# WHAT I'VE LEARNED-So Far ADDING MUSIC TO CLOG AMP

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All I know is the basic stuff, so here it is!!

Clog Amp can read both mp3 and wav format. But you want to use mp3, because it's a compressed format and takes up a lot less memory than wav formats.

> Please read this whole document to the end before starting. That way, it will make sense, hopefully ©

**NOTES:** Put all your music into one source folder. Since you will have to convert most music to mp3 format, I labeled this folder "converted". (It should be located on the first level within your C-Drive.) That is the MAIN SOURCE of your music. Inside that folder, I have various other sub-folders, each contains about 25 songs. That way, I can back-up each subfolder to one CD each. That makes it convenient should I have to restore the music for any reason. Also, you could back it up on some kind of flash drive of external hard drive. When you have all your music in one folder (using sub-folders if you choose), it is an easy process to add/delete songs from that folder (discussed later).

Understand that Clog Amp always goes to your C-Drive source folder for music. Music is not contained within Clog Amp itself.

Out of lack of a better term, I'm going to call this little icon the "browse" icon or browse button. It's very important when editing your music. It's located on the lower left of the main Clog Amp screen.

#### To begin, create a converted (source) folder:

- 1. From the desktop, open My Computer.
- 2. Open Local Disk C:
  - Inside Local Disk C: (C-Drive is your hard drive). Point to the white space and right-mouse-click. If you know a different way to create a folder, do that.
  - Select New>Folder
  - A new folder will be created.
  - Right-click the new folder and rename it **converted** (or whatever name you choose). This will be your source folder for Clog Amp.

Also, it's a good idea to create a shortcut to your source folder on the desktop. (To do that, go to the source folder in the C-Drive, point to it and right-click then select New>create shortcut or send to desktop - the new shortcut will appear on the desktop.) You can get to your music quickly if you have a desktop shortcut. Trust me, there are many times when you will need to get to it quickly.

You will fill your source folder (I'm going to call it "converted") with music that you want to use. Remember that all your music should be in mp3 format. However, you will find that music you think is in mp3 format, may not be.

To tell what format a song on your hard drive is currently in, do the following: Select the song from its folder (somewhere in the C-Drive). You may want to use your iTunes folder for an example. Find a music icon (you cannot point to a folder). Point to the music icon 10 Juicy and right-click. Select **Properties** (that will tell you the current format). When I do this to a song in my iTunes, the 'type of file' line says M4P. Do the same for other music you may have copied to your computer from workshops. If they are in mp3 format, you're home free, otherwise, you will have to convert to mp3. Also, many songs you have on your computer may be in .wma (Windows Media Player) format which will have to be converted to mp3.

Some information about music formats that you may or may not know......

- Music burned from iTunes is not in mp3 format. iTunes burns songs as "audio" formats. You will have to use a converter to convert these songs to mp3 format.
- On my laptop, I use Roxio to convert music to mp3. I have Windows Vista and I can just right-click on any song and Vista will ask me if I want to convert the song. I then tell Vista where to save the converted song and it's done. I then have to edit (by right-clicking the song) the song infomation (from the converted folder) to indicate the Title, Artist, Album or Source Sub-Folder. You can edit the song information by right-clicking on it and choosing "edit song information". Note: You can also edit song infomation in Clog Amp after you get your music into it. If the information does not show up in your library the way you want, just right-click a song and choose "edit info" to change the information. Thus, there are two locations where you can edit song information.
- If you're using Windows XP, you will probably have to open up your converter and choose something like "edit audio file". You will have to browse to the location of your song, then convert it. Be sure to save the newly converted copy in your ClogAmp source folder.
- If you have problems converting to mp3 (maybe Windows says it cannot convert for whatever reason), you can always burn a CD of the songs that won't convert, then put the CD in the CD/DVD drive and convert from there.
- How do you get a converter? Unless you have Roxio or some other audio editing software already installed on your computer, plan on paying at least \$25-30 for it. The free trial versions will not do what you need them to do. I find that Roxio does totally everything I want from converting/editing/recording/burning music to capturing/editing/burning videos. To get a copy of Roxio Creator 09, go to <a href="https://www.roxio.com">www.roxio.com</a>
- Check out Steve Smith's suggestions from ClogAmpHelpNotes at <a href="https://www.clogdancing.com">www.clogdancing.com</a>
- When you convert a song to mp3 format, Windows will ask you where you want to save the new format. Always choose your source converted folder.

**To put music currently in mp3 format into ClogAmp:** Find the icons in your documents folder that are in mp3 format. *Copy & paste* the icons directly into your source (converted) folder. Don't use *cut* because you may want to keep the original copy. If you're not great at copying &

pasting, here are some general directions. There are 4-ways to copy & paste, use whatever works best for you. Personally, being an old Apple user, I prefer the keyboard shortcuts.

**To Copy:** Point to the song's icon.

- 1. Keyboard Shortcut: Hold down the Ctrl Key while you type a **C** (Ctrl+C)
- 2. Right-mouse click and select **copy**
- 3. Point to the copy icon on Word's Formatting toolbar
- 4. Pull down the Edit Menu and select copy

**To Paste:** Go to the folder location where you want the icon to appear.

- 1. Keyboard Shortcut: Hold down the Ctrl Key while you type a **V** (Ctrl+V)
- 2. Right-mouse click and select **paste**
- 3. Point to the paste icon on Word's Formatting toolbar
- 4. Pull down the Edit Menu and select **paste**

### **Music Folder:**

It's easiest for me if all the music I'm using in Clog Amp is in just one folder. And, I may have other copies of the music in other folders, probably in different formats. Therefore, the copy in ClogAmp is probably the  $2^{nd}$  or  $3^{rd}$  copy of the song on my computer.

At this point, I want to say that there are lots of ways to do this. What works for me may not work for someone else. After you get the basics down, you can organize your music any way you choose. I'm trying not to get too wordy here, but it's hard! I don't want to confuse people by leaving things out....

#### **DIRECTIONS:**

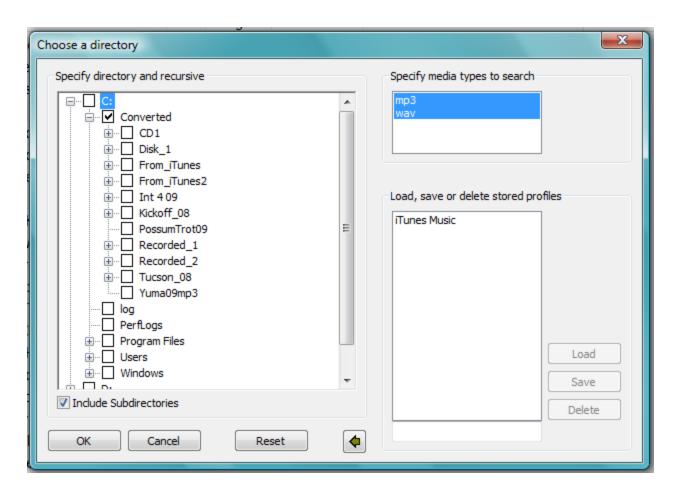
TO ADD YOUR SONGS TO THE CLOG AMP LIBRARY FOR THE FIRST TIME, FOLLOW THESE STEPS (Assuming all your music is in mp3 format and in one source *converted* folder):

- 1. Open Clog Amp. The main screen will open and the Directory window will be blank.
- 2. Click the browse button at the lower left of the window: The "Choose A Directory" box will open.

Specify directory and recursive	
+ C: + D: + E:	

- 3. Click the little plus sign (+) in front of C: It will expand to show sub-folders.
- 4. If your Converted (source) file is in the first level, click the box in front of it (a ✓ will appear). Then click **OK** and your Clog Amp window will appear with all your music in it!!!! Hallelujah! You did it pat yourself on the back.

SCREEN SHOT FOLLOWS.....see next page.....



From the the screen above, notice several things:

- The "Include Subdirectories" box (at bottom) is checked. Therefore, I only had to check mark the "Converted" folder. It automatically took all the music in the sub-folders to Clog Amp. Clog Amp says NOT to check-mark the C-Drive box because that will send everything in .wav & .mp3 formats to your Clog Amp. That means every little snippet of music that Windows contains will go to Clog Amp. If you make this mistake (as I did the first time 3, follow the directions to **delete a song** and start all over.) Don't panic, you're only working with copies and all mistakes are totally reversible.
- I have eleven sub-folders which contain music. They're probably not as well organized as I would like, but I can find a song quickly. I keep each workshop in a separate subfolder.
- If your source folder is not in the *first level* of the C-Drive, you may have to open folders to find it. Once you find it, you may want to move it to the first level.
  - o To move it to the first level, go to your desktop and locate the source folder. <u>Cut</u> it (using Ctrl+X). Then open your C-Drive and paste (Ctrl+V) the folder directly into C without opening any sub-folders.
  - You can cut/copy/paste folders & their contents just like documents or objects.

## Adding/Deleting Songs from Clog Amp:

**To delete a song** from the Clog Amp Library (this is the only way I have found, so far), do the following:

- 1. Go to your desktop and find the shortcut you created to your source (converted) folder.
- 2. Find the sub-folder and the song you want to delete.
- 3. Right-click the song and select **delete**. Close all open folders.
- 4. Open Clog Amp
- 5. Select the **browse icon**

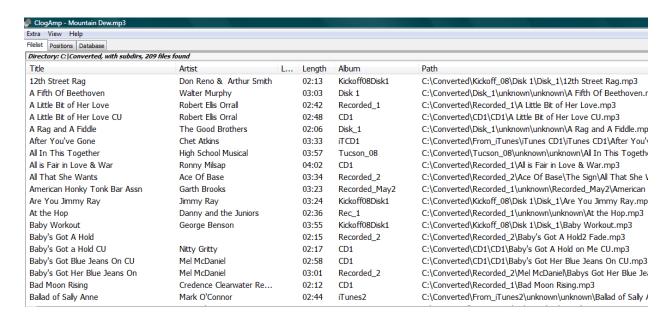


- 6. In the directories window, **uncheck** converted (or whatever folders you have checked).
- 7. Click **OK** (your ClogAmp directory window will go blank!) Yikes!! Keep going....
- 8. Select the browse icon again.
- 9. Open the C-Drive (by clicking the + sign in front of it)
- 10. Check-Mark your **converted** (or source folder). Make sure "include Subdirectories" box is checked. Click **OK**.
- 11. Any deletions/additions will now appear in the Clog Amp window. Whew!

**To add a song to the existing library,** make sure it is in mp3 format and is contained in your converted (source) folder somewhere. Go through the same process as above, starting on Step #4.

**Note:** When I add a song to the library, I always edit the song information to list the title/artist/and name of the sub-folder where the song is located. I want the source information to show up in the Clog Amp window so I can go to a song quickly.

**Below is a screen shot of what my directory looks like.** It may not be perfect, but it works for me! The Path shows the location of each song. Remember, you can do anything, any way you choose.



That's all, folks! I hope this helps you understand how to get your music into ClogAmp. If you have any questions, please don't hesitate to contact me at <a href="mailto:dsrsaz@cox.net">dsrsaz@cox.net</a> (Ginny Bartes). Have fun!!

**Note:** I've only included information about how to get your music INTO Clog Amp here. ClogAmp uses standard navigational icons to play/stop/pause/reverse/forward, etc. I've found that Clog Amp is very easy to use, after you get your music into it, that is!!

To find more information about using Clog Amp, go to <a href="www.clogdancing.com">www.clogdancing.com</a>. There you can download a copy of Steve Smith's Instructions. Find the box that looks like the one below to get the Help Notes. You can print them in either Word Format or PDF format.

