



INSTRUCTIONS

getting started with
your new digital planner

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Importing the Planner

How to import the Texas Chiropractic College Planner:

Your download will include a .ZIP file which you must unzip on a desktop or a compatible app. Unzip to access the Planner.

Import your planner to your iPad via AirDrop, iCloud, or Dropbox.

After this, you can access your Planner from your iPad. Make sure to choose your preferred note-taking app (ex: GoodNotes).

Choose “Import as a New Document” if prompted with a pop-up window in your preferred app.

To activate the hyperlinks, click the pen icon in the right-hand corner. When selected, the toolbar will hide.

This tells you that you are in reading mode. Now, you can easily click through the hyperlinks of the digital planner.

Stickers and Elements

Option 1

Download the Sticker folder onto your device and then add the images to your photos folder.

Then, go back to Goodnotes and open your Planner. Tap the Elements icon.



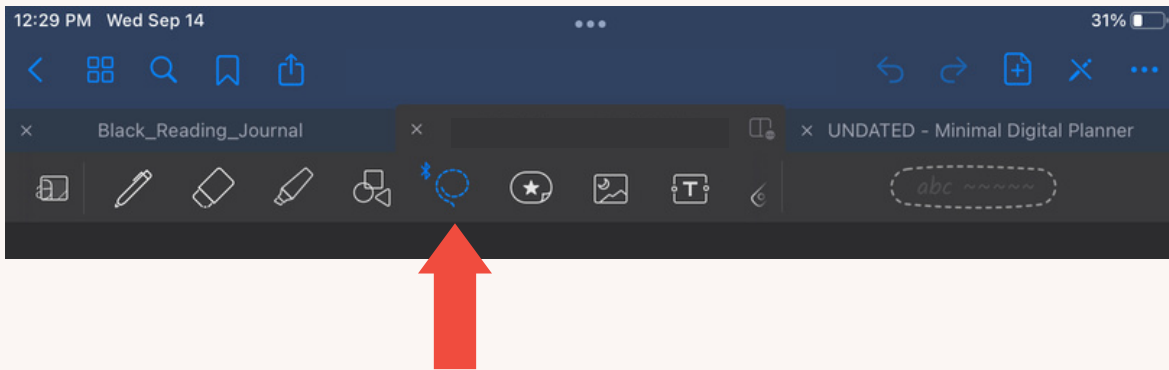
Click the + Icon and import the sticker files from your photos.

After this, all of the stickers will be accessible via the Elements icon. You can now delete them from your photo album.

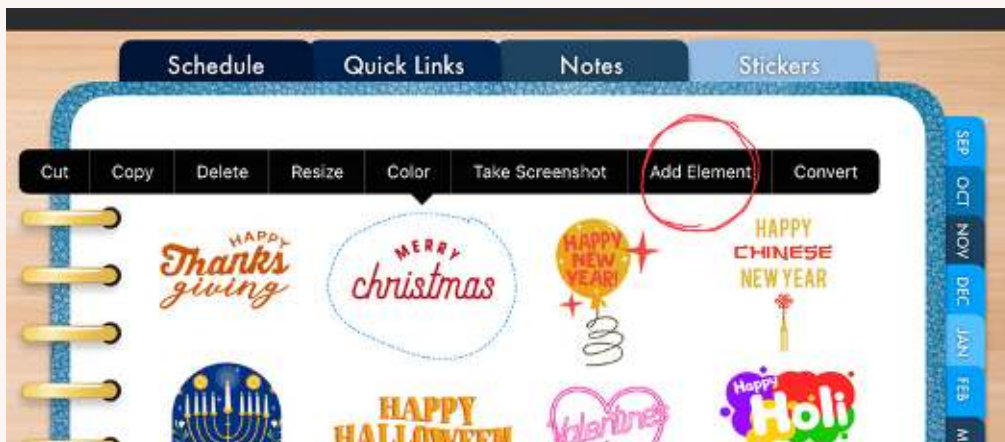
Stickers and Elements

Option 2

Go to the sticker page and click the Lasso Tool.



Circle the sticker you want to add to your elements tab and tap the inside of the circle. You will see an option to "add element." Click this and add it to your elements folder.



Duplicating Pages

1) Click on the thumbnail icon. 2) Click on the tiny arrow at the bottom right corner of the page you wish to duplicate. 3) Click on "Duplicate."

