# iTunes Notes from the Zoom Meeting on Monday 11th January 2021

I use iTunes simply as a way of listening to my CD's either on my PC or on my iPad.

To do this, it's first necessary to **copy all your CD's into iTunes** in your PC. I didn't mention this in our Zoom session, probably because I'd forgotten how to do it, so here is the guidance from Apple:
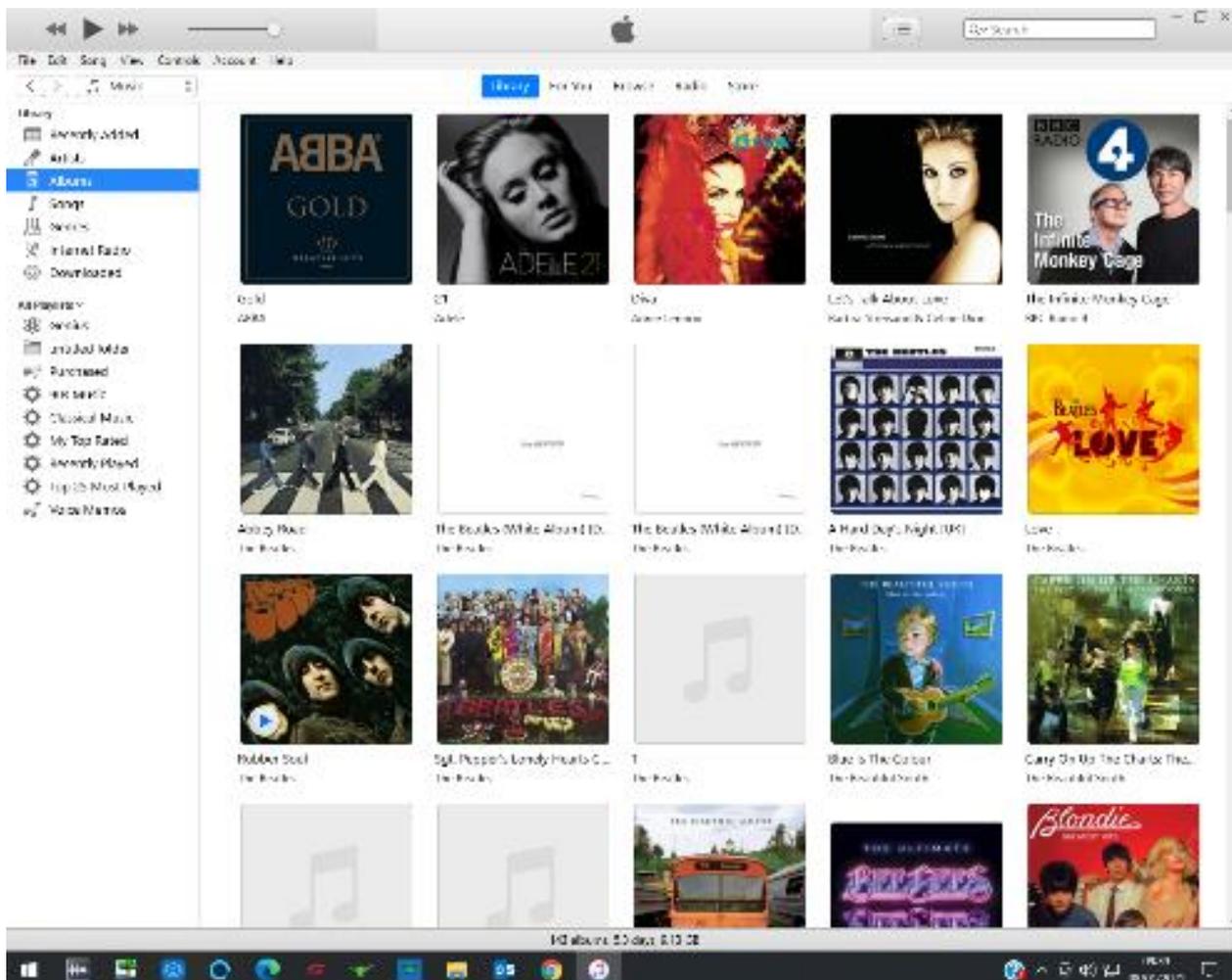
**How to import CD tracks to iTunes?**

1. Open **iTunes** and tap on Edit > Preferences.

2. Select the General tab and navigate to the "When you insert a **CD**" section. Click on the "**Import**" button. ...

3. Return to the main **iTunes** window and insert a music **CD** in your PC. ...

4. **iTunes** will begin importing the contents of your **CD**.
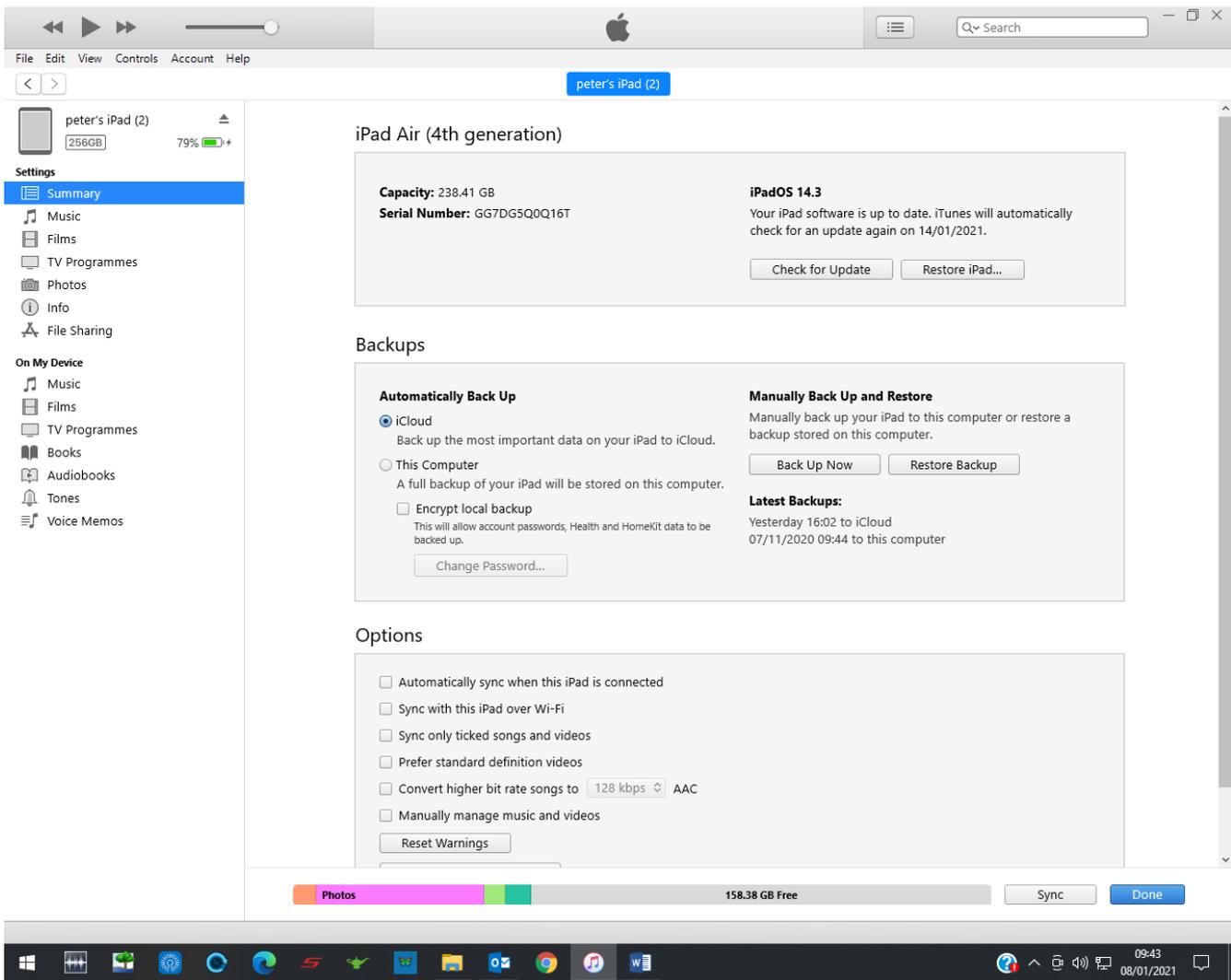
5. That's it!

It takes quite a while to copy each CD but, when you've done this, **you now have all your CD's in your PC**.

To play a CD from your PC, simply click on it in iTunes and it will show you the various song titles. Click on these as you wish – iTunes will play the whole CD if you let it run. You can also generate playlists and such like – but I didn't go into this during the Zoom meeting.

OK, now you have your CD's in your PC. So, how ow do you **download these to your iPad?**
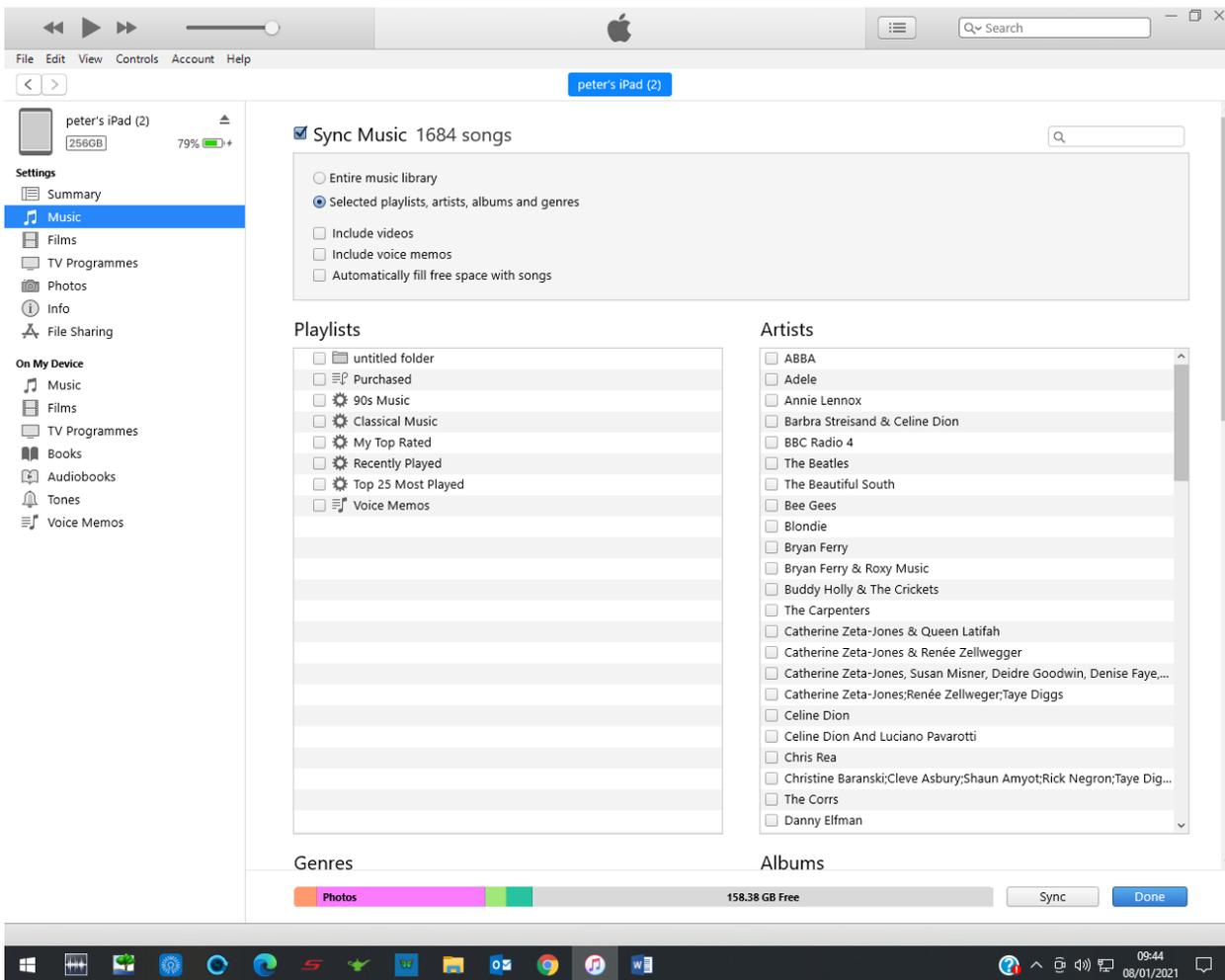


Open iTunes and the screen should look something like this

First you must **connect your PC to your iPad** via a cable (the same one which you use to charge your iPad). Plug the USB connector into your PC and the other end into your iPad. The screen now changes to this – note that it's now showing that it has detected your iPad.



You may at this point get messages on both your PC and iPad asking if it's OK for these two devices to accept one another.

When you've done this, the two devices are connected but you now need to click on the little oblong icon just below the word "Account" on the top line of the PC screen. This icon, almost invisible, represents your iPad.

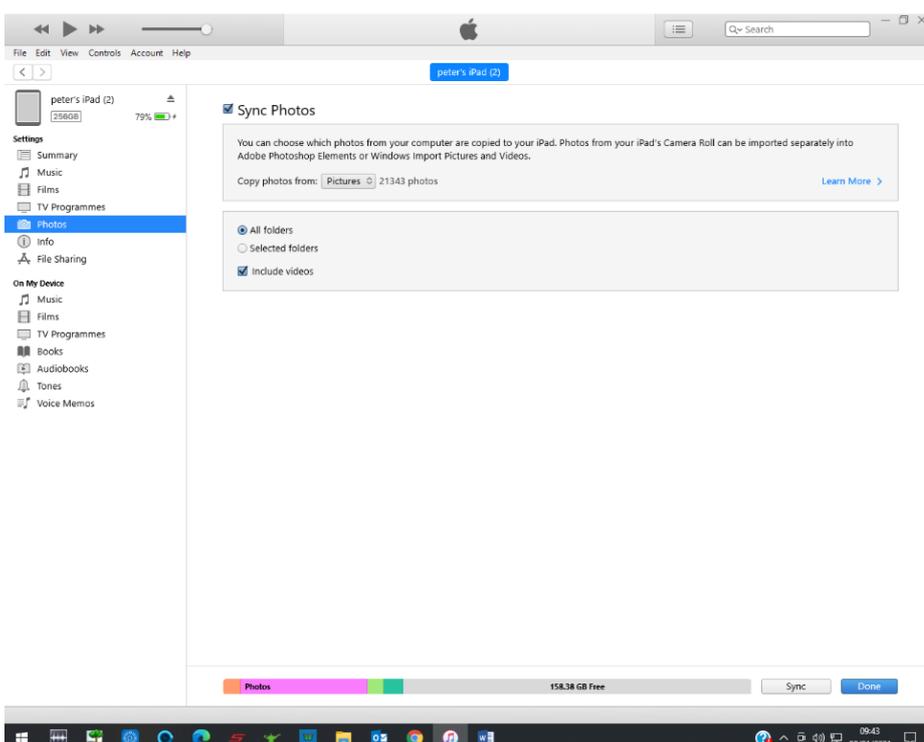When you click on this icon you should see the screen on the next page

This screen in iTunes telling you all about your iPad device. You can, if you wish, for example, update the software on your iPad via this screen. You can also see how much space is in your iPad (bottom line) etc.

If you want to download music from your PC to your iPad then click on Music under the Settings menu.  The following screen on the next page will appear on your PC

You can now chose which Artists (or Albums etc.) you want to download by ticking the relevant box. You can also download the whole of your music library by clicking "Entire Music Library" on the top row.

When you have selected what you wish to download, then click on Sync in the bottom left-hand corner. iTunes then gets to work (for quite a few hours if you have lots of CD's), copying all the music into iTunes on your iPad.



You can do the same with Photos to download your pictures from our PC to your Photo's app in your iPad. Instead of clicking on Music, click on Photos and the following screen will appear on your PC. Note that tis time I have selected "All Folder" and so all the photos in the "Pictures" folder in my PC will be downloaded and available to view in my iPad. Note that you cannot change, delete or edit in any way these photos in your iPad. If you want to change them, then you must do it via the cable connection to your PC and Sync them all again. It takes a long time, I warn you.

# Hope this helps, Peter