

# Locating and Making Copies of iTunes Video Files (Macintosh)

These directions for locating and making copies of iTunes video files will work for most users who have not manually altered the default location assigned to iTunes video files.

1. Start iTunes.
2. On the left-hand side of the iTunes application window locate the **Library** (iTunes content on your computer) and click on the **Podcasts** icon.
3. Any podcasts currently in your iTunes **Library** on your computer will appear in the right pane of the iTunes window.

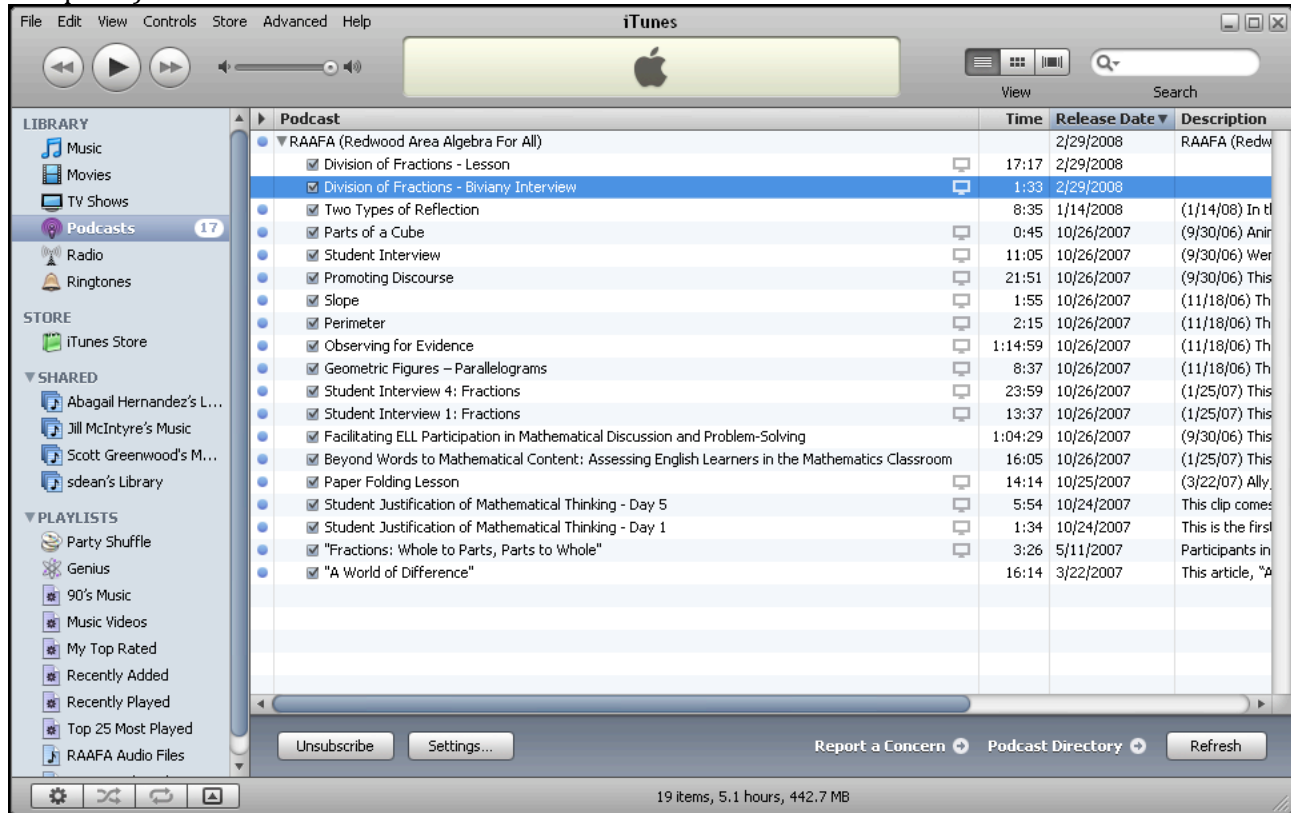


4. To make it easy to select the desired podcast and locate the video file, set your iTunes **View** (in the iTunes toolbar upper right) to the "list" view (the left button of the **View** menu buttons).
5. The individual files in your iTunes collection will be displayed in a list (**Note**: you may need to open the podcast directory to display the list of episode titles; click the triangle next to the podcast name).
6. To make a copy of any video file in the iTunes **Podcast** directory, you will need to locate the file on your computer's hard drive.
7. Click once on the desired title, hold down the **Control** key and click again; a contextual menu will appear.
8. Select **Show in Finder** and a display window will open showing the source video file highlighted in its location on your computer. You will need to leave this file in the current location for it to continue to be accessible in iTunes, but you can easily make a copy for use as a separate QuickTime file that can be viewed independently or inserted in other applications such as PowerPoint or Keynote.
9. To copy a file, with the file still highlighted, hold down the **Option** key, then click and hold your mouse pointer on the file icon and drag it to the desired location (the desktop is easiest, you can move it to any other location later).
10. A small green circle with a plus sign in the middle will appear to indicate that the file is being copied to the new location (**Note**: small files sometimes copy so quickly that you may not see the green circle with the plus sign).
11. To make sure your file has been copied and not moved, look to make sure that the original is still in the iTunes folder **and** in the new location.

# Locating and Making Copies of iTunes Video Files (Windows)

These directions for locating and making copies of iTunes video files will work for most users who have not manually altered the default location assigned to iTunes video files.

1. Start iTunes.
2. On the left-hand side of the iTunes application window locate the **Library** (iTunes content on your computer) and click on the **Podcasts** icon.



3. Any podcasts currently in your iTunes **Library** on your computer will appear in the right pane of the iTunes window.
4. To make it easy to select the desired podcast and locate the video file, set your iTunes **View** (in the iTunes toolbar upper right) to the "list" view (the left button of the **View** menu buttons).
5. The individual files in your iTunes collection will be displayed in a list (Note: you may need to open the podcast directory to display the list of episode titles; click the triangle next to the podcast name).
6. To make a copy of any video file in the iTunes **Podcast** directory, you will need to locate the file on your computer's hard drive.
7. Right-click on the desired title; a contextual menu will appear.
8. Select **Show in Windows Explorer** and a display window will open showing the source video file highlighted in its location on your computer. You will need to leave this file in the current location for it to continue to be accessible in iTunes, but you can easily make a copy for use as a separate QuickTime file that can be viewed independently or inserted in other applications such as PowerPoint.
9. To copy a file, with the file still highlighted, right-click your mouse pointer on the file icon and drag it to the desired location (the desktop is easiest, you can move it to any other location later).
10. A contextual menu will appear giving you choices to copy, move or create a shortcut to the new location; select **Copy Here**.
11. To make sure your file has been copied and not moved, look to make sure that the original is still in the iTunes folder **and** in the new location.