

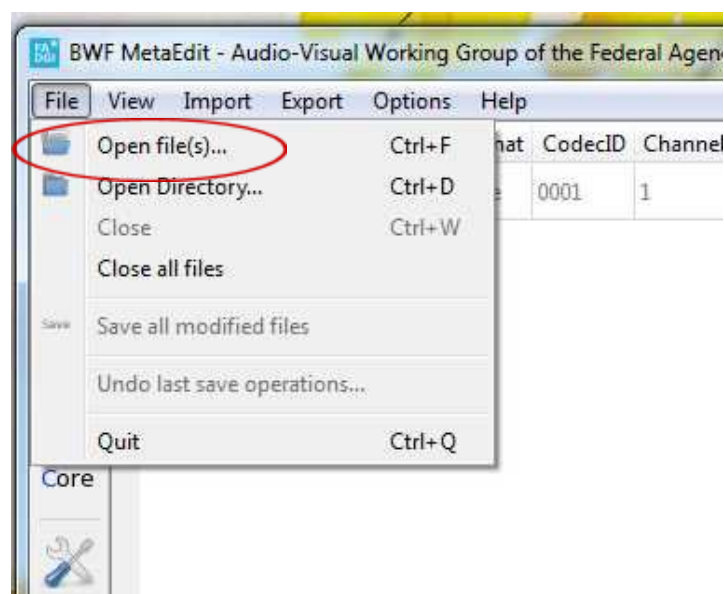
# BWF METAEDIT: INSTRUCTIONS

This document provides step-by-step instructions for embedding, editing, and exporting metadata in WAV files using BWF MetaEdit – a free, open source tool. Embedded metadata is information about a digital asset stored inside the digital file itself. The main motivation for using embedded metadata is to better ensure metadata does not get separated from the digital file with which it is associated. Embedded metadata is extremely useful for tracking the creation and revision of digital files because it travels with the media as it is copied from computer to computer.

BWF MetaEdit was developed by the [Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#) and supported by *AudioVisual Preservation Solutions*. The software can be downloaded here: <http://bwfmetaedit.sourceforge.net/>

## 1. Opening a file in BWF MetaEdit

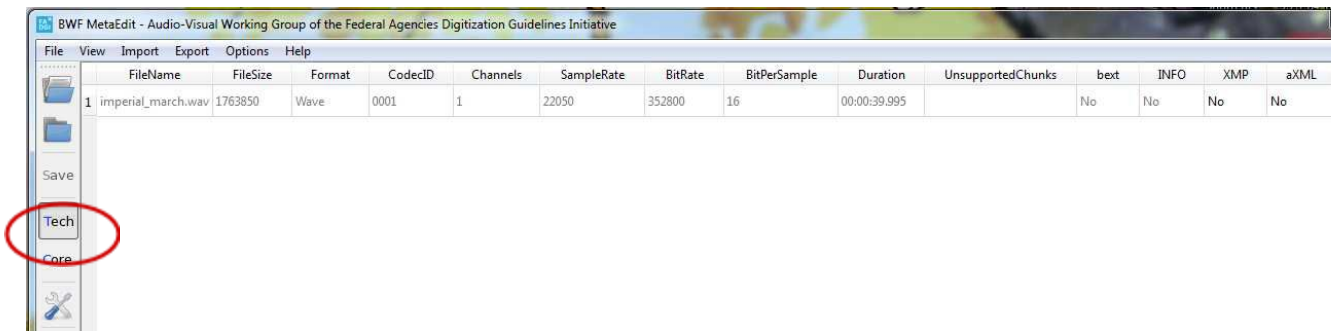
- a. Open BWF MetaEdit from the desktop.
- b. From the menu, go to **File** and select **Open** (or use the **Open** button on the left of the screen).



- c. Find and open the .wav file you want to work with.
- d. Open more than one file at a time by going to **File** and selecting **Open Directory** of a folder with multiple .wav files

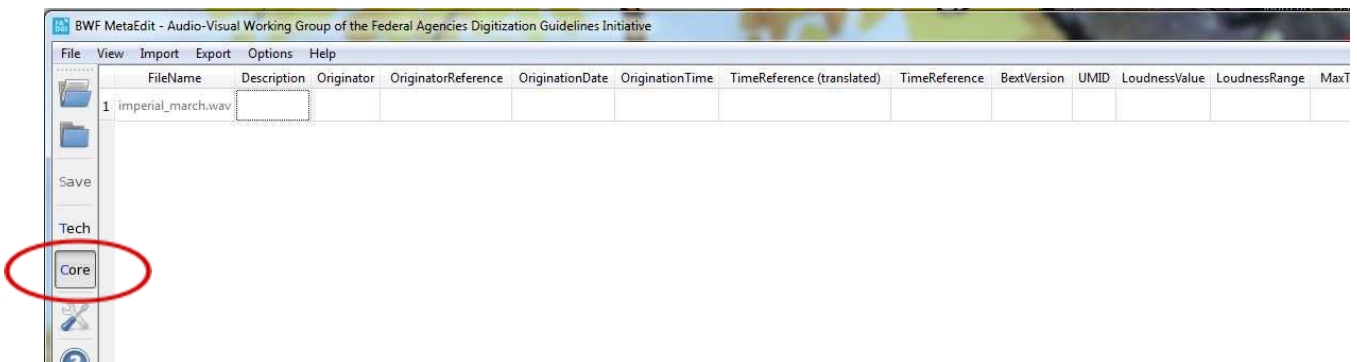
## 2. Viewing and Editing Technical Metadata

- a. Once the .wav file is open, the program will display technical metadata.
- b. You can now see and edit what was embedded through your capture software, as well as other information added.

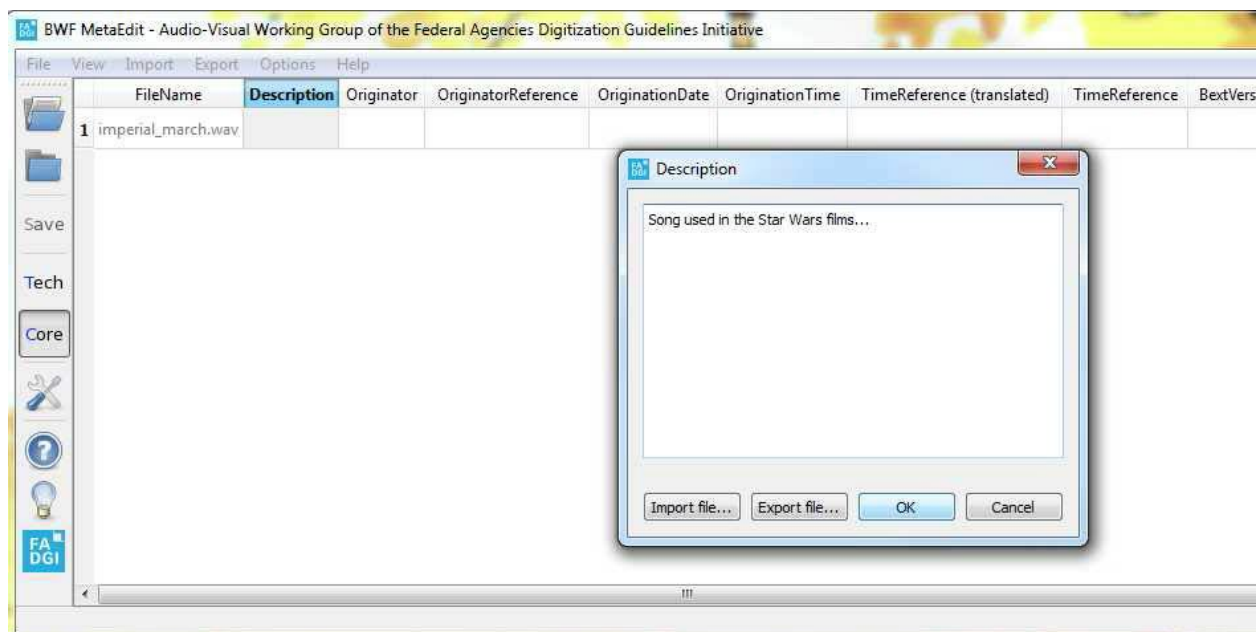


## 3. Viewing and Editing Descriptive Metadata (“Core”)

- a. On the left of the window, click on the **Core** icon.

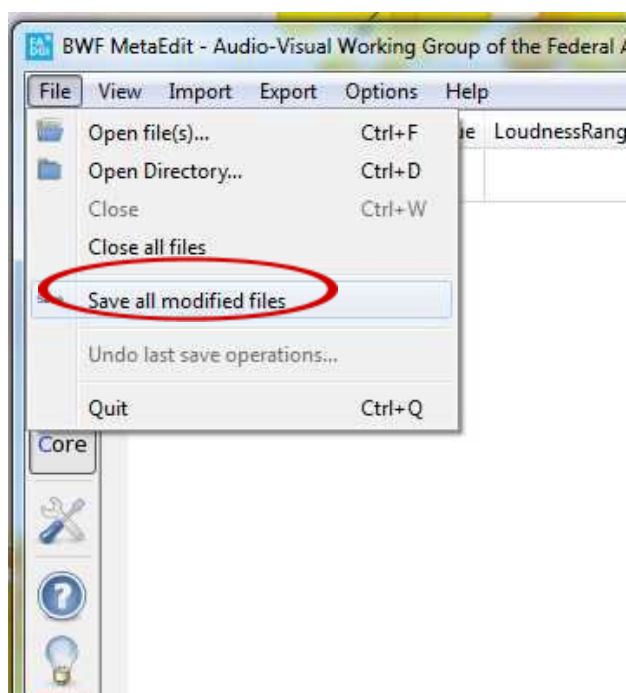


- b. You can see what descriptive information was already embedded in the file, and you can add more information.
- c. To edit any of the fields in **Technical** or **Core**, double click on the field you want to edit and type in the new window. Click **OK** to save.

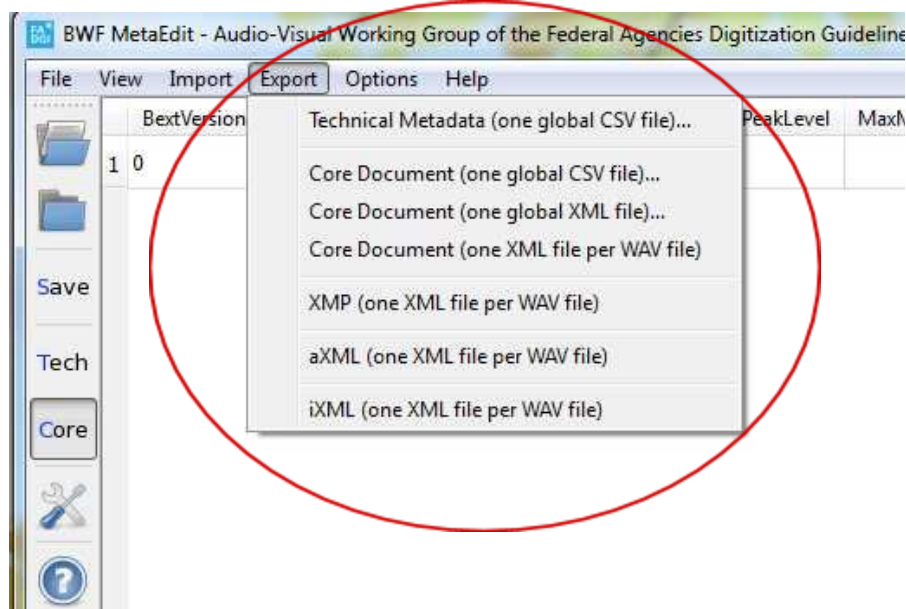


#### 4. Saving, Exporting, and Importing

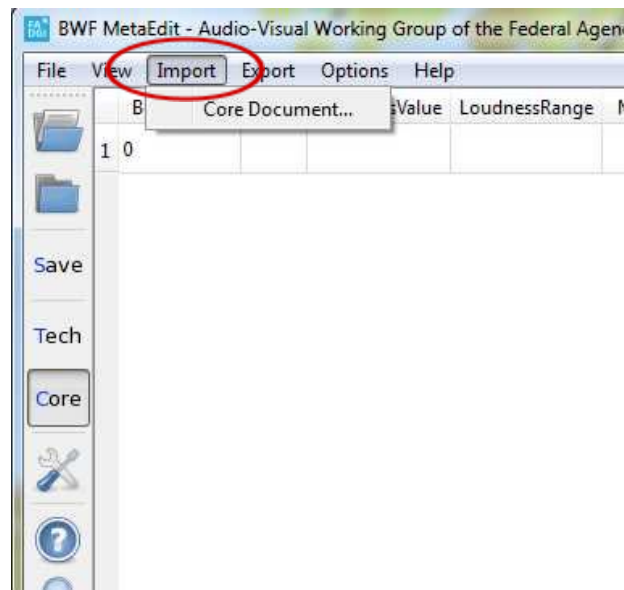
- a. Save the embedded metadata to the file by going to **File** and **Save all modified files**.



- b. You can find options to export the information in a CSV file – either technical, core, or both – by going to the **Export** menu.

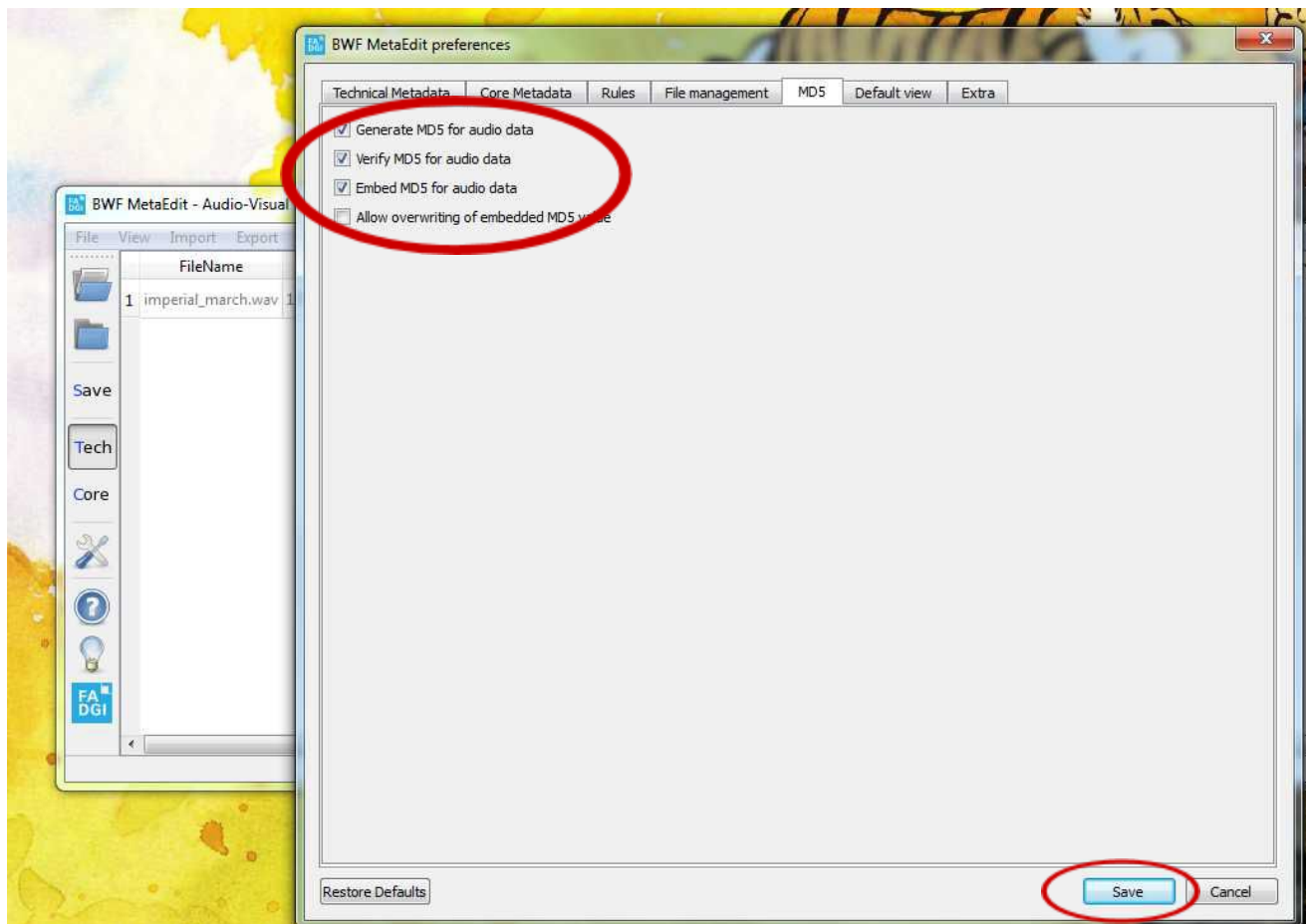


- c. You can also import **Core** data to be embedded in files by going to the **Import** menu.



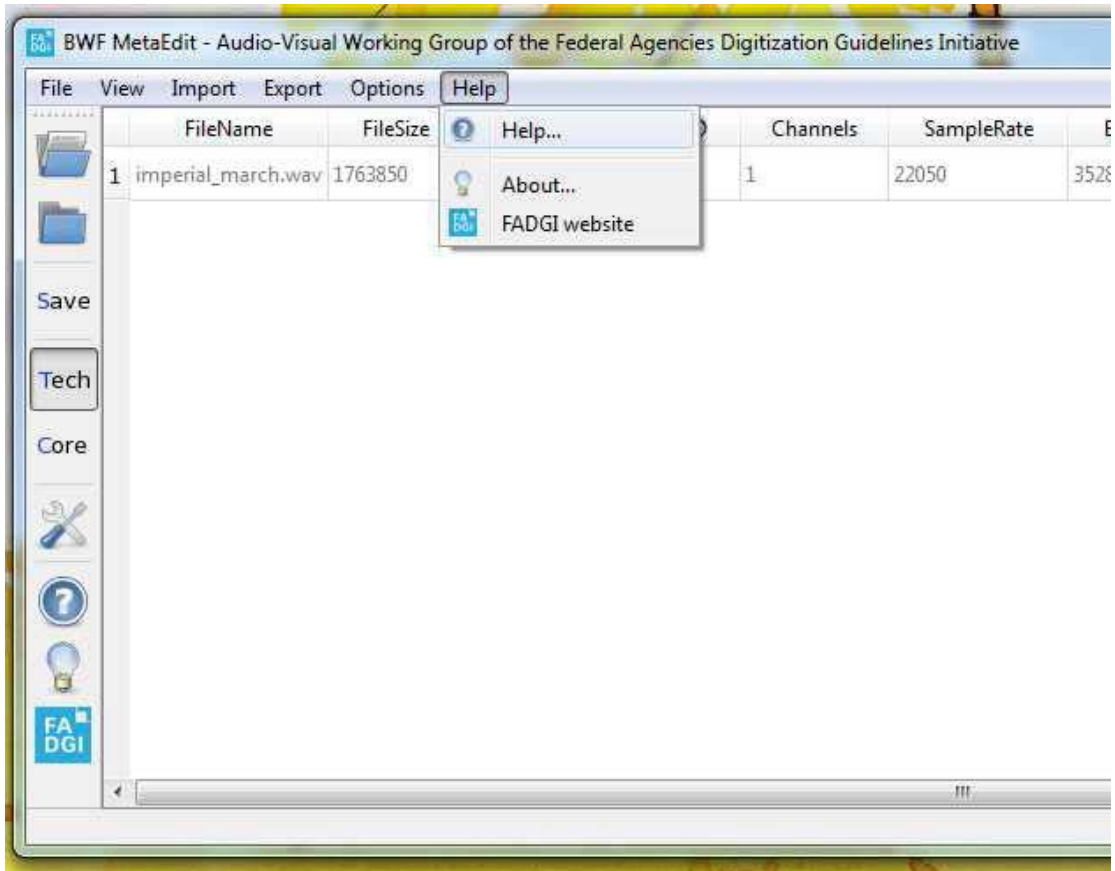
## 5. Creating an MD5 checksum

- a. From the menu, go to **Options** select **Preferences** and select **MD5**.
- b. Make sure the following boxes are checked.
  - i. Generate MD5 for audio data
- c. If you want to create a checksum for the current file, select **yes** when the warning window pops up.
  - i. Verify MD5 for audio data
  - ii. Embed MD5 for audio data
- d. Now, upon opening a file in BWF MetaEdit, the checksum will be applied.
- e. For more information on MD5 Checksums see the SHN resource on Creating Checksums in MD5 Summer.



## 6. Help Menu

- a. From the menu, go to **Help** and select **Help**.
- b. A very thorough help menu will open in another window.
- c. This menu will provide detailed information about every function of BWF MetaEdit. This is useful for seeing the long definitions of every metadata field (click on **Technical** or **Core** tab).



- d. You can also hover over fields back on the main screen to see what should be entered in them.

A screenshot of a metadata table. The table has columns: "Duration", "UnsupportedChunks", "bext", "INFO", "XMP", "aXML", "iXML", "MD5Stored", "MD5Generated", "Errors", and "Info". The "Duration" cell contains "00:00:39.995". The "bext" cell contains "Version 0". The "INFO" cell contains "No". The "XMP" cell contains "No". The "aXML" cell contains "No". The "iXML" cell contains "No". The "MD5Generated" cell contains "MD5, no exi". A tooltip is visible over the "Duration" cell, containing the text: "The total playing time for the audio data, displayed in HH:MM:SS.mmm (hours, minutes, seconds, milliseconds)".

Duration	UnsupportedChunks	bext	INFO	XMP	aXML	iXML	MD5Stored	MD5Generated	Errors	Info
00:00:39.995		Version 0	No	No	No	No				MD5, no exi