Using MP3Tag to Insert ID3 Tags into Your Files

MP3 audio files can be "tagged" to include information that shows up on players like Windows Media Player, the VLC Player, and even on our WOFR.org On-Line Player on the WOFR.org Web Site. These tags are inserted into the MP3 file in an area that does not effect the audio portion of the file.
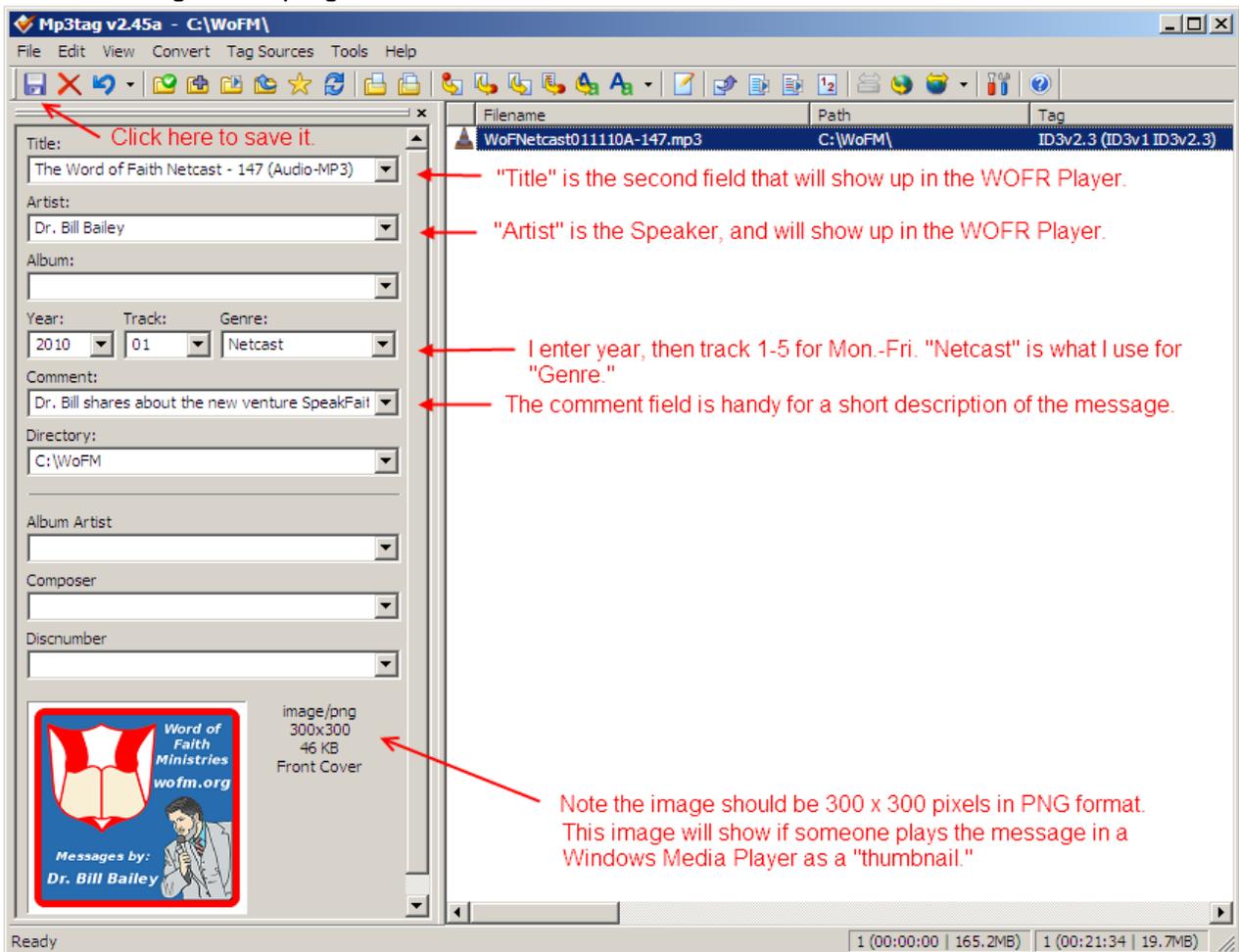
Once you record the audio file, you can "tag" it by using a **FREE** program called **MP3Tag**. It can be found on the World Wide Web here:

http://www.mp3tag.de/en/

You can download the file by selecting "Download" from their menu and then clicking on the current name of the file (this name will change as new versions come out,) the current version as I write this is: **mp3tagv245asetup.exe**

Once you download it to your local PC, you can install it by "double-clicking" on the file. Just accept the "defaults" and you should be fine.

Once you install it, you can launch the program by selecting, "Start" → "All Programs" → "MP3tag," and then clicking on the program. You will then see a screen like the one below:

You may open a directory of MP3 files by clicking on "File" (upper left menu) and then select "Change Directory" from the menu. Select the directory where your MP3 files are, and they will be displayed in the right (white area) screen of the program.

Click once (**not** a "double-click") to select a file. This is in the white window, for instance, in the screen shot above, the selected file is: **WoFNetcast011110A.mp3**

Once the file is "high-lighted" (as shown in the screen shot) you may fill in the information as shown. **PLEASE NOTE:** Nothing will be saved until you click the small "floppy" symbol ("Save") in the upper left corner! I mention this because it can be **very frustrating** to fill everything out and go to the next file, and then lose all you have typed... hit "Save" often! It doesn't hurt, and it can save you some frustration!

YOU DO NOT HAVE TO FILL OUT ALL FIELDS! The important ones are: "Artist" (Speaker) and "Title," all other fields may be left blank as you wish.

Here's a neat tip! If you have a lot of files listed in the white window, and you click once on the top file, then hold down "Shift" and click on the last file, you will select **ALL** the files! Then, you may type something in one field, let's say the "Artist" field, and click "Save." Then, all your files will be tagged with just that information! This is helpful when tagging a lot of files! Then you can go back and fill in just the "Title" field, for instance, on each file, **WITHOUT** having to type in the "Artist" field again and again on every file! This speeds things up a lot!

Also **NEVER** tag a file while it is playing! You run the risk of corrupting the file's audio content. Wait until you have them as you want them and they are just sitting in the PC directory to which you have saved them.

Thanks for tagging your files correctly! This will help us with our displayed information on the Web Player, and show a more "professional" look to folks that may download or play your files locally on their PC!