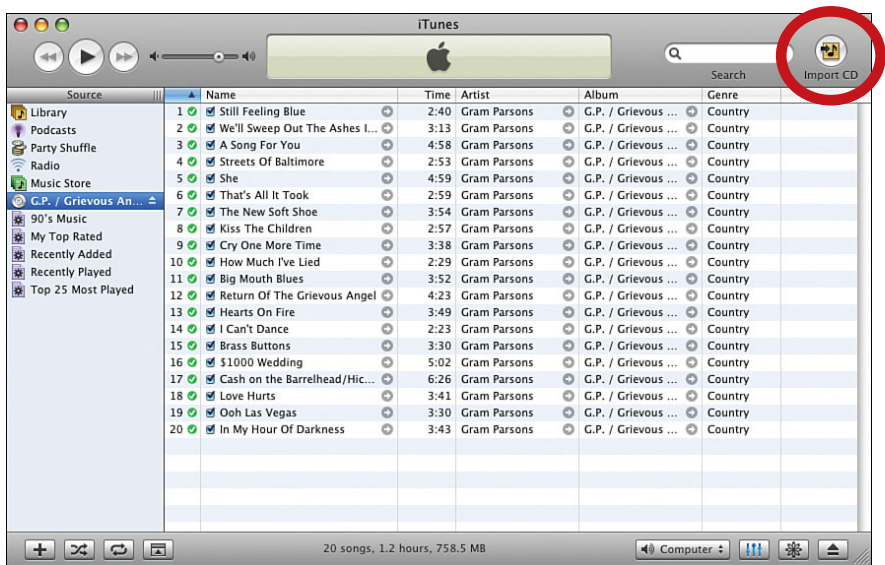## ADDING MUSIC TO YOUR iTUNES LIBRARY

The first step to getting music on your iPod is to add it to your computer's iTunes library. The library is both a folder hierarchy where your files are stored and a database that keeps your music files organized so you can find it or copy it to your iPod. The library accepts audio files in all of the formats supported by your iPod. You can also add movies and PDF files, which you'll learn about in Parts 9, "Watching Video in iTunes and on Your iPod," and 14, "Adding Lyrics and Artwork to Your Music Library."

You can bring audio files into your iTunes library from a wide variety of sources: audio CDs, files from your computer or downloaded from the Web, or songs you buy from the iTunes Music Store. You can add files in a number of audio formats, including MP3, WAV, Apple Lossless, and AAC. You can also convert files from an uncompressed (big file) format to a compressed (smaller file) format so more music fits on your iPod. That's called *encoding*.

In this part, I show you many ways to bring music into iTunes. Although none of these methods are prohibited by copyright laws in the United States, you should familiarize yourself with laws that govern when music can be copied to your computer. For example, you can rip a CD you own to your Mac or PC, but it is illegal to copy a friend's CD.
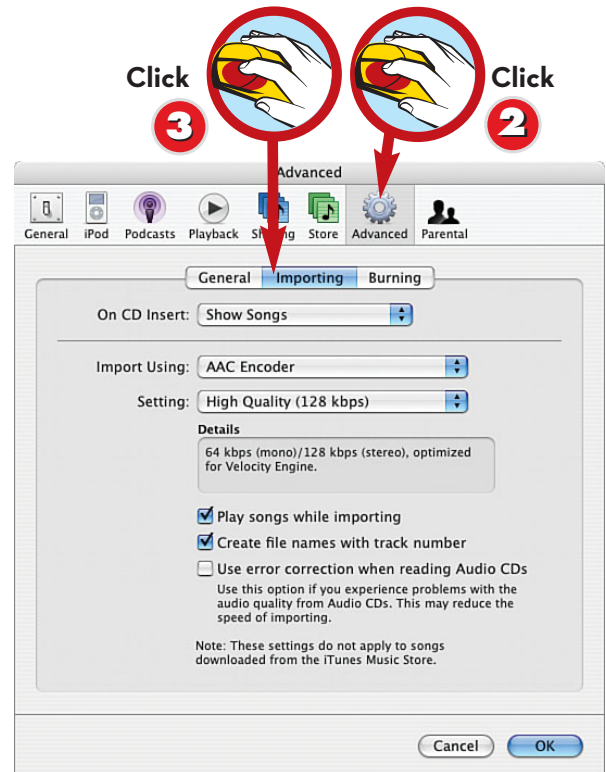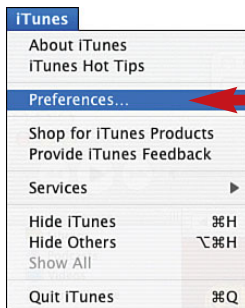
iTUNES IMPORTING

SETTING MUSIC IMPORTING PREFERENCES

When you add music to your iTunes library, the files are copied to your computer in the iTunes folder. Files are typically converted from their original uncompressed format to a compressed format you can choose. You can also import compressed files, including MP3s. Before you import music from a CD or copy it from another source, take a few moments to set importing preferences in iTunes.

Click ③   **Click** ②

Start

iTunes
About iTunes
iTunes Hot Tips

Preferences...

Shop for iTunes Products
Provide iTunes Feedback

Services   ▶

Hide iTunes   ⌘H
Hide Others   ⌥⌘H
Show All

Quit iTunes   ⌘Q

① **Click**

Advanced

General iPod Podcasts Playback Sharing Store Advanced Parental

General **Importing** Burning

On CD Insert: Show Songs

Import Using: AAC Encoder

Setting: High Quality (128 kbps)

Details
64 kbps (mono)/128 kbps (stereo), optimized for Velocity Engine.

☑ Play songs while importing
☑ Create file names with track number
☐ Use error correction when reading Audio CDs
Use this option if you experience problems with the audio quality from Audio CDs. This may reduce the speed of importing.

Note: These settings do not apply to songs downloaded from the iTunes Music Store.

Cancel   OK

① **Mac user:** In iTunes, pull down the **iTunes** menu and choose **Preferences**.
Windows user: In iTunes, pull down the **Edit** menu and choose **Preferences**.

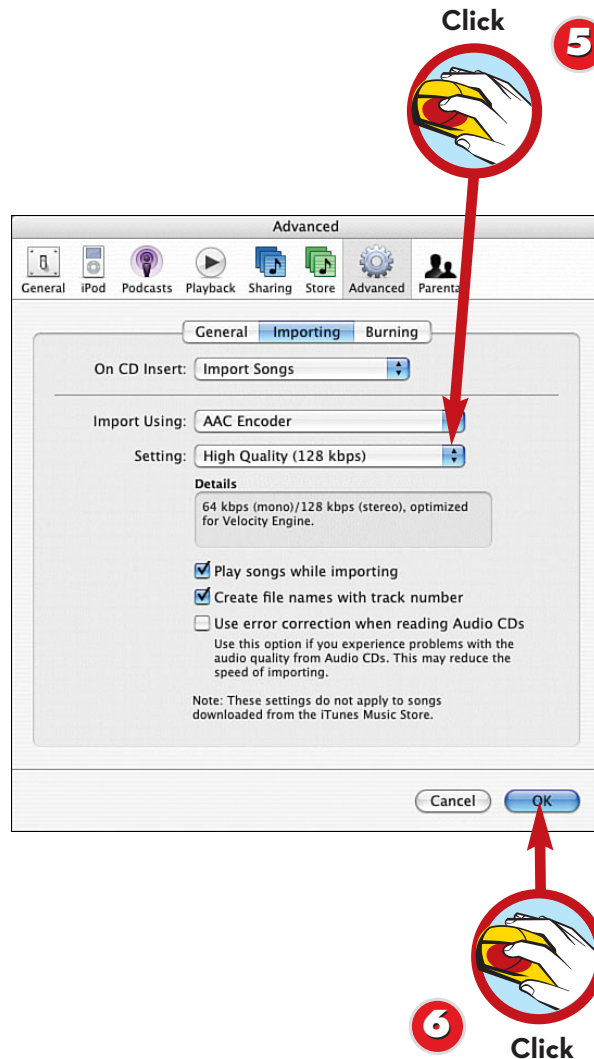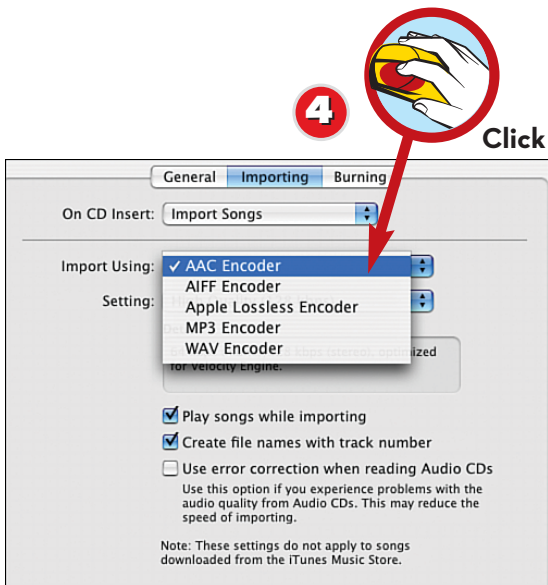② Click the **Advanced** button.

③ Click the **Importing** tab.

NOTE

Format Choices
AAC is the best compressed format available. If you plan to transfer imported files out of iTunes or play them on a non-iPod music player, you can import files as MP3s instead. AIFF and WAV are uncompressed formats that create very large files. AIFF is the format found on audio CDs; WAV is a standard Windows file format; and Apple Lossless is the company's high-quality, moderately compressed format.

Click

④

Click

⑤ **Click**

General | Importing | Burning

On CD Insert: Import Songs

Import Using: ✓ AAC Encoder
AIFF Encoder
Apple Lossless Encoder
MP3 Encoder
WAV Encoder

Setting:

☑ Play songs while importing
☑ Create file names with track number
☐ Use error correction when reading Audio CDs
Use this option if you experience problems with the audio quality from Audio CDs. This may reduce the speed of importing.

Note: These settings do not apply to songs downloaded from the iTunes Music Store.

Advanced

General | iPod | Podcasts | Playback | Sharing | Store | Advanced | Parenta

General | **Importing** | Burning

On CD Insert: Import Songs

Import Using: AAC Encoder

Setting: High Quality (128 kbps)

Details
64 kbps (mono)/128 kbps (stereo), optimized for Velocity Engine.

☑ Play songs while importing
☑ Create file names with track number
☐ Use error correction when reading Audio CDs
Use this option if you experience problems with the audio quality from Audio CDs. This may reduce the speed of importing.

Note: These settings do not apply to songs downloaded from the iTunes Music Store.

Cancel | OK

⑥ **Click**

④ Choose **AAC Encoder** from the Import Using drop-down menu, if it isn't already selected. AAC is a compressed file format that's a higher quality than MP3.

⑤ Choose **High Quality** from the Setting menu if you intend to import music.
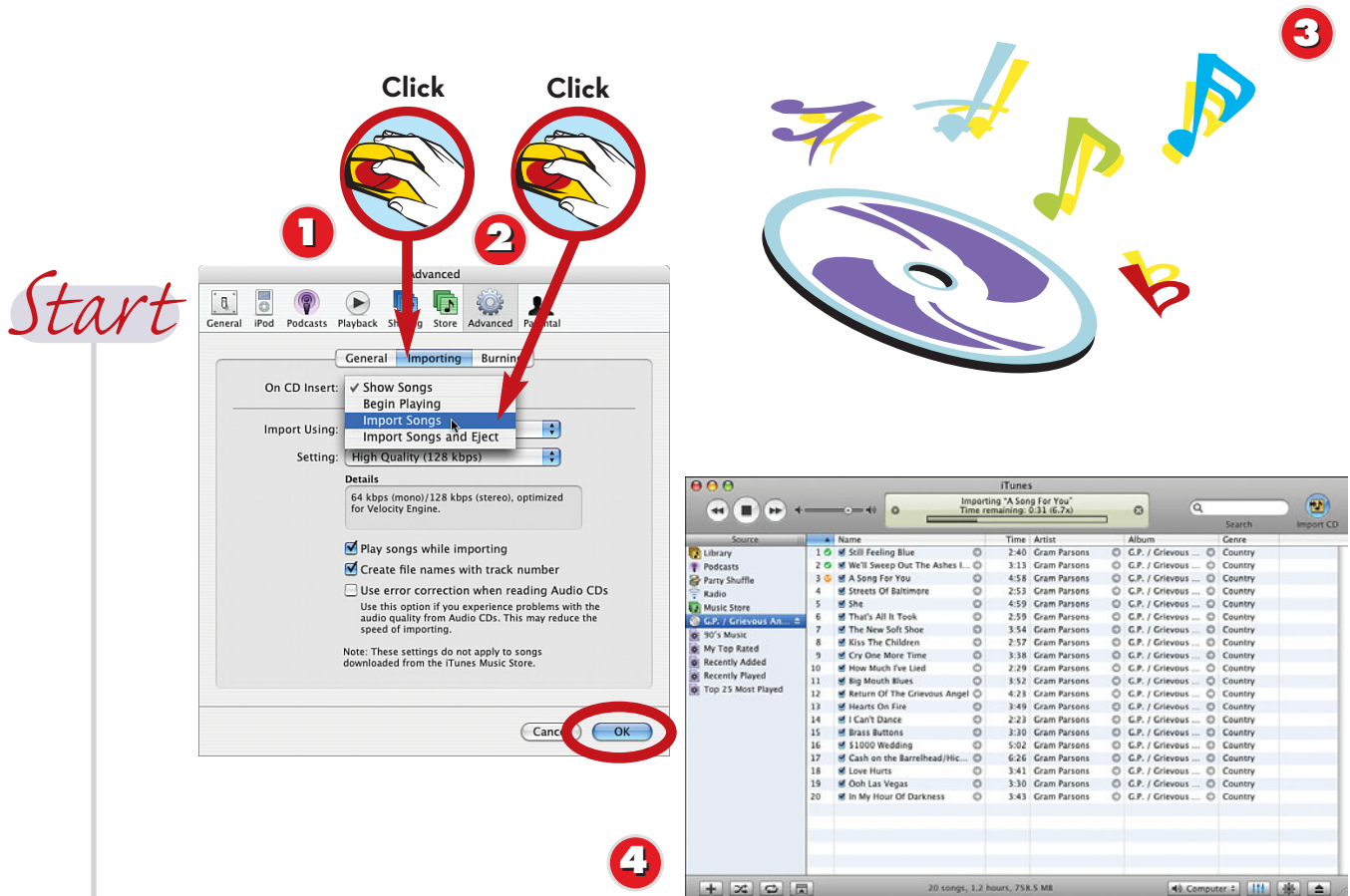
⑥ Click **OK** to close Preferences.

End

NOTE

Custom Encoding

Custom encoding settings are available from the **Settings** menu for each supported file format. These settings tweak the bit and sample rates, affecting the quality and size of the file (higher quality is better sounding but results in larger files). In most cases, you won't need to mess with these options.

IMPORTING MUSIC FROM A CD

iTunes can automatically import tracks from your audio CDs, making them available for playback on your computer or transfer to an iPod.

Start

Click **Click**

① **②** **③**

④

① In the **Advanced** tab of iTunes Preferences, click **Importing**.

② Choose **Import Songs** from the On CD Insert menu, to tell iTunes to begin importing as soon as you insert the CD. Click **OK** to close.

③ Insert an audio CD into your drive.

④ iTunes contacts the Gracenote Media Database to obtain track information for your disc. Importing begins automatically. You hear an alert when the process is complete.

End

NOTE

Got Gracenote?

The Gracenote Media Database (formerly called CDDB) is an Internet repository of artist, track, and production information for thousands of songs and CDs. In most cases, iTunes is able to add Gracenote data to the CDs you import to your iTunes library. If the database doesn't return track information, you can add it manually. I show you how in Part 13, "Managing Your iTunes Library."

ADDING A FILE FROM YOUR COMPUTER

iTunes imports any supported audio file you copy from elsewhere on your computer. Formats include AIFF, WAV, MP3, AAC, and Apple Lossless. You can add the file by dragging it into the iTunes window or by using iTunes's menus.

Start

Click ❷

Click ❶

Drag ❸

Drop

End
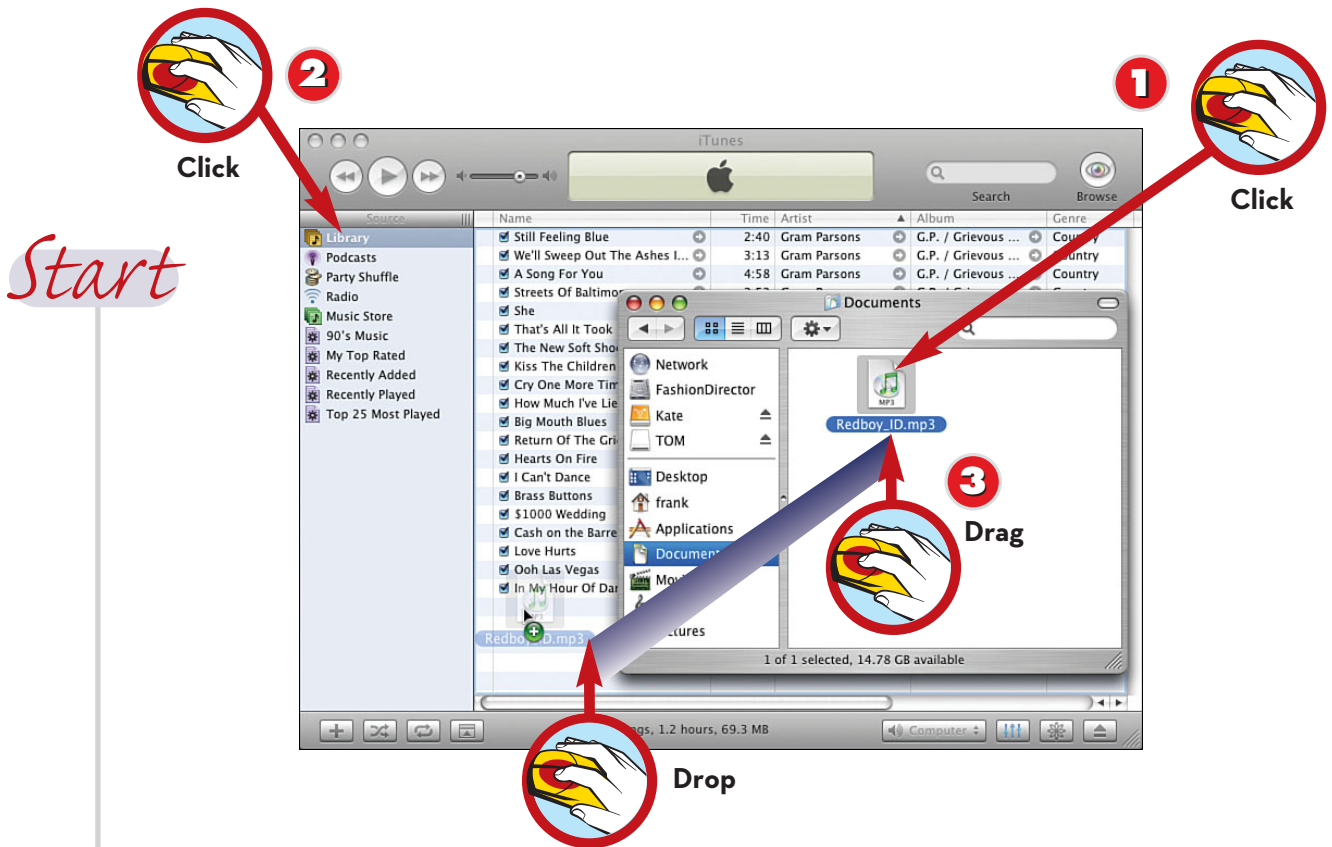
❶ In **Windows Explorer** (Windows) or the **Finder** (Mac), locate an audio file or a folder containing audio files.

❷ Click the **iTunes Library** label to view it in the content pane.

❸ Drag the file or folder and drop it in the iTunes window. iTunes imports the file(s).

ADDING A FILE FROM THE INTERNET

Downloading audio files that are protected by copyright and available for sale without paying for them is illegal, but there are plenty of freely available songs, sound clips, and podcasts out there, free for the taking from websites.
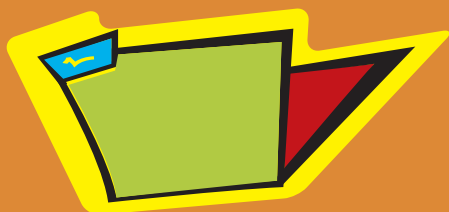
Start

Right-click (Windows)

Control+ click (Mac)

1 Go to the web page containing the audio file you want to download.

2 Right-click (Windows) or Control+click (Mac) on the link and choose **Save Target As** (Internet Explorer), **Download Linked File** (Safari), or **Save Link As** (Firefox).
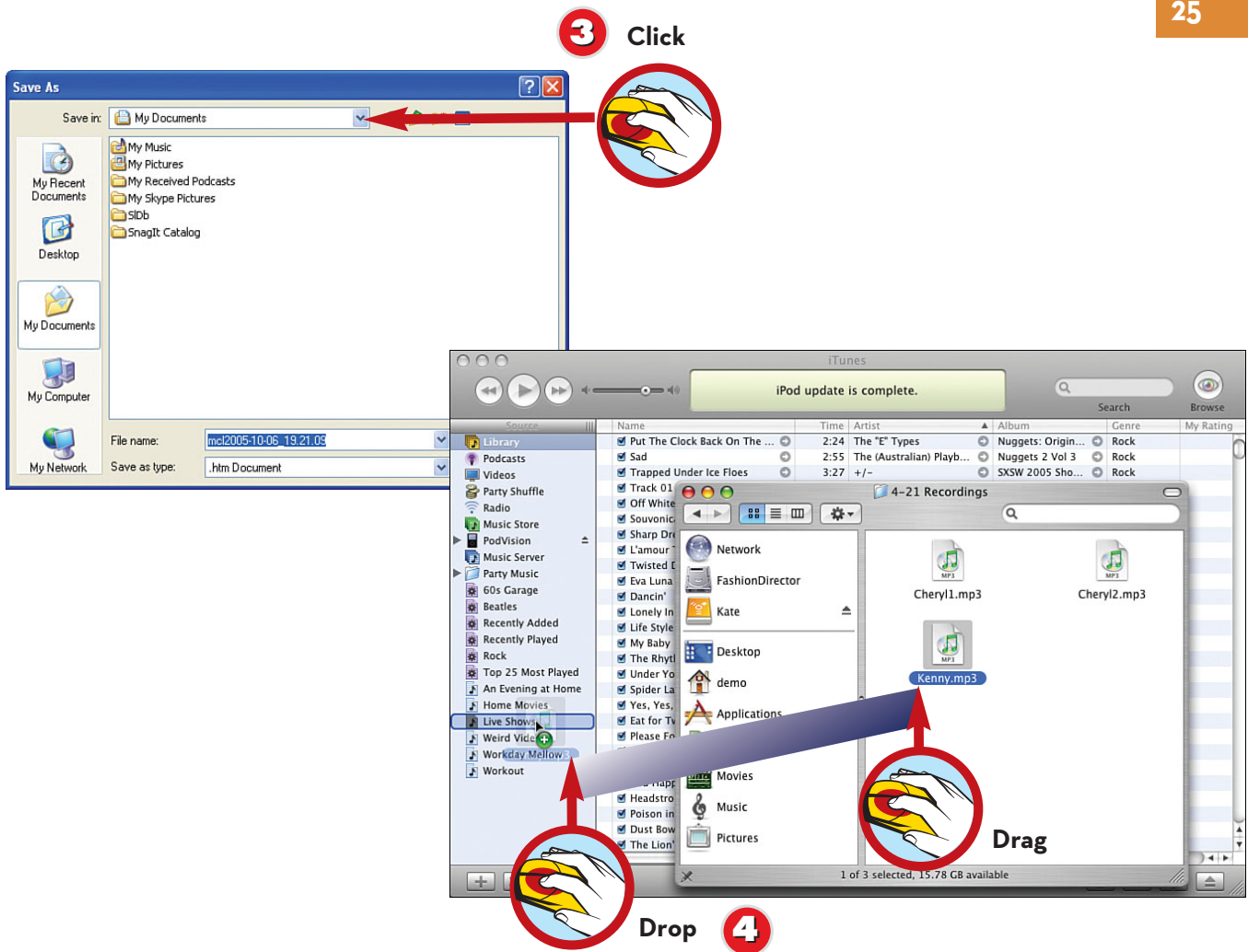
Continued

TIP

Click, No Modifiers

In most cases, clicking an audio file, rather than right-clicking or Control-clicking it, plays the file in your browser.

3 **Click**

Drag

Drop **4**

---

3 Internet Explorer and Firefox ask you to choose a location on your hard drive; Safari begins downloading automatically.

4 When the download is complete, locate the file in Windows Explorer (Windows) or the Finder (Mac), and drag it into the iTunes window.

End

TIP

Safari Speaks iTunes

If you use Mac OS X and the Safari browser, you can skip a step by choosing **Open in iTunes** from the contextual menu when you ⌘+click the audio file.