

Metadata

Successful search and discovery of podcast materials within the Apple iTunes Music Store is significantly increased through the application of detailed 'metadata' tagging.

All content on ASU on iTunes U must be tagged according to the following guidelines:

Name:	Descriptive name of the track. For example: "Robber Barons of the Gilded Age", not "HistLect4_082309".
Artist:	Person or Department responsible for the creation of the media.
Album Artist:	Arizona State University
Album:	The Event or program to which the track belongs. Most likely the name of the channel.

Optional (Strongly Recommended):

Artwork:	Square Images Only
Grouping:	College, Department or Academic Unit
Composer:	Content Owner's Name
Comments:	Use this section for any additional information you would like associated with your content, such as "US History Session 2, Lesson 8", web address, keywords, etc. Genre: Podcast

There are many ways to add metadata to a track, but since metadata can be added to media within iTunes that is the method we will discuss here. Please feel free to use whatever method you are most comfortable with.

In iTunes, metadata appears and can be edited when you select a file and choose File > Get Info. To edit the metadata mentioned above, select the Info tab and enter the information in the corresponding fields.