

Organizing Files On Your Keyboard

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

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).



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.

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.

Music Finder and Playlists

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

System

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

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

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”.
