

Section 3

KeySCAPE - Advanced Softworks Features

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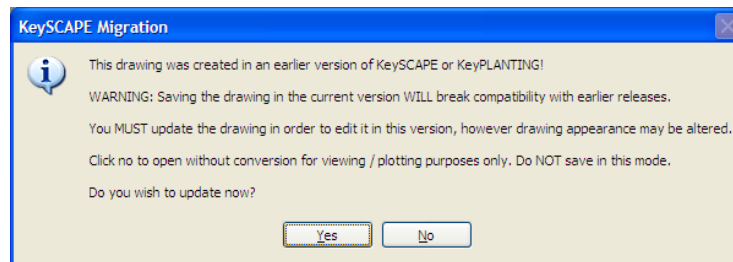
KeySCAPE - Advanced Features

Updating a Legacy KeySCAPE or KeyPLANTING Drawing

KeySCAPE has introduced many new features that are not supported in earlier versions of KeySCAPE or KeyPLANTING. When you open a drawing created in an earlier release of KeySCAPE/KeyPLANTING, you will be notified of this fact and advised to update the drawing. It is recommended that you do a SaveAs either before or after the migration as, once saved in the latest version, you **WILL NOT** be able to open the drawing again in earlier versions.

Migrating the Drawing On Open

- When you open a drawing from an earlier release of KeySCAPE/KeyPLANTING, a notification dialog will appear with the option to update (migrate) your drawing.



- Picking **[Yes]** will migrate the drawing so you can continue to work on the drawing and make use of the new features. (See the section below "Migrating the Drawing After Opening" for information regarding migrating drawings)

IMPORTANT:

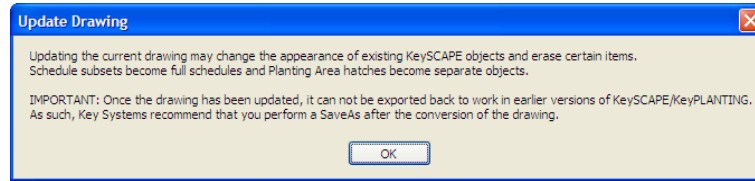
- **Migrating the drawing MAY affect the display of some features and delete certain information, including partial schedules and inappropriately labelled planting tags. Full schedules will remain in the drawing but the information contained within the schedule is likely to change**
- **You are advised to check the drawing after migration to identify where, if any, discrepancies have occurred.**
- **It is STRONGLY recommended that you perform a SaveAs to protect the integrity of the original drawing.**
- Picking **[No]** will leave the drawing in its current state and may be useful if you only wish to open the drawing to view or plot.

If you select No, it is STRONGLY recommended that you do not save the converted drawing in this state to protect the integrity of the original drawing.

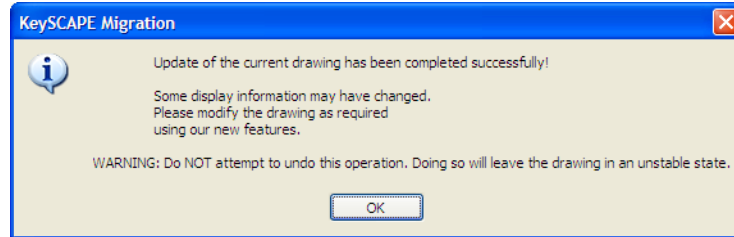
Migrating the Drawing After Opening

In some instances you may need to Recover (see AutoCAD Help on Recovering drawings) the drawing before migrating it or you may not wish to migrate the drawing on opening so that you can view it first then wish to migrate it later. In this instance, cancel the option to migrate the drawing upon opening. When you wish to update the drawing, proceed as follows:

- From the **Core** menu select **Update Drawing**. You are notified:



- Pick **[OK]** to migrate the drawing. When complete you will be notified:



- Pick **[OK]**
- Now save the drawing, using **File>SaveAs**, to maintain the integrity of the original drawing.
- You can now work on the drawing using the new features.

IMPORTANT

*If you do not wish a legacy drawing to change its appearance, DO NOT save it in the latest version. However, when you choose to update a legacy drawing, KeySCAPE performs a series of actions that **MAY** affect the display of information in the former drawing.*

*Once the drawing has been migrated you are **STRONGLY** advised to save the converted drawing to a new file name using the SaveAs command thus keeping the original legacy KeySCAPE drawing. If there are issues with the conversion process having a copy of the original may be the only way to successfully resolve these problems if you require assistance from Key Systems technical support.*

Once a drawing has been migrated you can no longer work on it in KeySCAPE FP. If you attempt to do so the drawing can become corrupt and may be un-recoverable.

Migrating Legacy Drawings – Knowledge Base

The following is a brief summary of the most noticeable changes that result from opening or migrating legacy drawings and how these can be resolved:

Issue:

Opening a drawing in the latest version prior to conversion, graphics, tags and schedules do not appear.

Solution:

For this information to show you must have saved the original drawing in the original version (not the current version) with the AutoCAD system variable PROXYGRAPHICS set to 1. This setting forces AutoCAD to save the proxy entity display (image) graphics with the drawing. AutoCAD uses this to display the objects in the drawing. Even though this information is not visible on opening, migrating the drawing should still convert the objects and they should display.

Issue:

Hatches added to Planting Areas disappear.

Solution:

To allow us to make use of the AutoCAD gradient hatches, we have had to remove the feature to hatch a planting bed from within the Planting Area dialog. Use the AutoCAD Hatch command to select and re-hatch the areas with the former or new gradient hatches. Set the Hatch option to create as "Separate hatches" if you require each bed to have its own individual hatch

Issue:**All Partial Schedules are converted to Full Schedules**Solution:

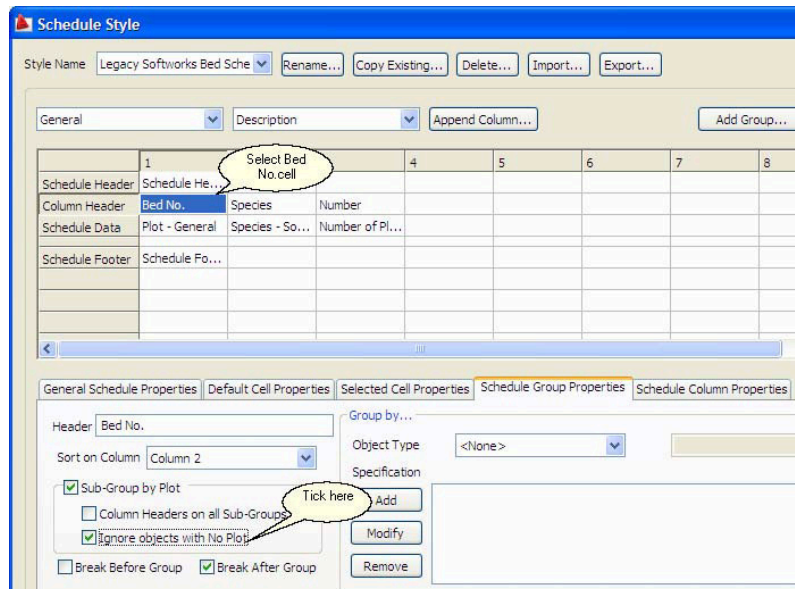
Schedule Sub-sets of legacy (FP) drawings have now been replaced by Partial Schedules. As the sub sets were stored on the database, not the drawing as with the latest version, we are not able to recreate the plants that formally defined the subset and so replace the subsets schedule with a full schedule inserted in the same location. To redefine the partial schedule, modify the full schedule through Softworks>Schedule Display>Modify/ Set Style or by double clicking on the schedule, select [Partial Schedule] and reselect the specifications (tags) that should be included within the partial schedule. Repeat for each partial schedule

Issue:**Schedules change appearance**Solution:

Schedule templates of legacy (FP) drawings were stored on the database. In the new version these are defined by Schedule Styles and are now saved with the drawing. During conversion KeySCAPE creates a Schedule Style (Legacy Schedule Style) that is applied to any migrated schedule. As the former template is not available during migration, it can mean that some columns will disappear and others could change position and / or name. To rectify this you can format the schedule display using the Softworks->Schedule Display->Styles command as explained later in this section.

Bed Schedules now include plants that have not been allocated a plot numberSolution:

In legacy (FP) drawings it was possible to miss a plant(s) when assigning plot numbers and there was no easy means of knowing this. In the latest version we now show you all the specifications that have not been allocated a plot number as "No Plot". If you wish KeySCAPE to ignore these unassigned plots, from Softworks>Schedule Display>Schedule Styles pick the Bed No cell and on the Schedule Group Properties tab tick the option to **Ignore objects with no plot**, see below:

Issue:**The "tag" position shifts location**Solution:

Any change in location is likely to be un-noticeable or minimal. If this is an issue, using grips, move the text location and/or leader to the position required

Issue:

Old “tags” disappear or seem to disappear

Solution:

Whilst every attempt has been made to capture and convert legacy planting objects and tags to the new format objects, in some circumstances, planting areas and hedge graphics and/or specifications may not be converted and deleted or are converted and do not display correctly. This is usually a result of inappropriate labelling or damaged geometry in the legacy version, resulting in a zero number of plants when calculated. If you are able to modify the object, you can reselect the length or area to recalculate the plant numbers. Redefine the specification location and leader, as required. In the event that you are not able to modify the entity please delete and reinsert it as appropriate or contact Key Systems technical support for further assistance.

IMPORTANT: You are advised to check the drawing after migration to identify where, if any, discrepancies have occurred. If you are unable to resolve these with the solutions described above, please contact Key Systems technical support for further assistance.

Issue:

During the update, KeySCAPE will create a temporary .KMI file. These files are typically deleted after conversion but if this fails or you choose not to convert the files they will remain on the users system.

Solution:

The temporary KeySCAPE file(s) created during the convert or Update Drawing command will be named **[Drawing Name].kmi** and can be located and deleted from the current users temporary windows folder, typically located at:

C:\Documents and Settings\[Current User]\Local Settings\Temp

Creating your own Vegetation Symbol

KeySCAPE provides you with the facility to quickly create and add new symbols to the system, allowing you to develop your own graphic style for your drawings. You can add graphics to the specific symbol types, e.g. trees, benches, arrows, etc, to expand the default palettes. Also, KeySCAPE includes three blank Project Symbol libraries where you can add, and quickly retrieve, your own preferred graphics.

Drawing the Symbol

- From the **File** menu select **New** to start a new (Blank) drawing based on the ACADISO.dwt (AutoCAD metric) template or KSLTOSO.dwt (KeySCAPE LT metric) template.
- From the **Draw** pulldown menu, select **Circle>Centre, Radius**
- When requested at the command prompt to **Specify center point for circle**, enter **0,0**.

This will put the centre of the circle at the co-ordinate 0,0, the insertion reference point used when it is inserted in a KeySCAPE drawing later.

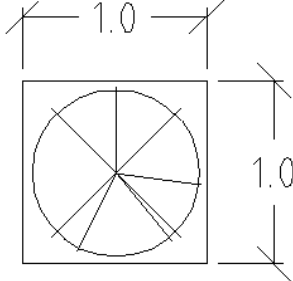
- When requested at the command prompt to **Specify radius of circle or [Diameter]**, enter (a *radius* of) **0.5**.

This will create a 1-unit diameter circle. This means that when it is inserted in to a drawing, you can define the spread of the vegetation drawing and the symbol will scale correctly.

- From **View>Zoom** menu select **Extents**. The circle will now fill the drawing editor.

*If the circle looks angular, from **View** menu select **Regen** to refresh the display and smooth the circle.*

- From **Format>Layer**, create a new layer called **T_plan_01** and assign the colour **64**, or other required, to the new layer.
- Make the layer T_plan_01 **Current**. Pick **[OK]**.
- Create, using AutoCAD's drawing tools, your own unique vegetation drawing using the construction circle as a guide, e.g.



- Once the symbol is defined, erase the construction circle used to define the drawing extents.
- From **View>Zoom** select **Extents**. The symbol will now fill the drawing editor.
- When you have created your symbol, select **File>Save** and navigate to the directory:

```

C:\KeySCAPE Systems Application Data\
  All Users\
    KeyCORE\
      Symbols\
        Project 1\
          Plan\
            Vegetation
  
```

- For the drawing name, enter **Mytree**, or other name as required, and select **Save**. Close the drawing
- The vegetation symbol will be added to the Project 1 Symbol Library.

Alternatively, you can save the drawing in the corresponding folder under Trees (typically Symbols\Trees\Plan\Vegetation) and it will then appear in the Trees symbol selector dialog within KeySCAPE next time you insert a tree symbol.

Using your New Symbol

- Open the drawing into which you wish to insert the new symbol.
- From **Core**, select **Project Libraries>Project 1**. The **Project 1** dialog appears.
- Select the **Plan** tab to display your plan symbol.
- **Double-click** the image icon. You are returned to the drawing editor.
- At the command line you are prompted:

Insertion Point:	<i>(Pick the insertion point of the tree)</i>
Spread:	<i>(Enter the spread of the tree)</i>
Height:	<i>(Enter the height of the tree)</i>
Rotation:	<i>(Enter the rotation for the tree)</i>

- The vegetation symbol you created will now appear in the drawing.

The symbol created will remain in the project library unless you choose to delete it using Windows Explorer.

KeySCAPE contains 3 project libraries. These allow you to create and add your own graphics to the system to build up your own palette of symbols for quick access to

your preferred symbols. These can be accessed, as described above, or by using the shortcut keys:

- P1** - Project 1
- P2** - Project 2
- P3** - Project 3

Creating your own Vegetation Edge Pattern

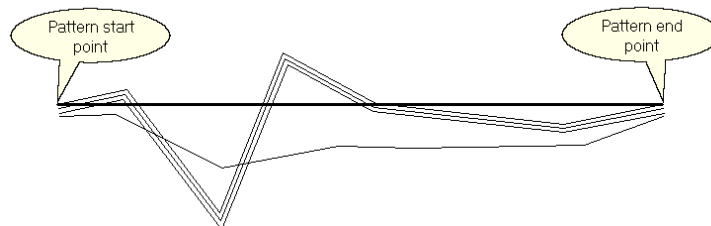
KeySCAPE now provides you with the facility to quickly create and add new line patterns for use with hedges and planting areas, allowing you to develop your own graphic style for your drawings.

Drawing the Pattern

- From the **File** menu select **New** to start a new (Blank) drawing based on the ACADISO.dwt (AutoCAD metric) template or KSLTISO.dwt (KeySCAPE LT metric) template.
- From the **Draw** pulldown menu, select **Line**.
- When requested at the command prompt to **Specify first point**: pick a point on the screen where you wish to start drawing the line. *This point does not need to be 0,0.*
- When requested at the command prompt to **Specify next point or [Undo]**: enter **@1,0**. and press **Return**. This will draw a construction line 1 unit in the X and 0 in the Y.
- Press **Return** to complete the line command.
- From **View>Zoom**, select **Extents**. The line will now fill the drawing editor.
- This (*construction*) line will provide a template that ensures that the pattern scale and start point is set correctly.
- Create a new layer, e.g. **KST_PATTERN_01** and make the new layer **Current**.
- Pick **[OK]**.

IMPORTANT – Patterns **MUST** be drawn in metres, fit within 1 drawing unit, and must comprise of only **polylines or arc-segmented polylines** but **NOT** arcs, lines or circles.

- From the **Draw** toolbar, select **Polyline**.
- Using the construction line as a guide, draw the required pattern so that the polyline fits between the start and endpoints of the line.

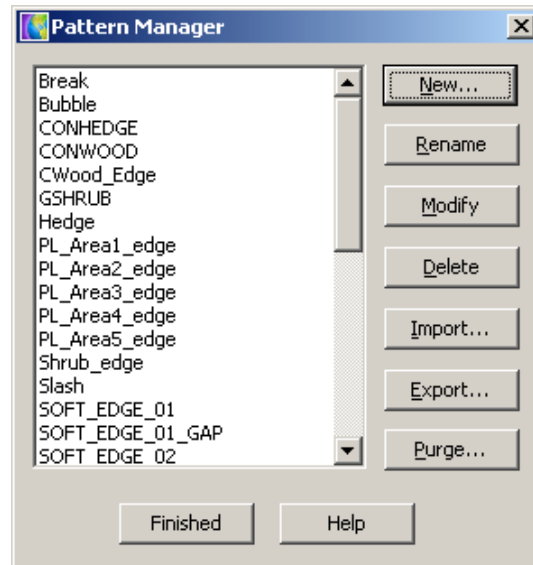


The pattern can be created from several polylines. These polylines do not need to start and end on the endpoints of the construction line but this will create gaps in the graphics when used later in the drawing.

- When the pattern is complete, you can convert it into a new pattern.

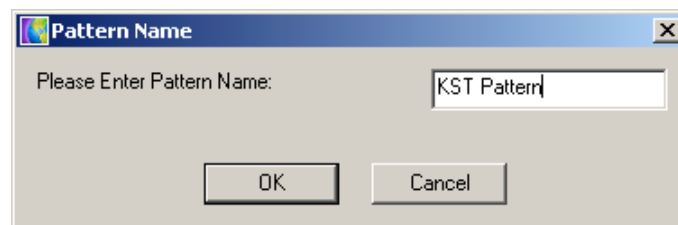
Converting the Drawing into a Pattern

- From the **Softworks** pulldown menu, select **Pattern Manager**. The **Pattern Manager** dialog will appear.



- Pick **[New]**. You are returned to the drawing.
- At the command line prompt to **Select Objects**: pick the polylines that defines the pattern, excluding the contraction line, although this should be filtered out, as it is a line not a polyline.
- At the command line prompt to **Select Pattern Origin**., using the OSNAP Endpoint, pick the end of the line at the start of the pattern (*furthest left*). The **Pattern Name** dialog appears.

You do not need to define the other end of the pattern as KeySCAPE assumes the length of the pattern is 1 unit, hence the purpose of the original construction line.



- Enter a new name for the pattern, e.g. **KST Pattern**.
- Pick **[OK]**. The **Pattern Manager** dialog will reappear and the pattern will be displayed in the list.
- Pick **[Finished]** to complete the creation of the pattern.

Saving the Pattern to Create a Preview Thumbnail

- Delete the construction line used to define the extents of the pattern but **NOT** the polylines that define the pattern.
- From **View>Zoom**, select **Extents** so the pattern fills the screen.
- From **File** select **Save**. The **Save** dialog appears.
- From the **Save in** dropdown list (*top of dialog*), navigate to the softworks edge pattern folders, typically:

C:\KeySCAPE Systems Application Data
All Users\
KeySOFTWARES\

Symbols\Patterns\
Softworks Edges\
Select Only

- Enter the name for the drawing name which **MUST** be the same name as the pattern defined above, e.g. **KST Pattern**.
- This will create a drawing (*preview thumbnail*) in the Patterns selection dialog.

Using your New Pattern

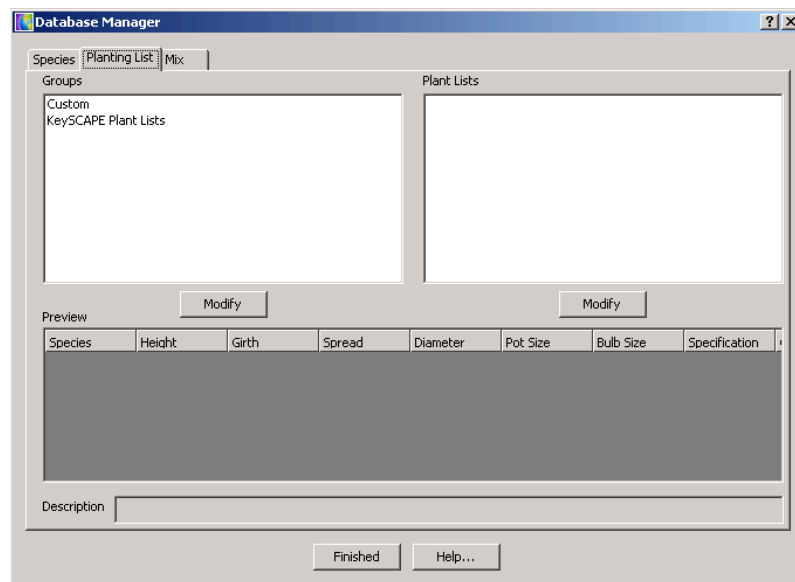
- Use the patterns you define when adding or modifying either a Planting Area or Hedge. See Section 2 for information on creating and modifying Hedges and Planting Areas.

Plant Lists

When preparing to specify a drawing, it can be very productive to create a plant list (palette) of your most frequently specified plants from the start. This will prevent the need to continually define the specification, especially when the labelling extends across several editing sessions, drawings or projects. The information within a plant list is often user or company specific so, for example, it may be desirable to establish your list based on: preferred nursery stock, a named supplier, a specific client or a project type, such as technology parks or school grounds. How you categorise these is up to you to define but creating a plant list from which to specify (select) will save you time on specific and general projects. Plant lists can be used as a template to create new plant lists or can be created from imported data.

Creating a Plant List File

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.



The dialog lists both Plant List Groups (left-hand side) and Plant Lists (right-hand side) contained within the groups. Groups are similar to folders and can contain many plant list files. You can create additional groups as follows:

Adding a New Plant List Group

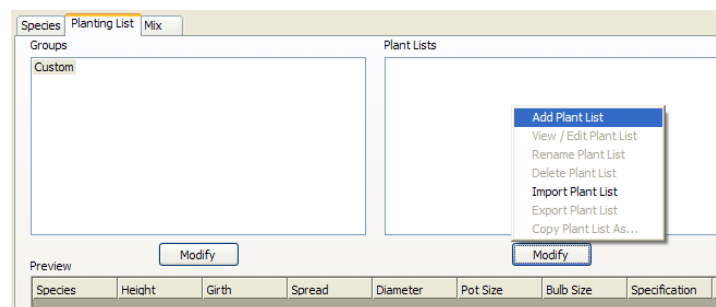
- Under **Groups** (*left-hand window*) pick **[Modify]**, or **right-click** in the Groups window, and a pop-up will appear.
- Pick **Add Plant List Group**. The **New Plant List Groups** dialog appears.



- Enter a new name for the plant list group, *e.g. KST Group*.
- Pick **[OK]** to accept and create the new group.

Adding a New Plant List File to a Plant List Group

- Select the Group in to which you wish to add your new plant list file.
- Under **Plant Lists** (*right-hand window*) pick **[Modify]**, or **right-click** in the Plant List window. A pop-up menu will appear.



- Select **Add Plant List** from the list. The **Add New Planting List** dialog box will appear.

Add New Planting List

List Name: <New Plantlist>

List Description:

Plant Specification

Specification: [Button]

Density: /m or /m² [Dropdown]

Row Offset:

Price in £:

Species: [Text]

Height: [Text]

Girth: [Text]

Spread: [Text]

Specification: [Text]

Common Name: [Text]

Abbrev.: [Text]

Diameter: [Text]

Bulb Size: [Text]

Pot Size: [Text]

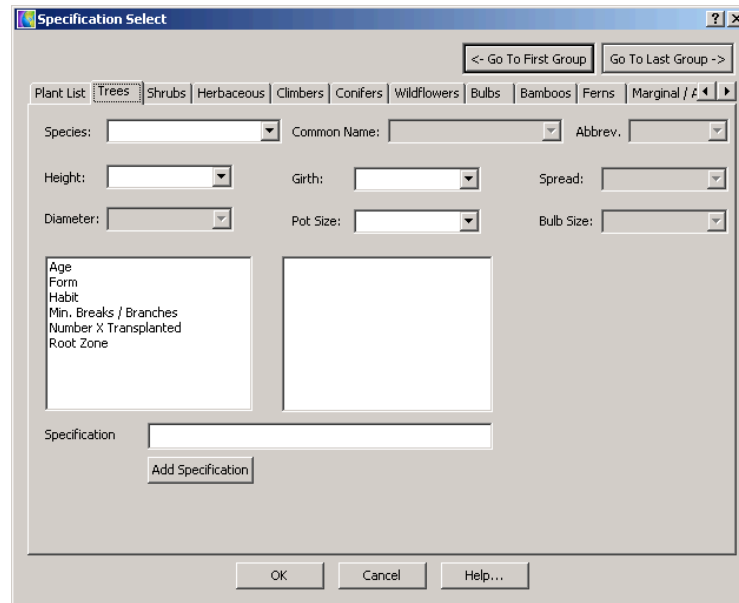
[Add] [Update] [Remove]

Filter by Species: [Dropdown]

Species	Height	Girth	Spread	Diameter	Pot Size	Bulb Size

[OK] [Cancel] [Help]

- Next to **List Name**, enter the unique name for the new plant list, e.g. *Test List*
- If you wish to enter a description, to help identify the purpose or use of the plant list, this can be entered in the window adjacent to **List Description**, e.g. *This is a test Plant List*
- To add a plant to the plant list, select **[Specification]**. The **Plant Specification** dialog will appear.



- Specify the plant, as described in Section 2, depending on whether you are specifying a single species plant for use as a specimen, planting area or hedge.
- When specified, pick **[OK]**.

For speed and consistency, It may be desirable, but not critical, to define a density for each plant at this stage to prevent needing to specify it each time the plant is selected from the list. Specimen trees do not need to have a density as the numbers will be calculated based on the number of incidences in the drawing..

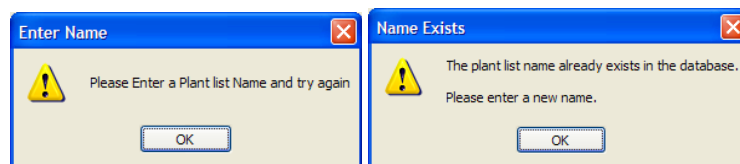
- Under **Layout Type**, from the dropdown list pick a density type for the plant, where density equals either /m² or /lin.m, depending on whether the plant is used within a planting area or as part of a hedge.
- Under **Density**, enter a density for the plant.
- Under **Price**, enter a price for the plant specification you have defined. *This price is for budgetary purposes so you can enter the price that is appropriate to you, e.g. supply only, supply and plant or prepare, supply, plant and maintain for twelve months. See Price Manager later in this section for more information on pricing drawings.*

- When specified, select **[Add]** to include the plant in the plant list.
- Repeat the above process to add more plants to the list and so build up your plant palette.

There is no limit to the number of species that can be included in a plant list and it can contain plants from all the species groups, if required. In this instance, you can use the group filter above the Species column to show only plants from certain plant groups, e.g. Trees within the list.

- When your plant list is complete, pick **[OK]** to add the new plant list named Test List to the Custom group.

If you have not named or given the Plant List a unique name, you will be prompted to do so and returned to the dialog.



*All plant list files are automatically saved within the KeySCAPE database for use at any time in the future. For this reason it is important that your Softworks database is backed up. See **Managing the KeySCAPE Database**, later in this section.*

Modifying a Plant List File

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog will appear.
- Select the **Plant Lists** tab to show all Plant Lists groups currently defined on your database.
- Under **Groups**, pick on the group that includes the Plant List file you wish to modify.
- Under Plant Lists, pick the Plant List you wish to modify.
- Pick **[Modify]**. A pop-up list will appear.
- Pick **View/Edit Plant List**. The **Modify Plant List** dialog appears.

The screenshot shows the 'Modify Planting List' dialog box. The 'List Name' field contains 'Shrubs'. The 'Plant Specification' section includes a 'Specification' button, a 'Species' field, a 'Common Name' field, an 'Abbrev.' field, a 'Density' dropdown menu, 'Height', 'Girth', 'Spread', 'Diameter', 'Bulb Size', and 'Pot Size' fields, and a 'Specification:' field. Below this are 'Add', 'Update', and 'Remove' buttons. At the bottom, there is a 'Filter by Species' dropdown and a table of plants. The table has columns: Species, Height, Girth, Spread, Diameter, Pot Size, Bulb Size, and Specification. The table lists several plant species with their respective dimensions and specifications. At the very bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

Species	Height	Girth	Spread	Diameter	Pot Size	Bulb Size	Specification
Ceanothus thyrsiflorus repens	25-30cm				2L		Branched : : 4 brks
Choisya ternata	30-40cm				3L		Bushy: 4 brks
Corylus avellana	50-60cm						BR
Cotoneaster conspicuus 'Decorus'	25-30cm				2L		Branched: 3 brks
Cotoneaster dammeri	30-40cm				3L		Bushy: : 4 brks
Escallonia 'Red Hedger'	30-40cm				2L		Compact Plant
Escallonia rubra 'Crimson Spire'	50-60cm				3L		Bushy: 3 brks
Euonymus fortunei 'Silver Queen'	25-30cm				2L		Bushy: 5 brks
Hebe albicans 'Red Edge'	15-20cm				2L		Bushy: 3 brks
Hebe 'White Gem'	25-30cm				2L		Bushy: 3 brks

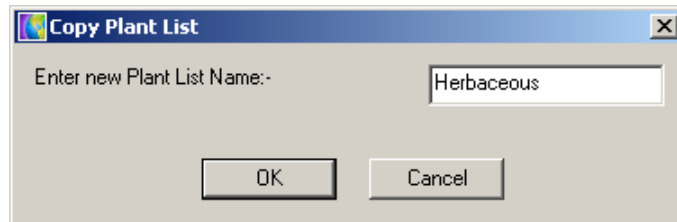
- Select the plant you wish to modify from the list. The plants information will display under **Plant Specification** (top of the dialog).
- You can now modify the selected plant specification in the following ways:
 - **To update the Plant Specification** – pick **[Specification]**, in the **Specification Select** dialog make the necessary changes to the specification and then return to the Modify Plant List dialog. Pick **[Update]** and the selected plants specification will be updated.
 - **To update the Plant Density** – redefine the Layout Type and/or the planting density as necessary and pick **[Update]**. The selected plants density will be updated.
 - **To remove a Plant Specification** – pick **[Remove]** and the selected plant will disappear from the plant list.

- Pick **[OK]** to accept the changes or **[Cancel]** to undo all changes.

Creating a Copy of a Plant List File

Rather than modifying an existing working plant list file, you may wish to make a copy of the file, i.e. Save As, or may wish to use one plant list file as a template to create another plant list.

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog will appear.
- Select the **Plant Lists** tab to show all Plant Lists groups currently defined on your database.
- Under **Groups**, pick on the group that includes the Plant List file you wish to copy.
- Under Plant Lists, pick the Plant List you wish to Copy.
- Pick **[Modify]**. A pop-up list will appear.
- Pick **Copy Plant List As...** The **Copy Plant List** dialog appears.



- Enter a new name for the Plant List as required.
- Pick **[OK]** and the new Plant List will appear in the list.

Importing a Plant List

Many designers have preferred suppliers of plant material or use plant selector software. If this information is available in a digital format, you can import it as a new Plant List.

Please ensure the source plant list data is saved in one of the following formats:

PlantPARTNER (.ksp)
 Helios (.ksc)
 Microsoft Access (.mdb)
 Microsoft Excel (.xls)
 Comma Separated Value (.csv)

IMPORTANT: *Please ensure that the data for **Microsoft Access**, **Microsoft Excel** and **CSV** is checked and formatted correctly before you import it into a new Plant List. Whilst not critical, it can be helpful to separate out the import file(s) into distinct plant group types i.e. trees, shrubs, etc., as this can significantly speed up the import process and result in fewer mistakes.*

For each of the formats above you should separate the data as follows:

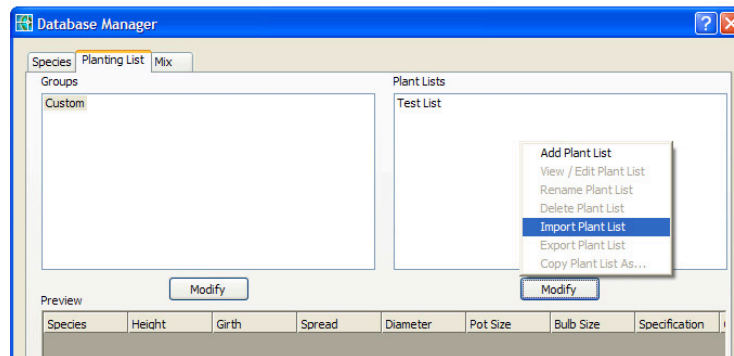
Microsoft Access – Create each group type in its own appropriately named table, e.g. trees, shrubs, etc. The first line of the table should include the appropriate headers, e.g. Species Name, Common Name, etc. (Only Access 97 or later file formats are supported)

Microsoft Excel – Create each group type in its own appropriately named worksheet, e.g. trees, shrubs, etc. The first line of the worksheet should include the appropriate headers, e.g. Species Name, Common Name, etc. (Only Excel 97 or later file formats are supported)

CSV – create each group type as a separate, appropriately named file, e.g. *trees, shrubs, etc.* The first line of the text file should list, in the correct order, the appropriate headers for the data contained within the file, e.g. *Species Name, Common Name, etc.*

PlantPARTNER and Helios – No formatting required. See next section

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog will appear.
- Select the **Plant Lists** tab to show all Plant Lists groups currently defined on your database.
- Under **Groups**, pick on the group into which you wish to import the new Plant List, e.g. Custom

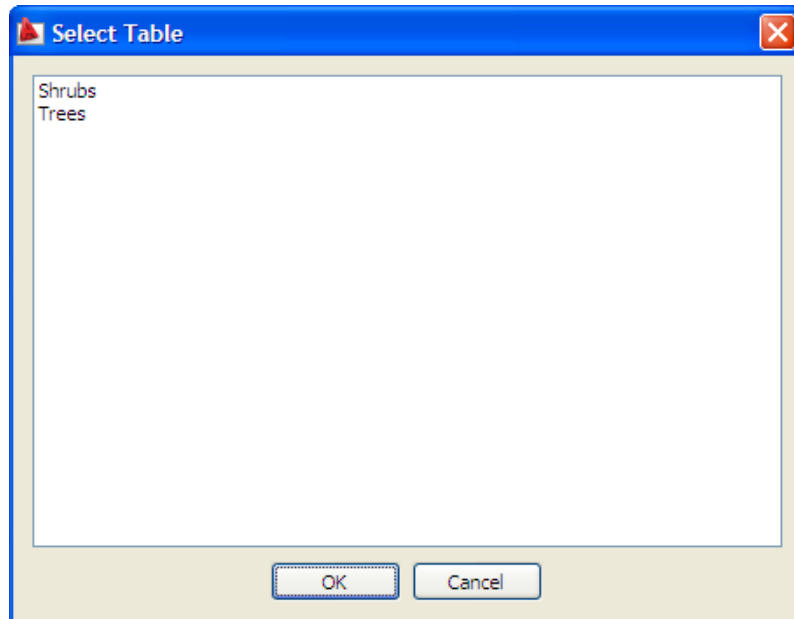


You can create your own Plant List Group to import in to as described previously.

Importing a Plant List from MS Excel or MS Access

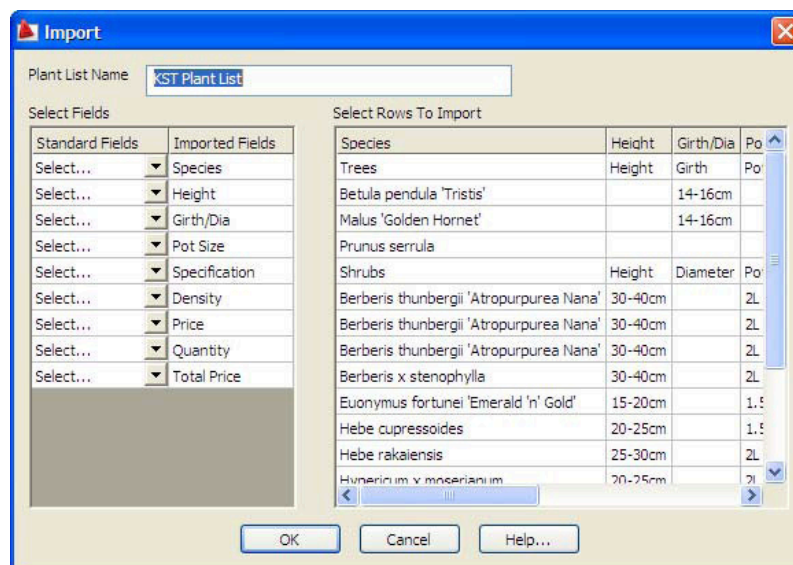
Only Excel and Access files saved in 97 or later file formats are supported.

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.
- Under **Groups**, pick the Group in to which you wish to import the Plant List file.
- Under **Plant Lists**, pick [**Modify**] and from the pop-up list select **Import Plant List**. The **Open** dialog appears.
- Navigate to the Tutorial\Files folder and pick and open the file **KST Excel Plant List.xls** (an MS Excel file). As the file contains multiple worksheets (or tables if in MS Access), the **Select Table** dialog appears listing all available worksheets contained within the file.



The Excel file has been formatted so that all the tree information is contained within the Trees worksheet and all the shrub specifications have been saved on a Shrubs worksheet. You may wish to open the file in Excel to see this formatting.

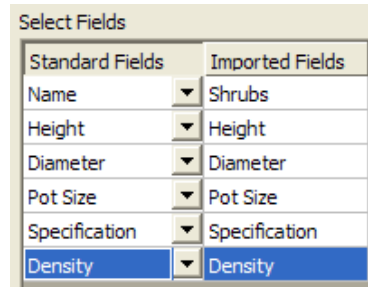
- Pick on the **Shrubs** table and pick **OK**. The **Import** dialog will appear.



Under **Select Fields**, the right-hand column (**Imported Fields**) lists all the column names, based on the header text in the Excel file, whilst the left-hand column (**Standard Fields**) allows you to define where, in the KeySCAPE database, you wish this information to be inserted, i.e. to match the contents of the imported database file with the structure of the KeySCAPE database. Under **Select Rows to Import**, is a preview of the rows and their data, defined within the Excel file and allows you to select which rows (data) are to be included or excluded from the import.

- In the window adjacent to **Plant List Name**, enter a unique name for the

- new, imported plant list, e.g. **Test Import from Excel**
- Under **Select Fields>Imported Fields**, next to **Shrubs**, pick on the drop-down list under **Standard Fields** and select **Name**, *i.e. the column Shrubs contains the scientific names of plants that you wish to import into the Name column within the KeySCAPE database.*
- Match the remaining data as follows:



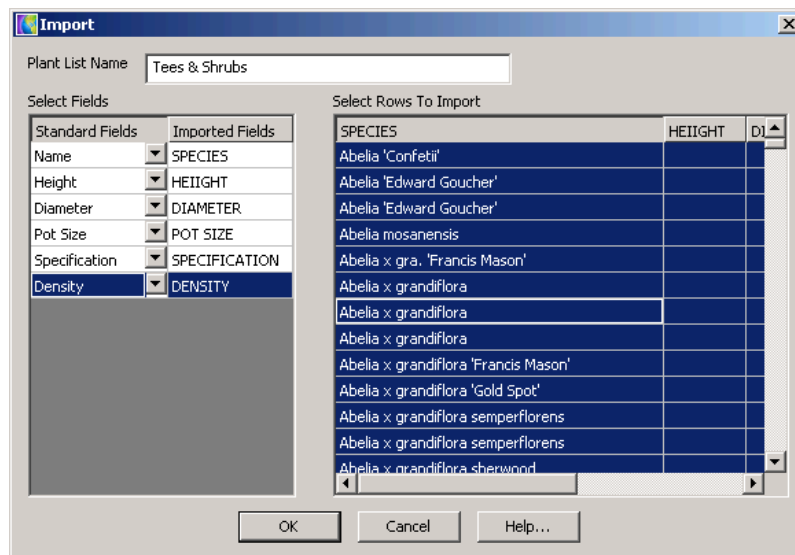
Only if the data is required for the import do you need to “match” to the KeySCAPE database, so if a column is empty (e.g. the Diameter column does not contain any data), you do not necessarily need to select a matching field in the KeySCAPE database. Also, if you wish to add supplementary specification data not included within the KeySCAPE database, you can assign these multiple columns to the Specification field.

- Under **Select Rows to Import**, pick the rows you wish to import using the standard windows selection methods, namely:

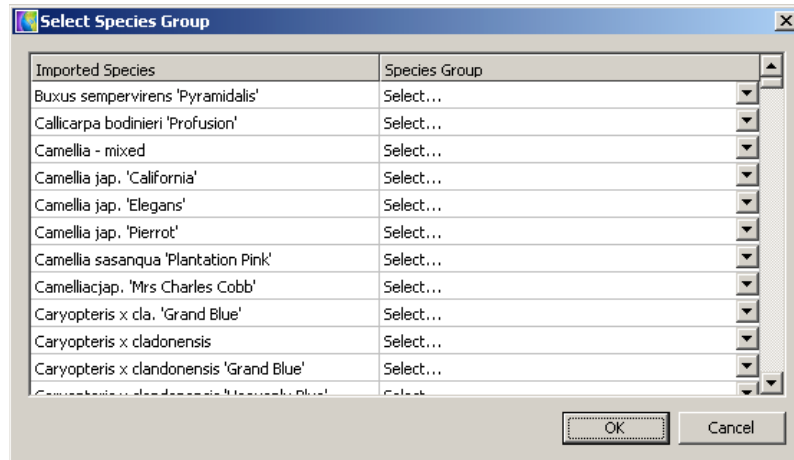
Ctrl+a – selects all records

Ctrl+mouse pick – selects/deselects individual records

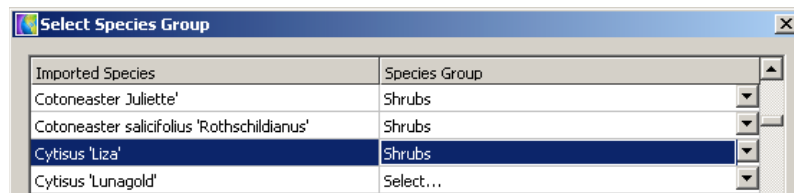
Shift+mouse pick – selects all records between first and second pick



- Pick **OK** and the import of selected plant specifications will begin.
- If a species appears in the imported list that does not already exist on the KeySCAPE database, the **Select Species Group** dialog appears.



- For each plant in the list you must assign a species group by selecting from each drop-down list under the **Species Group** column. This will determine into which group the plant will appear when it appears in the plant schedule.

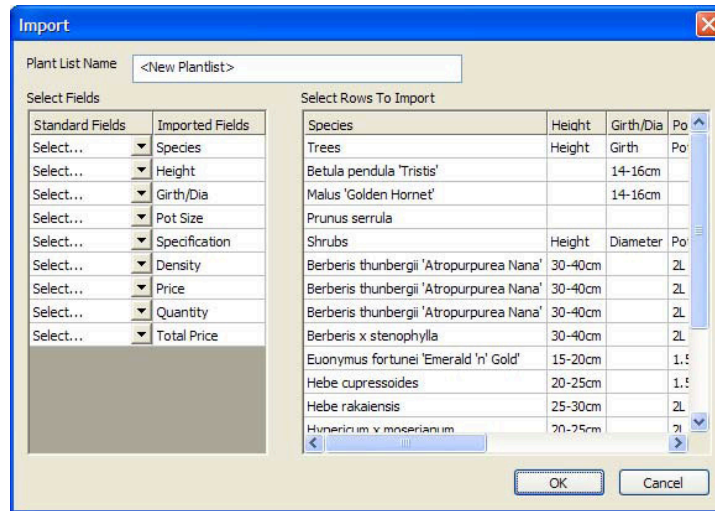


WARNING – You will not be able to proceed with the import until all plants are appropriately allocated. Selecting **Cancel** will stop the import completely.

- Once defined, pick **OK** to complete the import and return to the Database Manager dialog.

Importing a Plant List from a .CSV File

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.
- Under **Groups**, pick on the Group into which you wish to import the new Plant List, e.g. Custom
- Under Plant Lists, pick **[Modify]** and from the pop-up list select **Import Plant List**. The **Open** dialog appears.
- Navigate to the Tutorial\Files folder and pick and open the file **KST Plant List.csv**, a comma separated file where each record is separated by a comma. The **Import** dialog will appear.

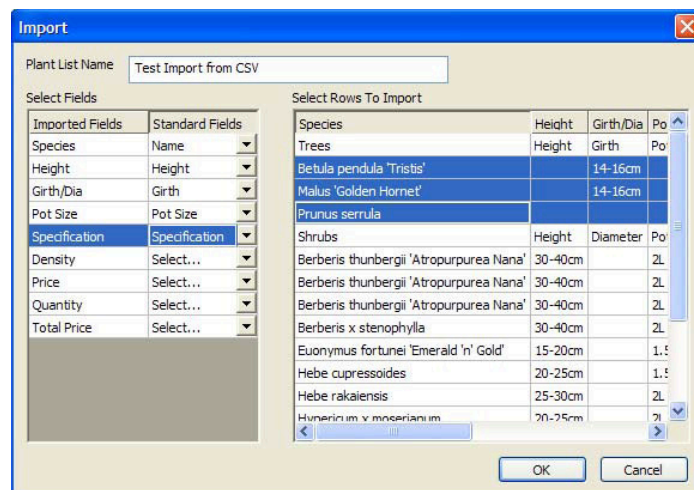


The file has not been formatted so all the tree and shrub specifications have been saved in a single list. You may wish to open the file in Notepad to see this formatting.

Partial Import of the list to only select trees

The data in the file does not correctly match the requirements of the import as the column Girth/Diameter includes both sets of data. You do not wish the data for girths to go into the list for diameter or vice versa. If the data for Girth and Diameter is in distinct columns, you can import as one file but if they are combined, as here, you will need to select only part of the list to import and repeat for each section of the import.

- In the window adjacent to **Plant List Name**, enter a unique name for the new, imported plant list, e.g. **Test Import from CSV**
- Under **Select Fields>Imported Fields**, next to **Species**, pick on the drop-down list under **Standard Fields** and select **Name**.
- Match the remaining data, as follows:



- Under **Select Rows to Import**, only pick the rows you wish to import, namely the tree species, **excluding** the header text, otherwise this WILL be imported as a new species name during the import.

- Pick **OK** and the import of the plant list will begin.

*If a species name appears in the imported list that does not exist on the KeySCAPE database, the **Select Species Group** dialog will appear and you will be required to assign each plant to the appropriate group, i.e. Trees.*

- Once complete the new plant list will appear in the Database Manager dialog.
- Repeat the above process but this time select only the shrubs to import

Importing a Plant List from PlantPARTNER or Helios

Users of PlantPARTNER and Helios can export their schedules/plant palettes, containing different plant types, e.g. trees, shrubs, etc and import the file directly into KeySCAPE without the need to match the import data. For further information on these products please visit www.plantpartner.co.uk or www.gohelios.co.uk, respectively

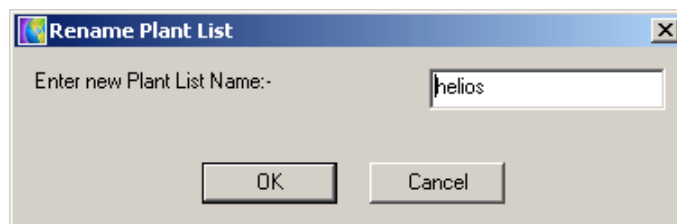
- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.
- Under **Groups**, pick on the group into which you wish to import the new Plant List, e.g. Custom.
- Under **Plant Lists**, pick [**Modify**] and from the pop-up list select **Import Plant List**. The **Open** dialog appears.
- Navigate to the Tutorial\Files folder and pick and open the file, e.g. **KST_PlantPARTNER.ksp**, a PlantPARTNER file

*PlantPARTNER exports to KeySCAPE using the **.KSP** file name extension whilst Helios exports to KeySCAPE using the **.KSC** file name extension.*

- Pick **OK**. The file will be read directly into the KeySCAPE Plant List dialog, defaulting to the name of the original file, and will appear under the selected Group. You can rename the Plant List name, as below.

Renaming a Plant List Group or Plant List File

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.
- Under **Groups** or **Plant Lists**, pick on the group or Plant List you wish to rename.
- Under the relevant window, pick [**Modify**] and from the pop-up list select **Rename**. The **Edit Group** or **Edit Plant List** dialog will appear.

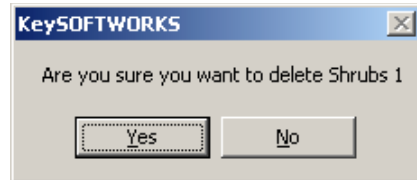


- Enter a new name for the Group or Plant List and pick [**OK**] to confirm the change.

Deleting a Plant List Group or Plant List File

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.

- Under **Groups** or **Plant Lists**, pick on the group or Plant List you wish to delete.
- Under the relevant window, pick **[Modify]** and from the pop-up list select **Delete**. The **KeySOFTWARES** dialog will appear asking you to confirm your choice.



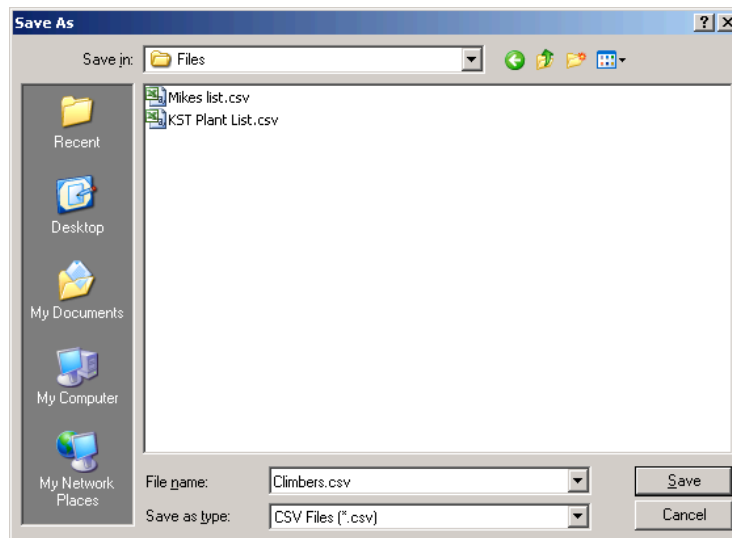
CAUTION: There is no Undo or Cancel to allow you to retrieve deleted Plant Lists or Plant List Groups so be sure of your selection before you confirm the deletion. Deleting a Plant List Group will delete all Plant Lists within the selected group

- Pick **[Yes]** to confirm the deletion of the Group or Plant List.

Exporting a Plant List File

You may wish to export a Plant List in order to: share data with other KeySCAPE users; be able to open the list in a word processor or spreadsheet; or to archive with the drawing/project.

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog box will appear. Pick on the **Plant List** tab.
- Under **Groups**, pick the group that contain the Plant List you wish to export.
- Under **Plant Lists**, pick on the Plant List you wish to export.
- Under the **Plant Lists** window, pick **[Modify]**
- From the pop-up list select **Export Plant List**. The **Save As** dialog will appear requiring you to define where you wish to export the file.



The file name defaults to the same name as the selected Plant List but can be changed.

- Pick **[Save]** to confirm export of the Plant List.

All Plant List exports are saved in a **.CSV** (comma separates value) file format and can be imported as defined in the previous section for Importing a Plant List from a .CSV File. Also, these files can be opened in word processor or spreadsheet software.

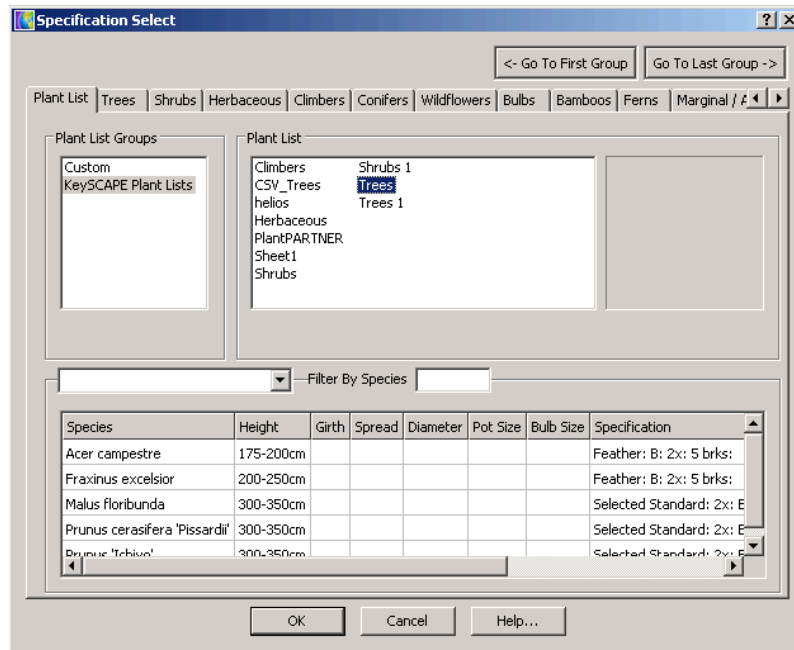
Specifying from a Plant List File (Single Species only)

You can use a Plant List to specify any single species plant, i.e. specimen, planting area, hedge. It can also be used as a reference for plant specifications to be included in other Plant Lists or mix file See Section 2 for information on plant mixes.

Using a Plant List File to Specify a Plant e.g. Specimen.

- From the **Softworks** pulldown menu, select **Specimen>Add**. The **Specimen** dialog will appear.
- Pick the radio button next to **Insert New Specimen**. This activates this area of the dialog for editing.

- Pick in the edit (white) box next to **Spread** and type in a value of **3**.
- Pick in the edit box next to **Height** and type in a value of **3**.
- Pick on the **[Insert<]** button. The **Trees** dialog will appear.
- In the **Trees Symbol Selector** dialog, double pick the tree symbol you wish to add. You will now be returned to the drawing.
- You are prompted for **Symbol Insertion Point**:
- Insert the symbols as required. Press Return to return to the Add Specimen dialog.
- Pick **[Specification]**. The **Specification Select** dialog box appears.
- Pick the **Plant List** tab. The **Plant List** groups appear.
- Select the Plant List Group containing the Plant List you wish to use. The Plant List files appear.
- Select the Plant List file you wish to use. The contents of the Plant List appear below.
- Select the required plant from the list.



- Pick **[OK]** and the selected plant information will populate the specification area of the Specimen dialog.
- Pick **[OK]**.
- You will be prompted at the command line to **Select Info Location:**
- Pick a point on the screen where you wish the specification information (*plant label*) to appear.
- You are prompted to **Select Fixed LeaderPoint or [<eXit>]:**
- Pick points to define the start of the leader line, typically starting at the specimen(s) and working back to the specification, pick additional leader points to define the leader.
- When complete press **Return**. The specification and leader will be inserted.

Repeat the above process to select other single species plants when specifying specimens, hedges or planting areas.

Layered Planting

In Section 2 it was demonstrated how to use either a single species or mix planting to specify a planting area. However, in some cases you may wish to structure a planting area by "layering" the plants/mixes and specifying plants at different densities to suit their purpose, i.e. over/under planting. This would not be possible if planted as a Full Coverage Mix as this only allows you to specify a single density. You can create layered planting, as follows

- From the **Softworks** pulldown menu, select **Planting Area>Add or Modify**, depending on whether you are adding a new planting area or modifying an existing one.
- The **Add or Modify Planting Area** dialog appears, respectively.

You can specify the first specification layer as described in Section 2, e.g.

- Under **Specification**, pick **[Set Single Species/Mix ->]**. A drop-down list appears with the following specification layout options:

- **Full Coverage - Single Species:** allows you to assign a single species specification to the entire area
 - **Full Coverage – Mix:** allows you to assign a single mix specification to the entire area
 - **Percent of Area - Single Species:** allows you to assign a single species specification to a percentage of the area, i.e. the specified plant does not fill the entire area.
 - **Percent of Area – Mix:** allows you to assign a mix specification to a percentage of the area, i.e. the specified mix does not fill the entire area.
- On the current Specification tab, next to **Header**, you can optionally enter the text you wish to appear, as a header, above the new layer when the specification text (*label*) is inserted in the drawing, e.g. *Canopy Layer*.

Once the first plant specification layer is defined, you can now add other planting layers, as follows:

- Under **Specification**, pick [**Add Single Species/Mix ->**]. A drop-down list appears with the following specification layout options:

- Full Coverage - Single Species
- Full Coverage – Mix
- Percent of Area - Single Species
- Percent of Area – Mix

Full Coverage - Single Species

Allows you to assign a new single species specification to the entire area, i.e. you wish to plant the same area again with a new plant. This would be useful where you wish to over/under plant an existing specified planting area with a new, full coverage plant at a density that can be different to the first plant specification, e.g. structural planting, ground cover or a bulb.

- Under **Specification**, pick **[Add Single Species/Mix ->]**. From the drop-down list pick **Full Coverage - Single Species**. A new **Full Coverage** single species specification tab appears.

- Specify the new single species plant and density as described in Section 2.
- Next to **Header**, you can optionally enter the text you wish to appear, as a header, above the new layer when the specification text (*label*) is inserted in the drawing, e.g. *Under Storey Planting*.
- Next to **Subtract m² per plant** (see below), you can optionally enter the area around each plant you wish to be excluded (*deducted*) from the next layer.

Subtract m² per

Due to the root zone/ball that exists around each plant when planted, by necessity, each plant will take up some of the available area for the next layer. This can be (optionally) factored for by setting an area around each plant that is to be deducted from the total area available at the next layer, e.g. if a 2L pot has a surface area of 0.15 m² and the plant is being planted at a density of 3/m² the area left for planting at the next level will be only 0.55 m² for every m² to be planted.

- Next to **Subtract m² per plant**, enter the area around each plant you wish to exclude (*deduct*).
- The area available for the next layer will be reduced, as will the number calculation of plants, to reflect the reduction in available planting area, as a factor of the current density.

For example:

Layer 1:	Total area	=	100 m ²
	Density	=	1/m ²
	Subtract m ² per plant	=	0.3/m ²

Layer 2:	Total area available	=	70 m ²
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Full Coverage - Mix

Allows you to assign a new single mix specification to the entire area, i.e. you wish to plant the same area again with a new Mix. This would be useful where you wish to over/under plant an existing specified planting area with a new, full coverage mix at a density that can be different to the first plant specification, e.g. under storey/ground cover planting or a bulb mix.

- Under **Specification**, pick **[Add Single Species/Mix ->]**. From the drop-down list pick **Full Coverage - Mix**. A new **Full Coverage Mix** specification tab appears.

The screenshot shows the 'Specification' dialog box with the following details:

- Buttons:** 'Set Single Species / Mix ->', 'Add Single Species / Mix ->', 'Specification Options ->'
- Tabs:** 'Spec. 1 - Full Coverage', 'Spec. 2 - Full Coverage' (selected)
- Layout:**
 - '% of Area': 100.00
 - 'Density': 1.00 /m²
 - 'No. of Plants': 0
- Header:** (Empty text field)
- Species:**
 - 'Common Name': (Empty)
 - 'Abbrev.': (Empty)
 - 'Diameter': (Empty)

- Specify the new mix file and density as described in Section 2.
- Next to **Header**, you can optionally enter the text you wish to appear, as a header, above the new layer when the specification text (*label*) is inserted in the drawing, e.g. *Ground Cover Mix*.
- Next to **Subtract m² per plant**, you can optionally enter the area around each plant you wish to be excluded (*deducted*) from the next layer.

Percent of Area - Single Species

Allows you to assign a new single species specification to a percentage of the area, i.e. the specified plant does not fill the entire area. This would be useful where you wish to add a new single species to an existing specified planting area but at a different density, i.e. you may wish to specify the canopy, under storey and ground cover planting at different densities. This is not possible if planted as a Full Coverage Single Species or Mix as only one density is permitted.

- Under **Specification**, pick **[Add Single Species/Mix ->]**. From the drop-down list pick **Percent of Area – Single Species**. A new **2 - 0.00%** (*specification*) tab appears.

The screenshot shows the 'Specification' dialog box with the following details:

- Buttons:** 'Set Single Species / Mix ->', 'Add Single Species / Mix ->', 'Specification Options ->'
- Tabs:** 'Spec. 1 - Full Coverage', 'Spec. 2 - 0.00%' (selected)
- Layout:**
 - '% of Area': 25.00
 - 'Density': 1.00
 - 'No. of Plants': 0
 - 'Subtract m² per plant': (Empty)
- Header:** (Max. 42 Chars.) (Empty)
- Species:**
 - 'Common Name': (Empty)
 - 'Abbrev.': (Empty)
 - 'Diameter': (Empty)

- Specify the new mix file and density as described in Section 2.
- Next to **Header**, you can optionally enter the text you wish to appear as a header above the new layer, when the specification text (*label*) is inserted in the drawing, e.g. *Under Storey Planting*.
- Next to **Subtract m² per plant**, you can optionally enter the area around each plant you wish to be excluded (*deducted*) from the next layer.
- Next to **% of Area** (see below), enter the percentage the single species will constitute of the total area

*Ideally, but not critically, the first specification tab would also be defined as a percent of area so the available area for the new layer could be less than the total area. You can define the areas available for each and subsequent levels using either **Subtract m² per plant** (see earlier in section) or **% of Area**, as below:*

% of Area

Allows you to define the area available for each layer as a percentage of the total area. The total percentage for all the specification layers can not exceed 100%.

- Next to **% of Area**, enter the percent the new single species will constitute of the total area, e.g. **25 %** of the total area.
- The number of plants will update to reflect the reduction in available planting area, as a factor of the current density.

For example:

Layer 1: Total area = 100 m²
 % of Area = 75
 Density = 1/m²
 Total number of plants = 75

Layer 2: Total area = 100 m²
 % of Area = 25
 Density = 3/m²
 Total number of plants = 75

Percent of Area - Mix

Allows you to assign a new mix specification to a percentage of the area, i.e. the specified mix does not fill the entire area. This would be useful where you wish to add a new mix to an existing specified planting area but at a different density, i.e. you may wish to specify the canopy, under storey and ground cover mix planting at different densities. This is not possible if planted as a Full Coverage Mix as only one density is permitted.

- Under **Specification**, pick **[Add Single Species/Mix ->]**. From the drop-down list pick **Percent of Area – Mix**. A new **Spec. 2 - 0.00% Mix** (specification) tab appears.

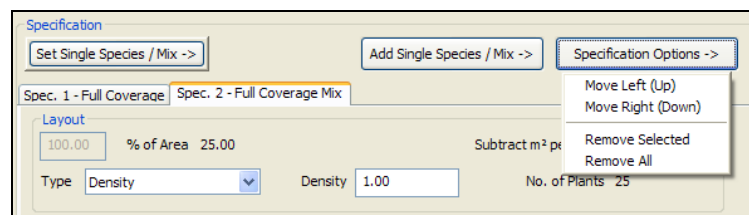
- Specify the new mix file and density as described in Section 2.
- Next to **Header**, you can optionally enter the text you wish to appear as a header above the new layer, when the specification text (*label*) is inserted in the drawing, e.g. *Under Storey Planting*.
- Next to **% of Area**, enter the percentage the mix will constitute of the total area.
- The number of plants will update to reflect the reduction in available planting area, as a factor of the current density.
- Next to **Subtract m² per plant**, you can optionally enter the area around each plant you wish to be excluded (*deducted*) from the next layer.

Specify additional specification layers, using any combinations of the above layer types, to build the structure of your "Layered Planting"

Specification Options

Allows you to manage the planting layers associated with the planting area. The following options exist:

- Under **Specification**, pick [**Specification Options->**]. A drop-down list appears with the following specification layer options:



- **Move Left (Up)**: allows you to move the position of the current specification layer to the left. This will move its position up the list when the specification text (*label*) is inserted in the drawing.
- **Move Right (Down)**: allows you to move the position of the current specification layer to the right. This will move its position down the list when the specification text (*label*) is inserted in the drawing.
- **Remove Selected**: allows you to remove current layer from the planting area specification..
- **Remove All**: allows you to remove all layers from the planting area specification.

Managing the Database Location, Sharing and Back Up Softworks Database

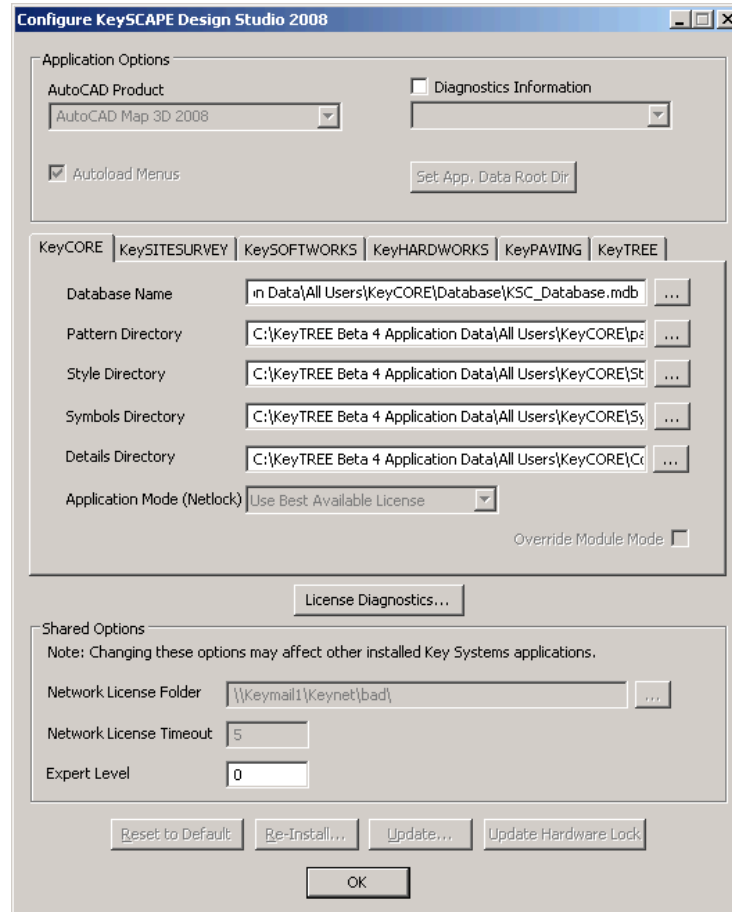
Unless defined elsewhere during installation, the KeySCAPE Softworks database (*KSW_Database.mdb*) is typically installed and located in the folder:

C:\KeySCAPE Systems Application Data\ All Users \ KeySOFTWARES\ Database\.

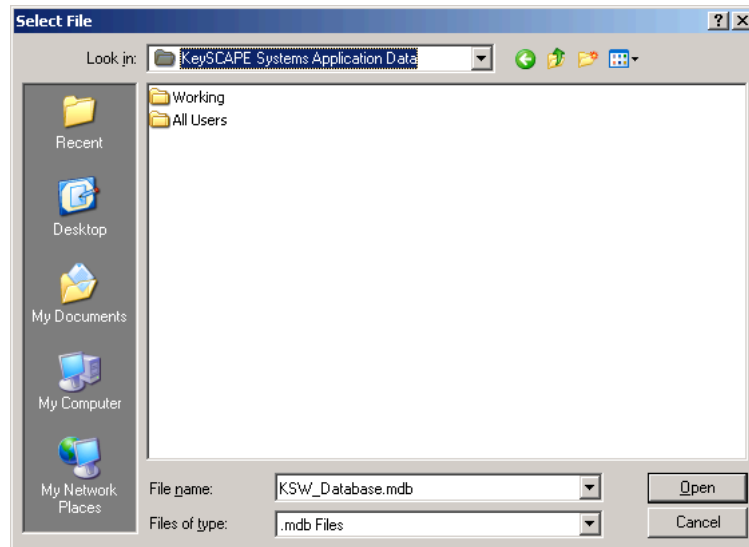
As the database contains all your customised information, e.g. mix files, plant lists, etc., you are recommended to regularly back this up or move the default location to a network location where it can be backed up on a regular basis and/or can be shared by other KeySCAPE users.

- Open **Windows Explorer**.
- Copy the **KeySCAPE Systems Application Data** folder and all sub folders to a network location

- From the **Start>Programs>KeySCAPE Systems**, run **Configure KeySCAPE** for your application. The **Configure KeySCAPE** dialog appears



- Under **Application Options**, pick **[Set App. Data Root Dir]**. The **Browse for Folder** dialog appears.



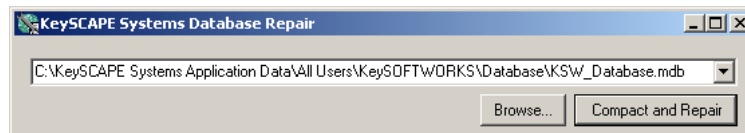
- Browse to and select the network location where you copied your KeySCAPE Systems Application Data folder.
- Pick **[OK]** to return to the Configure dialog.
- Pick **[OK]** to apply the change.
- Reopen KeySCAPE.
- **Repeat the above process for ALL users** that wish to share the network database either when logged on to the current computer or other computers.

Whilst not recommended, you will note that flexibility exists to set different locations for individual folders contained within the KeySCAPE Systems Application Data folder.

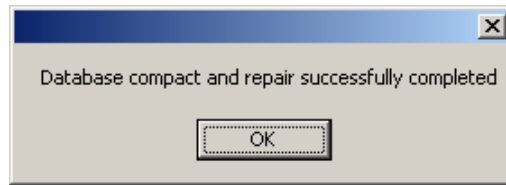
Repairing and Compacting the Database

To maintain the performance of your database and repair any errors that may arise, it is recommended to compact and repair your database on a regular basis.

- Close your copy of KeySCAPE or, if sharing a network database, close all copies of KeySCAPE.
- From the Windows Desktop, pick Start>All Programs>KeySCAPE Systems> Your installed application (e.g. KeySCAPE Design Studio 2007)>**Database Repair**. The **KeySCAPE Systems Database Repair** dialog appears.



- If the path and database does not appear in the edit window, or is incorrectly defined, pick **[Browse]**.
- Navigate to and select your **KSW_Database.mdb** file in the correct location. Pick **[OK]** to return to the KeySCAPE Systems Database Repair dialog
- Pick **[Compact and Repair]**. When complete you will be notified (*this may take a few seconds to complete*):

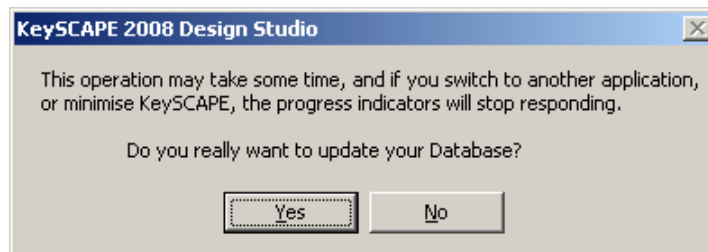


- Close the dialogs and reopen KeySCAPE

Update Database (Merging your former KeySCAPE Database)

Users of KeySCAPE and KeyPLANTING may have customised data on their former database(s) and wish to have this information available on the new database, e.g. plant lists, mixes and preferred species. To add this to your new database, you must merge the old database with the new one, as follows:

- From the **Core** pulldown menu, select **Update Database**. A message dialog appears.



- Pick [**Yes**] to proceed. The **Open** dialog appears.
- Navigate to and select your former database.
- Pick [**Open**] and KeySCAPE will start merging (*importing*) your data.
- This **WILL** take several minutes to complete and the progress indicator will show how long the process is taking.

IMPORTANT: Should you minimise KeySCAPE or switch to another application whilst merging the data, the progress indicator will appear to stop. **DO NOT** stop the process but wait until you are notified that it is complete

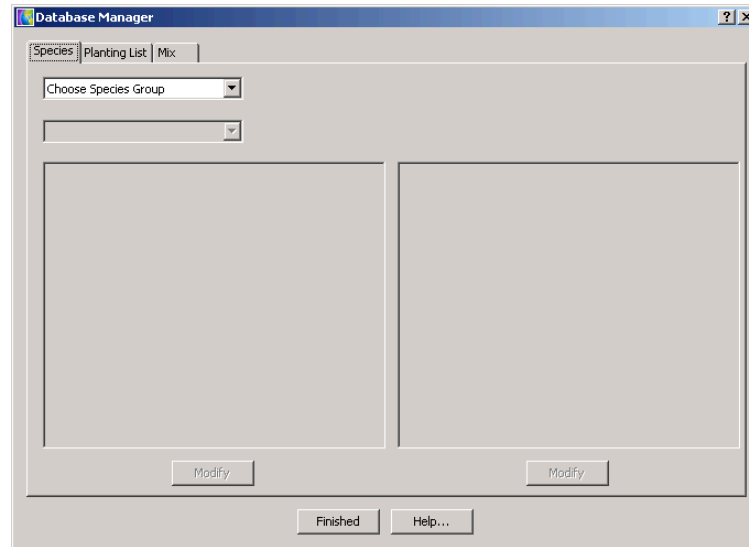
- You will be notified when the process is complete and your former plant lists, mixes and customised species will be available for selection on the new database

IMPORTANT – The former KeySCAPE database did store your schedule templates. These **DO NOT** come across in the merge, as schedule templates are now managed by Schedule Styles (see later in this section). These are now defined by files on your system and once added reside in the drawing. Consequently, you will need to redefine your former schedule templates using schedule styles. Key Systems technical support can assist you with this process, if required.

Modifying the Content of the Database

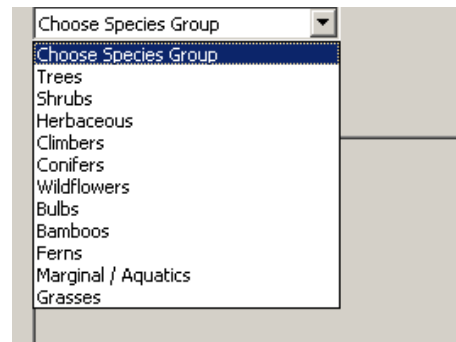
For information regarding using the Database Manager to manage your Plant Lists and Mix files stored on the database, see the relevant section on Plant Lists, earlier in this section, and Mix files, within section 2.

- From the **Softworks** pulldown menu, select **Database Manager**. The **Database Manager** dialog appears.

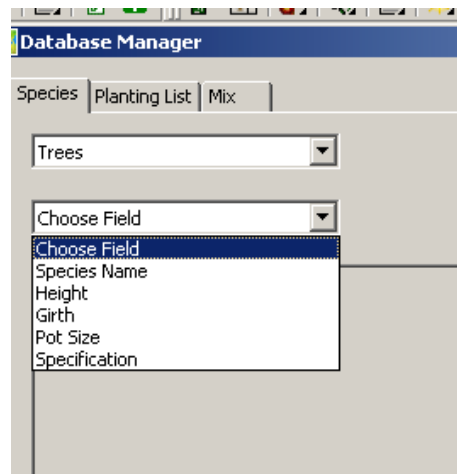


Adding or Modifying Plants on the Database

- From the **Species** tab, pick the dropdown under **Choose Species Group**. The **Species** group list appears.



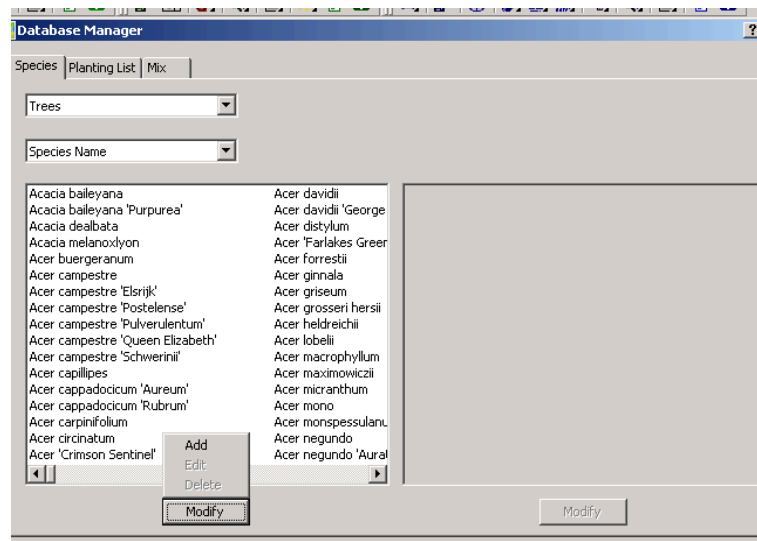
- From the list select the species group that contains the data you wish to modify, e.g. **Trees**. *The edit window below will un-grey.*
- Under **Choose Field** pick the dropdown list. *The fields list will appear to show data that is available for editing within the selected species group.*



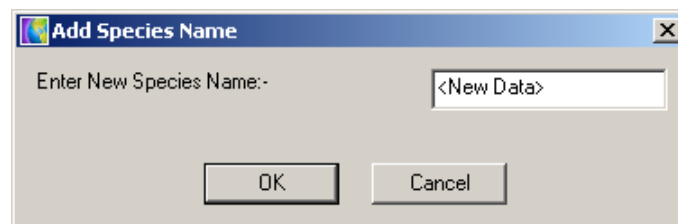
- From the list select the field that contains the data you wish to modify, e.g. **SPECIES NAME**. *The edit window below will un-grey.*
- Under **CHOOSE FIELD** pick the dropdown list. *The fields list will appear to show data that is available for editing within the selected species group.*

Adding a New Species to the Database

- Under the species list, pick [**Modify**]. A pop-up list will appear



- Pick **Add**. The **New Data** dialog appears.



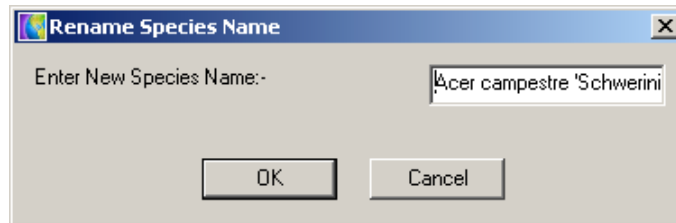
- Enter the new species name. Pick [**OK**] to add the new species to the

species list for the currently selected group, e.g. *Trees*.

Modifying a Species on the Database

Renaming a Species

- Under the species list (*left-hand side window*) pick the plant you wish to modify and select **[Modify]**. From the pop-up list pick **Edit**. The **Edit Data** dialog appears.

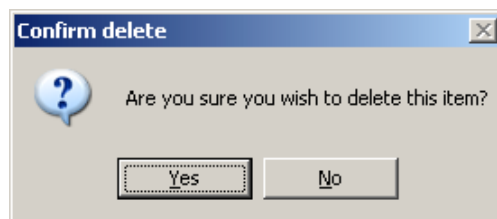


- Enter the new name. Pick **[OK]** to apply the change

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Removing a Species

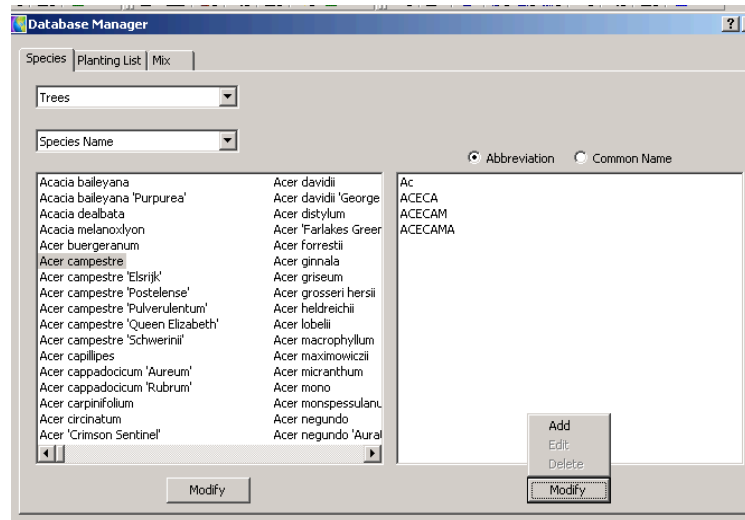
- Under the species list (*left-hand side window*) pick the plant you wish to remove and select **[Modify]**. From the pop-up list pick **Delete**. A warning dialog appears requiring you to confirm that you wish to delete the plant.



- Pick **[Yes]** or **[No]**, as appropriate.

Adding an Abbreviation for a Species

- Under the species list (*left-hand side window*) pick the plant that you wish to add an abbreviation. *The right-hand window will un-grey.*



- Pick the **Abbreviation** radio button.
- Under the abbreviation list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Add**. The **New Data** dialog appears.
- Enter the new abbreviation name. Pick **[OK]** to assign the new abbreviation to the selected species.

You can assign multiple abbreviations to a species and these can be selected when specifying the plant as either a specimen, hedge or planting area

Editing an Abbreviation assigned to a Species

- Under the species list (*left-hand side window*) pick the plant you wish to modify. *The right-hand window will un-grey.*
- Pick the **Abbreviation** radio button.
- Under the abbreviation list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Edit**. The **Edit Data** dialog appears.
- Enter the new abbreviation name. Pick **[OK]** to update the abbreviation for the selected species.

Removing an Abbreviation assigned to a Species

- Under the species list (*left-hand side window*) pick the plant you wish to modify. *The right-hand window will un-grey.*
- Pick the **Abbreviation** radio button.
- Under the abbreviation list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Delete**.
- A warning dialog appears requiring you to confirm that you wish to delete the plant.
- Pick **[Yes]** or **[No]**, as appropriate.

Adding a Common Name for a Species

- Under the species list (*left-hand side window*) pick the plant that you wish to add an abbreviation. *The right-hand window will un-grey.*
- Pick the **Common Name** radio button.
- Under the **Common Name** list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Add**. The **New Data** dialog appears.

- Enter the new common name. Pick **[OK]** to assign the new common name to the selected species.

You can assign multiple Common Names to a species and these can be selected when specifying the plant as either a specimen, hedge or planting area

Editing a Common Name assigned to a Species

- Under the species list (*left-hand side window*) pick the plant you wish to modify. *The right-hand window will un-grey.*
- Pick the **Common Name** radio button.
- Under the common name list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Edit**. The **Edit Data** dialog appears.
- Enter the new common name. Pick **[OK]** to update the common name for the selected species.

Removing an Abbreviation assigned to a Species

- Under the species list (*left-hand side window*) pick the plant you wish to modify. *The right-hand window will un-grey.*
- Pick the **Common Name** radio button.
- Under the common name list (*right-hand side window*) pick **[Modify]**. From the pop-up list pick **Delete**.
- A warning dialog appears requiring you to confirm that you wish to delete the plant.
- Pick **[Yes]** or **[No]**, as appropriate

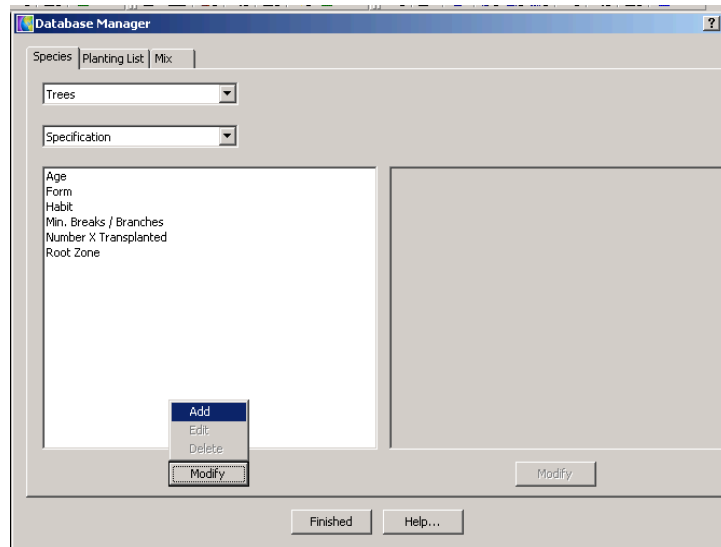
Modifying Specification Lists on the Database

When specifying a specimen, hedge or planting area you can select from common lists defined in KeySCAPE that comply with the National Plant Specification (NPS). However, you can supplement these with your own specification items, if required.

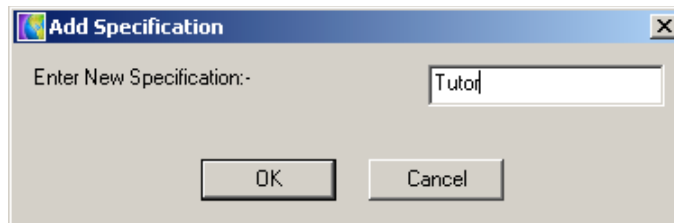
- From the **Species** tab, pick the dropdown under **Choose Species Group**. The **Species** group list appears.
- From the list select the species group that contains the data you wish to modify, e.g. **Trees**. *The edit window below will un-grey.*
- Under **Choose Field** pick the dropdown list. The fields list will appear to show data that is available for editing within the selected species group.
- From the list select. **Specification**. *The edit window below will un-grey.*

Adding a new Specification Category and Item to the database

- Under the Specification list, pick **[Modify]**. A pop-up list will appear



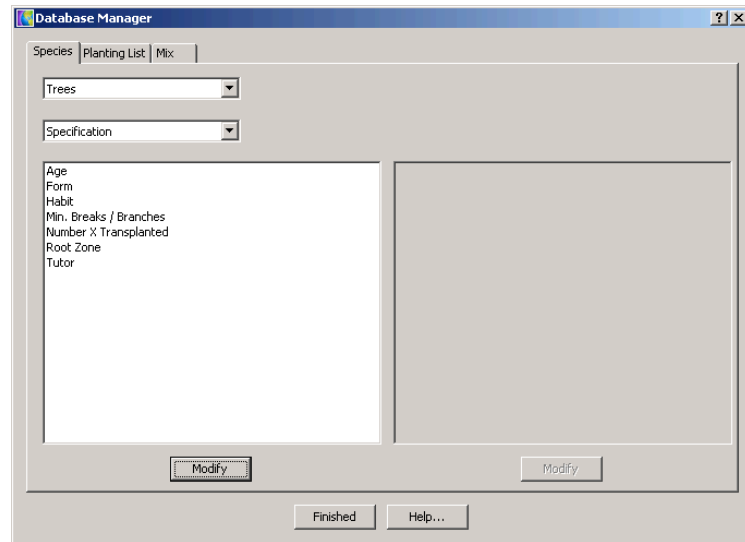
- Pick **Add**. The **New Data** Dialog appears.



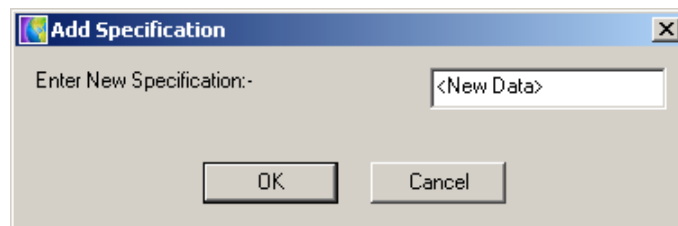
- Enter the name for the new category, e.g. **Tutor**. Pick **[OK]** to add the new category to the list.

Adding a new Specification to Category on the database

- Under the Specification list, pick **[Modify]**. A pop-up list will appear
- Pick the category. *The edit window on the right-hand side will un-grey.*
- Under the right-hand window, pick **[Modify]**. A pop-up list will appear



- Pick **Add**. The **New Data** Dialog appears.



- Enter the name for the new specification data, e.g. **Tutor Specification**.
- Pick **[OK]** to add the new specification to the Tutor category.

You can assign multiple specification items to a category and these can be selected when specifying a plant as either a specimen, hedge or planting area

Editing a Specification Category

- Under the Specification list (*left-hand side window*) pick the category you wish to modify.
- Pick **[Modify]**. From the pop-up list pick **Edit**. The **Edit Data** dialog appears.
- Enter the new specification category name. Pick **[OK]** to update the category name for the selected species group.

Editing a Specification Category Item

- Under the Specification list (*left-hand side window*) pick the category containing the item you wish to modify. *The edit window on the right-hand side will un-grey.*
- Pick the item you wish to modify from the list and pick **[Modify]**. From the pop-up list pick **Edit**. The **Edit Data** dialog appears.
- Enter the new specification item. Pick **[OK]** to update the item for the selected category.

Removing a Specification Category

- Under the Specification list (*left-hand side window*) pick the category you wish to delete.
- Pick **[Modify]**. From the pop-up list pick **Delete**.
- A warning dialog appears requiring you to confirm that you wish to delete the category and all its items.
- Pick **[Yes]** or **[No]**, as appropriate

Deleting a specification category WILL delete all items associated with the selected category

Removing a Specification Category Item

- Under the Specification list (*left-hand side window*) pick the category containing the item you wish to delete. *The edit window on the right-hand side will un-grey.*
- Pick the item you wish to delete from the list and pick **[Modify]**. From the pop-up list pick **Delete**.
- A warning dialog appears requiring you to confirm that you wish to delete the item.
- Pick **[Yes]** or **[No]**, as appropriate

Datatype Manager

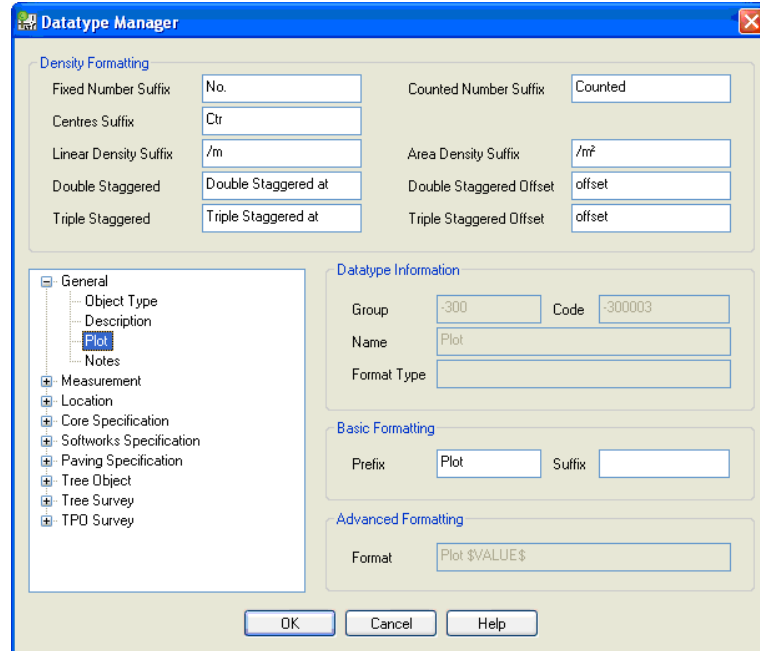
The prefixes and suffixes for the data KeySCAPE defines in the drawing Specification and Schedules can be modified using the new Datatype Manager, e.g. rather than have the prefix Plot, if you prefer plots to be defined by the prefix Ref: KSC (so plots will now be referenced Ref: KSC1, Ref: KSC2, Ref: KSC3) you can change this as follows:

To Modify the Prefix or Suffix of data defined by KeySCAPE

- From the **Core** pulldown, select **Datatype Manager**. The **Datatype Manager** dialog appears.

- Select the group you wish to define or modify the prefix/suffix and then select the data field you wish to modify, e.g. to modify plots, expand the

- **General** group then select **Plot** from the list
- Modify the Prefix from "Plot" to "**Ref: KSC**". This will insert the word "**Ref: KSC**" before any plot number rather than the current default "Plot".



- Pick **OK**. When using plots in this drawing, the prefix for a plot will now be Ref: KSC not Plot
- Modify other datatypes, as required

Price List Manager

Price Lists are NOT stored as a generic price list on a KeySCAPE database but are defined and saved in individual drawings. You can assign prices to any plant specification defined in the drawing. The price you define is for your own budgetary purposes only so you can enter the price that is most appropriate to your needs, e.g. supply only, supply and plant only or prepare, supply, plant and maintain for twelve months. See *Plant Lists* earlier in this section for more information on how to assign prices to plant specifications in a plant list(s).

Assigning Prices to Specifications in the Drawing

- Continue from the previous section with a drawing that contains plant specification information or open the read-only drawing **KSTBase05.dwg**.
- From the Softworks menu, select **Price List Manager**. The **Price List Manager** dialog appears and displays all the plant specifications currently in the drawing.



- For each plant specification currently defined in the drawing, enter an appropriate price.
- Pick **[OK]** to apply the price changes

The currency symbol used can be modified from the Core menu, Datatype Manager, Pricing section. See earlier in this section for modifying the suffixes and prefixes of data displayed in the drawing.

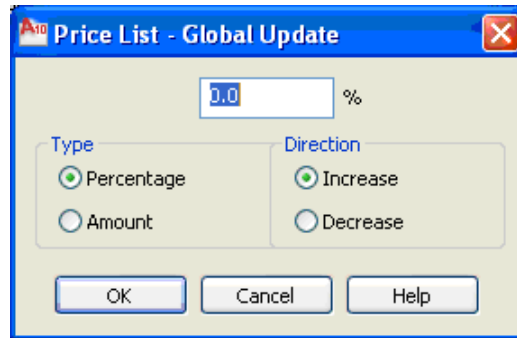
Managing Price Lists

You can change the price assigned to a specification in the drawing individually, globally or export and import for use on other drawings.

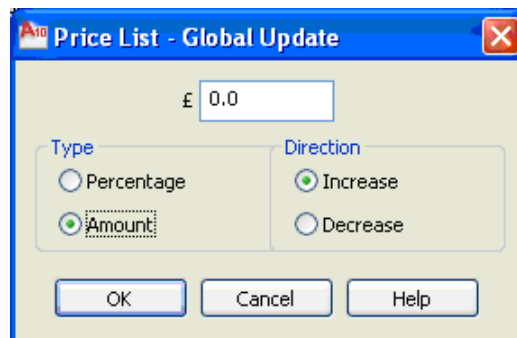
- From the Softworks menu, select **Price List Manager**. The **Price List Manager** dialog appears and displays all the plant specifications currently in the drawing..

Modifying a Plant Specification Price

- To modify a single price, select the plant specification from the list and modify the price.
- To change the prices of all plants in the drawing, pick **[Global Update]**. The **Price List – Global Update** dialog appears.
- Under **Type**, define how you wish to modify all the prices in the drawing. *This will set whether the value entered is a percentage or an actual unit of currency.*
- Select **Percentage** to enter a percentage value change



- Select **Amount** to enter an actual currency value change

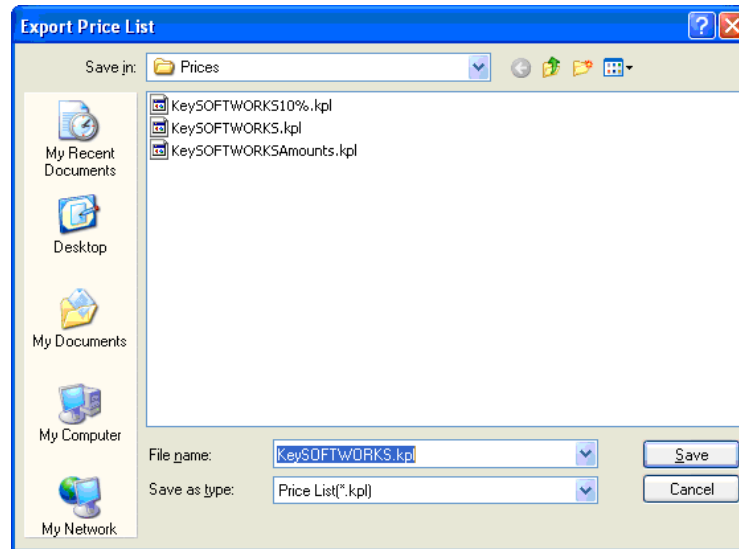


- Under **Direction**, select either **Increase** or **Decrease** to define how you wish to modify all the prices in the drawing.
- Pick **[OK]** to apply the defined price changes to all the plant specifications in the drawing.

Saving and Re-using Price Lists

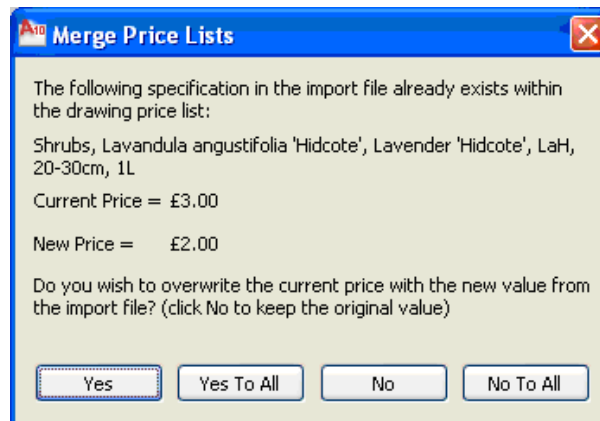
Price lists are saved in the current drawing only. As such, if you copy and paste a planting object (specification) from one drawing to another the price does not copy with the specification. However, you can export (save) a price list for use on other drawings using the import functionality.

- From the Softworks menu, select **Price List Manager**. The **Price List Manager** dialog appears.
- To save the current price list for use on another drawing, pick **Export**. The **Export Price List** dialog appears.



- Navigate to where you wish to save your price list file, enter the file name and pick **[Save]** to save the file. The KeySCAPE price list will be saved with a “.kpl” file extension.
- To use the price list on another drawing, use the **[Import]** function to open and import a saved “.kpl” file.

If prices are already assigned to plant specifications currently defined in the drawing (i.e. they have a non-zero price), for each plant you will be asked to tell KeySCAPE whether you wish to keep the current drawing price or overwrite this with the new, imported price.

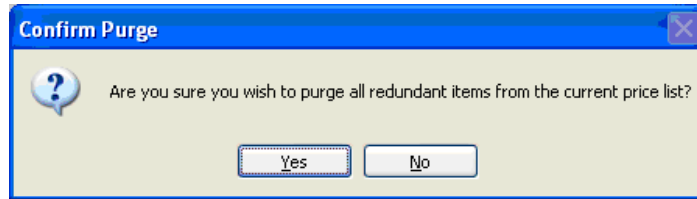


- Select the option as appropriate to your requirement, as follows:
 - [Yes]** – to overwrite the current price and move to the next record
 - [Yes To All]** – to overwrite all current prices in the drawing and add prices to specifications that currently have no price assigned.
 - [No]** – to keep the current drawing price and move to the next record
 - [No To All]** – to keep all the current drawing prices and only add prices to specifications that currently have no price assigned.

Purging Prices for Specifications No Longer Used in the Drawing

An imported price list file may contain specifications and prices for plants not currently used in the drawing. This may be desirable as you may wish to import the price list before you start labelling the drawing so that the prices are already defined. Inevitably, you will import more plant prices than specifications currently used in the drawing and may wish to remove these unused specifications and prices. Also, as you modify or delete planting objects from the drawing the original specification will still appear in the Price List Manager dialog even though it may no longer exist in the drawing..

- To remove unused specifications from the drawing, in the **Price List Manager** dialog, pick **[Purge]**. You will be prompted to confirm that you wish to remove any unused (redundant) specifications.

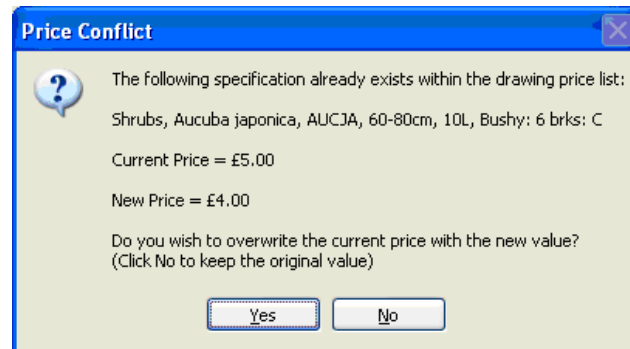


- Pick **{Yes}** to remove the unused specifications or **[No]** to cancel the removal and return to the dialog.

Resolving Price Conflicts (Plant Lists/Modify Specifications)

A plant specification in a plant list can have a price assigned to it. It is possible that a plant specification may appear in several plant lists with different prices assigned to it (for instance based on different tender prices) or the plant has been allocated a price manually via the Price List Manager.

- When you modify a plant from the Modify dialog or globally using Modify Specifications, if you select the same (identical) plant specification from a differently priced plant list, you will be notified of any price conflict.



- Pick **[Yes]** to use the new price from the plant list or **[No]** to keep the currently defined drawing price.

Prices can be displayed in the drawing as both **Unit Cost** and **Total Cost**. This can be shown on the plant label or in the drawing schedule using the **Specification Style** and **Schedule Style** respectively. See *Specification Styles and Schedule Styles* later in this section for more information.

Specification Styles

Styles allow you to define or redefine the display of specification information in the drawing.

Styles are a common means of displaying and modifying the appearance of an AutoCAD object in the drawing. You will be familiar with some of these using general AutoCAD, e.g. Text Styles, Dimension Styles, Plot Styles, etc.

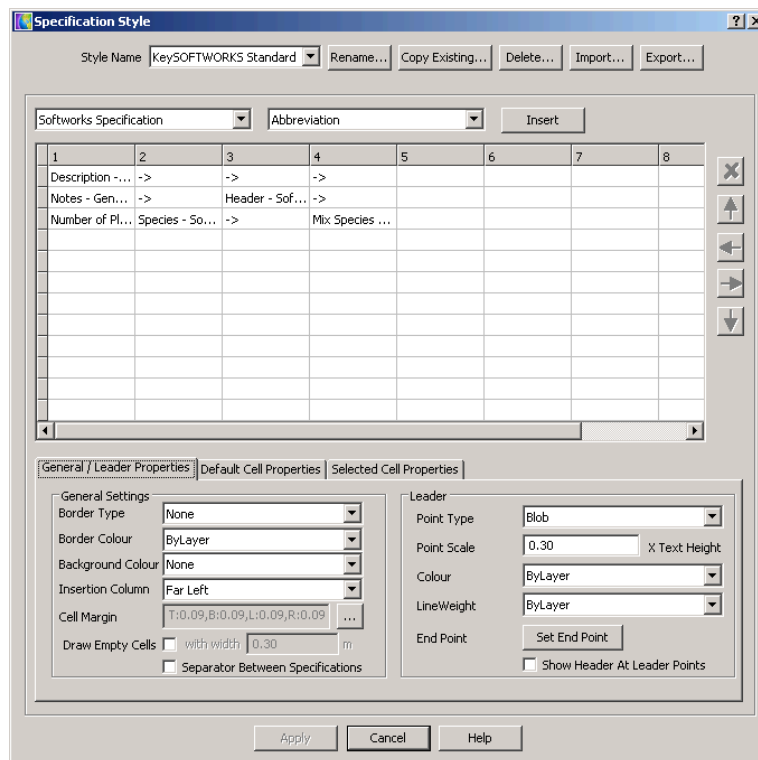
Autodesk has extended this functionality to control the display of objects in their own applications, such as Architecture, Map 3D, Civil Design. Styles allow you to quickly modify aspects of the object (or its display) and see the immediate effect of the change, not only to the main object but also to all "linked" objects, thus speeding up modifications to the drawing and the consideration of design options.


KeySCAPE uses Styles to control how information in a specification label or schedule is displayed. Drawing Setup (Core) allows you to create and define the default styles before you start drawing but you have the flexibility to create new styles and modify existing ones as you start designing.

Modify the Appearance of Plant Specification Text

*Also refer to **Section 2: "Modifying a Specification – Specimen"** for information regarding changing the Specification text font, height, angle (rotation) and redefining the specification leader.*

- From the **Softworks** pulldown, select **Specification Display>Styles**. The **Specification Style** dialog appears.



You can also access the specification styles from **Core>Drawing Setup>Softworks Styles (tab)>Specification Style>** 

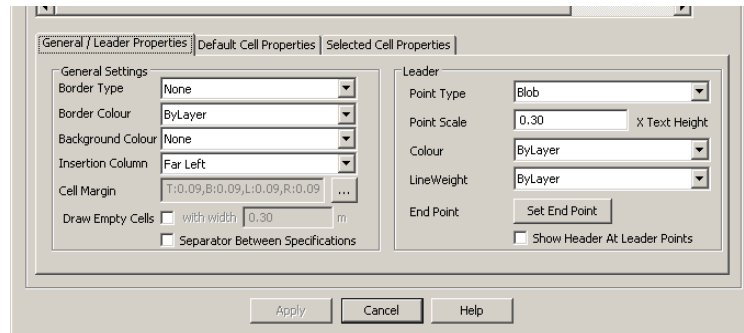
You can modify the current style as follows:

- **Style Name** – drop down list showing the Specification Styles available in the current drawing. The default style, KeySOFTWORKS Standard will be created with every new drawing opened with KeySCAPE
- **[Rename...]** - allows you to rename the currently selected Style
- **[Copy Existing...]** - allows you to make a copy of the currently selected Style and edit the display specification information so the original style remains unedited.
- **[Delete...]** - allows you to delete the currently selected Style from the drawing. You will not be able to delete a style if it is being used in the drawing
- **[Import...] & [Export...]** - Specification Styles can be exported and imported as *.kis files. This provides the facility to export styles defined in one KeySCAPE drawing to import in to another KeySCAPE drawing. If these files are held on a network, or shared drive, they can be used by several users, as required.

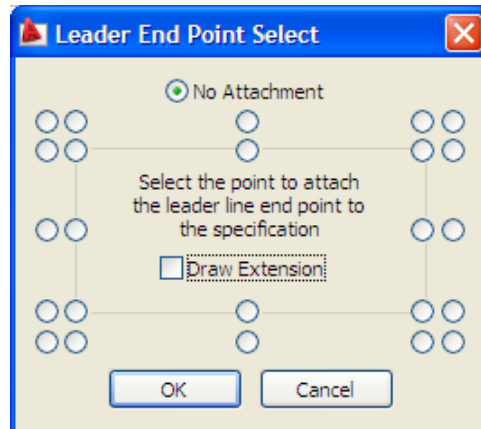
The default KeySOFTWORKS Standard style will be created with every drawing opened in KeySCAPE. If you wish to define your own default template, modify and export your preferred style overwriting the KeySOFTWORKS Standard.kis file. It is recommended that you make a copy of the original file before overwriting it as you may wish to restore the default installed style in the future.

General / Leader properties tab

Allows you to make general changes to the display of the entire specification and leader, including: the Border Type, Border Colour and Border Background Colour



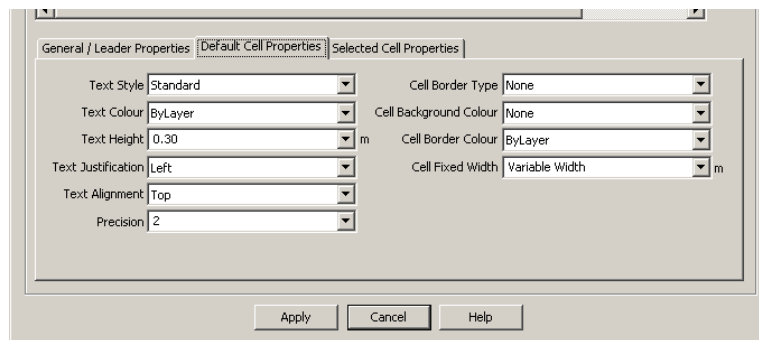
- **Leader** - allows you to specify the appearance of the leader, including:
 - Point Type** – this has a default of Blob but can be set to Triangle or Arrow
 - Point Scale** – adjustment of the text scale
 - Colour** - allows you to define the colour of the leader, as by default, the leader will take on the colour of the layer on which the object is inserted.
 - Lineweight** - the full range of AutoCAD lineweights can be used
 - Show Header At Leader Points** – allows you to replace leader points with header text defined within the specification of the plant.
 - [Set End Point]** - opens the Leader End Point Select dialog that allows you to define the Autoleader properties.



The *Leader End Point* dialog allows you to set the default attachment point for the auto leader function. When using this function you draw the leader from the object and it is automatically completed back to the specification text to the point on the specification defined within the above dialog. The default setting is *No Attachment*, i.e. *Autoleader* if turned off. *Draw Extension* allows you to draw a small landing line back to the text when using the outer anchor points.

Default Cell properties tab

Allows you to define the default properties of all the cells



- **Text** - allows you to specify the text settings for the currently selected Style, including:

Style - pick from the list of current (*AutoCAD*) Text Styles defined in the drawing

Height - specify the height of the text relative to the current drawing units (m, mm or inches)

Colour - select the preferred colour for the text as, by default, the text will take on the colour of the layer on which the specification is inserted

Justification - defines whether the specification text is justified left, right or centred about the picked insertion point

Precision - defines the number of decimal points displayed for number calculations

Alignment – the text can be aligned from the top, middle or bottom

- **Border** - allows you to specify the cell border settings for the currently selected Style, including:

Border Type - defines whether the cells are boxed, underlined or

whether no border is drawn

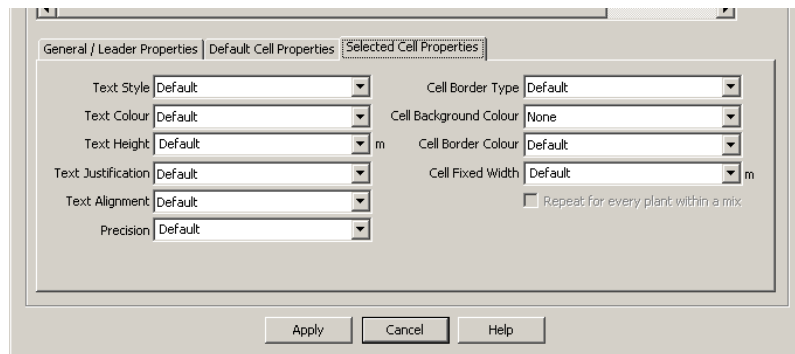
Background Colour – defines the background colour of the cell
Border Colour – select the preferred colour for the border as, by default, the text will take on the colour of the layer on which the specification is inserted

Cell Fixed Width – by default cell widths are set to Variable so that the width is defined by the data displayed in the cell. You can set a default value for all cells so that columns “line-up”. In this instance, text will automatically wrap if the contents exceed the cell width.

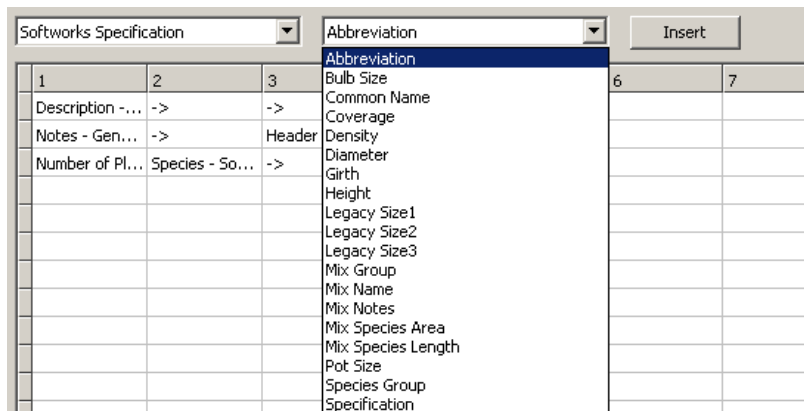
N.B. As AutoCAD does not support hyphenation of text during text wrapping (Mtext), if a single word is longer than the cell width, the text will extend beyond the cell border and overlap adjacent cells

Selected Cell Properties Tab

Allows the properties of a selected cell to be specified individually so that its properties can differ from that defined by the style defaults (see above section for definitions)



Softworks Specification (drop down) – allows you to define the display of softworks specific information (e.g. Species, Height, Mix Name, etc.) contained within the Softworks Specification.



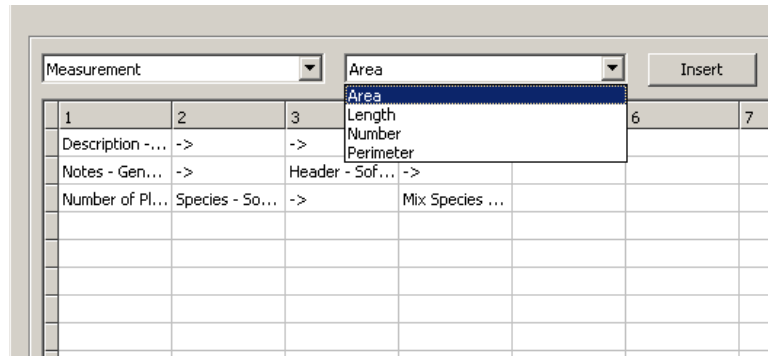
[Insert] -allows you to add the selected specification data, chosen from the associated drop-down list, to a selected cell. This cell must be "active" (selected) to insert the data

You can select a currently occupied cell when inserting new data into the grid. If

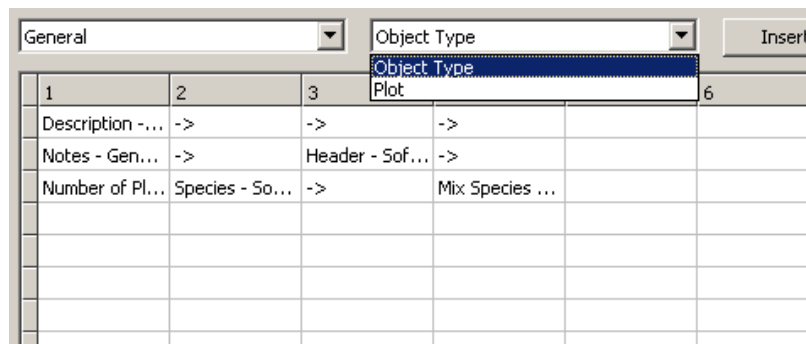
you do this you will be asked if you wish to Overwrite the current cell or shift the current cell to the right or down.


- **Measurement** (drop down) - allows you to add to the style display the Area, Length, Number and Perimeter of the object

N.B. Measurement calculations only display in major units, i.e. m for m or mm drawings and ft for inches and feet drawings



- **General** (drop down) - allows you to choose between Object Type (for example, planting area) or Plot number.



-  **Remove Data** - select the specification item you wish to remove and pick the delete button from the navigation bar
- **Navigation Buttons** - use the appropriate buttons to define/redefine the position of a selected specification item within the grid, and thus its eventual display location in the drawing



- Pick **[Yes]** to accept the changes or **[No]** to cancel the command. If you pick yes, the appearance of the tags will change after a short time.

Standard Specification Styles

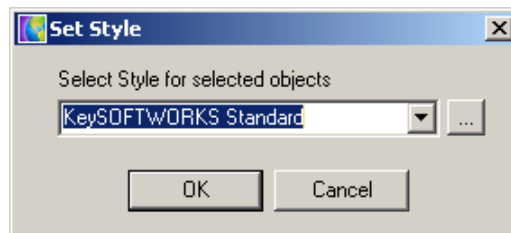
To help with the creation of specification styles, KeySCAPE includes several

predefined styles. These can be imported in to the drawing from the styles folder and can be modified or used as a template for the creation of new styles.

Assigning Specification Styles

When inserting a specification in the drawing the information will display according to the current style. However, you can have any number of styles available in a drawing and assign different styles to selected specifications, as required. You can assign a style to a specification, as follows:

- From the **Softworks** pulldown, select **Specification Display>Set Style**. You are returned to the drawing and prompted, at the command line, to **Select objects**:
- Select the specifications you wish to assign a different style.
- When all required specifications are selected, press **Return**. The **Set Style** dialog will appear.



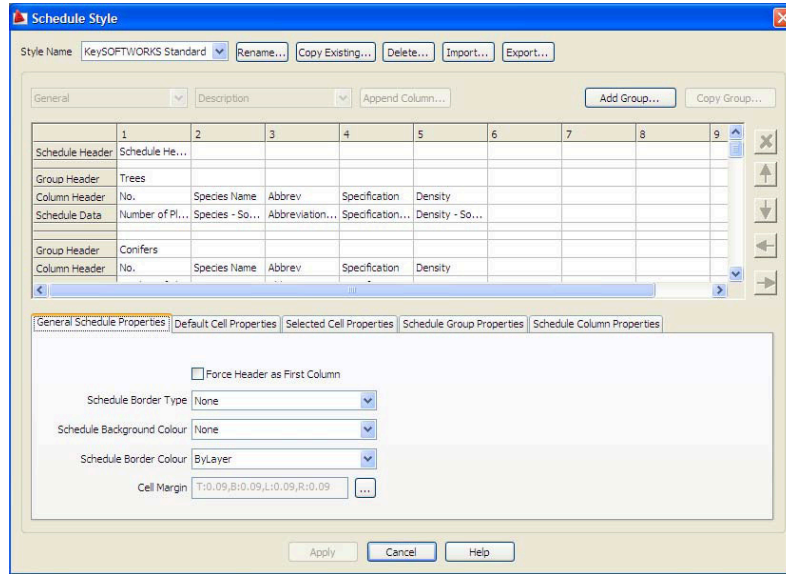
- From the dropdown list, pick the specifications style you wish to apply to the selected specifications.
- Pick **[OK]** to assign the style.


Schedules Styles

The display of the Schedule is now defined using Styles. You can create and define the default style(s) used to display a schedule before you start drawing but you have the flexibility to create new styles and modify existing ones as you start designing.

To Modify the Appearance of a Schedule

- From the **Softworks** pulldown, select **Schedule Display>Styles**. The **Specification Style** dialog appears.



You can also access schedule styles from **Core>Drawing Setup>Softworks Styles (tab)>Schedule Style** 

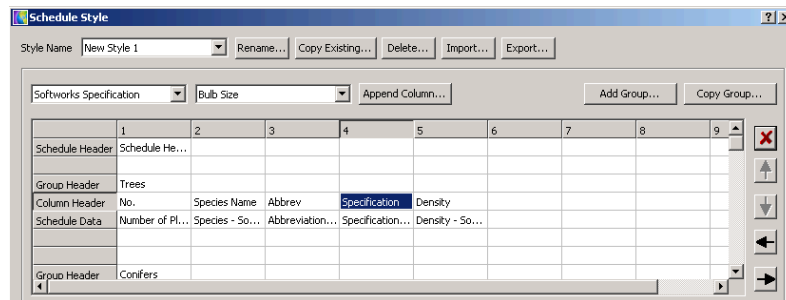
You can modify the current style as follows:

- **Style Name** – drop down list showing the Schedule Styles available in the current drawing. The default style, KeySOFTWARES Standard will be created with every new drawing opened with KeySCAPE
- **[Rename...]** - allows you to rename the currently selected Style
- **[Copy Existing...]** - allows you to make a copy of the currently selected Style and edit the display specification information so the original style remains unedited.
- **[Delete...]** - allows you to delete the currently selected Style from the drawing. You will not be able to delete a style if it is being used in the drawing
- **[Import...] & [Export...]** - Schedule Styles can be exported and imported as *.kss files. This provides the facility to export styles defined in one KeySCAPE drawing to import in another KeySCAPE drawing. If these files are held on a network, or shared drive, they can be used by several users, as required.

The default KeySOFTWARES Standard style will be created with every drawing opened with KeySCAPE. If you wish to define your own default template, modify and export your preferred style overwriting the KeySOFTWARES Standard.kss file. It is recommended that you make a copy of the original file before overwriting it in case you need to restore the default installed style in the future.

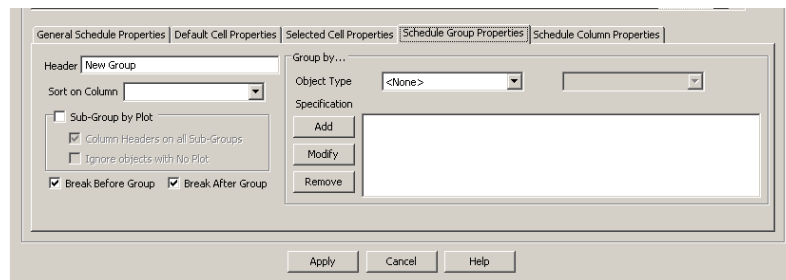
- **Schedule Contents** -allows you to specify the information to be displayed in the currently selected Style. This is controlled by the creation and modification of **Groups** (*headings*), that include **Columns** that define the information required to describe the object. In this way you can create different schedules that only show specific information, *e.g. schedule only Tree information*

Defining schedule Groups and Columns



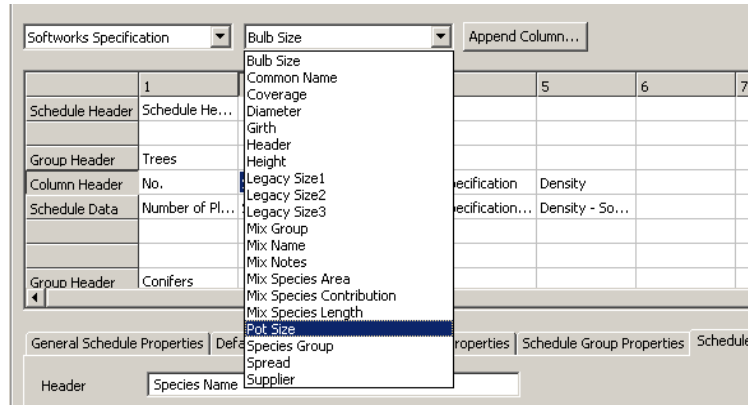
Construction of a Schedule

[Add Group...] - Adds a new blank group to the schedule style at the bottom of the grid. The properties of the group can be edited in the schedule Group Properties (*tab*).

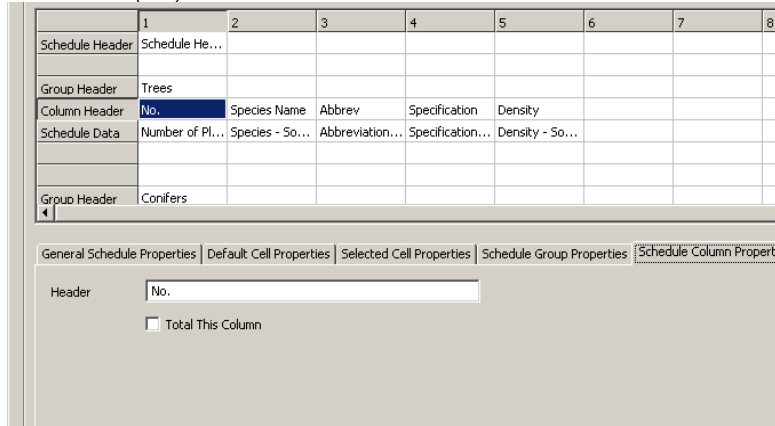



- **Header** - the name of the group. This is what will appear in the “header” of the group when it appears in the schedule, e.g. Trees
- **Sub Group by Plot** - allows you to group the schedule using the plot definitions
- **Group by Object Type** - allows you to filter the schedule information by an object type, including:
 - ON** - you can group the required information based on:
 - Specimens - will filter for only specimen information that meets the specified criteria
 - Hedges - will filter for only hedge information that meets the specified criteria
 - Planting Areas - will filter for only planting area information that meets the specified criteria
 - <None>** - will not filter for Softworks types in the schedule
- **Group by Specification** - allows you to filter the schedule so the group will only show data based on the specification information defined for KeySCAPE objects (*Trees, Shrubs, etc*), e.g. *species group, abbreviation, density etc.*, including:
- **[Append Column...]** - creates a new column within a selected group for the existing Style. To create a new column select an existing cell, select the type of data to be inserted from the drop down menu (e.g. Measurement, Softworks specification...) and from the next drop menu down select the specific data (e.g. Pot size), then pick **Append**

Column to insert the data.



Total This Column - will total the contents of the column where the data is a numeric value, e.g. *plant numbers, areas*. Select the column to be totalled and the Schedule Column Properties (*tab*) will appear. Check the Total This Column (*box*)



-  **Remove Data** - select the specification item you wish to remove and pick the delete button from the navigation bar
- **Navigation Buttons** - use the appropriate buttons to define/redefine the position of a selected specification item within the grid, and thus its eventual display location in the drawing



Moving an item up or down the style list affects the order the information will appear in the schedule, namely:

- **Groups** - the order that the groups are arranged in the style list defines the order the groups will appear in the schedule, top to bottom, when inserted in the drawing, e.g. if the style list of groups is in the order: *Trees, Conifers and Shrubs*, they will appear in the drawing in the order, top to bottom: *Trees, Conifers and Shrubs*
- **Columns** - the order that the columns are arranged in the style list, top to bottom, defines the position the column will appear within the schedule, left to right, i.e. moving a column higher up the list moves its position within the schedule further to the left whilst moving it down the list moves its position

further to right, e.g.

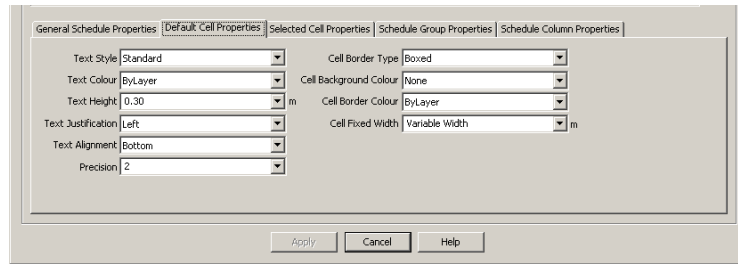
Schedule	Move up the style list to move the column to the left		
Paving	Move down the style list to move the column to the right		
Description	Number	Manufacturer	Product
Paving Area	200No. Approx. Bricks	Key Systems	Key Block
Total :200No. Approx. Bricks			

- **Header - Text** - enter the text you wish to appear as the main schedule name, e.g. Plant Schedule

Schedule	Schedule Header (text)		
Paving	Group Header		
Description	Number	Manufacturer	Product
Paving Area	200No. Approx. Bricks	Key Systems	Key Block
Total :200No. Approx. Bricks			

Column Data

- **Default Cell Properties (tab)** - allows you to specify the text settings for each part of the schedule, including:



Style - pick from the list of current (*AutoCAD*) Text Styles defined in the drawing

Height - specify the height of the text relative to the current drawing units (m, mm or inches)

Colour - select the preferred colour for the text as, by default, the text will use the colour of the layer on which the schedule is inserted

Border - specify whether the text is either: Boxed (*has a frame*), Not boxed (*has no frame*), or Underlined

Justification - functionality not currently supported

Alignment - functionality not currently supported

Standard Schedule Styles

To help with the creation of schedule styles, KeySCAPE includes several predefined styles. These can be imported in to the drawing from the styles folder and can be modified or used as a template for the creation of new styles.

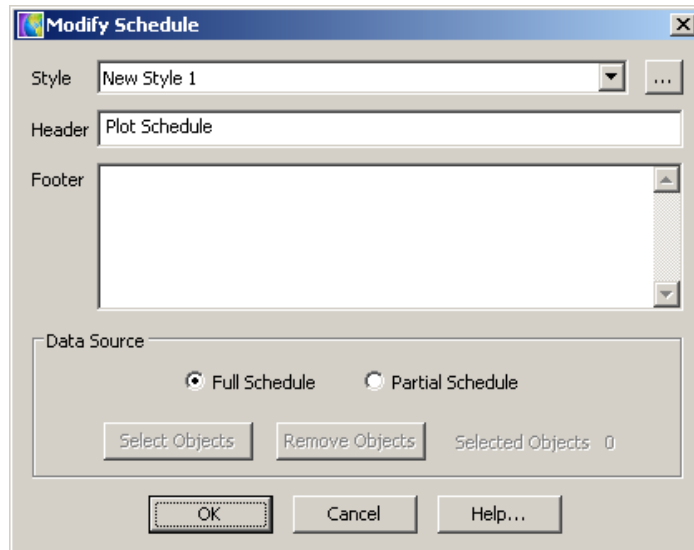
Assigning Specification Styles


When inserting a schedule in the drawing the information will display according to the current style. However, you can have any number of styles available in a drawing and assign different styles to different schedules, as required. You can assign a style to a schedule, as follows:

- From the **Softworks** pulldown, select **Schedule Display>Modify/Set**

Style. You are returned to the drawing and prompted at the command line to **Select Schedule to modify**:

- Select the schedule(s) you wish to assign a different style and press **Return**. The **Modify Schedule** dialog will appear.



- Select the schedule style you wish to use from the dropdown list or pick  to create new and/or modify an existing Style
- Pick **[OK]** to assign the style to the selected schedule(s).

Plot Schedules

You may wish to assign plot numbers to plants in the drawing and insert a schedule based on these plot numbers, i.e. to show all plants assigned to a specific plot. This can be useful for housing developments or phased drawings.

N.B. The prefix KeySCAPE uses for plots is Plot, e.g. Plot 1, Plot 2, etc. If you would prefer either no prefix or your own, say Ref: KSC, you can modify this through Core>Datatype Manager. See earlier in this section for more information,

Assigning Plot Numbers

You can assign Plot Numbers in two ways:

Adding or Modifying a Softworks Object

When you add or modify a specimen, hedge or planting area you can assign the plot number with the specification, as follows (for a Planting Area):

- From the Softworks menu, select **Planting Area>Add** or **Modify** (if modifying an existing planting area). The **Planting Area** dialog appears.

- Define the Planting Area as detailed in Section 2 to assign the required graphics and appropriate specification.
- In the edit window adjacent to **Plot Number**, enter the plot number or reference you wish to assign to the planting bed, e.g. **1** (for plot number 1), or **PN01** (plot number 01), or similar.
- Pick **[OK]** to apply the plot reference/number to the planting bed.
- Repeat the above to assign new or reallocate plot numbers/ references to other planting objects.

Applying Globally to Softworks Objects

This can be most useful when you have several specimens, hedges or planting areas in the drawing and you wish to quickly assign plot numbers to multiple softworks objects without modifying the objects individually.

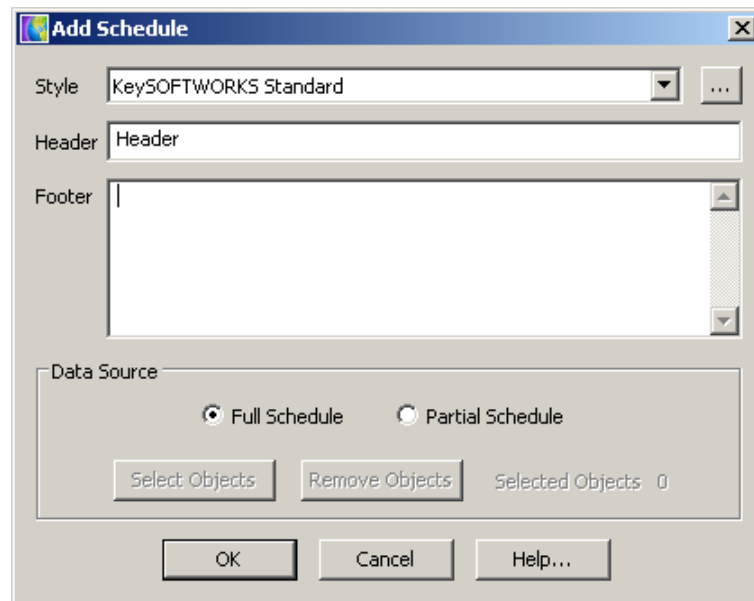
- From the Softworks menu, select **Specification Display>Set Plot**.
- You are returned to the drawing and prompted to **Select objects**.
- Pick the softworks object(s) (*specimens, hedges and planting areas*) to which you wish to assign a plot number or reference.
- When selected, press **Return**. The **Set Plot** Dialog appears.


- Enter the plot number or reference you wish to assign to the selected softworks objects, e.g. **1** (for plot number 1), or **PN01** (plot number 01), or similar.
- Pick **[OK]** to apply the plot reference/number to the selected softworks objects.
- Repeat the above to assign new or reallocate plot numbers or references, to other softworks objects in the drawing.

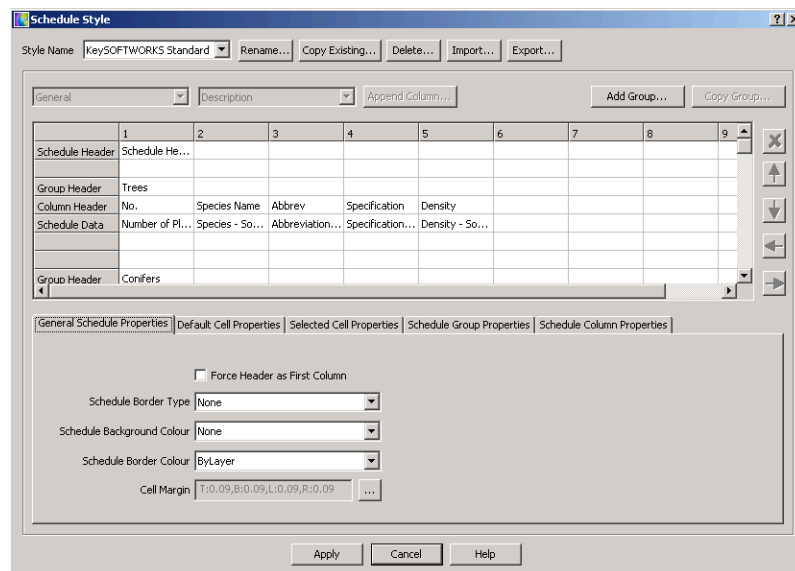
Inserting a Plot Schedule

Plot schedules are full schedules but have a filter applied to them so that they group plants based on their plot number. To assist with the creation of plot schedules, KeySCAPE includes a default plot schedule style that can be imported and modified, as required.

- From the **Softworks** pulldown, select **Insert Schedule**. The **Add Schedule** dialog will appear.

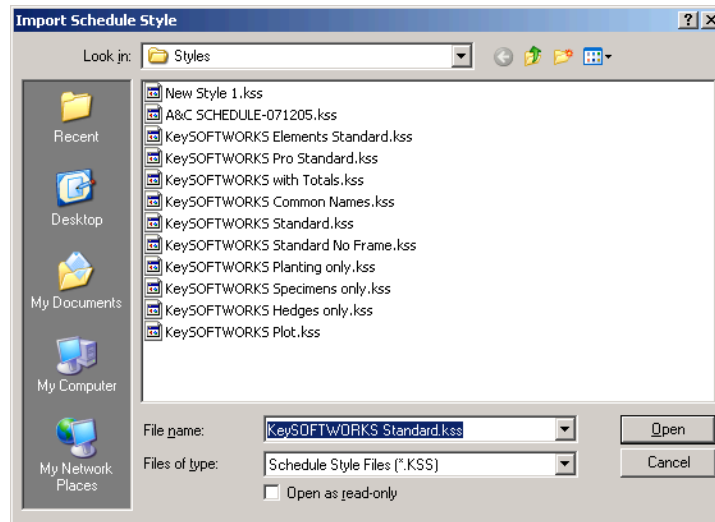


- Next to the schedule style dropdown list, pick . The **Schedule Style** dialog appears.



- Pick **[Import]**. The **Import Schedule Style** dialog appears, and

defaults to the KeySCAPE Softworks Styles folder.



- From the list pick the schedule style **KeySOFTWARES Plot.kss** - *the default style installed with KeySCAPE for scheduling plots*
- Pick **[Open]** to return to the Schedule Style dialog.
- Pick **[Apply]** to apply the change and **[Close]** to return to the Add Schedule dialog.
- From the schedule style dropdown list, pick. The **KeySOFTWARES Plot** Style.
- Next to **Header**, enter the text you wish to appear as the header to your schedule, *e.g. Plot Schedule*
- Pick **[OK]**. You will be returned to the drawing and prompted to pick a **Schedule Location**:
- Pick the point where you wish the schedule to appear, based on the **top left-hand corner of the schedule frame**. The schedule will be displayed in the drawing.

Plot SchedulePlanting (No Plot)

No.	Species Name	Density
100 No.	Viburnum davidii	5/m ²
221 No.	Vinca major 'Variegata'	7/m ²

Planting (Plot PNO1)

No.	Species Name	Density
146 No.	Cotoneaster 'Coral Beauty'	5/m ²
61 No.	Photinia x fraseri 'Red Robin'	3/m ²
6 No.	Sorbus aucup. 'Sheerwater Seedling'	
65 No.	Viburnum davidii	5/m ²
129 No.	Vinca major 'Variegata'	7/m ²
69 No.	Weigela florida 'Foliis Purpureis'	3/m ²

Planting (Plot PNO3)

No.	Species Name	Density
65 No.	Choisya ternata 'Sundance'	3/m ²
97 No.	Cornus alba 'Sibirica'	3/m ²
85 No.	Cotoneaster 'Coral Beauty'	5/m ²
106 No.	Photinia x fraseri 'Red Robin'	3/m ²

Plants with no allocated plot number or reference will appear in the schedule under the group "No Plot".

- As you assign or reassign plot numbers/references to softworks objects in the drawing (see *previous section*) the plants will automatically move between plot groups, as appropriate.

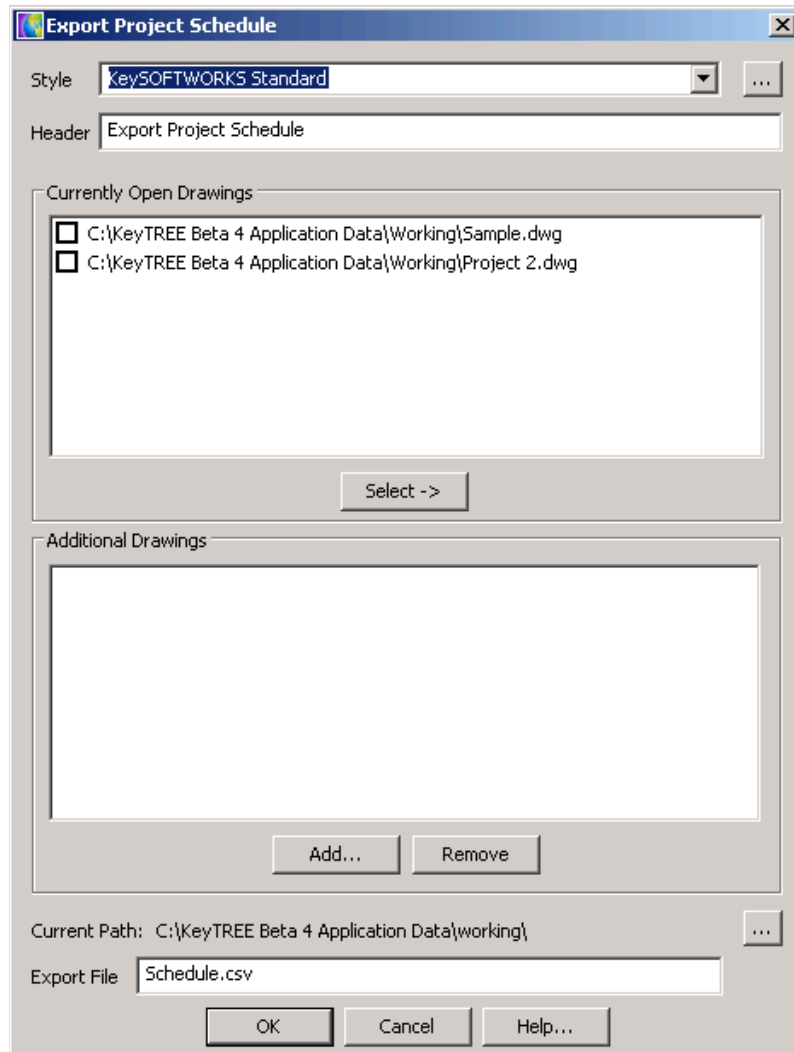
Modifying a Plot Schedule


Plot schedules are no different to full schedules and their display can be modified as described for *Schedule Styles*, earlier within this section, and full schedules defined in *Section 2: Plant Schedules*

Exporting Project Schedules

Project Schedule allows you to select a number of open or selected drawings to export as a combined file (project schedule) in a .CSV (comma separated value *.csv) text file. This file can be opened in a range of software, including MS Excel, MS Word, or MS Access.


- From the **Soft** pulldown, select **Schedule>Project Schedule**. The **Project Schedule** dialog appears.



- **Style** - allows you to select a schedule style currently referenced in the active drawing to define the information and format of the data to be exported. Pick  to select an alternative style file.
- **Header** - allows you to add text that will appear as a header to the exported schedule
- **Currently Open Drawings** - allows you to select any number of currently open drawings to include with the project export.

The drawings listed will include the current drawing and any other drawing opened in the background. It will always list the latest version of any drawing file so if an autosave has been performed on a drawing since it was last active, the drawing list will include the autosave version. These files will have a .SV\$ file extension.

- Use **[Select ->]** to either select or clear all selection
- **Additional Drawings** - allows you to add or remove additional drawings to include with the project export
- **[Add]** –allows you to browse to an select additional drawing files to include within the project export
- **[Remove]** - allows you to remove the currently selected drawing from the list of additional drawings.

- **Export File** - allows you to define the file name for the export file.
- Pick  to define the folder where you wish the export file to be saved.
- Pick OK to complete the export of all of the selected drawing file.

*Project schedules are exported as a .CSV (comma separated value *.csv) text file. This text file can be opened in a range of software but usually requires you to set the Files of Type within the Open dialog to Text Files (*.txt, *.csv).*

Distributing KeySCAPE Drawings

KeySCAPE uses the latest AutoCAD-based, object-orientated design. Like Autodesk's own applications for Architecture, Mechanical and Civil design, KeySCAPE creates intelligent AutoCAD objects that are visible, but will not be editable, in general AutoCAD. AutoCAD will usually show these objects using simplified proxy (image) graphics that will not be editable in AutoCAD unless you install the KeySCAPE object enablers for your version of AutoCAD. Depending on your AutoCAD settings, the proxy entities may display as bounding boxes or may not show them at all. See sections below for more information.

Sending KeySCAPE Drawings to AutoCAD Users

Please follow the following procedures to ensure you save a drawing correctly **BEFORE** sending it to AutoCAD:

- Open the drawing to be sent to the AutoCAD user
- At the command line enter **PROXYGRAPHICS** and press **Return**. The default value of the AutoCAD system variable should be 1. If it is set to 0, enter 1 and press Return. *The current versions of KeySCAPE should set this automatically to 1 for you.*

The AutoCAD PROXYGRAPHICS system variable specifies whether images of proxy objects are saved in the drawing or not. If set to 1 the drawing saves the proxy graphic images so that they are available to display in AutoCAD. If set to 0, the proxy graphics images are NOT saved with the drawing and so, when opened in AutoCAD, KeySCAPE objects may not display or appear as bounding boxes.

- At the command line enter **ISAVEPERCENT** and press **Return**. The default value of the AutoCAD system variable should be 50, although not necessarily.

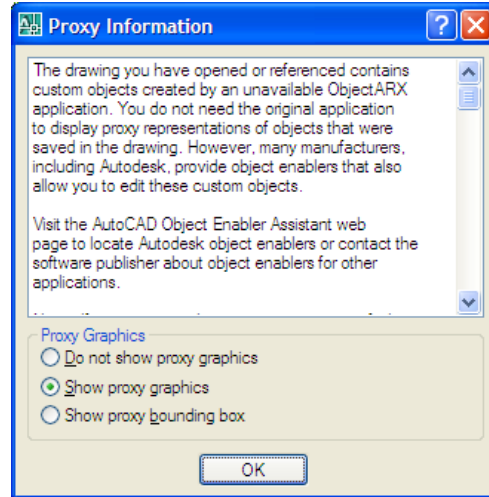
The AutoCAD ISAVEPERCENT (Incremental Save Percentage) system variable is a global setting (i.e. affects all drawings) that sets the percentage of potentially wasted space in a drawing file. If the Incremental Save Percentage is set to 0, every save is a full save. Full saves eliminates wasted space and can reduce drawing size but the performance of the SAVE and SAVEAS commands will slow significantly. Incremental saves are faster but they increase the size of your drawing as it includes wasted space. For optimum performance AutoCAD sets the default value to 50. That is, if less than half the drawing is modified between saves the change only information is appended to the drawing database. Conversely, if more than half the drawing is altered between saves, a full save is invoked.

- At the prompt: **Enter new value for ISAVEPERCENT**, enter **0** and press **Return**
- Save the drawing. This will invoke a full save of the drawing.
- At the command line enter **ISAVEPERCENT** and press **Return**.
- Enter **50** (or your previous value setting) and press **Return**
- Close the drawing
- Send your drawing to your client or design partner

Opening KeySCAPE Drawings in AutoCAD

Please advise your clients or design partner of the following procedures **BEFORE** they attempt to open a KeySCAPE drawing in AutoCAD

- When the AutoCAD user opens the drawing in AutoCAD the Proxy Information dialog should appear



- Select the option **Show proxy graphics** and pick [OK] to open the drawing and display the KeySCAPE objects

What to do if the Proxy Information dialog does not appear AND the KeySCAPE graphics do not show

In this instance it is likely that the AutoCAD settings that control these options have been set to not display the Proxy Information dialog or, more importantly, to not show the proxy graphics. In this instance:

- With the drawing closed, at the command line enter **PROXYSHOW** and press **Return**. The current value of the AutoCAD system variable is displayed and is most likely to be set to 0, *i.e. to not show proxy objects*
- At the prompt: **Enter new value for PROXYSHOW**, enter **1** (to show proxy objects) and press **Return**

The AutoCAD PROXYSHOW system variable is a global setting (*i.e. affects all drawings*) that controls the display of proxy objects in an AutoCAD drawing where the application that created the objects is not available. The following options exist:

- 0 Proxy objects are not displayed
- 1 Graphic images are displayed for all proxy objects
- 2 Only the bounding box is displayed for all proxy objects

- **Open** the KeySCAPE drawing in AutoCAD and all the graphics will show as image entities only, *i.e. not editable as AutoCAD objects*

Object Enablers

If a drawing is opened with proxy graphics showing you will only have access to limited editing features on the object, *e.g. delete*. However, should you wish to undertake more detailed editing, you can request and install the KeySCAPE Object Enablers for your version of AutoCAD. Once installed, this will give limited access to the objects and allow you to use most of the AutoCAD editing commands on KeySCAPE objects, *e.g. copy, move, rotate, grips etc*. However, it **does not** allow

any access to the KeySCAPE user interface to edit settings, specifications or planting/hedge graphics. This information can only be edited in KeySCAPE. Any changes made in a KeySCAPE (object) enabled AutoCAD will be updated next time the drawing is opened in KeySCAPE.

SaveAs to earlier version of AutoCAD

Due to limitations imposed by Autodesk on objects, any KeySCAPE drawing that is created or opened and saved in a newer version of AutoCAD, **will not** be editable in versions of KeySCAPE running on earlier versions of AutoCAD, even though the KeySCAPE functionality may be identical, i.e. there is NO backward compatibility between AutoCAD/KeySCAPE objects. This also applies to the use of KeySCAPE enabled versions of AutoCAD. **There is no work round to this!**

Exploding KeySCAPE Objects

Limitations, imposed by Autodesk on custom objects prevent the use of **DXFOUT** and **DXFIN** unless the objects are exploded to simple drawing entities. These simplified versions of the objects have no intelligence but allow them to be edited in AutoCAD or other applications, such as SketchUp, Adobe Illustrator or CorelDRAW

To Explode the KeySCAPE objects

- Go to **Core>Explode KeySCAPE Objects**
- At the command line you are prompted to **Select objects:**
- Select the KeySCAPE objects you wish to explode or type **ALL** to select all the KeySCAPE objects in the drawing
- Press **Return** to complete the command
- All the former KeySCAPE objects will now be exploded to simple, unlinked AutoCAD entities

N.B. If you explode KeySCAPE objects all links are destroyed. As such, if you explode a specification BEFORE you explode the schedule(s) plants WILL disappear from the schedule. As such, either explode the schedule BEFORE you explode the specifications or make sure you explode both at the same time by using a window selection or type ALL to select all the KeySCAPE objects.

*Alternatively, you can explode KeySCAPE objects using the AutoCAD Explode Command. However, you will need to **explode the objects twice** to get back to single AutoCAD entities. Please note that the following default results:*

First use of the AutoCAD Explode Command on KeySCAPE objects –
explodes each object into individual AutoCAD blocks, i.e. one new block is created for each object.

Second use of the AutoCAD Explode Command on KeySCAPE objects –
explodes each individual AutoCAD block, derived from the objects, into single editable AutoCAD entities.

IMPORTANT: *Exploding the KeySCAPE objects WILL destroy all object functionality and associated intelligence, e.g. automatic update of plant number calculations and schedules. Once the drawing has been closed, the links can **NOT** be recreated automatically. Therefore, it is strongly recommended that you make a backup of the drawing (SaveAs) **BEFORE** exploding the objects. After exploding the drawing, your drawing size may increase considerably.*