

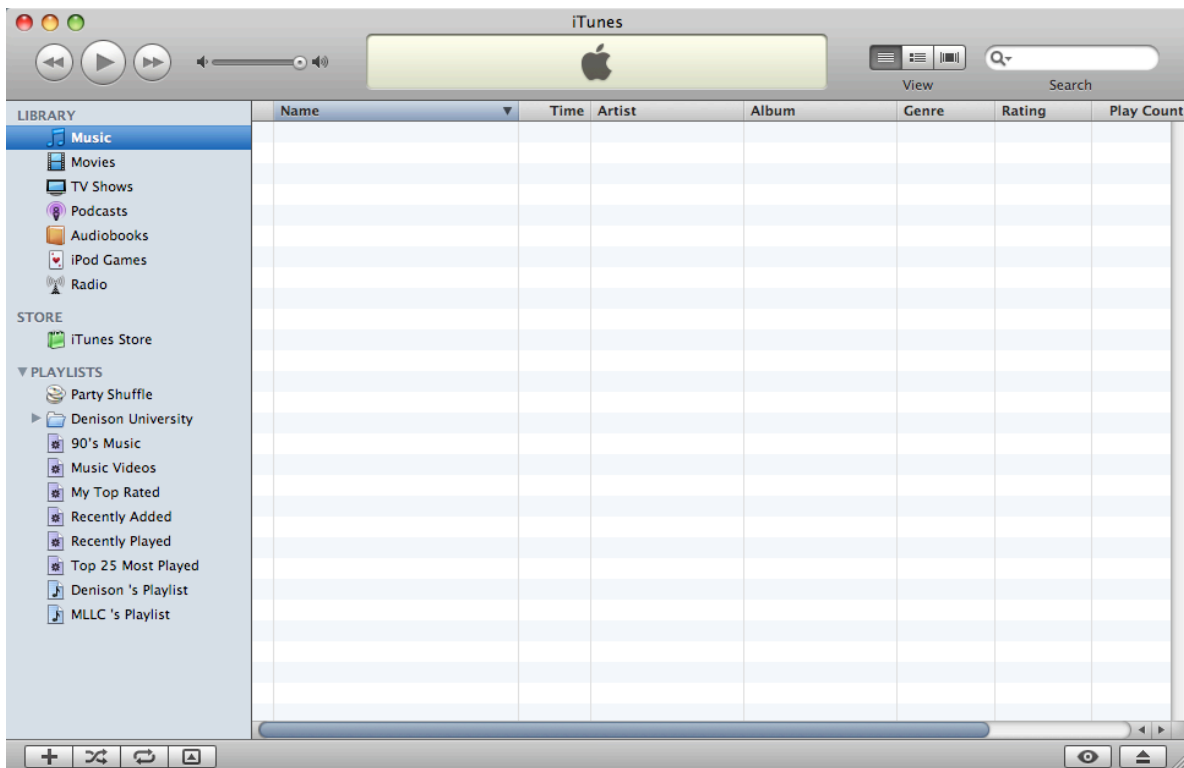
# *iTunes '08 Tutorial for Mac*

## **Getting started with iTunes '08:**

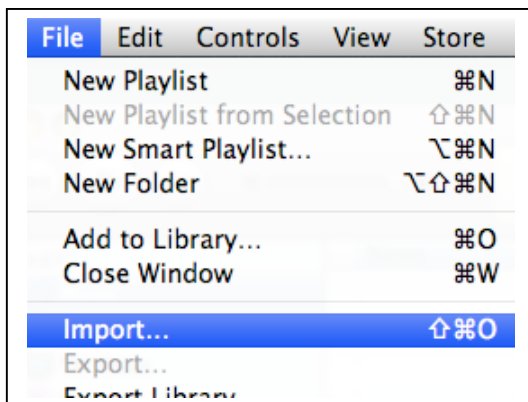
iTunes can be used to download and listen to music and podcasts. You can access the iTunes Stores as well as watch movies and TV shows that you have created or downloaded. To begin, click on the iTunes icon located in the dock.



The application will launch and iTunes's main window will open:



You will notice along the left-hand side of the main window is a panel filled with tabs that allow you to access different types of media, your playlists, and the iTunes store.

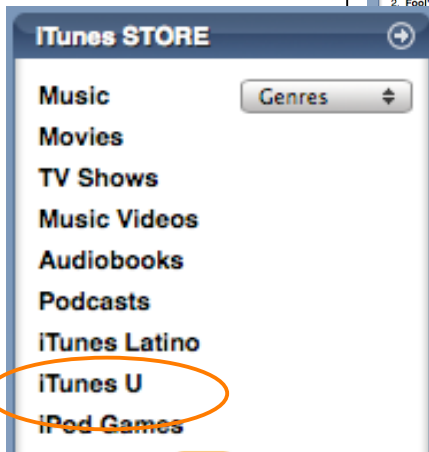
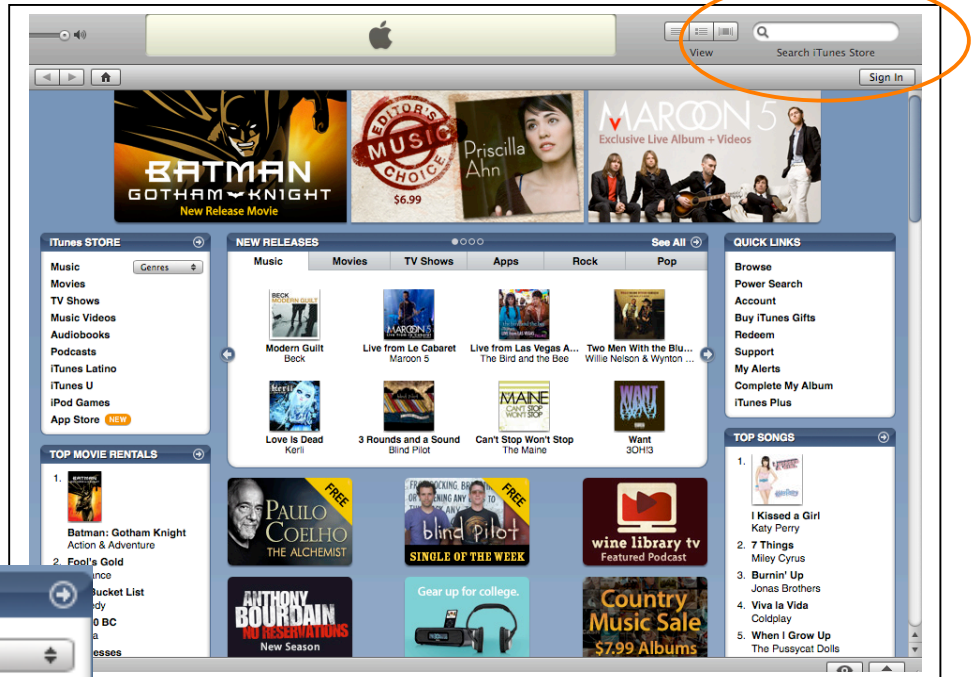
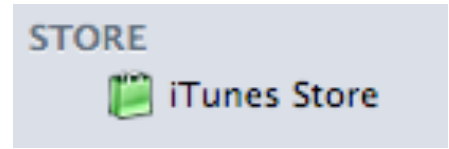


To move music that you already have into iTunes, go to “File” and select “Import...” You can then browse through music saved on your computer, an external drive, or a CD. Select the music you want to import and click on the “Open” button to begin bringing your music into iTunes.

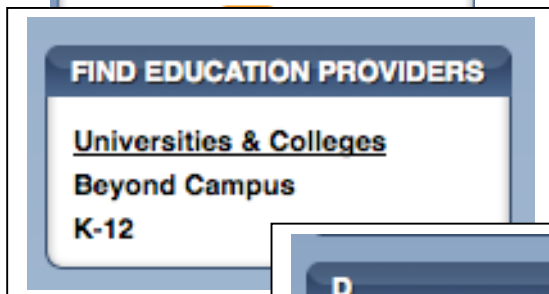
## Using the iTunes Store:

As long as your computer is connected to the Internet you can also connect to the iTunes store. To launch the store, click on its icon in the panel on the left side of the main window.

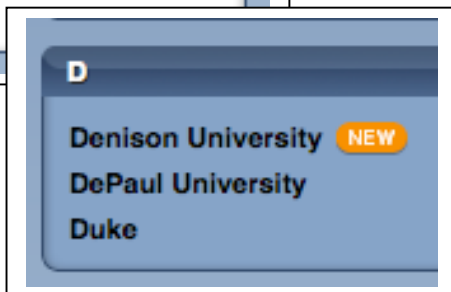
The iTunes Store will open and you can browse for music, movies, TV shows, and more. The easiest way to look for something is by using the “Search” field (circled). This will find and display all entries that match the terms you enter.



To access material on Denison’s iTunes U page, select the iTunes U button in the “iTunes STORE” menu on the left side of the main window. This will open the iTunes U page. To find all of Denison’s material from here, select the “Universities and Colleges” button under the “Find Education Providers” menu.



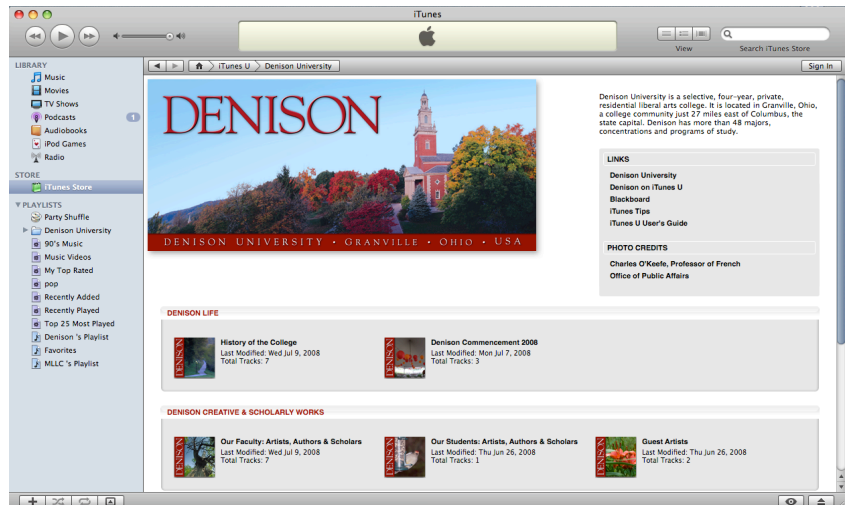
This will open an alphabetized list of schools that are part of iTunes U. You can then find Denison listed and select it. This will launch Denison’s iTunes U page where material can be accessed.



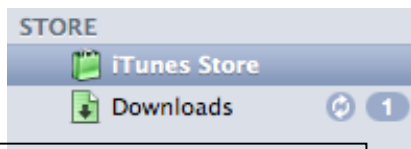
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## Using the iTunes Store (continued):

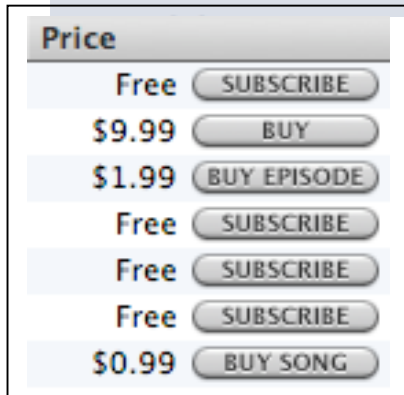
After browsing through iTunes U, or the iTunes store, and choosing the items that you want to listen to, you must first download these items to your iTunes Library. The podcasts in Denison's iTunes U area are all free to download. To move these items into your library, just select "Get" under the "Price" heading.



	Audio				
	Name	Time	Artist	Album	Price
1	Class and Labor in Iran: Did th...	5:14	Sohrab Behdad	Our Faculty: Artists...	Free GET
2	Voices of the Middle East & No...	41:30	Sohrab Behdad	Our Faculty: Artists...	Free GET
3	Lilienland / Pays de Lys / Cou...	8:48	Judy Pfau	Our Faculty: Artists...	Free GET
4	The Holy Bureaucrat: Eudes Ri...	14:25	Adam J. Davis	Our Faculty: Artists...	Free GET
5	The Pale of Settlement: "Lila's ...	10:26	Margot Singer	Our Faculty: Artists...	Free GET
6	Altered States: Sex, Nation, Dr...	10:28	Marlene Tromp	Our Faculty: Artists...	Free GET
7	Victorian Freaks: The Social C...	9:16	Marlene Tromp	Our Faculty: Artists...	Free GET

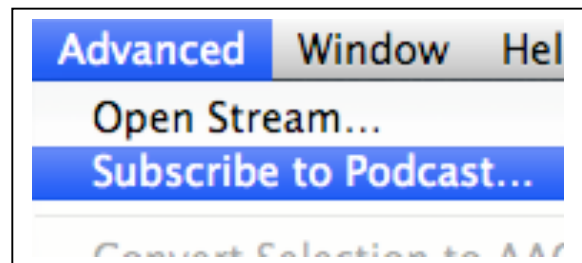


You will see your selection downloading on the left column of the main window.

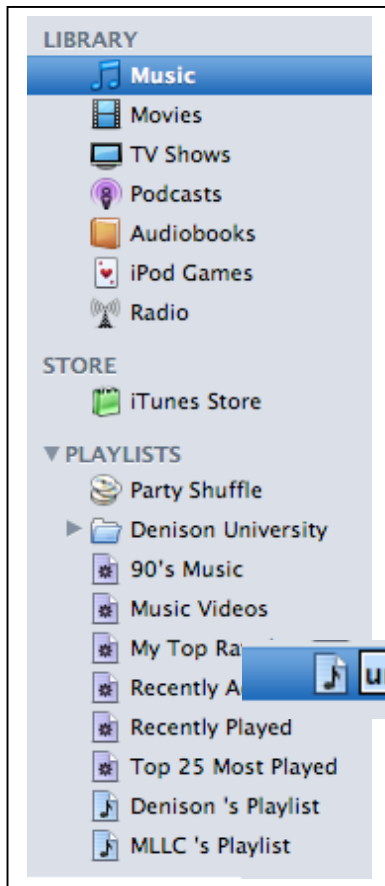


Not all selections from the iTunes Store are free. Many items will ask that you pay for them. To the left is a sample of the different prices and options for purchasing iTunes Store material. To "Subscribe" to a podcast means that every time a new episode arrives it will automatically download into your iTunes library.

Another way to subscribe to a podcast is by going to "Advanced" and selecting "Subscribe to Podcast..." This will open a window that allows you to enter the URL provided by many websites offering podcasts.



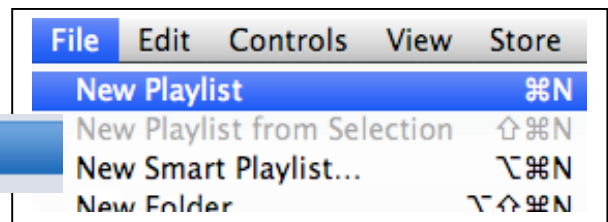
## Organizing your media in iTunes:



iTunes provides you with several ways to organize all of your different types of media. The panel on the left side of the screen displays your library and playlists as a way to categorize your music, podcasts, and more.

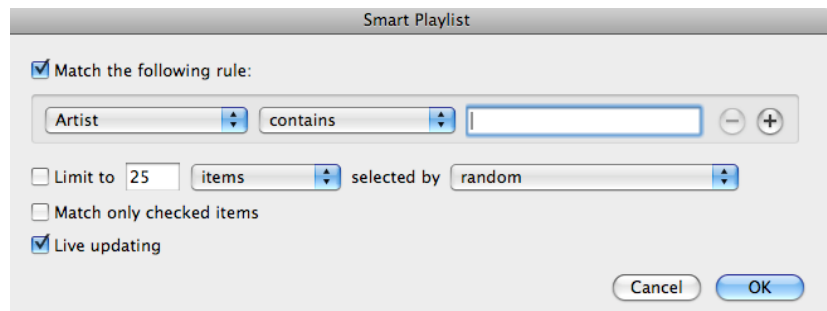
Your iTunes library should automatically organize your media into the correct categories, sorting into “Music,” “Movies,” “TV Shows,” “Podcasts,” and “Audiobooks” as you add media to your iTunes library.

To sort your media according to your preferences, you can create playlists. Go to “File” and select “New Playlist.” An untitled playlist will appear under the “Playlist” heading on the left side of the main window.



You can rename your playlist and then select and add media by dragging it from the your library and dropping it onto the playlist icon.

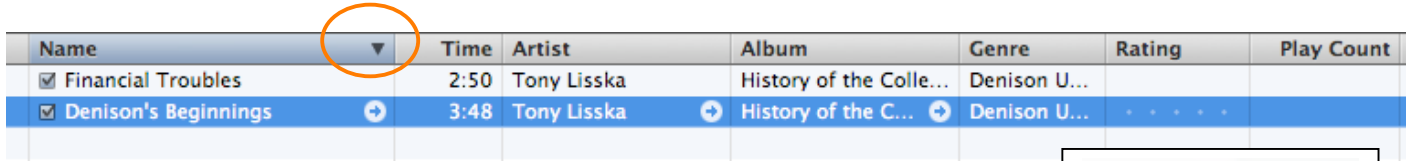
You can also choose to create a “Smart Playlist” by going to “File” and selecting “New Smart Playlist...” This will open a window that allows you to select criteria for your playlist. Every song that meets these criteria will then automatically be placed in this Smart Playlist.



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## Organizing your media in iTunes (continued):

When viewing your library in iTunes's main window, you can change how your media is viewed by adjusting the sorting preferences along the top of the window.



Name	Time	Artist	Album	Genre	Rating	Play Count
<input checked="" type="checkbox"/> Financial Troubles	2:50	Tony Lisska	History of the Colle...	Denison U...		
<input checked="" type="checkbox"/> Denison's Beginnings	3:48	Tony Lisska	History of the C...	Denison U...	•••••	

You can sort by name, time, artist, and many other options, as seen above. Click on the different columns to change how the entries are sorted. The arrow in the column (circled above) will point up and down when you click on it to change the order in which entries are sorted. For example, if you want to sort by name, it will either sort alphabetically or in reverse alphabetical order.

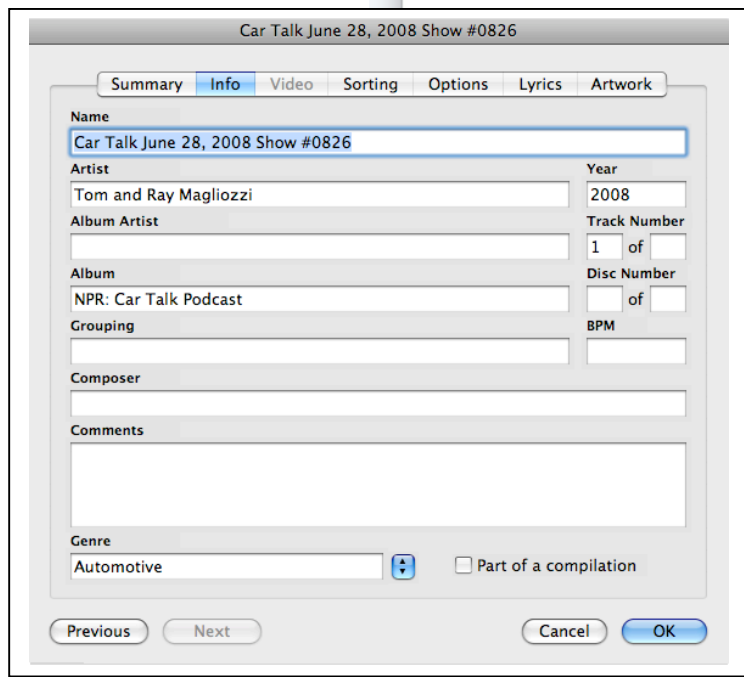
For more sorting options, click on a column to select it and then hold control and click again. This will open the list (pictured at right) of all possible sorting options. To make an option visible across the top bar, click on it and a check mark will appear indicating that it is switched on.

To help organize your media, it might be helpful to insert more information about some entries. To do this hold control and click on an entry, then select "Get Info."

By clicking on the "Info" tab in this window, you can enter additional information about this entry. Use the "Sorting" tab to enter information that can be used to sort the music in the your library.

- Auto Size Column
- Auto Size All Columns
- Album
- Album Artist
- Album Rating
- Artist
- Beats Per Minute
- Bit Rate
- Category
- Comment
- Composer
- Date Added
- Date Modified
- Description
- Disc Number
- Episode ID
- Equalizer
- Genre

Get Info  
Rating  
Show in Finder



Car Talk June 28, 2008 Show #0826

Summary Info Video Sorting Options Lyrics Artwork

Name: Car Talk June 28, 2008 Show #0826

Artist: Tom and Ray Magliozzi

Album Artist: [Empty]

Album: NPR: Car Talk Podcast

Grouping: [Empty]

Composer: [Empty]

Comments: [Empty]

Genre: Automotive

Year: 2008

Track Number: 1 of [Empty]

Disc Number: [Empty] of [Empty]

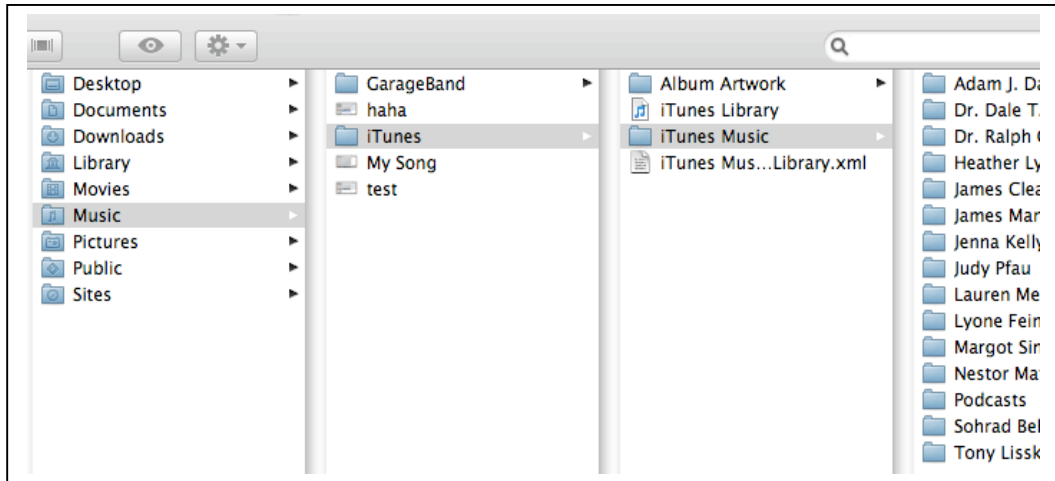
BPM: [Empty]

Part of a compilation

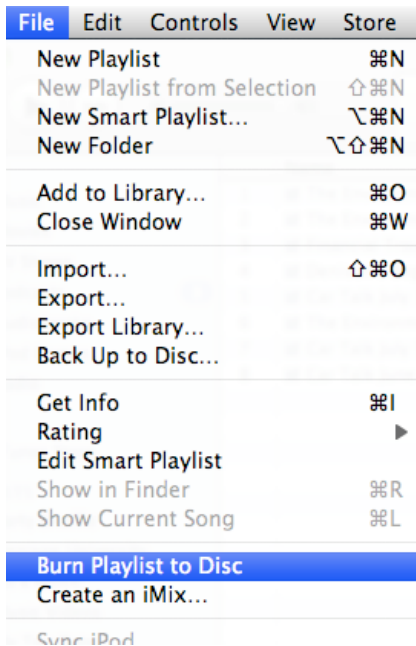
Previous Next Cancel OK

## Locating your audio files:

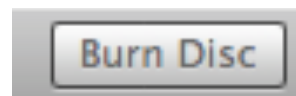
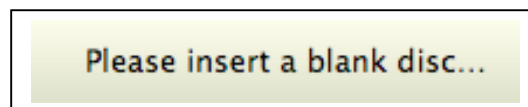
As you import media into iTunes it will automatically organize itself as files in the “Music” folder in the “UserSpace” disk on your computer. Choose the “iTunes” folder and then select “iTunes Music.” Your music will be organized by artist.



## Exporting your media:



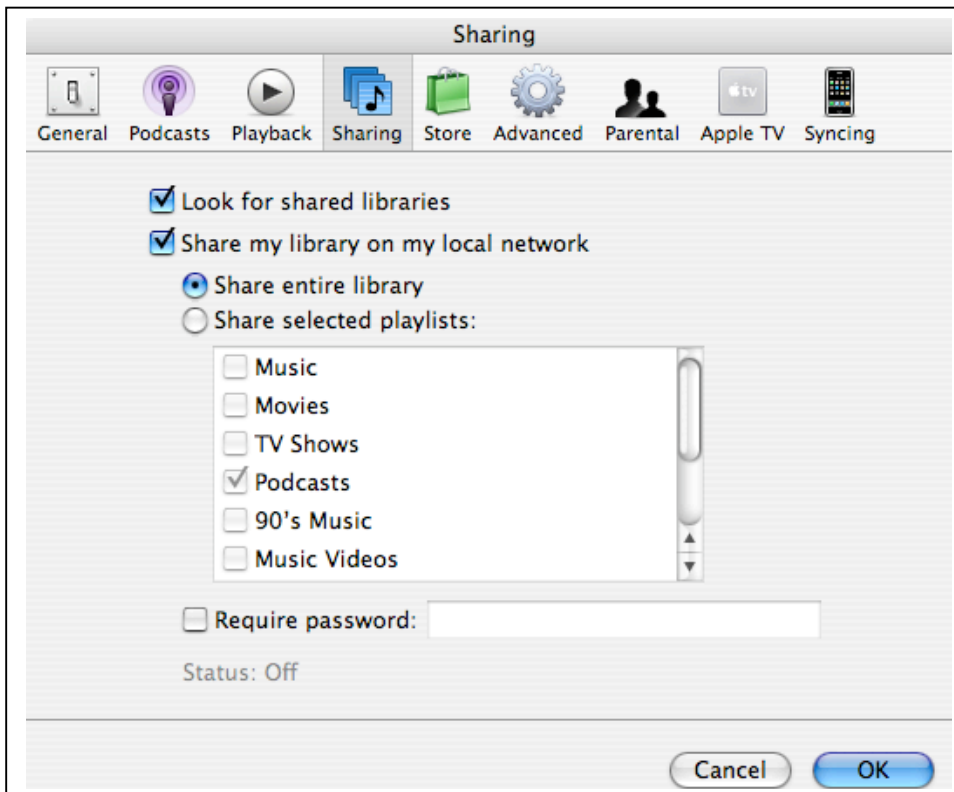
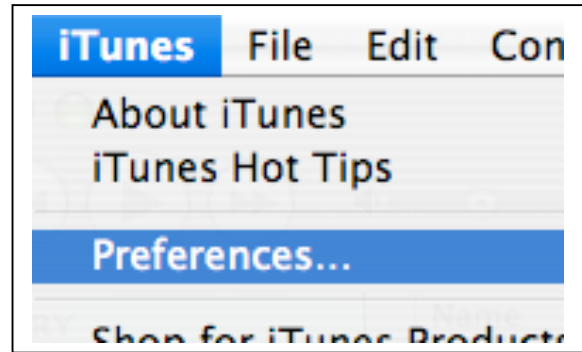
To put your music on a CD or DVD, first create a playlist in iTunes with the music that you would like to put on the disc. Then select that playlist along the left side of the main window and go to “File” and “Burn Playlist to Disc.” iTunes will then prompt you to insert a blank disc. After doing this, click on the “Burn Disc” button in the bottom right corner of the window.



## *Sharing your media:*

iTunes '08 makes it easy to share your library with other users in your network; you can view other people's libraries and allow them to view yours.

To adjust your settings, go to the "iTunes" heading in the task bar and choose "Preferences..." This will open the window shown below. Use the "Sharing" tab along the top of the window to change your settings. If you only choose the "Look for shared libraries" option, you will be able to view other people's libraries, but they will not be able to access your library. If you select the "Share my library on my local network," your iTunes library will be visible to others.



You can also set your preferences so that others can only see certain items in your library by choosing "Share selected playlists." This allows you to choose exactly what others will be able to view and listen to in your library. Finally, you can password protect your library if you would only like to share your media with a select group of people.