

Control Your iPod & iTunes!!
By Frank, *Your Computer Mentor*

Almost everybody has an iPod or an MP3 player to listen to music. Everyday, millions of music downloads from Apple iTunes and other music sites are being downloaded to your computer. The big downside of these big downloads is that sooner than later, your main hard drive will cease to function because it will be filled up with music and movies. When that happens, your computer won't work – and it's an expensive fix. So, before your computer crashes – yes, Macs crash, too – you need to run down to your favorite computer store and buy an external hard drive, then move your iTunes files to the external drive, thus, freeing up your main hard drive. Depending upon storage size, your new back-up external drive will cost somewhere between \$100 to \$250.00. These external units are connected by a USB cable and are generally plug-and-play, meaning you should not lose any brain cells during the installation.

To move iTunes files and change settings for Mac users:

First make sure that the "Keep iTunes Music folder organized" option is checked in iTunes Preferences:

- 1- From the **File** menu, choose **Preferences**.
- 2- In the resulting dialog, click the **Advanced** tab and then click the General tab.
- 3- Select the "Keep iTunes Music folder organized" checkbox.
- 4- Click OK.

Once you've done that, follow the next set of steps to change your iTunes Music library location to the new drive and then consolidate your library to the new location. This not only copies your audio files over, it also retains your ratings and playlists. Note: it's always a good idea to have a backup of the media you have in iTunes.

1. Open iTunes.
2. From the **File** menu, choose **Preferences**.
3. Click the **Advanced** button in the Preferences window and then click the General tab.
4. Click the **Change button** in the iTunes Music folder location pane.
5. In the **Change Music Folder Location** window that appears, navigate to the location where you would like your new Music folder to be created. Note: By default, your iTunes Music folder is a folder named "iTunes Music" in ~/Music/iTunes/ where the tilde "~" represents your home directory.
6. Click the **New Folder** button in the **Change Music Folder Location** window.
7. In the New Folder window that appears, enter the name of the new iTunes Music folder.
8. Click **Create**.
9. Click **Choose** in the Change Music Folder Location window.
10. Click OK in the **Advanced** window.
11. From the **Advanced** menu, choose **Consolidate Library**. A message appears that says: "Consolidating your library will copy all of your music into the iTunes Music folder. This cannot be undone."
12. Click **Consolidate**. Important: This action copies all of your music files to the new location.
13. After the folder has been copied, locate your original iTunes Music folder, and drag it to the Trash or Recycle Bin. Note: Don't remove the iTunes library files that may be in the same location as the iTunes Music folder
14. Empty the Trash or Recycle Bin.

To move files and change settings or PC users:

The default folder for **iTunes** Library, normally "C:\Mydocuments\Mymusic\iTunes\iTunesmusic"

Create your new folder in your new external drive D for example D:\MyMusic

Copy your music from C to D:\MyMusic > open **iTunes**

From the menu follow this steps

Edit > Preferences> Advanced>General>Modify>Set the new path, D:\MyMusic

Then let **iTunes** to consolidate your library. Note: You should synchronize your iPod after **moving** the music.

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Happy Computing & iTuning!

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