

Instruction & Installation Guide

Part 1. Introduction

After you purchase your Digital Planner, you'll receive an email that contains a link to access and download your purchase.

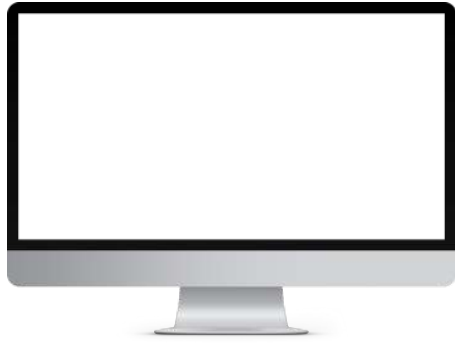
You can use this link to download the PDFs of your digital planner.

The contents of the folder will be in a .ZIP file which contains 3 .PDF files:

- 1. Instructions & Installation Guide**
- 2. Printable Digital Planner**
- 3. Hyperlinked Digital Planner**

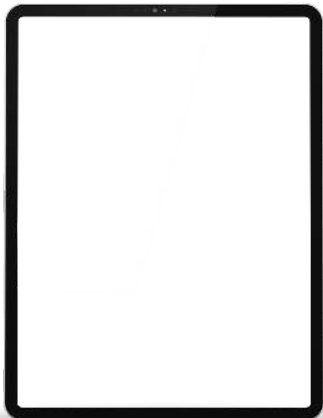
The digital planner comes in 8.5 x 11 dimensions, which means that it is perfect for printing out and using on your desktop, or as a portable device to bring with you wherever you go.

Part 2. How To Use Your Planner



Desktop

You can use your digital planner on Desktop for Windows or Mac.



Tablet

The digital planners are designed to be used with a tablet. Apps like GoodNotes, Samsung Notes and Xodo make it easy to swiftly work through the planner pages, giving you options to bookmark and organize all of your digital notebooks.



Mobile Phone

We know you love your digital planner, and we want to make it easier for you to use it. That's why we've made it possible for you to access your digital planner on your phone!



Print

You can print your physical planner out at home!

Part 3. Compatible Tools & Apps

The digital age has made life easier for us all, and it's especially handy for keeping all of your plans in order.

There are a lot of apps out there that can help you stay organized and keep tabs on your schedule, but here are some of our favorites.

Device	Andriod, PC	Apple
Desktop	<ul style="list-style-type: none">• <i>Xodo</i>• <i>OneNote</i>	<ul style="list-style-type: none">• GoodNotes• Adobe• Notability
Tablet	<ul style="list-style-type: none">• Xodo• Samsung Notes• OneNote	<ul style="list-style-type: none">• GoodNotes• Notability
Mobile Phone	<ul style="list-style-type: none">• Xodo• Samsung Notes• OneNote	<ul style="list-style-type: none">• GoodNotes• Notability

Part 3. Installation & Tips

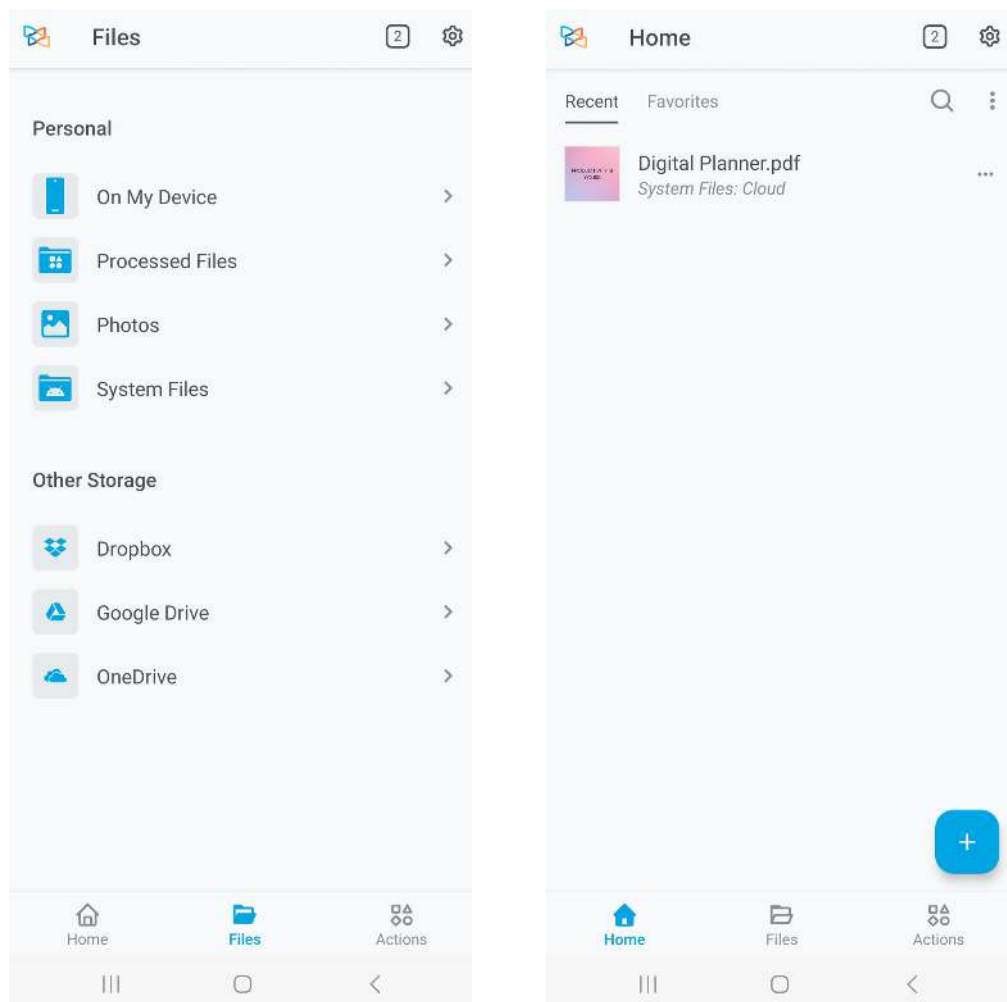
The app I am using in the first example is Xodo on an Android device. In the second example, I use GoodNotes. However, many of the tips below will work with any note-taking app or device.

Step 1: Export the Planner

Export the .ZIP file

Step 2: Import the Planner into Xodo app or your desired note-taking app.

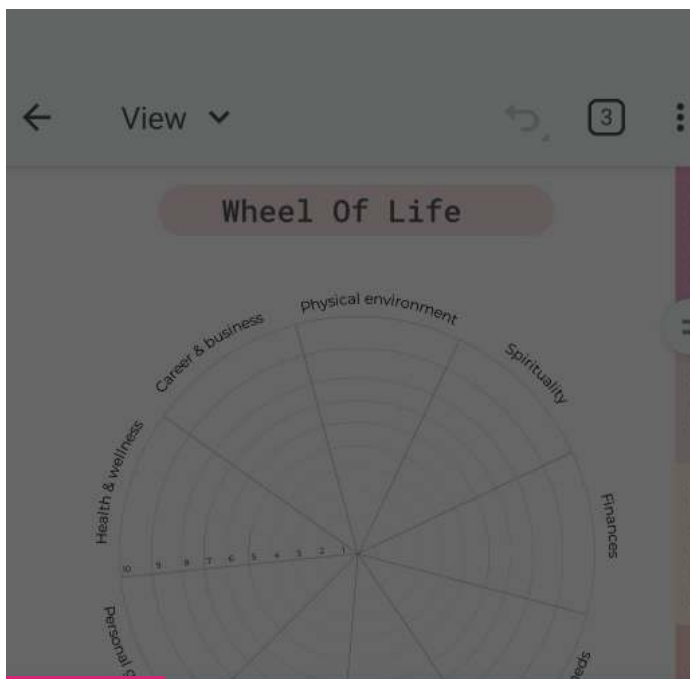
Xodo App:



Step 3. Customize & Use

Your digital planner is ready to be used. It's been designed with you in mind, so you can plan your day, month, and year however you like.

Tips & Tricks



View



View Mode

Annotate



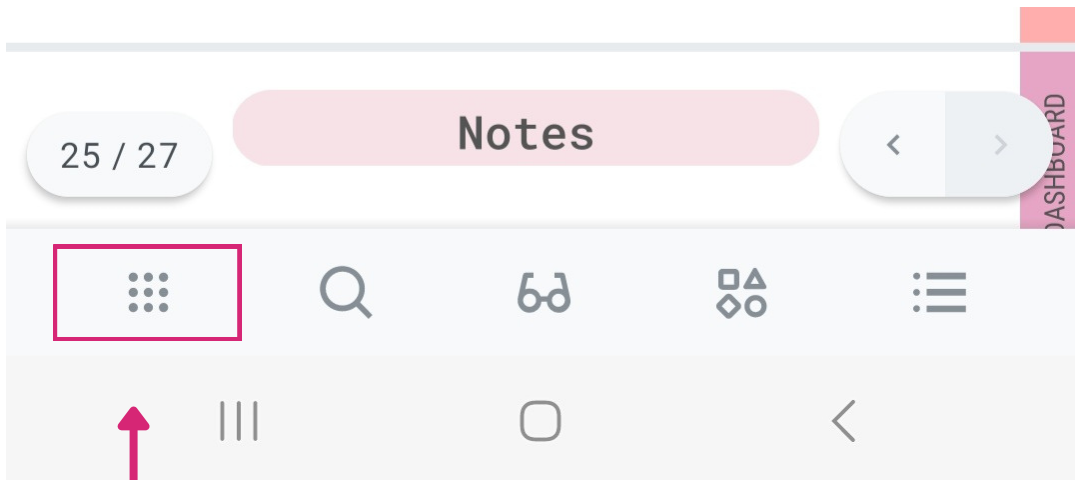
Draw



Fill and Sign

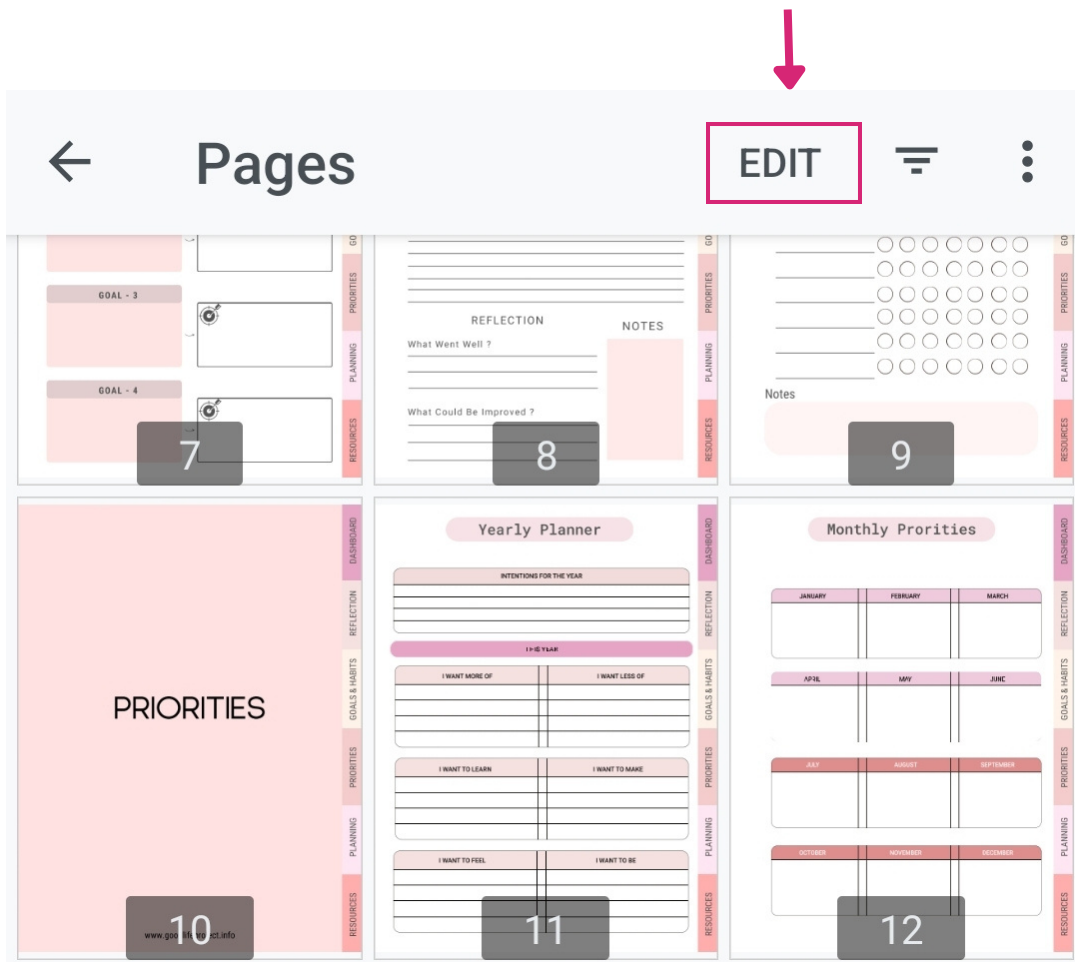


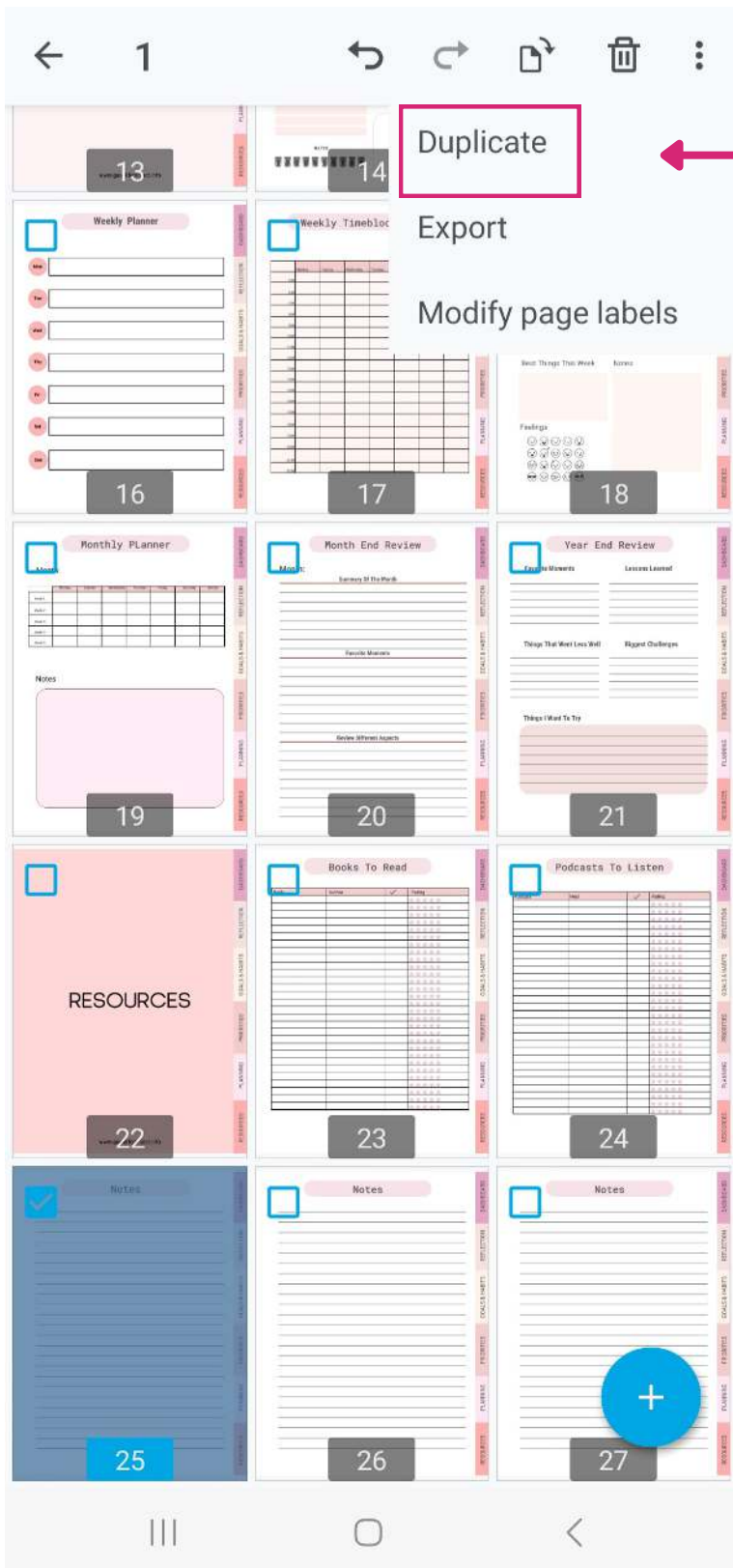
Fill & Sign



Use this to view all of the pages in your planner as thumbnails.

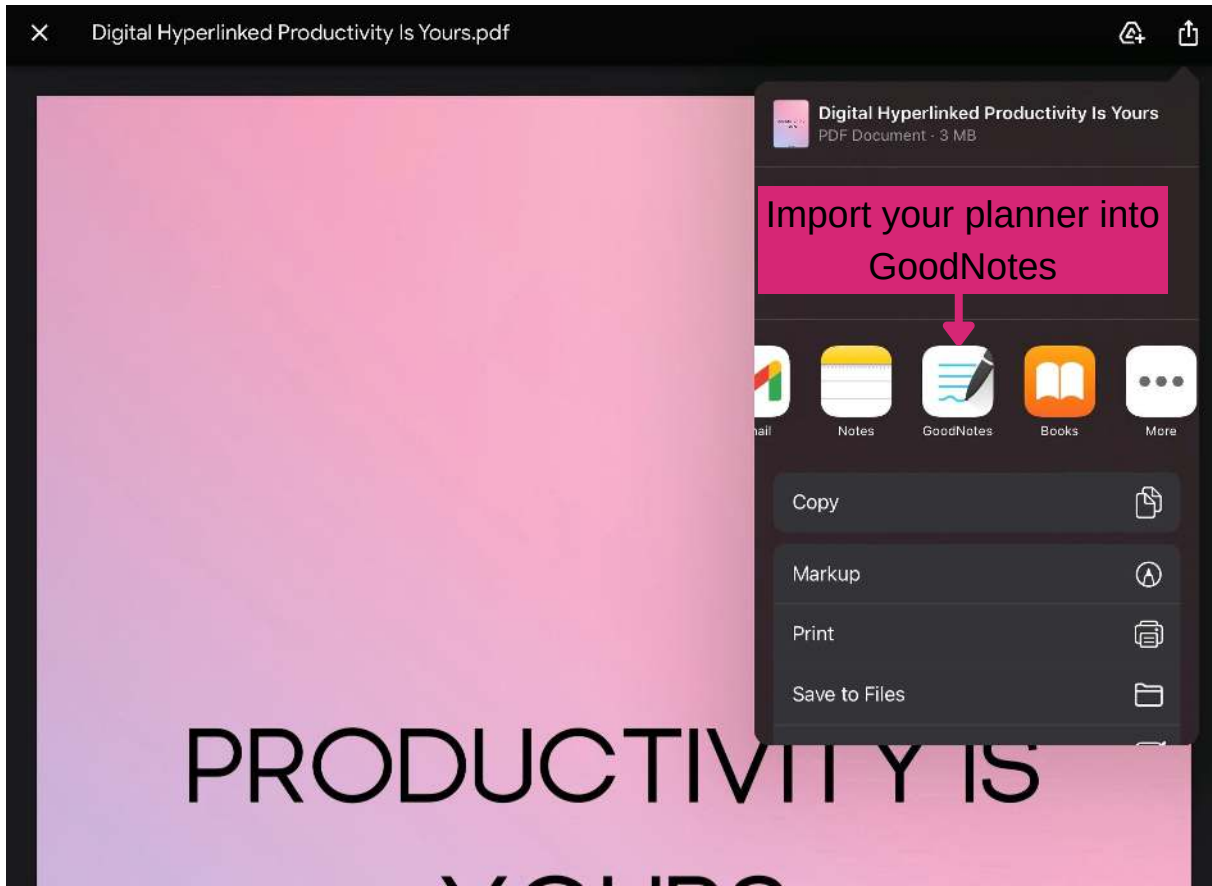
Use the Edit to duplicate, export your Digital PLanner.





Duplicate an existing page as many times as you want.

GoodNotes App:



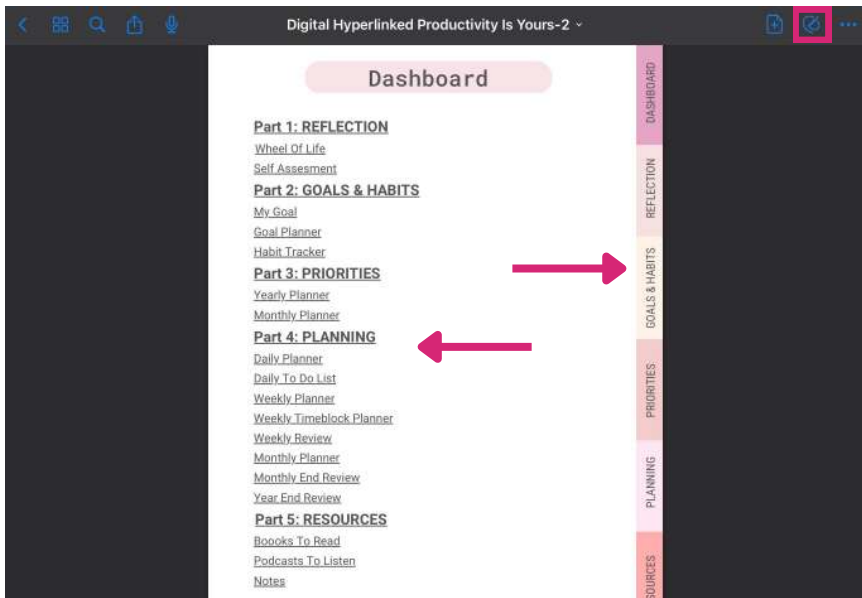
Tips & Tricks



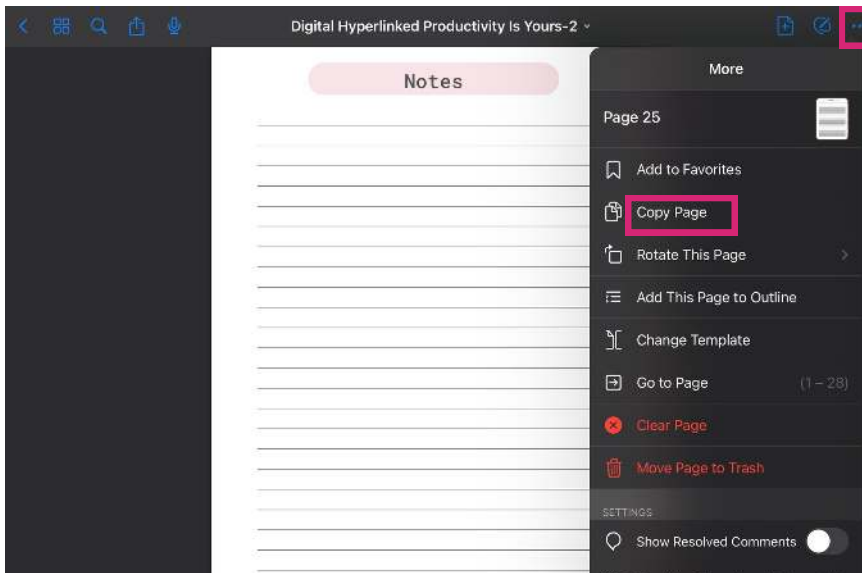
Use this to view all of the pages in your planner as thumbnails.

Tap to rename the planner.
Add a new blank page or duplicate your existing page.

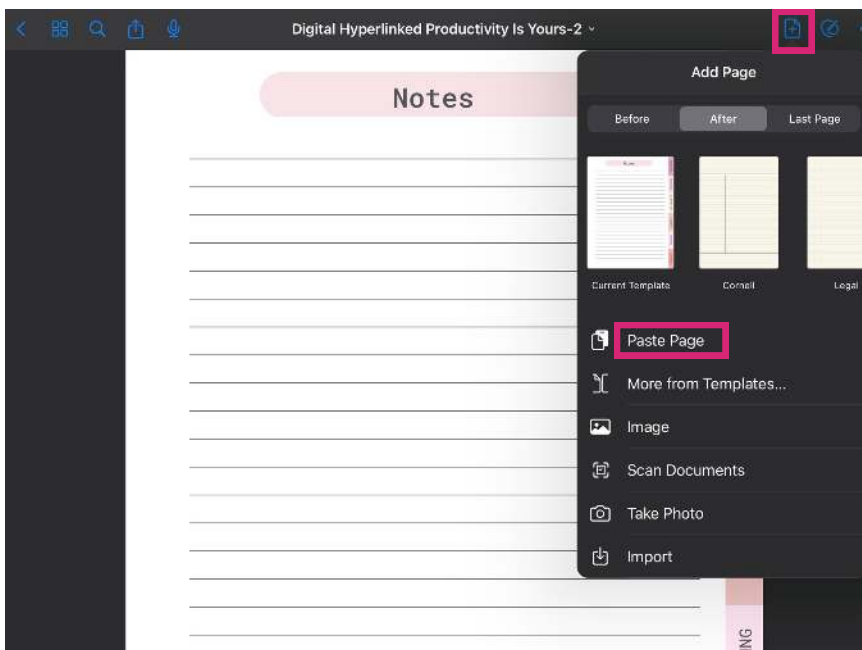
Switch between Read-only mode and Edit mode.
Links will work only in Read-only Mode.



The links will work only in Read-only Mode.



Copy the Page you want to Duplicate



Click Add Page - Paste Page

HAPPY PLANNING!

I hope that you are able to plan your day, month and year with ease. If you have any questions or concerns, please don't hesitate to contact me at andrada@goodlifeproject.info