Collection Catalog

List every finished song, instrumental, and soundtrack, then tick each box as you download, archive, label, and back it up. The first row is an example.

Folder system: My AI Music › 01 Ideas and Lyrics · 02 Downloads · 03 Keepers (Songs · Instrumentals · Albums · Gifts · Soundtracks · Archive (WAV)) · 04 Projects

Naming patterns: Songs: `Title_v#_note` (e.g. `RetirementBlues_v4_final.mp3`) · Albums: `AlbumName_Track#_Title_v#` (e.g. `SideBySide_03_ThirtyYearsOfSundays_v2.wav`)

Title	Project	Type	File name	MP3	WAV	Metadata	Backed up
The Retirement Blues	*Project 01*	*Song*	`RetirementBlues_v4_final.mp3`	☑	☑	☑	☑
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

Collection Catalog (continued)

Title	Project	Type	File name	MP3	WAV	Metadata	Backed up
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
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				☐	☐	☐	☐
				☐	☐	☐	☐
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				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

Type: Song · Instrumental · Album track · Gift · Soundtrack · Back up the whole My AI Music folder: 3 copies, 2 kinds of storage, 1 away from home. · pmvconsultingllc.com/aimusic/project15