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# iTunes<sup>®</sup> and iCloud<sup>®</sup> for iPhone<sup>®</sup>, iPad<sup>®</sup>, & iPod touch<sup>®</sup>

## **ABSOLUTE BEGINNER'S GUIDE**



Brad Miser

**que**<sup>®</sup>

800 East 96th Street,  
Indianapolis, Indiana 46240

# iTunes® and iCloud® for iPhone®, iPad®, & iPod® touch Absolute Beginner's Guide

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## About the Author

**Brad Miser** has written extensively about technology, with his favorite topics being Apple's amazing "i" technology—especially iTunes and the iPhones/iPod touches/iPads—that enable us to enjoy music, movies, TV shows, and other digital media wherever we are. In addition to *iTunes and iCloud for iPhone, iPad, & iPod touch Absolute Beginner's Guide*, Brad has written many other books, including *My iPhone*, 6th Edition; *My iPod touch*, 4th Edition; *Sams Teach Yourself Mac OS X Lion*; *Sams Teach Yourself iTunes 10 in 10 Minutes*; and *Sams Teach Yourself iCloud in 10 Minutes*. He has also been an author, development editor, or technical editor for more than 50 other titles.

Brad is or has been a sales support specialist, the director of product and customer services, and the manager of education and support services for several software development companies. Previously, he was the lead proposal specialist for an aircraft engine manufacturer, a development editor for a computer book publisher, and a civilian aviation test officer/engineer for the U.S. Army. Brad holds a Bachelor of Science degree in mechanical engineering from California Polytechnic State University at San Luis Obispo and has received advanced education in maintainability engineering, business, and other topics.

In addition to his passion for silicon-based technology, Brad is very active building and flying radio-controlled aircraft.

Originally from California, Brad now lives in Brownsburg, Indiana, with his wife, Amy; their three daughters, Jill, Emily, and Grace; a rabbit; and a sometimes-inside cat.

Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at [bradmiser@icloud.com](mailto:bradmiser@icloud.com).

## Dedication

*I leave you, hoping that the lamp of liberty will burn in your bosoms until there shall no longer be a doubt that all men are created free and equal.*

—Abraham Lincoln

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As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

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## INTRODUCTION

- What this book is about
- How this book is organized
- Technology covered
- Conventions used in this book
- Let me know what you think



## INTRODUCTION

## INTRODUCTION

Apple's "i" hardware and software revolutionized the ways people enjoy music, movies, TV shows, books, and other digital media both on computers (using the iTunes application) and, of course, on the incredibly popular iPads, iPhones, and iPod touches. This book is designed to help you get up to speed quickly and easily so that you can make the most of this great technology for yourself.

iTunes is the starting point for your digital media travels. That's because you can use iTunes to store and play all kinds of things, including music, audiobooks, movies, music videos, TV shows, and so on. You can build your content library using the iTunes Store, which is integrated into iTunes to make downloading new content simple. You can also add music, movies, and other media you already own almost as easily.

After you've stocked your digital shelves, you can use iTunes to enjoy your digital media on a computer. You can listen to music or watch an episode of a favorite TV show with just a few clicks of your mouse. And because iTunes is so useful, you'll likely end up with a large amount of music, movies, TV shows, podcasts, books, and the like in your iTunes Library. Fortunately, iTunes



also includes many features to help you keep this content organized so that you can listen to or watch whatever you want easily and quickly.

iCloud is Apple's online service that enables you to store content in the Internet "cloud." This is useful because it enables you to access the same content from multiple devices. For example, you can start listening to a podcast on your computer and then move over to an iPad and pick it up right where you left off. Or you can quickly access and play any of your music, even if it isn't stored on your iOS device or computer.

Speaking of iOS devices, let me say that they are amazing. After you start using an iPad, iPhone, or iPod touch, you may wonder how you ever got along without one (at least, that is the case for me!). These powerful devices are outstanding digital media players. You can use their apps for music, video, podcasts, books, your own photos and video, and much more. Incredible! (iOS devices can also be used for a lot more than digital media, including email, texting, web surfing, running apps, and so on, but here we are focused on digital media.)

It is my hope that the *iTunes and iCloud for iPhone, iPad, & iPod touch Absolute Beginner's Guide* enhances your life by helping you get the most out of this fantastic technology with a minimum of fuss and absolutely no muss (whatever that is!).

## How This Book Is Organized

This book contains several parts:

- **Part I, "iTunes,"** provides you with an in-depth explanation of the iTunes application. It starts with a detailed tour of the application followed by information you need to use the iTunes Store. From there, you learn how to add media to your iTunes Library, and then you explore how you can enjoy that content, which includes music and video. After the basics are covered, you learn how to add and edit information about your media, create and use playlists, enjoy podcasts, and play your iTunes content on other devices.
- **Part II, "iCloud,"** tells you how to connect iTunes and your iOS devices to Apple's iCloud service so that you can easily share your media among computers and iOS devices. You learn how to set up an iCloud account on each type of device and how to use iCloud with photos and music.
- **Part III, "iPads/iPhones/iPod touches,"** guides you through the many ways you can experience your iTunes media on iPads, iPhones, and iPod touches. You first learn how to put movies, TV shows, and other types of media onto these devices by downloading it directly or syncing the devices with iTunes.

Then, you learn how to use various apps, including Music, Podcasts, Videos, and iBooks. The part concludes with using iOS devices for your own photos and video.

## Technology Covered

All three of the “i” topics explained in this book are applicable to people who use Windows PCs and for those who prefer Macintosh computers. In fact, most of the information is the same, no matter which type of computer you use. When differences exist, you see the information that applies to each, such as how to accomplish a specific task using the appropriate keyboard shortcut for each type of hardware.

For Windows users, the information in this book is based on Windows 7. If you use Windows 8, there may be some differences, but because we spend most of the time in the iTunes application, those differences shouldn’t be significant.

For Mac users, this book is based on OS X Mountain Lion.

When this book was written, iTunes was on version 11, which was quite different from the previous versions, so make sure you are using the latest version, as explained in Part I.

Finally, the book was also based on iOS 6, which is the version of software that runs iPads, iPhone, and iPod touches as of the writing of this book.

## Conventions Used in This Book

The following sections describe the conventions used throughout this book.

### Commands

On a Mac or Windows PC, you tell the computer (or more specifically, the application you are using) what you want it to do by issuing commands. You do this by opening the menu on which the command is located and selecting it. The shorthand I use for choosing a menu command is **Menu, Command**. The name you should look for on each level is in bold, and each level is separated with a comma. For example, if you see “choose **View, View Options**,” that means you should click the **View** menu and choose the **View Options** command. There can be more than one level in a menu, too, as in **File, New, Playlist**.

On iOS devices, you tap the screen to issue commands. For example, to open the Settings app, you tap the **Settings** icon. Similar to menu commands, there

are levels of command; you may see something like, "Tap **Settings**, and then tap **General**." This indicates you should tap the **Settings** icon on the Home page and then tap the **General** command on the Settings screen.

## Keyboard and Other Shortcuts

iTunes provides lots of keyboard shortcuts to make commands easier and faster to use; a keyboard shortcut is a combination of one or more special keys along with a letter or symbol that are joined with the + on a Windows computer or a - on a Mac to indicate that you should press the keys at the same time. For example, Shift-⌘-N tells you that you should press the Shift key, the Command key (on a Mac), and the letter N at the same time.

You don't have to use keyboard shortcuts because you can always make a menu selection to do the same thing. However, using a keyboard shortcut is faster and easier, so they are worth learning for the commands you use frequently.

There are also times when you perform a secondary click, which is also known as a right-click, on something on the screen to access commands on a contextual menu. It's called a secondary click (instead of a right-click) because many devices don't use a mouse. Instead, they have trackpads, on which you may use gestures to accomplish a secondary click rather than the "right button" on a mouse.

## Special Elements

As you read through this book, you encounter special elements in the text. These are designed to enhance your experience with this book by providing additional information that doesn't necessarily belong in the main text. There are three types of special elements: Notes, Tips, and Cautions.



**NOTE** Notes are tidbits of information that I think are useful, but not essential, for you to get the most from iTunes, iCloud, or iOS devices. You could skip the notes and still get the key information, but I hope you find them interesting as you move through this book.



**TIP** Tips provide you with shortcuts or alternative ways of doing things. Tips are not essential, but in them you may discover information that enables you to get things done faster or easier.



**CAUTION** A caution calls your attention to things that may result in something happening that you probably won't want to happen. There aren't many of these in this book, but when you run across one, make sure you give it your attention to avoid an unpleasant outcome.

## Let Me Know What You Think

I hope you have a great experience with this book, and that it helps you get a lot of enjoyment from iTunes, iCloud, and your iOS devices. I've tried to cover the topics that I think most people need. However, every reader is unique, so you may run into an issue or need information that isn't included. Or you may simply have a correction or suggestion that you'd like to share, which I always appreciate and use to improve future versions.

In any or all of these circumstances, I'd love to hear from you. You can reach me at [bradmiser@icloud.com](mailto:bradmiser@icloud.com). I do my best to respond to each and every email I receive as quickly as possible, and I look forward to hearing from you!

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## IN THIS CHAPTER

- Understanding playlists
- Creating and managing playlists
- Creating and managing smart playlists
- Creating and managing genius playlists
- Working with playlists

# 7



## CREATING AND USING PLAYLISTS

Playlists enable you to listen to exactly the music you want to hear, when and how you want to hear it. Do you love a CD but hate a song or two on it? Fine, just set up a playlist without the offensive songs. Wish you could hear different songs from a variety of albums in your own greatest hits collection? Make a playlist and be the judge of what is great and what isn't. How about keeping things interesting by creating collections of music whose contents automatically change as your music collection does? No problem. Would you like it if the tunes you hear are selected for you automatically based on a specific song? With iTunes playlists, you can do all this and more.

## Understanding Playlists

Simply put, playlists are customized collections of content that you create or that iTunes creates for you based on criteria you define. After a playlist has been created, you can listen to it, put it on a CD, move it to an iOS device, share it over a network, and so on.



**NOTE** Playlists are the most useful for music, which is the focus of this chapter. However, playlists are equally applicable to other kinds of content, such as videos and podcasts. And you can mix and match different types of content in the same playlist. For example, you can include both songs and music videos in a “greatest hits” playlist.

There are several kinds of playlists in iTunes:

- **Standard playlists**—A standard playlist—which I’ll usually call just a playlist from here on because that is what it is called in iTunes—is a set of songs, music videos, podcasts, TV shows, and so on that you define manually. You put the specific content you want in a playlist, and then organize how you want it to play. You can include the same song multiple times, mix and match songs from many artists, put songs in any order you choose, and basically control every aspect of that music collection. Playlists are useful for putting music on an iOS device, creating a CD, or making a compilation of specific music you might want to listen to at the click of the mouse. With a playlist, you can determine exactly which songs are included and the order in which those songs play. Playlists are also easy to create, and they remain as they are over time—unless you purposefully change them.
- **Smart playlists**—A smart playlist is smart because you don’t put songs or other content in it manually. Instead, you tell iTunes which kind of content you want included in it by the attributes of that content. For music, you can use categories such as genre or artist, and iTunes picks songs with those attributes for you. For example, you can create a playlist based on a specific genre, such as Jazz, that you have listened to in the past few days. You can also tell iTunes how many songs to include.

The really great thing is that smart playlists can be dynamic, meaning the songs they contain are updated over time based on criteria you define. As you add, listen to, or change the music in your iTunes Library, the contents of a smart playlist can change to match those changes as they happen. Imagine you have a smart playlist that tells iTunes to include all the music you have in the Jazz genre that is performed by Kenny G, the Pat Metheny Group, Joe Sample, and Larry Carlton. If you make this a “live” smart playlist,

iTunes automatically adds any new music from any of these artists to it as you add that music to your iTunes Library. Live smart playlists make music more interesting to listen to because those playlists can change over time, giving you a different music experience each time they do.

- **Genius playlists**—iTunes creates this kind of playlist for you too, but instead of telling iTunes the type of music you want included, you choose a song and iTunes creates a playlist containing music that “goes with” the song you selected. How the iTunes “genius” selects songs that go with other songs is a bit of a secret, but you may find that it works really well for you.

Genius playlists can be very interesting because you might not be able to predict which songs are included. And you can refresh Genius playlists, which results in a new playlist that can have different songs in it that may play in a different order. Because you have to pick only one song, genius playlists are the easiest to create.



**NOTE** iTunes includes some playlists by default. The Purchased playlist contains content you’ve downloaded from the iTunes Store. The Genius Mixes playlist contains genius playlists based on the genres and other types of music in your iTunes Library. There are also some default smart playlists, such as those based on music from a specific era (for example, the 90s) or other criteria (such as your top-rated music).

You access your playlists through the **Playlists** tab of the Music window, as shown in Figure 7.1. Each type of playlist has a specific icon to represent it. As you learn later, you can create folders to keep your playlists organized. The Playlists list is sorted by the following general groups (top to bottom): default playlists, genius playlists, playlist folders, smart playlists, and playlists. Within each group, playlists are sorted alphabetically.



**NOTE** In Chapter 1, “Getting Started with iTunes,” you learned about the iTunes Sidebar. This chapter assumes the Sidebar is hidden. If you have iTunes show the Sidebar, you use it to select the starting point for the tasks described. For example, you view your playlists by clicking **Playlists** on the Sidebar.





FIGURE 7.1

To view your playlists, click the Playlists tab while you are viewing the music in your iTunes Library.



**NOTE** Earlier, you read that playlists can contain other media in addition to music, such as music videos, TV shows, and so on, which is true. However, playlists are most useful for music, so this use is the focus of the remainder of this chapter. You can use playlists for other types of media in a similar way. For example, you can manually add a music video to a playlist in the same way you can add a song to it.

## Creating and Managing Playlists

Playlists are very useful because you can choose the exact songs included in them and the order in which those songs will play. In this section, you learn how to create, manage, and use playlists.

### Creating a Playlist

You can create a playlist in two ways. One is to create a playlist that is empty (meaning it doesn't include any songs). The other is to choose songs and then create a playlist that includes those songs.

The place you start depends on what you have in mind. If you want to create a collection of songs but aren't sure which specific songs you want to start with,

create an empty playlist. If you know of at least some of the songs you are going to include, select them first and then create the playlist. Either way, creating a playlist is simple, and you'll end up in the same place.



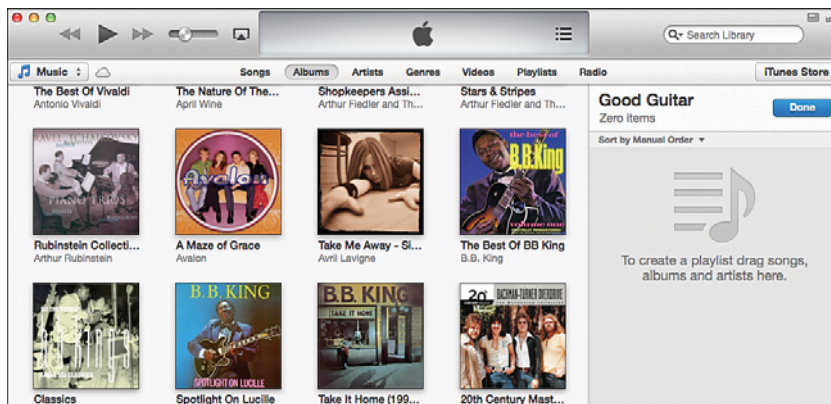
**TIP** By default, you don't see the menu bar when you are using iTunes on a Windows PC. To show this so that you can choose its commands, open the **iTunes** menu and choose **Show Menu Bar**. You can also show or hide the menu bar by pressing the **Alt** key.

## Creating an Empty Playlist

You can create an empty playlist from within iTunes by using any of the following techniques:

- Selecting **File, New, Playlist**.
- Pressing **Ctrl+N** (Windows) or **⌘-N** (Mac).
- Clicking the **Add** button (the + located in the bottom-left corner of the iTunes window) and choose **New Playlist**.

Whichever method you use results in the Playlists pane opening; you see an empty playlist whose name is highlighted to show you that it is ready for you to edit. Type a name for the playlist and press **Enter**. The playlist is named and ready for your content to be added (see Figure 7.2). The song list is empty because you haven't added any songs to the playlist yet. You learn how to do that a bit later in this chapter in the section, "Adding Songs to a Playlist." If you are ready to add songs now, skip to that section; if not, click **Done** to close the playlist.



**FIGURE 7.2**

*This brand new playlist is ready for songs to be added to it.*

## Creating a Playlist with Songs in It

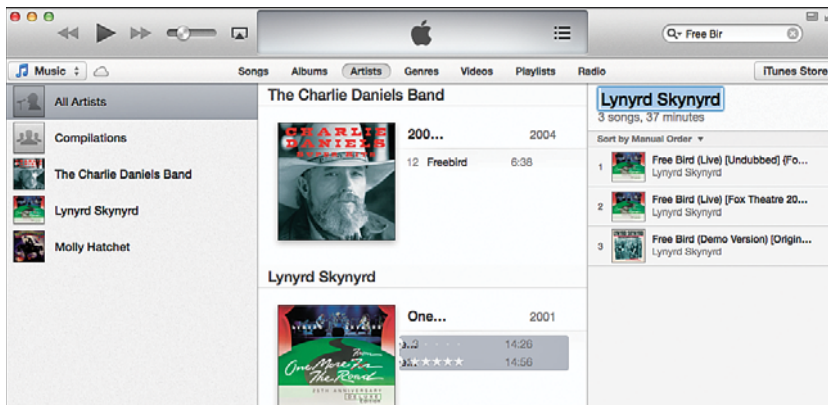
If you know some of the songs you want to place in a new playlist, you can create the playlist so it includes those songs immediately. Here are the steps to follow:

1. Browse or search your music to find the songs you want to include in the new playlist. For example, you can browse for all the songs in a specific genre or search for music by a specific artist.
2. Select the songs you want to place in the playlist.



**TIP** Remember that you can select a group of songs that are next to one another by holding down the **Shift** key while you click them. You can select multiple songs that aren't next to one another by holding down the **Ctrl** key (Windows) or the **⌘** key (Mac) while you click them.

3. Choose **File, New, Playlist from Selection**. The Playlist pane appears and the new playlist opens. Its name is highlighted to indicate that you can edit it, and you see the songs you selected in the Content pane (see Figure 7.3).



**FIGURE 7.3**

*This new playlist already has three songs in it.*



**TIP** When you add a new album to your library, use this technique to quickly create a playlist to make it easy to listen to. Select all the songs in the album and then use the **New Playlist from Selection** command. You can use the resulting playlist to easily select and play the new album.

iTunes attempts to name the playlist by looking for a common denominator in the group of songs you selected. For example, if all the songs are from the same artist, that artist's name becomes the playlist's name. Similarly, if the songs are all from the same album, the playlist's name is the artist's and album's names. Sometimes iTunes picks an appropriate name, and sometimes it doesn't.

4. While the playlist name is highlighted, edit the name as needed and then press **Enter**. The playlist is ready to listen to and for you to add more songs.
5. You can leave the playlist open to add more songs to it (see the next section) or click **Done** to close it.



**NOTE** Playlists have the musical note icon.

## Adding Songs to a Playlist

Whether you created an empty playlist or one that already has some songs in it, the steps to add songs to a playlist are the same:

1. Select **Music** on the **Media** menu.
2. Click the **Playlists** tab.
3. Click the playlist to which you want to add songs. You see its current content in the Content pane.
4. Click **Add To**. The Playlist pane opens in the right side of the window and the current content is shown there. You see the playlist name at the top of the pane. The left pane contains the Music source, which you can use to find the songs you want to add to the playlist.



**NOTE** If you haven't closed the playlist and it is still open, you can skip steps 1 through 4.

5. Choose how you want to see your music by clicking one of the tabs, such as **Songs** or **Artists**.
6. Browse or search the music so that songs you want to add to the playlist are shown in the Content pane.
7. Select the tracks you want to add to the playlist by clicking them (remember the techniques to select multiple tracks at the same time).

8. Drag the selected songs from the Content pane onto the playlist to which you want to add them. As you drag, you'll see the songs you have selected in a "ghost" image attached to the pointer. When you are over the playlist, you see a blue line, which indicates where the songs will be placed when you drop them (see Figure 7.4). Move the songs up or down the playlist until this line is at the location where you want to place the songs.

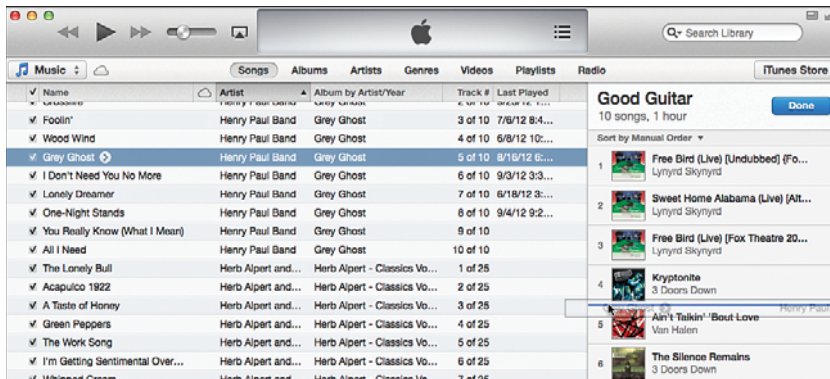


FIGURE 7.4

To add songs to a playlist, drag them from the Content pane on the left onto the Playlist pane on the right.



**NOTE** As you add songs to a playlist, the song count and play time located under the playlist's name is updated.

9. Repeat steps 5 through 8 until you have added all the songs you want to include in the playlist.



**TIP** You can add all the songs on an album to a playlist by viewing your music by album and dragging the album's icon onto the playlist.

10. Click **Done**. The Playlist pane closes and you see the playlist's contents in the Content pane (see Figure 7.5). You can use the playlist in the ways you learn about later in this chapter; for example, click the **Play** button to hear the results of your work.

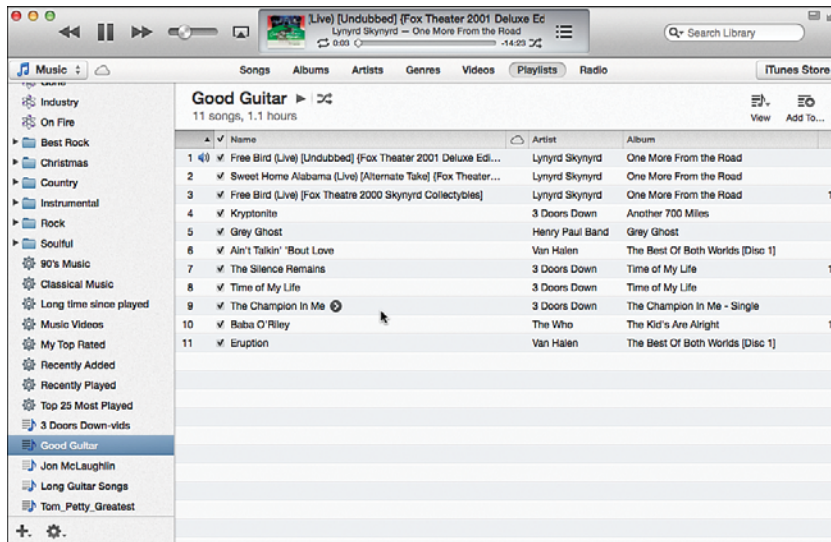


FIGURE 7.5

*This playlist contains 11 songs that I think have excellent guitar work.*

## Removing Songs from a Playlist

If you decide you don't want one or more songs included in a playlist, click the **Playlists** tab and select the playlist from which you want to remove songs. You see the playlist's contents in the Content pane. Select the songs you want to remove in the playlist's Content pane and press the **Delete** key. A warning prompt appears. Click **Remove** and the songs are deleted from the playlist. (If this dialog box annoys you, as it does me, check the **Do not ask me again** check box and you won't ever have to see it again.)



**NOTE** When you delete a song from a playlist, it *isn't* deleted from the library. It remains there so you can add it to a different playlist or listen to it from the library. If it is included in other playlists, it isn't removed from those, either.

## Setting the Order in Which a Playlist's Songs Play

The order in which a playlist's songs play is determined by the order in which they appear in the Content pane. The first song will be the one at the top of the window, the second will be the next one down, and so on. (This assumes you aren't using Shuffle.)



You can drag songs up on the list to make them play earlier or drag them down in the list to make them play later. Open the playlist and drag songs up or down the list to set the order in which they play. (If songs “bounce back” when you try to move them, click the first column heading in the pane so that the track numbers determine the sort order. This must be the case to be able to manually sort the order of the songs, which determines the order in which they play.)

You can also change the order in which songs will play by sorting the playlist by its columns. You do this by clicking the column title in the column by which you want the Content pane sorted.



**TIP** Like other music sources, you can change the way you view a playlist's songs by changing the view you are using. Click the **View** button and choose **List**, **Grid**, or **Artist List**.

## Creating and Managing Smart Playlists

The basic purpose of a smart playlist is the same as a playlist—that is, to contain a collection of tracks you can listen to, put on a CD, and so on. However, the path smart playlists take to this end is different from that of playlists. Rather than choose specific songs as you do in a playlist, you tell iTunes the kind of tracks you want in your smart playlist, and it picks out the tracks for you and places them in the playlist. For example, suppose you want to create a playlist that contains all your classical music. Rather than picking out all the songs in your library that have the Classical genre (as you would do to create a playlist), you can use a smart playlist to tell iTunes to select all the Classical music for you. The application then gathers all the music with the Classical genre and places that music in a smart playlist.

You create a smart playlist by defining a set of conditions. After you have created these conditions, iTunes chooses songs that match those conditions and places them in the playlist. Another example should help clarify this. Suppose you are a big-time Elvis Presley fan and regularly add Elvis music to your library. You could create a playlist and manually drag your new Elvis tunes to that playlist. But by using a smart playlist instead, you can define the playlist to include all your Elvis music. Anytime you add more Elvis music to your library, that music is added to the playlist automatically—so it always contains all the Elvis music in your iTunes Library.

You can also base a smart playlist on more than one condition at the same time. Going back to the Elvis example, you could add the condition that you want the playlist to include only those songs you have rated four stars or higher—so the smart playlist contains your favorite Elvis songs.

As the previous example shows, smart playlists can be dynamic; iTunes calls this live updating. When a smart playlist is set to be live, iTunes changes its contents over time to match changes to the music in your iTunes Library. If this feature isn't enabled for a smart playlist, that playlist contains only those songs that met the criteria at the time the playlist was created.

Finally, you can also link a smart playlist's conditions by the logical expression **All** or **Any**. If you use an All logical expression, all the conditions must be true for a song to be included in the smart playlist. If you use the Any option, only one of the conditions has to be met for a song to be included in the smart playlist.

## Creating Smart Playlists

To create a smart playlist, perform the following steps:

1. Select **File, New, Smart Playlist**.



**TIP** iTunes includes keyboard shortcuts for many of its commands. If you like to use the keyboard, open the various iTunes menus to see which keyboard shortcuts are available for your favorite commands. For example, you can create a new smart playlist by pressing **Ctrl+Alt+N** (Windows) or **Option-⌘-N** (Mac).

2. On the first pop-up menu (which displays Artist by default), select the first category on which you want the smart playlist to be based. For example, if you want to use something different than Artist, you can select Genre, My Rating, or Year tag, among many others.
3. On the second pop-up menu, select the operator you want to use. For example, if you want to match data exactly, select **is**. If you want the condition to be looser, select **contains**.
4. Type the criterion you want to match in the box. The more you type, the more specific the condition is.



**NOTE** As you type the criterion in the boxes, iTunes automatically fills in data that it pulls from your iTunes Library. Using the Elvis Presley example, if you start typing the word "Elvis," iTunes completes the criterion for you with "Presley." If you also have music by Elvis Costello, however, his name comes up first because it comes first in the alphabet. As you continue typing Elvis Presley's name, when you type a P, the last name will change from Costello to Presley.



5. To add another condition to the smart playlist, click the **Add** button (+). A new, empty condition appears (see Figure 7.6). At the top of the dialog box, the All or Any menu appears.

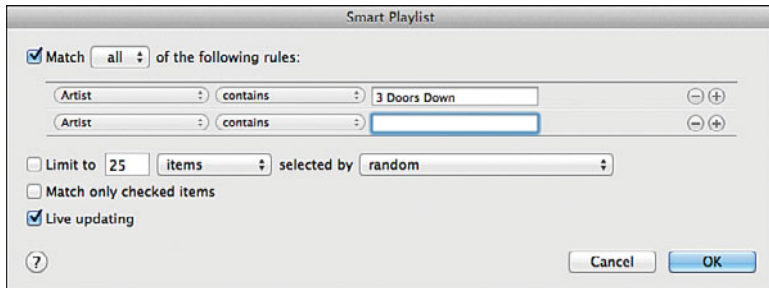


FIGURE 7.6

*This smart playlist contains one completed condition and one in progress.*

6. Repeat steps 2 through 4 for the new condition.



**NOTE** Some of the conditions you choose may be based on dates or numbers instead of text. If you choose one of those, just make selections on the pop-up menus that appear and enter the appropriate type of search term, such as a date (which you either type in or use the up and down arrows to configure).

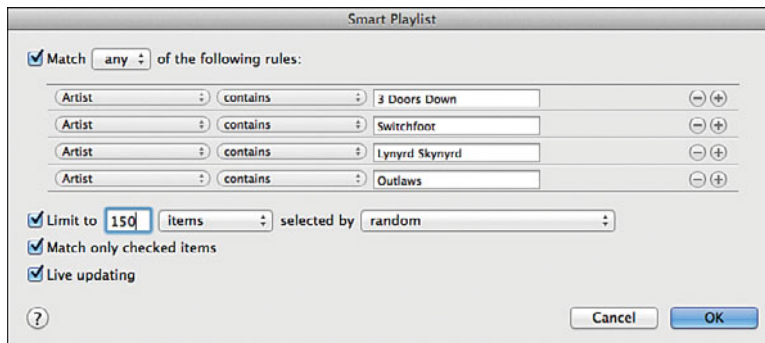
7. Repeat steps 5 through 6 to add more conditions to the playlist until you have all the conditions you want to include.
8. Choose **all** on the menu at the top of the dialog if all the conditions must be met for a track to be included in the smart playlist, or choose **any** if only one of them must be met.



**NOTE** If you include more than one condition based on the same attribute, such as Artist, you usually don't want to use the **all** option because the conditions will likely be mutually exclusive; using the **all** option results in no songs being included in the playlist because no song will be able to meet all the conditions at the same time.

9. If you want to limit the playlist, check the **Limit to** check box.
10. Select the parameter by which you want to limit the playlist in the first menu; this menu defaults to **items**. Your choices include items (the number of items in the playlist), the time the playlist will play (in minutes or hours), or the size of the files the playlist contains (in MB or GB).

11. Type the data appropriate for the limit you selected in the Limit to box. For example, if you selected minutes in the menu, type the maximum length of the playlist in minutes in the box.
12. Select how you want iTunes to choose the songs it includes based on the limit you selected by using the **selected by** menu. For example, to have iTunes include tracks you've rated highly, select **highest rating**.
13. If you want the playlist to include only songs whose check boxes in the Content pane are checked, check the **Match only checked items** box.
14. If you want the playlist to be dynamic, meaning that iTunes updates its contents as the content of your Music library changes, leave the check in the **Live updating** box. If you uncheck this box, the playlist includes only those songs that meet the playlist's conditions when you create it.
15. Click **OK** (see Figure 7.7). You move to the Source list; the smart playlist is added and selected, and its name is ready for you to edit. The songs in your library that match the criteria in the playlist are added to it, and the current contents of the playlist are shown.



**FIGURE 7.7**

*This smart playlist contains up to 150 songs from the selected artists; its content changes over time.*

16. Type the playlist's name and press **Enter**. The playlist is ready for you to listen to and use for other purposes (such as to move onto an iOS device). You see the current content of the playlist in the Content pane (see Figure 7.8). You can work with the smart playlist like other types of content lists, such as sorting it to change the order in which songs play.

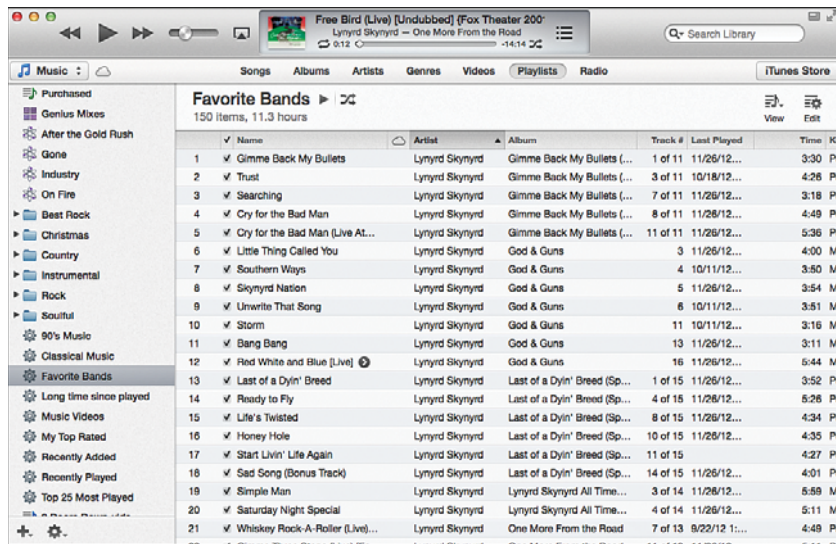


FIGURE 7.8

*This playlist is ready for my listening pleasure.*



**NOTE** Smart playlists have the gear icon.

## Changing Smart Playlists

To change the contents of a smart playlist, you change the smart playlist's criteria (remember that iTunes automatically places tracks in a smart playlist based on its criteria). Use the following steps to do this:

1. Select the smart playlist you want to change.
2. Click the **Edit** button. The Smart Playlist dialog appears, and the playlist's current criteria will be shown.
3. Use the tools in the dialog (most of which you learned about in the previous section) to change its criteria. For example, you can remove a condition by clicking its **Remove** button (-). You can also add more conditions or change any of the other settings for the playlist.
4. Click **OK**. Your changes are saved and the contents of the playlist are updated to match the current criteria.

## Creating and Managing Genius Playlists

The iTunes Genius feature creates a playlist of songs that “go together” based on a specific song that you select. It is difficult to predict which songs the genius will group, which is a big part of the fun of using it. The collections of songs you get are a surprise to you and the genius is a good way to make your music fresh because of the unpredictable ways iTunes selects music. Don’t let the unpredictability lead you to think that the genius isn’t good at what it does though; it seems to do a remarkable job of creating collections of songs that sound really good together.



**NOTE** You must have enough of a “type” of music for the Genius to be able to work. If you don’t have enough, you see a message from iTunes telling you that the Genius is not able to complete what you are trying to do. You’ll have to wait until your iTunes Library has more content that is similar to what you are trying to use the Genius on. If Genius commands are disabled for a song, it also relates to there not being enough content of that type in your iTunes Library.

### Starting the Genius

If you see the Genius Mixes playlist at the top of the Playlists list, the Genius is turned on and you are ready to start creating genius playlists.

If you don’t see the Genius Mixes playlist, start the Genius by choosing **Store, Turn On Genius**. The Genius becomes available on the Playlists screen. Click the **Turn on Genius** button. Sign in using your Apple ID and agree to the terms and conditions. The Genius starts analyzing your music collection. You can continue to use iTunes during this process.



**NOTE** If the Genius is turned on and you don’t see the Genius Mixes on the list of playlists, there isn’t enough content in your library for Genius Mixes to be created.

### Creating a Genius Playlist

To create a genius playlist, complete these steps:

1. Play the song on which you want the genius playlist to be based.



**TIP** There are other ways to create a genius playlist. One is to hover over a song’s name, click the right-facing arrow that appears, and choose **Create Genius Playlist**.

2. Click the right-facing arrow next to the song's name in the Info area at the top of the iTunes window (see Figure 7.9).

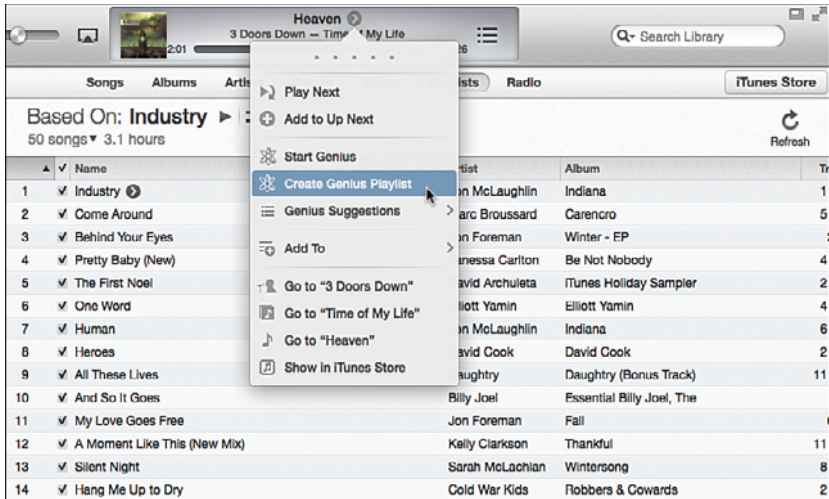


FIGURE 7.9

*This genius playlist will be based on the song "Heaven."*

3. Choose **Create Genius Playlist**. The playlist is created and appears on the Playlists list. It is selected, and you see its contents on the screen. Just under its name, you see how many songs it contains (25 by default) and its run time (see Figure 7.10). You can play the playlist just like playlists you have created manually.



FIGURE 7.10

*This playlist contains songs that "go with" the song "Heaven."*

## Changing a Genius Playlist

You can change a genius playlist in several ways:

- To refresh its contents, select it on the Playlists list and click **Refresh**. The Genius updates the contents of the playlist. It may add or remove songs or change the order in which they play.
- Like other playlists, you can change the order in which songs play by dragging them up or down the list. (If you refresh a genius playlist, the order you set may be overridden.)
- To change the number of songs in the playlist, click the downward-facing arrow to the right of the number of songs and choose the number you want to be included in the playlist. The options are 25, 50, 75, or 100. If you change the current number, the Genius adds or removes songs to get to the number you selected.



**TIP** If you use the Genius regularly, keep its information current by periodically choose **Store, Update Genius**.

## Working with Playlists

There are a number of things you can do with your playlists, such as listening to them, keeping them organized in folders, changing their contents on-the-fly, and so on.

### Listening to Playlists

After you have created a playlist, you can listen to it by selecting it on the list of playlists and using the same controls you use to listen other music in your iTunes Library. For example, you can browse playlists using the three views (except for genius playlists, for which you are limited to the List view), shuffle them, set them to repeat, use the Up Next list, and so on.



**TIP** You can add one playlist's contents to another by dragging its icon and dropping it on the playlist to which you want to add its contents.

## Organizing Playlists in Folders

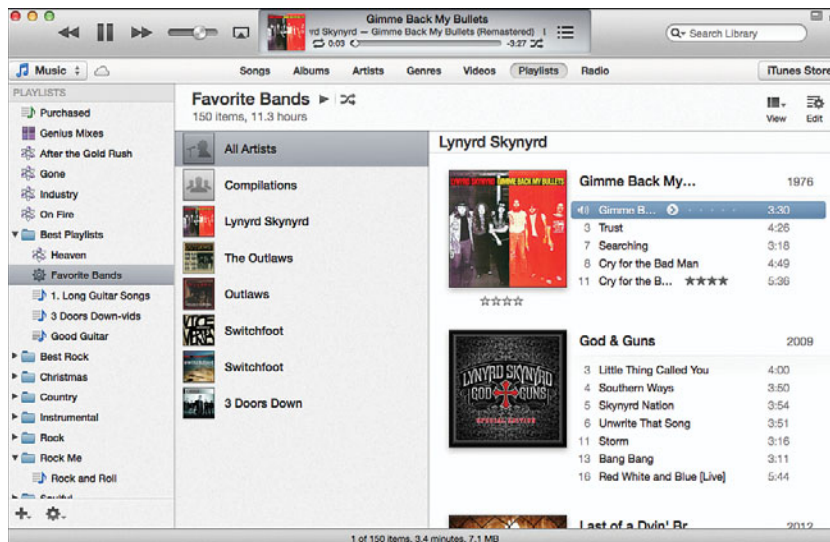
As you use iTunes, you are likely to create lots of playlists. Over time, your list of playlists can get huge, making it long and unwieldy. Fortunately, you can create folders to organize your playlists and then drag your playlists into the folders you create to organize them. By doing this, you can keep your playlist list neat and tidy and make your playlists easier to use.

To create a folder, choose **File, New, Playlist Folder**. A new folder opens; its name is highlighted, indicating it's ready for you to give it a name. Type the folder's name and press Enter to save it. It remains open and appears on the playlist list.



**TIP** If you have a folder selected when you create a new folder, the new folder is created inside the selected folder. You also can drag a folder inside another one to create “nested” folders.

To place a playlist within a folder, drag its icon onto the folder until that folder's icon becomes highlighted; then drop the playlist on the folder. The playlist is moved into the folder. As soon as you add at least one playlist to a folder, a triangle is added to the folder's icon. You can click this to expand or collapse the folder so that you see or don't see the playlists it contains (see Figure 7.11).



**FIGURE 7.11**

The folder *Best Playlists* contains five playlists (one is a genius playlist and one is a smart playlist).



A folder can contain different kinds of playlists (including genius and smart playlists), and they can even contain playlists containing different types of content. For example, you can create playlists of rock music videos and include them in a folder you've created for your playlists that also include rock music.

When you select a folder's icon on the Source list, the contents of all the playlists it contains are displayed (refer to Figure 7.11). You can play all the content in a folder just as you can a playlist; select the folder and use the playback controls to play it. You can also sort it, choose its view options, and so on.



**TIP** To change a folder's name, double-click it, type the new name, and press Enter.

Within folders or not, playlists are listed based on their type (genius, then smart, then standard). Within each group, the playlists are in alphabetical order based on their names. You can make your playlists and folders be listed in another order by appending numbers before their names, such as adding "1." before the name of the playlist you want to appear at the top of the list. You could add "2." to the one you want to be listed next, and so on.



**TIP** To delete a folder, perform a secondary click on it and choose **Delete**. When you delete a folder, any playlists it contains are also deleted.

## Adding Songs to a Playlist On the Fly

As you are listening to music, you may decide you want to add specific songs to a playlist. There are several ways to do this:

- Hover over a song's name and, when the right-facing arrow appears, click it. Choose **Add to** and choose the playlist to which you want to add the song (if the playlist is within a folder, you can expand the folder to see the playlist).
- Perform a secondary click (right-click) on a song, choose **Add to Playlist**, and choose the playlist to which you want to add the song.
- Drag the song from the Content pane toward the right side of the iTunes window. The Playlist pane pops open. Drag the song onto the playlist to which you want to add it.



**TIP** These methods work when you have multiple songs selected or with albums, too.





**NOTE** If a playlist is available on the cloud through iTunes Match, but hasn't been downloaded to iTunes, it doesn't appear on the list of playlists when you add songs to them on the fly.

## Deleting Playlists

If you decide you no longer want a playlist, you can delete it by selecting the playlist and pressing the Delete key. A prompt appears; click **Delete** and the playlist is removed. (Be sure to check the **Do not ask me again** check box if you don't want to be prompted in the future.) Even though you've deleted the playlist, the songs in the playlist remain in the library or in other playlists.

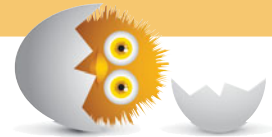


**NOTE** The only time songs or other content are removed from iTunes is when you delete them from a library (such as the Music Library) that is selected. You should do this only when you are absolutely sure you won't want that content again. If you are working with playlists, deleting tracks removes them from only the current playlist so you can always add them again later if you change your mind.

## THE ABSOLUTE MINIMUM

In this chapter, you learned about one of iTunes' best features: playlists.

- Playlists are great because they enable you to customize your content so the specific content plays when you want it to. Standard playlists are lists of music that you create manually by placing specific songs in the playlist. Smart playlists are created by iTunes based on criteria you select. Genius playlists are created based on songs that "go with" a song you designate.
- One of the easiest ways to create a playlist is to select one or more songs and choose **File, New, Playlist from Selection**. Name the new playlist and press **Enter** to save it. You can add more songs to it by dragging them from the Content pane onto the playlist.
- Use a smart playlist to have iTunes create a collection of music based on your criteria, such as your favorite music from specific artists or all the music that you've added to your Music Library within the past 60 days.
- The iTunes Genius is amazingly adept at creating lists of music based on a song that you select. Using genius playlists is a good way to keep your music experience fresh because you probably won't be able to predict the music that gets played.
- You can listen to playlists similar to other sources of content. You can also keep them organized in folders, add songs to them whenever you want, or delete them if their time has passed.



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