Professional V *Portfolios*. The SOUND Button and the ATTRIBUTE Button will be marked as unavailable if selecting a plant record only contained in a Professional V *Portfolio*. The Exposure, Hardiness, Soil Type and Soil pH Graphics will not be available to *Portfolio* users unless they have added data using the optional Authoring Module.

1. Information Button -- displays the Information window for the plant name highlighted in the plant list
2. Sound Button -- provides audio pronunciation of the botanical name of the plant highlighted in the plant list
3. Attribute Button -- outlines the graphics in the main plant selection area as well as in the tab areas with a green border to reflect the characteristics of the plant highlighted in the plant list. This provides a graphic view of the plant's characteristics and lets you quickly find similar or compatible plants.
4. Thumbnails Button -- displays Thumbnail views of the plants highlighted in the plant list. If no plant is highlighted, all plants in the list will appear in the Thumbnails view.
5. Switch Names Button -- changes the list between botanical and common names.
6. List Counter -- displays the number of plants currently displayed in the list. The counter is updated as you perform plant selections.
7. MyList® Button -- alternately shows the plants on MyList® or displays all the plants.
8. MyList® Counter -- displays the number of plants currently on the MyList®.
9. Clear Button -- resets the plant list. Any hardiness and plant type screening in effect remains and will affect the contents of the list.
10. Woodies Selection -- displays only woody plants and the woody selection window is presented.
11. Herbaceous Selection -- displays only herbaceous plants and the herbaceous selection window is presented
12. Exposure Graphic -- select plants based on light requirements, an important environmental criteria for plant performance after Hardiness.
13. Hardiness Graphic -- select plants based on USDA zones
14. Soil Type Graphic -- select plants based on soil requirement.
15. Soil pH Graphic -- select plants based on pH requirements.
16. MyList® indicator -- a check adds the plant to a MyList®
17. Search indicator -- enter text to search plant list names.



The ABCs to Seeing Plant Information

- Locate the name of the plant by scrolling to the name or just entering the first few letters of the name.
- The yellow folders next to some plant names signify that a species has more than one cultivar. Click on these folders or the plus sign (+) to see the cultivars .
- Click once on the name of the plant you want so it's highlighted.
- Click the  INFORMATION button, or double-click on the plant name.
- Double-click on a preview picture to view an enlarged picture or single click on one of the other tabs to view data.



Managing the Plant Lists

Using the Workbench plant list, find plants, create your own lists, refine plant searches, and see plant names in different arrangements or naming conventions.

- Adjust the plant list's appearance with the Tools menu item, **CUSTOMIZE**. Click the **WORKBENCH** tab to set the font type and size, as well as the default expansion level of the plant list to Show all Plants or to Show all Cultivars. You may also group the plant list by families instead of alphabetically.
- Switch between botanical names and common names at any time by clicking the  Switch Names button.

The gray names shown in the botanical name list are synonyms and clicking on them will carry you to the current name.

- You've probably already discovered that you can select a plant name by clicking on it once. You can also select several plant names by holding down the **CTRL** key while selecting them. Holding down the **SHIFT** key selects all the plants from the first selected one through the one you're currently pointing to. Multiple plant selection is useful in printing plant lists, creating Slideshows, viewing only selected plants and working with your own plant lists.
- Enter the first few letters of a plant name, and the plant list will jump to the first entry beginning with those letters.
- There are also several shortcut keys you can use with the plant list. Press **F1** while you're on the Workbench and look for "Keyboard Shortcuts."
- Search the list for specific words or even portions of words using the **FIND** feature  on the Workbench toolbar.

About MyLists®

You can designate plants to be on your own special list, which can be saved and re-opened at a later time. In HORTICOPIA®, this list is called MyList® and you can have as many lists as you wish.

Add or remove a plant on the MyList® by clicking the box next to the plant name. When a plant is added to a MyList®, a check will appear in the box next to the name.

Each time you add or remove a plant on a MyList®, the counter below the  MyList® button will be updated (item #8 on the Garden Workbench® graphic).

Add several highlighted plants to MyList® by clicking  on the toolbar. The entire list (usually after a search) can be added by selecting Add All to MyList® from the Selections menu or  from the toolbar.

Save each MyList® with the File menu Save MyList selection. The Open menu lets you load previously saved lists. The names of the most recently saved or opened MyList® files appear at the bottom of the File menu.

Working with common names - you may notice that when a plant name is selected, other names appear as grayed text. These are additional common names, or aliases, of the common name you selected. Once you add a common name to MyList®, the name you chose becomes your preferred common name. When you then display the MyList®, you will see only the preferred names you have selected.

Clicking the MyList® button alternately shows only the plants on the MyList® or all the plants currently on the list.

Rearranging the plant name order - When viewing only the MyList® plants, you can rearrange the order of the plant names by first selecting a name or names and then holding down the Alt key and clicking in the list where you want to move the names. A red line indicates where the moved items will be placed when you release the mouse.

Quick Tour 1 — Searching for a Plant

Special Note: Plant data is not included in Professional Portfolios and searching is limited to Nomenclature and Plant type.

Searching for a Plant Name

1. Enter the first few letters of the plant name on your keyboard
2. Enter the plant name in the search field at the bottom of the plant list.

Displaying Plants in the Plant List Based on Characteristics

1. Expand your plant list so all plants are available. Right click the Clear button and select *Clear all selections*.
2. Set a hardiness zone of 8b by clicking on the rectangle next to the number 8 on the hardiness chart.
3. Click on the Woodies or the Herbaceous selection.
4. Click on the yellow bloom petal. As you click on these plant characteristics, note the counter below the  button. It shows the number of plants that match your current search specifications. The plant list updates automatically each time you make a plant characteristic selection.
5. Select a plant height and then a leaf color and note with each selection the plant count changes.
6. Continue clicking on graphics until the plant count is about 50.

Using the Thumbnails View

1. Once you have about 50 plants in the plant list, click on , the THUMBNAILS button. You will get a Thumbnail window that shows the first picture of each plant in the list.



2. Enlarge the Thumbnails window by clicking on the MAXIMIZE button at the upper right corner of the Thumbnails window.

Quick Tour 2— Printing Data, DataPlus, Picture, and List Sheets

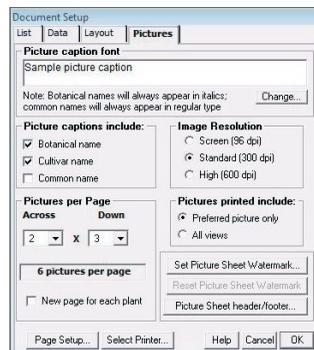
Begin by selecting about six plants and put them on a MyList® by clicking (checking) the box next to the plant name.

Setting the Preferred Pictures

1. Click the  MYLIST® button. There should be six (or so) plants showing in the list.
2. Click on  the INFORMATION button to view the preview pictures for the first plant.
3. The Professional V uses the **top left picture** as the Preferred Picture for Data, DataPlus, and Picture Sheets. You can change the Preferred Picture by selecting the picture you want, then drag and dropping it on the top left preview picture. The picture will then be moved to the first position. This positioning will be remembered even if you quit and restart HORTICOPIA.
4. To get to the next plant in the list, Press the F5 key, Select the Data menu and click Next Plant or
Click  on the Data toolbar.
5. Repeat Steps 3 and 4 until all the preview pictures have been arranged so that your preferred picture is the top left preview for each plant.

Getting Ready for Printing and Printing the Pictures

1. From the File menu, select Document Setup... When the Document Setup window is displayed, click the Pictures tab to control the format and layout of the picture sheets.
2. Make your preference selections similar to the illustration at the right with 6 pictures per page selected, then click OK.
3. Verify that no plants are selected in the list. You can click on the CLEAR button to make sure..
4. From the File menu, select Print-, Print Pictures. You will get a printout of the pictures you placed in the top left position of each plant.



Special Note: Data and DataPlus Sheets can be printed in the same manner as Picture Sheets. Create a MyList® and select your Preferred Pictures. From the File menu, select Document Setup... to display the Document Setup window. Click on the Data or DataPlus tab to control the format and layout of the data sheets. From the File menu, select Print-, Print Data or DataPlus to get a data sheet for each plant based on the selections you made.

More detail at Document Setup Quick Tips at

www.horticopia.com/documents/documents.html.

Quick Tour 3 — Creating a Simple Layout

Create a customized layout containing pictures and information. The first step in designing your layout is to specify its size and page orientation

From the File menu, select Document Setup and review the Layout tab settings. Or use  the DOCUMENT SETUP button at the top of your tool bar. **Verify that the page size and orientation as these settings need to be made first before creating the layout.** All other settings in the Document Setup window can be changed after the layout has begun.

Adding a Plant Picture to a Layout

1. Begin by selecting a plant from your list and double-click on the name to bring up its Plant Information window. The tabs are shown below.



Your layout can include any of the pictures and text found in the Plant Information window (except Scratch Pad, Spreadsheet, optional Garden Studio tab and the Added Notes tab).

2. To select a plant picture, click once on the image and a green frame will appear. Single click on  the COPY TO LAYOUT button on the Data toolbar to the right of your screen.
3. The layout window will appear. The toolbars that used for layout design are shown undocked below.



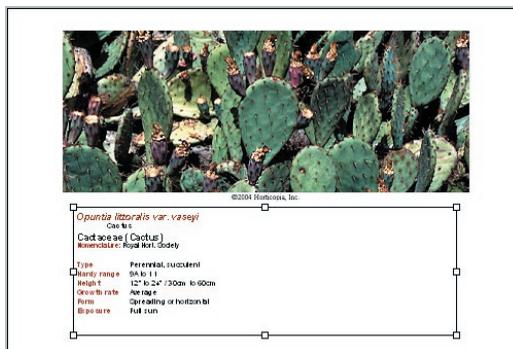
Using the cursor , click the mouse button and drag a box to place your picture in the layout. You can resize the picture by dragging the boxes in the corners of the picture.

Suggestions: Add a frame around your picture using  the Line tool found on the Design Control toolbar.

With the picture selected, click on the triangle and select the desired border line size.

Use the Design Control toolbar tools to change the fill color for an item , add a shadow to an item  and even change the color of the shadow.

Other pictures may be added to your layout by minimizing the Layout window and making another selection using the same steps mentioned above.



Adding Text, Graphics and Pages to a Layout

1. Add text to your layout from other tabs on the Plant Information window (except the Scratch Pad, Spreadsheet, optional Garden Studio tab and the Added Notes tab). Using the same procedure as when adding pictures, with the information tab open, click on  the ADD TO LAYOUT button. Then drag a box as before to add the information to the layout.
2. A text box can be added to your layout to include your own information, such as company name, customer name, etc. The INSERT TEXT BOX button  is found on the Designer toolbar. You also can use the  INSERT GRAPHIC button found on the Designer toolbar to insert your own images or graphics. Additional pages can be added to your layout using  the INSERT PAGES button found on the Pages toolbar. To move between the pages of your layout, click on the  PREVIOUS PAGE and  NEXT PAGE buttons located on the Design Pages toolbar.

Printing

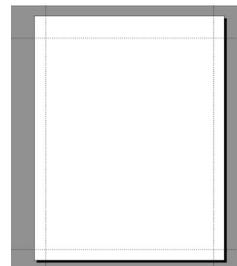
1. You're now ready to print!
2. From the File menu, select Print Layout.

Quick Tour 4—Creating a Master Page for your Documents

Create Master Pages for your Data, DataPlus, Picture and List documents to give them a very custom look. You can have as many Master Pages as you wish and can designate different Master Pages for each type of document.

Creating a Master Page

1. Open a blank layout by clicking on the Window menu and select Layout Window. The Layout window will appear along with the Format toolbar and the Designer, Design Control and Design Page toolbars docked at the right of the screen.
2. From the Designer toolbar, click on the ruler bar and drag guides to show the margins for your document. Since the program will print the document within the margins, you will want your Master Page image between the margins and the edge of the paper.



3. Using the example below, add a text box for company and client name, as well as graphics.



4. Save the design as Master Page for Data.
5. Under Document Setup for the Data sheet, click on SET DATA SHEET MASTER button and browse to Master Page for Data and click Open then OK.
6. Select any plant by single clicking on the name, click on the PREVIEW button and click on preview data. The Master will appear on each page of your Data Sheet document.

The Authoring Module (Optional)

With the Authoring Module, you can add pictures, data and new plants to HORTICOPIA® Libraries and change data for the HORTICOPIA® plants. You may also create new plant families and add your own botanical name pronunciations for plants and families you have added.

Authoring Components

There are several information components to each authored plant and when authoring, it is important that all of these information components fit together properly. The components are nomenclature, pictures, attributes and data.

Nomenclature

The nomenclature window includes family name, botanical name (species, subspecies, etc), cultivar name (if any), common name(s), family and sound. Each plant must have a botanical name and at least one common name. A cultivar name is optional and, if omitted, “species” is assumed. Common names must be unique for a species, but authored common names may repeat common names provided in the Professional V database. If a common name contains a comma (,), then the portion after the comma will be generated with the portion before the comma in addition to the full name. For example, *Maple, Red* will generate *Red Maple* in addition to *Maple, Red*.

If the family doesn’t already exist, you may add a new family. Both a common and botanical family name are required.

When you create a new plant name, you may specify an appropriate sound file. Windows “wav” files as well as “mp3” files can be used. A sound file is not required to add a plant or family.

Pictures

You may copy pictures from other HORTICOPIA® plants or you may add your own.

Attributes

Attributes define the plant’s selection criteria. Examples are height, spread, bloom color, and leaf shape. You may edit the attributes for plants that you author. The hardiness that you specify will cause the appropriate range map to be included.

Data

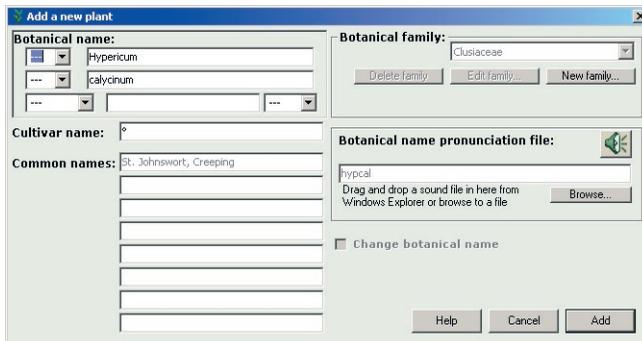
When you first create a new plant or make a name change to an authored plant, Professional V automatically generates the nomenclature information on the Information tab. This information is not changed if you make global changes (such as changing a species spelling). Other data fields may be copied and pasted from other plants in the Professional V and then edited to suit your needs. You may also enter all

information from scratch, but pasting from other plants in the Professional V will help in maintaining a consistent format.

Quick Tour 1 - Add a Plant, Pictures, Data and Search Attributes

Step 1 - Add a Plant Name

1. In the plant list, right-click on *Hypericum calycinum* (or select another plant). From the popup menu, click Add new plant... In the resulting Add a new plant window, you can see that the botanical and common name fields are pre-filled with the names for the plant on which you right-clicked.
2. Click on the ADD button. This creates a new plant on the list with the same name as the original plant with one slight difference: a ° degree symbol is appended to the name to show that it is an authored plant. In addition, the search selection attributes of the original plant, as well as the growth zone, are displayed and can be edited at this point.



Reminder: *Since Professional Portfolios do not contain plant data, Portfolio users will need to manually add search selection attributes.*

Step 2 - Adding/deleting Plant Attributes

1. You can add or delete search attributes by clicking on any of the graphics. Click on the red petal of the bloom to add and then click on the yellow petal to delete the yellow color for bloom. Click on Shrubs to add and then click on Groundcovers to delete as a plant type. You can add/delete any of the graphics in this manner.
2. When you are finished modifying the attributes, click on the green ATTRIBUTES button  to set the new attributes and bring up the Plant Information window.

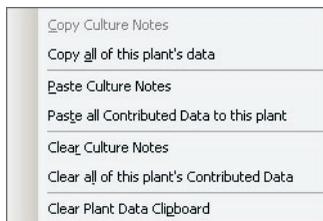
Step 3 - Adding Pictures

1. After the Plant Information window appears, right-click in a blank area of the Preview tab, then select Paste Pictures. The pictures from the original HORTICOPIA® plant have been added to your plant. (It is not necessary to have a picture to continue the authoring process.)
2. If you wish to add pictures from other existing plants, you can browse to that plant, double-click on the name, then right-click in a blank area of the Preview tab. A popup menu will appear with Copy All Pictures as one of the entries. Left-click on Copy All Pictures and then close the Information window. Click on the information window of your authored plant, right-click in a blank area of the Preview tab, then select Paste Pictures. The pictures from the HORTICOPIA® plant have been added to your plant.

- You can also add in your own pictures by dragging and dropping a picture(s) from your hard drive onto the Preview window. Delete a picture by right clicking on the picture, then clicking Delete picture on the pop-up window.

Step 4, Last Step - Adding Data

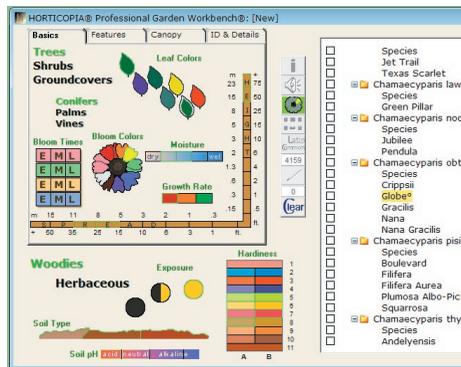
- Click on the Information tab and review the data generated from the graphical search attributes previously set.
- Click on the Contributed Data tab and you can enter your own data or paste the data from the original plant tab by right clicking on an empty area in Culture Notes. A popup window will appear and click on Paste all Contributed data to this plant. You can then make any desired changes, then click on the CLOSE button in the upper right corner of the Information window. Reminder: *Since Professional Portfolios contain only pictures, Portfolio users will see only nomenclatural information on their Information tab when pasting plant data.*



Later Changing a Plant's Attributes

After completing Step 4, you can change the plant's attributes.

- After selecting your authored plant, right-click on the ATTRIBUTES button , then from the popup menu, select Edit Attributes. Now you can add or delete selection attributes of the plant. Clicking on a graphic outlined in green (or text that is in green) deletes the selection, clicking on a graphic that becomes outlined in green (or the text changes to green) adds that selection to the search criteria.
- To save your changed attributes, click on the green ATTRIBUTES button.
- To change the text of the plant information, open the plant Information window, RIGHT click in any area, then select either Generate XXXX Information data from attributes or Generate all data for this plant from attributes.



Note: The information on the Information tab is drawn from the search attributes of a plant. If you modify the text on the Information tab, it will not change the search attributes. You must use the process involving the graphics (as explained above) to modify the search attributes.

Quick Tour 2 - Creating a New Species and a New Family

1. First, find a plant that has characteristics similar to the one you want to add. Right-click on the plant name and from the popup menu, select Add New Plant...
2. Delete the existing plant name in the Add a new plant window by highlighting it and then pressing the backspace key.
3. In the Botanical Name field, enter the plant's name in species format. Be sure to always capitalize the genus. If you want to enter a cultivar name, enter it in the cultivar field; otherwise continue. In the Common names field, enter "My Common Name". A common name always begins with a capital. Now click on the ADD button.

Adding a New Family

You can add a new family at the same time you add a new plant or add it later by editing an existing plant. In this tour, we will change the family for the plant added in the previous steps.

1. Right-click on the new plant's name and, from the resulting popup menu, select Edit plant... In the Edit an authored plant window, click on New family...
2. In the Add a new plant family window, type *Horticipi* in the Botanical name field (you only need to enter the letters preceding *aceae*) to create a plant family called Horticipiaceae. In the common family name text box, enter *Horticipia*, click on the ADD button, then click the UPDATE button. You have now created a new family to which this plant now belongs.

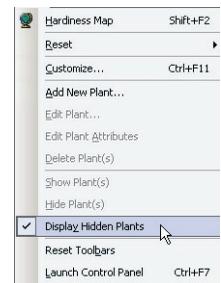


Quick Tour 3 - Using Other Authoring Features

Hiding and Showing HORTICOPIA® Plants

Hiding HORTICOPIA® plants is a useful feature when you want to suppress their showing on the plant list. To use this feature, you must first click on Tools, then Display Hidden Plants. A check mark will appear next to the selection.

1. **Hide** a plant by right-clicking on the HORTICOPIA® plant name (a plant without the degree symbol), then, on the popup menu, click on Hide Plant (s). The plant name will appear in red type to indicate that it is designated as hidden.
2. **Show** a plant by right-clicking on a hidden plant name (a plant name in red font), then, on the popup menu, click on Show Plant (s). The plant name will return to black font to indicate that it will be shown.
3. When you have finished hiding and showing plants, you then need to click on Tools, then Display



Hidden Plants. The check mark will disappear and your plant list will reflect any plants hidden or shown.

Display Hidden Plants. The check mark will disappear and your plant list will reflect any plants hidden or shown.

Observe that the hidden plant, the plant *without* the degree symbol is not visible on the plant list. Verify that your authored plants appear. Do this by modifying the selections in the Collections menu at the top of the screen. This menu controls which collections show in the plant list. Go to this menu and uncheck all of the selections except for Authored plants. You should now only see authored plants in the plant list. Verify that the data and pictures are what was pasted in the earlier steps.



Editing a Plant's Name

1. Click on Collection then click on any active collection so so that only the Authored Plants collection is active. The program now displays only your authored plants.
2. Right-click on *Hypericum calycinum* ‘Species’ (or the plant that you substituted) and then left click on Edit plant... to make a name change. In the cultivar name, field type “Pretty Plant”. Then, click on Update.

Quick Tour 4— Adding Text and Pictures to Existing Plants

In this Quick Tour you will learn how to add your information to the Contributed Data tab and a picture to the Previews tab.

1. Double-click on a plant, such as *Hypericum calycinum* or one of your choice, then click on the **Contributed Data** tab.
2. Under the Edit menu , click on Add Authored Information.
3. A new Authored tab will appear under the Contributed Data tab. Edit any text information you wish in the three areas presented on the Notes side tab or copy and paste from other sources.
4. Click on the Details side tab. You will then be presented with four more areas in which you may enter or modify information.
5. Now click on the Previews tab. To add a picture(s) to this tab. drag and drop picture(s) from your hard drive to the Preview tab. The picture(s) will appear in the Previews tab.

NOTE: If you have Garden Studio, you will also be able to edit the Custom tab of the Information tab. This is intended to allow you to edit information that you can export to Garden Studio®. If you edit data on this tab, you must enter the data between the brackets there. Any information outside the brackets will not be exported to Garden Studio® when attempting to do so.

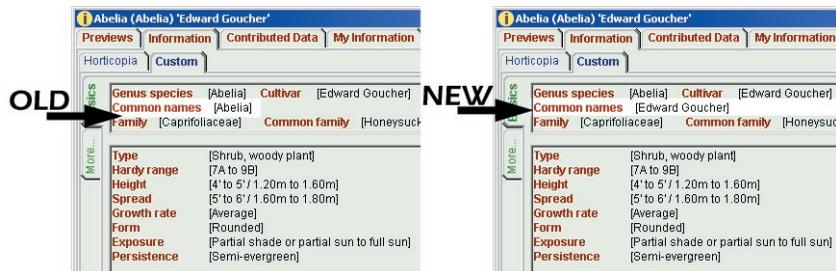
When you author data, it will be the preferred data used when printing your documents. If you wish to use another contributor, then go to the Tools menu, select Customize then select the Collections

tab. You can now select the preferred data and picture source by selecting your source, then clicking on the Up arrow until your selection is at the top of the list.

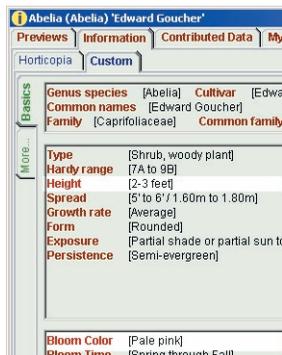
Quick Tour 5— Changing HORTICOPIA® Information

In this Quick Tour you will learn how to change/add information to HORTICOPIA® plants. For this tour, we will change the common name, height and bloom color of Abelia ‘Edward Goucher’.

1. Double click on the name, Abelia ‘Edward Goucher’, then click on the Information tab.



2. Click on the Custom tab, then keeping between the brackets, change the common name from Abelia to **Edward Goucher**.
3. Now change the Height to **2-3 feet** and the Bloom Color to **Pale pink**



4. To change the Culture Notes on the Contributed data tab. click on Edit from the menu bar then Add Authored Information.
5. When the Authored tab appears, you can then enter your own Culture Notes or cut and paste from the Horticopia tab.

Additional Information

In addition to this User Guide, HORTICOPIA® Professional V provides extensive on-line information on using the product effectively and on solving potential problems.

Getting Assistance While You Work

The on-line help is accessed within HORTICOPIA by pressing function key F1 or by selecting the appropriate item from the **Help** menu. The on-line help may also be viewed without starting the Professional V by clicking on the Start menu, then Programs, followed by Horticoopia Pro, and finally Horticoopia Pro Help (Start->Programs->Horticoopia Pro->Horticoopia Pro Help). Please refer to the on-line help before contacting our Technical Support department.

Context-sensitive Help

When you press the **F1** key, the Professional V will present the help section relevant to the area you are currently working in. For example, if you are working with a Layout, pressing **F1** will display the help related to the Layout.

Tool Tips Help

The Garden Workbench® graphics, buttons and list icons have specific information that may be viewed by placing the mouse cursor over the graphic or button and then not moving the mouse for a couple of seconds. This feature is also available with the navigation buttons displayed with the plant information window, the Slideshow toolbar buttons, and all other toolbar buttons.

Link to the Technical Support Web Page

Connecting to <https://www.horticoopia.com/support> should be your first step in obtaining technical support and we have provided a link to our site under Help on the menu bar. If you have an Internet connection, you may use this link to access the HORTICOPIA website. Clicking Support will take you to the Technical Support portion of our site and here you will find additional information concerning questions you have about the Professional V. We have posted technical bulletins, FAQs, software revisions and a technical support form that will make it easier for us to help you.

In Case of Problems

During program setup, you may get a message asking you to restart the computer before installation can be completed. This procedure updates software libraries that may be in use by other applications.

The Professional V is a graphics intensive application. It works correctly on Windows Vista, XP or later systems provided these systems are configured with components that are compliant with Windows standards. You may experience program crashes if your system uses drivers that are not Microsoft

certified.

Graphics drivers and printer drivers are often out of date, even on brand new computers, graphics cards and printers. We strongly urge you to check the respective manufacturer's websites for driver revisions. On new hardware models, frequent driver revisions are not at all unusual.

The Professional V will operate on Windows NT 4.0 systems provided that all service packs (up to Service Pack 4) have been installed, and provided that the Windows Scripting Host is installed. Additionally, Internet Explorer 5.0 or later is required. If needed, both the Windows Scripting Host and Internet Explorer are included on the software CD. When browsing for files during client setup, you may not see files displayed, only the containing folders. This occurs if the version of *shell.dll* is an older version. You may enter the rest of the path name manually.

Although we have tested HORTICOPIA® Professional V on older Windows systems, we have noted resource problems occurring frequently on these older systems. Consequently we can provide support for these issues only for Windows Vista, XP or later systems.

Removing the Professional V

During the installation process, the Professional V creates the procedures necessary for removing the software. To remove the program, do the following:

If you plan to install the Professional V on a different computer, be sure to read the information under Licensing in this chapter before you remove the program. If you remove the Professional V client software (in a networked environment), no special license considerations are required.

From the system Control Panel, open Add/Remove Programs. Find Professional V in the list and remove it. If, for some reason, you wish to reinstall the HORTICOPIA® Professional V you should always remove it first.

Documents on Our Website

Several documents in Adobe® Portable Document Format (PDF) have been stored on the HORTICOPIA website at <https://www.horticopia.com/support/Documents.html>.

HORTICOPIA® Professional User Guide (Version V)

Garden Studio® Primer (Version V)

HORTICOPIA® Professional Networking Guide

HORTICOPIA® Quick Tips

If you do not have a compatible version of Adobe® Acrobat® Reader installed on your system, you may obtain a free copy from Adobe's website at www.adobe.com.

Horticoxia, Inc. Web Site

HORTICOPIA's web site is at <https://www.horticoxia.com>.

There is a section devoted to technical support. You can access this section directly at <https://www.horticoxia.com/support>. If you have any questions that aren't answered by this User Guide or the on-line help, take a look at our web site for up-to-the-minute information. You can also e-mail our Technical Support staff from the web page.

Contacting Horticoxia, Inc.

Horticoxia, Inc. provides HORTICOPIA®-specific technical support to registered users. If you have problems with Windows®, your computer system, or other software, please contact the vendors of those products.

Our technical support staff will be happy to assist you with any problems you experience installing or running the Professional V. Before contacting Technical Support, please read this User Guide and refer to the on-line Knowledgebase at <https://www.horticoxia.com/hesk/knowledgebase.php>.

Complete a Help Desk ticket --- <https://www.horticoxia.com/support/HelpTicket.html>. Submitting a Help Ticket assures you that the history of actions taken and recommendations made will be used by technical support to solve your problem. Technical support will get back to you by the end of the next business day. If you do not receive a response within that time frame, please check your spam folder

For telephone support information, go to <https://www.horticoxia.com/support/Policies.html>.

Please note that we only provide telephone technical support for the current version of the *Professional V*.

Read Me File

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

Copyrights and Trademarks

HORTICOPIA products are protected by copyright and trademark laws. This chapter explains how the copyright laws apply to your use of the Professional V.

HORTICOPIA Trademarks

HORTICOPIA, Garden Studio, MyList and *Garden Workbench* are registered trademarks of Horticipia, Inc.

Other Trademarks

Microsoft, Windows are registered trademarks of Microsoft Corporation. *Adobe Acrobat* is a registered trademark of Adobe Corporation.

Copyrights

All software, pictures, data and accompanying material are copyrighted. This information is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties.

Copyright law will not prevent you from making reasonable use of the information and pictures contained on the Professional V media. HORTICOPIA users have frequently asked us what is permissible, so we are providing some examples of both permissible and illegal use for your guidance. These examples are not to be construed as any relinquishing of the copyright protection for this product.

Examples of Permissible Use

It is important to note that you cannot charge a fee or otherwise cause the recipient of any materials generated with HORTICOPIA products to incur an obligation to purchase materials or services. In all cases, the final materials incorporating pictures or data from HORTICOPIA must be generated exclusively by your computer. You may not copy, duplicate, reprint, print (except on the computer on which HORTICOPIA is installed), publish or otherwise use HORTICOPIA materials.

Landscape proposals that include pictures from HORTICOPIA are a very common and popular use and is permitted. However, the HORTICOPIA copyright notice must not be obliterated. If you copy pictures and paste them into another application, a copyright notice must accompany the pictures and data that came from HORTICOPIA.

Landscape designs may use pictures pasted from HORTICOPIA. A copyright notice must be included in the design package or proposal.

Signage used in garden centers or other retail display may be created with the Professional V. Such signage may only be created and used in the garden center. It may not be created by any service bureau or sold to another party.

Information sheets generated one at a time and provided without charge are permitted. You may not

charge for such information sheets nor produce them in commercial quantities.

No e-mail of pictures or other data is allowed. However, the Save as PDF feature on the Print Previews for Layouts, pictures and data allow you to create a PDF file which is suitable for e-mailing.

Garden Studio Module

If you have licensed the optional Garden Studio module, the following additional copyright terms apply to output generated from the Garden Studio module:

You may print and use strip tags, pot stickers and other outputs, as long as they are attached to a plant you are selling and do not contain HORTICOPIA pictures.

Illegal Use

You may not sell any pictures or data or products containing pictures or data derived from HORTICOPIA.

You may not use any pictures or data from HORTICOPIA in any brochure, plant tags, plant labels, newsletter, advertisement, catalog, website, or other commercial materials.

You may not make copies in commercial quantities of any printed output or other derived output of copyrighted materials from HORTICOPIA. Educational users are typically allowed to make up to 25 copies of a printed output.

You may not display photographs or other information as a photography exhibit or any other fashion not incidental to your normal use. You must not use the pictures and data in a manner where they directly produce income to you.

All Digital Copies are Prohibited

In no event, may any digital form of HORTICOPIA output be used except on the computer on which HORTICOPIA has been installed. The End User Software License Agreement, found at the beginning of this *User Guide*, specifically prohibits such copying or duplication. You may, for example, copy and paste pictures for use in another application on your computer. You may not copy, reproduce or transmit such data or information. This prohibition includes but is not limited to copying to another system on any network, electronic mail, website or any other digital form of transmission. The sole exception is normal computer backup operations of that portion of the software installed on your system by the HORTICOPIA setup procedure.

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