

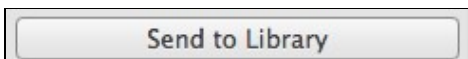
Library

Planbook features a "Library" where you can store previously entered lessons for reuse in any Planbook file that resides on your computer. This is designed to help you save time and reuse lessons that recur frequently.

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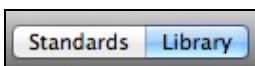
Adding Lessons to the Library



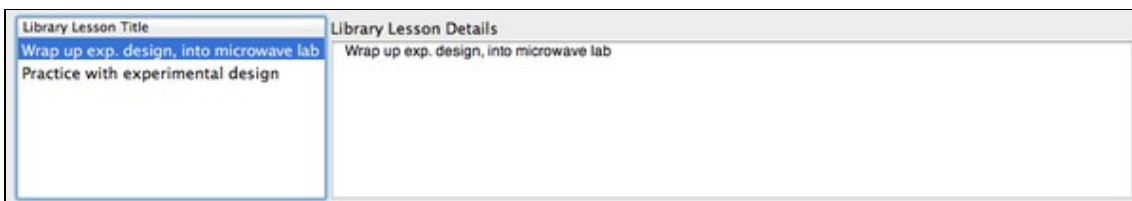
Lessons are added to the library using the settings pane. Access the settings pane for a lesson by right clicking on the small gear icon in the lower right corner of the lesson view.

Once the settings pane is visible, you will see a button titled *Send to Library*. Click this button to send a lesson to the library.

Viewing Lessons Stored in the Library



To reuse a lesson from the library, you must first make the library visible. To show the library, click the button titled *library* at the bottom of the main Planbook window. Upon clicking the Library button, a view will slide up from the bottom revealing the lessons you've previously stored (as shown below).



Library showing two stored lessons

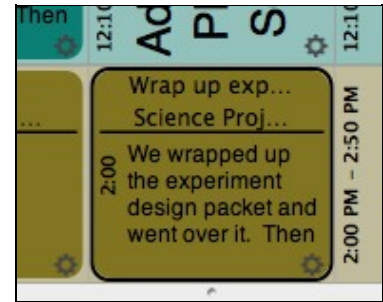
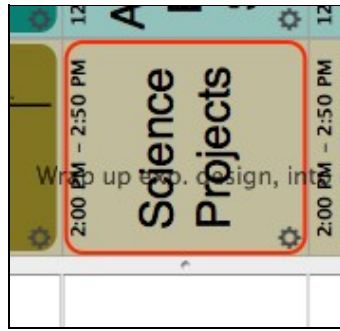
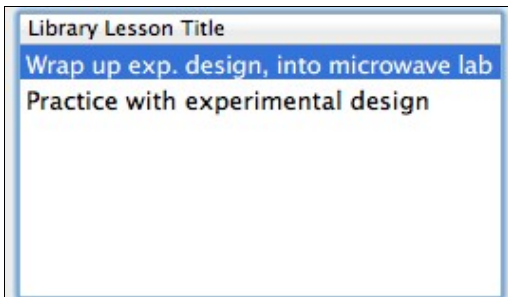
The list on the left of this view shows the lessons you've previously entered. The detail area on the right shows the lesson information contained in that lesson. Lessons in the library *do not* update when you modify the original lesson. You will need to re-send a lesson to the library should you make changes to the original.

Reusing Lessons Stored in the Library

To reuse a lesson from the Library, first make the library visible by following the steps listed [above](#).

Once the library is visible, you need only drag the lesson from the list on the left onto the lesson in the Day or Week view you would like to replace. The series of images below show this process.

Library



Select the Library lesson you want to reuse. Drag the lesson to the lesson where you'd like it to be. Notice the view where you'll be pasting the lesson is highlighted in red. Release the mouse button and the library lesson will replace the existing lesson.

What is Stored in the Library

Lessons placed in the library include their:

- ◇ Text fields (title and all others).
- ◇ Assignments (and their attachments).
- ◇ Attachments.

Units and Keywords are not currently transferred.