

# Welcome to iTunes!



Brought to you by: The *GIG...Geneva Information Gateway*

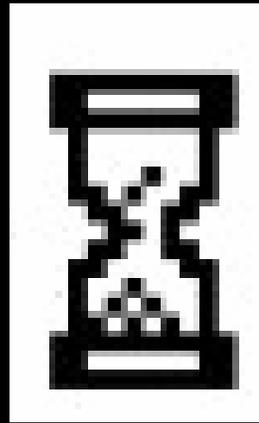
Created by Jenny Montemorano  
Funded by the NYS BTOP Grant

# Opening iTunes

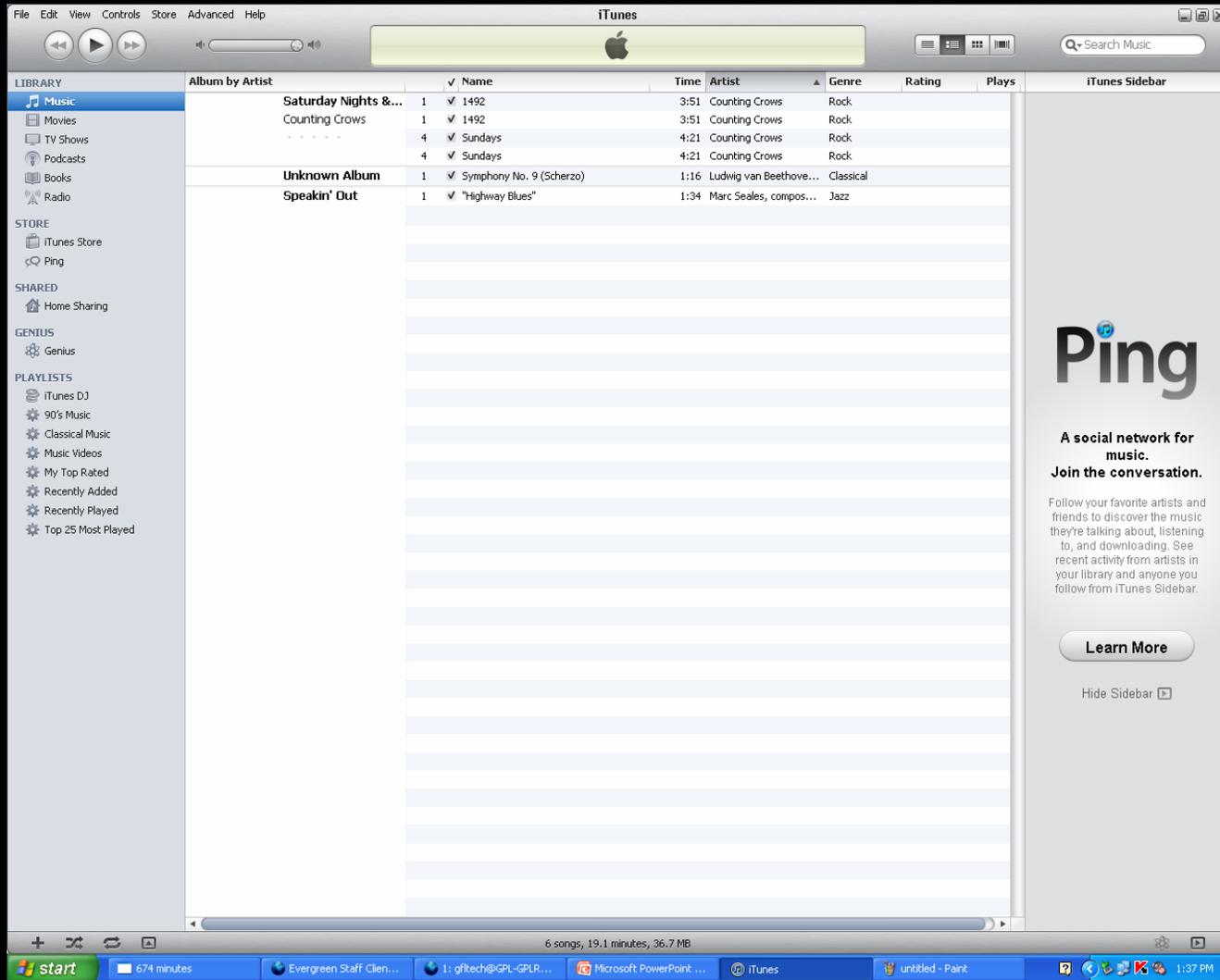


To open iTunes Double click the icon seen here, or right click and hit the open option at the top of the menu!

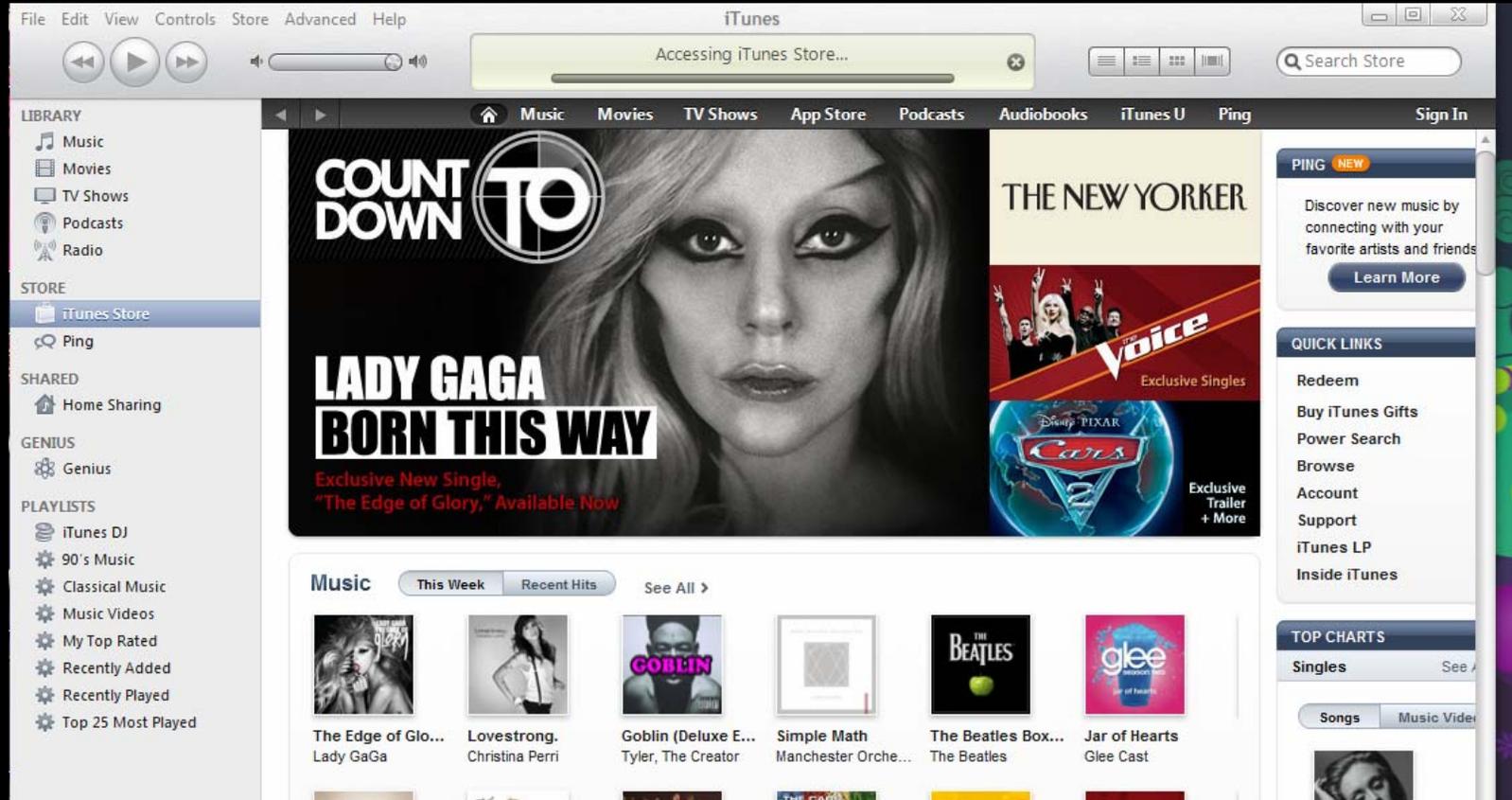
**Your iTunes May Take  
A Few Moments to Load...**



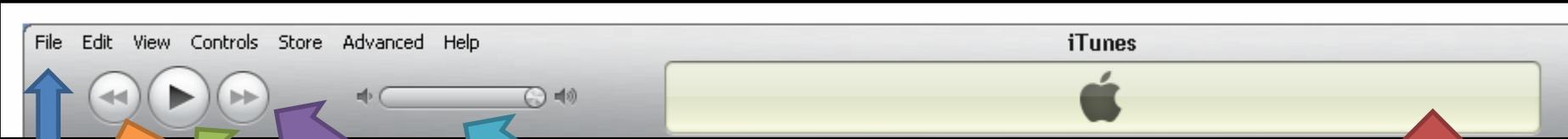
# iTunes Will Look Similar to This When You Open It Up.



# If you are connected to the internet iTunes might look like this



# This is a Large View of the Top Of iTunes.



File Menu

Rewind Button

Play/Pause Button

Volume Button  
(Move slider to the right for increased Volume)

Fast Forward button

What is Playing now will show in this box!

# The Side Bar: A Closer Look



Library contains all of your media.  
Music, Movies, TV shows, Books and  
Radio

Store contains the iTunes store, where  
you can buy music, movies or books and  
TV shows. This section also contains  
Ping, an iTunes social network.

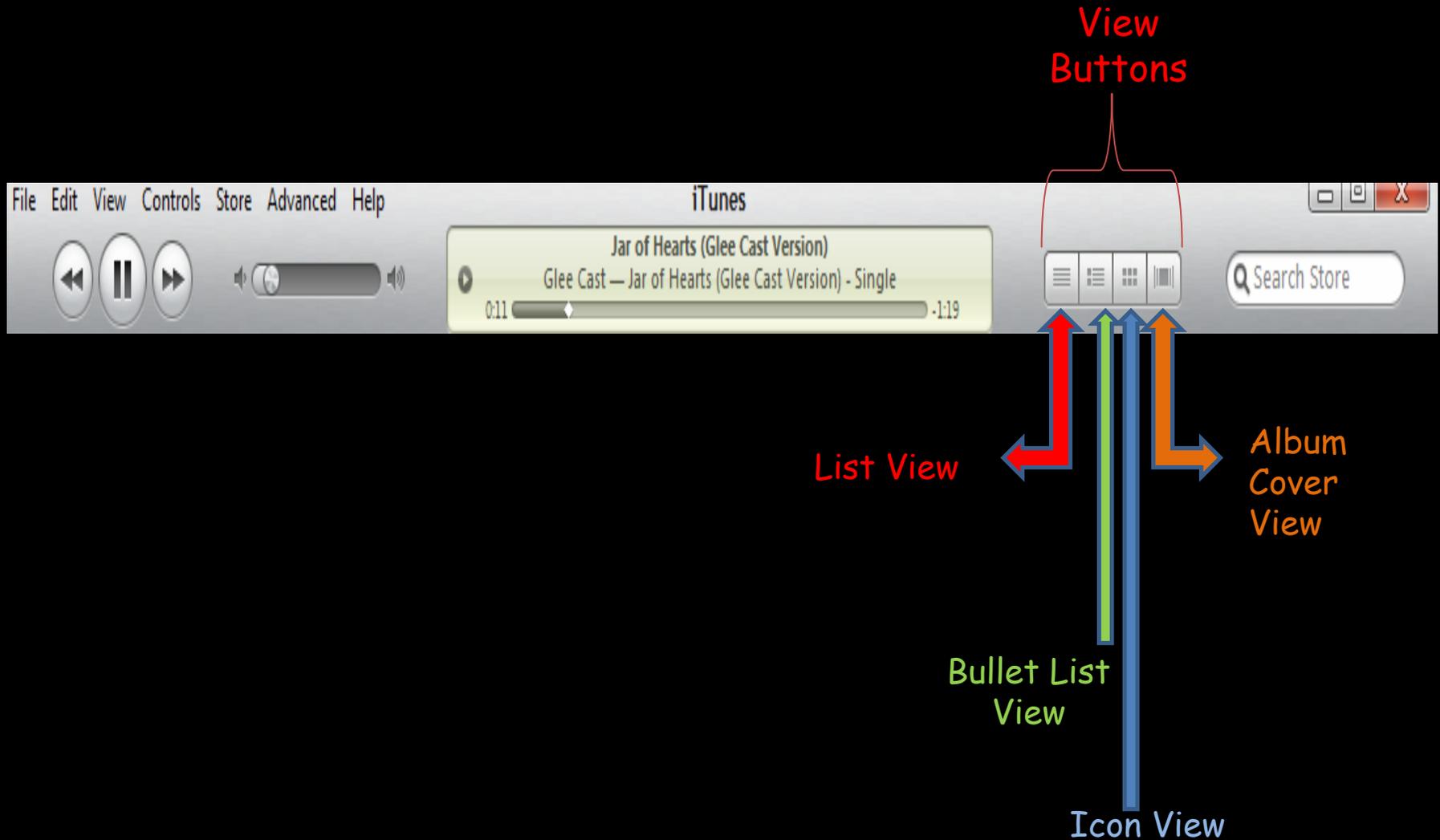
Genius is a feature that uses your  
music library to automatically generate  
playlists and recommendations for your  
musical style

Playlists is the last section, any  
playlist you have created will  
land here.

# Here's what the top of iTunes will look like once you have music or media running.



# iTunes Views



# List View

The screenshot shows the iTunes application window with the following components:

- Menu Bar:** File, Edit, View, Controls, Store, Advanced, Help.
- Toolbar:** Playback controls (play, stop, previous, next), volume slider, Apple logo, and search bar.
- Library Sidebar:** Categories include Music, Movies, TV Shows, Podcasts, Books, Radio, STORE (iTunes Store, Ping), SHARED (Home Sharing), GENIUS (Genius), and PLAYLISTS (iTunes DJ, 90's Music, Classical Music, Music Videos, My Top Rated, Recently Added, Recently Played, Top 25 Most Played).
- Library Table:**

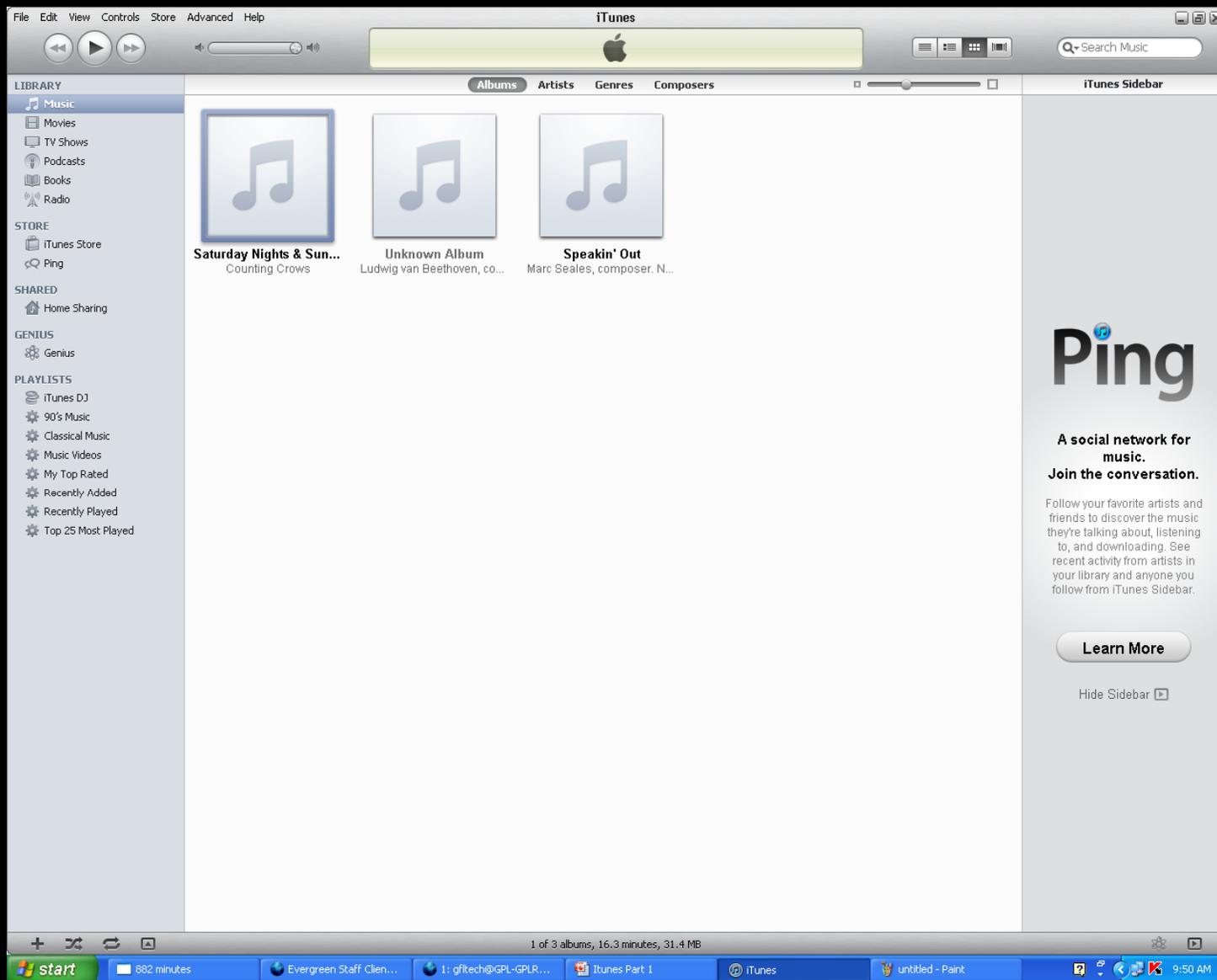
Name	Time	Artist	Album	Genre	Rating	Plays
✓ 1492	3:51	Counting Crows	Saturday Nights & Su...	Rock	.....	
✓ 1492	3:51	Counting Crows	Saturday Nights & Su...	Rock		
✓ Sundays	4:21	Counting Crows	Saturday Nights & Su...	Rock		
✓ Sundays	4:21	Counting Crows	Saturday Nights & Su...	Rock		
✓ Symphony No. 9 (Scherzo)	1:16	Ludwig van Beethove...		Classical		
✓ "Highway Blues"	1:34	Marc Seales, compos...	Speakin' Out	Jazz		
- iTunes Sidebar:** Features the "Ping" logo and text: "A social network for music. Join the conversation." Below this is a "Learn More" button and a "Hide Sidebar" link.
- Status Bar:** Shows "6 songs, 19.1 minutes, 36.7 MB".
- Taskbar:** Includes the Windows Start button, taskbar icons for "883 minutes", "Evergreen Staff Clien...", "gfltech@GPL-GPLR...", "iTunes Part 1", "iTunes", and "untitled - Paint", along with the system clock showing "9:49 AM".

# Bulleted List View

The screenshot shows the iTunes application window with the following components:

- Top Bar:** File, Edit, View, Controls, Store, Advanced, Help. Includes playback controls (play, stop, next, previous) and a search bar labeled "Search Music".
- Left Sidebar:** LIBRARY (Music, Movies, TV Shows, Podcasts, Books, Radio), STORE (iTunes Store, Ping), SHARED (Home Sharing), GENIUS (Genius), PLAYLISTS (iTunes DJ, 90's Music, Classical Music, Music Videos, My Top Rated, Recently Added, Recently Played, Top 25 Most Played).
- Main Content Area:** "Album by Artist" view showing a bulleted list of tracks. The tracks are:
  - Album: Saturday Nights &...
    - Track 1: 1492 (Counting Crows, Rock, 3:51)
    - Track 2: 1492 (Counting Crows, Rock, 3:51)
    - Track 3: Sundays (Counting Crows, Rock, 4:21)
    - Track 4: Sundays (Counting Crows, Rock, 4:21)
  - Album: Unknown Album
    - Track 1: Symphony No. 9 (Scherzo) (Ludwig van Beethove..., Classical, 1:16)
  - Album: Speakin' Out
    - Track 1: "Highway Blues" (Marc Seales, compos..., Jazz, 1:34)
- Right Sidebar (iTunes Sidebar):** Features the "Ping" logo, the text "A social network for music. Join the conversation.", a description of the service, and a "Learn More" button.
- Bottom Bar:** Shows "6 songs, 19.1 minutes, 36.7 MB".
- Taskbar:** Windows taskbar with Start button, system tray, and open applications: 882 minutes, Evergreen Staff Clen..., 1: gftch@GPL-GPLR..., iTunes Part 1, iTunes, untitled - Paint. Time: 9:50 AM.

# Icon View



# Album Cover View

The screenshot shows the iTunes application window. The main display area features a large album cover for 'Saturday Nights & Sunday Mornings' by Counting Crows, with a prominent musical note graphic. Below the cover is a table of tracks. The iTunes Sidebar on the right promotes the 'Ping' social network for music. The bottom of the window shows the system tray with various icons and the taskbar.

**LIBRARY**

- Music
- Movies
- TV Shows
- Podcasts
- Books
- Radio

**STORE**

- iTunes Store
- Ping

**SHARED**

- Home Sharing

**GENIUS**

- Genius

**PLAYLISTS**

- iTunes DJ
- 90's Music
- Classical Music
- Music Videos
- My Top Rated
- Recently Added
- Recently Played
- Top 25 Most Played

**iTunes Sidebar**

## Ping

**A social network for music. Join the conversation.**

Follow your favorite artists and friends to discover the music they're talking about, listening to, and downloading. See recent activity from artists in your library and anyone you follow from iTunes Sidebar.

[Learn More](#)

Hide Sidebar

Name	Time	Artist	Album	Genre	Rating	Plays
✓ 1492	3:51	Counting Crows	Saturday Nights & Su...	Rock		
✓ 1492	3:51	Counting Crows	Saturday Nights & Su...	Rock		
✓ Sundays	4:21	Counting Crows	Saturday Nights & Su...	Rock		
✓ Sundays	4:21	Counting Crows	Saturday Nights & Su...	Rock		
✓ Symphony No. 9 (Scherzo)	1:16	Ludwig van Beethove...		Classical		
✓ "Highway Blues"	1:34	Marc Seales, compos...	Speakin' Out	Jazz		

6 songs, 19.1 minutes, 36.7 MB

start | 681 minutes | Evergreen Staff Clie... | 1: gltch@GPL-GPLR... | iTunes Part 1 | iTunes | untitled - Paint | 9:51 AM

# Importing CD's To iTunes

The screenshot shows the iTunes application window with a library of four songs. A dialog box is open in the center, asking for confirmation to import a CD. A red arrow points from the 'Yes' button to the text 'Click Yes To import!'.

**LIBRARY**

	Name	Time	Artist	Album	Genre
1	Calling All Angels (Radio Edit)	3:49	Train	Calling All Angels (Sin...	Rock
2	Fascinated	3:25	Train	Calling All Angels (Sin...	Rock
3	For You	3:06	Train	Calling All Angels (Sin...	Rock
4	Landmine	3:49	Train	Calling All Angels (Sin...	Rock

**STORE**

- iTunes Store
- Ping

**DEVICES**

- Calling All Angels (Si...

**SHARED**

- Home Sharing

**GENIUS**

- Genius

**PLAYLISTS**

- iTunes DJ
- 90's Music
- Classical Music
- Music Videos
- My Top Rated
- Recently Added
- Recently Played
- Top 25 Most Played

**Dialog Box:**

Would you like to import the CD "Calling All Angels (Single)" into your iTunes library?

Do not ask me again

Yes No

**Bottom Bar:** 4 songs, 14.1 minutes, 143 MB

**Taskbar:** start, 870 minutes, Evergreen Staff Clen..., 1: gfttech@GPL-GPLR..., iTunes Part 1, iTunes, untitled - Paint, 10:02 AM

# Only Import if...

The Artist is Correct

The Song Titles are Correct

The Date and Year are Correct

The information has automatically popped up  
because you are connected to the internet...

If this information is not present you must fill  
it in before you import the disc, because after  
you import a CD you cannot change the song  
names or artist in iTunes easily... So do it  
before hand!

# Your CD will Also Show Up on the Side Bar



No matter what Type of CD it will show up here, if you have a device plugged in it will also show up in this section

# How to Tell when you've begun To import...

The screenshot shows the iTunes application window during an import process. The title bar reads "iTunes" and the window title is "Importing 'Calling All Angels (Radio Edit)'" with a progress bar and "Time remaining: 0:17 (9.3x)". The left sidebar shows the "LIBRARY" section with a list of items. The main area displays a table of songs being imported:

	Name	Time	Artist	Album	Genre
1	Calling All Angels (Radio Edit)	3:49	Train	Calling All Angels (Sin...	Rock
2	Fascinated	3:25	Train	Calling All Angels (Sin...	Rock
3	For You	3:06	Train	Calling All Angels (Sin...	Rock
4	Landmine	3:49	Train	Calling All Angels (Sin...	Rock

At the bottom right of the window, there are two buttons: "Import Settings..." and "Stop Importing".

**You can look here for the orange orb**

**Or you can look here at the import button**

# Once Imported the Or turns green with a white check mark

File Edit View Controls Store Advanced Help

iTunes

Importing "For You"  
Time remaining: 0:04 (15.2x)

Q Search Playlist

	Name	Time	Artist	Album	Genre
1	✓ Calling All Angels (Radio Edit)	3:49	Train	Calling All Angels (Sin...	Rock
2	✓ Fascinated	3:25	Train	Calling All Angels (Sin...	Rock
3	✗ For You	3:06	Train	Calling All Angels (Sin...	Rock
4	✓ Landmine	3:49	Train	Calling All Angels (Sin...	Rock

LIBRARY

- Music
- Movies
- TV Shows
- Podcasts
- Books
- Radio

STORE

- iTunes Store
- Ping

DEVICES

- Calling All Angels (St... ↕

SHARED

- Home Sharing

GENIUS

- Genius

PLAYLISTS

- iTunes DJ
- 90's Music
- Classical Music
- Music Videos
- My Top Rated
- Recently Added
- Recently Played
- Top 25 Most Played

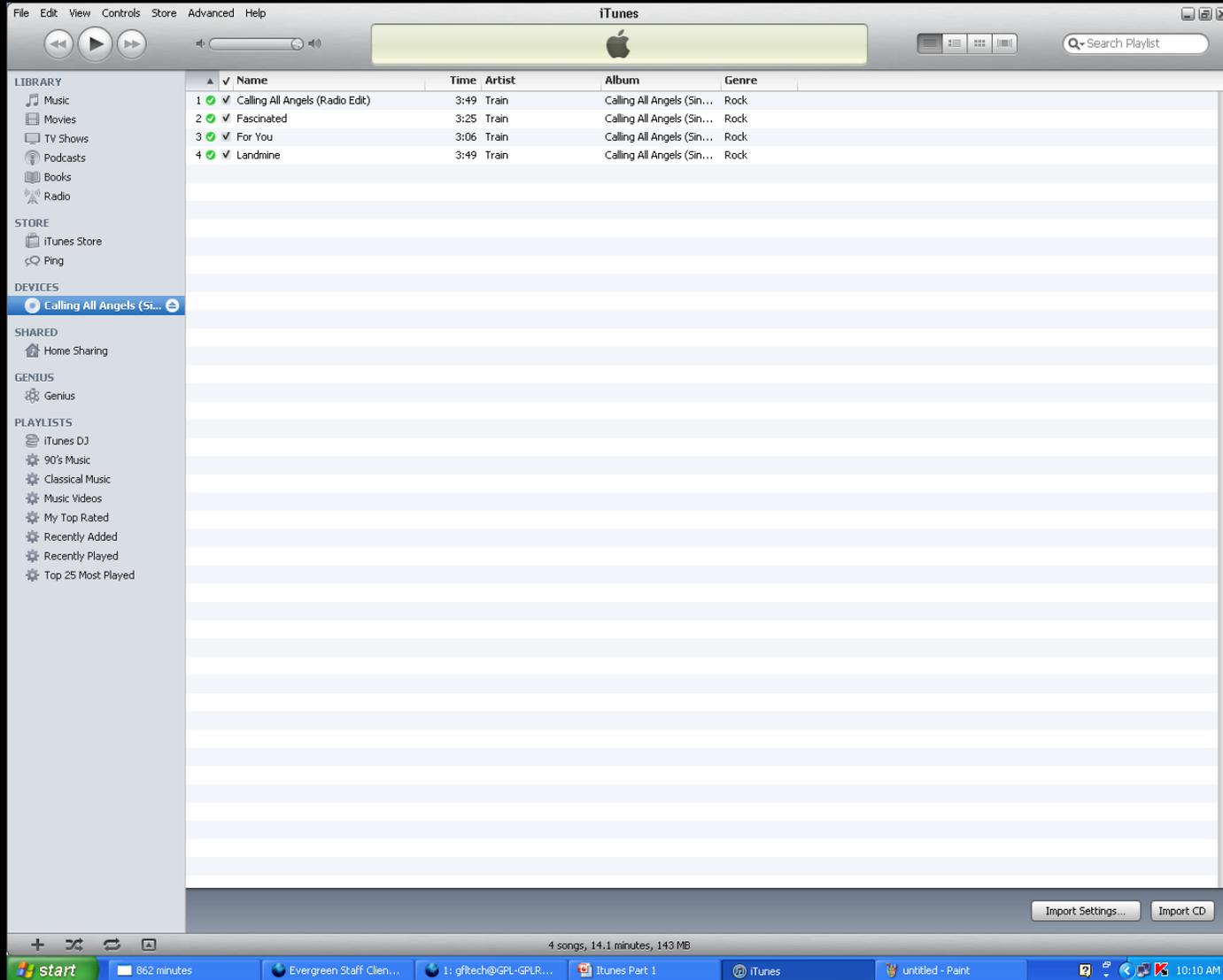
Import Settings... Stop Importing

4 songs, 14.1 minutes, 143 MB

start 863 minutes Evergreen Staff Clen... 1: gftch@GPL-GPLR... iTunes Part 1 iTunes untitled - Paint 10:09 AM

You can continue to track your progress next to the track names and numbers.

# When the CD is done importing It will look like this!



# To Edit Track Names

The screenshot shows the iTunes application window with a playlist of four tracks. The first track, "Calling All Angels (Radio Edit)", is selected. A right-click context menu is open over this track, with the "Get Info" option highlighted by a green arrow. A green text box on the right side of the window contains the instruction: "Right Click on a track and then click Get Info".

	Name	Time	Artist	Album	Genre
1	Calling All Angels (Radio Edit)	3:12	Calling All Angels	Calling All Angels (Sin...	Rock
2	Fascinated	3:12	Calling All Angels	Calling All Angels (Sin...	Rock
3	For You	3:12	Calling All Angels	Calling All Angels (Sin...	Rock
4	Landmine	3:12	Calling All Angels	Calling All Angels (Sin...	Rock

LIBRARY  
Music  
Movies  
TV Shows  
Podcasts  
Books  
Radio

STORE  
iTunes Store  
Ping

DEVICES  
Calling All Angels (Si...

SHARED  
Home Sharing

GENIUS  
Genius

PLAYLISTS  
iTunes DJ  
90's Music  
Classical Music  
Music Videos  
My Top Rated  
Recently Added  
Recently Played  
Top 25 Most Played

4 songs, 14.1 minutes, 143 MB

Import Settings... Import CD

start 650 minutes Evergreen Staff Clien... 1: gfltech@GPL-GPLR... iTunes Part 1 iTunes untitled - Paint 10:22 AM

# A menu like this will appear

The screenshot shows the iTunes application window with a playlist of four tracks. A context menu is open over the first track, 'Calling All Angels (Radio Edit)'. The menu has tabs for 'Summary', 'Info', 'Video', and 'Options'. An orange arrow points to the 'Info' tab. The 'Info' tab is currently selected, showing the track's details: 'Calling All Angels (Radio Edit) (3:49)', 'Train', and 'Calling All Angels (Single)'. The 'Where:' field shows 'Calling All Angels (Single)'. At the bottom of the menu are buttons for 'Previous', 'Next', 'OK', and 'Cancel'. The iTunes interface includes a sidebar with categories like LIBRARY, STORE, DEVICES, SHARED, GENIUS, and PLAYLISTS. The status bar at the bottom indicates '4 songs, 14.1 minutes, 143 MB'.

Name	Time	Artist	Album	Genre
1 Calling All Angels (Radio Edit)	3:49	Train	Calling All Angels (Sin...	Rock
2 Fascinated	3:25	Train	Calling All Angels (Sin...	Rock
3 For You	3:06	Train	Calling All Angels (Sin...	Rock
4 Landmine	3:49	Train	Calling All Angels (Sin...	Rock

Calling All Angels (Radio Edit) (3:49)  
Train  
Calling All Angels (Single)

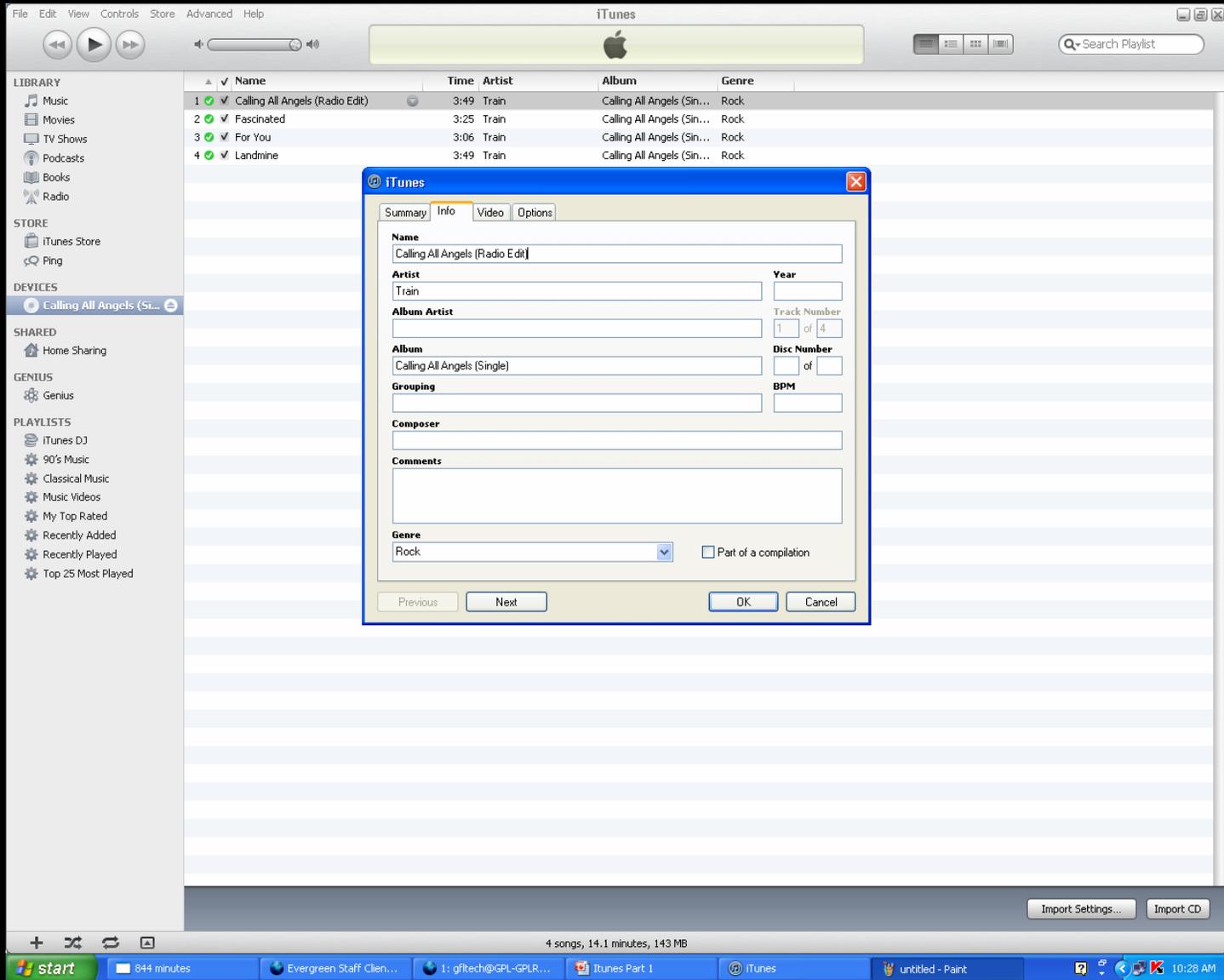
Where: Calling All Angels (Single)

Previous Next OK Cancel

4 songs, 14.1 minutes, 143 MB

Click on the info tab to  
navigate to track names

# Now we can change the track names!



# A closer look at the Get Info box.

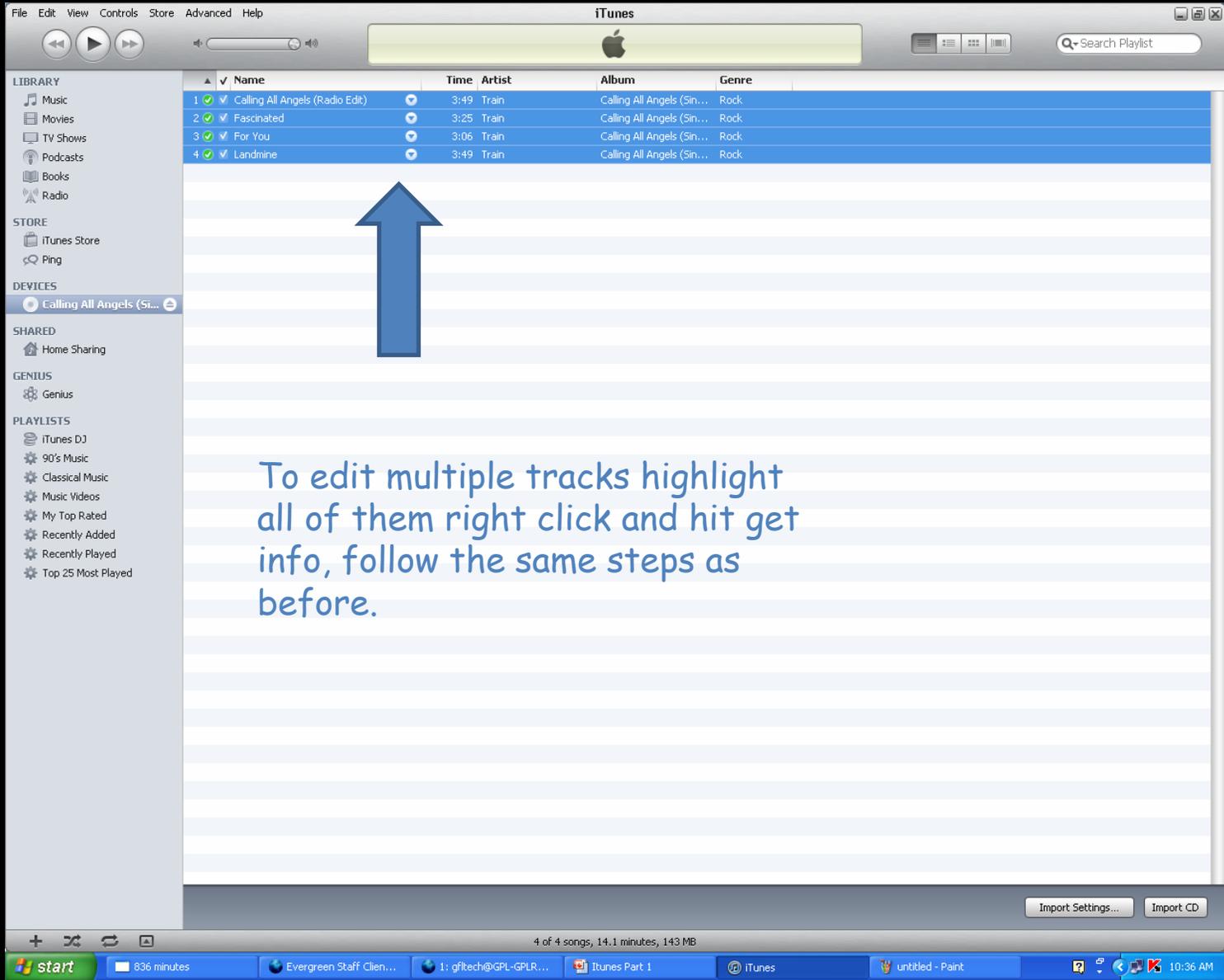
The screenshot shows the iTunes 'Get Info' dialog box for a track. The window title is 'iTunes'. The 'Info' tab is selected, showing fields for Name, Artist, Album Artist, Album, Grouping, Composer, Comments, Genre, Year, Track Number, Disc Number, and BPM. The track name is 'Calling All Angels (Radio Edit)', the artist is 'Train', and the album is 'Calling All Angels (Single)'. The genre is set to 'Rock'. There are 'Previous' and 'Next' buttons on the left, and 'OK' and 'Cancel' buttons on the right.

<b>Name</b>	Calling All Angels (Radio Edit)		
<b>Artist</b>	Train	<b>Year</b>	
<b>Album Artist</b>		<b>Track Number</b>	1 of 4
<b>Album</b>	Calling All Angels (Single)	<b>Disc Number</b>	
<b>Grouping</b>		<b>BPM</b>	
<b>Composer</b>			
<b>Comments</b>			
<b>Genre</b>	Rock	<input type="checkbox"/>	Part of a compilation

Use this button to edit more tracks

Use Ok to save your track names and go back to iTunes

# To Edit Multiple Tracks



The screenshot shows the iTunes application window with a playlist titled "Calling All Angels (Sin...)". The playlist contains four tracks, all of which are highlighted in blue. A large blue arrow points upwards from the text below towards the highlighted tracks.

	Name	Time	Artist	Album	Genre
1	Calling All Angels (Radio Edit)	3:49	Train	Calling All Angels (Sin...)	Rock
2	Fascinated	3:25	Train	Calling All Angels (Sin...)	Rock
3	For You	3:06	Train	Calling All Angels (Sin...)	Rock
4	Landmine	3:49	Train	Calling All Angels (Sin...)	Rock

To edit multiple tracks highlight all of them right click and hit get info, follow the same steps as before.

4 of 4 songs, 14.1 minutes, 143 MB

start | 836 minutes | Evergreen Staff Clien... | 1: gfttech@GPL-GPLR... | iTunes Part 1 | iTunes | untitled - Paint | 10:36 AM

# Only edit these fields in multiple track mode.

Album Artist

Composer

Year

Description

Category

Album

Grouping

Genre

Disc \_ of \_

**Lets Begin Importing**  
**Put the CD in front of you in**  
**Your disc drive and wait for**  
**iTunes to respond!**

**Thank you for learning  
with us today!**

**Please take our short survey!**

**Thank You!**