



MobileSheets

Quick Guide for Common Actions

Revision 3 for MobileSheets v3.6.2

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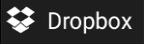
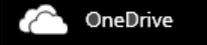
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INTRODUCTION

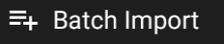
This guide is designed to provide step-by-step instructions for some of the most common tasks in MobileSheets, such as importing new files, annotating songs and organizing a library. If you are unable to find the content you need in this guide, please refer to the full manual at <http://www.zubersoft.com/mobilesheets/MobileSheetsPro.pdf>.

IMPORTING FILES AND CREATING SONGS

The fastest way to import files is as follows:

- 1) Tap the  action at the top of the library screen
- 2) Select  Local File from the dropdown menu to import a file off the tablet storage,  Dropbox if importing off Dropbox,  Google Drive if importing off Google Drive, or  OneDrive if importing off OneDrive.
- 3) Locate the folder containing the files to import
- 4) Tap each file that a new song should be created from, then tap OK at the bottom of the screen
- 5) Add any desired metadata to the song on the Import Settings dialog (tap and use the virtual keyboard to type) and tap OK
- 6) All created songs will show up on the Songs tab of the library screen.

BATCH IMPORTING ALL FILES IN A FOLDER

- 1) Tap the  action at the top of the library screen
- 2) Select  Batch Import to be taken to the batch import screen.
- 3) Tap  to select the folder to import from. If importing from a cloud source, tap the  icon at the top right corner of the file browser and then pick the type (Dropbox/Google Drive/OneDrive). Tap OK once you have found the correct folder.
- 4) Enter a file filter if only one type of file should be imported, such as *.pdf
- 5) Enter any metadata desired for the song, such as composers or keys.
- 6) Tap start at the top right of the screen to begin importing all of the files
- 7) After the import completes, close the results dialog and you can view all of the created songs on the Songs tab of the library screen.

CREATING A SETLIST

- 1) Tap the **Setlists** tab at the top of the library screen.
- 2) Tap the **+ NEW** action at the top right corner of the screen.
- 3) Enter a name for the setlist
- 4) Once you are in the setlist editor, tap songs in the right list to add them to the end of the setlist. Drag songs to put them in a specific position. Reorder songs in the setlist by dragging the  boxes up or down. Remove a song from the setlist by tapping the  icon.
- 5) Tap the tablet back button when you are done making changes
- 6) To load the new setlist, tap its name on the setlists tab, then tap "Load All". To begin viewing a specific song in the setlist, tap that song's name.

EDITING A SETLIST

- 1) Long press the setlist on the Setlists tab
- 2) Tap the  **EDIT** action at the top of the screen

RENAMING A SETLIST

- 1) Long press the setlist on the Setlists tab
- 2) Tap the overflow menu  at the top right corner of the screen
- 3) Tap the **Rename** menu item

EDITING SONGS

- 1) Long press the song entry on the library screen to start selection mode (checkboxes will appear)
- 2) Tap the  **EDIT SONG** action at the top of the screen.
- 3) Modify metadata on the Fields tab
- 4) Add/remove files, crop, rotate pages and change the page order on the Files tab
- 5) Add audio files on the Audio tab
- 6) Add MIDI commands on the MIDI tab

BATCH EDITING

- 1) To edit multiple songs at once, first long press a song entry on the library screen to start selection mode (checkboxes will appear) and tap each song to edit
- 2) Tap the  **EDIT** action at the top of the screen.
- 3) Modify the metadata for all songs as desired. Note that only fields with checkboxes next to them will be modified.
- 4) Tap OK to save the changes.

ADDING AUDIO FOR SONGS

- 1) Go to the Audio Tab of the song editor
- 2) Tap the  icon to browse for a file
- 3) Once one or more audio files have been added, tap the OK button at the top right corner of the song editor to save the changes
- 4) Load the song by tapping it
- 5) Tap the center of the screen to bring up the overlay, and the audio player should be shown (tap the play button in the overlay to toggle it)
- 6) Tap the play button in the audio player to start audio playback

DELETING SONGS AND GROUPS

DELETE A SONG

- 1) Long press the song on the library screen to start selection mode (checkboxes will appear)
- 2) Select the  **DELETE SONG** action at the top of the screen
- 3) You will be prompted to confirm the deletion.

DELETE A GROUP (SETLIST, COLLECTION, KEY, ETC)

- 1) Long press the group on its tab to start selection mode (checkboxes will appear)
- 2) Select the  **DELETE** action at the top of the screen
- 3) You will be prompted to confirm the deletion.

PRINTING SONGS OR SETLISTS

- 1) To print one or more songs or setlists, long press a song or setlist to start selection mode (checkboxes will appear), then tap each song or setlist to print
- 2) Tap the overflow menu  at the top right corner of the screen
- 3) Tap the  Print option in the menu
- 4) Configure the print parameters and then send the print job. Note: you must have a printer service installed to send the print job to a cloud or network printer.

SHARING SONGS OR SETLISTS

SHARING SONGS

- 1) Long press the song on the library screen to start selection mode (checkboxes will appear) and tap each song to share
- 2) Select the  SHARE action at the top of the screen
- 3) To share one file containing all songs with another MobileSheets user, tap “Share as .msf”. To share only the files used by the song, select “Share files”.
- 4) Select the application to use for sharing the file
- 5) Tap OK to accept the file sharing options dialog after deciding what properties to share.

SHARING SETLISTS

- 1) Long press the setlist on the library screen to start selection mode (checkboxes will appear) and tap each setlist to share
- 2) Select the  SHARE action at the top of the screen
- 3) To share one file containing all setlists and their songs with another MobileSheets user, tap “Share songs and files”. To share only the files used by the songs in the setlists, select “Share files”. To share a setlist with another MobileSheets user (who has the same songs in their library), select “Share song list”.
- 4) Select the application to use for sharing the file
- 5) If “Share song list” is selected, enter the name of the file that will be created and shared. If one of the other options is selected, tap OK to accept the file sharing options dialog after deciding what properties to share.

GENERATE A LIST OF SONGS

- 1) Long press the setlist on the library screen to start selection mode (checkboxes will appear) and tap each setlist to share
- 2) Tap the overflow menu  at the top right corner of the screen
- 3) Tap "Generate Song List"
- 4) Select the application that will receive the list of songs

ANNOTATING SONGS

- 1) Load the song and turn to the page to annotate
- 2) Enter the annotation editor by tapping the  icon at the top left corner of the song overlay or by using a three-finger tap
- 3) Switch between tools at the top of the screen. For drawing tools, drag your finger across the score to create the annotation. Change properties of the various tools in their settings windows.
- 4) Tap the save option at the top right of the screen to save the changes. Tap the arrows at the top right to change pages.

CREATING NOTES

- 1) Load a song and tap the center of the screen to bring up the overlay
- 2) Tap the  icon to bring up the notes dialog
- 3) Tap the center of the dialog and enter notes to display into the edit control
- 4) Tap the checkbox at the top of the dialog if the notes should be shown when the song is loaded

CONFIGURING AND EDITING TEXT OR CHORD PRO FILES

- 1) Import a text or chord pro file and load the new song
- 2) Tap the center of the screen to bring up the overlay
- 3) Tap the  icon at the top right corner of the overlay

- 4) To change the display settings for the chord pro file, tap the

Text Display Settings option.

- 5) To edit the file, tap the **Edit File** option

TRANSPOSING

- 1) Load a text or chord pro file
- 2) Tap the center of the screen to bring up the overlay
- 3) Tap the  icon at the top right corner of the overlay
- 4) Tap the arrows to change the key of the songs

USING COLLECTIONS TO FILTER SONGS

- 1) Go to the collections tab, create a new collection, and assign songs to it
- 2) Return to the library screen by tapping the hardware back button, and go to the Songs tab
- 3) At the left side of the filter bar, tap the dropdown next to "Collection:"
- 4) Select one or more collections to filter on. Only songs belonging to the collections will be shown if the mode is set to "Include".
- 5) Use collections in this way to filter songs based upon different bands you play in or other criteria

BREAKING UP LARGE PDFS

USING A CSV FILE

- 1) Create a CSV file containing the fields you want to populate from the associated PDF. Note that the CSV file must have the same name as the PDF except for the file extension. Details for creating a CSV can be found in the full manual.
- 2) Tap  **IMPORT** at the top of the library screen
- 3) Tap the  **CSV or PDF Bookmarks** option from the dropdown menu
- 4) Select the .csv file to use that is in the same directory as the PDF
- 5) Tap each song in the window that you want to create. Note: You cannot update existing songs by reimporting

USING PDF BOOKMARKS

- 1) Tap  at the top of the library screen
- 2) Tap the  option from the dropdown menu
- 3) Select the .pdf file
- 4) Every bookmark in the PDF will be displayed in the window. Tap each song to create.

USING THE CREATE SNIPPET FEATURE

- 1) Import the large PDF and create a single song from it.
- 2) Tap the song to load it. Make a note of what pages you want to use for the new song.
- 3) Tap the center of the screen to bring up the song overlay
- 4) Tap the  icon at the bottom left corner of the overlay to bring up a menu, and tap 
- 5) Enter the name for the new song
- 6) Tap the Pages field and select what pages to use from the current song as the basis for the new song.
- 7) Check the desired options and tap OK to create the new song.
- 8) Repeat steps 4 through 7 for every song to create from the same PDF.

USING THE SONG EDITOR

- 1) Import the large PDF and create a single song from it.
- 2) Long press the song on the library screen to select it and tap the  action at the top of the screen
- 3) Provide the song with a new name
- 4) Go to the Files tab and tap the Page Order field. Enter a page order that includes all of the pages you want to use for the new song.
- 5) Tap OK to create the song that shares the same PDF file.
- 6) Repeat steps #2 through #5 for each song

CONNECTING DEVICES AND SYNCHRONIZING PAGE TURNS

- 1) Tap the overflow menu  at the top right corner of the screen and select  on each device that will be synchronized
- 2) Select WiFi or Bluetooth from the “Connect Using” dropdown.
- 3) On the primary device that will control the connected follower devices, tap the  button
- 4) Enter a name for the new group and select the appropriate settings
- 5) On each follower device, tap on the new group in the list to select it and tap the  button
- 6) Load a song or setlist on the primary device, and then turn pages. Depending upon the selected settings, the song or setlist will be shown on all follower devices, and page turns will be synchronized.

CONNECTING AND USING A PEDAL

- 1) If using a Bluetooth pedal, first pair the pedal with the device. If using a USB pedal, connect the pedal to the tablet
- 2) In MobileSheets, tap the overflow menu  at the top right corner of the screen and select 
- 3) Tap on  on the left side of the screen
- 4) Tap “Pedal Actions” on the right side of the screen
- 5) Tap the  button
- 6) Tap the  button
- 7) Press the pedal you want to assign an action to
- 8) Tap OK after a new key shows up in the Keys field
- 9) Tap the action to use for the pedal from the list shown
- 10) Repeat steps #5 through #9 for the other pedals as needed

ENABLING THE VIRTUAL KEYBOARD WITH A PEDAL CONNECTED

- 1) Go to the tablet settings
- 2) Tap on Languages & Input

- 3) Tap on Physical Keyboard (may be “Default” on older devices)
- 4) Switch the “Show virtual keyboard” setting to on (may need to uncheck hardware: Physical Keyboard on older devices)

Some devices may not support enabling the virtual keyboard through the settings. On those devices, you can try the following:

- 1) Install the “Hacker’s Keyboard” via the Google Play Store.
- 2) Set the Hacker’s keyboard as the default keyboard under the tablet’s language and input settings.
- 3) Go to the Hacker’s Keyboard settings (the cogwheel behind the keyboard or long press on the microphone icon), scroll down to find “Show Soft Keyboard” and check it, after which it will show “Always”.

CHANGING THE DISPLAY MODE

- 1) Load a song and tap the center of the screen to bring up the overlay
- 2) Tap on the  icon at the bottom of the overlay. The settings will be shown for the current tablet orientation.
- 3) Change the “Display Mode” setting and the pages will reload behind the dialog. You can select “Single Page”, “Half Page” (half page turns), “Two Pages” or “Vertical Scrolling”.
- 4) If needed, the settings can be changed per song by unchecking the “Use default display mode for song” option.

CROPPING PAGES

- 1) Load a song and tap the center of the screen to bring up the overlay
- 2) Tap the  icon at the bottom left corner of the overlay
- 3) Tap  in the popup menu
- 4) On the cropping screen, drag the blue squares to cut content off the page. All content outside the blue rectangle will not be shown.
- 5) Tap the “Auto-Crop” button to automatically crop all pages of the song.
- 6) Cropping can be changed at any time without affecting the original file.

AUTOMATICALLY SCROLLING PAGES

- 1) Load a song and tap the center of the screen to bring up the overlay
- 2) Tap the  icon at the bottom left corner of the overlay to bring up a menu, and tap  **Scroll Settings**
- 3) Change the settings as desired and tap OK to save the changes
- 4) To begin scrolling, tap the  **Start Scrolling** option in the menu shown in step #2, or tap the bottom right corner to display the quick action box and tap the  icon.

JUMPING BETWEEN PAGES USING LINK POINTS

- 1) Load a song and tap the center of the screen to bring up the overlay
- 2) Tap the  icon at the bottom right corner of the overlay
- 3) Tap the  icon at the bottom right corner of the displayed window
- 4) Tap on the page you want to jump from to place a link point
- 5) Swipe pages or use the page slider to change to the page you want to jump to
- 6) Tap on the location that will be jumped to on the destination page
- 7) Tap on the link point placed in step #4 to jump to the page selected in step #5. You will see the destination link point light up.

BACKING UP YOUR LIBRARY

- 1) Tap the overflow menu  at the top right corner of the screen and select  **Settings**
- 2) Tap **Backup and Restore** in the list on the left side
- 3) Tap on “Backup Library”
- 4) Tap on the  icon to select a destination for the backup file from the local storage or cloud.
- 5) Tap OK to begin creating a single .msb file containing everything in your library.

RESTORING YOUR LIBRARY FROM A BACKUP FILE

- 1) Tap the overflow menu  at the top right corner of the screen and select  **Settings**
- 2) Tap  in the list on the left side
- 3) Tap on “Restore Library from Backup”
- 4) Tap on the  icon to select a .msb backup file from local storage or the cloud.
- 5) Tap OK to begin extracting all of the files from the backup file. Note that this will completely replace the entire library.

COMMON QUESTIONS AND PROBLEMS

I CAN'T ZOOM OR ACCESS THE SONG OVERLAY

You most likely have performance mode enabled. To disable performance mode, tap the  icon at the bottom right corner of the library screen in the floating toolbar. This will enable zooming and the song overlay again.

I CAN'T CREATE ANY ANNOTATIONS

This problem is commonly caused by accidentally enabling stylus mode in the annotations editor. To disable stylus mode, enter the annotations editor, tap the  icon at the top left corner of the screen and tap the Stylus Mode option. You should be able to create annotations again with your finger.

DO I NEED INTERNET ACCESS TO USE MOBILE SHEETS?

Internet access is only required a couple times for license checks in the Google Play version, at which point the license information will remain cached and no further internet access is needed. The Amazon App Store version requires that you periodically log in to the Amazon App Store every week or so to renew license information, but MobileSheets itself doesn't need internet access. The Windows 10 version does not require internet access.

HOW DO I UPDATE MOBILESHEETS?

Load the app store you purchased MobileSheets from, log in with the same account you purchased the app with originally, search for MobileSheets and tap the update button on the store page. If you are not given the option to update, you either have the latest version available or you are not using the correct email address.