

Creating playlists using iTunes



To learn more about all you can do with your iPad, check out the second edition of *iPad for the Older and Wiser* by Sean McManus (Wiley, 2012).

You can create playlists on your iPad, but you can also use the iTunes software on your computer to create playlists, and then use these playlists to choose which songs are synchronised to your iPad. Follow these steps:

1. On your computer, go into the iTunes software. Click on the File menu in the top left, and choose New Playlist.
2. Your new playlist will appear on the left. Choose a name for it, type it in and press the Enter/Return key.
3. Click Music at the top of the left-hand column.
4. Find a song you would like to add to your playlist. You can use the scrollbar to scroll up and down the list, or use the search box in the top right to go straight to a particular song, album or artist.
5. Click the song and, keeping the mouse button held down, move the mouse pointer to the name of your new playlist in the left hand column. Release your mouse button, and the song will be added to the playlist.
6. To see what's on the playlist, click its name in the left column. To change the order of songs, click a song and hold the mouse button down. Move the mouse pointer to where you want the song to be, and then release the mouse button. The song will now be in its new position.

On your computer, you can also create smart playlists, which use simple rules to generate a playlist. These are very useful and can save you a lot of time adding songs manually. You can come up with lots of creative ways to explore your music collection using the information iTunes knows about your music.

Say you wanted to create a playlist of all the rock & roll music released before 1960 that you have in your iTunes library. Here's how you would do that:

1. On your computer, go into iTunes. Click on the File menu in the top left, and choose New Smart Playlist.
2. A window opens, like that shown in Figure 1. Click on the first pop-up menu. This has a list of different bits of information that iTunes holds about each piece of music you have, such as the artist who made it (Artist, in the menu), the album it comes from (Album), the year the song was released (Year), and how many times you've played it (Plays). In our example, you need to choose Genre, which is the type of music it is.
3. Click on the second pop-up menu. This gives you options such as 'contains', 'is' (or 'is not'), 'is after', 'is before' or 'is in the last'. For our example, you would choose 'is'.
4. Enter what you'd like to match with in the third box, such as the name of an artist or a time period. For our example, you would type 'Rock & Roll'. If you read across the three boxes, you can see it says 'Genre is Rock & Roll' (see Figure 1), which perfectly describes the music you want in this playlist.
5. In our example, you also want to limit your choice to music that was released before 1960. You'll need to add another line of options to do that, so click on the + button at the end of the line you just completed to add another line. Repeat the process, this time choosing 'Year', 'is less than' and '1960'.
6. Now you have two rules for your playlist: songs that are rock & roll, and songs from before 1960. You can decide whether you want only songs that meet both these rules, or songs that meet either of the rules (which would include later rock & roll songs, and any other type of music from before 1960). For our example, we need all the rules to be applied, so choose All in the pop-up menu at the top.
7. There are three tickboxes at the bottom left. Tick the first of these if you'd like to limit the length of the playlist. You can choose to limit it by the number of

songs on your playlist, the amount of time it takes to play the whole playlist or the total size of all the files in the playlist.

8. If you've limited the size of your playlist, choose how you want the songs to be chosen. They can be picked at random, or according to how often you've played them, how recently you added them to iTunes or long it is since you last played them.
9. If there are some songs that you don't want to go into this playlist, you can tick the box beside 'Match only ticked items'. Later, you can find the songs in iTunes and untick the box beside their names to stop them being added to this playlist.
10. The playlists can update themselves, too. For example, say you have a playlist that includes all the music you've added to your library in the last month. As time goes by and you add more songs, that list will change. Every time you synchronise your iPad with your PC, that playlist will be updated with the music you added in the last month. To disable the updating of the playlist, untick the box beside 'Live updating'.
11. Click OK.
12. Your smart playlist appears on the left, but you'll see it has been given a name that has been generated automatically. Type a new name if you'd like to change it, and then press Enter or Return.

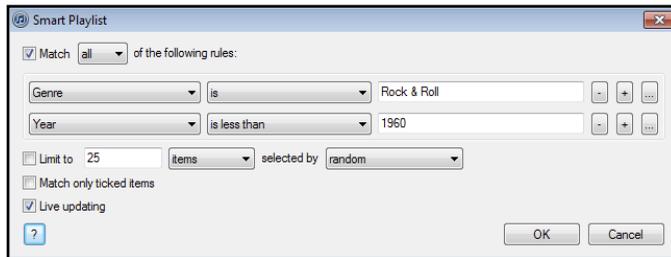


Figure 1

It sounds more complicated than it is! The best way to get to grips with it is to try it out. Here are some ideas for how you can use this feature:

- To create a list of 25 random pop songs that you have added to your music library in the last six months, use: Genre is Pop; Date Added is in the last 6 months; Limit to 25 items selected by random.

- To fill 1GB of your iPad with your favourite rock songs, use: Genre contains Rock; Limit to 1GB selected by most often played.
- To make a playlist of Pink Floyd songs from the 1970s that you haven't yet played on your iPad or computer, use: Artist is Pink Floyd, Year is in the range 1970 to 1979; Plays is 0.
- To create a playlist of the latest 1GB of music added to your music library, use: Media Kind is Music; Limit to 1GB selected by most recently added.

You can synchronise multiple playlists with your iPad, so you might have a hand-picked playlist of your favourite songs, plus a smart playlist of new songs and maybe a smart playlist of random pop songs thrown in for good measure. That could give you just the right mix of music for your iPad, without you having to handpick every song.



To change a playlist name, double-click it. To delete a playlist, right-click on its name and then choose Delete.



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Sean McManus

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ISBN: 978-1-118-40187-3

RRP £12.99