

Setting up your planner on iPad

The ADHD Teacup digital planner. Quick and easy.



1 Open your download link in Safari

The link is in your order email.

2 Tap Download

The planner arrives as a zip file.

3 Open the Files app

Look in the Downloads folder.

4 Tap the zip to unzip it

A new folder appears with Calm, Dark and Ink saver PDFs plus HOW-TO-IMPORT.txt. Pick one, or import them all.

5 Open GoodNotes, tap + then Import

Any notes app with an import option works.

6 Pick the PDF

It opens as a new notebook.

7 Tap the tabs to jump around

Every page has tabs on the right and a Back to index button.

Tip: links need a tap, not the pen

Turn pen mode off (read only mode) or pick the hand tool, then tap a tab or box to follow the link. Keep a clean copy of the PDF so a fresh planner is always ready.

Notability and Android apps work too

Notability: tap Import, then choose the PDF. On Android tablets, Samsung Notes, Xodo and Noteshelf all open it. Full steps for each app are in HOW-TO-IMPORT.txt inside your download.