Overview
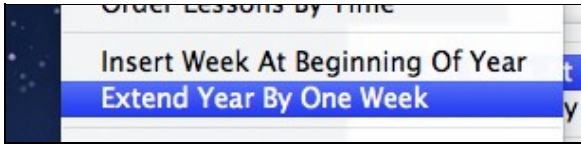
Planbook gives you the opportunity to set dates for your calendar when creating your Planbook file. Sometimes, things change. For example, snow days extend a school year. Planbook now has features to let you modify your existing calendar without starting over.

Extending Your School Year

Planbook lets you extend your school year by one week at a time. Planbook does its best to match the extended days to your existing schedule. If you have a rotating or block schedule, you may need to <u>convert days</u> in the added week to match the new days with your schedule.

To extend the school year:

       1. Choose the Schedule-->Extend Year By One Week menu item

Inserting a Week at the Beginning of the Year

Similarly, Planbook can also insert a week before the current start of your file. Planbook again does its best to match the added days to your existing schedule but you may need to use the <u>convert days</u> feature to match the new days into your schedule.

To insert a week at the beginning of the year:

       1. Choose the Schedule-->Insert Week At Beginning of Year