

Dear audio editing volunteers,

In this document you can once again see how to tag the files you're editing. I'm using Mp3Tag which I recommend you as well (it's worth learning for this task), some of the tutorials how to use it are available here:

 [How To Use Mp3Tag Tutorial](#)

 [How To Label Music Using Mp3 Tagging](#)

DHAMMA TALKS (including Dhamma talks during winter retreat)

The main title for the mp3 file looks like this (with underscore between each pause):

Amaravati_2016_0322_Ajahn_Amaro_-_Not_Dwelling_in_Aversion

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Not Dwelling in Aversion

Artist: Ajahn Amaro

Album: Amaravati 2016

Year: 2016 **Track:** 0322 **Genre:** Dhamma

Comment: This Dhamma talk was given by Ajahn Amaro on 22 March 2015, full moon day, at Amaravati Buddhist Monastery, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

REFLECTIONS (winter retreat)

The main title for the mp3 file looks like this (you can use two underscores if there's a coma in a title (,) or apostrophe (')):

Amaravati_2016_Winter_I_01_-_Right View__Right_Effort__Right_Mindfulness ([example 1](#))

Amaravati_2016_Winter_II_09_-_Right_Here__Right_Now (example 2)

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Right View, Right Effort, Right Mindfulness (example 1)

Right Here, Right Now (example 2)

Artist: Ajahn Amaro

Album: Amaravati 2016 Winter I (example 1)

Amaravati 2016 Winter II (example 2)

Year: 2016 **Track:** 1/10 **Genre:** Meditative

2/10 etc. (all files, from Winter I and Winter II, start from 1/1 until the last one)

Comment: This reflection was given by Ajahn Amaro on 4 January 2016 at Amaravati Buddhist Monastery, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

READINGS

Example 1

The main title for the mp3 file looks like this (with underscore between each pause):

02_-_Chapter_1_-_General_Aspects_of_the_Direct_Path_(part_1)

03_-_Chapter_1_-_General_Aspects_of_the_Direct_Path_(part_2)

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Chapter 1 - General Aspects of the Direct Path (part 1)

Chapter 1 - General Aspects of the Direct Path (part 2)

Artist: Ajahn Amaro

Album: Satipatthana - The Direct Path to Realization

Year: 2016 **Track:** 02 **Genre:** Dhamma

03 etc.

Comment: This reading and comment, from chapter I 'General Aspects of the Direct Path', sections 1, 2, 3, 4, was given by Ajahn Amaro on 5 January 2016 during winter retreat at Amaravati Buddhist Monastery, UK.

This reading and comment, from chapter I 'General Aspects of the Direct Path', sections 5, 6, was given by Ajahn Amaro on 6 January 2016 during winter retreat at Amaravati Buddhist Monastery, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

Example 2

The main title for the mp3 file looks like this (with underscore between each pause):

05_-_Chapter_2_-_Fire__Heat_and_Coolness_(part_1)

06_-_Chapter_2_-_Fire__Heat_and_Coolness_(part_2)

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Chapter 2 - Fire, Heat and Coolness (part 1)

Chapter 2 - Fire, Heat and Coolness (part 2)

Artist: Ajahn Amaro

Album: The Island

Year: 2016 **Track:** 05 **Genre:** Dhamma

06 etc.

Comment: This reading and comment, from the 1st part 'Seeds: Names and Symbols,' chapter 2 'Fire, Heat and Coolness,' was given by Ajahn Amaro on 10 January 2017 during winter retreat at Amaravati Buddhist Monastery, UK.

This reading and comment, from the 1st part 'Seeds: Names and Symbols,' chapter 2 'Fire, Heat and Coolness,' was given by Ajahn Amaro on 11 January 2017 during winter retreat at Amaravati Buddhist Monastery, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

RETREATS (retreat center)

Example 1

The main title for the mp3 file looks like this (with underscore between each pause):

Day_1_GM_-_Journey_to_Liberation

Day_2a_GM_-_Being_Here_and_Now

Day_2b_IN_-_How_to_Practice_Samatha_Meditation

Day_2c_GM_-_Establishing_Presence

Day_2d_IN_-_Finding_Peace_by_Asking_Questions

Day_2e_Talk_-_Paramis

GM means guided meditation, IN (instruction), Talk (Dhamma talk), QA (questions and answers)

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Day 1 - GM - Journey to Liberation

Day 2a - GM - Being Here and Now

Day 2b - IN - How to Practice Samatha Meditation

Day 2c - GM - Establishing Presence

Day 2d - IN - Finding Peace by Asking Questions

Day 2e - Talk - Paramis

Artist: Ajahn Candasiri

Album: Retreat 2014 – Ajahn Candasiri

Year: 2014 **Track:** 01 **Genre:** Dhamma

02 Dhamma

03	Dhamma
04	Dhamma
05	Dhamma
06	Dhamma

Comment: This is a compilation of the retreat given from 18-27 April 2014 at Amaravati Retreat Centre, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

Example 2

The main title for the mp3 file looks like this (with underscore between each pause):

...

Day_4a_Talk_-_How_to_Be_Fully_Human

Day_4b_-_Questions_and_Answers

The tagging (Mp3tag) inside the mp3 file looks like this:

Title: Day 4a - Talk - How to Be Fully Human

Day 4b - Questions and Answers

Artist: Ajahn Sundara

Album: Retreat 2016 - Ajahn Sundara

Year: 2016 **Track:** 08 **Genre:** Dhamma

09	Q&A
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If the retreat will be uploaded and published on the website, like in this case of Ajahn Sundara retreat 2016, write a date in comment when the Dhamma talk, Q&A, or GM was given. You can recognize that by comparing days (1, 2a, 2b, 3a, 3b etc.) and dates that retreat was given. For example Ajahn Sundara's retreat 2016 was given from 27 Dec 2016 – 1 Jan 2017, so the day 4 is 30 December.

Comment: This Dhamma talk was given by Ajahn Sundara on 30 December 2016 at Amaravati Retreat Center, UK.

This Q&A session was given by Ajahn Sundara on 30 December 2016 at Amaravati Retreat Center, UK.

Album Artist: Amaravati Sangha

Composer: Amaravati Buddhist Monastery

Additional notes:

If the retreat is led by two teachers, like in the Buddhist/Christian retreats in the 'Artist', you can write Ajahn Candasi (if she is giving a talk or GM) and Brother Nicolas (if he is speaking). If they both talk in the same recording, you can write Ajahn Candasi and Brother Nicolas. You can use Audacity for the tagging, and/or Mp3tag.

Please don't hesitate to contact audio@amaravati.org if you have further questions.
Thank you for your interest in supporting editing work for audio files.