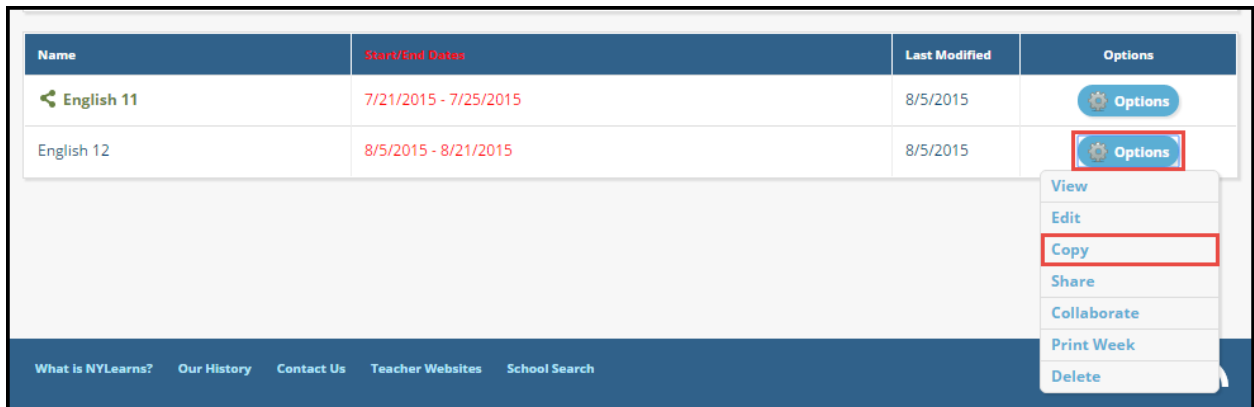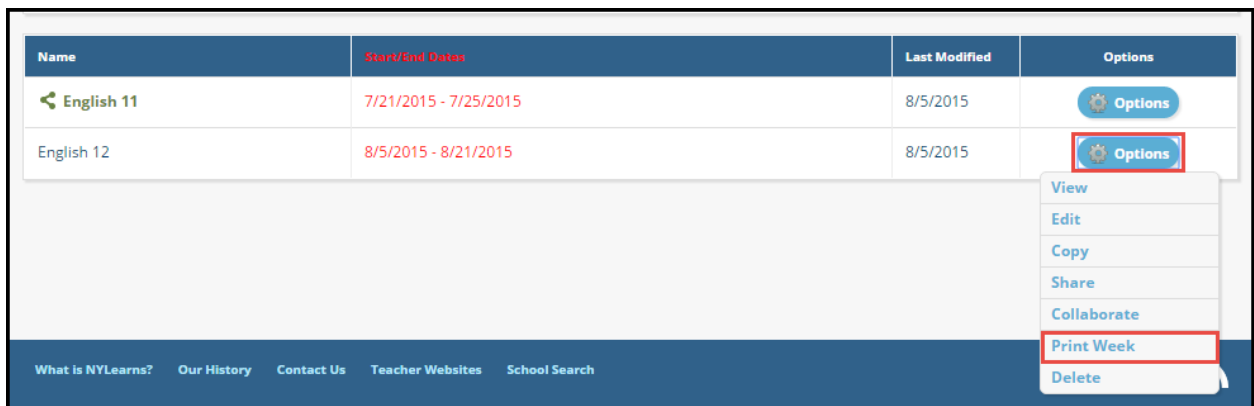The Options Menu provides several other utilities to work with your Planbook.

1.   If you wish to make a Planbook with few changes from one you previously made, use the Copy option. Click **Options** then select **Copy.**

Click **OK** on the popup that appears.

2.   You can print single weeks of the Planbook. Click **Options** and select **Print Week**

Enter the dates for the week you wish to print or select the current or next week from the drop down, then click **Print Planbook.**

This will open a PDF that you may print or save.

3.   To delete your Planbook, click **Options** and select **Delete.**

Name	Start/End Dates	Last Modified	Options
⤶ English 11	7/21/2015 - 7/25/2015	8/5/2015	⚙ Options
English 12	8/5/2015 - 8/21/2015	8/5/2015	⚙ Options

View
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