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## 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. In this case, the Producer's Note for our MP3 to DAISY Audio titles informs the reader that they 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 Insert a Producer's Note



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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