

MCDUGAL LITTELL

EASYPLANNER

USER'S GUIDE

Introduction

The McDougal Littell EasyPlanner allows you to quickly and easily access Resource materials such as tests, quizzes, books, and other supporting materials, and create lesson plans associated with your McDougal Littell textbook program.

Installing EasyPlanner

WINDOWS SYSTEM

For CD:

Operating System: Windows 98/NT/2000/ME/XP

Free Disc Storage Space: Approximately 100MB of available hard Disc space or approximately 700MB (per CD) for full install

Memory: 32 MB of RAM minimum (64 MB recommended)

Processor: Pentium

Drive: CD-ROM

For DVD:

Operating System: Windows 98/NT/2000/ME/XP

Free Disc Storage Space for Approximately 100MB of available hard Disc space or approximately 700+MB for full install

Memory: 32 MB of RAM minimum (64 MB recommended)

Processor: Pentium

Drive: DVD-ROM

Note: To open many of the EasyPlanner resources and activities, you must have Adobe Acrobat Reader 5.0 or higher installed on your machine. For information about free downloads or updates of this software, please visit <http://www.adobe.com/products/acrobat/readstep2.html>.

INSTALLATION

1. Insert the EasyPlanner Disc into your CD/DVD-ROM drive. Double-click the **My Computer** icon on your desktop.
2. Double-click the Disc labeled **McDougal Littell** and then double-click **Setup.exe**.
3. From the pull-down menu, choose your state and click **OK**.
4. At the next window prompt, click **Next**.
5. After reviewing the Readme message, click **Next** to continue.

6. Read the Software License Agreement, and click **Yes** to continue or **No** to cancel the installation.
7. Select the directory where you'd like to install the EasyPlanner. The program will suggest C:\Program Files\EasyPlanner, but you can enter a different directory name or select a directory using the **Browse** button. Once you have selected the directory, click the **Next** button.
8. In the Select Components window, choose either **Easy Install** or **Custom Install**. When you've made your choice, click **Next**.
 - Selecting Easy Install (or partial) requires less Disc space. However, you will need to have an EasyPlanner Disc in your CD/DVD-ROM drive in order to view Activity files.
 - Selecting Custom Install requires more hard Disc space because both the EasyPlanner application and all of the corresponding files (including Activities) are copied to your hard drive. After installation, you will be able to view files without having a Disc in your CD/DVD-ROM drive.
Note: If your EasyPlanner includes more than one Disc for PC, please refer to the back of the EasyPlanner Disc booklet for additional installation information.
9. The Ready To Install window confirms your destination; click **Next**.
10. Setup will run. To end the installation, click **Cancel**.
11. If another copy of EasyPlanner is detected on your computer, you will be prompted to choose an installation option. Click one and then **OK**. Installation will continue.
12. The Finished window will notify you when installation is complete. Click the **Close** button to end the setup.

MACINTOSH SYSTEM

For CD:

Operating System: Mac OS 8.6.1 through 10.3

Free Disc Storage Space: Approximately 85MB of available hard Disc space or approximately 700MB (per CD) for full install

Memory: 32 MB of RAM minimum (64 MB recommended)

Processor: Power Macintosh

Drive: CD-ROM

For DVD:

Operating System: Mac OS 8.6.1 through 10.3

Free Disc Storage Space: Approximately 85MB of available hard Disc space or approximately 700+MB for full install

Memory: 32 MB of RAM minimum (64 MB recommended)

Processor: Power Macintosh

Drive: DVD-ROM

Note: To open many of the EasyPlanner resources and activities, you must have Adobe Acrobat Reader 5.0 or higher installed on your machine. For information about free downloads or updates of this software, please visit <http://www.adobe.com/products/acrobat/readstep2.html>.

INSTALLATION

1. Insert the EasyPlanner Disc into your CD/DVD-ROM drive.
 2. Double-click the **McDougal Littell** CD/DVD-ROM icon on your desktop.
 3. Double-click the **Setup** icon.
 4. At the next window, click **Continue**.
 5. After reading the License Agreement, click **Accept** to continue or **Decline** to cancel the installation.
 6. After reviewing the Readme content, click **Continue**.
 7. At the next prompt, choose **Custom Install** or **Easy Install** from the pull-down menu.
 - Selecting Easy Install copies the EasyPlanner application and all of the corresponding files (including Activities) to your hard drive. This selection requires more hard Disc space, but you will be able to view files without having a Disc in your CD/DVD-ROM drive.
Note: If your EasyPlanner includes more than one Disc for Mac, please refer to the back of your EasyPlanner Disc booklet for additional installation information.
 - Selecting Custom Install allows you to choose the components you want installed on your hard drive. If, during this option, you choose not to install Resource files, EasyPlanner will take up less space on your hard drive. However, you will need the appropriate program's Disc in your drive before you can view files.
- Note: (Excluding OSX users) You also have the option of installing Java, which is required in order to run EasyPlanner. If you already have a version of Java on your computer, you do not need to install it again.
8. Next, select the directory where you'd like to install the EasyPlanner. The program will suggest the McDougal Littell EasyPlanner folder on your hard drive, but you can select a different directory name by clicking **Select Folder** and choosing a new location from the dialog box.
 9. Once you have selected the directory, click the **Install** button.
 10. If another version of the EasyPlanner is detected on your machine, you will receive a warning prompt. Click **OK**.
 11. Enter your state's two-digit postal abbreviation and click **OK**. Installation will continue.

- 12.If another version of the EasyPlanner program you are trying to install is detected on your computer, you will be prompted to either replace or skip over the duplicate files. Choose your option.
- 13.After copying the program, you will see a screen notifying you that installation was successful. Click the **OK** button to end the setup.
- 14.(Excluding OS X users) You'll be prompted to download Java if you chose this option. Click **OK**.
- 15.After reading the License Agreement, click **Accept** to continue. Click **Decline** to cancel the installation.
- 16.Choose where you'd like to install Java by clicking the **Switch Disc** button. Once the location is found, click **Install**.
- 17.Once installation is complete, you will see a screen notifying you that installation was successful. Click **Quit**.

Using EasyPlanner

This section provides detailed instructions on how to launch the application, create and customized lesson plans, manage your holidays, and more.

STARTING EASYPLANNER ON WINDOWS

1. Click the **Start** button in the lower left corner of your computer screen.
2. Highlight **Programs** on the list.
3. Highlight **McDougal Littell EasyPlanner** from the list and select the **EasyPlanner** application.
4. Choose a starting point from the Start Page. You may return to this page later by clicking the Home icon on the toolbar or by selecting Start Page from the View menu.



- Select **Browse** to quickly find all program resources. Click the Resource(s) you want to browse and click Open. To select multiple resources, press the Shift key as you click.
- Select **Edit Lesson Plans** to work with editable lesson plans for your classroom. Click the Resource(s) containing the appropriate lesson plans and click Open. To select multiple resources, press the Shift key as you click.

- Select **Plan Lessons** to build lesson plans with program resources and standards. Select the Resource(s) you wish to use and click Open. To select multiple resources, press the Shift key as you click.
- Select **Link to companion website** to link to additional, online program activities, links, and resources.
- Select **Tutorial** to view an animated tour of EasyPlanner with step-by-step instructions. You may also view the Tutorial later by selecting Tutorials and then Overview from the Help menu.

STARTING EASYPLANNER ON MACINTOSH

1. Locate where you installed EasyPlanner.
2. Open the **McDougal Littell EasyPlanner** folder.
3. Double-click the **EasyPlanner** icon to begin.
4. Choose a starting point from the Start Page. You may return to this page later by clicking the Home icon on the toolbar.
 - Select **Browse** to quickly find all program resources. Click the Resource(s) you want to browse and click Open. To select multiple resources, press the Shift key as you click.
 - Select **Edit Lesson Plans** to work with editable lesson plans for your classroom. Click the Resource(s) containing the appropriate lesson plans and click Open. To select multiple resources, press the Shift key as you click.
 - Select **Plan Lessons** to build lesson plans with program resources and standards. Select the Resource(s) you wish to use and click Open. To select multiple resources, press the Shift key as you click.
 - Select **Link to companion website** to link to additional, online program activities, links, and resources.
 - Select **Tutorial** to view an animated tour of EasyPlanner with step-by-step instructions. You may also view the Tutorial later by selecting Tutorials and then Overview from the Help menu.

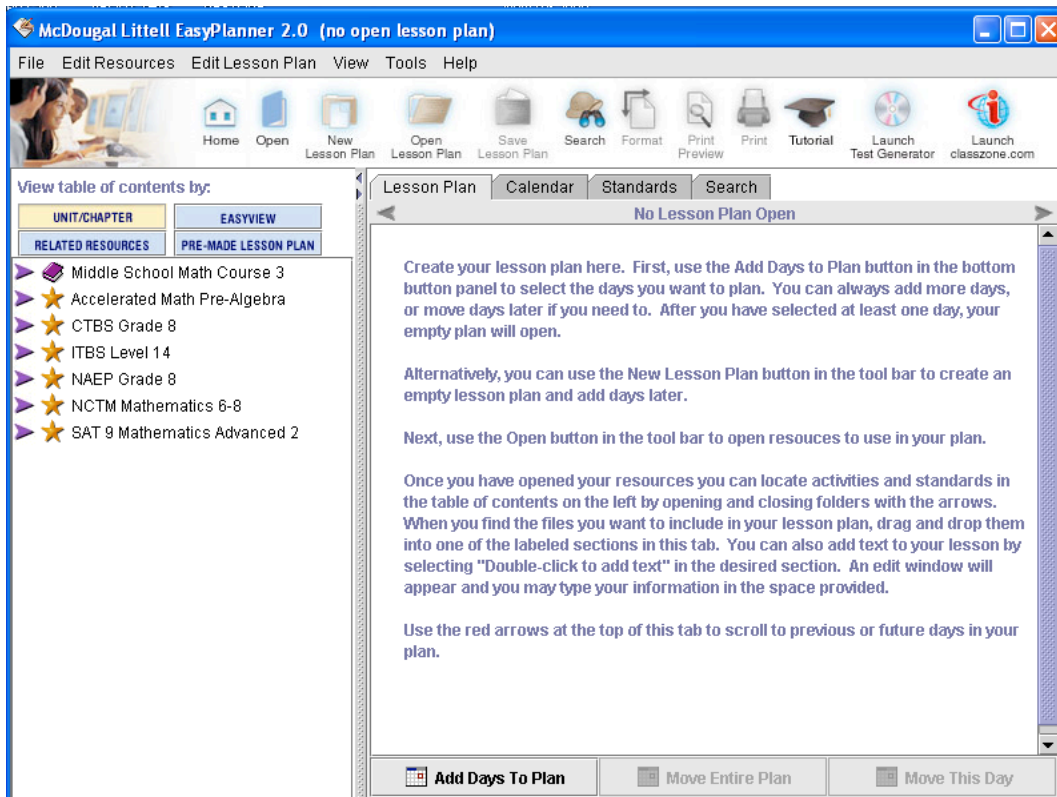
VIEWS OF EASYPLANNER

There are four unique views within EasyPlanner: **Unit/Chapter**, **Related Resources**, **EasyView**, and **Pre-made Plans**. Each view enables you to access your table of contents and accomplish tasks in unique ways. To select a view, click the appropriate button above the Table of Contents, or select the corresponding option under the View menu.

Unit/Chapter View or Related Resources View

When you are in the Unit/Chapter or Related Resources views, the EasyPlanner screen is divided into two sections: 1) a windowpane that contains your Table of Contents and 2) a windowpane that houses a Lesson Plan tab, Calendar tab, Standards tab, and Search tab.

- The **Lesson Plan tab** displays whichever lesson plan template you are working with. On this tab, you can add activities, standards, or notes to the appropriate sections of the lesson plan. You also can use the buttons at the bottom of the tab to add days to the plan, to move the entire plan, or to move the day currently displayed. To move to future or previous days of the lesson plan, select the corresponding red arrow on the top of the tab.
- The **Calendar tab** helps you manage your lesson plan scheduling and your holidays. To move from one date to another, click on the desired date. To view the calendar by week, select the Calendar By Week option from the View menu. To view the calendar by month, select the Calendar By Month option from the View menu. Choose Hide (or Show) Weekends from the View menu to customize a five- or seven-day calendar week. To move the calendar to future or previous months, select the corresponding red arrow on the top of the calendar. **Note:** If you want the calendar to print along with your lesson plan, be sure the “Print Calendar” box is checked in your Formatting Options. Click the Format icon on your toolbar to access your Formatting Options.
- The **Standards tab** includes two sections. The top windowpane displays the full text of any standard selected in your Table of Contents. The bottom windowpane lists all of the standards aligned to the open lesson plan. To access the full text of a standard, click the purple arrow beside a standard icon in the Table of Contents and then highlight a standard. Its full description will appear in the top pane of the Standards tab. To view the full text of a standard aligned to the open plan, click the standard in the bottom windowpane and its full text description will display in the top windowpane.
- The **Search tab** displays the results of a search. These results can include activities, standards, and folders. To begin a search of your resources, click the Search icon in the toolbar, click the Search button at the bottom of the tab, or select Search Engine Tool from the Tools menu.

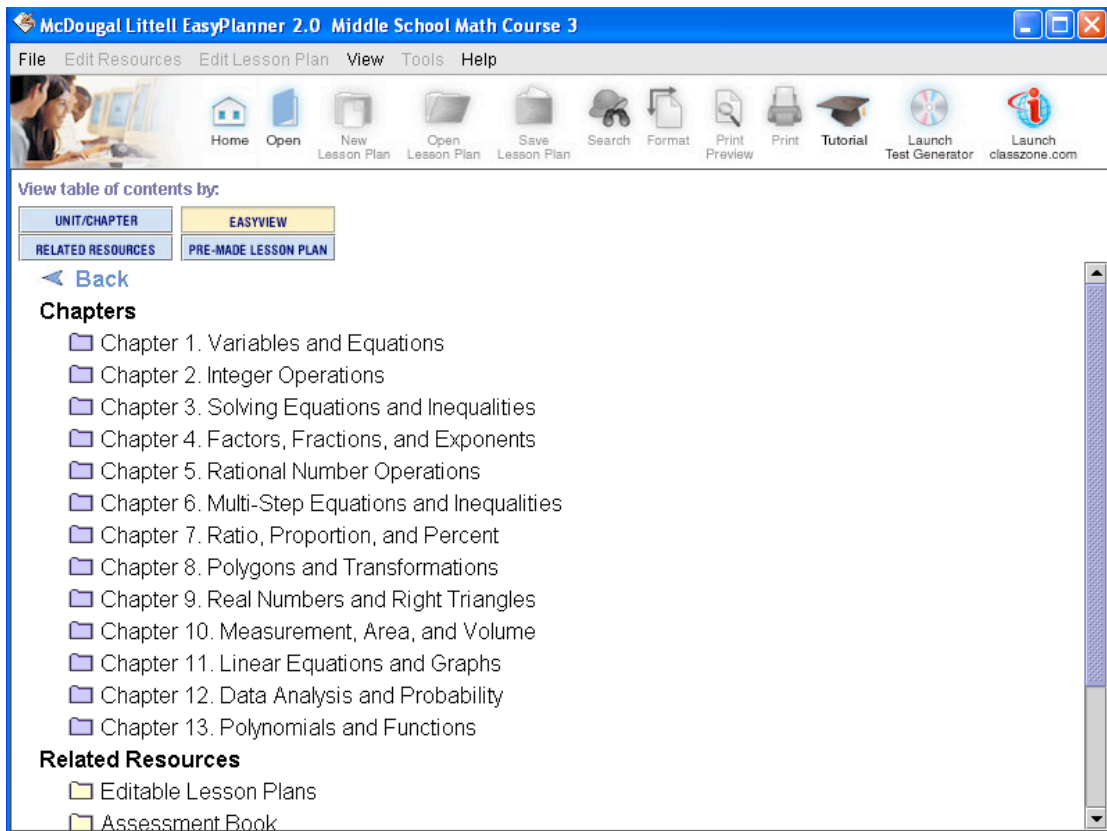


In the Unit/Chapter and Related Resources views, you can determine how you would like the Table of Contents windowpane and Tabs windowpane displayed.

- To expand one windowpane to the full width of the screen, use the arrows at the bottom of the dividing bar (Tall View) or at the far right of the dividing bar (Wide View).
- To narrow one windowpane while widening the other, hold your cursor over the dividing bar between the panes until it becomes a double-headed arrow. Then, while holding down the left mouse button, maneuver the cursor to the desired position.
- To change the orientation of the windowpanes, you can use the **View Tall** and **View Wide** options that are located under the View menu. The View Tall option adds a vertical split to the screen. In this layout, the Resources are to the left and the lesson plan is to the right. The View Wide option adds a horizontal split to the screen. In this layout, the Resources are on top and the lesson plan is on the bottom.
- Selecting **View Default** from the View menu will reset the EasyPlanner window to its original dimensions.

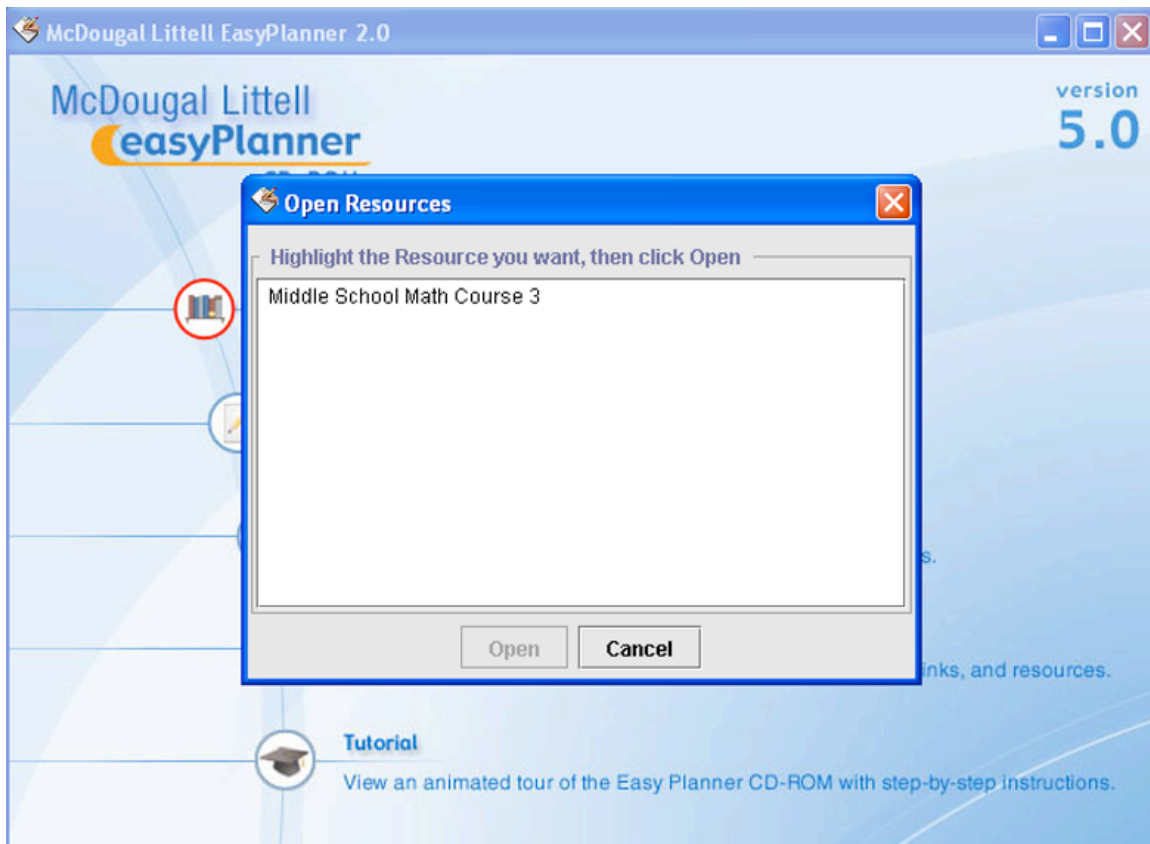
EasyView or Pre-made Plans View

The EasyPlanner also can be used in EasyView and View Pre-Made Plans modes. These views provide a single window that allows the user to move easily between different Related Resources or access Editable Lesson Plans.

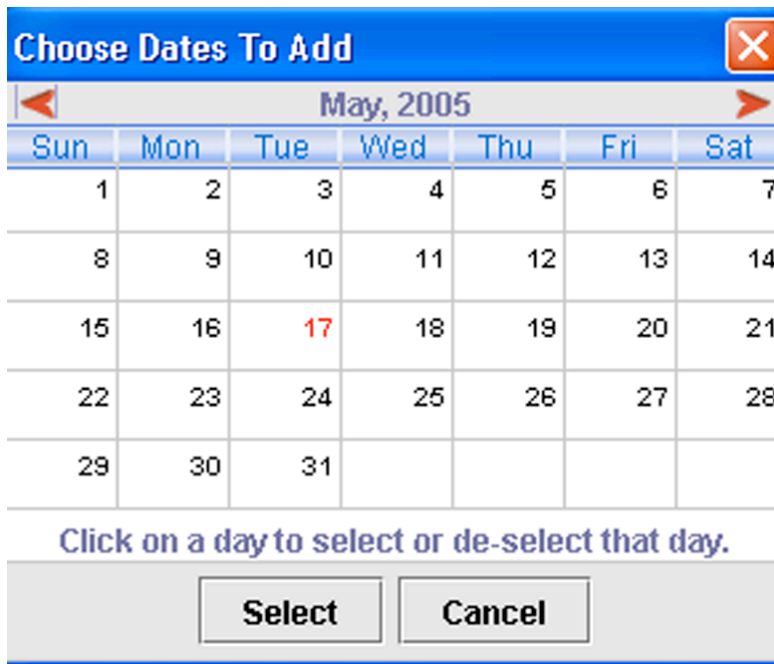


CREATING A LESSON PLAN

1. From the Start Page, select **Plan lessons**. The Open Resources window will appear.

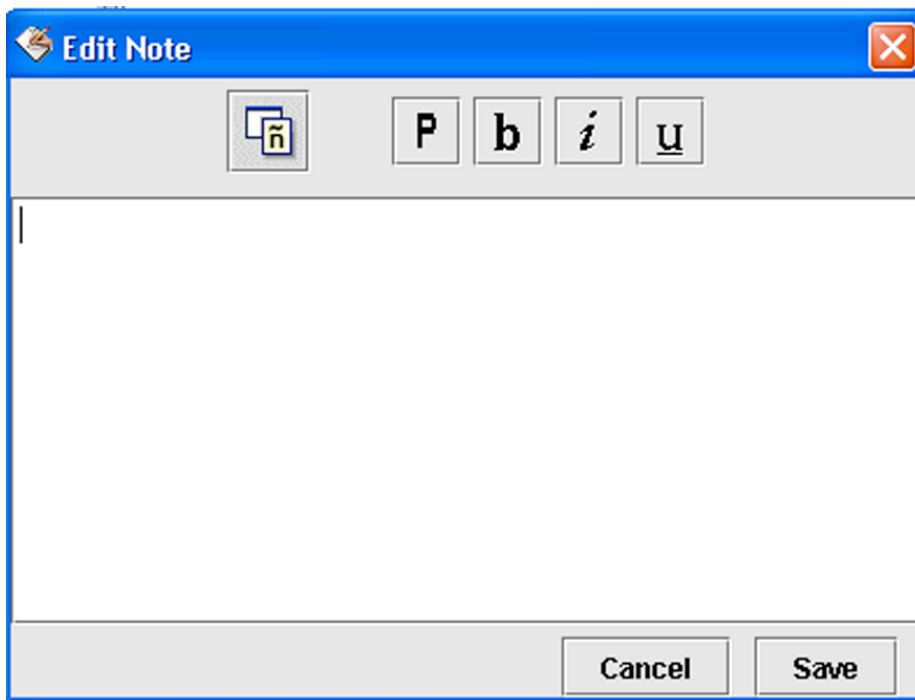


2. Click on the **Resource** you would like to use and click **Open**. To open more than one Resource, hold the **Shift** key as you click. Your Resource(s) and associated Standards will then display in the Table of Contents windowpane.
3. To assign days to your lesson plan, click the **Add Days to Plan** button at the bottom of the Lesson Plan tab.



4. Click the days you would like to plan and then click **Select**. **Note:** You can add more days or change the days of your lesson plan at a later time using the Add Days to Plan, Move This Day, and Move Entire Plan buttons at the bottom of the Lesson Plan tab. You also can move days on the Calendar tab by clicking a day and dragging it to another day on the calendar.
5. In the Name New Lesson plan window, enter a unique name for your plan or use the default name. Once the name is final, click **OK**. Day 1 of your lesson plan will then appear on the Lesson Plan tab. **Note:** If you re-use an already existing lesson name, you will be prompted to either select a new name or use the name twice.
6. In the Table of Contents windowpane, access Resource folders and Activities by clicking on the **purple arrows** next to the folders. Continue clicking on folders to locate various Activities.
7. To view a specific Activity, either double-click on the Activity, or highlight the Activity and select **Open Activity** from the File menu. (If you chose the “partial” installation option (i.e. did not install the Activity files), you must have the correct resource Disc in the CD/DVD-ROM drive in order to open its files.)

8. To add an Activity to your lesson plan, click and drag an Activity to the appropriate category on the Lesson Plan tab. When you release the mouse, the Activity is added to your lesson plan. You also can click on the Activity in the Table of Contents, click on the category in your Lesson Plan tab, and then select **Add Activity** from the Edit Lesson Plan menu. To add more than one Activity, press and hold the **Shift** key while clicking on items in the Table of Contents and dragging them to your lesson plan.
9. To access Standards in the Table of Contents windowpane, click on the **purple arrow** beside the appropriate gold star. Standards will be listed beside a pencil icon.
10. Add Standards to your lesson by clicking on a standard in the Table of Contents and then dragging it to the Standards section of the Lesson Plan tab. You also can click a standard and then select **Add Standards** from the Edit Lesson Plan menu. To add more than one Standard, press and hold the **Shift** key while clicking on Standards in the Table of Contents and dragging them to your lesson plan.
11. To add/edit notes, goals, objectives as well as the lesson's title, double-click on the italicized directions (e.g. *Double-click to add text.*) or lesson's name in on Lesson Plan tab. When the editor window appears, type the text you want to appear on your lesson plan. Once text has been added, click **Save**.



12. To remove an Activity, Standard, note, goal, or objective from your lesson plan, either click on the item and then press the **Delete** key, or choose the Delete function from the Edit Lesson Plan menu. At the prompt, click **Yes** to confirm or **No** to cancel.
13. When you finish planning the first day in your lesson plan, you can use the **red arrows** at the top of the Lesson Plan tab to move to the other days. Add Activities, Standards, and notes to the other days in your plan. **Note:** If you want to copy everything from your first day to another day in your plan, use the **Copy Day** and **Paste Day** options in the Edit Lesson Plan menu.
14. To delete an entire day in your lesson plan, use the **red arrows** at the top of the Lesson Plan tab to display the day, and then select **Delete Day** from the Edit Lesson Plan menu. At the prompt, choose **Yes** to confirm the deletion, **No** to preserve the day, and **Cancel** to close without any changes. **Note:** You also can select the day on the Calendar tab and then select Delete Day from the Edit Lesson Plan menu.
15. You may preview the lesson plan by clicking the **Print Preview** icon on the toolbar or by selecting **Preview Plan** from the File menu.
16. To save the plan, click the **Save Lesson Plan** icon on the toolbar, or select Save Lesson Plan from the File menu.

COPYING A LESSON PLAN

You may copy one day in your lesson to another day within that same lesson, to an entirely new lesson, or to an existing lesson plan:

1. Open the lesson plan and use the **red arrows** at the top of the Lesson Plan tab to locate the correct day you want to copy.
2. Once located, choose **Copy Day** from the Edit Lesson Plan menu.
3. Use the red arrows to locate another day within the open lesson and choose **Paste Day** from the Edit Lesson Plan menu.
4. To paste the content into a new lesson plan, click the **New Lesson Plan** icon from the shortcut menu, and follow the paste steps from above.
5. To paste the content into another existing lesson plan, open the lesson plan, use the **red arrows** on the Lesson Plan tab to locate the appropriate day, and then select **Paste Day** from the Edit Lesson Plan menu.

You also may duplicate an entire lesson by using the Save Lesson Plan As feature:

1. Open the lesson you want to duplicate, and choose **Save Lesson As** from the File menu.
2. At the prompt, enter a unique name for the lesson. If you want to save this lesson to the default location, click **OK**. If you prefer to choose an alternate location, click **Browse** and use the next window to find your preferred spot. Once located, click **Save**.

CHANGING THE FORMAT OF A LESSON PLAN

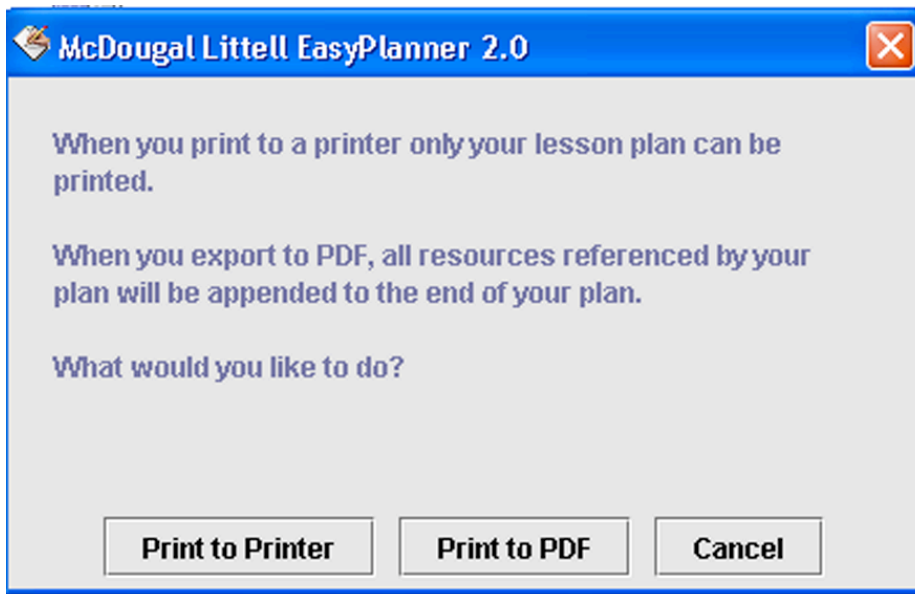


1. Select a lesson by choosing **Open Lesson Plan** from the File menu.
2. Either click the **Format** icon on the toolbar or choose **Format Plan** from the File menu. **Note:** The Format options are available only when a lesson plan is open.
3. A three-tabbed window will open--choose the tab for the formatting you would like to change.
 - The **Options tab** contains choices for printing page numbers on the lesson plan, for printing the calendar along with the lesson plan, and for controlling the spacing between items in the lesson plan.
 - The **Margins/Font tab** allows you to change the page margins as well as the size and type of font.
 - The **Header/Footer tab** is where you set, change, and align headers, footers, or instruction lines to go across the top or bottom of the printed lesson plan pages.
4. If you want to use the current formatting options as the default for any new lesson plans, click **Save As Defaults**.
5. If you want to return the formatting for the current lesson plan to the original settings provided with the software, click **Reset All Formatting**.
6. When you are done adjusting the formatting options, click **OK**.
7. To preview your Lesson Plan, click the **Print Preview** icon in the toolbar or select **Preview Plan** from the File menu. Click **Close** once you are finished viewing the plan.



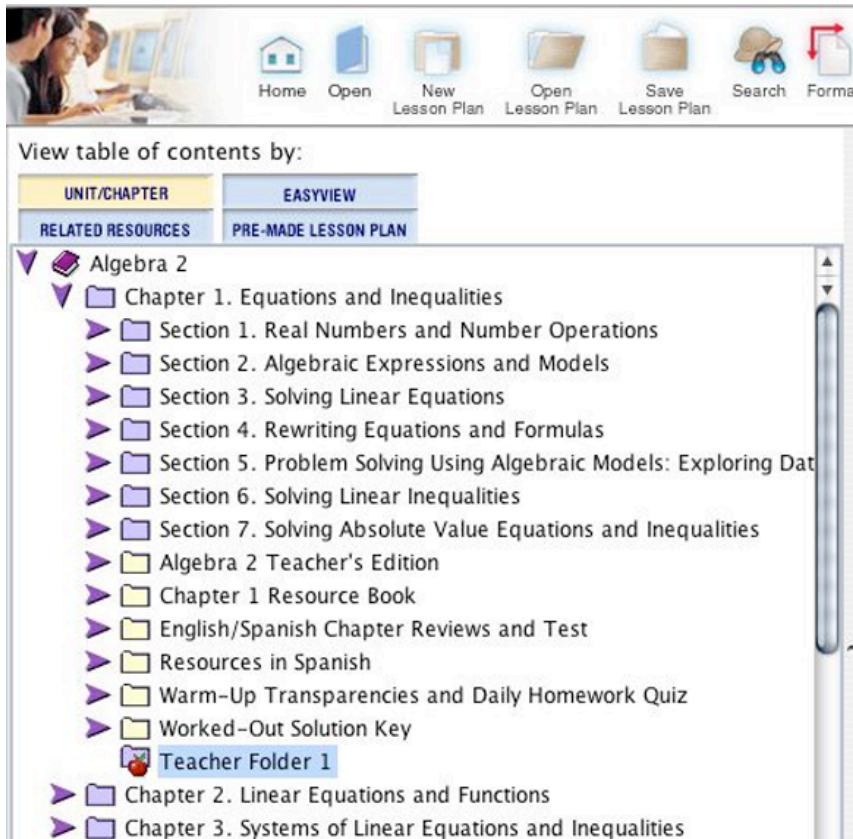


8. To print your Lesson Plan, click the **Print** icon on the toolbar or select **Print Plan** from the File menu. You will be prompted to choose either **Print to Printer** or **Print to PDF**.
 - Print to Printer will send your lesson directly to the printer.
 - Print to PDF will open your lesson in Adobe Reader. Along with your lesson, this option automatically prints all of the Activities you added to your lesson. From the Reader window, click the printer icon and follow the prompts.



ADDING YOUR OWN SECTIONS AND ACTIVITIES

1. Open the Resource where you want your new Activities stored.
2. You can store your own Activities (Teacher Activities) in any section of the Resource except in an existing Related Resource folder (colored yellow). You can either put your Teacher Activities directly in a section folder, or you can create your own Teacher Folder to hold the Activities.
3. To create your own Teacher Folder, highlight the existing section in which you'd like to place your folder.
4. From the Edit Resources menu, choose **Add Teacher Folder**. Assign the new folder a name and click **OK**. The section will be added and designated with an apple icon.



5. To add Activities to your new section, or any other section, select that section in the Resource.
6. From the Edit Resources menu, choose **Add Teacher Activity**. The Add Activity dialog box appears.
7. Locate and select the file you want to add as a new Activity, and then press the **Open** button.
8. A window will prompt you to change the file name. Type in a new name or leave the default name and click **OK**. The Activity will be added and designated with an apple icon. **Note:** Once you have added your own Activities to the Resource folders, they may be added to any lesson plan, just like any other Activity.

EDITING AN EXISTING LESSON PLAN

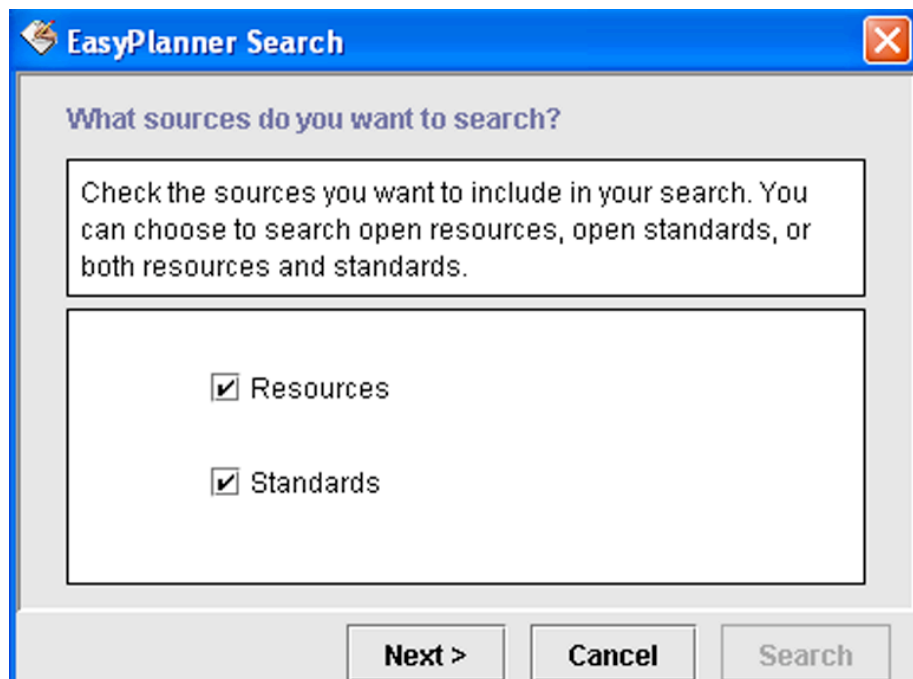
1. Click the **Open Lesson Plan** icon on the toolbar, or select Open Lesson Plan from the File menu. Select the correct lesson from the pop-up window and click **Open**. If you saved the lesson to a location other than the default, click the **Browse** button, navigate to the saved lesson, and click **Open**.

2. To add an Activity or Standard to the lesson plan, find the item in the Table of Contents and drag it to the appropriate category in the lesson template. When you release the mouse, the item will be added to your lesson. You also can click on the Activity in the Table of Contents, click on the category in your Lesson Plan tab, and then select **Add Activity** from the Edit Lesson Plan menu. To add multiple items, press and hold the **Shift** key while clicking on items in the Table of Contents and dragging them to your lesson plan.
3. To remove an Activity or Standard from the lesson plan, select the item on the Lesson Plan tab and press **Delete** on your keyboard. You also can click the item on the Lesson Plan tab and select **Delete Activity** or **Delete Standard** from the Edit Lesson Plan menu. **Note:** The Activity or Standard is removed from your plan, but it is not deleted from any Resources.
4. To add or edit a note, goal, or objective on your lesson plan, double-click on the direction in the appropriate category. You also can click the text on the Lesson Plan tab and then select **Edit Text** from the Edit Lesson Plan menu. An edit window will appear. Type in the text and click **Save**.
5. To delete a goal, note, or direction text, click the text on the Lesson Plan tab and then press **Delete** on your keyboard or select **Delete Text** from the Edit Lesson Plan menu. At the prompt, choose **Yes** to confirm the deletion, **No** to preserve the text, and **Cancel** to close without any changes.
6. Rename your lesson plan by double-clicking the existing name at the top of the Lesson Plan tab. You also can select **Rename Plan** from the Edit Lesson Plan menu. At the prompt, enter the new name and click **Save**.

SEARCHING FOR RESOURCES AND STANDARDS



1. Open any Resource and lesson plan you wish to search.
2. Click the **Search** icon in the toolbar or select **Search Engine Tool** from the Tools menu.
3. An EasyPlanner Search box will open and guide you through the process.



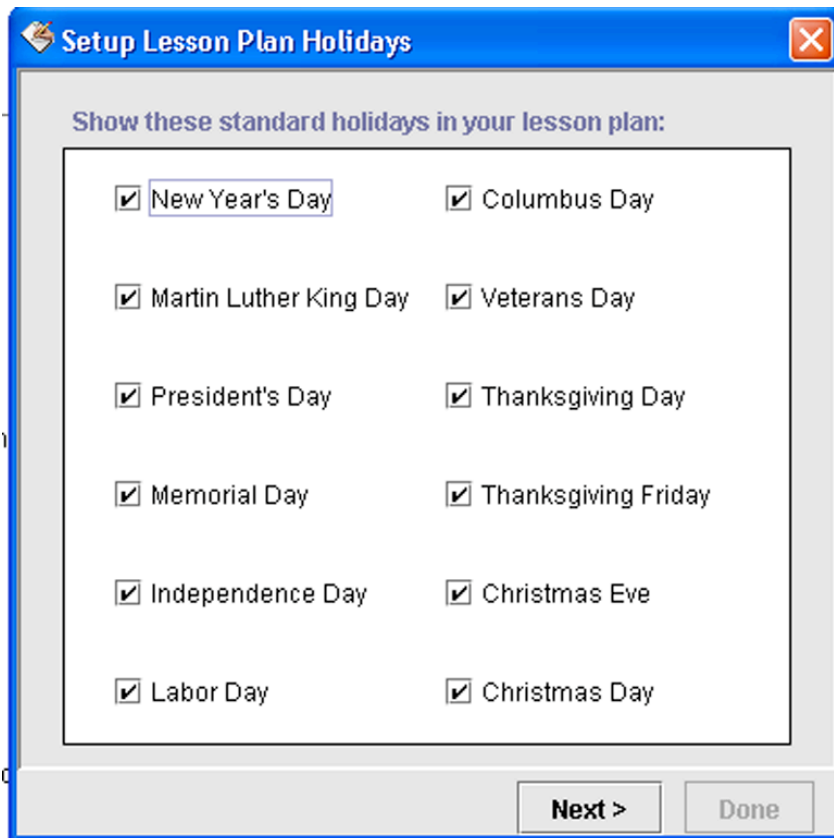
4. Choose the items you want to search--**Resources** and/or **Standards**. The Search tool automatically searches the open lesson plan as well. When you have made your choice, press the **Next** button.
5. Select whether you want to search the **Currently Selected Folder(s)**, the **Currently Selected Resource**, or **All Open Resources**. Click Next to move on. **Note:** To make best use of the Currently Selected Folder(s) option, be sure to select the appropriate folder(s) in the Table of Contents before beginning your search. To make best use of the Currently Selected Resource option, be sure to select the appropriate resource (the highest level) in the Table of Contents before beginning your search.
6. On the next screen, enter the text you wish to find. To search for several different words or phrases at the same time, enter one word or phrase per line. There's no need to enter foreign characters because our "Smart Search" will look for all formats of the words and phrases in your query. Click **Search**.
7. When the search is complete, the Search tab opens to show all items that were located.

8. To locate a search results item in the Table of Contents, click the item on the Search tab. The Table of Contents will expand to the correct location.
9. To view an Activity, you can double-click the item on the Search tab or in the Table of Contents. To view a Standard, click the item on the Search tab or in the Table of Contents, and then click the Standards tab. **Note:** Search results remain on the Search tab until you perform a new search, exit the program, or start a new lesson plan.

MANAGING HOLIDAYS

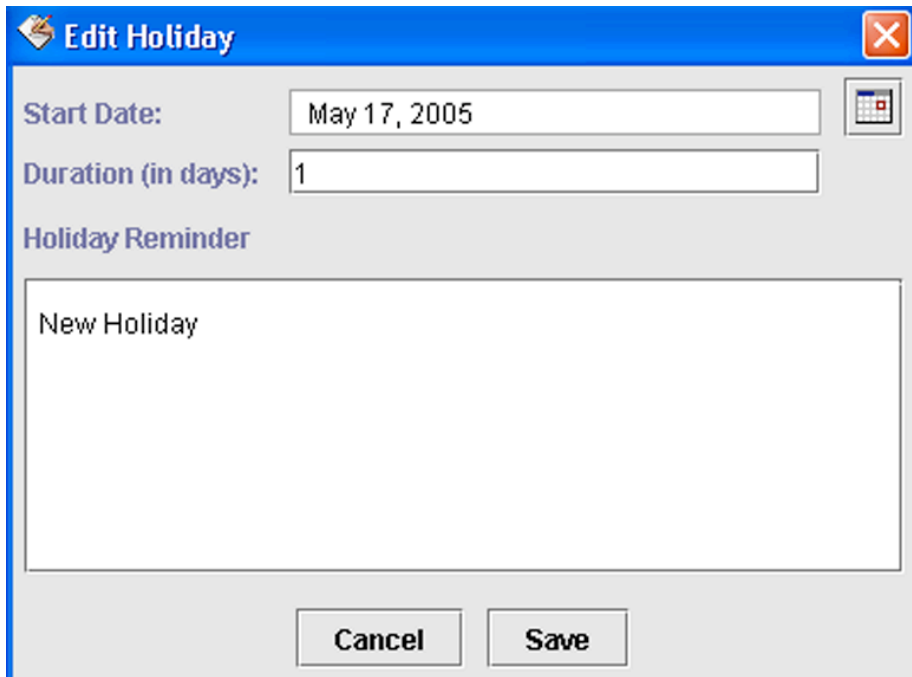
To help you better schedule your lessons, EasyPlanner enables you to show standard and custom holidays on the Calendars tab.

1. Select **Define Holidays** from the Edit Lesson Plan menu. The Setup Lesson Plan Holidays window displays a list of standard holidays.



2. Uncheck any holiday you do not want included in your calendar and click Next.
3. You can then add custom holidays of your own to the calendar. If you do not want to add more holidays, click **Done** to exit.

4. To input holidays of your own, click **Add**. The Edit Holiday window displays.



The screenshot shows a dialog box titled "Edit Holiday". It has a blue title bar with a pencil icon and a close button. The main area is light gray. It contains three input fields: "Start Date:" with the value "May 17, 2005" and a calendar icon; "Duration (in days):" with the value "1"; and a large text area labeled "Holiday Reminder" containing the text "New Holiday". At the bottom are two buttons: "Cancel" and "Save".

5. Set your holiday's start date by clicking on the calendar icon and choosing the correct date from the **pop-up calendar**. Click **Select** when finished.
Note: Holidays may overlap, but only one holiday may start on any given day.
6. Enter the number of days the holiday spans in the Duration field.
7. Click in the Holiday Reminder box to name your holiday. Enter the information and click **Save**.
Note: You can delete or edit a custom holiday within this box by clicking on the appropriate button and following the prompts.
8. Repeat steps 4-7 until all holidays are added. When you are finished, click **Done** to save and exit.
9. To edit a custom holiday, select holiday on the Calendar tab, click the holiday's name in the bottom windowpane, and then select **Edit Holiday** from the Edit Lesson Plan menu.
10. Click **Add** or **Change** and follow the prompts. Once you've made your changes, click **Save**.

11. To delete a holiday, select the start date of the holiday on the Calendar tab, click the holiday's name in the bottom windowpane, and then select **Delete Holiday** from the Edit Lesson Plan menu. At the prompt, choose **Yes** to confirm the deletion, **No** to preserve the holiday, and **Cancel** to close without any changes. **Note:** Deleting a standard holiday only removes the holiday from your calendar. At any time, you can use the Define Holidays feature to redisplay a standard holiday. However, deleting a custom holiday removes the holiday completely.

Quick Reference Guide

This Quick Reference Guide provides a brief overview of the various features of EasyPlanner. For more detailed instructions on how to launch the application, create and customized lesson plans, manage your holidays, and more, see the Using EasyPlanner section toward the beginning of this manual.

OPENING A RESOURCE



1. Click the **Open** icon on the toolbar or select **Open Resources** from the File menu. The Open Resources dialog box lists all available Resources. Please note that Resources already opened will not display in the list.
2. Choose a Resource by clicking on the title. To open multiple Resources, hold the **Shift** key as you click. When finished, click **Open**. The Resource(s) will appear in the Table of Contents windowpane.

CREATING A NEW LESSON PLAN



1. Click the **New Lesson Plan** icon on the toolbar or select **New Lesson Plan** from the File menu. The Name New Lesson Plan box appears.
Note: The New Lesson Plan menu option and toolbar icon are available only when working in the Unit/Chapter and Related Resources views.
2. Enter the name of the plan in the box and click **OK**. A blank lesson plan will appear in the Lesson Plan tab.

OPENING A PREVIOUSLY SAVED LESSON PLAN



1. Click the **Open Lesson Plan** icon on the toolbar or select **Open Lesson Plan** from the File menu.
2. At the prompt, select the plan you want and click **Open**. If you saved the lesson to a location other than the default, click the **Browse** button, navigate to the saved lesson, and click **Open**. The selected plan will appear in the Lesson Plan tab.

OPENING AN ACTIVITY

1. In the Table of Contents windowpane, click the **purple arrows** to drill down to the Activity level.
2. To view the Activity, double-click the item or click the item and then select **Open Activity** from the File menu.

Note: To open many of the EasyPlanner resources and activities, you must have Adobe Acrobat Reader 5.0 or higher installed on your machine. For information about free downloads or updates of this software, please visit <http://www.adobe.com/products/acrobat/readstep2.html>.

Note: If you chose the partial installation option during the download process, you must have the correct Resource Disc in the CD/DVD-ROM drive in order to open its files.

Note: OSX users only: If you experience difficulty opening Activity files in Adobe Reader and Editable Lesson Plan files in Word, Claris, or Works, you must assign an application to these files. To do so, locate where the files reside (either on your hard drive if you chose full installation or on the EasyPlanner CD/DVD-ROM in the folder titled "Resources"). Right-click on the PDF or RTF file and choose "Get Info" from the File menu. Choose the appropriate application from the "Open With" section. Click "Change All" to apply this correction to all files. If you prefer not to choose "Change All," you will need to manually assign the correct application to each file.

EXPORTING A LESSON PLAN

1. From the File menu, select one of the **Export Lesson Plan** options (as Text, PDF, or HTML).
2. At the prompt, type in the desired file name and press **Save**. (Note: If you want to save the file in a different folder, press the drop-down arrow next to the Save In box and choose a different folder.)
3. The file is exported and a message displays asking if you would like to open the exported file.

Note: By exporting the lesson as a PDF, you will receive a file that contains all of the Activities you added to the lesson plan. You can print this file by printing the plan in Acrobat Reader.

OPENING AN EXPORTED FILE

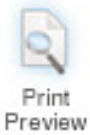
1. From the File menu, go to **Open Exported File** and select the type of file you wish to open (Text, PDF, or HTML).
2. The Open File box appears.
3. Locate and click on the desired file and then click **Open**. Note: You may also double-click on the selected file to open it.
4. The file is opened.

FORMATTING A LESSON PLAN



1. Open the plan you wish to format.
2. Click the **Format** icon on the toolbar or select **Format Plan** from the File menu.
3. Use the tabbed sections to change the spacing, margins/fonts, and headers/footers for the print version of your plan.
4. Select **OK** to close the window and save your changes.

PREVIEWING A LESSON PLAN



1. Open the plan you wish to preview.
2. Click the **Print Preview** icon on the toolbar or select **Preview Plan** from the File menu.
3. Select either the **Fit to Screen** or **Actual Size** radio button to view the plan.
4. Click the **Previous** and **Next** buttons to flip through the pages.
5. To close, either click the **Close** button or the "X" in the upper right-hand corner of the window.

ADDING A TEACHER FOLDER

1. Select a Resource folder, unit, or chapter. **Note:** Teacher Folders cannot be added to the yellow Resource folders in the Table of Contents.
2. Select **Add Teacher Folder** from the Edit Resources menu.
3. Enter the folder's new name in the Name New Teacher Folder dialog box and click **OK**. A folder is added in the lowest level of the hierarchy. Note: The added folder appears with an apple icon.

ADDING TEACHER ACTIVITIES TO A RESOURCE OR TEACHER FOLDER

You can store your own Activities (Teacher Activities) in any section of the Resource except in an existing Related Resource folder (colored yellow). You can either put your Teacher Activities directly in a section folder, or you can create your own Teacher Folder to hold the Activities.

1. Select a section or Teacher Folder in the Table of Contents.
2. Select the **Add Teacher Activity** option from the Edit Resources menu.

Note: A browse window will appear and help you locate the file you want to add.

3. Locate the file, highlight it, and press the **Open** button.
4. In the Name New Activity window, enter a new name or continue with the default name and then click **OK**.

ADDING A TEST FROM THE MCDOUGAL LITTELL TEST GENERATOR

If you have created a test with a version of TestGen, you can quickly add it to the EasyPlanner. While using the TestGen, select the Export option in the File Menu, and choose Export to EasyPlanner. It creates a .pdf that is saved in your EasyPlanner Resources file.

RENAMING A TEACHER ACTIVITY OR FOLDER

1. Click on the Teacher Activity or Folder—designated with an apple icon.
2. Select **Rename Teacher Folder** or **Rename Teacher Activity** from the Edit Resources menu.
3. At the prompt, type in the new name and press **OK**. The new name will automatically update.

DELETING A TEACHER ACTIVITY OR FOLDER

1. Click on the Teacher Activity or Folder in the Table of Contents.
2. Select **Delete Teacher Folder** or **Delete Teacher Activity** from the Edit Resources menu.
3. A dialog box will appear, asking if you are sure you want to delete the selection.
4. Click **Yes** to delete or **No** if you do not wish to delete the item. Press **Cancel** to close the box without any changes being made.

ADDING A NOTE, GOAL, OR OBJECTIVE

1. Open the lesson plan to which you wish to add a note, goal, or objective.
2. Double-click on the italicized directions in the appropriate category.
3. The Edit Text window will appear. Type in the note. (Note: Access the foreign characters menu by clicking the Special Characters icon in toolbar of the Edit Text window.)
4. When finished, click **Save**.

RENAMING A LESSON PLAN

1. Open the lesson plan you want to rename.
2. In the Lesson Plan tab, double-click on the lesson's current name or select the **Rename Plan** option from the Edit Lesson Plan menu.
3. At the Rename Lesson Plan prompt, type in the new name and click **OK**. The lesson plan is renamed.

COPYING A PLAN

You have the option of copying an entire plan using the Save Lesson Plan As feature or copying one day in a plan using the Copy Day function.

1. Open the lesson plan you would like to copy.
2. To copy the entire plan, choose **Save Lesson Plan As** from the File menu. At the prompt, name your copied lesson plan. Click **OK** when finished. The copied lesson will automatically open in the Lesson Plan tab.
3. To copy one day within this lesson, use the red arrows at the top of the template to locate the day.
4. When the correct day is visible in the Lesson Plan tab, choose **Copy Day** from the Edit Lesson Plan menu.
5. To copy the content to another day within the open lesson, use the red arrows to find the day, and choose **Paste Day** from Edit Lesson Plan. Or, to copy it to a new lesson, click the **New Lesson Plan** icon from the shortcut menu, and choose **Paste Day**.

DELETING AN EXISTING LESSON PLAN

1. Open the lesson plan you wish to delete.
2. Select **Delete Lesson Plan** from the Edit Lesson Plan menu.
3. A dialog box appears asking if you are sure you want to delete the selected lesson plan.
4. Click **Yes** to delete the lesson plan. Click **No** if you do not wish to delete the lesson plan. Press **Cancel** to close the box.

EDITING A CUSTOM HOLIDAY

1. On the Calendar tab, use the **red arrows** to access the month containing the holiday you want to edit.
2. Click on the holiday in the calendar, and then click on its name in the lower windowpane.
3. Select the **Edit Holiday** option from the Edit Lesson Plan menu.
4. The Setup Lesson Plan Holidays box will appear. From the list, click on the holiday you wish to edit. Click **Change**.
5. Change the date(s) assigned to this holiday and/or its name/description. When finished, click **Save**.
6. The holiday has been successfully edited.

DELETING A HOLIDAY

1. On the Calendar tab, select the holiday you wish to delete, and then click on its name in the lower windowpane.
2. Select the **Delete Holiday** option from the Edit Lesson Plan menu.
3. A message will appear, confirming that you want to delete this holiday. Choose **Yes** to delete, click **No** to preserve the holiday, or click **Cancel** to close out of the prompt without any changes being made.

USING THE SEARCH ENGINE TOOL



1. Click the **Search** icon in the toolbar or select **Search Engine Tool** from the Tools menu.
2. An EasyPlanner Search box will open and guide you through the process. Choose the items you want to search--**Resources** and/or **Standards**. The Search tool automatically searches the open lesson plan as well.
3. When you have made your selection(s), press the **Next** button to proceed.
4. Select whether you want to search the **Currently Selected Folder(s)**, the **Currently Selected Resource**, or **All Open Resources**, and then click **Next**.

5. Enter the desired word or phrase in the lower window. There's no need to enter foreign characters because our "Smart Search" will look for all versions of the words and phrases you entered. Click **Search**. (Note: You can only enter one word or phrase per line. If you need to go back to the previous page, click the Back button.)
6. The results will appear under the Search tab, and the number of results will appear in parentheses just above the data. (Note: If you want to conduct another search, you can either follow the same search procedure or click the Search button at the bottom of the tab.)

USING THE SPELL CHECK TOOL

1. Open the lesson plan on which you want to run a spell check.
2. After making additions and changes to your lesson plan, save your plan.
3. Select **Spell Check Tool** from the Tools menu.
4. The Spell-Checker will launch.
5. **Dictionary**, a drop-down menu, allows you to choose the language of the search.
6. To define your search, click the **Options** button. From this window, you can choose to specialize your search to look for grammar, capitalization, and more.
7. The **Suggestions** pull-down, located within Options, allows you to choose speed or quality.
8. Any words the Tool locates will appear in the top box in the Spell-Check window. Below this section is a replacement word followed by other suggestions.
9. Click **Ignore** to leave the word spelled as is or **Replace** to change the word. Add any questioned words to your dictionary bank by clicking the **Learn** button.
10. Once you're finished with your spell check, click **Done** to exit.

USING THE LESSON PLAN TUTORIAL



1. To view a full, animated overview of EasyPlanner, click the **Tutorial** icon on the toolbar or on the Start Page.
2. To view a specific tutorial, or read quickstart instructions about a particular task in EasyPlanner, select from the **Tutorial** and **Quickstart** options under the Help menu.
 - A. **Tutorials.** Select any topic from the Tutorials menu and an animation will appear with walk-through visuals and voice-overs. Exit these tutorials at any time by hitting the Escape key on your keyboard.
 - B. **Quickstart.** Select any topic from the Quickstart menu and a pop-up window will appear with written directions on how to perform the task.

PRINTING A PLAN



1. Open the plan you wish to print.
2. Click the **Print** icon on the toolbar or select **Print Plan** from the File menu.
3. You will be prompted to choose either **Print to Printer** or **Print to PDF**.
 - Print to Printer will send your lesson directly to the printer.
 - Print to PDF will open your lesson in Adobe Reader. Along with your lesson, this option automatically prints all of the Activities you added to your lesson. Your calendar will be printed as well if the “Print Calendar” box is checked in your Formatting Options. From the Reader window, click the printer icon and follow the prompts.
4. Make your selection.
5. If you chose Print to PDF, the lesson will launch in Acrobat Reader. Click the Print icon.
6. Update your parameters and click **OK**.

EXITING EASYPLANNER

1. Select **Exit** from the File menu.
2. A dialog box will appear to confirm that you want to exit.
3. Select **Yes** if you want the program to end, **No** if you do not want the program to end, or **Cancel** to close the dialog box.
4. If you select Yes, the program will ask you if you want to save each part that you have amended. Answer either Yes or No for each item. If you choose Yes, another dialog box will confirm that the selected parts have been saved.
5. The program will close.

Glossary of Useful Terms

Teacher's Resource Materials (Resources): The set of documents that accompanies the textbooks for the publisher's series. The documents are composed of both standard print Activities and transparencies. The Teacher's Resource Management Guide determines which Activities are associated with a particular story or lesson. Each page of an Activity is presented as an Adobe Acrobat .pdf file.

Resource Bank or Table of Contents: The collection of .pdf and .rtf files that compose the majority of the EasyPlanner.

Keywords: These are terms used to search Related Resources and/or Standards.

MLTG: Acronym for the McDougal Littell Test Generator, a program used to print and create tests from question banks (textbooks and accompanying questions). The EasyPlanner is integrated with the MLTG.

Related Resources: These yellow folders comprise the Resource and contain Activities.

Activities: This is the set of files that make up the Resource. They are usually .pdf files, but may also be HTML, Word, or Excel files.

Standards: This is the set of curriculum guides that you can align to a lesson plan.

Lesson Plan: This is what the planning feature creates. The user can add Activities, notes, goals, objectives, and their own Teacher Activities to the lesson plan.

EasyView: This view provides a single window that allows you to view only the Related Resources or editable lesson plans.

Objectives/Goals and Notes: These are editable comments that attach to an entire lesson plan.







Holiday: This tool is used to denote holidays, institution days, vacation days, or any other day when classes are not held.







EasyPlanner Toolbar and Menus

More detailed information on using the EasyPlanner toolbar and menus is provided throughout the guide. This section provides a summary of each button and menu item. Because EasyPlanner is a flexible program, there is often more than one way to accomplish the same function. Choose the method that best suits you.

A) Toolbar

The toolbar is located at the top of the screen just under the pull-down menus. This toolbar contains icons that provide shortcuts to frequently used options. To display the button labels, move your mouse over the buttons without clicking.

<u>Icons</u>	<u>Description</u>
 Home	The Home icon returns you to the EasyPlanner Start Page.
 Open	The Open icon allows you to open one or more Resource(s).
 New Lesson Plan	The New Lesson Plan icon allows you to create a plan.
 Open Lesson Plan	The Open Lesson Plan icon allows you to access a previously saved plan.
 Save Lesson Plan	The Save Lesson Plan icon saves your lesson plan.
 Search	The Search icon allows you to use the Search Engine Tool to explore Resources and/or Standards by keywords and phrases.

 <p>Format</p>	<p>The Format icon lets you set the formatting and print options (e.g., margins) of your lesson plan.</p>
 <p>Print Preview</p>	<p>The Print Preview icon lets you see how the plan will look when printed.</p>
 <p>Print</p>	<p>The Print icon allows you to print the completed plan.</p>
 <p>Tutorial</p>	<p>The Tutorial icon triggers the tutorial that guides you through creating a lesson plan.</p>
 <p>Launch Test Generator</p>	<p>The Launch Test Generator icon launches MLTG, but it must be installed on your computer.</p>
 <p>Launch classzone.com</p>	<p>The Launch classzone.com links you to the McDougal Littell website and all of your online resources.</p>

B) File Menu

Use the File menu to access Related Resources and plans. This menu lets you save, preview, and print items.

- Open Resources accesses a particular program.
- Close Resources closes the resource listed in the Table of Contents.
- New Lesson Plan creates a plan and opens the template in the lesson plan tab.
- Open Lesson Plan accesses a previously saved plan.
- Delete Lesson Plan allows you to delete an entire lesson.
- Open Activity accesses a particular Activity.
- Save Resource(s) saves all changes you've made to the Resource bank, including the addition of Teacher Activities and Folders.
- Save Lesson Plan saves your plan in a folder of your choice.
- Save Lesson Plan As allows you to duplicate an entire lesson plan. Additionally, you can use the Browse button to store the lesson in a location other than the default.
- Save All saves all updates in one step.

- Export Lesson Plan exports a plan as a Text, PDF, or HTML file.
- Open Exported File accesses a Text, PDF, or HTML file.
- Format Plan sets the print options of your lesson plan.
- Preview Plan shows a preview of how the plan will look.
- Print Plan prints the completed plan.
- Exit closes the program.

C) Edit Resources Menu

Use the Edit Resources menu to make changes to the Resource.

- Add Teacher Folder adds a new folder to a Related Resource.
- Add Teacher Activity allows you to import an Activity file and attach it to a Related Resource.
- Rename allows you to rename a Teacher Folder or Activity you previously added.
- Delete removes a Teacher Folder or Activity you previously added.

D) Edit Lesson Plan Menu

Use the Edit Lesson Plan menu to make changes to your plan.

- Add Activity allows you to add Activities to your lesson plan template.
- Add Standards allows you to align Standards to your lesson plan.
- Rename Plan allows you to rename a plan you previously saved.
- Edit gives you control to update text in your lesson.
- Delete removes a note, Standard, Activity, etc. from the lesson template.
- Copy Day will duplicate one day within a lesson plan.
- Paste Day allows you to choose where you want to add your copied day—to a different day within that same lesson or to a new lesson plan.
- Delete Day removes a single day from the open lesson plan.
- Move Current Day shifts days between the start and end date in your lesson plan.
- Define Holidays adds a holiday to a calendar date.
- Edit Holiday makes changes to a holiday you entered.
- Delete Holiday removes a holiday from the calendar.

E) View Menu

Use the View menu to observe Resources and reminders in different formats.

- Start Page returns users to the initial menu screen. Note: This option is not available on Mac OS 9 and earlier.
- EasyView provides a single window that allows you to only view the Resources.
- View By Unit/Chapter sorts the Related Resources by unit or chapter. It is the alternative to viewing by Related Resource.
- View By Related Resource sorts the Related Resources by book titles. It is the alternative to viewing by Unit/Chapter.
- View Pre-Made Plans provides a single window that allows you to access only editable lesson plans.
- Show/Hide Weekends allows you to choose either a five- or seven-day weekly calendar view.
- Calendar By Week allows you to view the calendar by weeks.
- Calendar by Month allows you to view the calendar by months.
- Go To Today moves the calendar to the current date.
- View Tall adds a vertical split to the screen. In this layout, the Related Resources are to the left and the lesson plan is to the right.
- View Wide adds a horizontal split to the screen. In this layout, the Related Resources are on top and the lesson plan is on the bottom.
- View Defaults returns all layout configurations to their original settings.
- (OS 10.x only) Disable Mac-Style Menus places the menus at the top edge of the EasyPlanner window rather than at the top of the screen.

F) Tools Menu

Use the Tools menu to locate items, spell-check an open lesson, or access the McDougal Littell Test Generator.

- Search Engine Tool guides you in searching Related Resources or Standards.
- Spell Check Tool searches an open lesson plan for spelling errors.
- Open McDougal Littell Test Generator launches the most current version of Test Generator. Note: You must have previously installed MLTG on your machine in order for this feature to function.

G) Help Menu

Use the Help menu to learn about the software and to access tutorials and Quick Start.

- User's Guide provides a printable version of this manual.
- Icon Legend is a key to the icons and their meanings.
- Tutorials provide guides for using the EasyPlanner.
- Quick Start provides instructions for creating lesson plans, opening Related Resources, managing holidays, and more.
- Check For Updates searches online for updates to your EasyPlanner and walks you through the process of downloading the updates.
- McDougal Littell on the Web takes you straight to www.classzone.com.
- About provides general information on EasyPlanner software.