Copying Audio Files to Itunes

1) Insert media with audio files into your computer by CD or USB drive
2) You can open Itunes and media with files at the same time, resize so you can see both, and then drag to your Itunes Music Library or Audibooks folder (if you have created one on your hard drive) within that library
3) You can also open iTunes, Click on File, "add file to library" or "add folder to library" (if the files are in a folder).
4) After this is done, the files will be in your music library and you can create a Smart Playlist (using rules) or a regular Playlist using click and drag.