

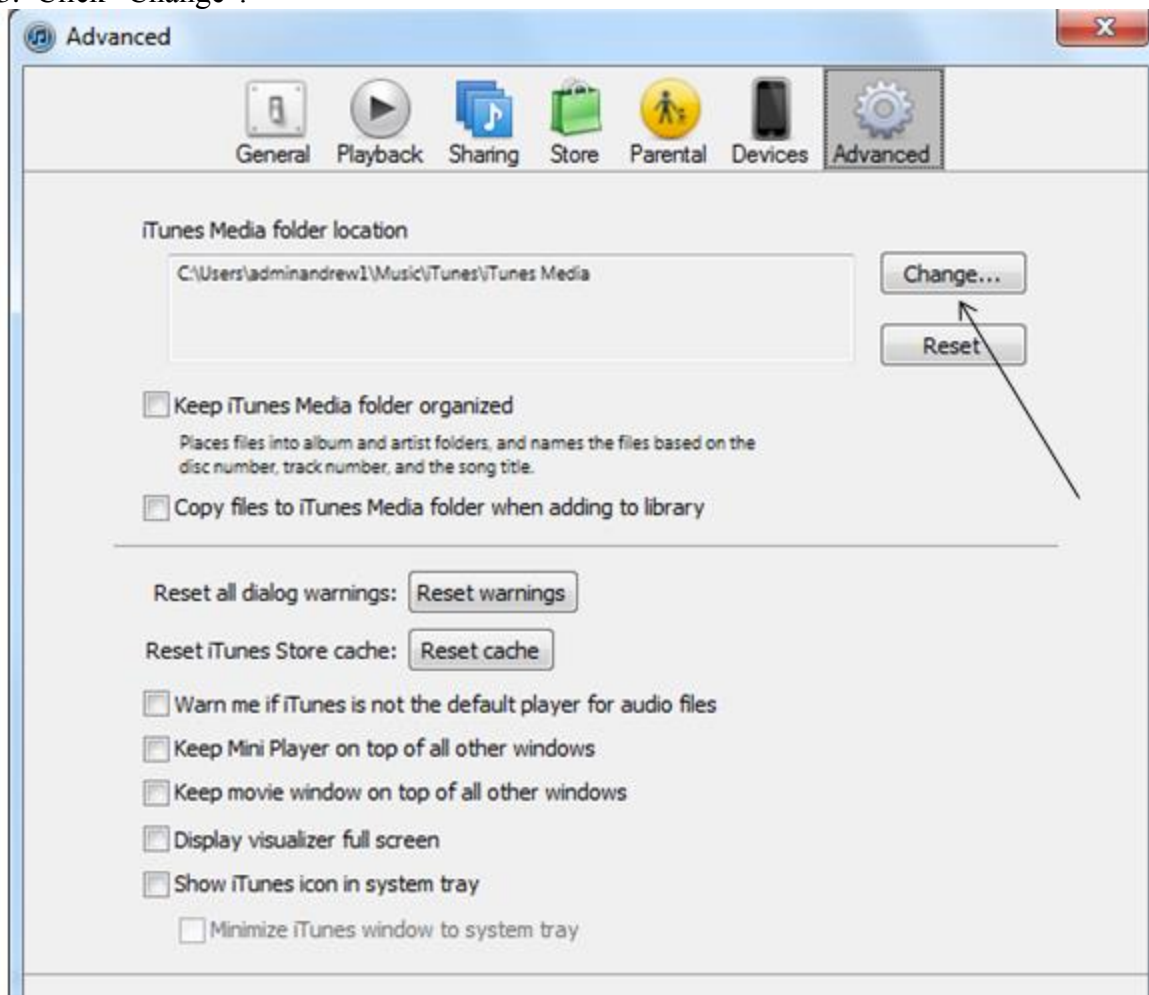
Many faculty use programs such as iTunes to organize their personal music library. As a result, music often gets saved to their H: drives or, simply, in hard to find places. Below are steps to make sure that all your music gets saved in a safe and easy to find location. (These steps will be performed for iTunes but most other applications will work in very similar ways).

1. After installing and opening iTunes, go to “Edit – Preferences”.

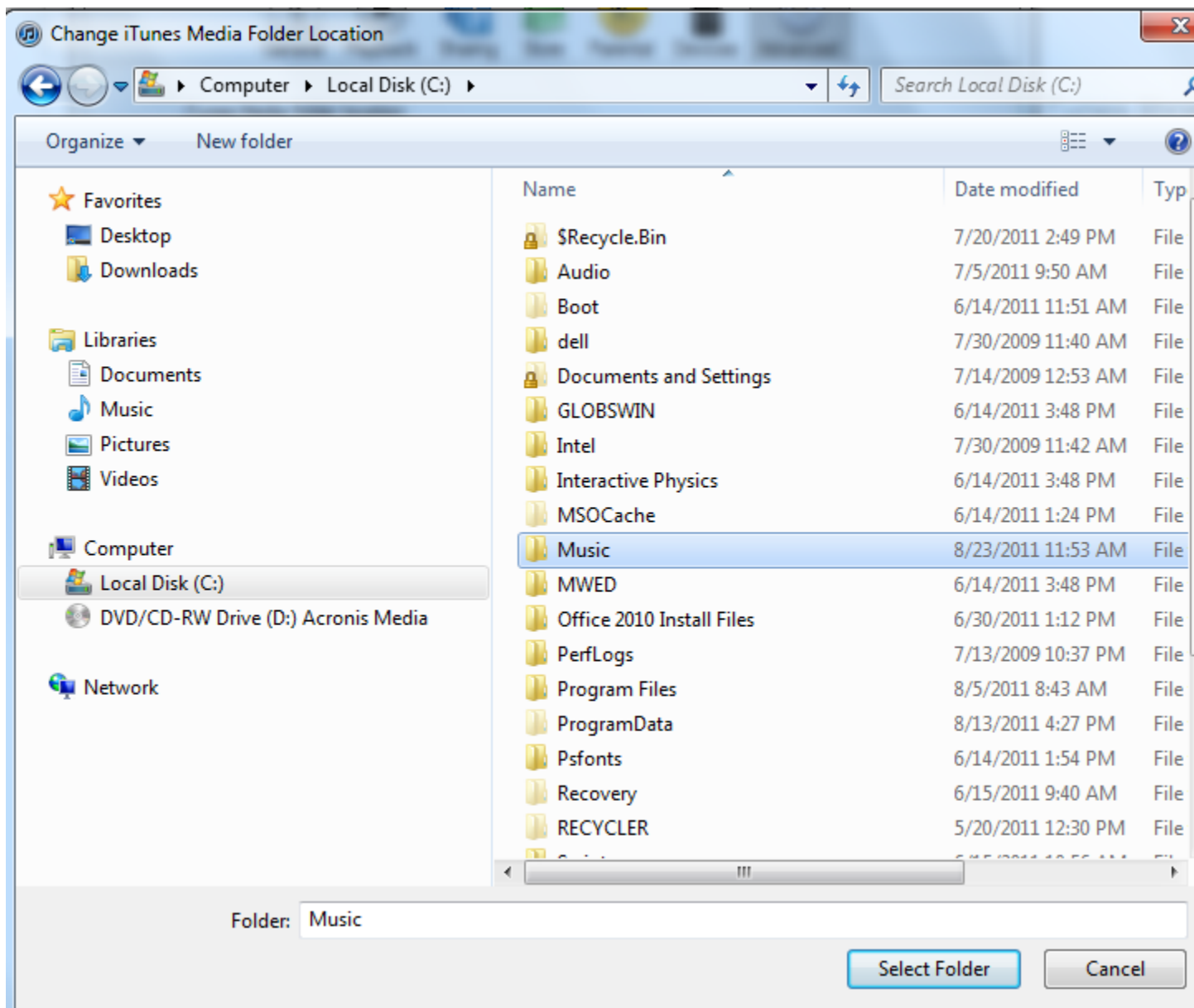


2. Click on “Advanced” along the top bar.

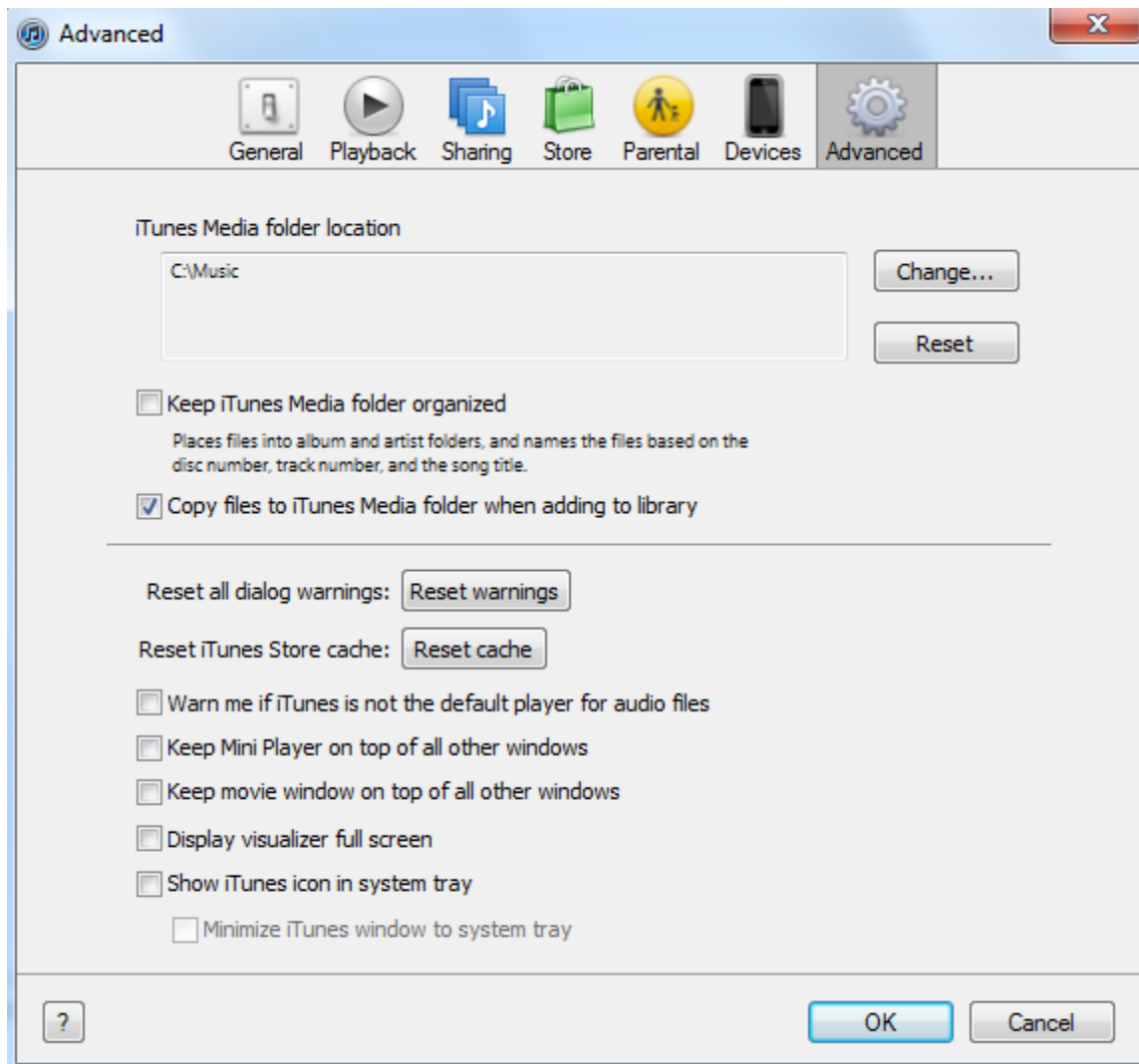
3. Click “Change”.



4. Next, you’re going to change the place you’re saving your music. Click on your C: drive in the left side bar, then select a folder labeled either “music” or “audio”. If such a folder doesn’t exist click “New Folder” and create one. Once this is complete click “Select Folder”.



5. Now, click the checkbox next to “Copy files to iTunes Media folder when adding to library”.  
Once complete, your window should look like this:



6. Click “OK”.

You are now ready to start importing your music into your library.