HOW TO USE

IMPORTING FROM WITHIN GOODNOTES

Tap the New icon (THE large + icon) in the Documents tab and choose Import, then:

- To import one file, tap on it.
- To import multiple files, tap Select in the upper right of the Files interface, select those files, and tap Open. (Tip: You can swipe across a row of files to select them.)

IMPORTING FROM AN EXTERNAL APP

You can send files from other apps, for example, an email attachment, to GoodNotes. To do that, open or select the file in the other app and tap the Share icon (or a similar function).

Next, select either "Copy to GoodNotes" at the top row of apps, or "Open in GoodNotes" in the list of apps. GoodNotes should then open automatically and ask how you want the file imported.

The following options are available:

- Import the file as a completely new document (available when you don't have any document visible in GoodNotes)
- Add the file before/after the page being viewed in GoodNotes
- Append the file to the document being viewed in GoodNotes. Choose the "Last Page" option as pictured below.

STILL STRUGGLING? CHECK OUT THIS VIDEO TUTORIAL HERE ON HOW TO IMPORT PDFS INTO GOODNOTES & NOTABILITY.

WEEKLY PLANNER

THIS WEEK

WEEK OF

PRIORITIES OF THE WEEK

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OTHER TO-DOS

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MONDAY

TODAY'S DATE: _____

INTENTION OF THE DAY:

WORKOUT OF THE DAY:

SELF-CARE OF THE DAY:

TODAY'S SCHEDULE

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TOP PRIORITIES:

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DAILY TASKS:

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MISC. NOTES:

TUESDAY

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6:00
7:00
8:00
9:00

TOP PRIORITIES:

TO DO:

DAILY TASKS:

- [ ]
- [ ]
- [ ]

MISC. NOTES:

FRIDAY

TODAY'S DATE: _____

INTENTION OF THE DAY:

WORKOUT OF THE DAY:

SELF-CARE OF THE DAY:

TODAY'S SCHEDULE

5:00
6:00
7:00
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00

TOP PRIORITIES:

TO DO:

DAILY TASKS:

- [ ]
- [ ]
- [ ]

MISC. NOTES:

SATURDAY

TODAY'S DATE: _____

INTENTION OF THE DAY:

WORKOUT OF THE DAY:

SELF-CARE OF THE DAY:

TODAY'S SCHEDULE

5:00
6:00
7:00
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00

TOP PRIORITIES:

TO DO:

DAILY TASKS:

- [ ]
- [ ]
- [ ]

MISC. NOTES:

SUNDAY

TODAY'S DATE: _____

INTENTION OF THE DAY:

WORKOUT OF THE DAY:

SELF-CARE OF THE DAY:

TODAY'S SCHEDULE

5:00
6:00
7:00
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00

TOP PRIORITIES:

TO DO:

DAILY TASKS:

- [ ]
- [ ]
- [ ]

MISC. NOTES: