Digital Planner Instructions

Thanks for your purchase of the Commit30 Digital Planner! You can always find additional information about our products and more FAQ's and Quick Tips at www.Commit30.com.

We have designed the Commit30 Digital Planner to optimally work with the iPad, a Stylus, and the GoodNotes5 App.

Before you begin… Get your iPad ready:

- Update your iPad to the latest operating system (iOS 12+ required for GoodNotes5).
- Update all apps including the Safari Browser.
- Make sure you have adequate storage available on your iPad.
- **Install the GoodNotes5 app from the Apple App Store HERE**

How To Download/Import
The digital planner into GoodNotes5

1) **Watch The Video Here**
2) On your iPad, In the Safari browser: Login to your commit30.com account. In your account page select the "downloads" button.
3) Click on the Commit30 Digital Planner Download .
4) This will open the Digital Planner in Safari. Click the share button ⬆, then select "Copy to GoodNotes" then choose "Import" or choose location and select "Import as New Document"
5) This will import the planner into GoodNotes. Simply click on the planner to open and start planning. :)
6) Optional - Other ways to import into GoodNotes5 - Click Here

How to Download/Import the Sticker Sheet or Sticker Book (zip file)

1) **Watch the second part of the video** (Starting at minute 2:17)
2) On your iPad, In the Safari browser: Log into your commit30.com account. In your account page select the "downloads" button. Then click on the Sticker Sheet/Book Download.
3) A new window will open with the Zip File. Click on the Open in "GoodNotes" link.
4) Click on the "Import" button. Your stickers will be imported into the GoodNotes documents folder.
5) Open the Sticker Sheet/Book and Start Decorating :)

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Getting started with the

Commit30 Digital Planner for GoodNotes5.

Basic Features:

Using the note-taking and editing tools

Taking notes and writing in your digital planner is super simple. Just like writing with a pen on paper. When you open your digital planner in GoodNotes5, you'll see two bars at the top of the screen.

The upper one in dark color is the nav bar. The navbar, as indicated by its name, lets you perform navigation actions or actions that affect the document as a whole. You also notice the Read-Only Mode is now located at the nav bar.

The lower one is the toolbar. You can select the tools or colors by tapping on the icon once. The selected tool will be represented in color, whereas inactive tools are colorless. Tapping on the icon of a selected tool a second time will reveal additional options or tool-settings.

Pen Tool
Write on the page with your finger or a stylus. Other pen styles can be selected in the pen options.

- Fountain pen: Pressure-sensitive pen style
- Ball pen: no pressure sensitivity
- Brush pen: create artistic ink and notes with this highly pressure-sensitive pen style (works best with a high thickness)

Eraser Tool
Erase ink strokes or highlighting on the page.

Highlighter
Highlight notes or texts.

Shape Tool
Draw perfect geometric shapes or straight lines.

Lasso Tool
Select objects on the page to reorder, resize, or edit them further.

Image Tool
Insert images from your photo library and edit them.

Camera Tool
Take photos with your iPad camera to add them to the page or create a whole page from a photo.

Text Tool
Create a text box by tapping anywhere on the page to type with your keyboard.

Zoom Window Tool
Magnify a part of the page to write neatly and precisely.

Contextual area

On the right side of the toolbar, you'll see the "Contextual Area". Each tool has its own quick actions that appear in this area. The pen, the highlighter, and the shapes tool show a set of shortcuts for adapting the color and thickness. You can select more colors or change the thickness of the strokes by tapping on these icons again. Other tools, like the Image tool, have different quick actions in the contextual area.

Digital Planner Quick Tips

Visit our Quick Tips Page For More Info HERE

How do I click/navigate using the planner Tabs?

1. Clicking on the Tabs: In GoodNotes you will either be in "write" mode or "read" mode. In order to click on the planner tabs you must be in "read" mode. You can toggle between modes by selecting the "pen" icon in the upper right corner of the navbar.
2. Swiping to move between pages: If using the apple pencil you can swipe left to right with 1 finger to scroll between pages (Up/Down if you have selected vertical orientation). If you are not using an apple pencil you will scroll with two fingers.
3. Thumbnail View: Click on thumbnail icon in upper left corner. You can see all of the pages of the planner and go directly to any page.

How do I use the Stickers?

How to use Pre-Cropped Stickers (Our sticker sheet/books are pre-cropped stickers)

1. Use your lasso tool to select the sticker of choice.
2. Press with your stylus on the lassoed image until you see the menu appear and click "Copy".
3. Then open your Digital Planner to the page you want to insert the sticker. Press on the screen with your stylus until the menu appears and click "Paste".
    - You can resize, rotate and move the sticker to your desired location.

Tip: The lasso tool will grab anything it touches. To make sure you don't grab the sticker next to the one you want, only select a small portion of the sticker with the lasso.

How to change your planner cover?

1. From the navbar select the "thumbnail" icon (upper left).
2. Scroll down to the bottom where you will see different cover colors.
3. Press and hold on the planner cover page. Then drag to the top and place in the page 1 location. Then do the same for the old cover page, hold and drag to the bottom/last page for future use.