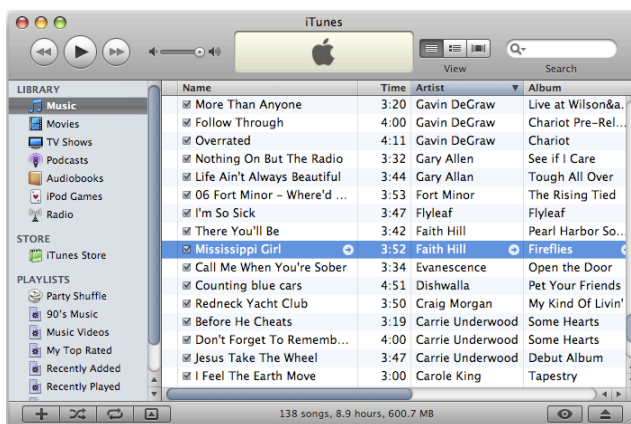# Getting Started With iTunes

iTunes is a database for audio files. These files might be imported from an audio CD, downloaded from the Internet or recorded on the computer and transferred to iTunes. iTunes is also the software that manages Podcast subscriptions and allows the transfer of files to an iPod.

Importing music from a CD

1. Insert a music CD into your computer. Notice that iTunes opens automatically.

2. iTunes asks if you want to import the CD. Click yes if you want to import all the songs.

3. If you only want some of the songs, use the checkboxes to deselect the songs you don't want to import. Songs that are selected will be imported.

4. Click the Import CD button in the lower right corner of the iTunes window. iTunes will begin copying the music from your CD to your iTunes music library.

5. After the songs are imported, click the Eject Disk button.

6. Select Music in the Source list to view all the music in your iTunes library including the songs you just imported.
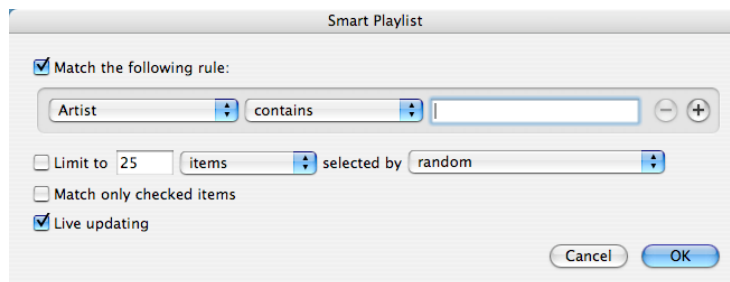
Creating a Playlist

1. Click the + symbol in the lower left corner of the iTunes window. An untitled Playlist with a musical note icon appears in the iTunes Source list.

2. The untitled playlist is already highlighted so you can just begin typing a name for it.

3. Select a song in your library, and then drag it and drop it on to your Playlist.

4. Select a series of songs by choosing the first song, holding the Shift key and selecting the last song. The entire series will be highlighted. Drag one and they will all follow along.

5. Add as many songs as you want to your Playlist. You can add multiple songs at once by holding down the Command key as you select songs in your library.

6. Click the icon representing your Playlist in the Source list to view all the songs you've added.

7. To change the order of songs in the Playlist, select the song number column, and then drag the song names to different positions in the list.

8. Notice that when your playlist is selected, a Burn Disk button appears in the lower right corner of the iTunes window. Creating a Playlist is the only way to burn a CD in iTunes.

Creating a Smart Playlist in iTunes:

A Smart Playlist will actually make the iTunes database do the work for you. It looks at the data associated with each file and adds it to the list if it fits the criteria you have specified.

1. From the File menu select New Smart Playlist. The following window appears.
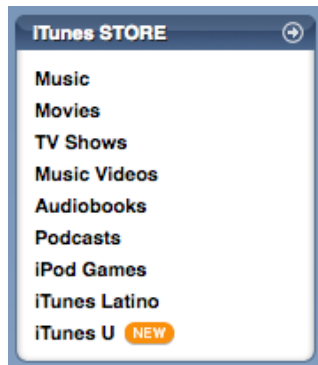

2. Click the Artist pull down menu to select Genre.

3. Type in a Genre and click OK.

4. A new playlist appears with the Genre you selected. This will automatically update as you add to your iTunes Music Library.
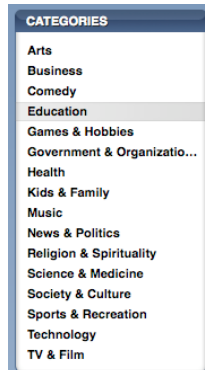
Professional Development

Subscribing to Podcasts in the iTunes Music Store

It's easy to subscribe to Podcasts in the iTunes Music store. The best part of the process is they're almost all free!

1. Open iTunes and select the iTunes Music Store in the side bar. In the store menu, select Podcasts.
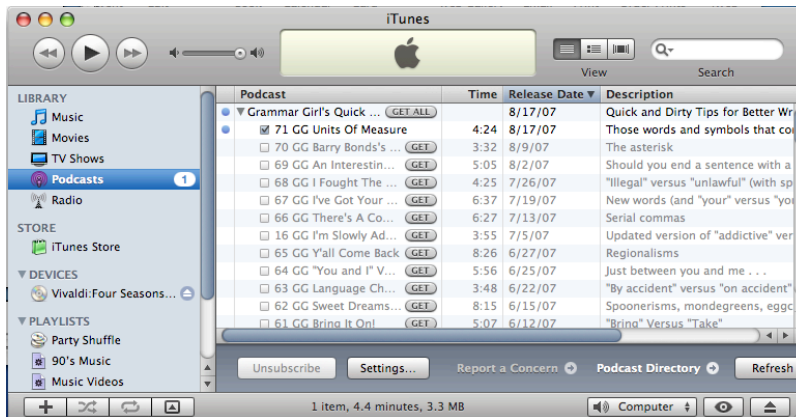

2. The Podcast Categories appear below the store menu. In the Podcast menu, select the category you're interested in. In this example we'll select Education.

3. A list of featured Educational Podcasts appears.

4. Click to select a podcast to learn about it. Click Grammar Girls. Click the subscribe button to subscribe to it.

5. The Podcast is loaded into iTunes in the Podcast area of the Library. Click the triangle to the left of the Podcast title. The list of episodes appears. The most recent Podcast has been downloaded. In the example below Grammar Girls episode 71 has been copied.

6. To download previous episodes, click the GET button next to the episode title.

Searching for Podcasts in the iTunes Music Store:

Sometimes it's easier to search for Podcasts based on the topic. Follow these steps to search for Science Podcasts.

1. Select the iTunes Music store in the iTunes Source list.

2. In the upper right corner locate the "Search iTunes Store" well.

3. Type in Science and press Return.

4. All iTunes Store content that has Science associate with it will appear in the list.

5. Scroll through the upper portion of the window to see the Podcast category.