



Does your iTunes Library drive you crazy?  
Take some time, and reorganize using PlayLists  
Or – “Managing the Library in iTunes”

Two things I primarily am concerned about with my music.

- 1) I want to know it is backed up – so I don't lose the time I spent collecting all my music.
- 2) I want to listen to it by artist typically, but not always – How do I load stuff so I can find it for both of these reasons?

Step 1: Know where your music is stored.

- 1) Your music is stored on your hard drive – typically under one of two places.
  - a. c:\users\“Your name here”\Music
  - b. C:\program files\itunes\itunes music - or (similar folder name)

However, I recommend that you keep your music on a drive OTHER than your primary computer boot drive. So, typically that means you buy an external drive that will /can be used as your data storage drive. (**Note:** I recommend this for reducing the possibility that you will lose your data, and music if your computer has to get it's operating system rebuilt.)

- 2) Back up your data and your music. This is a basic function that ALL computer owners should be required to do! It saves you Money and the loss – which is often time worse than the financial cost.

Once you have identified where your actual music – MP3's are stored, then you can proceed with Step 2.

Step 2: Open iTunes and start organizing!

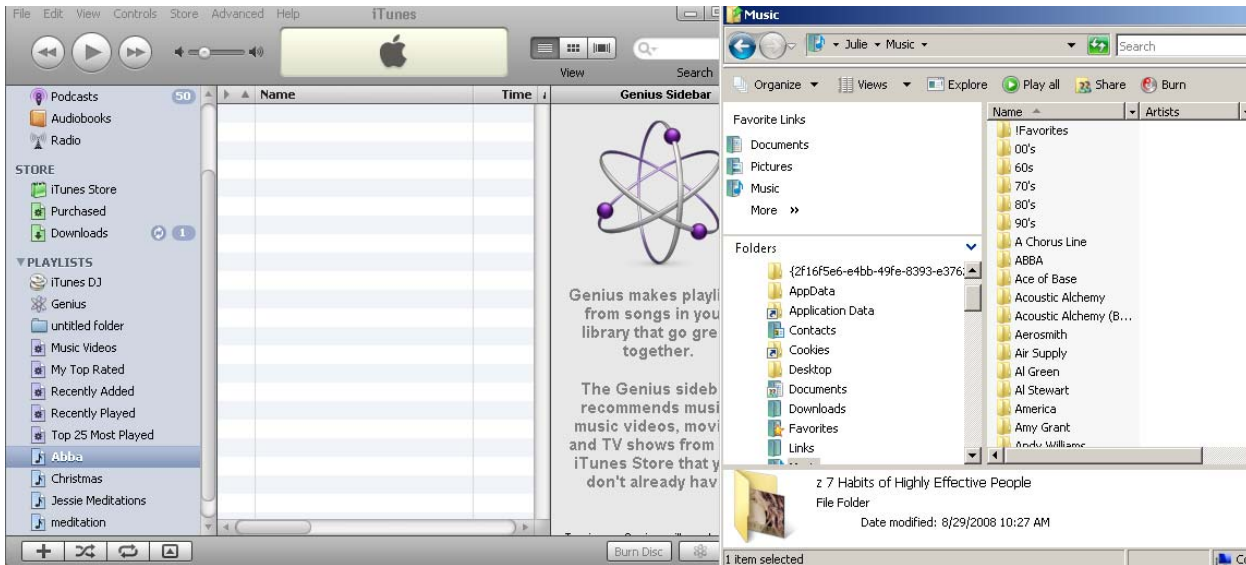
- 1) Open iTunes
- 2) Create playlists to copy your music into these categories
- 3) Open another Window's Explorer window –

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- a. Hold down the Windows Logo key and press the letter E
- 4) Now you need to move these two windows so you can see the “playlists” in itunes listed, and your music folder with all your music listed in windows explorer – or if using a MAC, you will need to locate your music storage on the “macintosh” hard drive.

This looks like this:



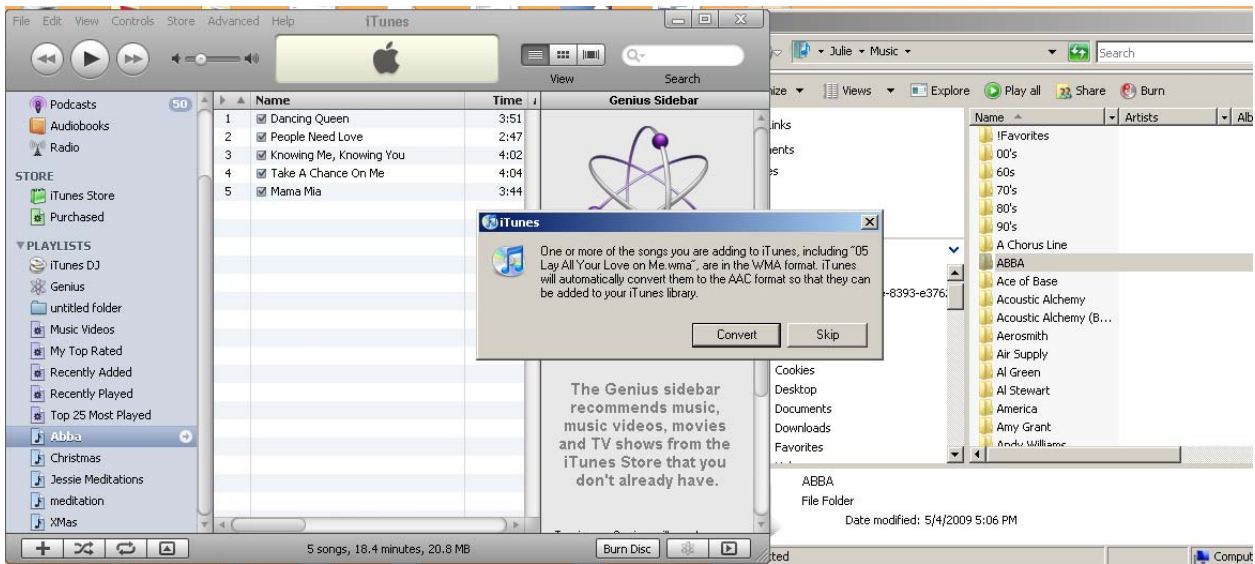
In the example above, you see my Itunes program is “highlighting” Abba. That means the “blank section” of the Itunes program has NOTHING in the “Abba” folder. So I can use the browser on the right side of my screen, and “drag” the “Abba” contents over to my “Abba” Playlist.

Please note: (My examples here are given for right handed set Mice.)

- 1) Left mouse click on Abba, and hold down the mouse
- 2) Drag the folder to the empty space in the Itunes program
- 3) Release the left mouse button.
- 4) Your music will now copy, however you may be prompted to “convert songs” like this below:

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Should you be prompted like this above, select Convert to include those songs in your “Abba” playlists.

Repeat these steps for all your other playlists.

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