



iTunes is the digital media management program included in iLife. 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. The Podcast Directory makes it easy to find and subscribe to podcasts and iTunes U gives you access to many hours of free content from major universities.

### Importing Music from CDs

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

1. Insert a music CD into your computer. iTunes will open automatically and the CD will be listed under Devices in the Source List.
2. By default, all songs on the CD will be selected. Use the checkboxes next to the track names to deselect any songs you don't want to import.
3. After making your selections, click the Import CD 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 to the right of the CD's name if you want to take out the CD from your computer.
5. 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

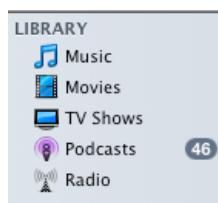
To import music from a folder:

1. Select File > Add to Library (Add Folder to Library on Windows).
2. Find the folder that has the music you want to import.
3. Click on Choose (OK on Windows). To see your imported songs, select Music under Library in the Source List.

You can also import music by dragging a folder from a Finder or Windows Explorer window to the iTunes window.

### The iTunes Library

The Library on the left side of the iTunes window organizes your files by type (music, movies, TV shows and podcasts).



To see the files in a category, click on the name of that category under Library in the Source List. The files will be displayed on the right side of the iTunes window.

To change the way in which the files are displayed click on one of the three view buttons at the top of the iTunes window:

- List: displays your files in rows and columns. Each column represents a field you can use to sort your files by clicking on the column name. To change the sort order, click on the column name again.
- Grid: uses cover art to display your files grouped by album, artist, genre or composer (click on one of the tabs at the top of the window to select the field used to group the files). To open a group and see the files included in it, double-click on the group's cover art.
- Cover Flow: displays your files using a 3D interface that allows you to flip through your collection using the album cover art. To flip through your collection, use the scroll bar below the cover art or click on a different thumbnail in the Cover Flow area.



### Playing Your Files

#### Audio

To play an audio file, double-click on it in the iTunes window. To pause the song, or to skip forward or backward, use the playback controls in the upper left corner of the iTunes window.



The slider to the right of the playback controls can be used to raise or lower the volume.



To shuffle or repeat songs, use the buttons in the lower left corner of the iTunes window (below the Source List). The shuffle option plays back the songs in your collection in a random order.



### Video

To play a video file, double-click on it in the iTunes window. By default, the video will open in a new window, but you can change this in the iTunes preferences:

1. Choose iTunes > Preferences (or Edit > Preferences on Windows).
2. Select the Playback tab.
3. Use the pulldown menus at the bottom of the tab to select how you want your movies and TV shows to play (in a separate window, inside the iTunes window, or in the artwork viewer).

If you choose to view the video files inside the iTunes window, you will have to click on the X on the upper left corner of the video to return to your iTunes Library. When you hover over the video with your cursor a controls area will appear with buttons for pausing the video and moving backward and forward, as well as a slider for adjusting the volume.



To move to any point in the video, drag the white diamond in the progress bar at the bottom of the controls area. To view your video in full screen mode, click on the full screen button on the right side of the controls area.

To assign a star rating to a file, click on the Rating field for that file until you see the desired number of stars. You can also assign a rating by choosing File > Rating and selecting the number of stars.



To display a 3D animation on the screen while your song plays, select View > Show Visualizer (or use the keyboard shortcut Command or Control + T). To close the Visualizer, select View > Hide Visualizer or use the keyboard shortcut command.

### 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 will appear 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 (Control key on Windows) 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 the songs in a playlist, click and drag on the song names until they are in the desired order. If you can't drag a song, click the column heading above the track numbers. You can't reorder songs if they're sorted by one of the other headings or if shuffle is on. To turn off shuffle, click on the Shuffle button at the bottom of the Source list.



### Smart Playlists

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. Check the box next to "Match the following rule" and use the pulldown menus below the checkbox to specify the desired criteria. Most rules will include a text box where you can enter a specific value that must be matched. In the rule shown below, only those files that contain the word Florida in the Album field will be included in the Smart Playlist.



3. To add more rules, click on the plus buttons on the right side of the window and to remove rules click on the minus buttons. If you have more than one rule, a pulldown menu to the right of the Match checkbox will allow you to choose between matching all or any of the rules.

4. Check the box next to "Limit to" if you want to limit the number of items in the Smart Playlist, its duration or its size (in megabytes or gigabytes).
5. Make sure the box next to Live Updating is checked. This will update your Smart Playlist whenever you add a song to your Library that matches the criteria you set in step 2.
6. Click on OK to create your Smart Playlist.

iTunes automatically creates some Smart Playlists. For example, there is a Recently Added playlist that gets updated each time you add a file to your iTunes Library.

### Finding Duplicates

To find duplicate files in your iTunes Library, choose File > Show Duplicates. Once the list of duplicate files appears on the right side of the iTunes window you can select the duplicates (hold down the Command or Control key to select more than one file) and choose Edit > Delete. To return to your iTunes Library, click on the Show All button at the bottom of the iTunes window.

### Converting to MP3

The MP3 file format is one of the most popular and widely supported formats for audio files. iTunes can be used to convert audio files from other formats (such as WAV and AAC) into MP3 files. To convert an audio file into the MP3 format using iTunes, you first have to make sure you have the MP3 encoder selected in the iTunes preferences:

1. Choose iTunes > Preferences on the Mac or Edit > Preferences on Windows.
2. Click on the Advanced tab and choose Importing.
3. Choose MP3 Encoder from the Import Using pulldown menu.
4. Choose a bit rate using the Setting pulldown menu. The default setting of Good Quality (128 kbps) results in CD quality audio. To lower the bit rate (which results in a smaller file but also reduces the quality of the audio) choose Custom, then use the Stereo Bit Rate pulldown menu at the top of the MP3 Encoder window to select a lower bit rate. For podcasts that include vocals and music, a setting of 98 kbps works well. For voice-only recordings, the bit rate can be as low as 32 kbps.
5. Click on OK once you've selected a bit rate, then click on OK one more time to close the Preferences window.

To convert a file, select the file and choose Advanced > Convert Selection to MP3. iTunes will

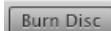
show you a progress bar at the top of the window as the conversion takes place and it will play a notification sound when it is finished. The new MP3 file will be listed below your original file. To locate the new file on your hard drive, right-click (Control-click on the Mac) on it and choose Show in Finder (Mac) or Show in Windows Explorer (Windows). A Finder or Windows Explorer window will open with the MP3 file already selected. You should copy this file to a different location on your hard drive that is easier to find, such as the Desktop.

MP3 files only support audio. If you have created an enhanced podcast that includes still images, then the image track will be removed when you convert the file to the MP3 format.

### 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.



When the files are copied, a CD icon will appear in the iTunes Source List. Click the Eject button to eject your CD.



### Sharing Your Music (Legally)

iTunes makes it easy to share your Library with your friends when you are connected to a network:

1. Choose iTunes > Preferences (Edit > Preferences on Windows).
2. In the Sharing tab select the box next to "Share my library on my local network". You can then select to share your entire Library or individual playlists. You can also specify a password for your shared music.
3. Click on OK to close the Preferences window.

For others to see your shared content, your computer must be on and iTunes must be open. You can share your content with up to five other computers on the network.

To access the content shared by other people on the network, look for their libraries under Shared in the Source List.

### 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.

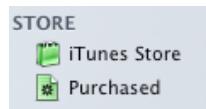


3. Double-click the station you want to listen to. Watch as iTunes connects to the live stream and plays the radio station.
4. To return to your own music, click Library in the Source list.

### The iTunes Store

iTunes is designed to easily connect to the 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. Choose Account under Quick links on the right side of the 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, click on the Sign In button on the upper right corner of the iTunes window, then type your Apple ID and password in the text boxes and click on 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, movies and TV shows.

To purchase content:

1. Search for a song, movie or TV show 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. A Downloads icon will display under Store in 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.

### Genius Playlists

Genius is a new feature introduced with iTunes 8 that allows you to choose a song and have iTunes automatically build a playlist with other songs in your collection that are similar. To activate this feature:

1. Select Store > Turn On Genius and click on the Turn On Genius button on the right side of the iTunes window.
2. Enter your Apple ID and password and click on Continue.
3. Check the box to agree to the Terms of Service and click on Continue.

To create a Genius playlist, select a song in your collection and click on the Genius button at the bottom of the iTunes window. To limit the number of songs included in your Genius playlist, use the pulldown menu that appears above the track list. Click on Refresh to have Genius select different songs for your playlist. When you're happy with your playlist, click on Save Playlist to save the Genius playlist.



Genius can find similar songs you don't already own on the iTunes Store. These suggestions will appear in a Genius Sidebar you can open by clicking on the button in the lower right corner of the iTunes window.



You can buy a song from the iTunes Store using the Genius Sidebar by clicking on the Buy button to the right of that song's name.

### Authorizing Computers

You can play your iTunes Store purchases on up to five computers. If you want to play them on a sixth computer then you will have to de-authorize one of the currently authorized computers. To do this, select Store > De-authorize Computer then go to the computer you want to authorize and choose Store > Authorize Computer. Once a year, you can de-authorize all computers by selecting Store > View My Account and clicking on De-authorize All. If you don't see this option then that means you have not reached the limit of five computers.

## 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 models) 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 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

Podcasts 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 using the pulldown menu on the upper left (which is set to All Results by default) to limit your search to only podcasts.

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 orange icon next to the episode's title will let you know it is downloading and a Downloads icon will also appear in the Store area of the Source List.



The number to the right of the Downloads icon indicates the number of episodes currently downloading. Click on Downloads to see a progress bar for each episode you are downloading on the right side of the iTunes window.

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. Video podcasts will play in a separate window by default. This window will show playback and volume controls when you hover over it with your mouse, as well as a full screen button. To exit full screen mode, press the Escape key on your keyboard.

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 from 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.

## iTunes U

iTunes U is a section of the iTunes Store where educational institutions can make content such as recordings of lectures and events freely available to the public. To access iTunes U:

1. Click on iTunes Store in the Source List.
2. Choose iTunes U from the navigation menu on the left side of the main iTunes Store window.
3. To browse a list of universities, scroll down on the iTunes U page until you see a Find Education Providers section on the left side. To browse an alphabetical list of universities click on Universities & Colleges. Once you find the university you are looking for, click on its link. This will take you to that university's page on iTunes U.

iTunes U also includes content from K-12 school districts as well as from museums, libraries and other educational institutions (instead of College and Universities select Beyond Campus under Find Educational Providers).

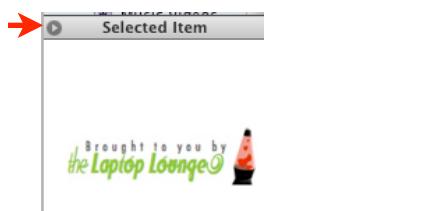
To search for content in iTunes U, enter your search terms in the search box and press Enter, then limit the search results to iTunes U using the pulldown menu in the upper left.

## Artwork and Chapters

iTunes can display artwork associated with a media file.

To display the artwork:

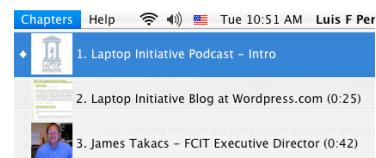
1. Select a media file.
2. Click on the artwork viewer button below the Source List.
3. To display the artwork for the currently selected file, click on the triangle next to the title of the viewer window to change it to Selected Item.



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

iTunes 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).

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

- Control/Command + N: Create a new playlist.
- Space Bar: Pause/Play a song.
- Right/Left Arrow: Next/Previous song.
- Control/Command + Up/Down Arrow: Increase/Decrease Volume.
- Control/Command + L: Show the currently playing file.
- Control/Command + E: Eject a disc.