Creating & Editing Playlists

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Creating Playlists

Playlists are a great way to organize and share your music!

At a glance

Playlists are like customizable one-page websites with unique URLs that can be shared with recipients for streaming and/or downloading your Tracks.

1.5	6		More formats and options Downle	Save to DISCO	
	My Super Awesome Playl	ist 💜			
	20/20 Queen Serene: Queen Serene	am (1)) (1) (1) (1) (1) (1) (1) (1) (1) (1		Download WAV 🗸	
	Blur Hairpin		Ō	Download WAV 🗸	
	Salty Jordan Whitlock	()+1()()()()()))))))))))))))))))))))	6	Download WAV 🗸 🗸	1000
	Penelope Fresh Sugar World: Lost & Found		0	Download AIFF 🗸	
Sec.	All The Birds Flew From The Sky (instrumental/digital Memory Spells	00000000000000000000000000000000000000		Download WAV 🗸	
	Cloud Signs Pink Skies: The Tree That Broke The Cement			Download WAV 🗸	
Personal Astronomy	Outside Memory Spells	02:18		Download WAV 🗸	
	Browse Catalog Contact Privacy Policy			DISCO	
	and the second se	a distance of the second second			

You can create Playlists from existing Tracks in your DISCO, or right after uploading new Tracks to your DISCO.

Creating new Playlists from existing Tracks

When browsing through your DISCO, you can drag and drop existing Tracks into the **Playlist Creator** at any time to start building a Playlist.

Browse	My First DISCO Playlist		Playlist Creator	\oplus
Playlists Tracks Albums Artists	- 4 tracks a day ago	:	Untitled playlist	Save
My Super Awesome Playlist 💝	Add playlist tags here	6	0 TRACKS	•
OD 1:37 PM	Cave Dweller			
My First DISCO Playlist	Livvy & Friends: Into The Forest		Cave Dweller Livvy & Friends: Into The Forest	
00 23 001	Blue Waves		۵ 🐳	

You can also use the search bar at the top of your DISCO to perform a search and then drag Tracks from the **Search Results** into the Playlist Creator.



In the Playlist Creator, you have the option to add a **Name** for your Playlist, drag to reorder the Tracks, and add **Sections** to your Playlist.

When you're ready to create the Playlist, click the **Save** button.



Creating new Playlists after uploading Tracks

After uploading Tracks to your DISCO, click the **Save** button in the **Playlist Creator**.



Updating Playlist Settings and saving your Playlist

After clicking the **Save** button in the **Playlist Creator**, the **Save Playlist** window will open:

Save Playlist

Playlist Info	Presentation	Alias Metadata		
Name				
My Second DI	SCO Playlist 😎			
Content Se	ettings			>
Security Se	ettings			>
Browse Set	tings			>
Playlist tag	s			
Select tags, or	type to create ne	ew tags		~
Add to cha	nnel			
Search channe	9			~
			Cancel	Save Plavlist

From the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings, Security Settings,** or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

From the **Presentation** tab, you can choose a design for an **Artist Page** or **Album Page**, add a **Playlist Theme**, and update some additional **Settings**, such as to **Show lyrics** on your Playlist.

If you are on a **Plus** or a **Pro** plan, you can add **Alias Metadata** as well.

Note: Some settings are specific to specific plans and may not be available in your DISCO.

When you're done, click the Save Playlist button. Now you can preview or share your new Playlist!



Creating multiple Playlists at once

You can create multiple Playlists at the same time in the Playlist Creator! If you already have Tracks in the Playlist Creator and want to create another Playlist, click the + plus button.



Livvy & Friends: Into The Forest

You can then upload or drag Tracks into the new Playlist, and give each Playlist a name.



If needed, you can minimize any of the Playlists by selecting **Minimise** in the **Playlist Creator menu (:)**.



You can also click the **Expand** option to view the Playlist Tracklist again.



After saving one of the Playlists, it will disappear from the Playlist Creator:



Once your Playlist is saved, it will be removed from the Playlist Creator, but it will be available in your **Browse** section under **Playlists**.

Previewing your Playlist

To access the public view of your Playlist (to see how it looks outside of DISCO):

- 1. Open the **Playlist Menu (:)**.
- 2. Select Share.



3. From the **Share Playlist** menu, under the **Copy URL** tab, click the **Open in new tab** icon to the right of the **Public playlist URL**.

Share	Playlist					×
My Super OD 1:37 PM	Awesome Play	'list 💙				
Share	Copy URL	Copy List	Embed	Security	-	
Public playli	ist URL 🕕					· · · · ·
https://s.	disco.ac/wwm	ıbzzbshbvc				⊜ []
Internal play	/list URL 🕕					
https://s.	disco.ac/ykull	dvdkcwp				c) [2

4. The public view of your Playlist will open in a new tab.

Creating Albums on DISCO

You can categorize and showcase **Albums** in your DISCO and on your **DISCO Catalog**.

At a glance

Albums on DISCO are still technically **Playlists**. With the addition of **Release dates**, you can showcase your newest releases to your clients.



Converting a Playlist into an Album

There are two ways to convert an existing Playlist into an Album:

- from Playlist Settings
- when editing your Playlist

From Playlist Settings

- 1. Open the **Playlist menu (:)** and select **Playlist Settings**.
- 2. From the **Playlist Info** tab, under **Browse Settings**, set the **Album** toggle to **ON**.



- Optional: Enter a Release date if you'd like your clients to see your newest releases in your DISCO Catalogs.
- 4. Click the Save Playlist button.

When editing your Playlist

- 1. Open the **Playlist menu (:)** and select **Edit playlist**.
- 2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.



3. In the Save Playlist menu, from the Playlist Info tab, under Browse Settings, set the Album toggle to ON.

Browse Settings	~
Client Version 🛈	
Viewable only by me 🛈	
Album Release date	
YYYY-MM-DD	

- 4. *Optional:* Enter a **Release date** if you'd like your clients to see your newest releases in your DISCO Catalogs.
- 5. Click the **Save Playlist** button.

Featuring Albums on Catalogs

Note: If you don't see the album you're looking for, click the + in the **Publish new album** box, search for and select an album from your DISCO, and click the **Publish albums** button.

- 1. Open the Catalog Settings.
- 2. Under Content, select Featured Albums.
- 3. From the **Published albums** tab, hover over the desired album and open the menu (...).

Featured albums Featured artists	Albums Here you can choose whicl page. You can also add cov	h albums should appear on the Catalo ver art for your albums.	g and be featured on the home
Contact page	Published albums	Featured albums	
✓ Design		/	
Catalog design	Q Search		
✓ Clients & Promotion		~	
Access & promotion		Stylen 2 Strije	FEATURED
Clients	+	Add to featured albums	
Stats		Edit album	
✓ Settings & Notifications		Unpublish this album	
General settings	Publish new album	Queen Serene	Pink Skies

Note: If you don't see the album you're looking for, click the + in the **Publish new album** box, search for and select an album from your DISCO, and click the **Publish albums** button.

- 4. Select Add to featured albums.
- The album will now have a FEATURED label and show in the Featured albums tab in your Catalog Settings and on the homepage of your Catalog.

Albums

Here you can choose which albums should appear on the Catalog and be featured on the home page. You can also add cover art for your albums.



Published albums Featured albums

Pink Skies Pink Skies

Queen Serene
October 27, 2023

Queen Serene



SUPER SONGS INC.	My Catal	og		1				MCTE
Featured tracks	ring 9 Bass EP	Midtempo, Catchy, Co	n am			mmanabadwaat- «	04:19	÷
Tags								
Instrumental	Moody	Atmospheric	Dark	Drums	Mysterious	Tension	Bass	
Rock	Rhythmic	Midtempo P	owerful	Minimal	Dramatic	Percussion	Cool	
Featured albums		CEN DENENS						
Pink Skie Pink Skie	es es	Queen Serene Queen Serene October 27, 2023	1					

Editing Albums

You can also edit the design, artwork, and Release date for your Album:

- 1. Open the **Catalog Settings**.
- 2. Under Content, select Featured Albums.
- 3. From the **Published albums** tab, hover over the desired album and open the menu (...).

Featured albums Featured artists	Albums Here you can choose whic page. You can also add cov	h albums should appear on the Catalog ver art for your albums.	g and be featured on the home
Contact page	Published albums	Featured albums	
✓ Design		/	
Catalog design	Q Search		
✓ Clients & Promotion			
Access & promotion		Starten Stande	FEATURED
Clients		Add to featured albums	
Stats	T I	Edit album	A BAR
✓ Settings & Notifications		Unpublish this album	
General settings	Publish new album	Queen Serene	Pink Skies

- 4. Select Edit album.
- In the Album options window, you can choose a design view (Default, Choose a color, Choose an image), add or update the Release date, and add or remove an album cover (recommended size: 750 x 750px).



6. Click the **Confirm** button.

Viewing Albums on your Catalog

Featured albums appear on the homepage of your Catalog. Look at this beautiful wall of albums for your clients to browse through!



You can also access them from the left sidebar of your Catalog by selecting Albums.



By default, we'll show the **Newest** albums first, but clients can also choose to sort them by: **Featured albums**, **Newest**, **Oldest**, **A-Z**, and **Z-A**.



Editing Playlists

After creating a **Playlist**, you can easily edit it at any time.

At a glance

There are two ways to open a Playlist for editing:

 Go to Browse > Playlists and hover your cursor over the Playlist. Then click the pencil icon to Edit playlist.



• Alternatively, you can open the **Playlist Menu (:)** and select **Edit playlist**.



The Playlist will open in the **Playlist Creator** where you can start editing.



Adding and removing Tracks

Add Tracks

Drag and drop Tracks from your Browse section to the Playlist Creator.



Remove Tracks

Hover your cursor over the Track. Then click the X icon to Remove from shortlist.



Changing the Playlist Name

Click to the right of the Playlist name so your cursor appears.



Changing the Track order

There are two ways to do this:

• Click and drag the Tracks up or down in the Playlist Creator.



• Open the Playlist Creator Menu (:) and select Change track order.



Select one of the sorting options from the drop-down and click the **Update** button.

Change track order

	Custom (default)	·	
	Custom (default)		
	Artist: A-Z		
Sing	Track title: A-Z		
5+ I	Date added: Newest to oldest		
We	Date added: Oldest to newest		
	Year: Newest to oldest		
r M	Year: Oldest to newest		
	Track order: Ascending		
	- Freeh	-	

Check out this article for more information on changing Track order.

Adding, editing, and removing Sections

Check out this article for more details!

Saving the Playlist

After making changes, click the **Save** button in the Playlist Creator.



Even if you have already shared the Playlist, the latest version will always be displayed for the recipient!

Updating Playlist Settings

If you prefer to just update some of the **Playlist Settings**, open the **Playlist Menu (:)** and select **Playlist Settings**.

In the **Playlist Settings** menu, from the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings, Security Settings,** or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

Save Playlist

Playlist Info	Presentation	Alias Metadata		
Name				
My First DISC	Ə Playlist🥰			
Content Se	ettings			>
Security Se	ettings			>
Browse Set	ttings			>
Playlist tag	s			
Select tags, or	type to create ne	ew tags		~
Add to cha	nnel			
Search channe	əl			~
			Cancel	Save Playlist

From the **Presentation** tab, you can choose a design for an **Artist Page** or **Album Page**, add a **Playlist Theme**, and update some additional **Settings**, such as to **Show lyrics** on your Playlist.

If you are on a **Plus** or a **Pro** plan, you can add **Alias Metadata** as well.

Note: Some settings are specific to specific plans and may not be available in your DISCO.

When you're done, click the Save Playlist button. Now you can preview or share your new Playlist!

Renaming a Playlist

1. Open the **Playlist menu (:)** and select **Rename**.

Browse Playlists Tracks Alb	oums Artists 🕞 \Xi
My Super Awesom	Share
Queen Serene - Qu 7 Oct	Edit playlist Playlist Settings
Sugar World - Lost 7 Oct	Stats Edit all track metadata Add to channel
Edit all metadata s	Rename &

2. Enter a new name and click the **Rename Playlist** button.

Rename playlist

Name		
My Super Awesome Playlist 🎙	2	
	Cancel	Rename

Duplicating Playlists

Save time by duplicating Playlists!

At a glance

Duplicate Playlists contain all the same Tracks, Sections, Playlist Settings (including Playlist Messages), Themes, Track formats, and Alias metadata as the originals.

Browse Playlists | Tracks | Albums | Artists My Super Awesome Playlist 😼 (copy) LS 6:45 PM

My Super Awesome Playlist 5:23 PM

Duplicating Playlists

1. Open the **Playlist menu (:)** and select **Duplicate playlist**.

Browse Playlists Tracks Albums Artists		
My Super Awesome Playlis	Share	
Queen Serene 01 17 Jun	Edit playlist Playlist Settings Stats	
My Nested Playlist 🎱 or 9 Apr	Edit all track metadata Add to channel	
Pink Skies education@disco.ac 29 Mar	Rename Duplicate playlist	
My New Playlist!	Change track order	

2. The duplicate copy will open in the Playlist Creator, with "copy" added to the title in parenthesis.

	Playlist Creator			Ð
	ly Supe 15 tracks	Awesome Playlist (copy)	Save	:
7	SAL.	Outside Memory Spells		

- 3. Optional: Make any edits to your new Playlist.
- 4. Click the **Save** button in the Playlist Creator.
- 5. In the **Save Playlist** menu, click the **Save Playlist** button.

Alternative options

If you just want to copy the Tracks from the original Playlist to a new Playlist, and you don't need to maintain its original settings, you can drag and drop the original Playlist into the Playlist Creator.

Browse	_	Playlist Creator	Ð
Playlists Tracks Albums Artists	-	Untitled playlist	Save
My Super Awesome Playlist 🤘	/☆:	0 TRACKS	
LS 5:23 PM	My Super Aweso	me Playlist 🤘	
Queen Serene	LS 5:23 PM	•	
		A \$\$	

This will create a new Untitled Playlist with all the same Tracks.



Changing the Track order in a Playlist

You can easily change the Track order in any Playlist.

At a glance

There's an option in the **Playlist Menu (:)** or you can do this from within the **Playlist Creator** when you edit your Playlist.

From the Playlist Menu

1. Open the Playlist Menu (:) and select Change track order.



2. Select one of the following presets from the drop-down:

Change track order

Custom (default)	~
Custom (default)	
Artist: A-Z	
Track title: A-Z	
Date added: Newest to oldest	
Date added: Oldest to newest	
Year: Newest to oldest	
Year: Oldest to newest	
Track order: Ascending	

- Custom (default) this reflects the order the Tracks are currently in
- Artist: A-Z
- Track title: A-Z
- Date added (Newest to oldest)
- Date added (Oldest to newest)
- Year (Newest to oldest)
- $\circ~$ Year (Oldest to newest)
- Track order (Ascending) this will order Tracks by their Track order in the metadata
- 3. Click the **Update** button.

From the Playlist Creator

- 1. Open the **Playlist Menu (:)** and select **Edit playlist**.
- 2. In the **Playlist Creator**, you can either:
 - Drag to reorder the tracks:



• Open the **Playlist Creator Menu (:)** and select **Change track order** and select from one of the available presets:



- 3. Click **Save** in the Playlist Creator.
- 4. In the Save Playlist menu, click the Save Playlist button.

Deleting Playlists

Deleting Playlists in DISCO is quick and easy.

At a glance

The process differs slightly depending on how many Playlists you are deleting at once.

Important: Deleting a Playlist can't be undone.

Deleting a single Playlist

- 1. Open the **Playlist menu (:)** and select **Delete playlist**.
- 2. In the **Delete playlist** window, choose an option:
 - All Versions This will completely remove the Playlist from your DISCO.
 - Latest Version Every time you make a change to a Playlist and save it, it creates a new version of the Playlist. This option will just delete *the most recently saved version* of the Playlist. Once deleted, the Playlist will revert to the version that was saved before the most recent version. Think of it like an "Undo" button.



3. Click the **Confirm** button.

Deleting multiple Playlists

- 1. Use multi-select to select the Playlists you'd like to delete.
- 2. An Edit menu will appear at the bottom of your DISCO. Click the trash can icon to Delete.

		Young	
fi	Edit 5 playlists	∕ ॼ	e

3. In the **Delete selected items** window, if you are sure, click the **Delete** button.

Are you sure you want to permanently delete the selected items from your DISCO? This can't be undon	ə.
Cancel Delete	

Frequently asked questions

Does deleting a Playlist also delete its Tracks from DISCO?

No. Deleting a Playlist only deletes the Playlist; the Tracks will remain in your DISCO.

Playlists auto-created by DISCO

DISCO used to have a feature where Playlists could be auto-created based on your Track metadata. This feature has been deprecated, but some older accounts may still see auto-created Playlists in their DISCO.

At a glance

When this feature was enabled, a Playlist was created automatically when you uploaded two or more tracks with the same Artist and Album metadata.



Because these Playlists weren't created by a user in your DISCO, they look a bit different (there's no user listed under the title):

Browse Playlists Tracks Albums Artists -	
Megatone - Black And White 1:49 PM	
Playlist created by Livvy Sings LS 1:42 PM	

But otherwise, they work just the same as any other Playlist: you can edit, share, and delete them.

Hiding auto-created playlists

If this feature was enabled on your DISCO at one point, but you'd prefer not to see these Playlists, you can hide them:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.

2. Select Settings and Account.



3. Under My Settings select Display Settings and check the box to Hide auto-created album playlists.

SETTINGS	Display Settings	
✓ My Settings		
Profile & Account	Hide auto-created album playlists 🜖	
Security	Explorer column width 🚯	
Display Settings	Default	