



Alan German & Chris Taylor

Ottawa PC Users' Group

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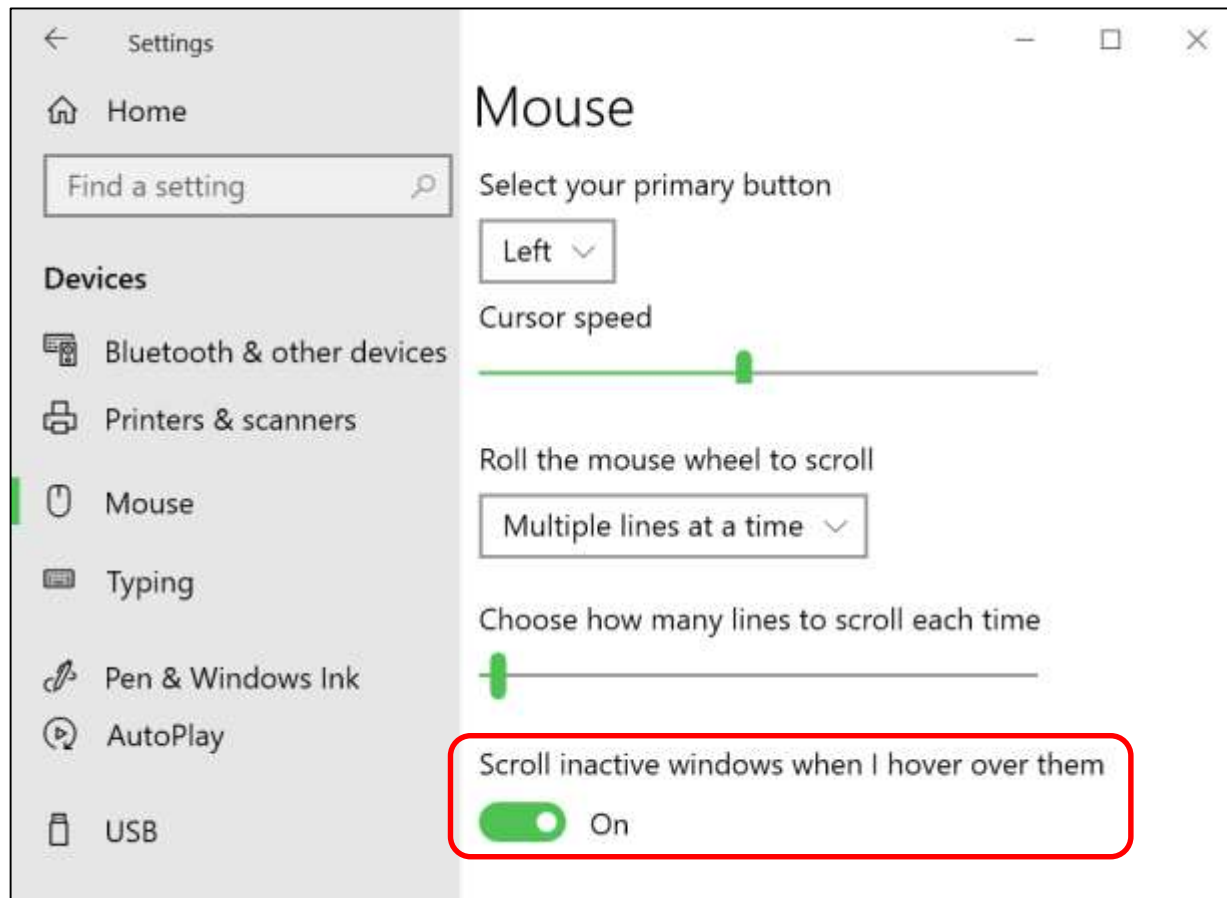


Mousing inactive windows

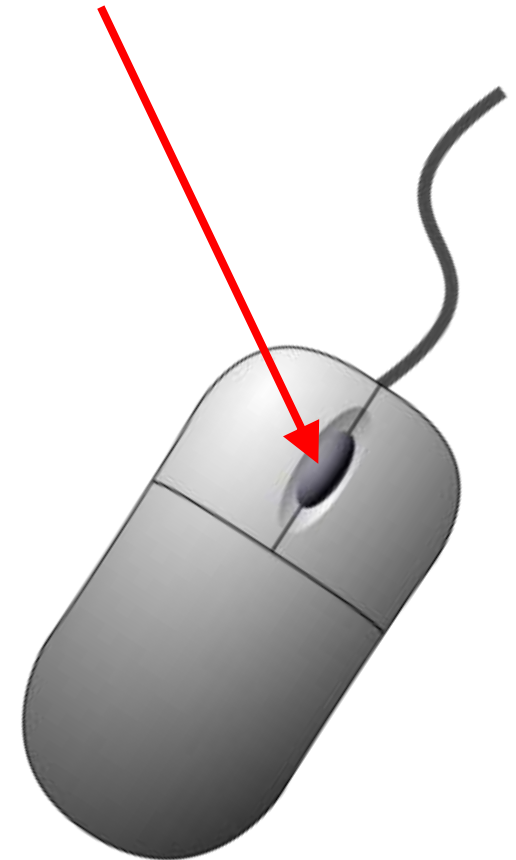
- Switching between program windows is can be tedious
- Using one program (typing, reading, scrolling, etc.)
- Want to refer to info in another program
- ~~Switch to the other program~~ **Eliminate!**
- Scroll to find the info you want
- ~~Switch back to original program~~ **Eliminate!**
- Continue with your editing
- What if you could scroll through another program
 - *without actually switching to it?*



Scrolling inactive Windows



Use the scroll wheel
on mouse

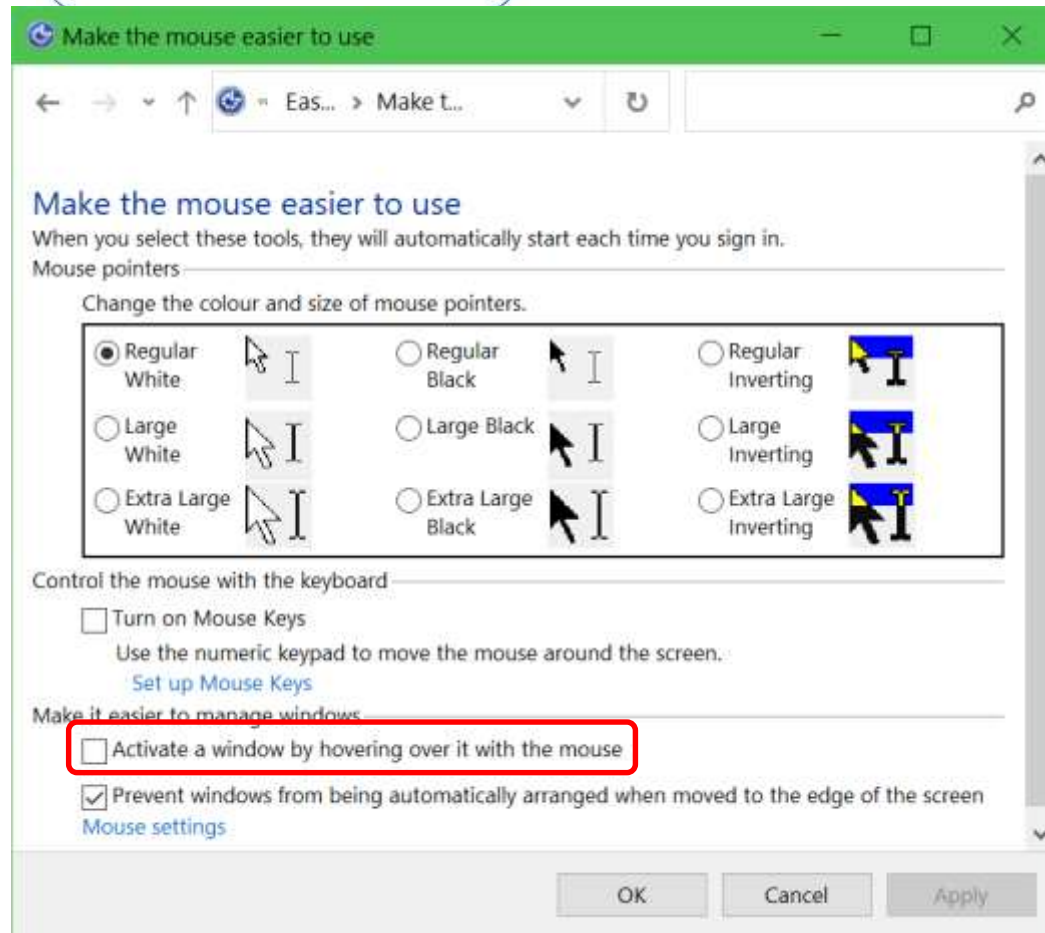


Settings | Devices | Mouse

- *Scroll inactive windows when I hover over them*



Activating windows on hover



Or you might prefer...

- activate other programs
- not have to click
 - especially with touch-pad

Control Panel | Ease of Access Centre | Make the mouse easier to use

- *Activate a window by hovering over it with the mouse*



Limit Reservable Bandwidth?

- I was familiar with the idea of a "Quality of Service" scheduler from my old router's control panel
- I was unaware until now that Windows has the same ability inherently
- This article discusses adjusting that but, I'm not really sure why it might have any benefit

<https://www.makeuseof.com/windows-limit-reservable-bandwidth>

Stewart Bruce

What Is "Limit Reservable Bandwidth", and Should You Change It on Windows?

Windows reserves 20% of your bandwidth for important processes, but it's not all bad news...

BY ARJUN RUPARELIA
PUBLISHED 1 DAY AGO



A

Reservable Bandwidth

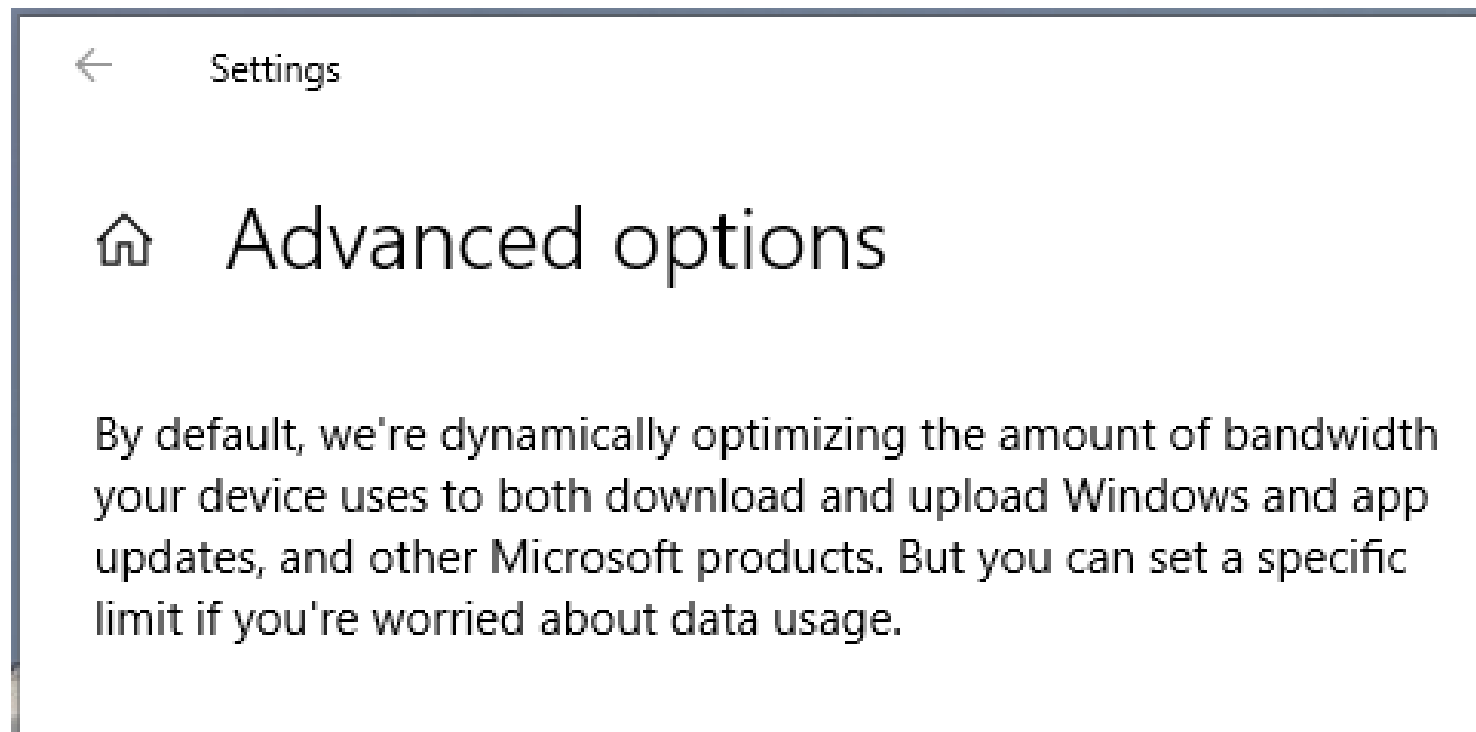
- Windows uses a Quality of Service (QoS) Packet Scheduler to reserves 20% of your Internet bandwidth for “high-priority tasks”
- It’s not clear (to me) which tasks are high priority
- **When no high-priority tasks are in progress, 100% of your Internet bandwidth is available to you**
- My advice – leave things alone!





If you must tinker...

- Navigate to: *Settings – Windows Update – Advanced Options – Delivery Optimization – Advanced Options*



A

Before you get there!

Delivery Optimization

Allow downloads from other PCs

If you have an unreliable Internet connection or are updating multiple devices, allowing downloads from other PCs can help speed up the process.

If you turn this on, your PC may send parts of previously downloaded Windows updates and apps to PCs on your local network or on the Internet. Your PC won't upload content to other PCs on the Internet when you're on a metered network.

[Learn more](#)

Allow downloads from other PCs



Off

☒ PCs on my local network

☐ PCs on my local network, and PCs on the Internet

Download settings

Limit how much bandwidth is used for downloading updates

☒ Absolute bandwidth

☐ Limit how much bandwidth is used for downloading updates in the background

1 Mbps

☐ Limit how much bandwidth is used for downloading updates in the foreground

5 Mbps

☐ Percentage of measured bandwidth (measured against the update source)

☐ Limit how much bandwidth is used for downloading updates in the background

45%

☐ Limit how much bandwidth is used for downloading updates in the foreground

90%

Upload settings

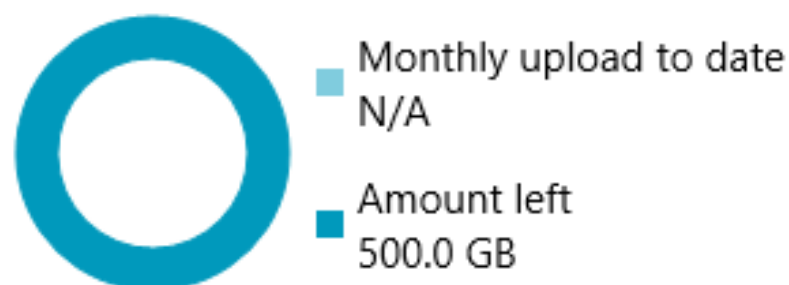
- ☐ Limit how much bandwidth is used for uploading updates to other PCs on the Internet



- ☐ Monthly upload limit



Note: when this limit is reached, your device will stop uploading to other PCs on the Internet.



Share

Organizing your music files

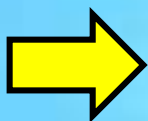
Part 3



Bob Walker

Video and Audio Tools Series

- How to download videos and audio from YouTube using Video DownloadHelper
- How to download or capture videos using Debut Video Capture and Screen Recorder Software
- How to do still and video screen capture using ScreenHunter Pro all-in-one screen capture and screen recording software
- How to capture (rip) audio from a video file and how to take a screenshot of the current video frame using GOM Player
- How to rip your CD's to MP3's using Express Rip CD Ripper
- How to edit the tags (metadata) for your MP3's
- Organizing your songs and music videos, part one, media management
- Organizing your songs and music videos, part two, file management
- Organizing your songs and music videos, part three, making it easy
- Some iTunes tips, tricks and glitches



**Last session, we covered
organizing all your digital music
and related files using
Good File Management*.**

**It looks simple enough, but how
do you get started, and how do
you make it easy?**

*** - For your downloading ease, Appendix 2 at the end of
this deck has a review of Good File Management.**

My digital music collection, maybe like some of yours, grew more by accident than by planning. I'd download a few songs here, rip some CD's there, download a couple of music videos on yet another computer (that was where the software was), friends would send me tunes and videos, and before I knew it there was chaos.

I'd be looking for a particular song or video to play or to make a mixtape for the car or to pass on to a friend, and I'd have no idea where it was.

You may have the files on your:

- Desktop computer(s)**
- Laptop computer(s)**
- Tablet(s)**
- Spouse's or kids device(s)**
- Smartphone(s)**
- Backup drive(s)**
- USB keys all over the place (different rooms, different cars, some at work, some in laptop bags, in pockets, under the cushions of your couch, etc.)**

And on each device, the files are all over the place in different directories, sub-directories, sub-sub-directories, etc.

It was clear I needed to get organized!

But where do I even start?





The 'Master' Location

The key to getting organized is having a central 'master' location for all the related files to be migrated to and copied from.

Ultimately, you'll probably want this on your main computer, but when you first start to get organized, it is probably best to put this location on an appropriate capacity USB stick or USB drive that you can move from device to device as you 'harvest' the files.

The next best choice would be on the computer you use the most, but in this case you'll likely need a USB stick or drive to move the files from your other devices.

Review: The '*Music*' Top Level Directory

The key to organizing your music related files (songs, music videos, cover art, etc.) is the '*Music*' directory. It is the top level directory your other directories and files will be located in.

You can name it '*Music*', '*My Music*', '*Jill's Music*', '*Fred*', '*Voldemort*' or whatever name suits you best.

The '*Music*' directory can be located in

'c:\Users\MyUserName\Music'

or

'c:\Users\MyUserName\Documents\Music'

or

wherever works best for you.

Try not to bury it too far down in your directory structure. Windows has a 256 character limit to filenames including the path info.

Note that if you download music from iTunes, it will likely create a '*c:\Users\MyUserName\Music*' directory for you anyway. There are pro's and con's to sharing the same directory with iTunes, but it's probably best to leave iTunes all to itself. In a future session, we'll look at some of iTunes quirks and foibles to see why.

Step One: Create the Directories

To start getting organized, create your '*Music*' ('*My Music*', '*Jill's Music*', etc.) directory on your chosen device.

Next, create the sub-directories:

- 00 COMPILATIONS
- 00 COVER ART
- 00 MISCELLANEOUS
- 00 SOUNDTRACKS
- 00 SPECIAL SONGS

Step Two: The Migration

Now start migrating the songs, albums, music videos, etc. from wherever they are into this 'Music' directory.

Remember to create a sub-directory for each significant artist so you can gather all their stuff together, and the onesie – twosies can go directly into the 'Music' directory.

You should keep a copy of the material on the source device(s) until you have properly backed up your master device.

Step Two: The Migration

As you do the migration, you *might* want to take the time make sure all the song file names are in a basic consistent format (as a minimum, '*artist name – song name*' would be good, see Appendix One at the end of this deck for more info) and the tags are complete.

BUT

REMEMBER, your PRIME goal is to gather everything together. If re-naming, tagging, etc. is going to slow you down, you might want to keep any renaming during migration to just those files where you need a proper filename just to even know what it is.

Set your own schedule. You might want to prioritize a couple of key locations to migrate first (the 'mother lodes' like your iTunes download directory or your video download directory or that full 128gb thumb drive with 1,000 tunes your friend gave you).

It's not a big deal if you just want to take a few minutes here or there to get the most important stuff done *'as and when you need it'*. It may take months to get it all done, or you may never completely finish.

The main thing is to get the most important stuff *to you* all together in one place so you can at least find it when you want it.



Step Three: The Cleanup

Any cleanup of the file names, tags, sorting into sub-directories, etc. can be done on an 'as required' basis.

For example, you're making a mixtape for your car or to give to someone, and you want the tagging info to be correct.

Any additional cleanup is up to you.

Step Three: The Cleanup

Let's have a quick look at some music sources, and what you'll likely need to 'clean up' with each one.

iTunes

Music from the iTunes download directory will already be organized into a directory for each artist, with an album sub-directory which will contain the song files (even if you only buy one song by that artist)*, and the tagging will be correct including the album art. The song filenames won't have the artist's name, and you may want to remove the track number from the filename if it isn't from a soundtrack album.

*** - I'll cover exceptions to this in a future session on iTunes tips, tricks and glitches**

CD Rippers

If you ripped some music from CD's, song filenames and tags may only have 'track 1, track2, track3, etc.', or they may have fairly complete information on the album name, artist name, track number and the title of each track, and the length of each track.

You will need to provide any missing info for the filenames and the tags, including the cover art for the tags. If you want all your song filenames to have a consistent format, you'll need to edit the filenames.

The CD ripper should have the song files in a separate sub-directory for each album. Some rippers will create a directory for the artist with a sub-directory for each album, especially if they can get the correct info from an online database.

YouTube Downloads

If you download music videos or just the song from the videos from YouTube or other similar sources, the filenames will be the title of the video, and long filenames will be cut short.

The filename may not have the artist name and song title information you want, so you'll likely need to edit the filenames so they mean something to you and/or are in a consistent filename format (it is a good idea to get in the habit of doing this right after you download while you still have the video loaded in YouTube).

None of the files will be tagged, so you'll need to do whatever tagging you want yourself.

Other than being in the download directory of the download tool you use, there will be no organization of the files into sub-directories.

Video Capture Tools

If you capture videos or just the soundtrack from the videos using a video capture tool, the filenames will have NO information other than a sequential number.

You will need to provide a proper filename (it is a good idea to get in the habit of doing this right after the capture is finished while you still have the video loaded in your browser).

There will be NO tagging of the song files.

Other than being in the download directory of the download tool you use, there will be no organization of the files.

Step Four: Ongoing

Some of the files will already be in a known location just because of the process or software tool you used to get them, such as:

- Direct downloads from services like iTunes.
- Video and song downloads from sites like YouTube.
- Video captures from other sites.
- CD rips using a ripping tool.

You can leave the files there as you gather them, then do migrations to your master 'Music' directory from time to time as you need them. Any urgency is up to you.

At least you'll know where the files are likely to be if you can't find them in your master 'Music' directory.

Step Four: Ongoing

Any music related files that you get from more random sources (e.g., from a friend on a USB stick) should be put into your master 'Music' directory soon after getting them so you don't have files all over the place again.

Any music related files you have on other devices (e.g., a USB mixtape for your car or a party) should be copies of files that are already in your master 'Music' directory.

Your master 'Music' directory should be backed up on a regular basis, just like ALL of your files.

The background image is a screenshot of the Total Commander file manager. The top bar shows 'Total Commander (x64) 10.00 - Natural Resources'. The main interface has two panes. The left pane shows a directory tree with 'c:\Users\Bob\Documents\My Files\Presentations\AV Tools Series\Music organization and live demos*' selected. The right pane shows a file list for 'e:\MASTER\Music\Music By Artist*' with columns for Name, Ext, Size, Date, and Attr. The file list includes entries like '[DIR> 2022-06-26 18:06]', '[DIR> 2022-06-26 18:08]', '[DIR> 2022-06-26 19:33]', '[DIR> 2022-06-24 20:23]', '[DIR> 2020-10-13 11:24]', '[DIR> 2021-04-24 11:14]', '[DIR> 2021-10-20 10:37]', '[DIR> 2019-02-24 18:35]', '[DIR> 2021-04-26 09:53]', '[DIR> 2022-05-14 21:41]', '[DIR> 2019-02-24 13:08]', '[DIR> 2021-05-20 21:25]', '[DIR> 2021-05-20 21:26]', '[DIR> 2019-03-02 13:11]', '[DIR> 2019-02-24 13:08]', '[DIR> 2020-10-13 11:24]', '[DIR> 2020-10-25 22:08]', '[DIR> 2019-02-24 13:08]', '[DIR> 2022-06-24 19:44]', '[DIR> 2019-02-27 15:11]', '[DIR> 2020-08-15 23:52]', '[DIR> 2021-03-04 20:21]', '[DIR> 2023-01-15 21:29]', '[DIR> 2022-07-17 22:31]', '[DIR> 2022-02-28 16:07]', '[DIR> 2021-05-20 22:47]', '[DIR> 2019-02-25 12:38]', '[DIR> 2020-10-01 15:31]', and '[DIR> 2020-10-13 11:24]'. The bottom status bar shows '0 k / 2,032 k in 0 / 5 file(s), 0 / 1 dir(s)'.

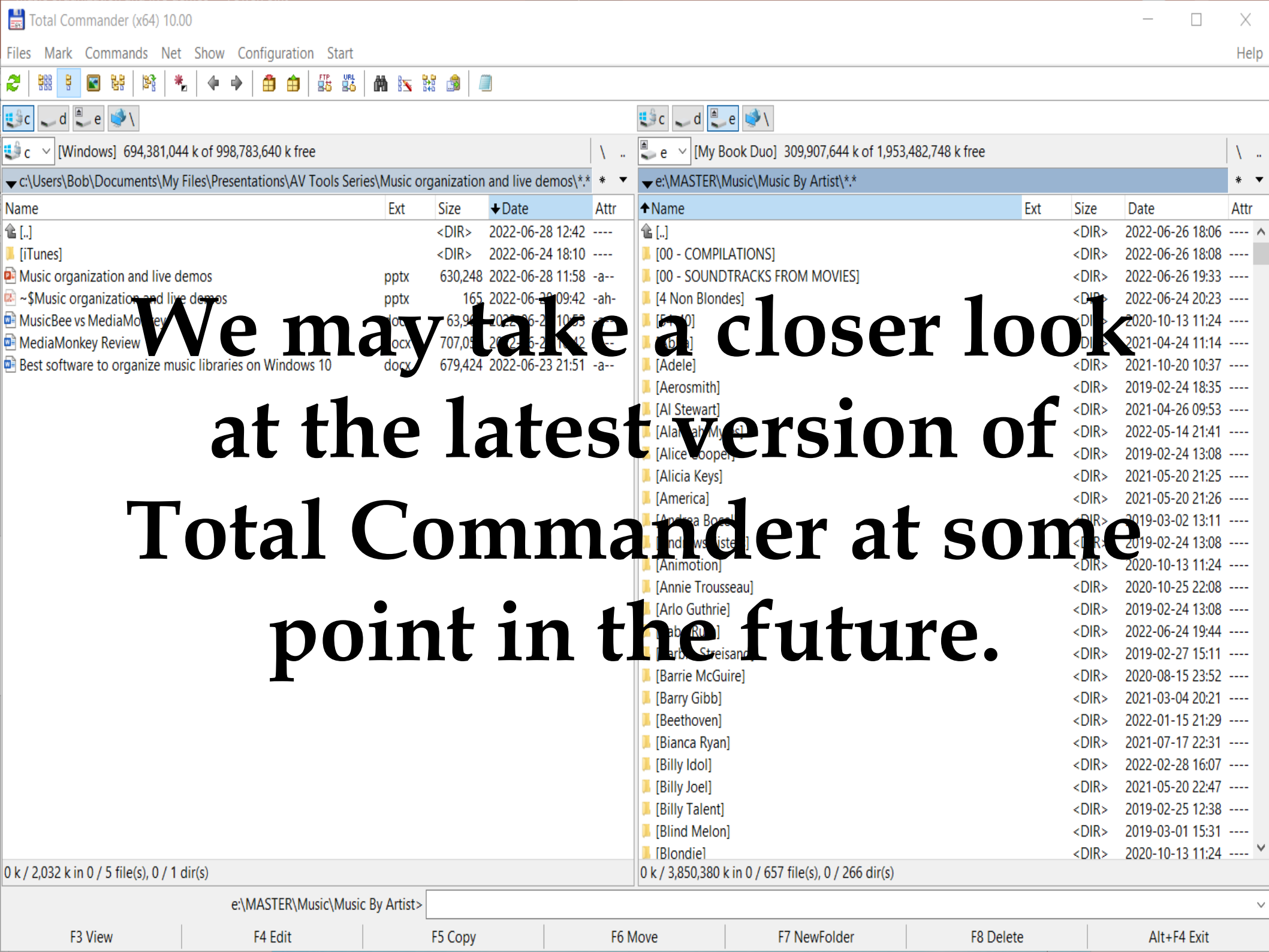
- You can use Windows File Explorer Explorer Disposer Explorer to do the file organization and renaming, or use another file manager like [Total Commander](https://www.techradar.com/best/the-best-file-manager).
- OPCUG has had a number of presentations of Total Commander over the years as it has evolved.
- For re-organizing files, you may find Total Commander is easier to use than File Explorer because its two pane ('window') interface makes moving and copying files between directories, creating new directories and other operations easier since you can visualize the operations more easily.
- Total Commander has a great group rename utility (CTRL-M to bring it up) which is very useful for renaming an album's worth of songs (e.g., adding the artist's name to all the files) at once.

Best file manager of 2022: Organize your files in a better way for your Windows PC
<https://www.techradar.com/best/the-best-file-manager>

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Best file manager of 2022: Organize your files in a better way for your Windows PC

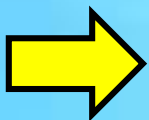
<https://www.techradar.com/best/the-best-file-manager>



We may take a closer look
at the latest version of
Total Commander at some
point in the future.

Video and Audio Tools Series

- How to download videos and audio from YouTube using Video DownloadHelper
- How to download or capture videos using Debut Video Capture and Screen Recorder Software
- How to do still and video screen capture using ScreenHunter Pro all-in-one screen capture and screen recording software
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- Organizing your songs and music videos, part three, making it easy
- **Some iTunes tips, tricks and glitches**



Appendix 1:
Format of Song
Filenames
(Revised)

Format of Song File Names (1 of 3)

The format for naming music files is important for finding and sorting files as well as for displaying the information of the song in the music player. Most music players and music database applications will get the information from the 'tag' built into the mp3, m4a, etc. file, but where the tag information is missing the most important information is taken from the filename, usually if the filename is formatted '*artist name - song title.filetype*' (e.g. '*Fred Biscuit - Spiffing My Biffy.mp3*'). That is a minimal format. A more complete format is:

artist name - song title (album name and other metadata) source.filetype
Jay-Z ft Alicia Keys - Empire State of Mind (The Hits Collection Vol. 1)
iT.m4a

Artist Name: The name of the individual artist or group. If the group name starts with 'The' leave that in (e.g., '*The Beatles*'). If there is a main artist with a guest artist, put the main artist's name first, then 'ft' or 'ft.' for 'featuring' (e.g., '*The Fuddles ft Joe Blow*'), or 'with' (e.g., '*The Fuddles with Joe Blow*'). In the artist's name section don't use special characters like parenthesis, etc. If two or more artists have equal billing, separate their names by a comma or the word 'and' or an ampersand (&).

Separate the 'artist name' section from the 'song title' section with a space, a dash and another space.

Format of Song File Names (2 of 3)

Song Title: The name of the song. It may be necessary to abbreviate really long song names. In the song title section don't use special characters like parenthesis, etc.

Separate the 'song title' from the 'album name and other metadata' with a space.

Album Name and Other Metadata: If the song comes from a specific album, list the album title first. If the album title is something like '*The Best of Alvin Belistoc and the Family Band*', then the '*Alvin Belistoc and the Family Band*' part can be left off the album title since that information is already in the "Artist Name" section. Sometimes the term '*Greatest Hits*' is abbreviated to 'GH'. Other metadata can include information such as '*Live*', '*Remastered*', '*Live from the Oscars*', '*Single*', '*EP Single*', '*Live at Wembley Stadium 2012*', etc. The '*album name and other metadata*' is surrounded by parentheses (). If the song came from a compilation album (e.g., '*The Best of Disco*'), you may want to put the name of the album the song originally came from in the filename and the tag.

Source: This describes where the song came from and is optional. Examples include 'iT' for '*iTunes*', 'CD' for '*Compact Disc*', 'VR' for '*Vinyl Record*', 'YT' for '*You Tube Video*', etc. This information can be useful in case your computer file becomes corrupted and you have to re-source the material. The '*Source*' may or may not be surrounded by parentheses.

Format of Song File Names 3 of 3)

Track Number: If the order the songs are played in is important, such as in a movie soundtrack, an opera or a rock opera, or a symphony, then you should add the track number at the beginning of the filename. If there are ten or more tracks, tracks 1 thru 9 should start with a '0'. The Track Number can **also** go at the start of the song's name. **If the Track Number is correct in the song's tag, then it can be left out of the file name entirely and the music player should still play it in the correct order.**

04 Jeff Wayne - Forever Autumn (War of the Worlds) CD.mp3

OR

Jeff Wayne - 04 Forever Autumn (War of the Worlds) CD.mp3

File Name Extensions: The file name extensions for audio files are usually '.mp3' or '.m4a', although there may be the occasional '.aac', '.ogg', '.wav', '.wma' and others.

File name extensions '.mp4', '.mkv' and '.webm' are the most common for video files, but there are others.

Note: Windows maximum filename length, including the file path to get to the file, shouldn't exceed 255 characters. Even if you are within the Windows limit, excessively long filenames can be cumbersome and unworkable. There is a trade-off between putting as much information as possible into the filename and the length of the filename. That's what tags are for.

Appendix 2:

Good File Management

The '*Music*' Top Level Directory

The key to organizing your music related files (songs, music videos, cover art, etc.) is the '*Music*' directory. It is the top level directory your other directories and files will be located in.

You can name it '*Music*', '*My Music*', '*Jill's Music*', '*Fred*', '*Voldemort*' or whatever name suits you best.

The '*Music*' directory can be located in

'c:\Users\MyUserName\Music'

or

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or

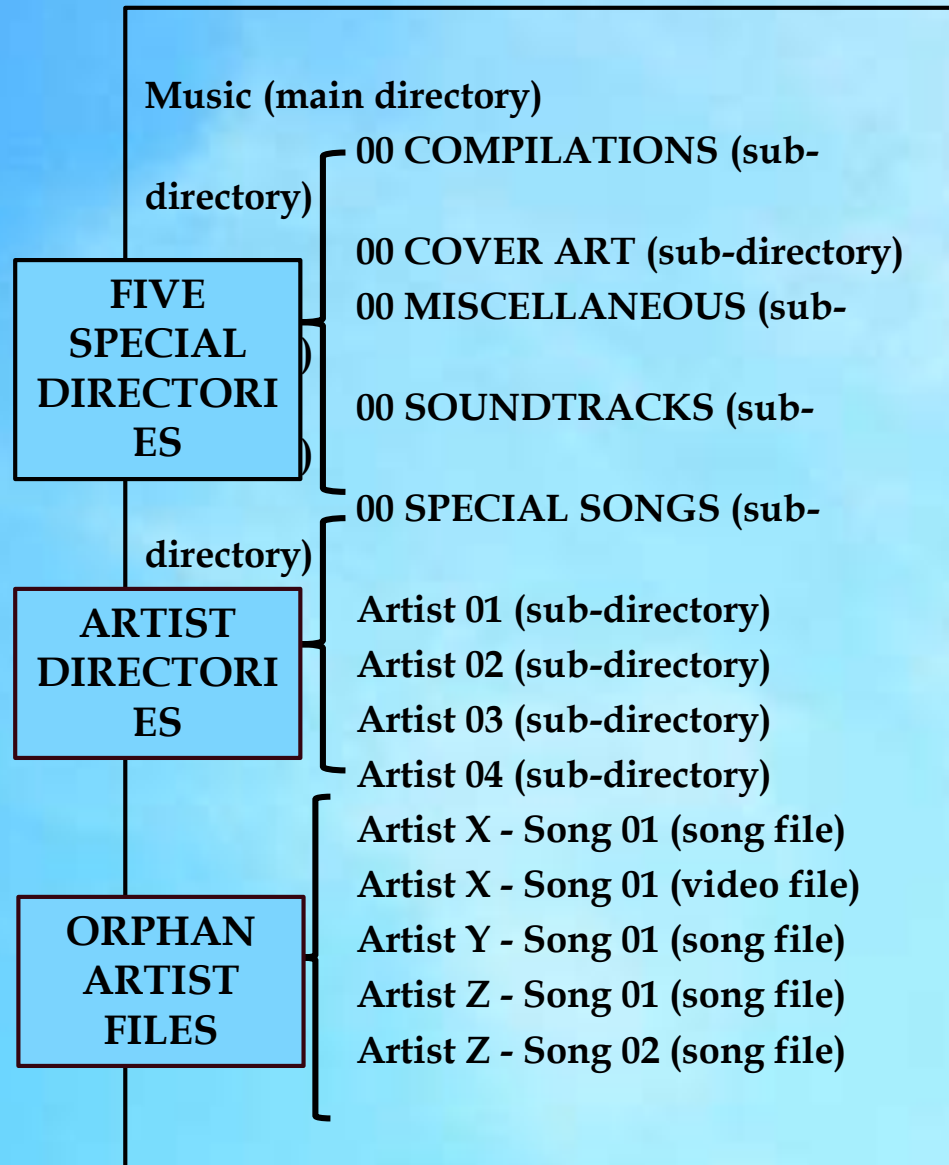
wherever works best for you.

Try not to bury it too far down in your directory structure. Windows has a 256 character limit to filenames including the path info.

Note that if you download music from iTunes, it will likely create a '*c:\Users\MyUserName\Music*' directory for you anyway. There are pro's and con's to sharing the same directory with iTunes, but it's probably best to leave iTunes all to itself. In a future session, we'll look at some of iTunes quirks and foibles to see why.

Structure of the '*Music*' Directory

Theory



Example



The '00' Special Directories

Most of the sub-directories in the 'Music' directory will be directories specific to a particular artist. The exceptions are these sub-directories:

- 00 COMPILATIONS
- 00 COVER ART
- 00 MISCELLANEOUS
- 00 SOUNDTRACKS
- 00 SPECIAL SONGS

These are special purpose directories that I'll explain in the next few slides.

They all have a '*zero, zero, space*' in front of the directory name so that when you sort the '*Music*' directory alphabetically, they'll be sorted first and not mixed in with all the '*Artist*' directories.

If you capitalize the directory names, they'll stand out even more.

You can change the '00' to '01', '02', '03', etc., if you want to change their sort order

The '*00 COMPILATIONS*' Directory

Compilations are albums that are not attributed to a specific artist (e.g., '*The Best of Disco*'). Compilations usually have several artists on the same album.

Theory

00 COMPILATIONS (main directory)

Album 01 (sub-directory)

Song 01 (file)

Song 02 (file)

Song 03 (file)

Album 02 (sub-directory)

Song 01 (file)

Song 02 (file)

Song 03 (file)

Example

00 COMPILATIONS (main directory)

Motown Classics Gold (sub-directory)

Edwin Starr - War.m4a (song file)

Marvin Gaye - How Sweet It Is.m4a (song file)

The Supremes - Stop, In the Name of Love.m4a (song file)

One Hit Wonders (sub-directory)

Climax - Precious and Few.m4a (song file)

Mungo Jerry - In the Summertime.m4a (song file)

Sugarloaf - Green Eyed Ladym4a (song file)

The '00 COVER ART' Directory

The '00 COVER ART' directory is a workaround used to store the cover art for tagging the music files.

You could place each cover art in the directory of the particular artist it pertains to, but when you're gathering cover art from the internet (e.g., from Google Images), maybe cropping and resizing it, and then using it for tagging, it is a lot easier to have one place for all the cover art rather than continually drilling down through multiple levels to different sub-directories.

 Pentatonix	jpg
 Phil Collins	jpg
 Phil Collins - Both Sides	jpg
 Phil Collins - But Seriously	jpg
 Phil Collins - Face Value	png
 Phil Collins - Hello, I Must Be Going	jpg
 Robbie Robertson - Robbie Robertson	jpg
 Roy Orbison - King of Hearts	jpg
 Seal - Seal	jpg
 Simply Red - Holding Back the Years	jpg
 Simply Red - Holding Back the Years LIVE	jpg
 The Beatles	jpg
 The Eurythmics - Greatest Hits	jpg
 Toto - Africa	jpg

The '*00 MISCELLANEOUS*' Directory

The '*00 MISCELLANEOUS*' directory is the repository for music related items not specifically related to a particular artist, soundtrack, composer, etc. (e.g., a video documentary on '*The History of Rock and Roll*').

You may also want an additional directory called '*00 TO BE SORTED*' as a holding or dumping area for music related stuff you just haven't had the time to sort yet (but at least you'll know where it is!).

The '*00 SOUNDTRACKS*' Directory

Some soundtrack albums are a form of compilation albums, where there is more than one artist on the album. To allow for this, you may want to have all your soundtrack albums in a separate directory.

Theory

```
00 SOUNDTRACKS (main
directory)
  Album 01 (sub-directory)
    Song 01 (file)
    Song 02 (file)
    Song 03 (file)
  Album 02 (sub-directory)
    Song 01 (file)
    Song 02 (file)
    Song 03 (file)
```

Example

```
00 SOUNDTRACKS (main directory)
  The Last Samurai (soundtrack sub-directory)
    01 The Last Samurai - A Way of Life.mp3 (song file)
    02 The Last Samurai - Spectres In the Fog.mp3 (song file)
    03 The Last Samurai - A Hard Teacher.mp3 (file)
  War of the Worlds (soundtrack sub-directory)
    War of the Worlds - 01The Eve of the War.m4a (song file)
    War of the Worlds - 04 Forever Autumn.m4a (song file)
    War of the Worlds - 05 Thunderchild.m4a (file)
```

The '00 SOUNDTRACKS' Directory

If you only have a few soundtrack albums, you may want to simplify things and not have a separate soundtracks directory. You could put the directories for each Soundtrack in the '*Music*' directory, where the Soundtrack name is used as the artist name.

Or if the soundtrack is by a single artist, in that artist's own directory (e.g., Jeff Wayne's '*War of the Worlds*').

Note that for soundtrack albums, it is usually important to have the songs (tracks) played in a specific order, especially if there is additional narration included in the song or track. In this case it is important that the file tag has the sequence number for each track so the music player will play them in order. It is also helpful if the file name has the sequence number as well. The sequence number in the song (track) filename can be in one of the following two formats:

04 Jeff Wayne - Forever Autumn (War of the Worlds) CD.mp3

OR

Jeff Wayne - 04 Forever Autumn (War of the Worlds) CD.mp3

The '00 SPECIAL SONGS' Directory

A 'Special Song' is a song that you have several different versions of by one or more artists. This directory is a workaround ('cheat'), so the songs and associated videos in this directory should be COPIES of songs and videos that are in each individual artist's directory. You may want to put the song writer's name in the name of the directory for the song (e.g., 'A Very Special Song - Fred Smith' or 'A

Theory *Very Special Song by Fred Smith'. Example*

00 SPECIAL SONGS (main directory)

Song 01 (sub-directory)

Artist 1 - Song 01 (song file)

Artist 2 - Song 01 (song file)

Artist 3 - Song 01 (song file)

Song 02 (sub-directory)

Artist W - Song 02 (song file)

Artist X - Song 02 (song file)

Artist Y - Song 02 (song file)

Artist Z - Song 02 (song file)

Artist Z - Song 02 (video file)

Documentary (video file)

00 SPECIAL SONGS (main directory)

Four Strong Winds - Ian Tyson (song sub-directory)

Ian & Sylvia - Four Strong Winds.mp3 (song file)

Ian Tyson - Four Strong Winds.mp3 (song file)

Bob Dylan - Four Strong Winds.mp3 (song file)

The Weight (song sub-directory)

Bruce Springsteen - The Weight.mp3 (song file)

Robbie Robertson - The Weight.mp3 (song file)

The Band - The Weight.mp3 (song file)

Playing For Change - The Weight.mp3 (song file)

Playing For Change - The Weight.mkv (video file)

The Story Behind The Song.mp4 (video file)

The '*Artist*' Directories

Normally each artist will have his/her/their own sub-directory in the 'Music' directory.

In cases where an artist is associated with one or more groups as well as a solo career, you will usually want to have a separate directory for each (e.g., a '*Robbie Robertson*' directory for songs he did as a solo artist, and any songs he did as a member of '*The Band*' or with '*Playing For Change*' to be listed in the respective group's directory.

In some cases, as a workaround, you may want to have copies of a particular song or video in more than one of the directories related to the artist.

The '*Artist*' Directories

The '*Artist*' directory is the repository of all the songs, videos, stories, documentaries and anything else you may have for that particular artist.

The first step in organizing your music collection is to get the files pertaining to a specific artist into each artist's own directory, or at the very least, into the '*Music*' directory.

Once you have stuff pertaining to a particular artist in one place (the artist's directory) you can be more relaxed about sorting and arranging everything within that directory. We'll cover this more in the next session '*Making It Easy*'.

Structure of the 'Artist' Directory

Theory

Example

Artist 01 (main directory)

Album 01 (sub-directory)

Song 01 (song file)

Song 02 (song file)

Song 03 (song file)

Album 02 (sub-directory)

Song 01 (song file)

Song 02 (song file)

Song 03 (song file)

Song Not From A Particular Album 01 (song file)

Song Not From A Particular Album 02 (song file)

Music Video 01 (video file)

Song from Video 01 (song file)

Music Video 02 (video file)

Song from Video 02 (song file)

Music Video 03 (video file)

Music Video 04 (video file)

Story Video 01 (video file)

Article or Story About the Artist 01 (document file)

Article or Story About the Artist 01 (document file)

Phil Collins (main directory)

Both Sides (album sub-directory)

Both Sides of the Story.m4a (song file)

Can't Find My Way.m4a (song file)

There's a Place for Us.m4a (song file)

Face Value (album sub-directory)

Behind the Lines.mp3 (song file)

I Missed Again.mp3 (song file)

In the Air Tonight.mp3 (song file)

One More Night.mp3 (song file)

Another Time.mp3 (song file)

Another Day in Paradise.mkv (video file)

Another Day in Paradise.mp3 (song file)

In the Air Tonight (Live).mp4 (video file)

In the Air Tonight (Live).mp3 (song file)

Take Me Home.mkv (video file)

Don't Lose My Number.webm (video file)

Interview with Phil 2013.mp4 (video file)

Phil's Life Story.doc (MS Word file)

Phil's Life with Genesis.pdf (pdf file)

The '*Artist*' Directories

Sometimes you have an individual artist's name associated with a group's name. Examples:

- Bob Seger – Bob Seger & the Silver Bullet Band
- The Supremes – Diana Ross & the Supremes
- Tom Cochrane – Tom Cochrane & Red Rider
- Paul McCartney – Paul McCartney & Wings

In these cases, if the group is indistinguishable from the artist (e.g., you have no music by Red Rider or Diana Ross on their own), you'll probably want to put that material in the principle artist's or group's directory.

A Video Sub-Directory?

If you have a lot of videos and songs ripped from the videos for a particular artist, you may want to have a '*Videos*' sub-directory in that artist's directory.

The Classical Music Workaround

If you only have a little classical music in your collection, you may want to use the composer's name as the artist's name (e.g., '*Music\Beethoven\Ninth Symphony*').

However, if you have an extensive classical music collection, you will probably want to sort it by performing artist and *then* by composer (e.g., '*Music\Berlin Philharmonic\Beethoven\Ninth Symphony*')
OR

by composer and *then* work and *then* by performing artist (e.g., '*Music\Beethoven\Ninth Symphony\Berlin Philharmonic*')
OR

Whatever works for you. If you have an extensive collection of classical music then you probably know a lot more about it than I do.

The Orphan Workaround

Normally, each artist will have his/her/their own sub-directory in the 'Music' directory.

However, if you only have one or two songs or videos by an artist, especially if the song(s) are not from a particular album (e.g., you ripped it from a music video), you may want to just have the song(s) and music video(s) in the 'Music' directory just as files on their own without a specific sub-directory for the artist.

As an example, in my 'Music' directory I have 267 'Artist' directories along with 650 separate song and video files

[Whitney Houston]	<DIR>
[Willie Nelson]	<DIR>
[Yes]	<DIR>
[ZZ Top]	<DIR>
2 Unlimited - Get Ready For This (Orchestral Mix)	mp3 6,975,808
2 Unlimited - No Limit	mp3 7,933,133
3 Doors Down - Kryptonite	mp3 3,774,437
A Flock of Seagulls - I Ran (So Far Away)	mp3 5,039,392
Aaron Copland - Fanfare for the Common Man	mp3 2,579,086
ABC - When Smokey Sings (Original HQ Video)	mp3 3,018,166

Other Organizing?

Using just good file management, you have to choose what the **MOST IMPORTANT** criteria is to sort or search on, and then organize the directories and files accordingly.

We had it easy for a music collection, because the criteria of '*Artist*' was important enough to organize the music collection round, and there were a few workarounds ('cheats') to get around these limitations.

Other Organizing?

We can use a single key criteria to sort some other items like movies. But what about:

Photos – Is it a picture of (1) Cindy, (2) a sunset (with Cindy in the picture), (3) a beach (with Cindy and a sunset in the picture), or (4) your 1992 trip to Barbados?

Recipes – Is it (1) a chicken recipe, (2) an Italian cuisine recipe, (3) a soup recipe, (4) a Mediterranean diet recipe, or (5) a crock pot recipe?

Books – Is it (1) 'To Kill a Mockingbird', (2) a book by Harper Lee, (3) a Southern Gothic novel, or (4) a hardcover, softcover or ebook.



**Any other:
Questions
Comments
Shares?**

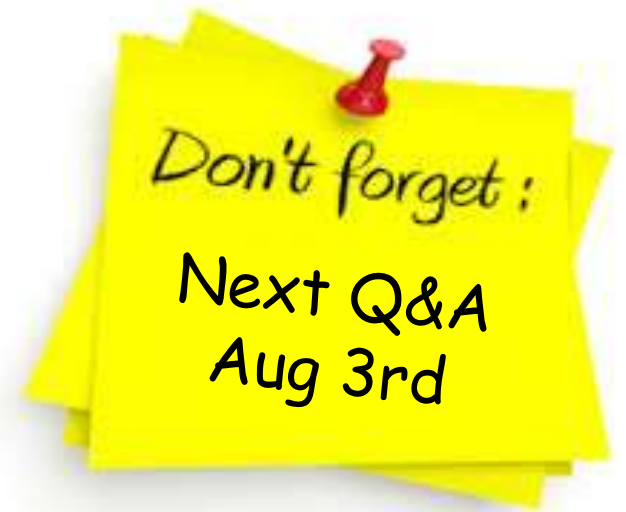
Members' Favourites

September 14, 2022

- Any computer-related topic (neat application, awesome hardware, operating system tweak...)
- 10-20 minute presentation

*Reserve your presentation slot:
SuggestionBox@opcug.ca*





**Send your questions,
answers, and topics
you wish to share to:**

SuggestionBox@opcug.ca

