Welcome

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Congratulations! You've purchased the most innovative, complete, and easy-to-use landscape software package available. We've created PRO Landscape with you, the landscape professional, in mind. Whether you're interested in creating a photo-realistic image of a landscape, setting up a customer or inventory database, or creating a detailed plan drawing, this software package is for you.

Since you're probably ready to get started, turn the page to learn more about PRO Landscape and how to install your software.

Contents of Package

PRO Landscape comes with everything you need to install and use the software. The package includes the following items:

- PRO Landscape DVD (1)
- *Pro Landscape Quick Start Guide* and *User's Guide*.
- Registration card

System Requirements

To install and run PRO Landscape on your computer, the following software and hardware are required.

Minimum System Requirements

- Intel, AMD, or equivalent processor.
- Microsoft Windows XP or Vista
- 256MB RAM minimum (512MB RAM or higher recommended)
- 500 MB of available hard disk space
- 1024x768 resolution capability, 16M colors or higher
- DVD drive
- Sound card for Multimedia Tutorial
- Mouse, Pen Tablet, or other pointing device

Installing PRO Landscape

To install PRO Landscape, a "setup" program is run from the DVD. When you install the newer version over a previous version, all your previous projects are retained in their original directory location.

To install PRO Landscape

1. Insert the PRO Landscape Disk into your DVD drive. Installation begins automatically. If "autorun" is disabled, choose **Run** from the **Start** menu and enter **D:\Setup.exe** (where D or a different letter is your DVD drive letter).
2. Follow the installation instructions you see on the screen.

During installation, you can choose to copy the image libraries and objects. But if disk space is an issue, just insert the DVD whenever you want to use the PRO Landscape images and objects while working in one of the modules.

Upon completion of the install, you must register this software within 60 days to continue using it. Pro Landscape comes with a 60-day, money back, guarantee. Registering the software does not obligate you to keep it, so go ahead and register.

If you are upgrading from a previous version, toward the end of the installation, you are prompted to update the database from the previous version to the newer version. This task merges the items in the previous database version with the new database, including any images, objects, and customer information that you created in the older database.

Note: The database merge operation may take several minutes. Upon completion, the "Finished" dialog box might appear behind the large installation screen. In this case, drag the title bar of the installation screen out of the way to access the dialog box behind it to complete the installation.

Registering PRO Landscape

Registering this software is required and you are prompted to do so when you initially open one of the modules. To get the Serial and Registration Numbers, open one of the modules and choose **Help > Registration Information**.

You can also mail or fax the registration card, or submit your information through our website, **www.prolandscape.com**.

Where to Find Answers to Questions

Visit the **Support** page of our web site at **www.prolandscape.com**. We frequently update the FAQ area (Frequently Asked Questions) of the Support page. Odds are that you'll not only find the answer to your immediate question, but also to questions you hadn't thought of.

If you have a PRO Landscape problem that you can't solve, contact our technical support line Monday through Friday, 9 a.m. to 5 p.m., central standard time. The phone number is (816) 421-6678 and is listed on the back of this manual.

The Tutorials Help You Learn Quickly

Before you get started with using the modules, you can play the tutorials provided on the DVD. These tutorials provide audio commentary while you watch a video stream of the modules actually in use. You need only turn on your computer speakers or put on your headset.

No special computer program is needed to listen and learn from these tutorials. You simply load the DVD, click the **PRO Landscape Tutorial** shortcut icon on your desktop, and follow the instructions in the tutorial. To watch and hear the videos, just click title describing the tutorial you'd like to view. While watching a segment, you can pause it to go try the task yourself in the actual module.

To work with printed tutorials that step you through simple examples of building a landscape in Image Editor, Planner, and producing a Proposal, refer to the *Quick Start Guide*.

Before You Get Started...

These topics discuss aspects of PRO Landscape that you should become familiar with before you create a project, so you'll know where to begin, what tools are available, and how PRO Landscape works with the elements of your project.

In This Chapter 2

- **Which Module Should You Start With?**
- **Choosing the Climate Zone for Your Project**
- **What's a Landscape Object or an Entity?**
- **Creating and Organizing Object/Entity Collections**
- **Tracking Time Invested on Project Design**
- **Tips and Tricks with the Editor Windows**
- **Quick Reference to Menus, Toolbars, and Editor Windows**
- **Organizing Project-Related Files**
- **Pricing Items Before Creating a Proposal**

Which Module Should You Start With?

Image Editor, Planner, and Proposal are all separate software applications, called ***modules***, yet all three work together sharing information between them.

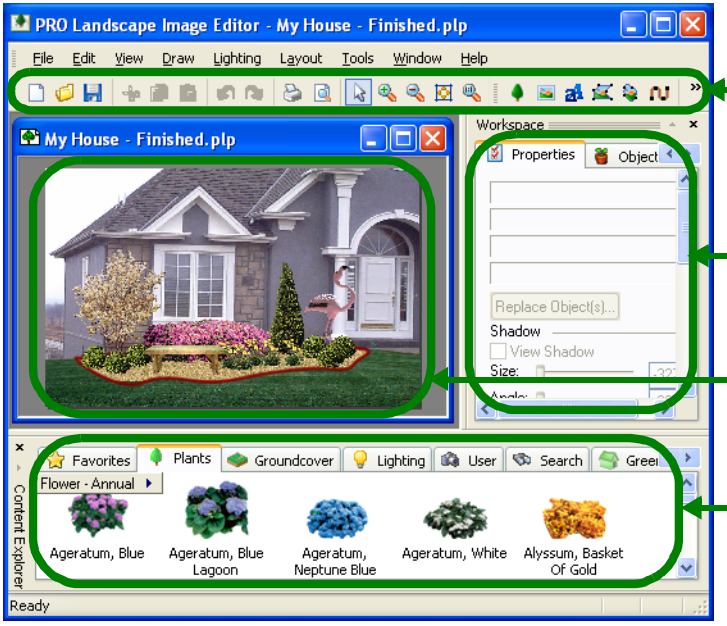
So which module should you start with? You can setup information about your company and create a customer list, before you design a landscape project, using the Proposal module.

Next, build a picturesque landscape with Image Editor or an architectural plan to scale with Planner. Then use Proposal to setup prices for the project, after which you'll construct your bids or invoices that detail the cost and materials for that project.

PRO Landscape Image Editor

Use this module to produce:

- A photo-realistic, ground level view landscape using the actual building site as the background canvas.
- The landscape as it would appear after one year's growth, five year's growth, or even 10 year's growth, as well as dramatic before and after layouts.
- A detailed canvas that shows not only the plants, but also turf, hardscapes, landscape lighting, holiday lighting, and what it will look like at night, along with text callouts to the elements in the landscape.



Use the tools in the toolbars to fine tune your project.

The **Workspace** lets you edit the characteristics of your landscape, and isolate objects by type.

This is your landscape canvas in the Project window.

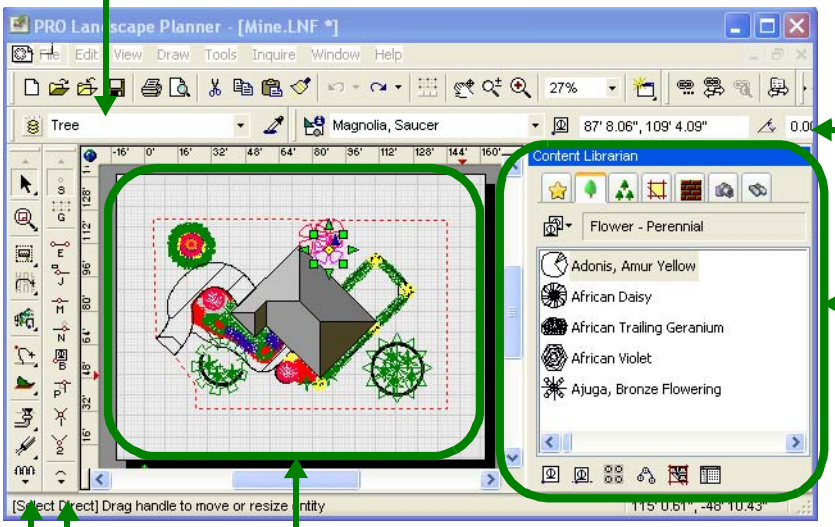
Drag-n-drop landscape objects from the **Content Explorer** to the canvas.

PRO Landscape Planner

Use PRO Landscape Planner to:

- Provide a bird's eye, architectural layout to exact scale, including textual callouts to entities in the design and a legend that identifies them.
- Create detailed plans from scratch, from a template, or from a scanned plot plan.
- Show irrigation, decking, fencing, cabling, property lines, and many other plan entities.
- Calculate material quantities such as the cubic yards of mulch used in a flower bed, or the facial square footage of a retaining wall.

Use the Layers toolbar to hide some elements while working on other elements, especially where there is overlap as with multiple adjoining flowers and shrubs.



The Edit toolbar lets you specify or edit nearly every characteristic of everything you draw.

Drag-n-drop symbols from the Content Librarian to your Plan Drawing to add landscaping elements.

The Drawing Page is your "drafting table" where you compose your architectural design to include all the elements of a true blueprint.

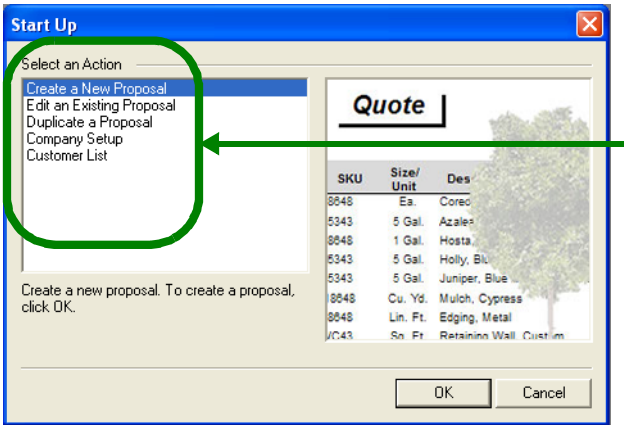
Use the tools in Snap toolbar to apply precise drafting measurements as you draw.

Use the sets of tools in the All-In-One toolbar to draw and edit the plan.

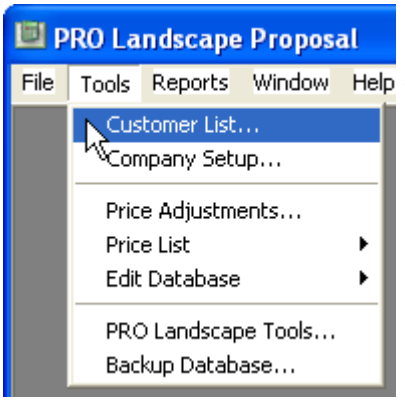
PRO Landscape Proposal

Use PRO Landscape Proposal to:

- Create template information about your company that will appear on the proposal sheets.
- Construct a pricing structure for all products, services, and labor associated with your business.
- Develop a customer list to include detailed information about all your customers.
- Produce a variety of reports that show project detail, quote information, plant and material descriptions, customer information, or design estimates.
- Export information to Quickbooks, CLIP, and Horticopia applications.



Whenever you open PRO Landscape Proposal, you can choose an option from the list to quickly and easily produce quotes for customers.



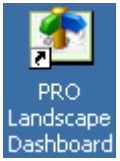
Use the menus in the main menubar to establish information about your business, your customers, quotes, and invoices, as well as produce a variety of reports.

How the Modules Work Together

The modules are integrated so you can produce your work quickly and easily. Whenever you create and save a project in Image Editor or Planner, Proposal keeps that project information handy so you can quickly produce quotes and invoices for each project.

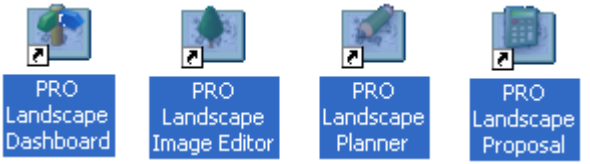
All the information about cost, materials, customers, and your company are stored in the PRO Landscape database. See *Chapter 11* for more information.

In addition, a desktop shortcut to the ***Dashboard*** is created when you install PRO Landscape. The Dashboard integrates all three modules, so you can perform common startup tasks from one central location. For fastest access to the modules, minimize the Dashboard window after opening it to place it on your Taskbar.



Opening a PRO Landscape Module

After you install PRO Landscape, shortcut icons for the modules are placed on your desktop. Double-click the one(s) you want to open.



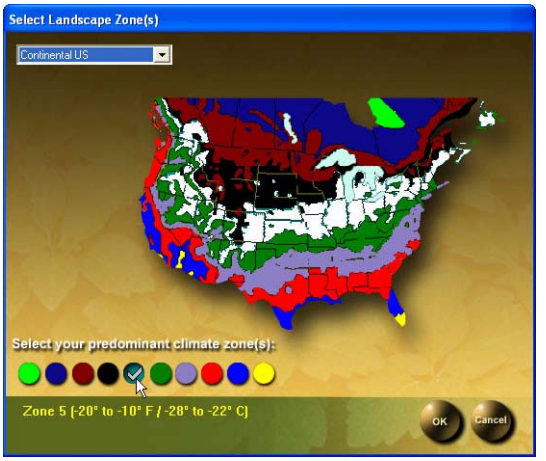
Or, you can access the modules by choosing **Start** > **Programs** > **Drafix**, then choosing one of the modules shown in the list. You can create and open multiple projects in a module.

Choosing the Climate Zone for Your Project

When you choose one or a few climate zones for your project, you minimize the number of objects you work with, maximizing your design time and effort. And your landscape plan will accurately reflect the appropriate plants for a given zone.

You can set up different zones in Image Editor and Planner, but when you create a new project, it uses the zone you previously set for that module.

To set up the climate zone in Image Editor, choose **Tools >Zone**. In Planner, choose **Tools > Climate Zone**. Then, select the zone(s) you want to include, unselect the ones you don't want to include, and click **OK**.



What's a Landscape Object or an Entity?

Landscape objects are all the items that are part of your design. In Planner, the familiar drafting term, *entity*, refers to any *object* on the plan drawing. The PRO Landscape database contains thousands of them, along with any you create and put in there.

Image Editor objects include snapshots of plants, trees, and shrubs that you drag-n-drop onto your canvas. Other objects you draw using the mouse, such as groundcover material and hardscapes like paver bricks.

There are also lighting objects - accent lights and holiday lighting. Another type of object is text for creating titles, footnotes, or callouts (blocks of text that you can place near something in your landscape to explain what it is).

Planner entities include all the mechanical elements of a plan drawing, such as property lines, buildings, irrigation, electrical, etc. The plantings and hardscapes are displayed as symbols. And, just like in Image Editor, Planner lets you create and place text.

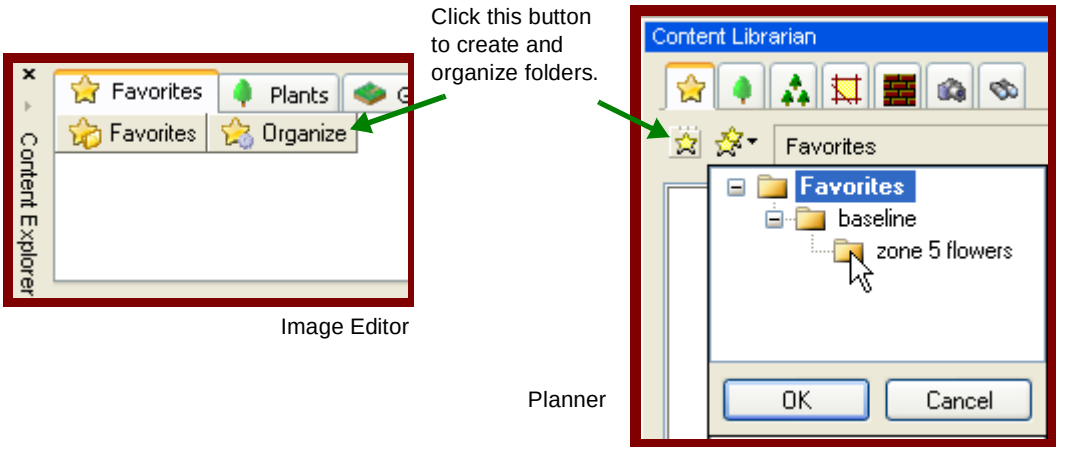
Proposal is different in that it references the objects or entities you included in the other two modules, providing detail like cost, measurements, and supply lists.

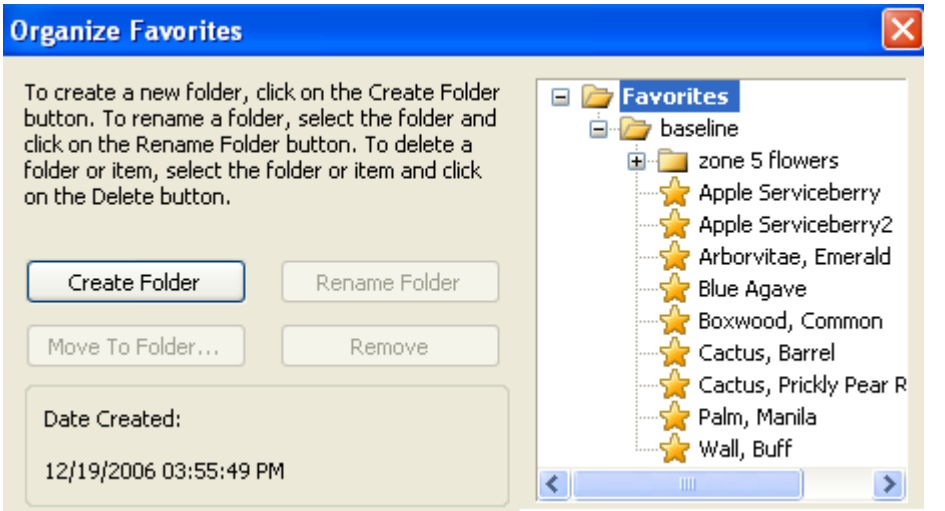
Creating and Organizing Object/Entity Collections

In either Image Editor's Content Explorer or Planner's Content Librarian, use the **Favorites** tab to store a collection of individual items, categorized into multiple folders. Use the **Assemblies** tab to store pre-assembled item groupings. All of the collections of favorites and assemblies created from any Image Editor project or Planner project are available to both modules. Use the **Greenhouse** tab to load nearly every object used in a selected Planner project for your Image Editor project, and vice versa.

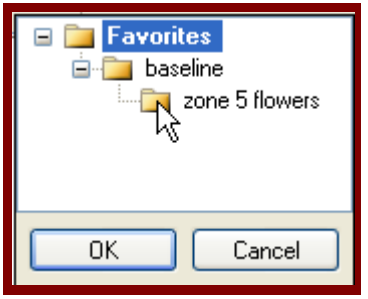
To create and organize favorites:

1. Create and organize the folder categories.

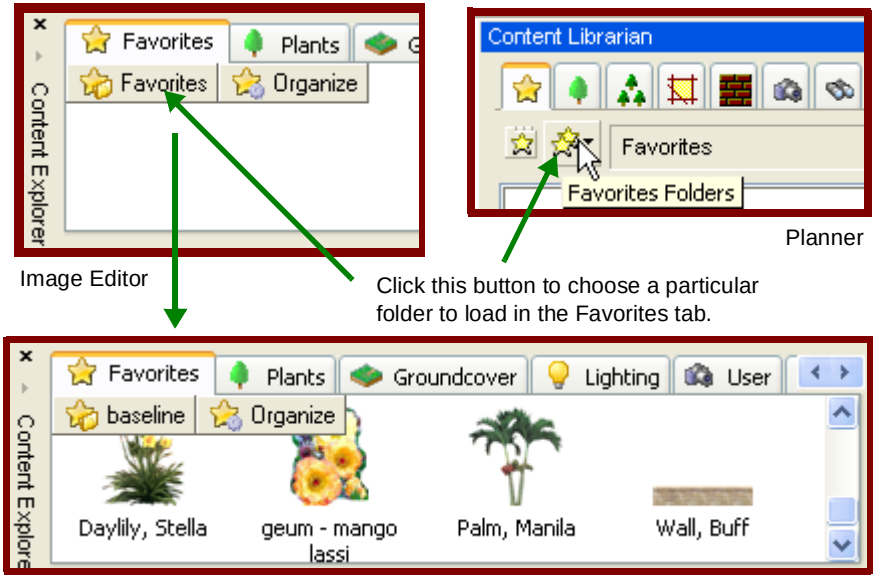




2. To collect items for a folder category, go to another tab in the library, choose the desired library category in that tab, then right-click on the plant, tree, etc. and choose **Add to Favorites** from the menu.
3. Open the destination folder in which you want to place the item and click OK.

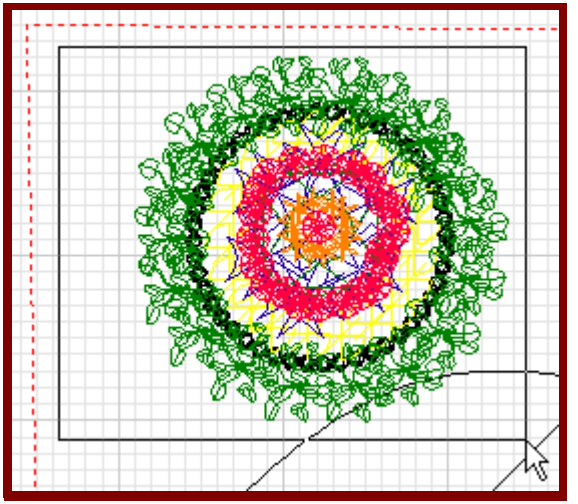


4. To load the items from a particular favorites folder for viewing in the Favorites tab, click the **Favorites** button and select the folder.



To create an assembly:

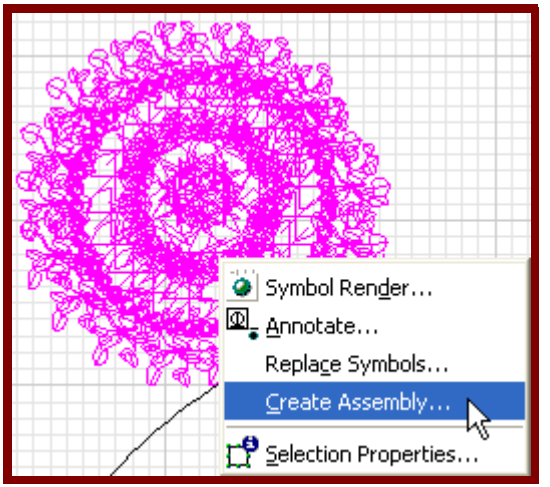
1. Open the desired project.
2. Press and hold the **Ctrl** key while clicking on all the plants you want to include in the assembly, or just click-drag with the left mouse button to marque an area. If they are NOT already assembled in the desired visual way, you'll want to do that before performing Step 3 as the spacial order is retained when the assembly is "captured."



Planner

Click-dragging the mouse to encompass a collection of plants selects them all at the same time.

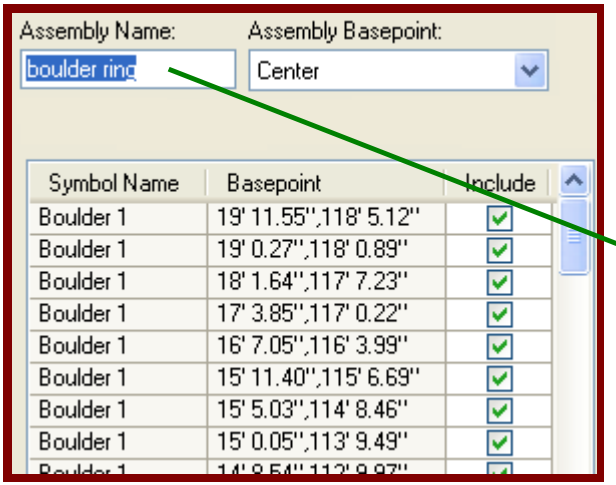
3. Right-click in the assembly and choose **Create Assembly** from the menu.



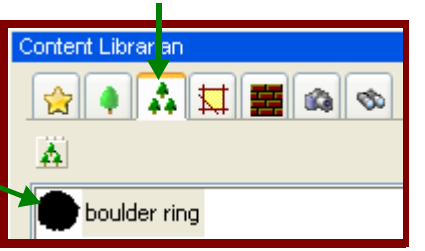
Planner

4. When the dialog box appears, name the assembly and click OK.

In Planner, you can also uncheck items to omit them from the assembly when they wouldn't be of use in Image Editor, such as poly objects created for pavers, grass, etc.



Assemblies tab in Planner



Refresh the list by clicking another tab, then clicking the **Assemblies** tab again.

5. To use an assembly in your project, open the desired target project and click the **Assemblies** tab. Then, drag the desired assembly to your work area.

Assemblies tab in Image Editor

All of the objects in the assembly remain selected until you click elsewhere in the work area.

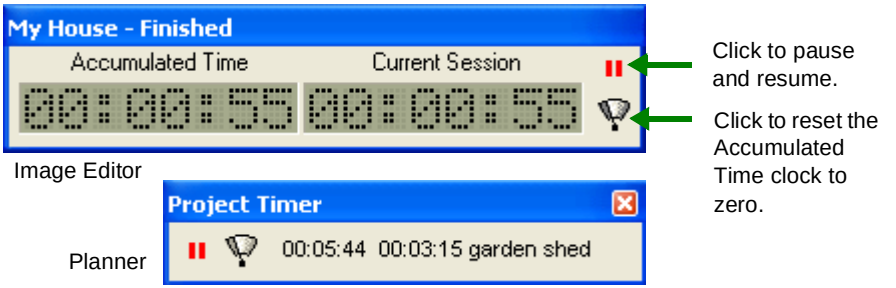
To use ALL the objects from one project in another project:

1. Save the source project, then open a project in the alternate editor.

2. Click the **Open** button in the **Greenhouse** tab to see the list of projects. In the **Open a Greenhouse** window, double-click the project you want to use. If you used multiples of the same object in the project, they are shown multiple times in the Greenhouse tab.

Tracking Time Invested on Project Design

When you work on a project, the Project Timer window is displayed on your desktop and tracks the design time for you. The clock on the left tracks the time for the currently active project window. The clock on the right tallies all the Current Session timeframes for the project.When you start a new project, the clocks are synchronized.



Be sure to pause the timer or save the project and turn off the timer whenever you go to another project or do something else on your computer, otherwise the clocks will continue to track "idle" time.

To hide or show the timer in Image Editor, choose **Window > Project Timer** in the main menubar and toggle the menu option. In Planner, the timer is nestled among the toolbars, so choose **View > Toolbars** to hide or show it. Stopping the timer stops it for all projects in that editor, so be sure to save the projects first to update the accumulated time in the database.

Understanding Drafting Terminology

If you get to scratching your head over the drafting terminology you see in the modules, refer to the **Glossary** in the back of the **User's Guide**.

Mouse Button Terminology

Click: Press the left button once.

Double-click: Rapidly press the left button twice.

Right-click: Press the right button once.

Shift-click or Ctrl-click: Press and hold the Shift or Ctrl keys while clicking the left button.

Click-drag: Press and hold down the left button while dragging an item to a destination.

Drag-n-drop: Press and hold down the left button while dragging an item from one of the image libraries to a destination on your drawing window, then releasing the mouse button.

Clicking "Acceptance" buttons to complete a task

When completing tasks or choosing settings in the variety of windows you work in, you'll see buttons like OK, Apply, Save, Open, Next, etc. Click these as your final step to "accepting" the settings you've made in those windows and apply them to your work.

Working with the Windows in the Modules

In some cases when you resize the main Editor window, the tabbed windows and toolbars are are also resized thereby hiding some tabs and tools.

To get to the hidden tabs, click this pair of arrows  to move back and forth through the tabs in the Workspace, the Content Explorer, and the Content Librarian.

To hide or show specific toolbars, choose **View > Toolbars** and check the ones you want to see.

Moving windows and toolbars out of the way

In Image Editor, click-and-drag these double bars  to move windows and toolbars to another location inside or outside the main editor window. In Planner and Proposal, click the single bar to move them.

In Image Editor, click the double arrows  at the right-most end of a toolbar to see more tools on a toolbar. In Planner, click the single arrow at the left-most or right-most end of the toolbar.

Providing quick estimates before creating a Proposal

To provide quick estimates for your clients before you create a detailed proposal, save the project, then choose **Tools > Price These Items** in while in Image Editor or Planner. This same feature is provided in Proposal, but you can access it from within the editor to produce on-the-spot estimates while your client looks over your suggested landscape plan. See *Chapter 10* for details.

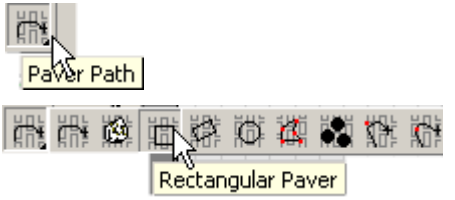
Quick Reference to Menus, Toolbars, and Editor Windows

The main menubar is located at the top of the main window in each module. From there, you can access all the features of that module.

Also, whenever you right-click an object in the project window, a menu appears that contains options specific to that object. When you right-click in the **Content Explorer** in Image Editor or the **Content Librarian** in Planner, you can access and edit the database, prices, as well as change the look and feel of the objects in your design.

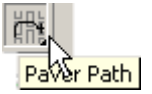
Working with Toolsets

With the **All-In-One** toolbar in Planner, tools are grouped into toolsets by category. To see all the tools in a set, click on a tool in the toolbar and hold the mouse button down to see the rest of the tools in that set. Then, move the mouse to the one you want and release the mouse button to select it.



Viewing Names of Tools

Every tool is shown as a small image on a toolbar button. Until you become familiar with recognizing a tool by its image, you can easily look up the name of the tool, called a *tool tip*. To do this, simply pause the mouse over a tool in the toolbar (but not clicking on it) to see the name of that tool.



The Toolbars in Image Editor and Planner

Image Editor and Planner provide you with several toolbars to help you complete your project more quickly. The quote, invoicing, and reporting tools in Proposal are accessed through the main menubar.

To see the toolbars, choose **View > Toolbars**. In the dialog box, check the boxes next to the toolbars you want to see. Then, click **OK**.

To maximize your working area for the project window, just click-drag the leftmost edge of a toolbar out of the editor window and onto your desktop. To put it back in the main editor window where it would go normally, double-click the toolbar name.

Image Editor Toolbars

The **Standard** toolbar provides quick access to file manipulation, zooming the canvas view in and out, and other common tasks.

The **Text** toolbar lets you edit your text objects, including font type, size, and color, as well as brush stroke types, color, and size.

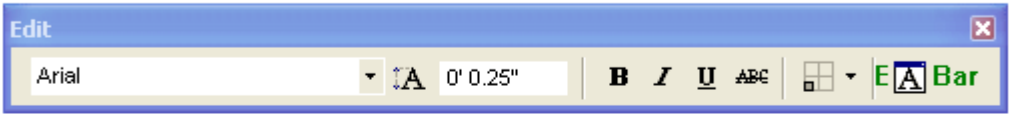
The **Draw Tools** toolbar is used in conjunction with the **Content Explorer** to help you draw objects on your landscape canvas, such as callouts, geometric shapes, and accent and holiday lights.

The **Layout** toolbar helps you align, distribute, and move objects to the front or back of other objects to show dimensional depth in your finished project.

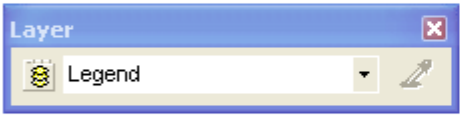
The **Edit Tools** toolbar provides tools for cutting out objects, drawing solid polygons or paint strokes, and rotating objects.

The **Standard** toolbar provides quick access to file manipulation, zooming the canvas view in and out, and other common tasks.

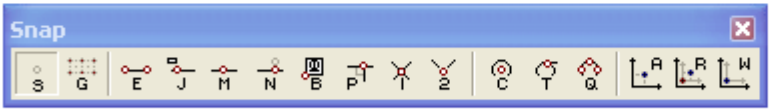
The **Edit** toolbar lets you specify or edit nearly every characteristic of everything you draw.



The **Layer** toolbar lets you isolate the display of object categories while hiding others. In Image Editor, this feature is available in Layer tab in the Workspace window



The **Snap** toolbar helps you draw objects on the plan with precision. Choose a type of snap from the toolbar to "snap" an entity you draw to the points or the grid.



The **All-in-One** toolbar provides you with quick access to an extensive collection of tools, whether you're drawing grass or trimming corners.

The Content Explorer in Image Editor

The **Content Explorer** in Image Editor provides fast, easy access to all of the objects in the PRO Landscape database. Simply drag-and-drop an object from the Content Explorer onto the landscape canvas.

- The **Favorites** tab shows the objects you use most of the time. To add an object to this tab, right-click on any object in any of the libraries and choose **Add to Favorites** from the menu. To remove an object from the Favorites tab, right-click it and choose **Remove from Favorites**.
- The **Plants** tab contain images of trees, shrubs, and flowers.
- The **Groundcover** tab includes grass, mulch, weed barriers, groundcover plants, paving materials, wall structure material, and miscellaneous items like statuary and outdoor speakers.
- The **User** tab is where you can list objects you've created.
- The **Search** tab lets you to search for objects. Those objects remain in the search page until you run another search or close Image Editor.
- The **Greenhouse** tab lets you access all the objects from another project.

The Landscape Canvas in Image Editor

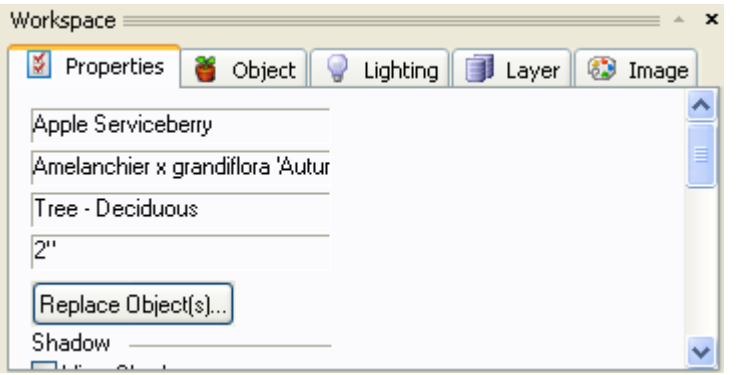
The **Landscape Canvas** contains the background image you loaded when you started the project and all the objects you placed or drew on the canvas. The canvas is contained in the Project window.

When you save an Image Editor project, the canvas is saved as an Image Editor project file and all information about the project is updated in the database and made available for quotes and invoicing in Proposal.

When you're ready to print or animate your landscape masterpiece, see *Chapter 3*.

The Workspace in Image Editor

The **Workspace** provides details about an object selected on the landscape canvas, lets you modify object characteristics, adjust lighting characteristics, hide/show objects by category to work with object layers, and adjust overall image processing.



The **Properties** tab shows you all the details on a selected object and lets you change its characteristics.

The **Object** tab lists all the objects on your landscape canvas. Right-click an item in the list to move, clone, delete, or review and change it's properties.

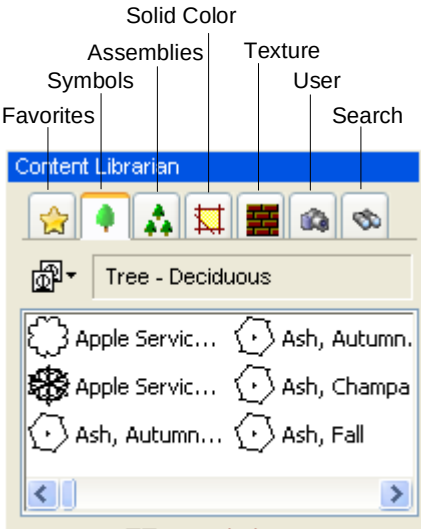
The **Lighting** tab lets you adjust landscape and holiday lighting characteristics, such as color, brightness intensity, and bulb size.

The **Layer** tab lists all of the objects, by type, where each type is a layer. Uncheck the layers you want to hide on the landscape canvas and check the ones you want to see.

The **Image** tab lets you adjust the colorization of a selected image object on the canvas.

The Content Librarian in Planner

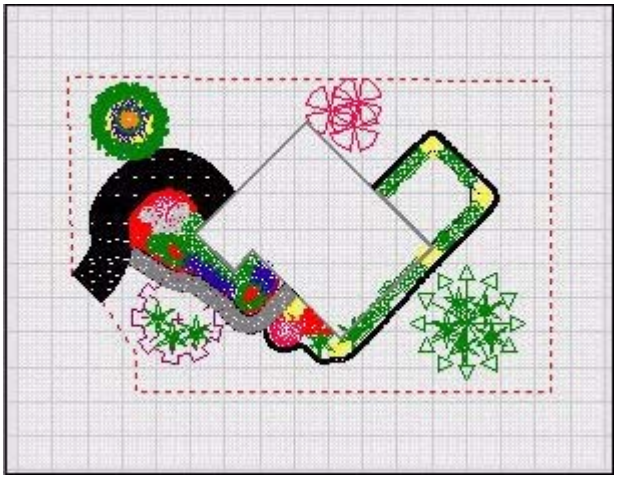
The **Content Librarian** in Planner is similar to the **Content Explorer** in Image Editor. But because it's used with a architectural plan drawing, plants are shown as symbols in the Project window.



- The **Favorites** tab shows the objects you use most of the time. To add an object to this tab, right-click any symbol in the **Symbols** tab and choose **Add to Favorites** from the menu. To remove an object from the Favorites tab, right-click it and choose **Remove from Favorites**.
- The **Symbols** tab contains symbols arranged into categories, such as trees, shrubs, flowers, ground covers, lighting, and irrigation.
- The **Solid Color** tab lets you apply a solid color to a selected closed entity, like a swimming pool.
- The **Texture** tab lets you apply patterns to a selected closed entity, like grass.
- The **User** tab is where you can list entities you've created.
- The **Search** tab lets you to search for objects. Those objects remain in the search page until you run another search or close Planner.

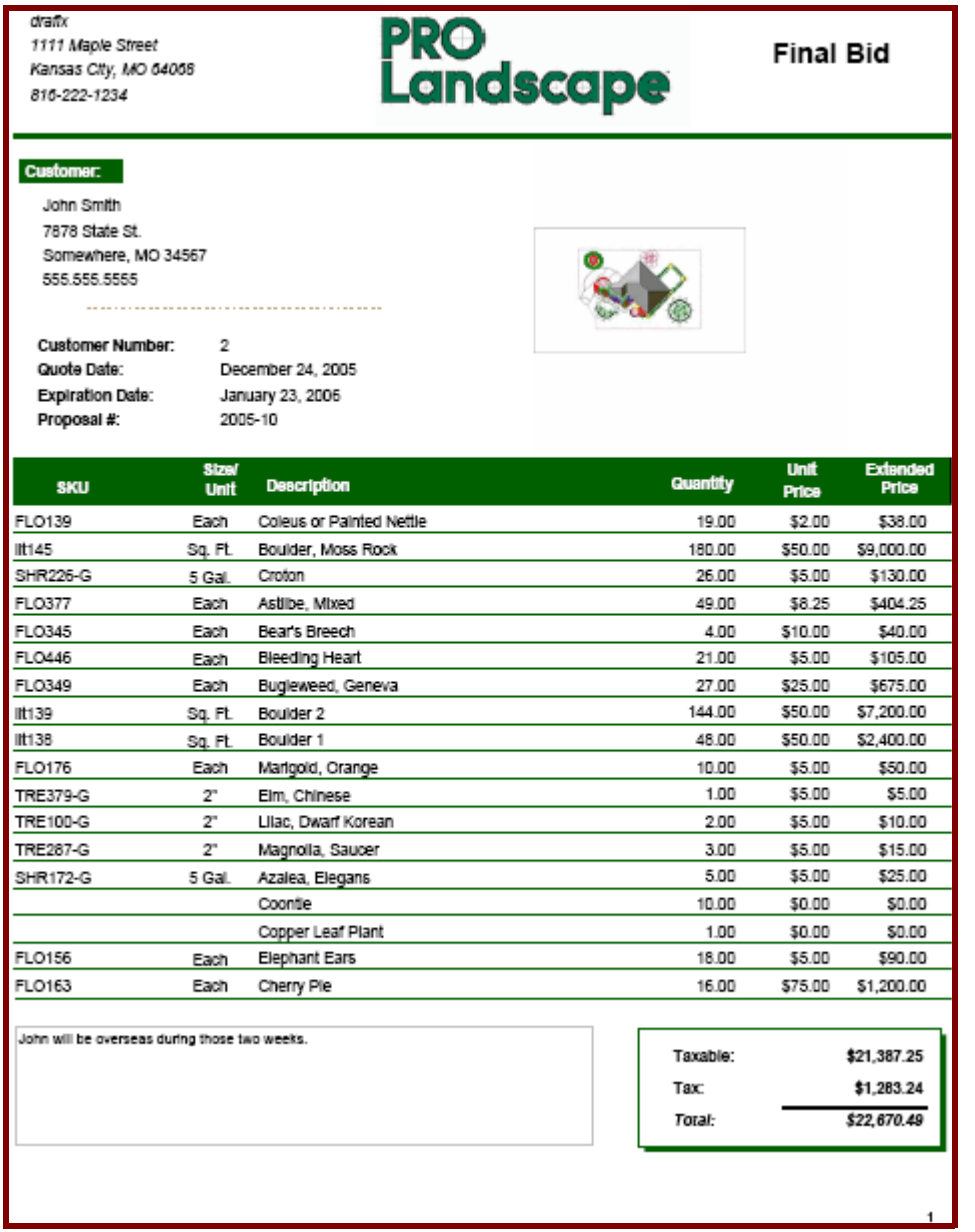
The Plan Drawing in Planner

The Plan Drawing in Planner shows all the elements that make up your project. To keep with the traditional look of a blueprint, landscape objects are drawn using symbols and geometric shapes.



Quotes, Invoices, and Reports in Proposal

Quotes, invoices, and reports contain the detailed information you need to manage your landscaping business. Every plant and object used in a project can be associated with a variety of information in the PRO Landscape database. Information such as an item's base price, taxable status, and special charges for delivery and installation can be established and later modified to suit your specific needs.



drafix
1111 Maple Street
Kansas City, MO 64068
816-222-1234

PRO Landscape

Final Bid

Customer:

John Smith
7878 State St.
Somewhere, MO 34567
555.555.5555

Customer Number: 2
Quote Date: December 24, 2005
Expiration Date: January 23, 2006
Proposal #: 2005-10

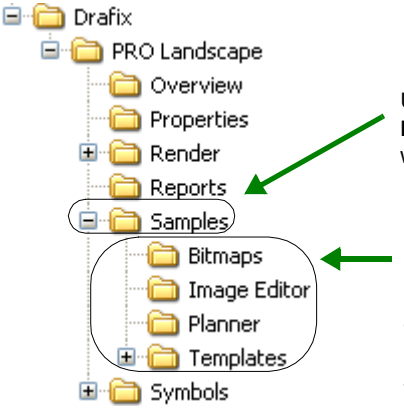
SKU	Size/ Unit	Description	Quantity	Unit Price	Extended Price
FLO139	Each	Coleus or Painted Nettle	19.00	$2.00	$38.00
lit145	Sq. Ft.	Boulder, Moss Rock	180.00	$50.00	$9,000.00
SHR226-G	5 Gal.	Croton	26.00	$5.00	$130.00
FLO377	Each	Astilbe, Mixed	49.00	$8.25	$404.25
FLO345	Each	Bear's Breech	4.00	$10.00	$40.00
FLO446	Each	Bleeding Heart	21.00	$5.00	$105.00
FLO349	Each	Bugleweed, Geneva	27.00	$25.00	$675.00
lit139	Sq. Ft.	Boulder 2	144.00	$50.00	$7,200.00
lit138	Sq. Ft.	Boulder 1	48.00	$50.00	$2,400.00
FLO176	Each	Marigold, Orange	10.00	$5.00	$50.00
TRE379-G	2"	Elm, Chinese	1.00	$5.00	$5.00
TRE100-G	2"	Lilac, Dwarf Korean	2.00	$5.00	$10.00
TRE287-G	2"	Magnolia, Saucer	3.00	$5.00	$15.00
SHR172-G	5 Gal.	Azalea, Elegans	5.00	$5.00	$25.00
		Coontie	10.00	$0.00	$0.00
		Copper Leaf Plant	1.00	$0.00	$0.00
FLO156	Each	Elephant Ears	18.00	$5.00	$90.00
FLO163	Each	Cherry Pie	16.00	$75.00	$1,200.00

John will be overseas during those two weeks.

Taxable:	$21,387.25
Tax:	$1,283.24
Total:	*$22,670.49*

1

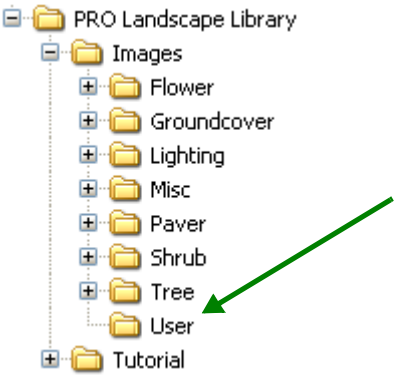
Organizing Project-Related Files



Use the image and project files in the **PRO Landscape > Samples** directory to practice with or use in your own projects.

Several sample backdrop images for Image Editor are in the **Bitmaps** directory. Sample project files are in the **Image Editor** and **Planner** directories.

The **Templates** and **Symbols** directories contain "blueprint" files and symbolic objects for Planner.



The **PRO Landscape Library** directory has a **User** folder where you can store all your project-related files in one spot.

When you copy our library of landscaping objects from Installation Disk #2 to your computer, they are categorized and stored in the **Images** directory.

All the pieces and parts that make up your landscaping project are stored as files or data in the PRO Landscape database. Keeping project-related files in one or a handful of specific directories helps you reference those items faster.

Planner project files use **.LNF** as the filename extension (e.g., **myblueprint.LNF**). Image Editor project files use **. PLP** (e.g., **myhouse.PLP**). Proposal uses the project information from Planner and Image Editor and puts the information in the PRO Landscape database, so no Proposal files are created. But, Proposal keeps the project names in a list for easy selection.

If you did not specify locations during the installation, the **PRO Landscape** directory is installed in **C:\Program Files\Drafix**. The **PRO Landscape Library** is installed in at the root level of your **C:** drive, by default. To change the location of any of these directories, see *Chapter 11*, before you start on your projects.

Working with Proposal

In This Chapter

10

- **Setting up Information About Your Company**
- **Maintaining the Customer List**
- **Establishing or Adjusting Prices**
- **Importing Price Data**
- **Creating Proposals/Bids With or Without a Project**
- **Producing a Cover Page and Material/Plant Lists**
- **Producing "Company Eyes Only" Information Sheets**
- **Exporting Information**

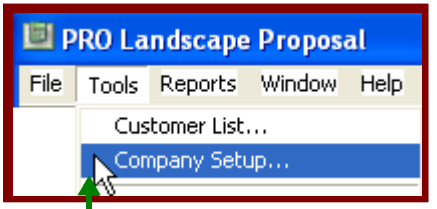
Use Proposal to setup information about your company. Then create a customer list, including all the necessary information about them.

To accompany your design printouts, produce bids and proposals for your customers, or plant lists and such for your suppliers, or see summary information about your customers and your projects.

You can print any of these, as well as convert them to file types that you can open in other programs.

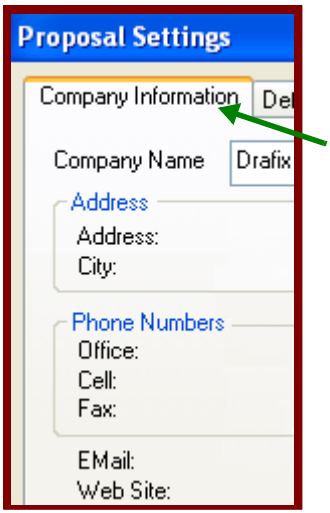
You can also use Proposal to bring in pricing data (using SKU matches) and you can export information to other programs, like Quickbooks Pro, CLIP, and Horticopia Pro.

Setting Up Information About Your Company



1. When you launch Proposal, choose the **Company Setup** option in the Start Up window. OR, if you're already in Proposal, choose **Tools > Company Setup** from the main menubar.

2. Set up your company information in the three tabs you see in the Settings dialog box, then click OK to record it all.

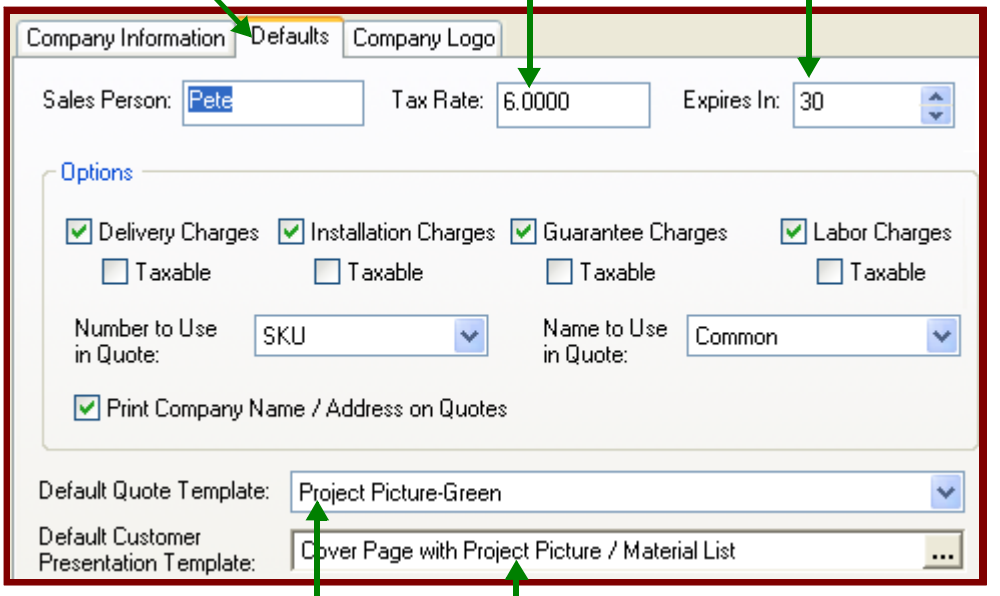


Information tab: Include contact information for your company in this tab. This is shown in a "salutation" area if you choose to display it.

Defaults tab: Establish tax factors and the baseline look and feel of what is printed.

Tax rate for plants and materials.

Bid to implementation turn-around time.

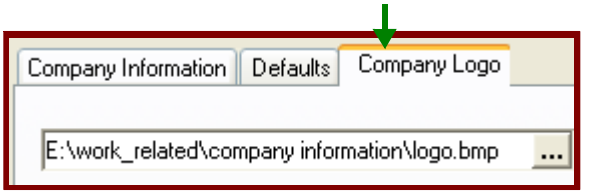


Look-n-feel layout options. Choose one.

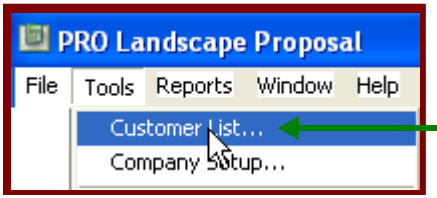
Types of page detail to include. Choose several.

Company Logo tab: Tell Proposal where your company logo image is located on your computer.

Your logo is displayed on every type of bid, invoice, and list, near the salutation or on a cover page.

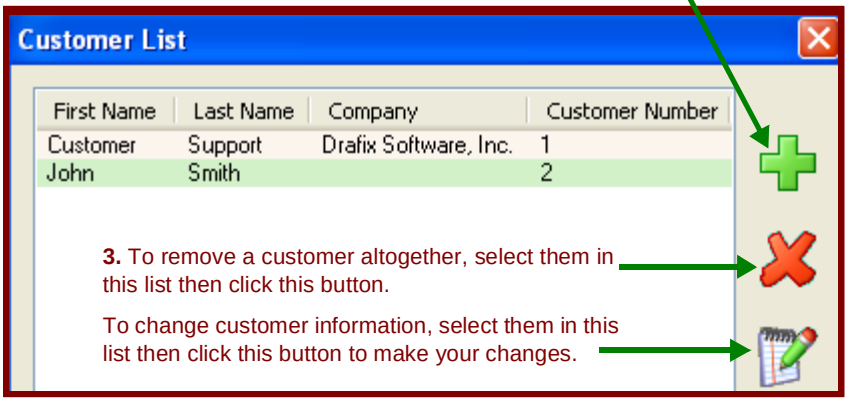


Maintaining the Customer List



1. When you launch Proposal, choose the **Customer List** option in the Start Up window. OR, if you're already in Proposal, choose **Tools > Customer List** from the main menubar.

2. To add a customer, click this button and specify their business relationship with you, as well as their contact information in the screen you'll see. When finished, click OK in that screen to come back here.



Establishing or Adjusting Prices

To adjust discounts, increases, decreases, container size prices, and miscellaneous charges (*for plants and materials at the category level*), choose this option from the main menubar.

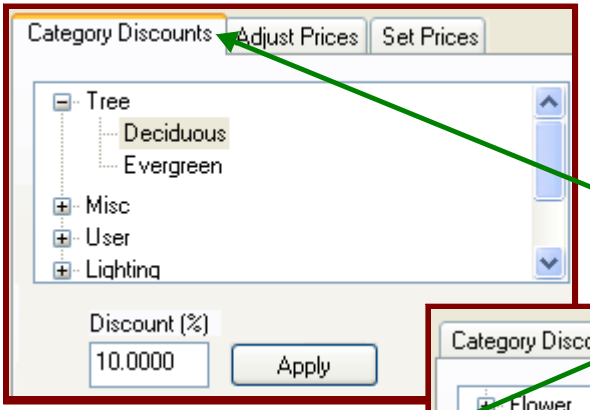
To establish prices for everything pertaining to a specific project, choose this option.

To adjust prices, as well as any other detail associated with plants and materials, choose this option. See *Chapter 11*.

Prices Per Plant/Material Category or Per Project

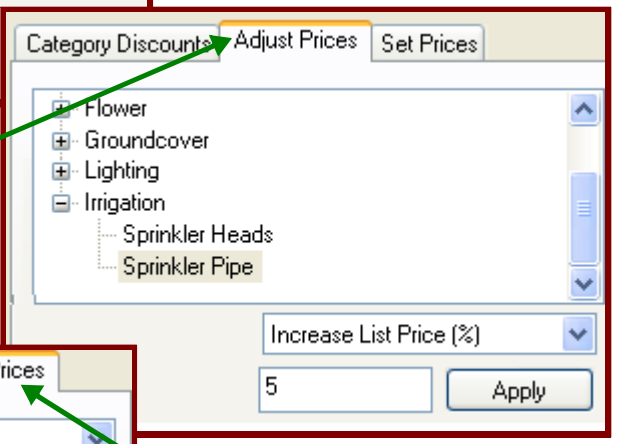
With such an extensive number of plants and materials in the Pro Landscape database, and given that prices vary across different regions of the country, tackling every pricing detail for everything recorded in the database is, at best, overwhelming.

You'll notice that the database shows $5.00 as the list price for plants and materials and no pricing for anything else. The easiest way to establish a baseline of prices is to do it by plant/material category. Then, adjust pricing on a project-by-project basis. All of it is recorded in the database as you go about it.

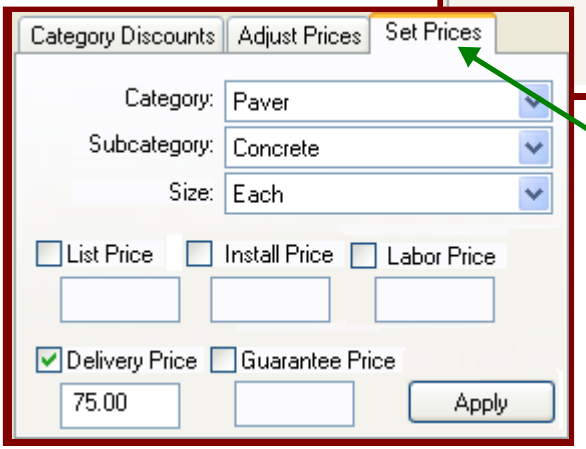


To establish/adjust prices per category, choose **Tools > Price Adjustments** from the main menubar to go to this screen.

For discounts, go to this tab. Choose a category, enter the discount percentage, and click Apply.



For price increases/decreases, go to this tab. Choose a category, enter the increase/decrease percentage, and click Apply.



For each charge, go to this tab. Choose a category and size. Check the boxes next to each charge, then enter the amount.

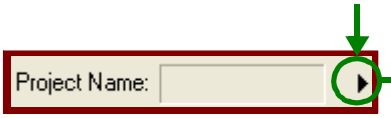
This example shows that a delivery charge applies to all projects with concrete installation.

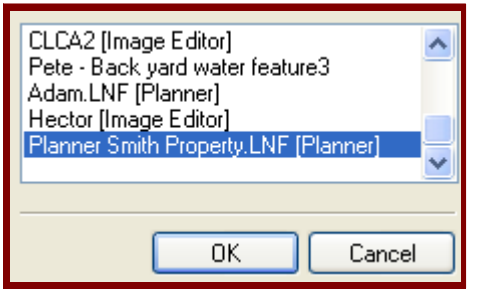
For list prices, use the Size list to choose the container size, then check the List Price box and enter the price you want applied to all containers of that size for that subcategory. Then, click Apply after each container size selection.

TIP: To provide quick estimates for your clients before you create a detailed proposal, save the project, then choose **Tools > Price These Items** in while in Image Editor or Planner.

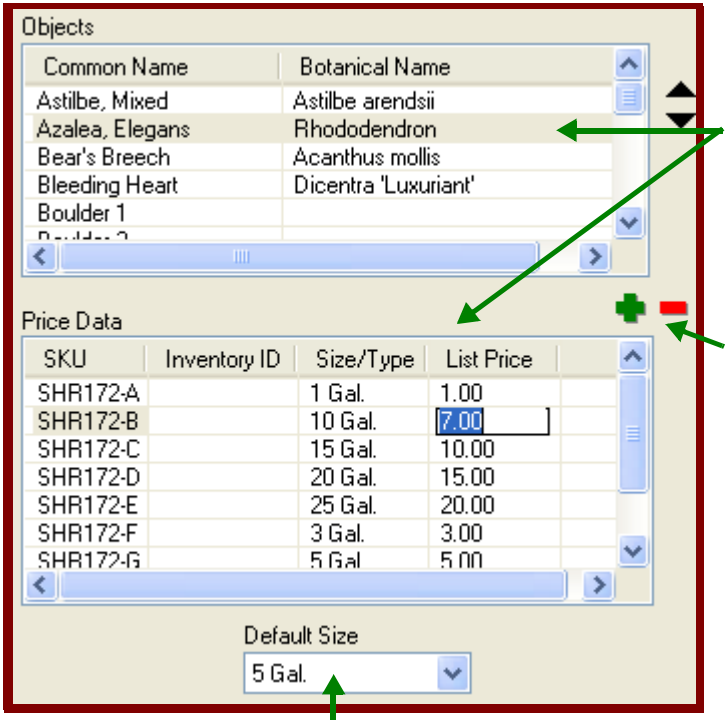
1. To establish/adjust prices per project, choose **Tools > Price List > By Project** from the Proposal menubar to go to this screen.

2. Near the top of the screen, click this little black arrow at the far right to see the list of projects.





3. Choose one and click OK. If you don't see the project listed, go to the Editor you created it in and save it. Then, come back in here and try again.



4. Select an item from this list, then fill-in all the Price Data boxes below.

After you're finished, click Close in this screen to record it all in the database.

To remove a line of Price Data information, click in the SKU box, then click the red - button.

To add a container size or material measurement, click the green + button, go to the bottom of this list, click in the SKU box and enter a new line of information.

5. For each object, choose the default size you want applied to all projects. This alleviates the need for applying each size every time you design the landscape in one of the Editors. Then when you construct the bid details, you can pick the sizes specific to that project.

Importing Price Data

This procedure *requires a tab delimited text file* you create that contains two columns. The first column in the file is the SKU (or InventoryID). The second column contains the price.

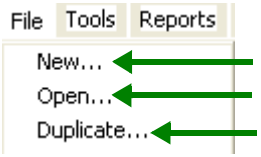
You can create a tab-delimited file in a spreadsheet program, such as Excel. Save the file using Save As and select "Text (Tab delimited) (*.txt)" as the file type. Or use a text editor, such as Notepad, to create each SKU/Price record on a separate row and produce columns by pressing the Tab key between the two data fields.

To import prices, overwriting the found ID matches in the Pro Landscape database:

1. After you've created your text file, choose **File >Import > Prices** in Proposal.
2. Double-click the text file you created to import it into the Pro Landscape database. This will take a few minutes.

You'll see a progress bar showing the processing of the price changes. A log file (called **PriceImport.log** and stored in the **PRO Landscape > Reports** directory) shows the changes made and lists any SKUs/InventoryIDs the procedure couldn't locate in the Pro Landscape database. You'll need to enter discrepancies into the database manually, see *Chapter 11*.

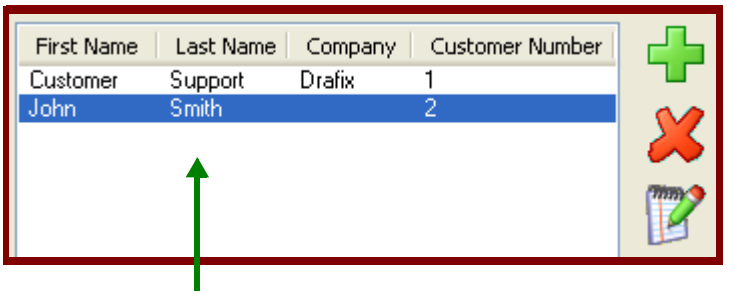
Creating Proposals/Bids With or Without a Project



1. To create a new bid, choose this option.

To change an existing bid, choose this option.

To duplicate a bid, then make changes, choose this option.



Wizard for a new bid.

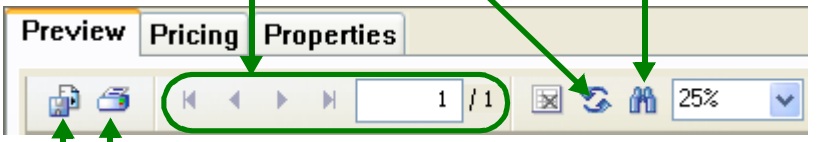
2. For new bids, you'll use the wizard to choose a customer, a project (or no project), and then specify all the details to go with the bid. Click Next after each page.

Continue through the wizard, then click Finish. If you weren't sure about some of the details you selected, you can change them after you click Finish.

Click these buttons to navigate the pages.

Click to remove screen distortion and refresh the preview.

Click to find and highlight text you specify.

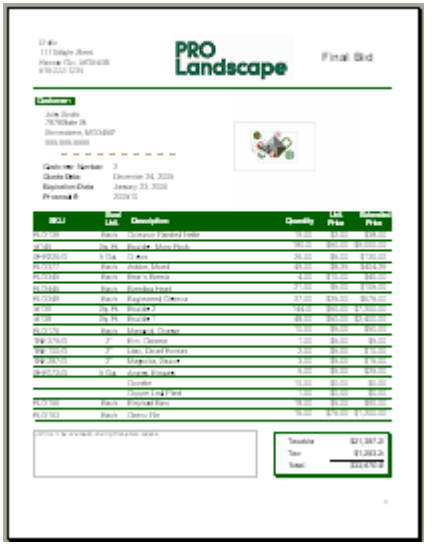


The **Preview** tab shows you the bid details, according to the details you supplied and the Report Template you chose in the wizard.

To change line items, go to the **Pricing** tab.

To change the format and other details, go to the **Properties** tab.

3. Export all the pages to a variety of other file types or print them.



4. After making changes in the **Pricing** tab, click the **Preview** tab again to apply and see the changes.

To remove a line item, select it, then click this button.

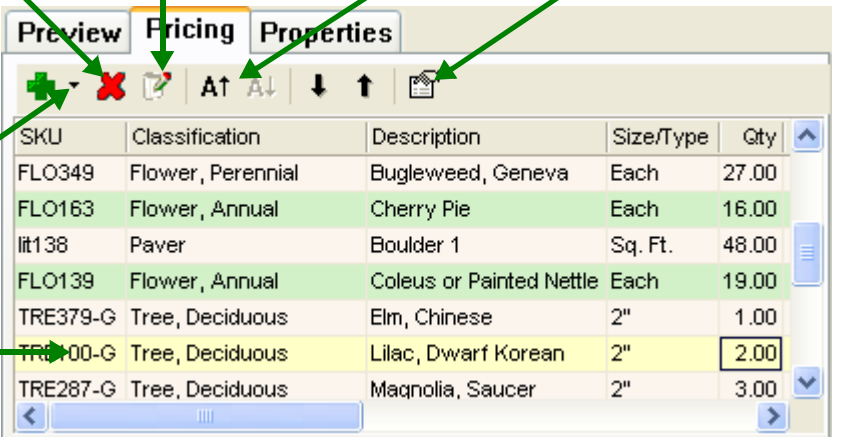
To edit a line item, select it, then click this button or just type directly into the line item boxes.

To adjust text size, click these buttons.

To view summary information, click this button.

Click this arrow to add line items or apply a discount to the overall project price.

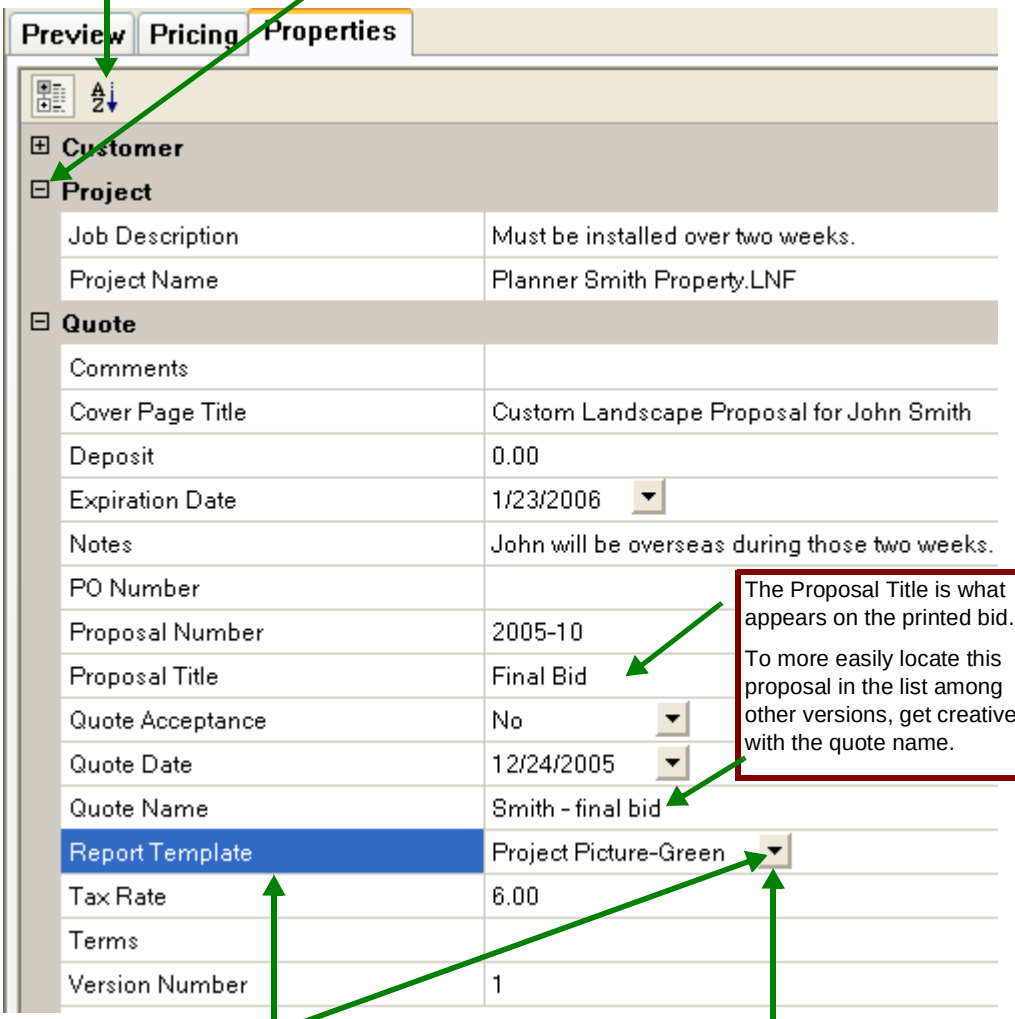
The line item you are currently changing is highlighted in yellow.



To view this information alphabetically, click this button.

Click these buttons to expand or collapse the sections.

5. After making changes in the **Pricing** tab, click the **Preview** tab again to apply and see the changes.



The Proposal Title is what appears on the printed bid.

To more easily locate this proposal in the list among other versions, get creative with the quote name.

Type your changes directly into the boxes on the right. If you see an arrow, you can choose options from a list or see a calendar to pick dates. The blue highlight shows you what you are currently editing.

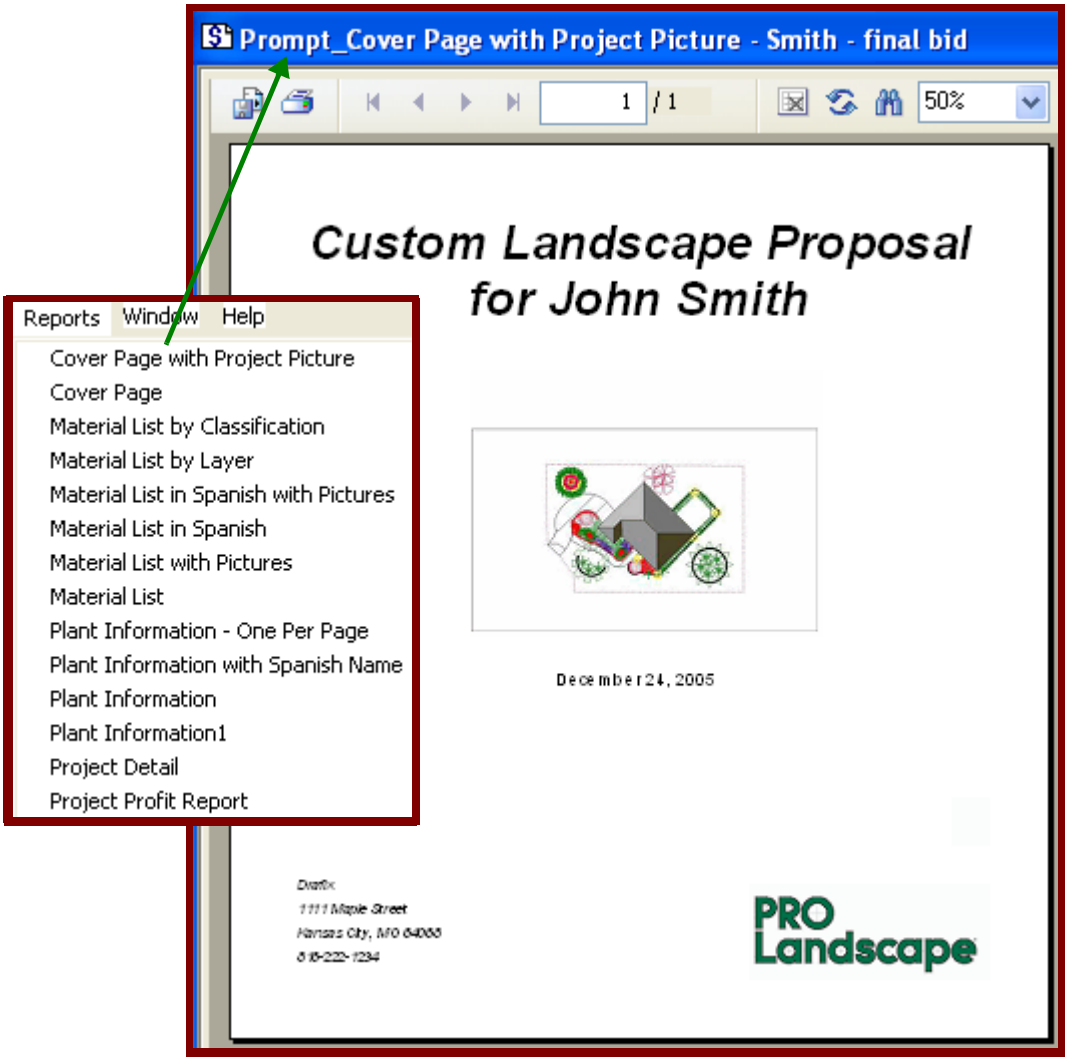
To see a variety of layouts, click this arrow to choose them from the list. Then, go to the Preview tab to see how it looks.

Producing a Cover Page and Material/Plant Lists

Go to the **Reports** menu in Proposal's main menubar.

The sheets listed on the top half of the Reports menu are grouped into cover sheets, material lists, plant information, and project details. After choosing one, choose the project you're creating it for and click OK. You can view as many as you'd like at the same time.

All of these sheets are produced in print-ready format. Or, you can export them to another file format. To accomplish either, just click the **Print** or **Export** buttons at the top of that sheet's window.

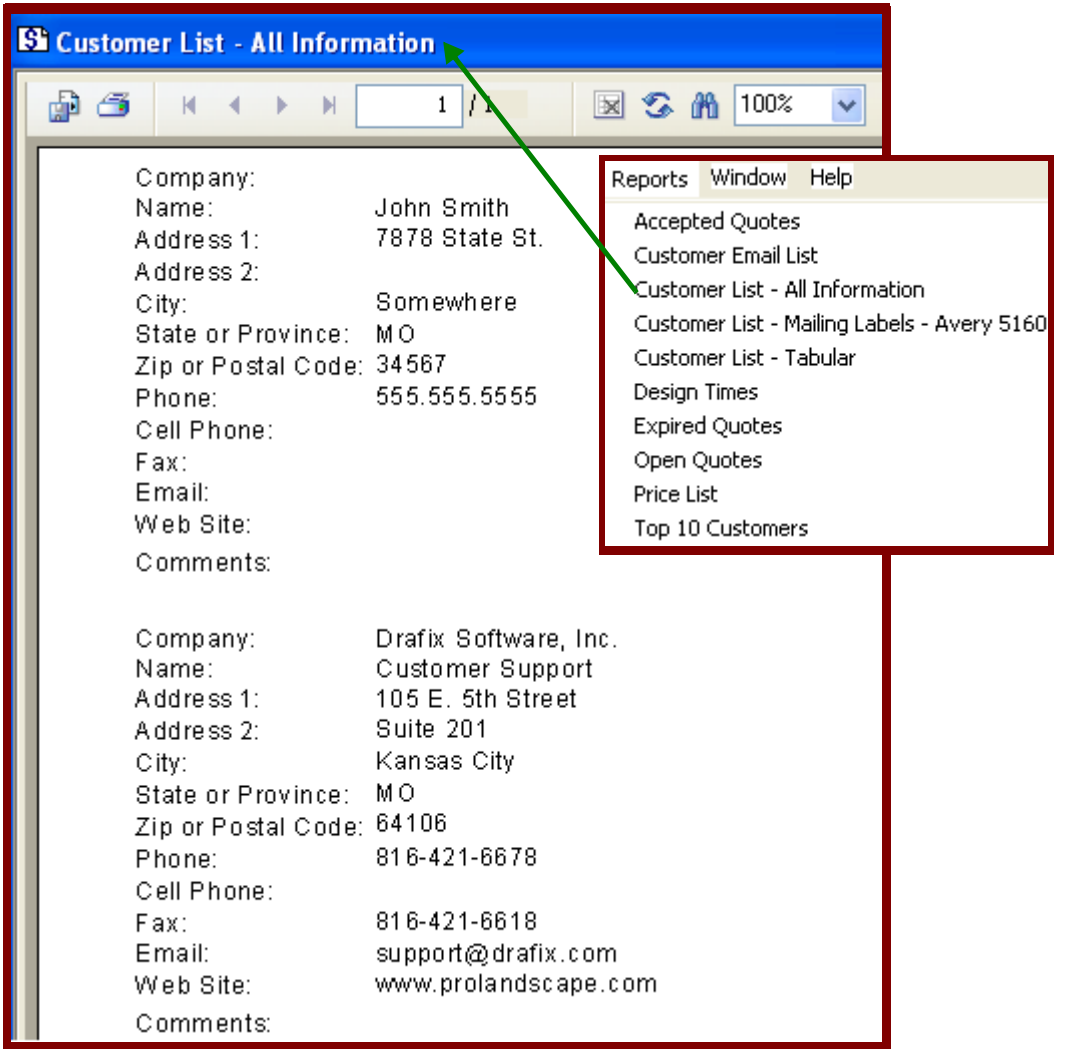


Producing “Company Eyes Only” Information Sheets

Go to the **Reports** menu in Proposal’s main menubar to choose an information sheet.

The Information sheets are listed on the bottom half of the Reports menu and collect a variety of data from the Pro Landscape database and produce reports, such as a list of customer email addresses or a list of accepted quotes. You can view as many as you’d like at the same time.

All of these sheets are produced in print-ready format. Or, you can export them to another file format. To accomplish either, just click the **Print** or **Export** buttons at the top of that sheet’s window.



Exporting Proposal Information

Exporting the Customer List or Prices for Everything

To export the customer list:

1. In Proposal, choose **File > Export > Customer List**.
2. Specify the directory location, name the file, and choose (*.XML or *.CSV) as the file type. Then, click **Save** to export the customer data to that file format.

To export all prices from the Database:

1. In Proposal, choose **File > Export > PRO Landscape Prices**. This takes a few minutes and the export progress is shown at the bottom of the Proposal window in the Status bar.
2. When the procedure is finished, a message tells you where the file is. It creates a tab-delimited text file that contains: Common Name, Botanical Name, Size, SKU (or InventoryID), and Price.

Exporting Customer Proposals to QuickBooks Pro

1. In Proposal, choose **File > Export >QuickBooks**. Choose the proposal to export and click OK.
2. Specify the directory location, name the file, and choose (*.IIF) as the file type.
3. Start Quickbooks Pro, then choose **Utilities > Import**.
4. Double click the file you just exported from Proposal. The file is imported under the customer name you recorded in Proposal.
5. Choose **Lists > Chart of Accounts**.
6. Scroll to find Estimates. Double click on Estimates to open the current estimates. The proposal data you imported will appear in the list.

Important: The customer name must exist in QuickBooks Pro exactly as it appears in PRO Landscape. If the customer name doesn't exist in QuickBooks Pro, create the new customer record prior to importing the .IIF file.

Exporting Customer Proposals to CLIP

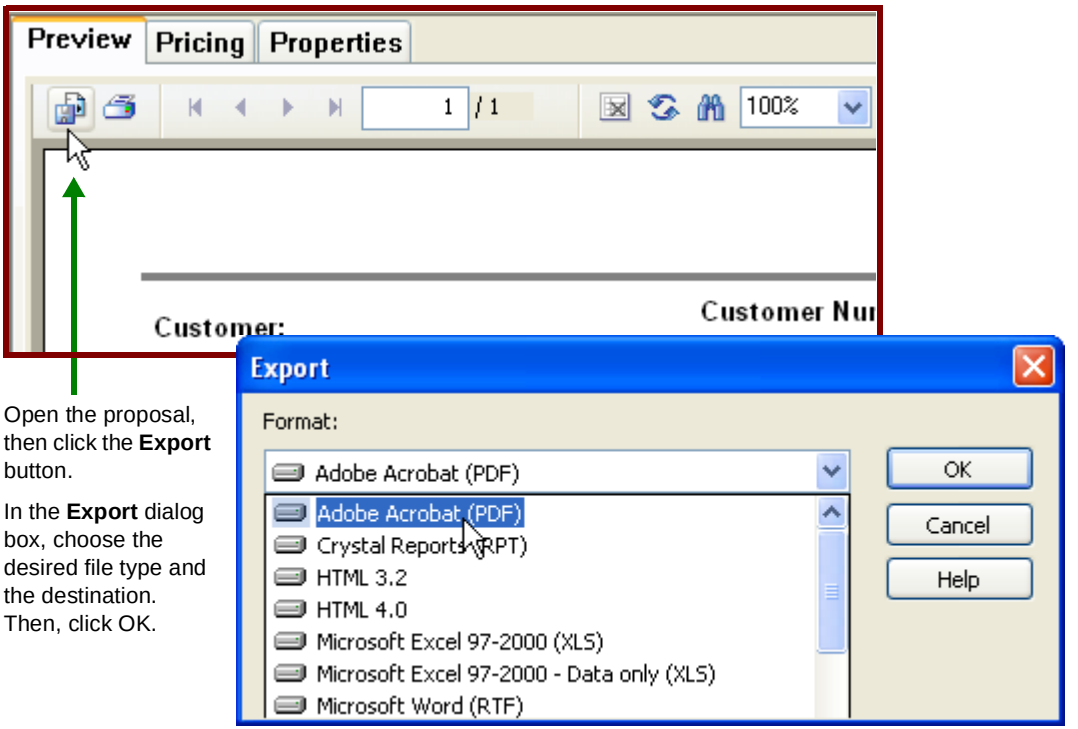
1. In Proposal, choose **File > Export > CLIP**. Choose the proposal to export and click OK.
2. Specify the directory location, name the file, and choose (*.QTU) as the file type.
3. Start CLIP Software, then choose **Software > Import**.
4. Double click the file you just exported from Proposal. The file is imported under the customer name you recorded in Proposal.

Exporting Project Plant/Material Data to Horticopia Pro

Proposal offers three options for exporting: *Data File* - This option produces a file with Horticopia plant IDs that can then be imported into Horticopia Pro. *Load Data Sheets* - This launches Horticopia Pro and generates information on the plant and materials used in a project. *Print Data Sheets* - This option uses Horticopia to generate the information sheets for a project and sends them to the printer.

1. Launch Horticopia.
2. In Proposal, choose **File** > **Export** > **Horticopia** > **Data File**. Choose the proposal to export and click OK.
3. Specify the directory location, name the file, and choose (*.PRX) as the file type.
4. To load the proposal information into Horticopia, in Proposal choose **Export** > **Horticopia** >**Load Data Sheets**. The plant IDs from the project are passed to Horticopia.
5. To load the proposal information into Horticopia AND print it from there, choose **Export** > **Horticopia** >**Print Data Sheets**.The plant IDs from the project are passed to Horticopia and the information sheets for those plants are sent to the printer.

Exporting the Proposal Document to a Different File Format



Open the proposal, then click the **Export** button.

In the **Export** dialog box, choose the desired file type and the destination. Then, click OK.

Changing What's Recorded in the Database

In This Chapter

11

- **How the Database and Price Editor Works**
- **Creating or Modifying a Category**
- **Creating or Modifying a Database Item**
- **Changing the Location of Project-Related Files or the Database Itself**

When you want to use your own images in your Image Editor project or change the way symbols look in Planner, you're sent to the Database and Price editor to add or change them.

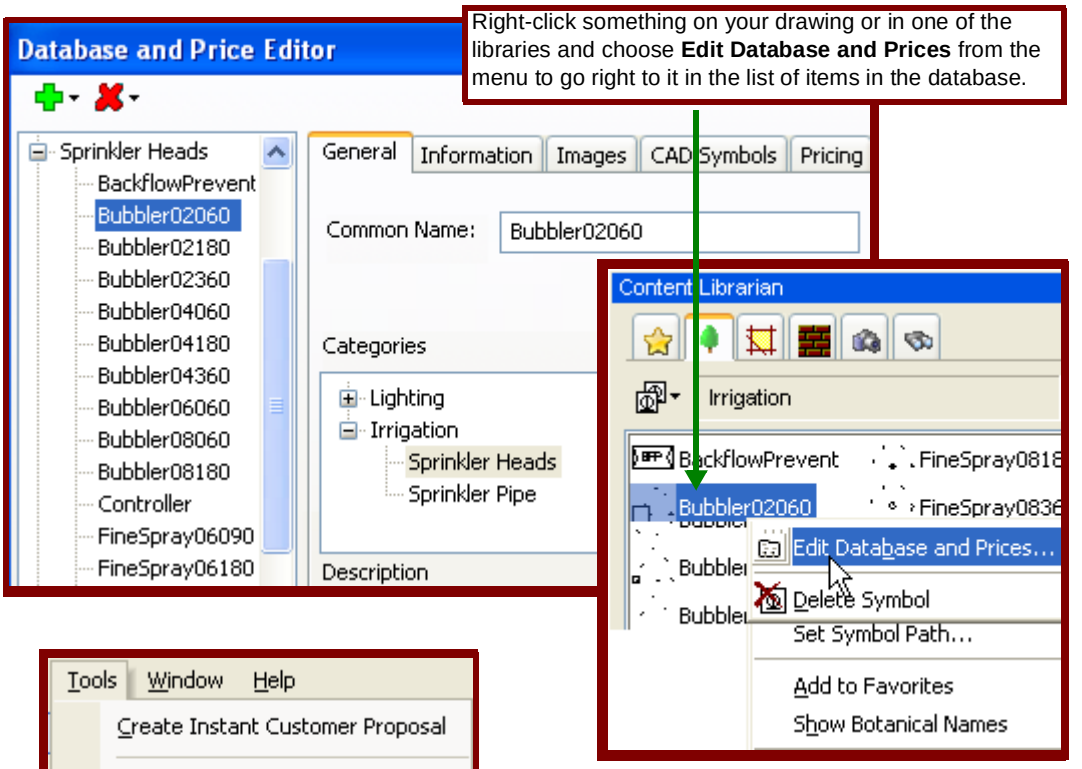
Here's where you establish the name of the item, decide what category (layer) you want associated with it, create a detailed description of the item, and establish pricing details.

How the Database and Price Editor Works

The database needs to know about everything you include in your project, whether it's an image of a plant, an unusual size of a planter container, and pricing factors for everything.

Pro Landscape provides thousands of items to choose from and all the information about these are already established in the database, except for pricing because pricing factors vary from region to region and project to project. Before you change items in the database, install the image libraries (see *Chapter 1*).

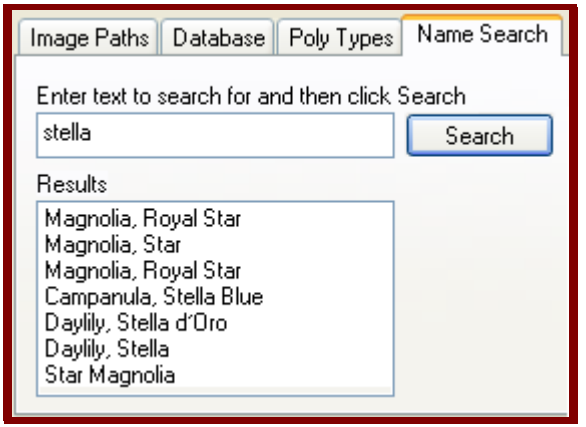
Pro Landscape differentiates each database item using a unique (yet "common") name for the item and an SKU or InventoryID number to associate that item with a pricing structure. Without this identification, there's no way to tell what's what. So, how do you create or change an item in the database?



The easiest way to tackle cost per plant container sizes or cost for material measurements (like mulch or concrete) is to do it when you create your bid for a project, using the Proposal module (see *Chapter 10*).

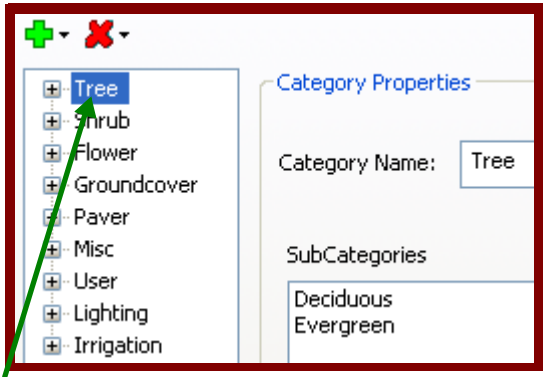
To see if something is even in the database and you know what you're looking for, choose **Tools > Pro Landscape Tools** in any of the modules, then do a name search.

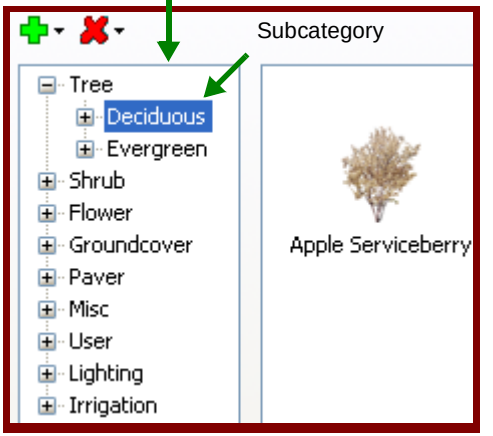
Name search helps you search the entire database using all or part of a name. Then, go the Database and Price editor and navigate to it through the category list.



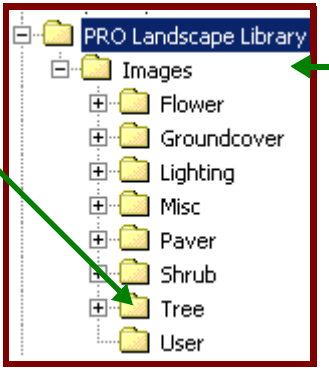
WARNING: Deletions from the database cannot be undone. If this occurs, either re-install the libraries or re-create the item.

In the Database and Price editor, the database item list is always present and arranged by top-level category, subcategory, and items. Whatever is highlighted in blue reflects where you are in the hierarchy and which item you're working on.





Top-Level Category



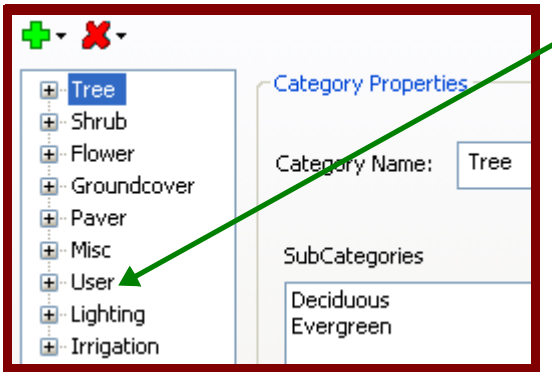
Top-level categories correspond to directories on your computer. Subcategories correspond to folders beneath the directories.

Image Editor objects (.pli image files) are listed in the subcategory folders. A User category is provided for you to put all your own images in if you want.

You should keep all the object files together and relative to the **PRO Landscape Library** directory.

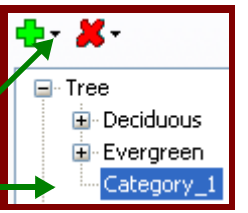
Planner symbols are stored elsewhere. See the next page in this chapter.

Creating or Modifying a Category



You cannot create a new top-level category. But you can add subcategories to the User category.

1. To create a new subcategory, click the little black arrow and choose **Add Category**.

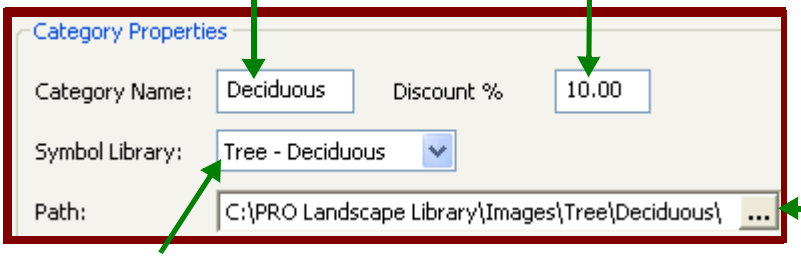


A name is generated automatically and placed beneath the currently selected main category or subcategory.

To modify a category, double-click it in the list.

This is the subcategory name. To change the name of an existing one, just type the new name, but make sure it matches the name of the corresponding directory folder.

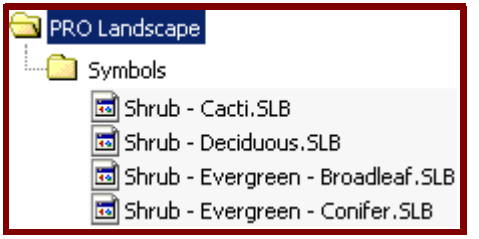
To apply an automatic discount to everything in a subcategory, enter it here.



The path tells you where the image files for that subcategory are stored on your computer. Click this button to change it, if it's not correct.

The symbols you see in Planner are CAD (.slb) files. And are stored as special CAD library files in the **Symbols** directory.

When you add one of your own symbols to the database (see *Chapter 8*), save it to the Symbols directory. Pro Landscape adds it to the library you choose.



2. Name your new subcategory and specify the path to the folder where you've stored the corresponding image files.

3. A new symbol library is created for you automatically, so all you have to do is select it from this list.

Creating or Changing a Database Item

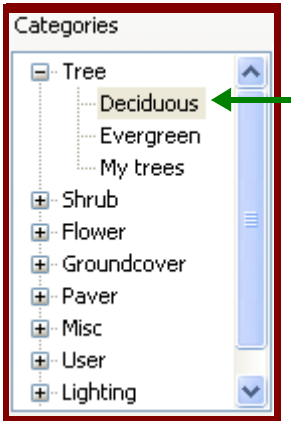
If you're creating a new item in the database, click the add button above the list and go through all the tabs to set it up. If you're changing only some things about an existing item, double-click it in the list and go to the tabs pertaining to the changes you want to make.

IMPORTANT: Be careful with pressing the Enter key on your keyboard to "apply" entries. In most cases, this action WILL apply everything you've done so far and close the Editor window.

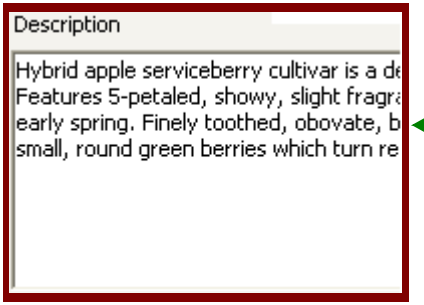
Information is grouped into separate tabs in the Database and Price editor.

The General tab

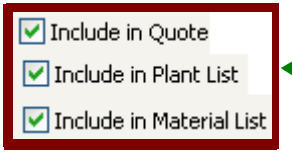
In these boxes, specify how you want the name referenced in library lists, on your design, and how it's presented on your information sheets in Proposal.



This list shows you which category this item belongs to.



Create or change the description of the item. Don't press Enter to go to the next line, the text will wrap when it gets to the right edge of the box.

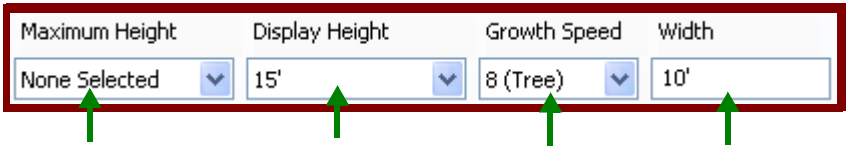


Check these boxes to make this information readily available when using Proposal.

The Information tab

The majority of the entries in this tab are self-explanatory (like sunlight requirements and flower color) and offer a list of characteristics to choose from. But here a few that you might be scratching your head about.

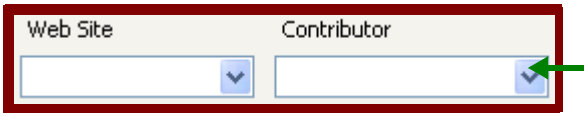
These entries pertain to how the object is scaled on your drawing in Image Editor.



The maximum mature height of the object. For items that don't grow, like yard art, leave this setting as None.

The default height shown when it's initially placed on the drawing.

The way the object is enlarged when growth is applied. Width is the maximum to show.



Use these entries to give credit to images owned by someone else.

This entry maps the database item to an ID used with Horticopia software.

The Images tab

You can associate 6 different images with the one database item, to offer seasonal variation for plants or appearance variation.

Click the big button to pick an image. To associate a season to the image, choose it from the list when you choose the image.

The seasonal alternatives you assign are listed when you right-click the object in the Content Explorer in Image Editor.

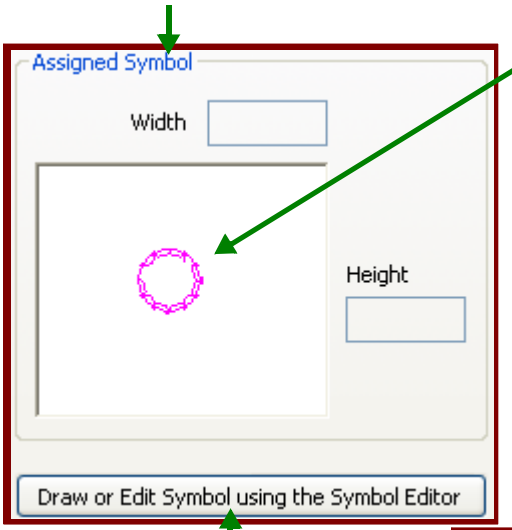
The CAD Symbols tab

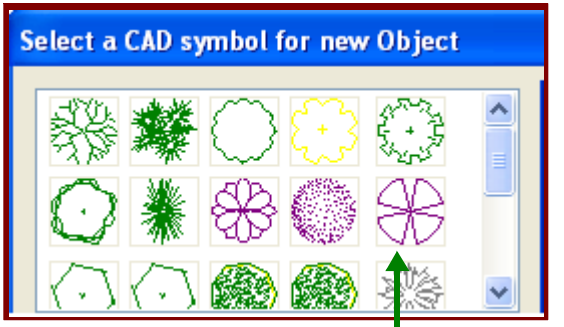
Each existing symbol has 5 render mode variations that go with it. The default CAD mode is retained to maximize drawing performance, but you can change the display mode in Planner.

This is the default scaled size of the CAD symbol when it's initially placed in the drawing.

CAD Mode

Double-click the image to pick a different symbol to represent the entity.

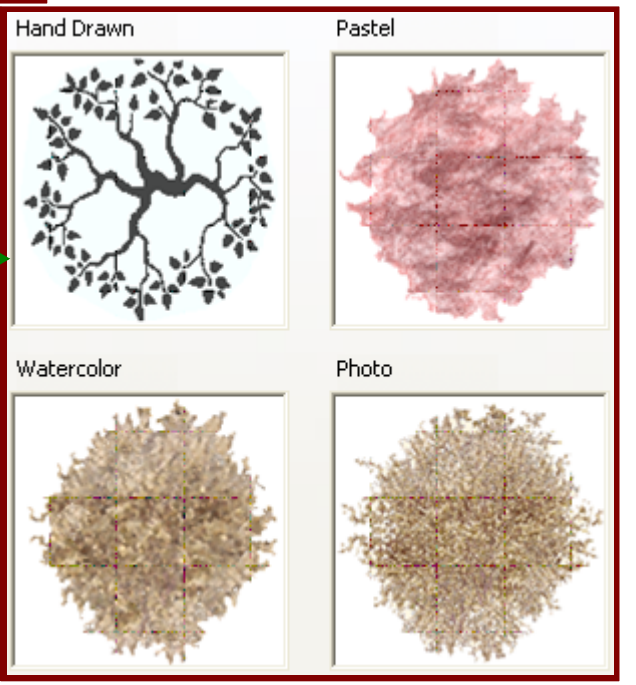




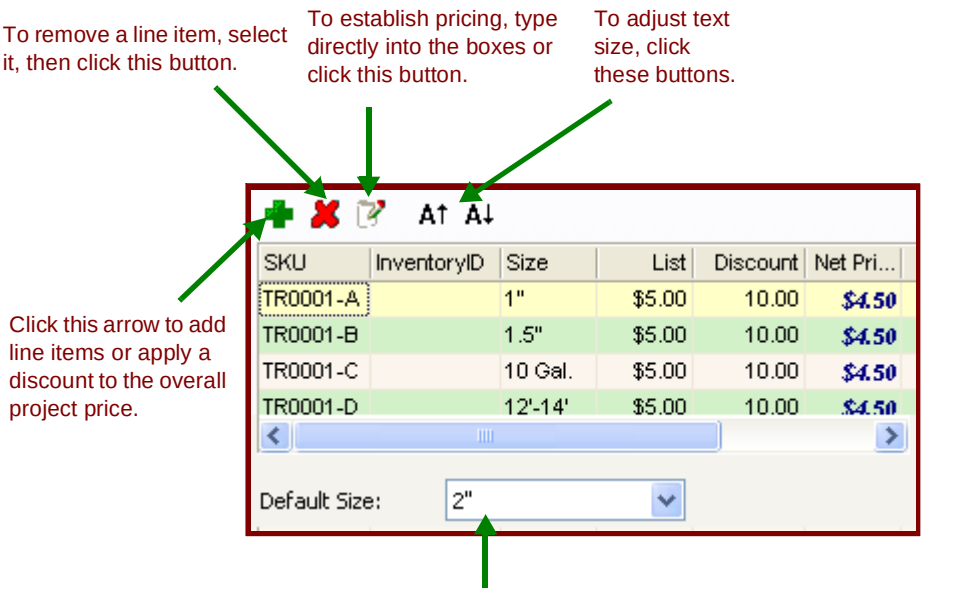
Click the one you want to swap and click OK.

Click this button to modify the symbol.

Click on these associated rendering modes to swap what you see here with a different one, just like you did for the CAD alternative.



The Pricing tab A detail line is provided for each size variation.



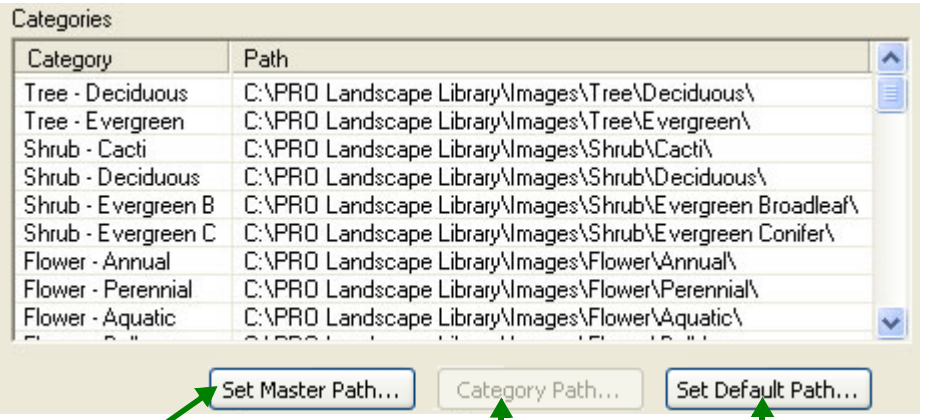
Changing the Location of the Database

PRO Landscape looks in certain directories for project files, image libraries, symbols, and the database. In the event that you must move these, such as when file size exceeds disk space, you can move them to a different directory. But if you do so, make sure you tell PRO Landscape where you moved them before you attempt to reopen a project.

To change the location of image libraries and the database, choose **Tools > PRO Landscape Tools** in any of the modules.

Use the **Image Path** tab to select the location of the PRO Landscape Library and it's subdirectories.

The Image Path tab

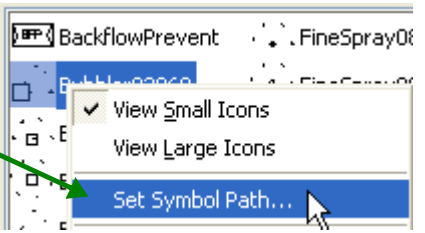


To assign all to one directory, click this button and choose the directory under which all the subdirectories reside.

For any subdirectory that resides in a location other than under the master path, choose that category in the list and click this button to reassign it's location.

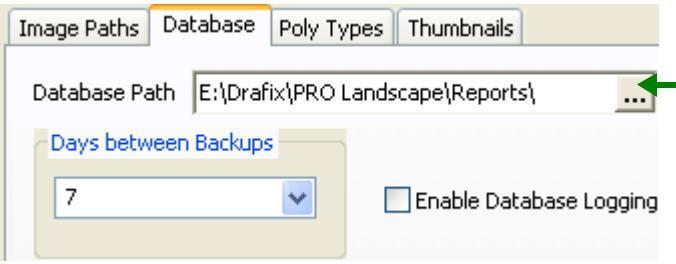
Resets the default path to **PRO Landscape Library > Images**.

To change the location of the symbols directory, right-click on any symbol in the Content Librarian in Planner and choose this option to browse to the new location.



The database always resides in a single location. If you moved it, like to another computer on a network, click the **Database Path** tab. Whenever you move the database, you'll also need to move the **Reports** folder to that directory too (manually in Windows Explorer).

The **Enable Database Logging** option is used for troubleshooting database related problems. Do not enable logging unless you are instructed to do so by PRO Landscape Technical Support because the log file can become very large.



Click this button to move the location of the database.

Glossary

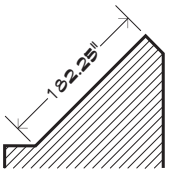
2-Point Intersection snap A snap that allows you to specify intersection points by clicking anywhere along a pair of lines, polylines, polygons, arcs, or circles. *See also* Intersection snap.

absolute coordinates Coordinates that specify location in relation to the current coordinate system origin (0,0). For example, the absolute XY coordinates 13,2 describe a point 13 units right of and two units above the origin. *See also* relative coordinates.

active pane In a split window, the pane specified by the active pane indicator. PRO Landscape applies some of the commands on the View menu, such as Redraw and Extent only to the active pane. *See also* view, extent view, page view, *and* custom view.

actual size The size of an object in real world size. This is the size objects are stored in the drawing. The size the drawing appears onscreen is controlled by view settings. The size the drawing appears on printed output is controlled by drawing scale and print settings. View and print settings do not effect the actual drawing size. *See also* page size and world coordinates.

alcove An offset created in a line or polyline by adding four vertices to the entity. Alcoves are useful to create alcoves for bay windows in an architectural floor plan.



aligned dimension

alignment axis The reference axis you specify after you click Transform, Align on the Edit menu. Two points define the alignment axis. The first determines its origin and the second its direction.

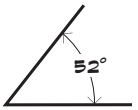
aligned dimension A linear dimension whose length and angle you determine by entering two points. *See also* rotated dimension.

aligned marker A marker whose location and angle of rotation you determine by selecting an entity. When you click Marker, Align To Endpoint on the Draw menu, markers created are aligned at the end of a line, polyline, or arc you select. When you click Marker, Align On-Entity on the Draw menu, markers created are positioned at a point you enter on an entity, oriented toward the nearest endpoint.

aligned symbol A symbol instance whose angle you determine by entering two points. The first point determines the symbol's location and the second its angle of rotation.

All-In-One toolbar A bar with buttons that perform drawing tasks in PRO Landscape, as well as buttons for snaps, controlling views, editing entities, and so on. To display or hide the All-In-One toolbar, click Toolbars on the View menu, check the All-In-One check box, then click OK.

angle A measurement of rotation. PRO Landscape displays angles using the current units of measurement for angles and assumes these units of measurement when you do not enter a specific one. *See also* compass angle, standard angle, *and* bearing.

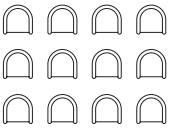


angular dimension

angle orientation The system that specifies direction of rotation for positive angles and the direction specified by zero degrees. *See also* standard angle *and* compass angle.

angular dimension A dimension that measures the angle between two lines. An angular dimension consists of an arc, a pair of terminators, a pair of extension lines, and a dimension label.

annotation An entity that is not a part of the geometric or graphic model, but one which provides information for the drawing. Text, dimensions, and markers are annotation entities.


rectangular array

arc A partial circle. PRO Landscape uses an arc's center, radius, starting angle, and included angle to determine its shape.

array A series of entities or groups of entities arranged in a rectangular or circular pattern. *See also* rectangular array *and* circular array.

arrow keys The four keys on your keyboard labeled with arrows. Each arrow key is named for the direction its arrow points: Up Arrow, Down Arrow, Left Arrow, and Right Arrow. In PRO Landscape, pressing SHIFT in combination with an arrow key moves the selection set by the grid snap interval. Also known as direction keys.

aspect In PRO Landscape, the ratio of character width to character height in a text entity. Lower values (e.g., 0.2) make narrow characters. Higher values (e.g., 2.0) make wide characters. The default aspect for most fonts is between 0.6 and 1.0.

AutoPoint Indicators A red icon that appears when snaps involving the mouse are active. As you move the pointer over the drawing, each type of snap point is represented by a different symbol: squares for endpoints, triangles for midpoints, circles for centerpoints, and so on. If a lock modifier is active as well, a dotted line extends from the AutoPoint Indicator to the actual point, as constrained by the lock modifier. For instance, if you draw a diagonal line from top to bottom, then activate Endpoint snap and the Vertical lock modifier, the square AutoPoint Indicator identifies the endpoint nearest the pointer, but a dotted line extends to the potential snap point based on the current snap and lock modifier.

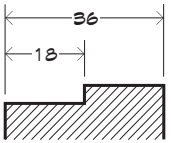
AutoSelect A feature that automatically selects the last entity drawn when you cancel most Draw and Edit commands. Autoselect also highlights the last entity drawn while using a Draw command. When Autoselect is active, changes you make on the edit bar affect both the highlighted entity and the entity you are currently drawing.

AutoSnap A drawing aid that allows you to draw with more precision by automatically identifying exact points such as an entity's midpoint, endpoint, or centerpoint. AutoSnap has two modes, MultiSnap and Single Snap. *See also* Multisnap mode and Singe Snap mode.

axis An imaginary line used as a reference for positioning or manipulating entities. *See also* x-axis, y-axis, z-axis *and* alignment axis.

background layer A layer on which entities are visible but not editable. *See also* editable layer *and* masked layer.

backup file A duplicate drawing file created to safeguard data in the original file from accidental loss. PRO Landscape creates backup files automatically when the Create Backup File option is checked on the File page of the Drawing Options dialog box. Backup files normally have a .BAK extension.



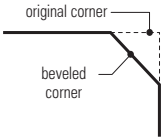
baseline dimensioning

base entity An entity that consists of a single drawing element such as a line, arc, or circle. *See also* entity.

baseline dimensioning A type of dimensioning in which each dimension in a series of linear dimensions is measured from a single extension line. *See also* chain dimensioning *and* single dimensioning.

basepoint A reference point used for positioning or manipulating entities in a drawing. *See also* rotation basepoint, symbol basepoint, *and* text basepoint.

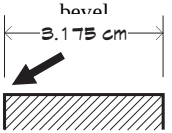
Basepoint snap A snap you use to enter a point at the basepoint of a symbol by clicking anywhere on the entity.



bevel

bearing An angle expressed in terms of points on the compass. Bearings are expressed as an east or west rotation from north or south. A standard 13°52'15" angle, for example, could be expressed as a bearing 76°07'45" east of north, or N 76°07'45" E.

bevel To replace the intersection of two lines with an angled line segment. *See also* round. Also known as chamfer.



break length (arrow)

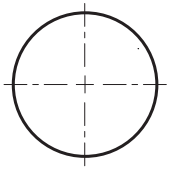
break To divide an entity into two shorter entities separated by a gap of a specified width.

break length In dimensioning, the length of the gap that separates an extension line from its dimension point.

by-layer Term used to indicate that the layer an entity is on determines its color, style, or width.

by-symbol Term used to indicate that the symbol instance properties are used for color, style, or width.

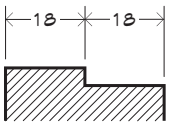
CAD Computer-aided design (or drafting).


centerline dimension

calculated value A database value that is calculated automatically based on the geometry or other property of an entity. Assigning certain variables, such as %length, %area, or %color, to a field returns a calculated value.

cartesian coordinates *See* XY coordinates.

centerline dimension A type of dimension used to mark the center of an arc or circle. It consists of a "cross" marker at the center point and four lines extending from the center point through the quadrant points.



chain dimensioning

Centerpoint snap The snap that allows you to enter the center of an arc, circle, polygon, or bulged poly-segment by clicking anywhere along the entity itself.

chain dimensioning A type of linear dimensioning in which each dimension in a series is measured from the extension line of the previous dimension. *See also* baseline dimensioning *and* single dimensioning.

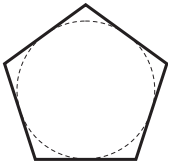
channel To trim an entity by removing any portion that falls between two specified parallel lines.

circle An entity defined by a center point and a radius.

circular array A series of entities or entity groups arranged in a circular pattern.

circular grid A reference grid whose axes extend radially from the grid origin. Circular grids provide an excellent reference tool for drawings that require alignment of points along an arc or circle, such as a mechanical drawing of a gear. *See also* Isometric Grid, Rectangular Grid, and Reference Grid.

circular grid angle The angle between major gridlines in a circular reference grid. Since the sum of all the angles must equal 360, a smaller grid angle will result in the display of more major lines.



circumscribed polygon

circumscribed polygon A regular polygon whose sides are tangent to a defining circle at their midpoints. *See also* inscribed polygon *and* regular polygon.

closed polygon or curve A polygon or curve whose startpoint and endpoint are connected.

command The full name associated with an action you carry out by clicking a screen component such as a menu item or button. In PRO Landscape, a complete list is displayed in the Customize Commands dialog box.

compass angle An angle measured assuming positive angles rotate clockwise and zero degrees is in the "twelve o'clock" direction. *See also* standard angle.

Content Explorer A tool for managing symbols. The Content Explorer allows you to create, rename and copy symbol libraries, as well as deleting and importing symbols, and setting a current library.

Content Librarian A tool for placing content and controlling the properties of symbols, fill colors, and hatches. The Content Librarian consists of three tabbed pages which display symbols, fill colors, and hatches. You can drag and drop content directly from the Content Librarian into your drawing.

convert To replace an entity of one type with a similarly shaped entity of another type. To translate a drawing file from one file type to another.

coordinate A pair of numbers that together specify the location of a point. *See also* XY coordinates *and* polar coordinates.

coordinate system A means of defining a point in space relative to another point (usually called an origin). XY (cartesian) coordinates are defined in terms of distances along the x-axis and y-axis. Polar coordinates are defined in terms of distance and angle from the origin.

corner To extend or truncate a pair of existing lines to form a "corner." Lines extended to form a corner remain separate entities.

current property The layer, pen color, pen width, pen style, or pattern setting that will be applied to new entities. Current properties appear on the property bar.

current layer The layer on which all new entities are drawn. Entities on the current layer are both visible and editable. *See also* editable layer, background layer, *and* masked layer.

current symbol The symbol that appears in the drawing when you click a button or Draw menu choice for placing a symbol and then enter a point. The symbol most recently selected from the symbol bar is current.

current symbol library The library whose symbols appear on the symbol bar and are listed in the drop-down list box on the edit bar.

curve In PRO Landscape, a special finely-segmented polyline whose shape is determined by three or more control points you specify. *See also* fitted curve *and* spline curve.

custom view A view saved with a dialog box that you reach by clicking Save on the View menu. Saving a view makes it easy to display or print at a later time. *See also* view.

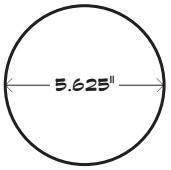
decimal precision The number of decimal places that PRO Landscape displays and prints numeric values.

default snap The snap to which PRO Landscape returns when you cancel an operation.

delete To remove the selection set from the current drawing without copying it to the Clipboard.

detail report A report that individually lists each symbol included in the report's selection criteria. You can update the database fields of entities listed in a detail report from the dialog box used to create the report. *See also* summary report.

dial The area at the right end of the status bar where you view the absolute or relative coordinates of the pointer. The type of coordinates displayed in the dial changes automatically as you change the grid type: for instance, if you change from an isometric to a circular grid, the dial will shift from XYZ to polar coordinates.



diameter dimension

diameter dimension A dimension that measures the diameter of an arc or circle. A diameter dimension consists of a line, a pair of terminators, and a dimension label.

difference Subtracting the area of one polygon from another.

dimension A drawing entity that shows a measurement in a standard format. In PRO Landscape, dimensions are *associative*. That is, they update the measurement display automatically when you resize them or when you change the default units of measurement.

dimension label The text string that accompanies a dimension. A dimension label can display text before and after the measured value of the dimension.

dimension line The line or arc in a dimension that shows the range being measured.

direct selection The process of selecting entities by clicking on them individually or by enclosing them in a region. *See also* Selection Modifier *and* marquee.

direction keys *See* arrow keys.

divide To break an entity in two at the point where it is intersected by a second entity.

DLL (Dynamic Link Library) A file that contains program code that can be used by any Windows application.

double line Parallel lines created when you click Line, Double on the Draw menu. Double lines are frequently used to create walls in architectural drawings.

drawing file A storage container for a drawing. An PRO Landscape drawing file contains information such as the list of layers and database fields, what parts of the drawing are visible, and so on. For each entity, the drawing file stores its geometry, a list of graphic properties, and a list of any fields that you have assigned to it.

drawing origin The point in a drawing that serves as a location reference for all entities in the drawing. The x- and y-axes cross at the drawing origin. The coordinates of the drawing origin are 0,0.

drawing scale The ratio between page (output) size and actual (world) size. In a drawing whose scale is 1:10, for example, an entity that is 3 inches long on scaled output represents a real world object that is 30 inches long.

drawing window A document window that contains a PRO Landscape drawing.

.DWF file format A compressed file format that is easy to publish and view on the Web.

.DWG file format The binary drawing file format used by AutoCAD. PRO Landscape exports and imports AutoCAD 2000 .DWG files.

.DXF (drawing interchange) file format An ASCII- or binary-based drawing file format developed by AutoDesk, Inc. and widely supported by CAD programs. PRO Landscape both imports and exports .DXF files.

edge To extend or truncate one entity so it ends at another entity.

edit bar A bar displayed above or below the PRO Landscape workspace. The edit bar allows direct editing of geometry and certain other properties for the current entity. *See also* property bar *and* status bar.

editable layer A layer on which entities are both visible and editable. *See also* masked layer *and* background layer.

ellipse Mathematically, the path of a point that moves so the sum of the distances from it to a pair of fixed points remains constant. In PRO Landscape, an ellipse is approximated using a polygon. The number of sides in the polygon is specified on the Drawing page of the Drawing Options dialog box.

embed To use object linking and embedding (OLE) information from a source document in a destination document.

embedded object An object that is a copy of the information from a source document that is placed in the destination document and has no link to the source document. *See also* embed and link.

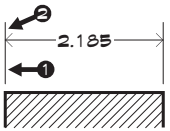
Endpoint snap A snap that allows you to enter the endpoint of an entity by clicking anywhere along it.

entity A single item or object in a drawing. There are two types of entities: base entities and compound entities. Base entities consist of a single drawing element such as a line, polygon, or marker. Compound entities, such as symbols and dimensions, are comprised of one or more base entities.

explode To convert an entity to its base entities. *See also* base entity.

export To save a file using a file format other than the PRO Landscape file format. PRO Landscape exports several types of drawing files: AutoCAD (.DWG), AutoCAD ASCII drawing interchange (.DXF), Drafix CAD port (.POR), and Windows metafile (.WMF). *See also* import.

expression A combination of values and operators that yields a result upon evaluation. Expressions are allowed in most text boxes on the bars of the PRO Landscape screen and in dialog boxes.



extension line (1) and extension line overrun (2)

extension line In linear and angular dimensioning, the lines used to indicate the beginning and end of the measurement, which usually run from the dimensioned entity to slightly past the dimension line.

extension line overrun In dimensioning, the distance an extension line runs past the dimension line.

extent The smallest rectangle that encloses all of the entities in a certain group. The *drawing extent* is the smallest rectangle that encloses all of the entities in the drawing. Likewise, the *selection extent* encloses the current selection set.

extent view The smallest view that shows all of the entities currently in a drawing. *See also* view, active pane, page view, *and* custom view.

fast view A technique for speeding redraw time by replacing slow-rendering items such as text, symbols, and curves with simple components such as lines and boxes.

field A property assigned to an entity for use in reports. A field consists of a field name, such as "Price," and a value, such as "$1000.00." *See also* field name *and* value.

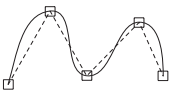
field name The name of a specific user-defined property assigned to an entity in a drawing. In the field "Price=$1,000", "Price" is the Field Name. *See also* field *and* value.

field precision The number of decimal places a numeric field value is formatted during export. *See also* field width.

field type The datatype of a user-defined database field, either: string, number, length, angle, or area.

field width The total number of characters for a numeric field including the decimal point and digits following the decimal point. *See also* field precision.

fill *See* pattern.


fitted curve

fillet *See* round.

fitted curve In PRO Landscape, a curve drawn through its control points. *See also* curve *and* spline curve.

format string *See* dimension label.

formula A mathematical statement that describes the action to be performed on numeric values. A formula sets up a calculation without regard to the actual values it is to act upon. A formula can be defined within text entities to insert calculated values. *See also* expression *and* calculated value.

fractional precision The precision expressed as a fraction in which fractional numeric values are displayed. Fractional precision is expressed as a fraction, such as 1/2, 1/4, 1/8, and so on. PRO Landscape displays a fraction in its simplest form. This means that the fraction 16/32 is displayed as 1/2, even when fractional precision is set to 1/32.

function A component, either built-in or user-defined, that performs a task and returns a value. You can include functions in an expression.

geometry Mathematical properties of entities, including both those inherent in the definition of the entity (base geometry) and those that can be calculated.

GetNext selection mode A method for selecting a single entity from among several overlapping entities by pressing ALT while clicking. You can use a similar method to click entities for editing operations, such as Booleans, by holding ALT and clicking until the entity you want is highlighted.

grad Units of measurement for angles equal to approximately 0.9 degrees or 0°54′0″. There are 400 grads in a complete circle. In PRO Landscape, a grad measurement is expressed with a number followed by a "g," as in the expression "100 g."

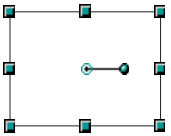
graphic property A property assigned automatically to all entities. Graphic properties include layer, pen color, pen width, pen style, and so on.

grid angle The degree of rotation applied to all axes of the reference grid. For instance, in a rectangular grid the X axis extends from the grid origin at 0 degrees and the Y axis extends at 90 degrees. If you enter a grid angle of 45 degrees, the X axis will extend from the grid origin at 45 degrees, and the Y axis will extend at 135 degrees.

grid coordinates Coordinates, or pairs of numbers that together specify the location of a point, measured from the grid origin.

grid origin The point from which the axes of the reference grid extend outward. *See also* drawing origin.

grid snap interval The distance between possible snap points on the reference grid. This determines the accuracy of Gridpoint snap (if the snap interval is too low, Gridpoint snap may not be as useful, if it's too high, Gridpoint snap may not allow you to enter the point you want).



handles

Gridpoint snap A snap that allows you to specify points by snapping to the reference grid.

group A compound entity consisting of individual symbols and entities which PRO Landscape treats as a single entity.

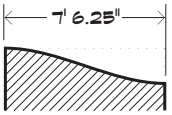
handle A small graphic, either a box or circle, that appears when editing to allow you to modify the selection set, a dimension line, or an entity. PRO Landscape has several types of handles: about point handles, rotation handles, vertex editing handles, dimension editing handles, and resizing handles.

hard margin The area built-in to a printer or printer driver which cannot be used for printing. While you cannot reduce the hard margin, you can reduce the available printing area by adding your own margins, called *soft* margins. *See also* margin.

hatch To annotate a polygon by filling it with a repetitive line pattern. Also an entity created as an anonymous symbol to hatch an area bounded by the selection set, i.e. to crosshatch an area.

hatch angle The angle of rotation at which hatching in a drawing is applied.

hatch spacing The distance between lines, dashes, and so on, for hatch patterns. Hatch spacing applies to existing polygons and future hatch symbols.

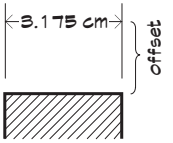


horizontal dimension

hatch style One of the repetitive line patterns (crosshatches) that you can use to annotate an area or polygon.

horizontal dimension A linear dimension that measures the horizontal distance between two points.

hyperlink A "jump", or link, to another location within a document, or a location in a different document. The target of a hyperlink can be text, an image, audio, or video file. A hyperlink is similar to a topic jump in a help file. *See also* URL.

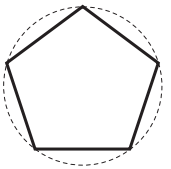


dimension line offset

import To open a file using a file format other than the PRO Landscape file format.

included angle The relative angle between the start angle and end angle which is the visible portion of the circle.

initial offset The default distance between the first control point for a linear or angular dimension and the location of the dimension line measured along the extension line.



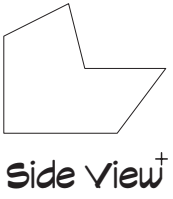
inscribed polygon

inscribed polygon A regular polygon whose vertices fall on a defining circle. *See also* circumscribed polygon *and* regular polygon.

intersection Creating a polygon from the shared area of two overlapping polygons.

Intersection snap A snap that allows you to specify intersection points by clicking near the intersection of two entities. *See also* 2-Point Intersection Snap.

irregular polygon A polygon whose sides or angles are of unequal length.



text justified "top right"

join To connect a line, arc, or polyline to another line, arc, or polyline, forming a new polyline.

Jump snap A snap that allows you to enter a point exactly on an entity at a specific distance or percentage from it's endpoint.

justification In PRO Landscape, the alignment of text in relation to the basepoint. Horizontally, text can be justified left, right, or centered. Vertically, text can be justified top,

bottom, or centered. Text justified “top right,” for instance, has a basepoint at the top right corner of the text extent.

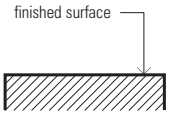
last point The previous point entered in the current command. Used for Relative snap and lock modifiers.

layer An organizational structure in a drawing roughly equivalent to a sheet of mylar in conventional overlay drafting.

layer description A detailed description of a layer. Layer descriptions have a maximum of 63 characters.

layer name The name of a layer. Layer names have a maximum of 31 characters.

layer state The setting that determines whether new entities are added to a specific layer and whether or not entities on that layer are visible and/or editable. There are four layer states in PRO Landscape: current, editable, masked, and background. *See also* current layer, editable layer, masked layer, *and* background layer.



leader

leader A type of annotation consisting of a marker, one or more connected lines, and text.

leader length In dimensioning, the length of the automatically generated line segment between the text entity and the extension line.

leading zero Zero displayed before decimal point in decimal numbers less than one (e.g., 0.250 vs. .250).

library *See* symbol library.

line A straight segment between two points.

line terminator In dimensioning, a marker used to identify the end of a dimension line or leader.

linear dimension A dimension that measures linear distance. Linear dimensions normally consist of a line with terminating markers, a line of generated text, and, optionally, a pair of extension lines. Linear dimensions include horizontal, vertical, aligned, and rotated dimensions.

link To use object linking and embedding (OLE) to reference data in another file. When data is linked, any changes to it in the source document are automatically updated in the destination document. *See also* embed.

linked object An object that is a copy of the information from a source document that is placed in the destination document and has a direct link to the source document. *See also* embed and link.

lock modifier One of five modifications that you can apply to a snap. Lock modifiers align input with the last point and are applied after the snap. *See also* Orthogonal lock modifier, Normal lock modifier, X-axis lock modifier, Y-axis lock modifier, *and* Unlock lock modifier.

margin The area at the perimeter of a page where PRO Landscape does not print. *See also* hard margin.

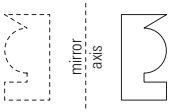
marker A special type of entity used to mark a point in the drawing.

marquee An area you define for reference in other operations. There are two types of marquees: rectangular and irregular. You can define marquees to copy bitmaps to the Clipboard, for reference in selection operations, to save a view, and so on.

masked layer A layer on which entities are neither visible nor editable. *See also* background layer *and* editable layer.

merge To add the contents of a drawing file to the current drawing.

Midpoint snap A snap that allows you to specify the midpoint of a line, arc, polyline segment, and so on by clicking anywhere on it.



mirrored entity

mirror To create a reversed version of a selected entity or group of entities by reflecting it (applying a negative scaling factor) across a specified axis.

MultiSnap An AutoSnap mode in which multiple snaps can be active simultaneously. This, for instance, allows you to draw a line from the endpoint of one entity to the centerpoint of another without switching snaps. *See also* Single Snap mode.

Nearest snap A snap that allows you to select a point on an existing entity by clicking near the entity.

nested symbol A symbol that contains other symbols as components.

Normal lock modifier The lock modifier which restricts input to points perpendicular to an imaginary line drawn between the previous two points. *See also* lock modifier.

numeric expression An expression that evaluates to a single numeric value. Numeric expressions can contain numbers, numeric variables, numeric functions, and operators. You can enter numeric expressions in most text boxes on the PRO Landscape screen and in dialog boxes. *See also* expression.

numeric list A list of numbers. In PRO Landscape, the syntax for numeric lists allows loops and repetitions of both relative and absolute expressions. For example, you could express the numeric list “1 2 3 4 5 6 7 8 9 10” as the loop “1 TO 10 BY 1” or as the repetition “1++9@1.”

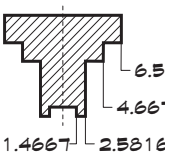
offset The distance measured perpendicularly from the nearest segment of an existing entity or input line. Offsets are positive to the right of an entity when looking from the start toward the end of a line segment.

OLE *For Object Linking and Embedding.* An information-sharing method in which data from a source document can be linked to or embedded in a destination document. Selecting the data in the destination document opens the source application so that the data can be edited. *See also* embed and link.

OLE Object See embedded object and linked object.

open curve A curve whose beginning and ending points are not automatically connected.

operator A keyword, such as AND, or a symbol, such as “*,” that manipulates values in an expression. *See also* expression.



ordinate dimensions

ordinate dimension A dimension used to mark either the x- or y-coordinate of a specific point in a drawing.

orientation The position of a page. Portrait orientation displays a page taller than it is wide. Landscape orientation displays a page wider than it is tall.

origin *The point having the location 0,0 in any coordinate system.*

Orthogonal lock modifier The lock modifier which restricts input to a points aligned either horizontally or vertically with the previous point. *See also* lock modifier.

page A single piece of paper. By default the page size is set as the printer page size, i.e., if you select an envelope size in your default printer setup that will be used as the default page size. If the selected page is larger than the printer page output will be automatically tiled onto multiple pages. Also a section of a dialog box or property sheet reached by clicking a tab.

page coordinates Coordinate system based on output size. If your scale is 1:1 and the drawing origin is located at the lower left corner of the page, paper coordinates are the same as drawing coordinates.

page size The size of an object as it appears in the printed page.

page tiling The process of tiling pages horizontally and vertically into rows and columns so as to print the entire page.

page view The view which displays the page as large as possible in the drawing window. *See also* view.

pan To “move” a drawing in a pane by selecting two points. The points specify the distance and direction of movement. Panning does not change the level of magnification, or zoom level, for the pane.

pane A rectangular portion of a drawing window capable of independent zooming, panning, and so on. You can position the split boxes to create either one, two, or four panes in a drawing window.

pattern In Planner, for polygons, the property that specifies its fill as either solid, hatch, or none. For hatch symbols, the hatch used to create the symbol.

pattern masking A placement technique that allows you to outline an area that a pattern will fill.

pattern filling A placement technique similar to pattern masking. Pattern filling stretches the object to make it fit the polygon. This is useful for placing grass or pavement over a larger area of the image than the actual object appears on screen.

pattern replicating A placement technique similar to pattern masking. Pattern replicating creates enough copies of the object to fill the polygon. Pattern replicating is an easy way to create an entire flower bed from a single instance of a flower.

paver A library consisting of construction objects for use as driveways, sidewalks, and walls.

pen style A line pattern assigned to an entity. There are nine pen styles in PRO Landscape: solid, short dash, long dash, center line, phantom, dotted, dash dot, divided, and border.

pen width A line thickness assigned to an entity. There are five pen widths in PRO Landscape: one, three, five, seven, and nine pixels. *See also* poly width.

Perpendicular snap A snap that allows you to draw a line perpendicular to a selected line by entering a single point.

perennial A plant that lives for three or more seasons.

perspective An Image Editor function that mimics the trick of vision which makes objects seem to grow smaller as they get farther away. Applying horizontal perspective focuses distortion on the top and bottom lines of the object. Applying vertical perspective focuses distortion on the sides of the object.

plus/minus rotation The angle applied to the current angular rotation of a symbol or a regular polygon while inserting using the plus and minus keypad keys.

polar coordinates Coordinates of the form (r, Ø) that represent a point in terms of a distance (r) and directed angle (Ø). Example: If centimeters and degrees are current units of measurement, a point twelve centimeters away at 45 is specified by the coordinates 12, 45.

poly A general term used to mean polyline, polygon, curve, ellipse, and so on.

polygon A closed shape with multiple sides. A polyline whose beginning and ending points are connected (closed). *See also* irregular polygon *and* regular polygon.

polyline A series of lines with connected endpoints. Polylines are treated as a single entity by PRO Landscape.

poly width Width in world coordinates of the start or end of a poly segment. *See also* pen width.

pop-up menu A menu which appears at the current pointer location over the PRO Landscape screen. You create pop-up menus by assigning a set of pop-up items to a command name. Also called right mouse button menu. *See also* command.

pop-up window A small window that displays information telling you what a control or other screen element is and how you can use it. You access it by clicking the question-mark button and then clicking the item.

printable area The area of the page where a printer can place ink. Calculated as the page size minus the hard margin. *See also* hard margin *and* margin.

project information Information about a drawing file that can help you identify the drawing it contains. Project information includes information such as project title, the drawing number, the revision number, and so on.

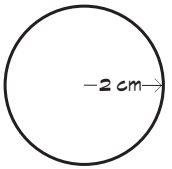
project list A list of objects used in a project. Available by clicking Tools, Project List in Image Editor.

proportional scaling To constrain scaling so as not to distort an entity while resizing. That is, to keep both the horizontal and vertical scaling factors equal.

Quadrant snap A snap that allows you to specify a point at 0, 90, 180, or 270 degrees on an arc or circle by clicking near the point. You can set a finer interval using the Quadrant Snap drop-down list box on the Drawing page of the Drawing Options dialog box.

qualifier *See* selection qualifier.

question mark The character (?) you type to match a single character in a filename or database field.



radius dimension

radian Units of measurement for angles equal to approximately 57°17′44.6″. There are 2π radians in a complete circle. In PRO Landscape, a radian measurement is expressed with a number followed by "rad," as in the expression "1.5708 rad." You can convert radians to degrees by multiplying radians by 180/π gives degrees.

radius dimension A dimension used to note the radius of an arc, circle, or bulged poly-segment.

raster image A bitmap file.

rectangle In PRO Landscape, a four-sided irregular polygon whose opposite sides are equal and whose angles are all 90 degrees.

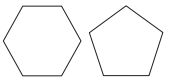
rectangular array To repeat a selection set in a two-dimensional array based on a list of x- and y-values. The list may be regular (even spacing) or irregular.

rectangular grid A reference grid with snap intervals and lines that parallel the X and Y axes. This grid is the standard reference tool for most two-dimensional drawings. *See also* Circular Grid, Isometric Grid, and Reference Grid.

redo To reverse the effects of an undo command. *See also* undo.

redraw To update the image in the drawing area. A redraw is sometimes necessary when an operation leaves some part of the image incomplete. To force a redraw, click Redraw on the View menu or toolbar or the shortcut key CTRL+R.

reference grid An on-screen drawing aid consisting of a snap grid and a pattern of lines and dots which represent the grid visually. *See also* Circular Grid, Isometric Grid, and Rectangular Grid.

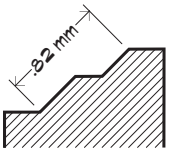

regular polygons

region selection The process of selecting entities by including them in a rectangular or irregular area of the drawing. *See also* marquee.

regular polygon A polygon in which all sides are equal and all angles are equal.

relative coordinates Coordinates that specify location in relation to the last point. For example, the relative XY coordinates 18,-26 describe a point 18 units right of and 26 units below the previous point. *See also* absolute coordinates.

render depth A value that specifies the smoothness of fitted curves. Higher values make curves smoother. Lower values make them faster to display and print.



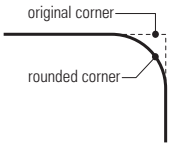
rotated dimension

resizing handle A scaling handle that appears when an entity is selected, or handles that appear around a selection set.

rotated dimension A linear dimension oriented at an angle you specify rather than at one determined by the control points.

rotation basepoint The point about which an entity or selection set is rotated.

rotation handle Handle extending from about point of a selection set used for rotation. *See also* handle.



round

round To replace the intersection of two lines with an arc of a specified radius. *See also* bevel.

rubber-band The dynamic display of an entity or region as it is entered or resized while you drag or move the mouse.

scalar Numeric value without unit conversion factor., i.e., a unitless number. An example of this is Text Aspect, on the Label page of the Linear Dimension Format dialog box.

scale In PRO Landscape, the ratio between the size of an entity on scaled output and the size of the real world object it represents. For example, if an entity that is one inch long on scaled output represents a real world object that is 48 inches long, the drawing scale is 1:48.

segment A straight line between control points in a curve or between vertices in a polygon or polyline.

selection fence A selection tool that allows you to select entities by creating special polyline. Only entities that the polyline, or fence, crosses are selected.

Selection Modifier A dialog box that allows you to modify the current selection set by adding or subtracting entities on the basis of layer, symbol type, field value, or position in relation to a marquee.

selection operator An operation used to combine selection qualifiers in the Selection Modifier. PRO Landscape contains three selection operators: AND, OR, and NOT.

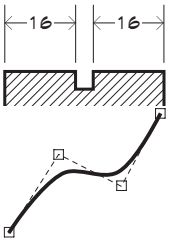
selection qualifier One of the commands used to select a groups of entities in the Selection Modifier.

selection set A group of selected entities. The selection set is indicated by selection handles around the highlighted entities. *See also* handle *and* Selection Modifier

selection statement A description of entities to include in a selection set. The Selection Modifier uses selection statements to select entities. *See also* Selection Modifier, *and* selection set.

shell The exterior walls that define a home or building.

shortcut key A key or key combination that carries out an action in Windows. In PRO Landscape, for example, CTRL+A selects all entities in a drawing.



spline curve

single dimensioning A type of dimensioning in which each dimension has extension lines not shared by other dimensions. *See also* baseline dimensioning *and* chain dimensioning.

Single Snap mode An AutoSnap mode in which only one snap can be used at a given time. See also MultiSnap.

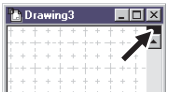
SKU Stock Keeping Unit. The unique number given to an inventory item allowing the database to distinguish it from other inventory items.

snap off mode A snap that allows you to specify points based only on pointer position.

snap A means of entering points using the mouse or keyboard. You can change the snap at any time during most Draw and Edit operations by typing the appropriate keyboard shortcut. *See also* lock modifier.

spline curve A curve that does not pass through its control points but is "drawn toward" them.

split box The black box found on the scroll bars of drawing windows. Dragging a split box toward the center of its scroll bar causes the drawing area to be split into two or four separate panes.



split box (arrow)

standard angle An angle measured assuming positive angles rotate counterclockwise and zero degrees is in the "three o'clock" direction. *See also* compass angle.

standard toolbar A Microsoft Office compatible toolbar with buttons that perform some of the most common tasks in PRO Landscape, such as opening, copying, and printing files. To display or hide the Standard toolbar, click Toolbars on the View menu, click the Standard check box, then click OK.

status bar A graphic bar displayed below the workspace. The status bar is comprised of the message area and the dial. The message area displays command descriptions and other messages. *See also* dial, edit bar, *and* property bar.

stretch To elongate an entity or group of entities. Reached by clicking Edit, pointing to Transform, then clicking Stretch, this command stretches by moving any entity control points that fall inside a marquee region without moving any of the remaining control points.

subdivide To divide a segment into equal size smaller segments.

summary report A report that lists by entity type the entities included in the report's selection criteria. Subtotals by type are automatically generated. *See also* detail report.

symbol In PRO Landscape, a collection of entities combined to form a single entity. A symbol definition contains the entity data needed to place a symbol anywhere in the drawing. A symbol instance records the location of a symbol in the drawing. While you can create many instances of a symbol in a single drawing, PRO Landscape only needs to store its definition once, saving memory. *See also* symbol library.

symbol basepoint The point you enter when placing a symbol.

symbol bar A bar that displays all of the symbols in the current symbol library. Holding the pointer over one of the symbols in the palette displays a pop-up window. Clicking one of the symbols makes it current.

Symbol Explorer A tool for performing a wide variety of symbol-related functions, including creating and renaming symbol libraries, copying symbols between libraries and drawings, deleting symbols, and setting a current library and a current symbol.

symbol library A file containing one or more symbols. Symbol libraries make it easy to share symbols across drawings. Symbol libraries use their own file format separate from the PRO Landscape drawing file format. They typically have an extension of .SLB.

Tangent snap A snap that allows you to specify the tangent point on an arc or circle from the current point by clicking anywhere along the arc or circle.

template A drawing file in which all desired parameters such as borders, title blocks, grid spacing, units, and so on have been set. You can use templates to quickly set up a new drawing. When you use a template, you should save the new drawing under a different name to preserve the template file.

terminator *See* line terminator.

text angle In dimensioning, the orientation of the dimension label with respect to the page. There are two choices: aligned and one direction. Aligned text runs parallel to the dimension line. One direction text is parallel to the bottom of the page.

text aspect The ratio of text width to height.

text basepoint The point used to establish the location of a text string. The text string is rotated and justified about this point. When so specified on the Visibility page of the View Options dialog box, text points are displayed on the screen as small crosses. *See also* basepoint.

Text Editor The window that allows multiline text entry, cutting, copying, and pasting to the Clipboard, and merging other text files. The Text Editor is accessed by double-clicking on an existing text entity or by clicking the Editor button in the Text Input dialog box.

text entity A drawing entity comprised of characters from an PRO Landscape or TrueType font.

text height In PRO Landscape, the height of the upper case characters in a font measured in output size.

tiling pattern *See* page tiling.

tolerance PRO Landscape supports two tolerance display modes: plus/minus and range. Plus/minus tolerance shows the calculated measurement followed by a negative tolerance and a positive tolerance. Range tolerance shows the lower end of the range and the upper end. PRO Landscape calculates these values automatically by subtracting the minus tolerance from the calculated value and adding the plus tolerance.

toolbar A bar containing buttons which you can click to carry out an operation. Clicking some buttons reveals a group of related buttons.

ToolTip A screen component that provides brief information about buttons in a toolbar. A tooltip appears when you position the pointer over a button for a few seconds without moving it.

tracing Drawing over a raster image of an existing drawing onscreen, or on a drawing tablet, using the same tools and methods used to create any drawing. In this way, you convert a collection of colored pixels to *vector*, or "draw" graphics, in which images are defined mathematically.

transform To move, scale, or rotate an entity. PRO Landscape also supports compound transformations such as aligning, mirroring, and stretching.

translate To move an x- and y-displacement (or delta x and y) defined by two points.

trim To edit an entity's geometry by performing one of the following operations: alcove, bevel, break, channel, corner, difference, divide, edge, intersection, join, round, subdivide, or union.

TWAIN device A universal interface to scanners, digital cameras, and video capture devices.

UID *See* unique identifier.

URL *See* Uniform Resource Locator.

undo To reverse the effects of the most recent edit or draw command. Using the drop-down arrow, you can select a sequence of several editing operations to reverse. *See also* redo.

uniform resource locator (URL) A networked extension of the standard filename concept that points to a file in a directory that can exist on any computer on the Internet and can be served using a variety of different methods. URLs can point to many things other than files including, documents stored within a database, queries, a Web page, and so on.

union Creating a polygon from the combined area of two overlapping polygons.

unique identifier (UID) A unique number PRO Landscape assigns to each entity automatically.

units of measurement The set of units for displaying and entering coordinates, distances, angles, and areas.

Unlock lock modifier The lock modifier which effectively "turns off" other lock modifiers to allow you to enter points without regard to the previous point. Unlock is the default lock modifier. *See also* lock modifier.

user-defined property *See* field.

value The specific numeric or textual information assigned to a Database Field. In the field "Price=$1,000", "$1,000" is the value. In the field "Name=Mr. Jones", "Mr. Jones" is the value.

vertex In PRO Landscape, the control points between which segments are drawn or a curve is generated.

vertical dimension

vertical dimension A linear dimension whose length is determined by points you select, but whose angle is restricted to vertical.

view A specific rectangular area of a drawing. Views define what part of the current drawing is displayed or printed. *See also* active pane, extent view, page view, custom view, *and* marquee.

Windows metafile A Windows-supported file format used for transferring graphics from one application to another as objects (i.e., lines, circles, polygons, etc.) rather than pixels.

wizard A dialog box, or series of dialog boxes, which help guide you through specific procedures by displaying options and simple instructions.

working point A point not used in a draw or edit operation but required to construct one that is.

world coordinates Coordinates that specify location in terms of real world distances. A point, for instance, that is 16 feet to the right of the origin and 25 feet below it has the world coordinates 16′,-25′.

x-axis An imaginary horizontal line through the drawing origin that serves as a reference for all horizontal distances in the drawing. *See also* drawing origin *and* y-axis.

X-axis lock modifier The lock modifier which restricts input to points aligned horizontally with the previous point. *See also* lock modifier.

xy coordinates Coordinates that determine location in terms of an offset measured along the x- and y-axes. In PRO Landscape, the term used to refer to Cartesian coordinates.

xyz coordinates Coordinates that determine location in three-dimensional space measured along the x-, y-, and z-axes. *See also* isometric coordinates.

y-axis An imaginary vertical line through the drawing origin that serves as a reference for all vertical distances in the drawing. *See also* drawing origin *and* x-axis.

Y-axis lock modifier The lock modifier which restricts input to points aligned vertically with the previous point. *See also* lock modifier.

z-axis An imaginary line through an isometric drawing that represents a third dimension. *See also* drawing origin, y-axis *and* x-axis.

zone SAn area defined by its annual minimum temperature.

zoom in To magnify a portion of the drawing.

zoom out To shrink a portion of the image in the active pane.

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