



Blank white space for writing.



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FAQs



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FAQs

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FAQs



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FAQs



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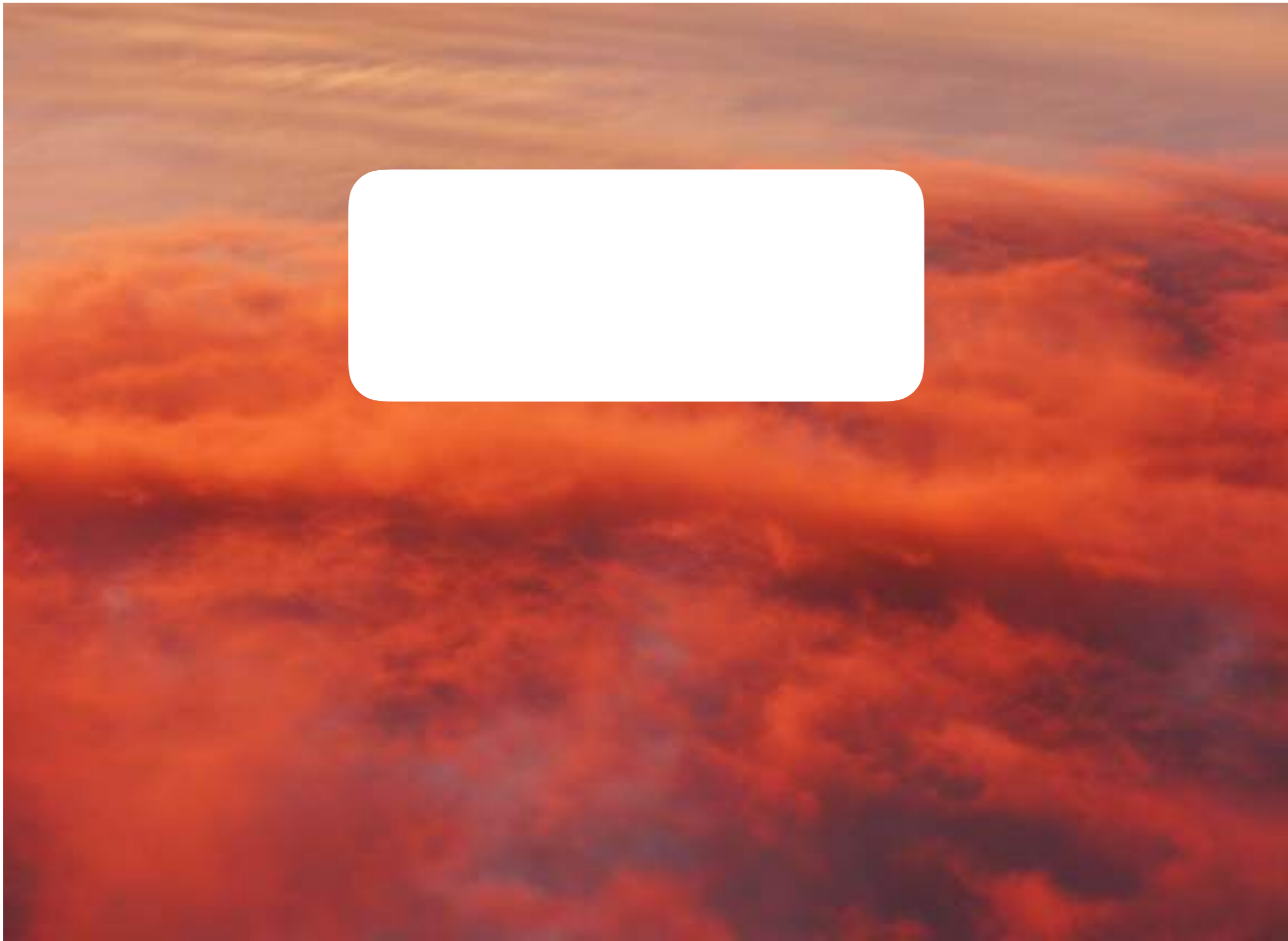


FAQs

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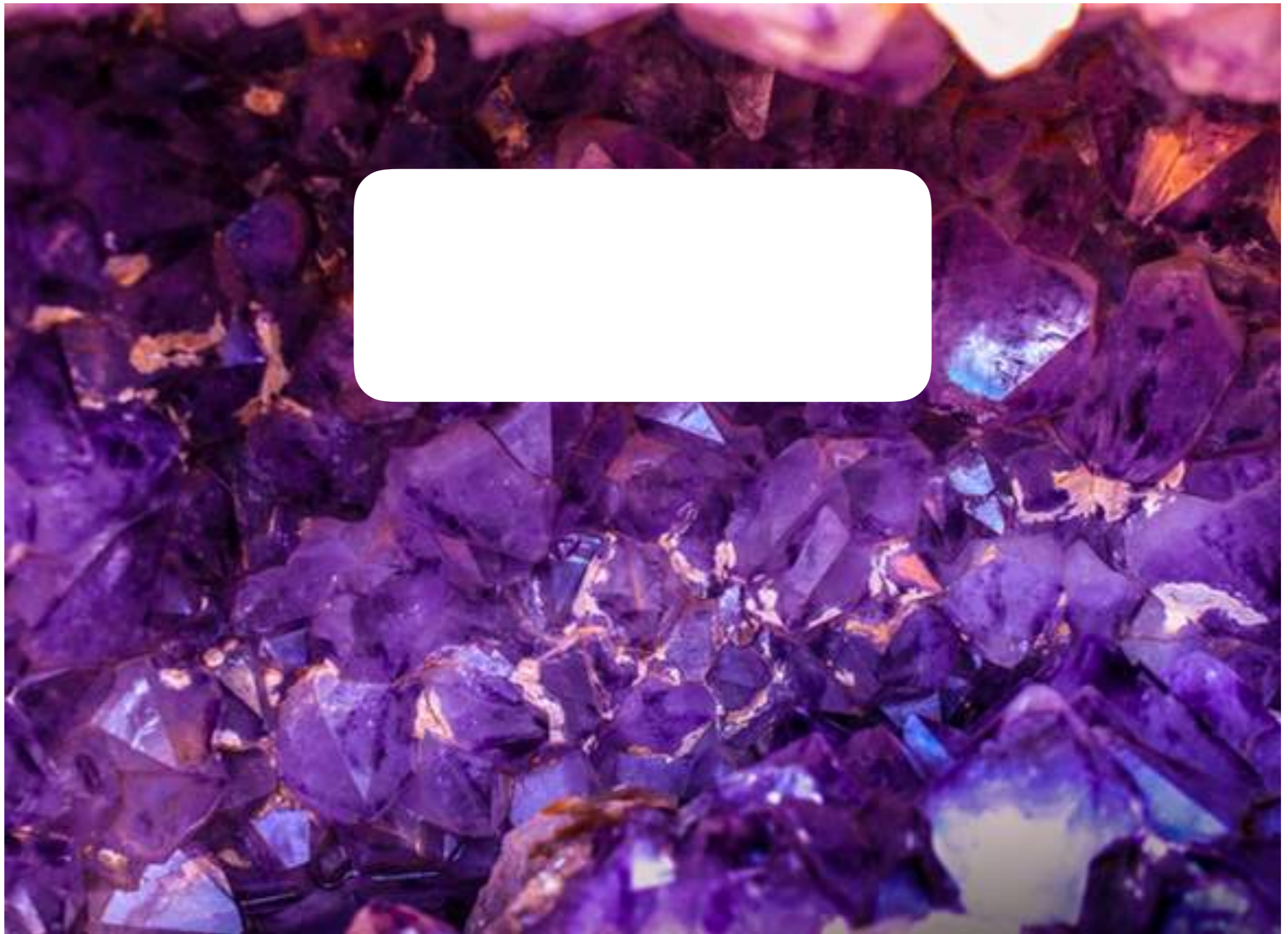


FAQs

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FAQs

IF YOU ARE A STUDENT:

As a student, how can I use this notebook?

If your instructor allows digital devices in the classroom, you can use it to take notes in class. You can also use it while working on homework. But, if your notes have to be turned in to your instructor, shared with your peers, or submitted as part of an assignment, using this notebook would not work.

Will I be able to turn in this notebook to my instructor?

You can ask your instructor, but probably not. You should not use this notebook to complete class assignments unless you've received permission from your instructor. While you could copy and paste anything you typed in here to another app like Google Docs or Evernote, the work involved in transferring over this information probably wouldn't be worth the effort. You can export the pages in your notebook as PDFs, but you'd have to export them one-by-one (or the whole notebook at once). Again, I wouldn't recommend relying on this method. Instead, use a paper notebook or Google Docs for notes you might need to turn in to your peers/instructor, and this notebook for notes that are for your own personal use.

Will I have enough space in this notebook for a whole semester of notes?

You can add as many pages as you want to the notebook using the steps listed on the next page. However, if the device you are using for this notebook doesn't have enough space, eventually you won't be able to add any more to the notebook. I also suggest backing up the notebook to an iCloud service, in case something happens to your device. You can also auto-backup your notebook by going to Options -> Settings -> Automatic Backup. Here's a tip: To save space on your device, do not add any large images into your notebook (I'm talking about byte size (KB vs. MB vs. GB), not how large it appears in the notebook).

Can I add names to the tabs at the bottom of each page?

Yes, but you'd have to add the names to each tab every time you add a new page. You can find videos showing how to do this on YouTube. I suggest adding bookmarks to your GoodNotes notebook instead. Just go to the first page of each section, tap the plus sign at the top left of the GoodNotes toolbar (it's surrounded by a circle), and tap "Bookmark." You can label each section in this way (and any other pages, as well).

Can I use this notebook again next semester?

Yes. You can go to my website and download a new notebook every semester and start fresh. In case this notebook isn't available online in the future, though, I suggest downloading the notebook twice right now. Use one this semester, and then just duplicate the blank one each time a new semester begins.



FOR ALL USERS:

How do I add more note pages to each section of the notebook?

Here are the steps if you are using GoodNotes. Other PDF annotation apps should have similar processes. Look for tutorials on YouTube. My [blog post](#) about my digital planner includes images for the steps below. For more tips on how to use GoodNotes, go to YouTube and search for video tutorials.

Step 1: Click the four-box icon at the top left of the screen (once your notebook PDF is open in the app), then click Edit.

Step 2: In the thumbnails, click the notebook page that appears directly after this FAQs page. This is the blank page template and should never be moved, written on, or deleted. You'll use this same page every time you need to add more pages to a section of your notebook. An orange border will appear around its edges once you've selected it.

Step 3: Clip Copy, then Done.

Step 4: Click the plus sign at the top left of the thumbnail screen. In the thumbnails, go to where you want to add the blank page and click the plus sign that appears between the two slides where you want to place it. Click Paste Copied Pages.

Step 5: Keep adding pages as many times as you want/need. You can always add more later following these same steps. Once you've added what you want, click Done.

I'm trying to use the pencil/highlighter tool with my finger tip and it's not working. What's wrong?

First, make sure the pencil or highlighter tool is on, rather than the reader view (the circle with a diagonal line through a pen).

Second, make sure the palm rejection setting is on low or medium (Options -> Settings -> Palm Rejection). If these steps don't work, go to the GoodNotes support [website](#).

Where should I go to learn more about how to use this notebook?

I have a [blog post](#) with some GoodNotes tutorials, but your best bet is searching for tips on YouTube. If you're using a different PDF annotation app, check their website and YouTube for tutorials.



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FAQs



Notebook Creator: Erika Romero
www.chyalitphantom.com

