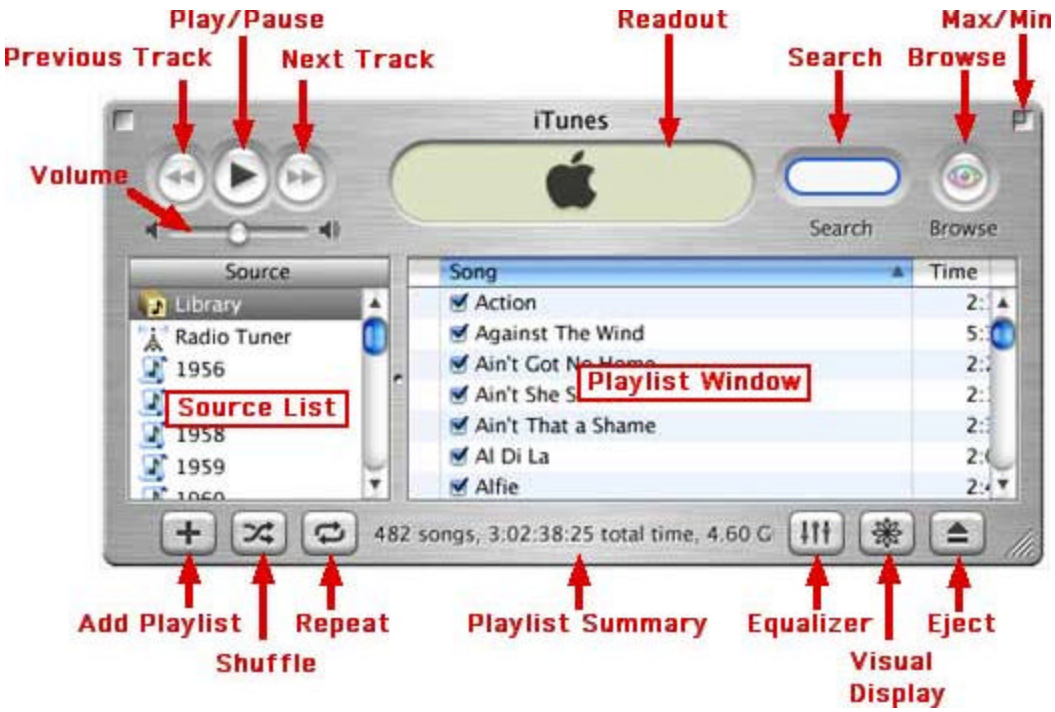
iTunes (for OS9 and OSX)

Playing and Importing Music

Player Window

The iTunes window is the "front panel" (shown here for Mac OS 9) of your virtual music player. It contains all the controls you need to make iTunes work:



Close Box
Located at the top left corner of the Player window is the Close box. Click here to close all the windows and quit iTunes.

Previous Track Button
If you click this button (or press the Left Arrow key on your keyboard) within the first three seconds of a track's playback, iTunes plays the previous track in the current playlist. Pressing it repeatedly is a great way to hunt for a certain song: just click the button—listen for a moment—click the button again, and so on.

Play/Pause Button
To begin playback, click the Play button or press the Space bar. Click it again, or press Command-Period, to stop the music and rewind to the beginning of the track.

Next Track Button
Click this button (or press the Right Arrow key on your keyboard) to skip to the next song in your playlist. Holding this button down shifts iTunes into fast forward for the current track, and the longer you hold down the button, the faster iTunes skips ahead.

Readout
This display shows the name of the artist and the title of the song you are playing. It also displays the elapsed time of the song.

As your sound file plays, the handle on the position bar inches to the right. Drag the handle, or click anywhere in the position bar, to jump around in the track.

Search
Enter text so you can locate items by song, album, or genre.

Browse Button
Click here to browse through the iTunes Library according to the album and artist names. This button also becomes the Burn CD, Import, Options, and Refresh button, depending on other selections in the iTunes window (more about this later):

Zoom Box
If the iTunes player window is taking up too much room on your screen, click this box. The Player window "collapses," hiding many of the less important controls, so that it takes up less room on your screen:

Drag the arrow control at the bottom-right corner of the iTunes window to further reduce its size:

Volume Slider
Drag this slider, or press the Command-Up Arrow/Command-Down Arrow, to make the music louder or softer.

Source List
The Source List contains all your audio sources which include the Radio Tuner, Library, any audio CD in your computer, and any playlists you have created. If you have an MP3 player connected to your computer, it would also appear in the Source List (more about this later).

Playlist Window
This is where all your MP3 files are listed. They can be listed by Song, Time, Artist, and a variety of other headings.

Add New Playlist Button
Click this button to add a new playlist to the Source List:

Shuffle Button
The Shuffle button mixes the playing order of your songs in the Playlist window:

Loop Button
Clicking the loop button repeats the current song in the playlist:

Playlist Summary
This field lists information for your current playlist (number of songs, total playlist time, playlist memory size).

Equalizer
An Equalizer (EQ) lets you fine-tune specific frequencies of the sound spectrum, much like the treble and bass controls of a stereo, but with even more power and flexibility (more on this later).

Visual Display Button
Click the Visual Display button to see a video representation of the song as it plays (more on this later).

Eject
Clicking Eject ejects the audio CD from your computer.

Playlist Scroll Bar
The Playlist Scroll Bar is located on the right side of the Playlist window and is used to scroll through songs that do not fit in the visible area of the Playlist window.

Play/Pause Button
Click this button, or press the Space bar, to stop the music. When you click Play again, the music picks up from where it left off. The Pause button becomes a Stop button when you are playing streaming audio from the Internet.

Opening a Music File

With iTunes you can open a music file in any of these ways:

- If the file is one you have previously opened or created with iTunes, just double-click it.
- Drop the music file icon, or a folder full of them, on the iTunes icon, or into any iTunes window (except the Equalizer window).
- Launch iTunes. From the File menu, choose Open. Navigate to the folder where you keep your music files, and double-click to open one.

What Is CDDB?

CDDB (CD Database) is an Internet site that provides album names, song titles, and other information about audio CDs. iTunes connects to this database to look up information about the CDs you own, so you can easily select which songs to listen to, sort and view your music library.

If you use a CD that does not have encoded song titles, iTunes contacts the CDDB database and displays its results (if successful) in the Playlist window (track and song title data).

For more information about CDDB, visit the GraceNote Web site.

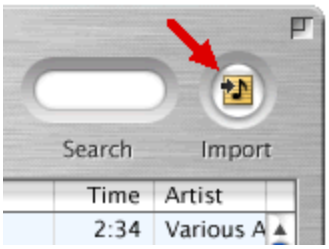
Important! CDDB does not appear to play nice with the BowNET firewall, thus it doesn't currently work when are using a computer inside any of the school district buildings. You will have to manually enter whatever CDDB data you want to include with any files you import as follows:

1) Insert CD and select "submit CD Track Names" from the "Advanced" menu
2) Enter whatever information you require for the CD as a whole and press "OK"
3) Import whichever tracks you want (see below)
4) After import, rename the individual songs from the library

---

Importing a CD Song

When you use iTunes to play an audio CD, the Player window replaces the Burn CD button with the Import button:



When you click Import, iTunes begins to convert your selected CD song to an MP3 formatted file (assuming you selected this encoder in your Configuration preferences) and places the MP3 file in the iTunes Library:

A small orange "converting" icon appears to the left of the song being imported and additional information appears in the Readout window. To stop the importing process, click the "X" in the Readout window.

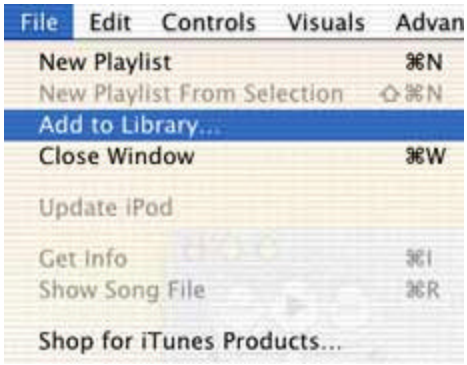
When iTunes completes the conversion, a small green check icon appears to the left of the song you selected for importing.

Note: iTunes automatically continues to sequentially import additional songs in the Playlist window if the box is checked next to its corresponding song title.

Importing Sound Files from Other Sources

If you have a collection of sound files that you want to play with iTunes, you can quickly import them to your music library.

Choose "Add to Library" from the File menu:



If you choose a folder or disk, all the audio files it contains are added to the Library list and, if necessary, are converted using your current import preference settings.

Playlists/Library

Creating a Playlist

With iTunes you can create your own playlist of MP3 formatted files. Follow these steps to create a playlist:

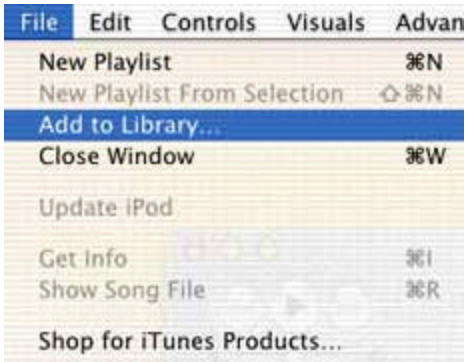
1. Click the Add New Playlist button (see 1):

2. When the "untitled playlist" appears in the Source List, you can click it and change its name (see 2).

3. Drag your MP3 file into the Player window:

The title of the song appears in the Playlist window:

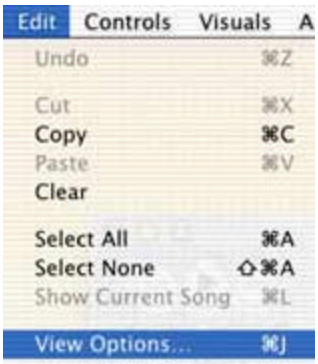
You can also add an MP3 file to your playlist by choosing "Add to Library" from the File menu and navigating to your MP3 file:



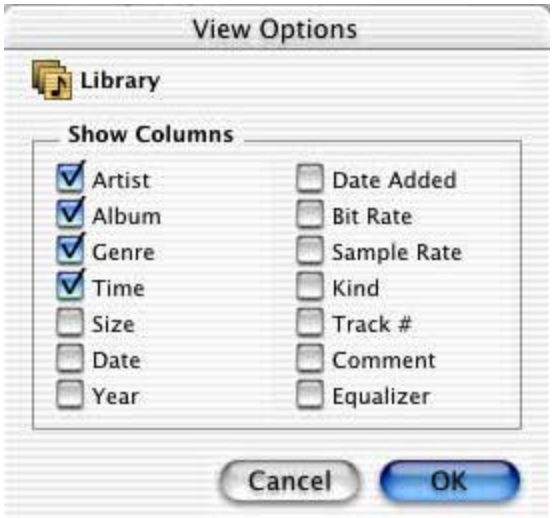
Playlist Column Headings

The iTunes Playlist comes with four default columns (Song, Time, Artist, Album):

iTunes allows you to add many more columns that cover a wide range of related information. To select from a list of built-in options, choose View Options from the Edit menu:



The View Options dialog box appears and displays 12 column options:



Select the checkboxes associated with the columns you want displayed in the Playlist window, then click OK. The column options have the following functions:

- **Time**
  This listing groups your files according to the track playing time.
- **Size**
  Displays each file's size on your hard disk (or the CD you are using).
- **Genre**
  If your music files contain self-identifying genre information (such as Classical, Pop, or Rock), you see it displayed here.
- **Artist**
  Your files are grouped according to the artist's name.

- **Album**
  Your files are grouped according to the CD they came from (if iTunes knows this information).

- **Bit Rate**
  Groups files according to audio quality. CD files are higher quality than MP3 files, so this is an easy way to sort your playlist and see which files still need to be converted to MP3. If you converted some MP3 files at a lower bit rate (to trade audio fidelity for file size), you can spot your lower fidelity files.

- **Sample Rate**
  Most high quality encodings are encoded at 44.100 kHz. Sample rates below 44.100 usually indicate lower quality encodings.

- **Kind**
  This column sorts files by type (like MP3, AIFF, MOD, QuickTime).

- **Date**
  This option lets you see your tracks in chronological order. The date that appears here depends on the kind of files you are viewing. For example, MP3 files are listed here by their most recent modification dates. A music CD may show today's date.

- **Year**
  This view allows you to see the year the song was published. Not many songs have this information: you may need to manually enter it.

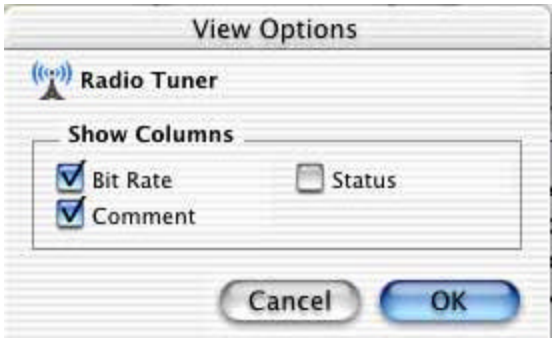
- **Track Number**
  Displays the audio CD track (song) number.

- **Comment**
  You can show this column and enter any comments you like.

- **Equalizer**
  Selecting equalizer adds a column allowing you to select an equalizer preset for your song (more on this later).

When you have an audio CD in your computer and the Playlist window displays the audio CD tracks, the View Options window is limited to these four options:

When iTunes is operating in the Radio Tuner mode, the View Options window is limited to these options:



---

iTunes Library

The iTunes Library is listed in the iTunes window's Source List. When selected, the Library lists all songs imported from audio CDs or downloaded from the Internet. You can also add MP3 songs to the Library by simply dragging them to the Library.

When a song is in your Library, you can play it, or add it to a playlist for copying to a CD or a portable MP3 player.

You can browse the Library by clicking the Browse button to see a list of all your albums, artists, and songs. It displays all your songs organized like they are in a music store. You can also use the Search field to find a specific song, album or artist quickly.

Note: The iTunes Library can list up to 32,000 songs!

Searching

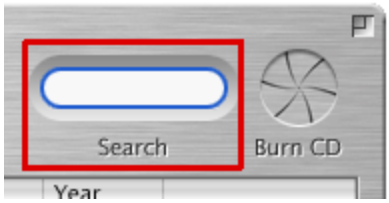
iTunes comes with a search feature that makes it easy for you to quickly find and organize your audio files. The search is based on the information contained in the song title, album name, artist name, and genre.

Follow these steps to perform a search of your playlist (or Library):

1. Launch iTunes and display a playlist in the Playlist window:

(The playlist can be one you created, or one listing the songs on an audio CD, as shown above.)

2. Click the Search field (located at the top-right of the Player window):



3. When you type in the Search field, the search engine looks for the letters typed in the Playlist window's Song, Album, Artist, and Comment fields. In this example, the letters "cl" is entered in the Search field. Here's what happens:

The only song or artist from this CD that contains the consecutive letters "cl" is the song Click-Clack. Therefore, it is the only song that appears in the Playlist window.

Readout/Visual Displays

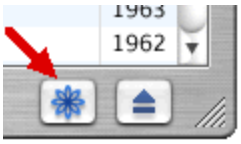
Opening a Visual Display

In addition to being a versatile audio application, iTunes also has a visual side.

Follow these steps to open a visual display:

1. Play a song by double-clicking it in your Library or playlist.

2. Click the Visual Display button located at the bottom-right of the iTunes window:



3. The Visual Display window opens and displays a changing color collage as the song plays:

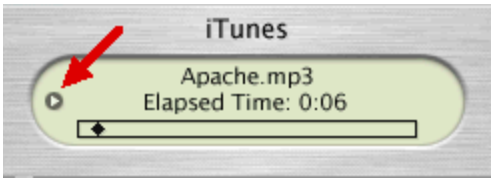
The bottom-left corner of the Visual Display window displays the song information for the first few seconds of the song:

Note: Pressing the Tab key plays the next song in your Playlist or Library (whichever you are currently using).

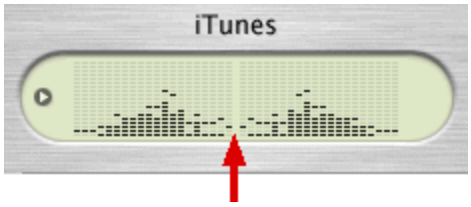
Readout Display

With iTunes, you can see an amplitude/frequency representation of the music you are playing. The readout displays the output of both the right and left channels. Follow these steps to adjust the readout:

1. While iTunes plays a song, click the small arrow in the iTunes Readout:



2. When you click the arrow, the amplitude/frequency representation of the song is displayed:



The red arrow points to a small vertical dividing bar that splits the display into two sections. The left channel output is shown on the left side and the right channel output is shown on the right side of the iTunes readout display.

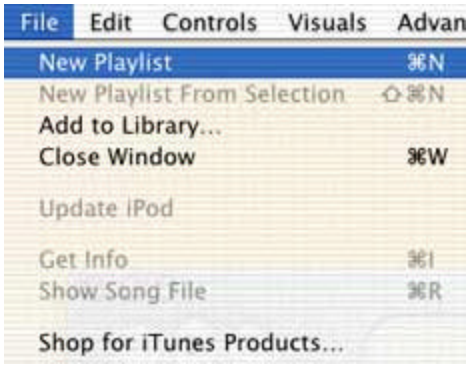
Media and Burning CDs

Creating Your Own CDs

If your Macintosh has a compatible CD burner, you can create your own audio CDs containing songs from your iTunes Library. iTunes converts the songs to CD-standard audio files (AIFF) before writing them to the CD. Song by song, the audio quality of the CD you make is as good as it is in iTunes. Songs you download from the Internet may be encoded differently, so their quality may vary.

Follow these steps to burn an audio CD from a playlist you create:

1. Choose New Playlist from the File menu:



2. Drag the songs you want from your Library to the playlist name (here we use "untitled playlist") in the Source List :

3. Click the playlist to see the songs you have dragged over from your Library.

4. In the playlist, drag/arrange the songs in the order you want to hear them. The approximate total time of the songs in the list is displayed at the bottom of the window (it does not include the preference setting for the amount of silence you have selected between songs).

5. When you are ready to create a disc, click the Burn CD button:

6. Insert the blank CD into your computer.

7. Click the Burn CD button again (The Burn CD button changes color and rotates while iTunes burns the CD):

It takes awhile to write (burn) the CD. You can cancel by clicking the "X" next to the progress bar in the Readout.

Using CD-RW and CD-R Media

If you have a CD-RW (CD-Rewritable) drive, you can use CD-RW discs to create CDs. However, most stereos cannot recognize CD-RW discs, so you can only use these them in your computer. Instead, use CD-R (CD-Recordable) discs to make CDs you can play on other equipment (such as car and home CD players).

You can fit about 74 minutes of music (about 650 MB), on a standard blank CD. Some discs allow 80 minutes (about 700 MB) of music. The iTunes playlist window shows the total time and size of the songs on the playlist. If you try to put too much on a disc, iTunes warns you.

If the CD-RW disc is not blank, you must erase it before recording. See Mac Help for information on erasing CD-RW discs.

CD-R discs must be blank. You cannot reuse or erase a CD-R disc that already has files on it.