

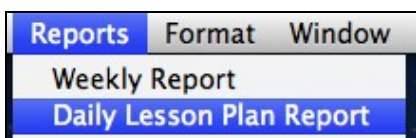
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## Overview

In addition to a gridded [weekly report](#), Planbook also offers a linear, *daily report*, that lets you choose a range of dates and courses and generate PDF, printed or emailed output.

## Generating a Daily Report



The *daily report* is accessed from the *Reports* menu. To generate a daily report, please choose the *Reports-->Daily Lesson Plan Report* menu item. Once you choose this menu item, the main Planbook view will be replaced with a new view showing the generated report (as shown below).



Daily Lesson Plan Report with a header.

## Modifying the Daily Report

### Changing the Range of Dates Displayed

The Daily Lesson Report enables you to select any range of dates from your calendar for display. This is done using the two date pickers (shown to the right). Changing the date pickers instantly updates the report. The navigational calendar in the bottom left corner does not affect the report.

### Changing the Fields Displayed



Choosing the fields to show in the Daily Report

In the lower section of the Daily Report, you'll see a set of checkboxes that control the fields that are displayed when generating the Daily Report.

You can choose to show any (or all) of the six text entry fields. If a field is selected to be shown, but a lesson does not have information entered into that field, the field will not be shown. You can also choose to show the Standards applied to a lesson, the keywords that a lesson has been tagged with, and the file/web link attachments.

### Always Visible Fields

The lesson title and assignments are **always** visible in the daily report.

### Modifying the Report Format

There is a single option for modifying the format of the Daily Report. You can increase or decrease the font size of the report using the *Font-Size* slider.

The Daily Report features a number of different font sizes for the different components of the report. The font size slider will adjust all the font sizes proportionally.

### Adding a Header



Modifying the Daily Report Header

## Daily\_Report

You can also add a customized header to the daily report using the header tab. You can enter any text into the header field.

You can change the font or font size of the report header by bringing up the Font panel using the keyboard shortcut command-T.

## Sharing the Daily Report



Sharing Options for the Daily Report.

Planbook offers three choices for sharing your Daily Report with peers, administrators or others.

- ◇ The *Print* button brings up the standard Mac OS print dialog and lets you print directly to any printer accessible from your computer.
- ◇ The *Send as Email* button generates a PDF of the currently visible report and opens a new Mail message with the PDF as an attachment. Apple's Mail application is the only supported Mail program. **Only Available on Mac OS 10.6+.**
- ◇ The *Save as PDF* button generates a PDF of the currently visible report and lets you choose a name and location for the file. This file can be attached to a non Apple Mail message, shared via USB drive or otherwise manipulated in the same manner as any other file on your computer. **Only Available on Mac OS 10.6+.**

## Copying the Daily Report

In addition to the [built in method for sharing](#), you can also select the text in the Daily Report and copy it into any application you choose (Apple Mail, Apple Page, MS Word, etc...). To copy the text into another application:

1. Double click any word in the generated daily report.
2. Use the keyboard shortcut command-a to select the entire text of the report.
3. Use the keyboard shortcut command-c (or the *Edit-->Copy* menu item) to copy the text to the clipboard.
4. Switch to the desired application and paste the text using command-v or the *Edit-->Paste* menu item.

## Returning to Planning Mode

When you are done with the Daily Report, click the *Return to Planning* button to return to the editing mode you were using previously.