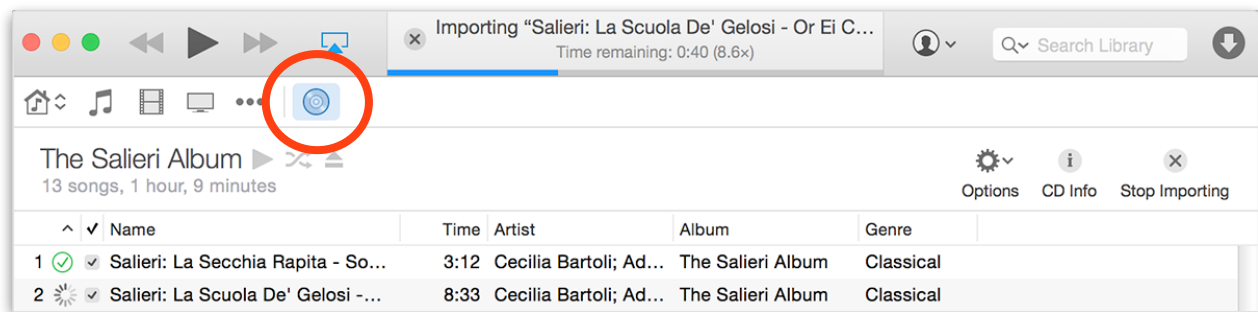


## How to Name, “File,” and Import CDs

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.”)



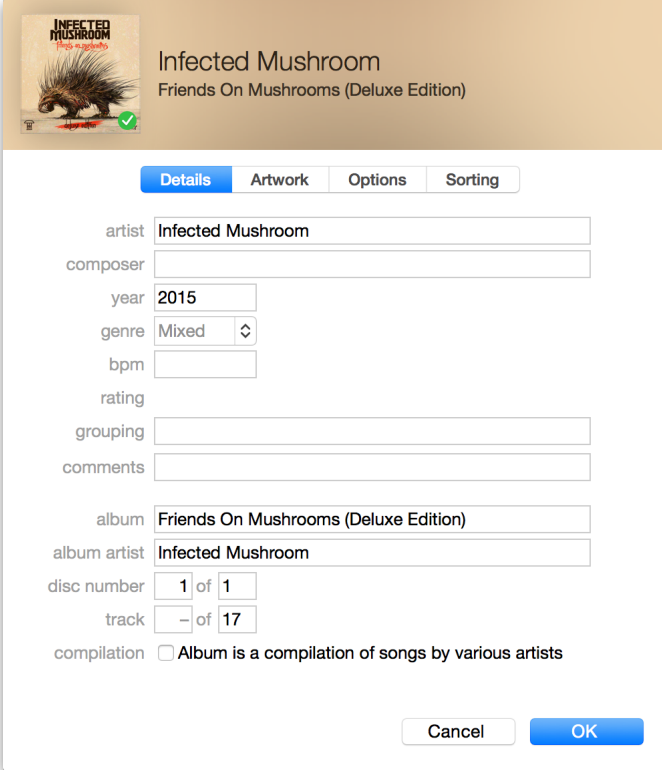
### SIDE LESSON: HOW TO SELECT

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:

Group Editing

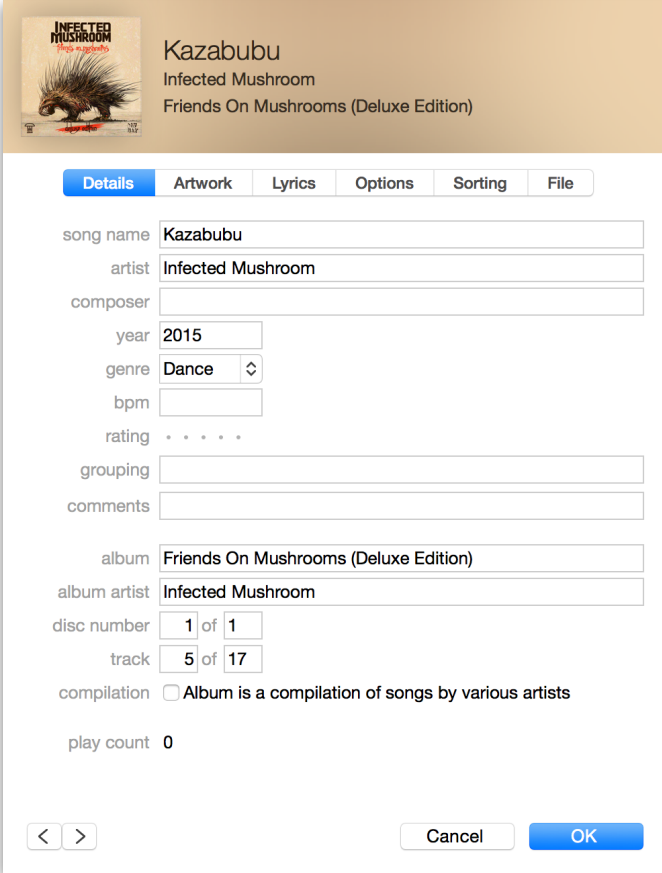


The screenshot shows a window titled "Infected Mushroom" with the subtitle "Friends On Mushrooms (Deluxe Edition)". It features a tabbed interface with "Details" selected. The fields are as follows:

- artist: Infected Mushroom
- composer: (empty)
- year: 2015
- genre: Mixed
- bpm: (empty)
- rating: (empty)
- grouping: (empty)
- comments: (empty)
- 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

Buttons for "Cancel" and "OK" are at the bottom right.

Single Track Editing



The screenshot shows a window titled "Kazabubu" with the subtitle "Infected Mushroom" and "Friends On Mushrooms (Deluxe Edition)". It features a tabbed interface with "Details" selected. The fields are as follows:

- song name: Kazabubu
- artist: Infected Mushroom
- composer: (empty)
- year: 2015
- genre: Dance
- bpm: (empty)
- rating: . . . . .
- grouping: (empty)
- comments: (empty)
- album: Friends On Mushrooms (Deluxe Edition)
- album artist: Infected Mushroom
- disc number: 1 of 1
- track: 5 of 17
- compilation:  Album is a compilation of songs by various artists
- play count: 0

Buttons for "<" ">" "Cancel" and "OK" are at the bottom.

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!

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