# Metadata Tagging Guide

This guide explains how to apply metadata to all project documents for LLM indexing.

## 📄 Where to Place Metadata

Add the following block at the top of every Word, Excel, or PDF file before saving:

Title: Forecast Accuracy Review  
Author: Dan  
Date: 2024-06-14  
Category: Meeting Notes  
Tags: forecasting, demand-planning, accuracy

## 📁 JSON Output (Auto-Generated)

{  
 "title": "Forecast Accuracy Review",  
 "author": "Dan",  
 "date": "2024-06-14",  
 "category": "Meeting Notes",  
 "tags": ["forecasting", "demand-planning", "accuracy"]  
}

## 📌 Best Practices

- Use consistent naming and tag formats.

- Save JSON metadata in the '\_metadata' subfolder with matching file names.

- Update the Metadata Reference Sheet for any new categories or tags.