

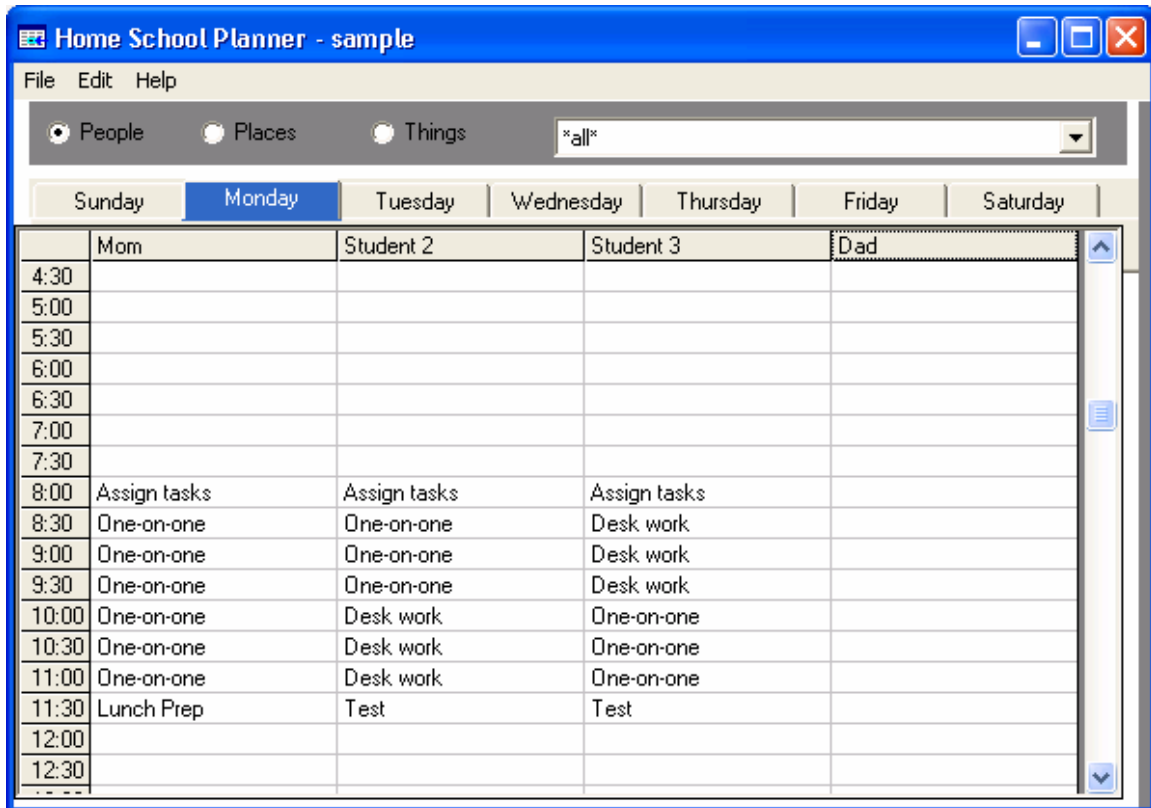
# Home School Planner – Quick Start

## File Management

The first time you start, there is not a plan open. Make a new one with **File | New**.

Each of your plans is a file with a name that ends in .hsp. Home School Planner remembers the last plan you had open, and re-opens it for you when it starts up. Any changes you make are saved automatically.

## The Main Screen



The main screen is a weekly calendar. You can view people, places or things side by side, or look at a detailed schedule for any one person, place or thing.

If you click on an empty time slot on the calendar, you will get a New Event screen that lets you fill in the details. It guesses the time based on the time slot where you clicked, but you can change it. You can repeat an event on any sequence of days.

If you click on a time slot that is already filled, you get a chance to edit or delete the existing event.



## The Event Screen

**New Event**

Who / What / Where

\* = Required Field

\*Event Name

\*Venue

\*Person 1

Person 2

Person 3

Person 4

Person 5

Device

Destination

Vehicle

Deliverable

When

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

From:

To:

Check For Conflicts

Compare Schedules

Save and close    Save and Add another    Cancel

To schedule an event, you must specify:

Who (Personnel)

What (Event name)

When (Start and end times)

Where (Venue)

You may also add:

Why (Deliverable item)

How (Destination, vehicle, device)

Double-bookings are allowed, but the program will warn you that you have a schedule conflict. Later, if you click on that time slot, you will have to choose which event you want to edit.

## **Pick Lists**

To minimize typing, most of the entries on the Event Screen are check boxes or choices from a list. (The exception is the event name, which can be typed or chosen.)

To make this work, you will need to add your people, places, and things to the pick lists. Use the **Edit | Personnel**, **Edit | Venues**, and similar commands under the **Edit** menu. You only have to type them once.

