

iLife® '09

PORTABLE GENIUS



iLife® '09

P O R T A B L E G E N I U S

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P O R T A B L E G E N I U S

by Guy Hart-Davis



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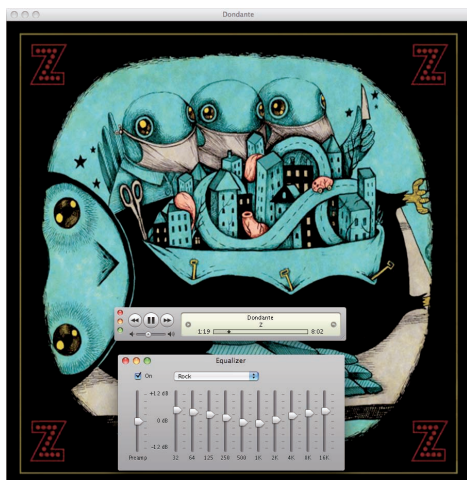
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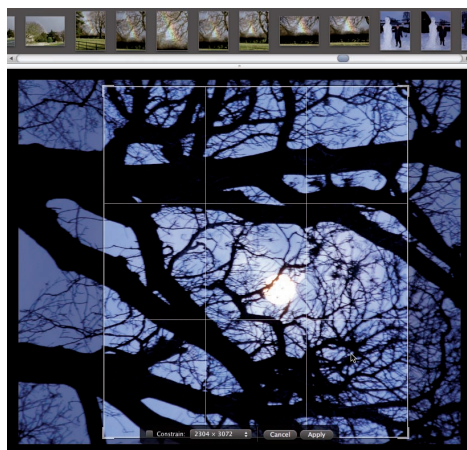


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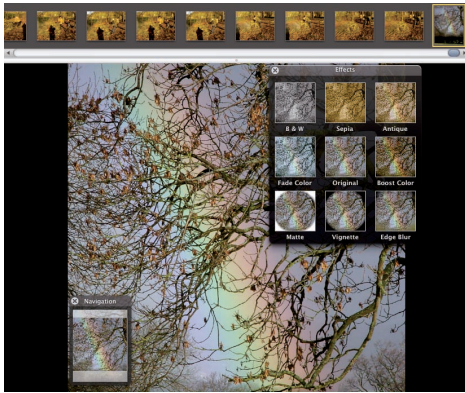


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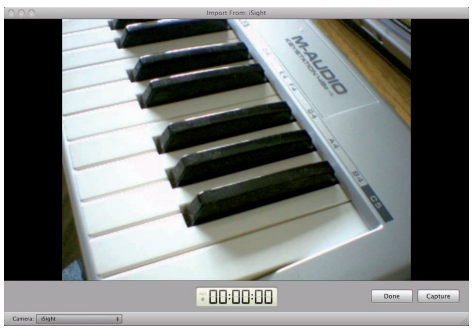
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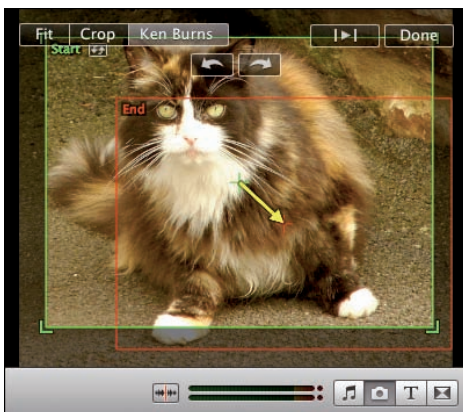
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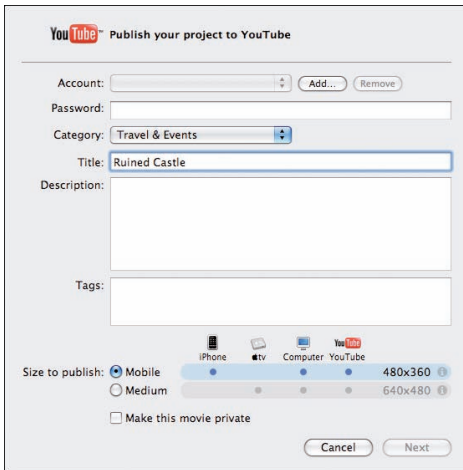
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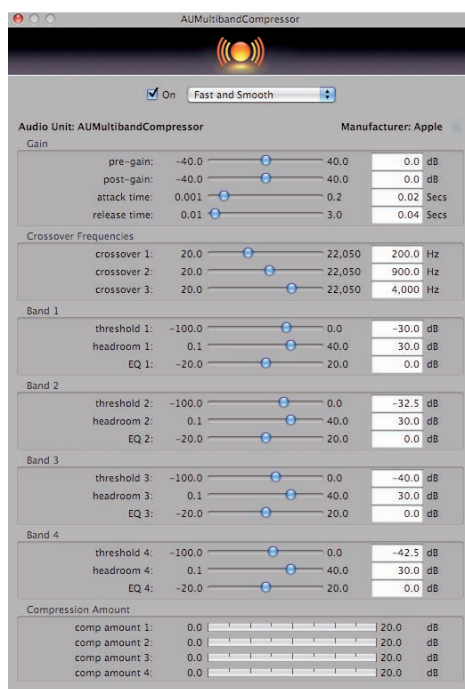


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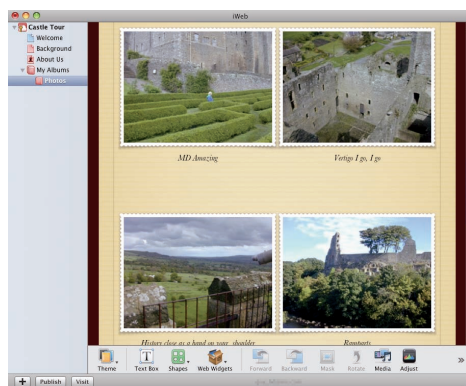
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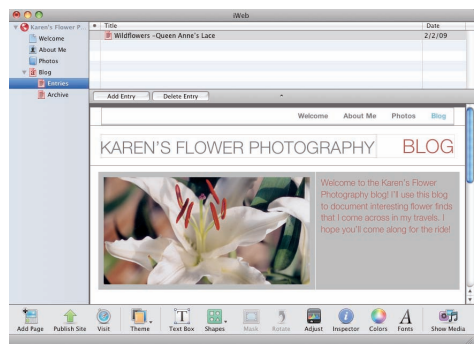
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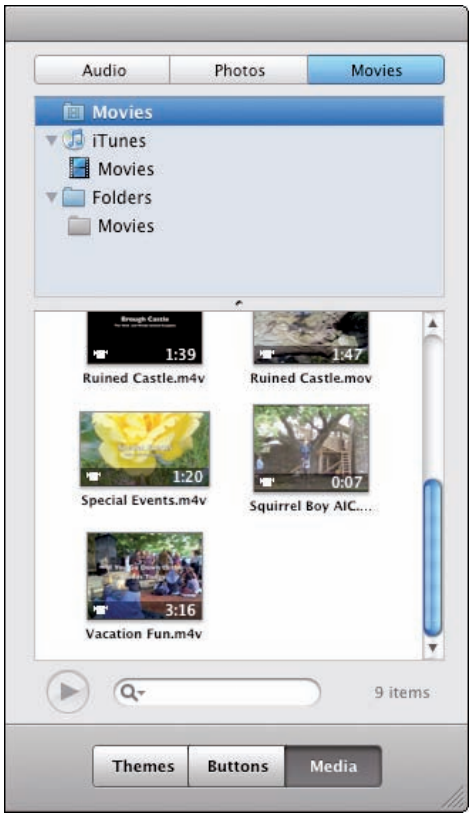


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Introduction

Your Mac

is a fantastic tool for enjoying multimedia, and the iLife suite of applications lets you create and share your own multimedia content with the whole wired world.

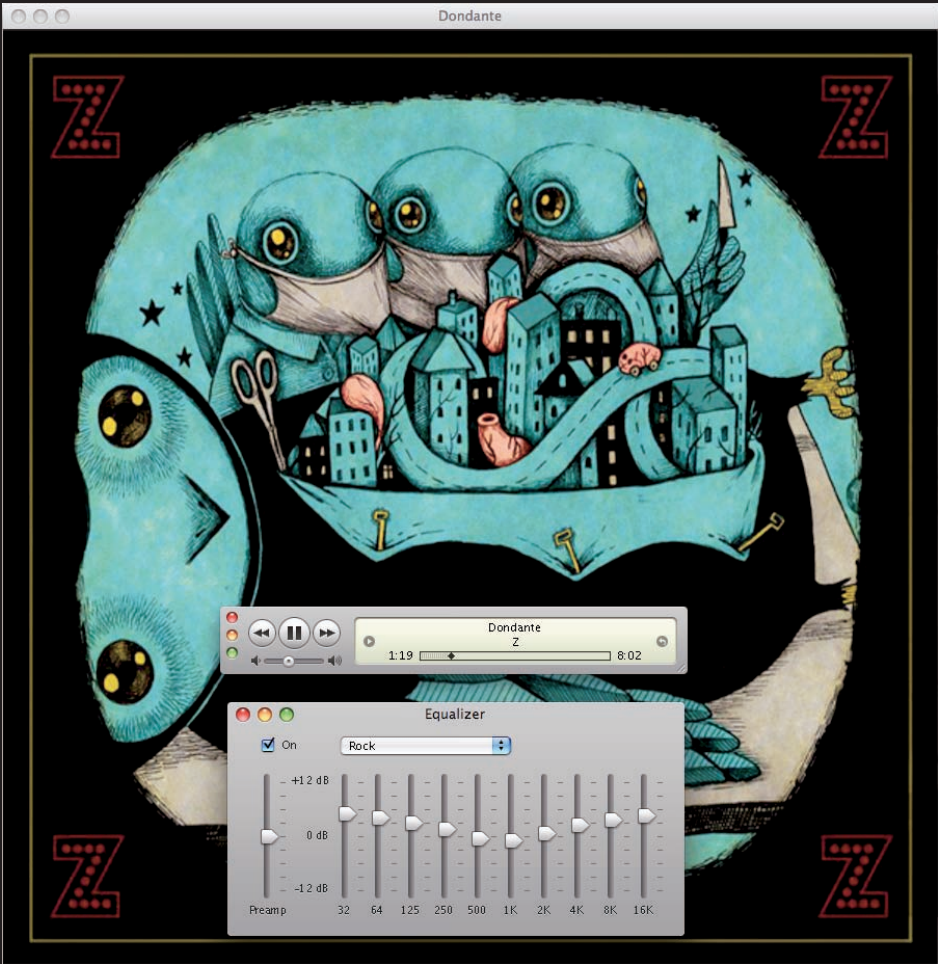
iLife '09 Portable Genius shows you how to get the most out of the iLife applications. Here's a taste of what you can do with this book:

- **Enjoy music and videos in iTunes.** Exploit iTunes to the full by setting it and your iPod to deliver high audio quality, building a powerful, easy-to-use media library, creating videos that work with iTunes, getting the most out of playlists, and using your iPod or iPhone to carry files.
- **Bring your photos into iPhoto.** Import your digital photos directly from your digital camera or a removable memory card — or from another folder on your Mac or your network. Use Image Capture to scan printed photos so that you can use them on your Mac.
- **Organize, improve, and share your photos.** Quickly organize your photos into iPhoto Events and tag them with keywords so that you can instantly find the photos you want. Use iPhoto's new Faces feature to automatically identify the key people in your photos and the Places feature to organize photos by location. Once you've cropped and adjusted your photos so that they look exactly as you want them, you can create powerful slide shows, share your photos with other people on your network or the Internet, or simply use them to enhance your copy of Mac OS X.
- **Import your video footage into iMovie.** Bring your video clips into iMovie from your DV camcorder or from your digital camera. Swiftly and effortlessly review your clips, mark the footage you want to use in your projects, and organize related clips into Events so that you can retrieve them easily.
- **Build a movie from your clips.** Grasp iMovie's slick, nondestructive method of handling edits, and learn when to edit in the Event Browser and when to edit on the Storyboard.

Build the movie on the Storyboard by arranging the clips and editing them to fit. If you want, add still photos — and enliven them with custom Ken Burns effects.

- **Finish, polish, and share your movie.** Give your movie a professional finish by adding themes, titles and transitions and creating a custom sound track complete with music and sound effects. You can then share the movie with friends by creating a file or a DVD or with the world by posting it to YouTube, your MobileMe Gallery, or your Web site.
- **Set up a music studio on your Mac.** Perhaps the best feature of iLife is the way it packs a complete music studio into your Mac. As soon as you've connected your musical keyboard and any physical instruments you're using to your Mac, you're ready to start making music with GarageBand—or learning to play an instrument or a song with GarageBand's help. If your song needs a kick-start, fire up the Magic GarageBand feature to quickly lay down a backing track that you can play or sing along with.
- **Record a song.** To create a song quickly in GarageBand, you can build tracks out of loops, changing them so that they exactly meet your needs. You can then add in your own performances playing either a Software Instrument via your keyboard or a real, physical instrument such as a guitar or drum kit. You can even create your own custom Software Instruments to get exactly the sounds you want.
- **Mix a song and share it.** Even the best performance may need editing, and GarageBand makes it easy to remove mistakes or cut together the best parts of several takes. You can then mix the song, adjusting the balance, panning, and effects on each track so that it fulfills your artistic vision. When the song is finished, you can export it to iTunes; add tags, lyrics, and artwork there; and finally share the song on the Internet.
- **Build your own Web site quickly and easily.** The best place to showcase the photos, movies, and music you create with the iLife applications is by reaching a worldwide audience on the Web. The iWeb application lets you quickly create great-looking Web sites from your content. You can even add Web widgets such as interactive Google Maps, AdSense advertisements, YouTube videos, and RSS feeds.
- **Add blogs and podcasts to your Web site.** If you have rapidly changing information that you need to share, you'll love iWeb's features for adding blogs and podcasts to your Web site. You create the blog entries in iWeb and the podcasts in GarageBand, and can post them to your Web site with minimal effort. You can also add your podcasts to the iTunes Store, which lets you reach a huge audience worldwide.
- **Burn custom DVDs of your movies and photos.** Despite the Internet, DVDs remain a great way of sharing and enjoying movies and photos. iDVD gives you all the features you need to create professional-looking DVDs with customized menu screens and compelling content. And if you need to create a DVD in a hurry, you can use the Magic DVD feature to do the grunt work for you — or use the OneStep DVD feature to burn a movie straight to DVD from your DV camcorder.

How Can I Best Enjoy Music and Videos in iTunes?



You can start playing music and videos within minutes of launching iTunes, but to get the very best out of iTunes, you'll need to explore its advanced features. Do you want to make sure that iTunes gives you the highest audio quality that your Mac can deliver — and that you get the best possible sound on your iPod as well? What about building an iTunes library that lets you quickly find the songs you like? You'll probably want to create both unchanging playlists and playlists that update themselves automatically with fresh songs, back up your iTunes library in case disaster strikes your Mac, and use your iPod to carry or transfer essential files as well as your songs and videos.

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Getting High-Quality Audio on iTunes and an iPod

If you love music, you'll love the audio quality that iTunes and an iPod can deliver. But to get the very best out of your Mac and iPod, you need to choose the right settings in iTunes and on the iPod.

Setting iTunes to deliver high audio quality

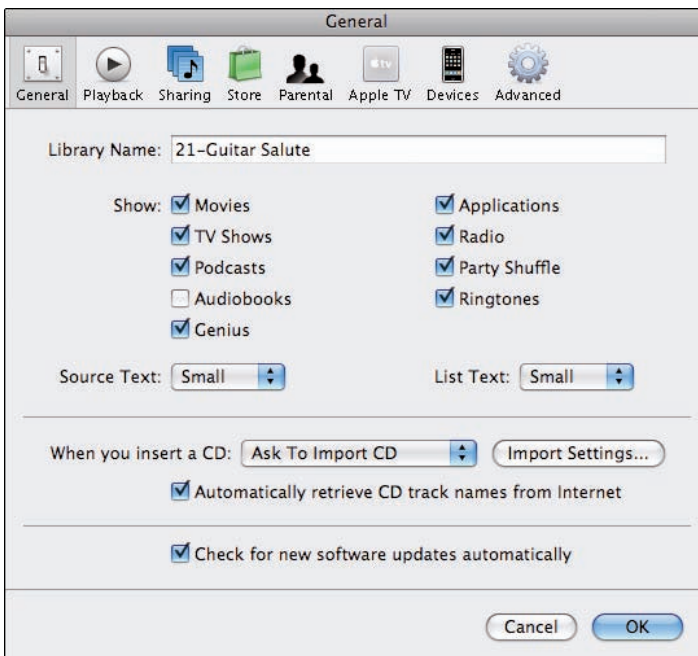
You need to do three things to set iTunes to give you high-quality audio:

- Set iTunes to create high-quality audio files from CD
- Choose essential playback settings in iTunes
- Apply equalizations to your songs

Setting iTunes to create high-quality audio files from CD

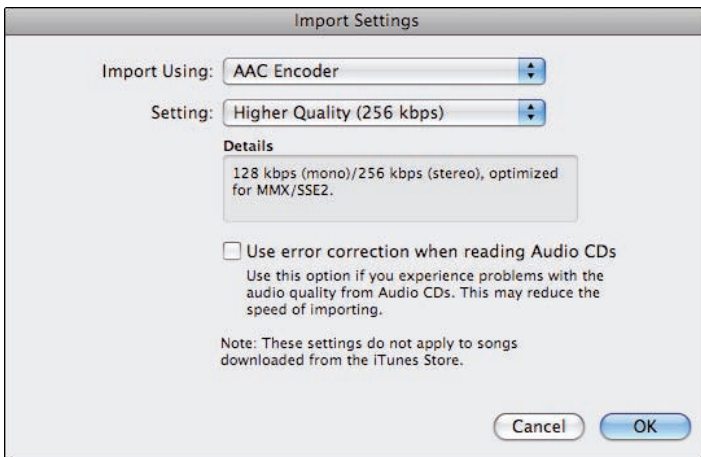
Here's how to get the best audio quality when you import songs from CD.

1. Choose **iTunes** ⇨ **Preferences** to open the Preferences dialog box.
2. Click **General** in the toolbar to open the General preferences (see figure 1.1).



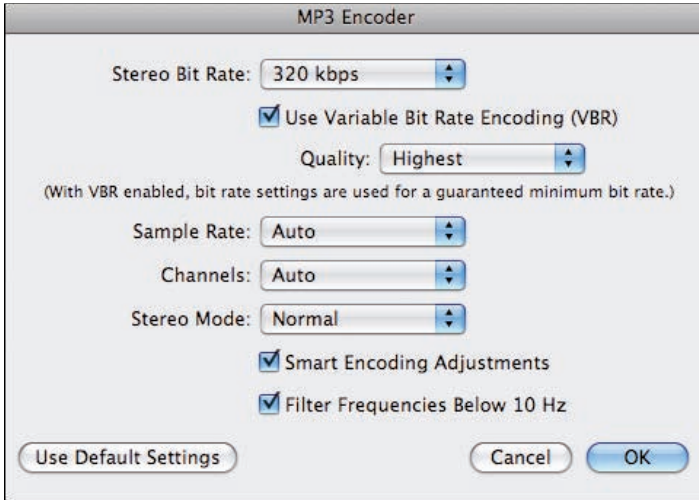
1.1 iTunes' General preferences let you control which action iTunes takes when you insert a CD.

3. **Tell iTunes what to do when you put a CD in your Mac.** I find that Show CD is the best choice because it lets you fix any incorrect tag information before you import the CD. Your alternatives are Begin Playing, Ask To Import CD (the default), Import CD, Import CD And Eject, and Show CD.
4. **Select the Automatically retrieve CD track names from Internet check box if you want iTunes to download track names for you.** This is the easiest way to get CD information, but it's a good idea to check that the information is correct before you apply it.
5. **Click the Import Settings button to display the Import Settings dialog box (see figure 1.2).**



1.2 iTunes' Import Settings control the quality of the music you get in iTunes on your iMac and on your iPod or iPhone. If you want high-quality audio, you need to change the default settings.

6. **In the Import Using pop-up menu, choose the encoder for creating the audio files.** See the sidebar "Picking the Best Encoding for Your Needs" for advice.
7. **Choose a quality setting for the encoder in the Setting pop-up menu.** iTunes offers pre-set choices for all encoders except Apple Lossless Encoding. To choose custom settings, click Custom and work in the dialog box that iTunes displays. Figure 1.3 shows the MP3 Encoder dialog box for choosing custom settings for encoding MP3 files.
8. **Select the Use error correction when reading Audio CDs check box if you find your song files contain pops, skips, or dropouts caused by the drive reading them incorrectly, or if you simply want to be sure of getting quality audio files.** Using error correction slows down the importing speed, so you may prefer to clear this check box and test whether the song files come out clean.
8. **Click OK to close the Import Settings dialog box, and then click OK to close the Preferences dialog box.**



1.3 Custom dialog boxes such as the MP3 Encoder dialog box let you choose exactly the encoding settings you want.

Choosing essential playback settings in iTunes

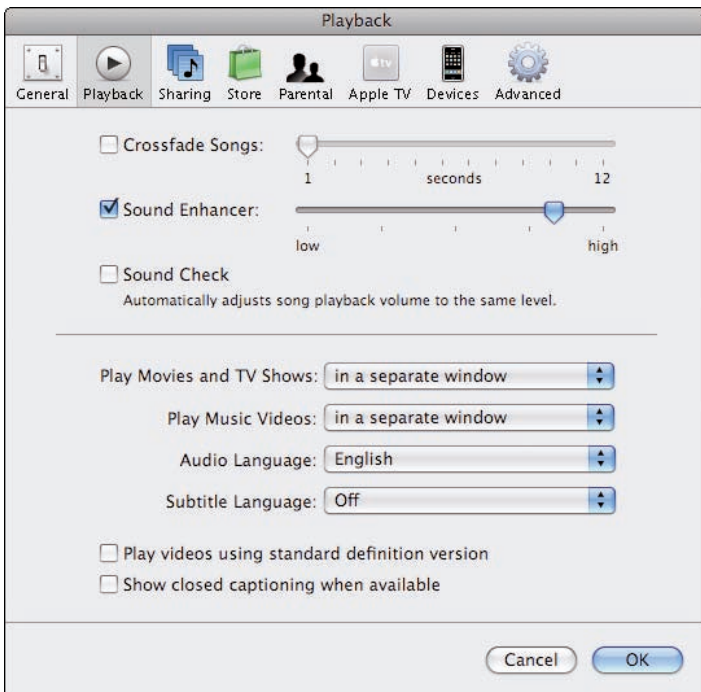
Your next step is to choose three settings that make a huge difference to how iTunes plays back the songs. Follow these steps:

- 1. Choose iTunes ⇨ Preferences to open the Preferences dialog box.**
- 2. Click the Playback button to display the Playback preferences (see figure 1.4).**
- 3. Select the Crossfade Playback check box only if you want to use the cross-fading feature.** This fades from the end of one song to the beginning of the next. If you use this feature, drag the slider to set the number of seconds (from 1 to 12), depending on how much of each song you want to lose.
- 4. Select the Sound Enhancer check box if you want to use Sound Enhancer.** This feature performs several audio tricks, such as increasing the stereo separation of the left and right tracks and adding harmonics. Sound Enhancer can make music sound more lively, but at the cost of authenticity. If you use this feature, drag the slider to set the degree of enhancement.
- 5. Select the Sound Check check box if you want iTunes to normalize your songs.** *Normalization* involves evaluating the songs in your library for loud and quiet points and reducing the difference between the two. This helps to avoid getting your ears blasted by a loud song that follows a quiet one, but it makes the music much less dynamic and compelling.

**Note**

Explanations of what the Sound Enhancer actually does tend to vary, but if you've ever used a Loudness button on an old stereo, you may see a similarity between that and Sound Enhancer. But where most Loudness features could only be either on or off, you can adjust the amount of difference the Sound Enhancer makes by dragging its slider.

- 6. Click OK to close the Preferences dialog box.** Test the settings you've chosen by playing various types of songs, and change the settings if you don't like the results.



- 1.4** In the Playback preferences, choose whether to crossfade playback, use Sound Enhancer, and use Sound Check.

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Turn off Sound Check so that you can enjoy your songs with as full a dynamic range as the sound engineer has given them. Unfortunately, to pack songs with enough punch to penetrate our cluttered consciousness on the radio or in public, sound engineers all too often now compress the dynamic range, which makes the music seem louder overall but removes the difference between the “loud” and “quiet” parts.

Picking the Best Encoding for Your Needs

CDs contain music files in an uncompressed format designed for use on CDs. To copy the songs from CDs to your Mac, you use an *encoder* to convert the files to a format suitable for computers. iTunes comes with five encoders, so you can pick the one that's right for your needs. For some of these encoders, you can also adjust the quality setting, or *bitrate*, which also affects the file size.

iTunes comes set to import songs from CD using the Advanced Audio Coding (AAC) encoder at the 128 Kbps bitrate. This is good for general-purpose recording with modest file sizes, but if you want high audio quality, either choose the Higher Quality (256 Kbps) setting, or use the Custom dialog box to set the highest available bitrate, 320 Kbps.

If you use a Mac and an iPod or iPhone, AAC is usually the best format to choose. iTunes, iPods, and iPhones can play AAC files, but most other hardware and software players can't. If you need to play your song files on other players, use the MP3 format instead. MP3 has lower quality than AAC at the same bitrate, so choose at least the Higher Quality (192 Kbps) bitrate for MP3. For best results, use the Custom dialog box to set the highest available bitrate, 320 Kbps.

If you have lots of hard disk space on your Mac and want superior audio quality, try the Apple Lossless Encoding encoder. *Lossless* means that, unlike the AAC and MP3 encoders, Apple Lossless Encoding does not discard any of the data contained in the original music — so the song file should be perfect. Apple Lossless Encoding files take up much more space than AAC and MP3 files, so they're not great for iPods and the iPhone. In fact, the iPod shuffle can't even play Apple Lossless Encoding files.

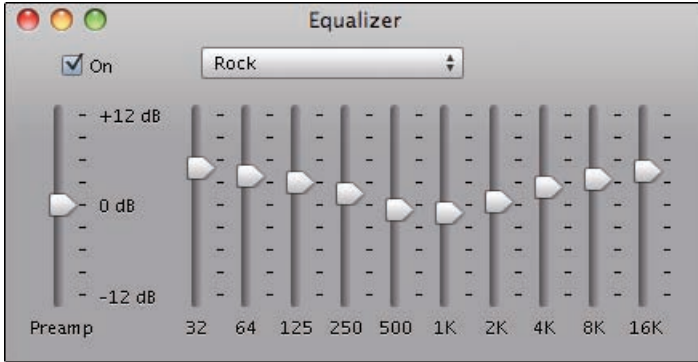
Your last two choices of encoder are WAV and AIFF. These are essentially the same thing: uncompressed audio data, but with different instructions at the beginning of the file. WAV and AIFF both give perfect audio quality but lack the tag information that portable music players need; besides, WAV and AIFF files are so large that few will fit on any but the most capacious portable players.

Applying an equalization to the music you're playing

Your third move toward making songs sound the way you like them is to use the Equalizer. You can either apply an equalization to the music as you listen, just as you might do with a graphical equalizer on a stereo or boom-box, or apply an equalization to any song in your library (see the next section).

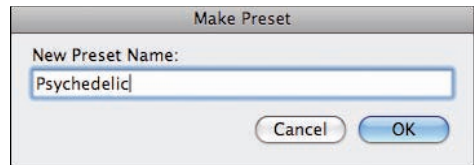
iTunes' Equalizer is easy to use. These are the moves you need to know:

- Choose Window ⇨ Equalizer or press ⌘+Option+2 to toggle the display of the Equalizer (see figure 1.5).



1.5 Use the Equalizer to make songs sound the way you like them.

- Select the On check box to turn the Equalizer on, and then choose the equalization you want from the pop-up menu.
- To create a custom equalization, drag the frequency sliders to produce the sound you want. If you want to boost the amplification, drag the Preamp slider up; to reduce the amplification, drag the slider down. Open the pop-up menu, choose Make Preset, type the name in the Make Preset dialog box (see figure 1.6), and then click OK.
- To rename or delete an equalization, open the pop-up menu and choose Edit Presets. In the Edit Presets dialog box (see figure 1.7), select the equalization, and then click Rename (to rename it) or Delete (to delete it). Click Done when you're ready to close the dialog box.



1.6 You can easily create a custom preset to apply an equalization.



1.7 Use the Edit Presets dialog to rename a preset or delete it.

**Note**

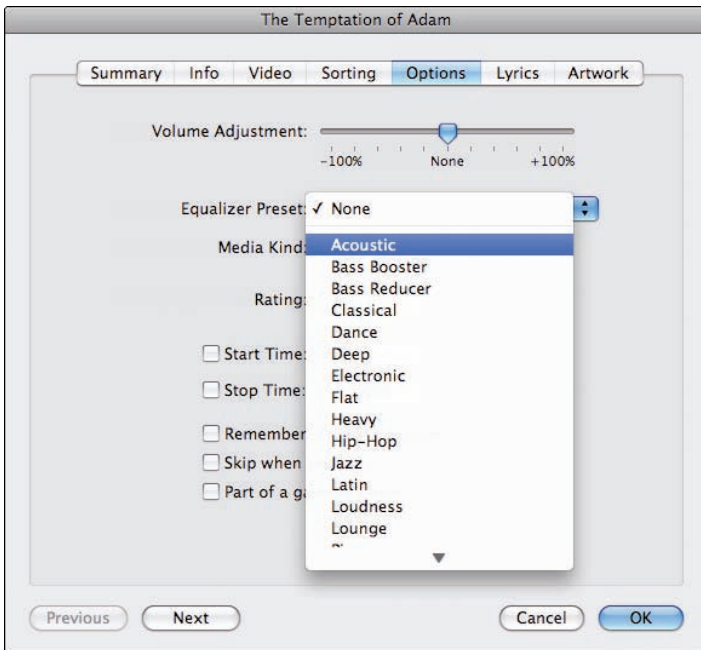
Custom equalizations don't carry through to the iPod or iPhone, so if you use one of these devices, it's best to experiment with iTunes' built-in equalizations before creating your own.

Applying an equalization to a particular song

Applying an equalization as you're listening works well, but what's much handier is applying an equalization to each song in your library. This way, whenever you play the song, iTunes uses that equalization automatically. So does your iPod or iPhone (as long as the equalization you choose is one of the built-in ones).

You can apply an equalization to any song in your library in one of these ways:

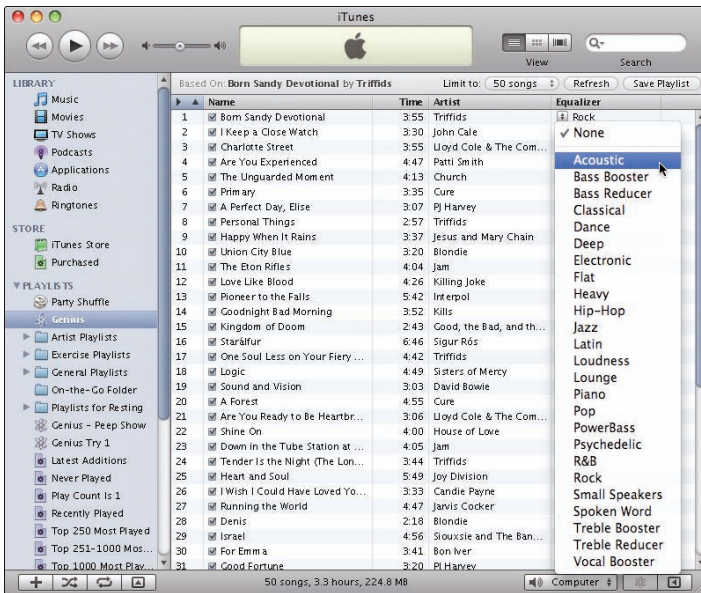
- **Single song.** Ctrl+click or right-click the song, choose Get Info, and then click the Options tab of the Item Info dialog box (see figure 1.8). Open the Equalizer Preset pop-up menu, choose the equalization, and then click OK.



1.8 Choosing an equalization for a single song in the Item Info dialog box.

- **Single song.** Add the Equalizer column to the current view by Ctrl+clicking or right-clicking an empty column heading (after the last column) and choosing Equalizer from the menu. (You can also replace an existing column by Ctrl+clicking or right-clicking its

column heading and then choosing Equalizer.) You can then apply an equalization to a song by using the pop-up menu as shown in figure 1.9.



1.9 Add the Equalizer column to a view to give yourself the easiest way to apply an equalization to a song.

- Multiple songs, an album, or all an artist's songs.** Select the songs or the album, Ctrl+click or right-click, and choose Get Info to open the Multiple Item Information dialog box. For an artist, click the artist, and then press ⌘+I to open the Multiple Item Information dialog box. Click the Options tab, open the Equalizer Preset pop-up menu, choose the equalization, and then click OK.



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Which equalizations sound best to you will depend on the type of music you listen to, the type of speakers or headphones you use, and the state of your ears, not to mention your personal preferences. Bear in mind that the names of the built-in equalizations are merely suggestions — so if you find you like to listen to speed metal using the Jazz equalization, feel free to do so.

Choosing suitable iPod settings

To get the highest audio quality on your iPod, you need to load high-quality songs, such as those you've ripped from your CDs as discussed earlier in this chapter. You need to turn off the Sound Check feature on your iPod (or iPhone) to prevent it from normalizing the sound. You may also need to apply equalizations on the iPod.



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All iPods and iPhones include decent-quality headphones, but you can improve the audio quality by buying higher-quality headphones that you find comfortable. If you're thinking of upgrading your headphones, also look into buying a headphone amplifier because this can greatly improve the sound you get out of your iPod or iPhone.

Turning off Sound Check on the iPod or iPhone

If you want songs to sound good on your iPod or iPhone, turn off the Sound Check feature to prevent the player from robbing the songs of dynamic range by normalizing the sound.

Here's how to turn off Sound Check on the various models of iPod and on the iPhone:

- **Sixth-generation iPod or iPod nano.** Choose Main menu ⇨ Settings ⇨ Sound Check, and then press the Select button to switch between On and Off.
- **iPod shuffle.** Connect the iPod shuffle to your Mac, then click it in the Devices category in the Source list to display its control screens. On the Settings tab, clear the Enable Sound Check check box, and then click Apply.
- **iPod touch.** Press Home, touch Settings, touch Music, and then touch the Sound Check slider to move it to the On position or the Off position.
- **iPhone.** Press Home, touch Settings, touch iPod, and then touch the Sound Check slider to move it to the On position or the Off position.

Applying equalizations on the iPod or iPhone

If you've applied one of iTunes' built-in equalizations to each song, as discussed earlier in this chapter, your iPod or iPhone automatically applies those equalizations when you listen to the songs.

Keeping Audio Quality High on an iPod shuffle

To keep audio quality high on the iPod shuffle, clear the Convert higher bit rate songs to 128 Kbps AAC check box in the Options area of the iPod's Settings tab. Converting songs to 128 Kbps AAC reduces the amount of space the songs take up, but it costs you audio quality. You lose even more quality if the song you're converting was encoded using an encoder other than AAC (for example, MP3). The conversion also makes synchronization take longer, which is seldom welcome.

When you've applied a custom equalization to a song, however, you'll find that it's not available on your iPod. In this case, you can change the equalization on the iPod or iPhone manually. You may also need to do this for songs whose equalizations are available, simply because songs sound differently through headphones than through your Mac's sound system.

Here's how to apply an equalization on the iPod or iPhone:

- **Sixth-generation iPod or iPod nano.** Choose Main menu ⇨ Settings ⇨ EQ. Scroll to the equalization you want, and then press the Select button.
- **iPod touch.** Press Home, touch Settings, touch Music, and then touch EQ. On the EQ screen, touch the equalization you want, and then touch Music to return to the Music screen.
- **iPhone.** Press Home, touch Settings, touch iPod, and then touch EQ. On the EQ screen, touch the equalization you want, and then touch iPod to return to the iPod screen.

Building a Powerful, Easy-to-Use Library

To make your iTunes library as powerful and easy-to-use as possible, store it in a folder that has plenty of space, and make sure that folder contains the file for each song in the library. For faster searching and enjoyable playlists, tag the files with accurate information, rate the songs so that iTunes knows which you like, and trim off any unwanted parts of songs.

Normally, you'll want to store all your songs in a single library so that you can play them easily. But if need be, you can create multiple iTunes libraries, each containing a different collection of songs.

Choosing where to store your library

iTunes normally comes set to handle your library like this:

- Put all your music and video files in the same folder within your Home folder.
- Keep the folder organized by artist folder, album folder, track number, and track title — for example, /Bruce Springsteen/Greatest Hits/01 Born to Run.m4a. (If there's a disk number, such as Disk 1 of 2, iTunes includes that too.)
- Make a copy of each file you add to the library from another folder, instead of linking to the file in that folder.

This behavior is convenient for many people, but if you have a large iTunes library or your Mac has a small hard disk, you may run short of space. You may also want to store your iTunes library in a different folder so that you (or others) can access the media files from other computers on your network.

Here's how to check and change where iTunes is storing your library and choose other key settings.

1. Choose **iTunes** ⇨ **Preferences** and then click the **Advanced** button to display the **Advanced preferences** (see figure 1.10).



1.10 Use the Advanced preferences to choose where to store your library.

2. **Look at the iTunes Music folder location box to see which folder iTunes is storing your music in.** If you want to change the folder, click the Change button, select the new folder in the Change Music Folder Location dialog box, and then click Open.
3. **Select the Keep iTunes Music folder organized check box if you want iTunes to organize the folder and filenames.** This setting is usually helpful, but it does mean that when you change a tag such as a song name, iTunes changes the filename to match as well.

4. **Select the Copy files to iTunes Music folder when adding to library check box if you want iTunes to copy each file you add from another folder.** If you want iTunes to create a link to the file in that folder instead, clear this check box.
5. **Click OK to close the Preferences dialog box.**

Getting all your media files in the same folder

If you want to be able to back up your iTunes library in a single action, use the Consolidate Library command to make sure all your media files are stored in the same folder.



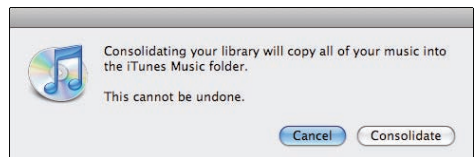
Caution

There's no easy way to undo consolidation, so before you consolidate your iTunes library, make sure that the drive on which you're storing your iTunes library has plenty of space to hold all the files. The easiest way to see how much space your iTunes library takes up is to click the Music item in the Source list, click All in the Artists list and the Album list, and then look at the readout at the bottom of the iTunes window. Repeat the process for Movies, TV Shows, and any other items that appear in the Source list, and then add the figures together.

When you give this command, iTunes copies any files that are stored outside your iTunes Music folder into the iTunes Music folder. Normally, it's a good idea to select the Keep iTunes Music folder organized check box in the Advanced preferences before you consolidate your library, allowing iTunes to rename folders and files and generally keep your library straight.

After this preparation, consolidating your library is easy, but copying the files may take some time. Follow these steps:

1. **Choose File ⇨ Library ⇨ Consolidate Library.** iTunes displays the message box shown in figure 1.11.
2. **Click Consolidate.** iTunes copies those files that are located outside your iTunes Music folder into the folder. If you've selected the Keep iTunes Music folder organized check box, iTunes renames files whose names differ from their tag information.



1.11 iTunes double-checks that you want to consolidate your iTunes library because there's no easy way to undo a consolidation.

Tagging songs after adding them to your library

After you've added a song to your library, you can easily change its existing tags or add missing tag information.

If you need to change a tag that's displayed in whichever iTunes view you're using, you can simply edit it in place like this.

1. **Click once to select the song.**
2. **After a short pause, click again to put an edit box around the field (see figure 1.12).** If you don't pause between the clicks, iTunes registers a double-click and starts playing the song.

<input checked="" type="checkbox"/> Don't You (Forget Abo...	4:21	Simple Minds	Glittering Prize	11/13/2005 8:57 AM
<input checked="" type="checkbox"/> Lillani	3:03	Game Theory	Tinker to Evers to Chance	11/9/2005 9:04 PM
<input checked="" type="checkbox"/> Creeping Death	5:08	Apocalyptica	Plays Metallica By Four Cellos	11/16/2005 4:50 PM
<input checked="" type="checkbox"/> Too Little Too Late	4:22	Metric	Live It Out	7/18/2006 3:53 PM
<input checked="" type="checkbox"/> Cadillac Coming	4:38	James Ray	Best	1/13/2006 12:37 PM

1.12 The quickest way to edit a single tag is to open an edit box in the iTunes list.

3. **Click to position the insertion point, type the change, and then press Return to apply the change.**



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If none of iTunes' genres seems right, create a genre of your own. Either open the Genre pop-up menu and choose Custom, or simply drag across whichever genre is currently displayed to select the text. Type the name of the genre you want to create. You'll then be able to use this genre for other songs too.

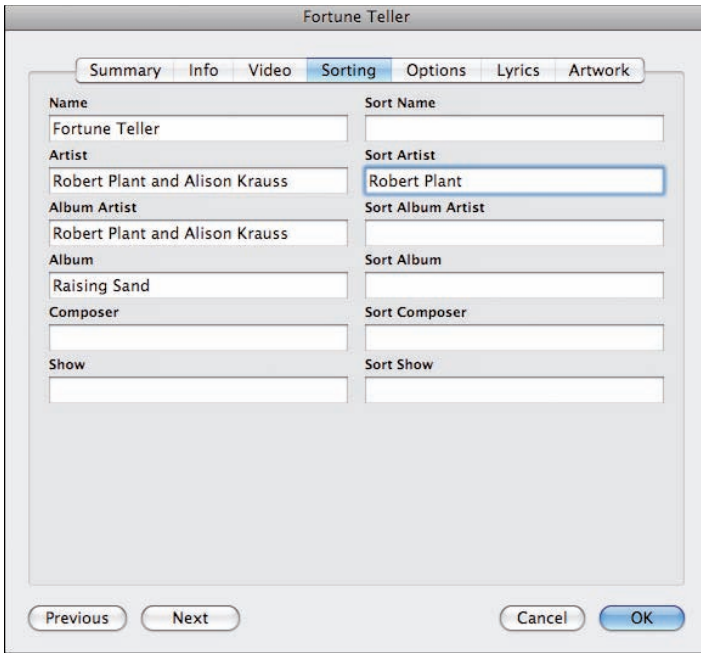
To change several tags on a single song, use the Item Information dialog box like this:

1. **Ctrl+click or right-click the song and choose Get Info to open the Item Information dialog box.**
2. **Click the tab that contains the tags or settings you want to change.** For example, to control how iTunes sorts the songs, click the Sorting tab (see figure 1.13) and use the boxes on it.



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Select the Gapless Album check box if you want to mark the songs as being gapless. This setting turns off cross-fading and is good for live albums, classical music, and spoken-word audio.



1.13 The Sorting tab of the Item Information dialog box lets you add extra information for sorting without changing the tags that appear in the iTunes interface.

3. When you finish changing the tags and settings, click OK.

Understanding the less obvious tags

Most of the tag fields, such as Name and Artist, are easy to grasp. Here's a quick run-down of the more puzzling ones:

- **Album Artist.** The artist name that you want to use for the album, where it's different from the artist name for the song. For example, you might use Various Artists as the album artist for a compilation album.
- **Grouping.** This tag lets you group the movements in a classical music work, but you can use it for other purposes too. For example, instead of creating a Psychedelic Rock genre, use the Rock genre and put Psychedelic in the Grouping tag; or add Grouping tags such as Party or Workout to songs of different genres so that you can pick them out across different genres.
- **BPM.** Beats per minute — the tempo of the song.



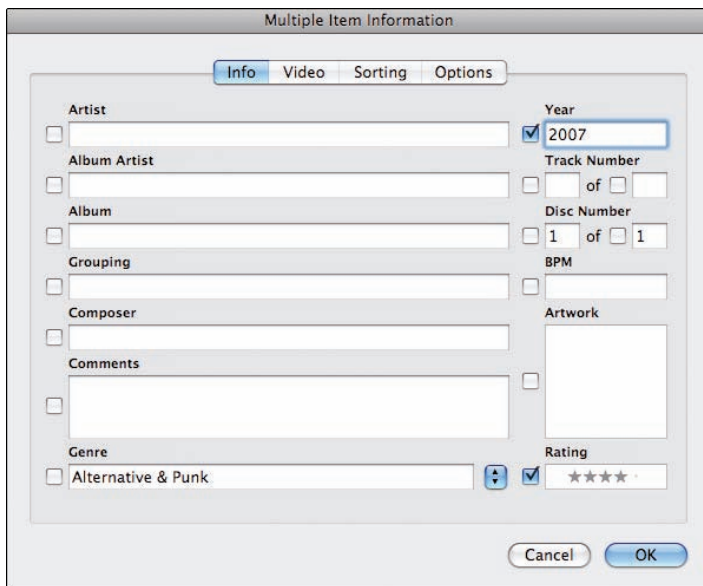
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To find out the beats per minute of songs and add this info to the tags, use a tool such as Tangerine from Potion Factory (www.potionfactory.com/tangerine/) or beaTunes (www.beatunes.com).

- **Sort tags (Sort Name, Sort Artist, Sort Album Artist, Sort Album, Sort Composer, and Sort Show).** These let you control how iTunes sorts songs (and shows) without changing the information iTunes displays. For example, you may want to sort your Beethoven music by “Beethoven” rather than by the names of the various orchestras and conductors. By adding **Beethoven** to the Sort Artist tag, you can do so.

To change one or more tags on multiple songs at once, use the Multiple Item Information dialog box like this:

- 1. Select the songs whose tags you want to change.** For example, click the first song, then ⌘+click each of the other songs.
- 2. Ctrl+click or right-click in the selection and choose Get Info to open the Multiple Item Information dialog box (see figure 1.14).**



1.14 Use the Multiple Item Information dialog box to change shared tag information on several songs at once.

- 3. Change the tags that apply to all the songs you selected, and then click OK.** When you change a tag, iTunes selects the check box next to it so that you can easily track the changes you've made.



Note

To add artwork (such as a CD cover picture) to several songs at once, drag the picture to the Artwork box on the Info tab in the Multiple Item Information dialog box. Amazon.com includes cover pictures for many CDs, but you can also add your own pictures if you prefer.



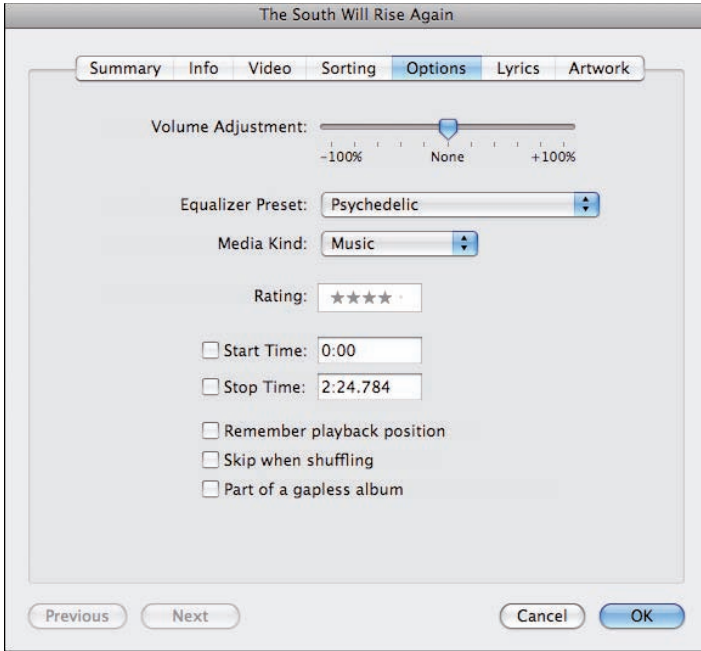
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If you want to apply tags to your songs automatically, visit the Doug's AppleScripts for iTunes Web site (<http://dougscripts.com/itunes/>) and look through the Managing Track Info scripts.

Trimming off unwanted parts of songs

Do you ever find yourself always skipping the beginning or end of a song? If so, don't suffer through it — use this trick to trim off the unwanted part of the song.

- 1. Play the song, and note the time at which you want the song to start or stop.**
- 2. Ctrl+click or right-click the song and choose Get Info to open the Item Information dialog box, and then click the Options tab (see figure 1.15).**
- 3. Click in the Start Time box or the Stop Time box, and then type the time you want the song to start or stop.** Use the format *minutes:seconds.thousandths* — for example, 3:24.000. Note that it's a period between the seconds and thousandths, not a second colon.
- 4. Click OK to close the dialog box.**
- 5. Play the song again and make sure the cutoff is right.** If not, open the Item Information dialog box again and adjust it.
- 6. Right-click the song and choose Create *Format* Version.** (*Format* here is the encoding format you've chosen in iTunes — for example, Create AAC Version.) iTunes creates a new version of the file minus the parts you chose to exclude.
- 7. If you want, remove the original song file from your iTunes library, leaving the new file.**



1.15 On the Options tab of the Item Information dialog box, you can set the start time or end time for a song. You can then trim the song file to use this start time or end time.



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You can also use this trimming technique to split a song into different parts, which can be useful when you've recorded a live performance and want to keep only parts of it. First, create a duplicate copy of the song. The easiest way to do this is to Ctrl+click or right-click the song, choose Show In Finder, press ⌘+D to duplicate the song file, and then drag the duplicate to your iTunes library. In iTunes, trim off the first part of the song from one file, leaving the second part, and then trim off the second part of the song from the other file, leaving the first part.

Separating your music with multiple iTunes libraries

Normally, iTunes puts all your songs into a single library. But here's a neat feature: You can create separate music libraries if you want. For example, you may prefer to keep your classical music separate from your popular music, put a library on an external drive to save space on your Mac's hard drive, or maintain a family-friendly library as well as one that includes harder-edged material.