USER GUIDE

TABLE OF CONTENTS

WHAT IS DIGITAL PLANNING?

HOW DO I UPLOAD THE PDF TO GOODNOTES?

FROM YOUR COMPUTER

FROM YOUR IPAD

HOW TO ADD STICKERS TO GOODNOTES

OPTION ONE - CAMERA ROLL

OPTION TWO - ELEMENTS TOOL (RECOMMENDED)

HOW TO USE GOODNOTES

THE MENUS

READ/WRITE MODE

ADD NEW PEN/HIGHLIGHTER COLOURS

ORGANISE YOUR FILES

SEARCH FUNCTION

CROP PHOTOS

CONTACT DETAILS

THANK YOU!

Thank you for purchasing a GoodNotes PDF from Neat & Tidy Design

I hope you'll find it useful and that it will help make your life a bit more organised.

WHAT IS DIGITAL PLANNING?

A digital planner is like a regular paper planner in many ways, but it's more flexible. It's a PDF file you upload to a note taking app on your iPad or tablet. You can then use an Apple Pencil or a stylus to write, doodle and highlight all over the PDF.

Most planners also include hyperlinks (clickable tabs and links) that make it easy to navigate through large planners. You can also duplicate all the pages if you feel like you need more of a certain page type. You will also be able to find other types of digital files like notebooks, wellness trackers, journals etc.

SOME OF THE BENEFITS OF DIGITAL PLANNING:

- You can set up a new planner, or ten, in an instant
- It's very flexible - you can move pages around, duplicate pages and delete them
- It's a chance to be creative by adding fun colours, fonts, and stickers to decorate your planner pages
- You don't need to carry around five different notebooks and two different planners to keep your self organised - you can set it all up on your iPad
- It's paperless so it saves the trees

HOW DO I UPLOAD THE PDF TO GOODNOTES?

First, download the file you would like to import to either your computer or your tablet. I'll be showing you how to upload the file to GoodNotes as that's my favourite note taking app. The steps should be similar with other note taking apps, but if not please check the app instructions if it's not.

FROM YOUR IPAD

If you downloaded your planner PDF to your iPad you can find it in your Files app. Open GoodNotes and tap **+ New** and select **Import**. Navigate to the cloud service you used in the previous step and locate your file. Tap the file to import it.

Or you can look for the PDF in your Files app and open the PDF, then look for the **Share/Export button**. In the menu, you'll find an option that says **Open in GoodNotes**. Tap that and select **Import as New Document** in the options box.

FROM YOUR PC/MAC

With your PDF downloaded to your computer you'll want to use a cloud service (Dropbox, Google Drive, iCloud etc) and save your PDF to the one of your choosing.

Open GoodNotes and tap **+ New** and select **Import**. Navigate to the cloud service you used in the previous step and locate your file. Tap the file to import it. Once it's imported it will open the file and you can start adding content to it.

HOW TO ADD STICKERS TO GOODNOTES

When you download digital stickers they usually come in a few different formats. Single individual png/jpg files, sticker sheets with multiple stickers in one png file, and sometimes also as a GoodNotes sticker book (.goodnotes).

I personally prefer the pre-cropped stickers as I find them easier to use, and I don't have to use the lasso tool to cut out the stickers I want.

UPLOAD THE STICKERS TO GOODNOTES

You can download the stickers straight to your tablet or to your computer. If you've downloaded them to your iPad you'll want to open the Files app and unzip the file.

If you've downloaded them to your computer you'll want to unzip the files (if you need some help unzipping files, check out my article on it here) and then upload them to your cloud service of choice (Dropbox, Google Drive, iCloud etc).

OPTION 1 - SAVE THE STICKERS TO YOUR CAMERA ROLL

STEP ONE.

In the files app or one of the cloud services you can select the images you want to use and save them to your camera roll.

STEP TWO.

Open up your planner in GoodNotes and click on the **Photos** icon to add an image from your camera roll to your planner. You can then resize and reposition it on the page.

OPTION 2 - USE THE ELEMENTS TOOL (MY FAVOURITE)

The new Elements Tool makes it easy to save and reuse stickers (and text) across all your documents. Much easier than using sticker books or adding each sticker one-by-one from your photos app or cloud service. See GoodNotes introduction of the new Elements feature here.

STEP ONE.

Click the **Elements icon** in the top bar. Make sure you're in **Write mode**
Click the **plus sign** to create a new Elements collection.

STEP TWO.

Give your new Collection a name in the Title field. Then click **Add Photos** in the bottom left corner to add images from your camera roll.

STEP THREE.

Select the stickers/images you want to add to your collection. Tap an image to select it. Then click **Add** in the top right corner when you're done. You can always go back and add more stickers at a later date.

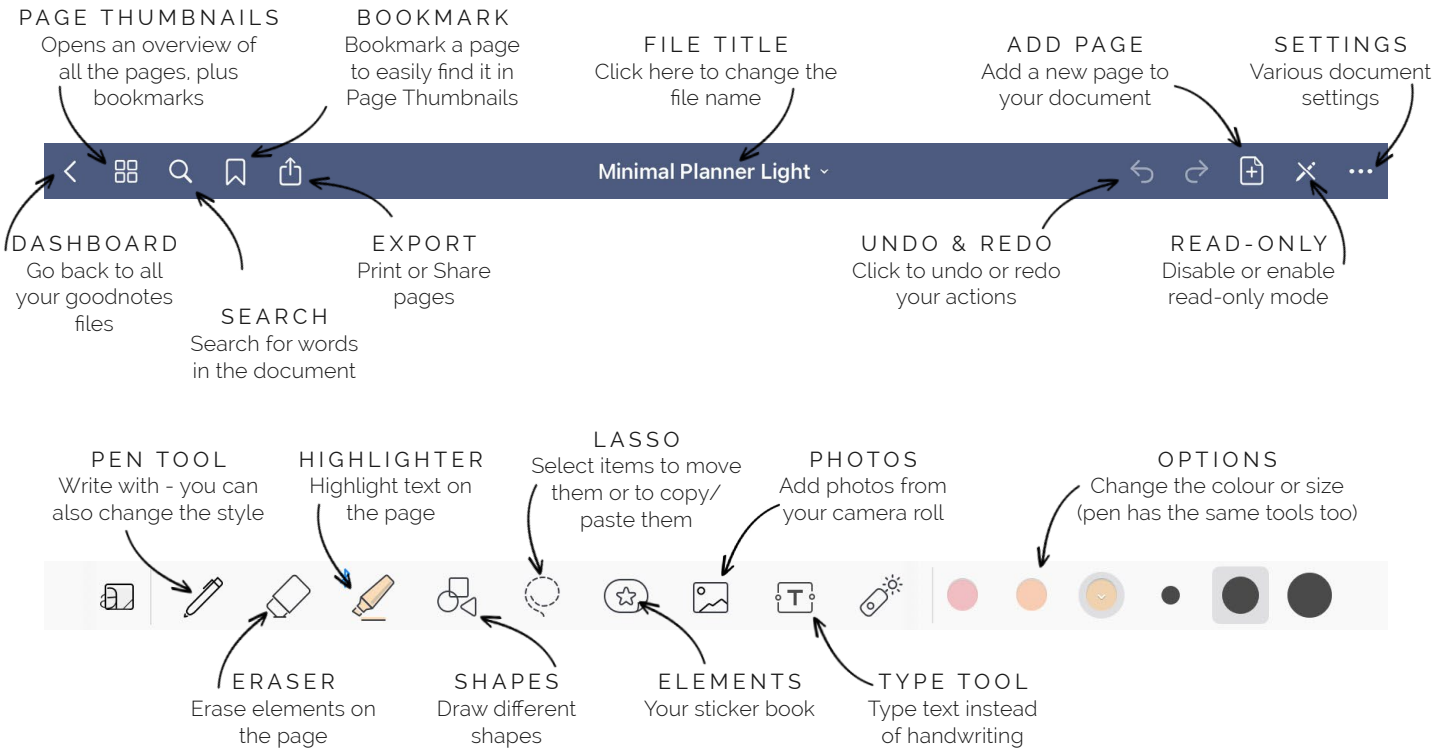
STEP FOUR.

Click **Create** in the top right corner to save your new collection.

HOW TO USE GOODNOTES

THE MENU BARS

All the tools to help you make planning easy, fun and creative can be found in the top menu bars.



READ/WRITE MODE

There are two different modes in GoodNotes. Read-only mode and Write mode. If you want to use the tabs and links in your planner to navigate around you need to make sure you're in Read-only mode, otherwise the links won't work.

To be able to write you have to disable Read-only mode and enter Write mode. This is where you'll be able to use your pen, highlighters and add stickers.

WRITE MODE
Use the pen to write, highlight and add stickers

READ-ONLY MODE
Use the hyperlinked tabs to navigate the document

HOW TO ADD NEW PEN/HIGHLIGHTER COLOUR

If you want your pen and highlighter colours to match the colours of your planner you'll need the **hex code** of the colour you want to add. Many planners will add the hex colour codes either in an intro document or help file, or in the planner itself. If you can't find it, ask the seller and they'll be able to provide them for you.

To add a new colour, click the **Pen** or **Highlighter tool**, then click on the colour with a little down-arrow in it to open the colour picker. In the **Presets tab**, select **Edit**, then click the **+ button**. From there you can add the hex code then tap **Add to Presets** to save it.

ORGANISE YOUR FILES

GoodNotes allows you to create folders to help you keep your planners and other documents organised. To add a new folder, tap the **+ New** and select **Folder** and give it a name. If you have both personal and business documents in GoodNotes it might be a good idea to create folders for each of those to keep things separate. I also keep a separate folder for Workbooks and guides I use.

SEARCH YOUR NOTES

Goodnotes features a search function that allows you to search through your handwritten notes. You can find the **search icon** in the top left. It's actually quite good at finding things even with messy handwriting.

CUT PARTS OUT OF A PHOTO

If you add a photo to your planner you might not want to keep the entire image, just a part of it. With the **Lasso tool** selected, **hold down on a photo** and select **Edit**. Then tap the image again and select **Crop**.

In the crop tool, select **Freehand** and use your Apple Pencil to draw around what you want to cut out. Click **Done** and you'll have a custom-sized sticker to add to your planner.

DO YOU HAVE ANY QUESTIONS OR NEED TO GET IN TOUCH?

Please don't hesitate to message me on Etsy or send me an email if you have any questions, problems with the files, comments or perhaps ideas for new products.

I'm always interested to hear what my customers think and take any feedback into consideration when creating new products or updating existing ones.

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HEX COLOUR CODES

#F6CDC8	#EC969E	#F7B085	#FBC98D	#C5BE9C	#869E8C	#B5CAD5	#B7ADAC	#1B1B1B