

## Create Playlists

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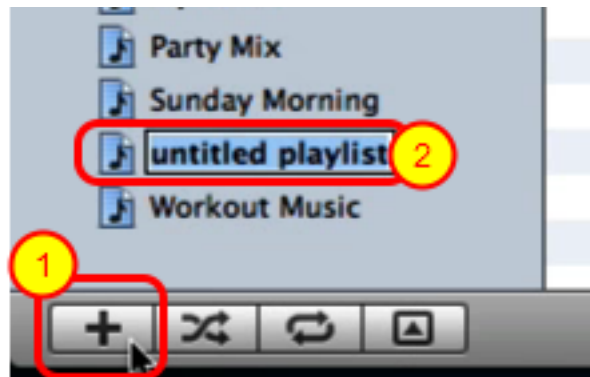
**Subject Descriptors:** iTunes, Add playlists and songs

**Application (Version):** iTunes 8 - Windows XP, Windows Vista, Mac OSX

**Task Description:** How do I create an iTunes playlist? How do I view my iTunes playlists? How do I add songs to my iTunes playlists? How do I remove songs from my iTunes playlists? How can I share my iTunes playlists across the internet?

**Tutorial Date:** 12 May 2009, by Tim Holmes

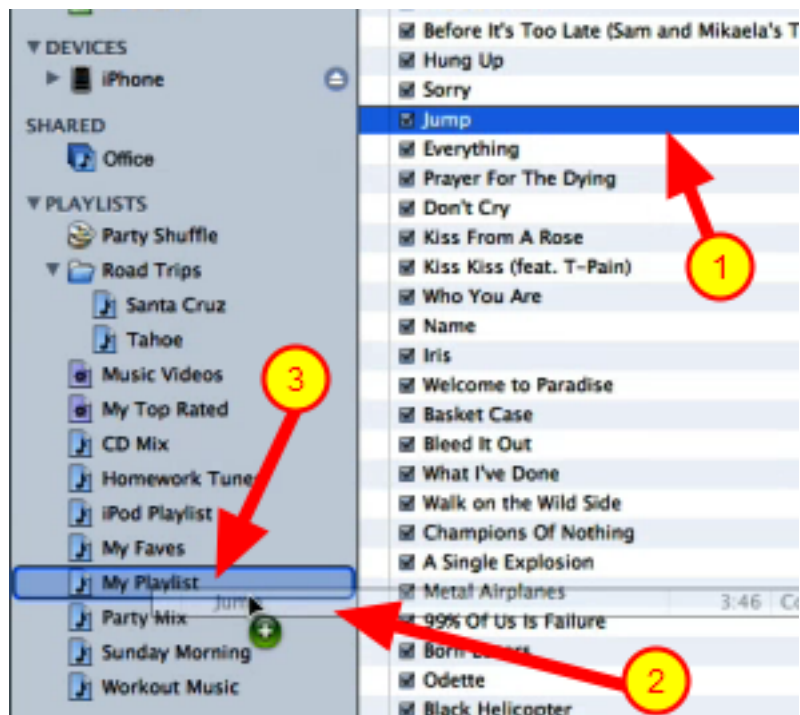
### Create Playlist



A playlist is a group of songs from your library. Playlists help you group together songs that you might want to burn to a CD or sync to your iPod.

- 1) To create a playlist, click the "+" icon.
- 2) Next, an untitled playlist shows up in your list. Just start typing to give it a new name.

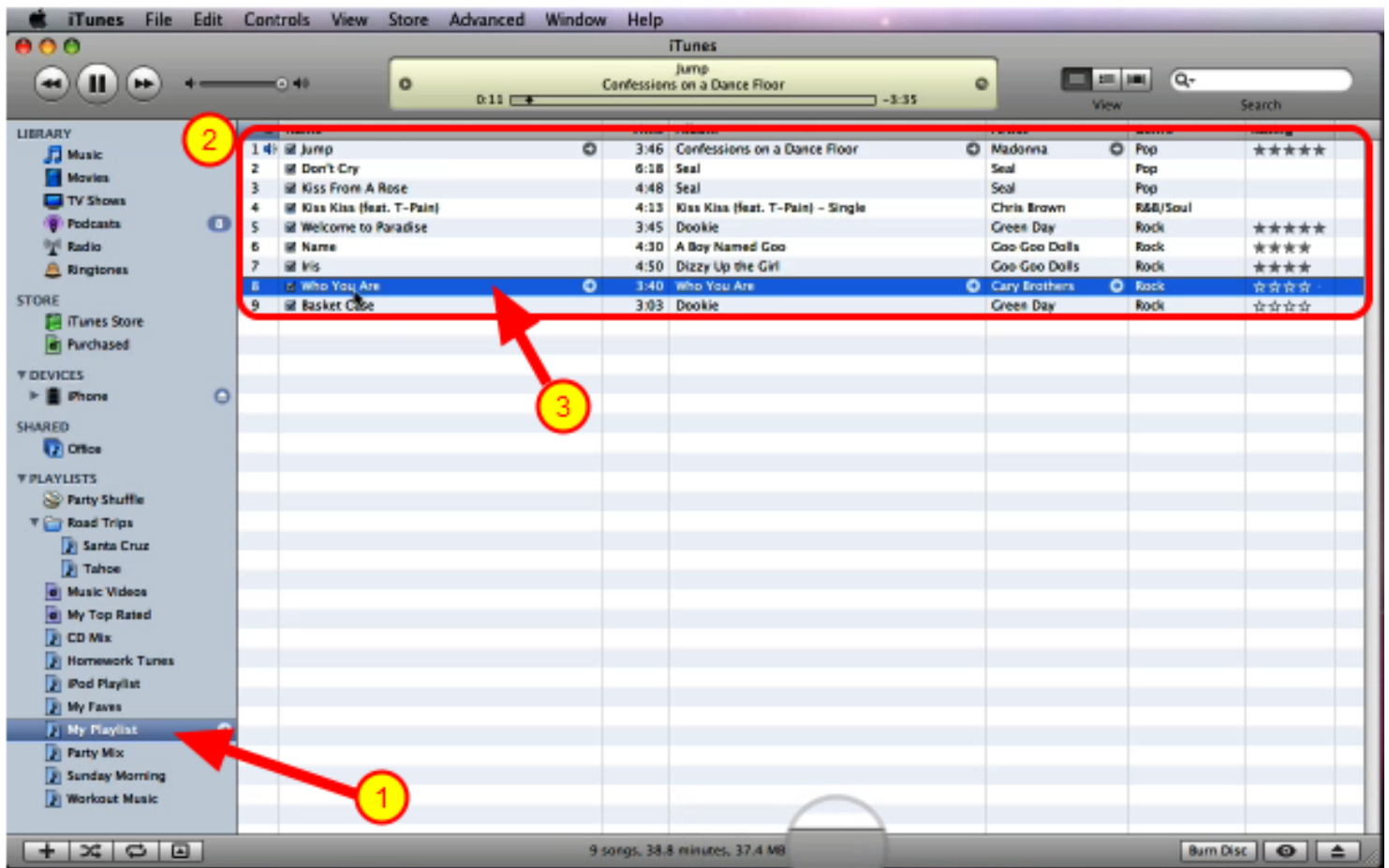
## Add Songs To Playlist



To add a song to a playlist, (1) drag a song to the playlist title (2) and drop it into your desired playlist (3).

You can add as many songs as you would like.

## View Playlists



To view a playlist,

- 1) simply click it.
- 2) The order of the playlist is the order in which the songs were added.
- 3) You can rearrange the order by highlighting a song and dragging it up or down.

## Removing Songs From Playlist

▲	Name	Time	Album	Artist	Genre
1	Jump	3:46	Confessions on a Dance Floor	Madonna	Pop
2	Don't Cry	6:18	Seal	Seal	Pop
3	Kiss From A Rose	4:48	Seal	Seal	Pop
4	Kiss Kiss (feat. T-Pain)	4:13	Kiss Kiss (feat. T-Pain) - Single	Chris Brown	R&B/Soul
5	Welcome to Paradise	3:45	Dookie	Green Day	Rock
6	Name	4:30	A Boy Named Goo	Goo Goo Dolls	Rock
7	Iris	4:50	Dizzy Up the Girl	Goo Goo Dolls	Rock
8	Who You Are	3:40	Who You Are	Cary Brothers	Rock
9	Basket Case	3:03	Dookie	Green Day	Rock

The image shows a screenshot of an iTunes playlist. The playlist contains 9 songs. The song 'Basket Case' by Green Day is selected. A red arrow labeled '1' points to the selected song. A dialog box is open over the bottom right of the playlist, asking 'Are you sure you want to remove the selected songs from the playlist?'. The dialog box has a 'Do not ask me again' checkbox and two buttons: 'Cancel' and 'Remove'. A red arrow labeled '2' points to the 'Remove' button.

- 1) Highlight a song and then hit the "**back space**" or "**delete**" key on your keyboard.
- 2) Then, click the "**Remove**" button.

**NOTE: Don't worry, removing a song from a playlist doesn't delete it from your iTunes library or from your computer.**

## Sharing Playlists



- 1) Select a playlist and then
- 2) click the "**blue arrow**" to buy the songs as a gift or to publish them to the iTunes store as an iMix to share with others over the internet.