

Instructions for *The Dancing Master* (v1.8.4)

April 28, 2025

Thank you for considering *The Dancing Master*. We hope you will use it to make your life as a dance caller easier.

(Changes to the instructions are in red.)

Updated instructions will be posted as needed on our website:

<http://www.TransportedProductions.com/TheDancingMaster/Instructions.pdf>

To be safe, you should make a backup the data in the app onto your computer. Consider doing this whenever you make changes to *The Dancing Master* that you do not wish to lose or before posting an update to your device:

1. Completely quit *The Dancing Master*.

<https://support.apple.com/guide/ipad/quit-and-reopen-an-app-ipad79518d15/ipados>

2. Connect your iPad to your computer.

3. Open a folder on your desktop.

4. Look for your iPad on the left of the folder listing. It should appear under Locations.

5. Click on the Files tab.

6. Scroll the listing to find *DancingMaster*.

7. Click the '>' to open the app. This will display a listing of the files in the app.

8. On your computer's desktop create an empty folder.

9. Back in the *DanceMaster* listing, click the first file in *DanceMaster*.

10. Scroll to the end of the *DanceMaster* listing and shift click the last file. This should highlight all of the files that are in the app.

11. Drag the files from the *DanceMaster* to the empty folder you created.

12. Open the empty folder to make sure that the copy process has completed.

13. Change the name of the empty folder to something like *DM-Backup-20250429*

14. Scroll through the backup up folder. If you see folders named *Inbox* or *iTunes_Control*, delete them.

The application's introductory image and icon are from "Positions of Dancing" from Thomas Wilson's *Analysis of Country Dancing* (1811).

There are some things that you need to be aware of before you buy *The Dancing Master*.

1. *The Dancing Master* arrives empty. You need to, in some manner, supply all the information that it uses.
2. Dance instructions and sheet music need to be in one of the following data file formats:
GIF TIF PNG JPG PDF TXT RTF DOC DOCX
3. Recorded music needs to be in the iTunes Music Library on your iPad.
4. Dance meta-data (information about the dance – its name, the key, who wrote it and more)

needs to be entered in a computer-readable form. You can type it directly into *The Dancing Master*, or you can use a spreadsheet application to create the information according to the format described in this document.

5. Although *The Dancing Master* can run on an iPhone or iPod Touch, it is best used on an iPad. We wrote the iPhone and iPod Touch interface to ensure that it would be possible to have a backup copy available to you in times of need.

Don't be afraid to ask for help. Write to iDeas@TransportedProductions.com.

Getting your information into the application

For most of us this means

1. scanning all of the dance cards you hand copied years ago.
2. scanning the pages of your dance instruction books.
3. doing the same for sheet music.
4. typing dance instructions into your favorite word processor.

If you already use a spreadsheet to help you catalog your dances, look at the spreadsheet format in the Working with Spreadsheets section and reformat your information into the columns of data that you see there. Remember, even though you do not use a specific column of information for any of your dances, that column needs to be in the spreadsheet in the appropriate location.

If you do not have a spreadsheet, you really should make one using the format described in Working with Spreadsheets.

The last two sections of these instructions deal with the mechanics of setting up the spreadsheet and moving all of the information you have accumulated over to your iPad.

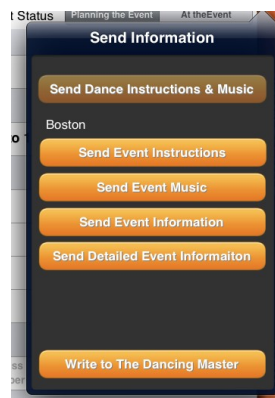
The Opening Screen

The images are taken from the iPad display. The iPhone and iPodTouch displays will be similar; however, you will find that instead of iPad popover screens, the other two devices will replace the entire screen with a new screen.

The application can be run in either portrait or landscape orientation.

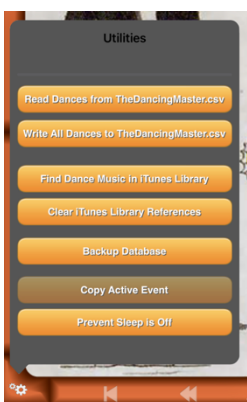


Clicking the upper left icon will display the information screen. The version of the application and links to the instructions and the sample spreadsheet are on this screen.



The upper right icon is used to create emails from the information stored in the application's database.

Use the bottom button when you want to write to us with a comment or question.



The lower left icon brings up the utilities menu. Here is where you can import and export data and have the application search your iTunes music library for dances.



The icon in the lower right corner of the screen is used to toggle the application's frame on and off. It is there for those times when you wish you had just a little more screen available to view a table or the instructions for a dance.



Along the bottom of the screen you will see the music player buttons. From left to right: Prior track, stop and return to the beginning of the current track, next track, play, pause, stop.

The Dances Screen

DANCES

You can press the Dances button from anywhere in the application to display a listing of all of your dances.

The dances are arranged alphabetically by title, with all of those beginning with numbers or special characters grouped under a “#” at the head of the list. There is an index on the right of the table for jumping to dances starting with that letter.

Pressing the dance name will open the Dance Detail Screen for that dance.

ADD

The Add button will open the dance detail screen for a new dance. You can also add one or more dances by using spreadsheet data. (See Beyond Spreadsheets below.)

LINK PDFS

If you scan an entire dance book into a single PDF file, using Link PDFs is an ideal way to link the pages to individual dance titles in your collection. (See Link PDFs below.)

Please note that Link PDFs is only available on an iPad.



EDIT

The Edit button will allow you to remove dances from the database. Pressing the red circle (⊖) in front of a dance will prompt you to delete it. You cannot remove dances that are used in events.

SEARCH

You can limit the dances displayed to those matching search criteria, such as “dances containing the word ‘Hop’ in the title,” or dances in ¾ time, or both. See The Search Screen below to learn how to use this facility.

The Search Screen

Callers can never have too many dances. But how do you find just the right one to end a program in a list of dances that contains a surfeit of riches?

In the screens that display tables of dances, you will see the Search button on the lower right border. The first time you click the button you see an empty search list, as shown at right.

The plan is to fill in some of the fields to shorten the list of dances to something you can manage.

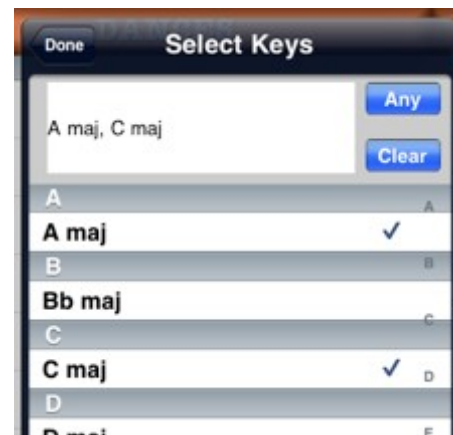


The list on the left is filled in. You can read it as “show all the dances that are 2 couple or 2 couple longways dances and that are in cut time meter and that have a snappy tempo.” Notice the two ‘ands’ and one ‘or’ in your search. A dance needs to match one or more of the values in each of the items that you fill in.

The first two fields, ‘Title Only’ and ‘Other Text Fields,’ allow you to key in text. It is best to look for a single word or a short phrase in these fields. The search ignores the case of the letters, but things like spaces and punctuation will be part of the search.

Clicking in one of the other search fields will slide in a selector screen that allows you to pick one or more of the values you have used to describe that attribute.

Clicking on one of the options checks it and adds it to the end of the search list for the attribute. Clicking on a selected option removes it from the list. Press Done and you will return to the search screen.



NOTE: *These search rules apply to all of the dance lists you will view until you change the search parameters (including clearing all fields so all dances will show again).* If, for example, you have asked to see only dances in 2/4 when adding a dance to an event, then those are the only dances you will see in the big dance list when you switch to viewing it later in the same session. A good habit to develop would be to clear a search after finding what you want. The search screen has a blue Clear All Selections button to do this for you.

The Dance Details Screen

You have access to all of the information for each dance through the dance details screen shown on the right. This is the place for you to add and edit the information about your dances.

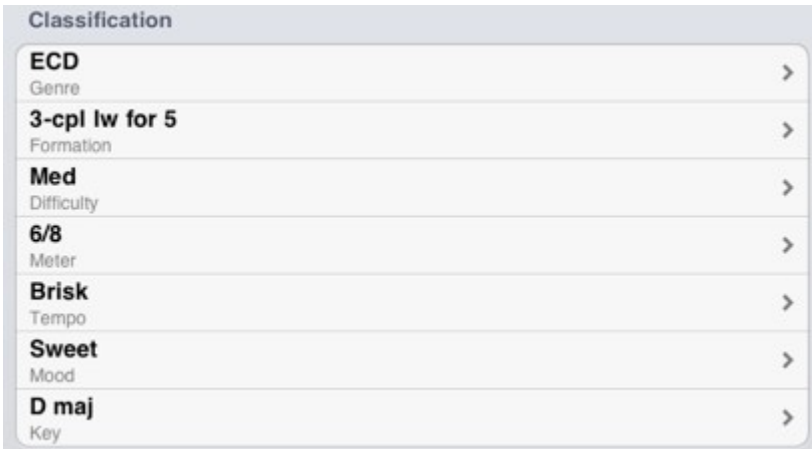
If you pressed the Add Dance button on the dance list screen to get to this screen, all of the fields will be empty. If you came by way of selecting a dance by name from the dance list screen or the event details screen, some or all of the fields will be filled in if you previously input information about the dance into your master spreadsheet (see Working with Spreadsheets below).



Title

Dancing with Ghosts

Fill in the dance's title here. Don't worry if you have more than one dance with the same name. If you like, you can move short words to the end of the title and enclose them in parentheses. For example, "The Merry Hop" can be entered as "Merry Hop (The)." When *The Dancing Master* is looking in your iTunes library for matches it will ignore leading articles (A, An, La, and The), and it will ignore anything inside of parentheses. This is also a good way to note that a dance is one with regional variations. For example you could have "Grimstock (Boston)" followed by "Grimstock (Everywhere Else)."



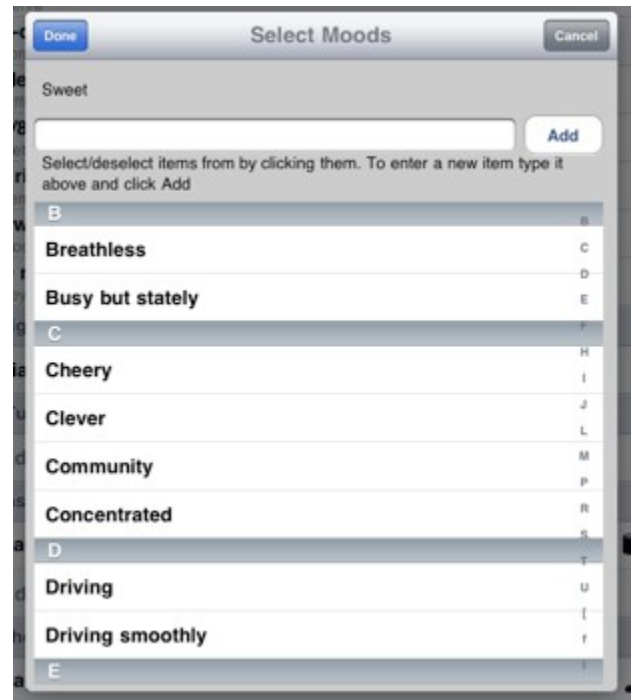
Dance classifications and figures work the same way. When you want to fill in the field, press the disclosure arrow on the right of the cell.

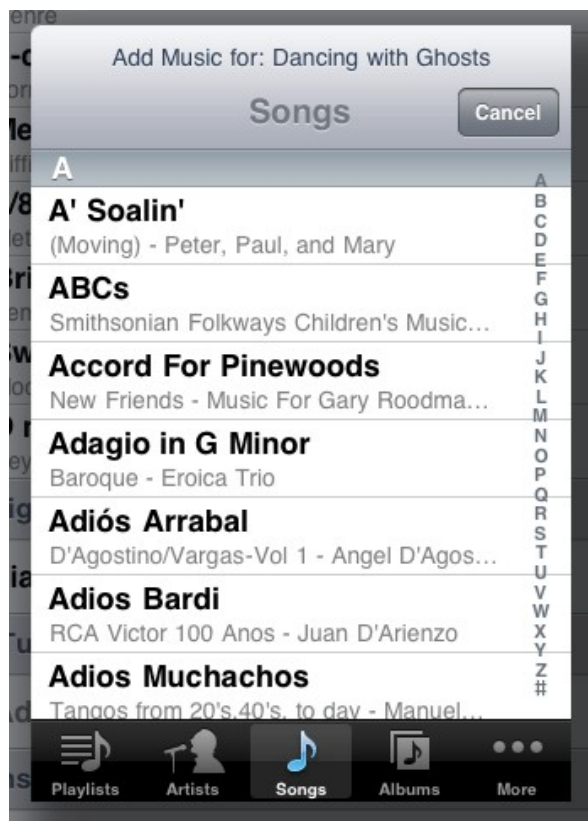
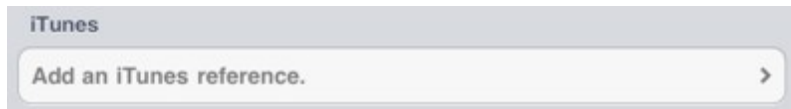


When you begin to classify your dances, the selection screens will be blank. It is up to you to supply the descriptions that you are comfortable with. To add a new description to the list, touch the empty box to the left of the Add button. The keyboard will be displayed, and you can enter the new classification. Press the Add button to add it to the list. Then press Done to return to the dance detail screen.

The selections for Genre, Character, and Figures can contain more than one descriptive item from the list of choices. Touch the ones you are interested in, and they will be added to the list. If you touch a selected item, it will be removed from the list.

For figures, you can select all of the figures in a dance or just those that make it unique.





Here is where you link your dance to one or more selections in your iTunes library.

Click anywhere in the Add an iTunes reference box and an iTunes library selection screen will appear. (Please note that this selection screen will force your device into portrait display orientation. This is just the way it works on an iPad or iPhone and not a program bug.)

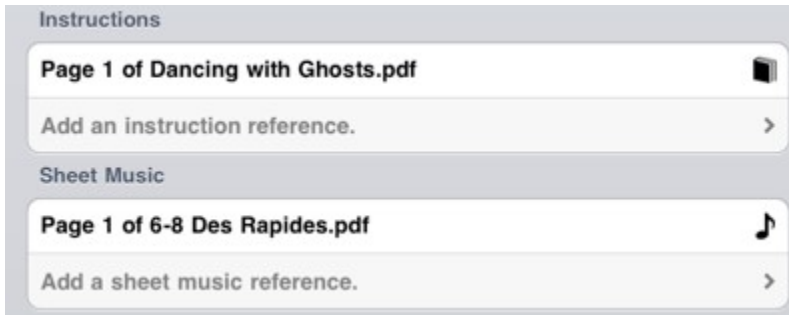
Use the buttons at the bottom of the screen to help you narrow the search for the tune you are interested in. Tap the tune name, and it will be added to your dance's iTunes list.

You can have more than one tune in the list. The first tune in the list is the one that will play when you add a dance to an event. You can rearrange this list using the Edit button in the lower left border of the screen. (More on this later.)

When you have added a tune to a dance a gray triangle will be shown to the right of the dance name. Tap the triangle to play the tune.

A note on missing information: If you attach a tune to a dance and later remove the tune from your device, you will receive a message indicating that the item referenced could not be found. The reference will be retained. If you later restore the missing item, the reference will again work as you think it should. The same holds true for references to instructions.

The Instructions, Sheet Music, and Other Information boxes work the same as the iTunes box described above.

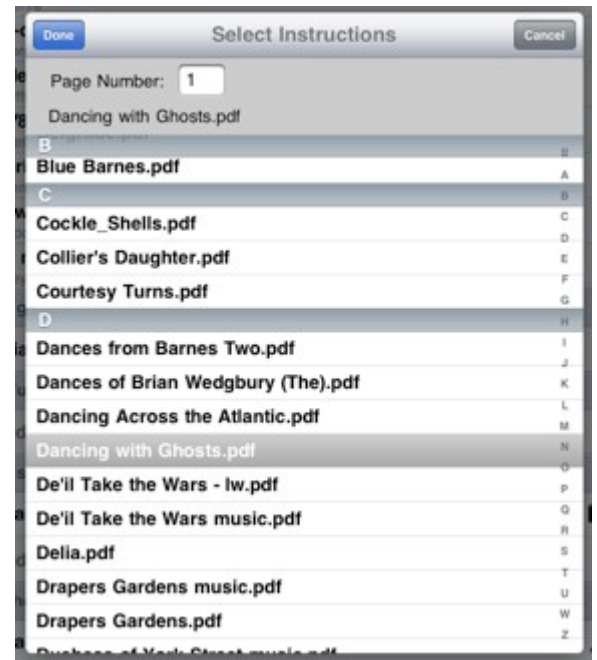


You first need a DOC, DOCX, TXT, RTF, PDF, TIF, JPG, PNG or GIF that contains the page of information you want to include. PDFs can have one or more pages. Consult the File Sharing section below to find out how to put the files where *The Dancing Master* expects to find them.

Click the “Add a...” cell under Instructions or Sheet Music to bring up the selection screen. Scroll through the selection screen to find the file you are interested in, and select it. If the file is a PDF, you have to fill in the Page Number box at the top of the screen.

Click Done, and repeat as necessary.

When you tap the book or note icon, the page will be displayed.



Choreography

Choreographer

Date

Published In

Music

Name

Composer

Date

Published In

The Choreography and Music fields are single-line entries. Tap the field, and a keyboard will appear. Type in the appropriate information, and select Done on the keyboard.

This information will be searched when you enter a word into the Other Text Fields search field.

Teaching Notes

>

Historical Notes:

>

Teaching Notes and Historical Notes are freeform fields for you to enter your notes about a dance. Tapping either field brings up a large text entry screen. These fields cannot be accessed via a search.

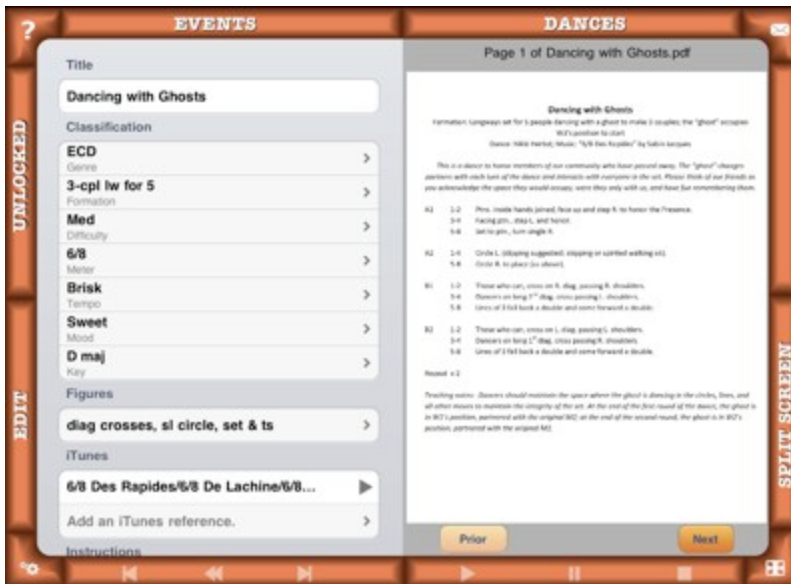
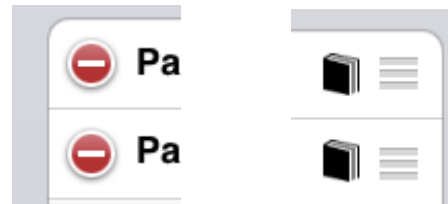
Used in Events:

SC - Andrew Shaw Reconstruct
SC - PW Sun. morning (8/26/12
SC - Cheltenham club dance w
SC - Evening Dance with Rose
S - Boston (3/6/13, 7:30 PM)

Used in Events displays a list of all of the events that have included this dance. An 'S' indicates a selected dance, an 'R' indicates a reserved dance, and 'C' indicates a called dance.

Pressing the Unlocked button on the left side of the dance detail screen will lock the information to prevent editing it. You will see that dance information is initially locked when you click on a dance that has been placed in an event.

iTunes references, Instructions, Sheet Music, and Other Information can be removed by pressing the Edit button on the left side of the dance details screen. If more than one entry is present in a category, you can drag the three bars that appear on the right of the row to rearrange the entries. Entries in Instructions, Sheet Music, and Other Instructions can be moved between the three sections.



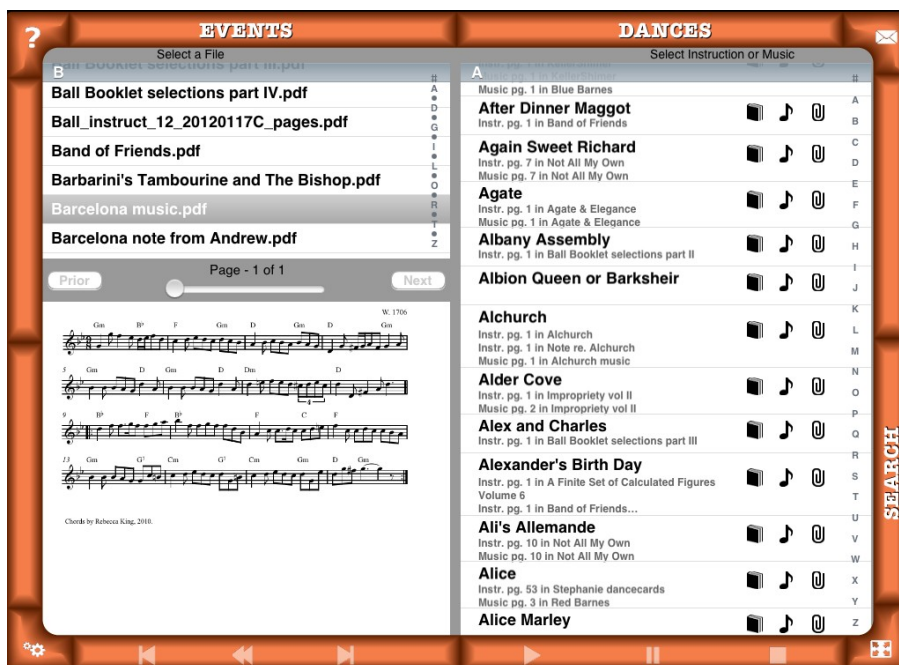
On the lower right of the dance details screen on an iPad, you will see a Split Screen button. Tapping this button will move the dance details to the top or left of the iPad's screen, depending on the iPad's orientation. The other side of the screen will display a half-screen browser of the dance instruction and music images referenced by the dance. Having the dance and music images hand will make it easier for you to fill in the fields on the left, we hope!

Link PDFs



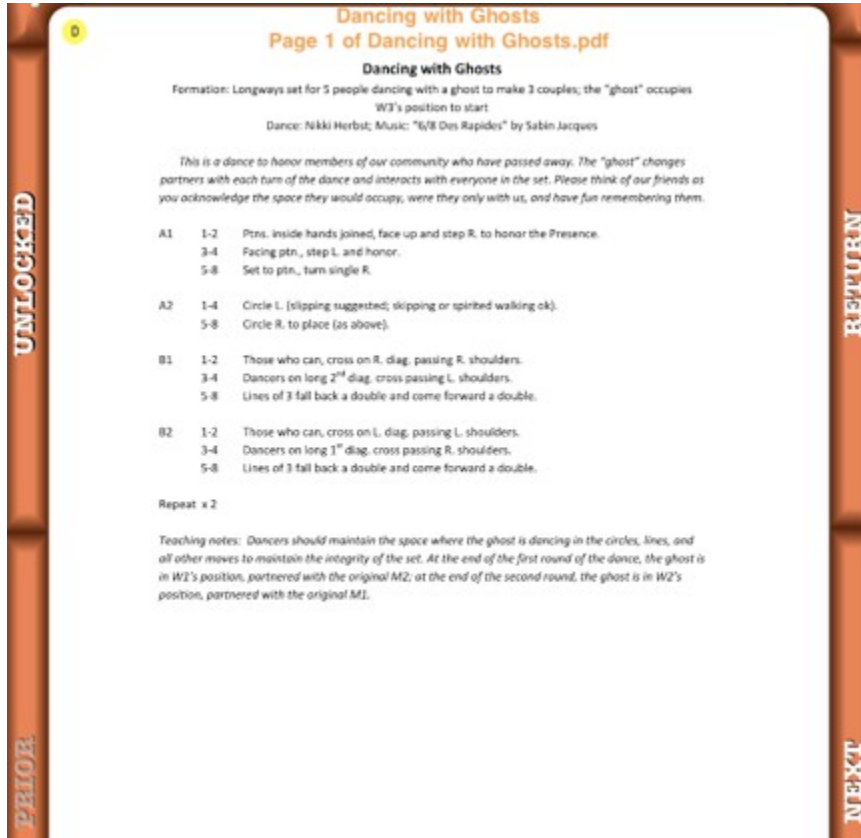
LINK PDFS

The iPad edition of *The Dancing Master* will show a Link PDFs button on the dance list screen.



Use this screen to link the pages of a PDF to existing dances. Select a PDF from the list shown in the upper left corner of the screen. The first page of the PDF will be displayed. You can use the Prior and Next buttons to step through the PDF, or use the slider to jump around in the file. Find the appropriate dance in the list on the right side of the screen. **Pressing the book, musical, or additional information note icon will attach the displayed page to the dance.**

Viewing Instructions, Sheet Music, and Other Information



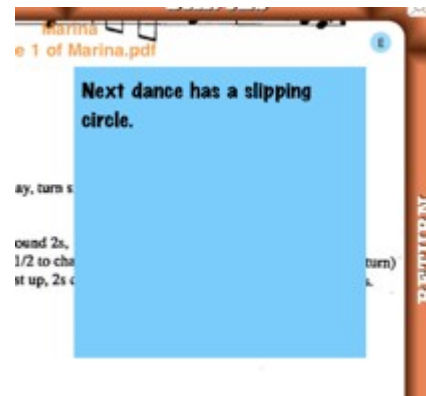
When you click on the book icon or the musical note icon in the detailed dance screen or the event screen, the image of the instructions or sheet music will be displayed. You can enlarge or reduce the image with a two-finger stretch or pinch. You can also drag the image with a single finger. *The Dancing Master* remembers how each dance instruction and sheet music page is displayed, so you will see the same view the next time you look at the image.

Pressing Return sends you back to the screen you were on when you tapped the dance. Next and Prior move you forward and back in the list of instructions and dances.

There is a yellow dot with the letter 'D' in it in on each dance instruction and sheet music page. Pressing the dot displays a yellow sticky note. If you tap the interior of the note, you will get a keyboard and can type in a short note to yourself that will appear every time this page is displayed.

You can dismiss the note by pressing the yellow dot.

When you call up a page from an event, you will see a blue dot in the upper right corner with an 'E' in it. Press it to expand the blue event sticky note. This note will only be displayed when you view the dance from an event. Use these sticky notes to remind you of announcements you want to make at a certain time during an evening, or other event-specific reminders.

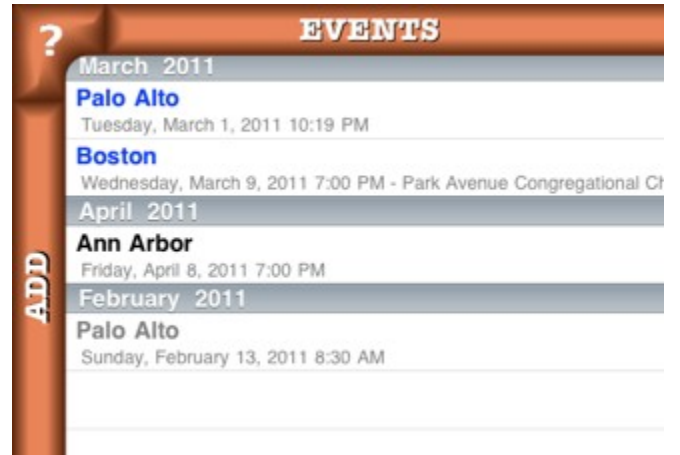


The Events Screen

In addition to helping you catalog the dances in your collection, *The Dancing Master* helps you plan and keep track of events.

EVENTS

Pressing the Events button will display the events you have created. Events are grouped by months. Events for the current month are at the top of the list in blue. Following are future events with black titles. At the end are prior events in gray.



ADD

The Add button will open the events screen for a new event.

EDIT

The Edit button will allow you to remove events from the database. Pressing the red circle (⊖) in front of an event will prompt you to delete it.

The Event Detail Screen

The event detail screen is there for you to collect all of the information relating to each of your calling events.

Event Name

Ann Arbor

Each event needs a name. There is, however, no penalty for having the same name on more than one event, since the event list displays events with a date.

Event Date

Friday, April 8, 2011 7:00 PM to 10:00 PM >

If you press the left side of the Event Date box a date and time dialog will be displayed. Use it to set the starting date and time for the event. Pressing the time on the right side of the box will help you set the scheduled end of the event.

Location

Location Address

City, State Zip

Country

The event location can be a handy thing to have if you are venturing into unfamiliar territory.

Contacts

Name	Email Address	+
	Phone Number	

Band Members

Name	Email Address	+
	Phone Number	

Pressing the blue circle on the right side of the Contacts and Band Member boxes will bring up your device's address book for you to use. If the people are not in your book, tap the gray words to get a keyboard, and you can fill in the information.

Things To Do

Thing To Do

If you are a list maker, use the Things To Do box to help you remember those important details. When you tap the circle, a red check mark and a date are displayed to show that you have completed this step. Pressing the Edit button will allow you to rearrange your list of things to do.

Notes

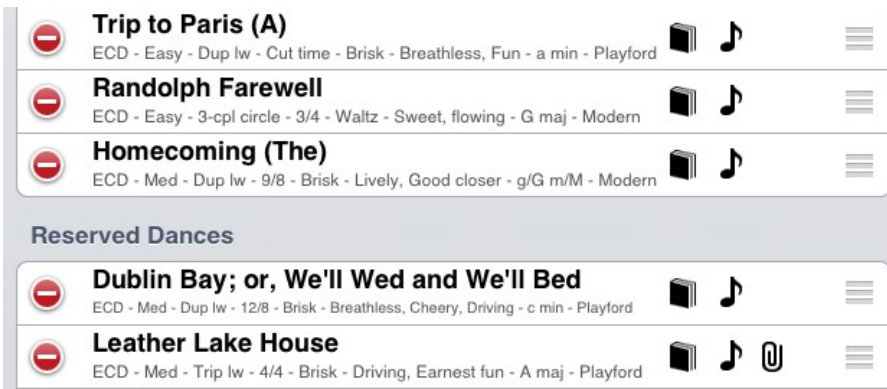
Tap the notes text area to get a large, freeform text input area.

Selected and Reserved Dances:

Selected Dances

Jamaica ECD - Easy - Dup lw - 2/2 - Med-fast - Cheery, Good opener - F maj - Playford				
Waters of Holland ECD - Easy - 3-cpl lw - Cut time - Med - Flowing - a min - Modern				
News from Tripoli ECD - Med - Dup lw - 3/2 - Med - Busy but stately - Bb maj - Playford				
Newcastle ECD - Challenging - 4-cpl square - 2/2 - Brisk - Fun - G maj - Playford				
Autumn in Amherst ECD - Med - Dup lw impro - 2/2 - Slow - Lovely - D maj - Modern				

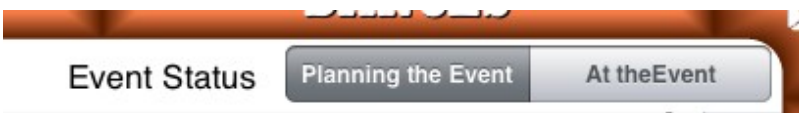
When you press the Add Dances button, a list of dances will be displayed. Tap these to add them to your list of selected dances for an event. You can use this feature to make a rough list for planning or a final list. In either case, you can make changes to the list at any time, so have no fear—add as many dances as you please.



If you press the Edit button on the left side of the Event Detail screen, you will get edit controls for removal and reordering of dances. You can drag dances between the selected list and the reserved list (this is a list of dances you have in reserve, just in case you find you have extra time, or a host of beginners shows up, or a phalanx of experienced dancers wants a challenge, or some other situation requiring substitutions occurs). You can also change the order of dances within the lists.

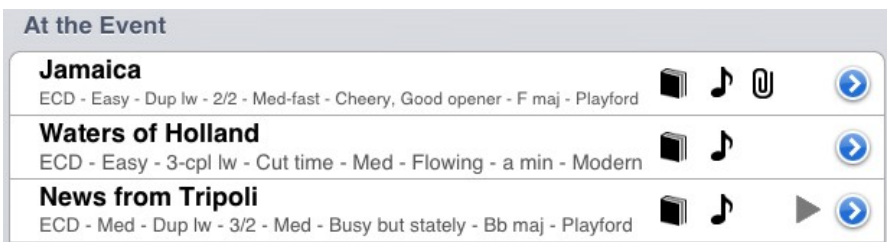
At the Event:

At the top of the Event Detail screen you will see a selector used to choose the state of the Event.



The initial state of an event is “Planning the Event.” Here you have access to the Selected and Reserved lists. New dances are added to the bottom of the Selected list. You may move dances around within either list or between the two lists.

Selecting “At the Event” will copy the Selected and Reserved dances to the At the Event list. This list is what you will use while calling the event, and the actions of the Edit, Add a Dance, and Grid buttons will now work slightly differently. Edit will only allow changes to the At the Event list (allowing you to keep a record of your original plan for the event, in the Selected Dances list). Add a Dance will add a dance to the bottom of the At the Event list. The Grid will display and allow changes to the At the Dance list. Changing the At the Event list will not modify the Selected or Reserved lists.



The Selected list contains the dances you think you might call. The Reserved list holds a few extra dances that you might need. And the At the Event is what really happened at the Event.

Pressing a book icon in the Selected, Reserved, or At the Event list will allow you to view all of the dance instructions in the list you selected. Likewise, pressing a note will start up the display of the music.

Pressing the Additional Information icon will show only the additional information for a single dance.

On the lower right side of the iPad's Event Detail screen you will find the Grid button. Pressing this button will display the Selected and Reserved Dances in a grid form during when you are planning the event and the At the Event list after you change the event's state.



There are more columns than can fit on the screen. Swiping left or right will move the columns, with the exception of the title, in the direction of the swipe. Pressing the arrows will move the table to the left or right end of the table. Other than the title, all of the dance information can be updated by tapping the cell. The rightmost column in the table is labeled Event. This cell contains information that will be unique to the dance in the event (for example, "Requested by organizer" or "Community favorite").

The Edit button on the left of the screen will give you the ability to delete and to move dances within and between the two lists on the grid, and these changes will be reflected in your list of Selected and

Reserve dances. The Add Dances button will display a list of dances. Pressing the blue buttons on the right of each row will send you to the Dance Detail screen. The Return button brings up the Event Detail screen.

The Utilities Screen

Read Dances from TheDancingMaster.csv

The dance information contained in *The Dancing Master* can be initialized or updated by reading in a Comma Separated Values (CSV) file with the name `TheDancingMaster.csv`. Pressing this button initiates that action. See the [Working with Spreadsheets](#) section to learn how to create one of these files and the [File Sharing](#) section for directions on how to move the file onto your iPad or iPhone. When the application has finished, it will rename the file to keep it from being, unintentionally, read a second time.

Find Dance Music in iTunes Library

Pressing this button will start a search of the iTunes music library on the device for songs that match the dance's title. Finding dances will only add a song to a dance once, so you can perform searches whenever you add music to the library without fear of loading duplicates of files.

Remove Cached Pages

The Dancing Master keeps a cache of rendered pages for the dance instruction and sheet music it has displayed to make the second and subsequent viewing go faster. Knowing this, if you replace or remove any of the instruction or music files, you should clear the cache to prevent incorrect information from being displayed.

Write All Dances to TheDancingMaster.csv

Use this button to write the dance information to the file named `TheDancingMaster.csv`. You can use this file to make major updates with a spreadsheet program and then update *The Dancing Master's* database by reading it back in. Remember to preserve the IDs in the first column, because they are the key to updating.

Clear iTunes Library References

You may want to clear and then reload the iTunes references when you remove music from your iTunes library or if you move *The Dancing Master's* database to another device. (Instructions on how to do that are under [File Sharing](#).) Please note that this removes all of the references, not just the ones assigned with the Find button.

Copy Active Event

This button is available when an event is selected. Use it to create a copy of the active event so you can reuse a particularly successful set of dances for another event or if your contact list and things to do list will be a good starting point for another event for the same community. The name of the new event will have "Copy" added to the old name, the date for the event will be the current date, and all of the Things To Do in the event checkmarks will be cleared.

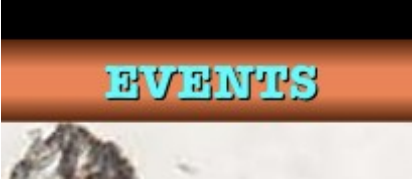


Prevent Sleep is Off

Having the screen go black and the device lock in the middle of a dance could be inconvenient! Press this button to disable the device's sleep mode. You will see the text buttons around the screen change color to show that the mode is active. Leaving *The Dancing Master* will return the device to its regular sleep habits, and the button will change to white.



Prevent Sleep is On



EVENTS

Working with Spreadsheets

Your dances are scattered. Some are on cards; others are in binders. Lots of them are in books; the new ones are on your computer. And then there is your spreadsheet ... You made one but it leaves a lot to be desired.

Dance meta-data (information about the dance – its name, the key, who wrote it and more) needs to be entered in a computer-readable form. You can type it directly into *The Dancing Master*, or you can use a spreadsheet application to create the information according to the format described in this document. Download the file

<http://www.TransportedProductions.com/TheDancingMaster/TheDancingMaster.xls> and open it up.

Don't be frightened--you are not going to be entering information into each and every cell of this sheet unless you want to. You can get by with only entering the dance title!

Here is an explanation of the columns. Please note that when examples are given, they are not to be taken as the only options. For example, Genre might contain "ECD" or "English" or "Country" when you are referring to English Country Dance. Use the terms that you are comfortable with. There are no default or required values. The only field that must be filled in is the Dance Title. Everything else is optional.

Column	Title	Use
A	dID	The Dance ID. This number is assigned by the application. Your initial submission of information to <i>The Dancing Master</i> will leave this column blank. If you export the information from the application, this column will be filled in.
B	Dance Title	The common title of the dance. (Note 1)
C	Genre	The style of dance. (ECD, Contra, American Squares, etc.)
D	Formation	Is it a set dance or a circle? How many couples? (Becket, 2 Couple Longways, etc.)
E	Difficulty Level	Your call here. Is it Easy, Medium, Challenging, Demo only?
F	Meter	The time signature works well here (3/4, 4/4, Cut time) (Note 3)
G	Tempo	Should it be Slow, Fast, or Waltz? You could also indicate a metronome marking.
H	Mood/style	This is a multiple-entry column. You can enter words or phrases separated by commas. (Fun, Military, Stately, etc.)
I	Key	The key of the tune associated with the dance.
J	Figures	The figures used in the dance. Separate the figures with commas.
K	Choreographer	Who wrote the dance?
L	Year	Year published
M	Published In	Book containing the dance
N	Instructions source, page, note	Case-sensitive file name, page number of the file (if it's a PDF, or 0 if not), yellow sticky note text (Note 2). Dances can have yellow sticky notes on them. The note will appear every time you view the page. It's helpful to be reminded that a dance is improper before you start teaching it. (Note 4)

Column	Title	Use
O	Music source, page, note	Location and notes for the sheet music image use the same format as Instructions source. (See column N)
P	Music Name	Name of the tune
Q	Music Composer	Who composed it?
R	Music Year	When was the tune composed?
S	Music Published In	Book containing the score
T	Historical Notes	Your notes on the dance's history (Note 5)
U	Teaching Notes	Your teaching notes (Note 5)
V	Album, title	Best left to the application to fill in when you have it search your device's iTunes library and match dances to tunes
W	Era	The era of the dance (Playford, 1960s, modern--your choice of descriptors)
X	Other Information, page, note	Location and notes for other dance information use the same format as Instruction source. (See column N)

Note 1. Make sure that you are using inch or foot marks and not smart leading or trailing quotes or apostrophes. (Dances with apostrophes or quotation marks in the title present a small problem. The smart versions of apostrophes and quotes are system, and sometimes font, specific. For example, a PC's smart apostrophe shows up as a three-character sequence on an iPad.)

Note 2. Comma-separated fields. You should not use a comma in these except to separate items in the list. If you must have a comma in a sticky note or the name of a file, use [c] instead. It will convert to a comma when the data is imported into the program. If you export information from the program and look at it in a spreadsheet, you will see [...] as a place-holder for characters that will cause problems. *The Dancing Master* will convert these strings back to the characters you want when the file is read back into the program.

Note 3. If you export the data from the application, you will see the entries for this column surrounded by brackets (3/4 becomes [3/4]). This is done to prevent the spreadsheet from converting 3/4 to March 4th.

Note 4. Missing data. If you want to have multiple pages for dance instructions and do not have sticky notes, then try this format:

MyDances.pdf,17,Improper Dance,MyDances.pdf,18,,MyDances.pdf,19

Notice that trailing commas are not required.

Note 5. It is best to enter commas as [c] and line breaks as [l] in these columns.

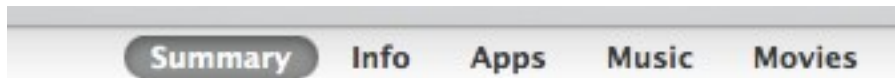
Why enter all of this stuff? Say you are programming an event and have a slot for an easy three-couple set dance in a major key. The application will help you find them if you have been diligent in cataloging.

Remember: Consistency counts. There is a difference between “fast” and “Fast” in *The Dancing Master’s* way of looking at things.

File Sharing iTunes (need to add File Sharing Finder)

The Dancing Master uses iTunes File Sharing to accept your spreadsheet information, PDFs, JPGs, GIFs, PNGs and TIFs.

1. Connect your iOS device (iPhone, iPad, iPodTouch) to your computer.
2. If iTunes does not start by itself, start it manually.
3. On the left side of the iTunes screen you will see your iOS device under “DEVICES.” Click it.
4. The Device Summary screen should appear on the right. Along the top of the white area you will see:

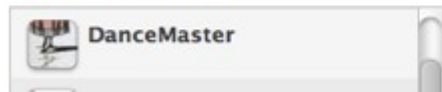


5. Click “Apps”.
6. Scroll the right frame down until you see:

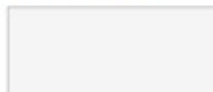
File Sharing

The apps listed below can transfer documents between

Apps



Documents



7. Scroll the Apps list until you see DanceMaster. Click it. The Documents list on the right is where you will add files that *The Dancing Master* will use. Drag and drop files into the Documents area to send them to your device.

If you have more than one device, you can create the information on one of them, say the iPad, and copy the information to another, say your iPhone, to act as a backup. A warning is needed here. Make changes to only one copy of *The Dancing Master*, because there is no graceful way to merge changes from two devices.

Once you have all of your image files on both devices, you only need to copy TheDancingMaster.sql between machines.

Email Attachments

If you like, it is possible to attach PDF, DOC, DOCX, TXT, RTF, and CSV files to emails and use the iOS email application to add these files to your document library.

On an iPad or iPhone look for the attachment icons at the bottom of email.



Hold your finger on the attachment icon until this menu appears. Then press the Open in “DanceMaster” button.



The Dancing Master will start, and you will see a message that will let you know the file was added. Please note that if the file already exists in the Dancing Master, the old version will be replaced with the new file.



Conventions:

The email sent to musicians can follow the convention of not sending tunes in Barnes. The app does this by looking for one of the following strings in the file name:

Red Barnes	RedBarnes
Blue Barnes	BlueBarnes
Green Barnes	GreenBarnes

The search is not case sensitive. This means that any file that contains one of the six search strings will not be added to the PDF of dance music sheets sent to musicians.