**SENDING YOUR MUSIC FILES TO THE IBBA
AND USING DROPBOX**

Audio Quality

The files need to be either mp3s at 320kbps quality (Minimum) or PREFERABLY uncompressed WAV files.
Any other quality level ie 128/160/192/256 kbps will not be sufficient for airplay and will stand out as inferior on broadcast.

AND/OR...

Meta-data

This is the MOST important part of a digital music submission.

EVERY SONG REGARDLESS OF FORMAT MP3 OR WAV, NEEDS ITS META-DATA COMPLETED AND SAVED TO THE DIGITAL FILE.

This is an easy process and should include ALL of the following as a MINIMUM:-
- Track Number
- Song Title
- Artist Name
- Album Title
- Album Artist Name
- Year
- Genre

The files should also have the album cover included as a separate file with the music submission and a 'One-Sheet' PR Material if you have one.

MP3TAG

There are two easy and completely free software programs that can be used to do this – We recommend mp3tag available in both PC and Mac formats, from mp3tag.de This is a simple program to use, lots of readily available help, you can just select the folder the mp3s/wavs are in, type in any missing info, hint - select the whole album to add common things like album/artist name/year/genre in one click. Make sure the track running order is correct, you can even automatically Capitalise every word using the Case Conversion Tool.

Don't forget to press SAVE and save this info to the files. You can also block add/embed the album cover in using the Add Cover button.

You can RENAME the files in any format you choose, having first used the Write Tag to Filename Tool.

From our point of view, there is nothing worse than receiving files that have no names, incorrect names or completely unnecessary info in the filename, for example here are some common examples (song titles are examples only).
- Track 01.mp3
- What am I supposed to do.mp3
- WHAT AM I SUPPOSED TO DO.mp3
- what am I supposed to do.mp3
- What am I supposed to do master 110217
- what_am_i_supposed_to_do.mp3
- what-am-i-supposed-to-do.mp3
- 01What am I supposed to do.mp3
- 01-WHAT AM I SUPPOSED TO DO.mp3
- 01_what am I supposed to do.mp3
- 01 What Am I Supposed To Do Final
- 01 What Am I Supposed To Do remix 140317
- 01 – What Am I Supposed To Do 320mp3.mp3

Most radio stations and Presenters prefer their music files to be titled consistently (either of these is adequate as long as it's consistent):
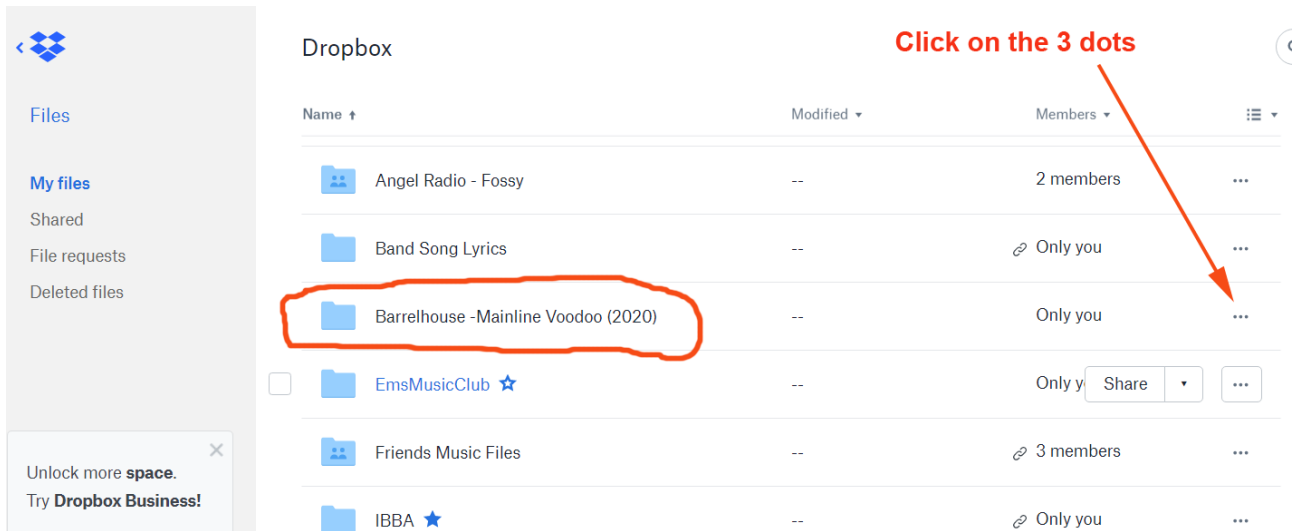- Track Number Song Title Album Title
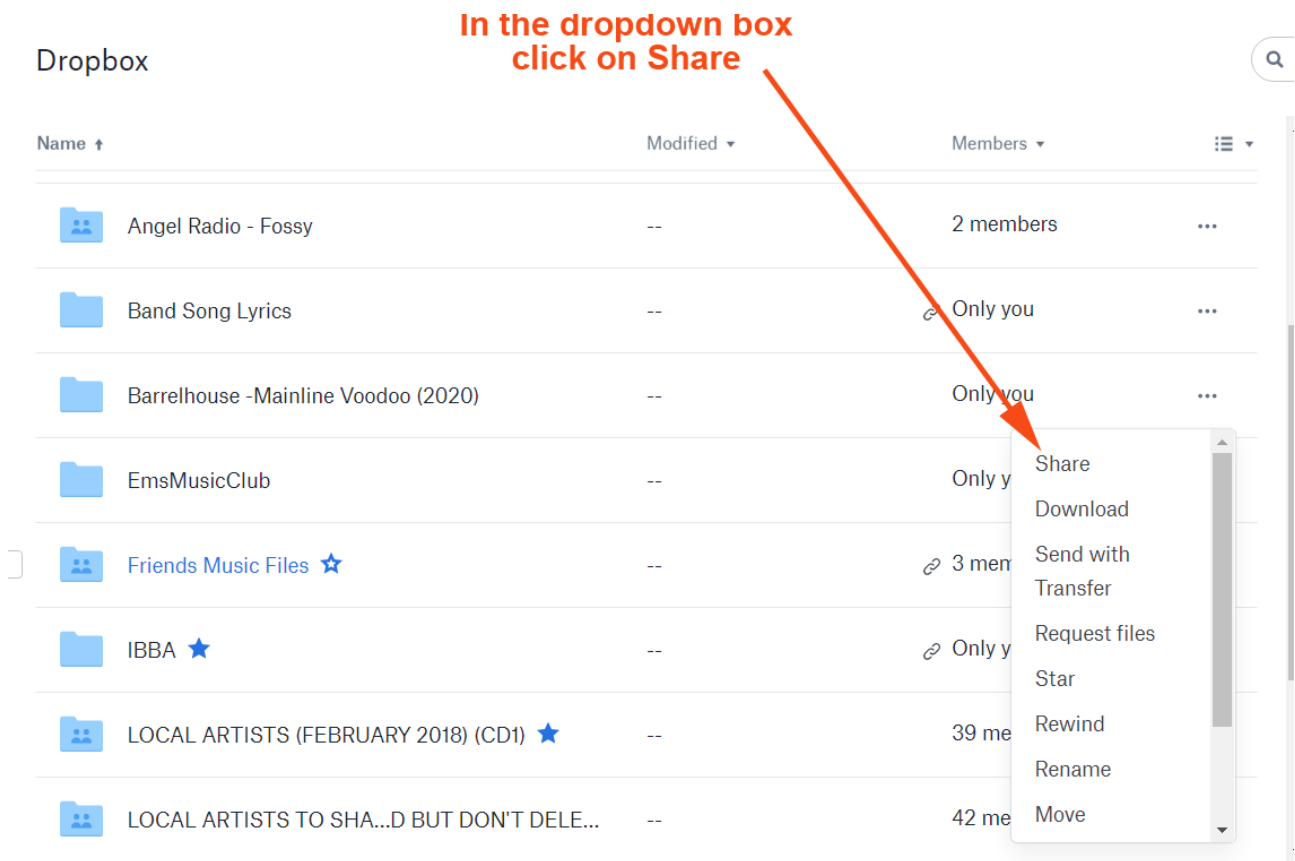- Track Number - Song Title – Album Title

HOW TO SET UP A LINK IN DROPBOX

Upload your folder to your Dropbox account. The folder should contain all of the following where possible
- Audio files, with metadata tags in either WAV or 320kbps MP3 formats, or both.
- Your one sheet or any other appropriate documents
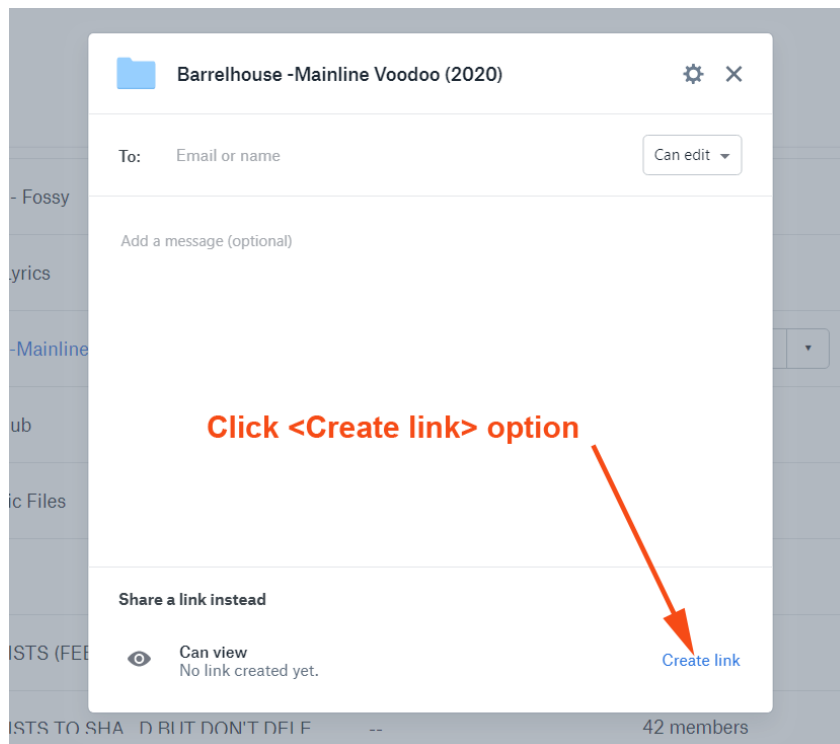- A copy of the album cover, front and rear if possible

Go to the file you wish to send and click on the 3 dots at the right-hand end
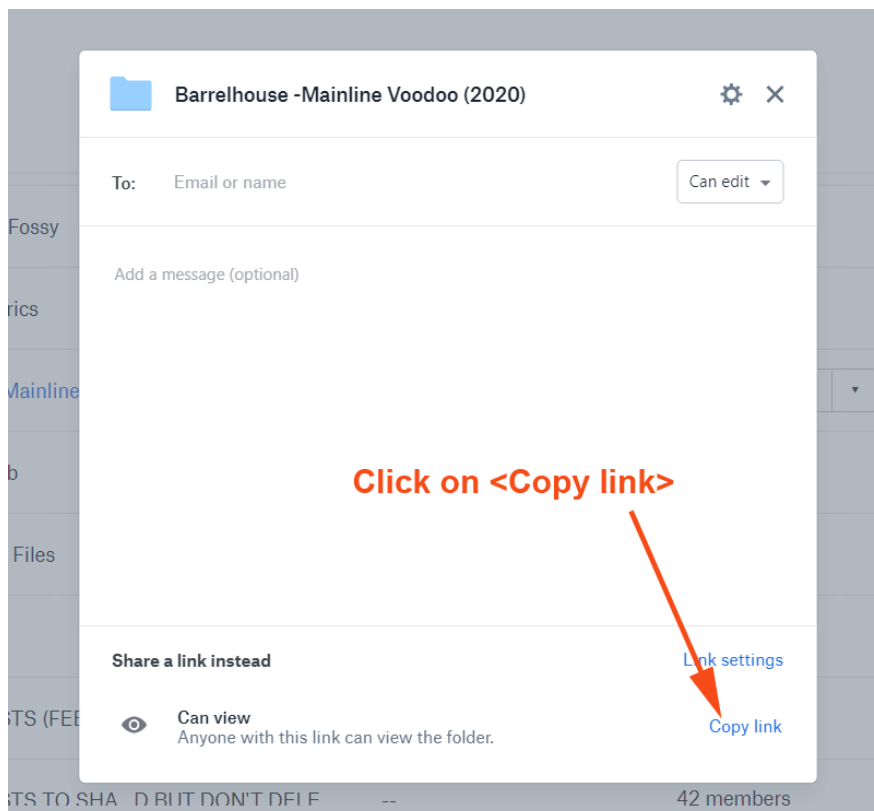

When you click the 3 dots, the following drop-down box will appear, click on the <Share> option.
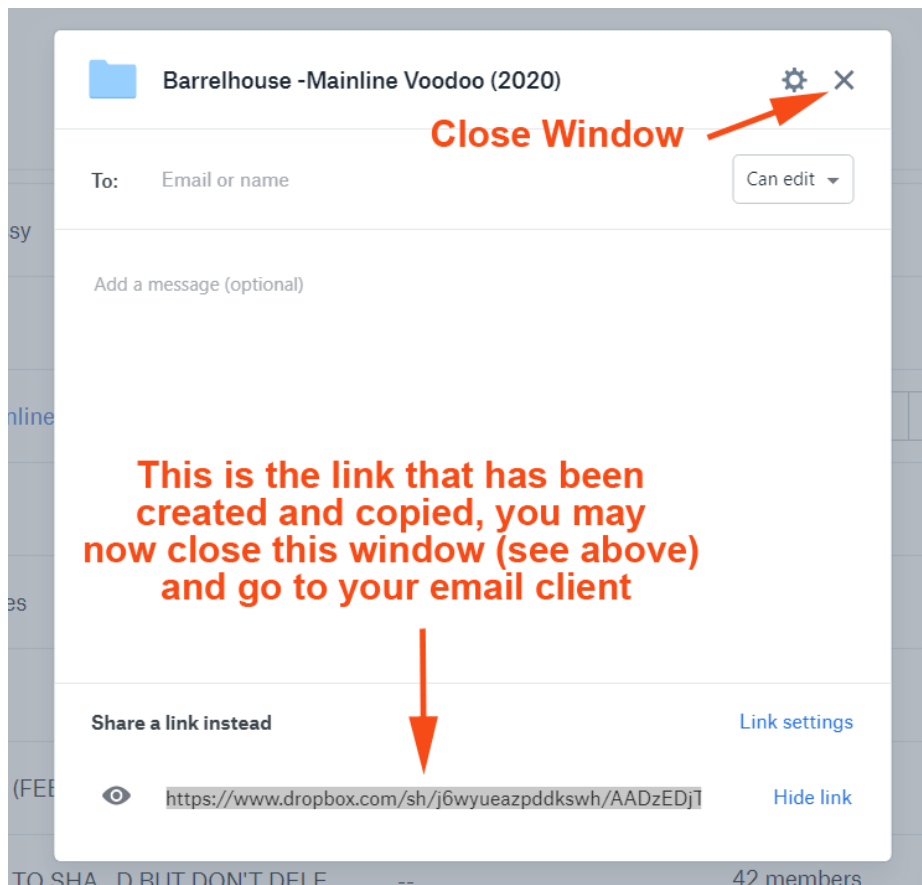
When you have clicked on the <SHARE> option you will get the following window appear, click on the <Create Link> option.

Once you have clicked on <Create link> the following window will open. The link can be sent out from this window, but I prefer to copy the link and paste it into one of my own emails. To do this, click on the <Copy link> option and the link will copied into your pc memory for pasting to your email later.

All you need to do now is go to your email Client, paste the link you have copied and send it to individuals or the contact-all-members@bluesbroadcasters.co.uk address. Every registered member will then get an email with the link to download directly from your Dropbox account.

Thank You