

# Organizing Files On Your Keyboard

“Preparation is key” - Practical tips by Heidrun Dolde - Translated by Roland Wehlend

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## Important!

1. First you need to give some thought to your choice of file and **folder naming** convention as well as **folder hierarchy**. Otherwise renaming or moving files later will be a pain.

2. **Files are only visible if you are in the corresponding section** - meaning that a style file for example will be invisible unless you are looking in the style section (navigating sections using the buttons A through J on the home screen).

Folders on the other hand are always visible.

3. Folders can only have up to **three levels under the user memory** (user tab).

In other words, you can have a folder a sub-folder which then has one more sub-folder.

This limitation does not exist when creating folder hierarchies on the hard drive (HD1 tab).

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**First create the following folders on your hard drive:**

- Audio Songs
- Misc. Text
- Lyrics
- MIDI
- Multipads
- Music Finder
- Playlists
- Registrations
- Styles
- System
- Voices

## Audio Songs

Everything in terms of audio songs goes in here - be this your own keyboard HD recordings or imported audio files (.wav files). Sub-folders under Audio Songs may have names like “My Demo Songs”, A - Z music title.

**Tip:** Create two sub-folders - one “Dinner”, the other “dance music”.

If the situation arises where you are a guest at an event and entertainer at the same time, you can use song material in these two folders as background playback.

Another sub-folder under Audio Songs I like to create is “Customers”. Sometimes an event coordinator will send me some songs in advance asking me to play them back during the event.

## Lyrics

- Artists (you would use the same sub-folder structure as under MIDI where lyrics are sorted by language and/or performer/band.
  - By Countries: Here you can store lyrics where you don't know the artist - such as folk lyrics in a particular language for instance.
  - Under a folder "Germany" you could for example use Birthday, Funny, Opera, Folk Songs, Hit, Children, Farewell - and sort it that way.
  - Theme: Christmas, Swing & Jazz, Classical, ...
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**MIDI** one could sort by...

- Quality (XT5, XT4, XT3, XT2, XT, XG, ...)
  - Artists: To avoid filling up folders quickly - you can create sub-folders that pre-sort things like language and/or performer/artist/band for example.
  - Theme (Christmas, Farewell, Spring Songs, Children...)
  - Producer
  - Music genre (Rock, Jazz, Classical, Folk...)
  - "My Own Recordings"
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## Registrations

Ideally - you would structure registrations in various different folders and use a sorting strategy that will take you to the next song with as few button hits as possible.

- Alphabetical
- By dance style (waltz, foxtrott, Discofox, etc.)
- By instrument (best instrumentation for piano, strings, brass, ...)
- By theme (musicals, jazz, christmas, by artist, ...)
- By mood
- By event situation (introduction, dinner, dance, party, goodbye)
- By dance number
- Also - if you play with different bands or formations - name the main folder correspondingly.

**Tip:** Information like what key, time signature, etc. can be part of the registration name.

## Misc. Text

Miscellaneous text files with the file extension .txt can be used for various purposes such as text notes, lists and others. So text files go into this folder.

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## Multipads

Most likely you will not have any sub-folders under Multipads as there tend to be quite a bit less multipads in comparison to the higher numbers of styles, MIDI or lyrics. I like to sort my Multipad banks by capital letters:

V = Vehicle (so you can have things like “V Car”, “V Firetruck”, or P = People (like “P Applause”, “P Baby”. A could stand for animals, H for hobby, W for water, etc.

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## Music Finder and Playlists

Since there are usually not that many entries under this folder, you will most likely have no sub-folders.

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## System

Create three sub-folders for the most common system files:

“User Effects”, “System Setup” and “Background” (background images in bitmap format)

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## Styles

- Should you already have had a Yamaha keyboard earlier - name the folders after the keyboard model and then under that create the sub-folders using the original keyboard’s folder names (pop/rock, ballad, latin, ballroom, country, entertainer, ...)
  - Create a main folder and then sub-folders either by style producer or by music genre.
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## Voices

Create two sub-folders “Custom Voices” and “Library”.

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