



# DIGITAL PLANNING INSTRUCTIONS

DIGITAL PLANNERS



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# THANK YOU FOR YOUR ORDER!

WHAT IS DIGITAL PLANNING?



Hello there! My name is Kim and I am so happy that you are here! Thank you so much for supporting my shop and investing in this digital planner.

A **digital planner** is just like the traditional paper planners, with the difference that instead of being in paper form, you import a PDF file into a note-taking app and use it on your iPad or tablet.

These interactive PDF planners contain **hyperlinked tabs** that make navigating through your planner quick and easy. By just clicking on the planner's tabs, the pages flip for you, just like you would use a paper planner with dividers.

If you have any questions, you can send me a message at [contact@madeinaday.com](mailto:contact@madeinaday.com). I'll be happy to help you.



# WHAT TOOLS DO YOU NEED?

## DIGITAL PLANNING TOOLS

Digital Planners are compatible with both **Apple** and **Android** devices.

So, the tools depend on which one you have.

This is what you need for the digital planner to work correctly.

## iOS

### APPLE

- iPad Tablets
- **A stylus to write, such as the Apple Pencil**
- Note-Taking App: Goodnotes or Noteshelf App
- Digital Planner PDF

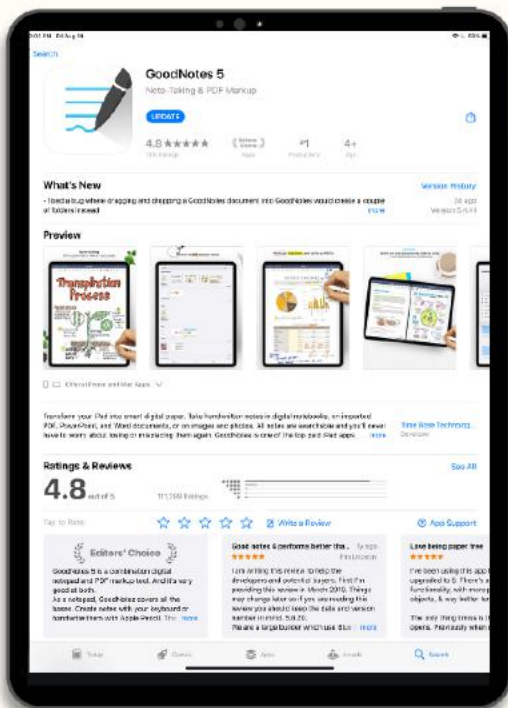


### ANDROID

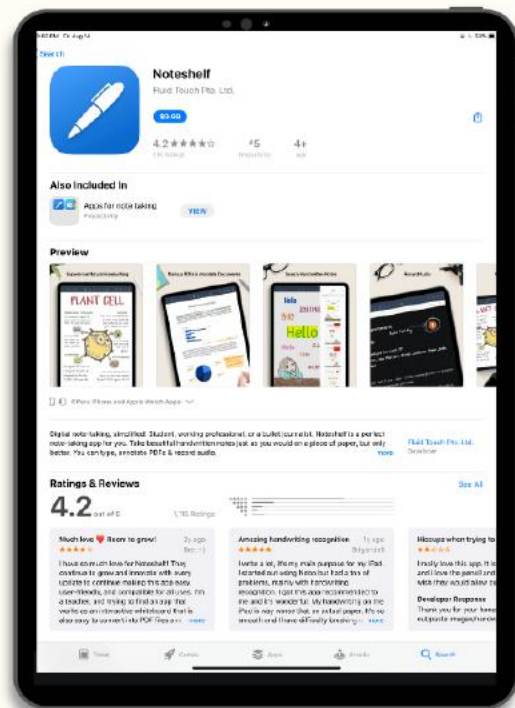
- Android Tablets
- **Stylus to be able to write in your planner**
- Note-Taking App: I recommend the Noteshelf App
- Digital Planner PDF

# CHOOSING A NOTE-TAKING APP

BUY THE APP AND DOWNLOAD IT



## GOODNOTES

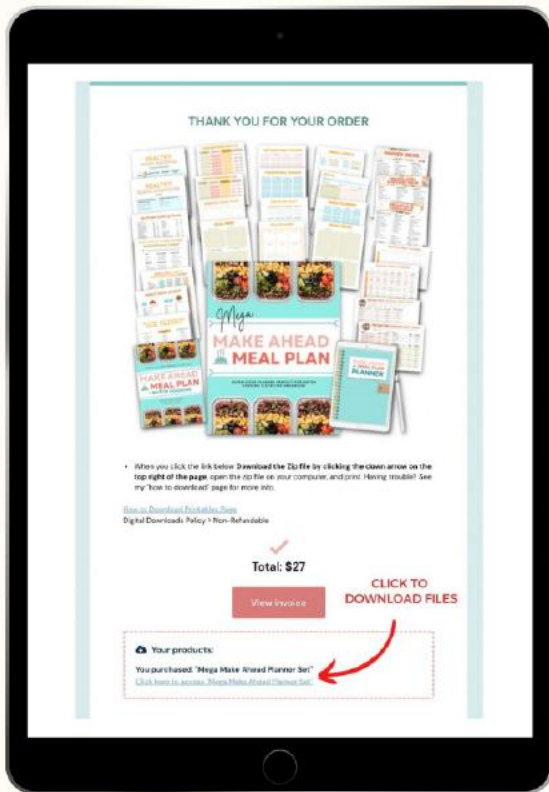


## NOTESHELF

- If you are using an Apple Device, I would recommend using the Goodnotes or Noteshelf Apps.
- For Android Tablets, I would recommend the Noteshelf App.
- Once you choose one, purchase it and make sure it is updated.

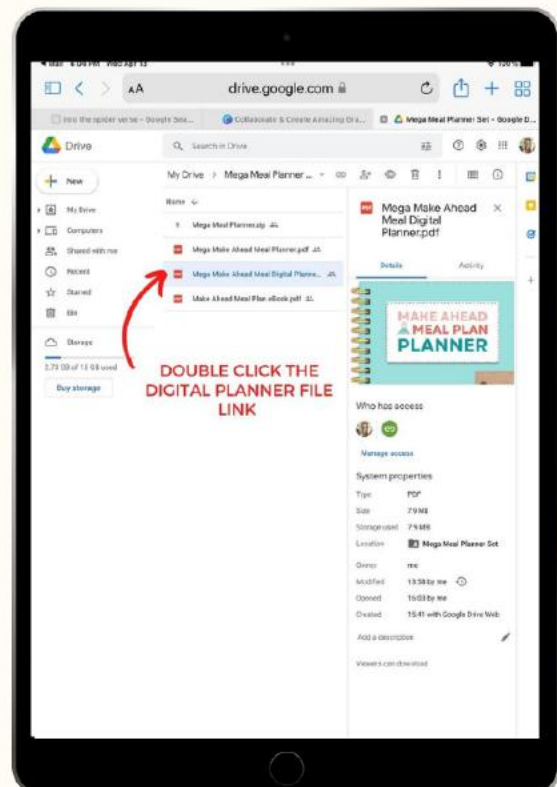
# DOWNLOAD FILES

2 WAYS TO DOWNLOAD  
INSTRUCTIONS



**#1 IN YOUR IPAD:** Click to Download the Digital Planner files from your email app in the receipt from your purchase of the Meal Planner Toolkit. **This will take you to Google Drive.**

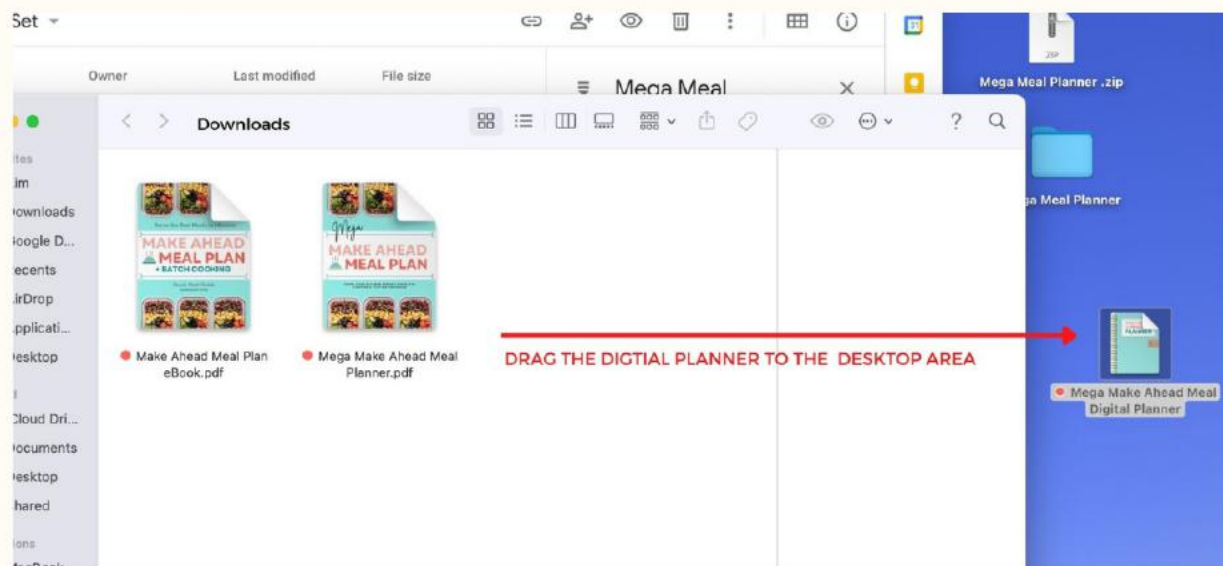
**IN GOOGLE DRIVE:** Tap twice quickly to double-click the link to the Digital Planner Files PDF from the list to open it.





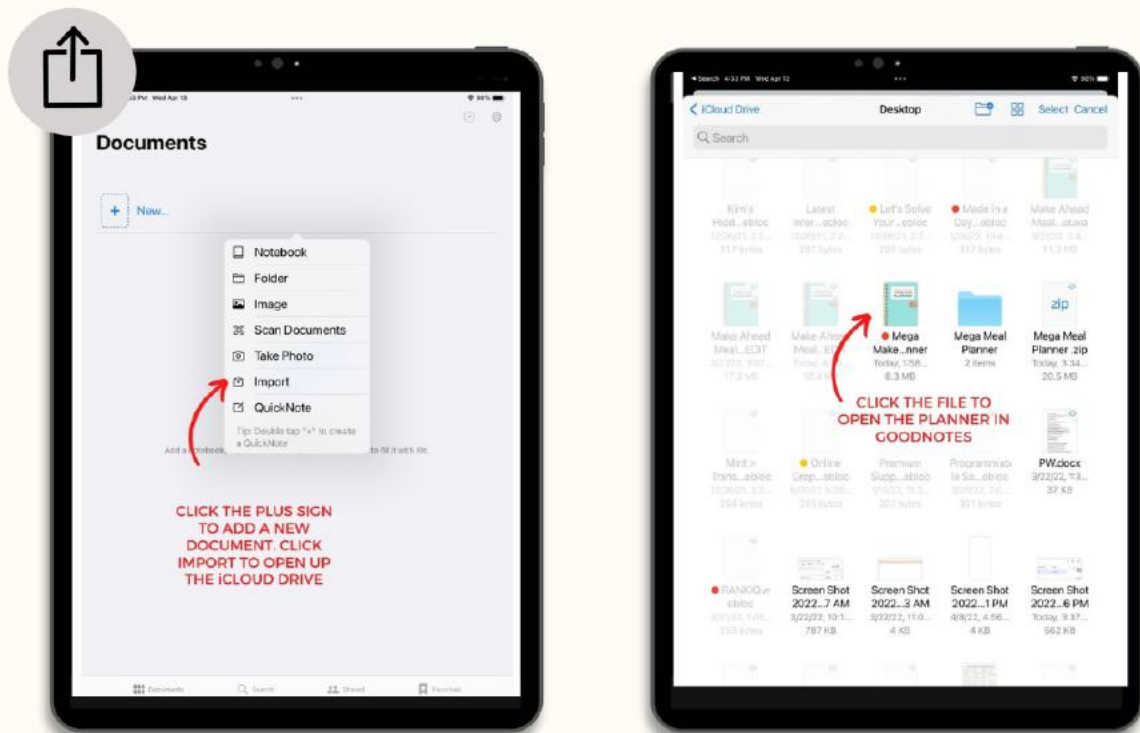
**Click the top-right download symbol to add the files to iCloud Drive.**

**#2 ON YOUR DESKTOP COMPUTER: From your invoice, click the blue access your purchases button** to download the files to your downloads folder. Drag the digital planner file from the Downloads folder to the desktop. This will add them automatically to the iCloud Drive.



# HOW TO IMPORT INTO GOODNOTES?

## IMPORTING A DIGITAL PLANNER



In Goodnotes, choose a new document and click **import from the dropdown**. This will open up the browse section of your desktop. Choose the PDF document and it will import into Goodnotes.

# HOW TO USE THE GOODNOTES APP

## HOW TO CLICK THE TABS AND WRITE



### CLICK ON THE TABS

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



### WRITE ON THE PLANNER

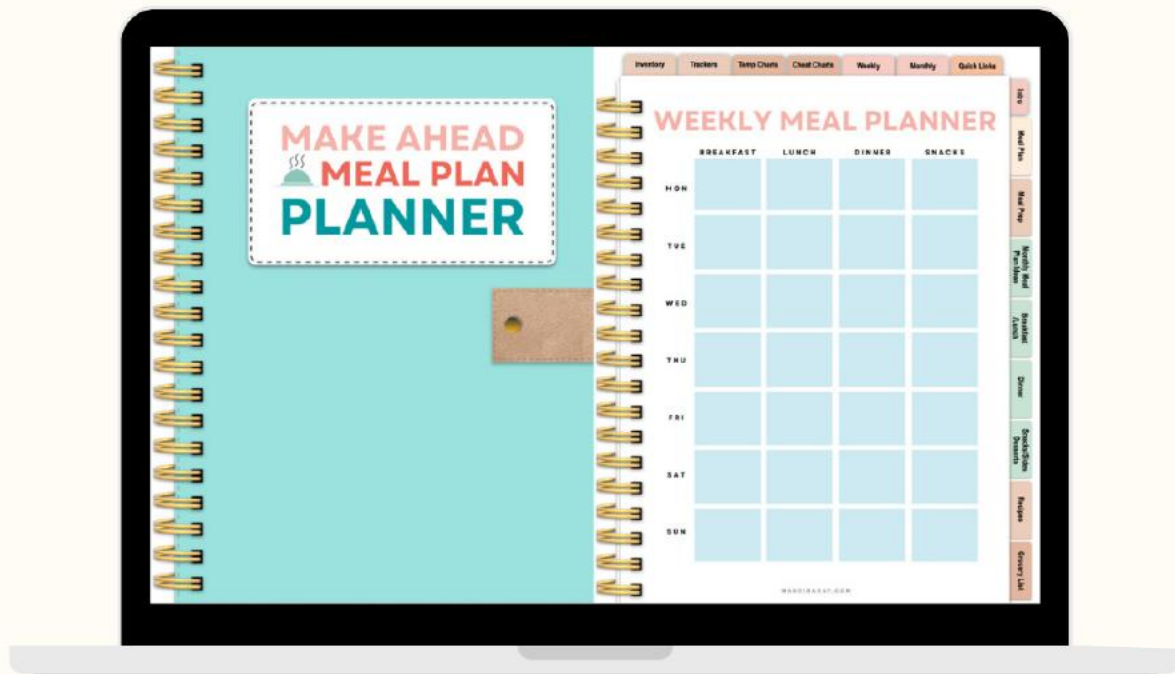
- To be able to write on your planner, you need to **deselect the Read-Only Mode** in Goodnotes.
- You can use the writing tools like the pen and highlighter in this mode.
- So, make sure the pencil icon in the top right corner of Goodnotes looks like the one above.





# HAVE A QUESTION? SEND ME A MESSAGE!

LET'S KEEP IN TOUCH



If you have any questions, feel free to email me at  
**[contact@madeinaday.com](mailto:contact@madeinaday.com)**

Also, if you are looking for more Planners, click the  
button below to visit my new Shop!

**VISIT THE SHOP**