

Date Start	30/06/07
Date End	30/06/07
Time Start	13:00
Time End	13:59
Subject	Miscellaneous
Long Term Plan	User Guide
Long Term Description	Inside this persistent Long Term Plan are the instructions for using Classmaker. Think of the Long Term Plan as a book. The Unit Plans inside it are the chapters. The Lesson Plans are the pages inside each chapter.
Unit Plan	5 Printing
Unit Plan Description	How Classmaker deals with the often frustrating business of printing!
Lesson Name	UG - What can I print?
Essential Skills	
Achievement Objectives	
Specific Learning Outcomes	
Introduction	Right click on the Weekly calendar or Long Term Plans calendar brings up nearly all your printing choices except for the Unit Plans search tab (see below).
Development	<p>1. Weekly Calendar</p> <ul style="list-style-type: none"> a) Print the Weekly calendar just as you see it. Occasionally useful for your weekly overview, but unlikely to be used much. b) Print Lessons. This brings up a Print Preview type screen that shows you the lessons for each working day of the week that you are currently sitting on. To see each day's lessons click on the appropriate date and all the lessons that appear on that day will be displayed on the right hand side of the screen as a list of tabs. You then have the choice of printing the individual lesson currently visible, printing all the lessons for the day, printing all the lessons that belong to the unit that the individual lesson currently visible belongs to or printing a summary report of the day's lessons that compresses the output to the Start, End, Introduction, Development, Closure and Resources fields in a tabular format. All reports with the exception of the Summary report print a page to a lesson. The Summary report is your most useful report, since you can print it off first thing in the morning and spend the rest of your day teaching from it. <p>2. Long Term Plans</p> <ul style="list-style-type: none"> a) Print the Long Term Plans calendar just as you see it. Occasionally useful for your term overview, but unlikely to be used much. b) Print Long Term Summary report. This report compresses the output to Start Date, End Date, Subject, Plan Name and Description in a tabular format. A useful report to assist your individual unit planning process after the syndicate wide long term planning process has been completed. <p>Going to the Search tab on the Unit Plans screen lets you print out a selection of lesson plans that meet your search criteria across the entire database of all users. The report compresses the output to Date, Unit Plan, Lesson Name, Introduction, Development, Closure and Resources fields in a tabular format.</p>

Closure	You cannot directly print anything from the Unit Plans screen except the results from a Search. But, whenever you choose a lesson plan from the pick list in the Unit Plans screen the Weekly calendar display shifts to that lesson's start date invisibly, behind the scenes, so... to print a lesson plan from your Unit Plans screen first right click on the Weekly calendar and choose Refresh to update the display, then right click again and choose Print Lessons.
Resources	
Assessment	
Reflection	
	...End of Record...
Date Start	02/07/07
Date End	02/07/07
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Time End	13:59
Subject	Miscellaneous
Long Term Plan	User Guide
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Unit Plan	5 Printing
Unit Plan Description	How Classmaker deals with the often frustrating business of printing!
Lesson Name	UG - Report Styles
Essential Skills	
Achievement Objectives	
Specific Learning Outcomes	
Introduction	A database works most efficiently with thousands of small records that it indexes for fast retrieval. Use Classmaker in the same way, keeping the amount of information you load into an individual lesson plan as small as possible. This will make things much easier for you when you come to print out your work.

Development	<p>Three different styles of report are available:</p> <ol style="list-style-type: none"> 1. Compact individual lessons where each lesson is printed on a single page in a user friendly form which is easy to read. Providing you keep the amount of data in your lesson plans to a reasonable level, this style supplies the most information in the least space. 2. Verbose individual lessons where each lesson is printed over multiple pages in a list one column wide. This is the kind of report most other lesson planning packages generate. While it ensures that all the information gets printed, they are difficult to use because the information never appears in the same place twice, so not the best style to teach from. 3. The summary style where multiple lessons are printed on a page in table format. The best style to teach from. <p>In all styles, if the amount of text exceeds the amount of space allocated to it on that page, the text is truncated (in the Verbose report style, this would require you to put more text in a single field than the entire page, an unlikely scenario). If you find that your text has been truncated, there are five different options available:</p> <ol style="list-style-type: none"> a) Split the lesson into two lessons and divide the text evenly between the two. Recommended. b) Try printing the report in landscape format instead of portrait. Depending on the type of report and which field is being exceeded you may find this fixes the problem. c) Ignore the problem because you can access the required information from another report eg. Frequently, the space on the Individual Lesson report cannot accept all of the Long Term plan description, but this does not matter because this information can be printed out using the Long Term Summary report. d) Increase the page size and print the report to Postscript file. Postscript files have two useful attributes. They can be converted to PDF's using Ghostscript. They can be stretched and shrunk with no change in their resolution. Printing a PDF that has been created on an A3 size page to an A4 printer will shrink the text inside the cells by a factor of two. e) Print to HTML file and import the HTML file into another package for further manipulation eg. Word 97-2003 Mail Merge
Closure	You can print out the Compact individual lesson report as a blank for filling in manually using a pen and paper.
Resources	
Assessment	
Reflection	
	...End of Record...
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Long Term Plan	User Guide
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Unit Plan	5 Printing
Unit Plan Description	How Classmaker deals with the often frustrating business of printing!

Lesson Name	UG - Postscript and PDF Printing
Essential Skills	
Achievement Objectives	
Specific Learning Outcomes	
Introduction	<p>Postscript files are text files that when viewed with a Postscript viewer or printed to a Postscript printer look identical to the reports that you send to a paper based printer. The advantages of printing to Postscript file are:</p> <ol style="list-style-type: none"> 1. Your Postscript file can be sent to any Postscript interpreter for viewing and printing eg. Ghostscript. 2. PDF documents are just a compressed Postscript file. 3. Postscript documents are multi-page documents. 4. Postscript documents can be zoomed and shrunk without affecting their resolution. 5. Postscript documents are small.
Development	<p>If you are going to print to Postscript and generate PDFs you need to obtain two packages:</p> <ol style="list-style-type: none"> 1. Ghostscript, the Postscript interpreter for printing. 2. GSView, the Postscript viewer. <p>Both of these are available from http://www.cs.wisc.edu/~ghost/</p> <p>Open any Postscript file in GSView to look at it, print it or convert it to PDF.</p> <p>After you have used GSView to convert your Postscript file to PDF, you can send it to anyone, since almost everyone has Adobe Acrobat Reader installed on their computer.</p>
Closure	<p>On Windows XP there is another way of generating Postscript files from any software package that prints. Add a new printer called Apple Laserwriter v23.0. This is actually a Postscript generator not a printer. Whenever you choose this 'printer' a Postscript file is created instead of a print job. On Windows Vista and Windows 7 try MS Publisher Color Printer. There may be others that I am not aware of.</p>
Resources	
Assessment	
Reflection	
	...End of Record...
Date Start	05/07/07
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Time Start	13:00
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Subject	Miscellaneous
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Unit Plan	5 Printing
Unit Plan Description	How Classmaker deals with the often frustrating business of printing!
Lesson Name	UG - HTML Printing
Essential Skills	
Achievement Objectives	
Specific Learning Outcomes	
Introduction	
Development	Printing to HTML with Classmaker doesn't give you fancy HTML reports for printing. Instead, it gives you the underlying recordset that the hard copy print job and Postscript files are generated from, but in HTML table format. The HTML table format option was chosen because you can import HTML tables into lots of other packages with no fuss eg. Microsoft Word. Being a table these packages let you select individual cells, columns or rows to cut and paste from.
Closure	
Resources	
Assessment	
Reflection	
	...End of Record...
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Unit Plan	5 Printing
Unit Plan Description	How Classmaker deals with the often frustrating business of printing!
Lesson Name	UG - Word 97-2003 Mail Merge
Essential Skills	
Achievement Objectives	
Specific Learning Outcomes	
Introduction	Microsoft's Word's Mail Merge facility makes a good interactive report writer.

<p>Development</p>	<p>To use the mail merge facility print to HTML. Use the reporting choices Print All (Print All Lessons for Today) or Print Unit (Print Entire Unit). These two reports are the best ones to use as they include every field in the database spread across several tables.</p> <p>When printing to HTML call the output file C:\Classmaker\Reports\output.html Open the Word 97-2003 file called C:\Classmaker\Reports\Unit Plan Mail Merge 2.doc</p> <p>From here on the rest of your report formatting and printing is undertaken inside Microsoft Word.</p> <p>If creating a brand new mail merge document, to prevent Microsoft Word from truncating your text, ensure that the data source you are using to read your output.html file is an OLE DB data source not an ODBC data source. To do this take the following steps:</p> <ol style="list-style-type: none"> 1. With any document open, click on the Office button and then choose Word Options 2. Click the Advanced tab and page down until you reach the General region 3. Check "Confirm file format conversion on open" 4. Exit Microsoft Word 5. Restart Microsoft Word 6. Connect your merge document to your database (in our case output.html) 7. When you do this, it will ask you to "Confirm Data Source" -- choose All Web Pages 8. It will now show all of the information in the spreadsheet. <p>This solution was found at http://www.eggheadcafe.com/software/aspnet/33703802/mail-merge-cut-off-or-truncating-255-word-limit.aspx</p>
<p>Closure</p>	<p>When using Microsoft Word's Mail Merge the magic key combinations you need to remember are Alt F9 (display all field codes) and Ctrl F9 (insert a new field code). Without these it is almost impossible to use Mail Merge successfully.</p>
<p>Resources</p>	
<p>Assessment</p>	
<p>Reflection</p>	
	<p>...End of Record...</p>