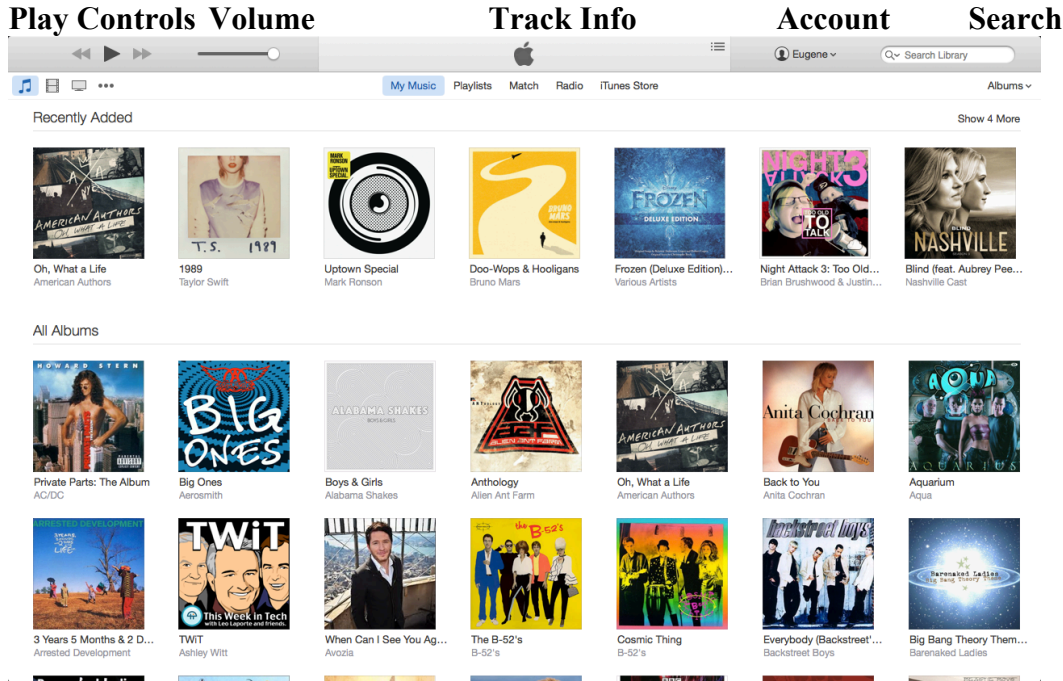


iTunes

To start iTunes:

- **MAC:** Double-click Macintosh HD. Go to Applications > iTunes.
- **WIN:** Go to Start > Search > iTunes.

Layout



- **Play Controls** – Basic controls for media playback.
- **Volume** – Controls media volume.
- **Track Info** – Displays media playback info.
- **Account** – Displays the current account signed into iTunes.
- **Search** – Allows you to search for media in iTunes.
- **Media** – Music albums, movies, TV shows, podcasts, audio books, applications, radio stations and ringtones.

Play / Import music from CD

- Insert the music CD.
- A new window will open and ask if you want to import the CD. If you want to copy the CD to your iTunes, click Yes, if not click No.
 - o **NOTE:** If you change your mind, click the Import CD button at the top right-hand corner.
 - o **TIP:** Uncheck songs you do not want to import.
- To play the music either select the CD under Devices in the Library or find the songs in the Music section.
- Use the Play Controls to control the music.
 - o **TIP:** The Space Bar can be used to play and pause the currently selected media.


Import Media

- Go to **File > Add to Library...** **MAC (Command + O) WIN (Control + O).**
- Find the music or video file. Choose it and click **Open.**

Album Artwork / Info

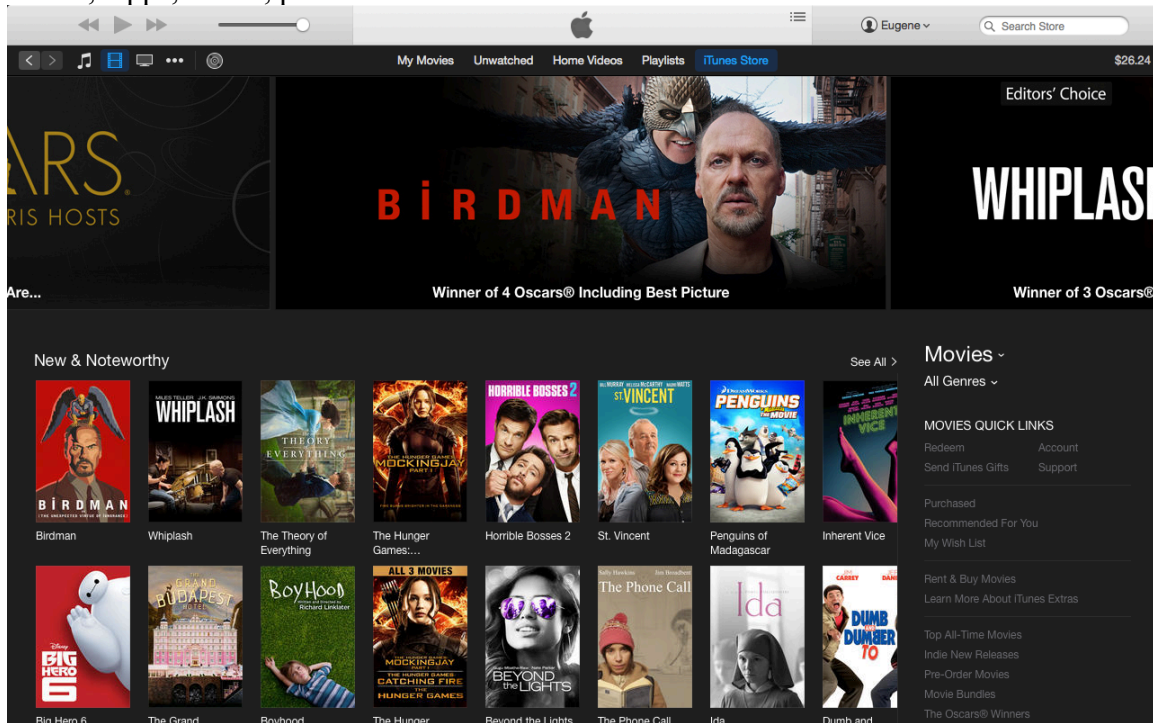
- Album artwork can be acquired one of two ways:
 - o Right click an album with no artwork and choose Get Album Artwork.
 - **NOTE:** You must have an Apple ID to use this feature.
 - o Right click the album, and choose Get Info.
 - o Click the Artwork tab.
 - o Open up your web browser, find the album artwork in Google, and drag the picture into the artwork area.
 - **TIP:** You can also download the picture, click the Add... button and select the picture.
 - o You can add additional or missing information to your albums under the other tabs like artist info, album info, lyrics and comments.

Views / Organization

Media	Organization	View
		
<ul style="list-style-type: none">- Media – Click to choose the media you wish to view (music, movies, etc.) Click the three dots to see all available media.<ul style="list-style-type: none">o TIP: You can edit what appears under media by clicking the three dots and choosing Edit.- Organization – Change which media is shown.<ul style="list-style-type: none">o Music – Music can be viewed by My Music, Playlists, Match, Radio and iTunes Store.<ul style="list-style-type: none">▪ Match – iTunes Match is a yearly subscription service that scans your computer and downloads high-quality versions. The service is \$29.99 a year.<ul style="list-style-type: none">• TIP: If you have a lot of “less than legally acquired” music, iTunes Match will download legal copies of it.▪ Radio – Allows you to listen to streaming radio stations.o Movies – Movies can be viewed by My Movies, Unwatched, Home Movies, Playlists and iTunes Store.o TV Shows – TV shows can be viewed by My TV Shows, Unwatched, Playlists, and iTunes Store.o Podcasts – Podcasts can be viewed by My Podcasts, My Stations, Playlists and iTunes Store.o Books – Books can be viewed by My Audiobooks, Playlists and iTunes Store.<ul style="list-style-type: none">▪ NOTE: Books and PDFs have moved to the new iBooks app (free download).o Apps – Apps can be viewed by My Apps, My iPhone Apps, My iPad Apps, Updates and App Store.		

- **NOTE:** Apps cannot be used / played in iTunes; they must be used / played on an iOS device.
 - **Tones** – These are ringtones for your iPhone
- **View** – Change how the current media is presented.

iTunes Store – iTunes Store lets you purchase, rent and subscribe to music, movies, TV shows, Apps, books, podcasts and iTunes U.



- **NOTE:** Music, TV shows, Apps and books must be purchased while movies can either be rented or purchased depending on the producer.
- **TIP:** Double click an item to listen / watch a :30 - 1:30 sec. preview.
- **NOTE:** Podcasts and iTunes U are mostly free and cost nothing to subscribe and list to or watch.
- **TIP:** iTunes U is a collection of classes from universities across the US as well as talks given at events like TED that can often be accessed for free.

Genius

- Genius is a service that helps find similar music.
- Right click or click the three dots next to a song you would like to base a playlist on and choose **Start Genius**.
 - **TIP:** To save the Genius playlist, choose Create Genius Playlist
 - iTunes will create a playlist with similar songs based on the track info, your rating and other people's taste.
 - Click the Lines in the Track Info window up top to see what is next in the playlist.

Playlists

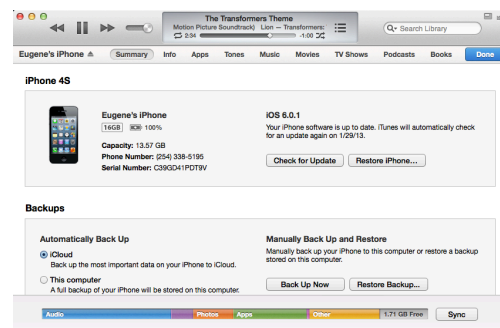
- Go to Playlist and click the + in the bottom left corner. MAC (Command + N) WIN (Control + N).
- Name your playlist and click Add to... drag songs or albums into the sidebar to create it.
- Click Done when you are finished.

Smart Playlist

- Go to Playlists and click the + in the bottom left corner. MAC (Command + Alt + N) WIN (Control + Alt + N).
- Create rules to choose music to add to a playlist.
- Click the + button to add additional rules.
- Click OK when you are done.

Devices

- If you plug in an iOS device such as an iPhone, iPad or iPod, you can manage it using iTunes.
- The device will show up in the top, left corner next to the media buttons.
- Click it and manage how the device syncs with the computer.
- **TIP:** You can rearrange how Apps appear on the device in iTunes.



Preferences

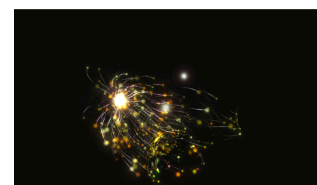
- Go to iTunes > Preferences... MAC (Command + ,) WIN (Control + ,).
 - o **General** - Change how CDs are handled when inserted.
 - o **Playback** - Change how music and video is played.
 - o **Sharing** - Allows you to share your iTunes library with others.
 - o **Store** - Change options within the iTunes Store.
 - o **Parental** - Set limitations on what media can be accessed.
 - o **Devices** - See backups made from devices and pair remotes.
 - o **Advanced** - Change where the iTunes library is located, how it is organized and how video windows operate.

Cloud

- The Cloud icon located on media indicates that the item was purchased from iTunes and is available to be downloaded.
- **NOTE:** Only media downloaded from iTunes can be downloaded via the Cloud.

Visualizer

- Go to View > Visualizer and choose a visual style.
- Go to Show Visualizer. MAC (Command + T).
- TIP: Hit MAC (Command + Control + F) to go to full screen.



Equalizer

- Go to MAC Window > Equalizer (Command + Alt + 2).
- Change the settings to improve the sound output.

Print

- Go to File > Print... MAC (Command + P).
 - o **CD jewel case insert** – Print inserts for CD cases.
 - o **Song list** – Print out a list of songs or other media.
 - o **Album list** – Print out a list of albums.

Burn Disk

- Create a playlist.
- **Mac:** Go to File > Burn Playlist to Disc.
- **Win:** Right-click the playlist and choose Burn Playlist to Disc.

Handbrake

- Handbrake allows you to import DVD movies into the computer.
 - o Go to <http://handbrake.fr/> . Click **Download**.
 - o Choose the correct version.
 - Windows 7 download Windows XP, Vista & 7 (32 Bit).
 - Mac download OS X 10.6 to 10.10.
 - o Install the program.
- Open the program.
 - o Choose the DVD from the list and click **Open**.
 - **NOTE:** If you do not have VLC downloaded and installed. It will prompt you to do so. Download and install it.
 - o On the right-hand side, choose a file format that you want to convert the video into.
 - o Click **Browse** and choose where to save it.
 - o Click **Start** and wait for the DVD to be converted. It will take awhile.
 - o When it is finished, import the file into iTunes.