

iTunes basics

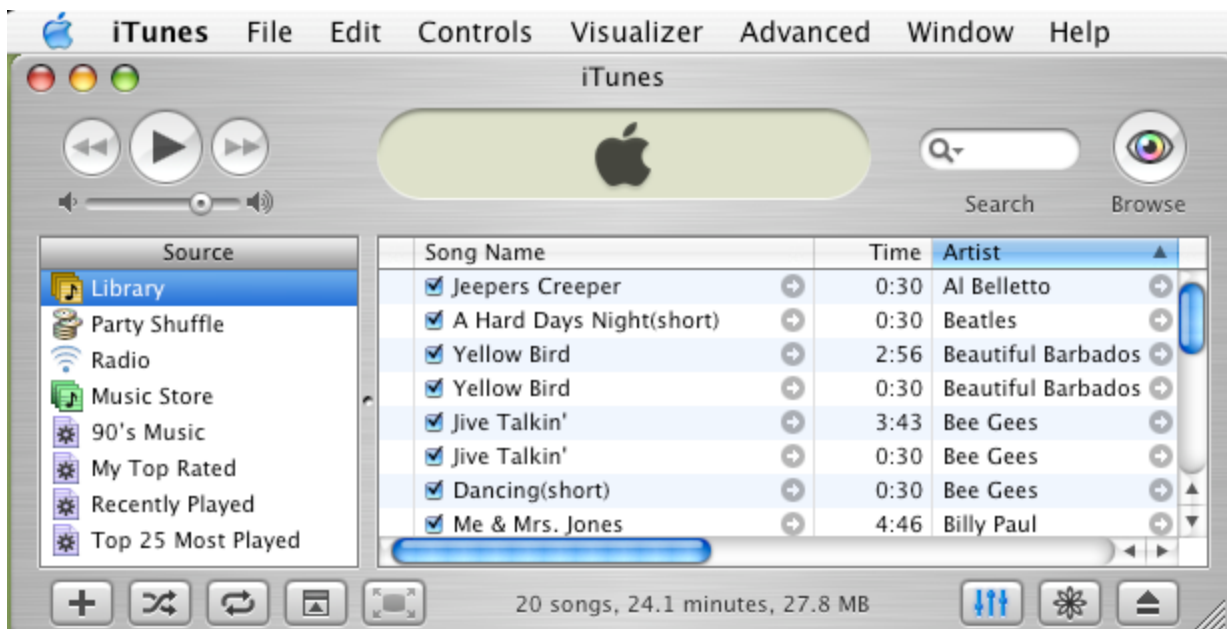
This is a very basic tutorial for iTunes. It will cover the following topics:

1. Opening iTunes and listening to music already on the computer
2. iTunes preferences
3. Importing tracks from an Audio CD
4. Creating playlists



1. iTunes is a great application for your listening pleasure. You can pop an audio CD into your computer and iTunes will let you listen to the different tracks. However, that hardly seems worth it. Wouldn't it be great to create a library of different tunes from your vast collection of audio CDs and listen to them whenever you were at the computer. Or perhaps you may want to use that music as a background to some photos you took on your last vacation. What if you were creating a movie and you wanted a variety of tunes in different scenes? iTunes is just one part of a group of applications which work together to help you create multi-media projects.

2. Open iTunes from your dock. If it isn't in your dock, Go to the applications folder and find iTunes and drag it to your dock. When you open iTunes you should see something similar to the diagram below. You may not have any music files in your library at this point. I have some music files in my public folder which I had you put on your desktop. If you double click on one of the music files it should add it to your library. Just double click on a song in the library if you want to listen to it.

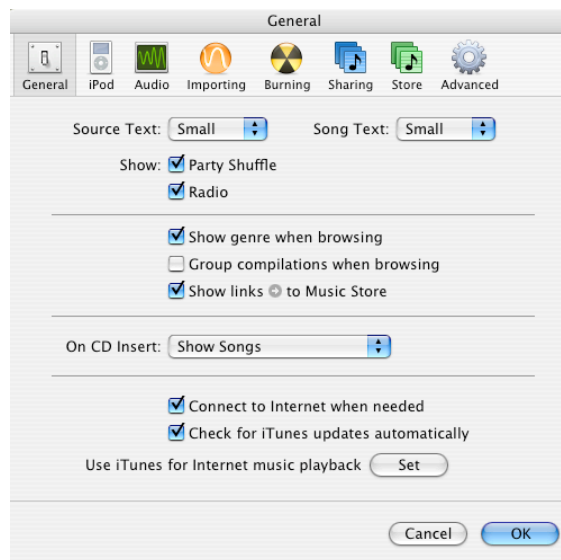
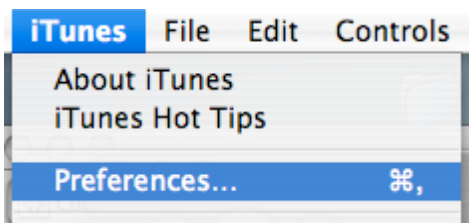


iTunes basics

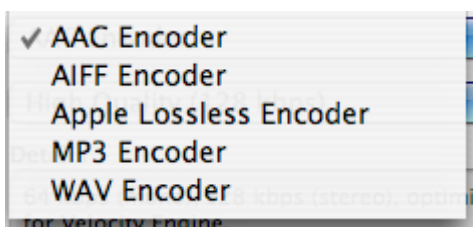
3. Put an audio CD in the CD drive of the computer. You will notice it on the desktop of your computer and within iTunes. If you are connected to the Internet it should display the name of the CD and the song track along with other important information.



4. Importing will allow you to get these songs from the CD into the iTunes library. Before importing select iTunes preferences in the menu bar.



5. Select the importing icon. There are a variety of choices for your import features.



Advanced Audio Coding - most efficient/less compatible with some software/hardware

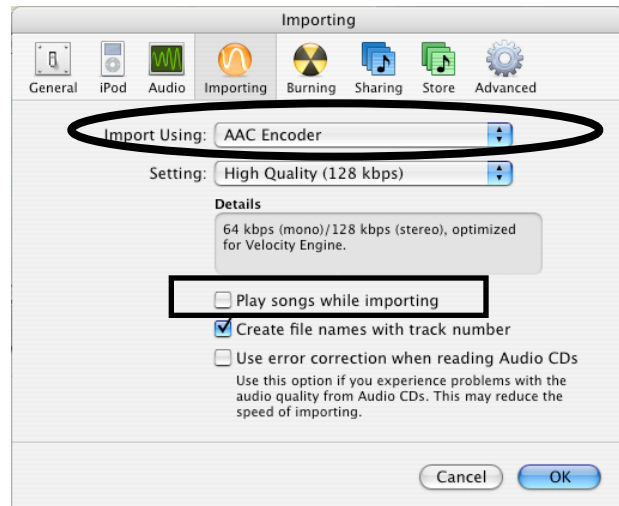
Audio Interchange File Format - Uncompressed files take up space- standard audio file for Mac

MP3 - Efficient, broadly compatible

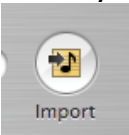
WAV - Uncompressed files take up space- standard audio file for Windows



iTunes basics

6. We will use the default AAC encoder for importing. Please uncheck Play songs while importing.

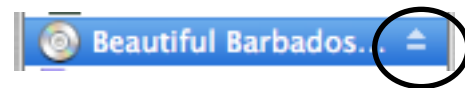


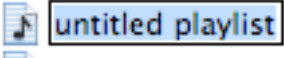
7. Return to your Audio CD. Put a check in some of the songs and click the Import



button. This will add the songs to your library. You will see a little orange symbol by the track which is importing. . A green check symbol will appear when the import of a track is complete. . Once you have finished importing you can eject the Audio CD via iTunes by clicking on your eject triangle in the source window or returning to the Finder and dragging the CD to the trash.

	Name	
1	<input checked="" type="checkbox"/> Yellow Bird	+
2	<input type="checkbox"/> Come Back Liza	+
3	<input checked="" type="checkbox"/> Iron Bar (Jamaica Farewell)	+
4	<input type="checkbox"/> Buck 'Em Up	+
5	<input type="checkbox"/> Take Me, Take Me	+
6	<input checked="" type="checkbox"/> Rosita	+
7	<input checked="" type="checkbox"/> Kokio Ko	+
8	<input checked="" type="checkbox"/> Mary Ann	+
9	<input type="checkbox"/> Calypso Kalalu	+
10	<input checked="" type="checkbox"/> Island Woman	+
11	<input type="checkbox"/> Brown Skin Girl	+
12	<input checked="" type="checkbox"/> Beautiful Barbados	+
13	<input type="checkbox"/> My Pussin'	+
14	<input type="checkbox"/> Dalin'	+

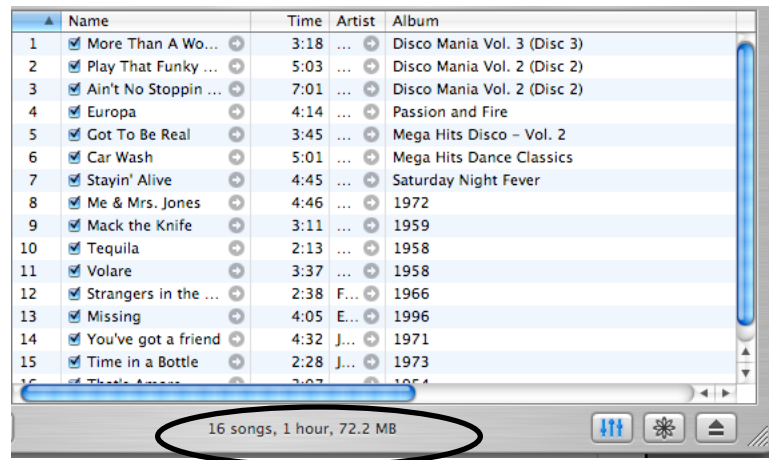


8. Your library may become quite large and you will want to organize it using Playlists. Or perhaps you want a variety of tracks from different CDs to create a mix of music which you will then burn onto a blank CD. Select File New Playlist.  Type in a name



iTunes basics

9. Drag the songs from the library into your new playlist. Keep it under 74 minutes if you plan on creating an audio CD of your own from this playlist. As you drag the songs from the library into the playlist they will still remain in your library. In other words if you decide to delete this entire playlist it does not delete the tracks from your library.



10. This is a very basic worksheet for more information use the printed resources mentioned at the end of this document or visit:

<http://www.macilife.com/>

<http://www.apple.com/ilife/>

Resources

The Macintosh iLife '05 by Jim Heid Peachpit Press 1249 Eighth Street Berkely CA 94730 ©2005

Apple Training Series: iLife '05 by Michael Rubin ©2005
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