



iTunes U at Fairfield University – Using iTunes
Summer '07 Faculty Computer Training

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Using iTunes

- To download iTunes, go to: <http://www.apple.com/itunes/>

Where are my files stored?

- By default, iTunes keeps all of your files organized and stored in your iTunes folder.
 - **On a Windows computer**, the iTunes folder is located in your "My Music" folder.
 - **On a Mac**, the iTunes folder is located in your "Music" folder.

Opening iTunes Preferences:

- **On a Windows computer**, you can find iTunes Preferences by going to the Edit menu and selecting Preferences.

- **On a Mac**, you can find iTunes Preferences by going to the iTunes menu and selecting Preferences.

Making other columns visible:

- iTunes keeps information about each song you have in your library. Most of the time you'll probably only need to view song names, artist, and album names, but sometimes you might want to be able to view song length or the year the song was released. With iTunes you can display as much or as little information as you want.
 - **Simply right-click (or on a Mac, hold the Control key and click) one of the column headers.** You can also go to the Edit menu and choose View Options. Choose which columns to display by checking the ones you want.
 - The main columns that you should have visible are:
 - Name, Time, Kind, Artist, Album, Genre
 - Columns can be rearranged and as well as their widths to see more song information.

More Info about a song:

- If you need to see more detail about a song, **just right-click (or on a Mac, Control-click) a song and select Get Info.** You can also choose Get Info from the File menu.
- **View and add song information:**
 1. Select a song in your music library.
 2. From the File menu, **choose Get Info.**
 3. In the Summary tab, notice all the technical information about your song.
 4. In the Info tab, type some descriptive text in the artist and album field.
 5. Click OK to close the song information window
- On the Info tab, the 4 information fields (also known as metadata) that will be used in iTunes U will be:
 - Name, Artist, and Album

Watching Video

- To open a video in a new window that you can resize, just click it while it's playing in the lower-left corner of your iTunes window.
- **Play a video full screen:**
 - To play a video at full screen, just click the Fullscreen button while your video is playing in the new video window.

Using the iPod with iTunes

Moving songs from computer to iPod and vice versa

- **Pick the songs on your iPod by hand:**
 - If you don't want to automatically sync your iPod with your iTunes Library, with your iPod connected to your computer, click the Summary tab, and select "Manually manage music and videos." Now you can add songs to your iPod by just dragging songs from your iTunes Library to the iPod icon. You can also add an entire playlist by dragging it to your iPod.

- **Updating songs on your iPod**
 - When you select your iPod from the iTunes source list, you'll see all the songs stored on your iPod, along with the amount of space being used. The songs appear dimmed because iTunes is set to automatically update the songs on your iPod. To change the songs on your iPod you'll first need to make the changes in iTunes. Then, select the iPod, go to the File menu and choose "Synch name's iPod."

- **Connecting your iPod to another computer**
 - You can only link your iPod to one computer at a time. If you connect your iPod to a different computer than usual, you'll see a message asking if you want to change the link to this copy of iTunes. If you choose "Yes," all of the songs that are currently on your iPod will be deleted and replaced with songs from the computer you are connecting to. If you choose "No," songs on your iPod will not be deleted but you won't be able to play or add songs from this computer when your iPod is set to automatically sync with your iTunes Library.
 - You can change to manually sync your iPod by clicking the Summary tab, and selecting "Manually manage music and videos." Now you'll be able to add any songs you want to this iPod by just dragging them to the iPod icon in iTunes.

- **Transfer music from your iPod to another computer**
 - Even though you can't automatically transfer songs from your iPod to another computer, you can set up your iPod as a removable hard drive to move your music to another computer. See below.

- **Enable disk use on your iPod:**
 - If you have space available, and you want to use your iPod as a removable hard disk to move music and videos to a new computer, start by connecting your iPod to your computer. Select your iPod from the iTunes Source list, and then click the Summary tab. Click the

"Enable disk use" checkbox, and then click OK. On a Windows computer, find your iPod listed as a drive under "My Computer." On a Mac, find your iPod in the sidebar of a Finder window.

- **Remove songs from your iPod:**

- When you're using your iPod as a removable hard disk, and you need to make room so that you can move more songs and videos, you'll need to set your iPod to manually manage songs and playlists. With your iPod selected in your iTunes Source list, click the Summary tab. Make sure "Manually manage music and videos" is selected, and then click OK. Now you can remove the songs you want, in order to make space. When you're done moving songs and videos, you might want to go back to the Summary tab, and set it back to "Automatically update all songs and playlists" or "only synch checked items."

Steps:

1. Set your iPod to be a removable hard disk and copy your music to another computer.
2. Connect your iPod to your computer and open iTunes.
3. Select iPod in the iTunes Source list.
4. Click the Summary tab in the iTunes window.
5. Click the "Enable disk use" checkbox, and then click OK.
6. On a Windows computer, find your iPod listed as a drive in "My Computer." On a Mac, find your iPod in a Finder window.
7. You might want to create a folder named "Music" on your iPod to make it easier to find your files later.
8. Drag songs from your iTunes Library to the "Music" folder you just created.
9. When you're done copying songs, eject the iPod, and then connect it to the new computer.
10. Now find your iPod listed as a drive in "My Computer" (on a Mac, find your iPod from a Finder window), and drag the "Music" folder to your iTunes Library.
11. Use data CDs or DVDs to move your music to another computer
12. Open iTunes Preferences. Click the Advanced button at the top of the window and then click "Burning."
13. Choose "Data CD" as the Disc Format, then "click OK."
14. Create a new playlist, give it a name, and add the songs you want to move.
15. Click the "Burn Disc" button.
16. Insert additional CDs or DVDs as necessary.
17. Go to your new computer and insert the data CD or DVD you just created.
18. Drag songs from the data CD or DVD to your iTunes Source list.

Managing Podcasts

Managing your podcasts

- In the podcast settings window you can select how many episodes of a particular podcast you will keep in iTunes. From the pull-down menu, you can select All episodes, All unplayed episodes or a specific number of episodes that you want to keep. Also, you can click the Unsubscribe button in the Source list to stop having new episodes of a specific podcast downloaded to iTunes.

Steps

1. Subscribe and listen to a podcast in iTunes
2. Make sure you have the latest iTunes and iPod software installed, open iTunes and select Music Store in the Source list.
3. Click the Podcasts link or select Podcasts from the Genre pull-down menu to browse the featured podcasts within the iTunes Music Store.
4. Select a podcast that sounds interesting by clicking it.
5. A list of podcast episodes will appear.
6. Double-click any episode to listen to the entire podcast if you wish.
7. If you like what you hear, click the “Subscribe” button to have iTunes automatically download episodes of this podcast to your computer.
8. Click Podcast in the Source list to see the “Settings” button on the bottom. You can use the Settings button to indicate how often you want to check for new episodes, and set which podcasts will be copied to your iPod.
9. You may view and download past podcast episodes. To do this, select Podcasts within the Source list and click the arrow to the left of the podcast name. iTunes will reveal all downloaded and available episodes. To download a particular past episode, click the “Get” button.