

## Changing the Default Save location for iTunes and Windows Media Player

Audience	Guilford Community
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### Notice

All student share spaces are limited to 100MB. This help sheet is designed to help you by resetting the default save location for music files within popular media players.

### For Any Media Player

1	Create a folder on your local hard drive (C:\). This will be the new location for all your music files.
2	Locate your music folder in your share space.
3	Copy it to the new location on your hard drive; this will be your new save location for all music files when you use your media player of choice. You can now delete the music in your share space.

### iTunes

1	Select <b>File-&gt;Add folder to Library</b> and navigate to the folder on your hard drive.
2	This will add the music in this folder into your library. You may notice duplicates, but it will also recognize the previous versions do not exist. You can control click each song and then press delete to remove the share space version of these songs.
3	Select <b>Edit -&gt;Preferences</b> and select the advanced tab, and then change the location where iTunes adds music by default by clicking the change button and browsing to the folder on your hard drive.
4	iTunes is now configured to play and save music to your hard drive instead of your share space.

### Windows Media Player

1	Open up your library; highlight all the songs by holding down <b>Shift</b> and clicking the first and last songs from the library. Then anywhere in the library listing right click and select Remove from Library.
2	Then select <b>Tools -&gt; Options</b> and first click on the <b>Media Library</b> tab and select the <b>Monitor Folders</b> button, and then click the <b>add</b> button. Then browse to the folder on your hard drive with your music and click <b>ok</b> . Then click <b>remove</b> for the other folders in the listing.
3	Select the <b>Copy Music</b> tab and click the <b>change</b> button for where it saves music which you rip from a CD, and browse to the folder on your hard drive where you have saved your music. Click <b>Ok</b> and then click <b>ok</b> again to exit the properties screen. Your library will now be repopulated with your music.
4	Windows Media Player is now configured for use without taking up space on your share space.