



In **iTunes**, here are the steps to take to 'clip' a song:

- In the music library – or in a playlist – highlight (click once on) the song you want to clip.
- Right click, and go to “Get Info.” (Or go to the ‘File’ dropdown menu and do the same thing)
- Click on the tab that says ‘Options.’
- In the middle, where it says ‘Start Time’ put in the time you want the song to start.
- When you’re set, click on ‘OK’ and it’s ready to go!

Additional points about clipping:

- To find where to clip the song, play it in **iTunes** and watch the time counter at the top of the screen until it reaches the place you want to clip.
- If you clip a song, remember that it will be clipped *everywhere* – in the library, and in any playlists where it appears.
- You can clip a song down to the second, or tenth of a second, or hundredth or even thousandth of a second! For example, you could type in 0:01.826
- You don’t *lose* the part of the song you’ve skipped over – you can always go back and reset the start time to zero.
- And – remember to update your **iPod** for the new starting time to work next time you use your **iPod**! (Sounds silly, I know, but some people really do forget this step!)

