

Folk Dance and iTunes – installing and using

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This tutorial reviews how to load images into iTunes and how you can use iTunes to run music during parties to display them on a PC running Microsoft Windows. All information is based on using iTunes 10.x or greater. General familiarity with iTunes is assumed.

PART 1 – INSTALLING IMAGES

Introduction


All instructions are written assuming iTunes 10.x, although these steps with iTunes versions from 8.x and up.

Installing images

Option 1 – Via drag and drop

This option is useful if you are adding the image to songs that do not have album artwork associated with them.

Step 1 – Download the image you wish to install into a folder on your computer. Open that folder location using Windows explorer.

Step 2 – Start iTunes. Ensure the album artwork mini-window is visible by clicking on the ‘show or hide artwork’ button  on the bottom of the iTunes window. Adjust the iTunes window so that you can see the folder opened in step 1 and the iTunes artwork mini-window.

Step 3 – Begin playing the song you wish to install album artwork to.

Step 4 – Drag the artwork from the folder open in step 1 into the iTunes mini-window. The song may pause for a second or two while the image is being attached. When the song is playing, the image will be shown in the artwork mini window (Fig 1)

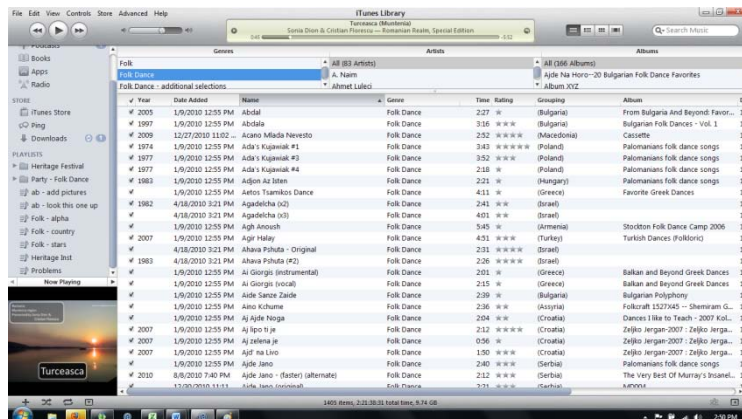


Fig 1

Option 2 – Via iTunes info

This is the best option to use if you are adding an image to a song that already has image artwork associated with it. Because iTunes uses a hierarchical display, only the primary image is displayed during playback.

Step 1 – Download the image you wish to install into a folder on your computer.

Step 2 – Start iTunes.

Step 3 – Select the song you wish to add the artwork to.

Step 4 – Right click on the song and select ‘Get Info’ (Fig 2).

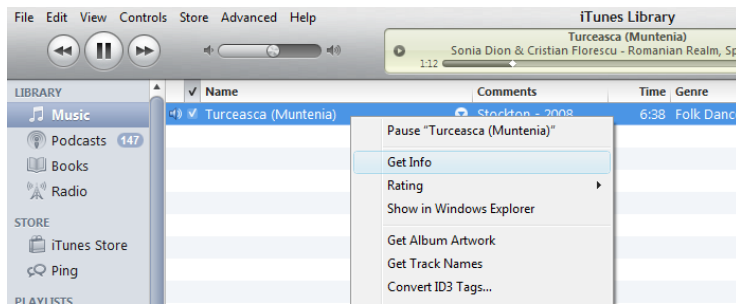


Fig 2

Step 5 – Select the ‘Artwork’ tab (Fig 3).

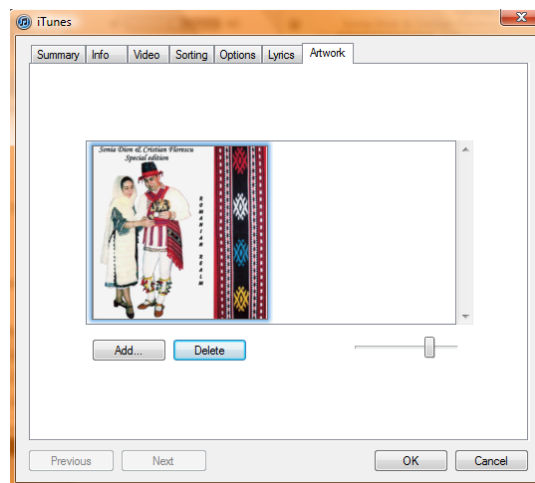


Fig 3

Step 6 – Click the ‘Add button’ and find the image you downloaded in Step 1. Select the image and the click ‘Open” (Fig 4).

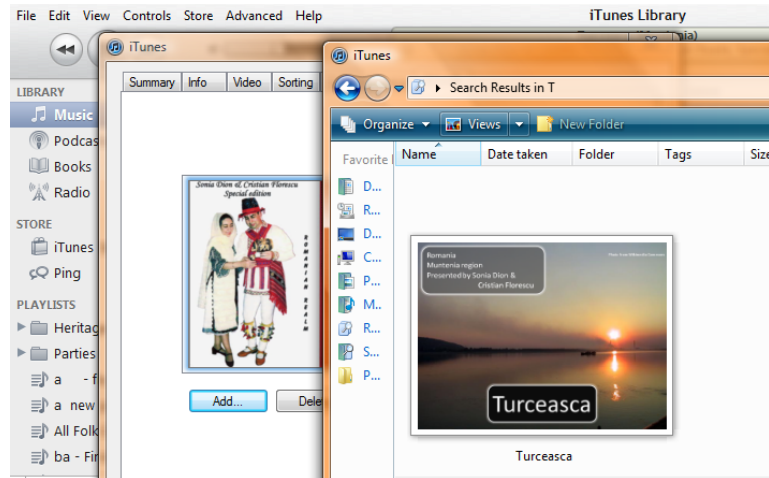


Fig 4

Step 7 – The image will load into iTunes. Ensure the image in the 'Artwork' tab around using drag a drop to ensure that the image you wish to display is in the farthest left position (Fig 5).

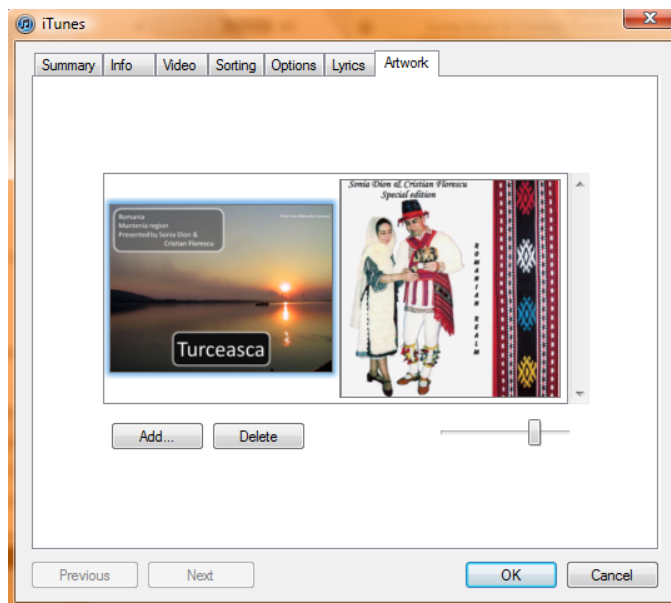


Fig 5

PART 2

Running a Folk Dance Program using iTunes

Introduction

All instructions are written assuming iTunes 10.x, although these steps with iTunes versions from 8.x and up. In addition, it is assumed that you have attached item artwork to your songs and have general knowledge of settings and controls of your PC or Mac operating system.

Basic Concepts

You will be opening a series of playlists and manipulating the songs you want to play from one playlist to another. You will have a master playlist of all songs and move the ones you want played or to hold for later in the program to different playlists.

Setting up your PC or Mac

-- Mute all alert sound using your machine's **Control Panel** or **System Preferences**. This will ensure that as you delete and move songs, the music isn't interrupted by alerts and error noises.

-- Ensure all songs you wish to be able to select from have been loaded into the master iTunes library and have the Item Artwork described above attached to the song.

Setting up iTunes

All instructions are based on using the full player, not the mini-player option.

-- Under **Preferences/Playback**, check the **Perform Sound Check** box.

-- Open the **Item Artwork** mini window by clicking on the **Item Artwork** icon in the bottom left of the iTunes application

-- Using **File/New Playlist** create three separate Playlists and name them **Now Playing**, **Holding Pattern** and **Master List** (Fig 6).



Fig 6

-- Copy all Folk Dance songs into the **Master List** playlist.

-- Copy a couple of songs into the **Now Playing** playlist. These will be used to test during the setting up and sizing of the various windows.

Displaying images

Step 1 - Getting everything open

-- Connect a secondary display (projector, iPad or other external monitor) to your PC/Mac.

-- Set the resolution of your displays to the size you wish to display. Note that as you open and set up the play windows, you may wish to change the display settings to better match the secondary display.

-- Using **Control Panel/System Preference** set the secondary display to **not** mirror the primary display. Also set the secondary display to be to the left of your primary display.

-- Right/Double click on the three new playlists so that they each open in a separate window.

-- Right/Double click on the item artwork integrated window so it opens in a separate window.

-- Minimize the iTunes Master application. This will leave you with only the three playlists and the Item Artwork windows open on the primary screen and a completely blank secondary screen (Fig 7).



Fig. 7

Step 2 - Arranging the secondary display

-- Drag the **Item Artwork** window to the upper left corner of the secondary display (Fig 8).

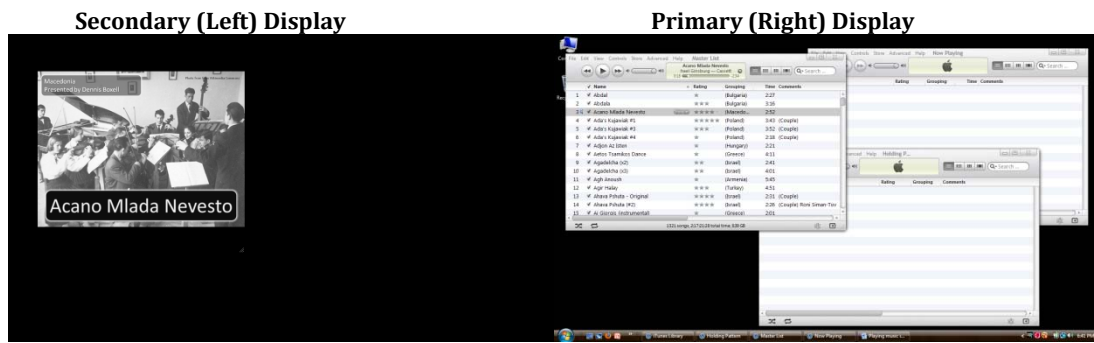


Fig 8

-- Start playing one of the sings in the **Now Playing** window. The song should be playing and the **Item Artwork** should now be displayed in the large **Item Artwork** window on the secondary display.

-- Drag the **Now Playing** window to the secondary screen so that it's left side is up against the **Item Artwork** window's right side (Fig 9). Note that **Now Playing** window will be split between the two displays. This is ok.



Fig 9

-- Adjust the two windows on the secondary display so that both the **Item Artwork** and the name of the song are clearly displayed (Fig 10).

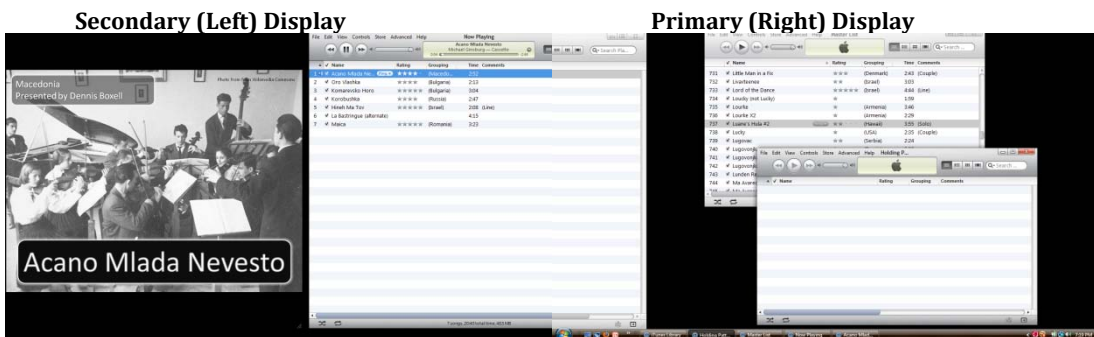


Fig 10

Step 3 - Setting up the primary display

-- Resize the **Now Playing** window so that it takes up as little space as possible on the primary display.

-- Drag the **Master List** window so that it occupies the top section of the primary display to the right of the Now Playing window.

-- Drag the **Holding Pattern** window so it occupies the lower right section of the primary display to the right of the **Now Playing** window and below the **Master List** window. Note that, based on your display settings, some of the windows may stray off screen or somewhat overlap. This is ok as long as you can see all of the controls and scroll bars (Fig 11).

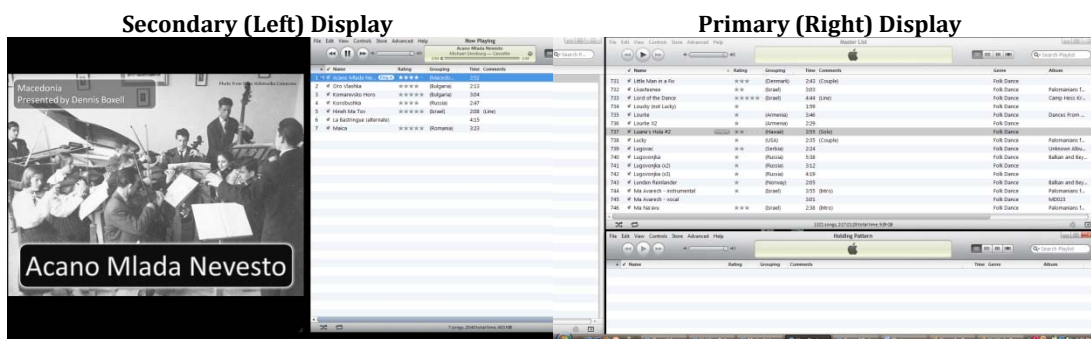


Fig 11

Playing music during your event.

In general, you will be dragging songs from the **Master List** to the **Holding Pattern** or **Now Playing** window and playing them from the **Now Playing** window. The below instructions general are not step-by-step instructions, but an overview of how to run your program.

-- All music must be played from the **Now Playing** window. Playing songs from multiple windows may lock up iTunes requiring a shut down and restart of iTunes

-- To add songs to the **Now Playing** or **Holding Pattern** window, find the song in the **Master List** either find it by sorting the various columns in the window or entering search terms in the upper right hand **Search Box**. Note that you must use the search box only the playlist you want to search; using a different search box will only search that playlist's contents.

-- Drag the song from the **Master List** window to either the **Now Playing** or **Holding Pattern** window.

-- Use the same above procedure for moving songs from the **Holding Pattern** to the **Now Playing** widows.

-- Note that moving a song from one window to another does not delete the song from the original playlist. Always refer to your **Now Playing** window to remember what you have and haven't set up.

-- During your program, you may change the order of the **Now Playing** list by dragging songs up and down the list.

Caveats and Notes

-- If you hear systems beeps and alerts during your program, there is something not muted or disabled in your **Control Panel/ System Preferences**.

-- It will take most people a couple of events before you stop accidentally start up a sing while another song is paying and various other mistakes. This is ok as it takes a bit of time getting used to moving things between windows.

-- Before each event I clear all three play lists and reload the **Master List** playlist to ensure that any songs I've modified or added since the previous event are available.

-- Please contact us at beni@pachell.net with any questions.