




Working with the Favorites

This tour introduces you to the Favorites menu. The counter numbers mentioned in this Quick Tour may vary depending on the number of plants in your system.

Accessing Favorites

1. To start this tour, your plant list should be in botanical name order. Click the  SWITCH NAMES button, if needed. To clear all selections, right click on  the CLEAR button, then click on Clear all selections.
2. Click on the Favorites menu and select Native Plants, then select Mexico from the submenu that appears. The Workbench plant list automatically updates to show you all plants native to Mexico. The counter below the Latin/Common button displays the current number of plants in your list, all native to Mexico.
3. From the Hardiness chart, select Zones 8A and 8B and note the drop in the plant count. The list is again updated (any favorites list can be retrieved and then screened using the Workbench graphics). To return to the complete list without Hardiness screening, right click on the CLEAR button and select Clear all selections.

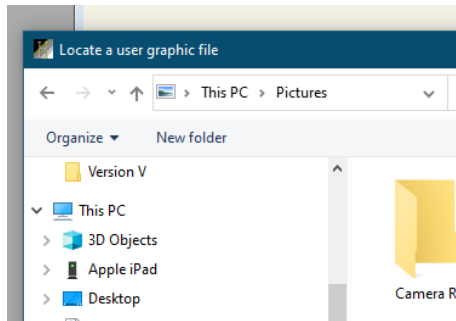
Adding a Plant to Favorites

1. Double-click on a plant name in the Workbench plant list and the Plant Information window for that plant will appear. Click on the Favorites menu and click Add Plant. The Add to Favorites dialog box appears.
2. Confirm the name of the plant that appears or enter a different name. Click OK and exit the Plant Information window by clicking  the CLOSE button on the right side of its title bar.
3. Click again on the Favorites menu and see added plant name on the list. Click on the name and the Plant Information window for that plant will open. The Plant Information window can now be opened at any time without locating the plant in the Workbench plant list.
4. Close any Plant Information windows that may be open to return to the Garden Workbench®. Click on the CLEAR button to clear any selections.

Adding a Graphic to Favorites

1. Click on the Favorites menu and click Add Graphic. The Locate a User Graphic File dialog box appears.

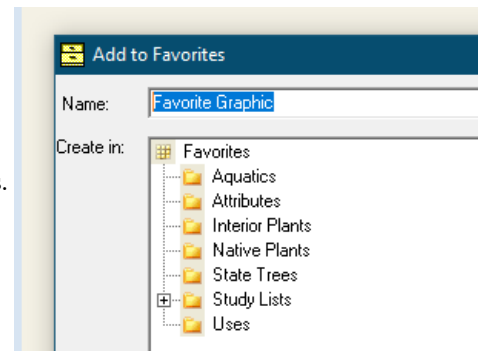
2.



Browse to one of your image files and select. Graphics can be

logos, clip art or pictures from your scanner or digital camera.

2. Click the OPEN button. The Add to Favorites dialog box appears.



Enter a name that will help you identify the graphic when accessing the Favorites menu. Click OK.

Special Note: Before adding your graphics to the Favorites menu or to layouts, it is recommended that you select a permanent folder on your system for your graphic files. If these files are moved, the link will be lost, and the graphic no longer accessible from the Favorites menu. Also the graphic will not appear on any layout where it was placed.

3. Next open the Layout window by clicking on Window from the menu bar then selecting Layout Window. After the blank layout appears, click on Favorites and locate the added graphic. Click on this name and the cursor will appear when moving the mouse pointer over the layout. Hold down the mouse button and drag a box to the size you want for your graphic and release the button. The graphic will then appear.

Adding your own graphics to the Favorites menu is an excellent way to easily keep track of and copy graphics that you wish to use repeatedly when creating layouts.


3. Close the Layout window and return to the Garden Workbench®. Click on the CLEAR button to clear any selections.

Adding a Layout to Favorites


You can also add a layout to the Favorites menu or change a layout that has been added to the Favorites.

1. Open a saved layout or create a new a layout.
2. Click on the Favorites menu and click Add Layout. The Add to Favorites dialog box appears. Enter a name that will help you identify the layout when accessing the Favorites menu. Click OK. Close the Layout window.
3. Retrieve the layout by clicking on the name under the Favorites menu.



Adding a Picture to Favorites

1. Double-click on a plant name from the Garden Workbench® plant list. The Plant Information window for that plant will appear. On the Preview tab, double-click on a preview picture to display the picture in a larger view. Click on the Favorites menu and click Add Picture. The Add to Favorites dialog box appears.
2. Confirm the name of the picture that appears or select a name that will help you identify the picture when accessing the Favorites menu. Click OK. Close the picture and close the Plant Information window by clicking  the CLOSE button, on the right side of the title bar of the Information window.
3. Once again, click on the Favorites menu. The name of the added picture will appear in the list. Not only can you quickly view your favorite pictures using Favorites , but also add them to a print layout(s).

Adding a MyList® to Favorites

1. Select six plants and add them to MyList®. To do this, click once on the box next to the plant name in the list and a check mark will appear. This indicates that it has been added to your MyList®. Repeat this process for six plants.
2. Click on  the MYLIST® button. You will now see only the six plant names you selected for your MyList®.
3. Click on the Favorites menu and select Add MyList and the Add to Favorites dialog box appears. Enter a name that will help you identify the MyList® when accessing the Favorites menu. Click OK.

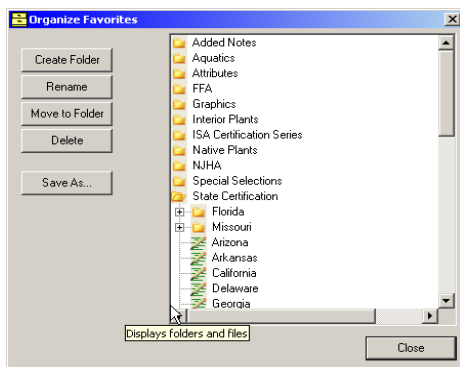
After a list has been added to Favorites , plants can be added or deleted from the list.

- Click the  MYLIST® button to convert the list back to the entire list mode. Remove all plants from MyList® by clicking on the Selections menu and selecting Remove all from MyList® or by selecting  on the Workbench toolbar. Click on the CLEAR button to clear any selections.
- Now click on the Favorites menu. The name for the added list will appear in the Favorites list. Click on this name and the Workbench list automatically retrieves your favorite MyList®. This is an excellent way to retrieve custom plant lists for later reference.

Click on the CLEAR button to clear any selections.

Organizing Favorites

- Click on the Favorites menu and select Organize Favorites. The Organize Favorites dialog box appears.



- Create a new folder by clicking on the CREATE FOLDER button. Name the folder by replacing “New Folder” with “My Favorite Stuff”. Click in the white area outside of the editing box to save your change.
- Select an item near the end of the list that does not appear as part of another folder. Click on the MOVE TO FOLDER button. In the Browse for Favorites Folder box, select the My Favorite Stuff folder and click OK. You will notice that the selected item now appears under the My Favorite Stuff folder.
- Next select the My Favorite Stuff folder and click on the RENAME button. In the editing box that appears around the words, change the text to "My Favorite Items". Again click in the white area outside of the editing box to save your change.

5. Double-click on the Native Plants folder. This folder will expand to reveal various list titles for native plants. Select a list of your choice and click on the SAVE AS button. In the Save dialog box that appears, enter a filename of your choice and click Save.
6. You have now saved a favorites list as a MyList[®] file. Close the Organize Favorites dialog box to return to the Garden Workbench[®]. To open this file click Open on the File menu and select Open MyList[®]. In the Open dialog box that appears, select your filename and click on the OPEN button. Your MyList[®] is opened and appears on the Workbench list.