



How to Export and Import Files

BASIC POINTS

1. There are only certain Wersi files which can be exported and imported using the OAS software. These are:

- User Total Presets**
- User Styles**
- User MIDI Files**

User Sounds, unfortunately, cannot be so treated, though Mapping Files can. We shall, however, limit our Uploading and Downloading facilities to the above three types of file plus **PDF documents** and **MP3 files**.

2. Requirements to consider.

Each Wersi OAS organ is slightly different, apart from whether it is a Scala, Verona or Abacus, etc. For example:

- The OAS may be a different version, eg 5, or 6, or 7.
- Within OAS-7, for example, the actual update may be different.
- The Optional Packages may be different – ranging from all of them to none.
- This includes the OAA – whether it is present or not will have a great impact on the exporting/importing of Total Presets and Styles.

This means that to be sure that any export will work when imported into any other Wersi instrument, only basic Sounds and Styles should be used in any Total Preset. Sounds from any Optional Package and Styles derived using the OAA (including Wersi's own OAA demonstration styles) are not suitable in normal, universal circumstances.

If, however, you wish to target a particular audience, eg those with the OAA, then you can depart from the above guidelines. You may also wish to provide Total Presets which use Sounds from a particular Optional Package, eg The World of Synthesisers. In that case, your target audience would be other Wersi owners who also have that package.

Therefore, accompanying any downloads you provide should be a statement about the target audience, for example: "OAS-7", "OAA", plus the Optional Package name if applicable, etc.

3. Total Preset files are very small as they contain only pointers to the relevant places on the host instrument for Sounds and Styles. The contents are then derived from what is present on the host. Styles files contain more data and edited Wersi Styles can be exported and imported separately. If you wish to export a Total Preset containing your own edited Wersi Style or MIDI File, you should also export that Style/MIDI File as a separate item. MIDI Files are treated in the same way as Styles for the purposes of exporting and importing.

4. Only User versions of Total Presets, Styles and MIDI Files can be exported/imported. Wersi Factory versions would need to be saved as User versions first. There's no point in exporting these as they stand, however, for obvious reasons. If you have edited them in some way, then there is a point but you have to save them as a User version before you can edit them, anyway.

EXPORTING

1. You need to decide on a medium for transferring the files between your Wersi instrument and your computer. Floppy disks are suitable as the file sizes involved are small. Memory Sticks are now becoming the mainstay for this sort of procedure, however, and can be obtained easily and are not too expensive. Add in the ability to use this Exporting procedure to "back-up" all your Total Presets (a lot of time has been expended in producing these, I'm sure) and a Memory Stick looks like the best bet. It is also quicker to use than a floppy disk.

2. Exporting a Total Preset.

- Touch the **Settings** tab on the far right of the top bar on the instrument's screen.
- Touch the **OAS - Database** box in the middle of this **Settings** screen.
- Touch the **Total Preset Manager** box in the middle of the new window labelled **OAS Database** which has now appeared.
- The new screen which then appears has the title **Preset Manager** in the top left corner of the top bar. To the right hand side of this top bar are the buttons **Load** and **Back**. It's always good to know where the "Back" button is!
- Immediately below the top bar are three panels which offer drop-down lists via the arrow to the right of the top window of each panel. From left to right these panels are labelled in white as:
User Groups : Preset Groups : Total Presets
- Only **Total Presets** has its arrow pointing down and its box populated with all your Total Presets. The other two panels are showing in their yellow header boxes :
All User Groups : All Groups
- Touching the upward pointing arrow in each of these two will turn the arrow to point down and provide a list from which you can select items to restrict the **Total Presets** list.
- In the middle of this screen are three coloured panels:
Select all : Name Bank : A, B, C...>> : Fact.Presets >>
- Touch **Select all** to do just that, eg to back-up all your Total Presets to your memory stick or floppy disk.
- Touch **Name Bank** if you want to name any Bank of 10 Total Presets.
- Touch **A, B, C...>>** to change the list of Total Presets in the box at top right to alphabetical. The box you have just touched then changes to blue and displays **1, 2, 3...>>** instead, showing that by touching it again you can return the Total Preset list to Preset Number order.
- Touch **Fact.Presets >>** to change the list of Total Presets to the Factory ones. The box you have just touched then changes to blue and displays **User Presets>>** and by touching it again you can return the Total Preset list to display User Presets.
- To select a single Total Preset just touch the relevant one in the drop-down list and it becomes highlighted in red. You can highlight more than one (adjacent only) by dragging your finger up the list (dragging down seems to work erratically). To export specific Total Presets it is easiest to copy them to a sequential unused area of your numbered list or to title each of them in such a way that they will appear in sequence next to each other in the alphabetical list.
- At the bottom of this screen are five columns headed in white from left to right:
User Groups Management : containing **Delete group; New group; Change name.**
Edit Presets (two columns) : containing:
Export; Import; 4.1 Import
Edit; Assign to group; Delete
Lyrics.
Playlists.
- We're interested in only two of these items and I've highlighted them in yellow above. For now it's just **Export** which we need.

- Now take a deep breath, plus anything else which steadies your nerves, and touch **Export**. Now there's a screen if ever there was one! I'll explore each stage of looking at this screen in a new paragraph as it needs to be carefully understood before touching anything else.

TOP

"Please choose the path for the preset(s) you want to export".

You know what you want to say now? In fact, we need to go a little further into this screen before we shall know how to respond to that instruction.

ONE LINE BELOW TOP

A white panel containing the name of the Total Preset you highlighted in the drop-down list of the previous screen. If you selected and therefore highlighted a block of Presets, only the first one you touched will be in this white panel. To the right of this white panel is a hand pointing left and the words: **"Click here to change filename!"**

If you do just that the familiar virtual typewriter will appear so that's a straightforward procedure.

TWO LINES BELOW TOP

Headings for two panels.

Left Panel: "Directories" (in yellow)

*A capital letter between A and E (most probably) followed by :\
 In this blue panel a red highlighted area containing **/..** and a white vertical scrolling bar on

the right. If the capital letter etc below the word "Directories" is C :\
 ignore any words in the panel below like "Documents and Settings/" or "RECYCLER/". Just ensure **/..** is the red highlighted part and nothing else.

Right Panel: "existing presets" o5p (in yellow). This is the file extension for Total Presets.

The same capital letter as above the left panel followed by :\
 In the white panel a list of the existing presets on your memory stick or floppy.

Notice the pinkish (?) buttons at the bottom of this screen, especially the all-important **Cancel** button. You may need to use that button several times until you feel confident about the next step! Don't worry, we've all been there!

Ignore the **Make Directory** button.

The **Floppy, Hard disk, CD-Rom** buttons are short cuts to those Drives.

DIRECTORIES

In computer parlance we may normally call these "Drives". The "A" Drive (Directory) is normally the floppy but on my Verona that is the "B" Drive (Directory). Had me puzzled for some time, I can tell you!

The "C" Drive (Directory) is the Hard Disk.

The "D" Drive (Directory) is the CD Drive. [*This does not seem to be able to be exported to.*]

The "E" Drive (Directory) would be Windows labelling of a Memory Stick when you insert one.

These are the capital letters between A and E mentioned above*. These Directories (Drives) are the possible destinations for the process of exporting.

Touch **Change Directory**. The left panel becomes white and now contains all these capital letters in a list. You are now going to export one or more Total Presets. If you're using a Floppy as the destination (Directory) then touch "B" (or "A") – depends upon how your instrument is configured; in mine it would be "B". If you choose the wrong one, no exporting will take place so that will tell you which yours is.

If you're using a Memory Stick, then that will most likely be the "E" Directory so touch that letter.

The letter you touch will produce a red highlighted row and the right panel will show the current contents of that Directory (Drive) (Wersi Total Presets). Nothing on the stick/floppy – nothing in that panel.

When you are happy that you've selected the right Total Preset(s) to export and the correct destination Directory (Drive), touch **OK**. A blue panel appears saying "Export Successful" followed by "The preset has been successfully exported and saved in the folder E:\\" (or B:\ or A:\). There is a button in this blue panel labelled "OK" . Touch "OK", the blue panel disappears, job done!

All you now need to do is to remove the floppy or stick. You should really check with Windows first that it's safe to remove the stick – see Appendix for how to do this on your Wersi instrument. However, and I'm about to face a firing squad for saying this, if you've waited at least one minute after transferring to or from a Memory Stick, in my experience it's safe to remove it anyway. If your stick has a flashing light when it's busy, don't remove it when the light is flashing. Wait until it's been on continuously for about a minute. There, I've done it now! Mind you, probably some would say you needn't wait for even one minute. Just don't remove it until you've finished transferring to or from it or while its light is flashing.

Place the disk or stick into your computer. You're going to send me the files you've transferred to it so open up your e-mail software and write me a nice e-mail saying how successful you were at exporting – and also something about your target audience as I mentioned earlier. Attach the files by the usual method, browsing your floppy or stick for them. I'll then make them available for others to download from the website.

To export a **Style** or **Midi file**, the same procedure is followed essentially: just a slight change of direction at the start.

3. Exporting a Style or MIDI File.

- Touch the **Settings** tab on the far right of the top bar on the instrument's screen.
- Touch the **OAS - Database** box in the middle of this **Settings** screen.
- Touch the **ACC Manager** box in the top right of the new window labelled **OAS Database** which has now appeared. The new screen which then appears has the title **Accompaniment Manager** in the top left corner of the top bar. To the right hand side of this top bar are the buttons **Load** and **Back**.
- The screen which now appears has some familiarity but is more busy than we saw with Total Presets. The top half is very similar but the bottom half has additional buttons. The button we're interested in here is **ACC Export**, bottom centre.
- Before using that button, touch the down arrow in the **ACC Types** column top left of the screen.
- There are two entries in the drop-down list which has now appeared which concern us here. These are **Midi** and **Style**. The others are of interest if you have user-generated material of that sort and you wish to export it.
- If you select **Midi** in that drop-down list, the **Accompaniments** panel far right displays all the Midi files you have produced and stored on your organ. You can select the Midi File(s) you want to export by highlighting them as you did with Total Presets.
- If you select **Style** in that drop-down list, the **Accompaniments** panel far right displays all the User Styles you have on your instrument. You can select the Style(s) you want to export by highlighting as you did with Total Presets.
- In either case, Midi Files or Styles (or any other ACC Type), the next part of the process is the same.
- Ensuring first that you have something highlighted in the **Accompaniments** panel, touch the **ACC Export** button bottom centre. The **Directories** screen then appears and this is now familiar to you from when you saw it while exporting Total Presets. Select the Style(s) or Midi File(s) you wish to export by highlighting them as you did with Total Presets.
- The name of the Midi File or Style is in the top left white box. Check the capital letter under the word **Directories** is the correct Drive (Directory) to which you wish to export.
- Touch **OK**. The file is transferred.
- Notice the file extension for Midi Files is .mid and for Styles is .sto (for non-OAA instruments) and .stw (for OAA instruments). The screen says .sto regardless.

IMPORTING

To import is relatively easy.

Total Presets

- Touch the **Settings** tab on the far right of the top bar on the instrument's screen.
- Touch the **OAS - Database** box in the middle of this **Settings** screen.
- Touch the **Total Preset Manager** box in the middle of the new window labelled **OAS Database** which has now appeared.
- The new screen which then appears has the title **Preset Manager** in the top left corner of the top bar.
- Touch the **Import** button, second down in the left column under **Edit Presets** at the bottom of the screen.
- The blue screen which then appears is familiar from the same screen which appeared during the exporting process. The Drive (Directory) containing the Total Preset(s) you wish to import is on the left and the list of Total Presets in that Drive (Directory) is displayed on the right.
- Having selected the correct drive in the left panel, you just need to highlight the Total Preset(s) in the right column which you wish to import, then touch the **OK** button.
- The next screen to appear has a yellow background with its title **Import Total Presets** in the top left.
- You can choose which Preset Group and which User Group you wish to assign the Total Preset(s) to, but you don't have to do that. If importing a single Total Preset you can also change its name.
- What you do have to do is decide a place to put the Total Preset(s). That is done by highlighting a blank User Address in the list of your current User Total Presets in the left, white panel.
- **WARNING.....WARNING.....WARNING.....** If you have highlighted more than one Total Preset to import, notice this screen contains a button labelled **Don't overwrite existing Presets!** If you do **not** select this button (which should really have the words "Import Presets but" in front of its label) but instead you select the button below it just labelled **Import Presets**, any existing Total Presets which come after your chosen storage position for the first Preset in the list will be overwritten if there are insufficient adjacent blank spaces. By selecting **Don't overwrite existing Presets!** instead, the list of Total Presets you've selected to import will be distributed in sequence into available spaces only and no overwriting will occur.

Styles and MIDI Files

- Touch the **Settings** tab on the far right of the top bar on the instrument's screen.
- Touch the **OAS - Database** box in the middle of this **Settings** screen.
- Touch the **ACC Manager** box in the top right of the new window labelled **OAS Database** which has now appeared. The new screen which then appears has the title **Accompaniment Manager** in the top left corner of the top bar.
- Touch the down arrow in the **ACC Types** column top left of the screen.
- Select, from the drop-down list which has now appeared, whether you wish to import **Style** or **Midi**.
- Now touch the **ACC load** button at the top of the **Load Accompaniments** list bottom right.
- The blue Directories (Drives) screen appears again. Choose the Drive (Directory) which contains the Style(s) or Midi File(s) you want to import by touching the correct letter in the left panel.
- The Style(s) or Midi File(s) contained on that Drive (Directory) appear in the right panel.
- Select by touching, in that right panel, the Style(s) or Midi File(s) you wish to import.
- A yellow screen then opens up which has a list on the left of the available places for storing the import. The screens for Styles and for Midi Files have the same name in the top left : **Load Accompaniments**. The storage area presented in the left panel is different in each case, however.
- Notice if you are importing just one Style you can change its name now. This is not possible with a single Midi File nor with multiple Styles.

- **WARNING.....WARNING.....WARNING.....** Notice also that if you are importing more than one Style or Midi File, this yellow screen has a button bottom left labelled **Overwrite existing place?** The logic of all this is reversed compared with Total Presets. If you select the button bottom right labelled **Load Acc** then overwriting will **not** occur. If you select the button **Overwrite existing place?** then overwriting **will** occur if there are insufficient adjacent spaces to take all the Styles/Midi Files being imported.

That's it! You can now import and export User Total Presets, User Styles and User Midi Files. You can also use the same export procedure to copy your User Total Presets, Styles and Midi Files to a Memory Stick as a back-up should it ever be necessary to reinstall that data.

APPENDIX

An easy solution to the USB sockets being at the back of Wersi instruments

Except for the Apollo, which has USB sockets on its front: much easier. All is not lost, however. I obtained a 1.5m Male to Female USB lead (commonly known as a USB extension lead) from Maplin (other suppliers are available), connected the plug end into a spare USB socket in the back of my Verona and placed the socket end of the cable on a shelf next to the organ, though it could go anywhere which is easily accessible.

How to check if it's safe to remove a Memory Stick from a Wersi instrument

- Select the **Settings** tab.
- Touch the **Windows** button second up from bottom right. It's OK, really. Stay calm!
- Near the date, bottom right, is this icon:  This is a button which, if you touch it, will bring up the

names of devices you may wish to remove, one of which will be the memory stick. The window which appears looks like this:



- The above screenshot was taken from my computer. On my Verona the Drive is (E:). The words can be viewed as a question: do you want to safely remove USB Mass Storage Device? (Long title for a memory stick!) That same window may also mention another drive – ignore that.
- Touch **those words** in that window (**not** any words describing any other drive). Usually on a computer another window will then appear telling you it is safe to remove that device. This does not happen on my Verona so I assume it is then safe to do so. (That's why I just remove the stick when its saving/loading is finished without invoking this Windows safe procedure.) Essentially Windows has now disconnected the stick electrically from the instrument – you cannot use the stick now without unplugging it first and then plugging it in again.
- At the bottom left of your instrument's screen (which is now showing the Windows desktop) is a button called WERSI OAS. Touch this button and the OAS screen will reappear replacing the desktop and the Windows taskbar at the bottom will disappear one second later.
- All you are doing here is toggling between displaying the Windows desktop or the OAS. By touching the **Windows** button under **Settings** you are maximizing the Windows desktop and minimizing the OAS. When you touch the OAS button you are doing the reverse. You are using only the memory stick safe removal procedure of Windows – no deeper.

NB You can use your computer to add folders to your memory stick before using it in the above ways. This is necessary if you're using the stick as a back-up for your full set of Total Presets and User Styles etc.

If you have any problems with any of the procedures in this document, please e-mail me using the Club's e-mail address and I'll attempt to answer your questions.

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April 2008