

# Appendix B



## GETTING STARTED WITH iTUNES 11

In late-November 2012, Apple released a revamped version of its popular iTunes software for the Mac and PC. iTunes 11, which is currently available as a free download ([www.apple.com/itunes/download](http://www.apple.com/itunes/download)), can be used as stand-alone software to manage your personal music library and all iTunes Store, App Store, iBookstore and Newsstand content purchases made using your primary computer. iTunes 11 can also be used to access and obtain content, purchases, files and data from your iCloud account and then to transfer that content to your primary computer.

In addition, iTunes 11 can continue to function as a conduit between your primary computer, and your iPhone, iPad, iPad mini, iPod and/or iPod touch, as well as iCloud.



**NOTE**

If you prefer, you can avoid using the iTunes 11 software and primary computer altogether by taking advantage of iCloud's functionality when using your iOS mobile device. Go to Settings, and then iCloud on your iOS device to set it up.

## EASILY FIND AND ACCESS YOUR CONTENT USING ITUNES 11

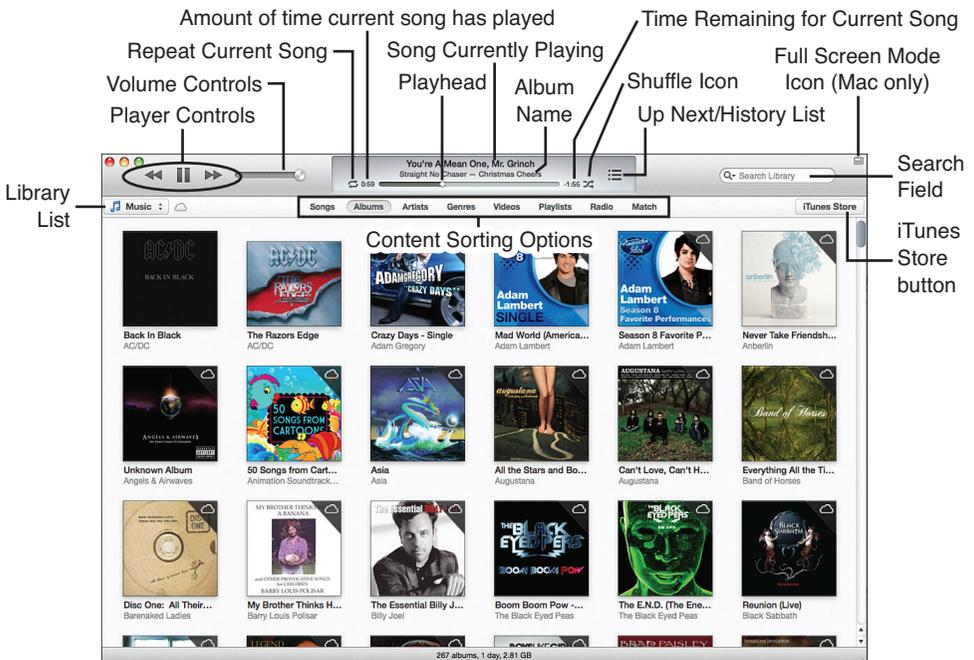
While much of the functionality of the iTunes 11 software remains the same as the previous version, the interface is now more intuitive and streamlined. It's easier to see the multimedia content you own, determine where it's stored, and access it from your primary computer, iCloud, or your iOS mobile device.

### ACCESSING AND USING YOUR ITUNES LIBRARY CONTENT

After you install iTunes 11 on your primary computer (Mac or PC), you'll immediately notice the user interface looks somewhat different. The familiar sidebar is removed (although still available from the View menu, should you choose to restore it to the screen) and your entire library of "owned" content is visible, whether it is downloaded to that computer or not. The music controls are displayed near the upper-left corner of the screen, and the Search field is displayed near the upper-right corner of the screen (shown in Figure B.1).

**NOTE**

As you display any multimedia content, such as music, TV shows or movies within iTunes, any content that's displayed in conjunction with an iCloud icon means that the content is owned, but is not stored on the computer you're using. To download the content, click on the iCloud icon.

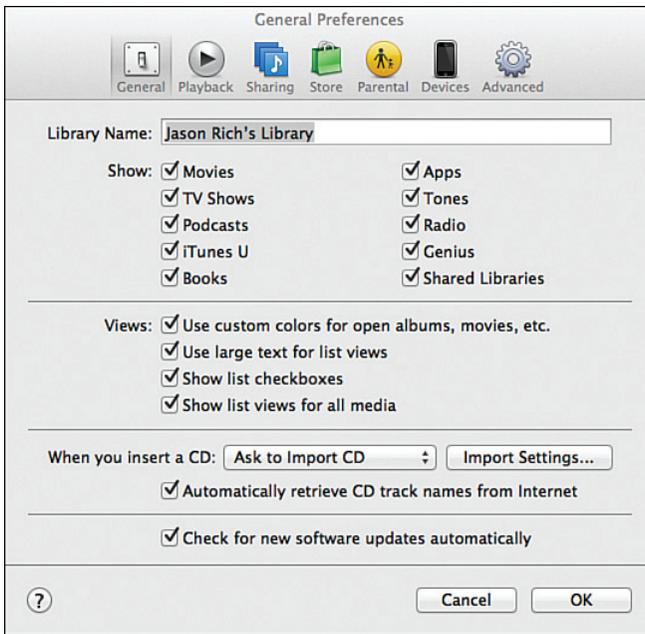
**FIGURE B.1**

*The main iTunes 11 screen (Mac version).*

**NOTE**

If you're using the PC version of iTunes 11, you'll notice a menu icon that's located near the upper-left corner of the screen. This menu offers quick access to your content Library, the iTunes Store, and other features for managing your content while using your primary computer. This menu also allows you to sign in or out of your Apple ID account, so you can purchase content from the iTunes Store and sync or transfer owned (or rented) content between your computer and iOS mobile devices.

In Library view, you have access to any content you currently own, including Music, Movies, TV Shows, Podcasts, Books, Apps and (Ring) Tones. To choose which types of content will be displayed via the Library pop-up menu, click the iTunes menu and choose the Preferences option, and then click on the General tab. Add checkmarks in the Show section to the content types you want displayed (see Figure B.2).



**FIGURE B.2**

*Select to display Movies, TV Shows, Podcasts, iTunes U, Books, Apps, Tones, Radio, Genius and/or Shared Libraries on the iTunes 11 Library screen.*



**TIP**

At anytime when using iTunes 11, you can display the Sidebar by choosing Show Sidebar from the View menu. This allows you access to the iOS mobile devices that are connected to your computer and gives you the opportunity to select and view another type of iTunes-related content. While displaying the Sidebar takes up more real estate on the screen, it's more reminiscent of past versions of iTunes.

Depending on which type of content you select from the Library menu (shown in Figure B.3), the buttons that are displayed near the top-center of the screen change, allowing you to further sort the content. For example, if you're viewing your music library, the tabs displayed near the top-center of the iTunes 11 screen allow you to further sort your music by Songs, Albums, Artists, Genres or (music) Videos. Likewise, if you select TV shows, you can sort your TV shows based on whether each is Unwatched, by Show, by Genre or view a complete List.

In the upper right corner of the Library view, you see the iTunes Store button. Clicking that button opens the iTunes Store, which replaces the view of your library in the main viewing window.

**FIGURE B.3**

*Content sorting options in the toolbar change depending on your selection of content type from the Library list.*

**TIP**

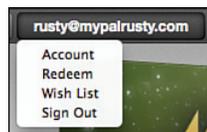
On the Mac, the iTunes 11 software can run within a traditional program window, or you can switch to Full-Screen mode by clicking on the Full Screen icon (displayed near the top-right corner of the screen). To exit out of Full Screen mode, drag your mouse to the very top of the screen and click on the same Full Screen icon (which is now blue).

## ACCESSING AND USING iTUNES STORE

Using the iTunes 11 software on your PC or Mac, you can access the redesigned iTunes Store, and then browse for and/or acquire, music, movies, TV shows, apps, books, podcasts or iTunes U content from a single place.

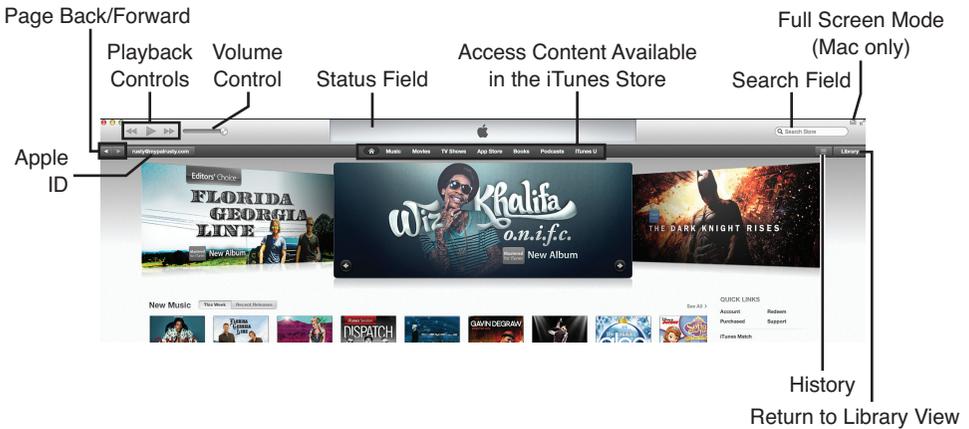
As you browse the iTunes Store (make sure your computer is connected to the Internet), you'll notice the design of the online-based store now closely resembles the appearance of the App Store and iBookstore, for example, when you access them directly from your iOS mobile device.

The first time you access the iTunes Store you might have to log in using your Apple ID. If you do not have an Apple ID already, you will have the opportunity to create an account. If you are already logged in, you will see your Apple ID listed in at the top-left of the screen below the playback controls. If you click your Apple ID, you can perform various tasks such as viewing your account information, redeeming a gift card, creating a wish list, and signing out of your account (see Figure B.4).

**FIGURE B.4**

*Clicking your Apple ID gives you access to various account related tasks.*

When in iTunes Store view, you have access to all content available from the iTunes store, as well as access to the iOS App Store. Buttons to access the various types of content are seen in the toolbar across the top of the window (see Figure B.5). Displayed below the Search field on the right side of the window is a Library button. Clicking it returns you to the Library view of whatever type of content you were viewing prior to opening the iTunes Store view.



**FIGURE B.5**

*iTunes Store view.*



### TIP

After you click on a content tab, for example Music, various Top charts and Music Quick Links will be displayed along the right side of the screen.

When you purchase content using the iTunes 11 software, that content is automatically downloaded to your primary computer, and simultaneously stored within your iCloud account. You can then transfer the content to your iOS mobile device via the iTunes Sync process or download it from iCloud.

## LINKING iTUNES 11 TO YOUR iOS MOBILE DEVICE

Just like with previous versions of iTunes running on your PC or Mac, when you use the supplied USB cable to connect your iPhone, iPad, iPad mini, iPod or iPod touch to the computer, a connection is established to iTunes.

After the connection is made, the iOS mobile device you've connected is listed near the top-right corner of the iTunes screen (shown in Figure B.6), or if you have the Sidebar displayed, the iOS mobile device is listed within the Sidebar under the Devices heading. When you eject or disconnect the device, it will no longer be listed.



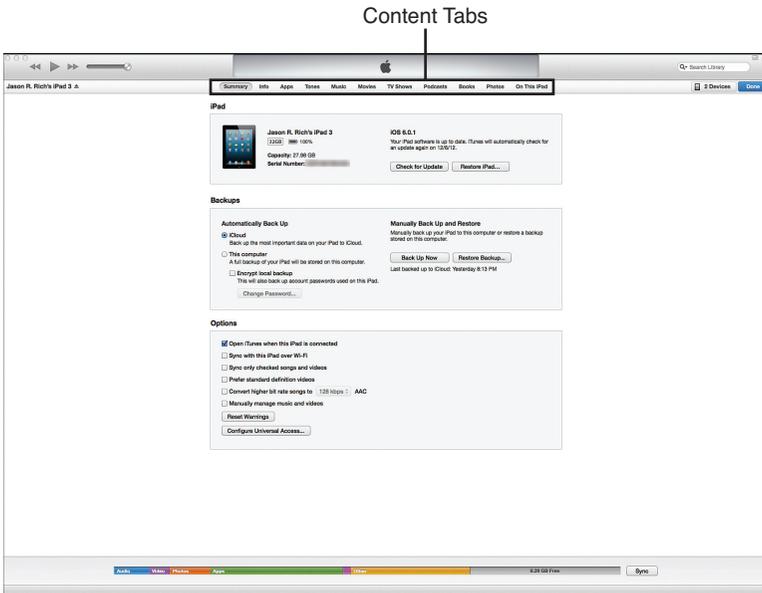
**FIGURE B.6**

*A button for the iOS mobile device that's linked to your primary computer is displayed near the upper-right corner of the screen, unless you have the iTunes 11 software set up to display the Sidebar on the left side of the screen.*

Displayed along the top of the iTunes screen once a connection with an iOS mobile device is made, are a series of tabs, labeled Summary, Info, Apps, Tones, Music, Movies, TV Shows, Books and Photos (shown in Figure B.7).

From the top box that's displayed within the Summary screen, it's possible to update the iOS operating system that's running on your mobile device (if an update is available). To do this, click on the Check for Updates button. You can also restore your iOS mobile device using a previously saved backup. To do this, tap on the Restore [devicename] button.

Displayed near the center of the iTunes 11 screen, is a box labeled Backups. From this box, you can choose to backup your iOS mobile device via iCloud or have the backup files stored on the primary computer you're using. To encrypt the backup data, check the checkbox that says Encrypt Local Backup. To manually initiate a backup of your device, click on the Back Up Now button. To manually restore your device from a previously created backup, click on the Restore Backup button.

**FIGURE B.7**

After a connection is made with your iOS mobile device, a handful of new tabs are displayed that allow you to view content stored on your device.

**NOTE**

When you sync data or content between your primary computer and iOS mobile device using the iTunes Sync process, the end result is that both the computer and iOS mobile device will contain exactly the same content, apps and/or data. However, if you transfer data, this is a one-way process. You can transfer content from your computer to your iOS mobile device, but no content, such as a movie, will be transferred from your iOS mobile device to your computer (or vice versa). This is explained further within *iPad and iPhone Tips and Tricks, 2<sup>nd</sup> edition*, Chapter 17, “Use the Music and Video Apps.”

Within the box that’s labeled Options, you can customize how iTunes will function when an iOS mobile device is connected to your primary computer. For example, by adding a checkmark to the checkbox that says Open iTunes When This iPad [or iPhone, etc.] Is Connected, the link between your primary computer and iOS mobile device will automatically be established when the two devices are physically connected using the supplied USB cable.

If you have access to Wi-Fi, you can do the same type of backup without physically connecting your device to your computer. Click the checkbox that says Sync with this iPad [or iPhone, etc.] Over Wi-Fi, and when both the primary computer and iOS mobile device are connected to the same wireless home network (via Wi-Fi), a wireless sync connection will be established. Just like the regular iTunes Sync process done when you connect your device to your computer using the USB cable, your backup files from your iOS mobile device will be stored on your primary computer (and not online within your iCloud account).

**NOTE**

If you opt to use the Photo Stream or Shared Photo Stream features, by default these use iCloud, regardless of how you choose to sync photos between your iOS mobile device and primary computer.

With your device still connected to your computer, click the Info tab to customize how the iTunes 11 software syncs app-specific data related to the Contacts, Calendar, Mail and Safari apps that come preinstalled on your iOS mobile device. This is applicable only if you opt to use the iTunes Sync process to backup and sync your iOS mobile device onto your primary computer (as opposed to using the iCloud Backup feature).

**TIP**

In order to see the settings available for syncing your device as discussed in this section, it must be connected to your computer and visible in the device list shown in Figure B.6.

Click the Apps tab (shown in Figure B.8) to customize the position of apps on your iOS mobile device (from your primary computer), as well as to add or remove apps stored on your iOS mobile device. You can also use this feature to transfer apps stored on your primary computer to your mobile device.

From the File Sharing section (displayed near the bottom of the Apps screen within iTunes 11), you can sync and transfer app-specific data between your primary computer and iOS mobile device (and vice versa). Again, this only applies if you're not using iCloud to backup app-specific data that's created and stored on your iOS mobile device.

Rearrange your iOS mobile device's home screen  
Add/remove apps stored on your iOS mobile device



Apps that can sync or transfer app-specific data and files via the iTunes Sync Process

Select which app-specific files and data will be synced

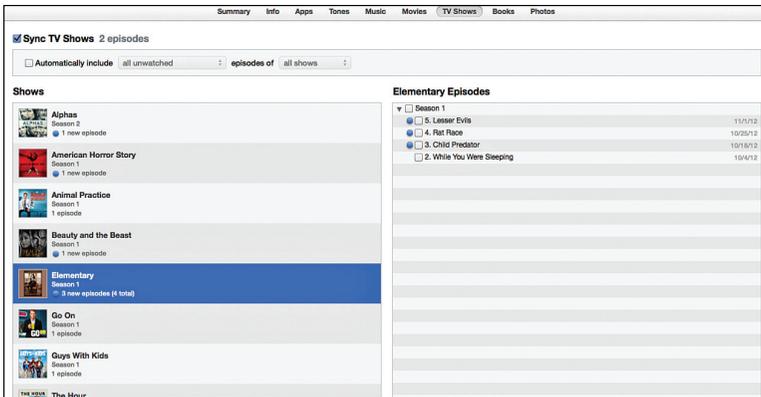
## FIGURE B.8

After clicking on the Apps tabs, you can customize the layout of your iOS mobile device's Home screen, sync or transfer apps (between your computer and iOS mobile device) and/or sync app-specific data.

Click the Tunes, Music, Movies, TV Shows (shown in Figure B.9) or Books tabs displayed near the top of the iTunes 11 screen in order to sync or transfer specific types of iTunes Store, App Store or iBookstore content between your primary computer and iOS mobile device using the iTunes Sync process.

Click the Photos tab to sync or transfer Albums or individual digital photos between your primary computer and iOS mobile device when the iTunes Sync process is being used. You can pick and choose exactly which photos or Albums will be synced or transferred.

Regardless of which tab you are viewing, (Summary, Info, Apps, Tunes, Music, Movies, TV Shows, Books or Photos), displayed along the bottom of the screen is a color-coded memory utilization bar that graphically shows how much internal storage space your iOS mobile device has, as well as how that storage space is being utilized by various types of data (shown in Figure B.10).

**FIGURE B.9**

*Click the TV Shows tab to display the TV show episodes you own and decide which ones will be transferred or synced with your iOS mobile device(s).*

**FIGURE B.10**

*At the bottom of the iTunes screen, you can see a graphic depiction of the internal storage space within your iOS mobile device and see how it's being used.*

When data or content is being synced or transferred between your primary computer and iOS mobile device using the iTunes Sync process, what's happening will be displayed within the gray status box that's displayed near the top-center of the screen (shown in Figure B.11). When nothing is being transferred, the Apple logo appears within this box.

**FIGURE B.11**

*The status field that's displayed near the top-center of the iTunes screen shows what's happening while the iTunes Sync process is taking place between your primary computer and iOS mobile device.*

When you are finished working with your iOS device in iTunes, you can disconnect it by clicking the eject button (upward facing arrow) to the right of the device name in the Device list in the toolbar, or the Sidebar (if you have chosen to view the Sidebar list on your screen). Check the status field to be sure all sync processes have finished before ejecting the device.