Files & Folders (Manipulation)

All Yamaha Keyboards now use this method, described below to manipulate all data items, which usually are best grouped together into folders, for easy location, of similar items of data.

Some definitions of the terms, used by Yamaha may be useful, so I will outline them below:-

Data is anything that you may want to use, save, or modify, on the keyboard, such as a (**Song**, a **Style**, a **Voice** (sound), **Registrations,** or **Multi-Pads**, all of which can be edited, or modified.

Drives are storage areas for **Data,** and can be a **Preset Drive** (your keyboard CD ROM a fixed area of permanent memory), a **Floppy Disk,** a **USB device (stick), Memory Card** or **Hard Drive.**

Voices are the sounds that are available to help create the perfect performance.

Copy a means of copying the item(s) from a "source," to a "destination," but leaving the data, still on the source as well as putting in a destination location.

Cut is also a means of copying the item(s), from a "source" but also **deleting,** these items in source at the same time, the items are not "lost," and will reappear in the destination drive, when **pasted**, or **saved**.

Note the only exception is on the (**Preset Drive**), you can not delete anything on these drives, so all preset **Style, Voices,** and **Multi-Pads** are always safe and secure.

Paste does what it suggests; it places, or (pastes), the selected item in the destination location from either a **Copy** or **Cut** operation.

Save also does the same as **Paste,** so can be used instead, but has other uses listed below.
Save is also used for saving **Songs**, or saving changes to **Voices, Styles,** or **Multi-Pads** made by **editing,** or creating them.

Delete removes, or clears the item from their current location, (except on the **Preset Drives).**

Folders can be created on any media type (**User Drive**, **USB "stick**," **Card**, **Floppy Disk** or **Hard Drives** {*but not on the Preset Drives}*). The S-900 being no exception, the button used may vary from keyboard to keyboard, but the principles are the same.

You can make a **Folder** first, or after you've selected your data, and on all drives (except the **Preset Drive**), or you can use **copy/cut** operation first, and then make the folder later, do this by moving to the destination **drive,** use **paste,** or **save** for the selected items. (See making a folder below).

Making a Folder
To make a press button 7 (lower) and name it, please note folders will always be at the top of the first page on any drives, and (this is because **Folder**, has a *higher priority*, than files). **Copying, Cutting**, **Pasting, Saving**, and **Deleting**, allows the manipulation of data items, such as (**Styles, Songs, Multi-Pads**, **Voices**, or **Registrations**).

Note you can not make **Folders** on **Preset Drives.**

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Firstly decide what "data" (such as **Styles**), is to be manipulated, lets suppose **Styles** are the source, so press any **Style category** button to show that we want to copy style(s), from say the **User** drive, now press **Copy,** (to initiate this action), followed by the required style(s), by pressing their adjacent button(s), now you have selected them, (*Highlighted*), from their "source," Any source can be used such as, **Preset Drive, User Drive**, **Floppy Disk**, **USB**, or **Hard Drive**. You can select them singly, or select all the style items at once.

If you have already made a **folder** that is on the **"User Drive,"** press the button adjacent to this folder. This action will then take you inside this folder, you will see **P1** (page 1), on a **tab,** at the bottom of the screen, and the folder's name above it, telling you that you are inside this folder. Now press **Paste** (4 lower), or **Save** (6 lower**),** and all the selected items will appear in this folder.

Note (other pages may have more **tabs** at the bottom). **Also note** only 10 items can appear on any page, any more items will be automatically, placed on a new page, **P2,** which will have been created, if there are more than 4 pages available, press **next** which will show other pages.

Now having created your **Folder** with all its contents, you can copy the folder**,** to another location, by pressing the **up** button (8 upper), thus taking us outside this folder once more, then press the button adjacent to this folder, to select it, now it will be *highlighted*, (it will probably be adjacent to button A), press the **Copy** button (3 lower), or **Cut** (2 lower), then press the **Tab** right button to go to the **USB**, or any other **Drive** option, then press **Paste** (4 lower), or **Save** (6 lower), and the **Folder** with all its contents will be copied there.

You can have folder(s) inside other folders, so if you want to group items together, the folder is a simple solution, you could for instance have **Registrations,** in a folder, and its *associated style*, or *song links*, in the same folder, or better still another folder, inside the first one so named, indicating what type of data is stored there.

To recap all you need to do, is to press the button adjacent to the folder, this then takes you inside the folder, and you can paste/save, any data that you have already selected via cut/paste, and don't forget to name it. You can also copy, more data items of the same type, into this folder, at a later date, and in a similar manner.

You must be *aware*, when you look inside any **folders** what data you expect to find there, for example (if you were looking for **Styles**, but had previously pressed **New Song** instead, (of first pressing a **style** button) it will appear empty, but its not. Always remember you need to press any **style category** button firstly, and then press any individual **style,** to see the folders containing **styles**.

If any folder appears *empty*, you may be looking for it from the wrong view point, this will make the data *invisible*, but still safe inside although it is *hidden*. That is why it is sometimes best to make a second folder, inside the first one, and store the same type data inside it, named accordingly, and giving clues as to what type of data is stored inside it, (**Style**, **Song**, etc).

Colin