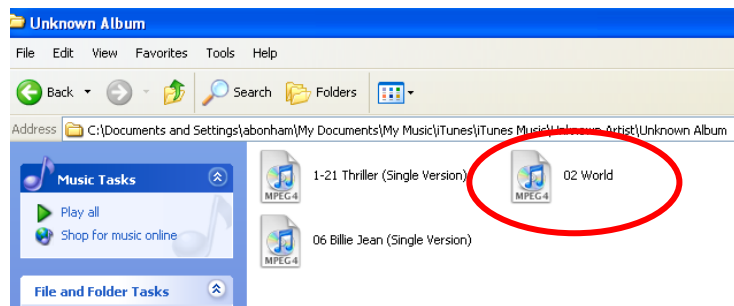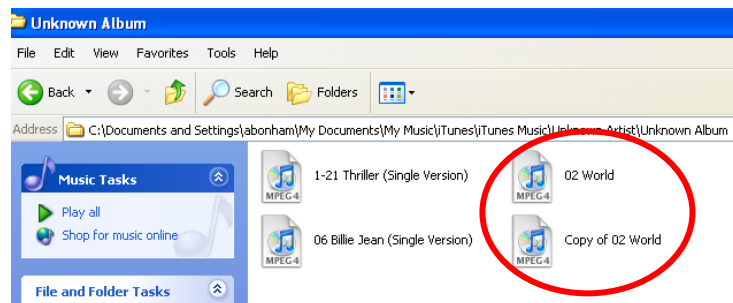# Creating Copy of Song for Cueing within iTunes

When using cued music for presentations, it's a good idea to create a copy of the song. A copy allows the settings to be changed and left alone; a different title can be made to more easily identify the presentation song, and the original song remains in tact, so that settings do not need to be changed. Essentially, you get to keep your original song and set up the cued song - and both will appear in your iTunes Music Library.

Creating a COPY of a song

My Computer > **Windows** > **Documents & Settings** > **your folder** > **My Documents** > **My Music** > **iTunes** > **iTunes Music** > . . . until you get to the actual song you want

Copy > **Paste** (you'll end up with a Copy of . . . File)

Bringing the new file into iTunes

Import the newly added file into iTunes by going back into iTunes, then:

Go to **File**

Select **Add File to Library . . .**

Locate the newly created file (following the same path as step 1 - *My Computer > Windows > Documents & Settings > (your folder) > My Documents > My Music > iTunes > iTunes Music > . . . until you get to the song you want*) then double click

In your iTunes Music Library, you should now see two songs with the same title - one is the new copy you just created (this is easiest to find if you are in the List View mode)

Angel Bonham, *Instructional Technology Resource Teacher* (ITRT)
Spotsylvania County Public Schools

Identifying New Copy of Song

So that you can determine which title is the original song and which is going to be the cued song , it's a good idea to rename one of the titles. To do this:
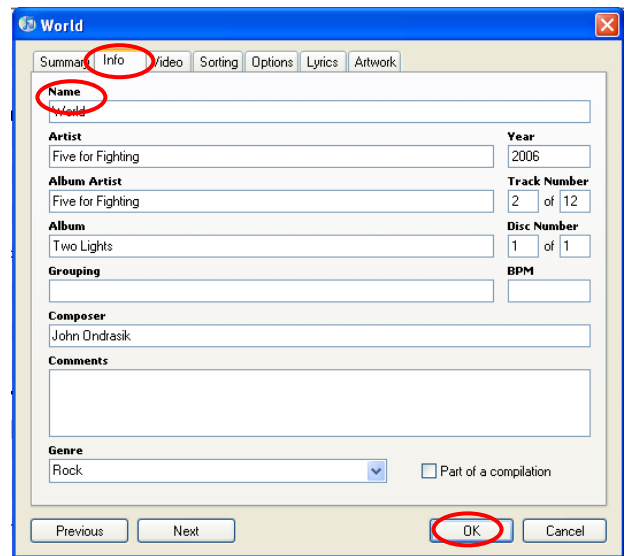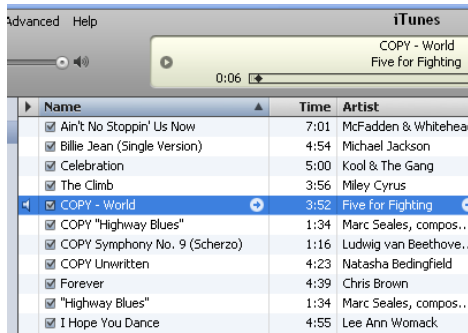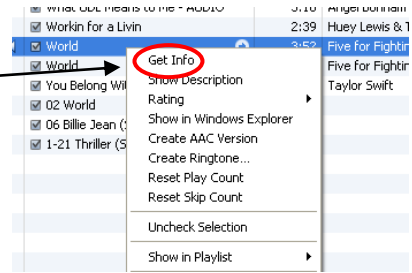
Right click on the title you want to change

Select Get Info from the menu

Click on the **Info tab**

Give the song a new title, in the **Name** section
(Adding COPY before the original title, makes the song easier to find when sorting)

Click **OK**—the newly re-titled song should now appear in your Music Library

Angel Bonham, *Instructional Technology Resource Teacher* (ITRT)
Spotsylvania County Public Schools

Creating Cued Music with iTunes
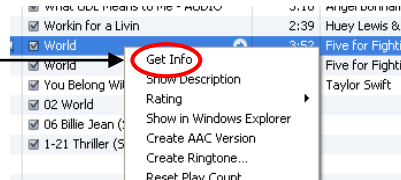
Cueing Music

To be sure you know exactly where you want the song to start:

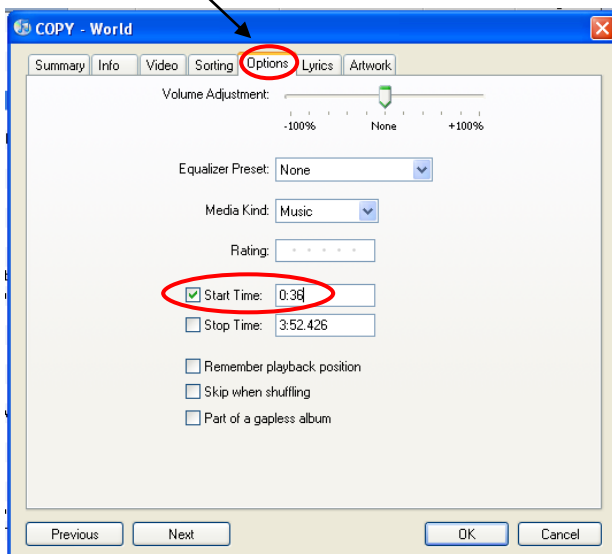**In iTunes, play the song,** watching the counter to determine the starting point time

Right click on the **copy of the song** *(i.e. COPY-song title)*

Select Get Info from the menu

Click on the **Options tab**

Click on the **square**, in front of **Start Time** (a check mark should appear) **and** change 0:00 to the time you want the song to begin.

Click **OK**—the cued song (*COPY - song title*) should begin at the point in the song where you set it.

Play the song, to make sure the song begins when you want—otherwise, make adjustments, as needed, to the Start Time.

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