

# Backing Up iTunes Library

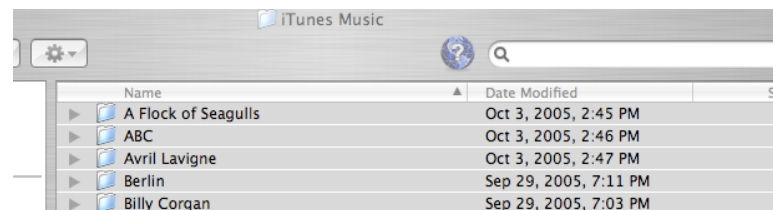
If your iTunes library exceeds 650 MB and you want to back it up, you must divide the process to allow you to burn your songs onto more than one CD. Here's the process.

Check the size of your library

- A. From the desktop, click on Go > Home. Open your Music folder and click once on the iTunes folder.
- B. Hit Apple key + "i" (for information) and verify the size of your iTunes library. If the information panel indicates that you are over 650 MB, you will need more than one CD to complete the backup. If you are under, just drag your iTunes folder on top of a blank CD icon and follow the directions on the earlier backup handout.

## II. Burn in stages

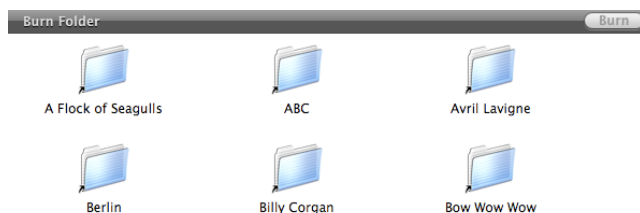
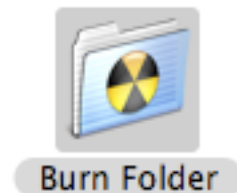
- A. Open the iTunes folder and then the iTunes Music folder. Hit Apple + 2 to get the list view. You will see your iTunes music organized in folders by name of artist. Select a group of folders - click on the first folder while holding down "shift", scroll down the window and click on a folder somewhere before the end.



- B. Check the size of your selected folders by hitting Apple key + "i" as you did in Step 1. If the size is less than 650 MB, you can burn these folders onto your CD.



- C. You must create a "Burn Folder" to burn these music files onto a disk. On the Finder toolbar, click on File > New Burn Folder. A folder will appear in the open iTunes finder window called "Burn Folder" with the burn icon on it. Copy and paste the folders of

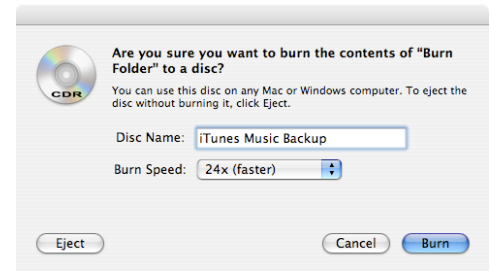


music you wish to burn on the CD into the Burn Folder.

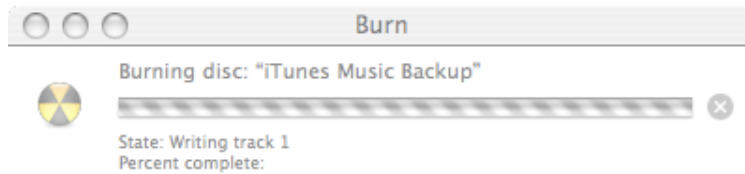
Click on it.

- D. When all of your music folders are in the Burn Folder, double-click on the Burn Folder to open it. You'll see a "Burn" button at the top right of the

E. After you click on the burn button, your iBook will prompt you to insert a blank CD. A window will pop-up where you can name the CD something to help you remember what it is, like "iTunes Music Backup." Click Burn to proceed. Your iBook will take care of the rest.



F. This window will show your progress burning.



This window will show your progress burning while your CD is burning.



G. You will know the burning worked when your CD shows up in the finder window