Downloading Songs from the UOK Website

The following steps have been tested multiple times and have been proven to work when uploading songs from the Website to your device.

For iPad

- a) On the Welcome page, click on **Our Music** in the top menu. From there, select the page that contains the song you want.
- b) Click on the song you want to download.
- c) Click on the upload symbol $\hat{\square}$ in the upper right corner of the page.
- d) Scroll to the left from the symbol for AirDrop and find the symbol for <u>SongbookPro</u>.
- e) If you don't see it, click on the three dots at the end of the row. Scroll down to find <u>SongbookPro</u>.
- f) Click on the SongbookPro symbol and upload the song.

For Computer or MacBook

- a) On the Welcome page, click on Our Music in the top menu. From there you can select whichever page contains the songs relevant to your search.
- b) Click on the song you want to download and move the cursor to the bottom of screen.
- c) Several icons will appear: ⊕⊖
- d) Click on the 🕑 icon to download the song. In some situations, that icon can be greyed out (not live). If that's the case go to the top right corner of the page and click on 上 to begin your download.
- e) Go to the Downloads folder on your computer, tablet or phone and select the song you just downloaded. You can then save it to your desktop or other file folder where you'd like to store it.

* NOTES:

- > ALWAYS CLEAR THE HISTORY/CACHE ON YOUR DEVICE BEFORE ACCESSING THE UOK WEBSITE.
- PLEASE DOWNLOAD SONGS TO <u>SONGBOOKPRO</u> ON YOUR DEVICE <u>BEFORE</u> GROUP GET TOGETHERS. DEPENDING ON <u>AIRDROP</u> AT OUR CIRCLES IS TIME CONSUMING AND UNNECESSARY, TAKING TIME AWAY FROM OUR PLAYING AND SINGING TIME.