Make IT Happen 2008

## How2 create a new playlist in iTunes

NET THE MENTION PAR

## Creating a new playlist

Open iTunes and click **File** then **New Playlist**.

A new playlist will be created prompting you for a name.

Type in the name you want and click out of the text box.

New Playlist	Ctrl+N	
New Playlist from Selec	tion	
New Smart Playlist	Ctrl+Alt+N	10
Recently Played		
Top 25 Most Played		
F Chris's List		
untitled playlist		
Recently Played		
Top 25 Most Played		

Edit Controls Visualizer Advanced Help

File

Chris's List My new list

You have created a new playlist.

## Adding music files

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To add music files to your new playlist you can select them from your iTunes library, holding down the Ctrl button and the mouse to select any you wish...

Source	Name		Time
<b>D</b> Library	🖬 Track 2		3:53
<ul> <li>Podcasts</li> <li>Videos</li> <li>Party Shuffle</li> <li>Radio</li> <li>Music Store</li> <li>90's Music</li> <li>My Top Rated</li> </ul>	Track 3	0	3:44
	🖬 Track 4	•	4:40
	🛛 Track 5		3:16
	Track 6	0	3:40
	STrack 1	0	3:44
	Track 2	0	36:37
	Irack 3	0	7:15
	Track 4	0	3:34
Recently Added	📽 Track 5	•	7:57
Recently Played	🗹 Track 6		4:16
Top 25 Most Played	Track 7		10:18
<ul> <li>▲ Chris's List</li> <li>▲ My new list</li> </ul>	🕑 abc	0	4:02
	Track 2	O VIEW O	3:24
	🗹 Track 3	•	3:58
	Track 4	<del>.</del>	3:31
	🗹 Track 5	•	3:42

... or if you have a folder of music go to that folder and select the files you want....

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there 😂 🗅 Documents and Settings			
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File and Folder Tasks	02 - Track 2 mile	5,507 (05	NPEG-4 Audio Mi
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too Whet Weds	03 - Track 3 mile	5.63489	NPES-4 Audo Fé

.....and simply drag them all over your new playlist, releasing the mouse key when the files are over it and the name is highlighted.

Recently Played	9 1
Top 25 Page Pur	
👔 Chris's 🙆 04 - Tra	ack 4.m4a
toly the results	ack 5.m4a
	ack 6.m4a ack 7.m4a ack 3.m4a

Click on your new playlist and check that the files you want are there.

(4)

Repeat the process until you have everything there you want.

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1	😸 Thack 5	0	3.42	Unknown	0
2	# Track 6	0	#16	Unknown	0
1	ef Track 7	0	10:18	Unknown	0
4	# Track 3	0	3,58	Unknown	0
5	I Track 2	0	2,53	Unknown	0
6	🖬 Track 4	0	3:31	Unknown	0
1000					
		1 85 Track 5 2 95 Track 6 3 85 Track 7 4 95 Track 7 5 95 Track 2	1         ef Track 5         0           2         ef Track 6         0           3         ef Track 7         0           4         ef Track 3         0           5         ef Track 2         0	1         # Track 5         0         2.42           2         # Track 6         0         416           3         # Track 7         0         10:18           4         # Track 3         0         358           5         # Track 2         0         353	1         # Track 5         0         2.42         University           2         # Track 6         0         4.16         University           3         # Track 7         0         12.12         University           4         # Track 3         0         3.56         University           5         # Track 2         0         3.53         University