



iTunes

For: home computer, laptop, phone (Android & iPhone), tablet, iPod



This is the iTunes logo. Look for this logo and click on it on your desktop, phone or tablet to open the program.

What is iTunes?

iTunes is a great place to buy and organise your music. It's a computer programme that allows you to buy music to download and organise on your computer. You can listen to your music directly from iTunes on your computer or load it onto a portable music player or a desktop music player if you prefer.

How do I get iTunes?

If you do not already have iTunes downloaded to your device, please use your internet browser to visit <https://www.apple.com/itunes/download> where you can download iTunes. When you open the downloaded file, step-by-step instructions will show you how to install the software. The steps may be slightly different depending on which device you are using.

If you are using a smartphone or tablet and do not already have it on your device, you can download iTunes by searching for "iTunes" in the App Store and clicking get or install.

What can I do with iTunes?

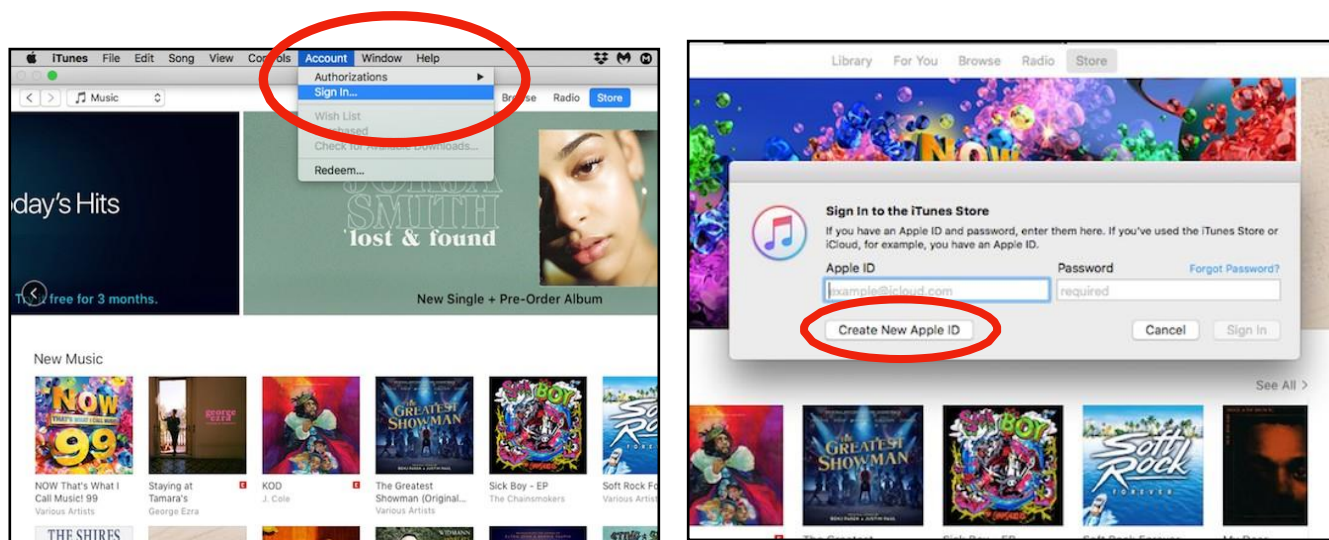
In the following pages you will find step-by-step guides on how to:

- Create an account with iTunes
- Buy music on iTunes
- Create playlists
- Upload music to your iPod or apple device

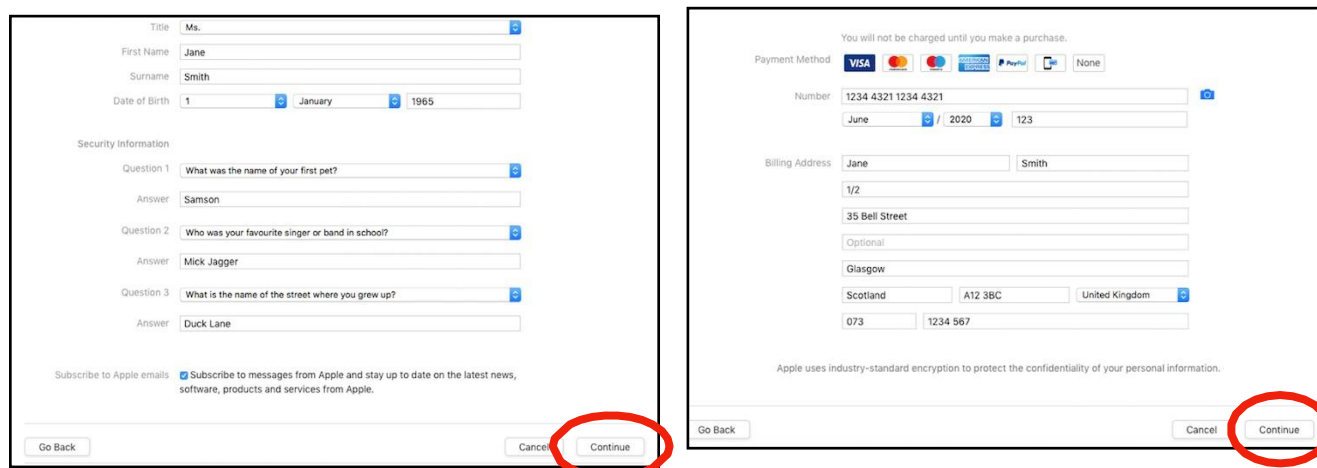
Creating an account on iTunes to buy music

Before buying music, you will need to set up an account on iTunes or sign in if you already have one. Double click the iTunes logo (🎵) to launch the program.

- 1 Click the Account menu and select Sign In. If you already have an account, enter your username and password here. If you're creating a new iTunes account, click Create Apple ID.



- 2 Enter the email address you want to use for this account, create a secure password, answer security questions and enter your birthday. When you're done, click Continue.

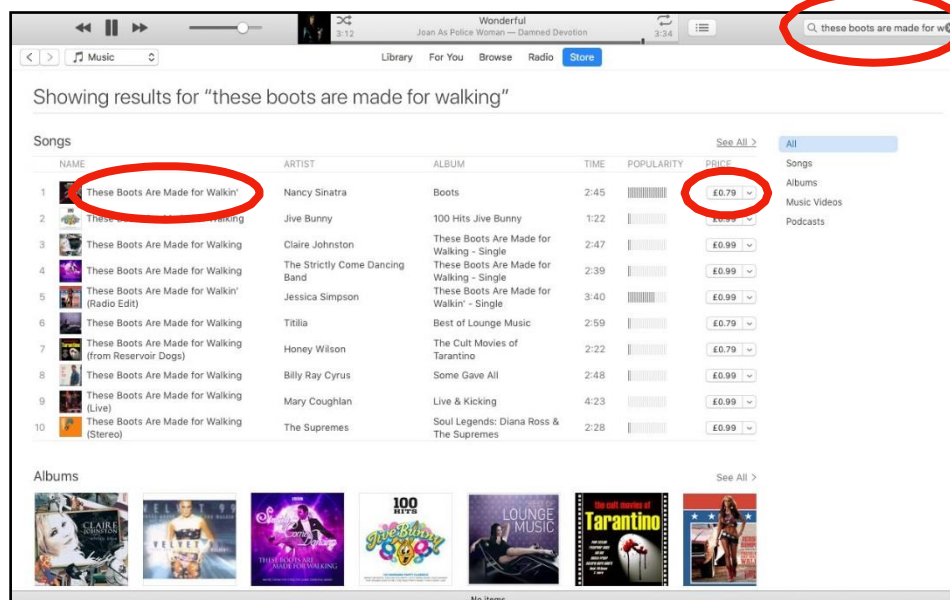
The image consists of two side-by-side screenshots of the account creation process. The left screenshot shows the personal information form with the 'Continue' button circled in red. The right screenshot shows the payment method form with the 'Continue' button circled in red.

- 3 You will be asked to enter the payment method you wish to use each time you make a purchase at the iTunes Store. Enter the details from your credit or debit card then click continue and you'll have your Apple ID set up and ready to use!

Buying music on iTunes

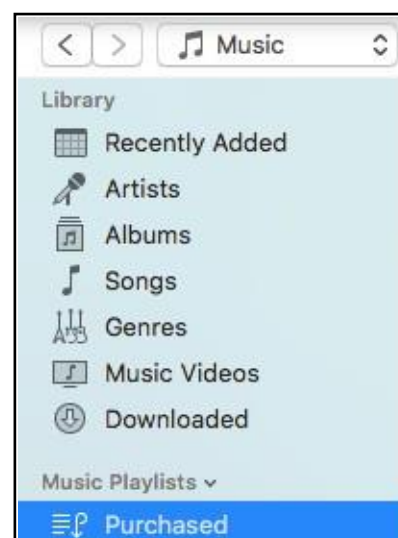
Before making your purchase on the iTunes store, ensure you are online and that your internet connection is strong.

- 1 Enter the name of the artist, album, or song in the search box in the top right corner and click enter. You can include information about both the artist and song title to have a better chance of finding the version you want.



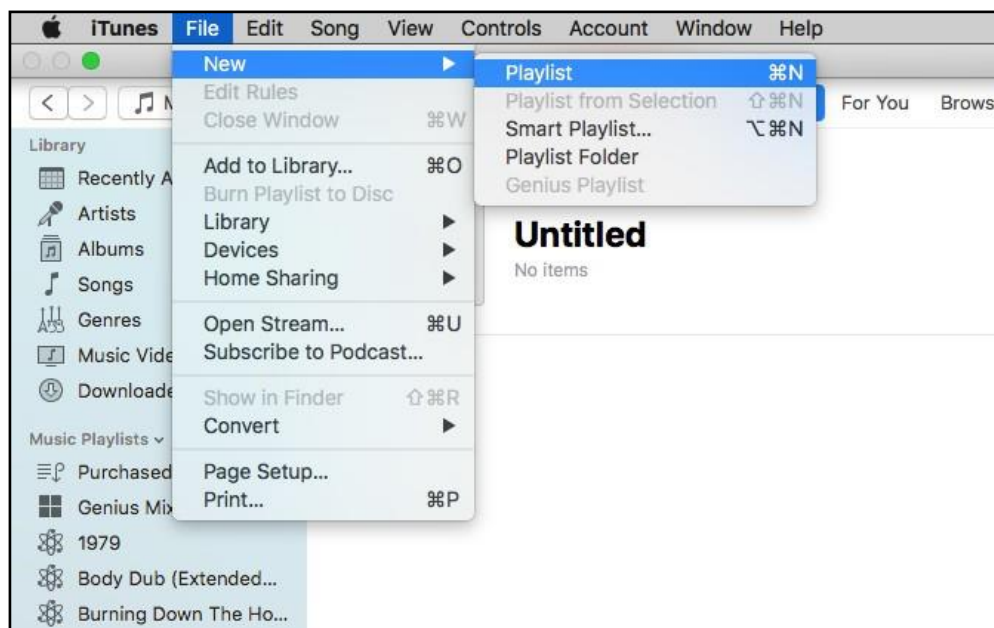
In the results page you will see an list of songs which matched your terms. You can hear a short preview of each song by double clicking on the title. You can also see more results by clicking on "see all". Once you have found the song you are looking for, you can buy it by clicking on the price listed. You may be prompted to confirm your Apple ID and password to authorise your purchase. Your songs will start to download immediately and will take a few minutes each to download.

- 3 Click on "**Library**" near the top of the window to return to your music. Your songs should automatically appear here once they have finished downloading. You can view your songs in various ways by clicking on the headings Recently Added, Artists, Albums, or Songs which you will find in the menu bar on the left.

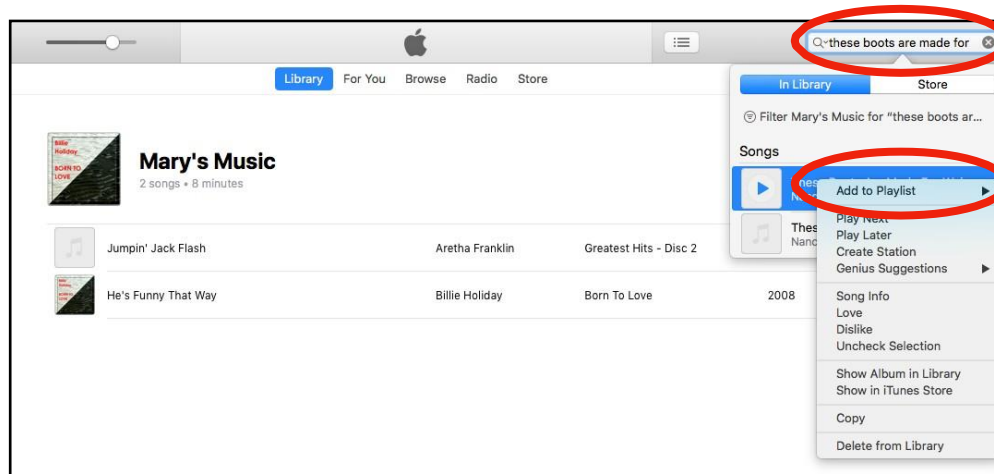


Making a playlist on iTunes

- 1 To create a playlist, select file > new > new playlist from the sub menu



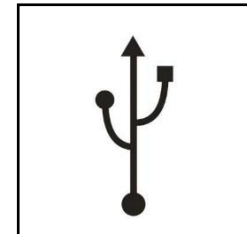
- 2 iTunes will suggest a default name for the playlist which you can change to something more meaningful to you. Then you can start adding music straight away. Open your playlist by selecting it in the left side menu bar, and search for the music from your library that you would like to use in the top right search bar. With your playlist open, you can add a song to your playlist by clicking and dragging the song from the results and dropping it into your playlist, or you can click the three dots to the right of the song results, hover over Add to Playlist, and select your playlist from the sub menu.



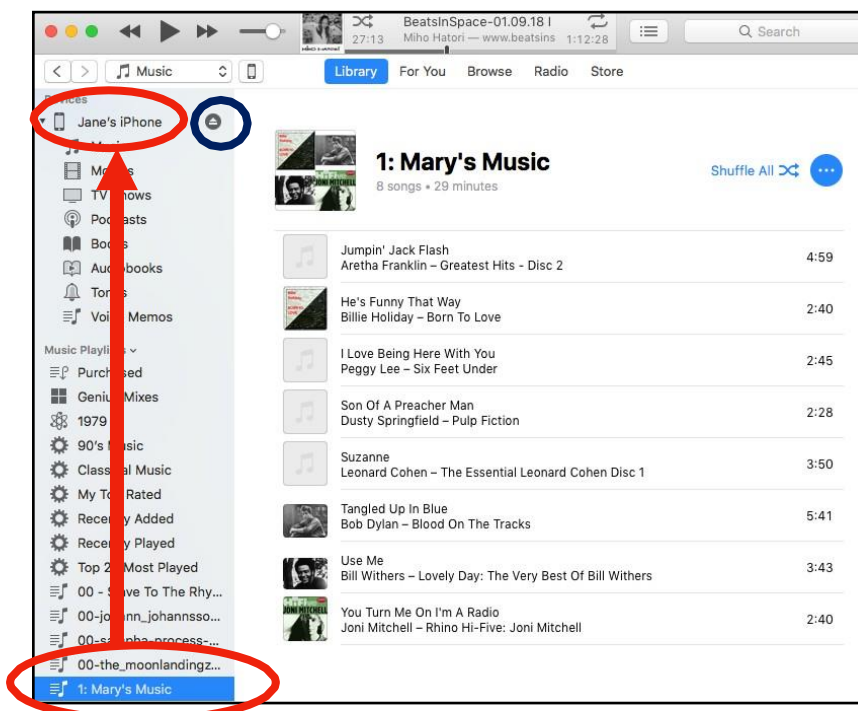
- 3 You can play your playlist by double clicking on the first song in the list. You can rearrange songs by clicking and dragging them into the order you would like.

Transferring music onto your iPod, iPhone or iPad

Transferring music onto a portable music player gives you more freedom in how you listen to your music. It allows you to listen to music when you are out and about. If you own an Apple device, you can use iTunes to do this. If you are unsure if your device is apple, look for the apple logo on it (pictured right).



- 1 Connect your Apple device to your computer using the cable which came with it. This should connect via the USB slot which you will likely find in the side or back of your laptop, or front or back of your home computer unit. If you are unsure, you can look for the USB symbol on your laptop/computer (pictured right).
- 2 To transfer a playlist to your iPod, find the playlist in the left hand menu (Mary's Music in the picture below), click on the title and, holding in the click button, drag the mouse up to your device (Jane's iPhone in the picture below) and let go.



- 3 After a few moments the transfer will be complete. You can then eject your device by clicking on the eject symbol (circled in dark blue above, pictured to the right). Now you can listen to your personal playlist throughout the day whenever you want to!

