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Bill Stephens Productions, Inc.
320 STEWART STREET, RENO, NV 89502
775.322.6292 FAX: 775.329.3328
producer4u@billspro.com since 1969



INSTRUCTIONS ON TRANSFERRING CD-ROM OR FLASH DRIVE FILES TO ANOTHER DEVICE

Although there may be other ways to transfer MP3 files to another device, this is how I've found it to be efficient:

CD-ROM: With the CD-ROM in your CD/DVD reader drawer, after it has been "read" by your computer (which sometimes takes a minute or so, depending on your computer), in a PC, you may get an option to **PLAY** the files or **OPEN FOLDER**. Choose **OPEN FOLDER** (a similar message appears in Macs). If you don't get this message after a minute or so, in a PC, open a Windows Explorer (Finder for Macs) and look for the drive into which you've inserted your disc. Look for a folder marked MP3. Click on it, and you may see folders for different categories. Open them to find the sessions you wish to transfer.

USB MP3 FLASH DRIVE: Insert the USB MP3 Flash Drive into a USB port. You may get an option to **PLAY** the files or **OPEN FOLDER**. Choose **OPEN FOLDER** (a similar message appears in Macs). If you don't get this message after a minute or so, in a PC, open a Windows Explorer (Finder in a Mac) and look for the drive into which you've inserted your disc. Look for a folder marked MP3. Click on it, and you may see folders for different categories. Open them to find the sessions you wish to transfer.

CREATE A FOLDER IN YOUR COMPUTER. From the Explorer window (or Finder on Mac) select the file you want and either **COPY / PASTE** it in your new folder, or **DRAG /DROP** it into your new folder.

OPEN iTunes. If you don't have iTunes, go to www.apple.com and look for iTunes **FREE** Downloads and download it into your computer.

In the upper left-hand corner of iTunes (my version, anyway) there is a small box. When you click on it, you'll get a menu. Choose "Add File to Library". Wait a moment (patience is a virtue when working in iTunes). Go to the folder where you copied the files from your CD-ROM or FLASH Drive. Select the one(s) you want. They will go into your "Music" list in iTunes. Click the "MUSIC" icon and find the file you just added. **RIGHT**

CLICK on it and choose “New Playlist from Selection”. You will then get a chance to name your new playlist (perhaps with the name and number of the session). You may add several files to this playlist.

IPAD, IPHONE, IPOD, etc. Hook your iPad (or “iSomething”) into your computer. In iTunes, you will see an icon on the upper right that says “iPad (etc.)”. Click on it, (you are now looking at your iPad) and click on the MUSIC tab at the top. You will see an uncheck box that says “SYNCH”. Below it, make sure the dot for “selected artist, playlists...” is checked. If so, then click the SYNCH box at the top, then the SYNCH button at the bottom right of the screen. Selected playlists will be copied to your portable device. If you are on the screen to your external device, but don’t want to transfer to it, press DONE to take you back to your internal iTunes without clicking on any SYNCH buttons.

BURN a DISC: Insert a blank CD into your disc drive. [Note: this is why you want to copy the file to a folder on your computer, as the program will be looking for the original disc for the file, and you can’t have two discs in most computers at the same time.] If you haven’t gone to that function, when your blank disc has “booted up”, right click on the playlist you’ve created, RIGHT CLICK, and choose “Burn to Disc. A window will pop up, giving you the choices to burn a regular CD, or MP3 cd. Choose a “regular” CD. After you’ve made your choice, press BURN. The disc will start burning. Again, be patient as you may not see anything happening for a few minutes. Go get another cuppa coffee. When the burn process finishes, it will (may) eject the disc.

OTHER DEVICES: Depending on your device and computer, you may be able to transfer a file using Windows Explorer or Finder to COPY/PASTE or DRAG/DROP from your computer to that device, bypassing the iTunes process.

Once you’ve gone through this process, it will be simpler. If you have problems, please call us (775-322-6292) and we can walk you through it.

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