





# THANK YOU FOR YOUR download

To access your new **Personal Diary**, simply click <u>here</u>.

# HOW TO DUPLICATE

#### **Step 1: Open Your Template Link**

After your purchase, you will receive an email containing a link to access your Notion template. Click on this link to open the template in your web browser.

#### Step 2: Sign in to Notion

You will need to sign in to your Notion account to access the template. If you do not have a Notion account, you can create one for free on the Notion website.

# **Step 3: Duplicate the Template**

Once you're signed in and the template is open, go to the upperright corner of the screen. You will see a button labeled "Duplicate". Click on this button.

### **Step 4: Select Workspace**

A pop-up window will appear asking you to select the workspace where you want the template to be duplicated. Choose the desired workspace and click on "Duplicate".

## **Step 5: Start Using Your Template**

After duplication, the template will appear in the selected workspace. You can start editing and customizing the template according to your needs.

#### **Troubleshooting**

If you encounter any issues while duplicating the template, please check the following:

- Make sure you are logged in to your Notion account.
- Ensure you have sufficient permissions in the workspace where you're trying to duplicate the template. If not, you might need to create a new workspace or adjust your permissions.