

iTunes Hot Tips

Get Information for CDs from Offline Imports

If you're connected to the Internet, iTunes will automatically retrieve information about any CD you play or import with iTunes, including the name of the artist, album, and each song on the CD. If you're not connected to the Internet, you'll notice that all the songs you import will have generic names such as "Track 1," "Track 2," and so on. Once you connect to the Internet, you can replace them with the actual CD information—just select the songs and from the **Advanced** menu, choose **Get CD Track Names**. iTunes will retrieve the names of your selected songs and apply them automatically, even if the CD is no longer in your computer.

Playlist Tips

- . To open a playlist in a new window, double-click the playlist icon in the Source pane.
- . When you edit information in the library, the change affects all your playlists too. If you edit a song name, iTunes changes the name of the song on your hard disk by default (in the Advanced pane of iTunes Preferences, uncheck the Keep iTunes Music Folder Organized checkbox to prevent this from changing).
- . To copy a song from one playlist to another, select a song in one playlist and drag the song to the other in the Source pane.
- . To quickly jump to a song's relevant iTunes Store page (from a song in your library or playlist), click the arrow next to the song, artist, or album name.
- . To create a new playlist of an entire album in your library, click Library in the Source pane and from the View menu, choose Show Browser (if you see Hide Browser, the browser is already visible). Drag an album from the browser's Album list to the white area below all other items in the Source pane. iTunes creates a new playlist named after the album.

- To quickly create a playlist containing selected songs, press the Command key and click to select the songs you want to add, then drag the songs to the white area at the bottom of the Source pane.
- To remove the Party Shuffle playlist or Radio from your Source pane, open iTunes Preferences, click the General button, and deselect the Party Shuffle or Radio checkbox.
- If you're listening to a playlist that includes a song preview, iTunes stops after playing the song preview. Double-click the next song in the playlist to resume playing the remaining items.

Create Wish Lists in the iTunes Store

You keep finding great songs in the iTunes Store, but you're not ready to buy them just yet. What can you do to remember what you want? Simple. Just make a wish list. Create a new playlist in iTunes and then shop the iTunes Store. When you find a song that you want, drag the listing to your new playlist. You can then listen to a preview of any item on your wish list and even buy it directly from the playlist too.

Gift Songs and Albums

If you know the perfect song or album to give to someone, you can purchase the item as a gift for that someone special to download. In the iTunes Store, simply find an album of interest, click "Gift This Music," and then click "Gift Album" or "Gift Song." You can also gift TV shows and music videos.

Browse Songs by Album or Artist

To view all songs within an album or by an artist, Option-click on the Mac next to a song, artist, or album name in your library. This opens the selected item in browse view.

Slow Connection? Improve Song Preview Play

To listen to a preview of a song in the iTunes Store, just double-click a song listing. However, if your network connection is slower than 128 kbps, the preview may stutter. To prevent this from happening, open

iTunes Preferences, click the Store button, and select the “Load complete preview before playing” checkbox.

Create a CD from your iTunes Library

To make your own CD from an album in your library, click Library in the Source pane. From the Edit menu, choose Show Browser (if you see Hide Browser, the browser is already visible). Drag an album from the browser's Album list to the white area below all items in the Source pane to create a new playlist of the entire album. Then select the new playlist and from the File menu, choose Burn Playlist to Disc.

iTunes Window Tips and Tricks

To rename a song, album, or CD, select the item and click on the name again (don't double-click a name). Then type a new name in the text box.

To quickly go to the song that's currently playing in your library or on the iTunes Store, click the curved arrow to the right of the progress bar at the top of the iTunes window.

To switch between a song's Total, Elapsed, and Remaining Time, click the time display at the top of the iTunes window (be sure that the song is playing or paused). Click the name above the time to switch between artist, song title, and album name.

To switch between the approximate and precise times for all songs in your selected playlist or the library, click the time displayed at the bottom of the iTunes window.

Show Duplicate Songs

Whether you've downloaded music or imported songs from CDs, you may have a few duplicate songs lingering in your iTunes collection—especially if you've got a few albums by some band, including their "Greatest Hits" CD. To find out if you've got duplicate songs, choose Show Duplicates from the View menu. You can then decide whether to keep or delete whatever iTunes finds.



About import settings and hard disk space

When you import a song into iTunes, the song is stored on your hard disk. How much disk space the song uses depends on the song and the import settings you choose in iTunes preferences. The import settings also affect the audio quality. In general, the larger the file the better the sound.

This chart provides an overview of the formats in which you can play and save files in iTunes.

Encoding format	Can be played using	File size (approx)	Comments
AAC (MPEG-4)	iPod, applications that support QuickTime	> 1 MB/min (High Quality setting)	Default for Windows-based computers and Mac computers with QuickTime 6.2 or later
MP3	iPod, computers, most digital music players	1 MB/min (High Quality setting)	Default for Mac computers with QuickTime 6.1 or earlier
AIFF	Many applications	10 MB/min	Use for burning high-quality audio CDs from imported songs
WAV	Macs, Windows-based computers without iTunes and computers without MP3 software	10 MB/min	
Apple Lossless	Some iPod models, applications that support QuickTime	5 MB/min	Use for burning high-quality audio CDs from imported songs

AAC-encoded files rival the quality of audio CDs, and sound as good as or better than MP3 files encoded at the same or even a higher bit rate. For example, a 128 Kbps AAC file should sound as good as or better than a 160 Kbps MP3 file. Because the bit rate is lower, the AAC file will also be smaller than the MP3 file. AAC files enable you to store the most music on your hard disk or iPod. You can fit the same number of songs on an audio CD using Apple Lossless, AIFF, or WAV; the song files are smallest with the Apple Lossless encoder.