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## Navigation Using the Calendar Control



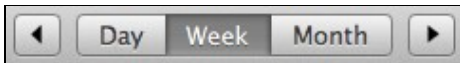
The most common way to navigate through your calendar is to use the calendar control at the bottom left corner of the Planbook window (shown to the right). This calendar allows you to quickly shift to any date in your data file by clicking directly on the number representing the day you'd like to view.

The forward and back arrows next to the month name enable you to select dates in a different month.

If you select a date after your calendar ends, you'll be taken to the last day in your file.

If you select a date before you calendar starts, you'll be taken to the first day of your file.

## Navigation Using Forward/Backward Arrows

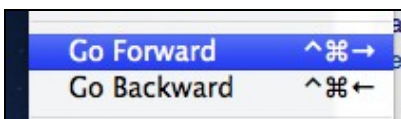


In addition to navigation with the lower-left calendar, it's also possible to use the forward and back arrow buttons located next to the Day/Week/Month toggle buttons.

The forward and back arrows change their behavior depending on the context.

- ◊ When in Day mode, the arrows advance or retreat a single day at a time.
- ◊ When in Week mode, the arrows advance or retreat one week at a time.
- ◊ When in Month mode, the arrows also advance or retreat by a single week. *Todo: preference to change this behavior and have the arrows advance or retreat by four weeks.*

## Navigation Using Menu Items and Keyboard Shortcuts



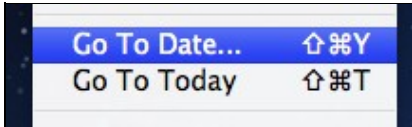
It's also possible to navigate your file using menu items found in the *View* menu. The *Go Forward* and *Go Backward* menu items have the exact same context sensitive behavior associated with navigating using the forward and back arrows.

It is also possible to move forward or backward using keyboard shortcuts.

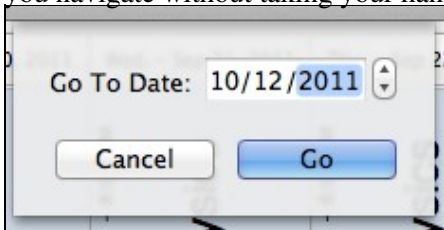
## Navigating\_Your\_Calendar

- ◇ The shortcut *command-ctrl-right arrow* will move you ahead as described in [navigating using the forward and back arrows](#).
- ◇ The shortcut *command-ctrl-left arrow* will move you back as described in [navigating using the forward and back arrows](#).

## Jumping to a Specific Date



Planbook also offers the ability to jump to a particular date. Again, using the *View* menu, it's possible to navigate directly to *today* or to a specific date you choose. There are also keyboard shortcuts designed to let you navigate without taking your hands off the keyboard.



Dialog box for navigating to a specific date. The return key will close the dialog and take you to the specified date

- ◇ Use the *View-->Go To Today* menu item to navigate directly to today's lessons. If you use this command on a day not included in your calendar (a Saturday, for example), you'll be taken to the nearest day.
- ◇ Use the "*View-->Go To Date* menu item and you'll be presented with a pop up dialog into which a new date may be entered.

There are keyboard shortcuts for both of these commands as well. *Command-Shift-T* takes you to today's lessons. *Command-Shift-Y* brings up the Go To Date dialog.