

Using iTunes to Manage your Multimedia

iTunes is free software that can be used on both a Mac and PC to manage your music, movies, podcasts, TV shows, audio books, etc. It can also be used to purchase songs, movies, etc.

And NO... you don't have to have an iPod to use iTunes!

iTunes simply helps you to store and arrange your media on your computer. You can play your media directly on your computer or if you choose to you can download and use your media on a portable device such as an iPod.

Getting iTunes

- ✓ iTunes is available for free from:
<http://www.apple.com/itunes/download/>
Follow the links to download iTunes. Then install it.

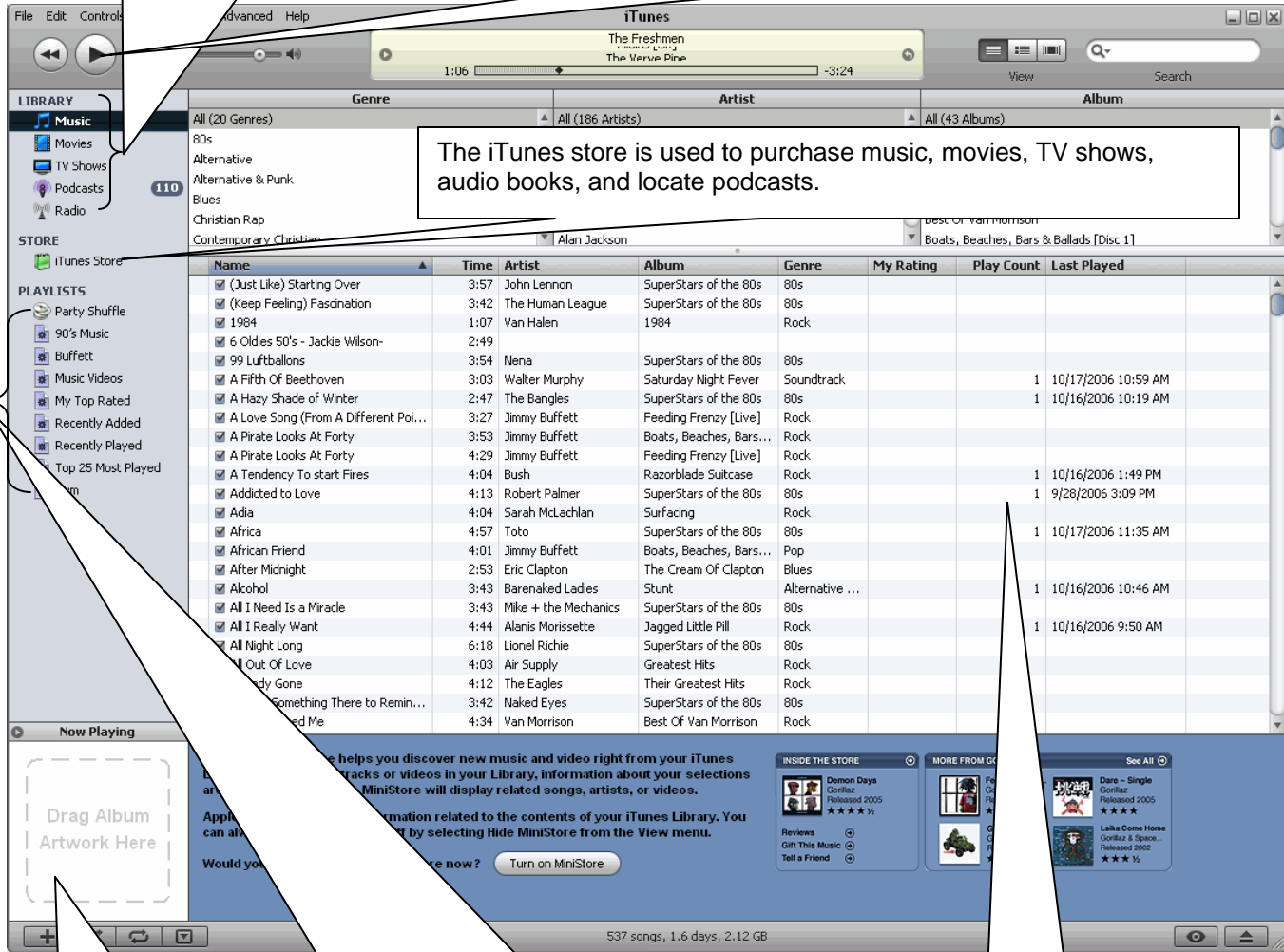


Navigate iTunes

The Library contains all the music files, movie files, audio books, podcasts, etc that you have imported, purchased, or found on your own computer.

Playback controls for playing songs, movies, TV shows, podcasts, etc.

The iTunes store is used to purchase music, movies, TV shows, audio books, and locate podcasts.



List of playlists that you have created. Think of a playlist as a way to create sound tracks for different parts of your life. One playlist for driving to work, one for exercising, etc. The playlists can consist of different songs, videos, audio books, etc.

Area where videos default to playing. You can resize the video for a bigger playback area.

Lists the contents of your library and playlist.

Create a Library of Media

iTunes will allow you to create a library containing songs from your CD collection as well as songs, audio books, movies, podcasts, and TV shows you already have on your computer. In addition to creating a library consisting of media you already have you can use iTunes to go to the iTunes store and purchase and subscribe to music, movies, TV shows, podcasts, and audio books.

Import Songs from your CDs into your iTunes Library

You can import songs from your CDs into your iTunes library. Imported songs are stored on your hard disk so that you can listen to them without having the original CD in the disc drive.

To Import Songs from CD

1. Open **iTunes**.
2. *Insert an audio CD* into your computer's internal CD or DVD drive.
3. When the list of songs appears in the iTunes window, *deselect any songs* you don't want to import.
4. To add the selected songs to your library, click the **Import CD button** (at the bottom of the iTunes window).
5. When the songs are finished importing, click the **Eject symbol** to the right of the CD *or* click the **Eject Disc button** in the lower-right corner of the iTunes window.

Import Media from your Computer into your iTunes Library

To Import Media already stored on your Computer

1. Open **iTunes**.
2. To import an individual file, click **File** on the Menu bar then click **Add File to Library**, and then *locate the file* you want added to your library. *Select the file by highlighting it* then click **Open**.

-OR-

To import all the files in a folder, click **File** on the Menu bar then click **Add Folder to Library**, and then *locate the folder containing the files* you want added to your library. The My Music folder (inside the My Documents folder) is often the default location for song files imported into other applications. *Select the folder by highlighting it* then click **OK**.

Import Songs from the Internet into your iTunes Library

To Import Songs from the Internet

1. Open **iTunes**.
2. *When you find an audio file you want on a website, click the file to download it to your computer.*
3. Click **File** on the Menu bar then click **Add File to Library**, and then *locate the music file you want added to your library. Select the file by highlighting it then click **Open**.*

Buying Media from the iTunes Store for your iTunes Library

The iTunes Store has music, audio books, TV shows, podcasts, movies, etc for sale!

When making a purchase from the iTunes store remember: “**All sales are final**”.

Also, all files purchased from the iTunes store are typically in a format that can only be played via iTunes or on your iPod. **These files are not useable with other portable media players such as Microsoft's Zune player.**

To Purchase Items in the iTunes Store

1. Open **iTunes**, click **iTunes Store** on the left.
2. *Find the song, podcast, video, TV show, movie, audio book, or album you want to buy. You may do a search for an album, song title, or artist*

Tip: To make sure a song is the one you want, double-click it to hear a preview (a portion of the song).

3. Click either **Buy Album, Buy Movie, Buy Song, Subscribe etc.** *You'll then either need to create an Apple ID or login with your current Apple ID. From there you'll need to use your credit card or other payment options for purchasing your music!*

If you quit iTunes or restart your computer before a purchase has finished downloading, the download should resume at no additional cost the next time you open iTunes. If it doesn't resume, click **Store** on the Menu bar then click **Check for Purchases**.

Be sure to make regular back ups of your purchased files. If your hard disk becomes damaged or you lose a purchased item, you'll have to buy it again.

iTunes

Adding Podcasts to your iTunes Library

Podcasts can be located and subscribed to via the iTunes store. Some of the podcasts in the iTunes store are free to subscribe to. Some may charge a fee.

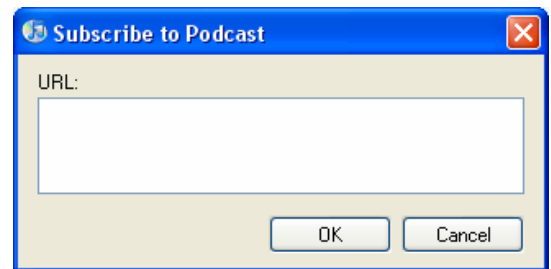
To Subscribe via iTunes Store

1. In iTunes, click **iTunes Store** on the left side.
2. *Find the podcast* you want to subscribe to. Then click **Subscribe**.

You can also look for podcasts subscription links on your favorite websites. Podcasts found in locations other than the iTunes store can be manually added to iTunes for download and playback.

To Subscribe via a Website

1. From a website that has podcasts such as: <http://www.gpc.edu/~gpccr/podcasts.php>
2. *Some websites will have an icon specifically for adding the podcasts directly to your iTunes podcast library by simply clicking the icon.*
3. Other websites may provide a URL for the podcasts that you'll need to manually add to iTunes. *Highlight and copy the podcast URL* from the website. Then go to **iTunes** and click **Advanced** on the Menu bar. Then click **Subscribe to Podcast**. *Paste the URL* into the empty box using **CTRL +V** or **right click and Paste**. Then click **OK**.



Create Playlists

A playlist is a compilation of songs and video. You might want to create a playlist to:

- Organize your iTunes library.
- Suit specific moods or occasions. For example, you could create a playlist to listen to at a dinner party, while you're working out, or for a wedding.

Playlists can include songs, podcasts, audio books, videos, etc.

There are three kinds of playlists:

- Standard, created by dragging items to the list.
- Smart Playlist, created based on rules you set up. Smart Playlists update automatically as your library changes.
- Party Shuffle, or "live mix," created from randomly selected songs in your library or a playlist.

iTunes

To Create a Playlist

1. Open **iTunes**.
2. Click **File** on the Menu bar then click **New Playlist** OR click the **Add button (+)** in the bottom-left corner of the iTunes window.
3. *Type a name* for the playlist and press the **Enter key**. i.e. Gym or Relaxation
4. Click **Music** (or another item below Library) and then *drag a song, audio book, podcast, etc* to the playlist. To select multiple items, hold down the **Control or Shift key** while you click.

To Create a Smart Playlist

1. Open **iTunes**.
2. Click **File** from the Menu bar then click **New Smart Playlist**.
3. To add songs that match specific rules, *make sure "Match the following rule" is selected, and then choose options from the pop-up menus*. To add more rules, click the **Add (+) button**.
4. To create your Smart Playlist, click **OK** and then *name the playlist*.

To Create a Live Mix

1. Below Playlists, click **Party Shuffle**.
2. To select a specific playlist (instead of your library) for the live mix, *choose an option from the Source pop-up menu* at the bottom of the iTunes window.
3. *Choose the number of played or upcoming songs* you want to see in the playlist.

To Remove an Item from a Playlist

1. Open **iTunes**.
2. In the Playlists section on the left, *double click the appropriate playlist*. Then *select the song, audio book, podcast, etc.* and press the **Delete key** (this does not remove the item from your library or hard disk).

To Delete a Playlist

1. Open **iTunes**.
2. In the Playlists section on the left, *click the playlist* to select it, and then press the **Delete key**.

Play Media from your Library or Playlists

To Play Media from Library or Playlist

1. *Select Music, Podcasts, a playlist, etc* from the left side of your iTunes lists.
2. From the right side of the screen *select the song, podcast, etc* that you want to play.
3. Then click the **Play button** at the top of the screen.

You may notice that some of your podcast videos, TV shows, and movies play in a small screen. You can change the size of the screen to make it easier to view on the computer. It is important to note that a lot of the video that is delivered through iTunes is meant to be watched via an iPod. So, the quality of the video when viewed on the computer may not be up to the standards that you normally would expect.

Change the Size of Video Playback

1. Open **iTunes**.
2. *Select the Podcast, Movie, or TV show* that you wish to view.
3. *Begin playing* that video.
4. Click **View** on the Menu bar, and then choose to view the video **Half Size, Actual Size, Full Screen, etc**.

Show Browser	Ctrl+B
Hide Artwork	Ctrl+G
Hide MiniStore	Ctrl+Shift+M
Show Equalizer	
Show Visualizer	Ctrl+T
Visualizer	▶
<hr/>	
Half Size	Ctrl+0
Actual Size	Ctrl+1
Double Size	Ctrl+2
Fit to Screen	Ctrl+3
Full Screen	Ctrl+F
<hr/>	
Show Duplicates	
View Options...	Ctrl+J

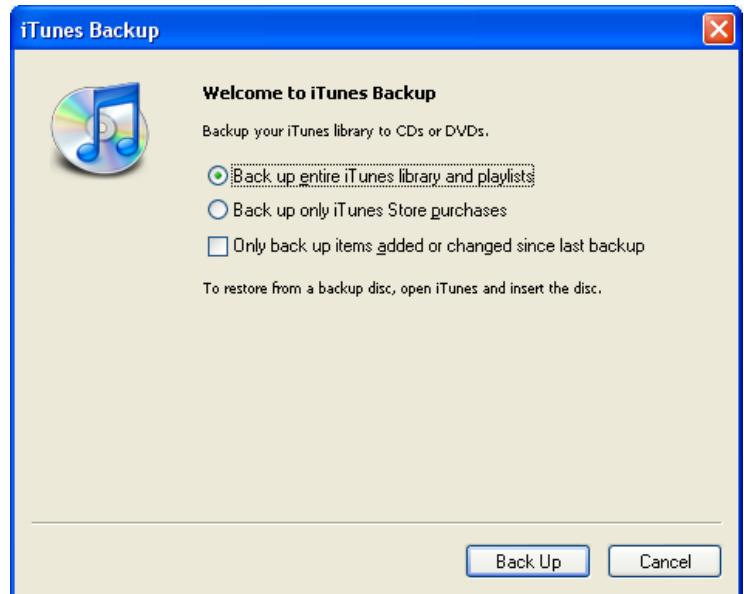
How to Back Up your iTunes Library

The media you add to your iTunes Library is stored inside your My Documents folder-- more specifically it's in My Documents | My Music | iTunes | iTunes Music.

You can manually back up your library by copying the iTunes Music or anything inside that folder to another location like a USB drive or you can use the iTunes Back Up function and burn your library to a CD or DVD.

To Back Up your iTunes Library

1. From your desktop, double click your **My Documents icon**.
2. Once in the My Documents folder, double click **My Music folder**, then the **iTunes folder**.
3. Select the **iTunes Music folder** then click **Edit** on the Menu bar. Choose **Copy**.
4. Then *Paste this folder to a USB drive or other storage location.*



To Back Up you iTunes Library to CD/DVD

1. *Insert a blank CD or DVD* depending on the type of "burner" your computer has.
2. Open **iTunes**.
3. Click **File** on the Menu bar. Then click **Back up to Disc**
4. *Select what you would like to have backed up by choosing the appropriate radio button.* Click **Back Up**.
5. *Follow the onscreen instructions for completing your back up.*