

iTunes Overview

1. Import songs into iTunes by:
 - a. Inserting a CD and clicking “import” in the top right corner. (You can uncheck any songs you do not want, or simply drag the tune you want into the *Library* or a playlist of your choice.
 - b. Buying a tune (or a whole CD) from the iTunes music store.
 - c. Dragging a song from another source, such as a pen drive, folder, web page, desktop, email etc.
2. Set up playlists by clicking the plus sign (bottom left corner) or selecting it from the file menu. Smart playlists will find anything containing a certain keyword and will also automatically update as new songs are added.
3. Burn playlists by inserting a blank CD, selecting the playlist you want and then clicking on the “burn” icon in the top right corner.
4. Sort your tunes by clicking on the column headings (ex: *artist*, *genre*). Add or delete new columns by ctrl-clicking at the top of the screen.

Garageband Overview

1. Build your song by:
 - a. Dragging loops (click the eye to find them) into the mixer (gray area). They are then called tracks. Make loops longer by clicking on the top right corner and dragging them to desired length.
 - b. Recording your own instruments/ vocals (round button w/ red dot).
 - i. Use internal mics, external mics or MIDI instruments.
2. Use the cycle button to listen to a selected region of your song over and over. Good for pinpointing problems or deciding to add a new loop to your song.
3. Click the speaker icon to mute a particular track.
4. Click the headphone icon to solo a particular track.
5. Clicking the lock helps to save on processor power,

6. Click the triangle to edit the volume (fades are a great way to end a song, or to bring in a new sound!)
7. Double-click the track header to change details about the instrument sound (effects such as *echo* and *reverb*).
8. Change from measure counter to time counter by clicking the music note or the clock.
9. Shortcuts:
 - a. Z = go to the beginning.
 - b. Spacebar = play and stop.
 - c. Option-drag = copy.
 - d. Command-delete = deletes highlighted tracks.
 - e. Delete = deletes a highlighted region, but not the whole track.
 - f. Command-T = split a highlighted track at the playhead.
 - g. S = solo highlighted track.
 - h. M = mute highlighted track.
10. When your song is ready, simply go to the *File* menu and select *Export to iTunes*.

iMovie Audio Overview

1. Find your iTunes library by clicking on *Audio* (newer versions have it under *Media* and then you must select *audio*).
2. Change your view from *clips* (film icon) to *timeline* (clock icon).
3. Click and drag your selected song into the audio track, or simply place the playhead where you want it to start and click *Place at Playhead*.
4. Fade in and out using the volume line (go to *View* menu and select *Show clip volume levels* if that line is not visible).
5. You can extract audio and move it elsewhere (a band concert, a solo performance).
6. You can narrate your own commentary over the video.
7. Be careful of the checkmarks on the right side. If you uncheck them, the audio in that track will be muted.