

iTunes

Ten Terrific Reasons to Use It

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- 1) iTunes is free and everyone under 18 knows what it is and how to use it
- 2) iTunes lets you import individual clips of sounds & music or entire folders, as well as getting music from your favorite CDs or buy new music online
- 3) iTunes lets you choose the file format when getting music from CDs
- 4) iTunes lets you organizes sounds & music into genre, and create your own custom genre
- 5) iTunes lets you list your sounds & music quickly by date added, genre, length of clip or kind of clip, among others
- 6) iTunes lets you organize sounds & music into playlists
- 7) iTunes lets you play your music in any order, select clips quickly, and do group changes with ease
- 8) iTunes lets you search through sounds & music using keywords
- 9) iTunes reminds you of the location of the original clip or file
- 10) iTunes lets you "sync" your sounds & music to an iPod or burn your sounds & music to disk for custom CDs

The obvious benefit of using iTunes is to organize a personal music library for later listening. However, if you frequently use sound files as reinforcers for activities, or make synthesized recordings for social scripts, you will find iTunes especially helpful as a vehicle for keeping your many sound files in order.

The tutorials referred to here are provided by Apple on the iTunes website. Some of the "how" directions (those indicated in green) come straight from the pages where the tutorials are located.

Reason Number 1:

iTunes is free and everyone under 18 knows what it is and how to use it

WHAT:

iTunes is a database of shortcuts for music and sounds that lets you organize and search your music. iTunes also manages other file types, like movies and podcasts (radio shows that are downloaded off the internet)

HOW TO:

iTunes is available from the Apple website and can be downloaded from <http://www.apple.com/itunes/download/>.

TUTORIAL:

A very nice tutorial on how to install iTunes is located at: <http://www.apple.com/ilife/tutorials/itunes/it1-1.html>

Reason Number 2

iTunes lets you import individual clips of sounds & music or entire folders, as well as getting music from your favorite CDs or buy new music online

WHAT:

Bringing your sounds & music into a single list, managed by iTunes, and allows you to add information that will later help you find what you need for a particular project.

HOW TO:

Importing sounds into library

- Under file menu, choose add file to library or add folder to library

Import individual clip - choose "add file" to library

Import entire folder - choose "add folder"

In either case, you will have to know where on your hard drive the sound is located. If you're using a PC, iTunes keeps your music in your My Music folder in your My Documents folder. If you're using a Mac, iTunes keeps your music in the iTunes folder in your Music folder. If you have sounds & music not imported within iTunes

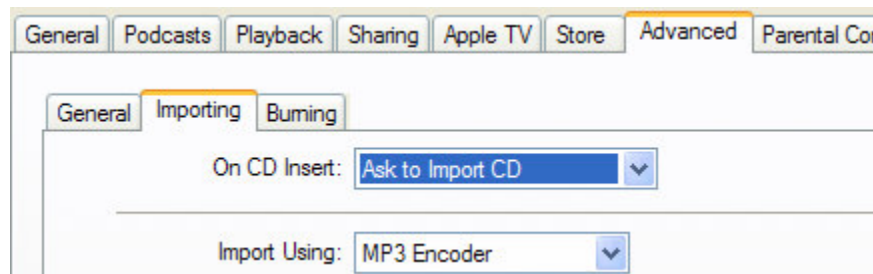
originally, you'll have to remember where you put the file. If you would like to keep your music in a different place, such as on an external hard disk, you can make the change with iTunes Preferences. In iTunes Preferences, click the Advanced tab, and in the General tab, click the Change button.

- **Get music from CD**

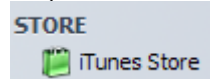
All you need to do is put your Audio CD in the CD drive, and iTunes will automatically import it when set at the default setting. You will be able to watch the progress by noting the yellow icon the pops up in front of the track (the track is importing) change to green (imported).

You can change the default action taken on an inserted CD by making the change as follows:

Edit → preferences → advanced tab → importing (subtab) → On CD Insert



- **Buy music online**



Just click on the iTunes Store icon on the left, and after you create an account, you can search an enormous database of music. Songs usually cost \$.99, or you can buy the entire album.

TUTORIAL:

Import contents of CD

<http://www.apple.com/ilife/tutorials/itunes/it1-2.html>

Reason Number 3

iTunes lets you choose the file format when getting music from CDs

WHAT:

It is important to pay attention to the file type of any of your sounds & music files. The program you eventually want to use them in may prefer to use one file over another, and may not even recognize some of the file types. Currently, the MP4, or M4A files that iTunes defaults to cannot be used in programs like Classroom Suite or older versions of PowerPoint. If you intend to use some of your music as a reinforcer in an activity, it saves a lot of time if the file is brought in as an MP3 or *.wav, depending on what the parent program prefers. You can change your default for the imports from MP4 to MP3 by changing your preferences.

HOW TO:

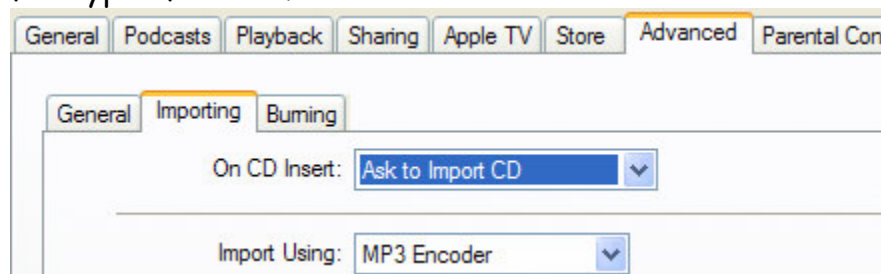
File Format and iTunes

- 1) iTunes does not convert files that are simply added to the playlist.
- 2) iTunes will allow you to choose the format you bring sounds into when you import them from a CD

The newest version of iTunes defaults new songImport CD into AAC encoder format. This is a protected format that is the same as MP4 or M4A.

To change your preference

Edit → preferences → advanced tab → importing (subtab) → import using file type of choice.



Remember, iTunes default is AAC encoder; but can be changed to AIFF, MP3 and WAV

TUTORIAL:

<http://www.apple.com/ilife/tutorials/itunes/it1-2.html>

Reason Number 4

iTunes lets you organize sounds & music into genre, and create your own custom genre

WHAT:

The genre is the large category into which a song or sound clip is classified. The default genre for iTunes includes things like "Rock", "Jazz", "HipHop/Rap", "Holiday", and many others. You can create your own genre to aid in later searches.

HOW TO:

In order to make a new genre, you need to "right click" on the file name and release at "get info"

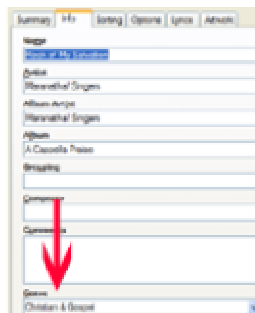
OR

go to file → get info

OR

Use the keyboard equivalent of CTRL+I

Once you are in the "Get Info" dialogue box, click on the "info" tab, and look at the bottom where the genre is listed.



Then, just highlight the selected genre, and type in new one

You cannot delete the pre-existing genre from the master list, but you can delete your custom genre.

To delete "custom" genre...

First, delete all the songs within the genre. Then, voila! The custom genre is gone. OR, if it is a matter of correcting a spelling, do a mass correction by selection all, R clicking on one, accepting the warning that it will apply to all, and then make your change in the genre list

TUTORIAL:

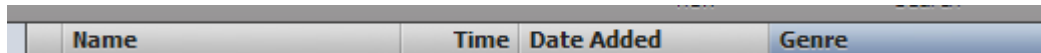
<http://www.apple.com/ilife/tutorials/itunes/it2-3.html>

Reason Number 5

iTunes lets you list your sounds & music quickly by date added, genre, length of clip or kind of clip, among others

WHAT:

As your list of clips gets longer, organizing becomes more challenging. The iTunes title bar does a nice A-> Z sort or Z->A. Just click in the category in which you want the sort to occur.



You can also customize what categories are included in your title bar. My favorite categories are "Name, Time (of clip), Date Added, and Genre". The date added category is helpful when you've done a large import, and you want to put the sounds into a particular playlist, or globally assign a genre.

HOW TO:

The sort can be accomplished in one of 3 ways:

R click title bar and check ways to see music

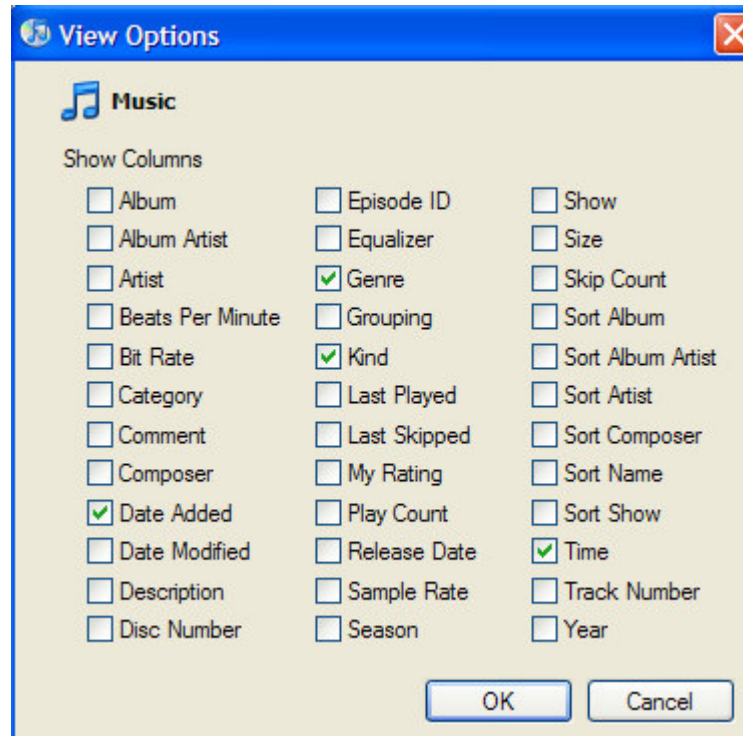
OR

View menu → view options (down at the bottom)

OR

CTRL+J

This brings up a window full of view options. Just check the ones that will be most useful for you. You can always check or uncheck boxes later, as your sorting needs become more complex.



TUTORIAL:

<http://www.apple.com/ilife/tutorials/itunes/it1-4.html>

Reason Number 6

iTunes lets you organize sounds & music into playlists

WHAT:

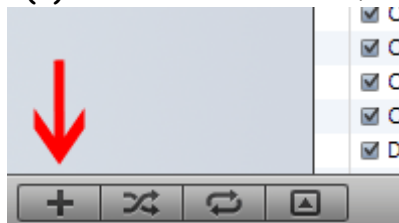
A playlist is a collection of sounds & music that you put together because it has some significance to you. Your sounds & music clips can be stored in more than one playlist, depending on your need. For example, you might store a sound clip of Daffy Duck under a playlist of cartoon characters, as well as a playlist of birds, or a playlist of water animals.

HOW TO:

To create a new playlist, you either

- use the keystroke combination of CTRL+N, OR

- click on the "plus" (+) icon in the lower left corner of the screen



Organizing playlist

Click and drag music into desired playlist's white window

Note that sounds can be in more than one playlist

TUTORIAL:

<http://www.apple.com/ilife/tutorials/itunes/it1-2.html>

<http://www.apple.com/ilife/tutorials/itunes/it2-1.html>

Reason Number 7

iTunes lets you play your music in any order, select clips quickly, and do group changes with ease

WHAT: As the number of sounds you have increases, you will need to continue to organize them. In addition, if you are burning songs to a CD, the order in which they play may be important to you.

HOW TO:

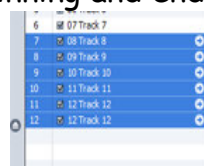
Looking for groups of sounds

Can CTRL+click to select multiple files that are not in sequential order



OR

can SHIFT+click to mark beginning and end of list portion



To change the order of the sounds & music in a playlist, just click on the title and drag it into the position you want it in.

I recently recorded a "days of the week" set of songs. I wanted to give the CD to the teacher with the songs in Monday through Friday order, so she could quickly go to the proper day during her circle time. Using this feature would make the ordering of my songs very quick.

TUTORIAL:

<http://www.apple.com/ilife/tutorials/itunes/it2-3.html>

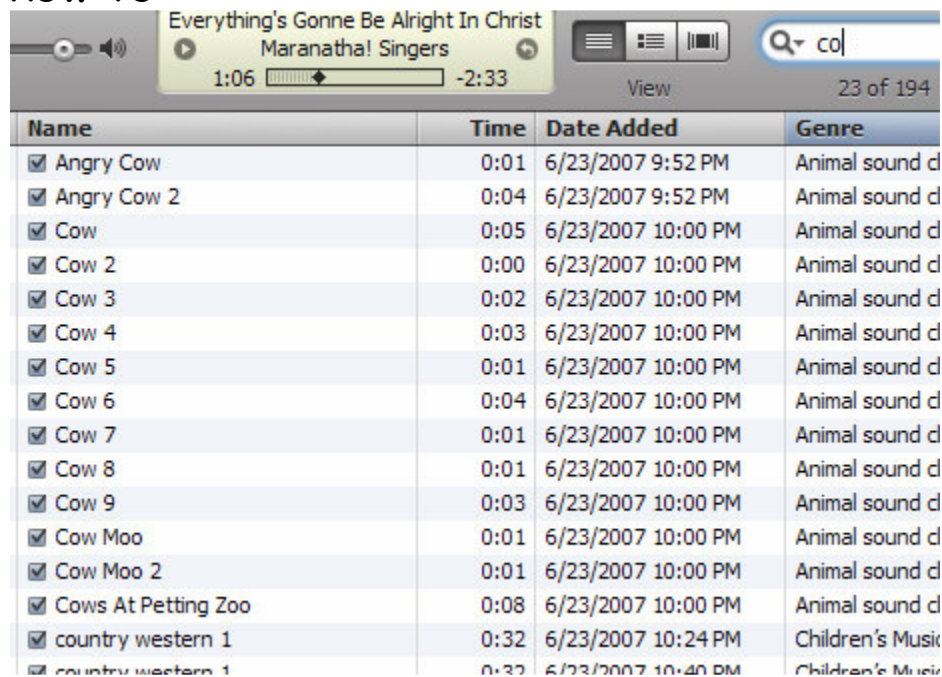
Reason Number 8

iTunes lets you search through sounds & music using keywords

WHAT:

As your list gets longer, you will find it helpful to have the computer do the hunting for you. For example, if you are looking for a clip that is of a cow, you can search for the word cow, and iTunes will go through all of your playlists to look.

HOW TO:

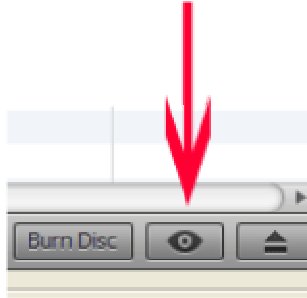


The screenshot shows the iTunes interface with a search bar containing the text 'cow'. Below the search bar, a table displays the search results. The table has four columns: Name, Time, Date Added, and Genre. The results list various audio files related to cows, including 'Angry Cow', 'Angry Cow 2', 'Cow', 'Cow 2', 'Cow 3', 'Cow 4', 'Cow 5', 'Cow 6', 'Cow 7', 'Cow 8', 'Cow 9', 'Cow Moo', 'Cow Moo 2', 'Cows At Petting Zoo', and 'country western 1'. Each row has a checkbox in the first column, which is checked for all items. The 'Date Added' column shows that most files were added on 6/23/2007. The 'Genre' column shows 'Animal sound cl' for most items and 'Children's Music' for the 'country western' items.

Name	Time	Date Added	Genre
<input checked="" type="checkbox"/> Angry Cow	0:01	6/23/2007 9:52 PM	Animal sound cl
<input checked="" type="checkbox"/> Angry Cow 2	0:04	6/23/2007 9:52 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow	0:05	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 2	0:00	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 3	0:02	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 4	0:03	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 5	0:01	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 6	0:04	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 7	0:01	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 8	0:01	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow 9	0:03	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow Moo	0:01	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cow Moo 2	0:01	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> Cows At Petting Zoo	0:08	6/23/2007 10:00 PM	Animal sound cl
<input checked="" type="checkbox"/> country western 1	0:32	6/23/2007 10:24 PM	Children's Music
<input checked="" type="checkbox"/> country western 1	0:32	6/23/2007 10:40 PM	Children's Music

Browse -

This feature limits the genre to the ones used by your sounds & music. To access it, you click the eye shaped icon in the lower right corner. You will then get a window at the top that lists genre, albums and artist. Your music will come with artist included. You can, however, use that category to sort by people that did the recording, and the album to describe which project the sound was in.



TUTORIAL:

<http://www.apple.com/ilife/tutorials/itunes/it1-4.html>

Reason Number 9

iTunes reminds you of the location of the original clip or file

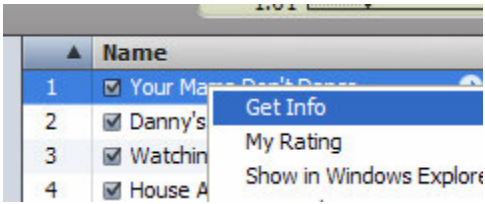
WHAT:

If you have imported sounds & music through the "Add file" or "Add folder" options, you typically are just making shortcuts to the original. Unless you told iTunes specifically to do so, you have not made an extra copy of the sound. iTunes will sort and organize your sounds, but they still live where you originally put them. When you've found the sound you want, and need to put it in another application (like Classroom Suite or PowerPoint), you will need to find the original.

HOW TO:

Locate original

Right click song → click on Get Info → summary tab → look at bottom "where"



Reason Number 10

iTunes lets you "sync" your sounds & music to an iPod or burn your sounds & music to disk for custom CDs

WHAT:

Sometimes you will use the sounds & music in a computer application. At other times, you may want to take the sounds & music to another computer, or play them on a CD player or iPod.

HOW TO:

You burn to CD through the File Menu. Just click on File→Burn to Disk, and follow the instructions. You sync to your iPod automatically after you connect your iPod to your computer.

TUTORIAL:

Sync to iPod

<http://www.apple.com/ilife/tutorials/itunes/it4-1.html>

Burn to CD

<http://www.apple.com/ilife/tutorials/itunes/it4-2.html>