

Chapter

1

iTunes Basics

iTunes, a digital media player introduced by Apple in 2001, is designed to enable users to perform many media-oriented tasks, such as import, play, and organize their music files, video files, photos, and podcasts. Available as a free download from www.apple.com, iTunes also serves as an interface for Apple's portable digital media player, the iPod.

If you connect your computer to the Internet, iTunes serves as a conduit to

Apple's iTunes Store, where digital content such as music, audio books, movies, television shows, music videos, and games are available for purchase. You can also access many audio and video podcasts free of charge from the iTunes Store.

Any content that you download or import into iTunes – for example, music files imported from a CD – is accessible from iTunes' Source list, located on the left side of the program window.

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Download iTunes on a PC

Before you can use iTunes on your PC to manage and enjoy your music and other media content, you must first download the program. You do so from a special iTunes download page on Apple's Web site, located at www.apple.com/itunes/download.

The download operation involves stepping through a series of screens in order to specify your preferences for where the iTunes program file should be saved on your computer, as well as whether you want to receive newsletters from Apple.

- 1 Direct your Web browser to www.apple.com/itunes/download.

The Download iTunes page opens.

- 2 Click to select the type of operating system you use (radio buttons change to a filled circle).

- If you want to receive Apple's New Music Tuesday newsletter, select the E-mail me New Music Tuesday check box.

- If you want to receive Apple news, software updates, and information on products and services, select the Keep me up to date check box.

- 3 Type your e-mail address.

- 4 Click Download iTunes – Free.

Internet Explorer asks whether you want to run or save the iTunesSetup file.

- 5 Click Run.

- Your computer downloads the iTunes Installer program.



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Your Web browser asks whether you want to run iTunes.

6 Click Run.

The iTunes Installer starts.

7 Click Next.

The iTunes Installer displays Apple's license agreement.

8 Click I Accept the Terms in the License Agreement (changes to .

9 Click Next.

The Choose iTunes Installer Options screen appears.

● If you want an iTunes shortcut icon to appear on your desktop, select the Install desktop shortcuts check box.

● If you want to use iTunes as the default player for audio files, select the Use iTunes as the default player for audio files check box.

10 Click Install.

The program installs.

11 When the installation is complete, click Finish.

TIP

Attention!

From time to time, Apple updates its iTunes software to resolve bugs and add new features. To check whether you have the most recent version of the software, open the iTunes Help menu and select Check for Updates. iTunes checks to see whether you have the most current version; if not, it guides you through the update process. You must be online to check for updates.

Download iTunes on a Mac

If you're using a Mac, you have at least a one-step head start on your Windows-using friends when it comes to iTunes — Apple includes iTunes (and QuickTime) in every version of Mac OS X it distributes. This means that you already have it on your Mac.

If you haven't used iTunes yet, however, there is a strong likelihood that your copy

is not the latest and greatest version, since Apple updates iTunes frequently with new features and to ensure compatibility with new hardware (new iPods, AppleTV, the iPhone, etc.). Getting up-to-date, though, is a simple process.

1 Click  () changes to .

2 Select Software Update.

The Software Update window appears and Mac OS X checks for Apple updates to your software.



3 Software Update informs you of new versions to your software, including iTunes.

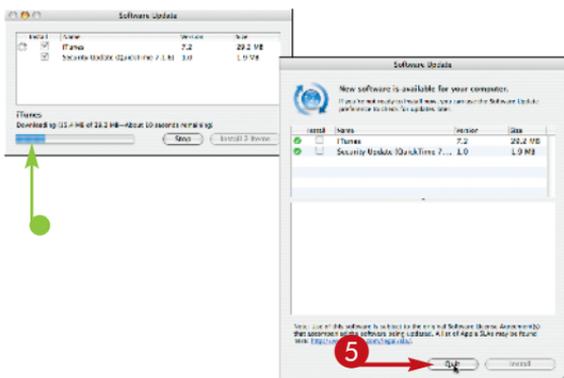
4 Click the Install button to have your new iTunes version downloaded and installed.

Note: Software Update requires that you enter an Administrator password to install a new version and that you accept a Software License Agreement.



- Software Updates downloads and installs the new iTunes version.

- 5 Click Quit to leave Software Update.



- 6 Click the iTunes icon in the Dock.

iTunes displays Apple's license agreement.

- 7 Click Agree.

Note: If this is the first time you have run iTunes, you are asked a series of questions to set your preferences.

The iTunes window appears.



TIP

Attention!

Apple updates its iTunes software to add new features, support new hardware devices, and fix bugs fairly often. Periodically, click iTunes and then click Check for Updates to ensure that you are up-to-date. iTunes checks to see whether you have the most current version; if not, it guides you through the update process. You must be online to check for updates.

Explore the iTunes Interface

The iTunes interface offers easy access to songs, movies, television shows, podcasts, and audio books saved on your computer.

You can also access Internet radio stations from the iTunes interface, as well as any playlists you have created.

● View Buttons

Click one of these buttons to choose a different view setting.

● Search Field

To search for iTunes content, type a keyword in the Search field.

● Source List

Click a category in the Source list to view music, movies, television shows, podcasts, audio books, or Internet radio stations. You can also access the iTunes Store, view items purchased from the store, and view playlists.

● File List or Viewer Pane

After you click a category in the Source list, any files in that category appear here. This pane is also where the iTunes Store appears when selected.

● Artwork/Video Pane

View artwork, such as album art, associated with the selected file here.

● Buttons

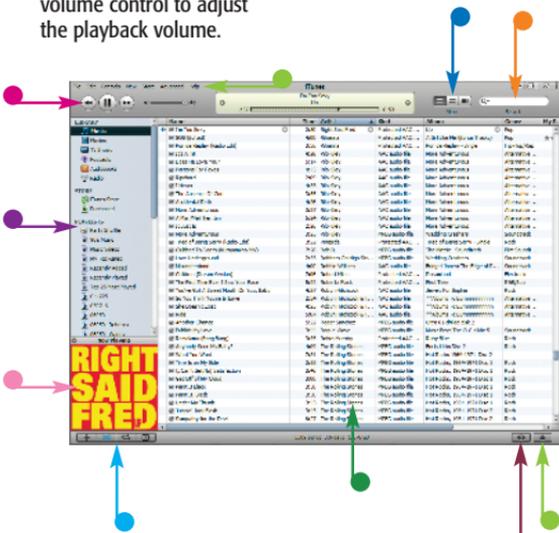
From left to right, click to create a new playlist, shuffle the iTunes content being played, repeat playback of a file or playlist, and show or hide the Artwork/Video pane.

● Playback Controls

Click these buttons when enjoying media content on iTunes to skip backward, play or pause, or skip forward in the content. Use the adjacent volume control to adjust the playback volume.

● Menu Bar

The iTunes menu bar offers access to iTunes commands and options.



● Browse Button

Click here to open a special panel that enables you to browse content by categories such as genre and artist.

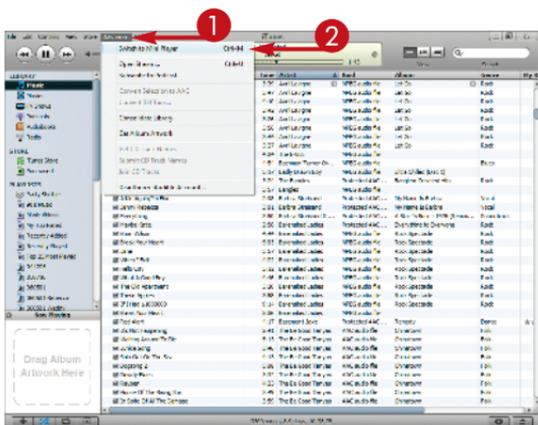
● Eject Button

Click this button to eject a CD currently in your computer's CD drive.

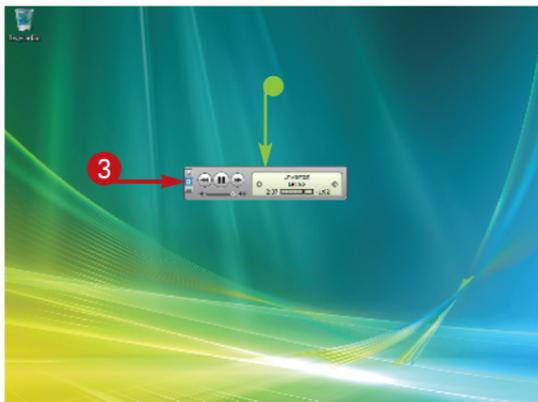
If you find the regular iTunes window cumbersome, you can collapse it. This collapsed player, called the *MiniPlayer*, features only playback controls, the name of the file being played, and the progress of the playback.

When you collapse the iTunes window to the MiniPlayer, you can set it up to float on top of all other open windows. To do so, open the Edit menu (iTunes on a Mac),

select Preferences, and in the iTunes dialog box that opens, click the Advanced tab. Then click the Keep MiniPlayer on Top of All Other Windows check box to select it. If you prefer to dock the MiniPlayer in your system tray, click the Show iTunes Icon in System Tray and Minimize iTunes Window to System Tray check boxes to select them.



- 1 Click Advanced.
- 2 Click Switch to Mini Player.



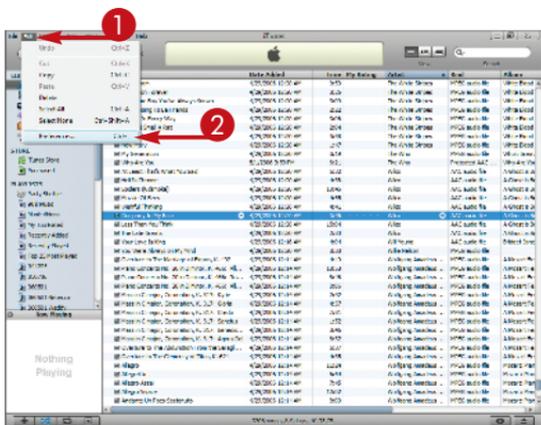
- The iTunes window collapses into the MiniPlayer.
- 3 To restore the iTunes window to its regular size, click the Restore button in the MiniPlayer.

Normalize Volume Settings

If one of your media files is too loud or too soft relative to the others, you can adjust that file's volume setting. To do so, select the file in the File list, click File, and select Get Info. In the dialog box that appears, click the Options tab, drag the Volume Adjustment slider to set the volume, and

click OK. The selected setting applies automatically each time you play that file. Another option, covered in these steps, is to set up iTunes to play all media files at the same volume level by using iTunes' Sound Check feature.

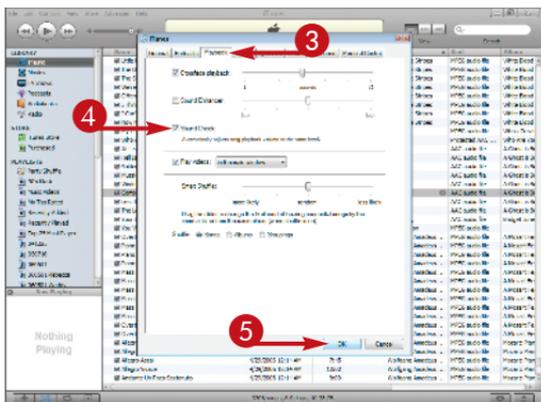
- 1 Click Edit (iTunes on a Mac).
- 2 Click Preferences.



An iTunes dialog box opens.

- 3 Select the Playback tab.
- 4 Click the Sound Check check box to select it (changes to .
- 5 Click OK.

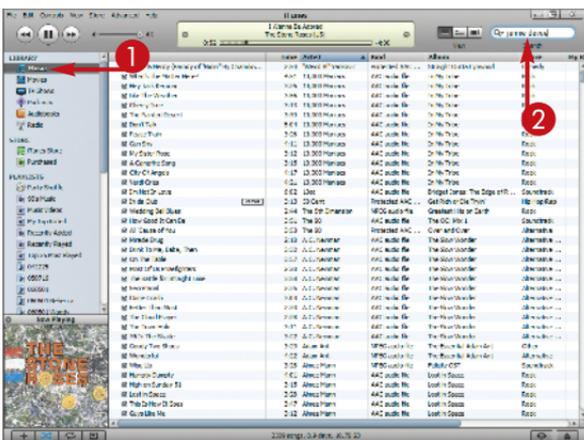
iTunes activates Sound Check, analyzes each file in your library to determine its volume levels, and adjusts each file's volume settings as needed.



Over time, you may save thousands of media files on your computer. Fortunately, iTunes offers a few tools for locating files, one of which is its search feature.

Using iTunes' search feature enables you to quickly locate a file in your library or in

a playlist by entering a relevant keyword in the Search field located in the upper-right corner of the iTunes window. You can also use the Search field to find help on using iTunes and your iPod.



- 1 In the Source list, click the category for the type of content you want to find — Music, Movies, TV Shows, Podcasts, or Audiobooks.

Alternatively, you can click a playlist.

- 2 Type a relevant keyword or phrase in the Search field.

iTunes displays a list of files in the selected category or playlist that contain the keyword or phrase you typed.

TIP

Try this!

You can rate the media files that you enjoy by using iTunes' five-star system. You can assign ratings to songs, videos, podcasts, audio books, and any other type of media file supported by iTunes by choosing a number of stars in the My Rating column.

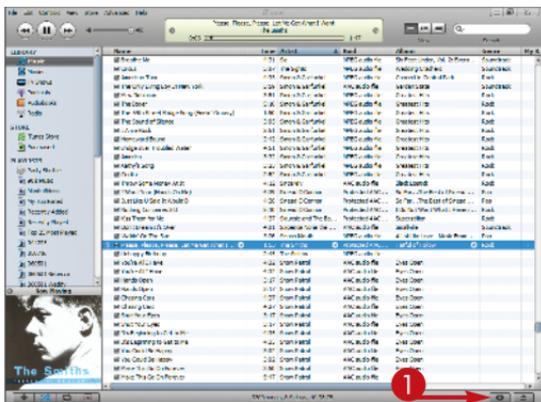
After you've rated your files, you can then sort your media files by rating; just click the My Rating column heading at the top of the File list. (If this column head is not displayed, refer to the task, "Sort Content in iTunes," later in this chapter.) Alternatively, you can use iTunes' Smart Playlist feature to create a playlist containing only those media files to which you have assigned a specified rating.

Browse iTunes for Content

Another tool that iTunes offers for locating files is its Browse feature. Using this feature, you can scan music files in your library by genre, artist, and album, and television episodes by genre, show, and season. iTunes identifies a file's genre, artist, album, and other information from the file's

metadata — that is, information contained within a file about the file. Media files that you purchase from the iTunes Store contain this metadata by default. If no metadata is present in a file, as is often the case with songs imported from CDs, iTunes may be able to obtain the metadata online.

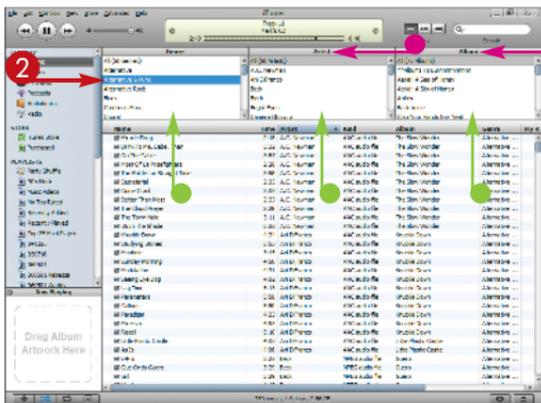
- 1 Click the Browse button in the lower-right corner of the iTunes window.

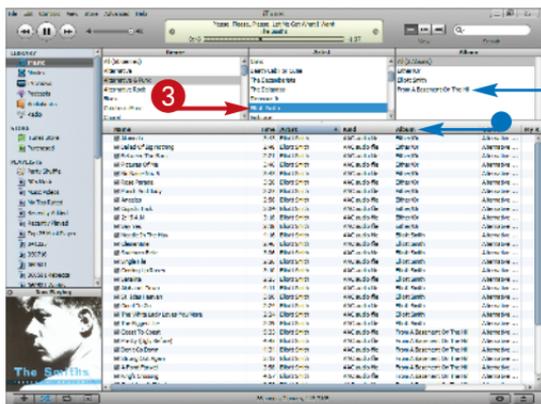


- The iTunes window changes to include multiple panes.

Note: The names of the panes that display differ, depending on what category of content you select in the Source list — for example, Music, Movies, or TV Shows.

- 2 Click the genre that you want to browse.
- The contents of the Artist and Album panes change to include only those artists and albums in the genre you chose, and the File list includes only songs in the selected genre.

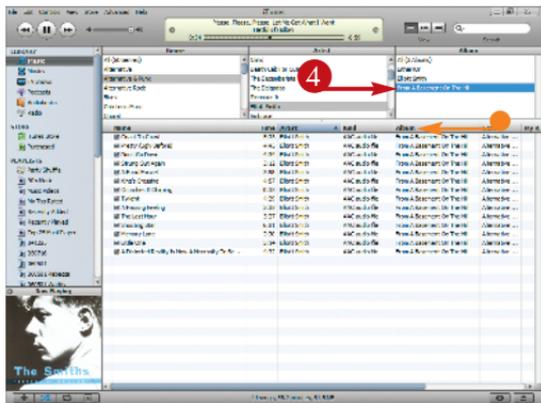




3 Click the artist you want to browse.

- The contents of the Album pane change to include only albums by the artist you chose, and the contents of the File list include only songs by the selected artist.

Note: The artist list distinguishes between varied spellings, as well as by presentation. For example, a duet by Tony Bennett and Michael Bubl  would not match either artist's name individually.



4 Click the album you want to browse.

- The contents of the File list change to include only songs in the selected album.

TIP

Try This!

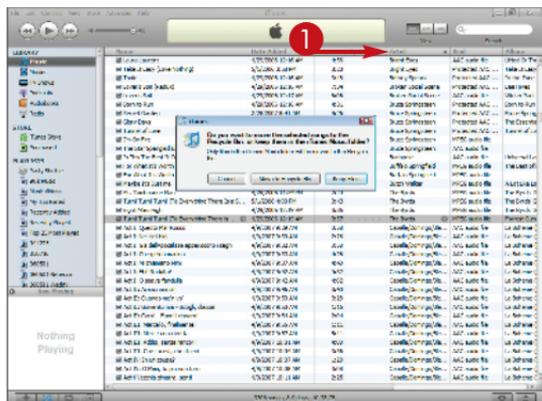
Another way to browse for content is by using iTunes' Cover Flow feature. This feature enables you to browse by cover art, as you might browse a stack of CDs, DVDs, or books. To browse using Cover Flow, click the right-most view button, just to the left of the Search field. Keep in mind that cover art may not be available for all files. Scroll through the cover art by dragging the box in the scroll bar or by clicking the arrows on either side of the scroll bar.

Sort Content in iTunes

An easy way to organize files is to click any one of the column headings in the iTunes window to sort files in the File list. For example, you can sort by name, playing time, artist, and genre. If the

criterion by which you want to sort does not appear as a column heading by default, you can add a column that contains the information by which you want to sort.

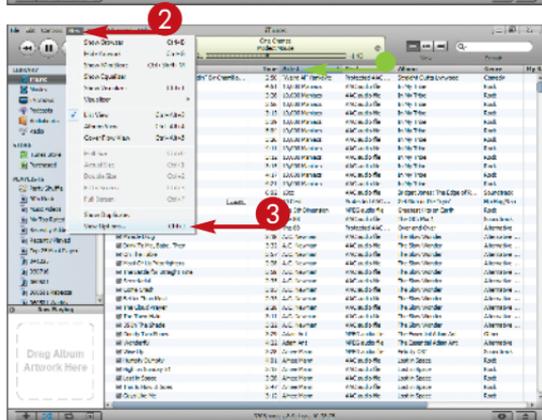
- 1 Click the column heading by which you want to sort.



- iTunes sorts the files in the File list by the column heading you clicked.

Note: To change the sort order from ascending (for example, A to Z) to descending (for example, Z to A), click the column heading a second time. To return to ascending order, click the heading again.

- 2 To add a column by which you want to sort, click View.
- 3 Click View Options.



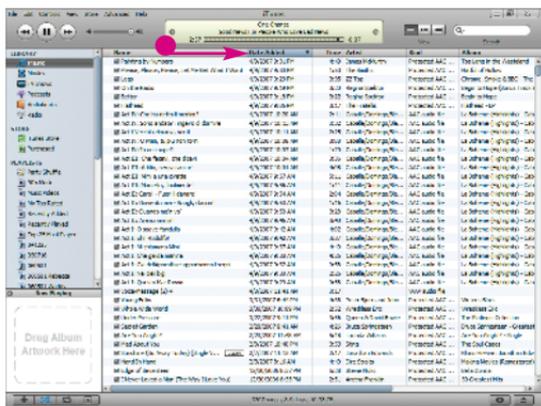


The View Options dialog box opens.

- 4 Select the check box next to the desired column heading or headings (changes to).

This example selects Date Added.

- 5 Click OK.



- The column is added to the File list.

To sort by the new column heading, you can click the heading.

Note: To quickly jump to an entry in the File list, type the first character in the file's name. iTunes automatically selects the first entry that starts with that character.

TIP

Did You Know?

To move any column, click the column heading and drag it to the new location. To ensure that no single column consumes too much screen space, you can auto-size the columns; that way, they will adjust automatically to the width of their contents. To do so, right-click a column heading and select Auto Size All Columns from the menu that appears.

Delete Content

If you download or import content into iTunes that you later decide you do not want, you can delete it.

When you delete a file from iTunes, you have the option of either completely moving the file to the Recycle Bin (Trash on a Mac) or of simply ensuring that the file will no longer appear in the iTunes File list. Keep in mind that in order to completely delete the file from your system, you must move it

to the Recycle Bin or Trash and then empty the Recycle Bin or Trash.

In addition to deleting individual files, you can also delete folders and playlists from iTunes. When you delete a playlist or a folder, the files within that playlist or folder remain intact. Similarly, you can delete files from within a playlist or folder. Doing so does not remove the file from your library, only from the playlist or folder.

1 Click to select the file you want to delete.

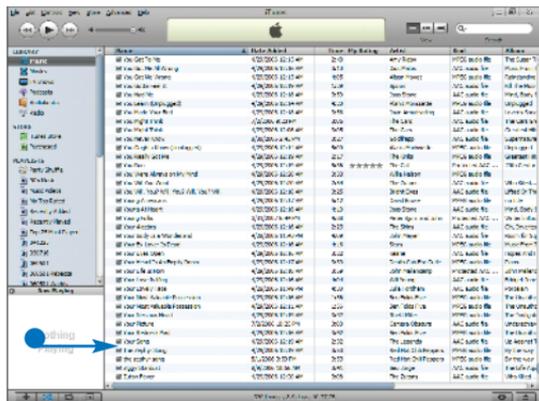
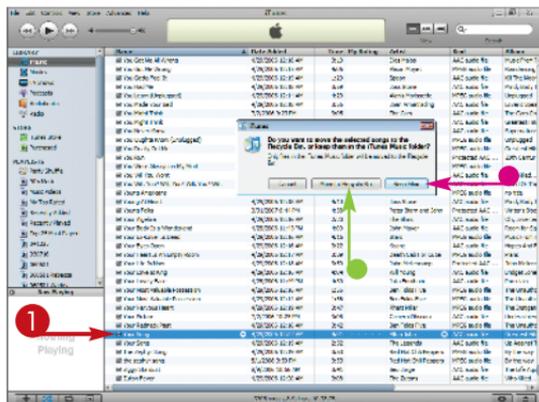
2 Press the Backspace/Delete key.

An iTunes dialog box opens.

• You can click Move to Recycle Bin to move the file to the Recycle Bin.

• You can click Keep Files to keep the file on your computer but to prevent it from displaying in the iTunes File list.

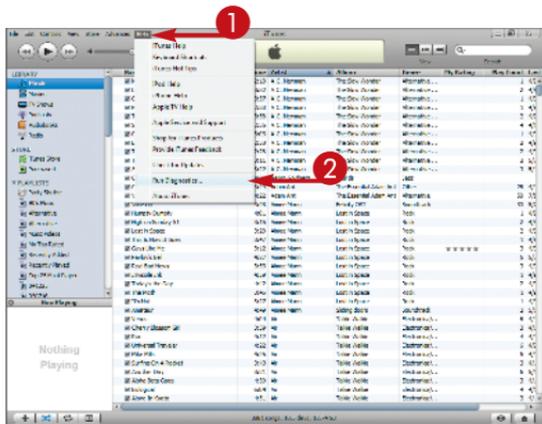
• iTunes removes the file.



If iTunes or your iPod is not working properly, you can run the program's diagnostic tools to assess the problem. Doing so can help you pinpoint where the problem lies. iTunes also directs you to relevant help topics on Apple's Web site.

When you run iTunes' diagnostic tools, it enables you to specify whether the problem relates to the network, to the CD or DVD drive, or to the iPod.

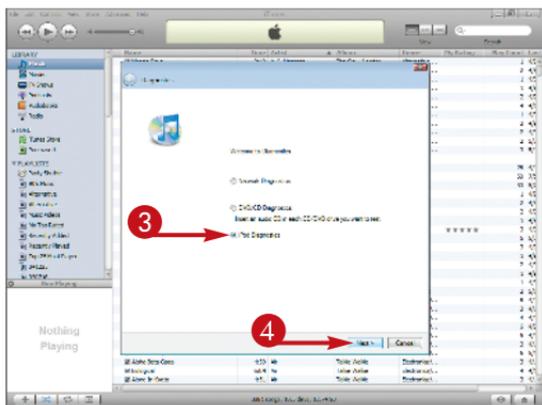
- 1 Click Help.
- 2 Click Run Diagnostics.



The Diagnostics dialog box opens.

- 3 Specify whether the problem you want to diagnose relates to the network, to the DVD/CD drive, or to the iPod.
- 4 Click Next.

iTunes scans to assess the problem and flags any issues it detects.



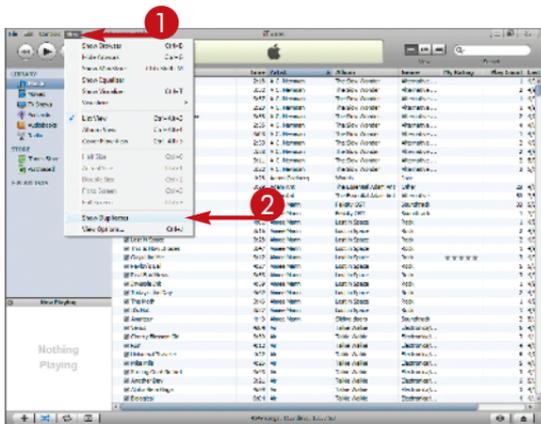
Remove Duplicate Content

In the event that your library becomes bloated with duplicate content, iTunes makes it easy for you to locate and remove those extra files. Rather than requiring you to scroll through your entire library to locate redundant material,

you can instruct iTunes to display all files that contain duplicates. You can then delete the duplicate content just as you would delete any other file: by clicking it in the file list and then clicking the Delete or Backspace key on your keyboard.

1 With the library you want to streamline displayed in the iTunes file list (here, the Music library), click View.

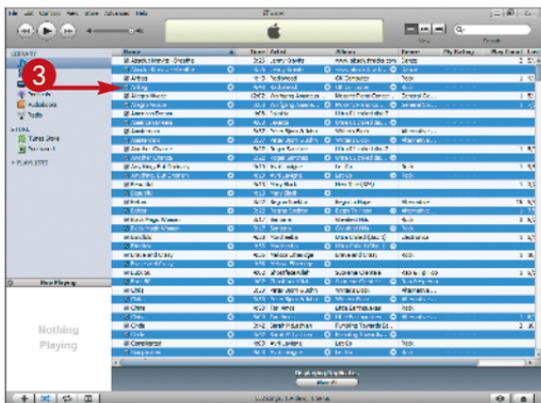
2 Click Show Duplicates.



iTunes displays all instances of duplicate files.

3 While holding down the Ctrl key on your keyboard (Cmd key on a Mac), click each instance of a duplicate file.

4 Press the Delete or Backspace key on your keyboard.



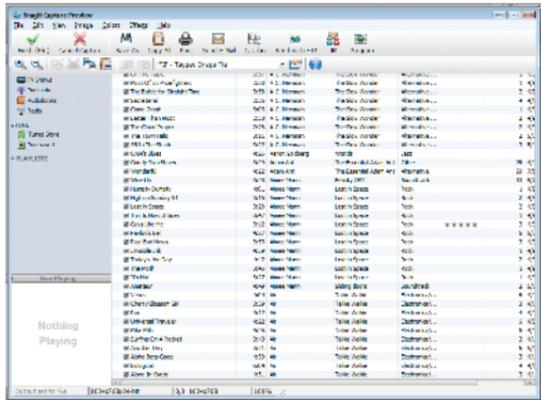
Chapter 1: iTunes Basics

iTunes deletes the selected files.

- 5 To again view your library in its entirety, click Show All.



iTunes again displays your library in its entirety.



TIP

Attention!

iTunes identifies a file as a duplicate if the file contains the same title and artist as another file. That means if, for example, you have two versions of a song in your library — say, a live version and one recorded in studio — iTunes will flag the files as duplicates, even though they are not. To ensure you do not delete a different version of a song that you want to keep, make it a habit to compare the two files' lengths (in minutes and seconds) before you delete either file.

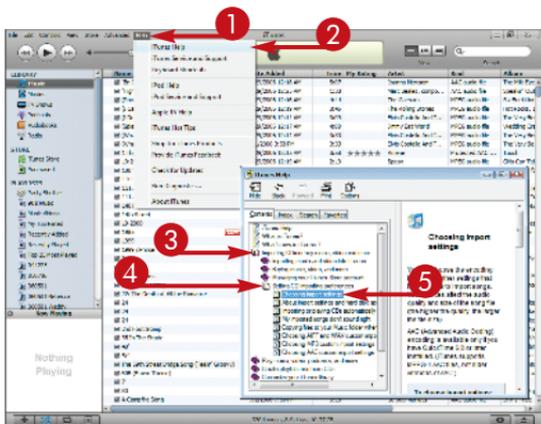
Get iTunes Help on a PC

Although iTunes is intuitive and easy to use, you may still encounter situations in which you need help. In that case, you

can use the program's Help function to find the information you need.

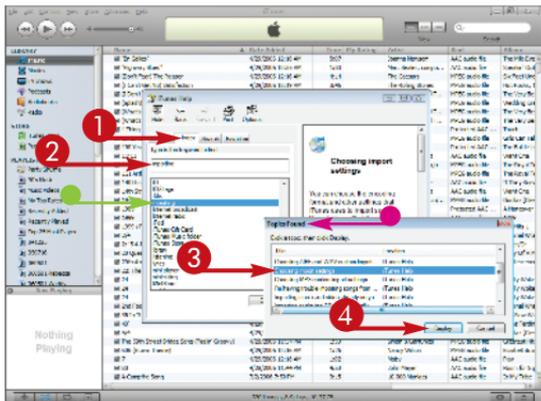
BROWSE BY CATEGORY

- 1 Click Help.
- 2 Click iTunes Help.
- 3 Click a category icon to view related articles or subcategories (changes to).
- 4 If necessary, click a subcategory icon (changes to).
- 5 When you locate an article that appears relevant, click it.



SEARCH BY KEYWORD

- 1 Click the Index tab.
- 2 Type a relevant keyword.
 - iTunes' Help locates matching words in the index.
 - Articles that relate to the keyword that you typed appear in the Topics Found dialog box.
- 3 Click the article that seems most relevant.
- 4 Click Display.



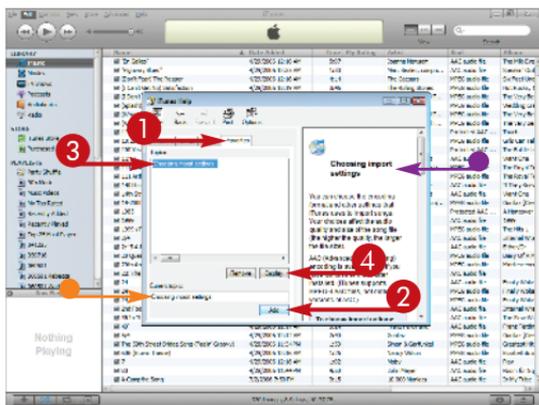


SEARCH BY TOPIC

- 1 Click the Search tab.
- 2 Type a relevant keyword.
- 3 Click List Topics.

iTunes' Help locates articles that contain the keyword you typed.

- 4 Click the article that seems most relevant.
 - 5 Click Display.
- The contents of the article appear in the right pane.



SAVE A HELP ARTICLE AS A FAVORITE

If you frequently search for the same help information, you can save an article as a favorite.

- 1 Click the Favorites tab.
- The name of the article displayed in the right pane appears in the Current Topic field.
- 2 Click Add.
- 3 To view an article that is added to your favorites, click the article in the Topics area.
- 4 Click Display.
- The contents of the article appear in the right pane.

TIP

More Options!

In addition to offering help information through its Help function, iTunes also offers Hot Tips – tips to help you get more out of iTunes. To access these tips, open the iTunes Help menu and select iTunes Hot Tips. You must be connected to the Internet to access iTunes Hot Tips.

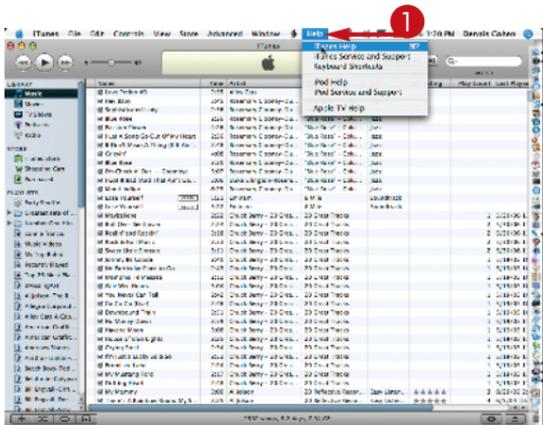
Get iTunes Help on a Mac

Although Macs and iTunes are easy to use, you might still encounter a situation where you don't know how to accomplish your task. That's where the Mac iTunes Help menu enters the picture. It offers general help for iTunes, the iPod, and

AppleTV; a connection to both the iTunes Service and Support and iPod Service and Support pages (including discussion groups) on Apple's Web site; and a shortcut to a list of all iTunes' keyboard shortcuts.

- 1 Click Help and then iTunes Help.

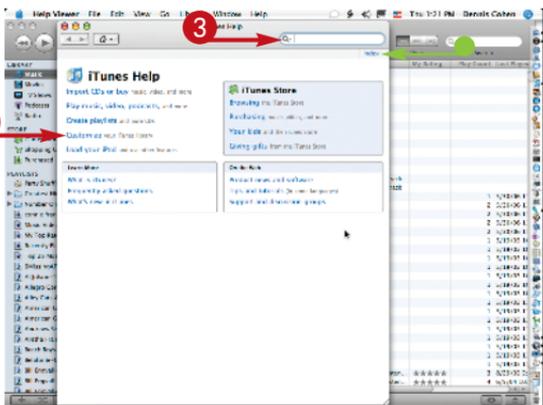
The Mac Help Viewer opens, displaying the main iTunes Help page.



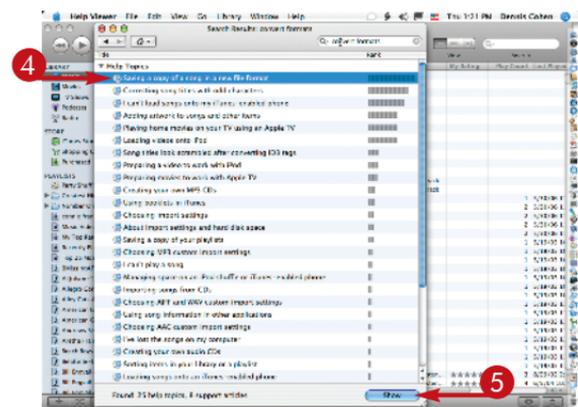
- 2 Click a topic link to see help information on a topic of interest.

- Click the Index button to see a list of all iTunes-related terms for which Help information can be retrieved.

- 3 If you have a specific question that none of the links seem to address, type the question into the search box in the top-right portion of the window.

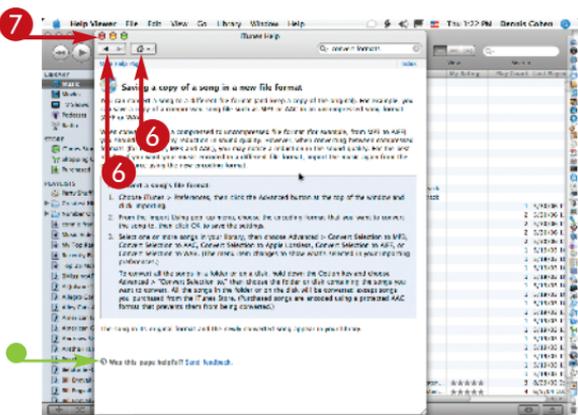


A list of topics, including a ranking for relevancy, appears.



4 When you locate an article that appears relevant, click it.

5 Click Show (or double-click the article title) for the contents of the article to appear.



Click the Send Feedback link at the bottom of an article window if you have comments concerning the page.

6 Click the Back button to return to the previous page or the Home button to return to the top-level iTunes Help page.

7 To leave Help Viewer, click the window's Close button.

TIP

More Options!

In addition to offering help information through its Help menu, iTunes also offers Hot Tips — tips to help you get more out of iTunes. To access these tips, click the iTunes menu and click iTunes Hot Tips. You must be connected to the Internet to access iTunes Hot Tips. Entries in the iTunes menu take you to the Apple Store for iTunes-related products and to launch your Web browser and send Apple feedback about what you do and don't like or would like to see in a future revision (politeness counts!).