

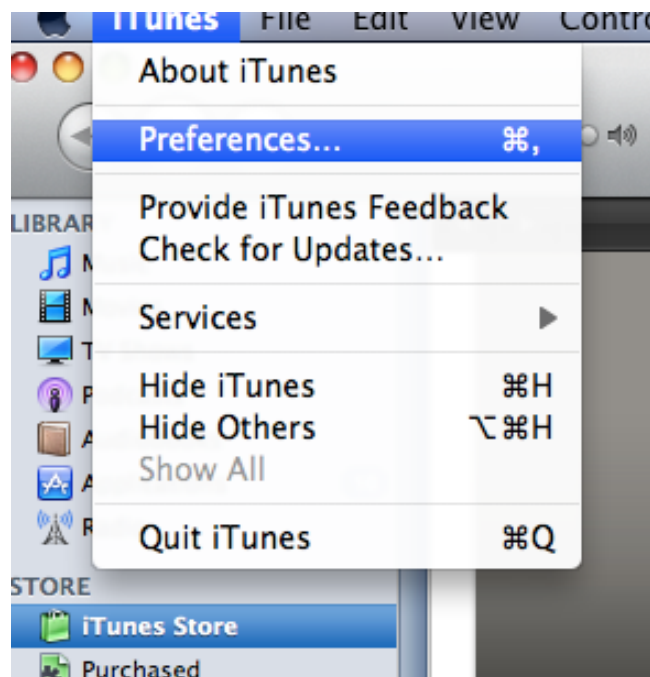
# Offload your iTunes Folder to an External Hard Drive

Caution: Before moving your iTunes folder to an external drive, make sure to BACKUP

Step 1: Backup

Step 2: Plug In a working external hard drive.

Step 3: Click Preferences (Windows Users is Edit > Preferences) and select the Advance Tab



Step 4: Check the boxes next to “Keep iTunes Media folder organized” and “Copy file to iTunes Media folder when adding to library”



Step 5: Click the Change... Button and Choose a location on the external hard drive for your iTunes Folder, then click OK.

Step 6: Click File > Library > Organize Library. This is a new path in iTunes 9.x. From here choose to Consolidate Files. There is also an option to Upgrade to iTunes Media Organization. This breaks all the media into their respective categories, then click OK.



Step 7: After the folder is consolidated be sure to copy the remaining files such as Album Artwork and Playlist files to the new External Hard Drive Folder as deleting them will result in the loss of Artwork and Playlists.

Step 8: Verify the media resides on the external hard drive, then delete the folder on your internal drive.

