- 1. Open iTunes (you need to be logged in as yourself on your teacher computer)
- 2. File  $\rightarrow$  Library  $\rightarrow$  Export Library

File	Edit View Controls Store	Help	
-	rew k		Songs Albums A
	Edit Playlist		Artist 🔺 Album
	Close Window	Ctrl+W	Disc 1
N	dd File to Library	Ctrl+O	Disc 1
	Add Ford to Library		Disc 1
	Library		Organize Library
	Davie	•	Export Library
	Home Sharing		
	Open Stream	Ctrl+U	Export Playlist
	Subscribe to Podcast		Get Album Artwork
	Get Info	Ctrl+I	Disc 2
	Rating	+	Disc 2
	Show in Windows Explorer	Ctrl+Shift+R	Disc 2
	Create New Version	•	Disc 2
	Page Setup		Disc 2
	Print	Ctrl+P	Disc 2
	E.A		Disc 2
	EXIL		Disc 2

 Find your MDrive → Double-click on "My Music" → Rename file to "Library-May2014" → Click Save

