

# Adding & Editing Metadata

Last Modified on 11/17/2025 10:02 am PST


## 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**


 **Time to Kill**  
Sugar World: Lost & Found ✕


Metadata Lyrics Writers Tags Custom Notes

Track Artwork



Update art for all tracks

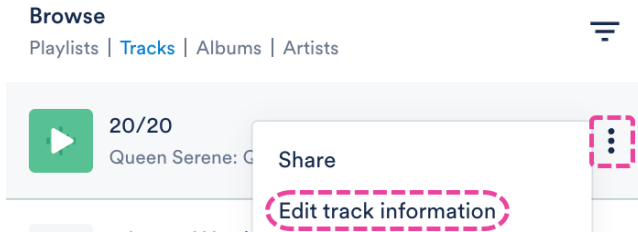
Title	Time to Kill		Artist	Sugar World	
Album	Lost & Found		Composer	Ryan Stanley 50%; Katryn Stanley 50%	
Grouping			Genre	Indie Pop	
Year	Release Date	BPM	ISRC	Order	
2022	2022-03-18 	151		8 / 11	
Comments					
None					

ID: 116440232 Copy track info  Save

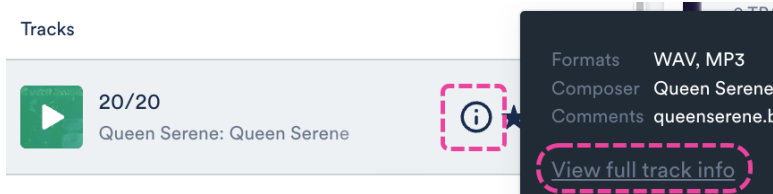
## Viewing your Track metadata

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

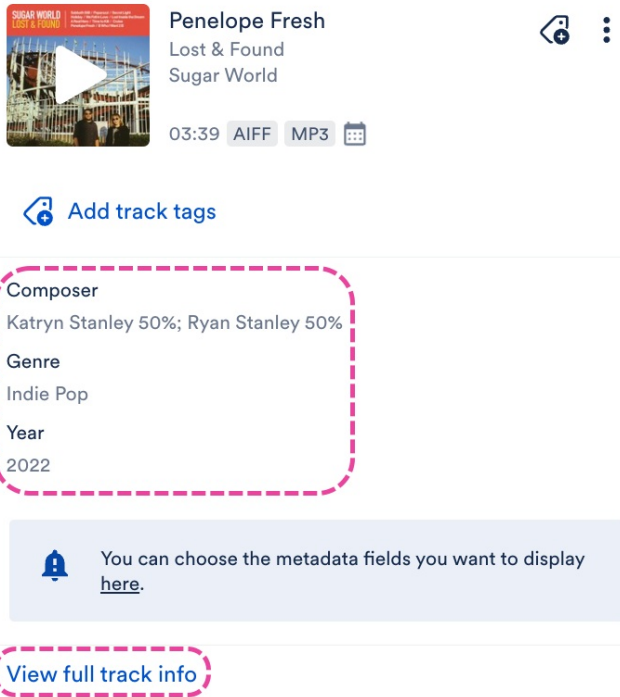
- Open the **Track menu ( : )** and select **Edit track information**.



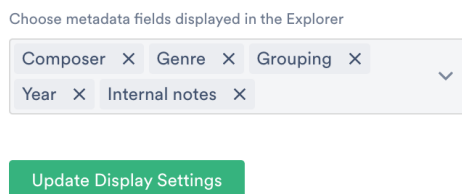
- Hover over the 'i' icon on the Track, and select **View full track info**.



- 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**.



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

Metadata Lyrics Writers Tags Custom Notes

Track Artwork  Update art for all tracks

Title: Time to Kill  
Artist: Sugar World  
Album: Lost & Found  
Composer: Ryan Stanley 50%; Katryn 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.*

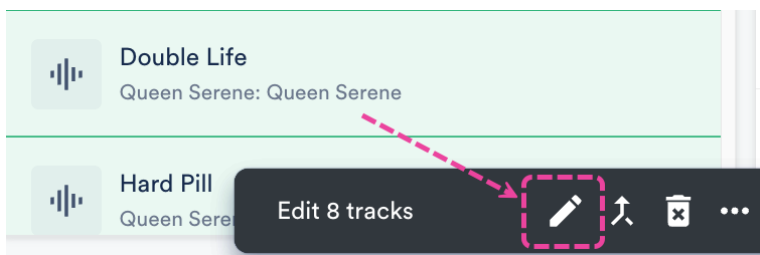
From the **Notes** tab, you can [view and add Notes](#).

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



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

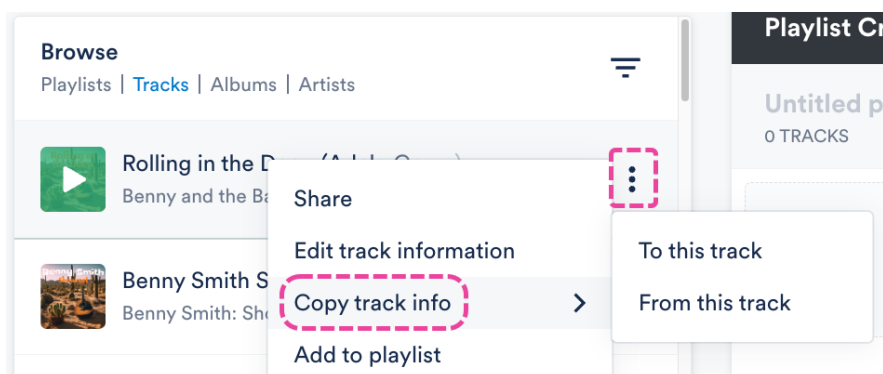
## Accessing the Copy track info option

There are three ways to access this:

- from the **Track Menu** ( : )
- when editing **Track Information**
- from the **Actions Menu** (⋮) when [multiple Tracks](#) are selected

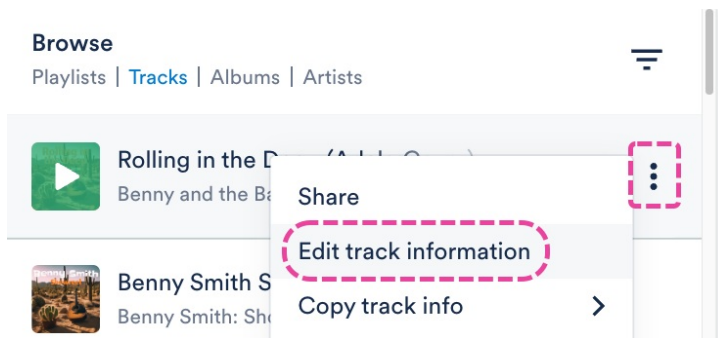
### From the Track Menu ( : )

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

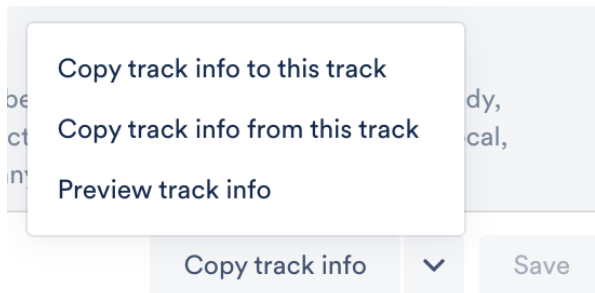


### When editing Track Information

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

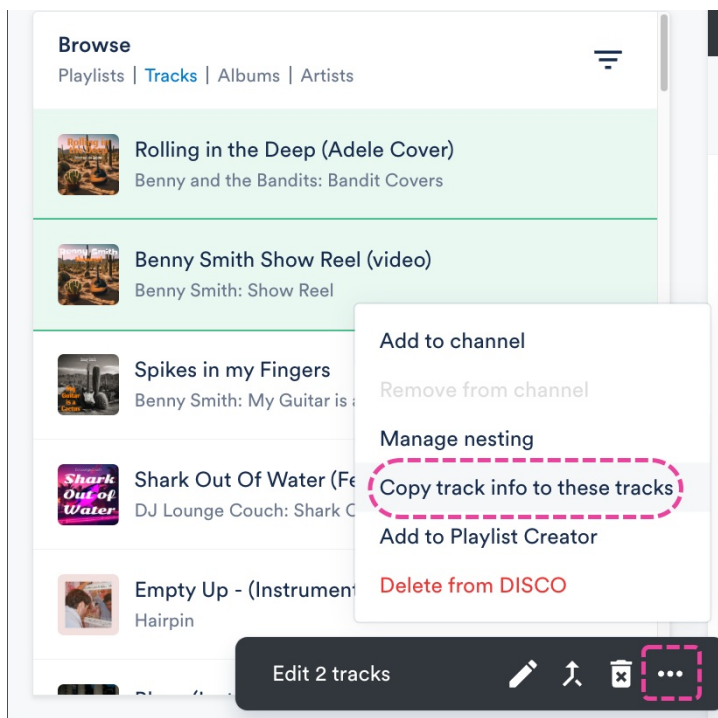


2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.
3. Select an option: **Copy track info to this track** or **Copy track info from this track**.



### 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



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

From

To

Q you & me

Suggested tracks

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

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

Q Search for a track to copy track info 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



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

From

To

Q Search for a track to copy track info from

Q Search for a track to copy track info to

Suggested tracks [Add all](#)

You & Me  
Pink Skies: The Tree That Broke T... [Remove](#)

Metadata

Artwork:

Title: You & Me

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

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



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

**From:** You & Me (Pink Skies: The Tree That Broke ...)

**To:** Mr. Freeze (Pink Skies: The Tree That Broke ...)

Buttons: 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



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

**From:** You & Me (Pink Skies: The Tree That Broke ...)

**To:** Butterflies (Pink Skies: The Tree That Broke ...)

**From Metadata:**  Artwork,  Title: You & Me,  Artist: Pink Skies,  Album: The Tree That Broke The Cement,  Composer: ArieH Berl

**To Metadata:**  Artwork,  Title: Butterflies,  Artist: Pink Skies,  Album: The Tree That Broke The Cement,  Composer: ArieH Berl

Buttons: 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

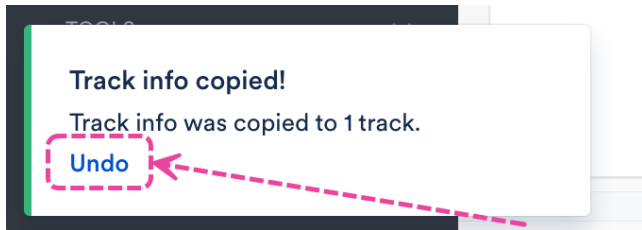
When you copy info between Tracks, some metadata fields will be overwritten, and other fields will preserve their data, and the information copied will be added. Below is an overview of each field and what will happen when you copy Track info over:

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.

### Preview track information ×

What track information will write to the downloaded tracks?  
[Find out more](#)

**Will write** Won't write

**Album**  
Bandit Covers

**Artist**  
Benny and the Bandits

**BPM**  
172

**Composer**  
Adele Adkins | Paul Epworth

**Genre**  
Desert and Western

**Grouping**

## 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

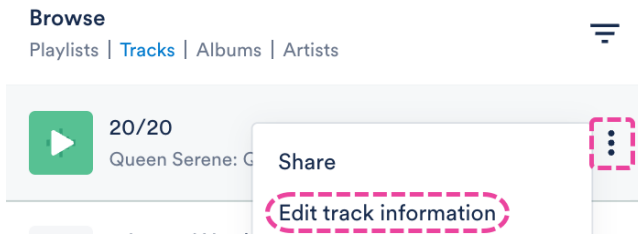
Grouping

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

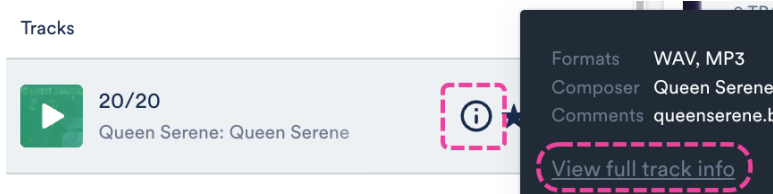
### Adding Track Artwork

**For a single Track:**

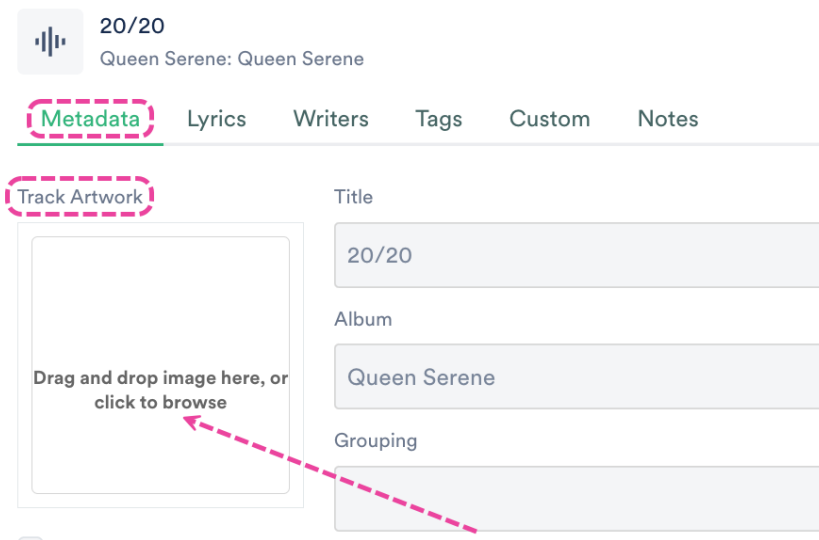
1. Open the **Track menu ( ⋮ )** for the desired Track and select **Edit track information**.



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.

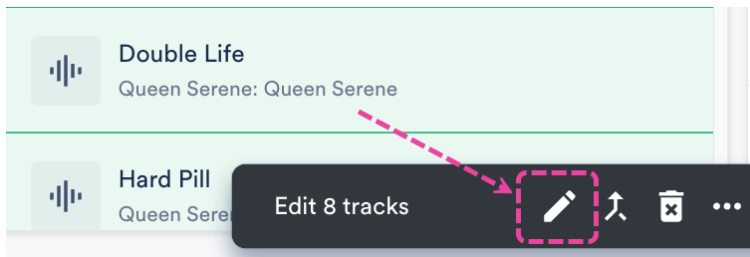


**Tip:** To update artwork for other Tracks with the same metadata, check the box to **Update art for all tracks**.

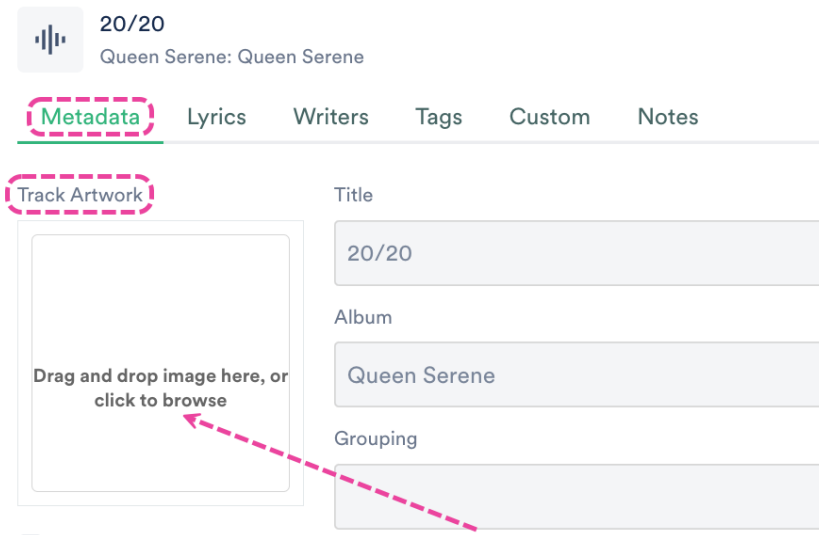
3. Click the **Save** button.
4. The artwork will now appear on the Track in DISCO and on any share pages.

#### **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.



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

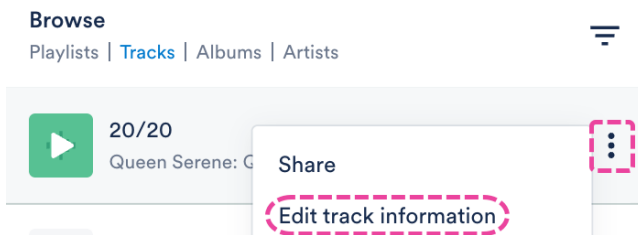


- Click the **Save** button.
- The artwork will now appear for all the Tracks in DISCO and on any share pages.

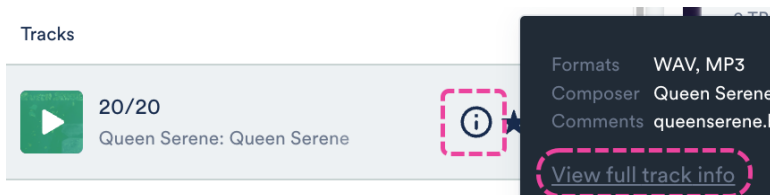
## Updating Track Artwork

### For a single Track:

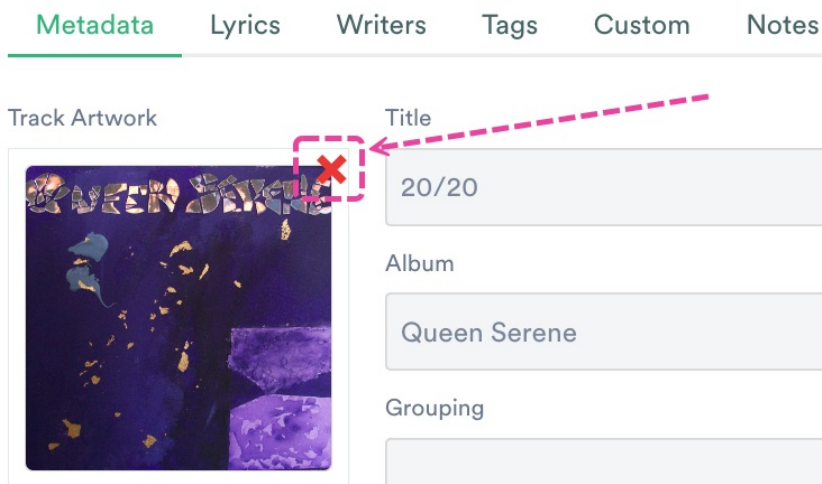
- Open the **Track menu (⋮)** for the desired Track and select **Edit track information**.



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



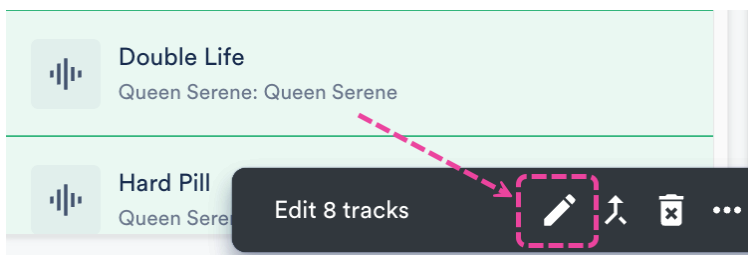
- From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



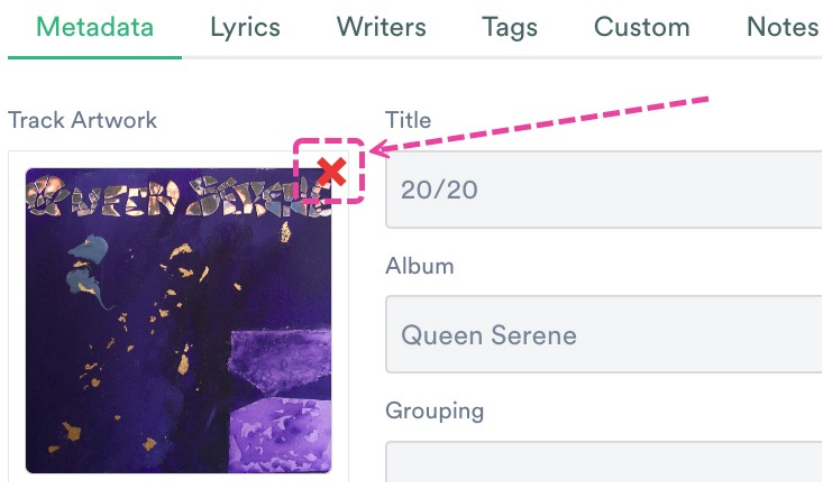
3. Drag and drop a new image, or click to browse files on your computer.
4. Click the **Save** button.
5. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

#### 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.

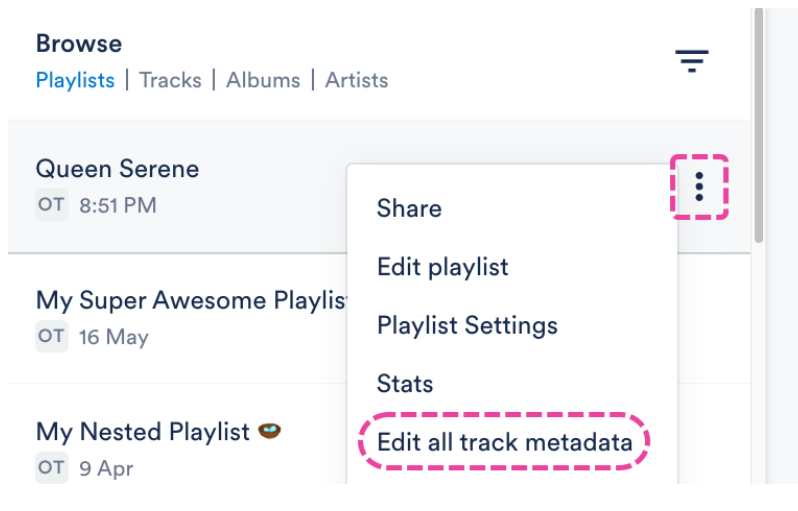


4. Drag and drop a new image, or click to browse files on your computer.
5. Click the **Save** button.
6. The artwork will now be updated for all the Tracks in DISCO and on any share pages.



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

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

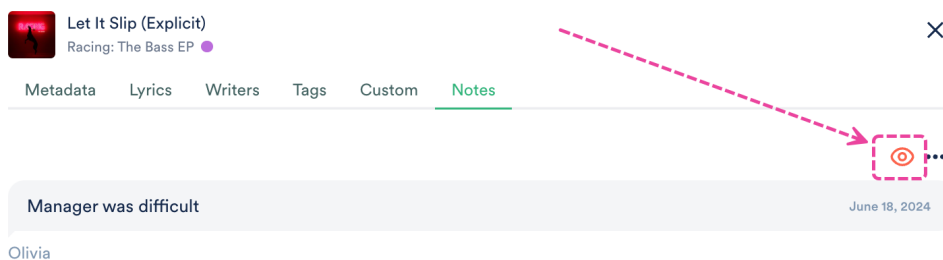


## Adding Internal and Client Notes to Tracks

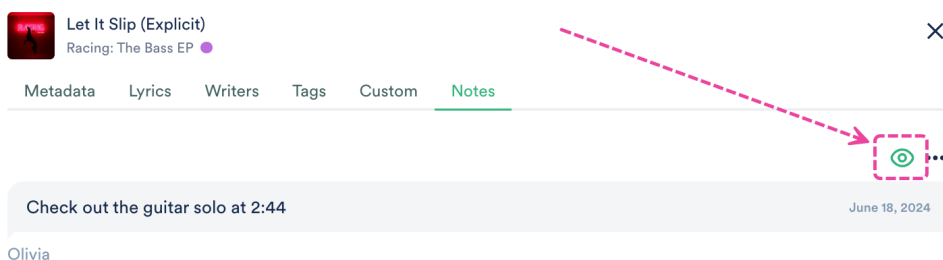
When editing metadata in DISCO, you can add two types of notes: **Internal Notes** and **Client Notes**.

### 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.

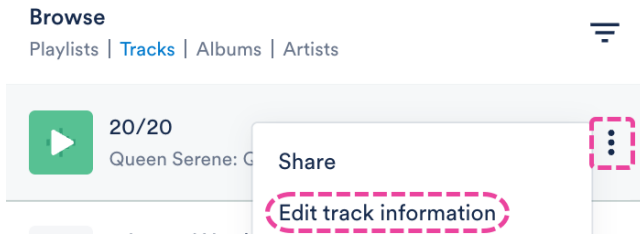


**Client Notes** have a **green** eye icon and *can* be seen by clients and end users. They also appear on public download pages. These are designed for information you *want* people to notice, such as a key point in the track or copyright information.

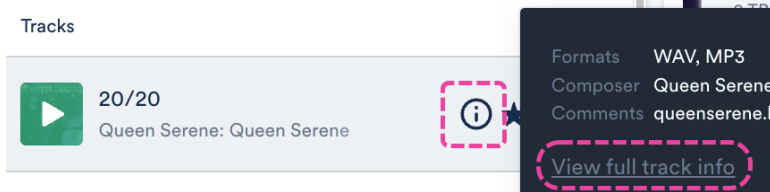


# Adding Notes

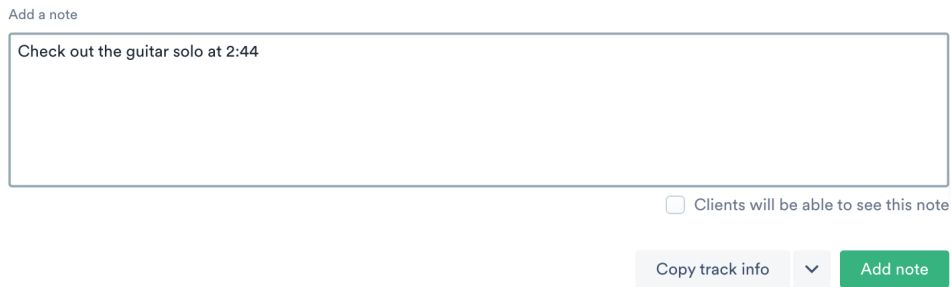
1. Open the **Track menu ( ⋮ )** for the desired track and select **Edit track information**.



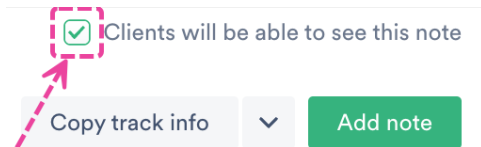
Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



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.

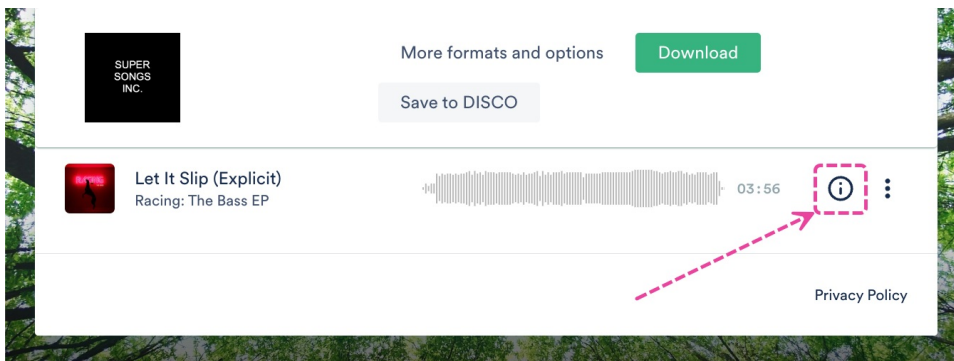


4. Click the **Add note** button.

# 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?**

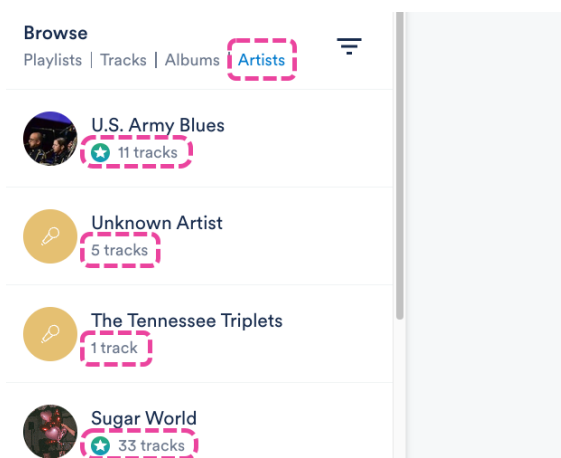
Yes! All notes, both Internal and Client, are searchable in DISCO.

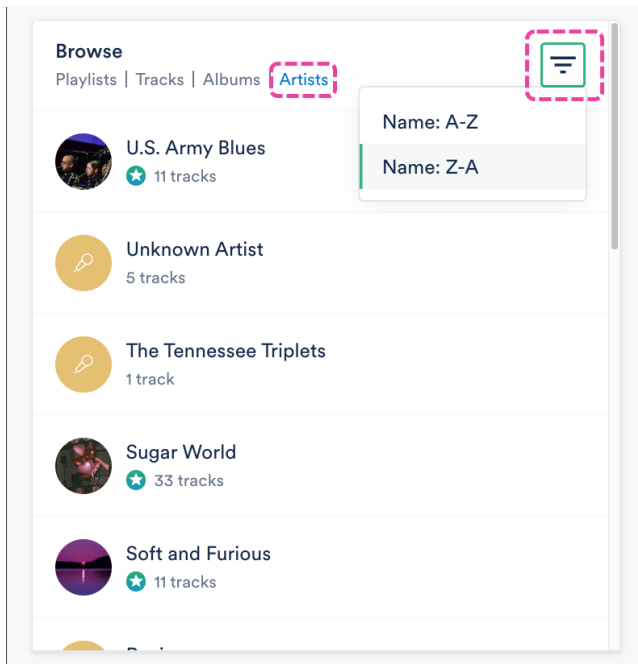
## Artists and Artist Profiles

**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.





## Managing Artists

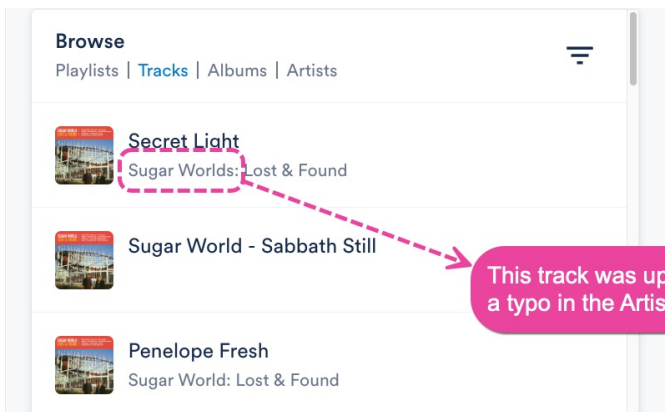
**Note:** If you can't find an Artist in your DISCO, ensure that the Artist's name appears in the Track metadata and is spelled correctly.

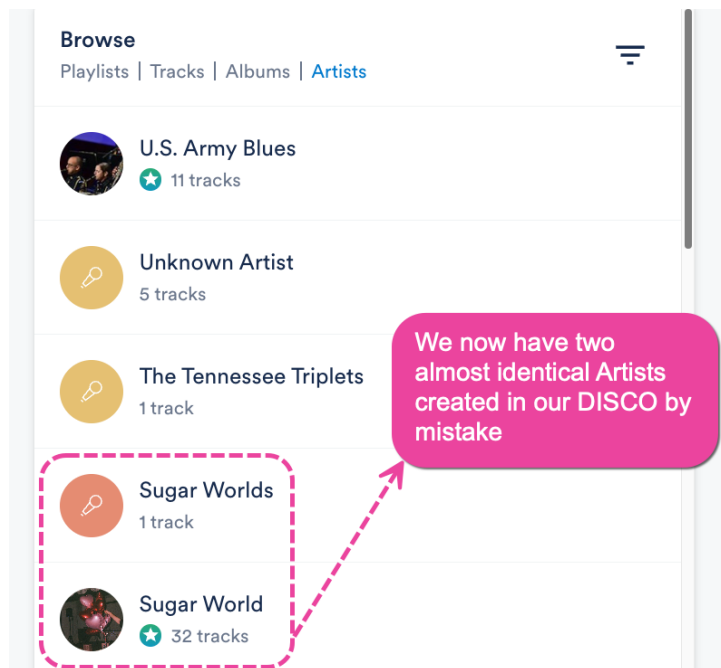
### Incorrect Artist name or duplicate Artists

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.

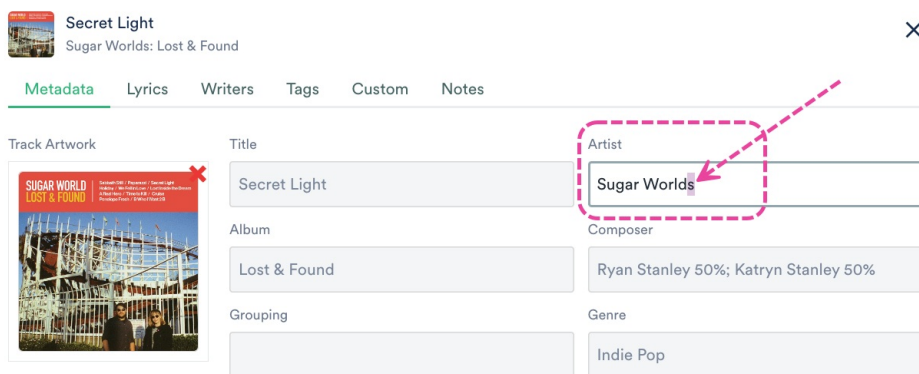
#### Example

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.



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

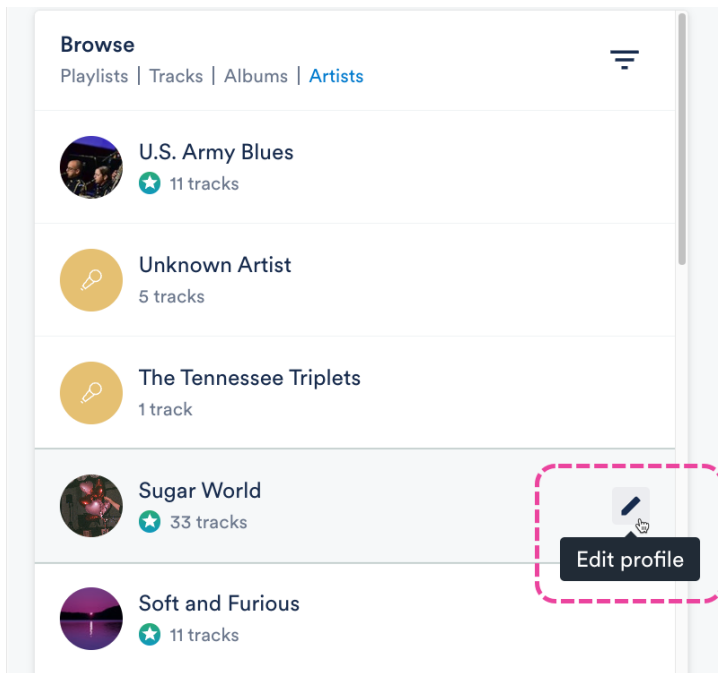
## Managing Artist Profiles

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

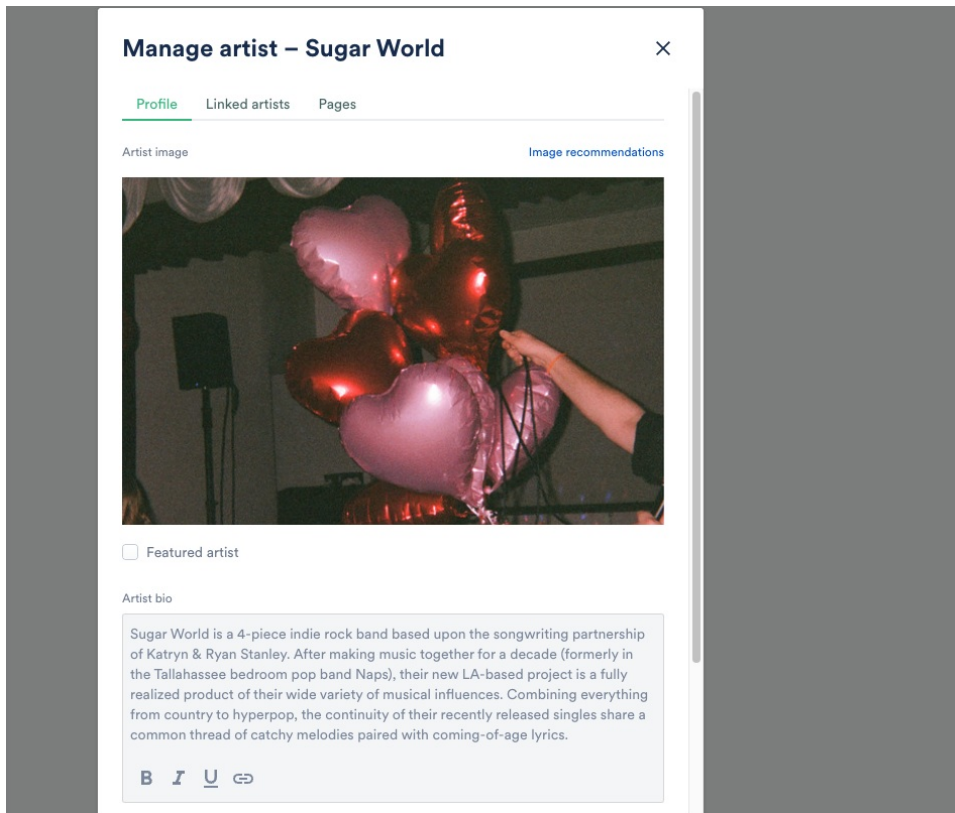
### Editing Artist Profiles

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.

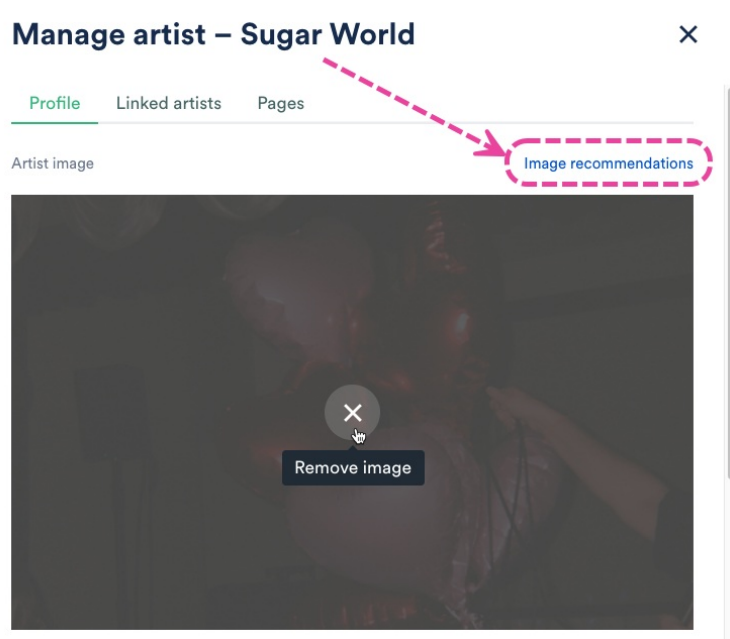


## Adding and updating Artist images

**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**.

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



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



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



Profile   Linked artists   Pages

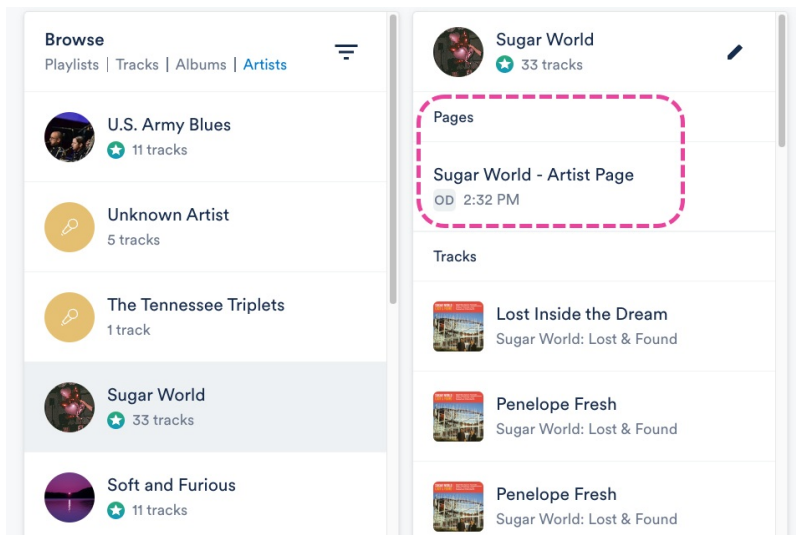
#### Generate Page

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



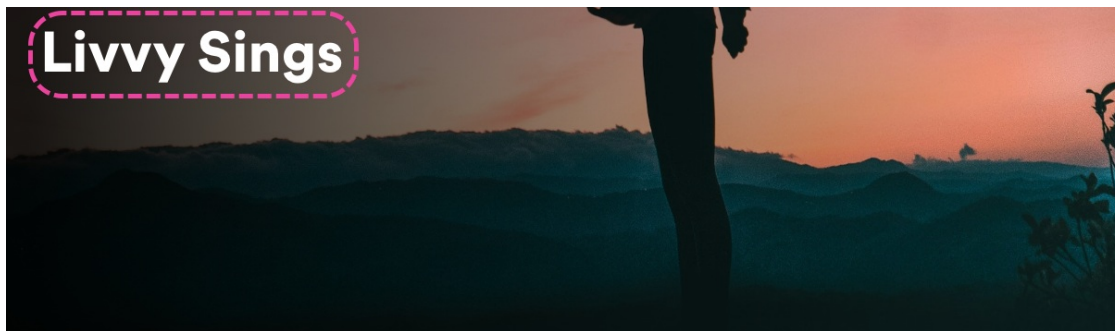
By default, the **Artist image** and **Artist bio** from the Artist Profile will also pre-populate on any **Artist Pages** and **Album Pages** that are associated with that Artist. However, it is possible to change the image and bio for the Artist on specific Pages.

## 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.



**All tracks**

	<b>Cave Dweller</b> Livvy & Friends: Into...		03:37
	<b>Blue Waves</b> Livvy Sings: Into The...		02:02

## Linking Artist Profiles

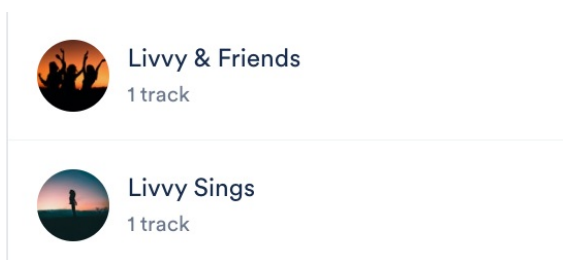
There are two ways to do this:

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

A screenshot showing two artist profiles. The top profile is 'Livvy & Friends' with a circular profile picture of hands raised and '1 track' listed below. The bottom profile is 'Livvy Sings' with a circular profile picture of a person on a beach and '1 track' listed below.

### 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

Livvy & Friends ×

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**.

The screenshot shows the 'Catalog Settings' interface. On the left, a sidebar lists various settings categories: 'Featured albums', 'Featured artists' (highlighted with a red dashed box), 'Contact page', 'Design', 'Clients & Promotion', and 'Settings & Notifications'. The main content area is titled 'Artists' and includes a description: 'The artists below are artists that will be featured on this Catalog, based on the content you've set up in the Content step.' Below this, there are two tabs: 'All artists' and 'Featured artists'. A search bar contains the text 'livvy'. Two artist thumbnails are displayed: 'Livvy Sings' and 'Livvy & Friends'. A red dashed arrow points to the 'Edit artist' button overlaid on the 'Livvy Sings' 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 Sings ×

Profile Featured tracks **Linked artists**

### Link other artist pages

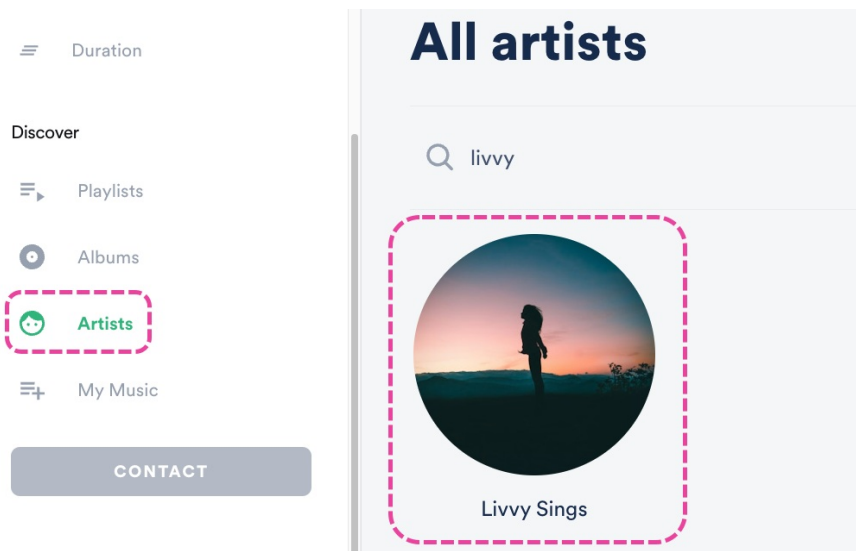
Select artist

Livvy & Friends ×

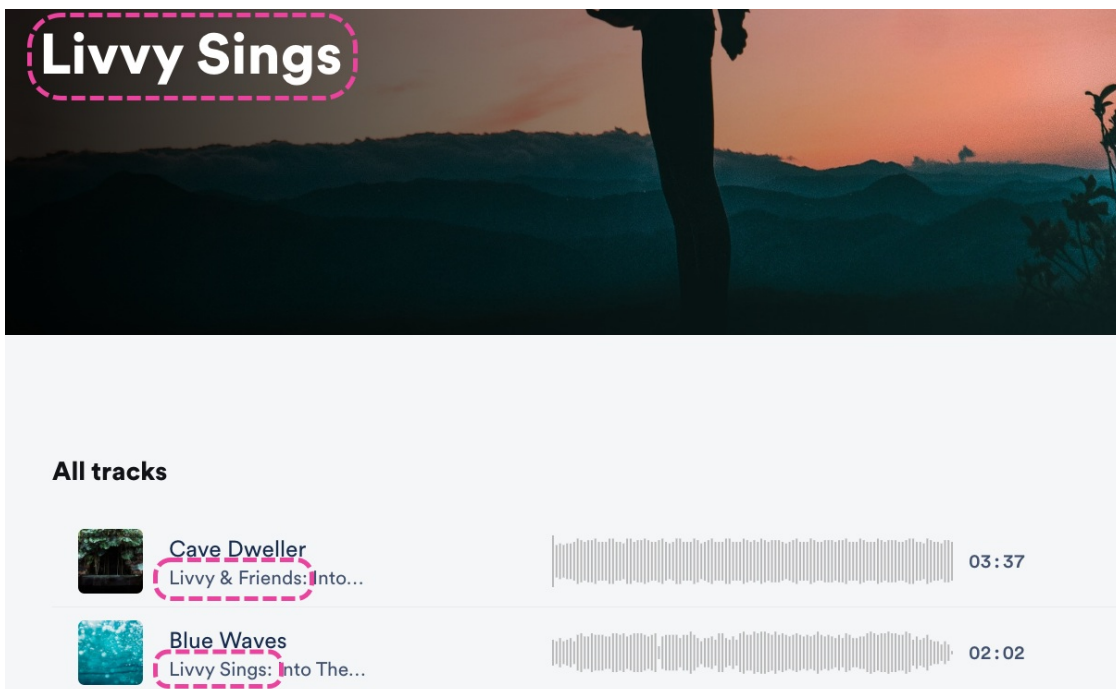
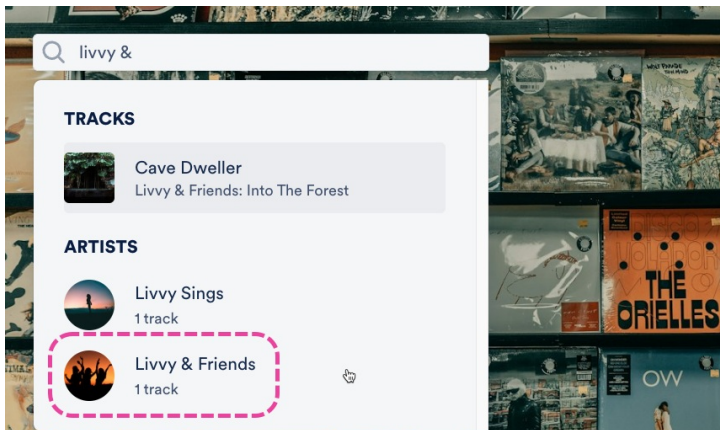
6. Select the **Profile** tab and click the **Save** button.

## 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 re-direct to the parent Artist Profile (e.g. **Livvy Sings**) where Tracks from all linked artists will appear.



# 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 🥰

	<b>Cave Dweller</b> Livy's Alias: Into The Forest		03:37
	<b>Blue Waves</b> Livy's Alias: Into The Ocean		02:02

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

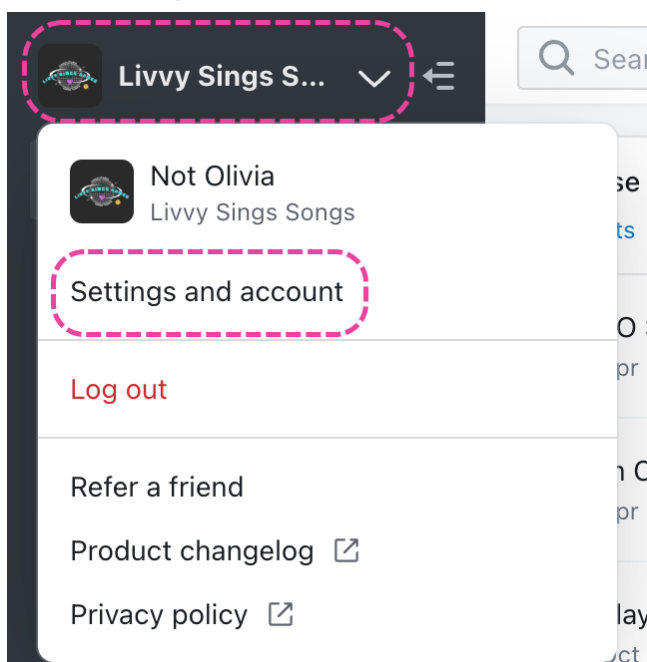
Album

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: 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

- > My Settings
- ▼ Workspace Settings
  - Business Settings
  - Users
  - Billing & Subscriptions
  - Metadata**
  - Track Tags
  - Playlist Tags
  - Inboxes
  - Channels
  - Themes
- > Data & Sharing

**Manage metadata via spreadsheet**  
We can export your DISCO metadata to spreadsheet, and you can edit your metadata on the spreadsheet and we'll re-import it for you. [Contact us for your export](#)

**Metadata settings**

Include the following metadata in the tracks I share ⓘ

- Artist
- Album
- Genre
- Composer
- Grouping
- Comments

Include metadata that DISCO does not display ⓘ

Yes

No

Enter a custom message in the Comments metadata ⓘ

[Update 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**.

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.  
**From the Save Playlist menu:** Select the **Alias Metadata** tab.
2. 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 that says **Remove all alias metadata for this playlist**.

✕ 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

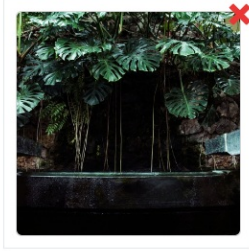
Writers

Tags

Custom

Notes

Track Artwork



Update art for all tracks

Title

Cave Dweller

Artist

Livvy & Friends

Album

Into The Forest

Composer

Grouping

Genre

Year

Release Date

BPM

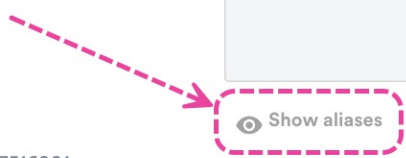
ISRC

Order

Select a date

 / 

Comments



Show aliases

ID: 127516901

Copy track info



Save