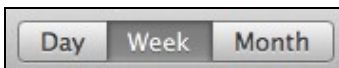


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## Overview



Planbook offers a day, week and month mode for viewing and selecting your lesson plans. These modes can be toggled using the toggle button at the top of the main planbook window, or by using keyboard commands. Day and Week mode also be toggled by clicking the button at the top of every day that shows the date.

## Week Mode

Mon - Sep 18, 2011	Tue - Sep 20, 2011	Wed - Sep 21, 2011	Thu - Sep 22, 2011	Fri - Sep 23, 2011
Physics 7:00 AM - 8:00 AM	Physics 7:00 AM - 8:00 AM	Physics 7:00 AM - 8:00 AM	Physics 7:00 AM - 8:00 AM	Physics 7:00 AM - 8:00 AM
AP Physics 7:00 AM - 8:00 AM	AP Physics 7:00 AM - 8:00 AM	Lab #1 AP Physics This is some default text for a lesson A: 1 0 0	Kinematic AP Physics 7:00 AM - 8:00 AM	AP Physics 7:00 AM - 8:00 AM
Chemistry 7:00 AM - 8:00 AM	Chemistry 7:00 AM - 8:00 AM	Chemistry 7:00 AM - 8:00 AM	Chemistry 7:00 AM - 8:00 AM	Chemistry 7:00 AM - 8:00 AM



Week mode showing a week's worth of lessons and the daily notes fields at the bottom of the screen



Planbook defaults to week mode when opening a new or existing file. This mode allows you to see an overview of all the days you teach in a single week.

Week mode can be enabled by setting the toggle button found at the top of the screen to the *Week* setting. You can also enable week mode with the *View-->By Week* menu item or the *command-shift-W* keyboard shortcut.

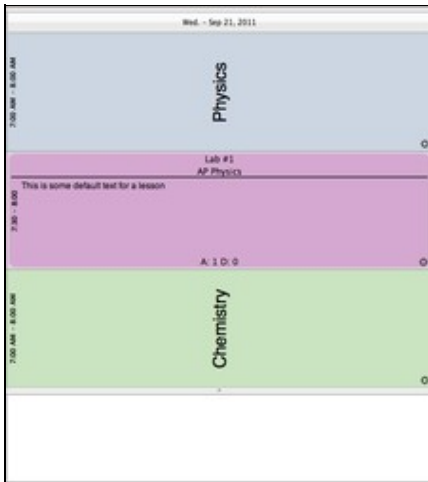
If you are viewing your plans in *day mode*, you can easily return to week mode by clicking the button listing the date at the top of the day.

## Day,\_Week\_and\_Month\_Views

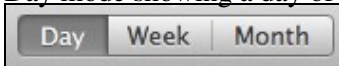
The image to the left shows a version of the week view for an example file. Note that the currently selected lesson is designated with a black outline. Lessons with information entered into them are shown in a darker variant of the color you selected for that class. Also, note the existence of the text boxes at the bottom of every day. These text entry areas are designed to hold meeting information, reminders or other important information specific to that day that doesn't belong in a lesson plan.

The daily notes text areas may be resized by dragging the divider between the text area and the lesson views up or down. All the notes views resize synchronously.

## Day Mode



Day mode showing a day of lessons and the daily notes field at the bottom of the screen



Day mode is a useful view for focusing on a single day's lessons. Viewing in Day mode also gives each lesson view more space, enabling more of the entered lesson text to be visible in each lesson view.

Day mode can be enabled by switching the toggle button at the top of the screen to *day*. You can also enter Day mode using the *View-->By Day* menu item or its associated keyboard shortcut- *command-shift-D*. You can also switch to day mode from week mode by clicking the button (that lists the date) at the top of any day.

You can easily switch back to week mode by clicking the date button at the top of the view.

The image to the left shows an example of Day mode. Notice that all of the classes have expanded to fill the available space. Lessons with text entered still register in a darker, more opaque way. The notes field below the day has also expanded and allows the viewing and entering of longer blocks of text without scrolling.

The notes view can also be resized by dragging the divider just above it. Upon shifting back to Week mode, all the notes views will adopt the new size.

## Month Mode

## Day,\_Week\_and\_Month\_Views

September 2011 - October 2011				
9/12	9/13	9/14	9/15	9/16
Physics	Physics	Physics	Physics	Physics
AP Physics	AP Physics	AP Physics	AP Physics	AP Physics
Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
Physics B	Chemistry	Chemistry	Chemistry	Chemistry
9/19	9/20	9/21	9/22	9/23
Physics	Physics	Physics	Physics	Physics
AP Physics	AP Physics	AP Physics - Lab #1 This is some default text for a lesson.	AP Physics - Kinematics Lesson	AP Physics
Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
9/26	9/27	9/28	9/29	9/30
Physics	Physics	Physics	Physics	Physics
AP Physics	AP Physics	AP Physics	AP Physics	AP Physics
Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
10/3	10/4	10/5	10/6	10/7
Physics	Physics	Physics	Physics	Physics
AP Physics	AP Physics	AP Physics	AP Physics	AP Physics
Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
Physics B	Chemistry	Chemistry	Chemistry	Chemistry



Month mode showing four weeks of lessons



Planbook also features a Month mode which, in the interests of precision, is actually a four week view. This mode is nice for getting an overview of your lessons over a long period of time.

You can enter the month mode either by clicking the *Month* section of the toggle button at the top of the screen or by using the *View-->By Month* menu item (or its associated keyboard shortcut *command-shift-M*).

Month mode, due to the density of information being displayed, behaves a little differently from the other modes. The selected lesson is the only lesson with an opaque, deeply colored, background. Today's lessons are indicated with a slightly different background color.

The label at the top of the Month mode shows the month (or months) that are currently displayed.

The daily notes fields are inaccessible from this mode.

The settings panel is also inaccessible from this mode.