FLORIDA CENTER FOR INSTRUCTIONAL TECHNOLOGY

iTunes is the digital media management program included in iLife '06. iTunes makes it easy to organize and play music, movies, TV shows, and podcasts on your computer. With iTunes you can easily import songs from your favorite CDs or purchase them from the iTunes Store. From there you'll be able to create custom playlists to organize your collection, burn CDs to give to your friends, and even share your music with others on your network. The iTunes Store also has movies and TV shows you can purchase and watch with iTunes or copy to your video iPod so you can watch them on the go. iTunes makes it easy to find and subscribe to podcasts, a great new way to share audio and video with others over the Internet.

Importing Music from CDs

To import music (known as "ripping") from a CD:

1. Insert a music CD into your computer. Notice that iTunes opens automatically and the CD is listed under Devices in the Source List.
2. By default, all songs on the CD are selected. In the list that appears, use the checkboxes to deselect any songs you don't want to import.
3. After making your selections, click the Import button. iTunes will begin copying the music from your CD to your iTunes music library.
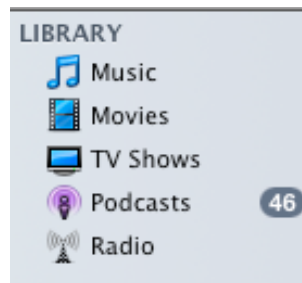4. After the songs are imported, click the Eject Disk button if you want to take out the CD.
1. Select Music under Library in the Source list to view all the music in your iTunes library, including the songs you just imported.

Importing from a Folder

To import music from a folder:

1. Select File > Add to Library.
2. Find the folder that has the music you want to import.
3. Click on Choose. The imported music will be listed under Music in the Source List.
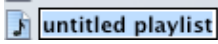
You can also import music by dragging and dropping a folder from a Finder window to the iTunes Library window.

Creating Playlists

If you've ever made a mix tape of your favorite music, then you already understand the power of playlists. With a playlist, you choose which songs to play and the order in which to play them.

To create a new playlist in iTunes:

1. From the File menu, choose New Playlist. An untitled playlist with a musical note icon appears in the iTunes Source list.
2. With the new playlist selected type a name for it.
3. Select Music under Library in the Source List to view all the music you have added to your iTunes Library.
4. To add a song to the new playlist, drag it from the Library to the new playlist until you see a plus sign. You can then release your mouse and the song will be added to the playlist.
5. Add as many songs as you want to your playlist. You can add multiple songs at once by holding down the Command key as you select songs in your Library. When you drag multiple songs to a playlist you will see a number showing you how many songs are going to be added to the playlist.
6. Click the icon representing your playlist in the Source list to view all the songs you've added.

To change the order of songs in the playlist, select the song number column, and then drag the song names to different positions in the list.

iTunes also supports Smart Playlists, which allow you to automatically set up a playlist based on some criteria. To set up a Smart Playlist:
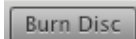
1. Select File > New Smart Playlist.
2. In the Smart Playlist window, use the pulldown menus to set the criteria you want to use.
3. Make sure Match the following rule and Live Updating are checked. This will update your Smart Playlist whenever you add a song to your

Library that matches the criteria you set in step 2.

Burning CDs
Once you have created a playlist and added all the songs you want to it, burning to CD is easy:
1. With iTunes open, insert a blank CD into your computer.
2. Select the playlist you want to copy to CD. Before burning your CD, you can rearrange the songs by dragging them to different positions.
3. At the bottom of the iTunes window, check the size of your playlist to make sure it doesn't exceed the amount of space on a CD (about 650 MB).
4. Click the Burn Disc button to begin copying the songs from your computer to the CD. You can watch the progress in the iTunes window. When the files are copied, a CD icon will appear in the iTunes Source list.

5. Click the Eject   button to eject your CD.

Sharing Your Music (Legally)
iTunes makes it easy to share your music with your friends when you are connected to a network:
1. Open iTunes > Preferences.
2. In the window that appears, click the Sharing icon, and then select "Share my library". You can then select to share your entire Library or an individual playlist. You can also specify a password for your shared music.
3. Click on OK.

To access shared music in iTunes:
1. In the Source list, click the triangle to the left of the Shared Music icon to reveal all the shared libraries on the local network.
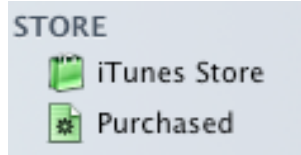2. Select a shared library to see the shared music in the iTunes window.

3. Select a song and click the Play button to listen to it.

The iTunes Store
iTunes is designed to easily connect to the Apple iTunes Store, where you can purchase music, TV shows, movies, and even games for your iPod. Before you can connect to the iTunes Store, you must first set up an account as follows:
1. Select iTunes Store in the Source list.

2. Click the Account button in the upper-right corner of the iTunes window.
3. To sign up for an Apple ID, click the Create Account button in the window that appears.
4. Follow the onscreen instructions to create your account.

To sign in using your account, type your Apple ID and password in the fields provided, and then click the Sign In button. You'll notice

your Apple ID will be listed at the top of the iTunes window. You're now ready to start purchasing music.

To purchase content:
1. Search for a song, TV show, or movie you want to buy from the iTunes Store, select it, and then click the Play button to get a preview.
2. Click the Buy Song, Buy Movie, or Buy Episode button. With iTunes 7, a download icon will display under iTunes Store in the Store section of the Source List. The download progress indicator will show you how many items you are downloading, and it will disappear when all downloads are complete.
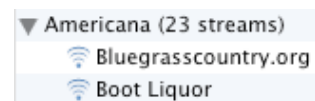

3. When your downloads are complete, click the Purchased playlist that will appear in the Store section of the Source List.
4. Select the content you just purchased and click the Play button to play it in iTunes.

Listening to Radio
You can use iTunes to subscribe to internet radio stations as follows:
1. Select Radio in the Source list.

2. Click the triangle icon to the left of a category to see which stations are available in that genre.
3. Double-click the station you want to listen to. Watch as iTunes
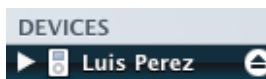
connects to the live stream and plays the radio station.
4. To return to your own music, click Library in the Source list.

Working with iPods
iTunes is the perfect partner for your iPod. You can use iTunes to transfer music, photos, and even videos (if you have one of the newer iPods) to your iPod.
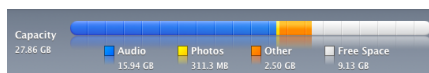
To transfer content to your iPod:
1. Connect your iPod to your computer using the USB cable.
2. iTunes will open automatically and transfer all the songs and playlists in your music library to your iPod. Videos and TV shows will also be transferred. Do not disconnect your iPod while content is being transferred.
3. After the transfer is complete, safely disconnect your iPod by selecting your iPod in the Source list (it will be listed under Devices), and then clicking the Eject button next to it.

iTunes 7 displays an information screen when you select an iPod in the Devices section of the Source List. This screen allows you to set options for your iPod, and at the bottom it will show you how much space you are using for each type of content stored on your iPod.

You should be careful when plugging in an iPod to a different computer from the one you normally use. You should get a warning asking you if you want to link the iPod to the current Library. If you do so, the contents of your iPod will be overwritten with the contents of the current Library.

Subscribing to Podcasts
Pocasts are a great new way of distributing educational content using a subscription model. You only have to subscribe to a podcast feed once, and the software takes care of automatically downloading new episodes as they become available.
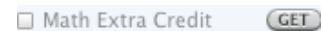
To subscribe to a podcast using iTunes:
1. Click on Podcasts in the Source List.
2. Click on the Podcast Directory link at the bottom of the window.

3. Click on one of the categories displayed by iTunes to browse the directory. You can also search the Podcast Directory by typing your search terms in the search box at the top of the window and then selecting the Podcasts link.
4. Click on the Subscribe button when you find a podcast you like.

To access your new subscription and play back individual episodes:

1. Click on Podcasts in the Source List.
2. Click on the triangle next to the title of the podcast you want to play.

3. The latest episode should be downloaded already.
4. To download additional episodes from the list, click on the Get button next to each episode's title.

5. A spinning icon next to the episode's title will let you know it is downloading. A Downloads button will also appear in the Source List. Click on this button to see a progress bar for each episode you are downloading.
6. When the download is complete, click on Podcasts in the Source List, find the podcast you subscribed to, and double click on an episode to play it.

If you know the feed address for a podcast, you can also subscribe to it by selecting Advanced > Subscribe to Podcast, entering the feed address, and clicking on OK.

To unsubscribe to a podcast:
1. Select the title of the podcast.
2. Select Edit > Delete.
3. Click on Remove to confirm that you want to remove the podcast subscription.
4. If you only want to end the subscription but want to keep the files you already downloaded, click on Keep Files. Otherwise, click on Move to Trash. The subscription will be cancelled and the files you already downloaded will be moved to the Trash.

Artwork and Chapters
iTunes can display artwork associated with a media file.

To display the artwork:
1. Select a media file.
2. Click on the artwork viewer button below the Source List.

3. To display the artwork for the currently selected file, click on the triangle next to the title of the viewer window to change it to Selected Item.

Otherwise, the artwork viewer will display the artwork of the currently playing file

iTunes 7 includes a Cover Flow view that can be used to flip through the artwork associated with your collection.

To change your view to Cover Flow, click on the right View button at the top of the iTunes window.

iTunes can even automatically download any missing artwork. To download artwork, select Advanced > Get Album Artwork (you will need an Apple ID for this feature to work).
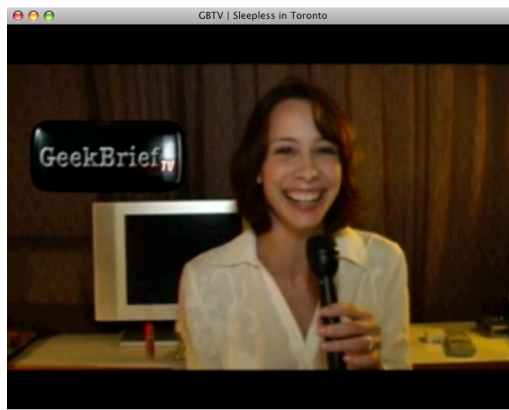
iTunes supports enhanced podcasts that can include still images or video. To view the images or video in an enhanced podcast:
1. Play a podcast episode.
2. Click on the artwork viewer button below the Source List.
3. Double-click on the artwork or video in the artwork viewer to display it in a larger window you can resize.
4. When you hover over the artwork window, you will see playback controls and a button for full screen mode. To exit full screen mode, press the Escape (ESC) key on your keyboard.
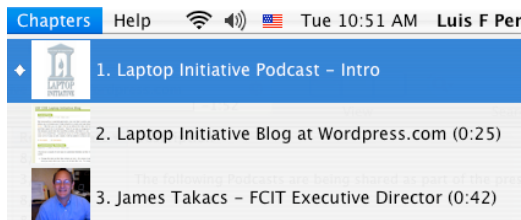

Enhanced podcasts can also include chapter markers that can be used for navigation. When you play an enhanced podcast, a Chapters menu will appear in the menu bar.

Click on the Chapters menu to display a list of the chapters in an enhanced podcast. You can click on

any chapter to go to that section of the podcast.

Keyboard Shortcuts
•Command + N (create a new playlist)
•Space Bar (Pause/Play a song)
•Right/Left Arrow (Next/ Previous song)
•Command + Up/Down Arrow (Increase/Decrease Volume)
•Command + E (Eject a disc)
•Command + Option (If you hold it down while you connect an iPod, this will prevent iTunes from automatically opening it)
•Command + R (Locate the file on the disc)
•Command + L (Show the currently playing file)