

SENIORNET WELLINGTON

ITunes and iPods Workshop Notes as at September 2013

About iTunes

iTunes is Apple computer's audio /video program

iTunes is the platform that supports your iPod.

Before you can use iTunes you need to download the free iTunes program on to your computer, (see later).

The iTunes program works very well on a PC

iTunes can be used for recording and playback, or viewing of:

Music

Videos

Text

TV shows

Movies

Podcasts

iTunes University lectures

E books

Audio books

Photos and much more

To access and listen to FM radio

iTunes will automatically compress the audio and picture files to make them smaller but retains high quality reproduction

Apple equipment is very user friendly and is supported by good 'Help' Tutorials and videos that are easily accessible.

iTunes is a good, easy to use program for playing music on your PC while you are working. It is also the essential platform for an iPod and iPhone.

Downloading iTunes

You can download the iTunes program free from Apple by Googling iTunes or going direct to www.itunes.com.iTunes/download (Latest Version is 11.0.44) It is a bigish file but no problem on broadband. Its associated audio program, called Quick Time downloads with it.

After you install iTunes and open it, the program will periodically bring up a dialog box to ask if you want iTunes to be your default player for audio files. If you have a PC and want to

keep using your other music programs like Windows Media Player and don't want this default, click 'No'

Using the iTunes Help Facility

iTunes has an excellent Help Facility which you access from the Menu Bar at the top of your iTunes home page screen. If the Menu Bar is not showing click the small arrow in the top left of the screen to get a dropdown menu then click 'Show Menu Bar'.

This Help facility contains explanations and tutorials including:

- About iTunes

- The iTunes program's features

- iPod, iPhone, and iPad user guides

- Apple TV set-up guide

- Importing music from CDs

- Exploring the Music library

- Shopping from the iTunes Store

- Creating play lists and your own albums

- Loading and syncing all models of iPods

- Diagnosing problems on your iPod and how to restore its original settings

- iTunes key-board shortcuts and much more

Starting Off

After you download iTunes we recommend as a starting point that you have a good look at the iTunes tutorials in the iTunes Help menu including:

- Exploring your iTunes Library

- Importing music from CDs

- Getting new music by buying songs from the iTunes Store

- Creating play-lists

- Getting free podcasts

- Sync (download) music and video to your Ipod

Playing music and video on your Ipod

After this, try importing some CDs to your PC and enjoy the music. Just double click on the song you want to play. To mix up the playing order, click on the 'shuffle' sign.

Making a Playlist

Go to View in the Menu Bar and make sure 'Hide Sidebar' is clicked – If your IPod is already connected to your computer, is now displayed at top right of screen

Click on 'New Playlist' (a + at lower left of screen) and give it a name

Click on your Music / Songs in the Menu Bar

Drag your selected songs to the new area on the right of the screen (these are copies of the originals), to make the play list

Select as you go, as many as you like, move them round etc

When you've finished you need to sync (send) the playlist to your iPod.

If not already connected, connect your iPod to your computer

Go to View in Menu Bar, click Show Sidebar, Click on the IPod when it shows up

This opens the Syncing screen

Click your new Playlist to select it

Click on Apply, then Click on Sync

Your new playlist is now on your iPod

Enjoy your music

Once you have imported your CD's on your computer and begin to play them, iTunes will automatically sort your music into:

90s music

Classical music

Your top rated music

Recently added music

Recently played songs

Your Top 25 most played

About iPods

An iPod is Apple's brand of portable music/video/audio device. It will do everything that an MP3 player will do and more

There are several models of iPod

Features and capacities vary according to price

The cheapest is the Shuffle at about \$95 to more expensive models costing several hundred dollars. The Nano is a popular model costing from \$220 to \$240 for 8 Gigabyte capacity. The Classic is bigger with a larger screen and is around \$470 to \$500. All iPods have good capacity, even the small Shuffle will hold more than 350 songs, more sophisticated models hold thousands of songs. The Shuffle has no screen. It will play your music in order of your recordings or your play list, or you can shuffle its music as the name implies

The Nano and Classic models have a screen, and you can store and access video or pictures as well as audio files, podcasts, music or anything else you have on the iPod, which can be selected and played as you wish. The 8 Gig Nano also has a video camera, stop watch, pedometer, and many other gadgets, and you can also listen to FM radio on it or take your photos with you to show family and friends

A quick tour on the iTunes website to see the different features for each of model of iPod is time well spent

The iPhone or iPad have even more capacity for music photos, videos etc

Managing Your iPod

First up, read your iPod's instruction booklet to gain understanding of its controls. Learn to use the menu so you can access all the features. Use the on line Help at www.apple.com/support/manuals/ipod and as per the email Apple sends when you first register your iPod.

The iPod connects to a computer by a small docking device with a USB connection.

When docked at your computer your iPod automatically charges its batteries. They have good capacity, for example the Shuffle will play music in the car continuously for 8 hours, the Nano for longer still.

Once connected your iPod shows up in the left column on the computer screen as a device or, if you have selected 'View - Hide Sidebar' as your preferred viewing page, it appears in the top right of the screen.

You need to eject your iPod before removing it from its dock by clicking the small arrow and waiting until 'safe to remove' is shown at the top of the screen. (Similar principle to ejecting a flash-drive)

To play music, the iPod either docks directly into a sound/speaker music system, or it may need a short cable (cost about \$15) to connect it to your player, - this depends on the iPod model and the player.

Your iPod becomes synced to your own computer, for example yours (or mine) would have to be cleaned out of songs and re-synced to the SeniorNet Laptop to work here, easy to do this but I don't want to upset all the music already on them. Before disconnecting your iPod at home always wait until it is synced and the top of the screen says 'safe to remove'

Your iPod enables you to carry your picture albums, videos, and music in your pocket wherever you go. Or you can use it for file storage (another form of flash drive)

Music in the Car

You can connect your iPod to a small transmitter that plugs into your car cigarette lighter. These transmitters are available at about \$59 from DSE or most other suppliers.

I tune the transmitter to 107.9 MHz and tune the car radio to FM 107.9, then plug the iPod into the transmitter, switch it on and play my music. It will play music all day before its battery runs down. You can re-charge it in the car from your cigarette lighter, or you can re-charge it direct with a small charging device that fits to a 3 pin plug, or when connected to many types of music player the iPod will charge automatically.

iPod users recommend setting your iPod on or close to its maximum volume and making further volume adjustments as required on your music player or your car radio volume controls.

Finally

This Workshop is just a start for you to build on at home

Try buying a song or two from the iTunes store

Spend time exploring the many features of iTunes and your iPod

Use the iTunes Help Tutorials to improve your knowledge

Import more songs/music from CDs

Set up your music library

Make up play-more play-lists of different types of music or if you wish, for different artists

Download pictures and videos to your IPod and take them with you

Try podcasting, Try Radio NZ at www.tinyurl.com/cwum98

Enjoy your iTunes and have fun with your IPod