

Menus Reference

File Menu Reference

| File | Use this menu item to... |
|-------------------|---|
| New... | → create a new gradebook |
| Open... | → find and open a gradebook |
| Close | → close the current gradebook |
| Open Recent | ▶ → automatically find and open a recently opened gradebook |
| Save Copy... | → save a backup copy of the current gradebook |
| Compress | → make the gradebook smaller |
| Import... | → bring in students (or other data) from another gradebook or text file |
| Export... | → create a file with data from your gradebook to be used by another user or program |
| Palm Setup... | → set syncing options for EGP Clipboard |
| Email/Internet... | → email reports, create reports for web posting |
| Print... | → print reports |
| RA Mode | → turn on or off the Restricted Access mode |
| Lock... | → lock the gradebook and open the Locked window |
| Exit | → quit |

Edit Menu Reference

| Edit | Use this menu item to... |
|----------------------|---|
| Undo | → reverse the last action |
| Cut | → erase the selected items and copy them to the clipboard |
| Copy | → copy the selected items to the clipboard |
| Paste | → copy the items on the clipboard to the insertion point |
| Clear | → erase the selected items |
| Class Options... | → set options for the current class |
| Gradebook Options... | → set options for the entire gradebook |

Tool Menu Reference

| Tool | Use this menu item to... |
|-------------|--|
| Copy | ▶ → copy any class data from one class to others |
| Add | ▶ → add a class, student, assignment or standard to this class |
| Delete | ▶ → delete a class, student, etc. |
| Fill | ▶ → repeat data to the last row/column |
| Find | ▶ → find a student or assignment |
| Score Tools | ▶ → change groups of scores, curve, lock, enter notes or auto-fill attendance scores |
| Seat Tools | ▶ → add furniture, set seat format, rotate seats |
| Term Tools | ▶ → combine terms, recombine terms, start a new term |

View Menu Reference

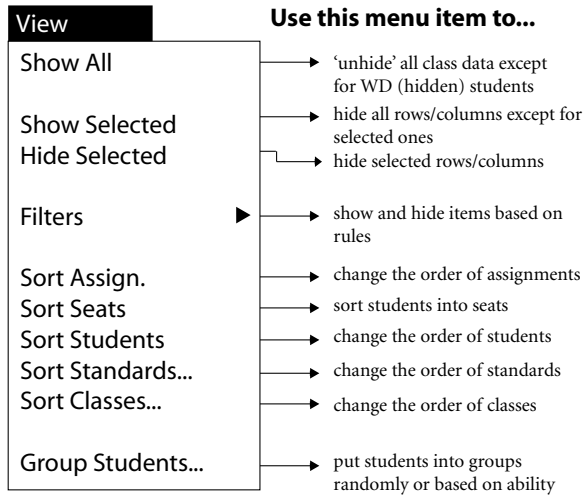
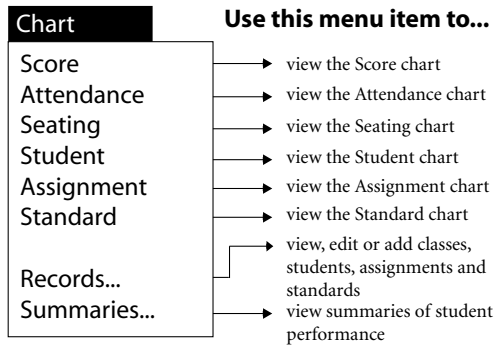
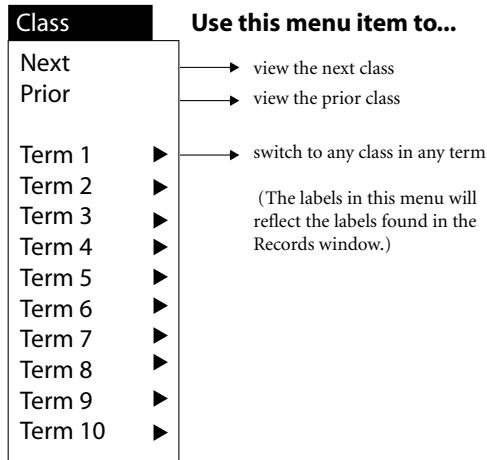


Chart Menu Reference



Class Menu Reference



Help Menu Reference

