how to use the
DIGITAL PLANNER

chillization

CHEERS HUMAN

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Introduction

How to use the planner

INTRODUCTION

WHAT IS A DIGITAL PLANNER?

Digital Planner is a virtual planner that has many added benefits. You can use it to set goals, plan your schedule, create a daily action plan, take notes, draw sketches and organize your thoughts.

WHAT YOU NEED TO USE THE DIGITAL PLANNER?

To use the digital planner, 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 PLANNER

ORGANIZATION

With digital planning, you can easily edit text, erase mistakes, and have everything you plan in one place. It also allows for easy organization and access to notes and documents, making it easier to find what you need when you plan.

PORTABILITY

With GoodNotes, you can access your planner on any device, as long as you have an internet connection. This means that you can edit your planner on the go just with your phone, without the need to carry around a heavy notebook or planner.

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 plan your goals and daily schedule. You can also easily edit or rearrange your plans if needed.

SUSTAINABILITY

Digital planning is more sustainable as it reduces paper waste. You can add unlimited pages to the planner, back up your planner to the cloud or export them as PDF, so you don't have to worry about losing your plans.

EASY SHARING & COLLABORATION

You can share your planner 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 PLANNER

GOODNOTES INTRODUCTION

GoodNotes is a note-taking app that lets you create digital notebooks and annotate documents using your tablet or phone. 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 and Planners outside the app to enhance their note-taking and planning experience. This is also the reason why I have created this Digital Planner for people to get a better planning experience with easy navigation and some additional templates, covers and digital stickers to spice up their planning game.

There are **two main modes** in GoodNotes.
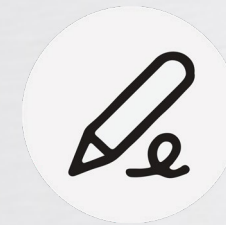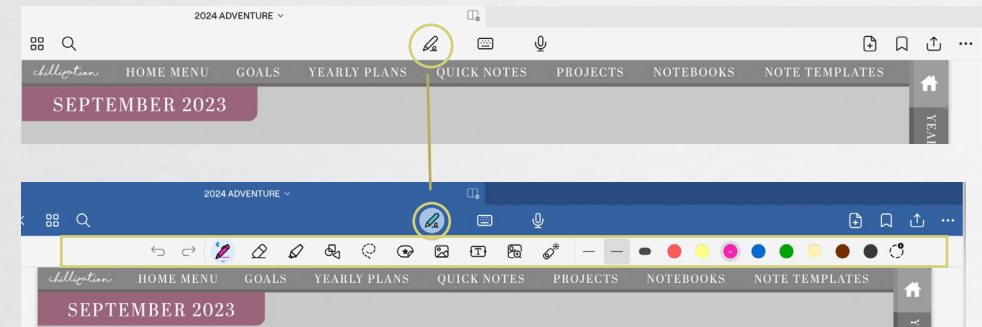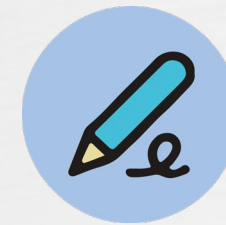
Navigating Mode <=> **Editing Mode**

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

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

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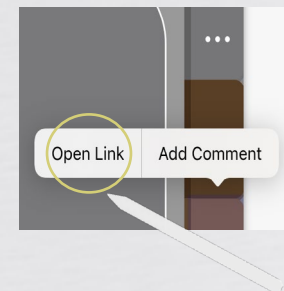
I found that you can also use the hyperlinks in the editing mode by holding the hyperlinked tab for a while and clicking **"open link"** to go to the corresponding page but it will be not as smooth as you can get in the navigating mode.

WHAT YOU GET IN THE PLANNER PACKAGE

CHILLIZATION PLANNER GET STARTED GUIDE

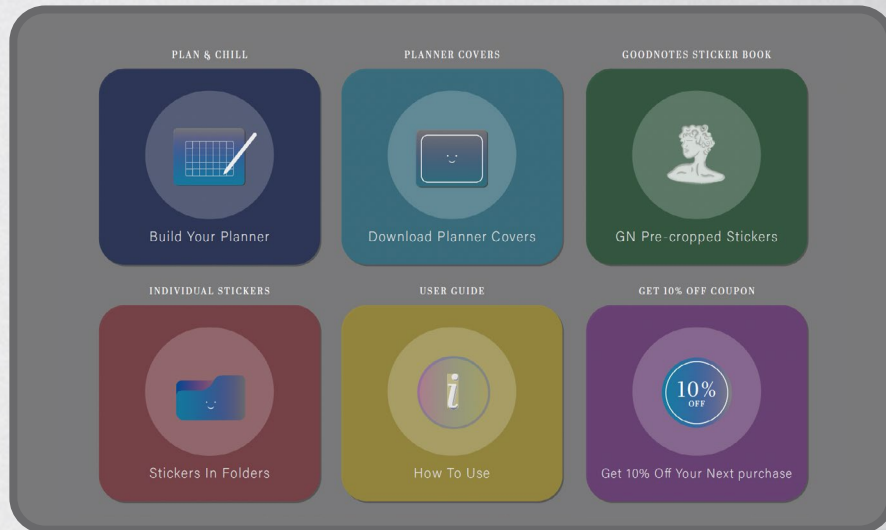Once you have purchased the Digital Planner, you will get a Planner Get Started Guide. Open the file and click Start.

You will be able to **build and customize** your **Digital Planner** and get **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 planning experience in this Planner.

BUILD AND CUSTOMIZE YOUR PLANNER
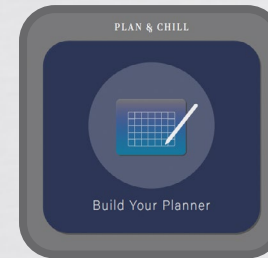
Select **Build Your Planner** on the Home Menu Page of the Planner Get Started Guide. Then, it will guide you to build and customize your planner for your preference.
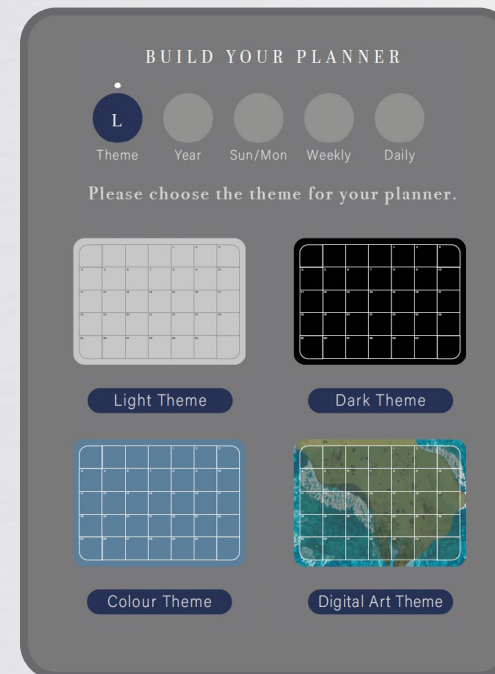
1) Choose the **theme** for your planner.

There are five simple steps to build your planner. Firstly, simply **choose the theme for your monthly, weekly and daily templates.** We offer **Light, Dark, Color and Digital Art themes** for you to choose.

BUILD AND CUSTOMIZE YOUR PLANNER

2) Choose the **year** for your planner.

We have two variations of the year for you to choose. The first one starts from September to August and the second one starts from January to December.
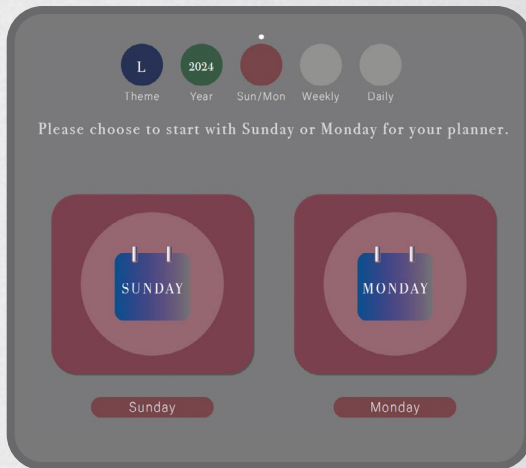
3) Choose to start with **Sunday or Monday** for your planner.

You can choose to start with **Sunday or Monday** for your yearly, monthly and weekly templates.

4) Choose your **weekly layout**.

You can choose **Vertical or Timetable** layout for your weekly layout.

5) Choose your **daily layout**.

You can choose **Minimal, Productivity & Wellness or Canvas** layout for your daily layout.

Build and customize your planner

Please download your chosen planner.

L	2024	SUN	V	M
Theme	Year	Sun/Mon	Weekly	Daily

Download

6) Download your chosen planner.

You can then download your chosen planner. You can always come back to this file and **download the files unlimitedly.**

Download and share the files to Goodnotes
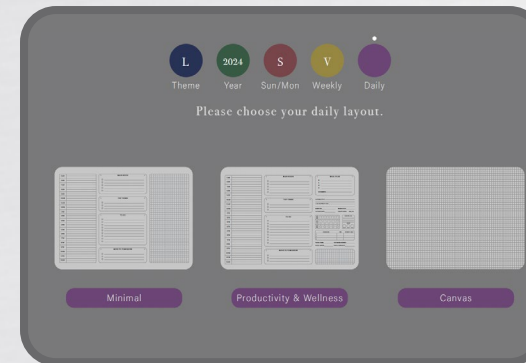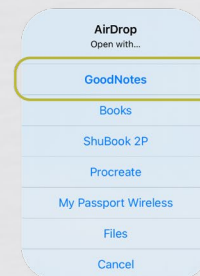
After **downloading the files on the guide,** it will then direct you to the browser. Simply **click the share button to open on GoodNotes** or you can save the files to a folder or location of your choice.

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

AirDrop
Open with...

GoodNotes

Books

ShuBook 2P

Procreate

My Passport Wireless

Files

Cancel

Open the planner file directly with **"GoodNotes"** after sharing the file to your iPad.

Method 2
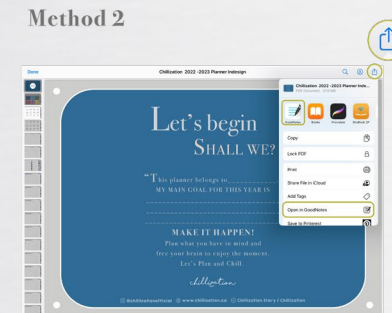
To open the file from your saved loction, click the **share button** at the top right corner on the screen and select **"Open in Goodnotes".** Then select **"import as New Document"** in Goodnotes.

Import as New Document

Method 3

Notebook

Folder

Image

Scan Documents

Take Photo

Import

QuickNote
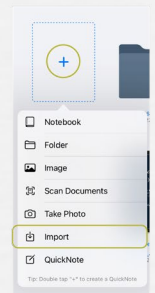
Click the **"+"** button shown above. Then select **"import"** and manually locate your file and then choose it, this will load your planner straight into Goodnotes.

HOME MENU AND NAVIGATION

Every icon is hyperlinked. Simply tap and go to different templates.

Easy access to the Home Menu.

Easy access to the Home Menu.

PLAN & CHILL

WELLNESS

PRODUCTIVITY

OTHERS

UTILITIES

CREATIVITY

All additional templates are grouped in the **Home Menu** for easy access. Every icon is **hyperlinked**. Simply tap and go to different templates.

NAVIGATION BAR

TOP BAR

Easy access to Home Menu and other quick access templates.

SIDE BAR

Easy access to Home Menu, Yearly and Monthly templates.

The t**wo main navigation bars** are at the top bar and on the **right side bar.**

The words at the top bar are **hyperlinked** to **home menu** and some **quick access templates** and the tabs on the right side bar are hyperlinked to **home menu, and yearly and monthly templates.**

INTERACTIVE YEARLY, MONTHLY, WEEKLY, AND DAILY PAGES

Simply tap and go to yearly, monthly, weekly and daily templates. Our design is tailored to enhance your planning experience, guiding you through each phase without a hitch. Welcome a new era of stress-free planning that lets you focus on what truly matters.

FAQ

"Can we take out a page in this Planner to another file and still use the hyperlink?"

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

ACCESS ADDITIONAL TEMPLATES & COPY AND ADD TEMPLATES
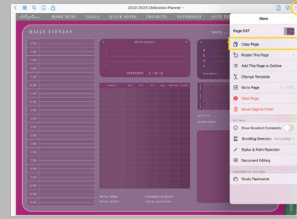
Access additional templates

HOME MENU

1.Go to Home Menu and access additional templates. Then simply **tap** the icon of your chosen template.

COVER PAGE

2. For some of the templates, you will direct to the cover page of the template. This allows **easy access** to the template when you add more pages to the section. Simply **go to next page to the template.**
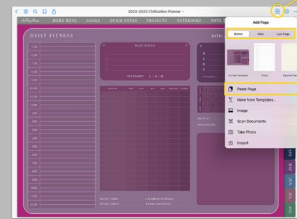
Copy page

1.Click the three dots and access **More** option.

2.Click Copy Page

Copy Page

Paste page

1.Click the Add page icon

2.Choose Before or After your current page or last page

3.Click Paste Page

Paste Page

Your planner comes with additional templates and you can use the **copy & paste page** function to customize your planner.

Go to the **Home Menu and access additional templates.** Then simply tap the icon of your chosen template.

For some of the templates, you will be directed to the cover page of the template. (This allows easy access to the template when you add more pages to the section.) Then, simply go to the next page of the template.

To copy the template, click the **three dots** at the top bar and press **"Copy Page"**. 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 Planner.

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-add 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 Planner.**

BOOKMARK AND DELETE PAGE

If you have a frequently used template that you want to have quick access to, 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 **settings** 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

Click the bookmark icon on the top left.

The icon will turn red which when it is bookmarked.

Find your bookmarked page

1.Click the 4squares icon on the top left.

Favorites

2. Go to Favourites to find your bookmarked pages.

Delete Page

1.Click the three dots and access **More** option.

2.Click Move Page to Trash

Copy and add cover

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

2.Click Copy Page

1.Click the Add page icon

2.Click "Before"

3.Click Paste Page

Covers pdf file

Planner file

The Copy and Paste page function can also apply to adding a cover to your Planner as well. After downloading the cover files and sharing to GoodNotes, you can open the cover file and go through the PDF. We offer all the covers in one PDF file and covers in seperated file in a folder for your preference.

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

"ADD SOME FUN TO YOUR PLANNER".
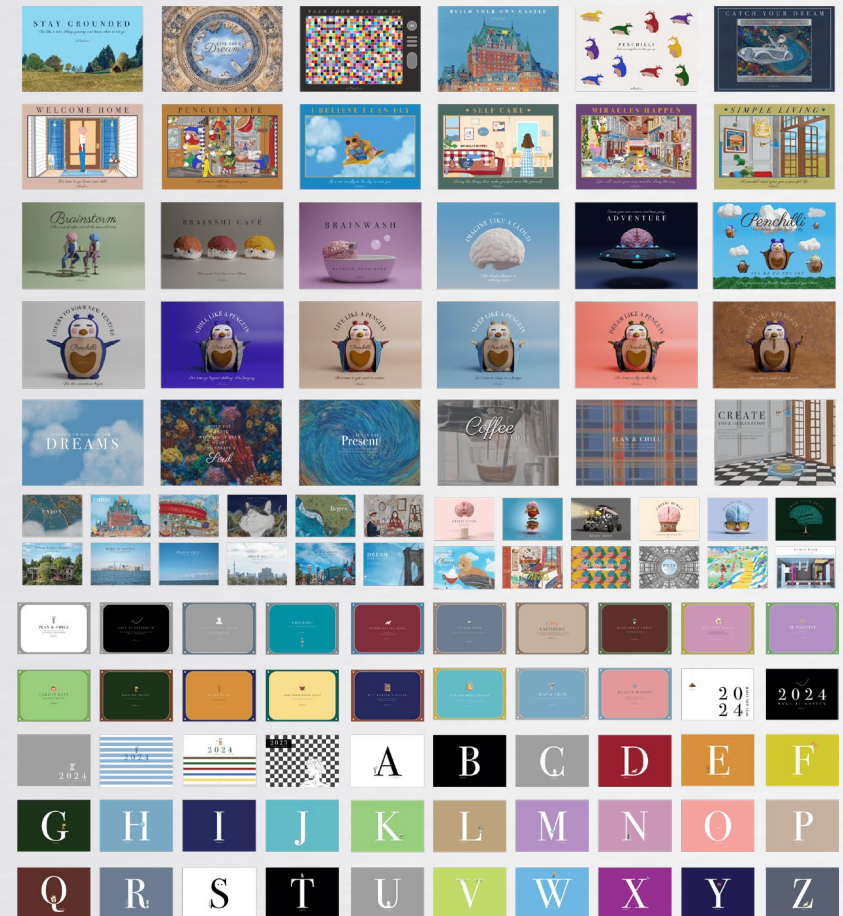
HOW TO USE DIGITAL STICKERS
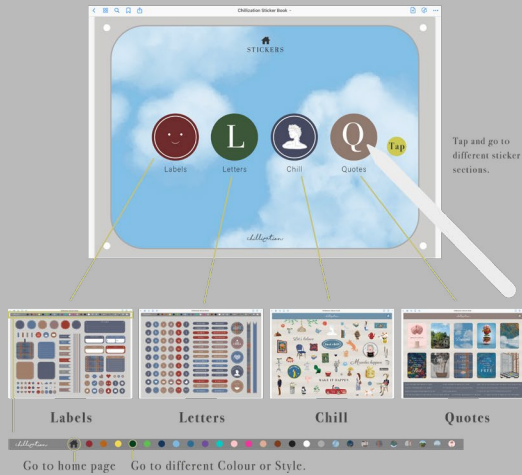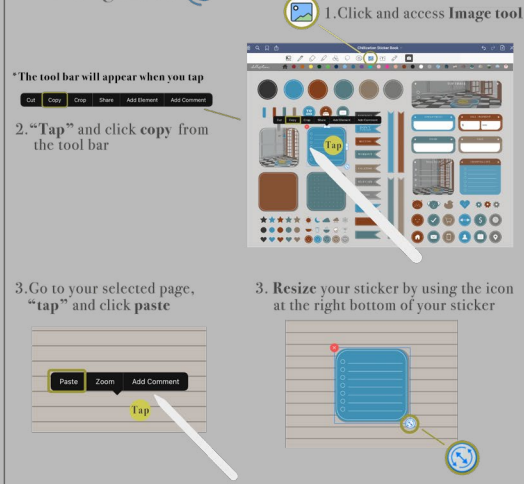

Navigation mode ✕

Tap and go to different sticker sections.

Labels   Letters   Chill   Quotes

Go to home page   Go to different Colour or Style.

Writing Mode ✎

1. Click and access **Image tool**

*The tool bar will appear when you tap

Cut | Copy | Crop | Share | Add Element | Add Comment

2. **"Tap"** and click **copy** from the tool bar

3. Go to your selected page, **"tap"** and click **paste**

Paste | Zoom | Add Comment

Tap

3. **Resize** your sticker by using the icon at the right bottom of your sticker

Click and access to lasso tool

Cut | Copy | Delete | Resize | Take Screenshot | Add Element

Cut | Copy | Delete | Resize | Take Screenshot | Add Element

*Tap

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)

One of the fun ways of using Digital Planner is you can use **digital stickers to add more style to your plans**. 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**.
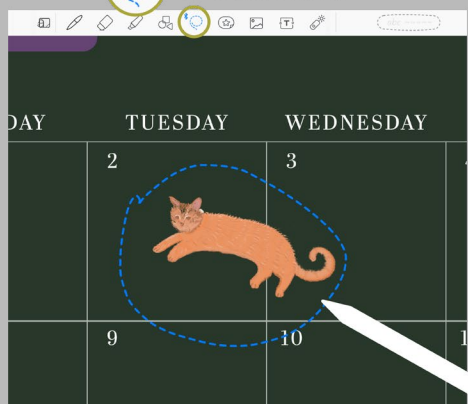
In GoodNotes, you can **copy and paste things across files**. Therefore, you can easily copy the sticker from the sticker file to your Planner. First, go to the editing mode. There are **two tools to copy the stickers**. The first tool is the **lasso tool**. You can select the lasso tool in the toolbar. 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 Planner page, tap and hold then you will see the paste option appear.

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.
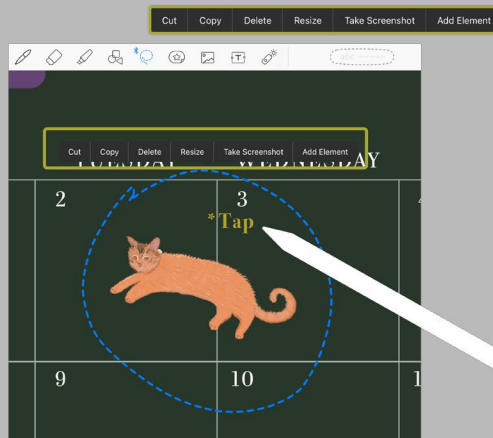
The second tool to move around the stickers is the **image tool**, which is similar to the lasso tool. First, select the image tool in the toolbar. **Tap** the sticker and tap again to select **copy**. Then, tap and hold to **paste** the sticker. Similar to the lasso tool, you can also select, move around 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-save 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.

ELEMENT TOOL TO ACCESS STICKERS

Element Tool

1. Click and access **element tool**

2. Click ⊕ and add new collection

3. Click **import from** to select your sticker file

4. Select your sticker

5. **Name** your New Collection and **Create**

6. Now you can have a **qucik access** to the sticker from the **element tool**. You can find your newly added collection in the **bottom bar**

Image Tool

1. Click and access **image tool**

2. Click **insert from** to select your sticker file

3. Select your sticker

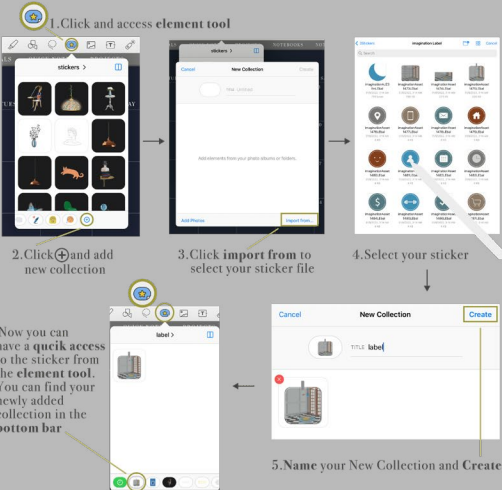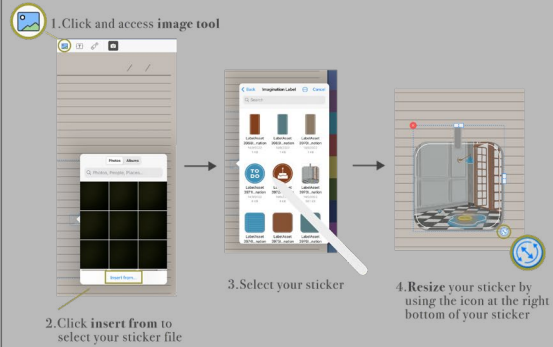4. **Resize** your sticker by using the icon at the right bottom of your sticker

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, tab 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 PLANNER

chillization

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