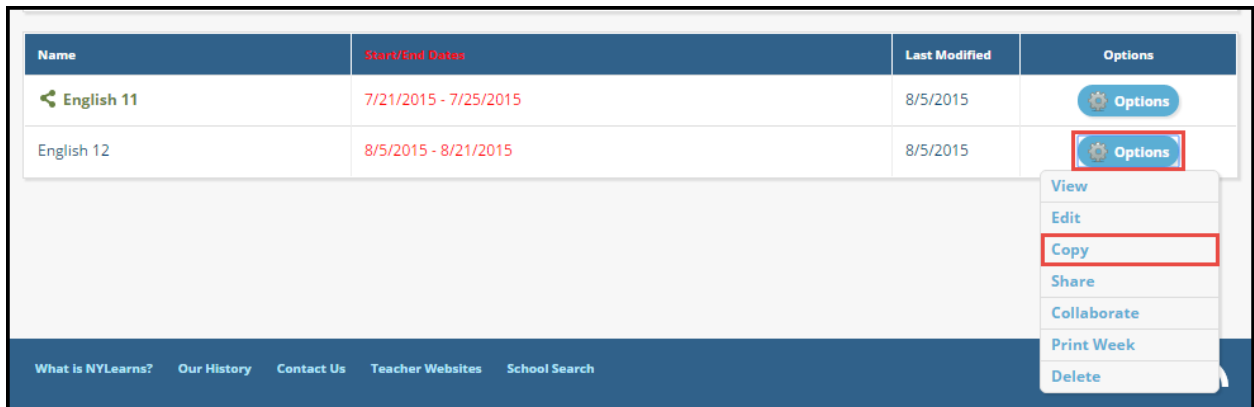


Other Options

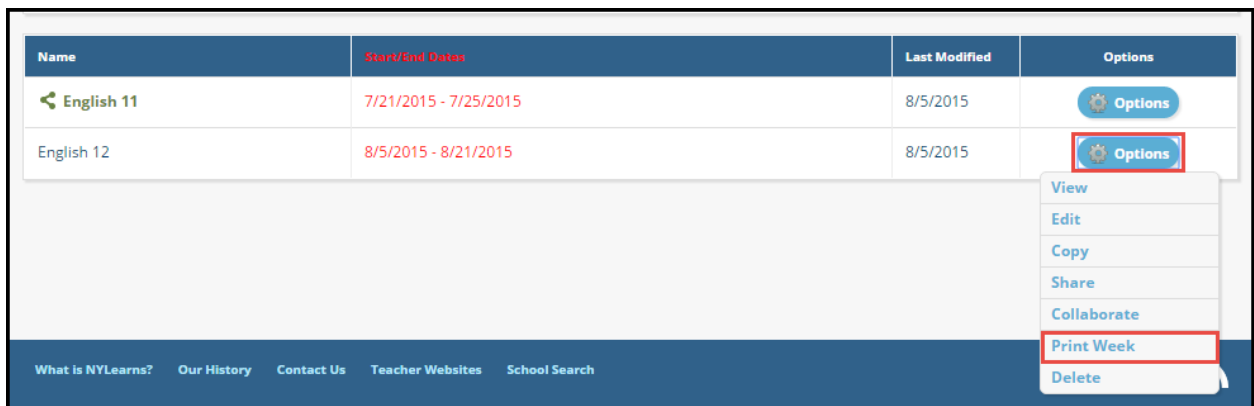
The Options Menu provides several other utilities to work with your Planbook.

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**.

A screenshot of a 'Print Options' dialog box. It has a title bar with 'Print Options' and window control buttons. Inside, there is a text area with the instruction: 'Select a start/end date for the duration of your Planbook that you would like to print, or use the drop-down to select the current week or next week.' Below this, there is a table with three columns: 'Start Date', 'End Date', and 'Or'. The 'Start Date' and 'End Date' columns have empty text input fields. The 'Or' column has a dropdown menu with 'Select...' and a downward arrow. Below the table, there are two buttons: 'Print Planbook' and 'Close'. The 'Print Planbook' button is highlighted with a red box.

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

Edit

Copy

Share

Collaborate

Print Week

Delete

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