

## Instructions on Adding Metadata to an iTunes file

1. Open up iTunes and go to your Music Library.
2. In the top menu under File select "Add to Library."
3. Select the file from your computer.
4. After the file finishes loading into iTunes, right click (pc), or control+click (mac) and click on "Get Info."
5. This will open up the "Metadata" of the file. The Metadata is used to identify the track in iTunes U and can only be edited on your local machine. In the "Info" of the Metadata fill in the following:
  - a. Name = course/lecture title
  - b. Artists = speaker/performer/professor
  - c. Album = class/category
  - d. Comments=narrative description, 255 character limit, a good place to put the date of the file
  - e. Genre=variety of choices, podcast or education is best for generic
6. Click on the "Artwork" in the Metadata and click on "Add" if you have a picture to upload. The best pixel size is 300 x 300, if you do not have a picture for the track or the album, use your units or the U.Va. generic logo. Pictures should be of the speaker/performer or a logo, such as the U.Va. logo.
7. Click OK to accept all the changes you made into the Metadata. Now the Metadata is ready to be uploaded into iTunes U.