





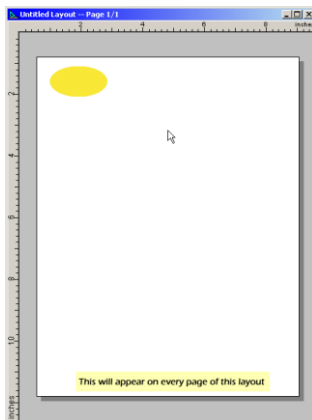





Creating an Advanced Layout with a Master Page and Multiple Pages

Creating the Master Page

1. To begin, set your printer to portrait orientation with letter size paper.
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. Click the  MASTER PAGE button on the Design Page toolbar or select Master Page from the Page menu. This will display an empty page with Untitled Layout Master Page in the Title bar area. Everything you add to this page will appear as a background on all other pages in this layout.
3. Click the  OVAL button on the Designer toolbar and move the  cursor near the top left of the page. Hold down the left mouse button, drag an ellipse and release the button.
4. Click the  triangle of the FILL COLOR button and select Select Fill Color. Then select the yellow color and click OK to fill the circle.
5. Scroll towards the bottom of the master layout page and insert a text box using  the INSERT TEXT BOX button on the Designer toolbar.
6. After clicking on the INSERT TEXT BOX button, position your cursor in the layout page and click and drag a box to the size that you want.
7. In the text box, enter, "This will appear on every page of this layout" then click outside the box for the text to appear. You can size this text box by clicking and dragging the handles that appear around the perimeter of the box when it is selected. You can also change the color of the text box background by using the FILL COLOR button.
8. Click the  MASTER PAGE button on the Design Page toolbar or select Master Page from the Page menu to go back to normal editing mode. The title bar for the layout will read: **Untitled Layout - Page 1/1**.




Creating the Layout with Multiple Pages



1. Add a second page to the layout by using the Page menu, Insert Pages, or the  INSERT ONE OR MORE PAGES button on the Design Page toolbar. Enter 1 page to insert after the current page when prompted. A blank page will appear, and the title bar will read: *Untitled Layout – Page 2/2*.
2. Click the  PREVIOUS PAGE and the  NEXT PAGE buttons to see the master page items on each page.



At this point, any graphic, text, plant picture and data, etc. can be added to the first or second page and/or additional pages inserted as described below.


Inserting Graphics, Text, Pictures, Borders, and Shapes

- 1 **Insert a graphic** - click the  INSERT GRAPHIC button from the Designer toolbar. Hold down the left mouse button inside the layout and drag a box to the size of your graphic. Release the mouse button and a dialog box will appear. In the dialog box, browse to your Windows directory and there should be several image files such as "Soap Bubbles.bmp". Select this file or an alternate image file if these are not available. Open your graphic and it will appear in the box.


Enlarge the graphic box vertically and horizontally using the squares that surround the box. Any item on the print page can be resized in this manner. HORTICOPIA® pictures will be re-sized proportionately and will not be distorted during the re-size process. Other page elements can be stretched vertically or horizontally in the desired proportions.

- 2 **Insert a text box** – click the  INSERT TEXT BOX button from the Designer toolbar. Hold down the left mouse button and drag a box to the right of your graphic. When the text entry window appears, enter the text “Your Company Name”. Center the text in the box by clicking the  ALIGN TO CENTER button on the Format toolbar. Edit the properties of the text using the Format toolbar. Try changing the font, resizing the font, and changing the color using the corresponding buttons while the item is selected.

3. **Insert a rectangle** – click the  RECTANGLE button on the Designer toolbar then drag a box to size the rectangle. Apply a yellow background color using  the FILL COLOR button on the Control toolbar. Click on the triangle on this button, select Select Fill Color and choose a yellow. Move and resize this box so that it is positioned in front of and completely hides the previous two elements you have placed on this page.


While you have the rectangle selected (single-click on it) click  the SEND TO BACK button on the Design Control toolbar. This should place the filled box behind the other elements so that they are now visible and more appropriately presented. It should look something like what you see below.







Minimize the layout by using the  MINIMIZE button on the right side of the title bar for the Layout window. This should reveal the Garden Workbench® which was hidden by the Layout window. The Layout window is still open and pictures and data can be added.

4. **Add a picture** - Double-click on any plant of your choice to open its Plant Information window. Single click on a preview picture and a green outline will appear around the picture. Single click the COPY TO LAYOUT button on the Data toolbar.

Position the cursor below the previously placed elements on the page and click and drag a box to the size that you want your picture to be. The selected image will appear on the page. You can move it to place on the page below your other page elements.

5. **Add a border** - select an image and use  the LINE button on the Design Control toolbar to add a border to an image. Click the triangle on this button to select a line size. After you select a line size, a border will be placed around the image. To remove a border, click on the triangle again and select No Line.

Getting Ready to Print and Printing

1. To preview this document, click on the File menu and select Preview Layout. You can also use the  PREVIEW LAYOUT button on the Standard toolbar by clicking on the arrow, then click Preview Layout.
2. To print this document from the Preview window, click the  PRINTER button in the lower right-hand corner of the Preview window.
3. To print this document from the Layout window, click on the File menu and select Print... You can also use the  PRINT button on the Standard toolbar.
4. Close the Layout window by clicking the  CLOSE button on the right side of the title bar.
5. To open the layout file, click on the File menu, then Open Layout... In the dialog box that appears select filename of your layout and click Open.
6. At this point, the layout can be re-edited, printed or saved. To edit the layout and save it as a different file, click on the File menu and select Save Design As. In the dialog box that appears, enter a different filename and click Save.