

Tips for Designing Digital Planners from Your Template Kit

First, a word about digital planners. Being that digital planners are designed for digital devices, such as iPads and Android Devices, there is currently **not a standard size** for your digital planner documents. Depending on who you study with or which YouTube video you watch, you'll get a different answer as to what size file you should create your digital planner in.

On this page, you'll find basic instructions that will allow you to set up a document, in order to pull in your digital planner template kit from Dvorah at ShareYourBrilliance.com. **It's important to note that in order to add hyperlinks** to your digital planner, you need to create the hyperlinks in the software program that is native to the computer's operating system. The most common software programs used when creating digital planners are:

- PowerPoint for Windows PC
- Keynote for Apple
- Affinity Publisher for both platforms.

Step 1: Open up a new document in one of the above programs. Reread the above "important note."

Step 2: Adjust the size of your document file to the desired size. *Remember, there are many options for sizes, based on who you study with.* The sizes we use in many of our digital notebooks and planners are:

- **For Landscape Facing Planners (Double Page Spread or Single Page Spread)**
 - Keynote: 855 points x 596 points
 - PowerPoint and Affinity: 11.875 inches x 8.28 inches
- **PowerPoint and Affinity: For Portrait Facing Notebooks (Single Page Spread)**
 - Keynote: 1024 points x 1366 points
 - PowerPoint and Affinity: 14.22 inches x 18.98 inches

Step 3: Add your pages or pull in your images. You can create digital planners and notebooks from scratch or... you can pull in the planner page spread images from your Digital Planner Combo Kits or other pages or kits you have the rights to. Add one page image to each slide.

- When you pull the images in, they may need to be resized. For consistency, you may want to set up the page layout for the first image, then duplicate the slide and replace the current image with the next image in the kit.
- Another option is to refer to the image size in the format pane section, and use those same image dimensions and placement locations for each image/page.

Step 4: Once you pull in the pages, organize your planner and label the section dividers. Add one slide of each type, after its corresponding divider page. You'll add multiple pages in step 6.

Step 5: Add hyperlinks to the divider tabs of the first page and test your links. Once all the links go to the correct slides, you can proceed.

Step 6: Now you can make multiple copies of slides and add them after their corresponding divider section. **Be careful NOT to move or delete the hyperlinked sections as that will break your links.**

Step 7: After you've added your hyperlinks (using the native program for your computer) save the file in PDF format. Open the PDF file and click on the tabs to get from section to section.

Step 8: Spend time creating and tweaking your digital planners and notebooks as you gain expertise.

To learn more about creating digital planners, you can search YouTube and locate instructors you enjoy learning from. For comprehensive course recommendations, view the recommendations on our resource page at: ShareYourBrilliance.com/resources - Have fun creating! D'vorah

Tips On How to Use Your Digital Planner/Notebook/Journal



WHAT IS DIGITAL PLANNING?



A **digital planner** is just like traditional paper planners, but instead of being in paper format that you print out or purchase as a physical product, your digital planner is designed to view on your iPad or tablet, using a note-taking app.

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.

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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.

iOS

APPLE

- iPad Tablets
- A stylus to write, such as the Apple Pencil
- Note-Taking App: Goodnotes + Noteshell Apps
- Digital Planner PDF



ANDROID

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

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CHOOSING A NOTE-TAKING APP

BUY THE APP AND DOWNLOAD IT



GOODNOTES



NOTESHELL

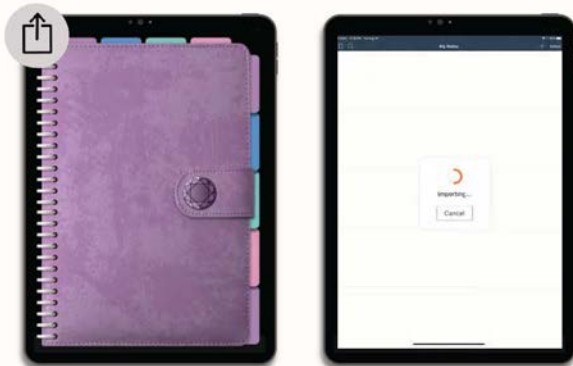
- If you are using an Apple Device, I would recommend using the Goodnotes or Noteshell Apps.
- For Android Tablets, I would recommend the Noteshell App.
- Once you choose one, purchase it from your devices APP store and install it. Make sure it is updated.

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HOW TO IMPORT INTO NOTESHELL - FOR IPAD

IMPORTING A DIGITAL PLANNER



- After downloading the PDF file following **Step 5**, the planner will open in the Safari browser of your iPad as goetsy.com.
- Click on the **Share button** on the top right corner.
- You might have to scroll and select **Copy to Noteshell**.
- Then, it will open in Noteshell and start importing.
- If a message appears, click on **Create New**.
- Once it finishes, you are ready to use your planner!

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HOW TO USE THE NOTESHELL APP FOR IOS & ANDROID

HOW TO CLICK THE TABS AND WRITE

Note: The following instructions apply when the option **Disable hyperlinks when writing** is selected. You can find this option by going to the settings section of Noteshell and selecting Advanced.



CLICK ON THE TABS

- For the tabs to work, you need to be in the **Read-Only Mode** in Noteshell. The pencil icon should look like the icon above.
- This mode lets you navigate through your pages comfortably while blocking all other inputs, like the pen, highlighter, and eraser.



WRITE ON THE PLANNER

- To be able to write on your planner, you need to **deselect the Read-Only Mode** in Noteshell by selecting any of the writing tools. So, the pencil icon should look like the icon above.
- The writing tools are: pen, eraser, highlighter, and text.

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