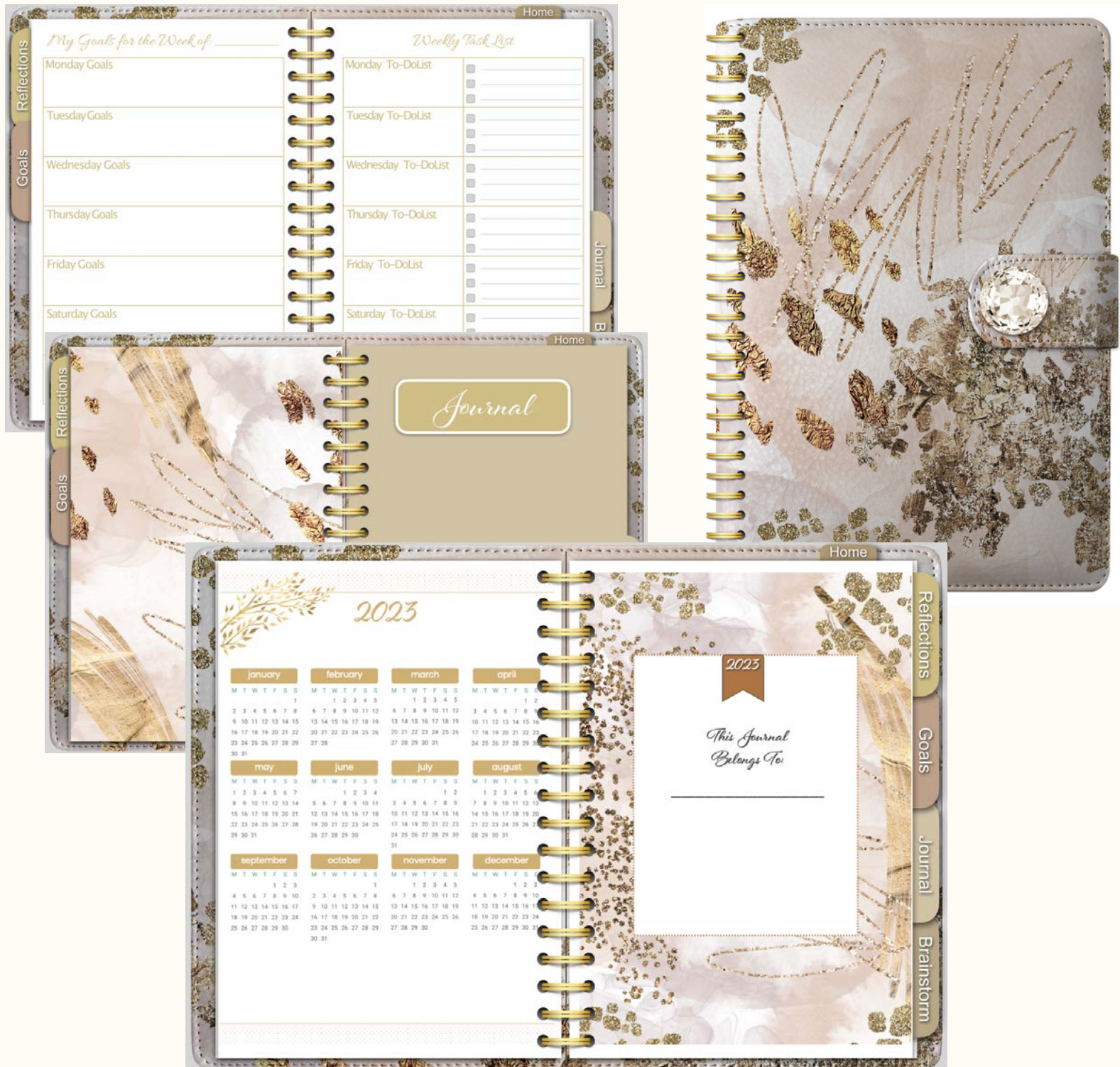


Tips On How to Use Your Goals and Reflections Digital Journal



1



THANK YOU FOR YOUR ORDER!

PERSONAL USE LICENCE

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 iPad or tablet, 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 dividers.

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 + Notesshelf Apps
- Digital Planner PDF

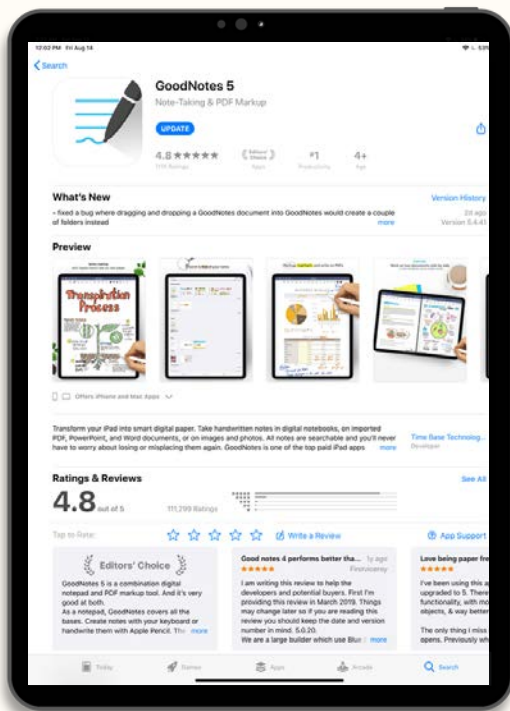


ANDROID

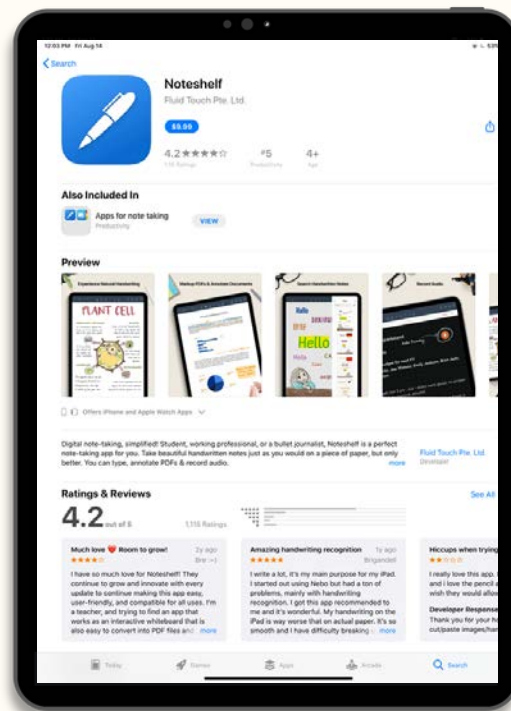
- Android Tablets
- Stylus to be able to write in your planner
- Note-Taking App: I recommend the Notesshelf App
- Digital Planner PDF

CHOOSING A NOTE-TAKING APP

BUY THE APP AND DOWNLOAD IT



GOODNOTES

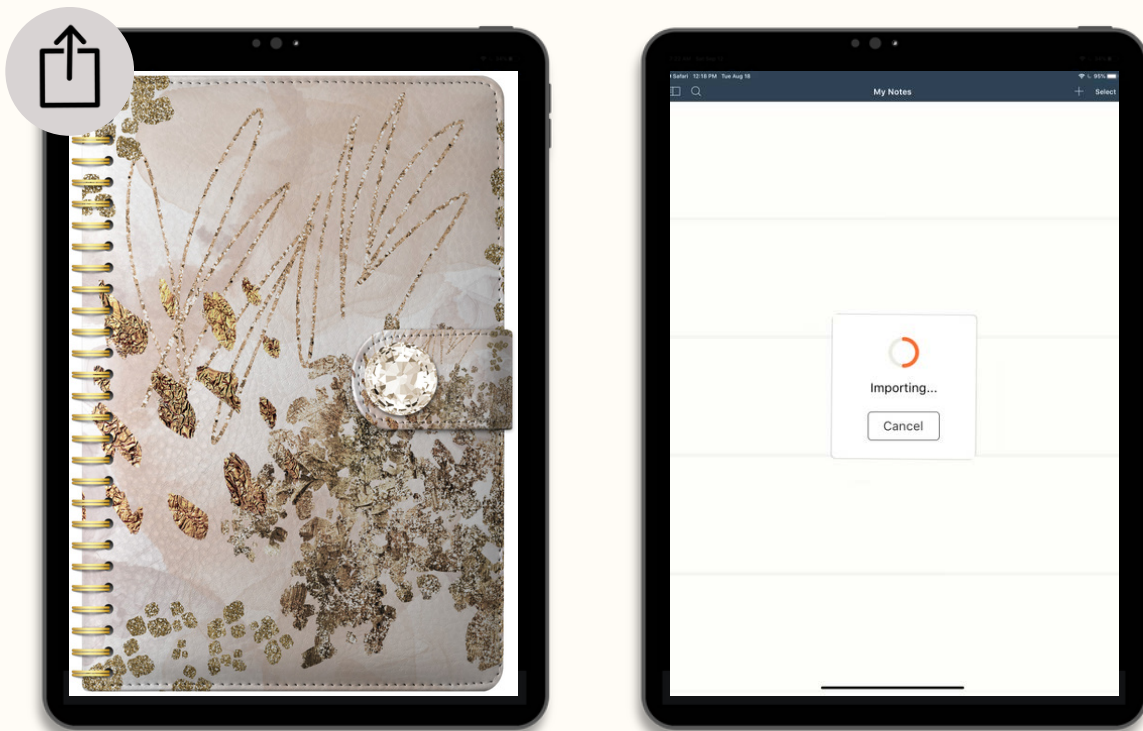



NOTESHELF

- If you are using an Apple Device, I would recommend using the Goodnotes or Noteshelf Apps.
- For Android Tablets, I would recommend the Noteshelf App.
- Once you choose one, purchase it from your devices APP store and install it. Make sure it is updated.

HOW TO IMPORT INTO NOTESHELF - FOR IPAD

IMPORTING A DIGITAL PLANNER

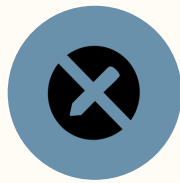


- After downloading the PDF file following **Step 5**, the planner will open in the Safari browser of your iPad as gogetsy.com.
- Click on the **Share button** on the top right corner. 
- You might have to scroll and select **Copy to Noteshelf**.
- Then, it will open in Noteshelf and start importing.
- If a message appears, click on **Create New**.
- Once it finishes, you are ready to use your planner!

HOW TO USE THE NOTESHELF APP FOR IOS & ANDROID

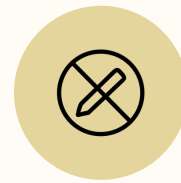
HOW TO CLICK THE TABS AND WRITE

Note: The following instructions apply when the option **Disable hyperlinks when writing** is selected. You can find this option by going to the settings section ⚙️ of Noteshef and selecting Advanced.



CLICK ON THE TABS

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



WRITE ON THE PLANNER

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

