

How to Copy a CD using iTunes

1. Insert the CD you want to copy
2. Select Audio CD from the menu on the left. (Figure 1)
3. In the upper right click Import CD. (Figure 2)
4. Under the FILE menu click New Playlist. (Figure 3)
5. Drag the files you wish to copy into your playlist from the Library using the Side menu on the left. (see Figure 1)
6. Eject the original CD by clicking the eject icon on the left menu. (see Figure 1)
7. Insert a blank CD-R
8. In the upper right click. Burn Disc. (Figure 4)
9. When finished, please clear your files from the Library and remove your playlist. (Figure 5)
10. When prompted, select “Remove”, then “Move to Trash”

Figure 1: Left Side Menu

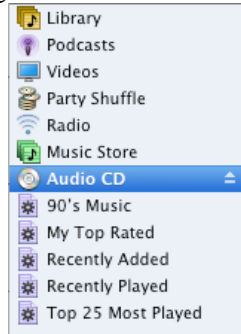


Figure 2: Import CD

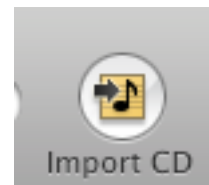


Figure 3: New Playlist

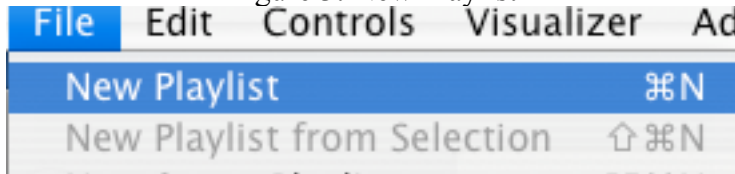


Figure 4: Burn Disc

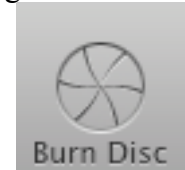


Figure 5: Clearing files and playlists

