

# Using OnSong on an iPad for your ukulele songs

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## About these instructions

They describe how to use the OnSong app to display and organise your ukulele songs. In particular, you will learn how to:

- ❖ Import a song from a web site into OnSong,
- ❖ Import a song from an email attachment into OnSong,
- ❖ Import one or more songs from our shared Dropbox folder "Ukulele Songs" into OnSong.

## Assumptions

These instructions assume that you have an Apple iPad and a basic understanding of how to use the device.

It is assumed that the following software versions are being used on your iPad:

- ❖ Operating system: This should be iOS 14 (or preferably iOS 14.4, which at the time of writing is the latest version),
- ❖ OnSong (FOC, Lifetime or Subscription version)

## What do I need?

To carry out the procedures described in this document, you will need the following:

- ❖ Access to a solid/stable Wi-Fi connection to the Internet.

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**NOTE:** Access is required only when installing apps or downloading song files from our shared Dropbox folder or a web site.

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- ❖ An Apple ID for an account that lets you access Apple services, such as the iTunes Store and the App Store. You must also have registered your credit or debit card details if you intend to install an app that is not free to install.

## Before you start

Before you start you must have installed the following apps onto your iPad. These are obtained from the Apple App Store.

- ❖ **Dropbox** (free to install).

For a description of how to download and install this app, see **Step 1 – Installing the Dropbox app**.

- ❖ **OnSong** (FOC, Lifetime or Subscription version)

For a description of how to download and install this app, see **Step 2 – Installing the OnSong app**.

## Keeping your OnSong songs and songbooks up-to-date

Keeping the songs and songbooks in OnSong 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 in OnSong long after the song has been formally issued.

There is also a tendency by some people to keep previously issued versions of songs in OnSong rather than deleting them. For example, 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. UkeChelt Songs.

## Regularly check Dropbox for new and revised songs

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

- ❖ **Weekly** – for members of the Churchdown and Cheltenham 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.

## Regularly delete out-of-date songs from OnSong

You are also strongly recommended to regularly delete out-of-date songs from OnSong. Keeping them only causes confusion and also takes up valuable memory space on your iPad.

## Access Dropbox from within OnSong

For users of OnSong, you are recommended to always access our shared "Ukulele Songs" Dropbox folder and song files from within OnSong. How to do this is described in **Step 3 – Bringing songs into OnSong**. When you use this method, there is no risk of you deleting song files from Dropbox.

### Step 1 Installing the Dropbox app

Dropbox is a cloud-based storage system that many of us ukulele players use to share and safely store songs. The good news is that the Dropbox app for your iPad is free of charge, as long as you don't try to exceed the 2GB storage limit.

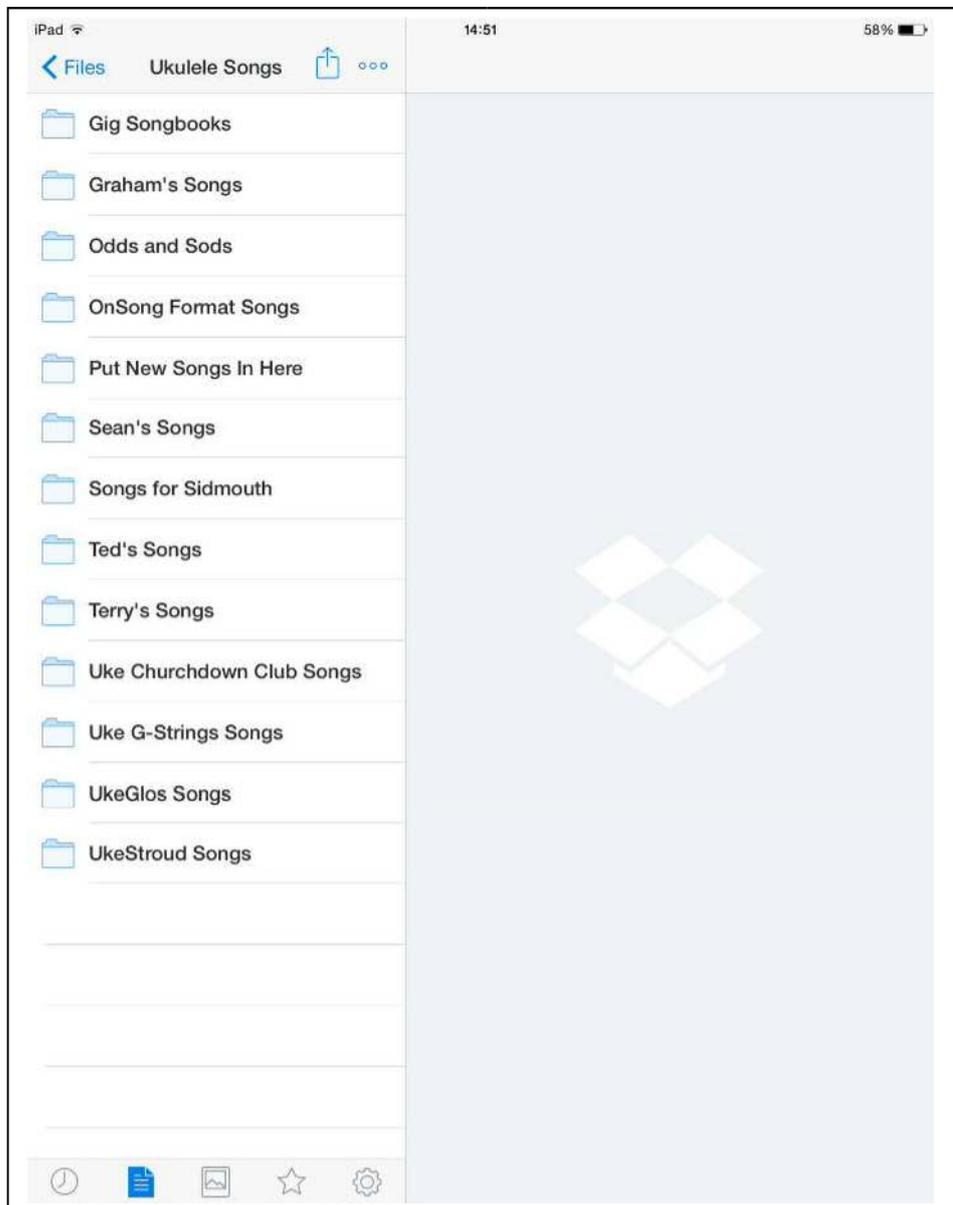
Dave Thacker has created a folder in his Dropbox account that contains most of the songs we play at the four local ukulele clubs. In particular, it contains the following songs:

- ❖ All of the Gloucester Strings Ukulele Club songs,
- ❖ All of the Cheltenham Ukulele Group songs
- ❖ Most of the UkeStroud club songs,
- ❖ Most of the Churchdown Ukulele club songs,
- ❖ Gig songbooks,
- ❖ Song collections provided by individual members of clubs.

Most of the songs are in PDF format – these can be read from many iPad apps, including OnSong. A considerable number of songs are also available in OnSong format, which has some advantages.

Access to this shared Dropbox folder is by invitation only. After you have installed the Dropbox app on your iPad you must email Dave. He will then send you an invitation. Once you receive and accept the invitation you can see the song files stored in the "Ukulele Songs" folder and in all the associated sub-folders.

1. Tap the App Store icon.
2. In the search box at the top right of the screen, type "Dropbox". The Dropbox app is displayed.
3. Tap Free and follow the onscreen instructions to install the app. You will need to set up a Dropbox account (first name, last name, email address and password are all the details they require).
4. Next, email Dave Thacker and ask for an invitation to link to the shared Dropbox folder.
5. Open Dave's email on your iPad, tap the link and open it in Safari (your iPad's Internet browser). Tap the Download button and select the menu option "Add to my Dropbox" . You should now have access to the folder "Ukulele Songs" and all of the associated sub-folders shown in the figure on the next page.



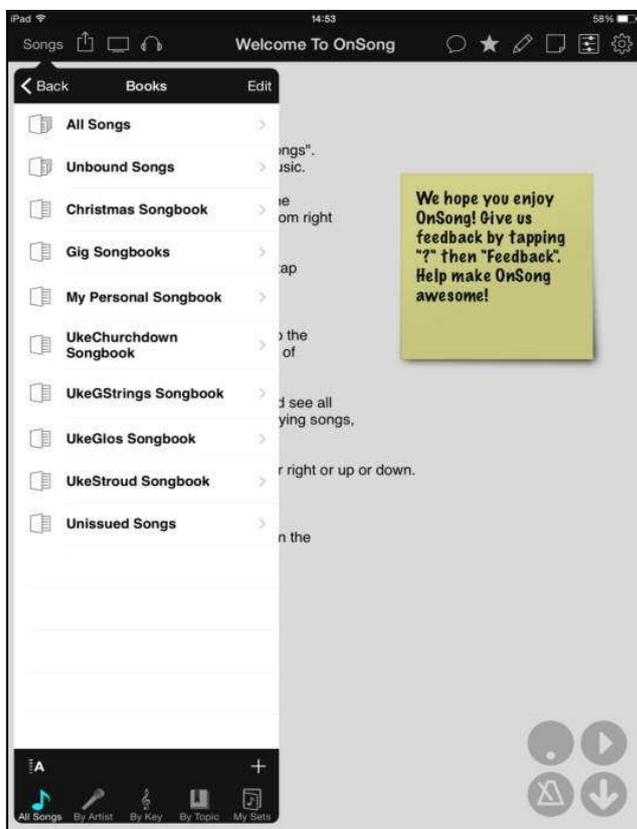
6. From the Dropbox app you can open any of the folders and access the songs stored in them. But, to do this, you will ALWAYS need access to a solid/stable Wi-Fi connection to the Internet. This is obviously inconvenient and impractical. So what is the answer?

It's very simple. In order to access your songs at any time without the need for a Wi-Fi connection, import the songs in the OnSong app.

## Step 2 Installing the OnSong app

On the iPad, OnSong is the app most of us use to view and manage the many songs we have accumulated during our years of playing the ukulele. After you have stored electronic versions of your songs you can, if you so wish, throw away your paper copies.

1. Tap the App Store icon.
2. In the search box at the top right of the screen, type "OnSong". (FOC, Lifetime or Subscription version) and follow the onscreen instructions to install the app. You will need to enter your Apple ID.
3. After OnSong is installed and you've opened it for the first time, the screen will look similar to that shown in the figure below, except that the Books menu will show only All Songs and Unbound Songs and not the songbooks.

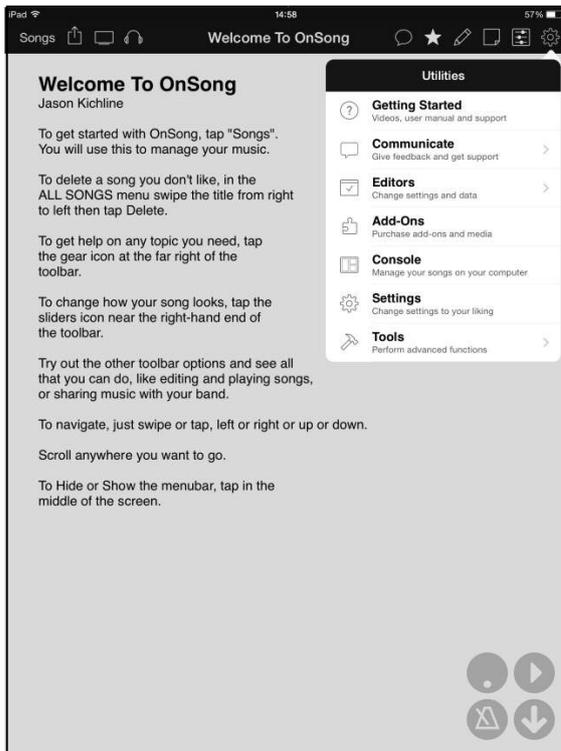


4. You can now start bringing songs into OnSong as described in **Step 3 – Bringing songs into OnSong.**

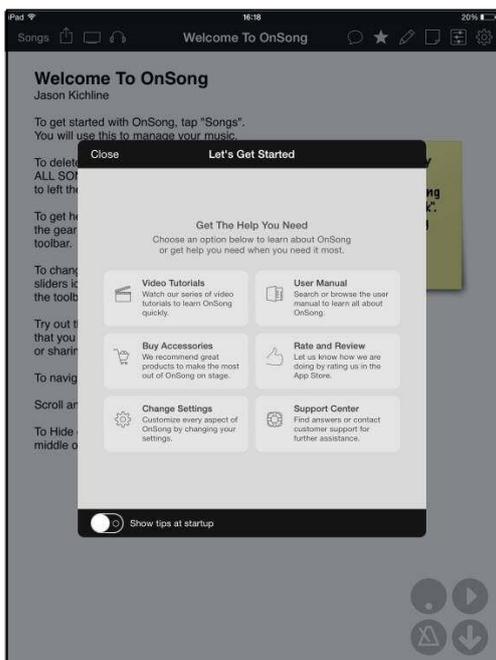
# Getting Help

After OnSong is installed and you've opened it for the first time, you might like to know how to get help.

1. At the far-right of the menu bar, tap the gear symbol. The Utilities menu is displayed, as shown below.



2. In the Utilities menu, tap Getting Started. You now have access to OnSong Help. This provides a list of options for finding help, as shown below.



## Step 3 Bringing songs into OnSong

This section describes three ways of bringing songs into OnSong.

### Importing a song from a web site into OnSong

This topic describes how to import a song from a web site into OnSong.

Let's use the Cheltenham Ukulele Club web site. We'll import a song from the Song Sheets web page into OnSong.

1. Tap the Safari app icon. If you have Cheltenham Ukulele Club web site bookmarked, open it. Otherwise, type the URL [www.cheltuke.co.uk](http://www.cheltuke.co.uk) into the search box at the top of the page then tap Go on the keyboard.
2. On the Cheltenham Ukulele Club web site, tap Songs then ChUG Song Sheets
3. For this example, we'll copy the song "Delilah" into OnSong. Tap it to open it.
4. Tap on the song title link in an email or on a website.  
The song will download and open. Tap 
5. At the top left-hand corner of the page, you will briefly see "More..." displayed.  
Tap "More..."
6. You now have the choice of importing the song into a number of apps.
7. Tap the "Import with OnSong" icon.
8. OnSong opens and shows the message "Import File?"  
Tap "Yes".
9. The song is displayed and has been imported into OnSong.

### Importing a song from an email attachment into OnSong

This topic describes how to import a single song from an email attachment into OnSong.

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**NOTE:** You can only import one song at a time by this method.

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Let's assume you have received an email with two songs attached that you want to save, both songs in PDF format. Let's also assume the following:

- ❖ One file in the email is shown as a PDF attachment, i.e. you cannot see the words of the song, only the file name.
- ❖ The other file in the email is permanently open, i.e. as you read the email you can also read the words of the song.

## Import a song sheet from a link in an email

1. Tap on the song title link in an email or on a website.  
The song will download and open. Tap 
2. At the top left-hand corner of the page, you will briefly see “More...” displayed.
3. Tap “More...”.  
You now have the choice of importing the song into a number of apps.
4. Tap the “Import with OnSong” icon.  
OnSong opens and shows the message “Import File?”
5. Tap “Yes”.  
The song is displayed and has been imported into OnSong.

## Importing an email attachment into OnSong.

1. In the email, tap the PDF icon of the song to open it.
2. Tap   
You now have the choice of opening this song in a number of apps.
3. Tap the Open in OnSong icon.  
OnSong opens and shows the message "Import File?".
4. Tap Yes. The song is now displayed and has been imported into OnSong.

## Importing an open song into OnSong.

1. In the email, briefly hold your finger anywhere on the displayed song.
2. Tap   
You now have the choice of opening this song in a number of apps.
3. Tap the Open in OnSong icon.  
OnSong opens and shows the message "Import File?".
4. Tap Yes. The song is now displayed and has been imported into OnSong.

## Importing songs from our shared Dropbox folder into OnSong

This topic describes how to import one or more songs into OnSong from our shared Dropbox folder "Ukulele Songs". Since you are recommended to check for new songs or revised versions of previously issued songs on a regular basis, let's import songs from the folder "Put New Songs In Here". This is the folder in which all new songs are stored for a few weeks and which you should check every week or two.

1. Tap the OnSong app icon to open OnSong.
2. At the top left of the Menu Bar, tap the Songs button.
3. On the Songs Menu, tap the Books button. Now tap All Songs.
4. At the bottom of the All Songs menu, tap the + (add) button.

The Add Songs menu is displayed.

5. In the Import section, tap Dropbox.

Our shared Ukulele Songs folder is displayed.

6. Tap the Ukulele Songs folder.

You can now open any of the folders shown. In this example, we'll import some the songs from the Put New Songs In Here folder.

7. Tap the Put New Songs In Here folder.
8. Now tap the New UkeChelt Songs folder.

You now have the option of importing only one song, more than one song, or all of the songs shown into OnSong.

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**NOTE:** During the tutorial evening, do **NOT** try importing ALL of the songs as this will take too much time. Only do this at home when you have plenty of free time.

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**To import one song only:** Tap the song. A tick is displayed.

**To import more than one song:** Tap each song in turn. A tick is displayed alongside each song you select.

**To import all songs:** Tap the Select All button. A tick is displayed alongside every song.

Now tap the Import button. You might get a message asking if you want to update existing songs. If so, tap Continue.

9. When importing the song(s) is finished, the All Songs menu is displayed.