

INSTRUCTIONS FOR DIGITAL PLANNERS AND NOTEBOOKS

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This product works well on with Apple iPads and Android for Windows tablets. We highly recommend using it with a stylus/Apple pencil.

HOW TO LOAD THE DOWNLOADED PDF FILE ONTO YOUR TABLET OR COMPUTER

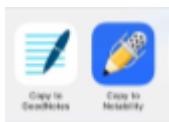
The app we recommend using with your digital product is the GoodNotes app. Your digital PDF will also work well with other PDF annotation apps such as Notability, NoteShelf, XODO too.

How get started with your digital planner:

1. To download your pdf to your computer or tablet, go to "Purchases and reviews" on Etsy and you will find your digital products available to download.
2. Save PDF file to your Dropbox, google drive, iCloud or computer downloads folder.
3. Choose your preferred app (Goodnotes, Noteshef, Notability etc.) that you will be using your digital pdf product on.
4. Select the import button on chosen app ('Import' or '+') and choose your PDF file from the location you saved it in previously (iCloud, Dropbox, google drive etc).

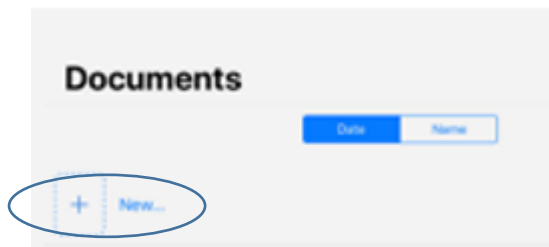
TO LOAD THE DIGITAL FILE DIRECTLY ONTO YOUR TABLET FOLLOW THESE INSTRUCTIONS:

1. Open your Etsy account in your browser.
2. Go to "purchases and reviews". Click download files. Then click the download button on the following page.
3. Click the "share" button on the top right corner of your tablet. Then select "Copy to GoodNotes" or app of your choice that you are planning to use with your digital file.

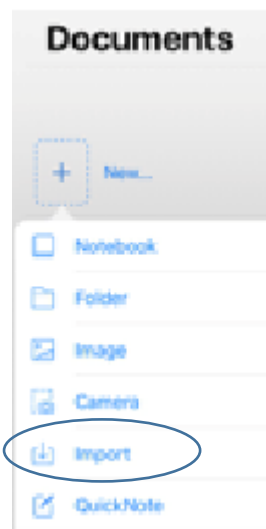


HOW TO IMPORT THE PLANNER OR NOTEBOOK INTO THE GOODNOTES APP ONCE THE PDF FILE IS SAVED ONTO YOUR COMPUTER OR TABLET

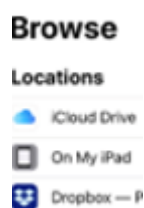
1. Click “New” button



2. Click 'import' to choose your saved PDF file



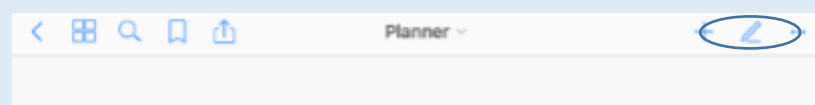
3. Select where you saved your PDF file



4. Select your downloaded file and it will import to GoodNotes

Very Important:

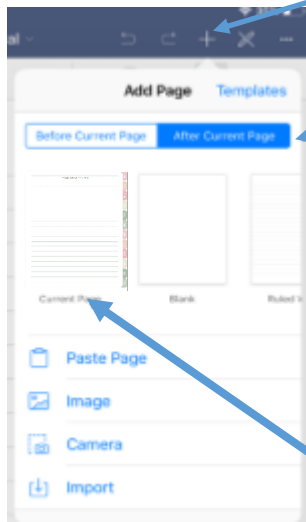
In order to use the hyperlinks to click to desired pages please make sure you have 'read only' button selected



How to duplicate or add a page in Goodnotes:

Option 1:

1. When you are on the page you are looking to duplicate or add click the '+' button at top righthand corner in the GoodNotes app.



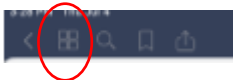
2. After clicking the "+" button you can choose if you want to add the duplicated page before or after the current page you are on.

3. Select 'current page'.

Now you will have the duplicated page available

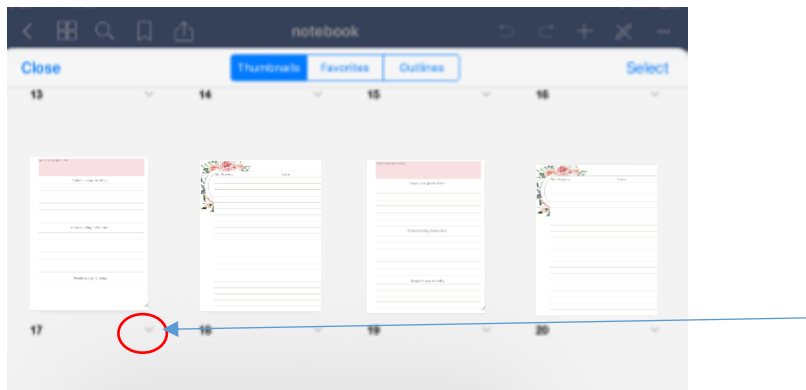
Option 2:

1. Click this button in GoodNotes located in the top left corner.

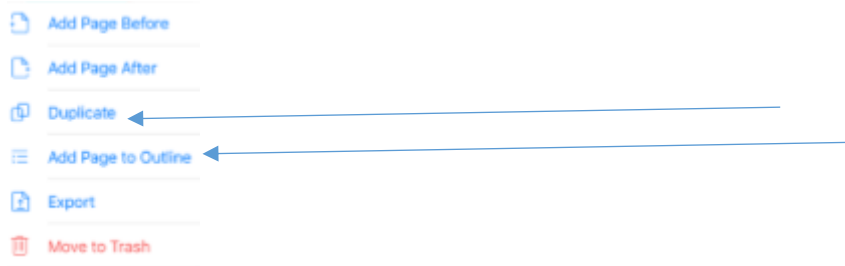


2. Once in notebook pages overview you can choose where you would like to add a duplicated page in your notebook.

Once you know where you want to add another page click the thing that looks like a "v" located at the bottom right corner of the page.

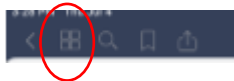


Then you can choose either add page or duplicate.



How to change the cover for your planner or notebook in GoodNotes:

1. Click this button in GoodNotes located in the top left corner.



2. Find the cover options located at the end of the planner or notebook.

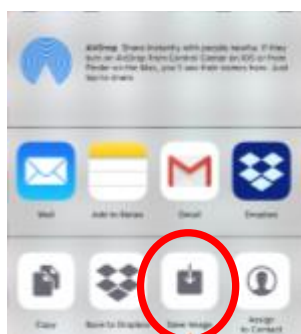
3. Click and hold the cover you would like to use so that you can drag it to the very first front page of the notebook.

4. Drag notebook cover to top of the GoodNotes page and it will automatically scroll up so you can place it at beginning of the planner/notebook.

How to use the stickers in GoodNotes:

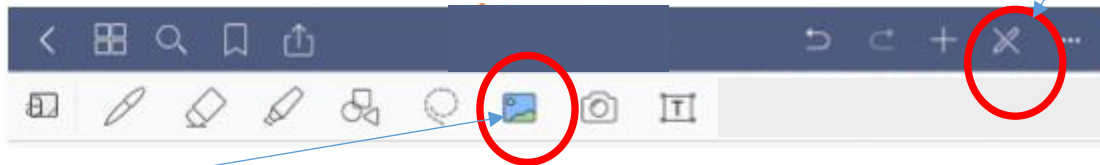
In order to use the stickers in apps such as GoodNotes it is best to have the sticker page saved to your 'camera roll' on your device.

Save to your camera roll by clicking on the file and select sticker pages. You will see this  button at the bottom right. Then select "save image" and now you will be able to find it in your camera roll.



In order to access your sticker page that is saved in your devices camera roll make sure the 'read only' mode is off.

Now click the photo button



Click this button and you will see your camera roll photos. Then select the sticker page you would like to use.

Select the image. Press again (press and hold on image until 'crop' button appears. Select 'crop'.



Once you selected 'crop' it will allow you to crop the image and then you can choose the sticker you would like to use in your notebook or planner.

There are 2 ways to crop.

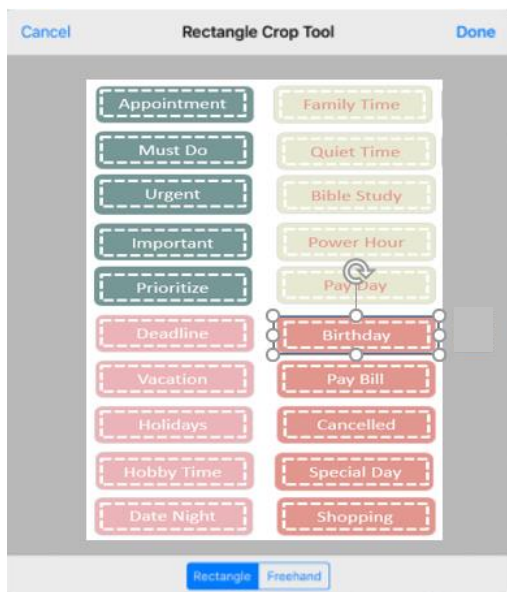
There is rectangle - That will allow you to crop around the exact sticker you want.

Or you can choose 'freehand'

This allows you draw around the sticker with your apple pencil or stylus.



Once you've cropped around the chosen sticker you want, select 'Done' in the top right corner.



Now you will have your chosen sticker ready for use and you can place it in your notebook or planner. Size it however big or small you want by dragging the edges.