

Saving Music to a CD-R on a MAC

****Note** music files transfer faster and with fewer imperfections from the computer's own hard drive than directly from a memory device such as a floppy or a zip disc. So..

Step 1: Save all of the sound files you wish to burn onto your disc in the Public Folder (you may choose to create a folder within the public folder so they are easy to find).

Step 2: Open the folder on the desktop named <CD Burning> and double click on iTunes. Go to the <iTunes>, select <Preferences>, then click the burning button on the top of the window. Choose <Audio CD> as the Disc Format.

Step 3: Go to <File> menu and select <New Playlist>. (A new untitled playlist appears in the left hand column of the iTunes window.) Rename the playlist if you wish (this becomes the name of the CD on the desktop after the CD is burned). Songs can only be burned on a CD from a playlist.

Step 4: Songs will need to be dragged from the columns on the right to the file name on the left. To do this, you need to add songs to the lists on the right. Go to <File> menu and select <Add to Library>. Browse for the Public Folder (and then the folder you created) and double click on it. The files in the public folder (or your folder) in sound formats should then appear in the right columns. Drag the songs to the playlist you named in the left hand column in the order you wish to have them burned on the CD.

Step 5: Keep track of the memory size of your chosen songs to be sure the memory of your CD-R is not overshot. Track memory size of chosen songs by occasionally going to the playlist (click on it once in the left hand column). The bottom of the playlist window displays data about the amount of songs selected so far and memory used.

****Most CD-R discs can hold either 74 or 80 minutes of songs, typically around 20-25 songs of average to short length.**

Step 6: When your list is complete and the total time of your list is not more than that stated on your CD-R, insert your blank CD-R in the disc drive. [The eject button is the top right most button on a MAC keyboard].

Step 7: Once the disc is in the machine, click on the <Burn Disc> circle on the top right corner of the iTunes window. It opens and reveals a yellow and black symbol. It will begin to spin and the central text box will say it is beginning to acknowledge the songs, then it burns them. The burning process can take nearly 15 minutes (usually around 10 minutes).

Step 8: Lastly, it tells you it is "finishing" the disc. That process takes another 1-2 minutes. When it is done, an Apple symbol appears in the central text box of the iTunes window. You can now close all windows and eject the disc.

When you put the disc into a computer, iTunes should open (if a MAC) and from the top screen task bar, open the <Controls> menu and select <Play> to listen to the disc. It should also play in any conventional CD player and stereo.