

CHEAT SHEET for iTUNES



IMPORT:

Put a music CD into the computer.

iTunes will launch, identify the CD, and check off all tracks to import.

If iTunes doesn't automatically identify the songs, go under Advanced > Get CD Track Names.

Click off any songs you do not want.

Click on Import button in upper right corner.

A small orange "converting" icon appears to the left of the song being imported

(Note: Browse lets you search the Library, Import lets you add songs to the Library.)

PLAY MUSIC:

Click on a song title.

Use CD player style buttons at upper left to play song.

A small blue "speaker" icon appears to the left of the song being played.

Sound bar allows you to adjust volume.

iTunes will play through the song list.

(Note: You can put in a CD and use iTunes to play it without importing any songs into Library.)



ORGANIZE:

Sort by Song Name, Time, Artist, Album, or Genre.

Other options are available under Edit > View Options.

New Playlist:

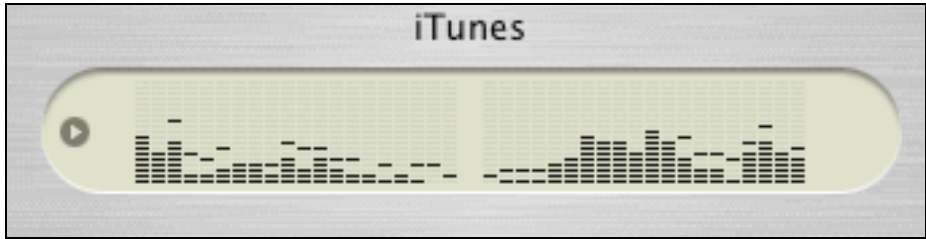
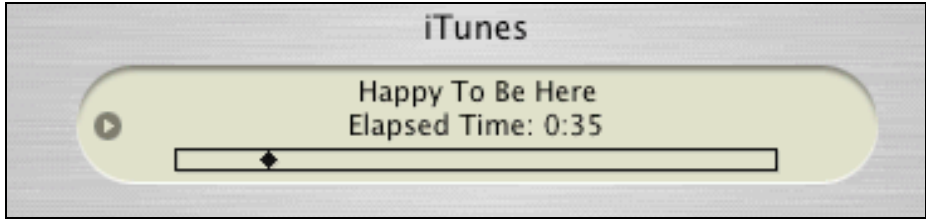
- File > New Playlist & name it – it will appear to left underneath Library.
- Drag & drop songs from Library to New Playlist.
- Note: This does not move or copy the songs – simply makes an alias to them.

Burn CD from Playlist:

- Click on New Playlist and only the songs included appear in the listing.
- Note that Browse button now says Burn Disc – click on it.
- Follow iTunes directions–insert new CD and click Burn Disc again–iTunes does the rest.

DISPLAYS:

Upper center display shows Song Title and Elapse Time. Click on the lefthand arrow to see the amplitude/frequency representation of the song displayed.



OTHER MENU BUTTONS:

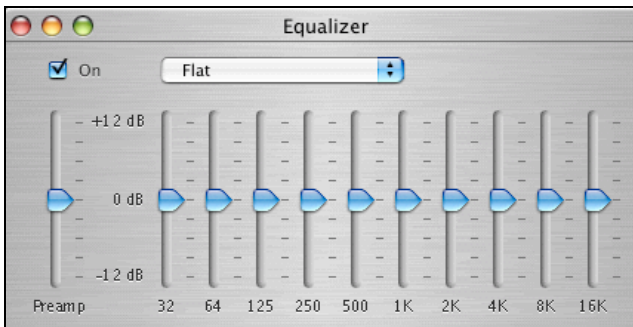


From Left:
New Playlist
Play songs randomly
Repeat playlist (loop)

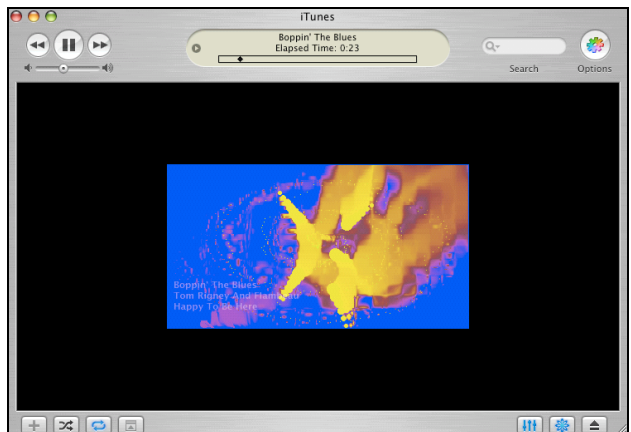


From Left:
Show Equalizer (see below)
Show Visual Display (see below)
Eject CD

Equalizer



Visual Display



iTunes Music Store:



This is Apple's legal answer to Napster. When you click on the Music Store, you are taken online to the iTunes Store. Here you can buy individual songs or albums. Individual songs run 99 cents each and albums run \$9.99 each. You set up an account (much like at Amazon or other online stores) and can buy music with a single click.

