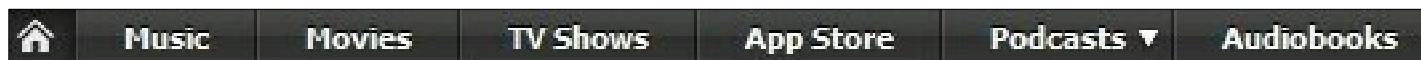


iTunes & iPods 101

Getting Started



You'll need the latest version of Apple's iTunes. There may already be a version on your computer. If so, click on it to open. It will probably ask you if you want to update it to the latest version. Choose "yes."

If iTunes is not already on your computer, go to www.apple.com and click on **Downloads**. When you're ready, ...

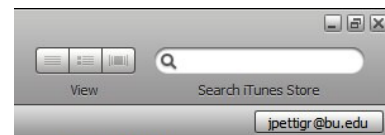
Open iTunes on your computer and click on **iTunes Store** in the folders column on the left of the browser. *Note:* You don't have to subscribe to the store (no credit card numbers, etc.) to download podcasts or iTunes U lectures.

On the main page in the **iTunes STORE** there is a black strip with **Music, Movies, etc.** Click on **Podcasts**. This will take you to the main podcasts page. Alternately, hold down on the Podcasts tab and you'll see a dropdown list of subcategories that you can go to directly.



Finding Podcasts

Podcasts are organized several ways on the iTunes Podcasts page. You can browse by category, by provider, by the most popular, or you can type what you're looking for in the **Search iTunes Store** box at the top right of the iTunes browser. In addition, each week new, unusual, or noteworthy podcasts are featured on the podcasts page.



Your best bet is simply to start clicking on things that looks interesting to you.

Downloading Podcasts

Click on a podcast icon and you'll go to that podcast's page, where you'll see a list of currently available episodes. Clicking on the **i** after an episode's title brings up a box with a description of what it's about. You can listen to one "live" simply by clicking on the **PLAY** button that appears when you hold the cursor over the name of an episode. To download it for future playback, select the **FREE** button on the right.



Organizing Your Podcasts

After you've downloaded a few episodes, click on **Podcasts** in the left folders column under **LIBRARY**. You'll see your podcasts in the window on the right. iTunes organizes downloaded podcasts by their source. All of your episodes from NPR's Car Talk, for example, are grouped together by release date.



Subscribing & Downloading New Episodes

If you *subscribe* to a podcast, the latest episode will automatically download when you connect to the iTunes store. On the podcast's page, click on the **SUBSCRIBE** button. If you've already downloaded an episode, you can go to your **Podcasts** folder and click on the **SUBSCRIBE** button after the name of the podcast. (See below.)

If you'd rather choose individual episodes without subscribing to them all, you can easily go back to the page of a podcast you've already downloaded to find new episodes. In your **Podcasts** folder, click on the name of the podcast. It will become highlighted. Then click on the small arrow **⇨** that appears. You'll be taken to that podcast's page on iTunes.



Playing Podcasts & Other Files in the Classroom

Audio & Video: Using Your Laptop in a Smart Classroom

The simplest way to play a podcast is by using iTunes on your laptop. Connect the laptop to a smart classroom setup, or if you're only playing audio, to external speakers.

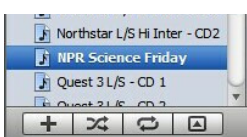
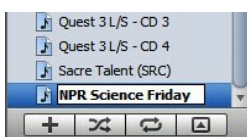
Audio: Burning a CD



To create CD you can use anywhere, follow these steps:

Create a playlist:

1. Click on the **+** button at the bottom left of the iTunes browser.
2. The words **untitled playlist** appear in the folders window on the left.
3. Type in a name (e.g., "NPR Science Friday") and hit enter.
4. The new playlist appears in the folders column in alphabetical order.



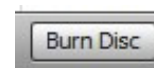
order.

Put the files you want into the playlist:

1. Click on the **Podcasts** folder (top left, under **LIBRARY**).
2. Choose the podcasts you want from those you've downloaded and drag them with your mouse to the playlist folder you just created.
3. Click on your playlist folder to see the files you've added in the right window. You can change their order by dragging them up or down the list.

Burn a CD:

1. Click on your playlist. You'll see the list of files in it in the right window.
2. Insert a blank, recordable CD into your computer.
3. Click on **Burn Disc** at the bottom right of the browser.



Audio & Video: Using an iPod



To play audio from an iPod, you'll need a Y cable (one to two plugs) for a receiver or most smart classroom setups. A single 1-to-1-plug cable will work with a boombox that has an external aux input. There are also many portable players specifically designed for iPods which don't require a cable.

To play video you can plug the iPod directly into the aux inputs of a television or into the aux inputs of the receiver in a smart classroom. For this you'll need either Apple's proprietary cable – or for *older* iPods, you can use an RCA cable (one plug to three: red, white, yellow). For the Apple cable, the colors match, i.e., red plug to red aux input. For the RCA cable, Apple has chosen to mix up the colors. See the box on the right.

RCA Cable Connections

iPod	→	TV/Aux
Red	→	Yellow
Yellow	→	White
White	→	Red



Video iPod settings: The iPod can play video either on its own screen or on a TV, but not both at the same time. To make sure it always does what you want, change the settings. From the top iPod menu, choose **Videos > Video Settings > TV Out**. To the right, you'll see **On, Off, or Ask**. Press the center button on the iPod to toggle through the choices. The safest is **Ask**. Each time you select a video, a screen appears asking you to choose: **TV Off** (video plays on the iPod screen) or **TV On** (video plays through the cable on a TV or smart classroom screen). Select the one you want and the video will begin.

TV: Depending on the set, the video may appear on the screen automatically, or you may have to press the source (TV/Video) button on the front control panel a few times. You can adjust the volume with both the TV and the iPod controls. An iPod can play video through either an analog or digital (HD) TV.

Smart classrooms: Setups differ, but you can usually plug the iPod cable into a receiver and use the Aux setting.

A good volume setting for the iPod is about $\frac{3}{4}$ of the way up. Use the TV or receiver to further adjust the sound level.

Audio & Video Podcasts: On your iPod, both audio and video podcasts are found in the podcast folder: **Music > Podcasts**. You can play them from this folder, but you can only *listen* to the audio of video podcasts. To *watch* video, choose **Video > Video Podcasts**, and then **TV On/Off**.

NOTE: These settings are for the iPod classic (a/k/a Video iPod). Other models may vary slightly. Check your manual.

iTunes & iPods 201

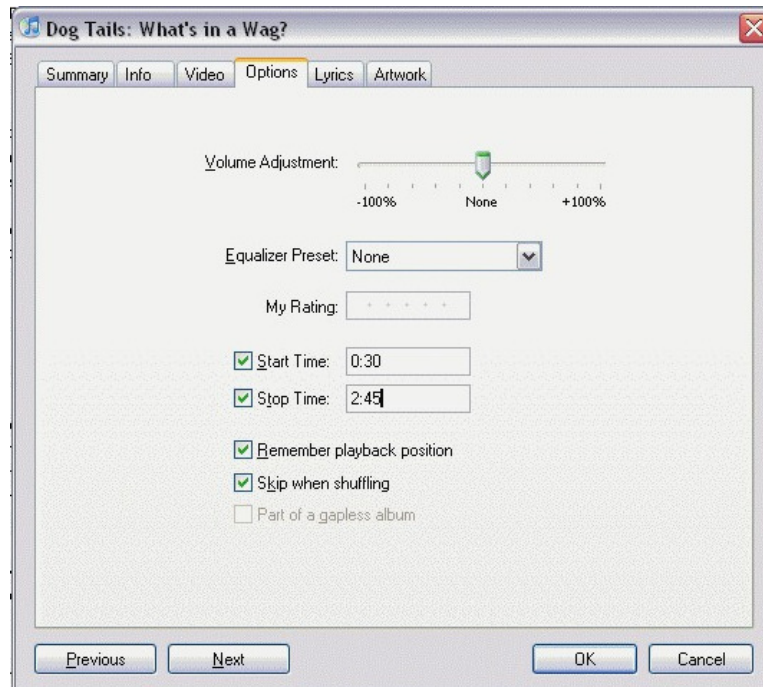
Editing a Podcast

To cut out an introduction or advertisement; to play a segment of a long podcast. For both audio and video.

Example: You want the podcast to start playing 30 seconds after it begins and to end at 2:45.

1. In your iTunes Podcasts folder, **right click** on the name of the podcast you want to edit.
2. Choose **Get Info** from the popup.
3. In the dialog box that appears, choose the **Options Tab**.
4. Place the cursor in the **Start Time** box and type in 0:30. Place it in the **Stop Time** box and type 2:45.
5. Click **OK** at the bottom right.

When you play the podcast on your computer or through an iPod (after syncing), it will begin 30 seconds after the start. If you burn a CD of the audio podcast, the track on the CD will begin playing 30 seconds after the start.



Managing Podcasts

When you connect your iPod to your computer, iTunes will open by default and begin 'syncing', i.e., downloading all the music, video, and audio files in iTunes to your iPod.

You can change this and other settings by choosing **Edit > Preferences** from the top pulldown menu. Then in the box that appears, choose the **Podcasts Tab**.



Argentina

Podcasts from Other Countries

You can see what the Australians and the South Africans are downloading by going to the bottom of the main iTunes page and clicking on **Change Country**. A new page listing all the countries with iTunes stores will appear. Choose one. Then go to the top of that new page and choose **Podcasts**.



Canada



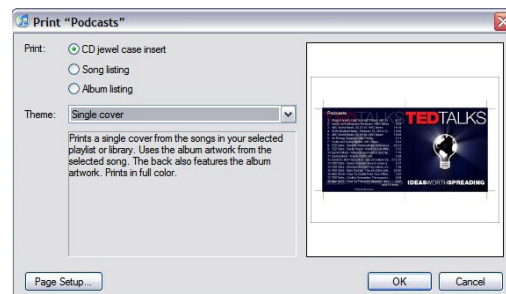
Costa Rica

Note: You cannot download music, movies, etc. from a site other than the one for your country even if you are a member of iTunes. Podcasts are no problem, though.

Printing a Jewel Case Insert for the CD You Burned

When the playlist you want to burn onto a CD is on the screen, choose **File > Print**. In the dialogue box that appears, you have several styles and formats to choose from. Click **OK** to print.

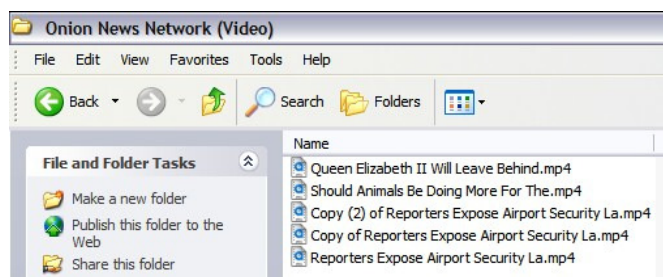
This gives you a list of the names and times of the podcasts on the CD that is formatted for a CD case.



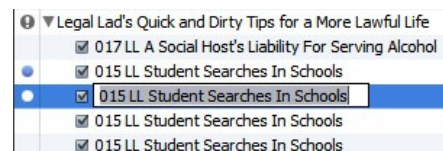
Graduate School

Multiple Excerpts from One Podcast

You can use the editing feature described on page 3 to create excerpts of different sections of the same podcast. For example, you want a CD with the full podcast followed by three different sections that you can focus on for intensive listening. Before you begin, you'll need to listen to the podcast and write down the exact times of the excerpts you want.



1. **Find the location of the podcast on your computer.** This is in the popup box that appears when you **right click** and choose **Get Info**. You can also drill down from the Windows Start Menu: **My Music > iTunes > iTunes Music > Podcasts**. Then choose the podcast folder you want and locate the specific file. The name is generally the same as the one in your iTunes browser.
2. **Make copies of the files.** Select (click once on) the file. Choose **Edit > Copy**. Click somewhere else in the folder. Choose **Edit > Paste** three times. You'll see something like: Copy of Filename.mp3, Copy (2) of Filename.mp3, etc.
3. **Select the copies and drag them into the podcasts window of your iTunes browser.** The copies – with the same name as the original – will appear in the proper section.
4. **Rename the copies of the files for clarity.** In your iTunes browser, select the file (press **F2**), type in the new name and hit enter. (You can also do this by right clicking on the name, choosing **Get Info > Info Tab**, and typing the new name in the **Name** box.) For example, Student Searches in Schools – excerpt 1.
5. **Change the start/stop times for the files.** In iTunes, **right click** on each podcast, choose **Get Info**, and the **Options Tab**. Type in the new start and stop times. (See **Editing a Podcast** on page 2 for details.) **Uncheck Remember playback position**. Hit **OK**. Listen to the modified file to check your timing. You can go back and make adjustments.



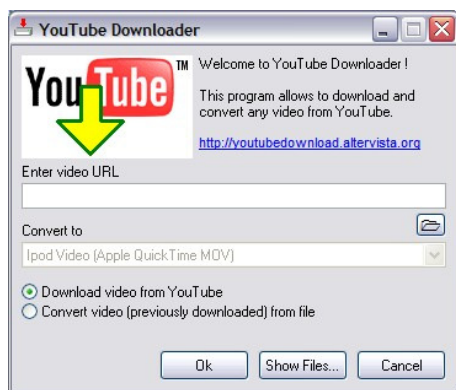
To create a CD for audio podcasts ...

6. **Create a new playlist and drag the podcasts into it.** Arrange them in the order you want.
7. **Burn the CD.** See page 2 for details. (Each track will play only the section of the file you chose in step 5.)

This process also works with video podcasts downloaded to an iPod or played directly from iTunes. The copies appear along with the originals in the **Video Podcasts** folder on your iPod. They will play only the sections you chose in the **Get Info** box, but they remain the same size as the original file and can take up a lot of disk space.

NOTE: *If the original file is still available on iTunes, you can simply download multiple copies of it. They will all appear in your browser and you don't have to go to the folder and make your own copies. Begin the process at Step 4 above.*

Playing YouTube and Other Videos with iTunes & iPod



YouTube video: You can save YouTube videos to iTunes and then put them on your iPod to play them in places where you don't have internet access. *And* if they're on your iPod, you don't have to worry whether the videos will still be on YouTube the next time you want to use them in class.

File Formats: iTunes and iPods can play .mp4 and .mov videos, but not the .flv (flash) videos typical on sites like YouTube, Daily Motion, and Vimeo. There are a number of programs available to 'capture' and convert them to formats that iTunes/iPod can play. One that is very simple (and free) is **YouTube Downloader**, which even allows you to perform basic editing functions, changing the start and stop times to cut out unwanted sections of a video. **Video Download Toolbar** adds a toolbar to Internet Explorer that you can click on to capture videos from whatever page you're watching them on, not just YouTube.

There is also a website called **SaveTube**, which will copy videos to your computer for you without the need to install any software. (See links on page 8.)

Do-It-Yourself File Grabbing: In Windows XP, you can forage through your browser's cache and find the videos yourself. This works with any site, not just YouTube. Doing this is much harder in Vista and Windows 7. See the links on the last page for information.

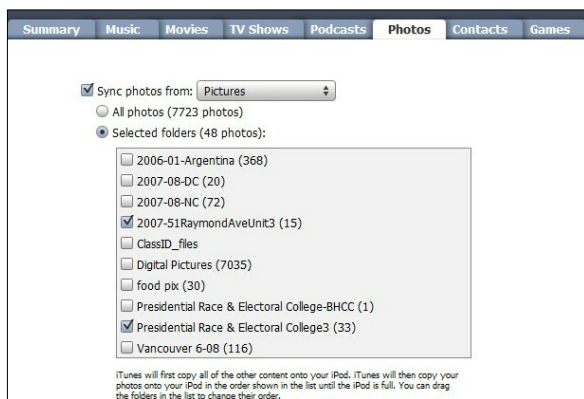
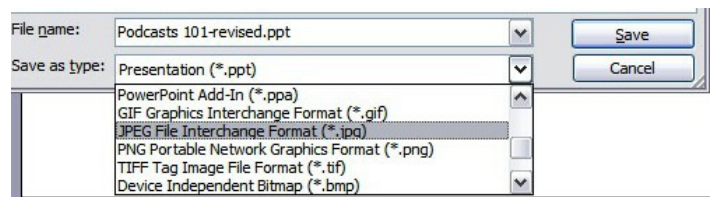
In XP using **Internet Explorer**, choose **Tools > Internet Options > Browsing History > Settings > View Files**. A new window will open showing all the files currently in IE's cache. If you just watched a video, sort by **Last Accessed** and it should appear near the top. You can also sort by **Size**, as these files are typically quite large. The filename usually bears no relationship to the name of the video. Drag it onto the desktop or into another folder and then double click on it and watch it to make sure it is the file you want. You may need to get a flash viewer, free at download.com. (Try *FLV Player*.) You can still use YouTube Downloader to convert the file to play in iTunes if necessary.

Podcasts to Movies: After converting any flash (.flv) files to mp3 or mov format, open iTunes and drag them into it with your mouse. They will appear in the **Movies** folder in iTunes and, after syncing, **Video > Movies** on your iPod. You can play them with a smart classroom setup or through a TV as described on page 2.

Putting a PowerPoint Slideshow on an iPod

If you want to show a PowerPoint presentation in a space where you can't use a laptop, or you simply don't want to lug one to a faraway classroom, you can make a basic version of your presentation that you can show with an iPod on any TV, analog or digital. (Following steps 3 & 4 allows you to put *any* photos on your iPod to show them on a TV.)

1. In PowerPoint with the slideshow open, choose **Save as**; then at the bottom of the dialogue box, click on **Save as type** and choose **JPEG File**. PowerPoint will ask you if you want to save the current slide or all slides. Choose **Every Slide**, and it will save them into a new folder (with the same name as the PPT file) as a series of images named Slide1.jpg, Slide2.jpg, Slide3.jpg, etc.



2. Go into the new folder and rename Slide1.jpg through Slide9.jpg as Slide01.jpg, Slide02.jpg, etc. This ensures the slides will play in the correct order on your iPod.
3. With iTunes open and your iPod connected to it, click on the **Photos** tab in the window. Find the folder that PowerPoint created with your slideshow and check the box next to it. Sync the iPod again. The slideshow will appear in the **Photos** folder on your iPod.
4. Connect your iPod to a television (see page 2), and choose **Photos > Photo Library > Folder Name**. You'll see thumbnails of your slides. Click on the center button and use the wheel to go through your slides.

Note: PowerPoint saves each slide as a single image with all the text on it. If you have transitions or bullet points that appear one after the other on a single slide, everything on that slide will appear at once when you show it with your iPod.

High Definition Video

Most video podcasts look fine onscreen, but they are obviously not high-def. There are a few that truly are. They look as good as a typical HD broadcast when played from iTunes with a BluRay-capable laptop on an HDTV with the proper (HDMI) cable. However, iPods *cannot* play high definition videos; you must convert them first. Fortunately, this is quite easy.

Right click on the file in iTunes. From the popup menu, choose **Convert Selection for iPod**.

Depending on the size of the file and your computer's processing speed, this could take several minutes. *Note:* After it is converted, the new file appears in the **Movies** (not Podcasts) folder in iTunes and, after syncing, on your iPod. Its quality is still very good, although not HD.



Suggestions & Links

On iTunes & on the Web

On the web – Many of the news sites listed below have pages on the stories that they broadcast/podcast. You can go to Google or the specific site and search for the story you're interested in. The page usually uses a lot of the language in the report, which can help you and your students with unfamiliar vocabulary, spellings of names and places, etc. Many could be assigned to read either before or after listening to or watching the related podcast.

ABC News (The American Broadcasting Corporation) – Especially, *Good Morning America* and *Nightline*. Check their websites for written summaries of some of the video reports. www.abcnews.com

BBC – The British Broadcasting Corporation has an extensive website with archives of past program(s). Most are also available on iTunes. *However*, the BBC usually puts up only one episode at a time, removing the last one when a new one is added. If you see something you like, download it fast! www.bbc.co.uk

How Stuff Works – A very good website with several podcasts available through iTunes (check out BrainStuff) on a variety of different topics. www.howstuffworks.com

iTunes U – Lectures and other materials from some of the world's best universities in virtually every subject. They range from a few minutes to a couple of hours long. Some also have supporting materials in pdf downloads.

NASA – The US space agency has several podcasts, including many in high definition format, dealing with the Mars rovers, the Hubble Telescope, etc.

NPR (National Public Radio) – Almost everything NPR produces is available on iTunes. It also has a good website with pages for some of the individual stories. www.npr.org

Quick and Dirty Tips – A series of 3- to 5-minute advice podcasts on topics ranging from legal matters (Legal Lad) to correct social behavior (Modern Manners Guy) to getting good deals when you shop (The Dealista).

Quirks and Quarks from the Canadian Broadcasting Corporation – A general interest science program with a broad range of topics from physics through psychology. Available as a whole program (1 hour) or by segments. www.cbc.ca/quirks

TED – A series of 15-to-20-minute lectures on a wide variety of topics.

The Discovery Channel – A cable documentary network. Their podcasts are usually short (3-5 minutes) and deal with a wide range of topics that could be good for many different types of classes.

The New York Times – The newspaper puts out several video podcasts on news stories, technology, and other topics. You can download them from iTunes and view current ones on their website: www.nytimes.com

Voice of America Special English – News and feature reports that are carefully pronounced and spoken at slower than usual speed. The VOA website has transcripts of the reports. Could be especially good for lower- and intermediate-level students. <http://www.voanews.com/specialenglish>

Helpful Links

<http://joepettigrew.pbworks.com/TESOL> – for downloadable pdf copies of this handout, videos demonstrating some of the tasks described here, and direct links to free software you can use.

Software Downloads – CNET Download reviews and tests software to make sure it is safe for your computer. You can read CNET's and users' reviews before you try it. All of the programs described in the next paragraph can be found there. www.download.com

For the video file-grabbing and format-conversion programs mentioned here, search for **YouTube Downloader** and **Zilla Tube**. For a free program that will play flash (*.flv) and other videos, search for **FLV Player**. For a free program that will play virtually any video file, search **VLC Media Player**. Another program that adds a special toolbar to Internet Explorer (and can download videos from any site, not just YouTube) is **Video Download Toolbar**.

Other Ways of Getting YouTube Videos into iTunes

For an explanation of how to access files stored in your browser's cache, see this link: <http://www.mydigitallife.info/2007/05/26/vista-ie7-cache-cookies-folder-temp-directory-and-history-location/> You can also do a search on YouTube. Videos demonstrating how to do this disappear without notice.

Permission to share this handout with colleagues is freely given provided that the presenter's name and university affiliation remain with the materials and that no fee is charged. <jpettig@bu.edu> Center for English Language & Orientation Programs/Boston Univ.