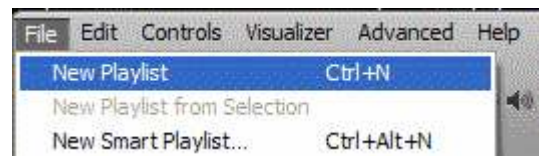


Make IT Happen 2008

How2 create a new playlist in iTunes

Creating a new playlist

- ① Open iTunes and click **File** then **New Playlist**.



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



- ② Type in the name you want and click out of the text box.

You have created a new playlist.

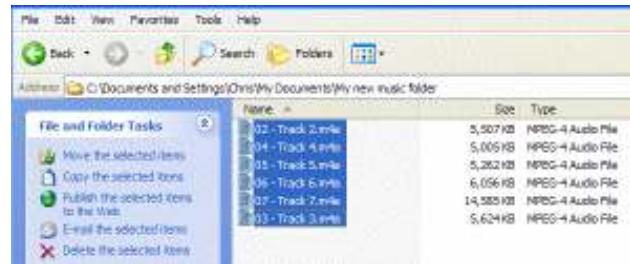


Adding music files

- ③ 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 |
|--------------------|---------|-------|
| Library | Track 2 | 3:53 |
| Podcasts | Track 3 | 3:44 |
| Videos | Track 4 | 4:40 |
| Party Shuffle | Track 5 | 3:16 |
| Radio | Track 6 | 3:40 |
| Music Store | Track 1 | 3:44 |
| 90's Music | Track 2 | 36:37 |
| My Top Rated | Track 3 | 7:15 |
| Recently Added | Track 4 | 3:34 |
| Recently Played | Track 5 | 7:57 |
| Top 25 Most Played | Track 6 | 4:16 |
| Chris's List | Track 7 | 10:18 |
| My new list | abc | 4:02 |
| | Track 2 | 3:24 |
| | Track 3 | 3:58 |
| | Track 4 | 3:31 |
| | Track 5 | 3:42 |

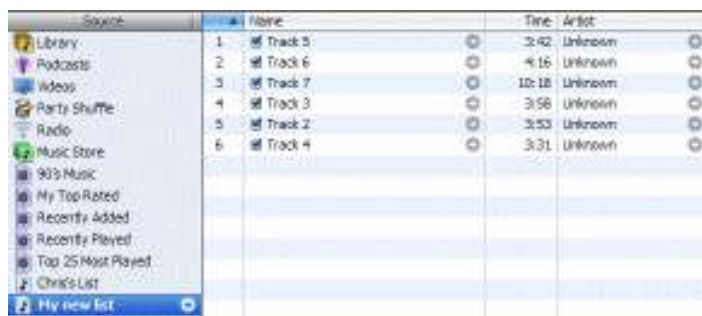
... or if you have a folder of music go to that folder and select the files you want....



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



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.