This notebook/planner has been created to be used with a PDF note-taking app. Some of the instructions given here are tailored to the app GoodNotes. This is the app I use, know and love, but this file work on the app and device of your choice as long as an annotated PDF is supported.

IMPORTING THE FILE FROM YOUR ONLINE STORAGE

1. Go to Purchases and Reviews on Etsy and you will find your digital products available to download.
2. Save "digital file xxx.pdf" to your ICloud, Dropbox, Google Drive.
3. On your Ipad, Open GoodNotes and click on the + button, then select "import" and choose the location where you saved your file after downloading.

HOW TO DOWNLOAD FILE FROM YOUR TABLET

If you want to load your digital file directly to your tablet, follow these steps below!

1. Open your Etsy account in your Chrome or Safari 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 whichever app you are planning to use your digital file.

GOODNOTES READING AND WRITING MODE

There are 2 modes for you to use: Reading and Writing. Switch between the modes by clicking the little pen in a circle icon in Goodnotes. Remember the links in your notebook/planner will only work in reading mode.

DUPLICATE PAGES

If you are on a page in your planner - and you want a clean new copy of the exact same page added:

1. Tap on the ADD PAGE ICON on the upper right side of your screen. It looks like a page with a PLUS sign inside.

2. The default is to add your new page AFTER the existing one. You could change it to duplicate the page BEFORE the existing page, or make the new page the LAST PAGE in your planner.

3. You will see an image of the current page/template. Tap the image to duplicate the page.

DUPLICATE MULTIPLE PAGES USING COPY AND PASTE

You can use the THUMBNAILS view to duplicate multiple pages.

1. Tap on the four-square icon for the THUMBNAIL view located at the upper left corner.

2. Tap on SELECT in the upper right corner. Scroll to find the pages you want to duplicate

3. Tap on the circle below each of those pages so that a blue check mark appears, then select COPY in the upper left corner. Click on DONE, then CLOSE.

Now, navigate in the planner or notebook to where you want to add the pages you just copied

1. Again tap on the four-square icon (the page you are on is outlined in a blue box)

2. Tap on the arrow underneath that page, click on ADD PAGE AFTER, then PASTE PAGES, then tap CLOSE.

IMPORT STICKERS - IF APPLICABLE-

1. Open GoodNotes and click on the + button, then select "import" and choose the location where you saved your file after downloading.

2. Select the file named "xxx.goodnotes.zip" file. It's a zip file , but you don´t have to unzipped, just click on it the and it will open directly to your app as a precroped stickers page.

You also have a stickers folder with individuals png files to import as images from your photos folder.

THANK YOU FOR CHOOSING US!

If you have any questions you can message us through our Etsy Shop conversations "HelloFridayPlannners" or email us at hellofridayplanners@gmail.com