

# Digital Planner Cover Kit Instructions

Thank you again for your purchase of a Share Your Brilliance, Digital Planner **Cover Kit**.

**In addition to the written instructions on this page – here's a link to some video tutorials:**

<https://shareyourbrilliance.com/working-with-your-digital-planner-cover-kits>

This cover kit can be used in planners that you've already created as well as new planners that you create from scratch. On this page, you'll find basic instructions that will allow you to set up a document and pull in your digital planner cover kit.

**Important note: In order to add hyperlinks** to your planners, so people can navigate to the sections of your planner, you need to add hyperlinks in a software program that's native to your computer's operating system. The most common software programs used for creating digital planners and activity books are: PowerPoint **for Windows PC**, Keynote **for Apple**, and Affinity Publisher **for both platforms**.

Being that digital planners are designed for a wide range of digital devices, such as iPads and Android devices, there is currently **not a standard set of dimensions** for your digital documents. Depending on who you study with or which YouTube video you watch, you'll get a different answer as to what size you should set your document to. That said, I'll make recommendations below, or you can go with an alternate size, based on your preference or what you've been taught.

**Step 1: Open up a new document** in one of the above programs suggested for your operating system.

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

- Keynote: 855 points x 596 points
- PowerPoint and Affinity: 11.88 inches x 8.28 inches

**Step 3: Add your cover kit pages to your document.** For maximum flexibility, your template kit is in PNG image format. This will make it easy for you to adjust the images to the size of your document. When you pull the images in, they may need to be resized.

- The main image to pull in is the planner dashboard. Your kit may come with several options.
- For consistency, set up the page layout for the first image. You can then duplicate the slide and replace the current image with the next image in the kit.

**Step 4: Once you pull in all the pages, organize your planner and position template pages in the order you'd like.** Now you can add your own content to the pages. You can add shapes and text using Keynote or PowerPoint or you can pull in images of planner page layouts that you've created or have purchased.

**Step 5: Once you've added your planner pages, you can add text to your divider tabs and add hyperlinks to your planner.** If you have never added hyperlinks to digital planners, you can search for digital planner tutorials (for Keynote or PowerPoint) on YouTube.

You may find it helpful to print out this page and follow along step by step. Once you've done this one time, the process becomes clearer.



**Have fun with this!**

**If you have any questions you can contact me via Etsy at:**

<https://Etsy.com/shop/shareyourbrilliance>

