Adding & Editing Metadata

□□□□□ 11/03/2026 9:40 am PST

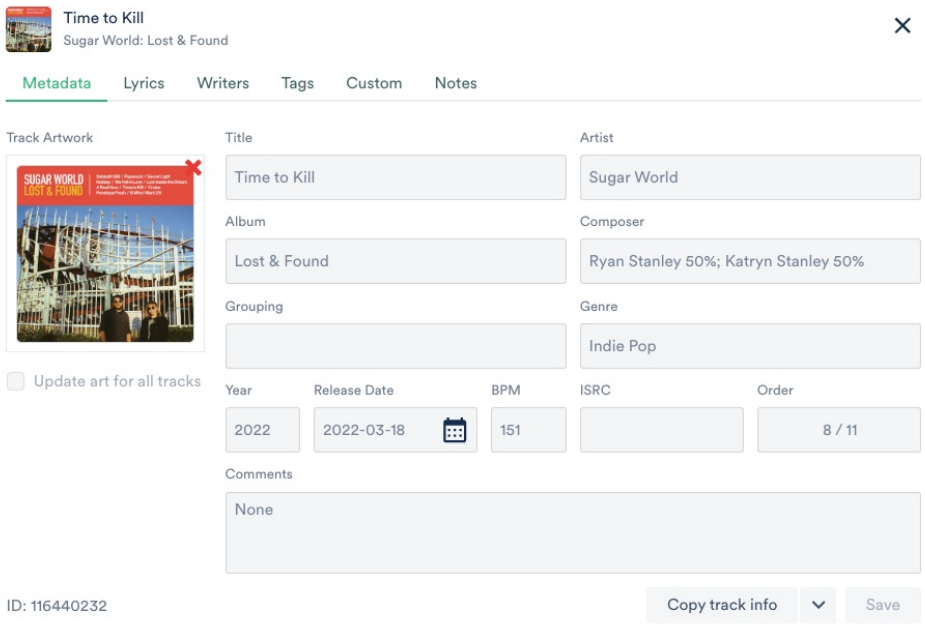
Updating Track metadata

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:

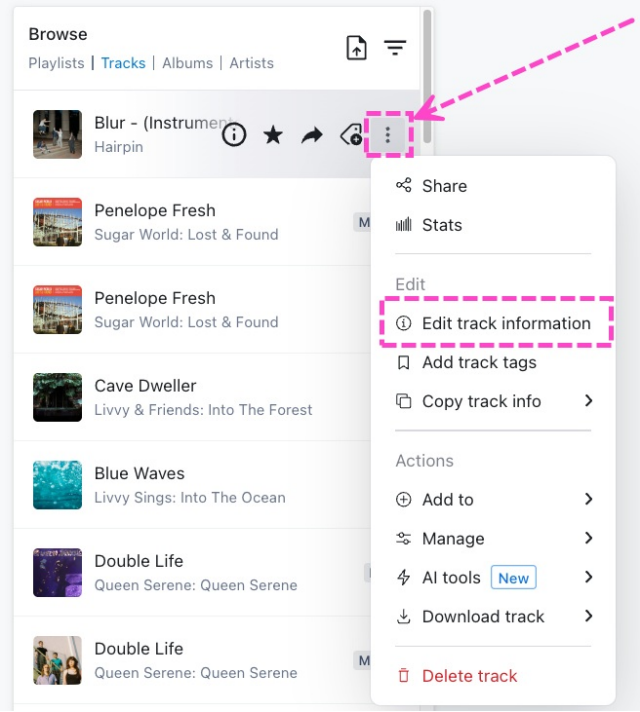
- **Track Artwork**
- **Title**
- **Artist**
- **Album**
- **Composer**
- **Grouping**
- **Genre**
- **Year**
- **Release Date**
- **BPM**
- **ISRC**
- **Order**
- **Comments**
- **Lyrics**



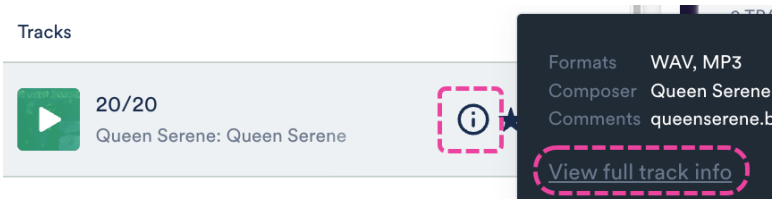
Viewing your Track metadata

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

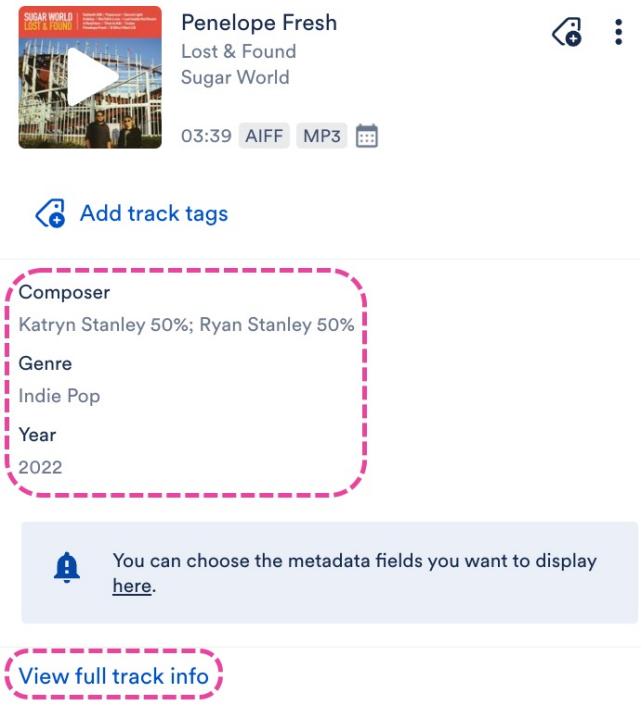
- Open the **Track menu (⋮)** and select **Edit track information**.



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

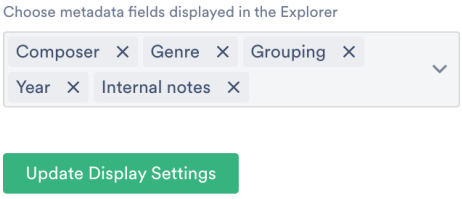


- Click on a Track to open it in the Explorer. Some* metadata fields will be displayed in the Track detail panel, and you can also click **View full track info**.

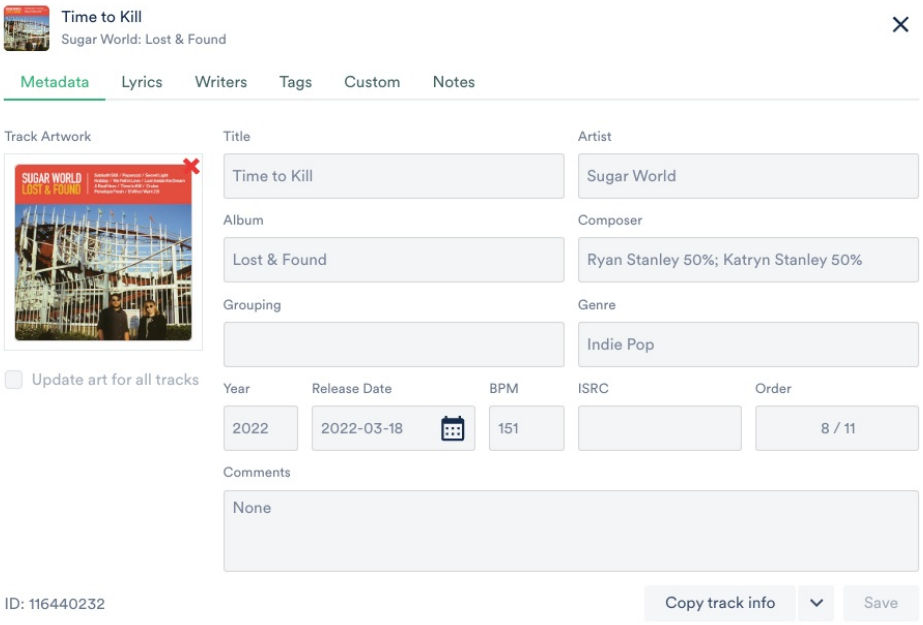


To customize which fields are displayed here, go to **Settings & Account > My Settings >*

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.

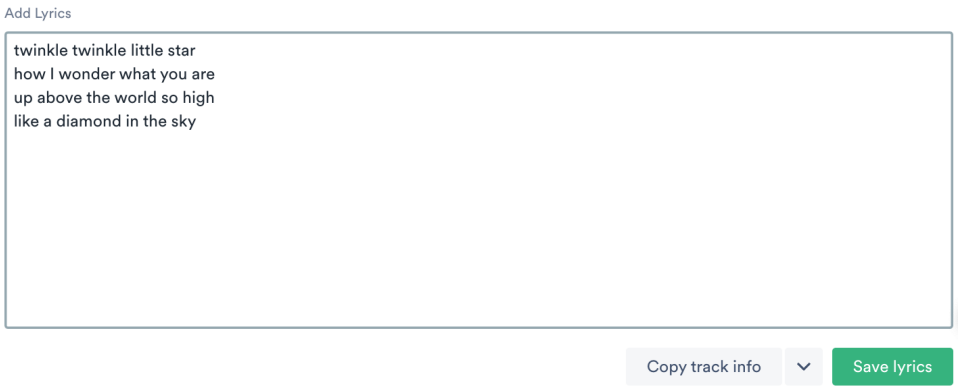


Adding and editing Track metadata

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**.



   From the **Writers** tab, you can add and edit **Writers** and related information. You can also manage Writer Splits.

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.*

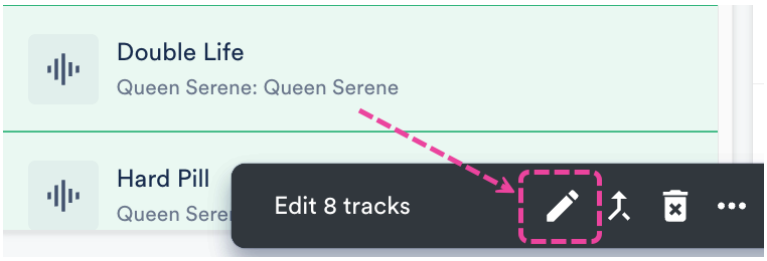
From the **Notes** tab, you can view and add **Notes**.

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

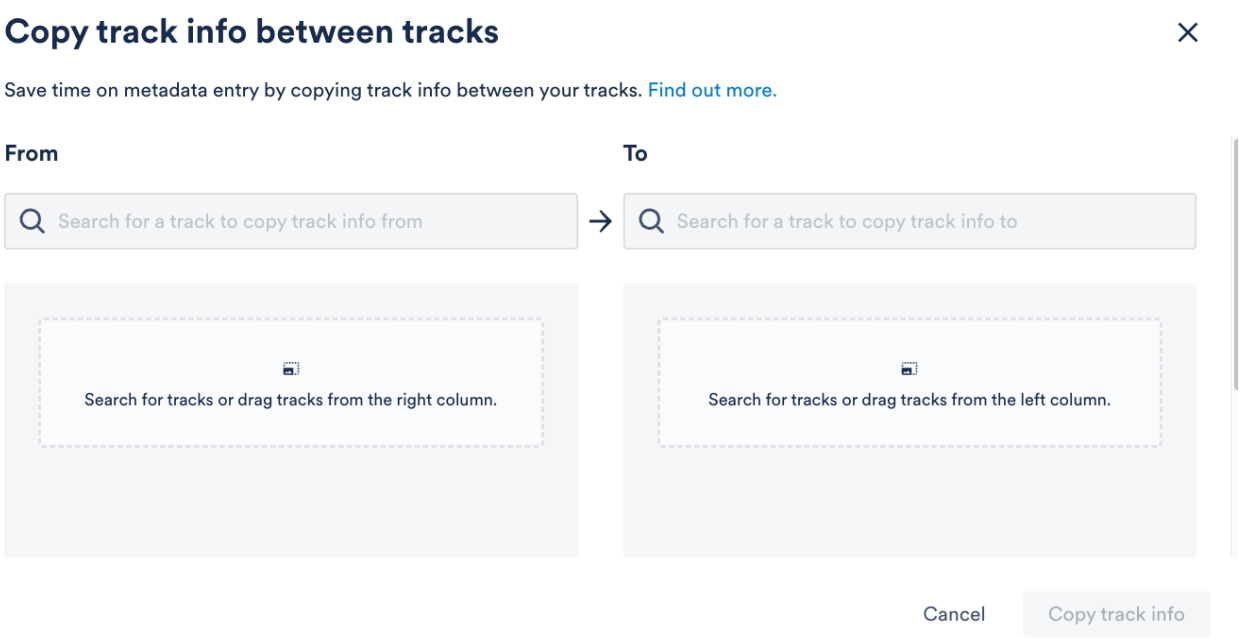
You can easily transfer Track information from one Track to another using the **Copy Track info** option.

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



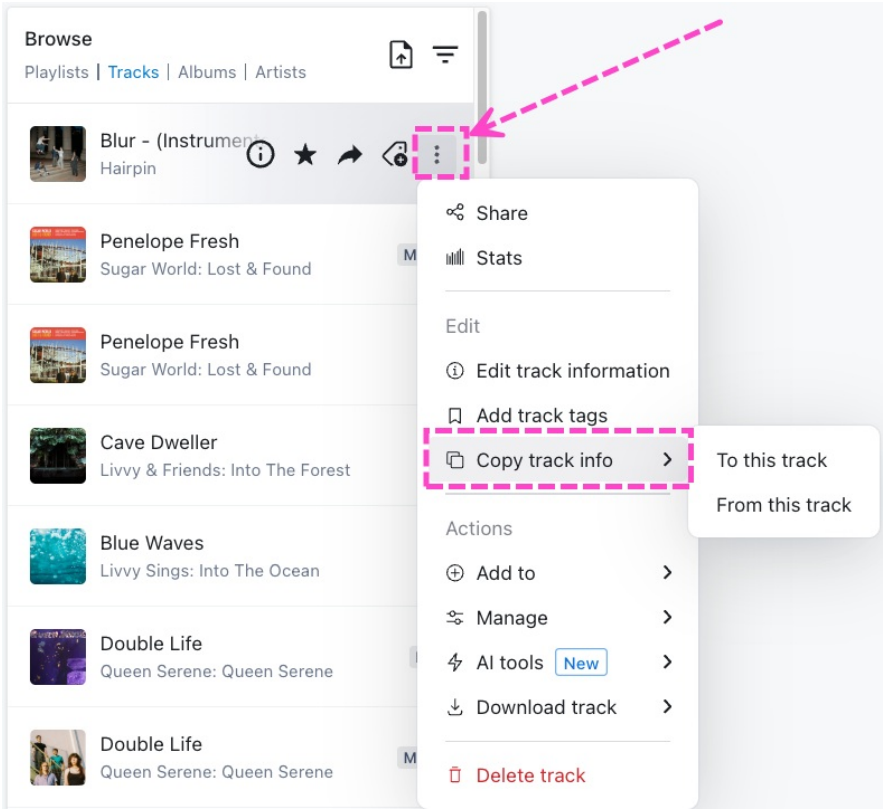
Accessing the Copy track info option

There are three ways to access this:

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

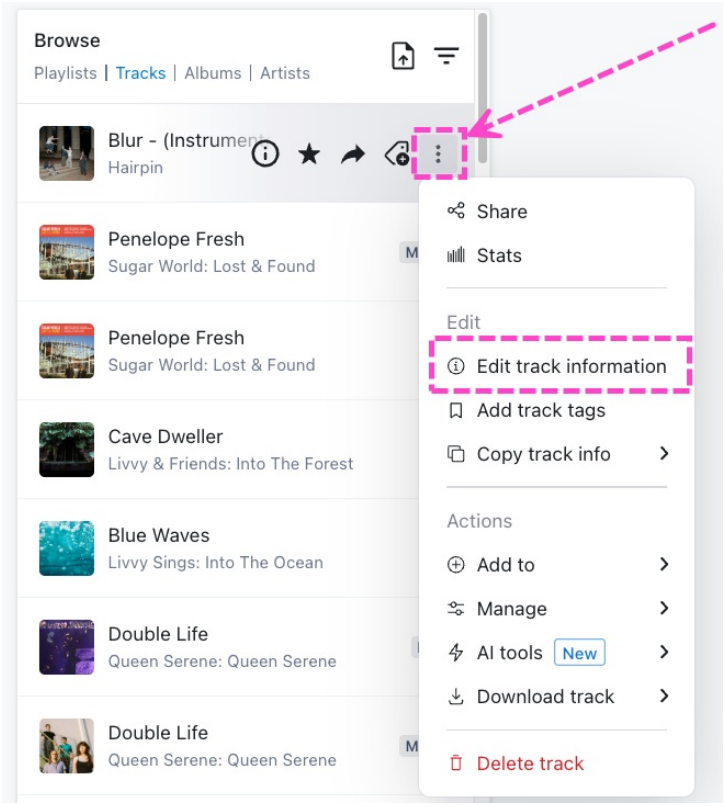
From the Track Menu (⋮)

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

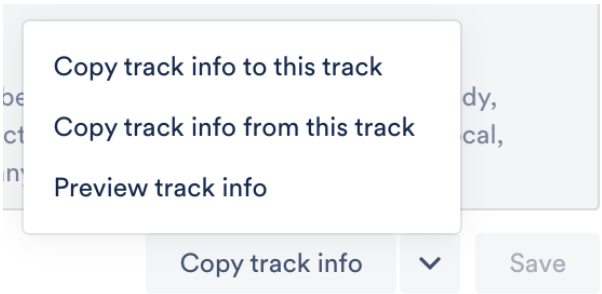


When editing Track Information

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

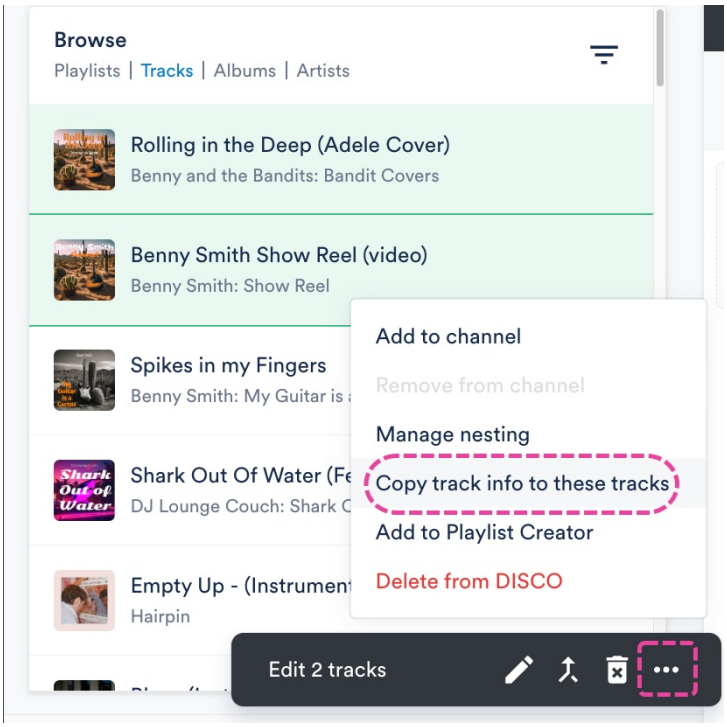


2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.
3. Select an option: **Copy track info to this track** or **Copy track info from this track**.



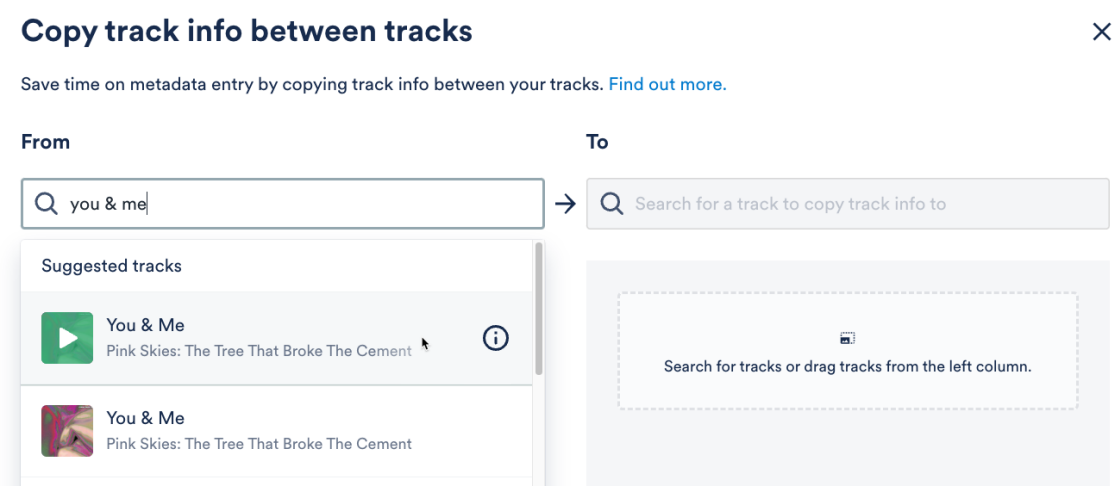
From the Actions Menu (···) when multiple Tracks are selected

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**.

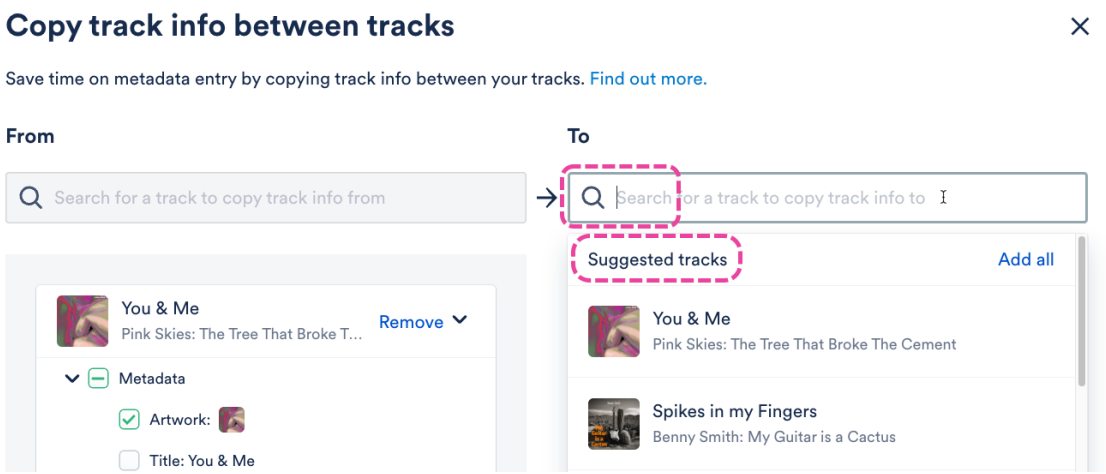


Copying Track info between Tracks

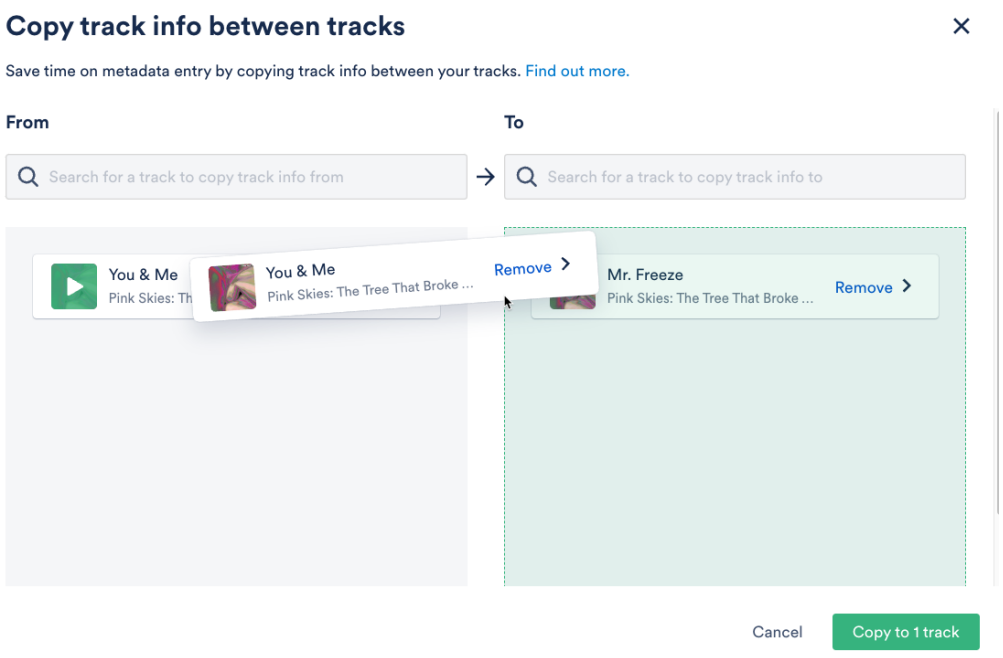
From the **Copy track info between tracks window**, select the Tracks to copy Track info to or from using the search boxes.



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.

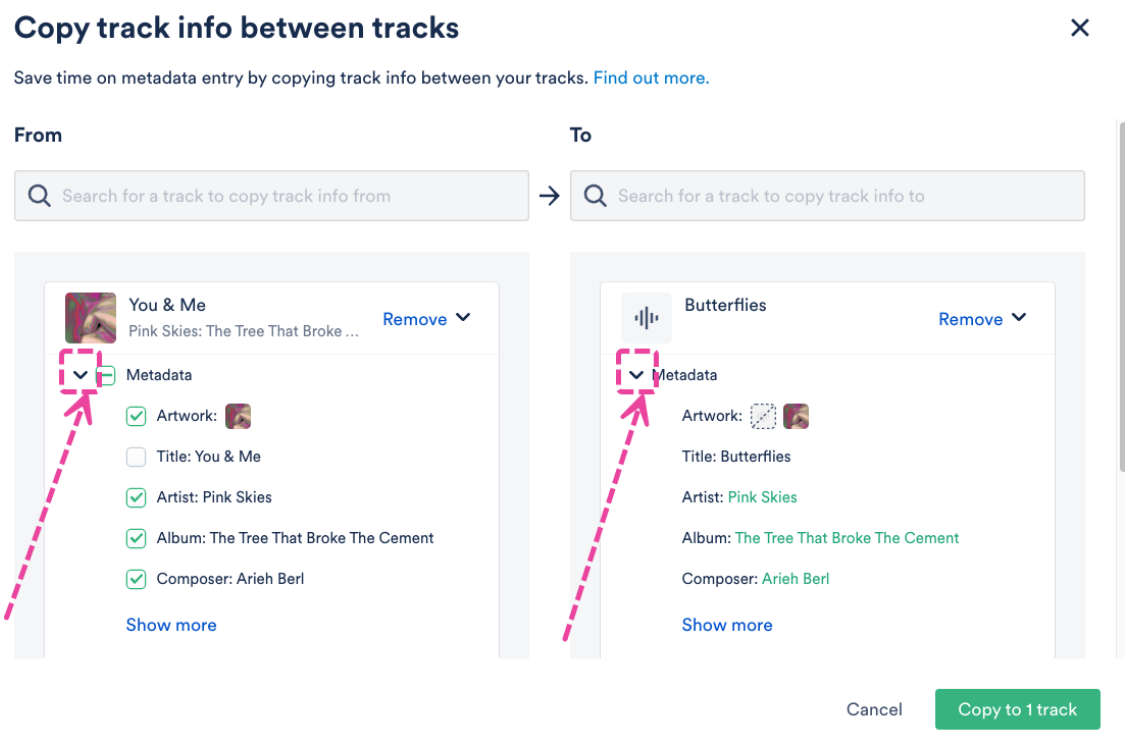


You can drag and drop Tracks between the **To** and **From** sides if needed.

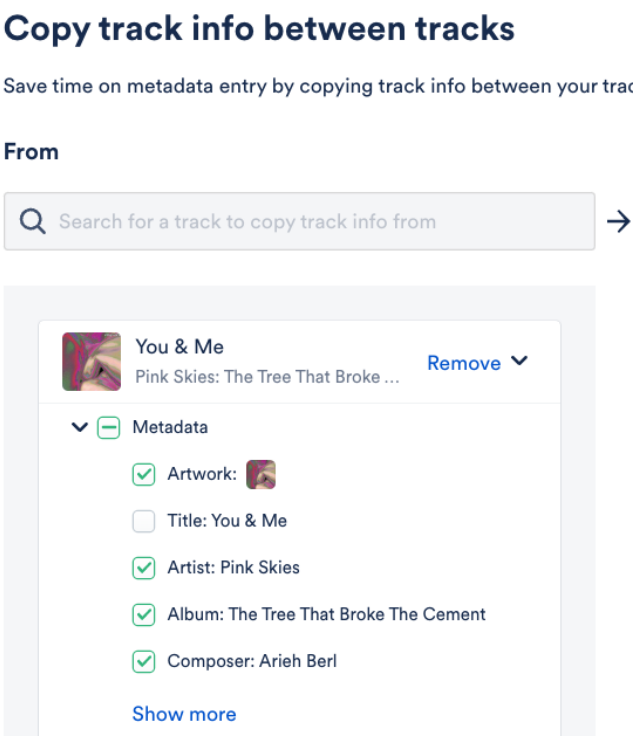


Expand the Track Info on each side. By default, all fields will be selected to copy over **except for**

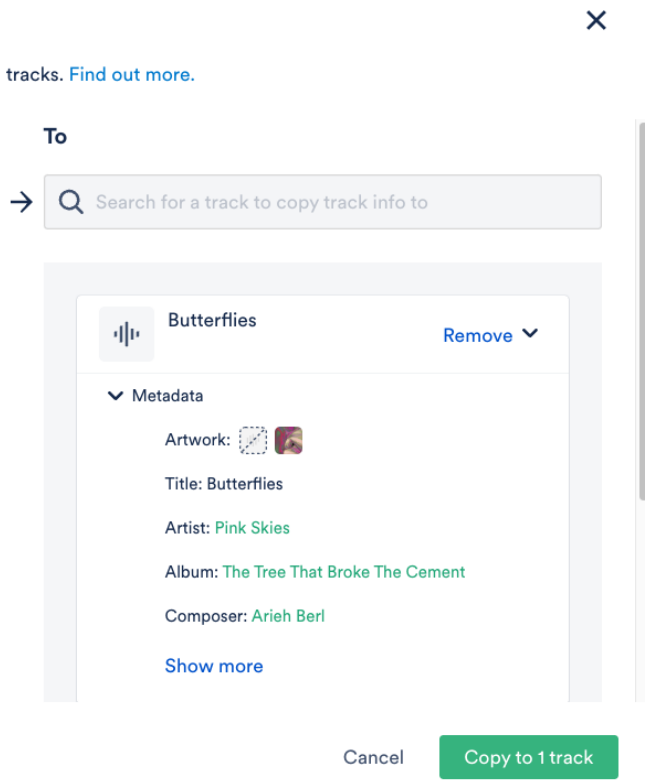
Title (don't want to override -Instrumental, etc.) and **Order.**



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

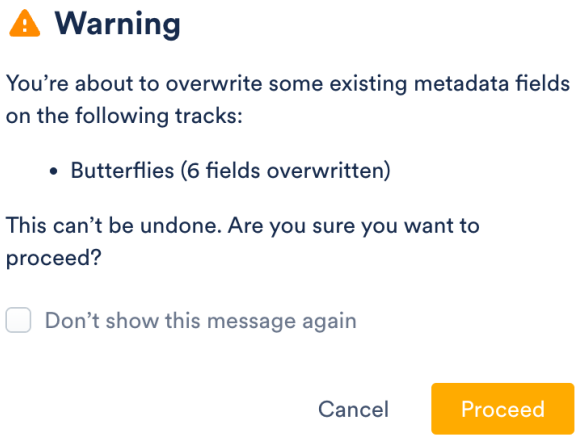


The **To** side will show a preview of how the fields will be updated.



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.



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:

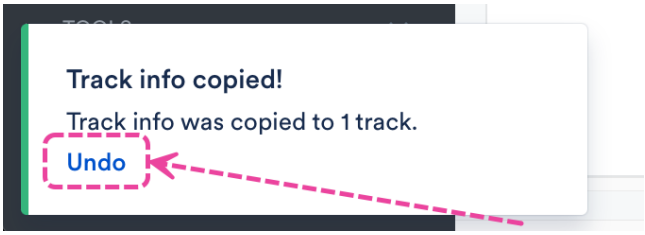
Field Name	Overwritten or Added?	Notes / Example

Field Name	Overwritten or Added?	Notes / Example
Metadata	Overwritten	*Artist name in the **From** Track:* Harry Potter *Artist name in the **To** Track:* Dumbledore *Final Artist name after copying:* Harry Potter
Writers	Overwritten	Writers are copied as one unit (not individual Writers) from the **From** Track and will overwrite any Writers in the **To** track when the copying is completed.
Lyrics	Overwritten	Lyrics are treated as one unit and will overwrite any lyrics on the **To** 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.*

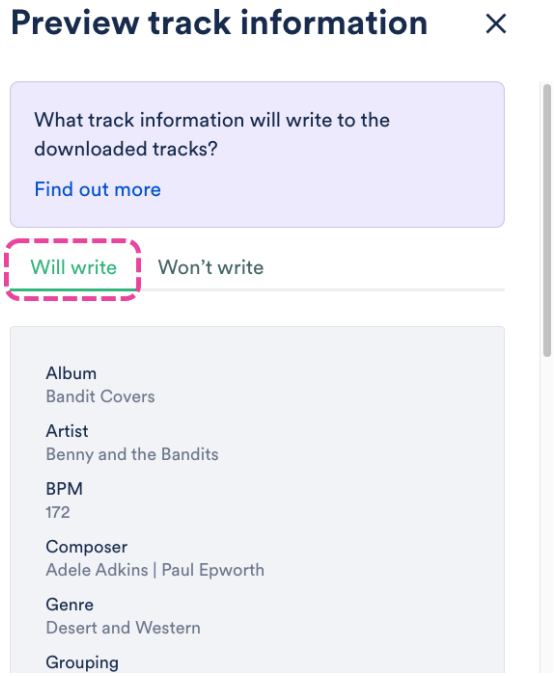
After the Track info is copied, a confirmation message will appear in the bottom-left of your DISCO. Click **Undo** to revert the Track information back to what it was prior to copying.



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 (aside from Writer information, which is available upon request). This table includes how these fields 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.*

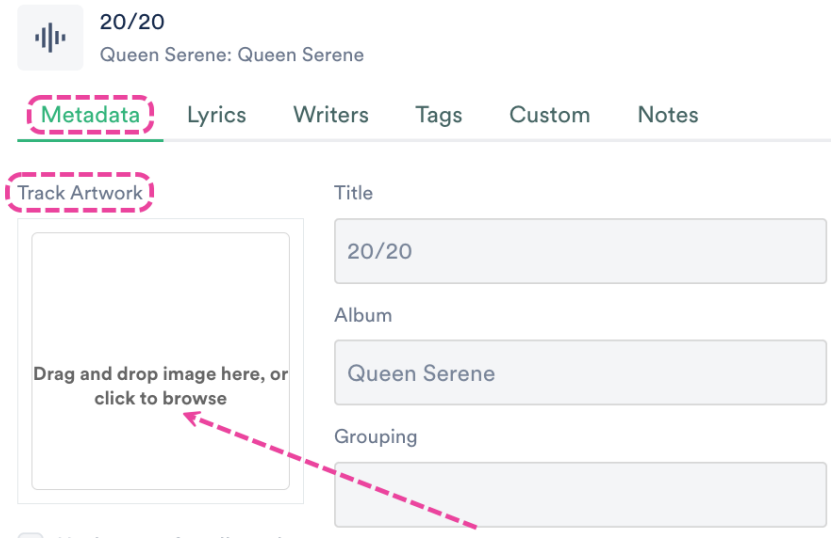
Adding and updating Track artwork

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.

For your Track artwork, we recommend uploading a square 1400px x 1400px JPG or PNG file at high image quality.

At a glance

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

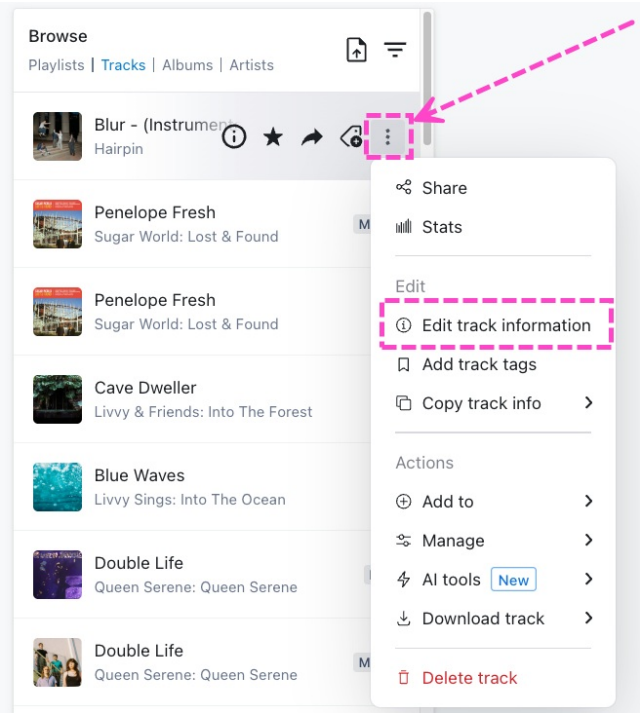


You can do this for individual Tracks, or multiple Tracks in bulk!

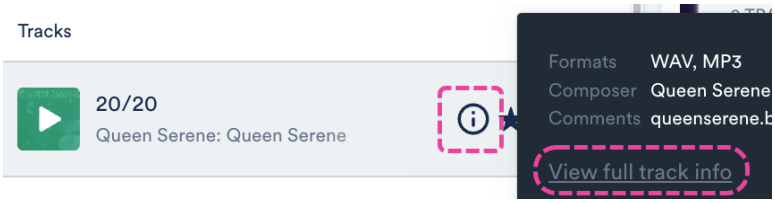
Adding Track Artwork

For a single Track:

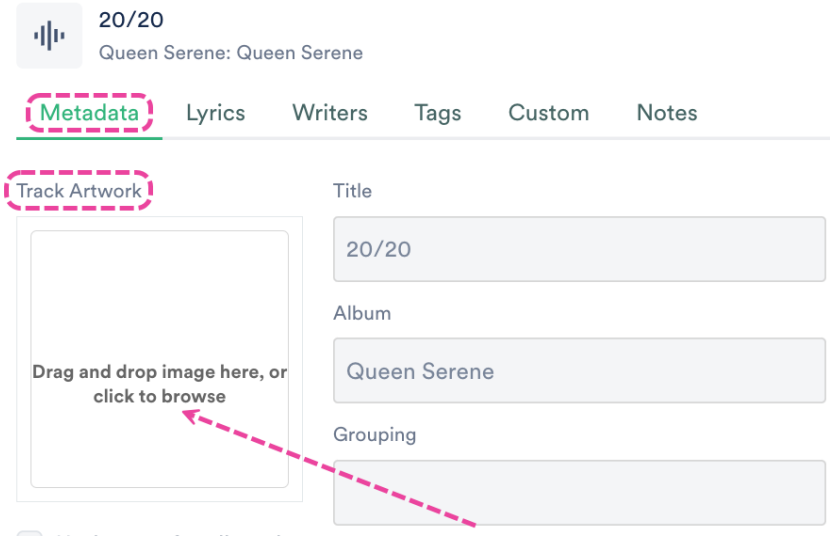
1. Open the **Track menu (⋮)** for the desired Track and select **Edit track information**.



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.

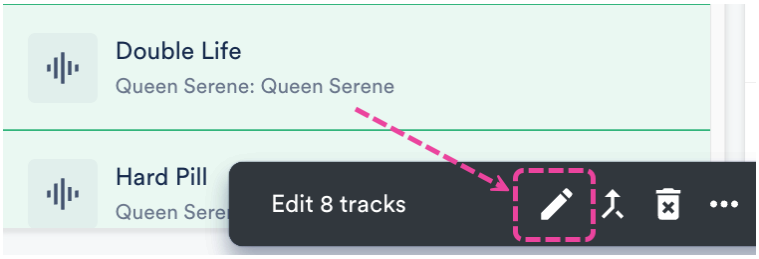


> ***Tip:*** *To update artwork for other Tracks with the same metadata, check the box to* ***Update art for all tracks****.*

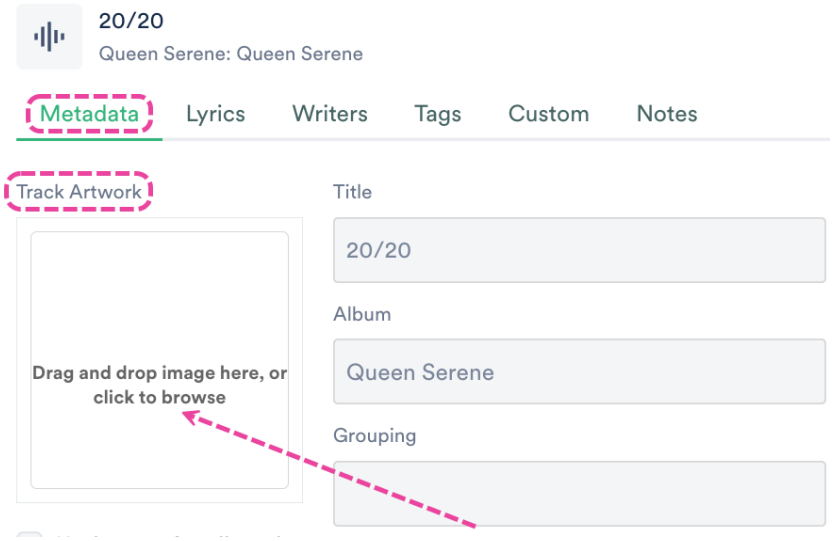
3. Click the **Save** button.
4. The artwork will now appear on the Track in DISCO and on any share pages.

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.

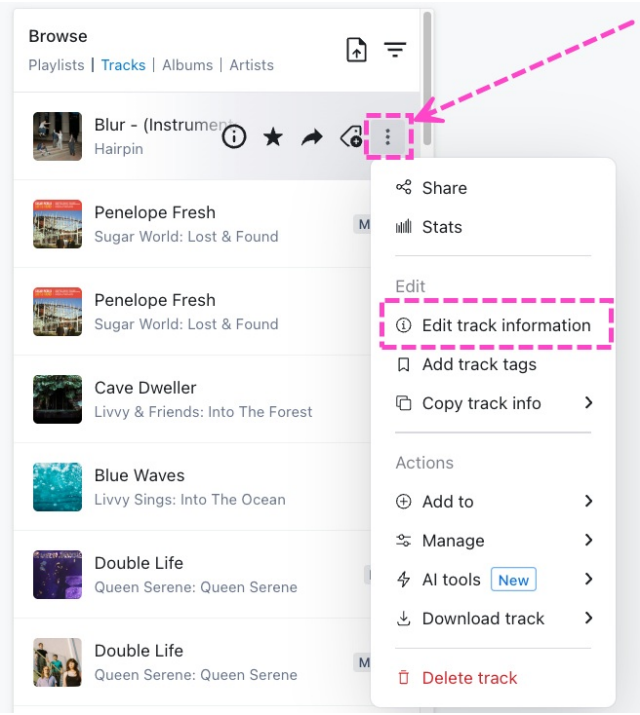


4. Click the **Save** button.
5. The artwork will now appear for all the Tracks in DISCO and on any share pages.

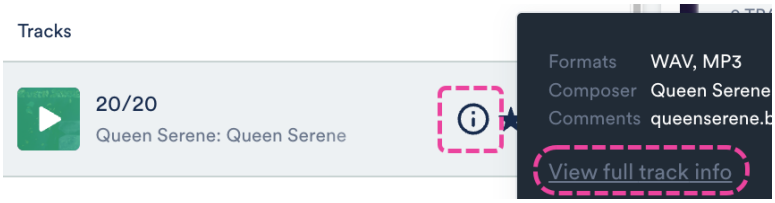
Updating Track Artwork

For a single Track:

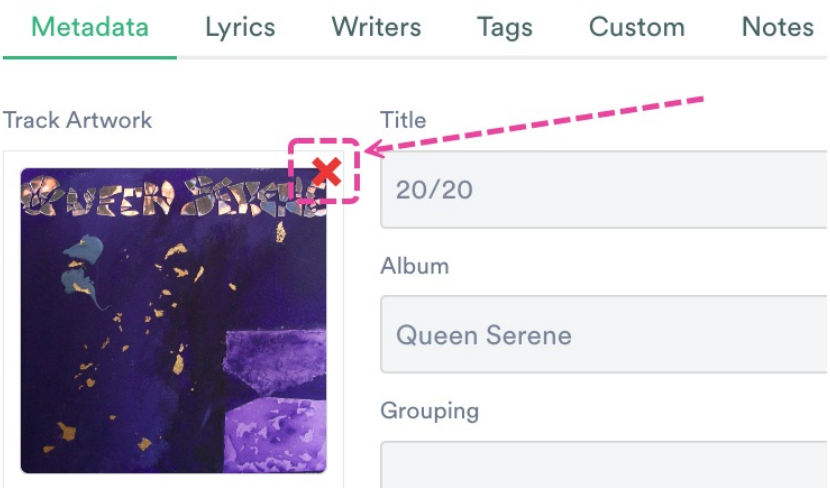
1. Open the **Track menu (⋮)** for the desired Track and select **Edit track information**.



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.

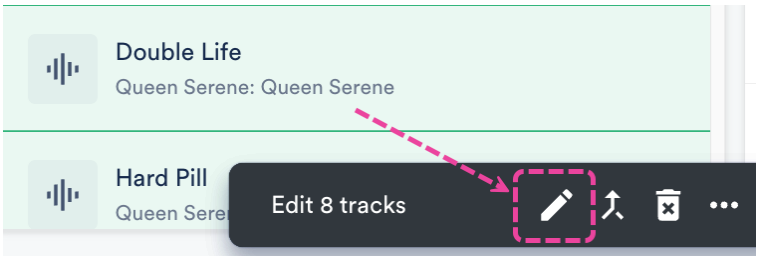


3. Drag and drop a new image, or click to browse files on your computer.
4. Click the **Save** button.
5. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

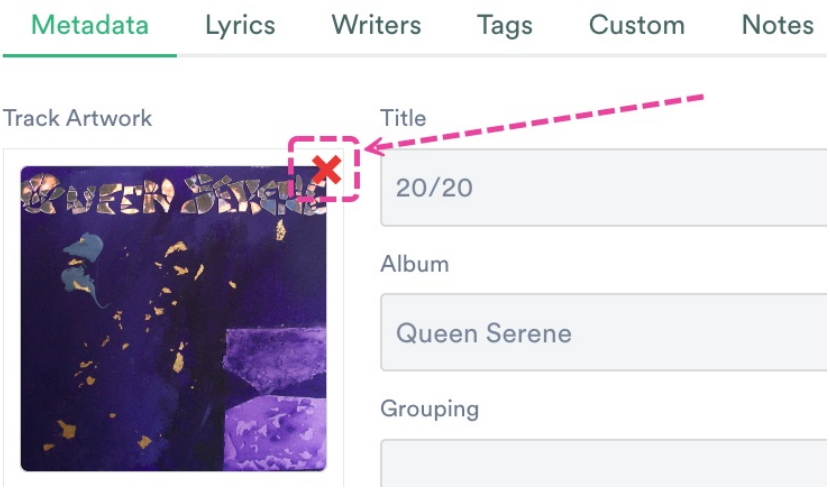
For multiple Tracks:

1. Use a keyboard shortcut to multi-select Tracks.

2. In the **Edit** menu at the bottom of the screen, click the pencil.



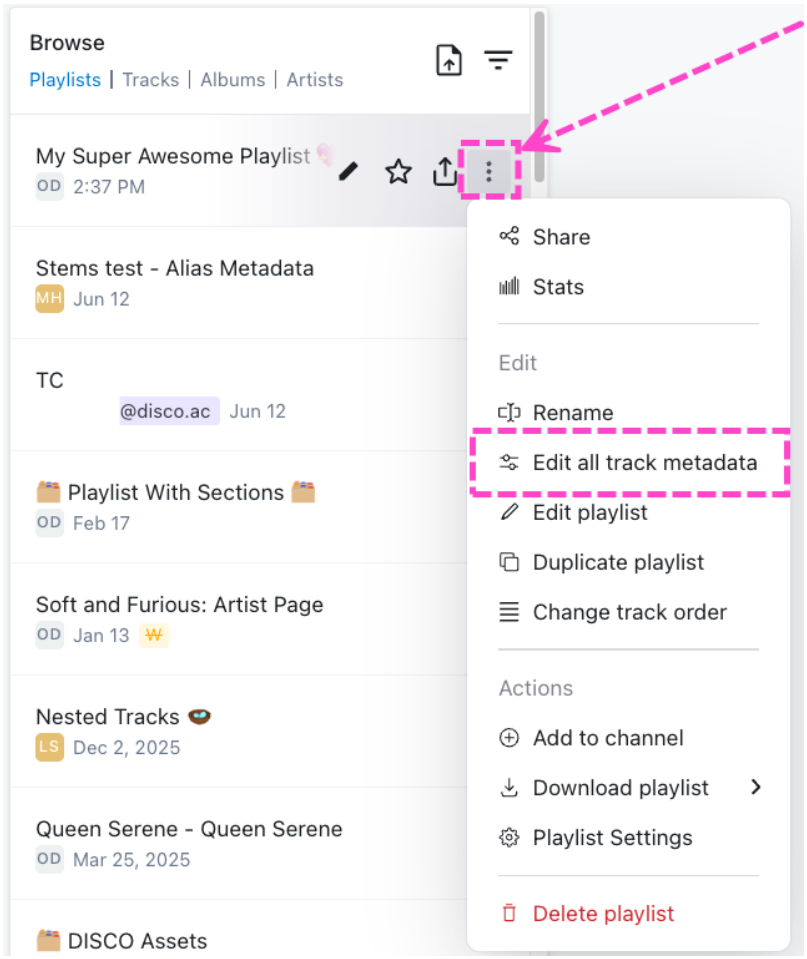
3. From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



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

At a glance

Notes let your team leave comments on any track, whether that's a reminder for colleagues, a clearance detail a client needs to see, or a quick discussion about a specific moment in a recording. Every note is one of two types:

Internal Notes are visible only to people on your team who have access to your DISCO. Use these for anything you don't want clients to see: pitch strategy, internal reminders, questions for a colleague, or notes you're still working out. Internal Notes support replies, reactions, and mentions, so your team can have a threaded conversation right on the track.

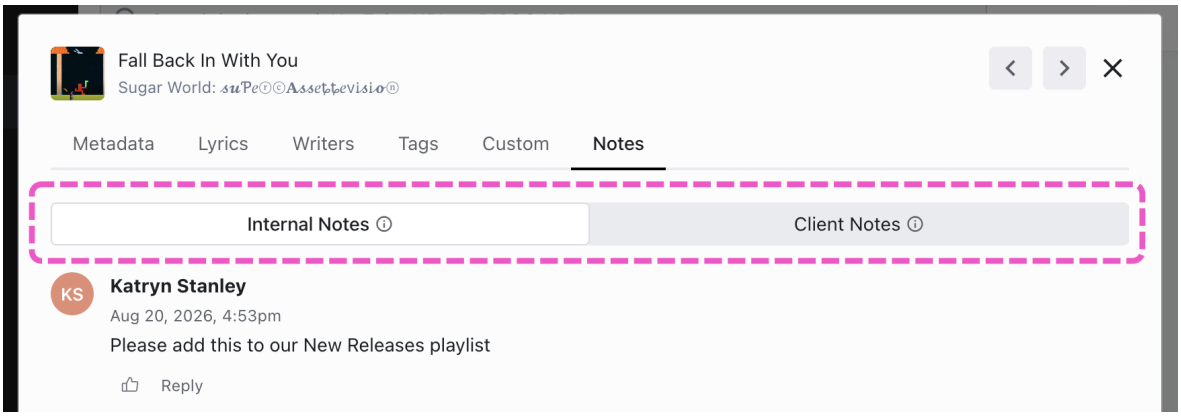
Client Notes are visible to your clients and to anyone viewing the track on a share page. Use these to highlight information you want the client to see directly, such as copyright and clearance details, sync restrictions, or context about the recording.

Where to find Notes

1. Open the track's menu (the three dots) and choose **Edit track information**, or hover over the track's info icon and choose **View full track info**.

2. In the track info panel, select the **Notes** tab.

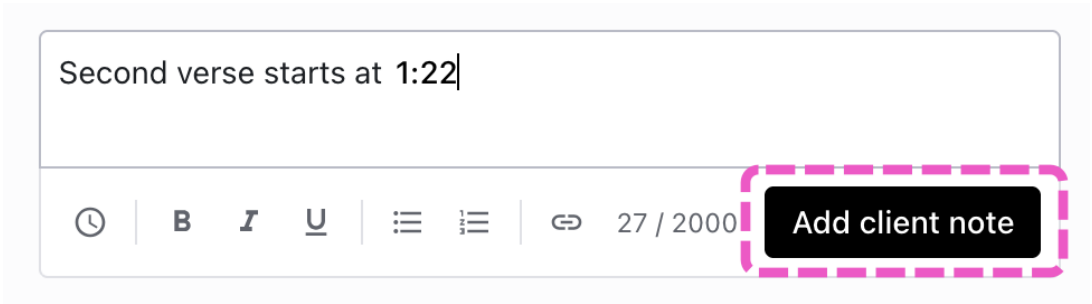
You'll see a toggle at the top of the panel to switch between **Internal Notes** and **Client Notes**. The toggle controls both which notes you're viewing and which type of note you're about to add, so make sure you're on the right tab before you start typing.

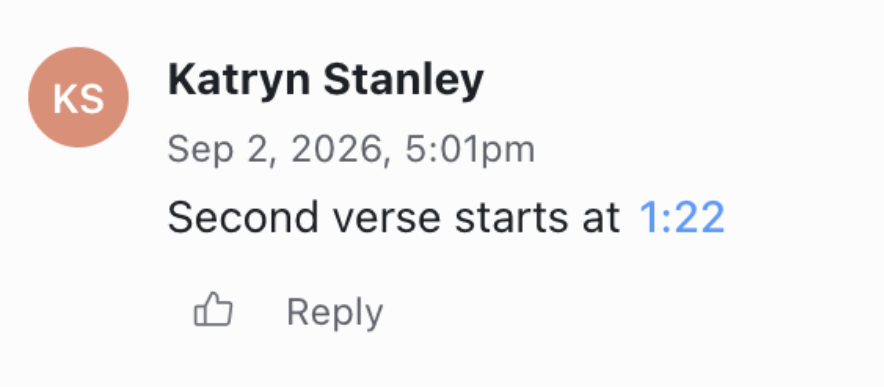


Adding Notes

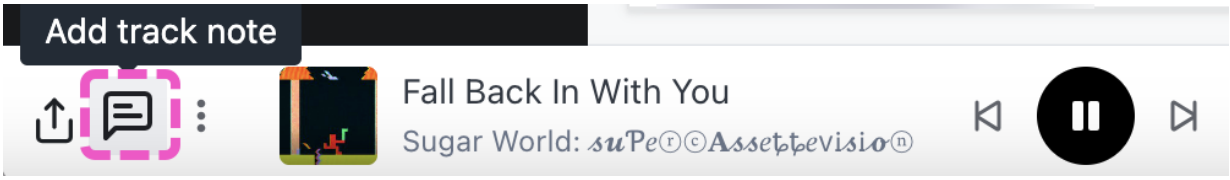
1. From the Notes tab, select **Internal Notes** or **Client Notes** depending on who you want to see the note.
2. Type your note in the box at the bottom of the panel. You can format text using the toolbar: **bold**, *italic*, underline, bulleted lists, numbered lists, and links.
3. To reference a specific moment in the track, click the timestamp icon in the toolbar. This inserts the track's current playback position (for example, `1:24`) as a clickable link. Anyone reading the note can click that timestamp to jump playback to that exact point.
4. Click **Add internal note** or **Add client note** (the button label matches the tab you're on) to post it.

Notes have a 2,000 character limit. A character counter appears as you approach the limit.





To add a Note to a track while it's playing, click the icon at the bottom left of the screen to pull up this window instantly:

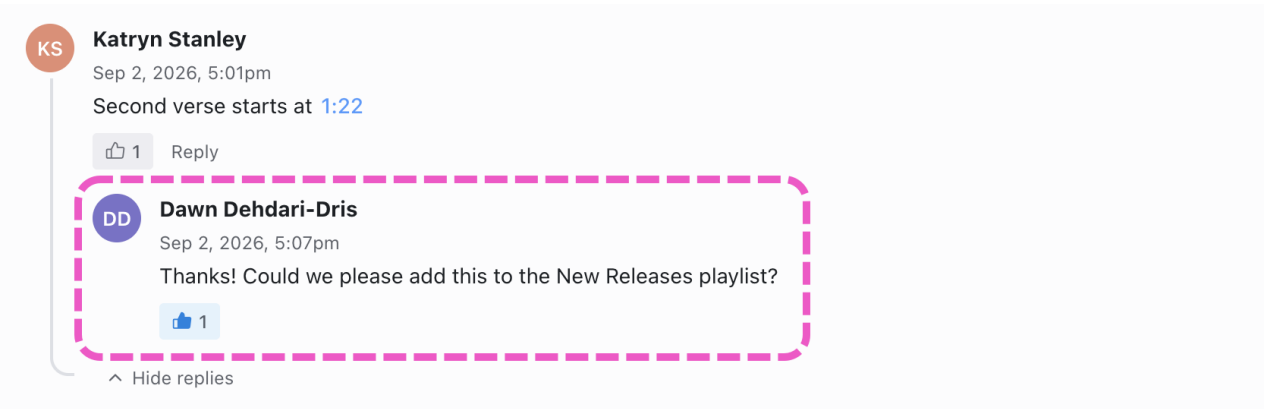


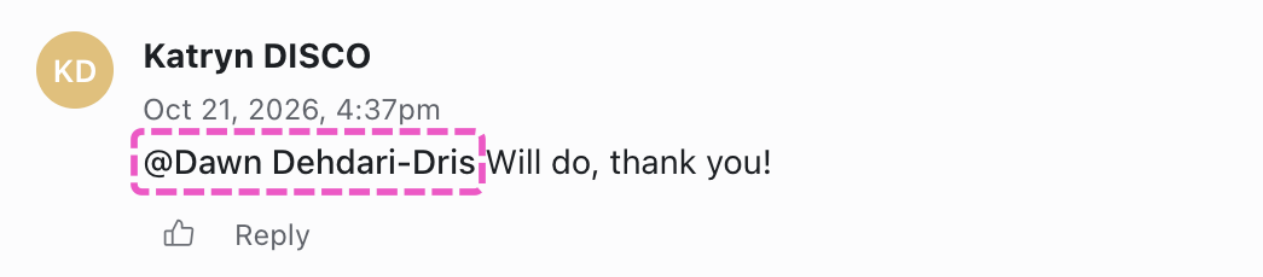
Replies to Notes

Internal Notes support lightweight team discussion:

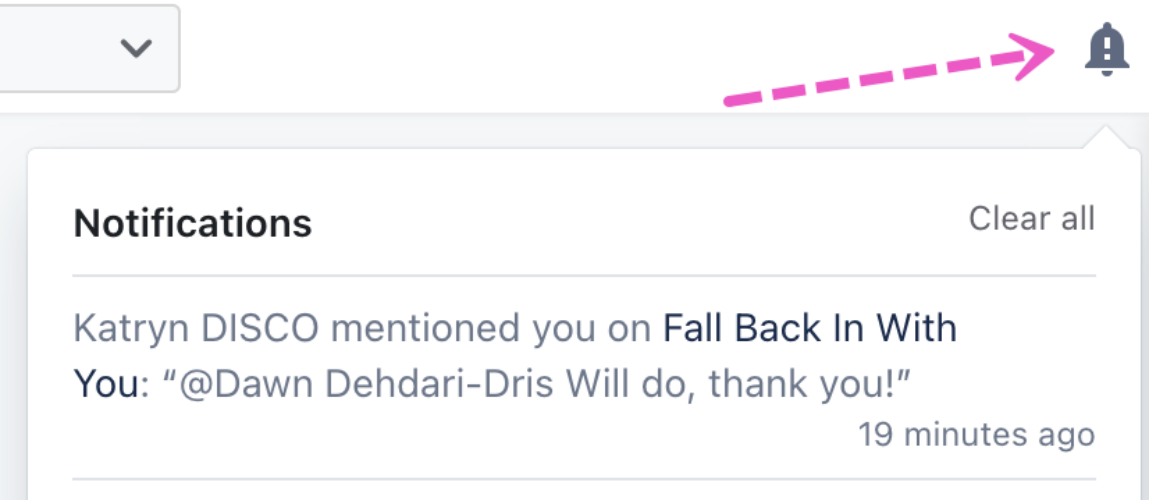
- **Replies**: Click **Reply** under any Internal Note to respond in a thread. Replies are nested one level deep, so you can't reply to a reply, but everyone can see the full back-and-forth under the original note.
- **Reactions**: Click the thumbs-up icon under a note to like it. Hover over the count to see who's liked it. Click it again to remove your reaction.
- **Mentions**: Click the @ icon to choose a fellow user to mention, so they are notified that they were mentioned in your Note.

Client Notes don't support replies, reactions, or mentions, since they're written to be read by people outside your team rather than discussed internally.





The mentioned user will see a red bell for the notification, which they can click to see the details of the mention:



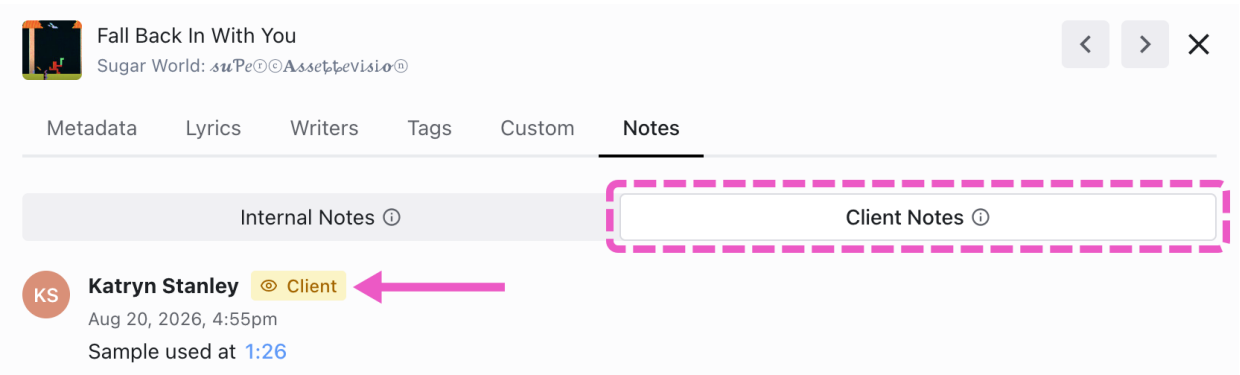
What clients see

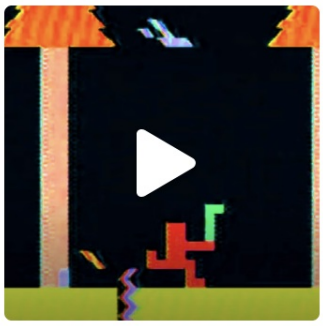
When a note is added as a Client Note, it appears with a small "Client" badge and eye icon next to the author's name, so your team can tell at a glance which notes are visible externally.

Clients and anyone with a link to a shared playlist or track can see Client Notes in two places:

- **Shared playlist pages**: click the info icon next to any track to see its Client Notes.
- **Individual track share and download pages**: Client Notes appear automatically beneath the track's details.

Clients never see Internal Notes, replies, or reactions under any circumstances.





Fall Back In With You

Sugar World: 𝓈𝓊𝒫𝑒ⓡⓒ𝒜𝓈𝓈𝑒𝓉𝓉𝑒𝓋𝒾𝓈𝒾𝑜ⓝ

--:--





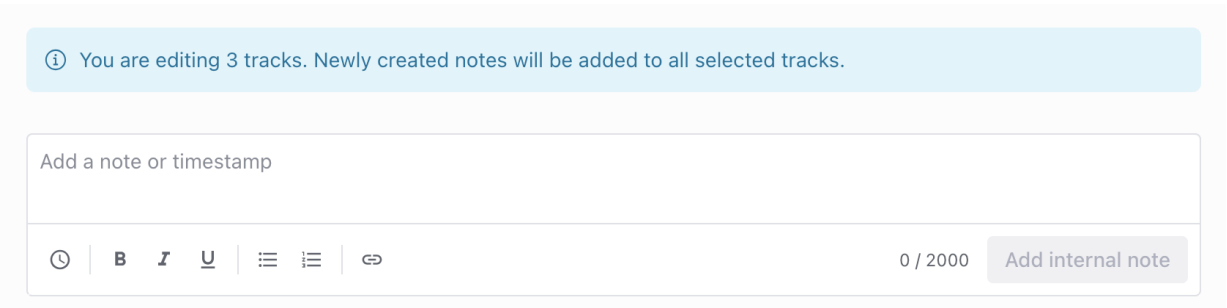
Editing and deleting Notes

- To edit a note, open its ··· menu and choose **Edit**. Edited notes are marked **(Edited)** and show who last modified them.
- To delete a note, open its ··· menu and choose **Delete**. If the note has replies, deleting it deletes the entire thread. You'll be asked to confirm, since this can't be undone.
- Anyone on your team with access to the track can edit or delete a note, not just the person who originally wrote it, so use Internal Notes for anything sensitive to your own workflow.



Adding Notes to multiple tracks at once

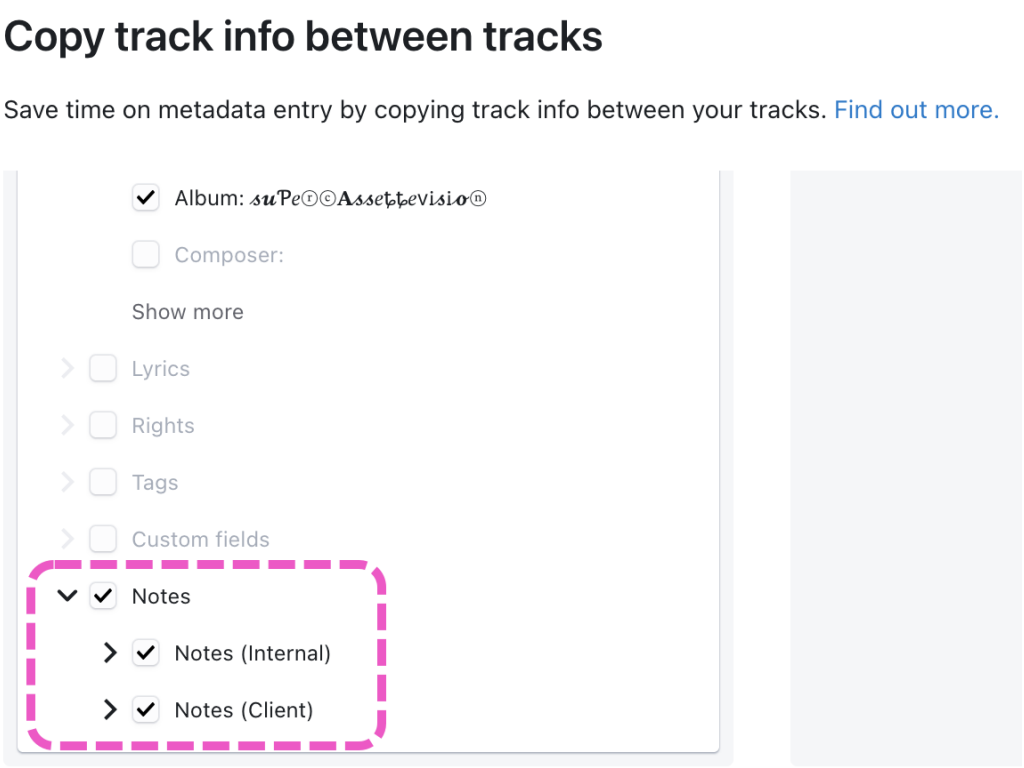
When you're bulk-editing several tracks together, the Notes tab works the same way, but any note you write is added to every selected track at once. This is a quick way to leave the same Internal or Client Note across a batch of tracks, for example flagging a group of recordings that all share the same clearance status.



Copying Notes between tracks

When using **Copy Metadata** to copy information from one track to another, you can choose to bring specific notes along too. The Notes section of the copy flow lists each Internal and Client Note (and its replies) on the source track so you can pick exactly which ones to copy, rather than copying all of them by default.

If you merge duplicate tracks, their notes are combined automatically onto the surviving track, with any duplicate note text skipped so you don't end up with repeats.



Searching Notes

Client Notes and Internal Notes are both indexed by DISCO's search, so you can find a track by the content of a note. In the search filters, look for the Note and Client Note fields to search within a specific note type.

FAQ

Are notes searchable within DISCO?

Yes. Both Internal and Client Notes are searchable, and you can filter by note type in search.

Can a client reply to a Client Note?

No. Clients can only read Client Notes; they can't reply, react, or edit them.

Can I change a note from Internal to Client after I've posted it?

Not directly. Editing a note only changes its text, not its visibility. If you posted a note under the

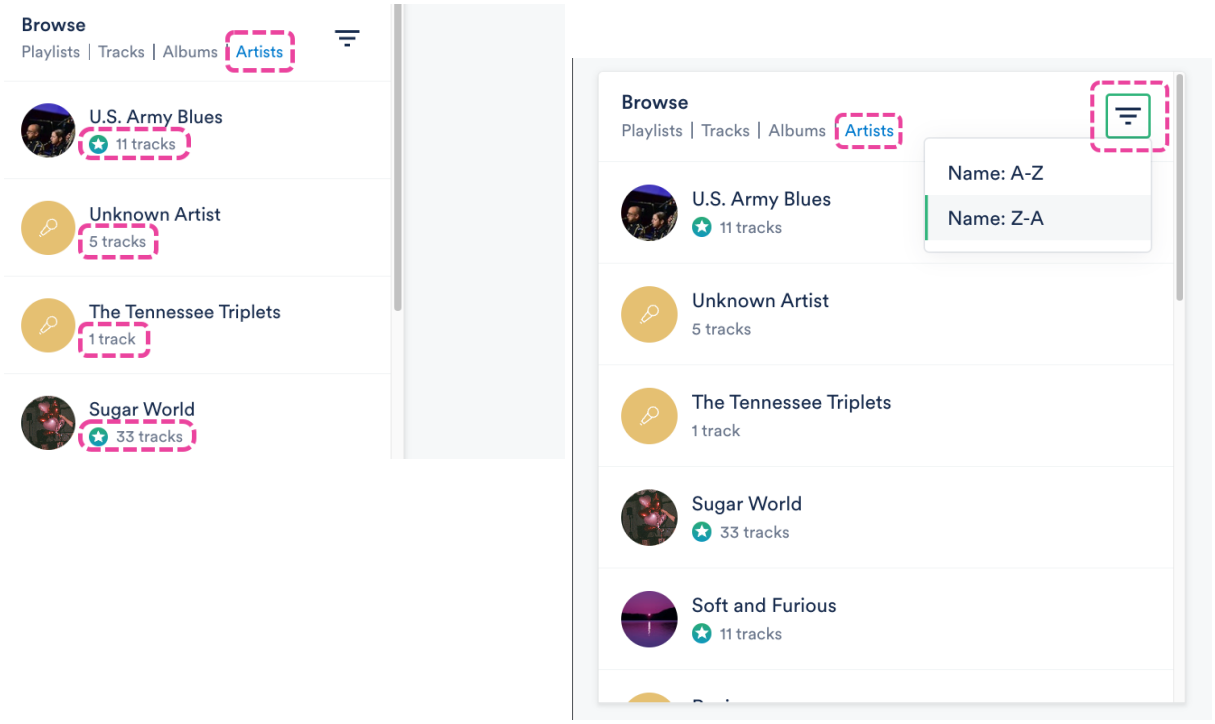
wrong tab, delete it and re-add it from the correct tab.

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.



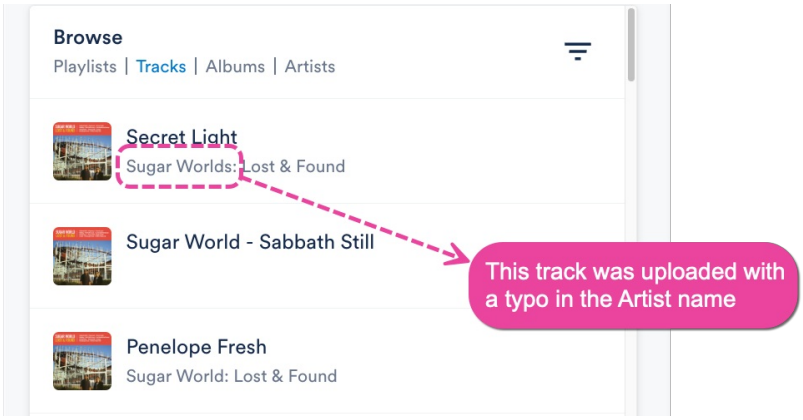
Managing Artists

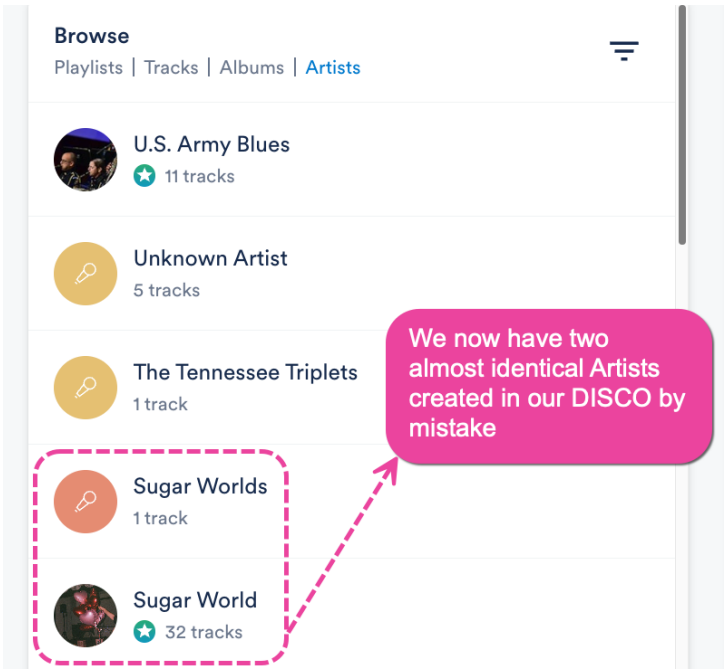
> ***Note:*** *If you can't find an Artist in your DISCO, ensure that the Artist's name appears in the Track metadata and is spelled correctly.*

Incorrect Artist name or duplicate Artists

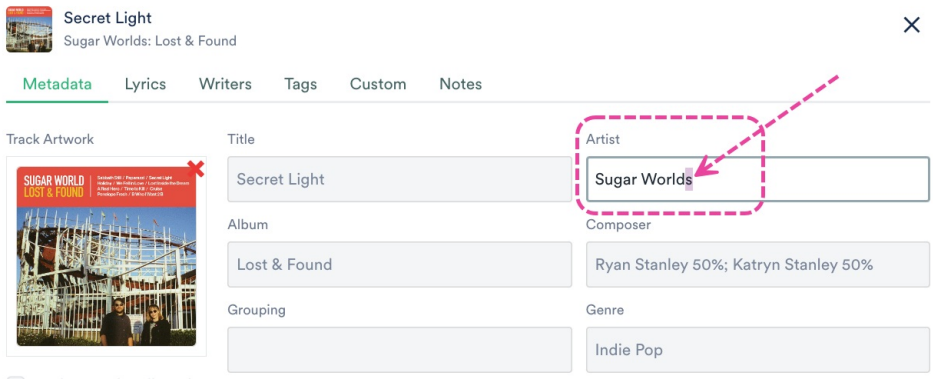
We rely on the Artist field in the Track metadata to create Artists in your DISCO. If the Artist name appears incorrectly, or you have multiple Artists with similar names (whose Tracks should all be under one Artist), it means that there's an error in your Track metadata.

> **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.

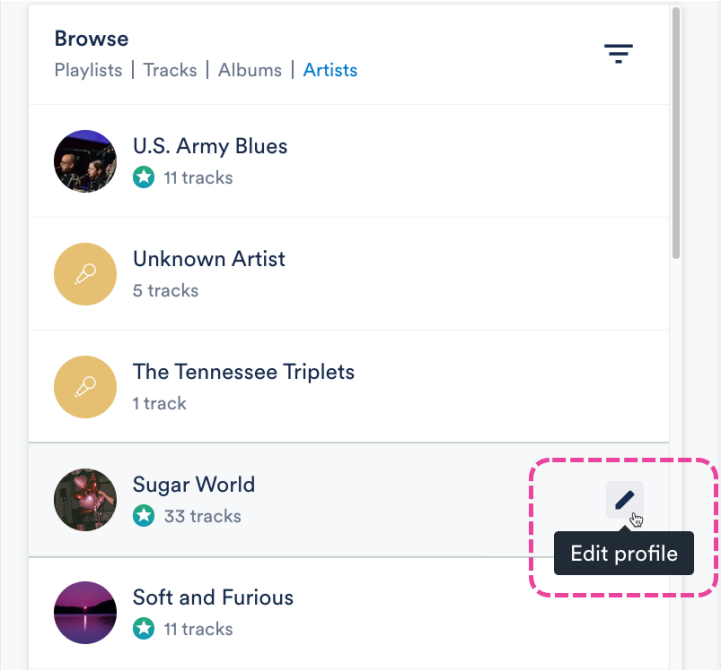
Managing Artist Profiles

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

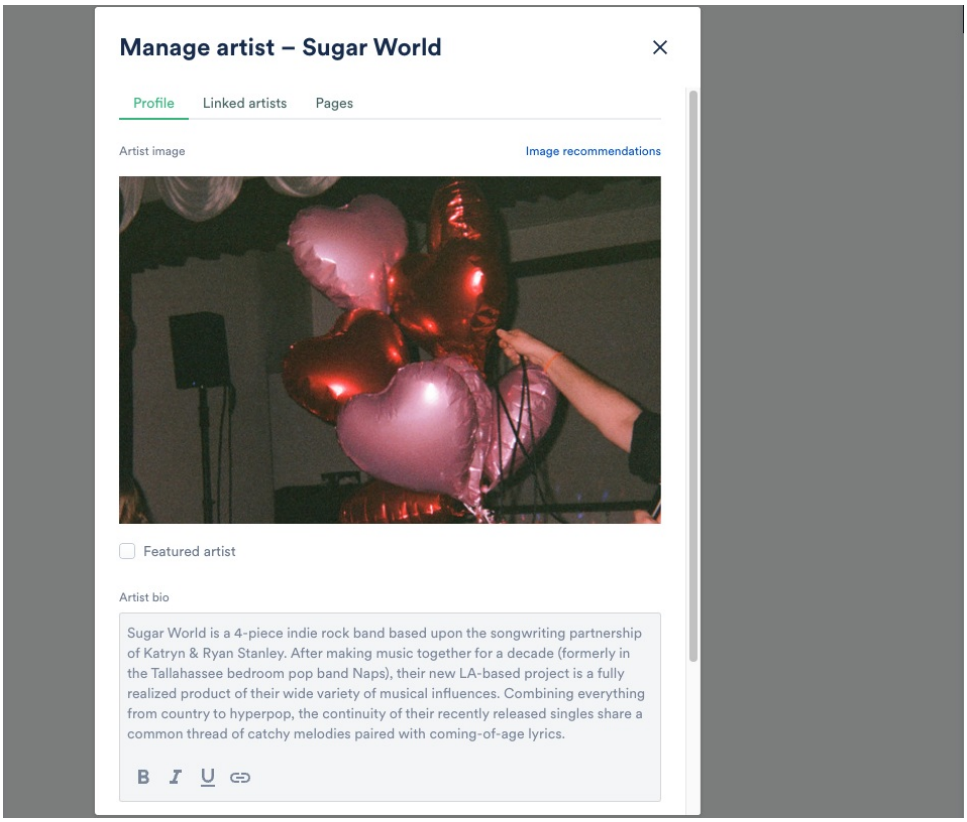
Editing Artist Profiles

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**.



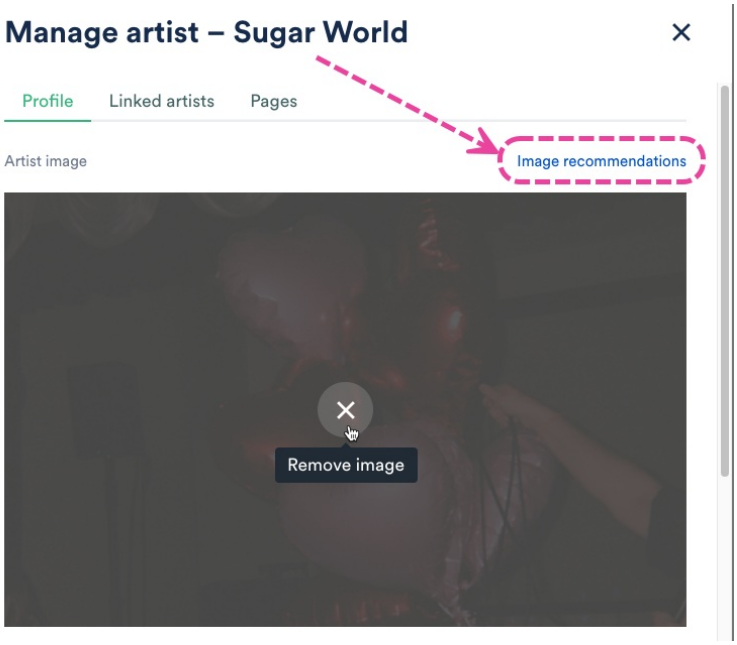
3. This will open the **Manage artist** page for the Artist.



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.

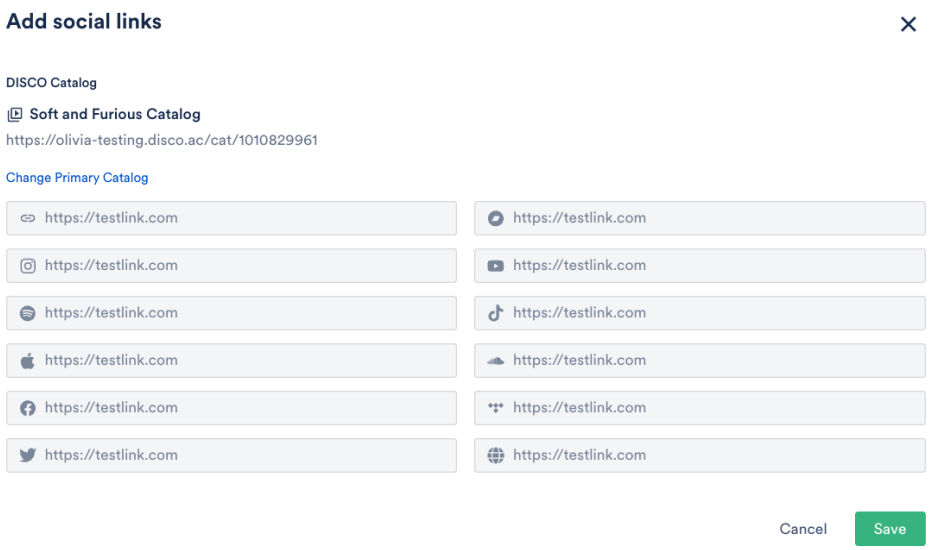


2. Click the **Save** button.

Adding and updating social links

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

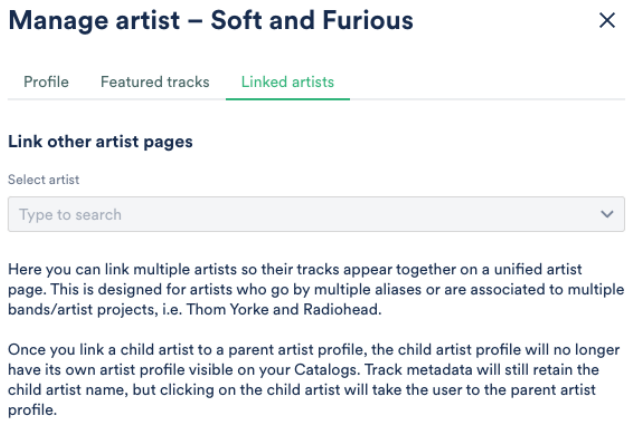
2. Add or update your social links and the link to your **Primary Catalog** *(optional)*.



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

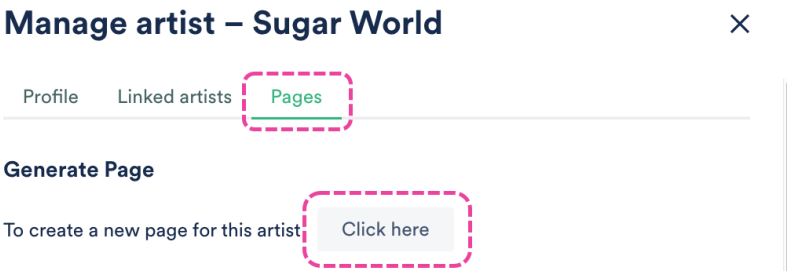
Linking Artist Profiles

Visit this article for more information on Linking Artist Profiles.



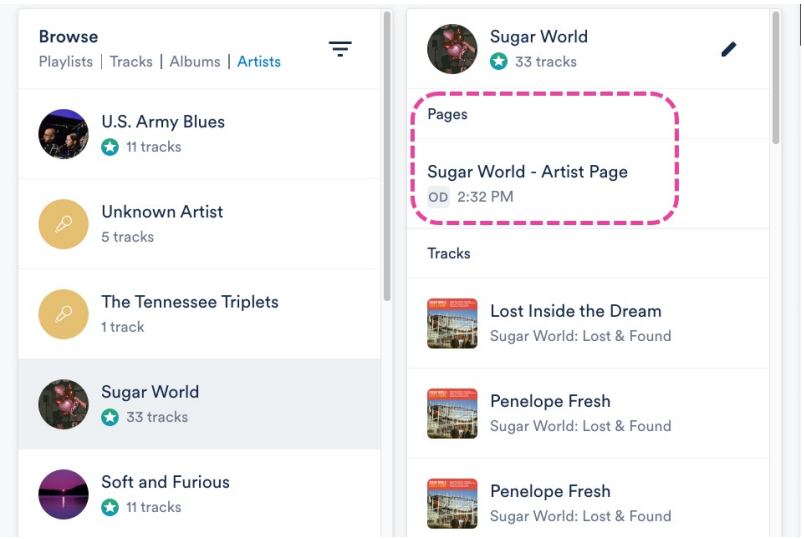
Artist Pages

You can create an **Artist Page** from the Artist Profile. Visit this article for more information on Artist Pages.

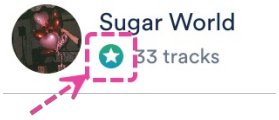


Once a Page has been created for an Artist, it will appear in the Explorer once the Artist is

selected from the **Browse** section.



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



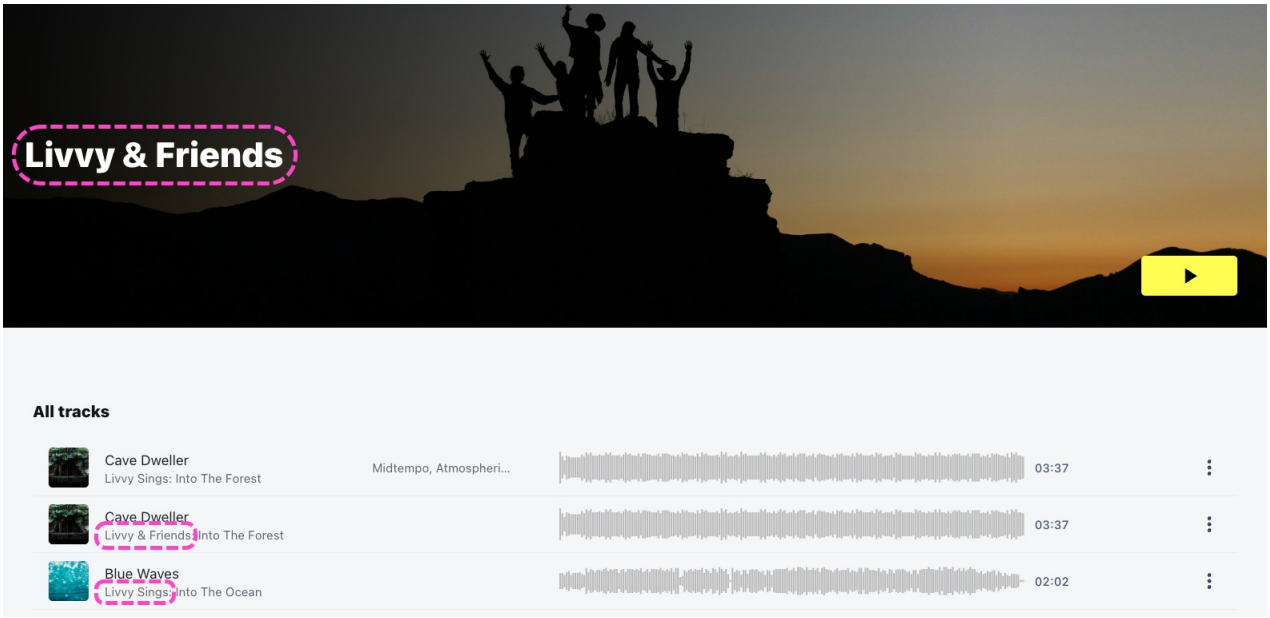
By default, the **Artist image** and **Artist bio** from the Artist Profile will also pre-populate on any **Artist Pages** and **Album Pages** that are associated with that Artist. However, it is possible to change the image and bio for the Artist on specific Pages.

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.



Linking Artist Profiles

There are two ways to do this:

- from within an Artist Profile
- from your Catalog Settings

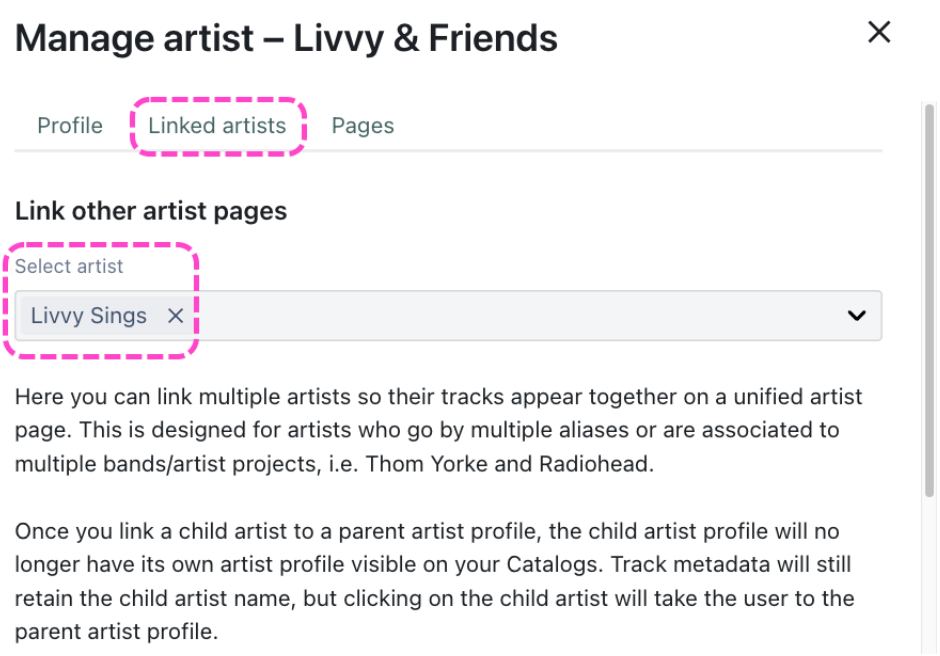
Before linking, determine which will be the **parent artist**, or the artist whose Profile under which Tracks from the other artist aliases will be nested.

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



From within an Artist Profile

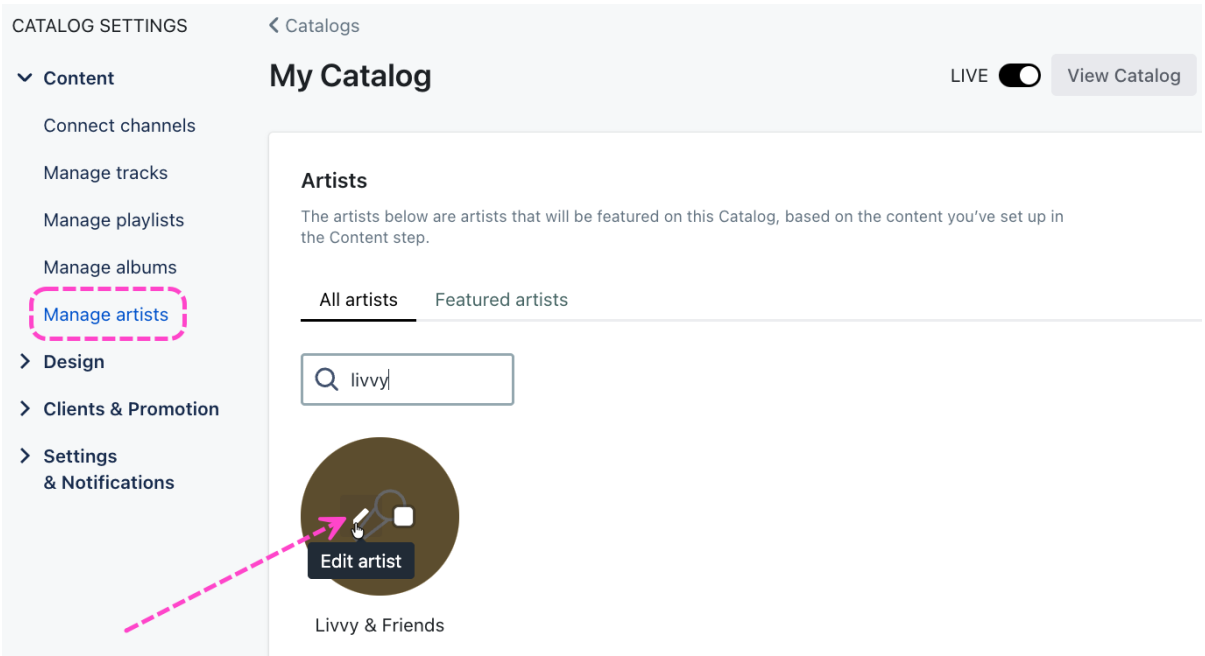
1. Open the **Artist Profile** for the parent artist.
2. Select the **Linked artists** tab.
3. Select the artist(s) you want to link from the dropdown.



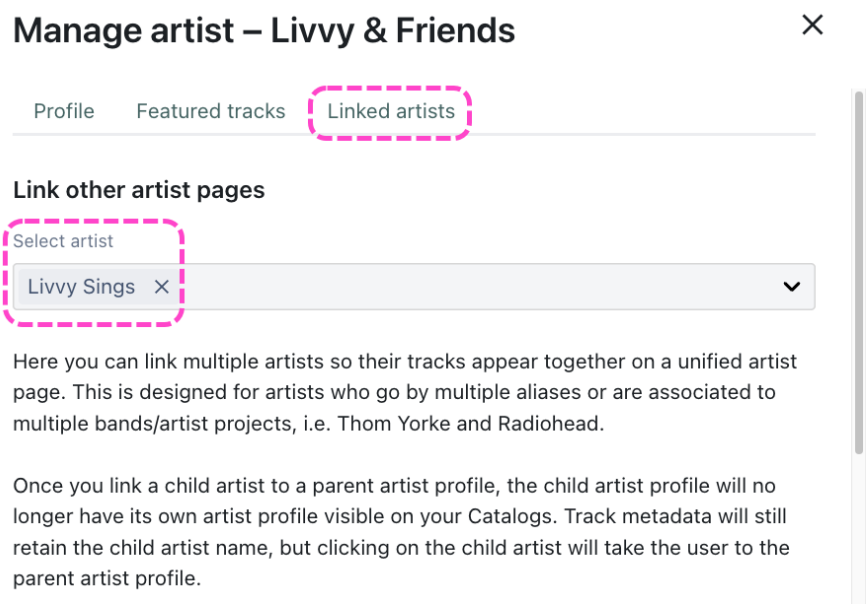
4. Select the **Profile** tab and click the **Save** button.

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**.



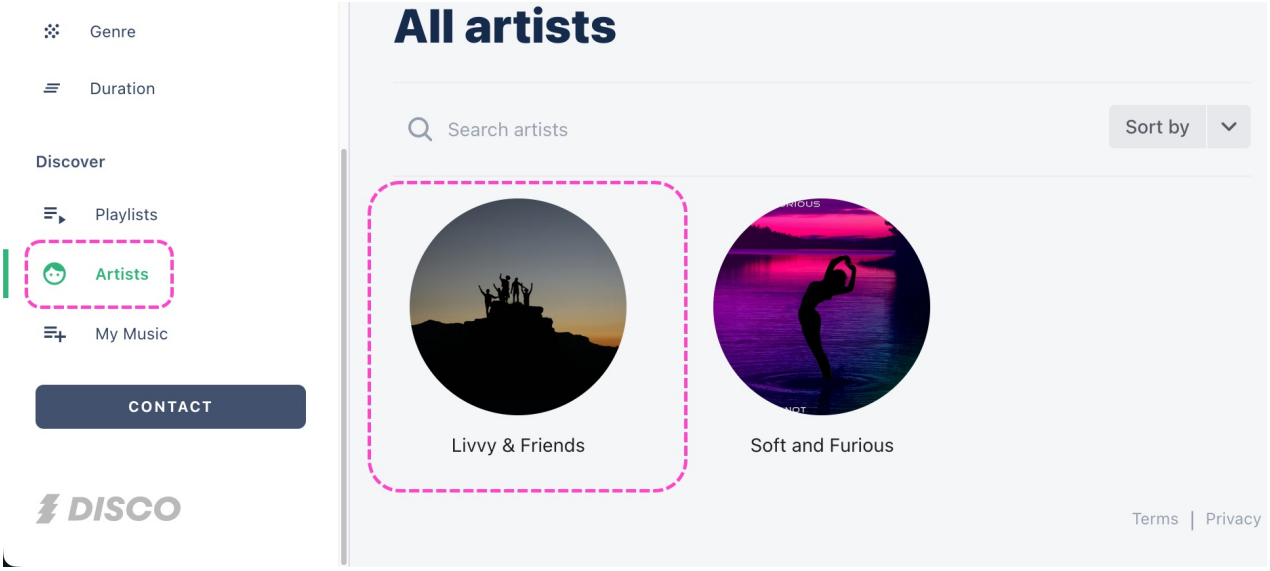
4. In the **Manage artist** window, select the **Linked artists** tab.
5. Select the artist(s) you want to link from the dropdown.



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.



Alias metadata

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

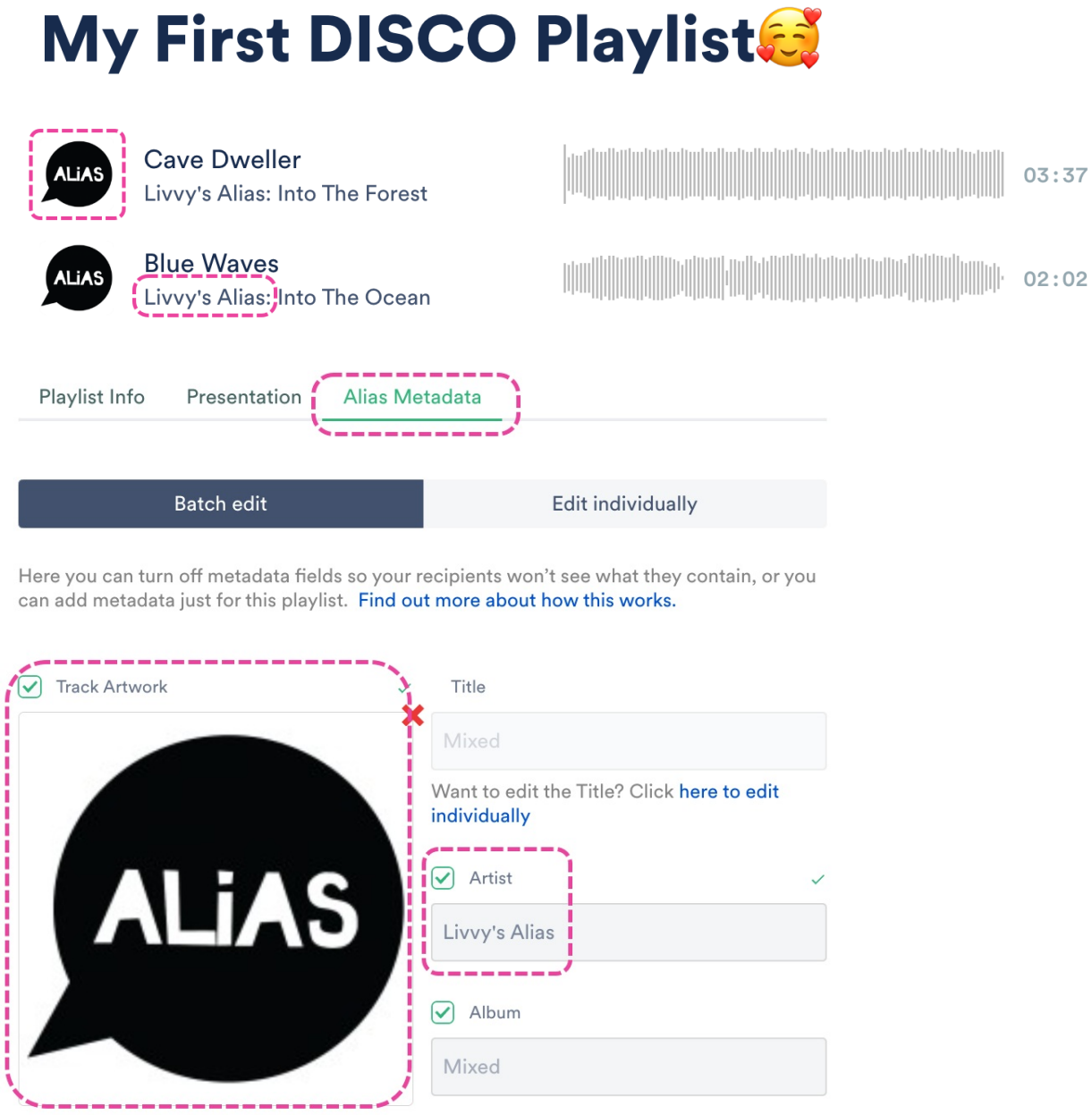
At a glance

Alias metadata is included in all DISCO plans at no additional cost. On **Artist** plans, it is available only at the individual Track level. On **Plus** plans, it is available only at the Playlist level. On **Pro** plans and above, it is available at both Track and Playlist 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

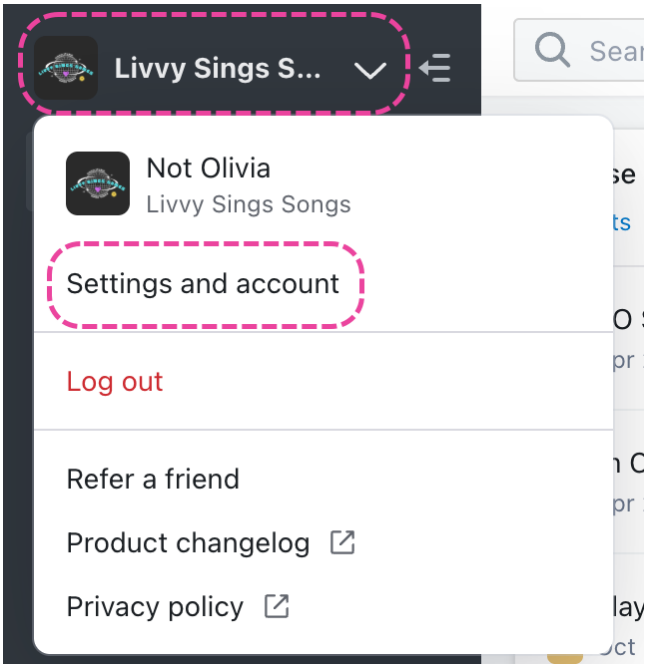
Alias metadata will be shown on your public Playlist share URLs, when you share Playlists directly with other DISCOs, and when the Playlist is downloaded or Saved to DISCO by another DISCO user.



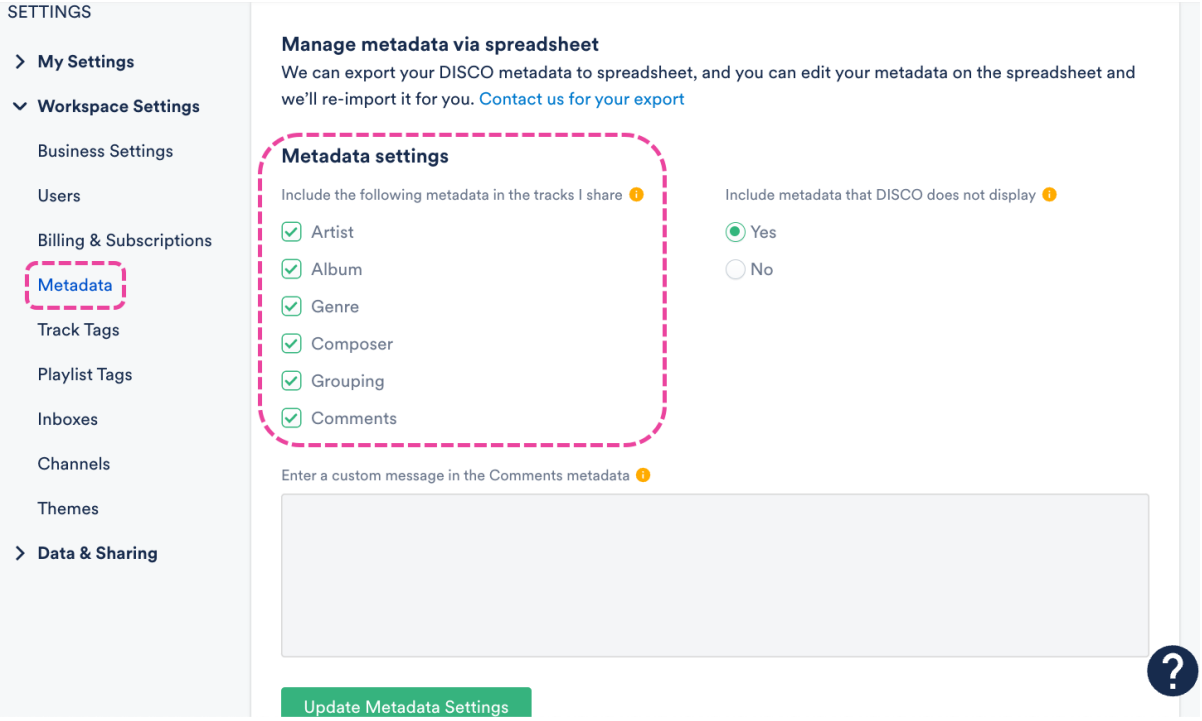
Setting Alias metadata at the Track level (for all Tracks you share)

> ***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).



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

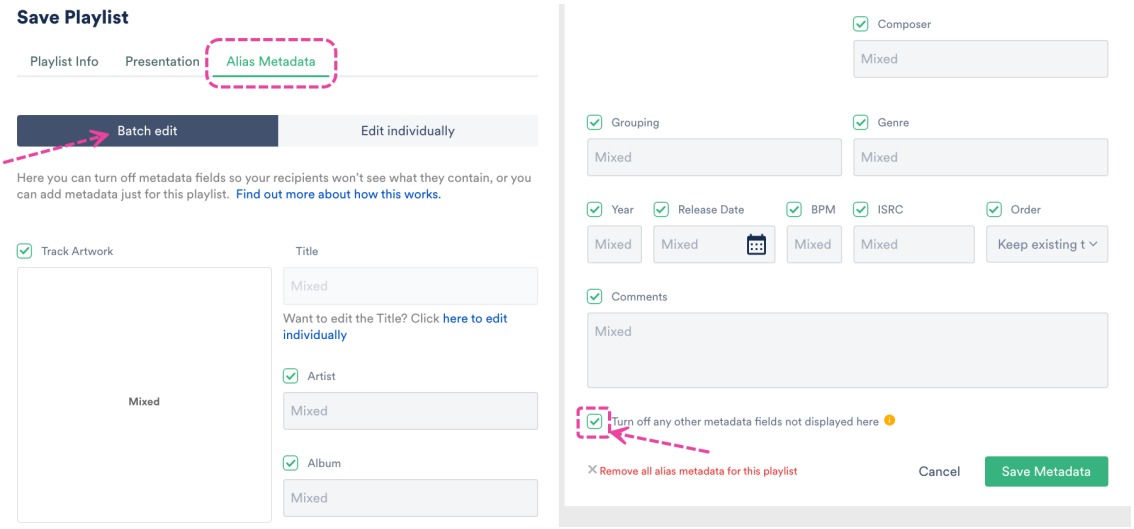
> ***Note:*** *These instructions apply to users on the DISCO **Plus** plan and above.*

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**.

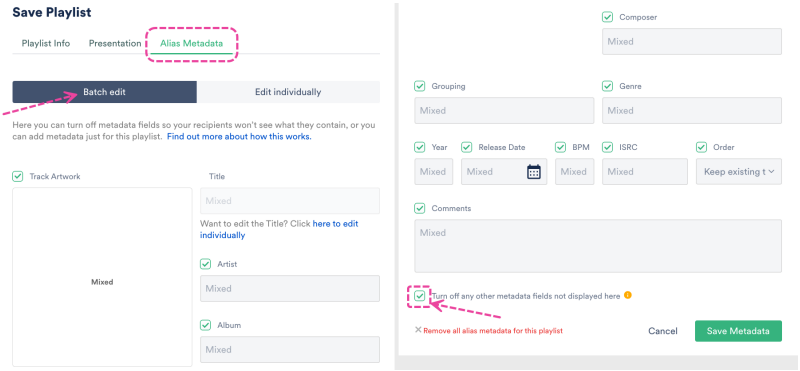
1. **From Playlist Settings:** Open the **Playlist menu (⋮)** and select **Playlist Settings**. Then select the **Alias Metadata** tab.

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 the says **Remove all alias metadata for this playlist**.

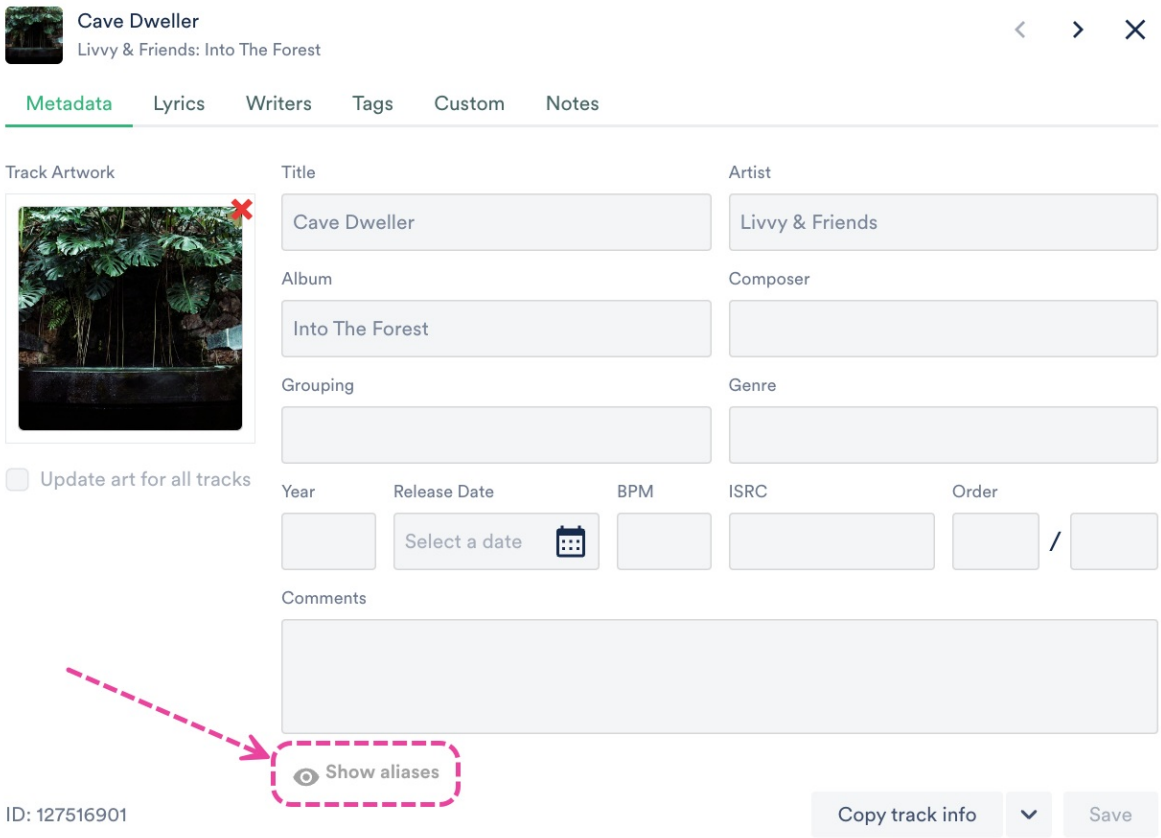


4. Click the **Save Metadata** button.
5. Click the **Save Playlist** button.

Viewing Alias metadata for Tracks in your DISCO

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

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



Please note that this feature is only available for Alias metadata that has been applied to the track(s) individually, rather than through bulk application.