# Coach's Office Playbook – Move Pages & Chapters

Use the Coach's Office Playbook Utility to easily move pages up and down in the table of contents and copy/paste chapters to a new location.

## Back Up Database Files
Before making any changes, it is **critical** that you make an external backup of your Coach's Office databases in the event that you need to restore your last playbook file. For details, see our web page: http://www.coachsoffice.com/backup.htm

## Coach's Office Playbook Utility

- On the Coach's Office desktop, right click the playbook.
- Click *Playbook Utilities*. (fig. 1a)
- Click *Copy Pages*. (fig. 1b)
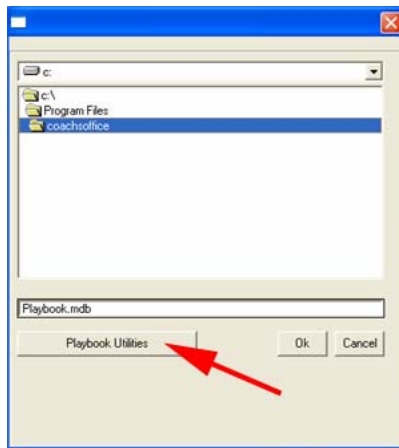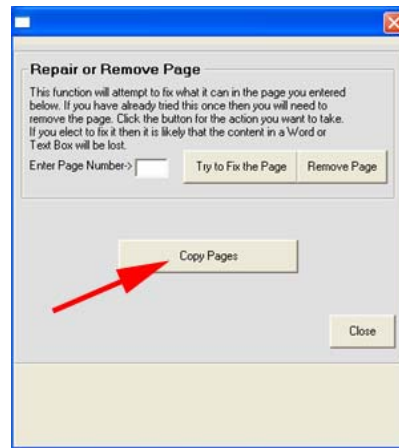


fig. 1a                                        fig. 1b

A 2-column window displays with your playbook table of contents – chapters and pages – in the left column. (fig. 2)
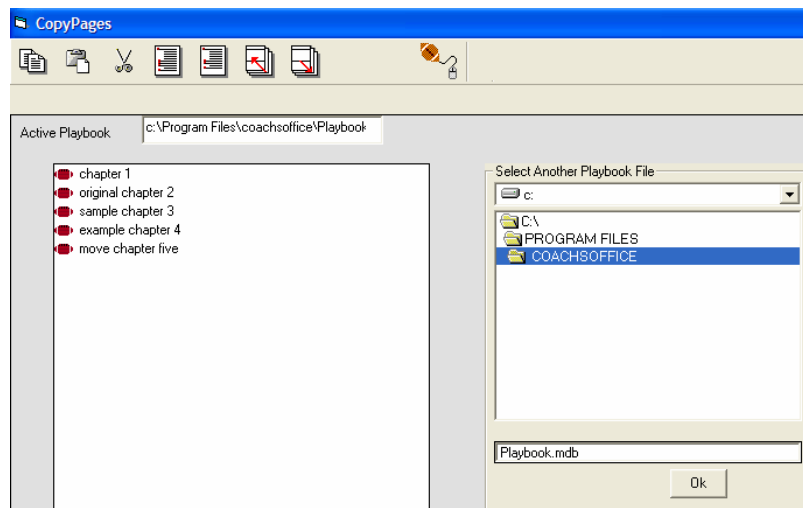


fig. 2

The right column is for merging playbook files and chapters and is not used for moving pages. The toolbar at the of the page has buttons to: copy page, paste page, remove a page, insert new chapter, remove a chapter, move page up, move page down, return to Coach's Office desktop.

**Move Pages**

Our example will demonstrate how to move a page from page 20 to page 18.

- Double click the chapter icon(s) to view the pages. (fig. 3a)
- Click the page to be moved. (For example, page 20, sample page tt.)
- In the top toolbar row, click the *Move Page Up* (for our example) or *Move Page Down* button to move one position. (fig. 3b)
  o Each position move up or down requires selecting the page and clicking the appropriate button.
  o You may need to open the chapter above/below to see where the page has gone if moving a page to a different chapter.
- Moving the page up twice changes its position from page 20 to page 18. All pages renumber. (The page number is at the left of the page name.) Of course, the page name remains the same.
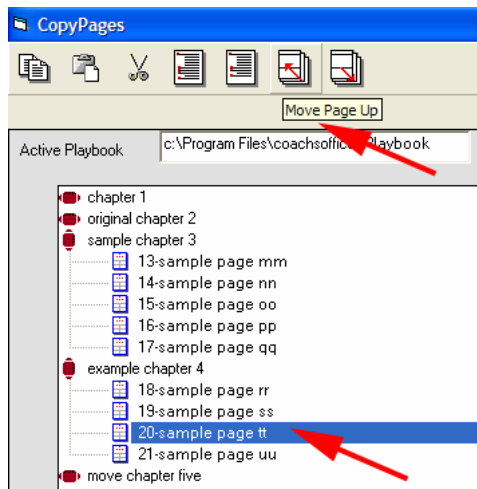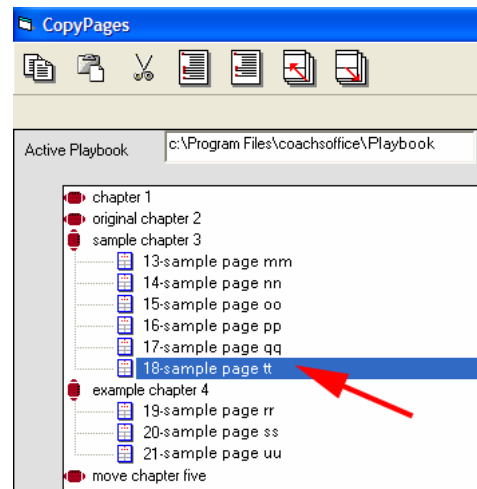


fig. 3a                                                                 fig. 3b

**Move Chapters**

Use the Playbook Utility to move chapters. The process requires working with a temporary duplicate of the current playbook and creating a new chapter in the duplicate playbook and copying the pages into it. In our example, we'll move chapter five up to become the second chapter.

- Go to the Playbook Utilities. (See instructions above.)
- Load a duplicate of the current playbook.
  o In the second column, the current playbook location is displayed. (fig. 2) Click Playbook.mdb at the bottom of the screen (it turns blue) and click *OK*.
  o Both columns now show the same playbook.
- Insert a new chapter in the duplicate playbook on the right.
  o Click "chapter 1" in the right column. Click the *Insert New Chapter* button in the toolbar. (fig. 4) A new chapter is added under chapter 1.
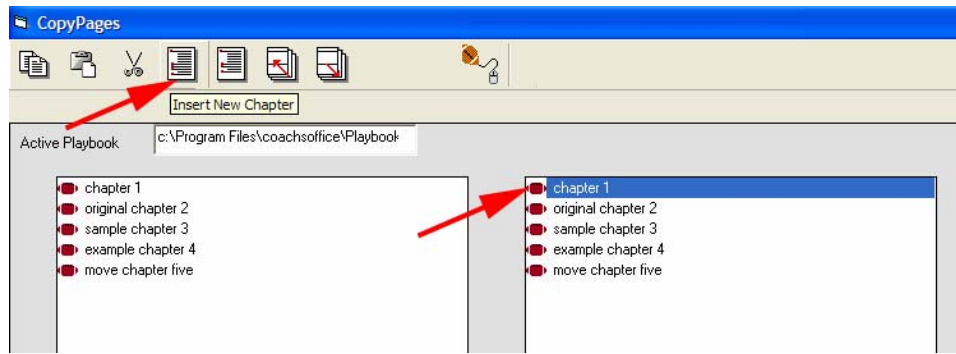
fig. 4

- Name the new chapter. Double click the name field and type in a name (red zone).
- Copy the pages in the chapter to be moved (playbook on the left – "move chapter five").
  - o Click the football icon next to the chapter.
  - o Click the *Copy Pages* button in the toolbar. All pages are copied. (fig. 5)
- Paste the pages to the new chapter in the playbook on the right.
  - o Click the blank page under the new chapter (red zone). (fig. 6)
  - o Click the *Paste Pages* button and all pages are added to the chapter. All pages are automatically renumbered. (fig. 7)
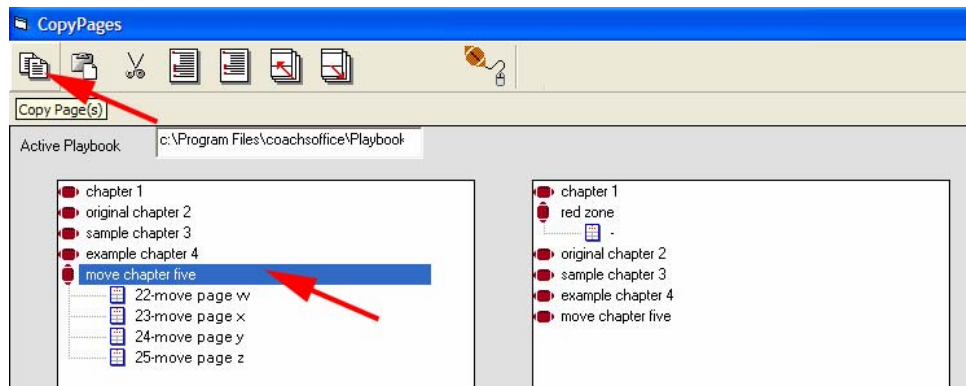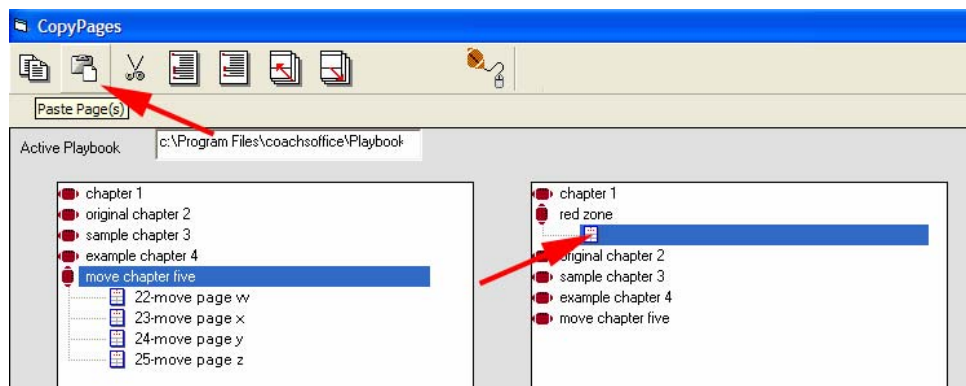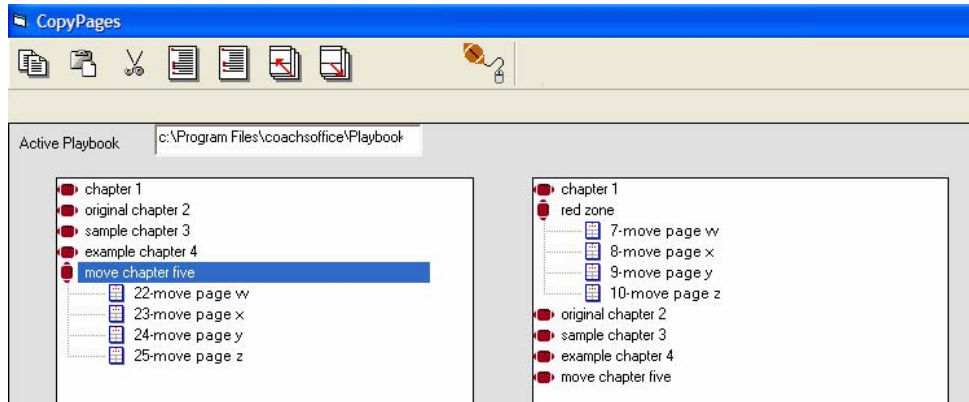

fig. 5


fig. 6

fig. 7

When you close the Playbook Utility, the duplicate playbook on the right replaces the current playbook when you open the playbook program. That is the playbook we will delete the extra chapter from.

There are two chapters that have the same pages: "red zone" and "move chapter five." Next, delete the original chapter.

- Delete the "old" chapter from the playbook table of contents on the right.
  - o Click the football icon next to the appropriate chapter ("move chapter five").
  - o Click the *Remove a Chapter* tool in the tool bar. The chapter is deleted.
- The move is complete.

**Return to Coach's Office Desktop**
To quit the Playbook Utilities, click the football icon to return to the Coach's Office Desktop.