



USER GUIDE

Hello there! Welcome to our VIP Freebie Library!

This guide is designed to help
you use the GoodNotes App.

DIGITAL PLANNING

WHAT TOOLS DO YOU NEED?

Digital Planners are compatible with both Apple and Android devices.

IOS: iPad with Apple Pencil or stylus + Note-Taking App: eg. GoodNotes

ANDROID: Tablet with Stylus + Note-Taking App: eg. Noteshelf

CHOOSING A NOTE-TAKING APP

These files can be imported into most PDF-annotation apps.

We recommend GoodNotes, but the planner can also be used with most PDF-annotating apps.

Some examples are:

- GoodNotes 5
- Notability
- Noteshelf
- ZoomNotes
- Xodo (free)

These apps need to be purchased separately from the App Store on your iPad or Tablet.

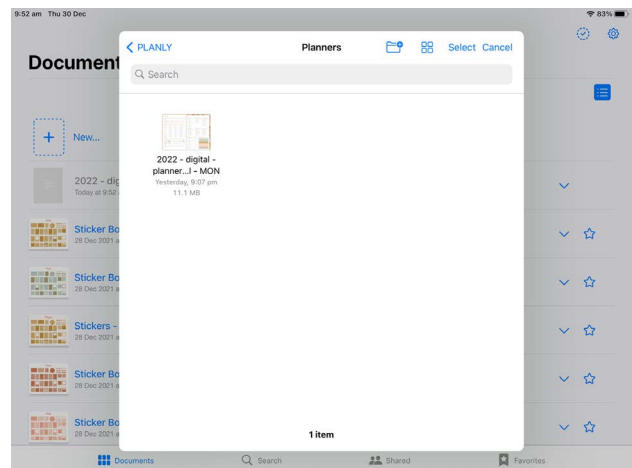
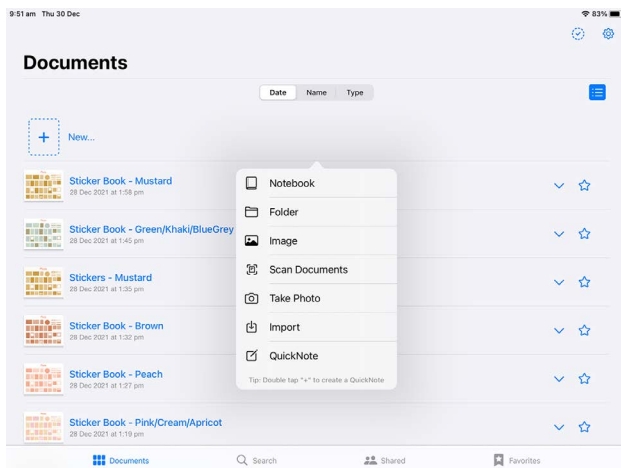
Once you choose one, purchase it and make sure it is updated.

HOW TO IMPORT INTO GOODNOTES

If you are new to using digital planners, it can sometimes feel a little overwhelming, so I hope this helps! Once you have saved your files to your iPad you can choose one of two ways import your files into GoodNotes.

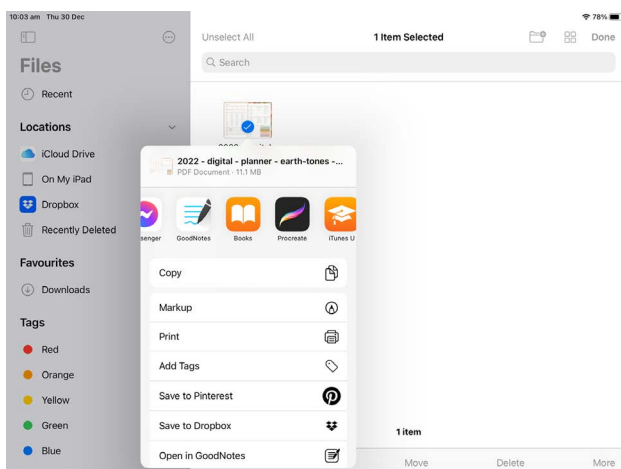
A. IMPORT FROM GOODNOTES

1. Open the GoodNotes app, tap the + NEW Button.
2. Tap IMPORT.
3. Go to the location of your file, eg. Dropbox
3. Select the file you wish to open and it will automatically import into GoodNotes.



B. IMPORT FROM YOUR FILES

1. Locate your files from the FILES app. (Make sure you have unzipped any Zip files)
2. Tap and hold the PDF file you wish to use. Once the option menu pops up, tap SHARE.
3. Scroll down this option menu until you see OPEN IN GOODNOTES and select it.
4. Follow the prompts and your file will now open and also be listed in your GoodNotes Documents.



HOW TO USE THE GOODNOTES APP



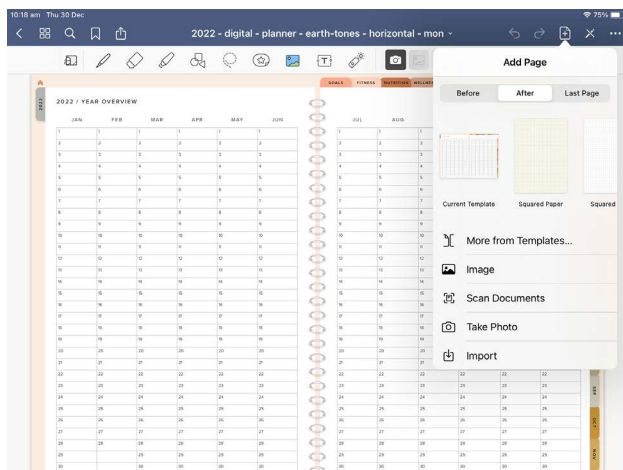
CLICK ON THE TABS (HYPERLINKS)

1. For the tabs and hyperlinks to work, you need to be in the Read-Only Mode in GoodNotes. The pencil icon should look like the icon above.
2. This mode lets you navigate through your pages comfortably.
3. All other inputs, like the pen, are blocked when this mode is active.

DUPLICATING / ADDING PAGES

It's super easy to add new pages to your planner...

1. Go to the page you want to duplicate.
2. Tap the PLUS PAGE (+) icon
3. You can choose whether to add the page BEFORE or AFTER your current selection, or as the last page.
4. Select and tap the template you want to add.



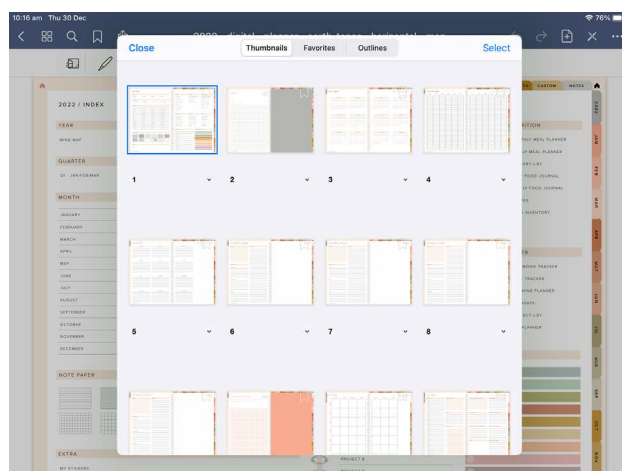
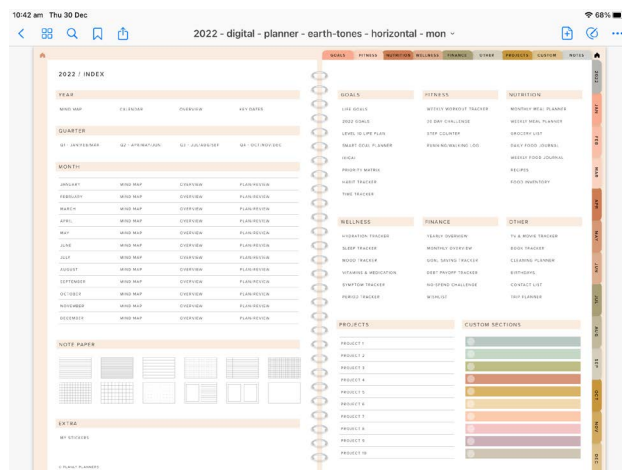
WRITE ON THE PLANNER

1. To be able to write on your planner, you need to deselect the Read-Only Mode in GoodNotes.
2. You can use the writing tools like the pen and highlighter in this mode.
3. Make sure the pencil icon in the top right corner of GoodNotes looks like the one above.

RE-ARRANGING PAGES

Moving your pages around is super easy too!

1. Go to the THUMBNAIL VIEW and tap the icon.
2. Now you can see all the pages of your planner.
3. Tap and hold the page (outlined in blue) and drag it to where you want to move it to.



INDEX PAGE / HOME PAGE

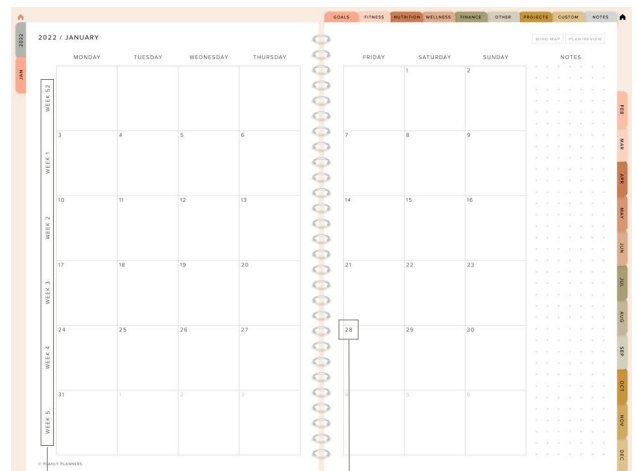
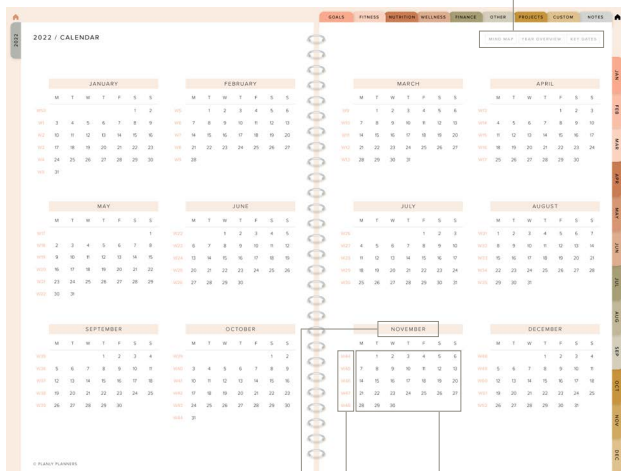
The first page of your planner is the index or home page. This page allows you easy access to all parts of your planner with linked tabs, words and images. You can access this page from any other page. Simply click on either 'house' button (top left and right coner).

Your planner has thousands of links throughout it to make moving around the planner easy, quick and seamless.



NAVIGATION

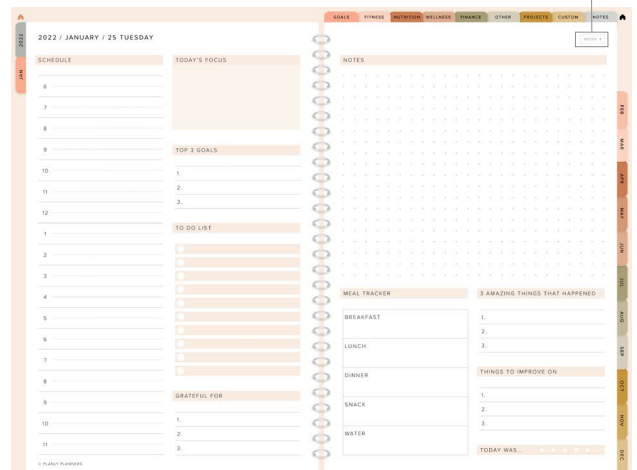
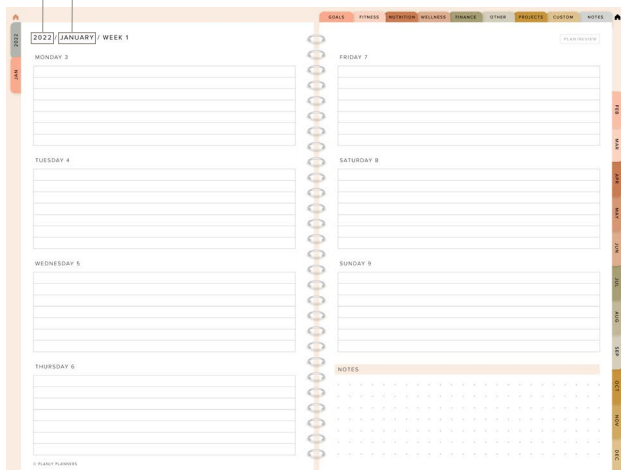
Links to pages



Link to days
Link to weeks
Link to months

Link to days
Link to weeks

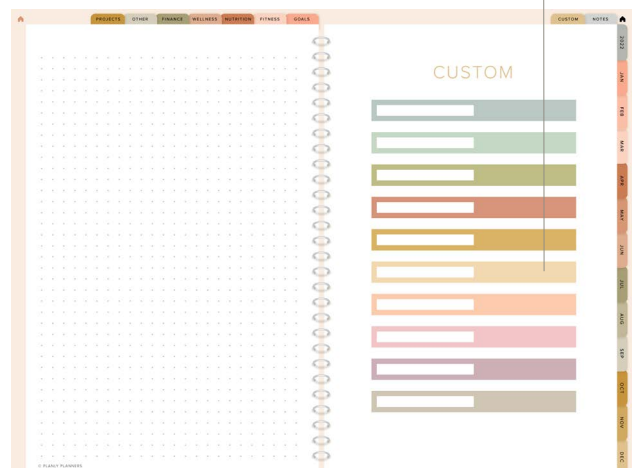
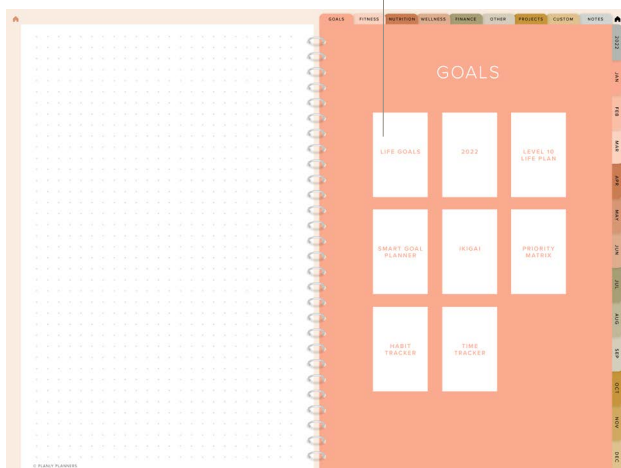
Link to 2022 mind map
Link to month



Link to week

Link to pages

Link to sections

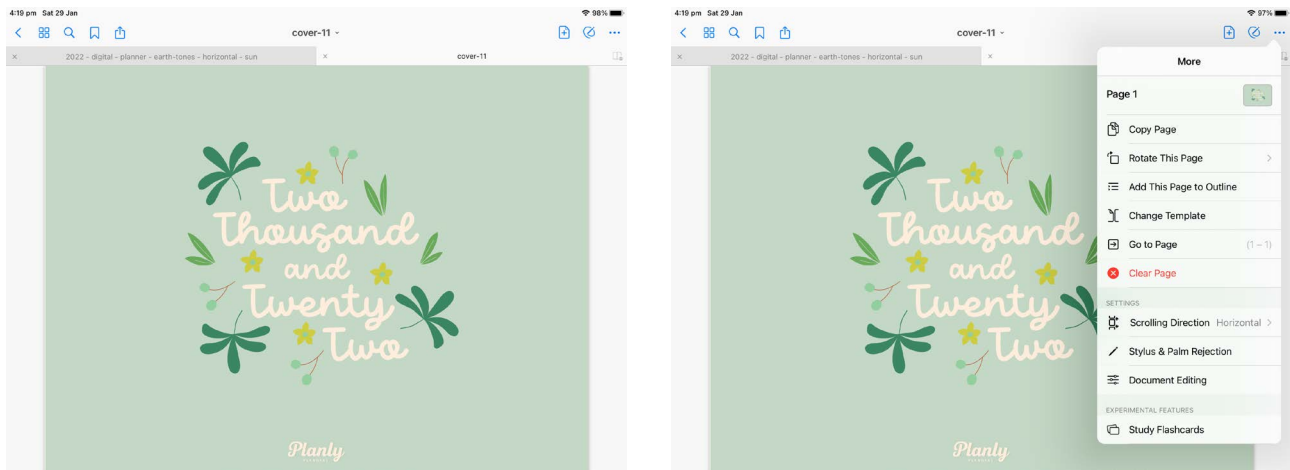


COVER PAGE

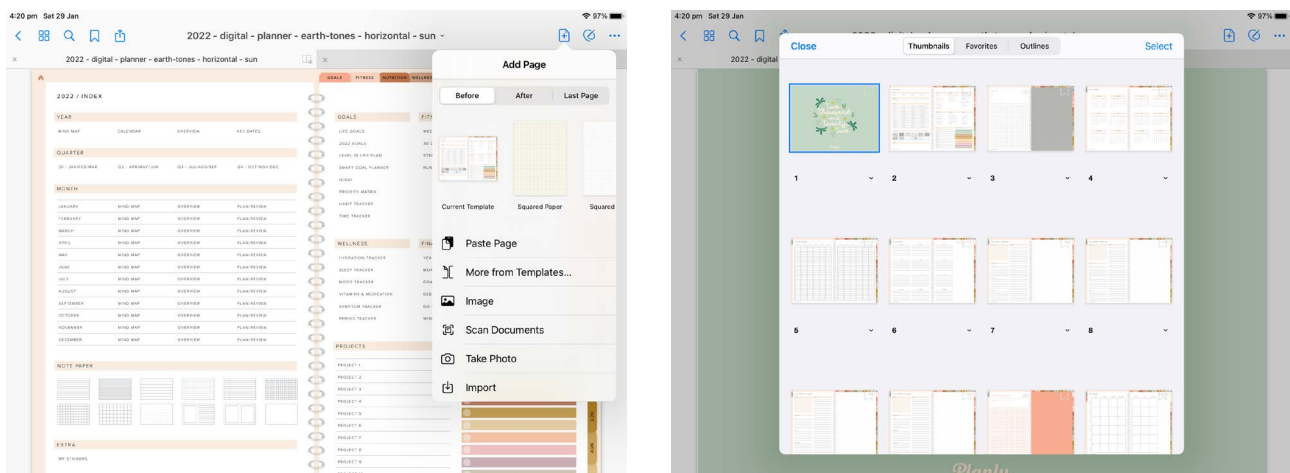
The Covers are PDFs and can easily be added to your new planner.

ADDING A COVER PAGE

1. Open your planner and your preferred cover in GoodNotes. When you have your cover open, click on the three small dots in the top right corner and click on COPY PAGE.



2. Move to your planner and go to the first page (index page). Then click on the page symbol (with the +) in the top right corner. Make sure that you select BEFORE and then select PASTE PAGE. This will insert the cover before the first page. If you go to the thumbnail view (four squares in the top left) you will see that the cover is now the first page of your planner.



COVER PAGE cont...

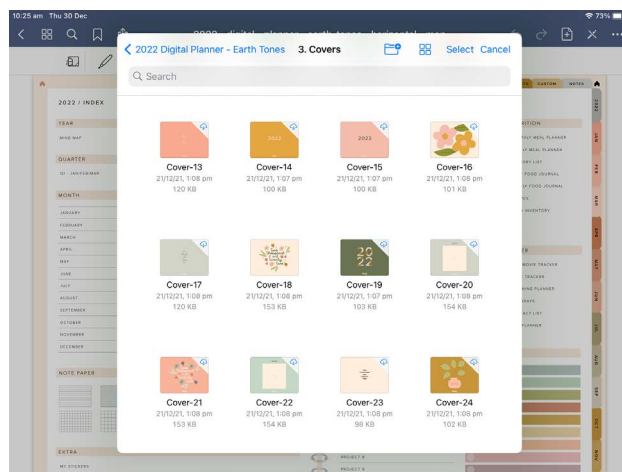
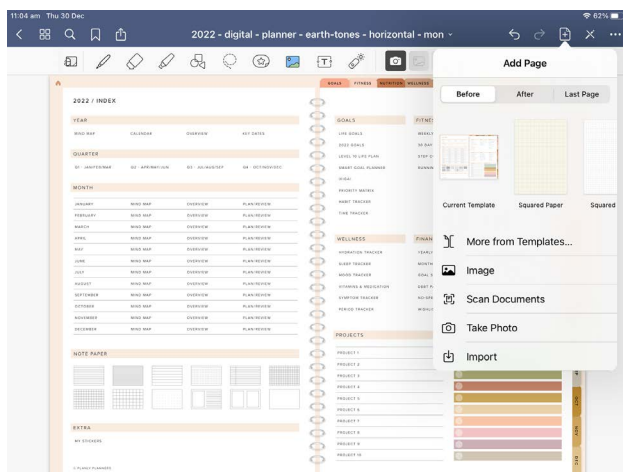
ADDING A COVER PAGE

A. IMPORT FROM CAMERA ROLL

1. Import your preferred cover image to your iPad camera roll.
2. Go to Index page of your planner in GoodNotes, tap the '+' icon at the top right corner, tap 'Before', tap 'Image' to add the cover image.

B. IMPORT FORM DROPBOX

1. Keep your cover images stored on Dropbox.
2. Go to Index page of your planner in GoodNotes, tap the '+' icon at the top right corner, tap 'Before', tap 'Import' to add the cover image.



DIGITAL STICKERS

A Digital Sticker is simply a PNG file with an image and a transparent background that you can import individually to your planner. All stickers are supplied as PNG files. We have also made 8 GoodNotes sticker books which include a sample of stickers for you to use.

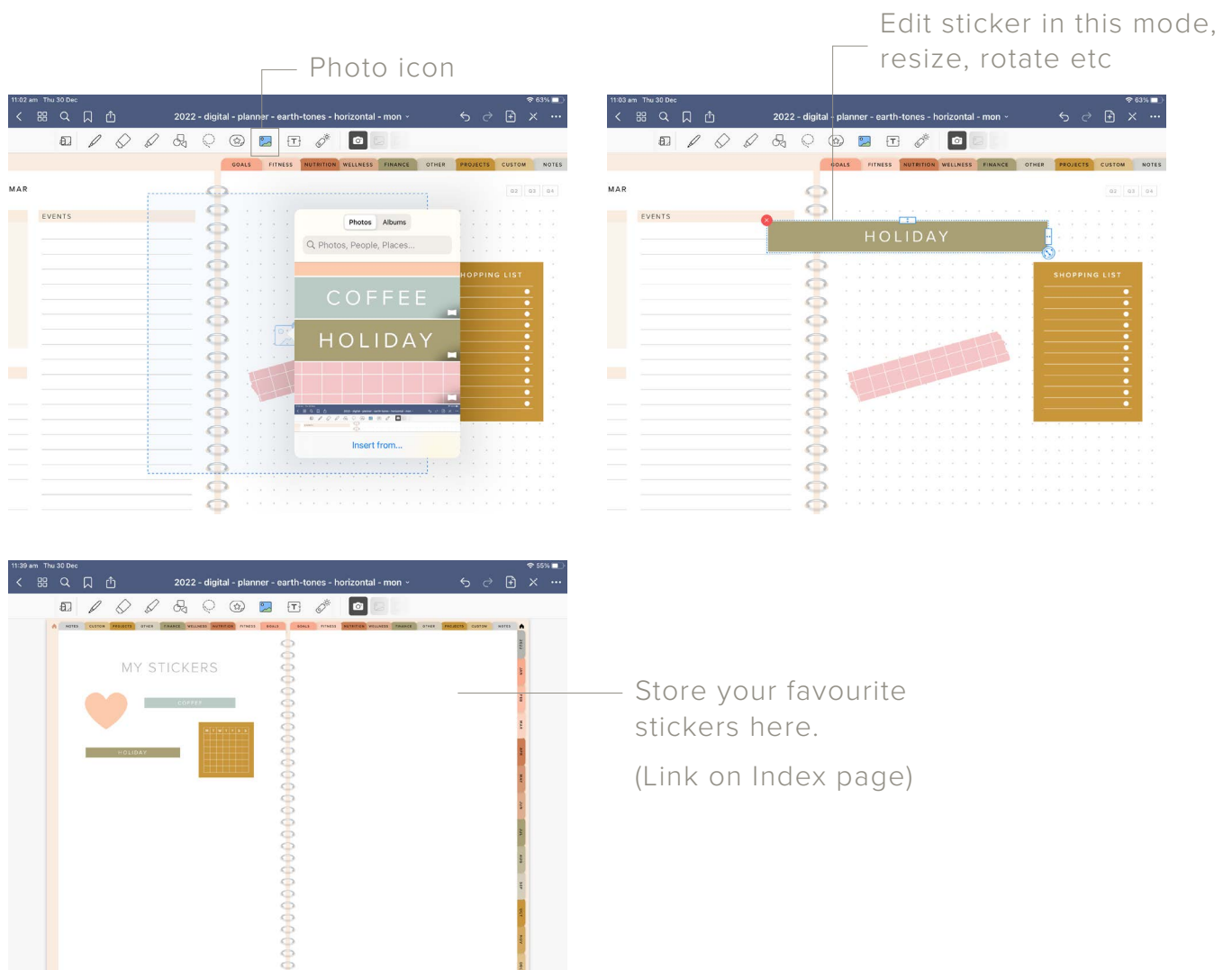
HOW TO USE THE STICKERS

- Once you download the files from Etsy, (as per instructions on page 2), the sticker file will open in the Files App of your iPad in the Downloads Folder.
- Click on the Digital Sticker Zip file to unzip (if it is zipped) it and select the unzipped folder that will appear on the side.
- Now, you can choose your stickers by clicking the Select button on the top right corner and selecting the stickers you want.
- Finally, click on the Share button and save the images to your Photo Album.

OPTION 1: PNG DIGITAL STICKERS

IMPORT VIA PHOTO ICON

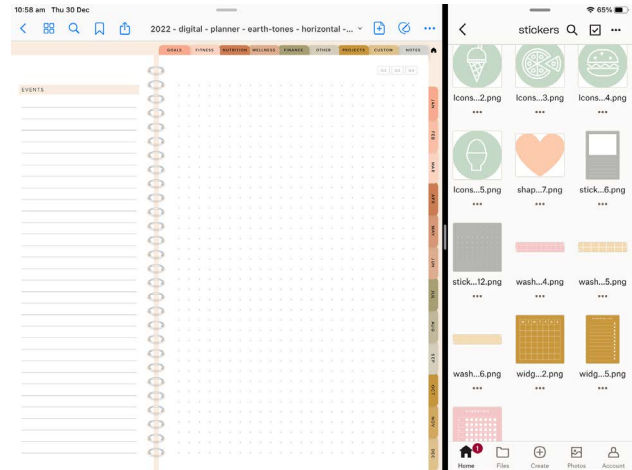
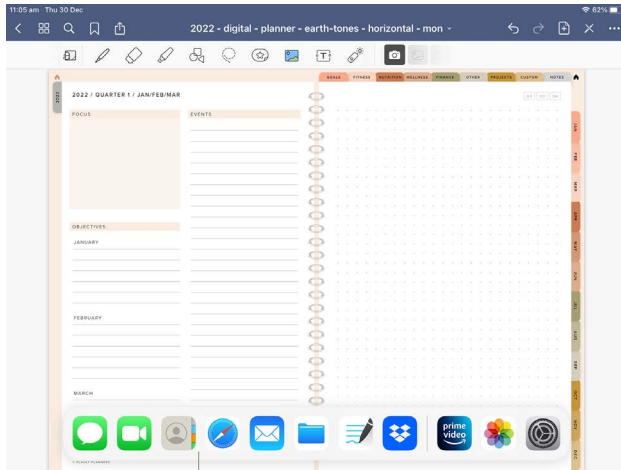
1. Add Photo. Tap on the photo icon and search for the digital stickers in your Photo Album. Then, select the one that you want to import.
2. Edit it. Select the lasso tool, circle the sticker, press, and hold to reveal the edit options. Now, you can copy, paste, and resize them.



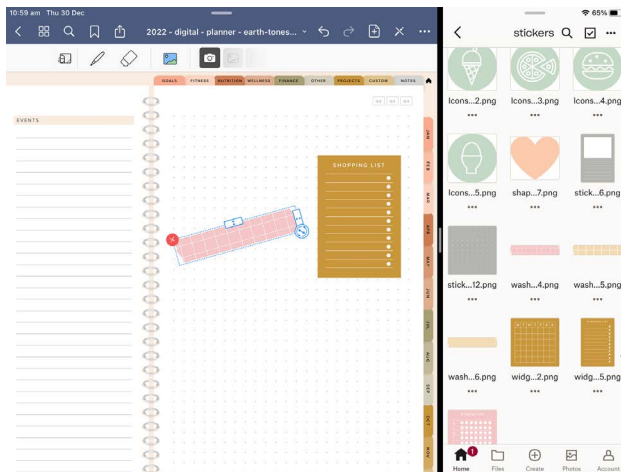
OPTION 1: PNG DIGITAL STICKERS cont...

IMPORT VIA THE DRAG & DROP METHOD

1. Open up your planner to the desired page in GoodNotes.
2. Open up your Files in split screen view and locate the folder which contains your PNG stickers.
3. Tap and hold the desired sticker image and drag it over to your GoodNotes planner page.



Once you have GoodNotes open, scroll up from the bottom of your iPad to reveal your apps - click on the app the has your images and drag to the right to sit next to GoodNotes.

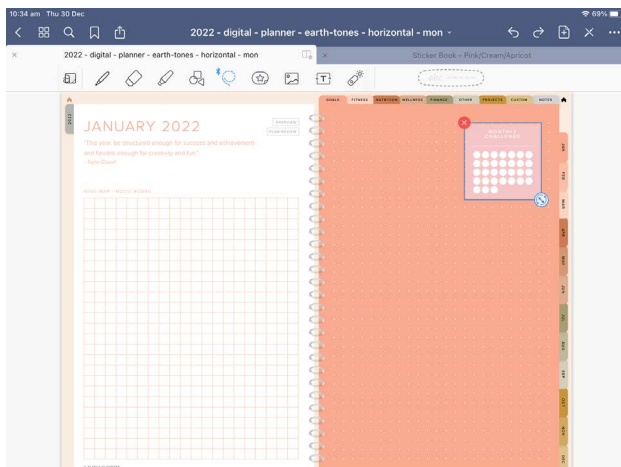
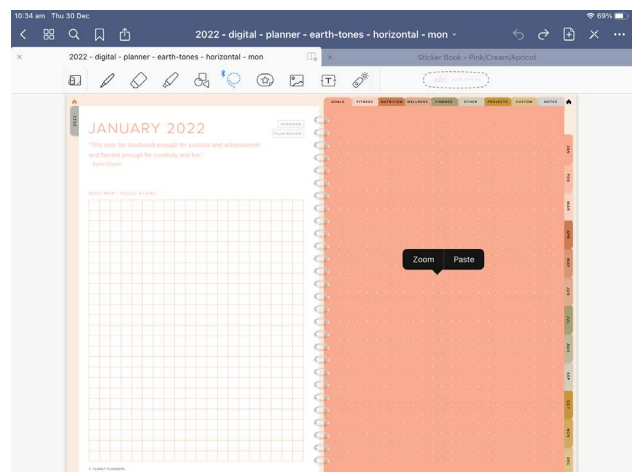
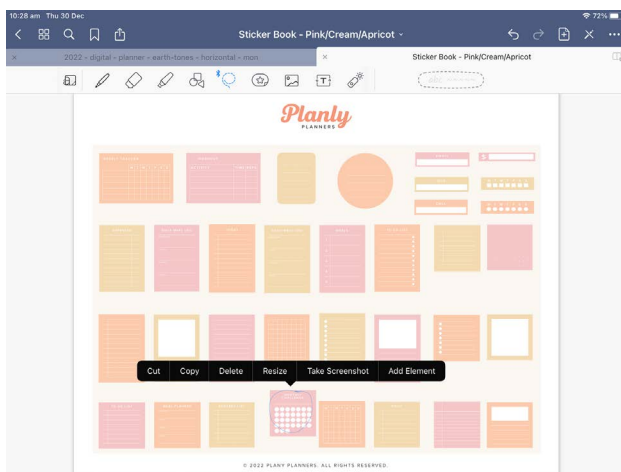
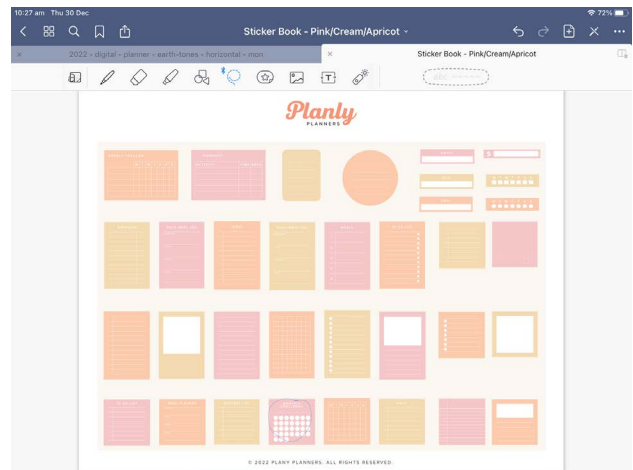
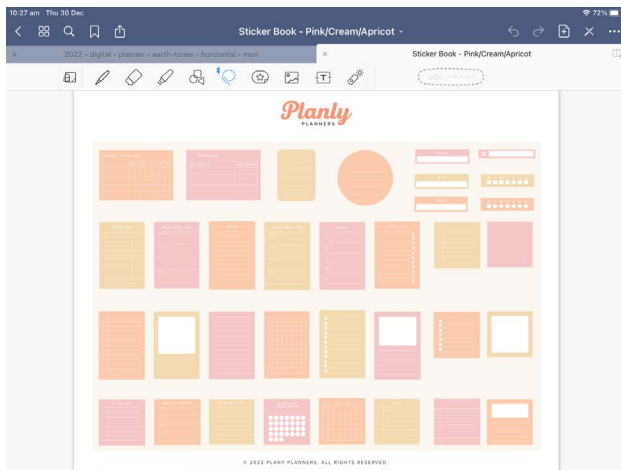


Click on sticker and drag across

OPTION 2: PRE-CROPPED DIGITAL STICKERS

IMPORTING PRE-CROPPED STICKERS

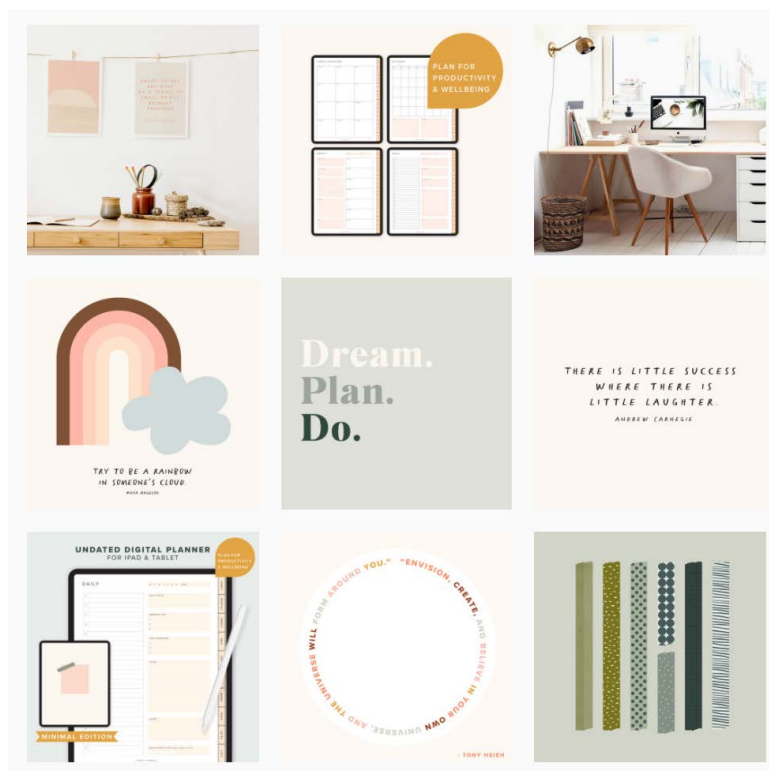
1. Find the Digital Sticker Book ending in .goodnotes, then import it into Goodnotes by selecting SHARE and COPY to Goodnotes.
2. Lasso Tool. Tap on the lasso tool and select the sticker by creating a circle around it. Press, and hold it and choose the COPY option.
3. Paste It. Go to the page in your planner that you want your sticker. Tap and hold for a few seconds and select PASTE. Once pasted, you are able to resize the sticker and move it around the page until you are happy with the position and size.





HAVE A QUESTION? SEND ME A MESSAGE!

If you have any questions, you can send me a message on Etsy or email hello@planlyplanners.com - I'll be happy to help!



FOR INSPIRATION AND TIPS ON PLANNING,
WELLBEING AND MORE FOLLOW US!

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INSPIRATION • PRODUCTIVITY • WELLBEING

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