You can only do so when the latest Music Packet has been downloaded to the www.mondoymusic.com website; you'll know that via e-mail, phone text (from your director) or by simply going the website to confirm that the latest Music Packet is already downloaded.

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1) Set up your tablet: a) make sure you're **connected to your home internet**

2) **Know your navigation tools:**
‖ *see open windows*. You can delete all available screens ("windows") or swipe them upwards to delete. If you touch one, you've selected it pop up for use.
□ *home screen*
< *back up one step* (to previous window)

These same tools are also on the assisant menu, 🔲 which you can drag/place anywhere.
You can do all of the above on it, as well as start the power-off sequence. *(You touch elsewhere on the screen to hide it)*

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3) C**lear your downloads folder** of all (old) files, to prevent confusion. Go to your My Files shortcut
Go into the Downloads *folder,* If there are any files there you really don't need, delete them to the trash.
Method: Go ⋮ Edit, then select "all." Delete 🗑 *((at bottom of screen).*
When pau go to ‖ and clear all. Press home □ to get to home screen again.
Now there are NO files in the download folder.
Proceed below if the downloads folder is already empty

4) **Clear your internet browsing**

Go to Chrome (internet browser) shortcut, 🌐

Go the the three-dot menu ⋮ often called "more options menu," in the top-right corner.
It provides access to additional functions or settings. Choose
⊕ History, then
Clear browsing data / All time / clear data   on bottom right.
Now your browser has no old "hangover" references to the internet.

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5) **To download** the *00_SundayPacketOnline_CHR-GTR*   file to the downloads folder;

On □ home screen go to "Order of Music*" shortcut, it goes to the music menu page.*

Touch either **CHOIR packet** or **Guitar Packet** (they are the same).
You will be prompted to download, Always do so or, if promted, press ⋮ "keep"
If it asks you to replace another file by the same name, you've not completed steps 1, 3, 4 above 😫

When pau go to ‖ and clear all. Press home □ to get to home screen again.
Now we can move the   00_SundayPacketOnline_CHR-GTR   file from the Downloads folder to the 00_SJV Sunday folder.

6) Go to your My Files shortcut,

a) 1st, We can ready the destination folder by clicking Internal Storage to reveal the sub-folders.
　　　One of them is 00_SJV Sunday, and should be listed as a sub-folder.
 2nd, now touch the Downloads folder to reveal the file we wish to move. While there
b) Go to ⋮ , Edit, then select that one file. Sometimes it will already be selected, that's OK: proceed.

c) bottom press ⬆ Move Then press (in left folders column) ☐ 00_SJV Sunday
as the destination folder. Note bottom right prompts Move here. Press that, of course.
Answer Replace when prompted.

When pau go to ‖‖ and clear all.
Press home ☐ to get to *home screen* again.
Now your Sunday shortcut points (directs you to) that (latest) music packet.

N.B. If your shotcut is "ghosted", here's how to re-create a shortcut:

1] Delete the shortcut by touch/hold until the options appera. Choose "remove"

If you've (earlier) moved the 00_SundayPacketOnline_CHR-GTR   file to the downloads folder, go to the
downloads folder.   Go ⋮ Edit, select the file. Sometimes it will already be selected, that's OK: proceed.
Then on the bottom right choose ⋮ More / Add to Home screen / Add.
Now, press ☐ *home screen* to get where the shortcut was deposited. You're shortcut is now at the top of the
page. You may hold / drag it to the very bottom of the screen. P ress ☐ *home screen* . Now the Sunday shortcut
is functional and will call up that file.

More maintenance thoughts:
-Turn off your wi-fi (internet) connection if you're not using it.
-Keep your tablet fully charged so that it won't die on you when you're practicing or at Eucharist
.-Turn OFF your sound ALWAYS before celebrating Sunday Eucharist. Go to cog-wheel setting upper right /
Sounds and Vibration / Mute. Press home ☐ to get to *home screen* again.