# iTunes Basics

iTunes Interface Overview

1. Playback buttons: Previous track, Play or Pause, and Next track.
2. Volume control – Drag the slider left to reduce volume; drag right to increase volume.
3. Displays the title, artist, and time of current playing song.
4. View buttons: Switch view mode between list, grid, and Cover Flow.
5. Search – Note: Only searches the currently selected playlist. Make sure you select your Music library first to search all of it.
6. Your media library, broken down into categories: Music, Movies, TV Shows, Podcasts, Ringtones (for iPhone) and Radio.
7. Store: Purchase music, find Podcasts, and download apps for your iPhone or iPod touch.
8. Shared: Lists other iTunes music libraries which are shared on your local network.

9. Genius: Automatically creates playlists or mixes based on a track of your choice.
10. Playlists: Hand-picked and "Smart" playlists appear here.
11. Your music library is displayed in the main area of the window. The current playing track has a small speaker icon to its left.
12. Genius sidebar: Analyzes the music you are currently listening to and suggests other media you might enjoy from the iTunes store.
13. Buttons: New Playlist, Shuffle, Loop/Repeat, and show or hide album art.
14. Displays the number of tracks in your library or playlist, the total play time, and the total file size of these tracks.
15. Buttons: Start Genius; Show/Hide Genius Sidebar.

Note: Illustrations depict iTunes version 9. There are minor cosmetic differences between iTunes 9 and 10, but basic functionality is the same. This information is applicable to both versions.
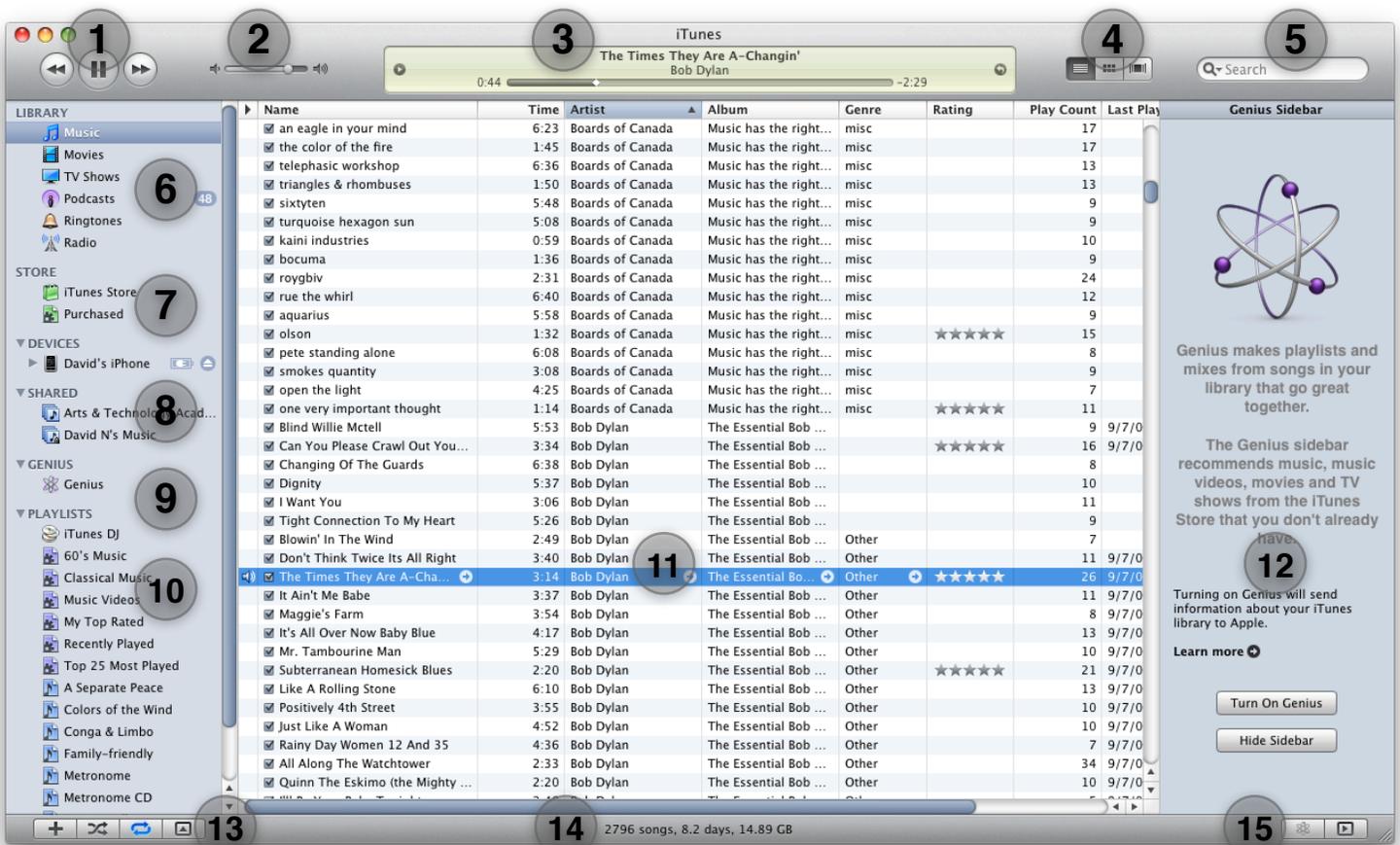
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Adding Media to Your Library

1. Highlight the files or folders containing your music, movies, etc. (such as MP3s or QuickTime videos.)
2. Drag them onto the **Library** section of your iTunes sidebar. They will automatically be copied into your iTunes library.

Importing Audio CDs

1. Open iTunes.
2. Insert a CD into your computer.
3. If you are asked if you would like to import this CD, confirm that you do. If it does, skip ahead to the last step in this section. Otherwise continue to step 6 of this section.
4. Locate the CD in the **Devices** section of the left iTunes sidebar and click once to highlight it.
5. Click the **Import** button in the lower right corner of iTunes.
6. The import process will take a few minutes, but the exact time will vary based on the processing speed of your computer. Speed may also be hindered by scratches in the disc. When it is finished, your computer will play a "ding" sound over its speakers.

Listening to Internet Radio

1. Click on **Radio** in the left iTunes sidebar.
2. A list of genres will appear. Select one that interests you and click the triangle to its left to reveal its stations.
3. Double-click on a station that you wish to play.
4. Some stations will be listed multiple times, but with differing numbers in a column labeled **Bit Rate**. This indicates that the stations is available in different levels of audio quality – higher numbers are better. On a fast Internet connection you should select the highest available bit rate. On slower Internet connections you may need to select a lower bit rate.
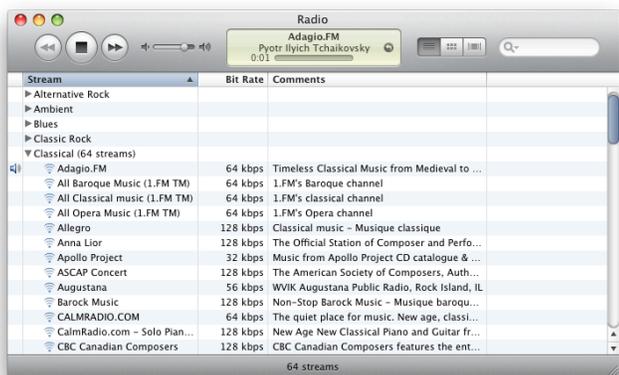
iTunes Store: Using Podcasts and "iTunes U"

1. Click on the green **iTunes Store** icon in the sidebar. When the iTunes Store loads, there will be a black toolbar along the top of the store page, which lists different categories of media such as music, movies, TV and more.
2. For school, the two sections that will be most useful are **Podcasts** (all available podcasts) and **iTunes U** (media and podcasts that are specific to education.) Click on the section you wish to explore.

3. When viewing iTunes U content, you can either browse all educational content or go to sections that are specific to K-12. To do this, scroll about half way down the store page and locate the box that says **Find Education Providers**.
4. Click on the **K-12** link.
5. You will be presented with a list of K-12 institutions that have content on the iTunes Store. Click one and browse its content.

6. When you select a podcast, its individual episodes are listed. You can play them in iTunes or download them for future viewing by clicking the **Get** or **Get Movie** button.
7. You can also subscribe to a podcast, which will cause future episodes to be downloaded automatically. Simply click the **Subscribe** button.
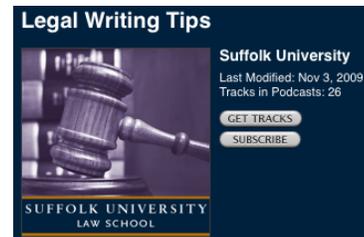
8. In the future, new episodes will appear under **Podcasts** and **iTunes U** in the sidebar.
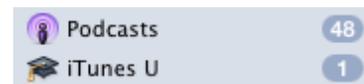
The number to the right indicates how many new episodes are available.