

Moving iTunes Files to a USB Drive

Storing personal music files on Georgia Tech owned computers is against Institute policy. This procedure has been written in order to help anyone who might have accidentally copied their iTunes data and the music files that go with it, to the hard drive of such a computer, comply with the policy without losing their data. The instructions within this document provide a step by step guide on how individuals can move (as opposed to deleting and starting over) iTunes data from their local hard drive (or another institute owned drive) to a flash drive or other external storage device.

There are several steps as well as a few rules that need to be followed when using iTunes at GTRC/OSP. It is best to read through all the instructions before attempting to perform the steps.

Assigning a Drive Letter to the External Drive

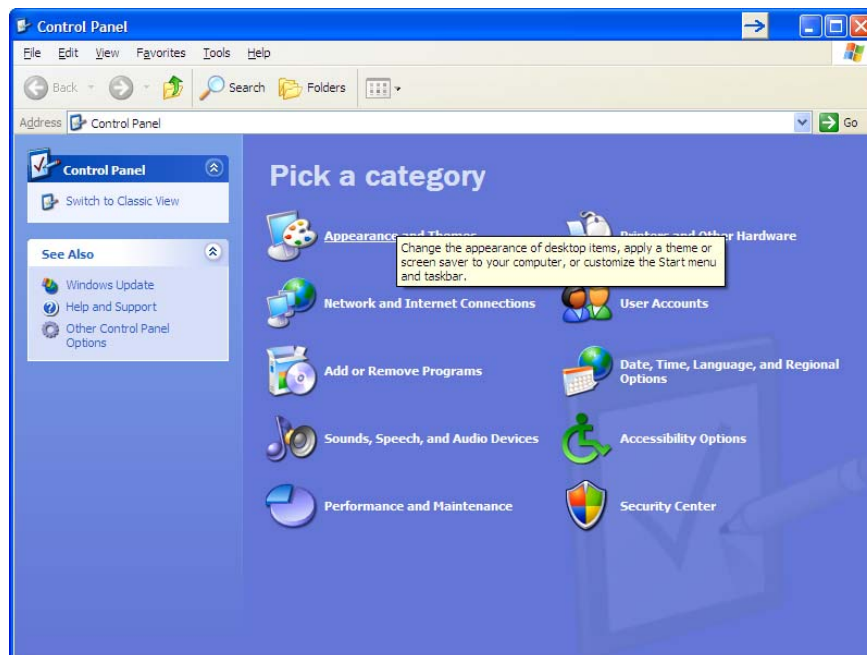
The first step is assigning a drive letter to your flash drive or external USB drive. Failure to assign a letter to the external USB drive ahead of time may result in Windows using different drive letters each time the drive is inserted. In order for iTunes to work with its data on an external drive, the letter assigned to it by Windows must always remain the same. Should the drive letter change, iTunes will lose track of its data folder and default back to a directory residing on the "My Documents" folder or another folder on the computer's primary drive. If this happens, your music and other media files will not be accessible from iTunes.

Note - You may want to use some of the information in this iTunes procedure to backup the iTunes library to CD or another form of media before following these instructions. Routinely backing up your library is recommended for any kind of data.

Someone from IT (Keith or Cornell) can help with step one if needed. Changing drive letter assignments requires the user to have administrative rights. If you need IT to assign the letter for you send an email to the helpdesk stating the request. Before work may begin, the given external USB drive must be available and ready to be used.

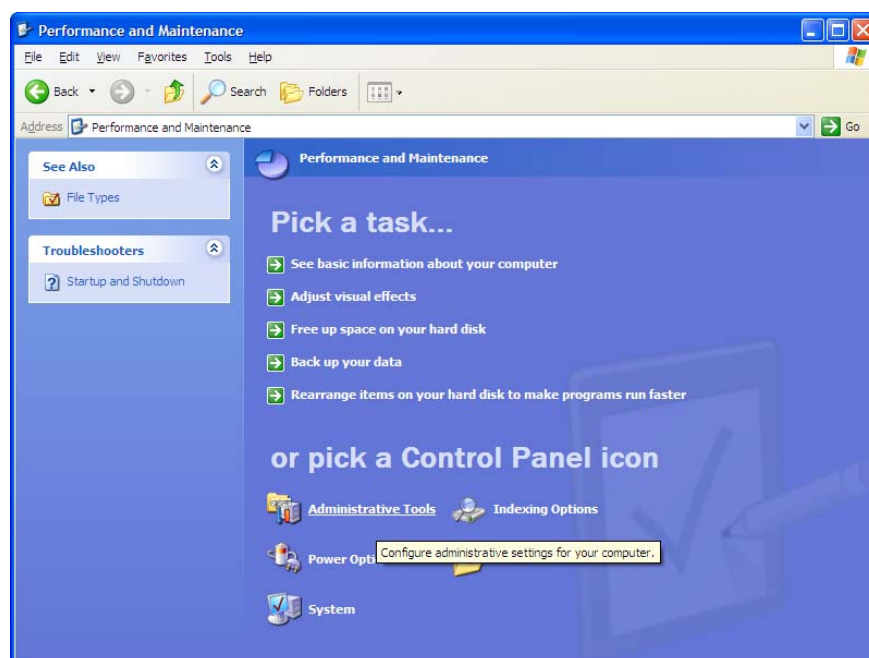
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Make sure the flash drive is attached and functioning before starting this procedure, then open the Control Panel (Start >> Control Panel)



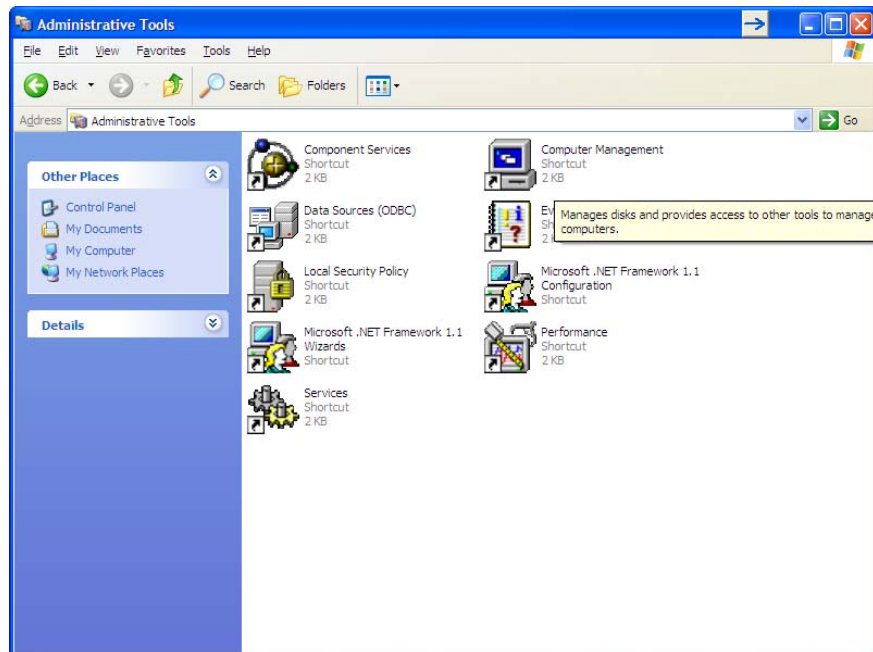
Double click on **Performance and Maintenance**.

Note - In the Classic view you will just see the individual icons and not the groups. As such, you will be able to proceed to the next step.

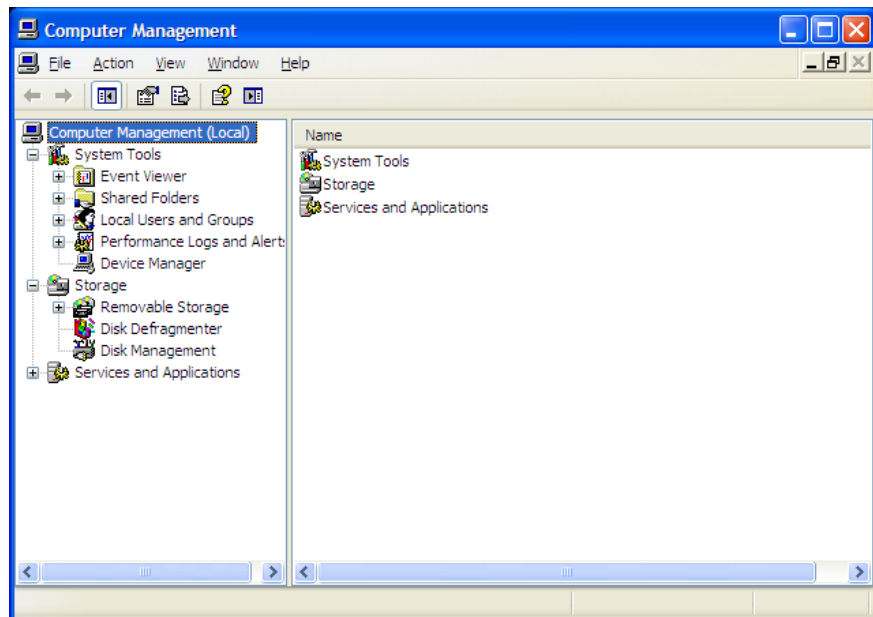


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On the Performance and Maintenance screen double click on **Administrative Tools**.

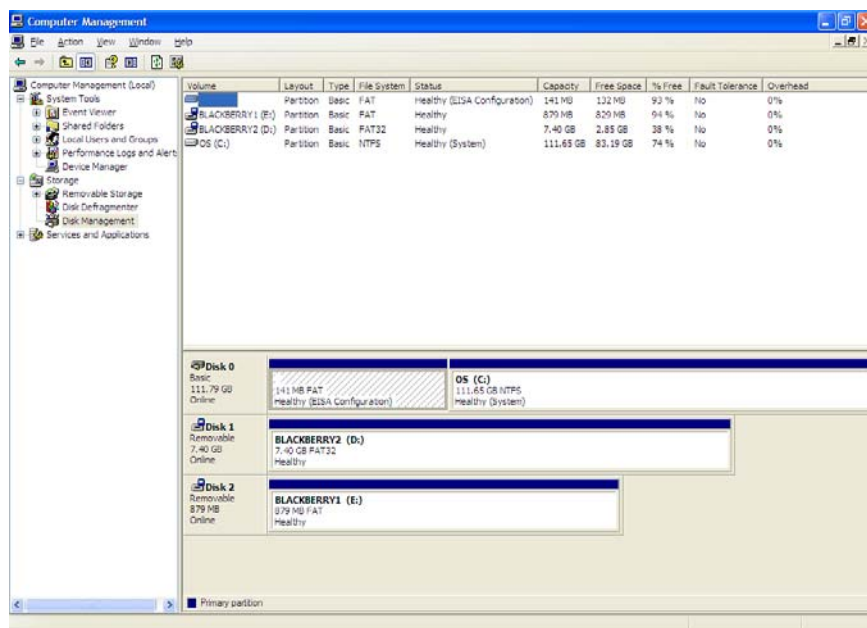


Double click on **Computer Management**.



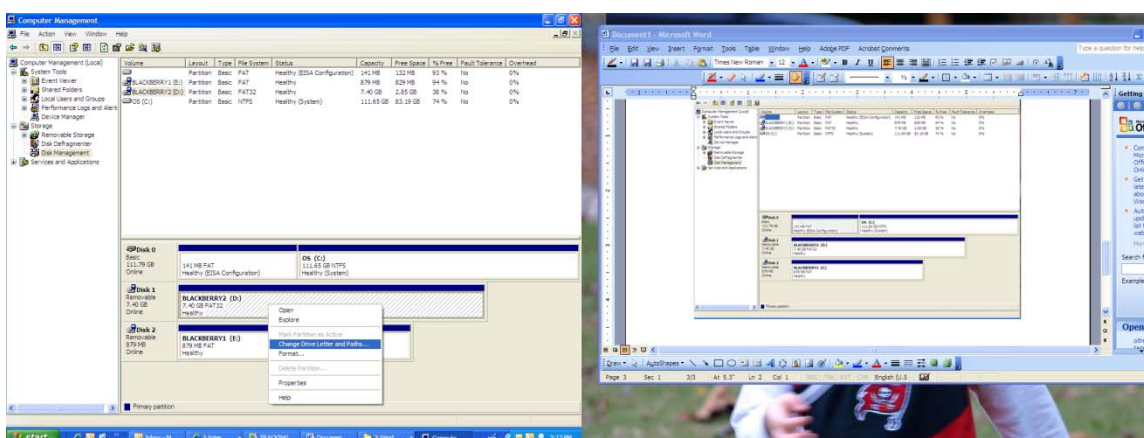
In Computer Management click on **Disk Management**.

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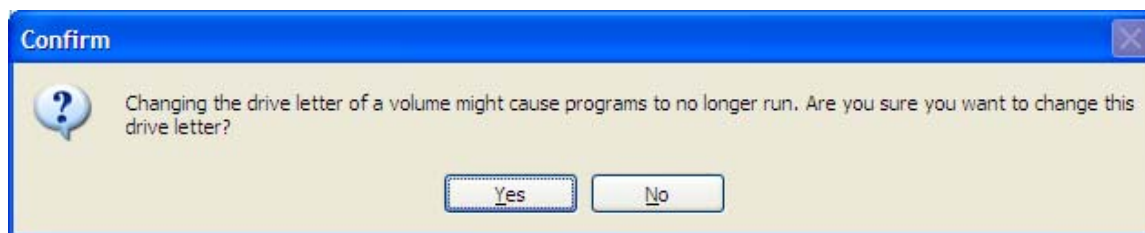
The resulting window will show the attached storage media (drives). In the bottom window locate the flash drive. In our example above, Disk 0 is the main hard drive; the drive containing the operating system and applications software (it is not listed as removable). Disk 1 and Disk 2 are removable, external USB drives. In this example, they are part of a Blackberry device. On your machine you'll likely have a listing for your CD ROM and if you have other storage devices attached they may also show on this list. Be careful to select the correct drive.

In our example, Disk 2 (Blackberry E:) is our flash drive. Right click on this drive to display the following pop-up menu.

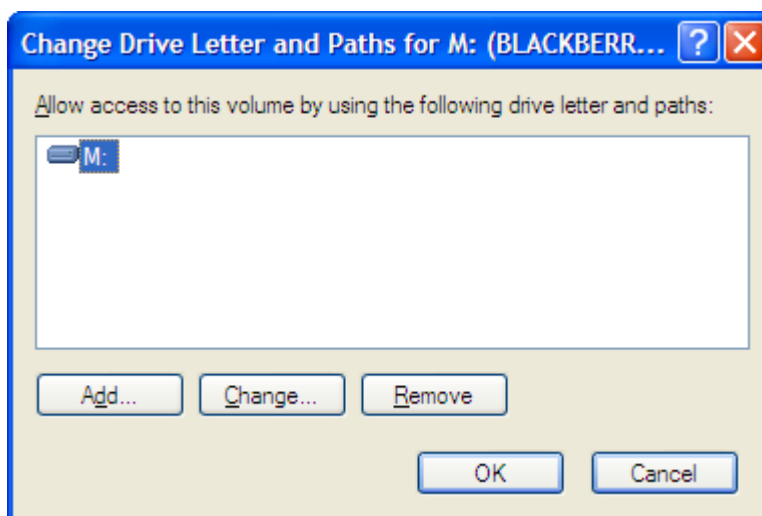


From the menu select **Change Drive Letter and Paths**.

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You should receive the above warning about changing drive letters. Click on Yes.

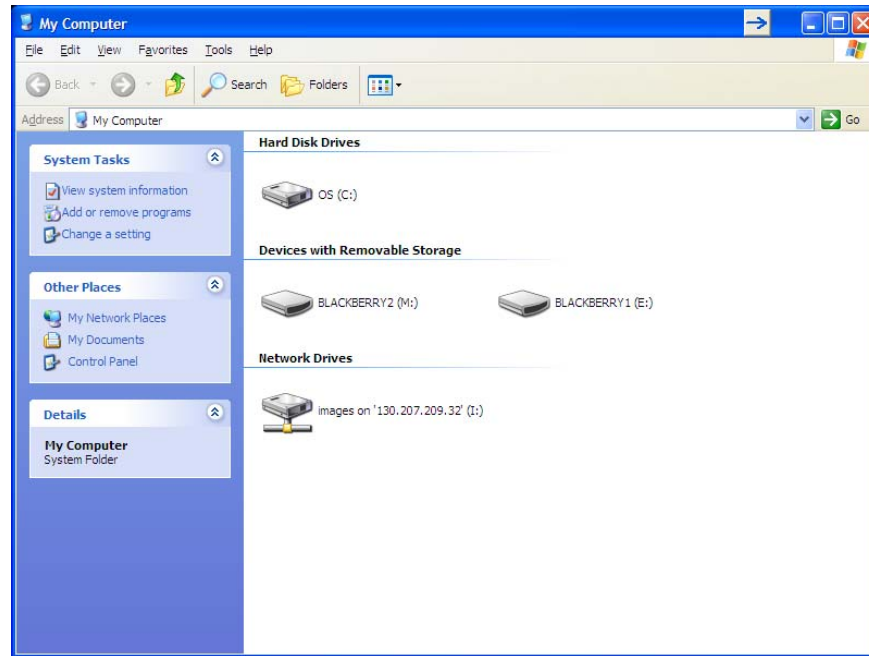


On the Change Drive Letter and Paths window click on **C**hange and follow the windows to change the drive letter to a letter of your choice. In our example we changed the letter to M: (for music). You want to pick a higher letter in the list not the next available letter.

Now you can close all the open windows and return to the desktop.

Double click on **My Computer** (either from Start >> My computer or from the desktop depending on your setup).

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Notice that the drive letter in My Computer is now represented by the letter M: (In our example BLACKBERRY2 is our flash drive. If you remove the USB drive from the PC and reconnect it Windows should assign it the same letter (in our example it should still be the letter M:).

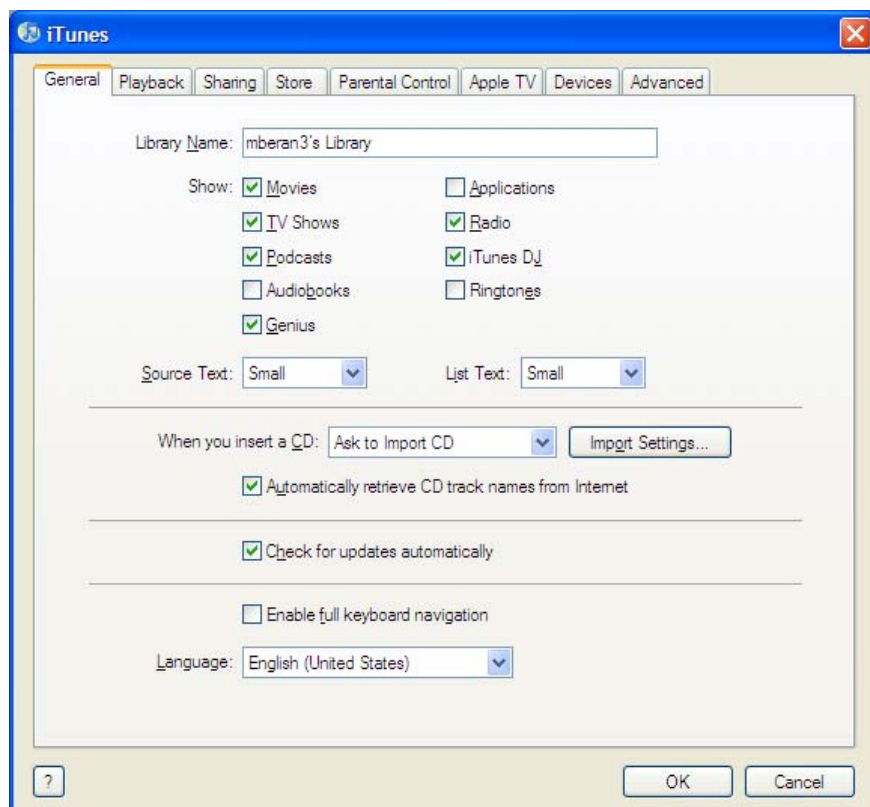
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Changing the Default Data Location

Open iTunes.

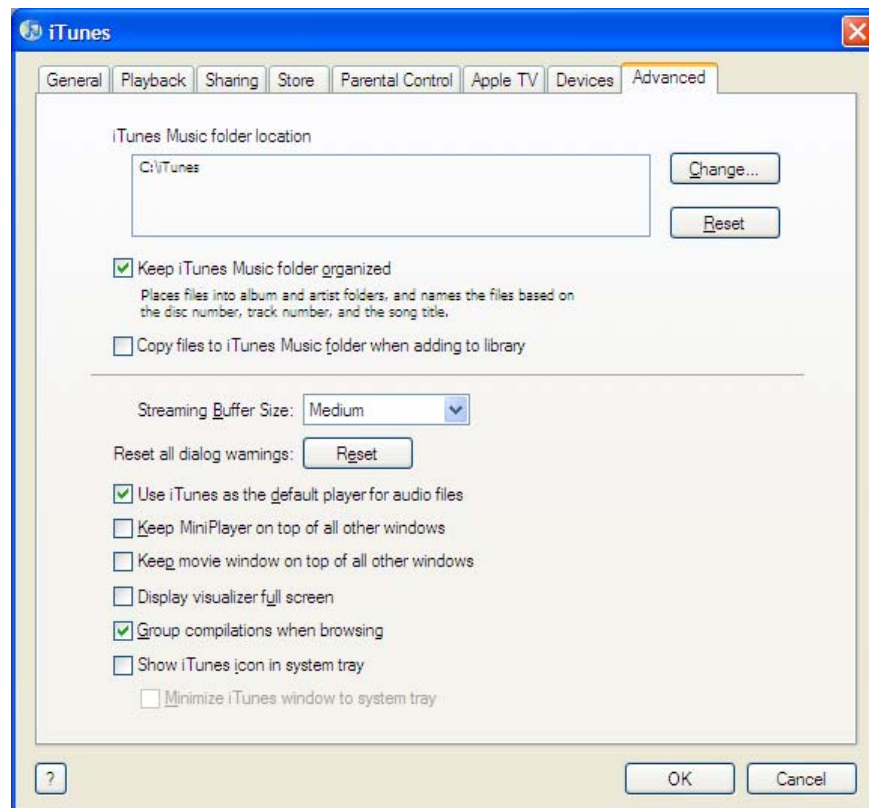


Inside iTunes click **Edit >> Preferences**.



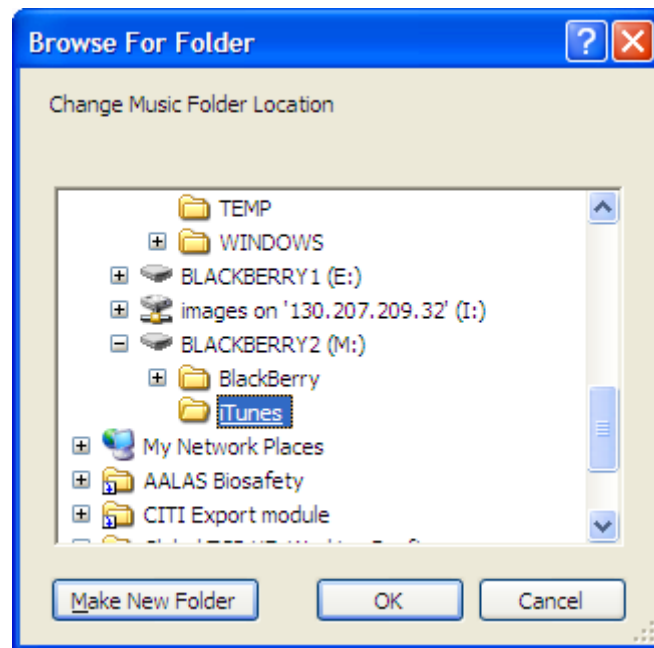
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In the resulting dialogue box click on the last tab: **Advanced**.



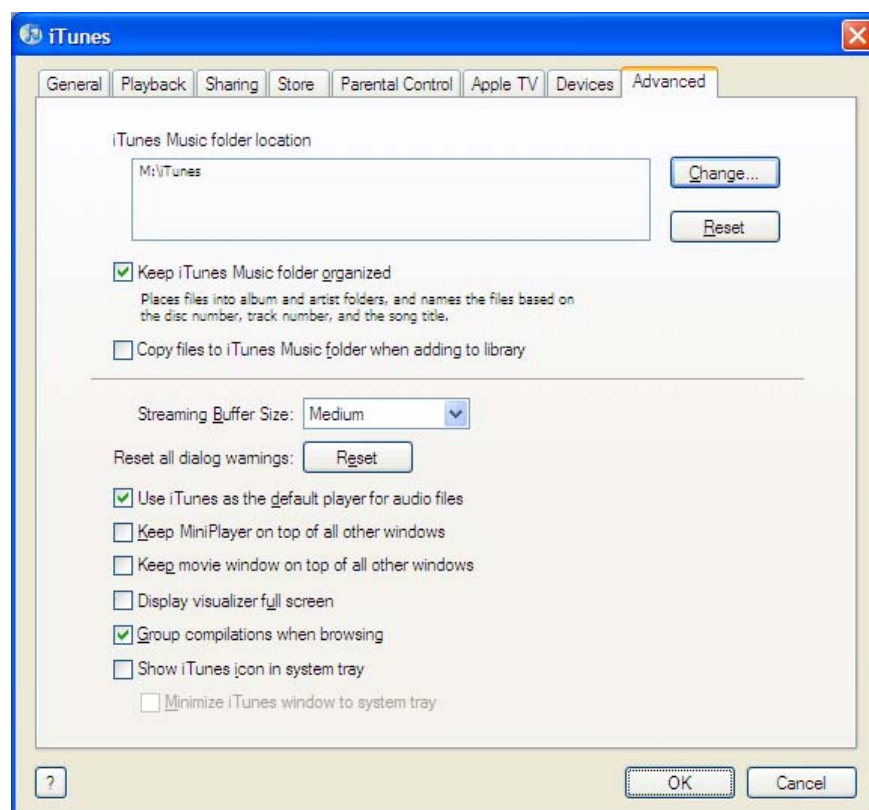
On the Advanced tab you will see where iTunes is currently storing its music files (in the above example it is showing C:\iTunes as the music folder location). Make note of where iTunes says your music is currently stored. Click on the **C**hange button.

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Using the Browse for Folder window navigate to your flash drive. In our case we used the BLACKBERRY2(M:) drive. After selecting the USB drive click on **Make New Folder** button and create a new folder on the flash drive. I recommend naming the new folder iTunes, though you can name it whatever you wish. Click on the newly created folder and then click on **OK**.

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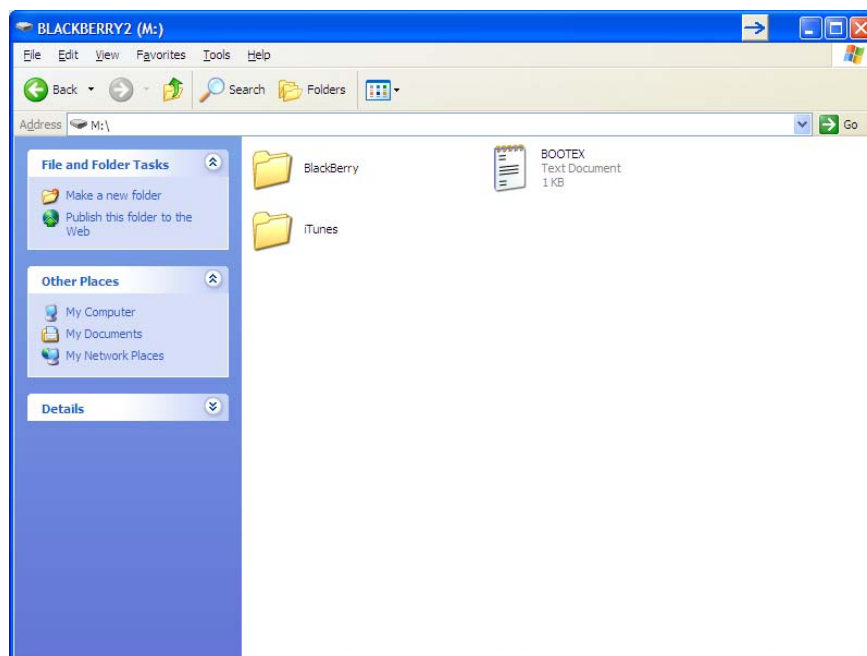
Now that you are back on the iTunes Preferences dialogue box you'll notice the iTunes Music folder location is changed to your flash drive and chosen folder (in our example M:\iTunes).

Moving the Existing Music Files

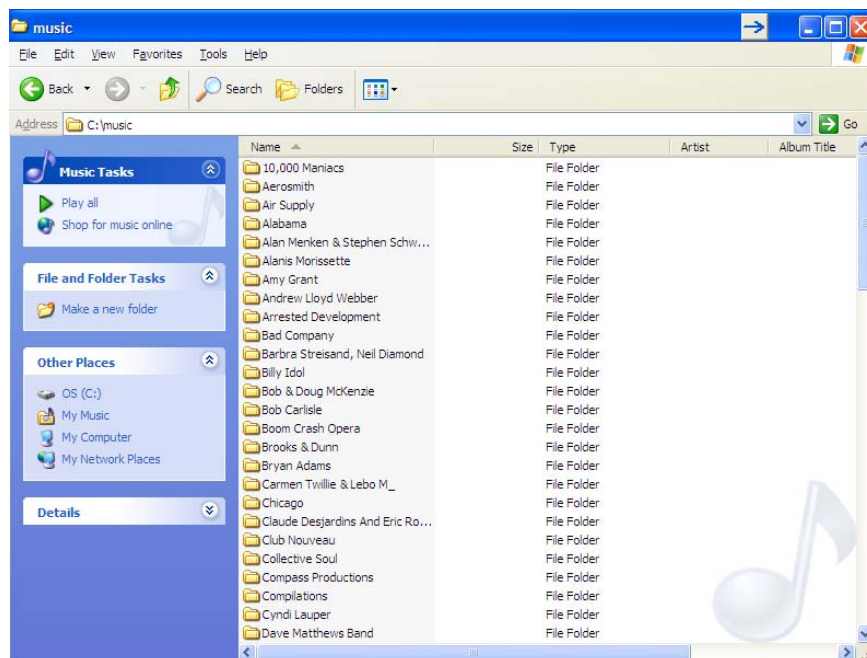
Now that you've told iTunes you want to use the flash drive to store your music it will store any new music you buy/rip in this location (**See warnings at the end of this document!**). The music you already have stored on your machine, or in the "My Documents" folder, however, will not be moved automatically. This setting only affects future music files added to iTunes.

We begin by opening the flash drive (In our example the M: drive)

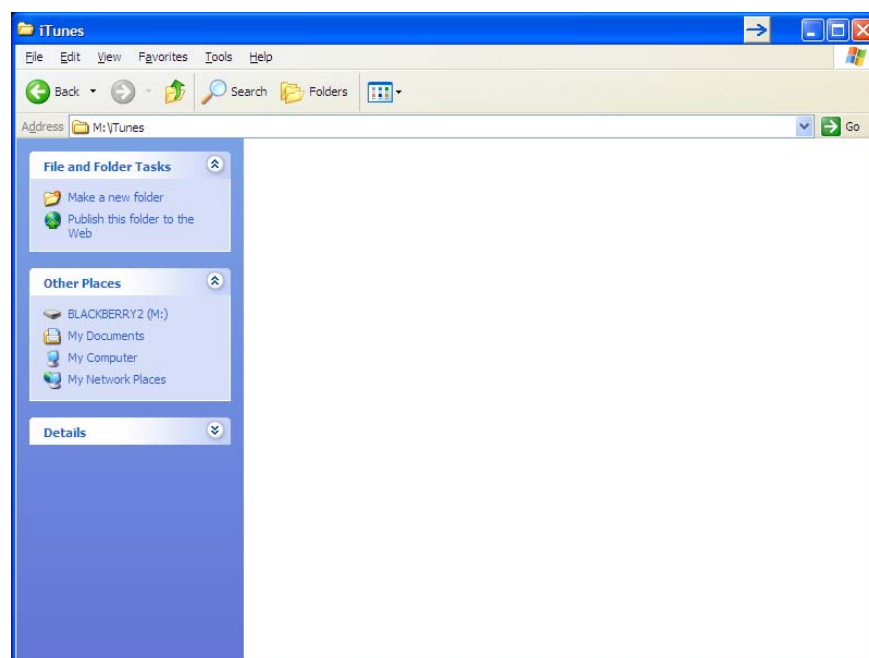
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Next, open a separate window for your existing music. You made note of where iTunes was storing its music files in an earlier instruction. Most folks will find their music in the My Music location (from the Start menu). However that may have been changed in the past, so follow the path you made note of earlier.



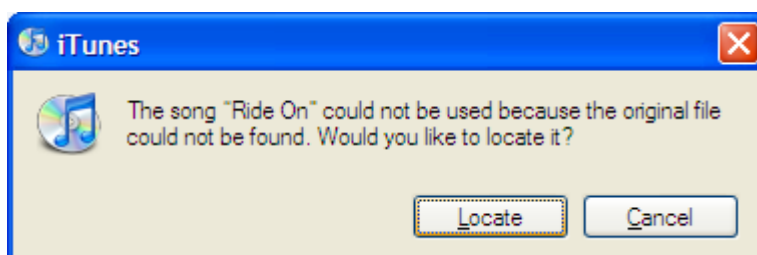
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Now drag and drop (or use your favorite method of moving files) the files to the new location. Once all the iTunes files have been moved to the new location you are ready for the final step.

Registering the Music Files Back into the iTunes Library

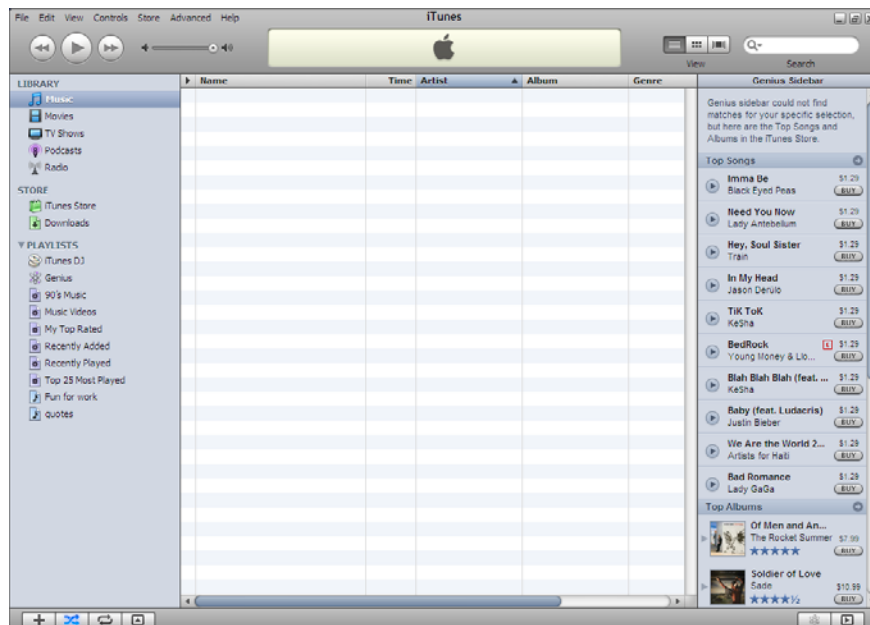
At this point the old folder should be empty and the new folder on the USB drive should contain the music files. Since the music registered in the iTunes library has been moved, iTunes will no longer know where to find it. If you were to attempt to play a song you already have in iTunes you'd see an error similar to the one below:



At this point you have two choices. If you have very few songs you could use the **Locate** button to locate each song individually. However if you have very many songs this would take a very long time. So the recommended method would be:

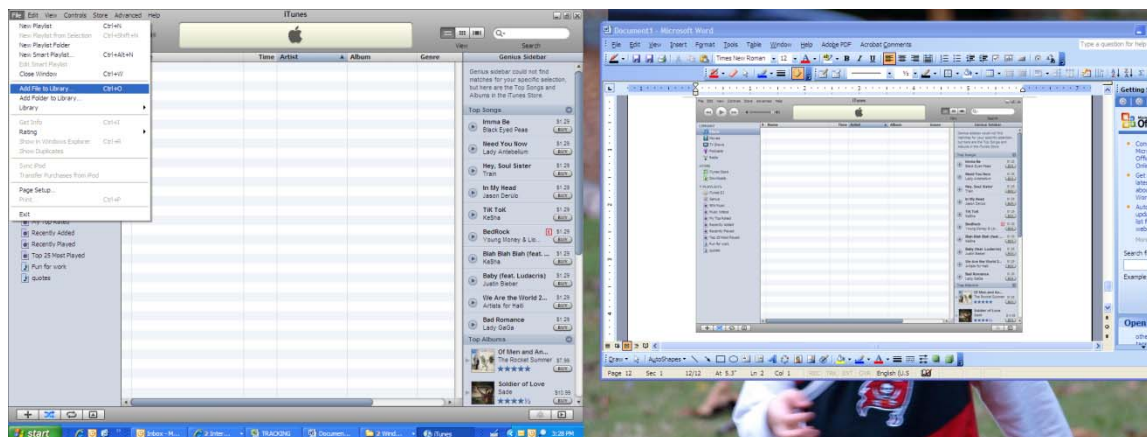
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First in iTunes Music folder. Delete all your music files. Your music folder will now show no music files.



Note: If you don't delete your music files before going to the next step you will end up with two listings for each of your songs. One listing pointing to the new location and one pointing to the old location. You would have to go through and pick each song and delete the one pointing to the old location individually, if you fail to delete them up front first. This would be a lot more effort on your part, particularly if you have a large number of songs.

Now click **File >> Add Files to library.**



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Navigate to your external USB Drive and folder where you stored your music files. Select all the folders/files and select Open. After the import process completes your music files should show again in your music folder. And iTunes should function as normal.

Important Warnings

There are a few important things to remember when using iTunes after changing iTunes to use your external USB drive.

- You **MUST** insert the USB external drive **BEFORE** you start iTunes. If the USB drive is not attached before you start iTunes you **MUST** close iTunes, wait 30 seconds, insert the USB External drive, and restart iTunes.
- If you don't have the USB drive inserted before iTunes is started, then iTunes will go back to its default location to store music. Which means if you buy/rip any music it will not store this music onto the USB drive but at the default location on the network/PC. iTunes may or may not play music stored on the USB drive until it is restarted as described above. **iTunes will NOT change the music folder location just because you've inserted the USB drive. iTunes must be restarted before it will change the file location.**
- This means two things to you. First, your music will not be stored in one location; which will lead to confusion for you later, should you need to find your music files. Second, you will be violation of Georgia Tech policy by having music files stored on your PC or the network.
- You should not leave the USB drive attached to your PC when it is powered off. Doing so may cause the computer not to boot properly, or sometimes at all. Once logged into Windows the USB drive may be attached to the computer and left in place for as long as necessary.
- After following these instructions, realize that should you forget your USB drive (leave it at home for example) you won't be able to listen to your music files via iTunes.