

## Putting Music on the iPod

1. One doesn't need music to be in mp3 to go on the IPOD. If you download iTUNES, put a CD in and click "Import CD" on the lower right side OR in the File at the top. An import screen appears with checks in each box. Remove checks for the particular songs you do not want imported.
2. Now, go to "Music" or "Library". You can create playlists (folders) if you want to create selective duplicate listings of some songs. Not necessary, of course.
3. Plug in a fully charged iPOD and WAIT. It takes a few minutes for iTunes and iPOD to communicate. There are preferences that can be made. You can look at the box at the top of iTUNES to see if the syncing is in progress. It doesn't take long unless you have a LOT to be added to the current iPOD.
4. To repeat, just put the CD in, click "Import CD" I think on lower right or under "File", wait and watch. When completed, plug in fully charged iPOD and it should proceed, but if nothing happens, click around. Apple makes iPOD very easy to use.

Much of the previous discussion addressed the issue that Mp3 is probably a good choice of format rather than the default AAC and that choice can be made under edit>preferences>general>import settings but it is not necessary to change the default settings unless you have some reason for wanting mp3. Just put CD in drive, click import, and always wait and watch unless many minutes pass with not the proper actions happening. The process is failsafe, basically. Any accepted format or a mixture of them is OK and will be transparent to her.

If you have an iPod you can ONLY sync it with iTunes, not Media Player. If you don't have an iPod, you may want to use the free, user friendly iTunes.

Go to [www.apple.com](http://www.apple.com) , click on iTunes and download it free. Open iTunes, put a CD in the drive and either say yes to the window that pops up or click on the lower right of the page "Import CD". When you remove the CD the screen showing after all the songs that are checked are imported (ripped), you can go to the "Library" "Music" on the upper left side of the screen. All songs are in the Library. If you delete a song from the Library it is deleted from the computer. You may add, delete, drag and drop song titles (pointers to the songs) between playlists (folders) and the song is still in the Library.

To play any of the songs, just double click on the song in the library or any playlist (folder) on the left. iTunes has created some Smart Playlists that you can eliminate if you want and are on the left already, like Most Recently Played or 90's Music. Those Smart Playlists (with gears in the icon beside the title) *automatically* maintain lists of the songs in the Library that match the criteria set. You can create other automatic playlists or change the criteria for automatic selection by highlighting the existing Smart Playlist and choosing "edit Smart Playlist" in the File Menu. For example, you could create a new Smart Playlist by choosing that in the File

Menu and then selecting the criteria for that list; for example, just one artist like Louis Armstrong. You could name the Smart Playlist by that name, set the selection criteria and iTunes will automatically put all songs with Louis Armstrong as the artist in that folder for you.

People usually prefer to create their own Playlists (folders) by clicking on the lower left page plus sign and naming the playlist, like Favorites, Country, Background, Piano, or Dancing or other title and then dragging and dropping the songs into the playlists from the Library. You may also create and name a new Playlist by choosing that option in the File menu. You do not need to have playlists unless you want the convenience of organizing the songs or unless you want to burn an audio CD.

If you have an iPod, plug a FULLY CHARGED iPod into an USB port and wait (wait also when putting a CD) for the programs to communicate. The program should direct you initially to register and set up the iPod and download the software. Depending on the capacity of your iPod and the amount of music, audio books etc, you can set the sync settings. The checked songs are synced to the iPod. The Song Library is like a book library. You "take out" or sync files (songs) by having a check beside the song.

My iPod preferences (come up when iPod is plugged in) are set to sync everything except my Christmas Music Playlist. I add a check to that Playlist containing all my Christmas songs (I previously created that general playlist, named it, and dragged the Christmas albums and songs into it) about Thanksgiving and then resync the iPod with the check removed (so the playlist isn't selected) after New Years. Sometimes I don't listen to the Playlists on my iPod, I just select the Library (Music or Songs) and play through the whole Library and don't want to be clicking past Christmas Music throughout the year. If I had an iPod with limited capacity I could just sync a few playlists or songs by selecting only those.

the Help menu at the top of iTunes is very helpful and presents information in a user friendly form. Use it often if you have questions. This is all inherently easy since all you are doing is loading files from a CD, organizing (or not) the files (songs) and automatically transferring (syncing) to the iPod.

Apple makes it all user friendly. Below are links to little videos on how to do all the above in small bytes plus more - importing music, creating playlists, burning CDs, syncing to iPod, and other topics.. The links are from [www.apple.com](http://www.apple.com) and then the support tab. Click on iTunes and/or the iPod you have (Touch, classic, nano, etc) for information and videos.

There are a few other items of interest I can cover in the future, but the above is more than I knew when I was new to computing and wanted to put ALL my music on one tiny device and use it anywhere or play it through any radio or stereo.

To customize any of the conditions defined for the default Smart Playlists in iTunes, right-click on the playlist title and select edit "Smart Playlist" from the pop-up menu. The conditional settings seem to be easy to understand.

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