

How to use a Windows 10 tablet/PC for your ukulele music

These instructions assume that you have:

- a) A Windows 10 tablet/PC with a screen size preferably 10” or greater
- b) A solid/stable Wi-Fi connection to the Internet (**N.B. Only required while installing apps and downloading PDFs from Dropbox**)
- c) A credit or debit card
- d) An hour (or so) to set up your Windows 10 ukulele music system

1. Start up your tablet and make sure that you have a solid/stable Wi-Fi connection
2. Purchase and install an app (application) called **MobileSheets**  from the Microsoft Store



3. Search the store for **MobileSheets**.

4. Install the **MobileSheets** app 
5. Now you need another app called **Dropbox**. **Dropbox** is free to install

6. Search the store for **Dropbox**

7. Install the **Dropbox** app 

8. Tap the **Dropbox** icon  and set up your **Dropbox** account (first name, last name, email address and password are all the details they require)

9. Next, email Dave Thacker and ask for an invitation to link to the shared **Dropbox** folder

10. Open Dave’s email on your tablet, tap the link and open it in your tablet’s Internet browser

11. Tap the Download button and select the menu option “Add to my **Dropbox**”

12. You may decide that you want to batch import (recommended for your first import). Open

MobileSheets  and follow the “**How to batch import songs sheets from Dropbox**” instructions

13. If you want to import single song sheets from **Dropbox** follow the “**How to import song sheet(s) from Dropbox**” instructions

14. You are now “good to go” 😊

How to import song sheet(s) from Dropbox

1. Tap **IMPORT** on the top line of the screen
2. Tap the **Dropbox** icon  on the pop-up menu
3. Tap on the folder icon to open “Ukulele Songs”
4. Tap the folder icon that contains the song(s) you want to import
5. Select the song(s) from the list
6. Tap **OK**
7. The Import Settings screen will appear
8. At the bottom of the Import Settings screen tap **OK** to confirm the import
9. Tap **OK** on the Import Results screen

How to batch import songs sheets from Dropbox

1. If you need to import a large number of songs at once, then batch importing is definitely the way to go.
2. Tap **IMPORT** on the top line of the screen
3. Tap **Batch Import** on the pop-up menu
4. The first thing you need to do is select a folder(s) to import your songs from
5. Tap the folder icon  at the top left
6. Tap on **Dropbox**
7. Tap the “Ukulele Songs” folder
8. Select the folder(s) you want to batch import
9. Tap **OK**
10. At the top of the screen tap **START**
11. Tap **OK** on the Import Results screen

How to import a single song sheet (PDF) link in a website link (Using the Edge Browser)

1. Tap on the song title link on a website
2. The song will start to download
3. Open **MobileSheets** 
4. Tap **IMPORT** on the top line of the screen
5. Tap **Local File**
6. Select **Downloads** folder
7. Select the Song you downloaded
8. Tap on **Open**
9. Tap on **OK** at the bottom of the popup window

How to import a song sheet from an email attachment (Using the Edge Browser)

1. Select the email that has the song sheet (pdf) as an attachment
2. Tap on the attachment or link in the email
3. When the Song opens in the Edge browser, tap on the body of the song
4. From the menu at the top of the song, tap on the **Save** icon
5. Save the song to the **Downloads** folder
6. Open **MobileSheets** 
7. Tap **IMPORT** on the top line of the screen
8. Tap **Local File**
9. Select **Downloads** folder
10. Select the Song you downloaded
11. Tap on **Open**
12. Tap on **OK** at the bottom of the popup window

How to keep your songs and songbooks up-to-date

Keeping your songs and songbooks up to date would seem to be good practice. However, at ukulele club evenings it is apparent that some people do not regularly download new songs or revisions to previously issued songs. For example, there have been instances where people are still using a draft copy of a song on their iPad long after the song has been formally issued.

Another habit to avoid is the tendency to keep previously issued versions of songs, so you might have kept the original version of a song together with the second version (V2) and, perhaps, even the third version (V3), even though a fourth version (V4) has been issued.

Newly issued versions of songs are always stored initially in the following Dropbox folder:

- Ukulele Songs > Put New Songs In Here > "appropriate ukulele club".

They are usually kept in this folder for a few weeks, after which they are moved to the folder associated with a ukulele club, e.g. Uke G-String Songs.

You are recommended to check Dropbox for new songs or revised versions of previously issued songs on a regular basis, as follows:

- Weekly - for members of the Churchdown and ChUG ukulele clubs, as these clubs meet weekly.

Every two weeks - for members of the Gloucester Strings and Stroud ukulele clubs, as these clubs meet fortnightly.

Link to MobileSheets website www.zubersoft.com/mobilesheets

Link to MobileSheetsPro manual (PDF) www.zubersoft.com/mobilesheets/MobileSheetsPro.pdf

Link to Cheltenham Ukulele Group (ChUG) website www.cheltuke.co.uk

Link to Churchdown Ukulele Club website churchdownukes.simdif.com/

Link to Gloucester Strings website www.glosukeclub.org.uk

Link to UkeStroud website www.ukestroud.co.uk

N.B All songs in any linked Dropbox are for education, research and personal use only