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Add Producer's Note 1

Add Producer's Note

After you have renamed and reordered all the tracks for the title, you can now add a Producer's Note. A Producer's Note gives special information to the reader about the title, such as additional Copyright Information and Terms of Use. In this case, the Producer's Note is for our MP3 to DAISY Audio Converted Titles, and informs the reader that these books have been produced for accessible purposes for NNELS.



Insert the Producer's Note **after** you have finished renaming all the tracks and before you [Check the Metadata](#).

To add the Producer's Note:

- After you have confirmed the tracks are all renamed and in their proper order, navigate down to the heading: Add Producer 's Note. This is the third heading down on the Set Play Order Page
- Select either English or French depending on the language of the book.
- Select the button: Add Producer 's Note
- When you add the Producer's Note it will be inserted after the first track.
- You can now move onto [Final Check: Metadata](#)

Here is a video tutorial for [How to Add a Producer's Note](#)

If you accidentally added the wrong language note to your title, you can delete the track and reinsert the correct one. To delete the track:

- Navigate to the Play Order section at the top of the page.
- In the Track dropdown menu, select the Producer 's Note or Note de rédacteur.
- Select the Edit button. It is the first button on the left directly below the Track dropdown menu.
- You will now be on the Edit Track page.
- Navigate to the Delete Track section. It is the second heading down on the page.
- Select the Delete button.
- A popup will appear asking you Are you sure you want to delete track Producer's Note? above two buttons: Cancel and Okay.
- Select the Okay button to remove the track.

Here is a video tutorial on [How to Delete a Producer's Note](#).



There are only two editing options for a Producer's Note: Change Rank and Delete.



If you do not add a Producer's Note, you will get a pop up asking: You have not added the producer's note. Continue to metadata? followed by the buttons Cancel and Okay. If you select Cancel you will remain on the Set Play Order page, and can add the Producer's Note and instructed above. If you select Okay you will be automatically taken to the [Final Check: Metadata](#) page.



You can turn on and off the notifications for adding a Producer's Note on the [Change Account Settings](#) page. This is on by default.



If you have any questions, post on the [Q&A!](#)

[Return to Set Play Order Page](#)

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