

# Adding & Editing Metadata

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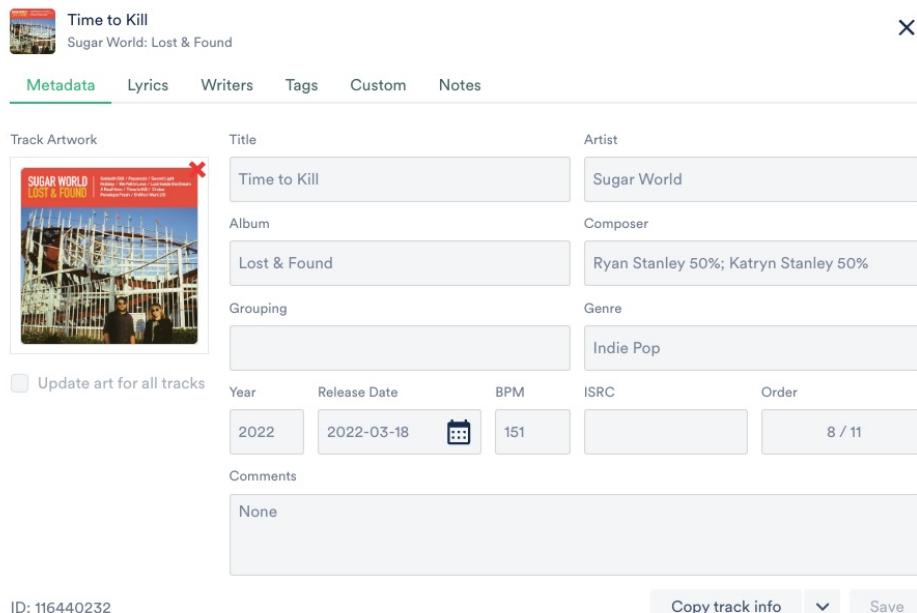
## Updating Track metadata

When you upload tracks to DISCO, we read every metadata field on the track, as long as the audio format (e.g. AIFF, MP3) of the track can embed metadata in a way that is readable. [For more information, visit this article.](#)

## At a glance

DISCO uses the following fields to display metadata on the Track information page:

- **Track**
- **Grouping**
- **ISRC**
- **Artwork**
- **Genre**
- **Order**
- **Title**
- **Year**
- **Comments**
- **Artist**
- **Release**
- **Lyrics**
- **Album**
- **Date**
- **Composer**
- **BPM**

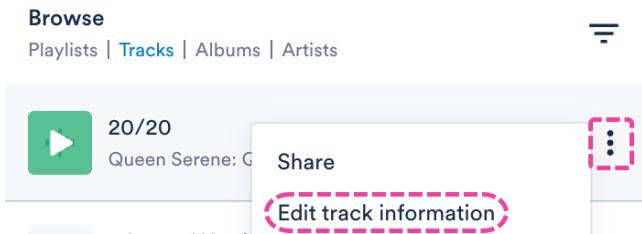


The screenshot shows the 'Metadata' tab of a track's information page. The track is titled 'Time to Kill' from the album 'Lost & Found' by Sugar World. The 'Artwork' section shows a thumbnail of the album cover. The 'Title' and 'Artist' fields are populated. The 'Album' field shows 'Lost & Found'. The 'Composer' field lists 'Ryan Stanley 50%; Kathryn Stanley 50%'. The 'Grouping' field is empty. The 'Genre' field is set to 'Indie Pop'. The 'Year' is 2022, 'Release Date' is 2022-03-18, 'BPM' is 151, 'ISRC' is empty, and 'Order' is 8 / 11. The 'Comments' field contains 'None'. A checkbox for 'Update art for all tracks' is present. At the bottom, there are 'Copy track info' and 'Save' buttons, and the track ID 'ID: 116440232'.

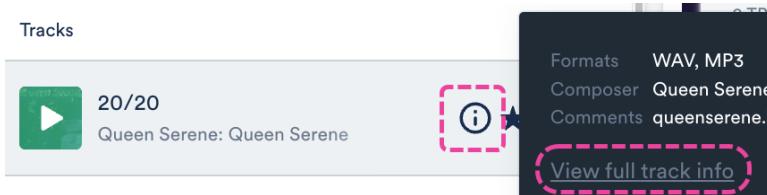
## Viewing your Track metadata

You can access your metadata from the Track information page in three different ways:

- Open the **Track menu ( :** ) and select **Edit track information**.



- Hover over the 'i' icon on the Track, and select **View full track info**.



- Click on a Track to open it in the Explorer. Some\* metadata fields will be displayed in the Track detail panel, and you can also click **View full track info**.

A screenshot of the MusicBee software interface. On the left, a track detail panel shows a thumbnail for 'Penelope Fresh - Lost & Found (Sugar World)'. The track title is 'Penelope Fresh', the album is 'Lost & Found', and the artist is 'Sugar World'. Below the title are duration '03:39', format 'AIFF', and a calendar icon. To the right are a 'Add track tags' button and a three-dot menu icon. A pink dashed box highlights the 'Composer' field in the metadata list. Below the track detail panel is a message: 'You can choose the metadata fields you want to display [here](#)'. At the bottom is a 'View full track info' button, which is also highlighted with a pink dashed box.

Penelope Fresh  
Lost & Found  
Sugar World  
03:39 AIFF MP3

Composer  
Katryn Stanley 50%; Ryan Stanley 50%

Genre  
Indie Pop

Year  
2022

You can choose the metadata fields you want to display [here](#).

View full track info

\*To customize which fields are displayed here, go to **Settings & Account > My Settings > Display Settings > Choose metadata fields displayed in the Explorer**.

A screenshot of the 'Display Settings' dialog in the MusicBee software. It shows a list of metadata fields with 'X' buttons to remove them. The selected fields are 'Composer', 'Genre', 'Grouping', 'Year', and 'Internal notes'. Below the list is a green 'Update Display Settings' button.

Choose metadata fields displayed in the Explorer

Composer X Genre X Grouping X  
Year X Internal notes X

Update Display Settings

All of the above options will open the track information page, with the **Metadata** tab selected.

Time to Kill  
Sugar World: Lost & Found

Metadata    Lyrics    Writers    Tags    Custom    Notes

Track Artwork

Title: Time to Kill    Artist: Sugar World

Album: Lost & Found    Composer: Ryan Stanley 50%; Kathryn Stanley 50%

Grouping:    Genre: Indie Pop

Year: 2022    Release Date: 2022-03-18    BPM: 151    ISRC:    Order: 8 / 11

Comments: None

ID: 116440232    [Copy track info](#)    [Save](#)

## Adding and editing Track metadata

You can add and edit metadata for individual Tracks, or for multiple Tracks at once.

### For single Tracks

1. Open the Track information page.
2. From the **Metadata** tab, you can add and edit: **Track Artwork, Title, Artist, Album, Composer, Grouping, Genre, Year, Release Date, BPM, ISRC, Order, Comments.**  
From the **Lyrics** tab, you can add and edit **Lyrics**.

Add Lyrics

twinkle twinkle little star  
how I wonder what you are  
up above the world so high  
like a diamond in the sky

[Copy track info](#)    [Save lyrics](#)

From the **Writers** tab, you can add and edit **Writers** and **PRO Number\***. You can also [manage Writer Splits](#).

*\*This field is for internal use only and doesn't travel with the file when downloaded or saved.*

From the **Tags** tab, you can [add and manage Track Tags](#).

From the **Custom** tab, you can add and edit data from any custom fields\* you may have set up.

*\*Custom fields are a premium feature available to users on our **Pro** plan and above.*

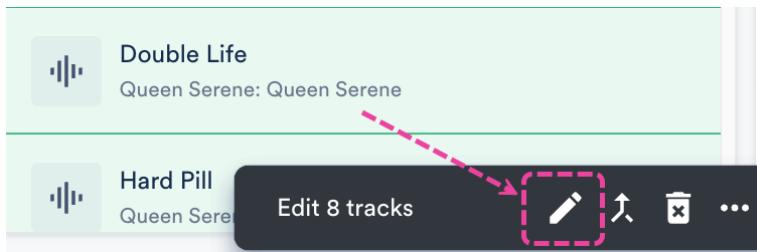
From the **Notes** tab, you can [view and add Notes](#).

3. Click the **Save** button.

## For multiple Tracks

**Note:** Using multi-select to edit metadata of nested Tracks is not currently supported. However, if you use the **Edit all track metadata** option from the **Playlist menu (:**) instead, any non-Title metadata edits will be written to all main and nested Tracks in the Playlist -- this includes Writer Splits, Notes, and Tags too!

1. Use multi-select to select multiple Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



3. This will open the Track information page and allow you to edit multiple Tracks at once.
4. Click the **Save** button.

**Note:** Using multi-select to edit metadata of nested Tracks is not currently supported. However, if you use the **Edit all track metadata** option from the **Playlist menu (:**) instead, any non-Title metadata edits will be written to all main and nested Tracks in the Playlist -- this includes Writer Splits, Notes, and Tags too!

## Copying Track Info between Tracks

You can easily transfer Track information from one Track to another using the **Copy Track info** option.

### At a glance

This comes in handy when you want to save time on entering metadata, and more specifically for:

- Copying from the main version of a track to alternate versions such as instrumentals, clean versions, or shortened versions
- Copying track information to a new iteration of a track such as from a demo to a first mix to a final master

## Copy track info between tracks

X

Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To

Search for a track to copy track info from

Search for a track to copy track info to

Search for tracks or drag tracks from the right column.

Search for tracks or drag tracks from the left column.

Cancel

Copy track info

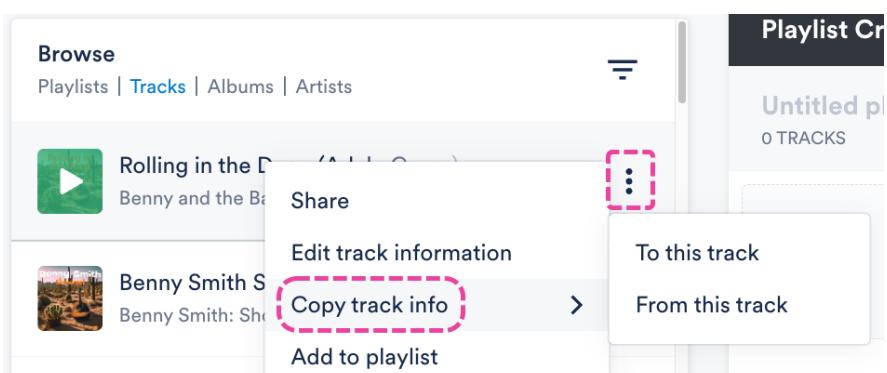
## Accessing the Copy track info option

There are three ways to access this:

- from the **Track Menu ( : )**
- when editing **Track Information**
- from the **Actions Menu ( ... )** when **multiple Tracks** are selected

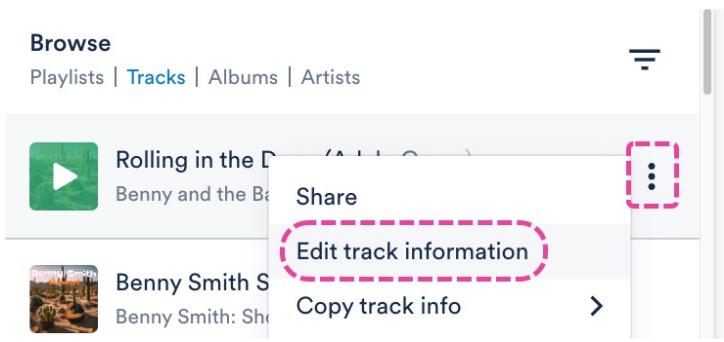
### From the Track Menu ( : )

1. Open the **Track Menu ( : )** and select **Copy track info**.
2. Select either **To this track** or **From this track**.

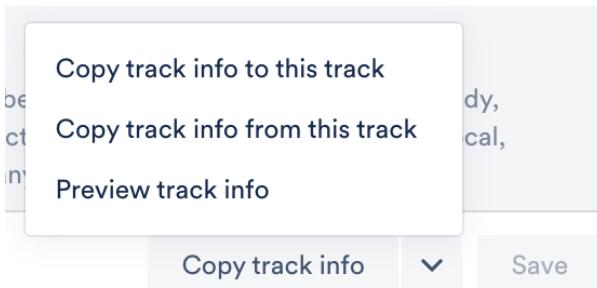


### When editing Track Information

1. Open the **Track Menu ( : )** and select **Edit track information**.

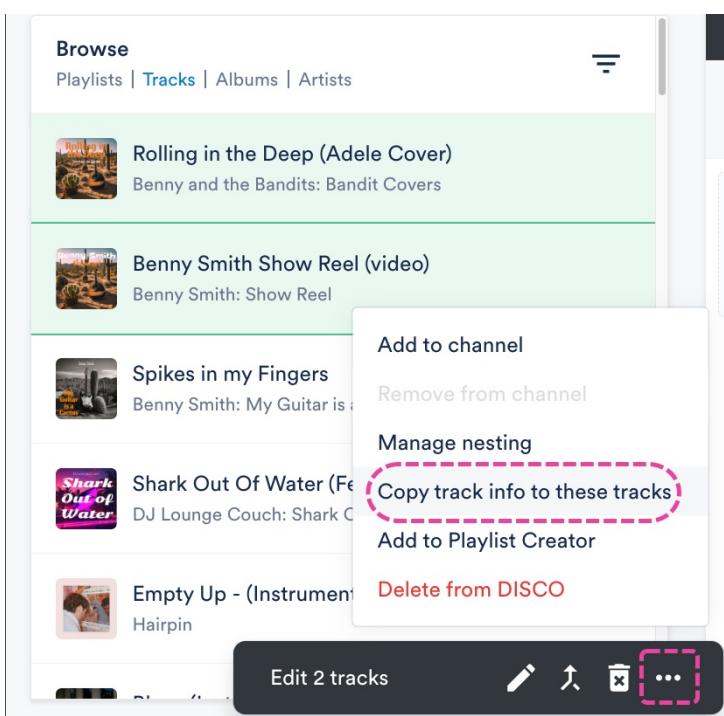


2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.
3. Select an option: **Copy track info to this track** or **Copy track info from this track**.



## From the Actions Menu (...) when multiple Tracks are selected

1. Go to **Browse > Tracks**.
2. Use multi-select to select multiple Tracks.
3. Open the **Actions Menu (...)** at the bottom of the screen and select **Copy track info to these tracks**.



## Copying Track info between Tracks

From the **Copy track info between tracks** window, select the Tracks to copy Track info to or from using the search boxes.

## Copy track info between tracks X

Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

→

Suggested tracks

	You & Me	Pink Skies: The Tree That Broke The Cement	<a href="#">i</a>
	You & Me	Pink Skies: The Tree That Broke The Cement	

To

→

Search for tracks or drag tracks from the left column.

**Suggested tracks** will appear on the other side when you click into that search box as long as there is a Track on one side.

## Copy track info between tracks X

Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

→

	You & Me	Pink Skies: The Tree That Broke T... <span style="float: right;">Remove</span>	<a href="#">i</a>
<span style="font-size: 1.5em;">▼</span>	<input type="checkbox"/> Metadata		
	<input checked="" type="checkbox"/> Artwork:		
	<input type="checkbox"/> Title: You & Me		

To

→

Suggested tracks [Add all](#)

	You & Me	Pink Skies: The Tree That Broke The Cement	<a href="#">i</a>
	Spikes in my Fingers	Benny Smith: My Guitar is a Cactus	

You can drag and drop Tracks between the **To** and **From** sides if needed.

## Copy track info between tracks

X

Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To

Search for a track to copy track info from

Search for a track to copy track info to

You & Me  
Pink Skies: The Tree That Broke ...

Mr. Freeze  
Pink Skies: The Tree That Broke ...

Remove >

Cancel Copy to 1 track

Expand the Track Info on each side. By default, all fields will be selected to copy over **except for Title** (don't want to override -Instrumental, etc.) and **Order**.

## Copy track info between tracks

X

Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To

Search for a track to copy track info from

Search for a track to copy track info to

You & Me  
Pink Skies: The Tree That Broke ...

Butterflies

Remove >

Metadata

Artwork:

Title: You & Me

Artist: Pink Skies

Album: The Tree That Broke The Cement

Composer: Arieh Berl

Show more

Metadata

Artwork:

Title: Butterflies

Artist: Pink Skies

Album: The Tree That Broke The Cement

Composer: Arieh Berl

Show more

Cancel Copy to 1 track

You can decide which fields to copy on the **From** side by checking or unchecking the boxes.

## Copy track info between tracks

Save time on metadata entry by copying track info between your tracks.

### From

→  Search for a track to copy track info from

You & Me

Pink Skies: The Tree That Broke ... [Remove](#)

Metadata

- Artwork: 
- Title: You & Me
- Artist: Pink Skies
- Album: The Tree That Broke The Cement
- Composer: Arieh Berl

[Show more](#)

The **To** side will show a preview of how the fields will be updated.

×

tracks. [Find out more.](#)

### To

→  Search for a track to copy track info to

Butterflies

[Remove](#)

Metadata

- Artwork: 
- Title: Butterflies
- Artist: Pink Skies
- Album: The Tree That Broke The Cement
- Composer: Arieh Berl

[Show more](#)

Cancel

Copy to 1 track

When you've decided on the fields, click the **Copy to track** button.

A **⚠ Warning** message will appear if you are going to overwrite any existing metadata fields. If you're sure, click the **Proceed** button.

## ⚠ Warning

You're about to overwrite some existing metadata fields on the following tracks:

- Butterflies (6 fields overwritten)

This can't be undone. Are you sure you want to proceed?

Don't show this message again

Cancel

Proceed

## Overwriting metadata fields

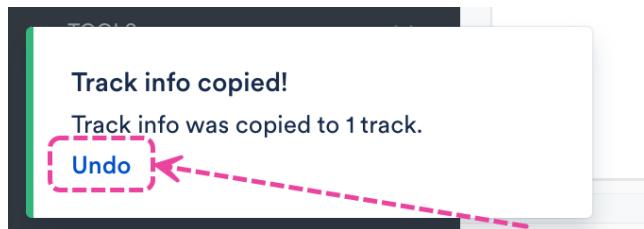
When you copy info between Tracks, some metadata fields will be overwritten, and other fields will preserve their data, and the information copied will be added. Below is an overview of each field and what will happen when you copy Track info over:

Field Name	Overwritten or Added?	Notes / Example
Metadata	Overwritten	<i>Artist name in the <b>From</b> Track:</i> Harry Potter <i>Artist name in the <b>To</b> Track:</i> Dumbledore <i>Final Artist name after copying:</i> Harry Potter
Writers	Overwritten	Writers are copied as one unit (not individual Writers) from the <b>From</b> Track and will overwrite any Writers in the <b>To</b> track when the copying is completed.
Lyrics	Overwritten	Lyrics are treated as one unit and will overwrite any lyrics on the <b>To</b> track.
Notes	Added	Notes can be added without overwriting.
Tags	Added	Tags can be added without overwriting.
Custom fields	Overwritten	

## Undo copying Track info

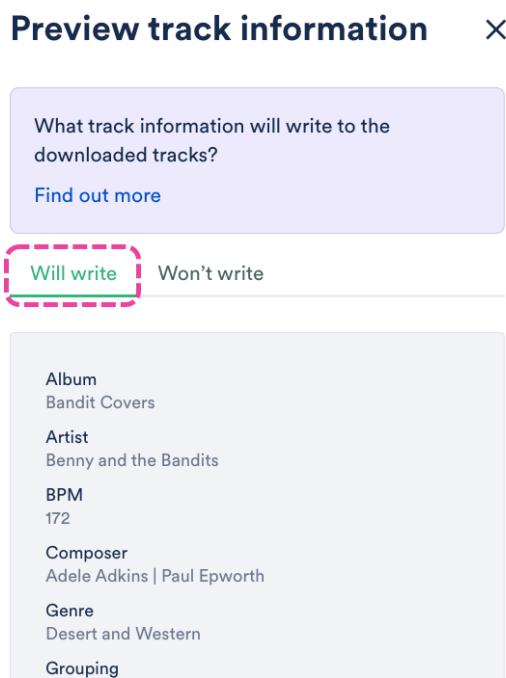
**Important:** This can only be done within 10 seconds after completing the copy action.

After the Track info is copied, a confirmation message will appear in the bottom-left of your DISCO. Click **Undo** to revert the Track information back to what it was prior to copying.



## Preview how your metadata will appear after downloading

1. Open the **Track Menu ( :** ) and select **Edit track information**.
2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.
3. Select **Preview track info**.
4. Two tabs (**Will write** and **Won't write**) show which track information will and won't be written to the track once it is downloaded. Select the **Will write** tab.



## Exporting and importing your Track metadata

Users on our **Plus**, **Pro**, and **Enterprise** plans can request metadata .csv exports for bulk track metadata editing.

## At a glance

Exporting and re-importing your Track metadata makes it easy to view, filter, and edit in bulk.

### Requesting a CSV export of your Track metadata from your DISCO

You can either request an export of all Tracks in your DISCO, or all Tracks contained in a single Playlist, Channel, Folder, or Subfolder. If you're requesting an export of Tracks from a Subfolder, make sure to also include the name of the parent Channel (e.g. My Channel > Cool Jazz).

To request a CSV export, [contact our Support team](#). We'll generally process these requests within 1 business day.

Once exported, we will send you a CSV file that you can open in any spreadsheet program, such as Excel or Google Sheets.

**Note:** *Any tracks that were not in your DISCO at the time of the export will not be included in the CSV.*

### Understanding the columns in your CSV file

All Track metadata exports include columns for each of the **DISCO standard metadata fields**, plus any custom fields you have added to your DISCO.

The spreadsheet below contains information on each of the DISCO standard metadata fields, including how they are displayed in your CSV file, and how they are displayed in DISCO:

### Requesting a CSV import of your Track metadata into your DISCO

After editing your Track metadata via the CSV file, you can [contact our Support team](#) to re-import the file into your DISCO.

Before requesting an import of your Track metadata:

- Keep in mind that we can only import CSVs that were originally provided to you by DISCO.
- When importing metadata into DISCO from another source, you will likely need to figure out how to best map your existing fields to the fields that DISCO uses.
  - Refer to the spreadsheet above to make sure the metadata in your file is mapped to the appropriate DISCO standard metadata field.
- Double-check to make sure the metadata in your CSV file is correct.

**Important:**

- *Importing your Track metadata via a CSV file will overwrite existing metadata in your DISCO.*
- *Any edits that you make manually to your track metadata after submitting this*

*request may not be applied properly.*

- *Any edits that you make manually to your track metadata before the import is processed will be overwritten by the imported CSV.*

To request an import of your Track metadata via CSV, [contact our Support team](#). Most import requests take up to 2-3 business days.

When making your request, be sure to let us know:

- which columns you made edits to
- which specific fields you edited (e.g. Title, Album, BPM, Lyrics, etc.)

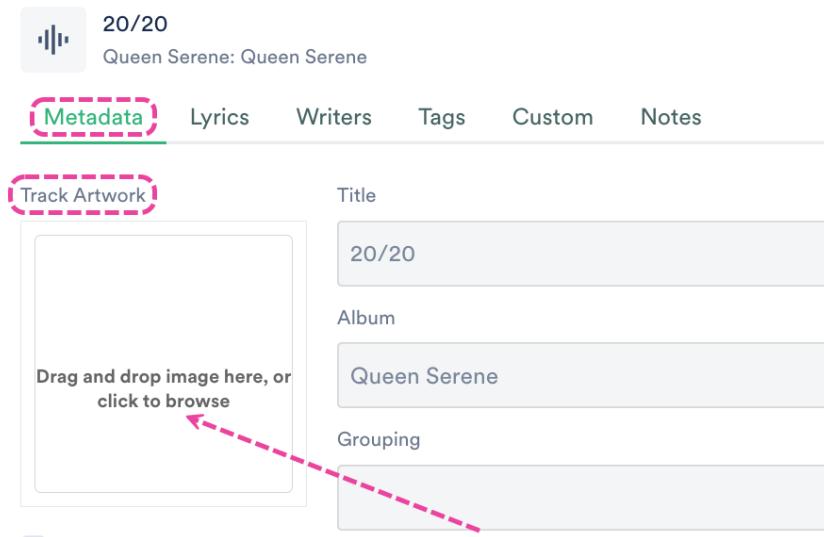
**Important:** *If you're not using a URL that was sent to you by DISCO, please make sure to set the document's permissions to allow "Anyone with the link" to edit it.*

## Adding and updating Track artwork

If you upload a Track to DISCO with artwork already included in the metadata, it will be displayed automatically. You can also manually add new or update existing Track artwork.

### At a glance

Track artwork can be added or updated from the **Track Information** page.



20/20  
Queen Serene: Queen Serene

Metadata    Lyrics    Writers    Tags    Custom    Notes

Track Artwork

Drag and drop image here, or click to browse

Title: 20/20

Album: Queen Serene

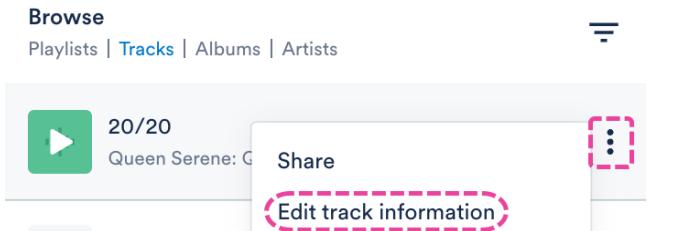
Grouping:

You can do this for individual Tracks, or multiple Tracks in bulk!

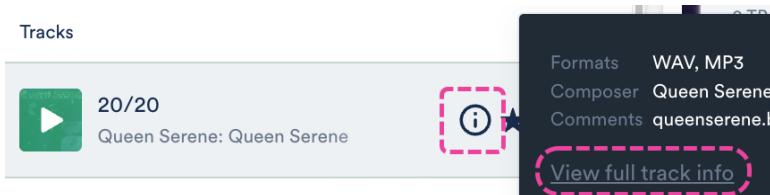
## Adding Track Artwork

For a single Track:

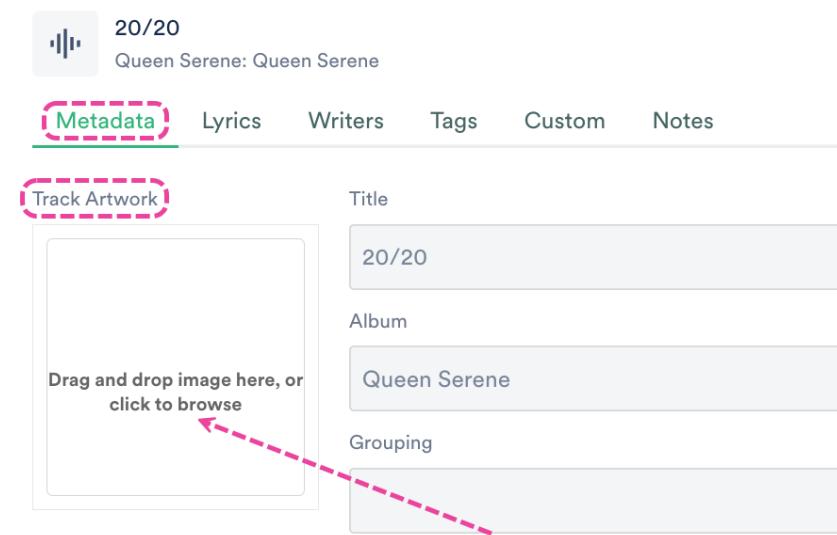
1. Open the **Track menu ( :**) for the desired Track and select **Edit track information**.



Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



2. From the **Metadata** tab, drag and drop an image under **Track Artwork**, or click to browse files on your computer.

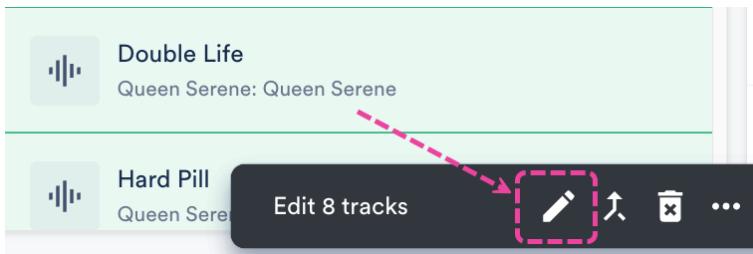


**Tip:** To update artwork for other Tracks with the same metadata, check the box to **Update art for all tracks**.

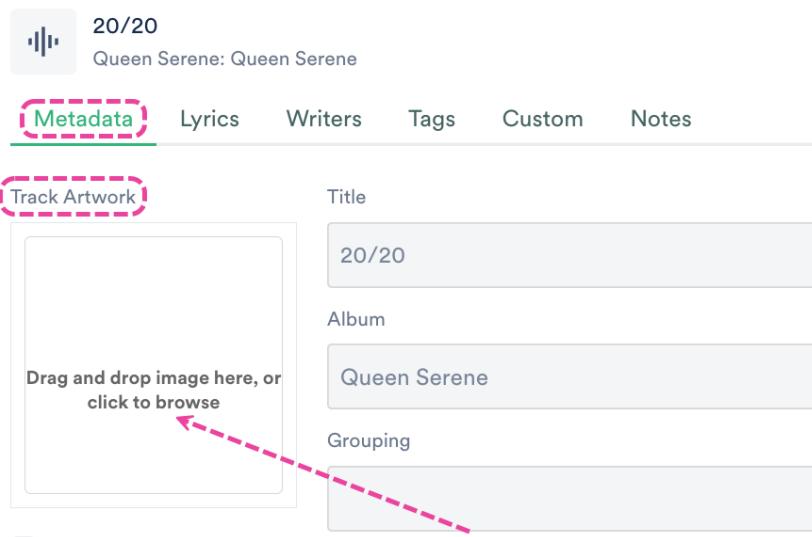
3. Click the **Save** button.
4. The artwork will now appear on the Track in DISCO and on any share pages.

#### For multiple Tracks:

1. Use a keyboard shortcut to multi-select Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



3. From the **Metadata** tab, drag and drop an image under **Track Artwork**, or click to browse files on your computer.

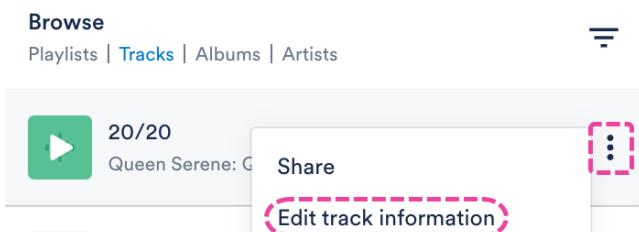


4. Click the **Save** button.
5. The artwork will now appear for all the Tracks in DISCO and on any share pages.

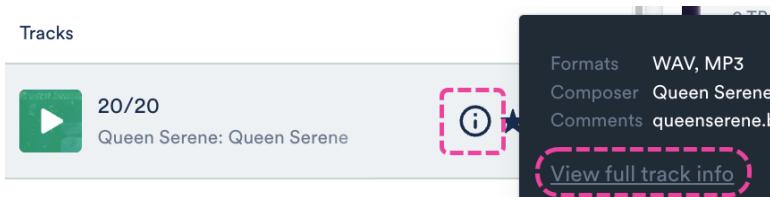
## Updating Track Artwork

### For a single Track:

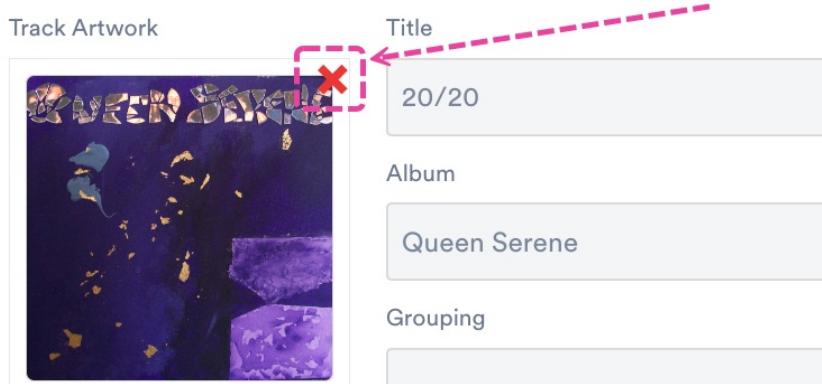
1. Open the **Track menu ( : )** for the desired Track and select **Edit track information**.



Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



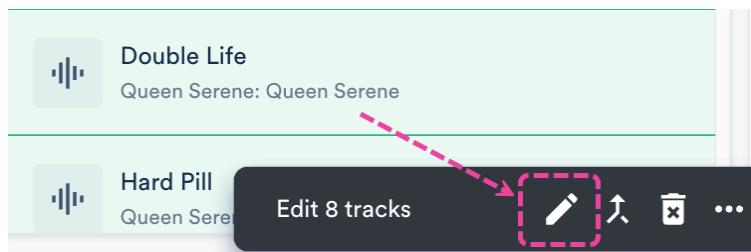
2. From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



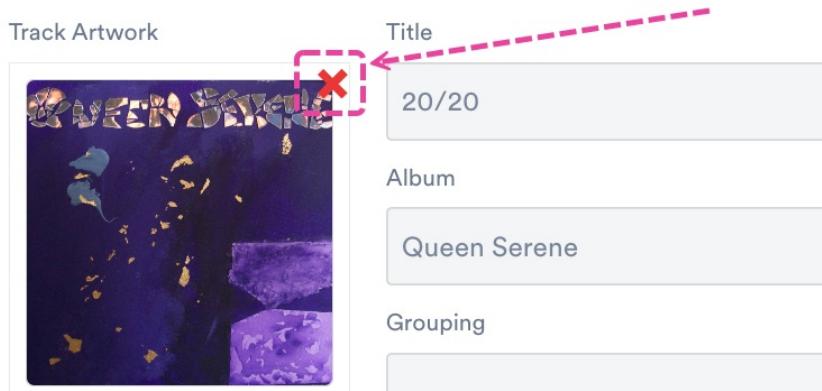
3. Drag and drop a new image, or click to browse files on your computer.
4. Click the **Save** button.
5. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

**For multiple Tracks:**

1. Use a keyboard shortcut to multi-select Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



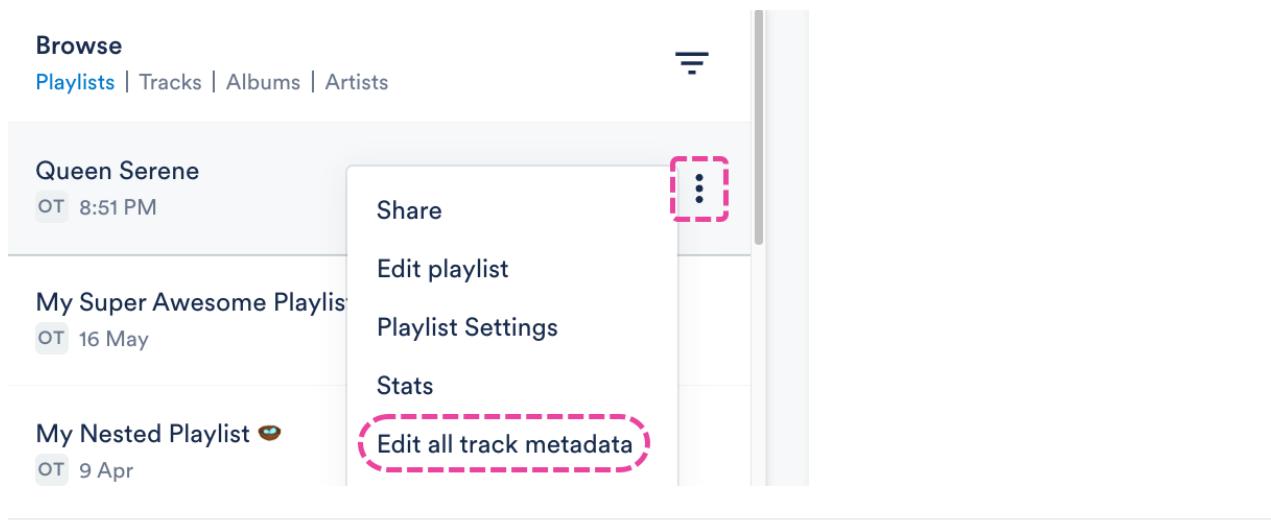
3. From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



4. Drag and drop a new image, or click to browse files on your computer.
5. Click the **Save** button.
6. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

# Can I add artwork to all Tracks in a Playlist at once?

Yes! Open the **Playlist menu ( : )** and select **Edit all track metadata**:

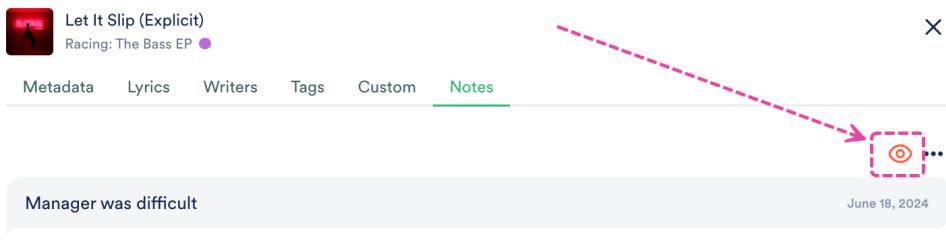


## Adding Internal and Client Notes to Tracks

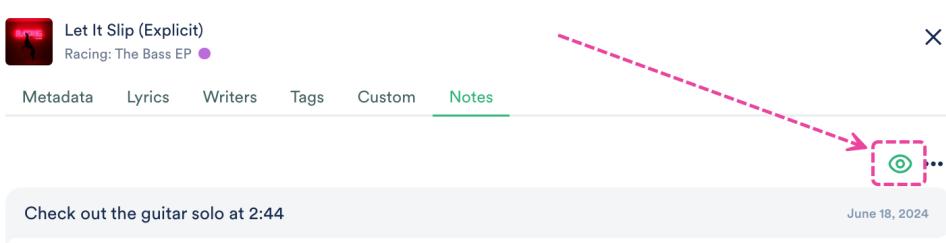
When editing metadata in DISCO, you can add two types of notes: **Internal Notes** and **Client Notes**.

### At a glance

**Internal Notes** have a **red** eye icon and can *only* be seen by users with access to your DISCO. These are great for communicating sensitive or important information for your colleagues that *shouldn't* be visible to clients.

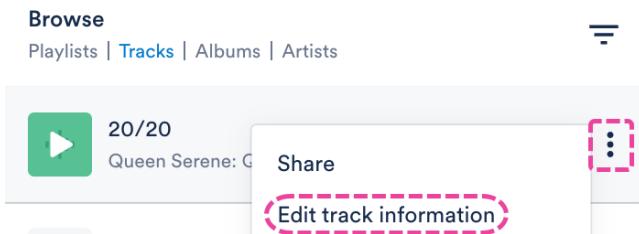


**Client Notes** have a **green** eye icon and *can* be seen by clients and end users. They also appear on public download pages. These are designed for information you *want* people to notice, such as a key point in the track or copyright information.

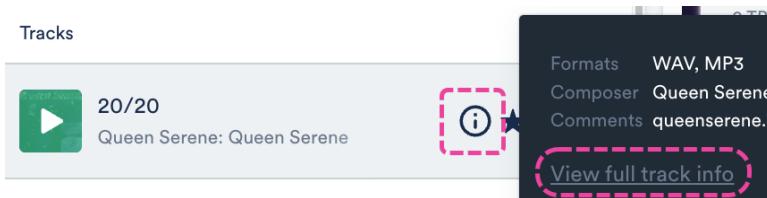


## Adding Notes

1. Open the **Track menu ( :**) for the desired track and select **Edit track information**.



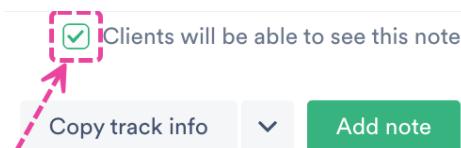
Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



2. From the **Notes** tab, type a note in the **Add a note** box.



3. By default, all notes are **internal**. To make a note viewable to the client, tick the **Clients will be able to see this note** box.

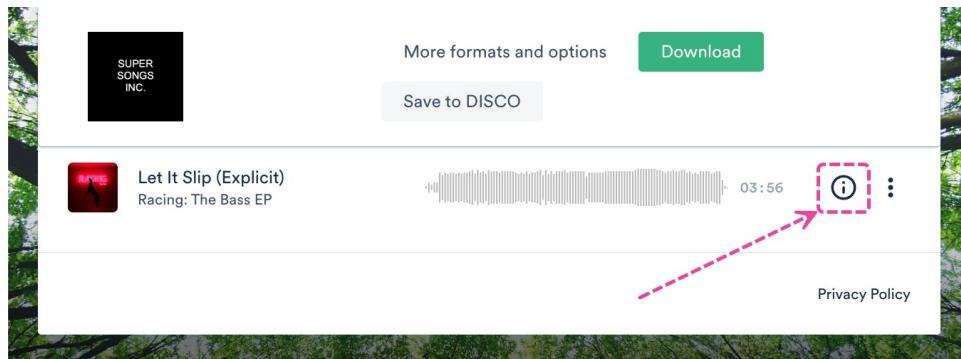


4. Click the **Add note** button.

## Viewing Client Notes

### From Playlist share pages:

Click the 'i' icon to the right of a Track.



## From Track share pages:

You don't have to do anything, they will just be visible on the page under the Track.



## Frequently asked questions

- **Are Notes searchable within my DISCO?**

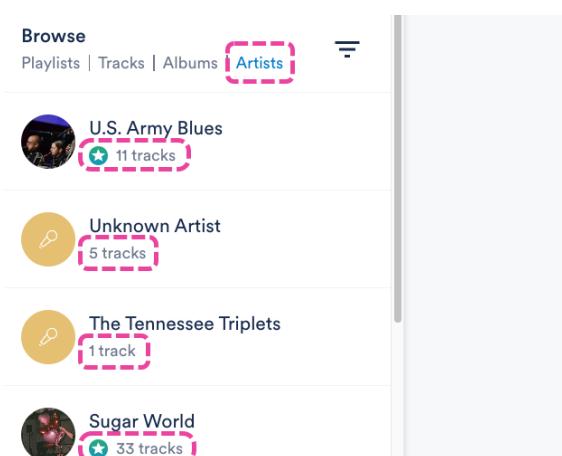
Yes! All notes, both Internal and Client, are searchable in DISCO.

## Artists and Artist Profiles

**Artists** are created automatically in your DISCO when you upload Tracks. They are pulled from the Artist field in the Track metadata. Once the Artist has been created, you can update their **Artist Profile** and [create an Artist Page](#).

## At a glance

You can find a list of Artists in your DISCO under **Browse**. The number of Tracks by that particular Artist is displayed under the Artist's name, and you can sort them alphabetically.



Artist	Tracks
U.S. Army Blues	11 tracks
Unknown Artist	5 tracks
The Tennessee Triplets	1 track
Sugar World	33 tracks

Browse

Playlists | Tracks | Albums | Artists

U.S. Army Blues  
11 tracks

Unknown Artist  
5 tracks

The Tennessee Triplets  
1 track

Sugar World  
33 tracks

Soft and Furious  
11 tracks

Name: A-Z

Name: Z-A

## Managing Artists

**Note:** If you can't find an Artist in your DISCO, ensure that the Artist's name appears in the Track metadata and is spelled correctly.

### Incorrect Artist name or duplicate Artists

We rely on the Artist field in the Track metadata to create Artists in your DISCO. If the Artist name appears incorrectly, or you have multiple Artists with similar names (whose Tracks should all be under one Artist), it means that there's an error in your Track metadata.

#### Example

We uploaded multiple Tracks from Sugar World to our DISCO, but one of the Tracks had a typo in the Artist name. Now we have two Artists in our DISCO: *Sugar World* and *Sugar Worlds*😊.

Browse

Playlists | Tracks | Albums | Artists

Secret Light  
Sugar Worlds: Lost & Found

Sugar World - Sabbath Still

Penelope Fresh  
Sugar World: Lost & Found

This track was uploaded with a typo in the Artist name

**Browse**

Playlists | Tracks | Albums | [Artists](#)

U.S. Army Blues  
11 tracks

Unknown Artist  
5 tracks

The Tennessee Triplets  
1 track

**Sugar Worlds**  
1 track

**Sugar World**  
32 tracks

To fix this, edit the **Track information** for the Track(s) with the incorrect Artist name. Update the **Artist** field and click the **Save** button.

Secret Light  
Sugar Worlds: Lost & Found

Metadata   Lyrics   Writers   Tags   Custom   Notes

Track Artwork

Title: Secret Light

Artist: **Sugar Worlds**

Album: Lost & Found

Composer: Ryan Stanley 50%; Kathryn Stanley 50%

Grouping:

Genre: Indie Pop

The incorrect/duplicate Artist will no longer appear in your Artist list in your DISCO.

## Managing Artist Profiles

The Artist Profiles in your DISCO are the same ones that are displayed in your **DISCO Catalogs**.

### Editing Artist Profiles

You can edit Artist Profiles to add an **Artist image** and **Artist bio** and to **Manage social links** for the Artist.

1. In your DISCO, go to **Browse > Artists**.
2. Locate the Artist from the list, hover over their name, and click the pencil that appears on the right of the name to **Edit profile**.

The screenshot shows the 'Browse' section of the DISCO application. It lists several artist profiles: 'U.S. Army Blues' (11 tracks), 'Unknown Artist' (5 tracks), 'The Tennessee Triplets' (1 track), 'Sugar World' (33 tracks), and 'Soft and Furious' (11 tracks). The 'Edit profile' button for 'Sugar World' is highlighted with a pink dashed box and a cursor icon.

3. This will open the **Manage artist** page for the Artist.

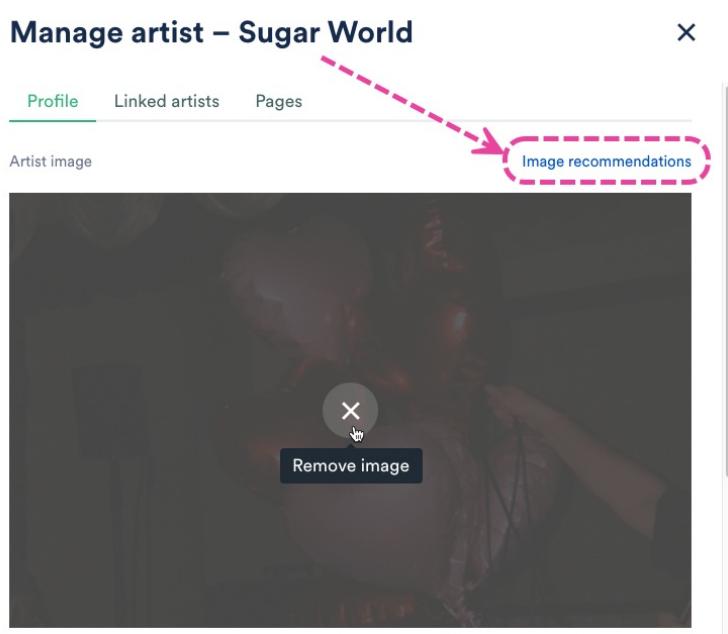
The screenshot shows the 'Manage artist' page for 'Sugar World'. The 'Profile' tab is selected. It displays the artist's image (a hand holding several glowing heart-shaped balloons), a bio box with text about the band, and social media links (B, I, U, G).

## Adding and updating Artist images

**Note:** If you're adding an **Artist image** for the first time and notice there's already one populated in your DISCO, it's because we automatically pulled the image from your Spotify account. This happens only if the Artist name is an exact match, and there wasn't any artwork previously associated with the Artist in your DISCO.

1. From the **Manage artist** page, under **Artist image**, click in the box to upload or remove

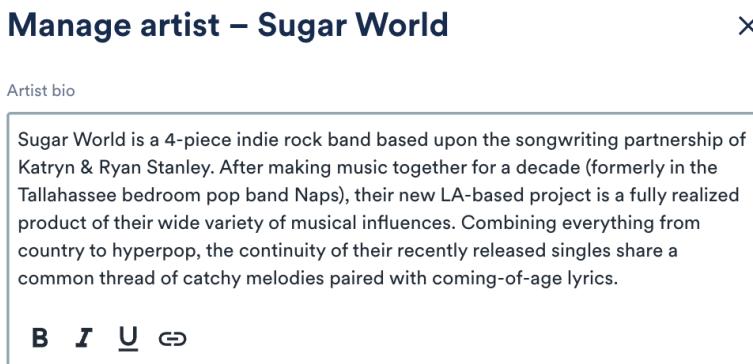
the image. Be sure to check the **Image recommendations** and [this article](#) for more details.



2. Click the **Save** button.

## Adding and updating Artist bios

1. From the **Manage artist** page, locate the **Artist bio** and add your text.



2. Click the **Save** button.

## Adding and updating social links

1. From the **Manage artist** page, locate the Social Links section and click **Manage social links**.
2. Add or update your social links and [the link to your Primary Catalog \(optional\)](#).

## Add social links

X

DISCO Catalog

 **Soft and Furious Catalog**

<https://olivia-testing.disco.ac/cat/1010829961>

Change Primary Catalog

 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>
 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>
 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>
 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>
 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>
 <a href="https://testlink.com">https://testlink.com</a>	 <a href="https://testlink.com">https://testlink.com</a>

Cancel

Save

3. Click the **Save** button.
4. On the **Manage artist** page, click the **Save** button.

## Linking Artist Profiles

Visit this article for more information on [Linking Artist Profiles](#).

### Manage artist – Soft and Furious

X

Profile    Featured tracks    Linked artists

#### Link other artist pages

Select artist

Type to search

Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

## Artist Pages

You can create an **Artist Page** from the Artist Profile. [Visit this article for more information on Artist Pages](#).

### Manage artist – Sugar World

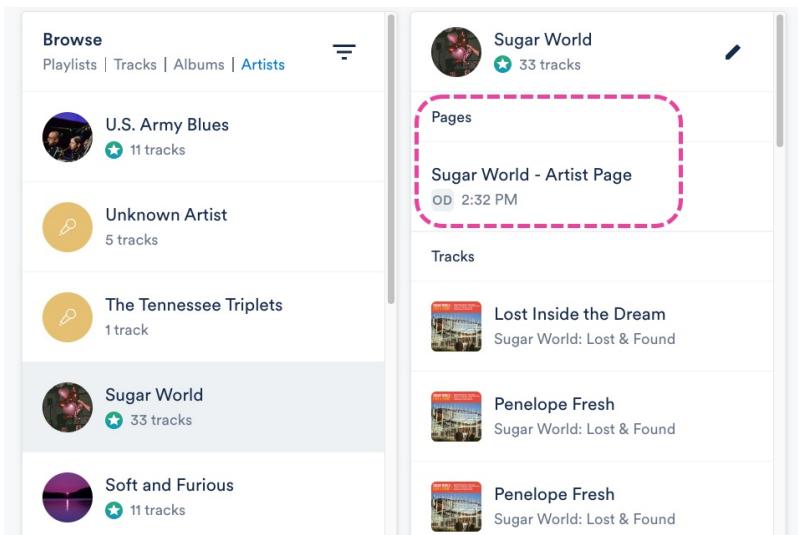
X

Profile    Linked artists    **Pages**

#### Generate Page

To create a new page for this artist  Click here

Once a Page has been created for an Artist, it will appear in the Explorer once the Artist is selected from the **Browse** section.



The screenshot shows the DISCO interface. On the left, a sidebar titled 'Browse' lists 'Playlists | Tracks | Albums | Artists'. Below this are five artist profiles: 'U.S. Army Blues' (11 tracks), 'Unknown Artist' (5 tracks), 'The Tennessee Triplets' (1 track), 'Sugar World' (33 tracks, highlighted with a pink box), and 'Soft and Furious' (11 tracks). On the right, the 'Sugar World' profile is expanded. It shows a 'Pages' section with a link to 'Sugar World - Artist Page' (OD 2:32 PM), which is also highlighted with a pink box. The 'Tracks' section lists three tracks: 'Lost Inside the Dream' (Sugar World: Lost & Found), 'Penelope Fresh' (Sugar World: Lost & Found), and another 'Penelope Fresh' (Sugar World: Lost & Found).

The star icon underneath an Artist's name indicates they have a Page.



By default, the **Artist image** and **Artist bio** from the Artist Profile will also pre-populate on any **Artist Pages** and **Album Pages** that are associated with that Artist. However, it is possible to change the image and bio for the Artist on specific Pages.

## Linking Artist Profiles

The **Artist Profiles** in your DISCO are the same ones that are displayed in your **DISCO Catalogs** under **Artists** (in the left sidebar). You can link multiple Artist Profiles together so that users are presented with a consolidated Artist Profile when browsing through Tracks with different Artist names in your Catalog.

### At a glance

This is useful for Artists who have bodies of work under different aliases or just prefer all of their Tracks to appear under the same Artist Profile in their Catalog.

**Livvy & Friends**

All tracks

	Cave Dweller Livvy Sings: Into The Forest	Midtempo, Atmospheri...	03:37	⋮
	Cave Dweller Livvy & Friends: Into The Forest		03:37	⋮
	Blue Waves Livvy Sings: Into The Ocean		02:02	⋮

## Linking Artist Profiles

There are two ways to do this:

- from within an Artist Profile
- from your Catalog Settings

Before linking, determine which will be the **parent artist**, or the artist whose Profile under which Tracks from the other artist aliases will be nested.

### Example

We want **Livvy & Friends** to be the parent artist, meaning Tracks from **Livvy Sings** should be nested under the Livvy & Friends Artist Profile.



Livvy & Friends  
1 track



Livvy Sings  
2 tracks

### From within an Artist Profile

1. Open the **Artist Profile** for the parent artist.
2. Select the **Linked artists** tab.
3. Select the artist(s) you want to link from the dropdown.

## Manage artist – Livvy & Friends

X

Profile Linked artists Pages

### Link other artist pages

Select artist

Livvy Sings X

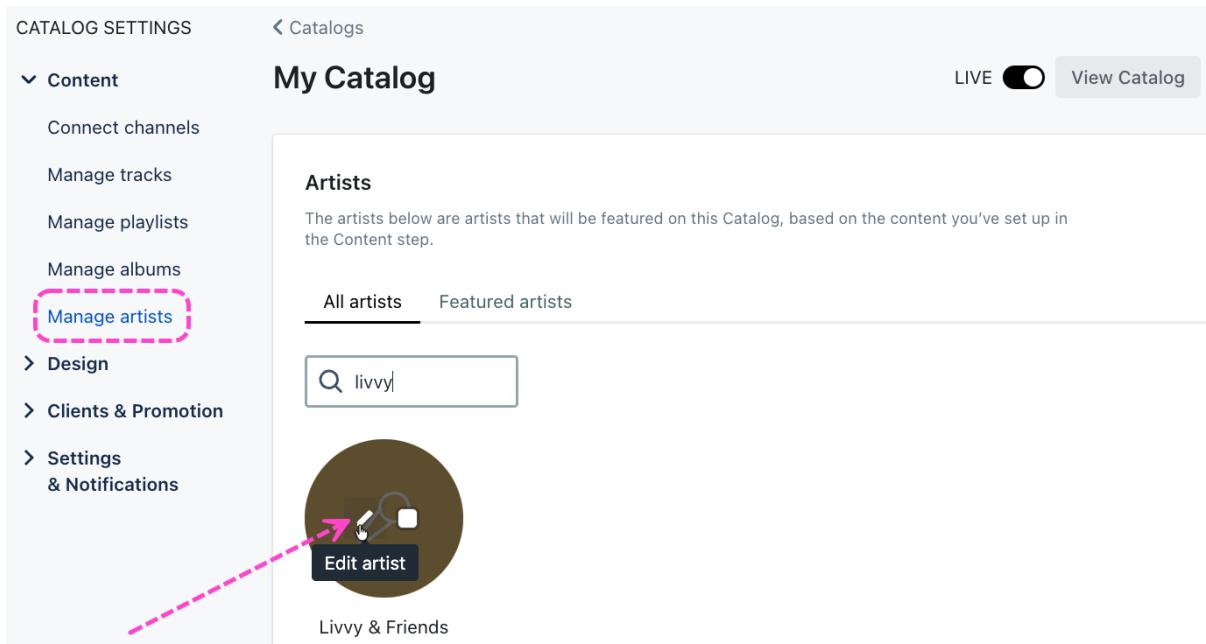
Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

4. Select the **Profile** tab and click the **Save** button.

## From your Catalog Settings

1. Open the **Catalog Settings** for the desired Catalog.
2. Under **Content**, select **Manage artists**.
3. Locate the parent artist, hover over the thumbnail, and click the pencil to **Edit artist**.



The screenshot shows the 'Catalog Settings' interface for a 'My Catalog'. On the left, a sidebar lists 'Content' (with 'Manage artists' highlighted with a pink dashed box), 'Design', 'Clients & Promotion', and 'Settings & Notifications'. The main area is titled 'My Catalog' and shows an 'Artists' section. It lists artists based on content setup, with tabs for 'All artists' (selected) and 'Featured artists'. A search bar contains 'livvy'. Below the search bar is a circular thumbnail for 'Livvy & Friends', with a pink dashed arrow pointing to the 'Edit artist' button on the thumbnail.

4. In the **Manage artist** window, select the **Linked artists** tab.
5. Select the artist(s) you want to link from the dropdown.

## Manage artist – Livvy & Friends

X

Profile    Featured tracks

Linked artists

### Link other artist pages

Select artist

Livvy Sings X

Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

6. Select the **Profile** tab and click the **Save** button.

## Viewing linked artists in your Catalog

After the artists are linked, *only the parent artist* will have an Artist Profile in your Catalog.

The screenshot shows a music catalog interface with a sidebar and a main content area. The sidebar on the left includes filters for 'Genre' and 'Duration', a 'Discover' section with 'Playlists' and 'Artists' (which is highlighted with a pink dashed box), and 'My Music'. A 'CONTACT' button is at the bottom of the sidebar. The main content area is titled 'All artists' and features a search bar and a 'Sort by' dropdown. It displays two artist profiles: 'Livvy & Friends' (with a pink dashed box around its profile picture) and 'Soft and Furious'. Both profiles have circular images and names below them. At the bottom right of the main area are 'Terms' and 'Privacy' links.

## Alias metadata

With **Alias metadata**, you can control what metadata on your Tracks gets shared.

## At a glance

Alias metadata is only available to users on our **Plus** plan (*at the Playlist level only*) and **Pro** plan (*on both the Playlist and Track levels*). It is especially useful for the following use cases:

- your Track metadata contains internal information, such as Tags, Notes, or other people's contact info that you'd prefer not to share with recipients
- you'd like to make a compilation from existing Tracks, but you want it to include more specific or relevant metadata (e.g. Album art or Title)
- you'd like to change the Track metadata appears for a particular recipient, without changing how it appears in your DISCO
- you'd like only certain fields to be displayed and downloaded
- you'd like to overwrite metadata for specific Playlists

Alias metadata will be shown on your public Playlist share URLs, when you share Playlists directly with other DISCOs, and when the Playlist is downloaded or Saved to DISCO by another DISCO user.

## My First DISCO Playlist 😊

Playlist Info   Presentation   **Alias Metadata**

**Batch edit**   **Edit individually**

Here you can turn off metadata fields so your recipients won't see what they contain, or you can add metadata just for this playlist. [Find out more about how this works.](#)

Track Artwork

Title

Mixed

Want to edit the Title? Click [here to edit individually](#)

Artist

Livvy's Alias

Album

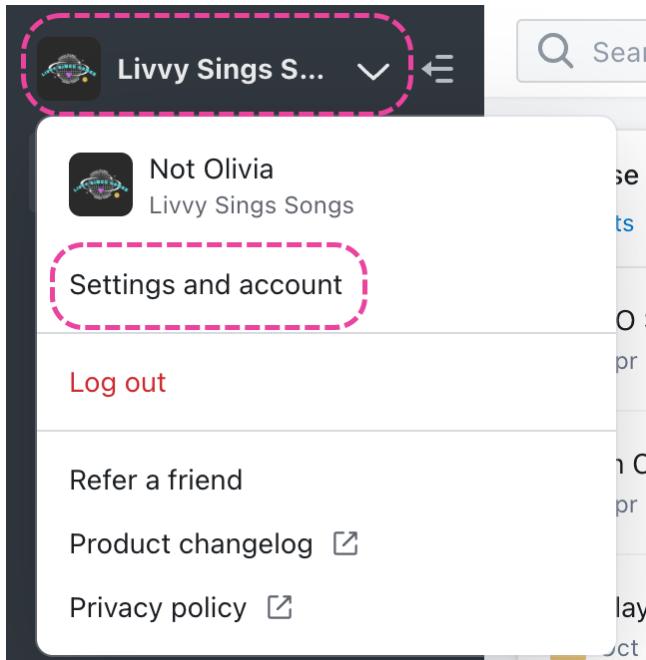
Mixed

**Setting Alias metadata at the Track level (for all Tracks)**

## you share)

**Note:** These instructions apply to users on the DISCO Pro plan and above.

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 **Workspace Settings**, select **Metadata**.
4. Under **Metadata settings**, there's an option to **Include the following metadata in the tracks I share**

**I share:** **Artist, Album, Genre, Composer, Grouping, and Comments.** If you uncheck any of these fields, this metadata field will be left blank on tracks you share (you can also choose to override this if needed when saving a Playlist – more on that below).

A screenshot of the 'Metadata settings' page within the 'Workspace Settings' section of the DISCO settings. The left sidebar shows 'My Settings', 'Workspace Settings' (which is expanded), 'Business Settings', 'Users', 'Billing &amp; Subscriptions', 'Metadata' (which is highlighted with a pink dashed box), 'Track Tags', 'Playlist Tags', 'Inboxes', 'Channels', 'Themes', and 'Data &amp; Sharing'. The right panel has a heading 'Manage metadata via spreadsheet' with a sub-instruction about exporting metadata to a spreadsheet. Below this is a section titled 'Metadata settings' with a heading 'Include the following metadata in the tracks I share'. It lists six checkboxes: 'Artist' (checked), 'Album' (checked), 'Genre' (checked), 'Composer' (checked), 'Grouping' (checked), and 'Comments' (checked). To the right of this list is a section titled 'Include metadata that DISCO does not display' with two radio buttons: 'Yes' (selected) and 'No'. At the bottom is a text input field for 'Enter a custom message in the Comments metadata' and a 'Update Metadata Settings' button.

5. There is also an option to **Include metadata that DISCO does not display**, which you can set to **Yes** or **No**. This refers to the ID3 standard metadata fields that DISCO *doesn't* display, but we do read and write them to files when they're downloaded. If you'd like us to continue writing data from these fields on your Tracks, select **Yes**. If you'd like data from these fields to *not* be written to your Tracks, select **No**. This can also be set at the Playlist level.
6. Lastly, there is an option to **Enter a custom message in the Comments metadata**. If you choose to enter something in here, it will be included in the **Comments** field for all Tracks you share. If a Track already has **Comments** metadata, and you haven't disabled this field by unchecking the box under **Include the following metadata fields in the tracks I share**, then the custom message will be added to the Comments field in addition to any existing Comments metadata on that Track. For example:

Existing Comments metadata on my Track // Custom message entered in Metadata settings

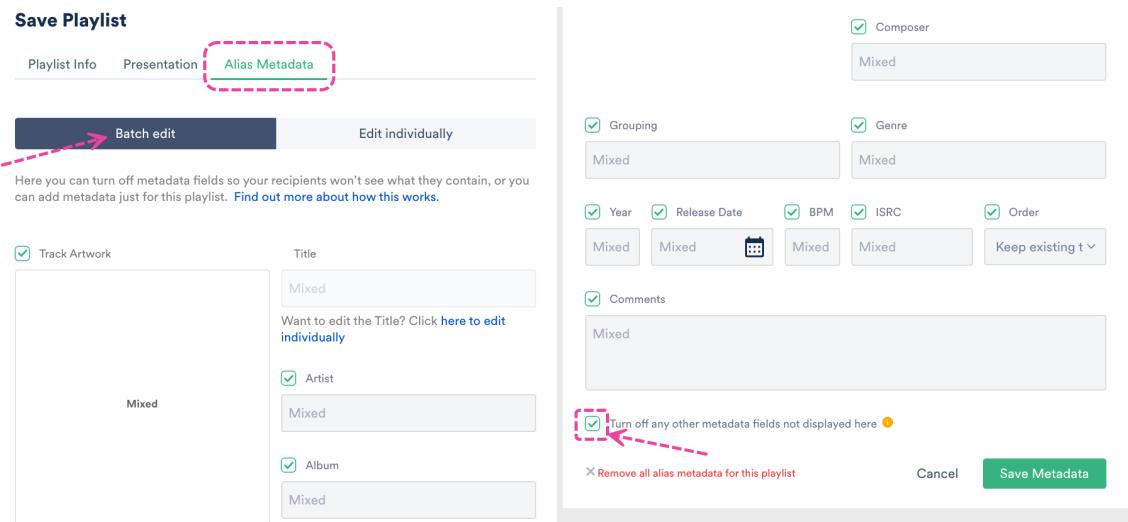
7. These **Metadata settings** will be applied when you share individual Tracks from your DISCO.

## Setting Alias metadata at the Playlist level

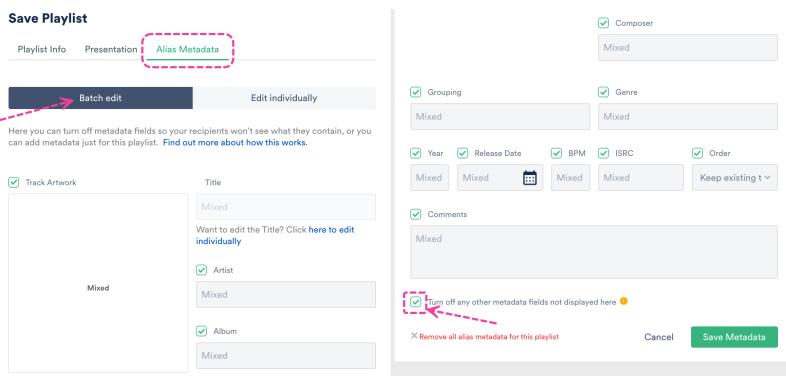
**Note:** *These instructions apply to users on the DISCO Plus plan and above.*

You can do this from your **Playlist Settings** or when saving your Playlist from the **Save Playlist** menu. There are also two options when adding Alias Metadata: **Batch edit** and **Edit individually**.

1. **From Playlist Settings:** Open the **Playlist menu ( : )** and select **Playlist Settings**. Then select the **Alias Metadata** tab.  
**From the Save Playlist menu:** Select the **Alias Metadata** tab.
2. From the **Alias Metadata** tab, select an option: **Batch edit** or **Edit individually**.
  - **Batch edit** -- You can apply the same alias metadata for all Tracks in the Playlist. In this view, you can disable any fields you don't want to be populated on your Tracks by unchecking the boxes. But, if you leave the box next to a field checked but don't enter a new value, it will be populated with its regular metadata. You also have the option to **Turn off any other metadata fields not displayed here**. This refers to the ID3 standard metadata fields that DISCO *doesn't* display, but we do read and write them to files when they're downloaded. If you'd like us to continue writing data from these fields on your Tracks, leave the box unchecked. If you'd like data from these fields to *not* be written to your Tracks, check the box.



- **Edit individually** -- You can edit the alias metadata for each Track in the Playlist individually, but only three fields are available in this view: **Title**, **Artist**, and **Album**.



3. If you've set alias metadata from your account settings (see the section above), these settings will be reflected in these fields, but you can overwrite them here for this specific Playlist if you like. Also, adding or updating metadata in these fields will display and write it to these Tracks, but just for this Playlist. The metadata for the Tracks in your DISCO will not be changed.
4. Click the **Save Metadata** button.
5. Click the **Save Playlist** button.

## Removing Alias metadata at the Playlist level

**Note:** These instructions apply to users on the DISCO **Plus** plan and above.

1. **From Playlist Settings:** Open the **Playlist menu ( :**) and select **Playlist Settings**. Then select the **Alias Metadata** tab.
2. **From the Save Playlist menu:** Select the **Alias Metadata** tab.
3. From the **Alias Metadata** tab, select an option: **Batch edit** or **Edit individually**.
3. At the bottom of the Save Playlist window, click the red text the says **Remove all alias metadata for this playlist**.

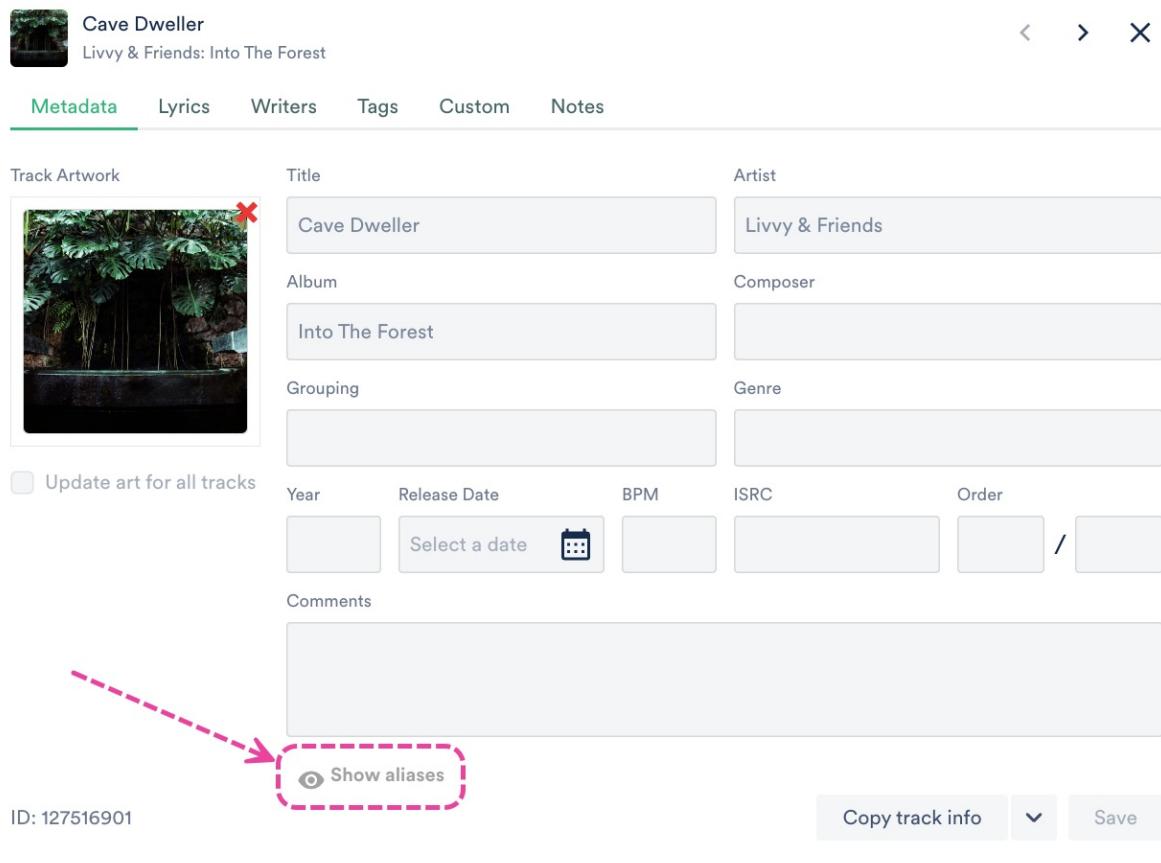
[X Remove all alias metadata for this playlist](#)

4. Click the **Save Metadata** button.
5. Click the **Save Playlist** button.

## Viewing Alias metadata for Tracks in your DISCO

You can view Alias metadata that's been added to your Tracks from within your DISCO:

1. From the **Track menu ( :** ), select **Edit Track Information**.
2. Click **Show aliases**.



The screenshot shows the 'Edit Track Information' page for a track titled 'Cave Dweller' by 'Livy & Friends: Into The Forest'. The 'Metadata' tab is selected. The main content area displays track details in a grid format:

Track Artwork	Title	Artist			
	Cave Dweller	Livy & Friends			
	Album	Composer			
	Into The Forest				
	Grouping	Genre			
<input type="checkbox"/> Update art for all tracks	Year	Release Date	BPM	ISRC	Order
		<input type="button" value="Select a date"/>			
	Comments				

At the bottom left, the track ID is shown as 'ID: 127516901'. At the bottom right are buttons for 'Copy track info' and 'Save'.

A pink dashed arrow points from the 'Show aliases' button at the bottom to the 'Aliases' section in the main content area.