



Download and install Apple iTunes

Part I

Use Apple's iTunes software to listen to and organise your digital music

Apple is well known for its portable music player, the iPod, but they've also created a free application called iTunes that enables you to store music from a CD on your computer, listen to music on the internet and much more. The

first of two Workshops shows you how to download, install and set up iTunes. In the next issue we will cover playing music files and recording them from a CD for personal use. Suitable for Windows 2000 and XP, the following 10 steps should take 30 minutes to complete.

Rob Hawkins



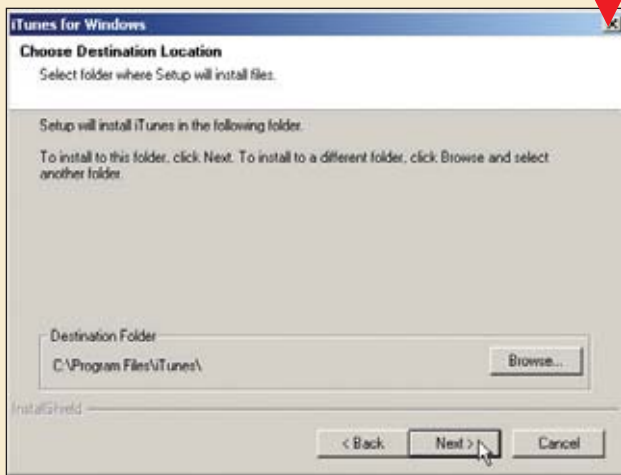
STEP 1 Connect to the internet, open your web browser and go to the website address www.apple.com/itunes/download. Scroll down the screen and read through the information displayed. To download iTunes, select your **operating system** (Windows or Mac), enter your email address if you wish to receive newsletters, then click on the Download iTunes button. The screen will change and information about the iTunes Music Store will appear. iTunes should start to download in a few seconds. If it doesn't, read the information at the top of the screen. A Security Warning **dialogue box** may appear. Click on Yes to continue.



STEP 2 Double-click the downloaded iTunesSetup.exe file to start the installation. Read through the licensing terms, then click on Yes. Further information concerning iTunes will appear. Read through it and click on Next. Three options will then appear for making iTunes your default audio player, displaying an icon on the **Desktop** to start the program and setting a media program called QuickTime as your default media player. Select any options you want and click on Next.



STEP 3 The location on your computer for installing iTunes will be displayed. Click on Browse to change this location, or click on Next to accept it. Information concerning the iPod will then appear – click on Next. iTunes will then be installed on your computer. When complete, choose to restart your computer and click on the Finish button. After your computer has restarted, an iTunes Desktop icon should be displayed (if you selected the option in step 2) for iTunes. The application can also be launched by clicking on the Start menu, choosing Programs, selecting iTunes and then iTunes again.



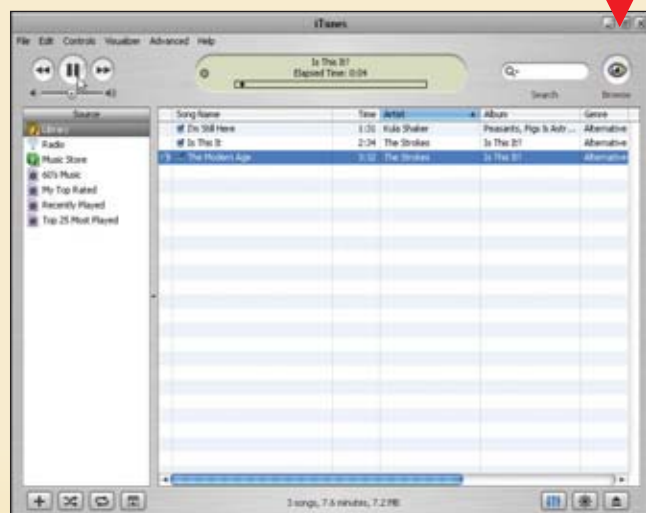
STEP 4 When iTunes is opened for the first time, a Setup Assistant will appear. Click on Next in the first dialogue box. iTunes can search through the My Music folder on your PC to find any music files and add them to the music library. If you want to scan your My Music folder, select this option and click on Next. Otherwise, select the No option and click on Next. Music files stored in the My Music folder can be organised by iTunes. This is especially useful when you alter any details about a music file (like its name, the artist or the album). Choose the appropriate option and click on Next.



STEP 5 The Setup Assistant has almost finished. The final choice concerns the iTunes Music Store (music available on the internet) and your own music library. Choose the second option labelled No, take me to my iTunes library then click on Finish. iTunes will then appear on screen. The program can be maximised to fill the entire screen by clicking on the square shaped maximise button at the top right of the main program window.

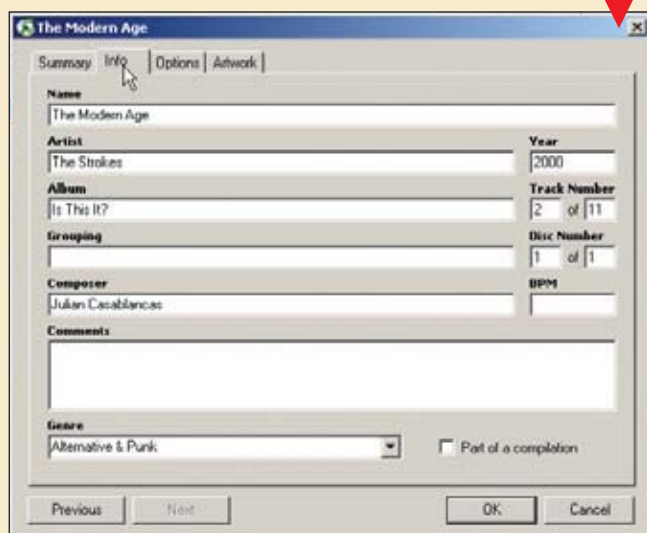


STEP 6 In the main iTunes program window a 'Source' list on the left provides you with a list of locations for storing or retrieving music. The Library may already be selected (click on it if not). In the main part of the screen, any music files stored in the My Music folder will be listed. To listen to a track in the library, double-click on it. The track and elapsed time will be displayed near the top of the screen. To stop playing a track, click on the Pause button at the top left of the screen.

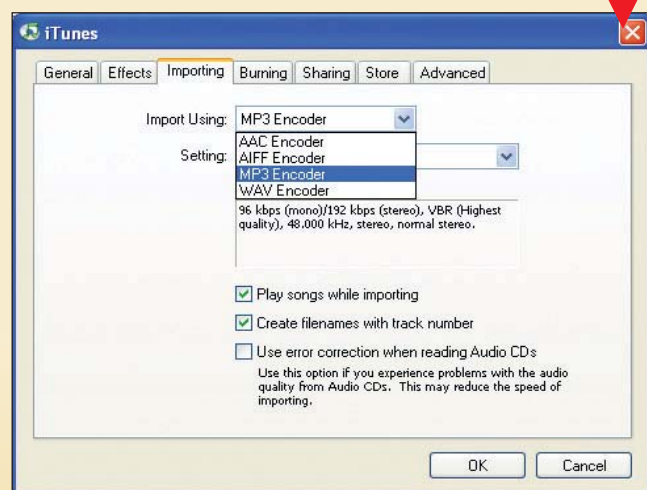




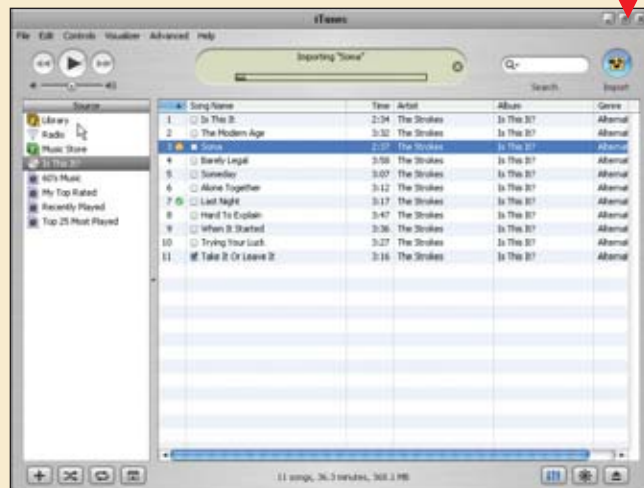
STEP 7 Information and play settings can be adjusted and changed for each track listed in the library. Right-click on a track listed in the Library and choose Get Info. A dialogue box will appear containing information about the track. Select the Info tab to see more details about the name of the track, which album it's from and other information. This information can be changed if required. Select the Options tab to adjust the volume setting for playing the track. Click on OK to close this dialogue box and return to the main iTunes screen.



STEP 8 Music tracks from a CD can be saved to your computer and added to the Library in iTunes. If you want to save the tracks as MP3 files, click on the Edit menu, choose Preferences, select the Importing tab from the dialogue box that appears and change the first box to MP3 Encoder. After inserting a music CD, iTunes should automatically identify the CD and list the tracks. To add a track to the Library and store it on your computer, drag and drop a track onto the Library heading on the left side of the screen. To add all of the tracks on a CD, select the Import button at the top right.



STEP 9 As a music track or number of tracks are transferred to your computer, they are converted into AAC audio files (or MP3 if you changed the settings in step 8) and stored in the My Music folder. Watch the top of the screen for the progress of the file conversion. Once a track has been transferred it will be played. When you've finished transferring tracks from a CD to the Library, the CD can be removed and tracks listened to via the Library.



STEP 10 As the list of tracks grows in the Library, it may become increasingly difficult to find particular songs. In the next issue of Computeractive we'll cover creating a playlist, which helps to organise your music collection. In the meantime, try clicking on the drop-down menu shown here, whereby you can search for a track according to artist, album, composer or song title. Select one from the list that appears then type the first few letters of the track you are looking for and the list of tracks will be filtered instantly. Return to this search list and choose All to see all the tracks in your library.

