

LandARCH 2010 Professional Edition



Getting Started Guide – Part 3 The Plant Database

Contents

Last Updated: June 18, 2009

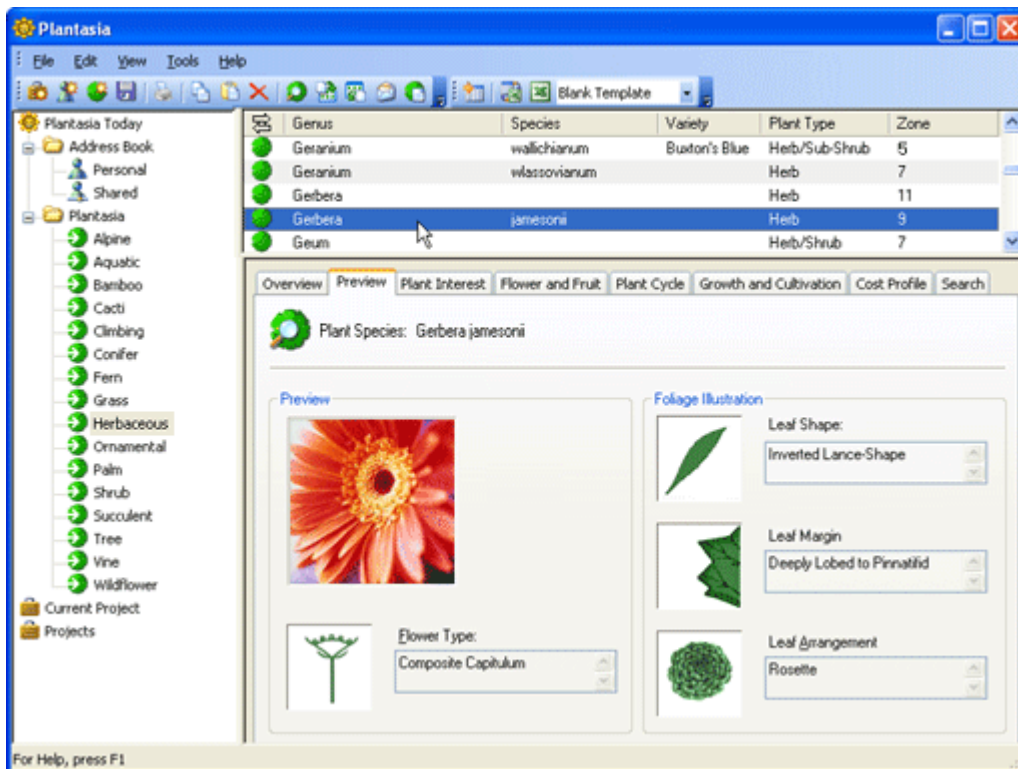
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GlobalCAD

Introduction

Welcome to LandARCH 2010 Professional Edition, the integrated AutoCAD add-on solution for external architecture, landscape design and irrigation. Present your clients with optimal, highly cost-effective designs as your ideas effortlessly flow from concept to completion. Use LandARCH to help realize your ideas and deliver winning designs ahead of time.



This user guide provides step-by-step instructions on getting started with the interactive plant database reference guide, entitled Plantasia Professional, which comes pre-installed with LandARCH Professional Edition.

Plantasia Professional is the unrivalled, interactive encyclopedia of plants and flowers. Plantasia provides instant access to plant data including growth and cultivation tips, plant photographs, illustrations and much more.

Additional product documents and/or tutorials are available from www.globalcad.com/support/documentation.htm

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Start to Use Plantasia

The interactive plant database reference guide, entitled Plantasia Professional, comes pre-installed with LandARCH Professional Edition. This standalone software application is accessible via the **Plant Database** desktop icon within Microsoft Windows.

Starting Plantasia for the First Time

1 Start Plantasia by doing one of the following:

- Double-click the **Plantasia** icon on the Windows desktop.
- Select Plantasia from the Windows start menu.
- From the **Windows Start** menu, choose Programs > LandARCH 2010 > Plant Database.

The Plantasia display appears.

2 Now you are ready to start working with Plantasia.

- Click a folder in the left navigation pane of the window ('Navigation View') to display its contents in the right two panes. You can display folders within a folder by clicking the plus signs.

Notes

- To change the size of any pane within the Plantasia window, drag the bar that separates the two panes.
- Plantasia Today displays a list of all available Plantasia applications – known as Plug-Ins – in the right pane of the window.

Setting Options

Working with Plantasia can be more efficient if you specify the **Address Book** settings to apply at start-up.

1 To specify the Address Book settings:

- From the **Tools** menu, choose **Options**.
- On the Options dialog box click the **Address Book** tab.

This displays the physical location of the **Personal** and **Shared** address books. If the location of your **Personal** address book is shown blank, click **Browse** to manually locate it.

To Move/Copy Items using Drag and Drop

1 Using the Navigation View, find the item you want to move/copy.

2 Make sure the place you want to drag the item to is visible.

3 Drag the item to the destination.

Notes

- You can also drag items from the top-right Table View and drop them into folders in the Navigation View.
- If you right-click to drag, a menu appears with the available options.
- You can select multiple items to move/copy by pressing **Ctrl** while you select each item in turn.
- A 'No Entry' icon will appear if you try to drag items to a location that does not support them.

Working with Projects

With its project-based technology, Plantasia provides a powerful and flexible way for you to organize your project data. Before you can begin to link plants, contacts and notes together, you need to create one or more projects. You create a new project in the Navigation View. You can give the project any name you want, and you can add as many plants and contacts as you want to the project. Keep in mind that a single plant or contact can belong to several projects.

When you add a new project, you can provide summary information on the client and project location. This information is displayed in the summary view for that project.

Creating a New Project

You create a new project in the Navigation View. You can give the project any name you want, and you can add as many plants and contacts as you want to the project.

1 Create a new group by doing either of the following:

- From the **File** menu, choose **New > Project**
- Click the **New Project** tool in the toolbar.

The Create New Project dialog box appears.

2 Entering the project name and summary information:

- In the **Name** field, enter the name for this project. This will be used as the folder name in the Navigation View.
- Enter the project author, client name and project location in the remaining fields.
- Click **OK** to create the new project.

The new project becomes the **Current Project** in the Navigation View.

Contacts

The Contacts feature within Plantasia provides a convenient place to store contact information relating to the current project. By organizing your contacts under projects, you can see all the tasks, appointments, notes and documents for every project team member and client or contractor. Storing contacts within projects provides you with many benefits:

- Manage your relationships with project team members.
- See all the activities that you have scheduled with all contacts in the project in a single location.
- Contacts and activities can be shared with other employees across a Local Area Network or intranet.
- Email members of the project with a single command.

Project contacts can also serve as a saved lookup of contact records that you often need to access. For example, as a garden designer or landscape architect, you may need to schedule meetings with other members of the design team, send them email messages, or write them memos. By organizing members under a project, you can quickly create a lookup of all the associated key contacts.

1 To display the contacts for a project:

- In the Navigation View, select the relevant project. This is now displayed above the **Projects** tree as the **Current Project**.
- Under the Current Project tree, double-click the project folder.
- Click on **Contacts**.

The top right Contact List now displays the project contacts. Each contact is displayed in an individual form in the Contact View below.

2 To edit a project contact:

- Double-click the relevant contact in the Contact List.
- Details on the contact are displayed as a vCard. Click on the tabs to view more details and to make changes.
- Click the **Save and Close** tool on the Standard toolbar.
- On the Duplicate Contact Detected dialog box, select to either add changes as a new contact or update the existing contact's details.
- Click **OK** to save your changes.

The contact information will be updated under the project and the **Shared** address book.

3 To add a new project contact:

- Follow the steps in 2 above and choose the **New Contact** option on the Duplicate Contact Detected dialog box.
- You can also drag and drop existing contacts from the **Personal** and **Shared** address books.

Notes

- You can link any item or document to a contact. See Microsoft Outlook [Help](#) for notes on how to track tasks, appointments, e-mail, notes, or documents related to a contact.
- New contacts created under a project are automatically copied to the **Shared** address book.

Plantasia Encyclopedia

The interactive Plantasia encyclopedia is the unrivalled reference work for gardening enthusiasts, landscaping and horticultural professionals. You'll find extensive data on over 10,000 wild and cultivated plants all fully indexed for instant access. Advanced search tools provide invaluable help in choosing the right plants for the right location. You can modify existing plant details; add notes, supplier and cost information.

Key features include:

- A vital resource, the interactive encyclopedia references precise details on thousands of plants worldwide with the latest digital pictures, illustrations and essential cultivation data.
- Create your own personalized plant lists quickly and easily using drag and drop. Copy plants and related cost data directly from the encyclopedia into personal project folders.
- Direct schedule links to popular packages including Microsoft Word. Professional templates are available and include designs for informative plant fact-sheets.
- With its advanced search tools you can find and view details on selected plants that are right for your project.

Setting Options

Working with the Plantasia encyclopedia can be more efficient if you specify the **Units of Measurement** and other settings to apply at start-up.

1 To specify the Units of Measurement:

- From the **Tools** menu, choose **Options**.
- On the Options dialog box click the **Plantasia** tab.
- Select the unit of measure and temperature settings.

2 To specify the plant export template settings:

- In the **Export Options** group box, select the document format. Options are MS Word, Excel or RTF Editor.

Choosing the RTF Editor option will open documents using your system's default text editor software.

- From the **Paper Size** drop-down list, choose one of the paper sizes supported by your printer.
- Click **Edit Template** to customize the master **Plant Export** template (optional).

Warning! Saving master template changes affects the appearance of the template in all new projects.

Using Plantasia Encyclopedia

The Plantasia encyclopedia is the ideal reference when planning a garden or landscape scheme, selecting plants or identifying specimens; it provides a wealth of information on the appearance and cultivation of thousands of individual plants. The encyclopedia brings together plant portraits and descriptions in a colorful catalog that is divided into groups:

Alpine	Herb
Aquatic	Ornamental
Bamboo	Palm
Cacti	Shrub
Climbing	Succulent
Conifer	Tree
Fern	Vine
Grass	Wildflower

1 To open the Plantasia encyclopedia:

- In the Navigation View, double-click the **Plantasia** folder.

The various plant groups are now displayed as sub-folders.

- Click the plant group of interest.

The top right Plant List now displays the contents of the plant group. Individual details on each plant are displayed in the form of tabs in the Plant View below. Select a plant in the Plant List then click on the tabs to view more details.

2 Creating a plant cost profile:

- Select the relevant plant so its details are displayed in the Plant View.
- From the **Cost Profile** tab, enter the cost information.

You can enter a reference, supplier code, unit cost and notes for the plant.

Notes

- From the Plant List view, you can quickly sort plants into ascending or descending order by clicking on the relevant column heading.
- For further details on plant costs and how to calculate quantities, refer to the help topic **Project Costing**.

Searching for Plants

You can sort plants within a group in the Plant List or search for plants matching a certain criteria using powerful search tools. If you know a plant but cannot recall its name, have a specimen that you want to identify, or simply wish to choose plants for your scheme based on their size or coloring, the Search tab will provide the answer.

1 To sort plants using the Plant List:

- Select the plant group of interest.
- In the Plant List view, click on the relevant column heading to change the sort order.

Column headings include Genus, Species, Variety, Plant Type and Climate Zone. By default, the Plantasia encyclopedia sorts plants by genus, species and variety in ascending (A to Z) alphabetical order.

- If you sort by multiple columns, you can hold down **Shift** and click the column heading to change the direction of the sort.

2 To perform an advanced search:

- Select the plant group of interest.
- From the **Search** tab, decide on your preferred search criteria combination.
- Type your search words in the relevant text boxes or choose from the pre-defined drop-down lists.
- Click the **Search** button when you are done.

Notes

- Results of the search are displayed in the Plant List, with the plant count shown on the status bar.
- In order to maximize the number of plants found during a search, limit the number of search combinations used.
- Clicking on the Search tab **Clear** button resets the current plant group.

Adding Plants to Projects

Each project contains a **Plants** folder, which provides a convenient place to store plant information relating to the current project. Organizing plants within projects provides you with many benefits:

- Create plant lists for a particular site, soil or purpose.
- Assign project specific cost profiles to plants.
- Quickly generate cost analysis for an entire project.
- Add cultivation notes unique to a project.

Plants grouped under projects can also serve as a saved lookup of plant records that you often need to access. For example, you may want to group all the perennial shrubs, frost tender ornamentals or trees for exposed sites.

1 To add plants from the Plantasia encyclopedia:

- In the Navigation View, double-click the **Plantasia** folder. The various plant groups are now displayed as sub-folders.
- Click the plant group of interest.

The top right Plant List now displays the contents of the plant group.

- Find the plant(s) you want to copy and drag and drop them into the relevant project.

2 To add plants from another project:

- In the Navigation View, double-click the source project folder.
- Click on the **Plants** folder.

The top right Plant List now displays the contents of the source project.

- Find the plant(s) you want to copy and drag and drop them into the relevant target project.

Project Costing

Plants grouped under projects can link directly to the Plantasia encyclopedia for their costing profile, or can be assigned unique values specifically relating to the current project.

1 Linking cost profiles to the Plantasia encyclopedia:

- In the Navigation View, select the relevant project. This is now displayed above the **Projects** tree as the **Current Project**.
- Under the Current Project tree, double-click the project folder.
- Click on the **Plants** folder.
- Select the relevant plant so its details are displayed in the Plant View.

By default, all plant cost data is initially derived from the Plantasia encyclopedia. This includes a plant reference, supplier code, unit cost and any notes.

- Enter a quantity value for the plant. The total cost is then automatically calculated and displayed.

2 Creating a unique plant cost profile within a project:

- Select the relevant plant so its details are displayed in the Plant View.
- Deselect the **Use Plant Database Settings** pick box.
- Enter project related cost data and notes in the enabled boxes.

Notes

- Copying plants from one project to another will retain the cost profile of the source project. You can overwrite these values in the target project or enable the **Use Plant Database Settings** pick box to link directly to the Plant encyclopedia.
- You can enter special characters to denote currency in the Unit Cost text box. Where a plant quantity is specified, the Total Cost will automatically update whilst retaining these special characters.

Sharing Plant Cards (vPlants)

Plant cards are the new way to send plant and flower information electronically. When you create new plant records in Plantasia, all of the information including photos and illustrations is available in vPlant format. This means it can be exchanged with friends or colleagues – at the click of a button*.

You can save any number of plant records as vPlants and send them in an email message. Plants can simply be exported to any Windows Explorer folder for sending at any time.

* The vPlant feature requires that the recipient of the plant records is also running Plantasia Home Edition or Professional (Trial Version or Full Product).

Working with Plant Cards

1 To create a vPlant from a plant record:

- Select the plant you want to save as a vPlant in the Plant List view.
- From the **File** menu, choose **Export > Plant Card (vPlant)** or click the **Export vPlant** tool in the toolbar.
- Type a name in the **File name** box, and then click **Save**.

The **PDQ** file format, used for vPlants, is a compound document format that is specific to plant records. This format accommodates all plant information, illustrations and photos in a single file structure.

2 To import a vPlant file (including email attachment) into Plantasia:

- Using Windows Explorer, locate the folder where the vPlant (.pdq) file is stored or open the email message containing the vPlant attachment.
- Double-click the vPlant file or email attachment to open it.
- In the **Import vPlant** display, click **Import** to save the record to the Plantasia database.

The plant record is saved under its associated plant category and automatically highlighted in the Plant List view.

Notes

- You can select multiple records to export/email by pressing **Ctrl** while you select each item in turn.
- You can drag plant records from the top-right Plant List view and drop them directly into Windows Explorer as vPlants.
- The vPlant feature requires that the recipient of the plant records is also running Plantasia Home Edition or Professional (Trial Version or Full Product).

Plant Fact-sheets

Create and Print Plant Fact-sheets

You can generate plant fact sheets, automatically exported to your computer's default word processor application (e.g. Microsoft Word).

- 1 To select the plants ready for export as plant fact sheets:
 - In the Navigation View, select the relevant project. This is now displayed above the **Projects** tree as the **Current Project**.
 - Under the Current Project tree, double-click the project folder.
 - Click on the **Plants** folder.

The top right Plant List now displays the contents of the current project.

- 2 Exporting the plant list to Microsoft Word:
 - From the **File** menu, choose **Export > Plant Factsheet**.
 - Please wait a moment while the plant data is exported to Microsoft Word.

You can now work with the plant data in Microsoft Word and/or copy and paste into other applications.

Valid Merge Fields

- You can customize the design and layout of existing Microsoft Word format plant templates and define the merge fields to use. For reference, the range of valid merge fields is shown below.
- The merge fields can be inserted into the Microsoft Word templates to replace existing default fields. For further details on customizing standard templates, refer to the help topic **Setting Options**.

genus	lowesttemp	lightconditions	reference
species	heightlow	waterneeds	suppliercode
variety	heighthigh	springcolor	unitcost
type	spreadlow	summercolor	quantity
commonnames	spreadhigh	autumncolor	notes
origin	leafretention	wintercolor	
growthhabit	leafshape	flowercolor	
hardiness	grownfrom	fruittype	
climatezone	growthrate	interest	

Export Table

Working with planting schedules and bill of materials are a critical component of any project. Creating these documents presents many unique challenges. Among them are deciding what to schedule, how to format it and most importantly accurately reporting it and keeping it up-to-date. Plantasia Professional provides the effective and reliable solution to all of these issues.

The tools in Export Table let you query the Plantasia database for plant record properties and save them to a variety of file formats. Unique formatting options mean you can pre-set the style for each spreadsheet and export only the data that's critical to your needs.

With Export Table you can:

- Query and compare any number of Plantasia records in tabular format.
- Set spreadsheet styles with unique formatting options.
- Merge tabled items based on user-defined criteria.
- Quantify plant records for Bill of Materials.
- Share record property templates with full network compatibility.
- Preview schedules fast with an intuitive graphical interface.
- Export data to Microsoft Excel, Access, CSV, XML and TXT.

Initial Steps

Export Table allows the easy extraction of plant record data to Microsoft Excel, Access and other formats. You can attach helpful alias names to column headings and publish data from multiple plant categories. In addition, you can save templates of selected records, properties, and alias information for reuse with other export tasks.

The advanced GUI interface employs tabs so you can easily jump to different stages in the export process or simply query plant records for their property values at any time.

Below is the list of fields that can be exported:

Genus
Species
Variety
Common Names
Plant Type
Leaf Retention
Life Cycle
Reproduction
Plant Origin
Height High
Height Low
Spread High
Spread Low
Reference [located on the Cost Profile tab]
Supplier Code [as above]
Unit Cost [as above]
Total Cost [as above]
Notes [as above]

Select the **Export Table** option from the **Data Exchange** left places bar.

Selecting Records and Properties

The **Properties** tab left-hand view displays the field names selected for extraction with the relevant record properties shown opposite.

You can check/uncheck field names and record properties depending on the data you want to export to file. See also notes on the **General** tab under **Formatting Options** help topic for further options.

Aliases can be assigned to field names by clicking in the relevant **Alias** column location in the **Field Names** view and entering the chosen alias name.

• Working with Record Templates

You can save and retrieve template files containing record property settings and apply them to the current group of records. For example, you may want to automatically de-select fields or records with a particular name or value.

Templates can also store pre-defined aliases for field names.

To save a template based on the current Properties tab state, select the **Templates** button, followed by **Save Template**. Save the template file to a suitable location. Templates are saved with the **.ext** file name extension.

To open a template and apply it to the current group of records, select the **Templates** button, followed by **Open Template** and double-click the template file name to open it.

Notes

- **Field Names** and **Record** entries can be sorted into ascending or descending by simply clicking the desired column heading. This will display a small direction arrow indicating the sort direction. To reverse the sort order, click the column heading again.

Exporting the Data

The **Table Preview** tab contains a preview of the records and associated properties to be exported to file. The **Flip View** feature provides an alternative view for the display of information and this affects how the data will be exported to file:

- **Landscape**. Each row contains a complete record. Landscape is the default view.
- **Portrait**. The records are sorted by the first field name in the list. The Value column displays the property value of the record.

Clicking the **Clipboard** button copies all or selected portions of the table to the Windows clipboard.

Select the **Columns** button if you want to re-arrange the table columns into a particular order before exporting. The column view permits the selection of individual column headings or multiple selections by using **Shift** or **Ctrl**. Alternatively, you can slide the column heading until it is over the border between the column headings where you want the column to appear – when a bold blue line marker appears, release the mouse button.

The **Merge Rows** group box contains a drop-down list of rules that define how rows within the table are merged, depending on user-defined criteria. Clicking the **Rules** button displays the Merge Rule Manager dialog – from here you can select an existing rule or create a completely new one based on your own personal preference.

When you are ready to save the data to file, click the **Export** button. From the **Save As** dialog, choose the file format from those listed and enter the filename followed by **Save**. Depending on the amount of record data, this may take several moments.

- **Working with 'Same Name' Records**

Export Table renames records of the same name but that have different properties that are found in the Plantasia database. For each duplicate-named record after the first instance, with different properties, Export Table renames the record by appending to the record name a tilde character (~) and the path name and file in which the record was found.

Notes

- **Field Names** and **Record** entries can be sorted into ascending or descending by simply clicking the desired column heading. This will display a small direction arrow indicating the sort direction. To reverse the sort order, click the column heading again.

Formatting Options

Unique formatting options mean you can pre-set the style for each spreadsheet and export only the data that's critical to your needs.

From the main Export Table display, select the **Options** button followed by the **General** tab. Pick the **Export quantity** option if you want to include a quantity value with your exported data. This is useful to create a bill of materials and introduces a **Quantity** column listing record quantities, located by default in column position 2. De-selecting this option means that all objects selected for export will be exported to file independently of each other with a unique spreadsheet entry.

Export Table allows for the export of records to the following file formats:

- **Microsoft Excel Workbook (XLS)**
- **Microsoft Access Database (MDB)**
- **Comma Delimited (CSV)**
- **Tab Delimited (TXT)**

- **Extensible Markup Language (XML)**

Note in order to view the exported files, you will need the relevant application to be installed. For example, to view files with the extension **XLS** or **MDB** you will need to have installed either Microsoft Excel or Microsoft Access respectively. The **CSV**, **TXT** and **XML** formats should open in your default Windows text file editor and/or Internet browser.

From the main Export Table display, select the **Options** button. Format tabs are available for each file format and include a number of pre-formatting options:

- **Microsoft Excel Workbook (XLS)**

One record per sheet. Specifies that each individual record will be placed on a separate sheet.

Single sheet. Specifies that all records will be placed on a single sheet.

Export to odd lines. Record data is exported to odd lines only.

Start row. Determines the start row for exported data, when the **Single sheet** option is selected.

Include header row. Displays a header row with titles for each column.

Display header bold. Displays the header row bold.

Apply autofit to columns. Makes all column widths fit the contents of the exported data.

Autorun Microsoft Excel when done. Runs Excel and opens the spreadsheet when data is exported to the XLS format.

- **Microsoft Access Database (MDB)**

One record per table. Specifies that each individual record will be placed in a separate table.

Single table. Specifies that all records will be placed in a single table.

Autorun Microsoft Access when done. Runs Access and opens the database when data is exported to the MDB format.

- **Extensible Markup Language (XML)**

XML schema based on records. Formats the exported data based on a records-based rule vocabulary.

XML schema based on field data. Formats the exported data based on a fields-based rule vocabulary.

Open XML file when done. Opens the XML file with the system's default XML editor when data is exported.

- **Comma Delimited (CSV)**

Include header row. Displays a header row with titles for each column.

Open CSV file when done. Opens the CSV file with the system's default CSV editor when data is exported.

- **Tab Delimited (TXT)**

Include header row. Displays a header row with titles for each column.

Open TXT file when done. Opens the TXT file with the system's default TXT editor when data is exported.

Notes

- The delimiter used in the comma-separated file format (CSV) is based on the locale – the list separator for the locale separates the exported data.
- XML is a standard, simple, self-describing way of encoding both text and data so that content can be processed with relatively little human intervention and exchanged across diverse hardware, operating system and applications.
- For record properties that will be assigned as field names in files exported to Microsoft Access, Export Table substitutes an underscore character (_) for the characters shown in the following table:

Restricted Characters in Microsoft Access Fields

Character	Character Name
.	Period
!	Exclamation mark
[Left square bracket
]	Right square bracket

Address Book

The Address Book provides a convenient place to store contact information for easy retrieval by programs such as Microsoft Outlook Express. It also features access to Internet directory services, which you can use to look up people and businesses on the Internet. You'll find that the following features help you organize all your contact information into the most usable form for you.

- Store important information about the people and groups who are important to you

With your address book, you have a place to store e-mail addresses, contact addresses, phone and fax numbers, digital IDs, conferencing information, instant messaging addresses and more. You can also store individual and business Internet addresses, and link directly to them from your address book. For extra information that doesn't fit in these categories, there's a generous section for notes.

- Find people and businesses by using LDAP directory services

Directory services are powerful search tools that enable you to look up names and addresses on the Internet. The Address Book supports Lightweight Directory Access Protocol (LDAP) for using Internet directory services. You can use these services when addressing e-mail messages.

- Create groups of contacts for mailing lists

You can create groups of contacts to make it easy to send e-mail to a set of people. Any time you want to send e-mail to everyone in the group, just use the group name instead of entering each contact individually. Creating groups is also a good way to organize a large address book.

- Import names from your other address books

You can import your personal address books from numerous popular e-mail programs including Microsoft Exchange, Eudora Light and Eudora Pro, Netscape Communicator, Microsoft Internet Mail for Windows 3.1, and any program that exports comma-separated values (CSV) text files, such as Microsoft Outlook. You can also use your Address Book files with either Microsoft Exchange or any other program that imports files in CSV format.

- Send and receive business cards

Business cards are the new way to send contact information electronically. When you create a business card in the Address Book, your contact information is stored in vCard format, so it can be exchanged between different programs (such as e-mail, address books, and personal planners), and between different digital devices (such as desktop computers, laptops or portable computers, personal digital assistants, and telephony equipment).

- Print all or part of your address book and take it with you

Now you can print your address book to add to your personal planner. With three page styles to choose from, you can print all contact information, only business information, or only phone numbers, for any or all contacts.

Personal Address Book

1 To open the Address Book:

- Double-click the **Address Book** folder in the Navigation View.
- Click on **Personal**.

The top right Contact List now displays the contents of your Personal Address Book. Each contact is displayed in an individual form in the Contact View below.

2 To edit a contact in the Address Book:

- Double-click the relevant contact in the Contact List.
- A summary of the information held for that contact is displayed. Click on the tabs to view more details and to make changes.

- Click **OK** to save your changes or **Cancel** to exit without saving.

3 To add a new contact:

- From the **File** menu, choose **New > Contact** or click the **New Contact** tool in the toolbar.
- On the **Name** tab, type at least the First and Last names for the contact.

A display name is required for each contact. If you enter a first, middle, or last name, it will automatically appear in the Display box. You can change the display name by typing in a different name or by selecting from the drop-down list. The drop-down list will contain variations of the first/middle/last name, as well as anything you typed in the Nickname box or the Company box on the Business tab.

- On each of the other tabs, add the information you want.
- Don't forget to include an e-mail address for your contact. Though your address book can be used for many purposes, its most immediate benefit is in providing e-mail addresses when you are composing mail.
- If you include a contact's street address on the Home tab or the Business tab, you can click the **View Map** button located on each of these tabs to display a map pinpointing the address. When you click **View Maps**, Expedia Maps opens in your browser with a printable street map showing the contact's address.

Notes

- Click on the top-level Address Book folder in the Navigation View for summary information. This includes a counter showing the number of contacts in both the Personal and Shared address books.
- You can perform a quick search for contacts in the Personal Address Book by clicking **Find People** under the **Tools** Heading.

Sharing Contacts

The Shared address book enables you to share contacts with other Plantasia network users. You can copy contacts here from your Personal address book using drag and drop. You can also create new contacts in the Shared address book.

1 To open the Address Book:

- Double-click the **Address Book** folder in the Navigation View.
- Click on **Shared**.

The top right Contact List now displays the contents of the Shared (Network) Address Book. Each contact is displayed in an individual form in the Contact View below.

2 To edit a contact in the Address Book:

- Double-click the relevant contact in the Contact List.
- Details on the contact are displayed as a vCard. Click on the tabs to view more details and to make changes.
- Click the **Save and Close** tool on the Standard toolbar.
- On the Duplicate Contact Detected dialog box, select to either add changes as a new contact or update the existing contact's details.
- Click **OK** to save your changes.

3 To add a new contact:

- Follow the steps in 2 above and choose the **New Contact** option on the Duplicate Contact Detected dialog box.
- You can also drag and drop existing contacts from the **Personal** address book into **Shared**.

Notes

Click on the top-level Address Book folder in the Navigation View for summary information. This includes a counter showing the number of contacts in both the Personal and Shared address books.

Customize your Workspace

To display or hide the Standard toolbar, on the **View** menu, click **Toolbar**.

Move the Toolbar

- 1 Click the move handle on a docked toolbar, or click the title bar on a floating toolbar.
- 2 Drag the toolbar to a new location. If you drag the toolbar to the top edge of the program window, it becomes a docked toolbar.