# **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

Title Time to Album	Kill		Artist		
Time to	Kill				
Album			Sugar World		
		Album			
Lost & F	ound		Ryan Stanley 50%; Katryn Stanley 50%		
Grouping			Genre		
			Indie Pop		
Year	Release Date	BPM	ISRC	Order	
2022	2022-03-18	151		8 / 11	
Comments	3				
None					
	Grouping Year 2022 Comments None	Grouping Year Release Date 2022 2022-03-18	Grouping Year Release Date BPM 2022 2022-03-18 III 151 Comments None	Grouping Genre Indie Pop Year Release Date BPM ISRC 2022 2022-03-18 151 Comments None	

### 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.

<b>Browse</b> Playlists   <b>Tracks</b>   Albums   Artists	Ŧ
20/20 Queen Serene: G Share	
(Edit track information)	

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

Tracks		
20/20 Queen Serene: Queen Serene	0	Formats WAV, MP3 Composer Queen Serene Comments queenserene.b

• 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**.

	Penelope Fresh Lost & Found Sugar World 03:39 AIFF MP3	õ	:
Add tracl	k tags		
Composer Katryn Stanley 50 Genre Indie Pop Year 2022	0%; Ryan Stanley 50%	liantara	
here.	n choose the metadata helds you want to c	aispiay	
View full track	info		
*To customize	e which fields are displayed h	here,	go to Settings & Account > My Settings >
Display Set	tings > Choose metadata	field	s displayed in the Explorer.



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

Time to Kill Sugar World: Lost & Fou	und				×		
Metadata Lyrics W	/riters Ta	igs Custom	Notes				
Track Artwork	Title			Artist			
SUGAR WORLD LOST & FOUND	Time to	Kill		Sugar World			
Ale kale in the	Album			Composer			
	Lost & F	ound		Ryan Stanley 50%; Katryn Stanley 50%			
Grouping				Genre			
Last and Links 1				Indie Pop			
Update art for all tracks	Year	Release Date	BPM	ISRC	Order		
	2022	2022-03-18	151		8 / 11		
	Comments						
	None						
ID: 116440232				Сору	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	$\sim$	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

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

From		То
${\sf Q}$ Search for a track to copy track info from	$\rightarrow$	${\sf Q}$ 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.

<b>Browse</b> Playlists	e   Tracks   Albums   Artists	Ŧ
	Rolling in the C (All C) Benny and the Ba Share	<b>[:]</b>
	Benny Smith S Benny Smith: Sh	>

- 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

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

From		То
Q you & me		$\rightarrow$ Q Search for a track to copy track info to
Suggested tracks		
You & Me Pink Skies: The Tree That Broke The Cement	(j)	Search for tracks or drag tracks from the left column.
You & Me Pink Skies: The Tree That Broke The Cement		

**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

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



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

Copy track info between trac	(S	:
ave time on metadata entry by copying track info	tween your tracks. Find out more.	
rom	То	
${\sf Q}$ Search for a track to copy track info from	$\rightarrow$ Q Search for a track to copy track info to	
You & Me Pink Skies: Th	Remove         Mr. Freeze           Pink Skies: The Tree That Broke         Remove >	
	Cancel Copy to 1 tra	ack

Expand the Track Info on each side. By default, all fields will be selected to copy over except for

 $\times$ 

×

Title (don't want to override -Instrumental, etc.) and Order.

#### Copy track info between tracks

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

From			То			
Q Search	for a track to copy track info from	$\rightarrow$	Q S	earch	for a track to copy track inf	io to
	You & Me Pink Skies: The Tree That Broke Remove 💙			фe	Butterflies	Remove 💙
~	Metadata			✓ Me	tadata	
1	🖌 Artwork: 🌠			A	Artwork: 🔣 🌠	
	Title: You & Me				Title: Butterflies	
	✓ Artist: Pink Skies				Artist: Pink Skies	
1	Album: The Tree That Broke The Cement		1		Album: The Tree That Broke Th	e Cement
1	Composer: Arieh Berl		1		Composer: Arieh Berl	
<i>i</i>	Show more	1			Show more	
					Cance	el 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 trac

#### From



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

#### $\times$

tracks. Find out more.

Т	o				
•	Q	Search	for a track to copy t	rack info to	
		$d   \theta$	Butterflies		Remove 🗸
		✔ Me	tadata		
			Artwork: 📝 🌠		
			Title: Butterflies		
			Artist: Pink Skies		
			Album: The Tree That E	Broke The Cen	nent
			Composer: Arieh Berl		
			Show more		
				Cancel	Copy to 1 track

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

A  $\triangle$ **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
```

Field Name	Overwritten or Added?	Notes / Example
Metadata	Overwritten	Artist name in the <b>From</b> Track: Harry Potter Artist name in the <b>To</b> Track: Dumbledore Final Artist name after copying: 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.

What trac download Find out n	k information will write to the ed tracks? nore	
Will write	Won't write	
<b>Album</b> Bandit Co	vers	
Artist Benny and	the Bandits	
<b>BPM</b> 172		
Compose Adele Adł	r tins   Paul Epworth	
<b>Genre</b> Desert an	d Western	
0		

## Exporting and importing your Track metadata

Track metadata CSV exports are supported for users on all DISCO plans. For users on our **Plus**, **Pro**, and **Enterprise** plans, Track metadata CSV editing and importing is also supported.

### 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.

### Preview track information $\times$

**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.

$d  \theta$	<b>20/20</b> Queen S	Serene: Que	en Se	rene				
Met	adata	Lyrics	Wri	iters	Tags	Custom	Notes	
Track A	rtwork			Title				
				20/20				
				Album				
Drag	and drop in click to b	d drop image here, or click to browse	or	Que	en Serene	9		
				Groupi	ng			

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.



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

$  \theta   \theta  $	<b>20/20</b> Queen S	Serene: Que	en Sei	rene				
Met	adata	Lyrics	Wri	iters	Tags	Custom	Notes	
Track A	rtwork			Title				
	Drag and drop image here, or			20/2	20			
				Album				
Drag a				Que	en Seren	е		
<b>X</b>				Groupi	ing			

*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.

чþ	Double Life Queen Serene: (	Queen Serene	
ф	Hard Pill Queen Sere	Edit 8 tracks	 ×

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

d   b	<b>20/20</b> Queen S	Serene: Que	en Se	rene				
Me	tadata	Lyrics	Wr	iters	Tags	Custom	Notes	
Track	Artwork			Title				
				20/2	20			
				Album				
Drag and	and drop i	d drop image here, or	or	Que	en Serene	Э		
×			Groupi	ng				

- 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.

Metadata	Lyrics	Writers	Tags	Custom	Notes
Track Artwork		Title			
er af een	Served	20/2	20		
2	>/	Album			
	: 17	Que	en Seren	e	
19 - L	1 mar	Groupi	ng		
	mai				

- 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.

Metadata	Lyrics	Writers	Tags	Custom	Notes
Track Artwork		Title			
<b>CAPEEN</b>	SEREE	20/2	20		
2	~/ .	Album			
	; I	Que	en Seren	e	
	Contraction of the second	Group	ing		

- 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.



Olivia

### **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.

Add a note			
Check out the guitar solo at 2:44			
	Clients will b	e able i	to see this note
	Copy track info	~	Add note

3. By default, all notes are internal. To make a note viewable to the client, tick theClients will be able to



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

### **Viewing Client Notes**

#### From Playlist share pages:

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

SUPER SONGS	More formats and options Download	25
INC.	Save to DISCO	
Let It Slip (Explicit) Racing: The Bass EP	Hall 1997 - 03:56	<b>(</b> ) :
		Privacy Policy

#### From Track share pages:

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

OLIVIA TESTING	Download MP3 🗸 🗸
RACING	Let It Slip (Explicit) Racing: The Bass EP : dee
Notes Check out the guitar solo at Olivia Test - 9 minutes ago Licensing request approved Olivia Test - 3 months ago	2:44

### **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.





### **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*.





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 Ligh Sugar Worlds	Secret Light       Sugar Worlds: Lost & Found         Aetadata       Lyrics       Writers       Tags       Custom       Notes         :k Artwork       Title       Artist       Sugar Worlds       Artist         Secret Light       Secret Light       Sugar Worlds       Sugar Worlds         Lost & Found       Composer       Lost & Found       Ryan Stanley 50%; Katryn Stanley 50%         Grouping       Genre       Genre       Genre			
Metadata Lyr	rics Writers	Tags Custom	Notes	and the second
Track Artwork	Title			Artist
SUGAR WORLD LOST & FOUND Building / Throad B	/ Exercit Light / Institute the dimension / Charles	et Light		Sugar Worlds
	Album			Composer
	Lost	& Found		Ryan Stanley 50%; Katryn Stanley 50%
	Groupi	ng		Genre
Local District Transford				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**.



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

#### 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.

 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.

Manage artist – Sugar World	>
Artist bio	
Sugar World is a 4-piece indie rock band based upon the songwriting partnership	o of
Katryn & Ryan Stanley. After making music together for a decade (formerly in the	) La al
product of their wide variety of musical influences. Combining everything from	ed

country to hyperpop, the continuity of their recently released singles share a common thread of catchy melodies paired with coming-of-age lyrics.

2. Click the **Save** button.

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#### Adding and updating social links

1. From the Manage artist page, locate the Social Links section and click Manage social links.

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2. Add or update your social links and the link to your Primary Catalog (optional).

Add social links		×
DISCO Catalog		
Change Primary Catalog		
⇔ https://testlink.com	https://testlink.com	
O https://testlink.com	https://testlink.com	
https://testlink.com	https://testlink.com	
tttps://testlink.com	https://testlink.com	
f https://testlink.com	*** https://testlink.com	
	https://testlink.com	
	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



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.

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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 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

## **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.



### **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 Sings** to be the parent artist and Tracks from **Livvy & Friends** should be nested under the Livvy Sings Artist Profile.



#### 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 Sings		
Profile Linked artists Pages		
Link other artist pages		
Select artist		

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 Featured **artists**.
- 3. Locate the parent artist, hover over the thumbnail, and click the pencil to **Edit artist**.

Featured albums	Artists
Featured artists	The artists below are artists that will be featured on this Catalog, based on the content you've set up in the Content step.
Contact page	All artists Eestured artists
✓ Design	
Catalog design	Q livvy
✓ Clients & Promotion	
Access & promotion	Select
Clients	
Stats	Edit artist
✓ Settings & Notifications	Livvy Sings Livvy & Friends

- 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 Sings

Profile	Featured tracks	Linked artists	
Link othe	r artist pages		
Livvy & Fi	riends ×		~

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.

Searching for and selecting any of the linked artists (e.g. **Livvy & Friends**) in your Catalog will redirect to the parent Artist Profile (e.g. **Livvy Sings**) where Tracks from all linked artists will appear.

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# 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



Cave Dweller Livvy's Alias: Into The Forest



Blue Waves Livvy's Alias: <mark>I</mark>nto The Ocean



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Playlist Info	Presentation	Alias Me	tadata		
	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 <b>here to edit</b> individually
	🖌 Artist
<b>VLIV</b>	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: 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).

SETTINGS		
<ul> <li>My Settings</li> <li>Workspace Settings</li> </ul>	Manage metadata via spreadsheet We can export your DISCO metadata to spreadshee we'll re-import it for you. Contact us for your export	et, and you can edit your metadata on the spreadsheet and t
Business Settings	Metadata settings	
Users	Include the following metadata in the tracks I share 🕚	Include metadata that DISCO does not display 😗
Billing & Subscriptions	🖌 Artist	• Yes
Metadata	✓ Album	No
	Genre	
Track Tags	✓ Composer	
Playlist Tags	Grouping	
Inboxes	Comments	
Channels	Enter a custom message in the Comments metadata ()	
Themes		
> Data & Sharing		
		2
	Undate Metadata Settings	•

- 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.

 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.

Save Playlist			Composer
Playlist Info Presentation Alias M	etadata		Mixed
Batch edit	Edit individually	Grouping	Genre
Here you can turn off metadata fields so your can add metadata just for this playlist. Find o	recipients won't see what they contain, or you ut more about how this works.	Mixed	Mixed           ISRC         Order           Mixed         Keep existing t ~
	Mixed Want to edit the Title? Click here to edit individually Artist	Comments Mixed	
Mixed	Mixed Mixed	V Turn off any other metadata fields not displaye	id here 🖣 Cancel Save Metadata

• 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.

Save Playlist				Composer	
Playlist Info Presentation Alias M	letadata			Mixed	
	Edit individually	Grouping		Genre	
		Mixed		Mixed	
Here you can turn off metadata fields so your can add metadata just for this playlist. Find c	recipients won't see what they contain, or you ut more about how this works.	✔ Year ✔ Release Date	🖌 врм	SRC	✔ Order
Track Artwork	Title	Mixed Mixed	Mixed	Mixed	Keep existing t ~
		Comments			
	Want to edit the Title? Click here to edit individually	Mixed			
	🖌 Artist				
Mixed	Mixed	Turn off any other metadata field	ds not display	ed here 😶	
	Album	× Remove all alias metadata for this pl	ayiist	Cancel	Save Metadata
	Mixed				

 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.

From the Save Playlist menu: Select the Alias Metadata tab.

- 2. From the Alias Metadata tab, select an option: Batch edit or Edit individually.
- At the bottom of the Save Playlist window, click the red text the says Remove all alias metadata for this playlist.

imes 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.

Cave Dweller Livvy & Friends: Into The	Forest					<	>	×
Metadata Lyrics W	riters Tag	js Custom No	tes					
Track Artwork	Title			Artist				
	Cave Dweller			Livvy & Friends				
	Album			Composer				
	Into The Forest							
	Grouping			Genre				
Update art for all tracks	Year	Release Date	BPM	ISRC	Orde	r.		
		Select a date	1			/		
	Comments							
3	• Show	aliases						
ID: 127516901		*			Copy track info	~	Sa	ve