

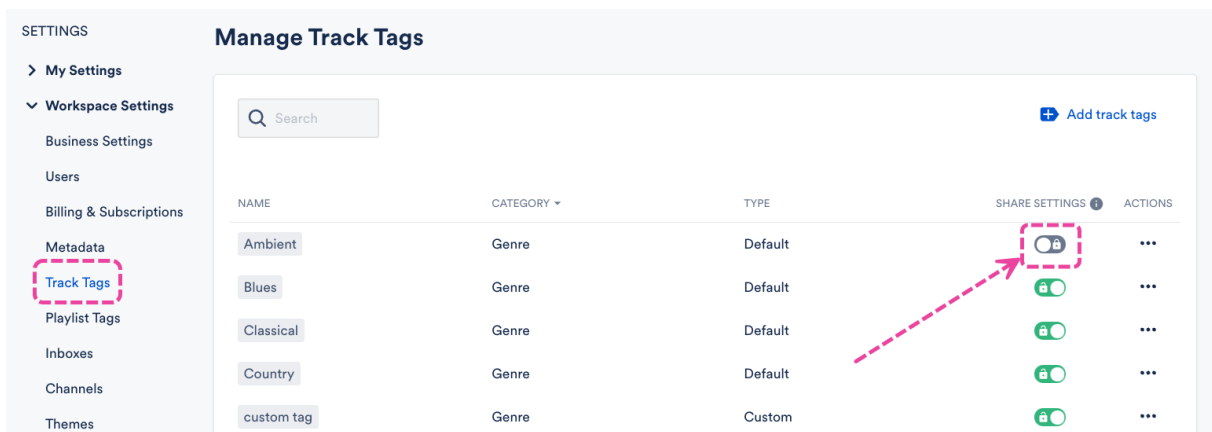
Marking your Track Tags as Private

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Users on our **Pro** and **Enterprise** plans can mark their Track tags as Private. Private Track Tags are useful if you want to use an internal system to organize the Tracks in your DISCO, but you don't want them to be visible to your clients.

To do this:

1. In the top-right corner of your DISCO, open **Settings** (the person icon) and select **Settings and Account**.
2. Under **Workspace Settings**, select **Track Tags**.
3. Type in the search box to locate the desired Track Tag.
4. Set the toggle under the **Share Settings** column to **OFF**.



The screenshot shows the 'Manage Track Tags' interface. On the left is a sidebar with 'SETTINGS' and a list of options: 'My Settings', 'Workspace Settings' (expanded), 'Business Settings', 'Users', 'Billing & Subscriptions', 'Metadata', 'Track Tags' (highlighted with a red dashed box), 'Playlist Tags', 'Inboxes', 'Channels', and 'Themes'. The main area is titled 'Manage Track Tags' and contains a search bar, an 'Add track tags' button, and a table. The table has columns: NAME, CATEGORY, TYPE, SHARE SETTINGS, and ACTIONS. It lists five track tags: 'Ambient', 'Blues', 'Classical', 'Country', and 'custom tag', all categorized as 'Genre' and of type 'Default' or 'Custom'. The 'SHARE SETTINGS' column shows a toggle switch for each tag. The first toggle is turned off (grey) and is highlighted with a red dashed box and a red arrow. The other four toggles are turned on (green). Each row also has a three-dot menu icon in the 'ACTIONS' column.

NAME	CATEGORY	TYPE	SHARE SETTINGS	ACTIONS
Ambient	Genre	Default	OFF	...
Blues	Genre	Default	ON	...
Classical	Genre	Default	ON	...
Country	Genre	Default	ON	...
custom tag	Genre	Custom	ON	...

Some things to note about private Track Tags:

- They don't appear in DISCO Catalogs.
- Once a Track Tag is set to private, it won't be written to the Track's metadata when saved or downloaded, as long as you have the **Business Setting** enabled to write your Track Tags to the **Comments** metadata field.