



Setting up iTunes

-Apple and Windows Quick Reference Guide-
-Created by Brian Dvorak, July 2006-

Recommended Settings

1. Launch **iTunes**
2. In **Windows XP** click **Edit** from the top menu and choose **Preferences**
- 2.b. In **Apple OS X** click **iTunes** from the top menu and choose **Preferences**
3. Click the **Podcasts** tab and set your preferences
4. Click the **Advanced** tab and click the **Importing** tab
5. Change the **Import using** field to **MP3 Encoder**
6. Change the **Setting** field to **Custom**
7. Change the **Stereo Bit Rate** field to **256kbps**
8. Click **OK**



Prepare iTunes to synch with iPod

Note: Aside from your podcasts, all music and video files must be imported into iTunes

1. Launch **iTunes**
2. Click **File** and choose **Add Files to Library** or **Add Folder to Library**
3. Navigate to the file/folder you wish to import and click **OK**
4. Right-click on a music file and choose **Get Info**
5. Click the **Info** tab and add song information, such as the **Genre**
6. Click on the **Lyrics** tab to type in song lyrics
7. Click the **Artwork** tab to add an image