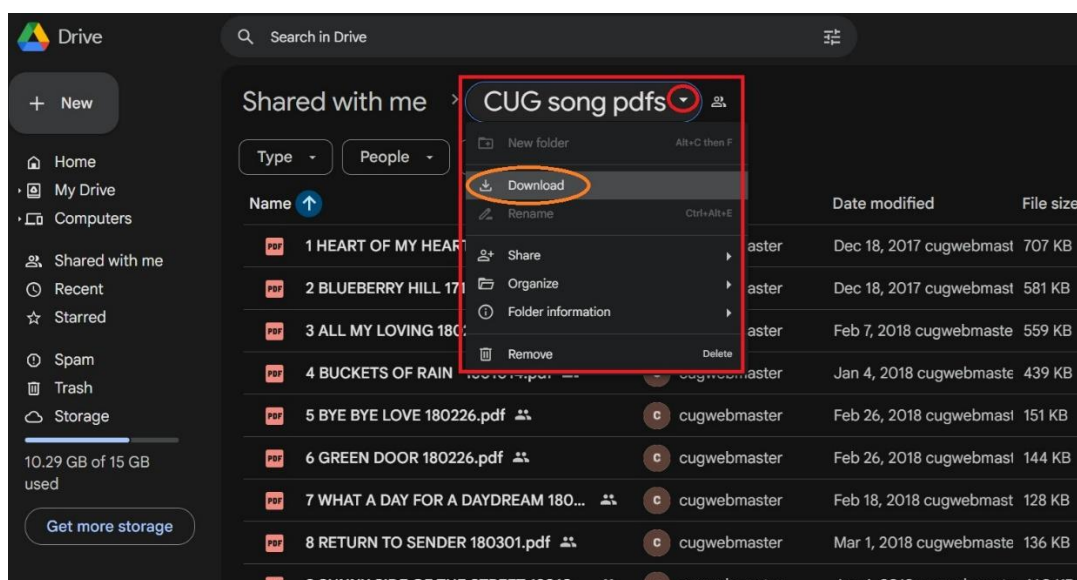


## How to download CUG songs to a digital device

If you already use **Google Drive**, jump to step 2 below.

1. If not, load the Google Drive app (it's free) onto your device as follows;
  - If you already use **Gmail** on your device, simply click on the “nine dots” in the top-right corner of the Gmail home screen, then click on the **Google Drive** option in the sub-menu which opens – you don't need to do anything else, Google Drive will load and open.
  - If you don't use **Gmail**, go to the app store on your device (**App Store** for Apple devices and **Google Play Store** for android devices) and download Google Drive from there.
2. Tap/click on the following link;  
<https://drive.google.com/drive/folders/1SPCpUnpgw6kvpG5W1laVo2tbYlOJ73ZO?usp=sharing>
3. The Google Drive app will open and show something like **SHARED WITH ME – CUG song pdfs** (actual wording varies by device type) and all CUG songs should be listed. You can download them individually, in groups or all at once from there:
  - **IF YOU USE MobileSheets**, open it and select **IMPORT** in the top-right corner of the home screen, select import option **GOOGLE DRIVE** from the sub-menu, select the folder **CUG song pdfs** if that appears, tick each of the songs you want to download, then tap the OK button. To download all pdfs, right-click the folder name and select the Download option as shown below.
  - If you don't use MobileSheets on your device, right-click the **CUG songs pdfs** heading, then select the Download option as shown below.



**NOTE:** If you wind up with two versions of the same song on your device, then the one with the highest 6-digit suffix is the current version – e.g. 6 GREEN DOOR **251231** (if it existed) would be the current version and 6 GREEN DOOR **180226** could then be deleted.

**For further HELP:** Email CUGwebmaster@gmail.com