



How to submit your files for Furnace vinyl download cards.

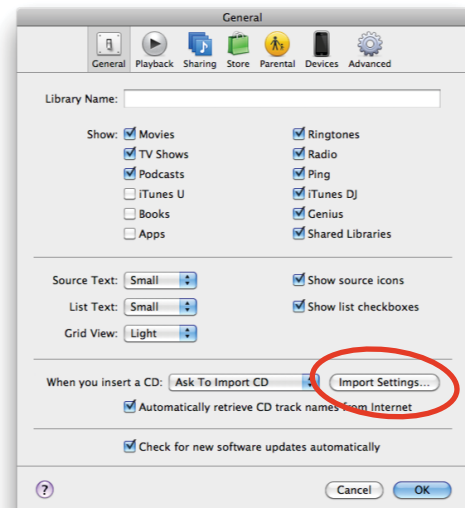
Furnace's download card system is a simple and inexpensive way to provide digital downloads to your vinyl customers. To make it easy for your customers, **you need to add Metadata** information to your files so the band name, album title, song names, cover art, etc appear when they add them to their favorite MP3 player (iTunes,etc. . .) This tutorial will show you how to **properly prepare** and **submit** your files using our easy to use Download Card Content Manager.

*****Note: The \$25 dollar Download Card setup fee DOES NOT include the following steps. If you would like us to prepare your files for download, there is a \$50 encoding fee.**

The process of creating app friendly files is easy to do using the iTunes app. Pages 5 & 6 of [this PDF from Apple](#) provides all the info you'll need to know to create metadata that shows up in iTunes and other music player applications.

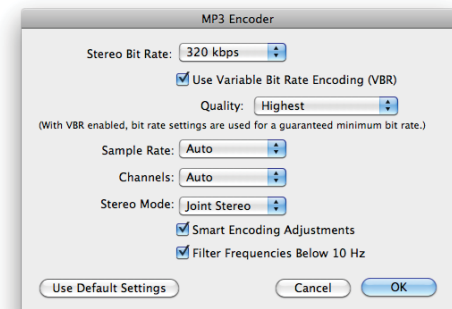
Using the info from the PDF above as a guide, here is how to prepare your files:

1. Open iTunes on your computer
2. Select the "iTunes" top drop-down menu, choose *Preferences*
3. Choose the *General* tab
4. Next to the "When you insert CD" section, click on the "import settings" button.



5. In this window, select MP3 Encoder (*Import Using:* option) and *Custom* (Setting:..) A new window will appear... ↘

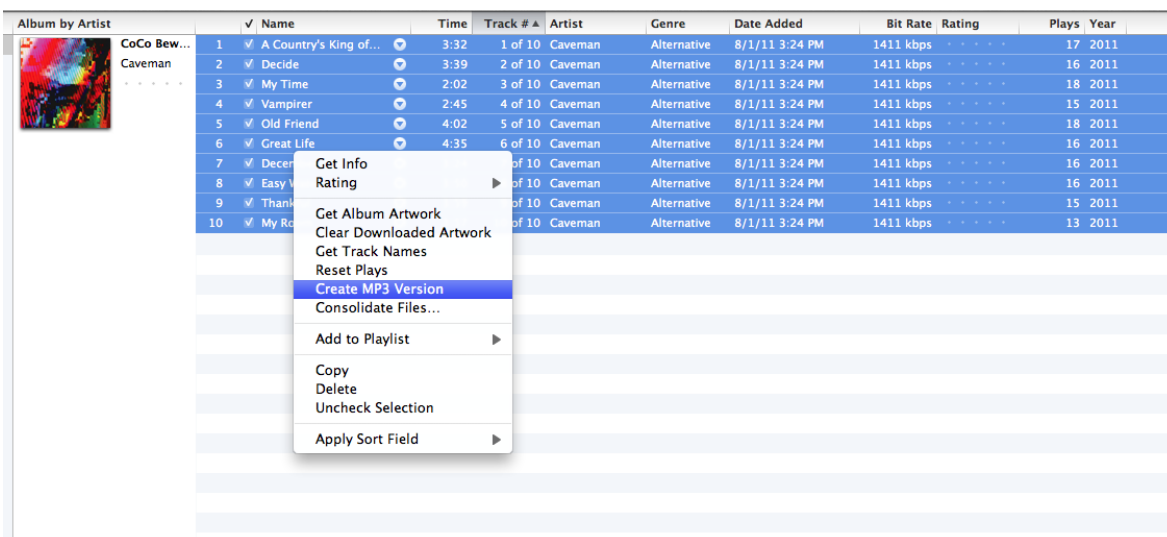
The window below contains the **suggested settings** that will create a **universally playable** song file that will work with virtually all players and devices.



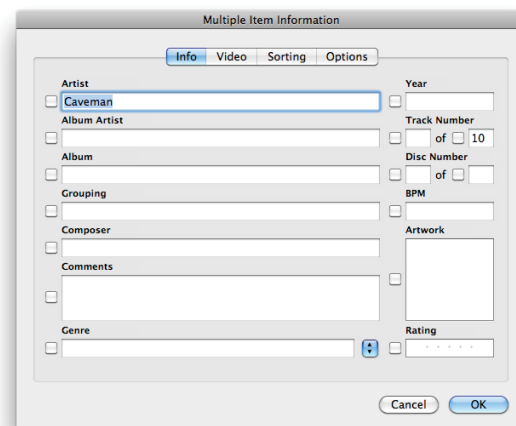


Next step, you need to import your music into iTunes

6. If your songs are on a CD, put your disc into the computer and select "Import CD" on the bottom of the screen
7. If your songs are already in iTunes, check the Bitrate and File Type. If they are not MP3 320:
8. Select all of the tracks and right click
9. Select "create MP3 version" - see below ↪

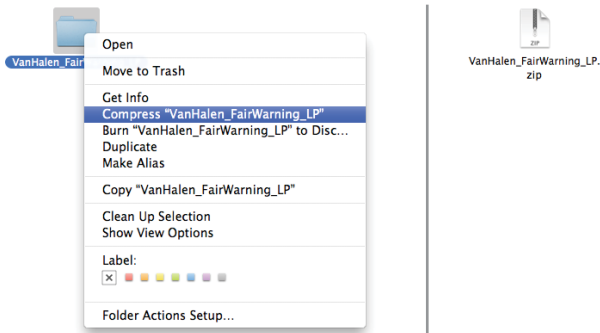


10. Additional files will be created in your iTunes window. To separate your original files from your newly created files, sort by "Bitrate" or "Date Added"
11. Select ALL the newly created audio files
12. With the tracks selected, right click and choose "Get Info" and you'll see this window ↪
13. Fill out the fields in the "Info" and "Sorting" tabs including artist, album, genre, artwork, year, track number, sort artist and sort album. Then drag a jpg or gif album cover image into the "Artwork" pane to save the cover image.
14. click OK. Your Metadata is now saved and the album cover is embedded





15. Create a folder on your desktop with a name you'd like your fans to see (cannot contain spaces or wacky characters).
Example: VanHalen_FairWarning_LP)
16. Select all of the tracks in iTunes that you'd like to include and then drag them into the folder
17. If you'd like to add additional files to your download such as pictures, pdf's or lyrics, drag them into your folder.
18. Compress the folder as a zip file. On a mac, simply right click on the folder and choose "Compress" "Your Folder Name"
Be sure your newly created ZIP file is 250MB or less. This makes a file that will be named
(using the example above: VanHalen_FairWarning_LP.zip)



19. Go to the Download Content Manager to upload your file and provide your redeem information (see below ↪)

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Download Card Content Manager

Your First Name: Your Last Name:

Company/Band Name: Job Number:

These fields will be printed onto your card. Please double-check for accuracy.

Artist: Album Title:

You can opt to have a contact email and web address appear your cards as well.
If you would like these included, please fill in the fields below.

Email Address: Website URL:

By default, your redeem page is available at <http://www.furnacemfg.com/redeem>.
If you are skilled in HTML, and would like to host your own redeem page, please provide the URL where your form will be hosted:
Redeem Site URL:

Add your Content Files
ZIP File required. This is the file your fans will be able to download when they redeem a code.

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20. The top section tells us which job the upload refers to
21. The second section is the info that will be printed on the card. Please proof-read this info as it will appear on the card exactly as you type it.



The third section is where you set the download link. By default we use the Furnace redeem page.

22. If you want to host the redeem code on your own custom webpage, type in your custom URL. When you do this and move to the next field, you will see a code drop-down box. Copy and paste into your own webpage's html (see below →)

By default, your redeem page is available at <http://www.furnacemfg.com/redeem>.
If you are skilled in HTML, and would like to host your own redeem page, please provide the URL where your form will be hosted:

Redeem Site URL:

Use this handy code to style your own redeem web form!

```
<form method="post"
action="http://downloads.furnacemfg.com/secure2.php">
  Code: <input type="text" name="pwd">
  First name: <input type="text" name="username">
  Last name: <input type="text" name="username1">
  Email: <input type="text" name="useremail">
  <input name="submit-button" type="submit">
```

*Please note when using the custom form that all fields **must stay intact** in order for your form to work!*

23. Lastly, click on the "choose file" button and select the ZIP file you created

24. Then, click "Send it in!" and the file will begin to upload to our server. Be patient as the page does not give you a progress bar but will redirect to a confirmation page once it's completed the upload.

When your customer redeems the download code, they will receive the zip file you just prepared on their machine. They will simply unzip the file and drag the audio files from that folder directly into the iTunes window. iTunes automatically sorts and categorizes everything. From there, they can sit back and enjoy your music.