

## Copying iTunes Music/Songs from PC to Mac

### Step I:

#### On PC:

1. On your Desktop, right-click in an open space; highlight New; highlight Folder, then click on Folder. This will create a new folder on your desktop. Be sure to name it something like "itunes\_transfer\_date" so you remember what is contained within the folder.
2. Open the new folder you just created.

### Step II:

1. Open My Documents.
2. Open My Music.
3. Ensure all music you want to transfer is in .mp3 or .m4a format; .wav will not transfer to iTunes on a MAC.
3. Highlight the iTunes folder.
4. Chose one:
  - a. Copy & Paste
    - i. Right-click the folder & select Copy.
    - ii. Right-click the new folder you just created on your desktop, & select Paste.
    - iii. The entire iTunes folder will be pasted/copied into the folder.
    - iv. This way takes a little longer.
  - b. Send to:
    - i. Right-click the folder & select Send To.
    - ii. Highlight & click on the device you want to send the folder to, such as the CD/DVD drive or a Jump Drive.
      1. If using a CD/DVD, you will need to select the link on the left-side, "write the files to CD"; allow the drive to complete the task.
      2. If using a removable drive, right-click the drive; highlight & select eject; and then remove the drive from the computer.

### Step III:

#### *On the Mac*

1. You can either copy the iTunes folder onto the desktop of the MAC or copy it straight from the transport device (CD or Jump Drive).
2. Open the folder with the iTunes folder.
3. Highlight & copy the iTunes folder.
4. Open the Music Folder.
5. Paste the iTunes folder inside the Music Folder.
6. Open iTunes.
7. Choose one of these methods:
  - a. Copy & Paste folder to folder:
    - i. File, Import-look for the song you want to import, highlight & select it.
    - ii. Click Import and allow the program to complete the action.
  - b. Copy directly from folder to iTunes:
    - i. Highlight all the songs in the folder you made to transport the songs.
    - ii. Drag & Drop the songs into the open screen in iTunes.

All PAU!