

Question from Mok

- I went through the training video on the creation of the digital planner. I got confused about when to group, when to lock, when to ungroup and unlock, then when to group and lock the tab text back again.
- Grouping content makes it easy to move or copy/paste from page to page.
- The lock feature is available in Keynote and allows you to work with various layers of content without having things jump around.
- Typically I lock my background images, tabs and tab text once in place.
- That way I can easily add page content, design elements and hyperlinks.
- Important note: You NEVER want to lock or group your hyperlinks, or they won't work.

Question from Kim

- Some digital planners offer several different cover and interior choices. How does the user implement them, are they able to create their planner from a lot of different pdf's somehow?
- Answer: Typically they're all in one PDF. You pull the file into your digital Notes app, such as GoodNotes for IOS or Noteshelf for Android or IOS.
- You can then delete content you don't want or just scroll through the pages. You can also duplicate pages and move them to their section.
- I'd recommend that you invest in an affordable planner that catches your eye. That way you can get an idea of the type of instructions they provide and you can see how the product is delivered and put together.

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

ShareYourBrilliance.Etsy.com

1

THANK YOU FOR YOUR ORDER!

PERSONAL USE LICENSE

Thank you for your purchase of a Share Your Brilliance Digital Planner. This planner is for your Personal Use and may not be resold or used for any other commercial use. If you have any questions or are interested in purchasing digital planners with commercial use rights, please feel free to contact us at ShareYourBrilliance.com

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 tablet or laptop, 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 desktop.

ShareYourBrilliance.Etsy.com

2 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 or Noteshelf Apps)
- Digital Planner PDF

ANDROID

ANDROID

- Android Tablets
- Stylus to be able to write on your planner
- Note Taking App (I recommend the Noteshelf App)
- Digital Planner PDF

ShareYourBrilliance Etsy.com

3 CHOOSING A NOTE-TAKING APP

BUY THE APP AND DOWNLOAD IT

GOODNOTES

- If you are using an Apple Device, I would recommend using the Goodnotes or Noteshelf Apps.

NOTESHELF

- For Android Tablets, I would recommend the Noteshelf App.
- Check your device size, you'll have it from your device's App store and make it "Make sure it is updated!"

ShareYourBrilliance Etsy.com

4 HOW TO IMPORT INTO NOTESHELF - FOR IPAD

IMPORTING A DIGITAL PLANNER

- After downloading the PDF file following **Step 3**, the planner will open in the Safari browser of your iPad or iPhone.
- Click on the **Share button** on the top right corner.
- You might have to scroll and select **Copy to Noteshelf**.
- There it will open in Noteshelf and start importing.
- If a message appears, click on **Create New**.
- Once it finishes, you are ready to use your planner!

ShareYourBrilliance Etsy.com

5 HOW TO USE THE NOTESHELF APP FOR IOS & ANDROID

HOW TO CLICK THE TABS AND WRITE

Note: The following instructions apply when the option **Double Hyperlinks when writing** is selected. You can find this option by going to the settings menu of Noteshelf and selecting advanced...

CLICK ON THE TABS

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

WRITE ON THE PLANNER

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


ShareYourBrilliance Etsy.com

Instructions Document for Your Digital Planners

- Create them from scratch or use done-for-you templates, such as the Canva templates created by María Alejandra.
- Equip your customers to use your products.
- You can read more about these templates at: ShareYourBrilliance.com/infotemplates


Action Steps

- Download your template packs.
- Decide which one you'll work with first.
- Set up your Keynote (on Mac) or PowerPoint (on PC) File.
- Organize your planner pages and sections and be sure to save the file in your planner folder so you can easily find it.
- Add text and hyperlinks to your tabs.
- Next week we'll begin adding content, so this week your task is to create your planner layout.



Have Fun Creating!

T A K E A C T I O N



Notes
