



## EZ-Plant Demo Quick-Start Operational Tips / Users Guide Short Form

The demo is the same as the full program except there are fewer examples of Plants and Plant Symbols.

(Note: Some of the informational help tips shown below can also be found and explained in greater detail in the **EZ-Plant Help File. (EZ-Plant.chm)** and the [StartUp Operational Tips](#) to explain operation of EZ-Plant in a more detailed format) Also, see our Six Tutorial Videos at [www.ez-plant.com](http://www.ez-plant.com), on our Software Information section, to see how to use EZ-Plant. We completed videos which were placed on the Autodesk Virtual class website. These videos can be found at [www.ez-plant.com](http://www.ez-plant.com). We placed these same videos, in addition to a YouTube Overview video on our WEB PAGE. All these videos illustrate operation procedures about EZ-Plant. We also have a video describing how EZ-Plant can be used to satisfy some of the Sustainable Sites Initiative (SITES™) prerequisites.

You **must** first install **AutoCAD, or BricsCAD** to use our Demo. Follow the Installation instructions described in our EZ-Plant Installation doc. found online on our website.

**Note:.** The plants in our databases contain plant information directly from nurseries including size, condition and pricing just as they are sold at these nurseries. The mature height and spread are also shown. Please feel free to use our database as your base and add in plants from your local nursery as necessary.

In 2017, we added identification and Legends of plants that are Fire Resistant, Drought Tolerant or Water Wise plants . We identified plants that are moderately or Salt tolerant, Deer Resistant Plants, and Invasive Species and Plants that attract birds as well in a legend shown on the Excel spreadsheet which corresponds to the information displayed in the Native Origin column. We want to enhance our goal of provided users important plant cultural information and sustainability.

After installation of your chosen cad system and EZ-Plant Software, open the cad system and open or begin a drawing for our demo. To try EZ-Plant Software, the first thing to do is:

1. Insert a **Plant Schedule** onto your drawing Cad file used for planting plan and Click **Insert Schedule**. You can also Insert Schedule by typing *sin*. We recommend that you insert **Plansch4** with no columns for costs for now to use this demo. We have 7 different plant schedule templates to use but for this demo insert Plansch4. With some schedules there are options to show or not show certain selected columns of information for clients. You may want to insert the schedules and their attributed extensions just to see what we offer.
2. Insert **Plant Symbols** into the Legend into the Plant Schedule by clicking on **Insert Symbol** into the first row in the Planting Schedule. You can **Insert Symbol** also by typing *sym*.
3. Click **Insert Plants** into the Plant Schedule. You can also **Insert Plant** by typing *pin*. For the Demo example, highlight the plant with the **ABC** as the **EZ-Plant Key name** and Click **OK**. You will see the **ABC** plant highlighted. Move the cursor to the top row and place the X for inserting the plant, into the upper intersection point between the **Key and Legend** columns. You will be able to see the outline of the plant information to guide you. Each plant inserted should have its own Legend box so you should skip a row for each plant inserted. (Note: When you purchase the entire program you will have the option to use the **SEARCH** box to insert Plants. The **SEARCH BOX** serves to expedite the Search for plants quickly throughout the entire database by typing our EZ-Plant Key Name. The idea is to open our excel spread sheet, scroll or hit

*“Control f” to quickly find a plant in the excel spread sheet. The spreadsheet can be minimized throughout your work process and maximized when you have to explore plant information. INSERT PLANT, and in the SEARCH BOX, Highlight the word Search, then type in the EZ-Plant Key name that will be placed into the planting plan. Then click on the small box to the right of the SEARCH BOX with the < shown, then click OK. The plant will be ready to be placed into the preformatted plant schedule.*

4. Type **CO** or copy the Plant Symbol or insert the symbol that was placed into the legend around the planting plan dwg file as if you are creating a planting plan. Copy as many symbols as you want for this example demo. The plant symbols should be on any layer other than **EZ\_LEGENDS**.
5. To include groundcovers on the project, either place a closed **polyline** (by typing **PL**) around the Legend box in the Plant Schedule or use the **ADD: PICK POINTS** in cad by typing **BH** (or **PICK POINTS IN BOUNDARIES** function in Bricscad from the dialogue box and pick a point inside the Legend Box to place the hatch representing groundcovers, flowers or mulch. Note: In Bricscad, do not overlap the Planting symbol over the Legend Box Lines. This seems to prevent the Pick Points command from working. If this occurs try windowing in closer and try the Pick Points command again. ) After typing **BH**, place a hatch pattern directly adjacent to the Plant **Legend** to easily associate the hatch representing the preferred groundcover into the Legend box.

*(Note: Groundcover areas are linked then quantified and totaled in the same way as individual trees, plants and shrubs are by using the **MKLINK** and **UPLINK** commands. Simply follow the Operational directions in the command line as the program is used and see the Help File.) You can also use the hatch area to represent a mulch area or perennial area. We have a specific mulch schedule and database of several mulches that can be inserted in the mulch schedule and the volume of mulch can quickly be tallied using EZ-Plant. Change the depth of mulch and click uplink and the volume and labels change automatically. If you purchase EZ-Perennials as a separate ADD-ON package, you will receive an additional perennial database with another excel spreadsheet. These perennials and mulches can be accessed by clicking on the radio buttons on the bottom of the Insert Plant dialog box.*

If you choose, insert a few different plants and symbols into the example demo and experiment with plants and groundcovers by expanding the area or copying or erasing symbols and clicking **UPLINK** to see the changes.

6. For this demo for groundcover areas you can **Insert Plant** with the Key name **VMI** and/or **VMAV** into the Plant Schedule by using the scroll bar and selecting these groundcovers. You will see in the condition column that both of these cultivars of Periwinkles are sold by the nursery in Flats of **50** Plants. Insert the plant **VMAVA** and you will see this Periwinkle cultivar is sold as No. 1 or in 1 Gallon Containers. Always use a different hatch symbol in the Legend for each groundcover and a different plant symbol for each plant variety.
7. Type **PL** and place a closed polylined area on your drawing to be used as an example groundcover area and place the same hatch style into this polylined area that matches the hatch that was placed into the Legend to represent this groundcover. Typing **CL** will close the hatch within the command. Remember to place separate individual hatches for the site and the hatch within the plant Schedule Legend.
8. After you have placed a few different single plants and groundcovers into the Plant Schedule click **Make Link (MKLINK)**. This command links Plant Symbols to the plant database information in the Planting Schedule. This is what makes the software “intelligent” and provides it with the capability to automatically count or quantify plants, mulches and/or groundcovers. The quantity is displayed in the **QTY** column in the

Planting Schedule. The **MKLINK** command is used to quantify all plants, including groundcover areas too. Once the plant symbols and hatched areas for groundcovers are linked, they then can be labeled when using the **Label Plants** command.

9. When you click **Make Link** you will be prompted to *select a Key to associate a symbol*. Click on a plant (**Key**) in the schedule then select a **plant symbol** (or hatch for groundcovers) that are in the adjacent Legend. **Important!!** After all the plant symbols or hatches are linked to their plants and before **UPLINK** is used, **Always** place the hatch or plant symbols in the Planting Schedule Legend onto the **EZ\_LEGENDS** layer. This should be completed **AFTER** using the **MKLINK** command linking the plants to the plant symbols. The plants on your site planting plan should be on any other layer but **EZ\_LEGENDS**. This will ensure that the area or plant symbols shown in the plant schedule is not tabulated into your quantities. You can quickly do this by clicking on the plant symbols and hatches or window them in the Plant Legend and go up to the Layer pull down arrow and click on the **EZ\_LEGENDS** layer to change layers.

After all the plants in the Plant Schedule have been linked to a plant symbol click **UPLINK**. Almost immediately you will notice that the plant symbols QTY and everything but the groundcover hatching will show a total in the **QTY** column but all the Groundcovers QTY show the word **Error**. This is used to alert users that the next task should be editing the spacing of the Groundcover which is shown as the **## characters** in the **REMARKS2** column. You can look at the spread of the plant to get an idea of how far apart the plants should be spaced. Change these **##** to whichever plant centers you want to place the groundcovers *in inches*. Use **ATTRIBUTE EDIT** or type (ddatte) in the command line and change the center spacing *in inches*.

You will then need to click the **UPLINK or Update Link** command again to re-quantify the groundcovers, mulches or flowers in the hatch areas. You are now ready for labeling the plants. To experiment, erase a few plants or click or the PL of the groundcover area and change the size of the groundcover area by moving the nodes. If you edit or erase your amount of hatch area after the quantity has been tabulated once, you can quickly re-tabulate the quantities by using **UPLINK** again and the word **ERROR** will be replaced by the real plant quantities. Users can simply edit the *On Center* spacing distance and re-select **UPLINK** to recalculate the total plants if the spacing centers need to change. This command is a great time saving tool if revisions are necessary to groundcover and/or planting areas. If you make changes to the quantities after you have labeled each plant simply use the **LABEL** command again to quickly re-label the plant quantities that appear in the labels for the single unit plant symbols. The quantities and the groundcover labeling will be quickly updated if the areas or the quantities are changed by using **UPLINK** again.

10. Use the **Label Plants** command once the plants, plant symbols and/or groundcovers have been tallied and the total quantity of plant symbols or groundcover hatch identified with the selected **EZ-Plant Key Name** will automatically be labeled once the **Label Plants** command is used. Just click on the center or of each plant symbol or select the groundcover hatch and drag the cursor and a leader line from each plant will be displayed. The leader line will always originate from the *first* plant symbol chosen or wherever you click in the hatch area. You will see an option to place the additionally appearing leader line on another plant or segment of hatch. You will also have the option to choose the text Height (H) and Show (S) in the command prompts and an option to decide if you want to show the Plant sizes in the Labeling Text. (See Help file for a more detailed explanation). After you select the font height and plant sizes to be shown, another option to label the plants, either Above, Below or Split (S), (Above (A) and Below (B) the Leader Line will be displayed. Simply type the first letter, A, B or S, and the labels will be positioned Above, Below or Split on the Leader Line. To apply a single label to a grouping of the same plants, a leader line will be displayed from the **first plant** chosen and the quantity displayed will be the amount of selected plant symbols.

The individual ground cover areas can be labeled separately as long as these are outlined and hatched separately as described above. You will notice that EZ-Plant will display however many plants you select either singularly or by window. The plants will be tallied and labeled either by single plants or by amount of flats there are. The labels will cleverly reflect both conditions for you depending on how the plants are sold. You will also notice if there are changes on the plan that by clicking **UPLINK** the plant quantities shown in the labeling will also be quickly updated by the click of a command.

11. Use the **Connect Plants** command to connect the center points of each of the individually selected plant symbols. After choosing the **Connect Plants** command, the line will originate from the center of the first plant selected. Just click near the center of each subsequent plant symbol and the connecting line will appear. You can use the AutoCAD *snap command* to quickly snap to the midpoints, nodes, intersections etc. It's best to click on the **outside** of the plant symbol that is chosen first and the line will go directly into the center when the appropriate snaps are set.
12. To calculate the total cost for all plants in the planting plan, use the **Item Total** command, select or window all the plants to be totaled in the planting schedule. The program multiplies each plant's unit cost by the plant quantities and the plant totals for each row appears after the unit cost. If you edit the plants or areas of groundcovers, use **Item Total** again to re-tabulate the quantities.
13. Use the **Total Cost** command to see the entire estimated project cost (including installation) of all the plants in the **Command Line**, after your project specific Installation Factor has been entered. In Bricscad, you may choose the "Select all Entities" located within the dialog box that appears when the entire plant schedule needs tallied for total installation cost.
14. **Offset Plants.** The **Offset Plants** command allows users to evenly space many plant symbols along a line, polyline or arc in seconds. To experiment, type PL (Polyline) and draw a long polyline. If you type A, during the command, an Arc may be drawn also.

Click **Offset Plants.** and *Select First Plant Symbol* is shown in the command line. Select a Plant symbol that has already been linked by **MKLINK**. (Be sure you are **not** using a Plant Symbol that was placed on the EZ\_LEGENDS layer or the computation will not work.). The prompt will then say *Select additional Plant Symbol (or Enter when done)*. This means that you have an option to place multiple linked plant symbols alternately spaced at a specified distance along this line. Then the command line says *Select start of Centerline for On-Center spacing*. Simply select the line or polyline that you have drawn. The symbols will be spaced from the top or left to right, along the line at whatever selected spacing (in feet) you have chosen. Use **UPLINK** again to quantify the total plants shown on the plan.

15. **Hide/ Show Columns** Command. We have included new plant schedules and plant schedule extensions that accommodate users that want to show certain or lesser information on their planting schedules. In conjunction with these new plant schedules, go to our **Hide/Show Columns** command and there are options to either Hide or Show the last three columns (**Remarks, Height and Spread, and/ or Unit and Total Costs.**) Simply follow the instructions in the command line and type the first letter, H- Hide, S-Show, R- Remarks, H-Height and Spread or T- Total and either Hide or Show the information of choice.

The above description of our main command functions should give users enough information to understand the basics of how to use EZ-Plant Software. Please remember to **uninstall** our demo if you want to purchase the full EZ-Plant Product. See our [EZ-Plant Installation Instructions](#). If you have questions, please do not hesitate to contact us.