

How to back up your iTunes library



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It's always advisable to make a back-up of your music library – that is, a copy of all the files, which are then kept separately from your computer.

Backing up is easy and can ensure that your music is secure in case of disaster. Even if all your music originated from your own CDs, a back-up will save you hours of work reinstalling them all.

This guide will describe three ways of backing up your library.

To back up your iTunes library using Apple's iTunes Match

Apple's iTunes Match is a useful option if you don't want to buy an expensive hard drive and want to be able to access your music library on a variety of different Apple devices. It has an annual cost of £21.99.

You'll need:

- a computer with access to the internet, ideally through a broadband connection
- an iTunes account
- iTunes installed on your computer.

Step 1: Open iTunes by double-clicking on the **iTunes** icon on your desktop. Alternatively, click **Start**, hover over '**All Programs**', find **iTunes** on the list and then click it.

Step 2: Click **iTunes Match**, which is listed under Store in the left-hand menu.

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Songs Albums Artists Genres Playlists Match

es Match stores your entire music library in iCloud, including music from CDs, and lets you it anywhere, anytime, on your iOS devices, computers or Apple TV. That's in addition to th free features you already get with iTunes in the Cloud.

Millions of Songs to Match
Any of your songs already in the iTunes Store are automatically available in iCloud. iTunes only uploads songs without a match.

Listen at 256 Kbps DRM-Free
Play matched songs in iTunes Store quality. Even if your original was of lower quality.

No Thanks Subscribe for £21.99 per Year

Step 3: You will now be taken to a screen that explains how iTunes Match works. Essentially Apple scans your entire music library, not just songs you have bought from iTunes, and matches it to songs it has already indexed on the service.

Any songs you own that Apple hasn't scanned from other users' libraries will be uploaded to iCloud – Apple's cloud storage service that allows you to synchronise your information across all of your devices. How long this takes depends on how many unique songs you have in your library.



As an added bonus, any songs below 256 Kbps will be upgraded to the higher quality free of charge.

If you want to go ahead with using this service, click **Subscribe for £21,99 Per Year**. Unless you cancel your subscription, Apple will continue to take £21.99 from your bank account each year.

Songs Albums Artists Genres Playlists **Match**

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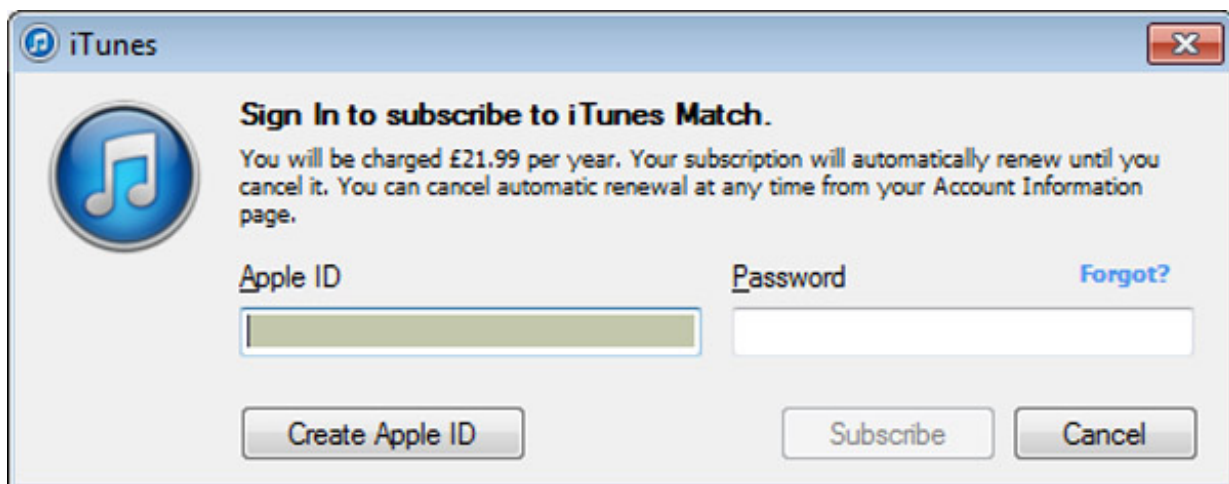
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Step 4: You will now be prompted to enter your Apple ID and password. Once entered, Apple will scan your music library. How long this takes depends on the size of your collection. Once completed, you will be able to listen to you entire music catalogue on any Apple device that is set-up with your Apple ID.



Sign In to subscribe to iTunes Match.
 You will be charged £21.99 per year. Your subscription will automatically renew until you cancel it. You can cancel automatic renewal at any time from your Account Information page.

Apple ID

Password [Forgot?](#)

To store your iTunes library online

To do this, you'll have to use a company that provides this service. There are a number of free providers online – for example, Dropbox or SugarSync, which provide 2GB and 5GB of free storage respectively and more if you pay for it.

- [Dropbox](#) - Follow some easy-to-use instructions, and you'll end up with a new box in your 'My Documents' folder. Simply copy your audio files into the box, and they'll be automatically backed up. The 2GB of free storage will hold approximately 500 songs.

- [SugarSync](#) - This service gives you 5GB of free storage and operates in a very similar way to Dropbox. However, for storage, you'll need to pay a minimum of \$7.49 per month.

To store your iTunes library on an external hard drive

This memory device can be bought from any computer store or from an online retailer such as Amazon. It gives you a way of storing your music externally, so that you have a copy of it completely separate from your computer. It also is the best option if you have a very large library of music.

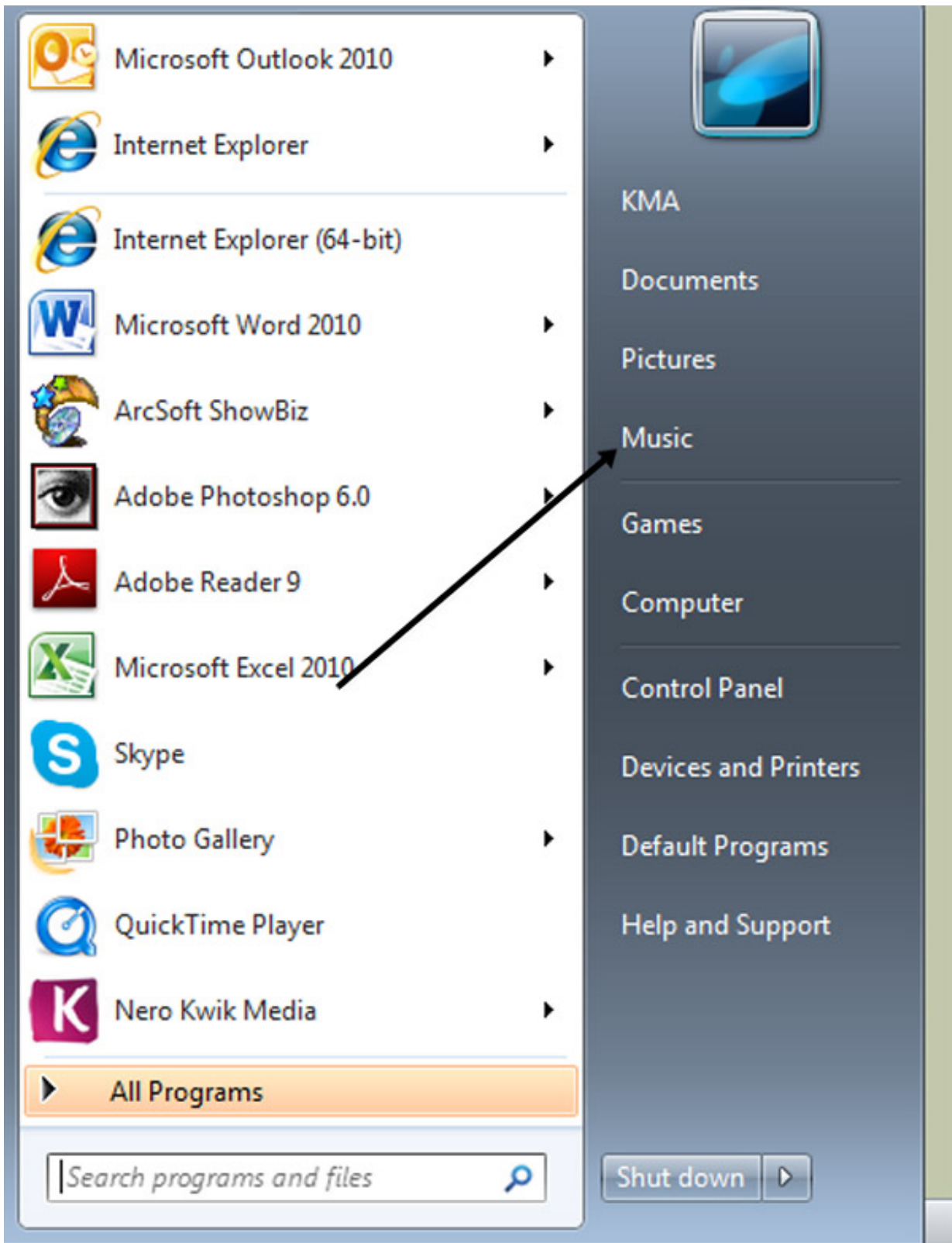
You'll need:

- a computer with access to the internet, ideally through a broadband connection
- an email account
- iTunes installed on your computer
- an external hard drive.

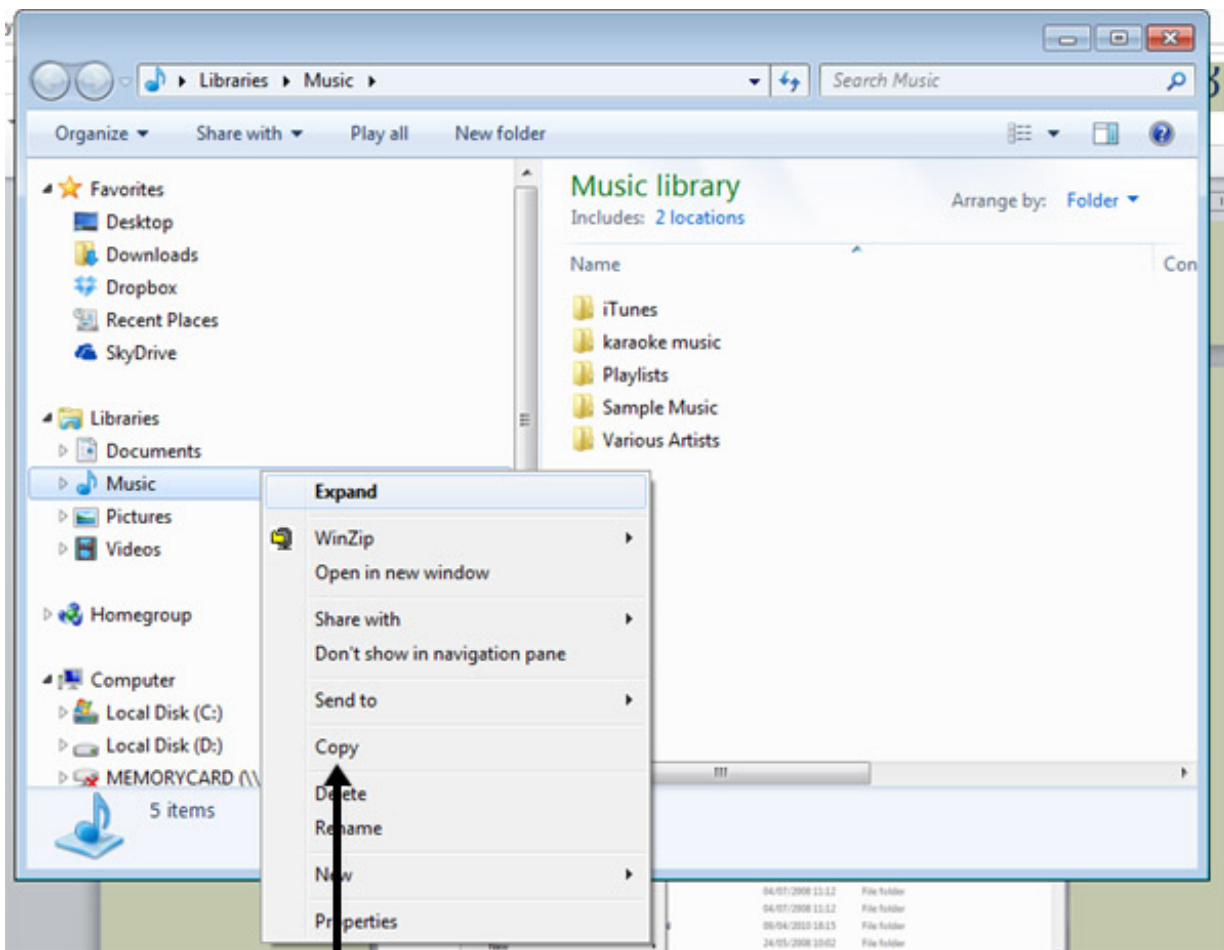
Step 1: Plug your external hard drive into your computer via the USB connection. You should have been supplied with a cable to do this when you bought the hard drive.

Step 2: Close iTunes if you have it open.

Step 3: Click **Start**, then **Music**.

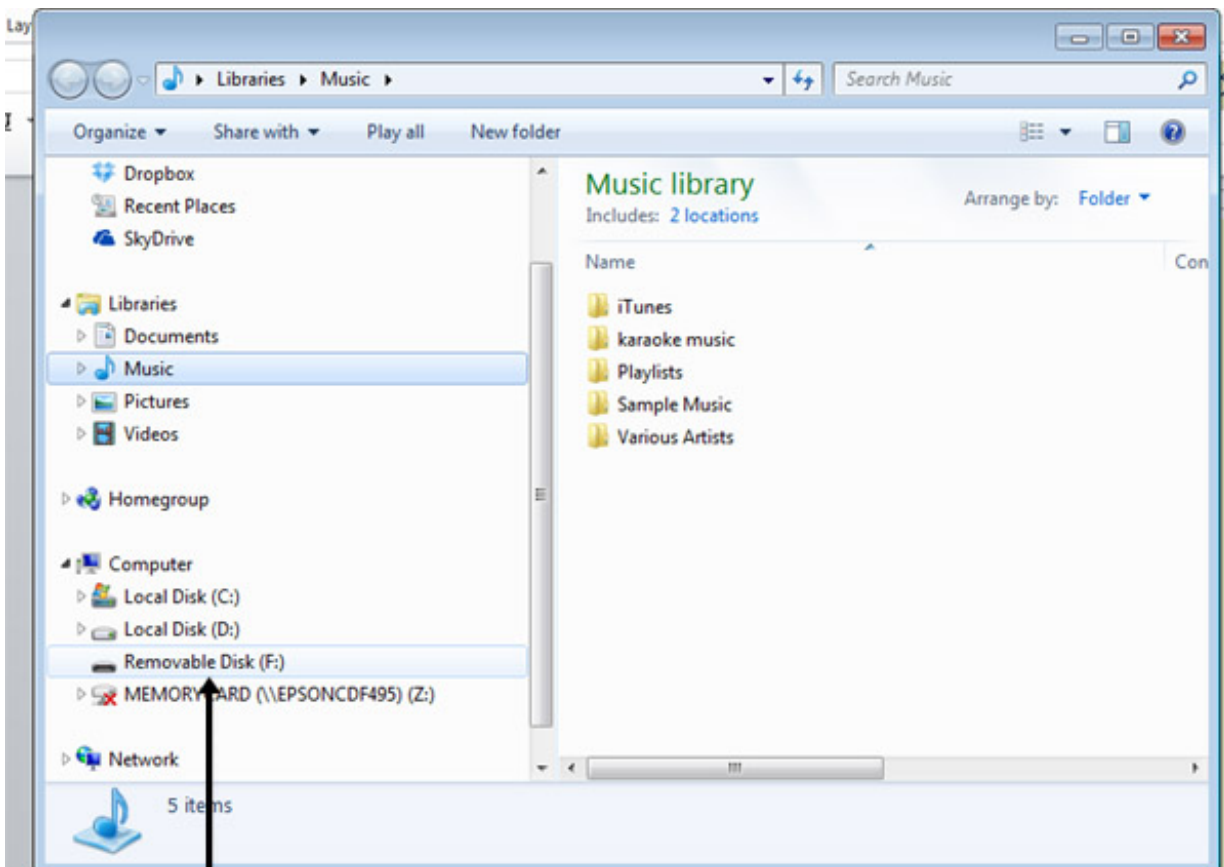


Step 4: Right-click **Music** in the new window that now appears.



Step 5: Left-click **Copy**.

Step 6: Identify your external hard drive. It should be listed below 'Computer'. Your computer will usually be listed as '(C:)' and the external hard drive will be below that. Here, it's listed as 'Removable Disk (F:)'.
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Step 7: Right-click the name of your external hard drive.

Step 8: Left-click **Paste**. Your computer will now back up all your music to the external hard drive.

Step 9: When the back-up process has finished, ensure that you properly disconnect your external hard drive and store it in a safe place.

Chris Quartermaine is a Digital Unite tutor for Chester, South Wirral and north-east Wales.

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