

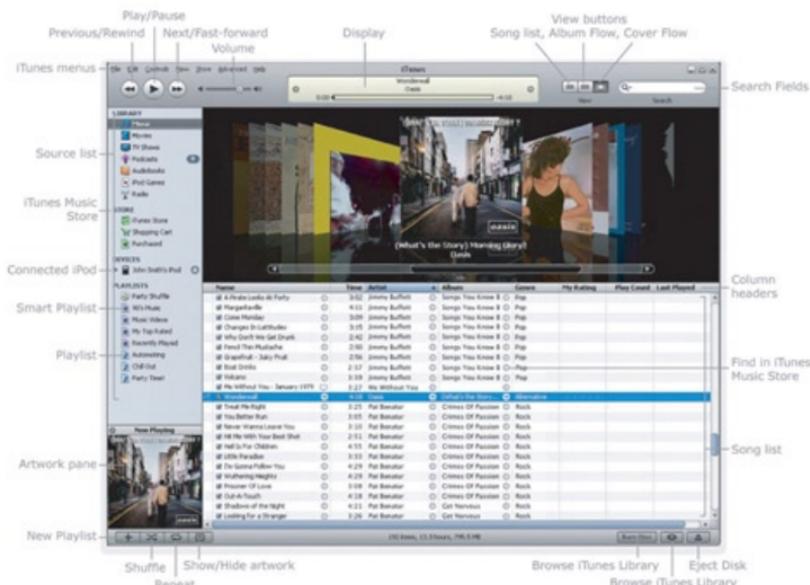
# iTunes Guide

A beginners guide to the iTunes





## 1. The iTunes Interface



This is the main iTunes interface. Most of the useful functions can be reached from one interface. At the top left of the window there are the playback controls allowing you to click back and forth through songs and play or pause the songs. To the right of this is the volume control for iTunes. In the middle at the top, information about the current song or action is displayed. On the right there are buttons to choose the way you view songs, and a search field to easily find a song.

Down the left of the window is the Source list - this shows your Library, the Store, connected Devices and Shared music as well as your Playlists.

At the bottom left are buttons to add a new playlist, shuffle songs, repeat songs and show images. In the centre, information about the current playlist is shown. To the right is the action button - this changes depending if you are looking at the Library, a Playlist or a Device. In the Library for example, the browse button appears.

At the top of the iTunes window is the menu, this is where all other iTunes options can be found. You can also



perform many main functions from the menu, such as Playing and Pausing songs with the Controls menu. One of the most important options is Edit > Preferences, which allows you to set advanced preferences for iTunes, such as what format music is stored in when imported from a CD, or whether the CDs that you write are written as Audio CDs or a Data CD to use on another computer.



The mini player option can be chosen from the Advanced menu, and offers a simple player that floats above your other applications - letting you change your songs in iTunes while working in another application.

## 2. Getting Music into iTunes

There are three methods for getting music into iTunes.

- Importing Music from a CD
- Importing Music stored as computer files
- Buying Music from the iTunes Store (see part 7)

### Importing (Ripping) Music from a CD.

1. Insert the CD into your computer.

2. In the Source List the CD will appear. If you have an internet connection, iTunes will automatically connect to the online CD database and work out what the CD is. If not, select 'Get CD Track Names' from the Advanced menu. If you do not have internet connection, you will have to name the CD and tracks manually. Do this by clicking once on the name of the CD/Track to highlight it, clicking again and hovering the mouse over it until the cursor appears. Type the name and press Return or Enter when you're done.

3. iTunes will import all songs that are ticked - so if there are any songs on the CD that you do not want to import, click on the tick to remove it.

4. Click on the 'Import CD' button at the bottom right of iTunes to import all the ticked tracks from the CD.

5. A noise will sound when all the songs have been imported and you can then press the Eject symbol next to the CD's name, or in the bottom right corner of iTunes to remove the CD.



### Importing Music stored as computer files

iTunes supports a variety of music formats. MP3 is the most popular format for digital music and are supported in iTunes as are AIFF and WAV formats. iTunes preferred format is AAC (which stands for Advanced Audio Codec, but these files are also called M4A) which is the successor to MP3 and is produces better quality for files the same size as MP3. Songs bought from the iTunes Store are a form of AAC, but these include Apple's Fair Play protection to stop people other than the legal owner from playing the file. Many Windows users may have music in Microsoft's WMA (Windows Media Audio) format. iTunes can convert these songs to M4A or MP3 format. However, if the WMA features protection to prevent it from being played without a license, then it cannot be played or converted by iTunes. The easiest way around this is to burn a CD of your music out of Windows Media player and then re-import the music using the method above.

iTunes can also play a number of Video formats, such as QuickTime movies, MPEG and MPEG 4. This includes movies designed to play on the 5G iPod which are usually stored as .m4v file - a special type of QuickTime.

iTunes will copy files that have been imported into its own 'iTunes Music Folder' folder on your hard drive which allows iTunes to make sure your music is organised properly. To make sure iTunes continues to work properly, never touch the contents of the iTunes Music folder - you can remove and organise your music safely from inside iTunes itself.

1. Find the file using the Windows Explorer. You can usually do this on Windows by going to 'My Computer > My Documents > My Music'

2. Select the Music, or the Folder containing the music and drag this over the iTunes Window.

3. iTunes will find the music and import it, copying the files into iTunes folder on your Hard Drive.



### Removing Music from iTunes

If you accidentally add a song to iTunes, or decide you don't like a song you've already added it is simple to remove it.

1. Click the Library in the Source list (Songs can only be permanently removed from iTunes while in the Library)

2. Click on the song to be removed.

3. Press the Delete or Backspace key on your keyboard.

4. iTunes will ask you if you're sure that you want to remove the song, and then ask you if you want it permanently removed from your computer and put in the Trash as well as being removed from your iTunes Library. Click the appropriate buttons following the on-screen instructions.

### 3. Organising your Music

One of the most powerful tools in iTunes is the ability to easily organise your Music, or any other content you might want to store in iTunes such as Movies or Audiobooks.

Each set of music is accessible from the Source list at the left of the iTunes. The first items on the Source list are your library.

The **Library** is where all your music can be accessed - if it's in iTunes, it will be in the Library. The Library is divided into separate sections for Music, Movies, Podcasts, Audiobooks and Radio. Simply click on each of these to get a list of your Music

Genre	Artist	Album					
Instrumental	All (11 Artists)	All (3 Albums)					
Jazz	Compilations	Le Bar Rouge					
Latin Lounge	Candy Dulfer	Mesazine de l'Alcazar (2 of 2)					
Lo-Fi	Dimitri from Paris	The Jerusalem Ep's					
Lounge	Fabrizio Simi						
Lounge Jazz	Glenn Underground						
misc	Gottan Project / Claude Challe						
Miscellaneous	Kruder & Dorfmeister						
New Age	Morla						
Name	Artist	Album	Time	Play 1	My Rating	Genre	Date Added
if Fly With Me (lib's Vinyl Soul Mix)	Glenn Underground	Mesazine de l'	3:51	6	☆	Lounge Jazz	20/06/2004

When you're viewing your Library, you can click the Browse button at the bottom right of the iTunes window to open up the Browser.

This lets you search your music by Genre, Artist or Album.

You can also change the order that songs are listed by clicking the headings - for example clicking the Artist heading will alphabetically sort your songs by the artist's name. You can use this to keep songs in order of most recently added so that your new songs are easily accessible. You can even keep songs arranged by rating - so your favourite songs are always near the top; simply click on the dots to turn them into stars to rate songs from 1 to 5 stars.

One of the easiest ways to find just one song is to use the search field at the top right of the iTunes window. This will find all songs, artists and albums that match what you are typing.

**Playlists** are a powerful organisational feature in iTunes. You can use Playlists to group your songs together into sets. This is very useful for keeping track of your favourite songs or grouping all your songs from of one genre or all your songs my one artist together. To create a playlist...

1. Click the + button at the bottom left of iTunes
2. Type a name for your new Playlists such as 'My Favourite Rock' or 'Songs from Musicals' and press enter.
3. Click the Music Library or another Playlist to view your songs.
4. Drag songs from your Library to the Playlist and let go to add them.

You can also change the order of the songs in a Playlist by dragging them.

To remove songs from a Playlist, simply click that song and then press the Delete or Backspace key - the song will be removed from that playlist, but NOT from the iTunes Library (see page 2)

You can also remove playlists by clicking on them and pressing the Delete or Backspace key.

**Smart Playlists** are playlists that are automatically maintained by iTunes based on criteria that you set. You can ask iTunes to make a playlist of all your songs in a particular genre or by a particular band. Or you could make a playlist of your 5 star songs. You can even ask iTunes to keep a playlist of the top 50 songs you listen to most often. The best things about these Playlists is that they automatically update as you add new music. Smart Playlists are listed above your normal playlists and denoted by a purple icon rather than a blue one. To make a Smart Playlist, choose File > New Smart Playlist from the menu and then play with the settings to make up your own automatic playlist.

**Folders** are a great way to organise your Playlists even more. Like folders on your computer, you can group other things inside them - Playlists and Smart Playlists in this case. But when you want to, simply hide them inside the folder. Click the triangle on the left of the folder to display or hide the playlists inside it.

#### LIBRARY

- Music
- Movies
- Podcasts 50
- Audiobooks
- Radio

#### STORE

- iTunes Store
- Shopping Cart
- Purchased

#### DEVICES

- Rick's iPod
- Audio CD

#### SHARED

- PowerBook Music

#### PLAYLISTS

- Party Shuffle
- Favourites
  - Current Faves
  - Not Recent
  - Podcasts to Listen...
  - Recently Played
  - To Listen to
  - Top Songs
  - All Time favourites
  - Apple Adverts
  - New Songs
  - Radio Stations
- Moods
- Styles

## 4. Playing your Music

To play any song in iTunes, simply select it by clicking once and then press the play button at the top left of iTunes. iTunes will play from the beginning on your library or playlist to the bottom and then stop. You can click the back and forth buttons to go back to the beginning of the song or a previous song, or to skip forward to the next song. You can also drag the volume slider to adjust iTunes volume - this does not effect the volume of other applications running on your computer.

At the bottom left of iTunes are buttons to shuffle or repeat your songs. When the shuffle button is highlighted in blue, the songs will play in a random order. When the repeat button is highlighted in blue, the playlist will repeat when it reaches the bottom, clicking again will display a small number 1 on the button, and this will make the current song repeat again and again. The final button on this control is used to display or hide artwork. Some songs may have cover artwork attached to them, you can see this as you play the song.



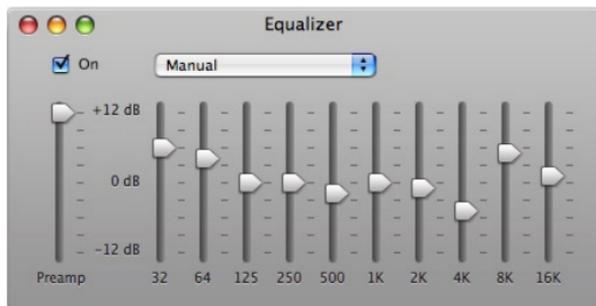
In the top centre of the window, is the main display. This usually shows information about the song currently playing. In this mode, the time elapsed and remaining for the track is displayed. You can also click on the progress bar to jump to any instant in the song. The display also shows information about songs importing from or burning to a CD. It can even show a graphical spectrum analyser. Click the little triangle on the left side of the display to cycle through these different modes. Clicking the return symbol on the right side of the display will display show the current song and play list.



In iTunes 7, there are three views. While it is often easiest to work in the simple list view, you can also view songs with album - this groups your songs together into albums and displays the appropriate artwork for that album. You can also use the Cover Flow view to browse your songs. This shows the artwork for all your songs, and allows you to scroll through songs viewing the artwork. The current song appears in the middle. To add artwork to a song, open the artwork viewer using the button in the bottom left of iTunes and then drag a photo into the space. All songs bought from the iTunes Store come with artwork attached.



Another way to make your experience of iTunes more visual is to use the visualizer - this analyses the rhythm, volume and waveform of your song to generate dynamic patterns to watch as you play your music. To display the visualizer, select View > Turn on Visualizer from the menu.



The **Equalizer** can be turned on by selecting View > Show Equalizer from the menu. This allows you to adjust the tone of your music by adjusting the treble or bass. The best way to do this is to choose one of the preset styles from the menu on the Equalizer to optimise the music output for the style that you are listening to, or for your speakers. One tip is to turn up the Preamp if you find that iTunes is not playing as loudly as you would like.

Name	Artist	Time	Genre
<input checked="" type="checkbox"/> The Bug	Dire Straits	4:17	Rock
<input checked="" type="checkbox"/> Flutter	Bonobo	4:44	Electronic
<input checked="" type="checkbox"/> Hole In The Head	Sugababes	3:40	Pop
<input checked="" type="checkbox"/> Passing By	Zero 7	4:51	Lounge Jazz
<input checked="" type="checkbox"/> Love Me Like That	Michelle Branch and Sheryl C...	4:35	Pop
<input checked="" type="checkbox"/> Flashdance (Radio Edit)	Deep Dish	3:34	Electronic
<input checked="" type="checkbox"/> Lemmings LoungeLemmings OC ReMix	Mazedude	3:55	Game
<input checked="" type="checkbox"/> Sofa Rockers (Richard Dorfmeister Remix)	Sofa Surfers	4:35	Lounge Jazz
<input checked="" type="checkbox"/> Straight to No.1	Touch and Go	3:07	Acid Jazz
<input checked="" type="checkbox"/> L'Estasi Dell' Oro (From the Good, the Ba...	Ennio Morricone	3:23	Dance
<input checked="" type="checkbox"/> Fire and Mercy	William Orbit	5:13	Electronic
<input checked="" type="checkbox"/> Somersault	Zero 7	6:57	Lounge Jazz
<input checked="" type="checkbox"/> Horny As a Dandy (Mousse T's Radio Mix)	Mousse T vs Dandy Warhols	3:21	Pop
<input checked="" type="checkbox"/> You're My Flame	Zero 7	3:15	Pop
<input checked="" type="checkbox"/> Stuck	Stacie Orrico	3:42	Rock
<input checked="" type="checkbox"/> Mais Quis Est La Bellette	Manau	4:01	French Rap
<input checked="" type="checkbox"/> Open Your Mind	Usura	5:15	Techno
<input checked="" type="checkbox"/> World Shut Your Mouth	Julian Cope	3:35	Alternative
<input checked="" type="checkbox"/> Are You Gonna Be My Girl	Jet	3:45	Rock
<input checked="" type="checkbox"/> Flag Song	Rock n' Roll Soldiers	2:10	Rock
<input checked="" type="checkbox"/> Soak Up The Sun	Sheryl Crow	4:52	Pop

Source: **Top Songs**    Display: **5** recently played songs, and **15** upcoming songs   

Play higher rated songs more often



The **Party Shuffle** feature is great if you want to try your hand a DJing a party. Simply click the Party Shuffle icon in the Source list. The display shows the last few songs that have been played - in case you want to play one of them again. It also displays all the upcoming songs, chosen randomly from any playlist you choose. You can also drag any songs from other playlists into the Party Shuffle playlist to add them to the upcoming list. You can drag songs up and down the party shuffle list to alter the order they will play in.

If you get bored with your own music collection, you can use iTunes to listen to online **Radio** stations across the world. iTunes has a large directory of Radio stations that can be accessed easily. Just click the Radio icon in

the Source list and iTunes will find a list of genres. Clicking on a genre will display a list of stations - some stations are available in more than one quality so that people with slower internet can listen to it. Always choose the highest quality that will play on your connection. If your station is not listed on this iTunes directory, simply type the Radio URL into iTunes by selecting Advanced > Open Stream from the menu. You can add Radio stations to a Playlist to keep your own stations listed on iTunes.

▶ Classic Rock		
▶ Classical		
▶ Country		
▼ Eclectic (98 streams)		
▶ #Musik.Oriental on Raute...	128 kbps	#Musik.Oriental - 24/7 hours open - Arab...
▶ #Musik.Oriental on Raute...	48 kbps	#Musik.Oriental - 24/7 hours open - Arab...
▶ ACB Radio Cafe	56 kbps	The place to hear blind musicians of all ge...
▶ ACB Radio Cafe	24 kbps	The place to hear blind musicians of all ge...



## 5. Burning a CD

In iTunes, burning a CD is as easy as importing one. To burn a CD you will need a blank CD-R or CD-RW (note that most audio players cannot read a CD-RW, but this is fine if you intend to play back on a computer) and a computer with a CD writing drive. Most new CD-R discs can hold 700Mb of Data or 80 minutes of music, however some older CDs were only able to cope with 650Mb of Data or 74 minutes of music. It is important to look at the label on the CD or the box it came in to know what the maximum capacity of the disc is. There is also a choice of how you want to write the CD. iTunes can write 3 types of CD - Audio CD, MP3 CD or Data CD.



**Audio CD** - this is the standard form of music CD that will play back any Audio player. The disadvantage of this system is that you are limited to about 80 minutes or 20 songs on a CD.

**MP3 CD** - some DVD players and modern CD players are able to read music stored as an MP3 data file. While a CD with MP3 files on it cannot be played in all CD players, you can get many more songs on one disc - usually around 150 songs. iTunes will convert any songs not stored as an MP3 to that format to make sure they will play on your MP3 CD player. However songs stored in a protected format - such as those bought from the iTunes Store cannot be converted in this way.

**Data CD** - any CD's written in this way will retain their computer file format, which means that this is the best way to write a CD to back-up your music or to use on another computer. You can also use this option to back-up a large number of songs to a DVD

Audio CD is always the default option, however if you change to another CD format, you will need to remember to switch back if you want to write a different type of CD next time. To change the type of CD written:

1. Select *Edit > Preferences* from the menu (iTunes > Preferences on the Mac)
2. Then click *Advanced* at the top of the window
3. Now click on the *Burning* tab.
4. You can then choose a *Disc Format*
5. Click *OK* when you're done.



Here is a detailed explanation of how to write a CD with iTunes.

1. Click the + button in the bottom left corner of iTunes to create a new playlist
2. Type a name for the playlist such as 'My new CD'
3. Click your Music Library or any other Playlist and find songs that you want to add to the CD
4. Drag all the songs to the new Playlist to add them.
5. Once you have added the songs, click on your CD's playlist. You will need to check that the songs in the playlist will fit on the CD. This information is shown at the bottom centre of the iTunes window. If you are burning an Audio CD, the maximum total time is 1:20. If you are writing an MP3 or Data CD the maximum data size is 700Mb. If you are writing a Data DVD, the maximum data size is around 4.3Gb
6. If you add more songs to a playlist than will fit on one CD, iTunes will burn the songs that will fit on the first CD and then prompt you to insert another CD to write the next set of songs to.
7. If you are burning an Audio CD, you will probably want to make sure that the songs are in a nice order - as they will play on a CD player in the same order they are listed in the playlist. You can drag files up and down to set their playing order.
8. If you are happy, click the Burn Disc button at the bottom right corner of the iTunes window.
9. The iTunes Display will prompt you to insert a blank CD into your computer's writer.
10. iTunes will recognise that the CD has been inserted and start burning the disc. You can follow progress on the iTunes Display. An complete 80 minute CD will take around 2 minutes to write using a 52x CD-R drive. At this point you can cancel the burn by clicking the X in the display - but this will usually ruin your CD-R disc.
11. Once the CD is burnt, it will appear in the iTunes Source list and you can listen to the songs from the CD or eject it using the eject button at the bottom right corner of iTunes and try your CD in an Audio player.



## 6. Podcasts

Podcasts a radio style shows that can be downloaded from the internet to be played back on iTunes or on an iPod. Podcasts are free to download and play. There are Podcasts on all sorts of topics, everything from fashion, technology and cooking. There are even Podcasts to listen to when you're out on a walk that tell you the sights in the city. Some Podcasts are purely audio, some are video and some are audio but contain pictures and chapter markers to help you jump to a topic within the Podcast. Originally Podcasts were started by individuals making their own short audio shows or videos to add to their blog, but as they gain popularity more and more organisations are producing Podcasts.

The BBC publish news programmes as well as highlights of their popular radio shows while Apple have a weekly Podcast to preview music that is added to the iTunes store each week. Still, it is the fact that anyone with a microphone, an internet connection and something to say can put together their own Podcast and publish it for people all over the world to listen to. Many Podcasts that start off as a hobby have very high production standards such as Adam Christianson's MacCast.

The ability to download, play and subscribe to a Podcasts is built into iTunes. To start off, click on the Podcast icon on the source list. Now you need to browse and find any Podcasts that may be of interest. At the bottom of the iTunes window, click on Podcast directory. Now you will be taken to the special Podcasts page of the iTunes Store. You can click on the categories to browse through featured Podcasts, or use the search option at the top to look for Podcasts that might appeal to you.

▶ iTunes New Music Tuesday	17:34	28/11/2006	The hottest new music each week	1
▶ MacCast (Enhanced) - For Mac Geek...	53:57	07/12/2006	A podcast for Mac geeks by Mac geeks. (Enhanced AAC edition)	1
▶ Macintosh Folklore Radio	2:52	28/11/2006	The tale of how the Macintosh came to be	1
▶ Mark Kermode's Film reviews		08/12/2006	Mark Kermode's film reviews, BBC Radio Five Live. Five Live's resident film critic, ne...	1
<input checked="" type="checkbox"/> Kermode: The Holiday, 8th Dec ...	52:07	08/12/2006	Kermode: The Holiday, 8th Dec 06	1
<input checked="" type="checkbox"/> Kermode: Shortbus, 01 Dec 06	29:20	01/12/2006	Kermode: Shortbus, 01 Dec 06	1
<input checked="" type="checkbox"/> Kermode: Pan's Labyrinth 24 N...	23:51	24/11/2006	Kermode: Pan's Labyrinth 24 Nov 06	1
<input checked="" type="checkbox"/> Kermode:Casino Royal 171106	29:47	17/11/2006	Kermode:Casino Royal 171106	1

Once you find a Podcast that sounds like it might be good, you can double-click it's name to preview an episode. If you like a Podcast, click on the 'Subscribe' button to add the Podcast to your list. Once subscribed to Podcasts, you may now see a number next to the Podcast icon on the Source list which appears to let you know when and how many new Podcast episodes have been downloaded.

If you click Podcasts in the Source list, blue dot in the left-most column will show you if there are any new shows downloaded that you haven't yet listened to. Clicking the grey triangle next to the name of a Podcast will show (or hide) you a full list of shows. If you have already downloaded a show it will display in black, while shows that haven't been downloaded are greyed out. You can simply click the 'Get' button to download any show on the list. To listen to a show, you can simply click on its name and then press Play or Double-click its name. As soon as you listen to a Podcast, the blue dot will disappear, marking the show as played.

When playing some Podcasts, you will see a new menu appear at the top of iTunes - the chapters menu. If a Podcast is designed to work with iTunes, it can contain chapters - this breaks the show into segments and allows you to jump to the section of interest. Each chapter may have its own picture which shows up on the menu and also in the iTunes artwork viewer.

If you decide you don't like a Podcast you can simply delete it by pressing the backspace key. You can also Unsubscribe from a Podcast to stop iTunes from downloading new episodes, while still keeping the shows that have already downloaded. At the bottom of the Podcast list is a button to access settings - this allows you to change how often iTunes checks for new episodes. iTunes will also delete older episodes automatically. You can use this panel to change how many old episodes to keep using these settings.



## 7. iTunes Store

The iTunes Store is one of the best ways to buy music online. If you use iTunes or an iPod it is the only store that sells music in a form that you can play. The iTunes store has over 3 million songs, but also offers music videos and audio books. In the US, the iTunes store also sells TV shows and full length feature films. The iTunes store is available in 22 countries: Austria, Australia, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Holland, Ireland, Italy, Japan, Luxembourg, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, UK and US. Each store offers slightly different selections of music. When you click on the iTunes Store icon in the Source list you will (hopefully) be taken to the correct iTunes Store - but if you want to, you can change which store you are using by scrolling to the very bottom of the store and then clicking on the menu.



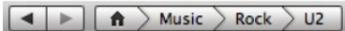
**Digital Rights:** One thing that is important to know about digital music that you buy, rather than music that you might import from your own CD or get through other means, is that it is protected by digital rights management (DRM). The DRM is a technology that is embedded into the music that you buy and means that other people are unable to play it. Apple's DRM technology is called Fair Play and it gives the user some quite flexible terms for use which applies to all music, video and audiobooks bought through iTunes.

- Music purchased from the iTunes Store becomes the property of the user - there are no fees required to keep listening to your music.
- Users are able to burn music purchased from the iTunes store to CD as many times as they like - but you must change the order of the playlist after burning the same CD eight times.
- Users can put their purchased music onto an unlimited number of iPods.
- Users can share their music or copy purchased music to up to five computers running iTunes - these can be a mixture of Macs and PCs. The first time you play purchased music on a new computer, you must authorise the account that purchased it with the iTunes Store. You can also de-authorise a computer if you decide you want to use your music on another machine.

The screenshot shows the iTunes Store interface. On the left is a sidebar with 'LIBRARY' (Music, Movies, Podcasts, Audiobooks, Radio) and 'STORE' (iTunes Store, Shopping Cart, Purchased). Below that are 'PLAYLISTS' (Party Shuffle, Favourites, Moods, Styles) and 'Now Playing' (Nothing). The main area is titled 'My Store United Kingdom' and features 'NEW RELEASES' with categories like Home, Rock, Pop, Hip-Hop/R&B, and Electronic. It displays several album covers such as 'The Destroyed Room', 'Singles Box, Vol. 1', 'Bryan Ferry: The Ultimate...', and 'Mozart: Violin Concerto No. 1'. There are also sections for 'MORE IN MUSIC', 'GENRES', and 'WHAT'S HOT'. On the right side, there are 'QUICK LINKS' (Browse, Power Search, Account, Redown, Buy Gifts, Support) and a 'TOP SONGS' list with 10 entries, including 'Patience' by Take That and 'Wind It Up' by Green.

**Account:** To browse the iTunes Store, you do not need an Account, this only becomes necessary if you decide to buy a song. To set up an account, click the Sign In button in the top right of the iTunes Store. Follow the instructions to set up an account. Your iTunes account is tied to the email address you use to create it - so it is best to use whichever email address you use most. Once you have created your account, the 'Sign In' button will change to your account name and you are ready to start shopping. By default, iTunes will take payment straight from your credit card for the amount you want. However, you can opt to add purchases to a shopping basket and pay for them all in one go at the end. You can also buy prepaid iTunes vouchers rather than using a credit card - simply click the Redeem button on the right hand side of the iTunes Store.

The iTunes Store can be used like a real record shop - you can either head for the one item you want, or you can browse around the store for other music you might like. When you enter the iTunes Store, you will be presented with the home page. Down the left hand side of the home page is a list of genres - click on this to view a home page for that genre. Also down the left are options to view iTunes Essentials - these are compilations available on iTunes covering work by an artist, a genre, a mood, or a time period. You can also get to exclusive Celebrity Playlists, compiled by various celebrities for iTunes as well as various exclusive iTunes content. The middle section of the page shows lists of some of the most popular current content and music that has just been added to the iTunes Store. Down the right hand side, iTunes lists daily charts. You can click on the albums and genres on display to browse for songs that might appeal. As you browse, look at the top left of the iTunes Store and you will see a navigation bar with forward and backward buttons to help to show where you are in the store. Click back and forward to move to pages you have previously visited, or the home page icon at any time to start again. One of the best ways to find a particular artist is to simply type a song or artist name into the search box in the top right corner of iTunes and press enter.



U2 fans, brace yourselves — the Dublin quartet has just changed the game with their first digital box set. *The Complete U2*. Even if you already have every U2 album, this package will double your collection of band tracks. Its 448 songs include their latest album, *How to Dismantle an Atomic Bomb*, all the group's previous albums, more than 100 rare live cuts, remakes, covers, demos, and B-sides, and 49 previously-unheard tracks. Along with the music, *The Complete U2* includes a digital booklet with album art, track listings and band commentary. And it's available only on iTunes.

SEE ALL SONGS BY THIS ARTIST  
BIOGRAPHY  
ALERT ME  
TELL A FRIEND

TOP SONGS  
One  
Vertigo (Single Version)  
Vertigo  
Beautiful Day  
Sometimes You Can't Make It On Your Own

LISTENERS ALSO BOUGHT  
Gnarls Barkley  
The Pastel

If you are looking for a particular artist, you can find their home page on iTunes. Many popular artists have a page with a biography and a list of all their albums. You can also see a list of their most popular songs and also music by other artists that you may be interested in.

▲	Name	Time	Artist	Album	Price
1	Go-Go Gadget Gospel	2:19	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>
2	Crazy	2:58	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>
3	St. Elsewhere	2:30	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>
4	Gone Daddy Gone	2:28	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>
5	Smiley Faces	3:05	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>
6	The Boogie Monster	2:50	Gnarls Barkley	St. Elsewhere	£0.79 <a href="#">ADD SONG</a>

When you find the song or album of your choice, you can view it in the list in the lower part of the iTunes window. You can play any song as a 30 second preview by double-clicking on it. You can use this to listen to any song, whether you intend to buy it or not. This useful if there is more than one version of the song on the store. To buy a song, simply click the 'Buy Song' button next to it. Most songs cost 79p on the UK store and 99¢ on the US store. You can also buy a whole album, which is usually £7.99 UK and \$9.99 US. If you have chosen in the iTunes preferences to use a shopping cart, you will need to click on the cart's icon in the Source list and then purchase songs from there. As soon as you click on buy, the song will begin to download and you will be charged for the song. Music that you buy is automatically added to a 'Purchased' playlist. This helps you to keep purchased music organised.

You can also purchase Audiobooks and Movies from the iTunes Store in the same way, though prices vary. Audiobooks purchased on the store are 'bookmarkable', a feature that means that when you listen to an audiobook it will resume from where you finished listening to it last, even if you were last listening to it on your iPod rather than in iTunes. Movies purchased from the iTunes Store will play within iTunes or on a fifth-generation iPod with video.

## 8. Syncing with an iPod

iTunes and iPod are designed to work together perfectly. You can use iTunes to keep all your iTunes content synchronised with your iPod. If you have any iPod with a colour screen or iPod nano, photos can also be synced through iTunes, using pictures from iPhoto (on a Mac), Photoshop Album or your 'My Pictures' album (on Windows). Movies in the correct format will also be synced to a fifth-generation iPod with Video. All movies bought from the iTunes Store, and the majority of Podcasts are formatted for the iPod. If you use iMovie or QuickTime Pro you can also export movies to the iPod specific format.

The iPod set-up system is built into iTunes, and the first time you connect your iPod to the computer, you will be able to give the iPod a name as well as setting up a few options. Your iPod will bond with your computer and your copy of iTunes which allow them to stay in sync. It also prevents you from copying content off of your iPod onto another computer.

Once the iPod is connected, it will appear on the source list under Devices. Clicking on this will take you straight into the iPod settings.

Here, you can Update your iPod with the latest software. This is very important to make sure that any bugs that might have existed in the original software on your iPod are fixed, and also may add new features to the iPod. You can also enable options to automatically launch iTunes when you plug in your iPod in future. You can ask for iTunes to not sync items that are unticked - which is the easiest way to

manage songs that you don't want to transfer from iTunes to your iPod. You can opt to Manually manage your music - which means that you must drag songs and playlists manually to the iPod. Finally, you can Enable your iPod as a disk which means you can save files to it and then load them up on another computer. However, the first time you use an iPod, its hard disk or flash memory will be formatted for use with Macs or Windows PCs.

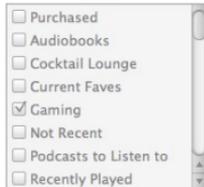
While Macs can read the PC format, Windows cannot read Mac formatted disks.

If you select this option, you will have to remember to click the eject icon next to your iPod in the source list to safely remove it. To copy files to the iPod, simply drag and drop them - your iPod will appear in 'My Computer' on Windows, or on your Desktop or in the Finder on the Mac. You can copy plain text documents or XML pages to the 'Notes' folder on your iPod and view them back on its screen. Clicking the tabs along the top of the iPod settings screen allows you to choose options on what exactly is synced to your iPod. For example, when syncing Music you can choose specific Playlists to be copied to your iPod while not copying others. You can also copy only specific Podcasts, or limit the number of episodes that are copied. Photos, TV shows and Movies can be managed in the same way. iTunes can also copy Contacts and Calendars from your computer to the iPod from iCal and Address Book (on a Mac) or (Outlook on Windows)

**iPod Shuffle:** The iPod shuffle is a slightly different animal to the larger iPods with screens. Apple assumes that most people have more music than will fit on the iPod shuffle - which is a maximum of around 240 songs. You can also choose on the iPod shuffle settings to use only a portion of the iPod's memory to store music, podcasts and audiobooks - dedicating the remaining space to store files on. Generally on the iPod shuffle, you will make up a single playlist to sync to the iPod. If you put more songs in the playlist than can fit onto the available space, iTunes gives you the option to 'Autofill' - a button will appear, and when clicked will copy a selection of your playlist onto the iPod that exactly fit the space. Copying files to your iPod works in the same way as above.



- Sync music
- All songs and playlists
- Selected playlists:



## 9. Preferences

By accessing the iTunes preferences, you can enable various advanced features of iTunes. To do this, select **Edit > Preferences** (in Windows) or **iTunes > Preferences** (on the Mac) from the menu.

**General:** Clicking General at the top of the preferences allows you to choose items that appear on the Source List - so if you don't own any TV Shows, you can hide this. It also offers some other options.

**Playback:** Clicking Playback at the top of the iTunes preferences gives you access to some of the most powerful options in iTunes.

**Cross fade:** This allows you to set the time (in seconds) that songs cross fade from 1 to 12 seconds, for a longer or shorter transition from one to the next.

**Sound Enhancer:** iTunes can make your songs sound better! Simply move this slider to high to improve the quality of your sound.

**Smart Shuffle:** iTunes can randomise your songs, but gives you the option of being truly random or making it more or less likely to hear music by the same artist in a row.

**Sharing:** In the sharing preferences, you can enable iTunes to share your music over a local network. You can even choose certain playlists to share and set a password that is required by others to play your music. iTunes can also look for music before shared by other users on your network with iTunes. When sharing is enabled, any shared libraries will automatically appear on your Source list and you can simply click on them to browse the music in the shared library. You can then play any of this music on your computer. The music is streamed from one copy of iTunes to the other, so you don't have to wait for it to transfer across, and iTunes does not allow you to copy music in this way so you cannot steal from another user. You will also need to be authorised to play music purchased from the iTunes Store.

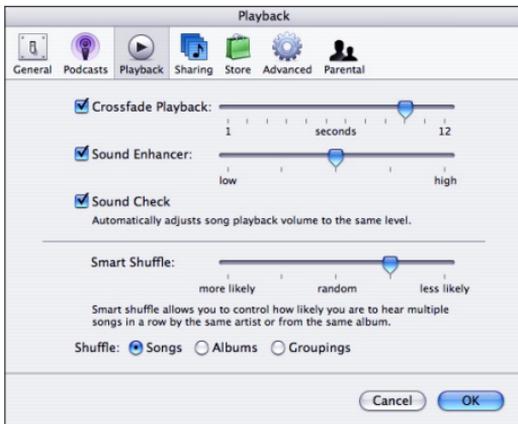
**Store:** The Store preferences allow you to switch between 1-Click purchasing of songs from the iTunes Store and buying content with a shopping cart. It also allows you to enable the downloading of pre-purchased content such as episodes of a TV show that you may have bought a series pass for. You can also ask iTunes to download the entire preview of a song from the iTunes Store before playing it - this is useful when using iTunes with a slow internet connection, as it prevents jerky playback of the preview. In the case of Podcasts though, the whole show is loaded as a preview - so this may take some time, even with a fast internet connection.

**Advanced > General:** The advanced section of the iTunes Preferences has three tabs. The first is General. This gives you access to options of how iTunes manages your music library as well as how music is streamed to and from iTunes. It allows you to use an Airport Express to stream music to an external stereo and to configure the iTunes visualizer.

**Advanced > Importing:** The second tab control the import options for iTunes. This governs the settings for what to do when a CD is inserted into your computer. It also allows you to choose a file format (MP3, AAC or other) and the quality of songs that are imported.

**Advanced > Burning:** The last tab in the Advanced preferences sets up the CD writing options in iTunes. Options for writing a CD are covered in detail on page 6. This preference also allows you to choose which CD writer is used - which is useful on a computer with an external CD-writer.

**Parental:** This option is for parents who wish to stop their children from accessing inappropriate content. With it, you can prevent the iTunes Store from displaying music with explicit content, and prevent a child from viewing TV shows or movies above a certain age rating. There are also options to much more broadly limit access, by disallowing access to the entire iTunes Store, Internet Radio, Podcasts or Shared music. All of this can be password protected to stop tampering.





## 10. Notes

This booklet is not connected with Apple Computer in any way. It is intended as a quick start guide and not as a full manual.

For further help, please look at Apple's official help files at <http://www.apple.com/support/itunes>

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iTunes Guide  
by Richard Tanner



iPod

30GB



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