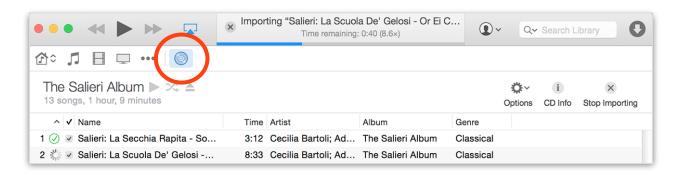
How to Name, "File," and Import CDs

Usually, iTunes can look up your CDs' information. However, we have certain things that we need to make sure are set up so that we can make our filing system work for the whole station. These guidelines apply the same to commercial CDs and our custom compilations.

1. When you first insert a CD, it should appear on the top left of the iTunes window. If it doesn't automatically select the CD when it appears, click on it. (If you don't have a sidebar, look under the "View" menu and click "Show Sidebar.")



SIDE LESSON: HOW TO SELECT

To select a track, click on it. To select more than one track, click on the first track you want to select, hold down the "Shift" key, and click on the last track you want to select; everything in between the tracks will be selected. Alternatively, you can hold down the "Alt" key and click on individual tracks to select and deselect them.

- 2. You'll see a track listing. There are two ways to modify this: as a group or track by track. Group editing is great for adding the same info to multiple tracks, like the album name or genre. Single track editing is necessary to name individual tracks (you'll definitely need this for custom compilations).
- 3. Once you've selected what you need to, press "Control+I" ("Command+I" on Mac) to bring up the "Information" window. Alternatively, you can right-click on your selection and choose the "Get Info" option from the pop-up menu to bring it up.

4. You will see one of the following windows:

	RELATION	Infected Mushroom Friends On Mushrooms (Deluxe Edition)
		Details Artwork Options Sorting
	artist	Infected Mushroom
	composer	
	year	2015
	genre	Mixed 😂
Group Editing	bpm	
	rating	
	grouping	
	comments	
	album	Friends On Mushrooms (Deluxe Edition)
	album artist	Infected Mushroom
	disc number	1 of 1
	track	– of 17
	compilation	Album is a compilation of songs by various artists
		Cancel OK
	REFERENCE NO	Kazabubu Infected Mushroom Friends On Mushrooms (Deluxe Edition)
	Details	Artwork Lyrics Options Sorting File
	Details song name	Artwork Lyrics Options Sorting File
	song name	Kazabubu
	song name artist	Kazabubu
	song name artist composer	Kazabubu Infected Mushroom
	song name artist composer year	Kazabubu Infected Mushroom 2015
	song name artist composer year genre bpm	Kazabubu Infected Mushroom 2015
Single Track Editing	song name artist composer year genre bpm	Kazabubu Infected Mushroom 2015 Dance \$
Single Track Editing	song name artist composer year genre bpm rating	Kazabubu Infected Mushroom 2015 Dance \$
Single Track Editing	song name artist composer year genre bpm rating grouping comments	Kazabubu Infected Mushroom 2015 Dance
Single Track Editing	song name artist composer year genre bpm rating grouping comments album	Kazabubu Infected Mushroom
Single Track Editing	song name artist composer year genre bpm rating grouping comments album	Kazabubu Infected Mushroom 2015 Dance Image: State of the s
Single Track Editing	song name artist composer year genre bpm rating grouping comments album album artist	Kazabubu Infected Mushroom 2015 Dance Commonstrain Dance Commonstrain Friends On Mushrooms (Deluxe Edition) Infected Mushroom 1 of
Single Track Editing	song name artist composer year genre bpm rating grouping comments album album artist disc number track	Kazabubu Infected Mushroom 2015 Dance Commonstrain Dance Commonstrain Friends On Mushrooms (Deluxe Edition) Infected Mushroom 1 of
Single Track Editing	song name artist composer year genre bpm rating grouping comments album album artist disc number track	Kazabubu Infected Mushroom 2015 Dance © Friends On Mushrooms (Deluxe Edition) Infected Mushroom 1 of 1 of 5 of 17 Album is a compilation of songs by various artists
Single Track Editing	song name artist composer year genre bpm rating grouping comments album album artist disc number track compilation	Kazabubu Infected Mushroom 2015 Dance © Friends On Mushrooms (Deluxe Edition) Infected Mushroom 1 of 1 of 5 of 17 Album is a compilation of songs by various artists
Single Track Editing	song name artist composer year genre bpm rating grouping comments album album artist disc number track compilation	Kazabubu Infected Mushroom 2015 Dance © Friends On Mushrooms (Deluxe Edition) Infected Mushroom 1 of 1 of 5 of 17 Album is a compilation of songs by various artists

- 5. Fill in the information according the following guide:
- *Artist:* Add the artist name. If there are other artists featured on the track, write "Feat. xxxxx" after the main artist name, where "xxxxx" are the names of the featured artists.

We're keeping the naming conventions uniform, so no parentheses. Examples: **Good:** Calvin Harris Feat. Florence Welch - Sweet Nothing

- **Bad:** Calvin Harris Sweet Nothing (Feat. Florence Welch)
- **Bad:** Calvin Harris Sweet Nothing Feat. Florence Welch

If there are Features on the album, be sure to enter the main artist of the album under the "Sorting Artist" field under the "Sorting" tab. Do it for the entire album, not just the feature tracks.

Album: Add the album name. For the monthly singles CDs, name it as "Genre YY-MM"; for example, Urban's singles CD for September 2013 should be named "Urban 13-09". This way, someone looking through them can easily sort them by album name and see them in the order that they were added.

SIDE LESSON FOR COMPILATIONS:

If it's a compilation, make sure to group edit all of the tracks on the album and check the box next to "compilation."

Genre: Add the department title here. We're going for umbrella categories first, so, for example, all kinds of Electronic music will be labeled "Electronic". However, we will be specifying subgenres through a tagging system, much like tags or hashtags work on web sites. For example, for a death metal CD, the Genre box should say "Subrock Death Metal".

If something belongs to more than one subgenre, we add slashes to separate, so "Electronic Drum and Bass / Chiptune". If something would work for more than one department, list the other department as a subgenre; i.e. "Electronic Ambient / Indie / Subrock". This way, we can keep adding tags as necessary. **Be sure to** keep spaces between the slashes and the words, or else searches won't work properly.

Comments: Add track descriptions, background info, reviews, and any other extra text.

The following categories are self-explanatory and should always be added:

Year Track Number

Disc Number (if applicable)

Artwork (if applicable; you can literally drag the album art into the window from an internet browser)

NOTE: If track is a B, add a B in parentheses to the track title like so: *Title (B)*

- 6. Repeat steps 3-5 until everything is ready.
- 7. Once all of the tracks are properly labeled, click the "Import" button in the main window.
- 8. Lather, rinse, repeat!

ONCE YOU HAVE IMPORTED

- 1. Once you've finished importing, select all of the music that you're bringing back to KSJS. The easiest way to do this is to select the "Songs" view of "My Music" and sort by "Date Added" so that the most recent tracks appear at the top of the list. Make sure you have the USB drive open in the background.
- 2. Drag the files directly out of iTunes and onto the USB drive that you'll be bringing to us. If you have a lot of files to copy, it may take a few moments to process, so don't let go if it's moving jerkily; don't release the mouse button until the cursor is moving smoothly again.

You'll see a big list of audio files start to copy over, but don't worry because thanks to your organization, iTunes will sort that out once we add it to the master library!

3. Bring us the music.

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That's it! Thanks for your time and effort!

Mahan Harirsaz Digitization Manager <u>MisterMujah@gmail.com</u>

	Y De a						
		M	y Music Playlists	Radio iTunes Store			Song
Artists			Albums				
II (951 Artists)				All (1855 Albums)			
Compilations				A.R.E.S: Extinction Agenda			
bove & Beyond				Abandon Ship			
bstract Vision vs. Elite Electronic				Abbey Road			
ctive Child				Abracadabra			
dapted Records				The Absolution EP			
vdeptus vgeless				The Abstract Machine The Abyss			
hab				Addicted To Music			
Name		Time	Artist	Album	Track # Rating	Genre	Date Added
Heartbeat Loud (Andy C VIP)		4:10	Andy C, Fiora	Beatport Top 100 Downlo	86 of	House	2/0/10, 0.40 PM
Aporia		4:30	Broken Note	Flood - EP	2 of 4	Electronic	2/8/15, 8:48 PM
Falling Back (Mark Sixma Remix)		5:29	Cosmic Gate & E	Beatport Top 100 Downlo		Trance	2/8/15, 8:48 PM
Arms Around Me. (Original Mix)		6:10	Hard Rock Sofa	Beatport Top 100 April 2014	16	House, Deep Hou	2/8/15, 8:48 PM
Kipod (RIOT Remix)		5:48	Infected Mushro	Friends On Mushrooms (D	17 of 17	Dance	2/8/15, 8:48 PM
Access		6:52	Jordan Suckley	Vandit Records Miami 2014	12	Trance	2/8/15, 8:48 PM
Jericho (Original Mix)		5:42	Kryder & Tom St	Beatport Top 100 Downlo	66 of	House	2/8/15, 8:48 PM
End Of The Line (Original Mix)		6:54	Lee Osborne	End Of The Line	1	Trance	2/8/15, 8:48 PM
The Buzz. (Original Mix)		4:28	New World Soun	Beatport Top 100 April 2014	4	House, Deep Hou	2/8/15, 8:48 PM
Forth (Original Mix)		5:36	Nick Sember	Beatport Top 100 Downlo	92 of	House	2/8/15, 8:48 PM
Guitar Track. (Original Mix)		4:35	Sander van Door	Beatport Top 100 April 2014	14	House, Deep Hou	2/8/15, 8:48 PM
Game Changer (Original Mix)		6:45	Tempo Giusto	Game Changer	1	Trance	2/8/15, 8:48 PM
A Good Start (Beat Service Remix)		7:36	Alexander Turok	A Good Start	41	Trance	2/8/15, 8:48 PM
Another Home (Original Mix)		8:15	Bdxb	Another Home	1 of 2	Trance	2/8/15, 8:48 PM
incomplete (allen envy remix)		6:40	dart rayne & yur	Trance Top 50	1 of 50	Trance	2/8/15, 8:48 PM
Rise & Fall (Original Mix) (Zaycev.Net)		5:57	Faruk Sabanci			Trance	2/8/15, 8:48 PM
Empire Of Hearts (Original Mix)		6:09	Gaia		1	Trance	2/8/15, 8:48 PM
Adagio For Strings (Original Mix)		5:43	Mark Sixma	Beatport Top 100 Downlo		Trance	2/8/15, 8:48 PM
Visions (Original Mix)		5:16	Marlo		1	Trance	2/8/15, 8:48 PM