

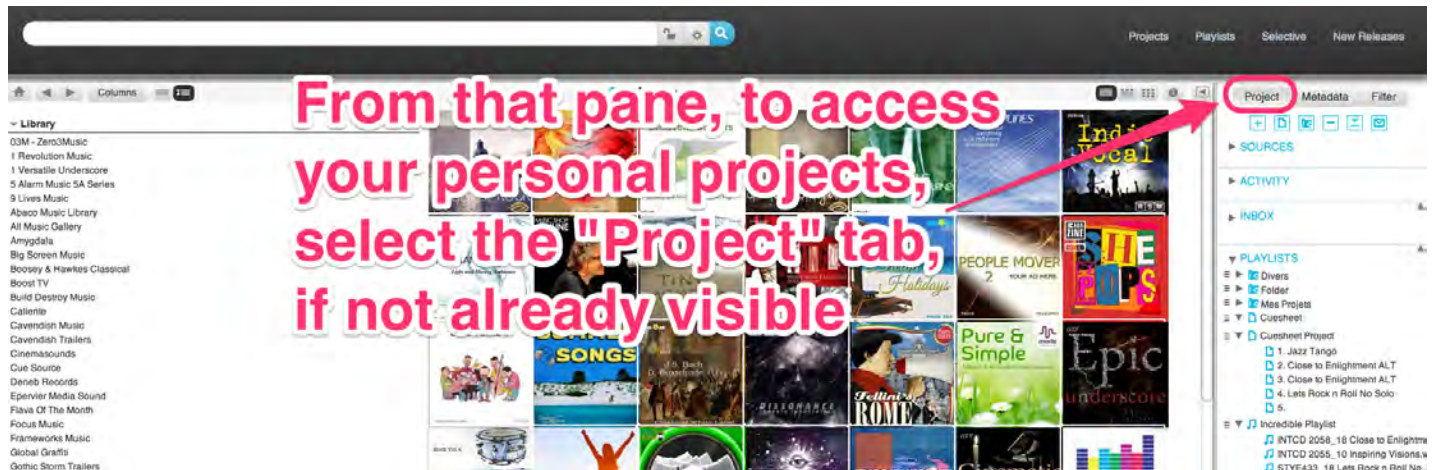
How to create and share a playlist on **IntermedeOne.com**

Creating a playlist

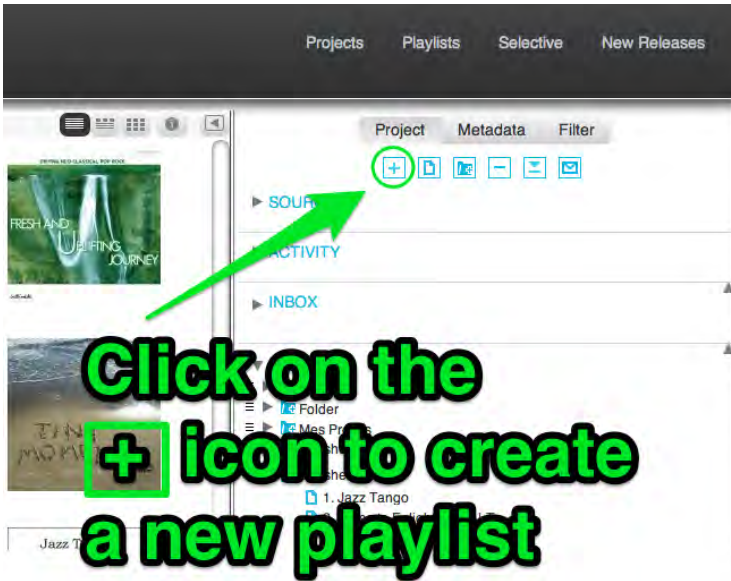
1. Go to Intermedeone.com and click on **Projects** (as illustrated) to access the right pane on the main page (if not already visible):



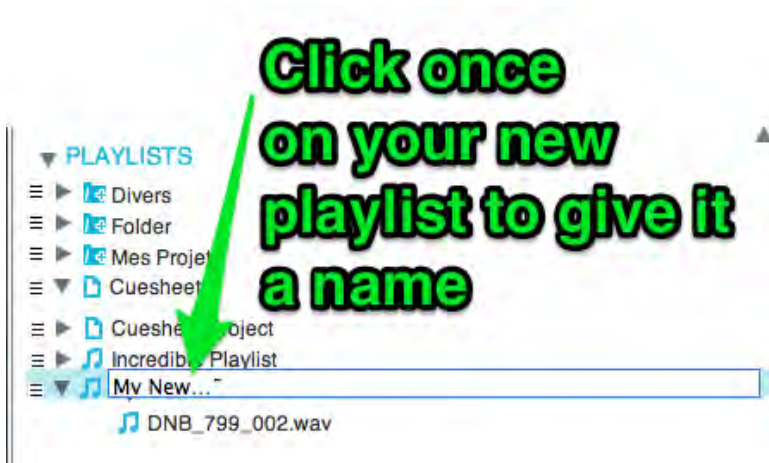
2. You now have access to the "Project", "Metadata" and "Browse" tabs. **Select the "Project" tab:**



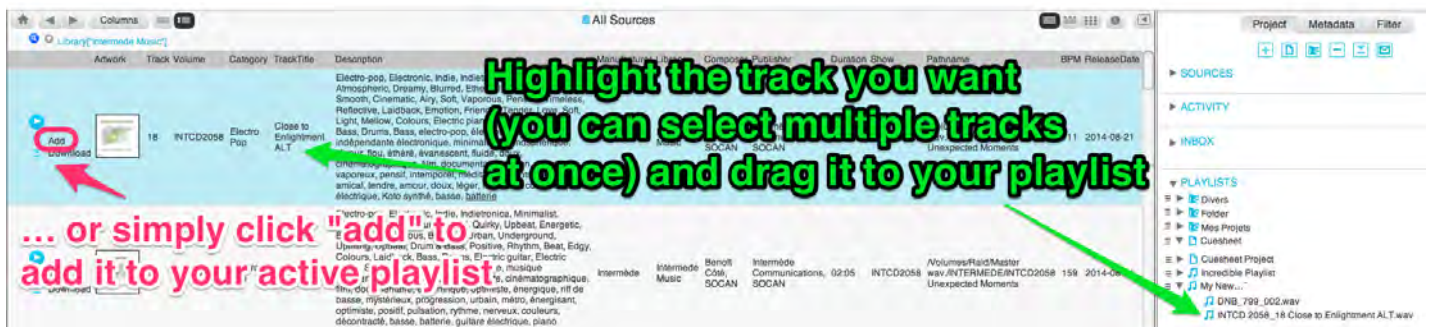
3. From the **Project** tab, to create a new playlist, click on the **+** icon, as shown hereunder:



4. You can now give your playlist a name by clicking only once on its generic name (as shown):

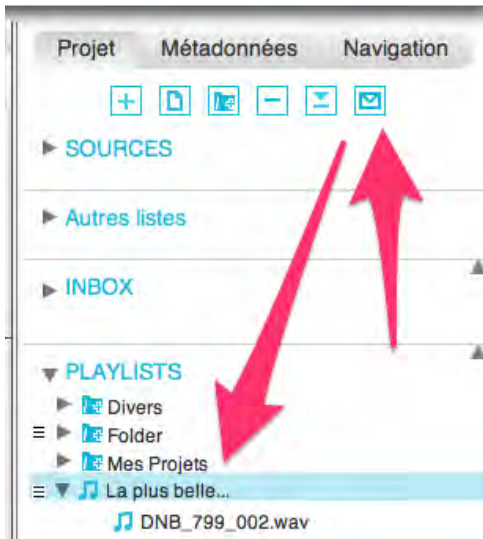


5. To include tracks in your playlist, simply **drag your tracks** in the playlist, as shown or click on "add" to add a track to your active playlist:

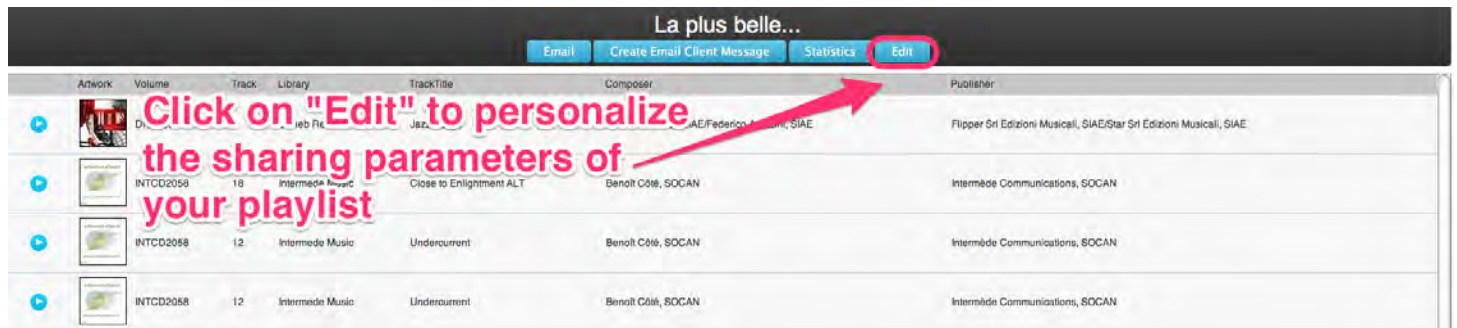


Share your playlist

1. When your playlist is ready to share, select it by clicking once (on the music notes) and then click on the **envelope icon** at the right of the toolbar, as illustrated:



2. A new page with your playlist will show up. **Click on Edit** to edit some of its parameters (optional):



3. On the Edit page, you can allow download (if you do have the right to), put an expiration date, change the title of your list, etc. You must **"Save Changes"** otherwise your edits will be lost.

You can allow downloads here

You can add specific notes here

Don't forget to save your changes

You can set an expiration date

General Edit Pitch Info

Settings

Title: La plus belle...

Expires: 11/20/15

Link to source playlist

Allow Downloads

Prepend Sort Order # (On Download All)

Display Notes: La 2e pièce est celle que j'aime le plus. The second piece is my preferred one!

Fields

Field	
Artwork	⊖
Volume	⊖
Track	⊖
Library	⊖
TrackTitle	⊖
Composer	⊖

Cancel Save Changes

4. Click on "Email" to share with your team mates:

My New...~

Email Create Email Client Message Statistics Edit

Artwork	Volume	Track	Library	TrackTitle	Composer	Publisher
	DNB799	2	Deneb Records	Jazz Tango	Stefano Torossi, SIAE/Federico Arezzini, SIAE	Flipper S
	INTCD2058	18	Intermede Music	Close to Enlightenment ALT	Benoit Côté, SOCAN	Intermedi

Click on "Email" to share your playlist

5. Now, you can send your email, which includes a link to play or download your playlist, to your team mates. When receiving your email, **they need to click on the name of the playlist** to access it.

