

**USER MANUAL
FOR
Saving Files in IPad and IPhone for Offline Use
Version 3**

iPhone and iPad does iOS does not have a user file system. Therefore, an app such as Dropbox can be installed

1. If don't have a Dropbox account, create one. If you have one go to **Step 5**. Dropbox is free. Download the 'Dropbox' app from the iPad/iPhone App Store.
 - 1.1 Go to App Store
 - 1.2 Search for "Dropbox".
 - 1.3 Select "Get" and then "Install" next to the Dropbox app in the search results. The app may take a few minutes to download and install.
2. Once installed, launch the Dropbox app to begin creating a new account.
3. Select "Sign Up" and follow the instructions to create your account. If you already have an account, you can tap "Sign In" to get started.
4. You can enable "Camera Upload". When enabled, pictures and videos you take with your iPad/iPhone will be automatically backed up to your Dropbox account. You may want to disable this feature, as pictures and videos can quickly fill up your Dropbox.
5. Go to your Desktop (PC or Laptop or iMac or MacBook) then login to BeSophro website <http://www.be-sophro.co.uk/client-login/> with the User Name and Password given to you.
6. Navigate to the mp3 file, save to your PC or Laptop or iMac or MacBook. To save you can do the different options depending on which computer/Mac you use.
 - 6.1 Option 1: Option + Click the link – this will initiate a direct download of the file.
 - 6.2 Option 2: Right-click the link for the file (not the mp3 player, but the actual link to the file) and choose Download Linked File As from the contextual menu.
 - 6.3 Option 3: Right-click the link and 'File' then 'Save as' to save to your computer.

7. Still on your Desktop (PC or Laptop or iMac or MacBook) login to Dropbox <https://www.dropbox.com/> using the Account details you've created for your iPad/iPhone. And then 'Upload' the file.
 - 7.1 If you already have Dropbox installed on your desktop, you can also, using your mouse, drag the mp3 file to your Dropbox folder.
8. Now go to your iPad/iPhone. Find the 'Dropbox' app.
9. Tap on "My Dropbox" to see a list of your files and folders in the root folder of your Dropbox account. Scroll down the list and open various folders and files. Files are easy to find and are sorted by name (similar to iPhone contacts) as well as each item showing the file type, size, and the last modification date.
10. Tap on your chosen file to check if Dropbox is able to open (or preview) the contents for you.
11. To access the file 'Offline,' do the following steps:
 - 11.1 To access the file 'Offline' you need to mark them as a 'Favourite.'
 - 11.2 Simply tap on the "star" button in the menu bar when a file is opened.
 - 11.3 Dropbox will store a local copy of the file in your iPad/iPhone.
 - 11.4 Local space on the free version of Dropbox is limited to 2GB and the app won't allow you to download a file when you have insufficient free space.
 - 11.5 Once a file is marked as "Favourite" it will be listed in the 'Favourites' tab for quick access.