

how to use the DIGITAL NOTEBOOK



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INTRODUCTION

WHAT IS A DIGITAL NOTEBOOK?

Digital Notebook is a virtual notebook that has many added benefits. You can use it to take notes, draw sketches and organize your thoughts.

WHAT YOU NEED TO USE THE DIGITAL NOTEBOOK?

To use the digital notebook, you will first need a **tablet** like an iPad, a **stylus pen** like an Apple pencil or if you like to type to take notes, a **keyboard** will be a good option too.

Then you will need a **PDF annotation app**. Based on my experience, I found that you will get the best result using the **GoodNotes app**. So, I will mainly talk about how you can get the most out of the Digital Notebook using GoodNotes. You can definitely try other note-taking apps for your preference as well.



Tablet



Stylus Pen



PDF Annotation App
(GoodNotes App)

BENEFITS OF DIGITAL NOTEBOOK

ORGANIZATION

With digital note-taking, you can easily categorize your notes and create different folders for different subjects. You can also use the search function to quickly find specific information within your notes.

PORTABILITY

With GoodNotes, you can access your notes on any device, as long as you have an internet connection. This means that you can edit your notes on the go, without the need to carry around a heavy notebook or binder. Traditional note-taking is less portable, and you may have to carry around multiple notebooks for different subjects.

FLEXIBILITY

GoodNotes allows you to write or draw notes by hand, type notes, or even import images or PDFs. This gives you more flexibility in how you take and format your notes. You can also easily edit or rearrange your notes if needed.

SUSTAINABILITY

Digital note-taking is more sustainable as it reduces paper waste. You can add unlimited pages in the Notebook, back up your notes to the cloud or export them as PDFs, so you don't have to worry about losing your notes.

EASY SHARING & COLLABORATION

You can share your notes as a PDF or GoodNotes document with others, and they can access it on their own devices. Also, GoodNotes allows everyone to contribute and edit the same document which is particularly useful in group work situations.



● HOW TO USE THE NOTEBOOK

GOODNOTES INTRODUCTION



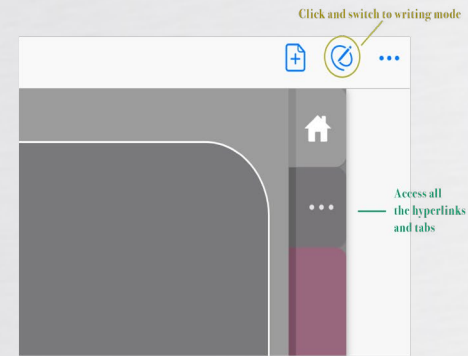
GoodNotes is a note-taking app that lets you create digital notebooks and annotate documents using your iPad or iPhone. You can write with a stylus, finger or keyboard, and even insert images and shapes to your notes. The app also features a powerful search function, so you can quickly find your notes by keywords.



With GoodNotes, you can also organize your notes into folders and sync them across all your devices using iCloud or Dropbox. The app has a user-friendly interface and is perfect for students, professionals, or anyone who wants to go paperless and stay organized.

In GoodNotes, you can choose from a variety of paper types, including lined paper, grid paper, and blank paper. However, the templates and notebook choices are limited within the GoodNotes5 App. Also, they are missing one of the key factors “**hyperlinks**” for easy access within the Notebook.

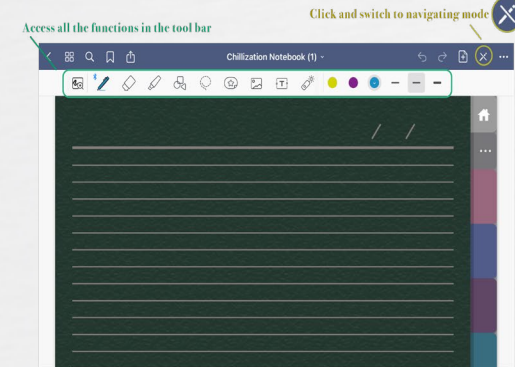
That’s why people are purchasing some Notebooks outside the app to enhance their note-taking experience. This is also the reason why I have created this Digital Notebook for people to get a better note-taking experience with easy navigation and some additional covers and digital stickers to spice up their note-taking game.



Navigating Mode ✕



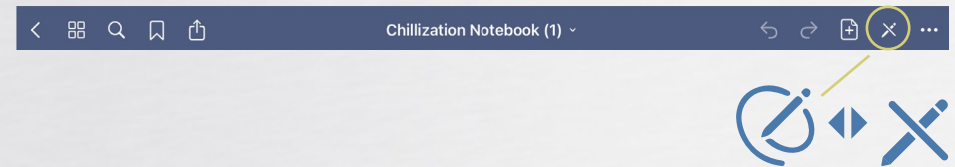
In **navigating mode**, You will see the the writing mode icon  at the top right corner which is for you to click and switch to the writing mode. You can **access all the hyperlinks and tabs** in this mode. You cannot write or access to other functions in this mode. You can switch to writing mode by clicking the writing mode icon .

Writing Mode



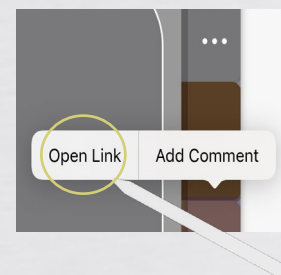
In **writing mode**, you will see the navigation mode icon  at the top right corner which is for you to click and switch to the navigating mode. You can **write, type, add images and access all the functions on the tool bar** in this mode. You cannot access to hyperlinks and tabs in this mode. You can switch to navigating mode by clicking the navigating mode icon .

There are **two main modes** in GoodNotes in order to use this Notebook.



You can see the editing button at the top bar, this button allows you to switch between the **navigating and writing mode**.

In **editing mode**, you can **access all the tools in the toolbar**. In **navigating mode**, you can **use all the hyperlinks and navigations**.



I found that you can also use the hyperlinks in the writing mode by holding the hyperlinked tab for a while and clicking “**open link**” to go to the corresponding page but it will be not as smooth as you can get in the navigating mode.



WHAT YOU GET IN THE NOTEBOOK PACKAGE

CHILLIZATION NOTEBOOK GET STARTED GUIDE



Once you have purchased the Digital Notebook, you will get a Notebook Get Started Guide. Open the file and click Start.

You will get a **Digital Notebook**, **Notebook Covers**, and two options for **Stickers**. The first one is **GoodNotes Sticker book with pre-cropped stickers** for easy access.

The other one is **individual PNG stickers which are grouped in separate folders**. It also comes with **user guides** that will bring you to our website user guide page.

You can check out the guides to kick-start your game and I will keep updating some new information and FAQ here as well.

You can always come back to this file and **download the files unlimitedly**. In the following, I will go through these elements one by one to let you get the best note-taking experience in this Notebook.

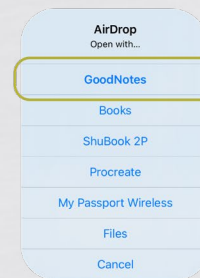
DOWNLOAD AND SHARE THE FILES TO GOODNOTES

You can just **click the button on the guide to download all the files**. It will then direct you to the browser. Simply **click the share button to open on GoodNotes** or you can save the files to a folder or location of your choice.

To import the files on GoodNotes, simply **click the insert sign and select Import**. Then bring out the files from your saved location.

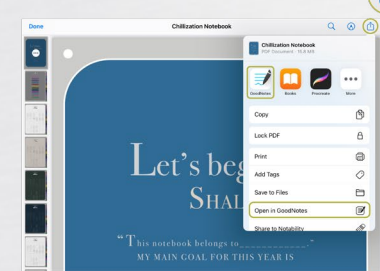
Once the file is imported, you can click the file name and rename it.

Method 1



You can directly open the notebook file with **“GoodNotes”** after sharing the file to your iPad from your computer.

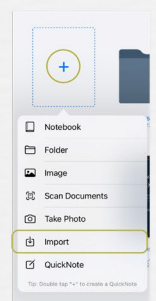
Method 2



Open the file from your iPad browser, click the **share button** at the top right corner on the screen and choose **“Open in GoodNotes”**. Then you can **“import as New Document”** in Goodnotes.

Import as New Document

Method 3

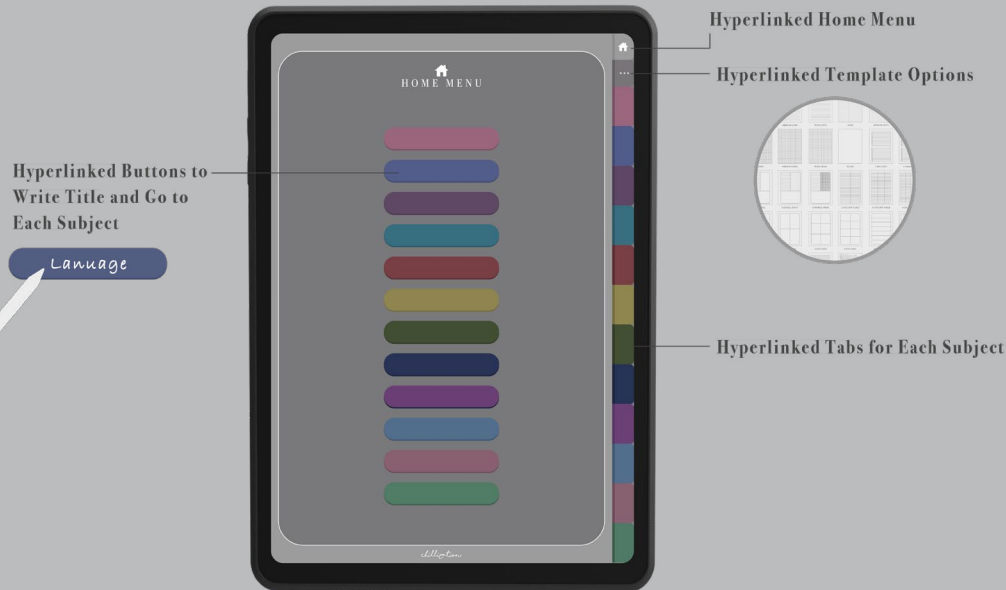


Clicking the **“+”** button shown above. Then select **“import”** and manually locate your file and then choose it, this will load your notebook straight into Goodnotes.



HOME MENU AND NAVIGATION

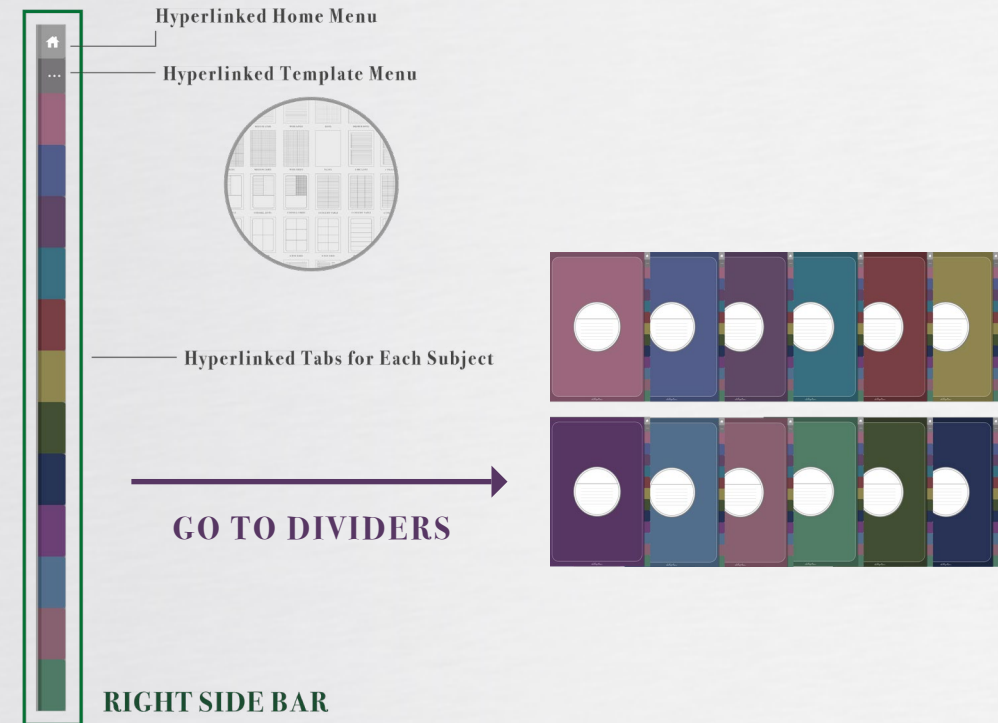
This notebook comes with **12 subjects**.
You can **write title** on the **buttons** on the **Home Menu** page.
The **buttons** on the **Home Menu** page and **tabs** on the **side bar** are **hyperlinked**.
Simply **tap** and go to different sections.



On the Home Menu page, there are **12 divider buttons**. You can **write the subject name on the button** in writing mode and **tap the button to go to the corresponding divider** in navigating mode.

You can see the **home menu button** on the right bar for easy access.

NAVIGATION BAR



The right tabs appear on every page after the front page for easy access to the Home Menu, Template Menu and 12 subject dividers.

You can see **there's no page after every divider** and the reason for that is we have provided you a **Template Menu to customize the pages on this Notebook**. This can **reduce the file size** and **prevent lagging** while you are using the notebook.

Therefore, you can have a smooth note-taking experience.



TEMPLATE MENU AND NAVIGATION



You can easily go to the Template Menu by clicking the Template Menu Three Dots button

On the Template Menu, you can first choose the **smooth or paper texture** by clicking the letter “S” or the letter “P” icon. Then, **choose the colors by selecting the color icons.**

After that, choose the template for your preference. We offer **different varieties of templates** for you to choose from, such as the signature lines, dots and grids options. There are also cornell, column tables and some weekly and monthly planner templates for you to use.

Once you have selected the template of your choice, simply **tap the template icon and it will take you to the corresponding page.**

FAQ

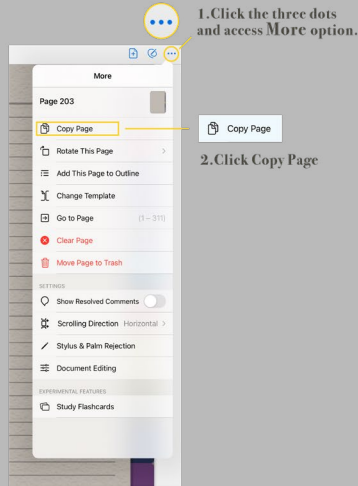
“Can we take out a page in this Notebook to another file and still use the hyperlink?”

The answer is “NO” unfortunately because all the hyperlinks are specifically created for this Notebook. Therefore, the hyperlinks cannot be used in another file.

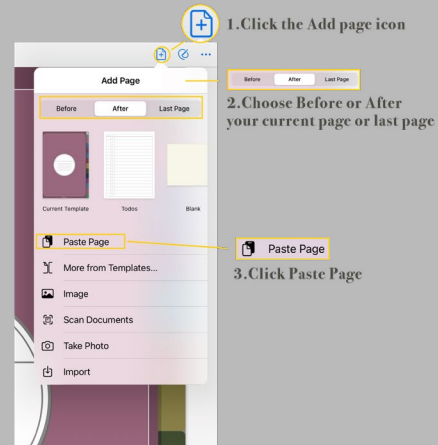


COPY AND ADD TEMPLATES

Copy page



Paste page



You will have to use the **Copy and Paste function on GoodNotes** to add the template to your preferred location. To do this, click the **three dots** at the top bar and press “**Copy Page**”. Then, tap the divider button to go to the divider of your choice under the navigating mode.

After that, select the “**insert Template**” icon at the top bar which is the “**Add Page**” option.

Under the Add Page menu, you can choose to put your selected template “**Before**”, “**After**”, or as the **last page** of the Notebook.

One of the convenient features of the Add Page function is that it will automatically add your current template as the first selection under the Add Page Menu.

Therefore, if you want to keep using this template on the following pages, you can **pre-added the page in advance for future use**.

One of the benefits of GoodNotes is you can **add as many pages as you like in the Notebook**.

BOOKMARK AND DELETE PAGE

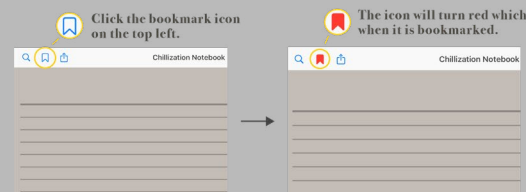
If you have a frequently used template that you want to have quick access, you can go to the template and press the **bookmark icon**.

It will **turn red** when the page is bookmarked. Then, you can go to the thumbnail icon at the top left and select **Favorites**. You will find all the bookmarked pages in this section and you can simply tap the thumbnail and go to the corresponding page for easy access.

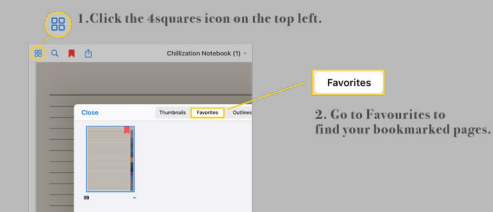
To delete a page, simply click the **three dots** at the top bar and press “**Move Page To Trash**”.

If you accidentally move a page to trash, no worries! You can go to the home page of GoodNotes, then select **setting** and go to the **trash bin**. Simply click the page you just deleted and **recover** it. Then the page will be back to the file.

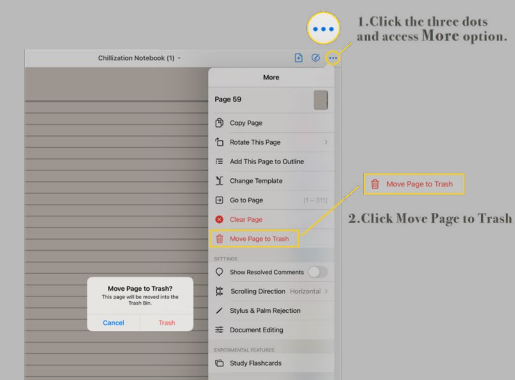
Bookmark page



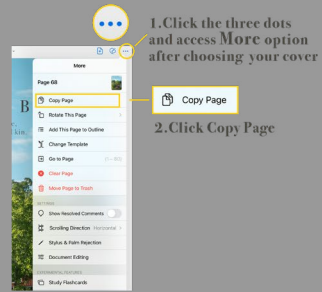
Find your bookmarked page



Delete Page



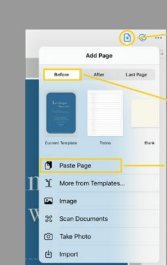
COPY AND ADD COVER



1. Click the three dots and access More option after choosing your cover

Copy Page

2. Click Copy Page



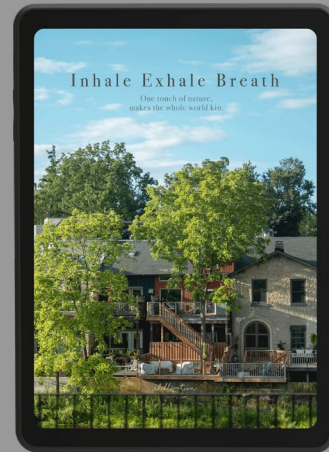
1. Click the Add page icon

Before

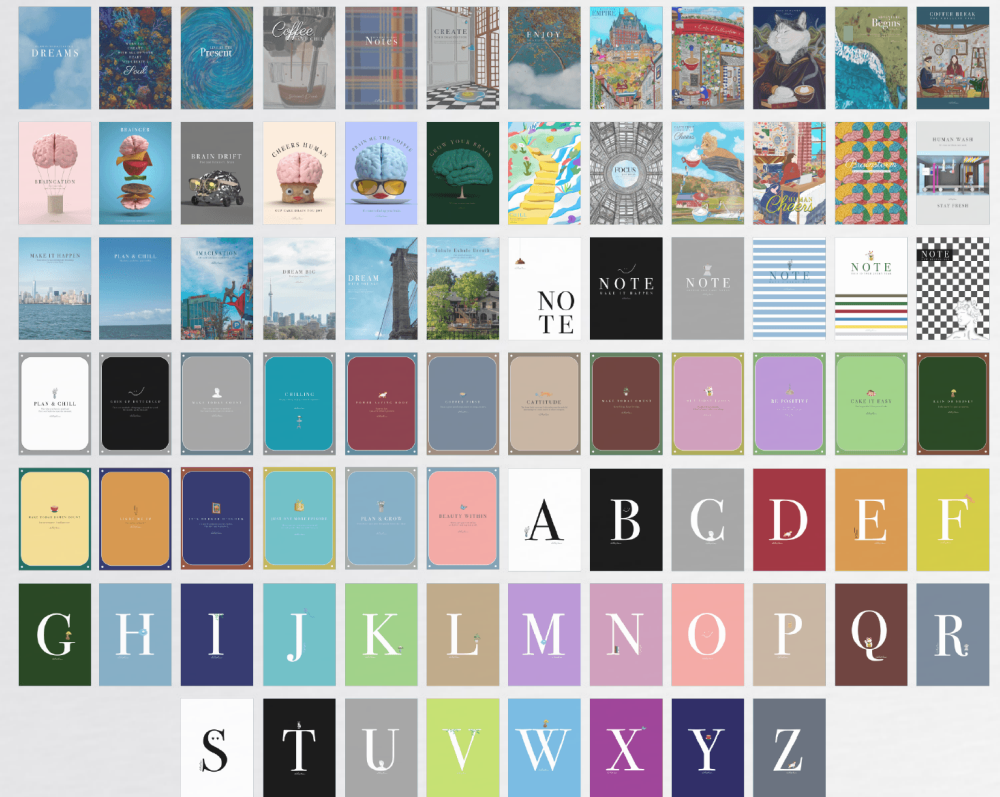
2. Click "Before"

Paste Page

3. Click Paste Page



“ADD SOME FUN TO YOUR NOTEBOOK”



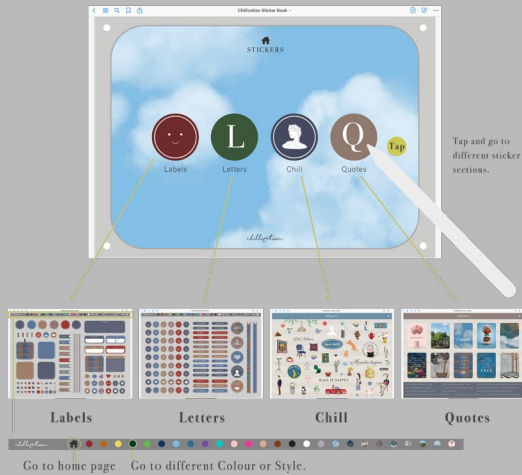
The Copy and Paste page function can also apply to adding a cover to your Notebook as well. After downloading the cover files and sharing to GoodNotes, you can open the cover file and go through the PDF one by one, or you can have a quick scheme by clicking the thumbnail icon to choose.

Once you have chosen the cover you like, **simply copy and paste the cover before the front page of your Notebook.** Then, you can also see the cover on the Home Page.

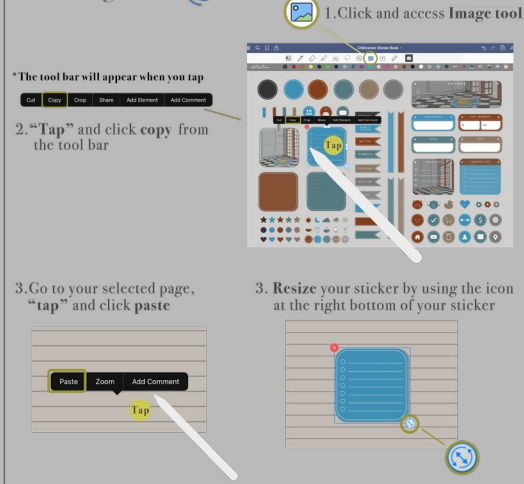


HOW TO USE DIGITAL STICKERS

Navigation mode ✕



Writing Mode ✕



One of the fun ways of using Digital Notebook is you can use **digital stickers to add more style to your notes**. In the Get Started Guided, you can see there are **two formats of stickers** for you to use. This first format is the **GoodNotes pre-cropped stickers**. Simply download the file and open it on GoodNotes. This sticker file is **hyperlinked**, so you can go to different colors or styles by **tapping the icons**.

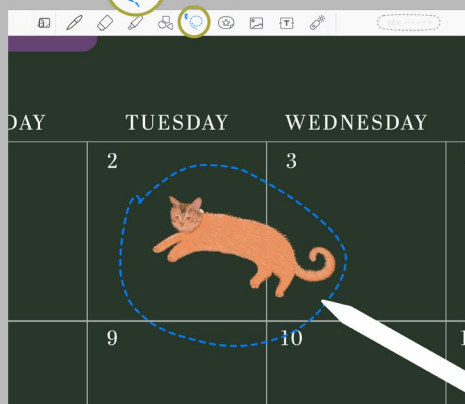
In GoodNotes, you can **copy and paste things across files**. Therefore, you can easily copy the sticker from the sticker file to your Notebook. First, go to the editing mode. There are **two tools to copy the stickers**. The first tool is the **lasso tool**. You can select the lasso tool in the toolbar. Then, simply encircle the sticker, you don't necessarily need to encircle the whole sticker but just one part of it can work. After that, tap on it and some further options will appear. Select **Copy**, go to your Notebook page, tap and hold then you will see the paste option appears.

Select **Paste** then, you successfully copy and paste the sticker. Furthermore, you can use the lasso tool to **move around** and **resize** the sticker. More than that, when you tap the Lasso tool, you can **choose what to select or unselect while using the lasso tool**. This is really useful when you have written something in the Note Sticker and you want to move around just the words but not the sticker or you want to move around just the sticker but not the words.

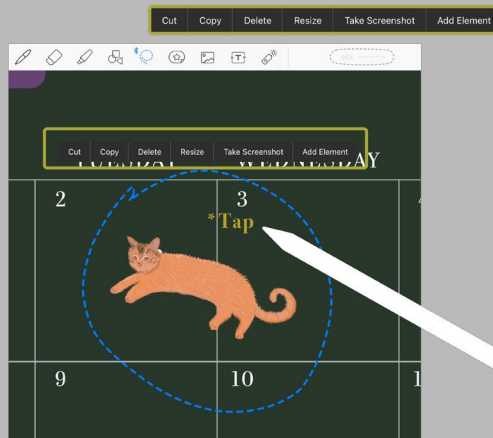
The second tool to move around the stickers is the **image tool**, which is similar to the lasso tool. First, select the image tool in the toolbar. **Tap** the sticker and tap again to select **copy**. Then, tap and hold to **paste** the sticker. Similar to the lasso tool, you can also select, move around and resize the sticker as well. A resize button will appear at the bottom right of the sticker when you select it.

There are also **individual stickers** included in the Get Started Guide. The stickers are grouped in the corresponding folders. You can download your chosen folders then share and pre-saved them to your tablet in a folder or location of your choice. After that, select **the image tool to insert the sticker from your saved location**. You can play around with the stickers like what we have just mentioned before.

Click and access to lasso tool



The **lasso tool** allows you to **easily select and move** your selected item.



You can **Tap** after selecting and access further options (**Copy, Delete, Resize, Take Screenshot, Add Element**)



ELEMENT TOOL TO ACCESS STICKERS

Element Tool

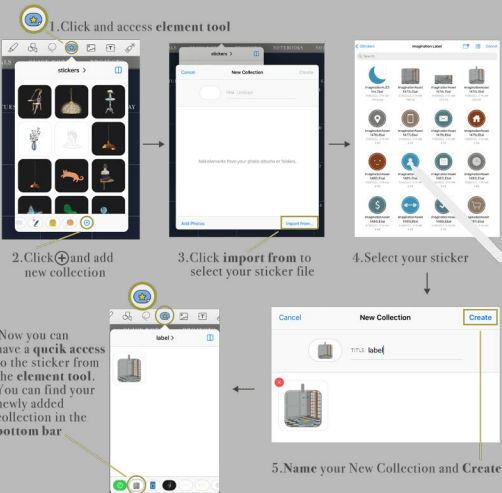
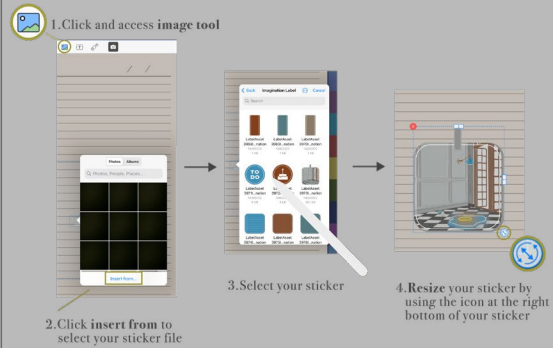



Image Tool



A special GoodNotes Tip is that if you have some frequently used stickers, you can use the lasso or image tool to select the sticker, tap again for further options and select “**Add Element**”. You can create a new collection to group the stickers you always use. After that, you can have easy access to your frequently used stickers by going to the **Element tool**. You can easily find the sticker in the collection you just created at the bottom of the Element menu.

We hope you have fun using the
DIGITAL NOTEBOOK

chillization

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