Using iTunes
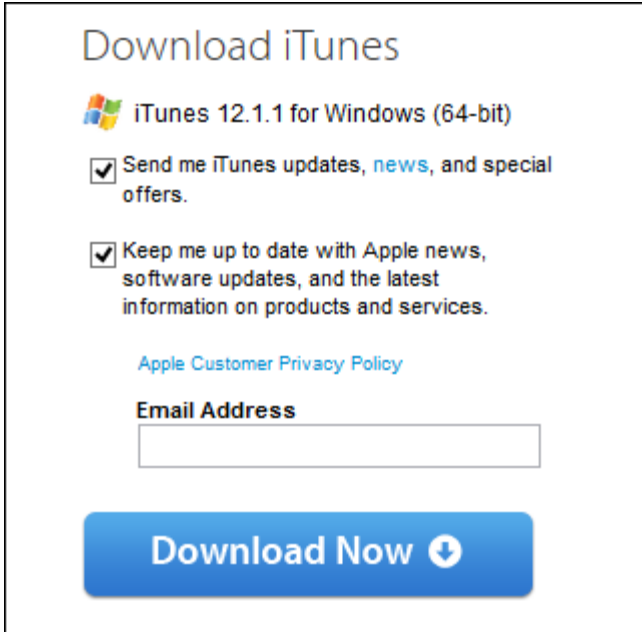
Introduction

If you haven't installed iTunes, head over to here and download and install iTunes. On the screen below you can uncheck all of the boxes and skip entering an email address.

It's a good idea to plug in your iPad to only one PC. It's not a disaster if you ignore this advice, it's just safer. The first time you connect your iPad to your PC you will have to grant permission by tapping a message on the iPad.

You don't need to use iTunes at all but if you want to do the following tasks easily, then iTunes may be the answer. Note – some of these tasks can be performed from your iPhone or iPad also.

- Add music to your iPad
- Add Photos to your iPad
- Add videos to your iPad
- Add documents to certain Apps
- Check your storage usage
- Update the iOS operating system
- Redeem a Gift Card
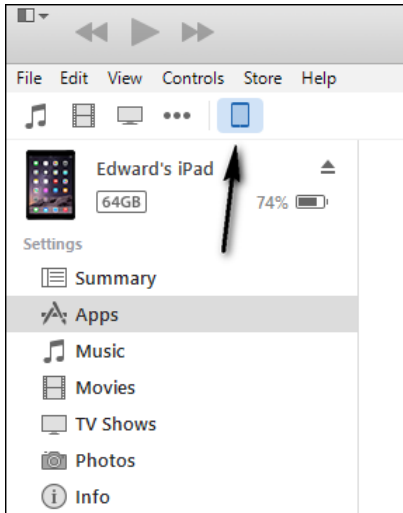- Check your iTunes Store account balance

Connect to iTunes

- Connect your iPad to your PC using the USB cable and iTunes should start automatically. When iTunes opens, if you don't see the menu type Control-B to open it.
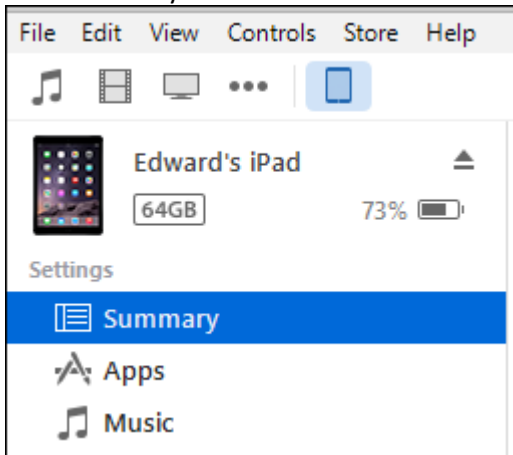
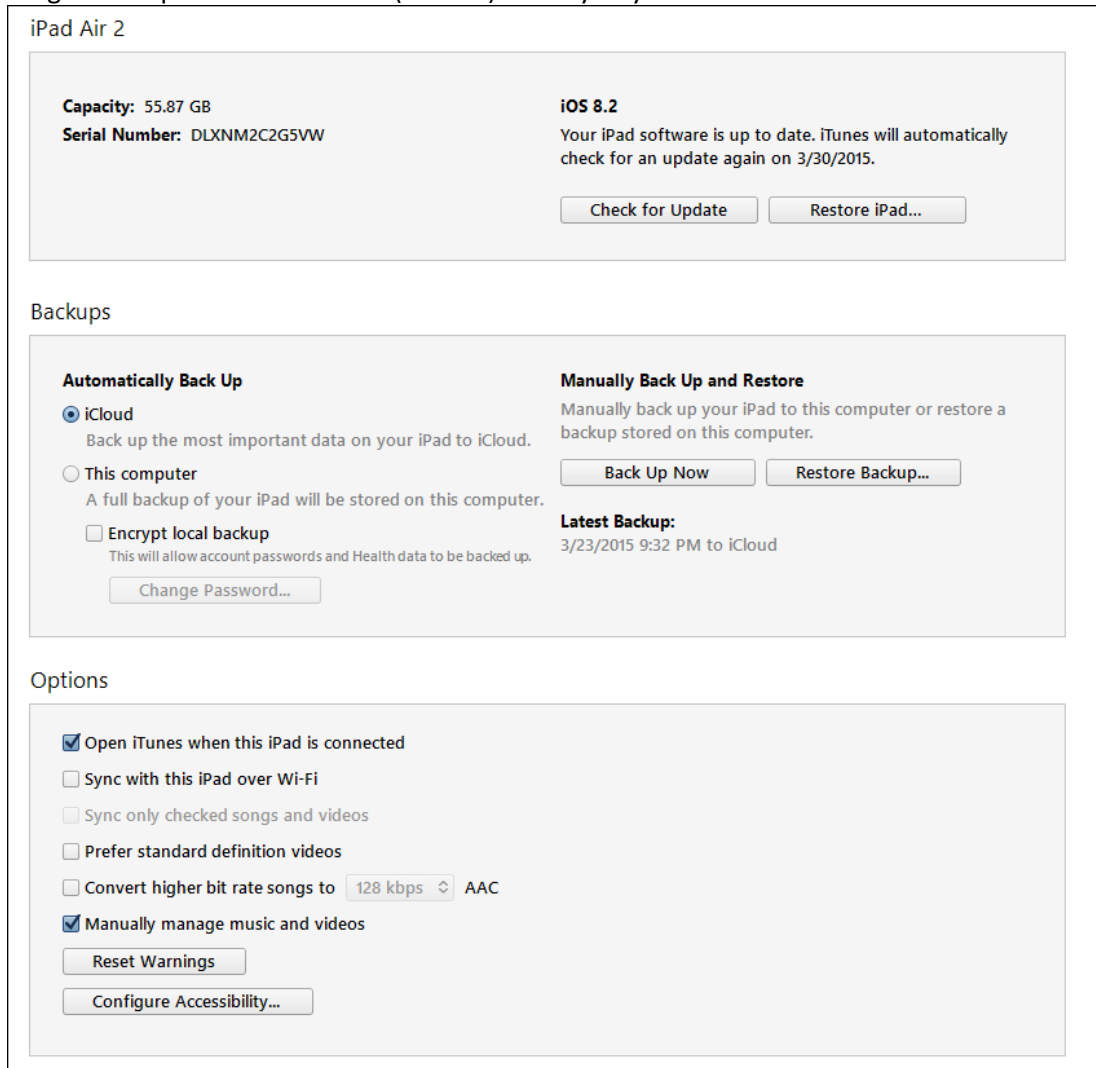- You can customize the Menu by clicking the 3 dots and selecting Edit.
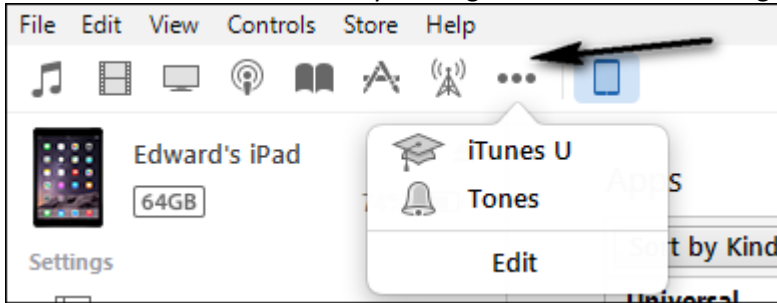
- Click the icon as shown above to select your iPad after it's connected to your PC

- Click Summary as shown below

- I recommend the options as shown below. Choosing Manually manage music and videos allows you to drag and drop music and videos (movies) directly to your iPad.


Working with the various settings

Apps and Photos are the only 2 important links under settings since we will add music and movies manually as discussed below under **Adding Music** and **Adding Videos.**

Apps

- After plugging in your iPad to your PC and clicking the iPad icon ▯ you will see the Settings section
- Click the Apps link and you'll see all of your Apps in your iTunes library listed on the left and all the iPad screens on the right
- From here you can double-click a page on the right and move icons around within a page or from page to page.
- The main purpose of using the Apps settings is that if you scroll down to the bottom you will see all of the Apps that support File Sharing. You can drag any document and drop it on to the App that supports it. In the figure below I dropped an excel file onto the right side after selecting Excel on the left. Now,

when I open Excel on my iPad I will have this file available.
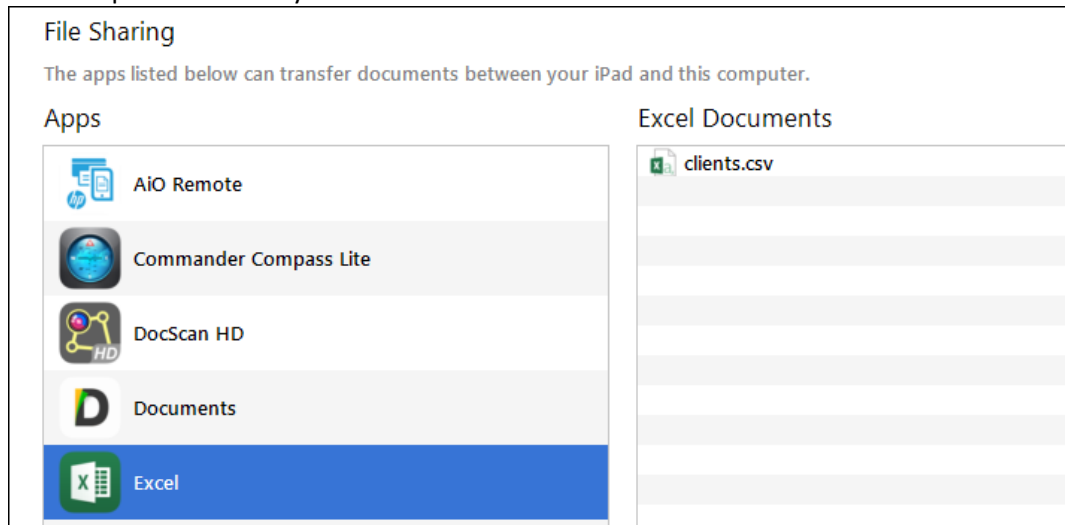
- You must click Sync at the bottom to complete the action.
- Here's a view on my iPad after performing the above action.
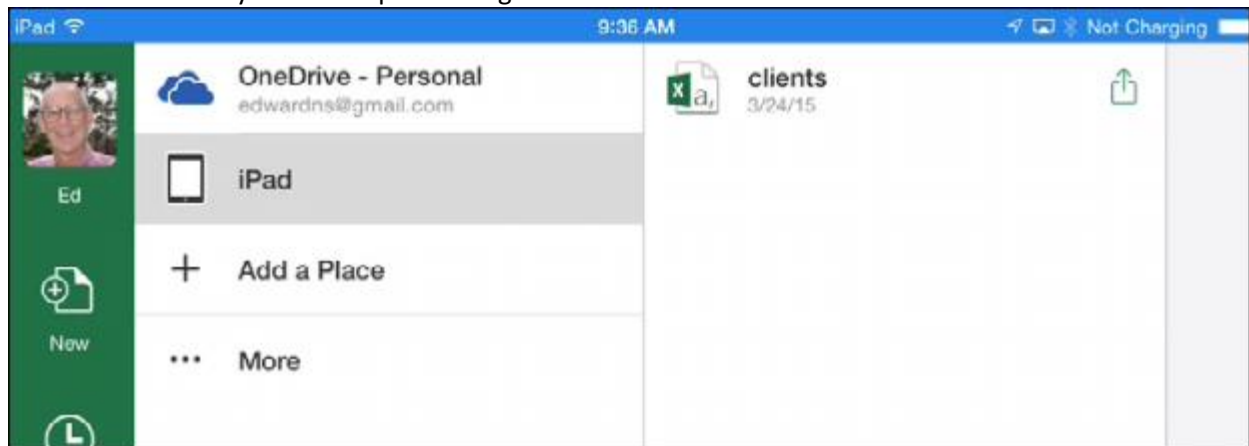
Photos

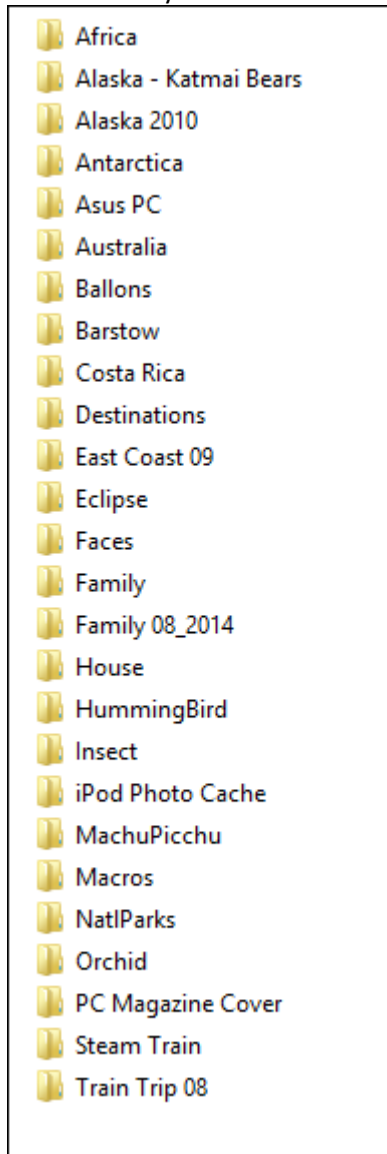Adding photos can be done in several ways including the following:

- Using the camera connection kit
- Using the camera
- Downloading email attachments
- Performing a screen capture

However, there is another way to add several folders of photos from your PC at the same time. Here's how this works. If you have a folder of photos, even with subfolders, and you sync it with iTunes, all of the photos will be copied to your iPad. They will show up as Albums with the album names corresponding to the name of folders on your PC.

If you add any or delete any photos or folders and sync it again, anything you deleted will be removed from the iPad and anything you added will be added to the iPad. Here are the steps:

- Create a folder of photos with as many subfolders as you wish. The only limitation is the size of your iPads storage. If you have a 16GB iPad I wouldn't add more than 5 to 8GB of photos.

- Here what my folder looks like.

Africa
Alaska - Katmai Bears
Alaska 2010
Antarctica
Asus PC
Australia
Ballons
Barstow
Costa Rica
Destinations
East Coast 09
Eclipse
Faces
Family
Family 08_2014
House
HummingBird
Insect
iPod Photo Cache
MachuPicchu
Macros
NatlParks
Orchid
PC Magazine Cover
Steam Train
Train Trip 08

- If I right-click the containing folder and select properties I can see that the size is less than 2 GB even though there are quite a few folders.
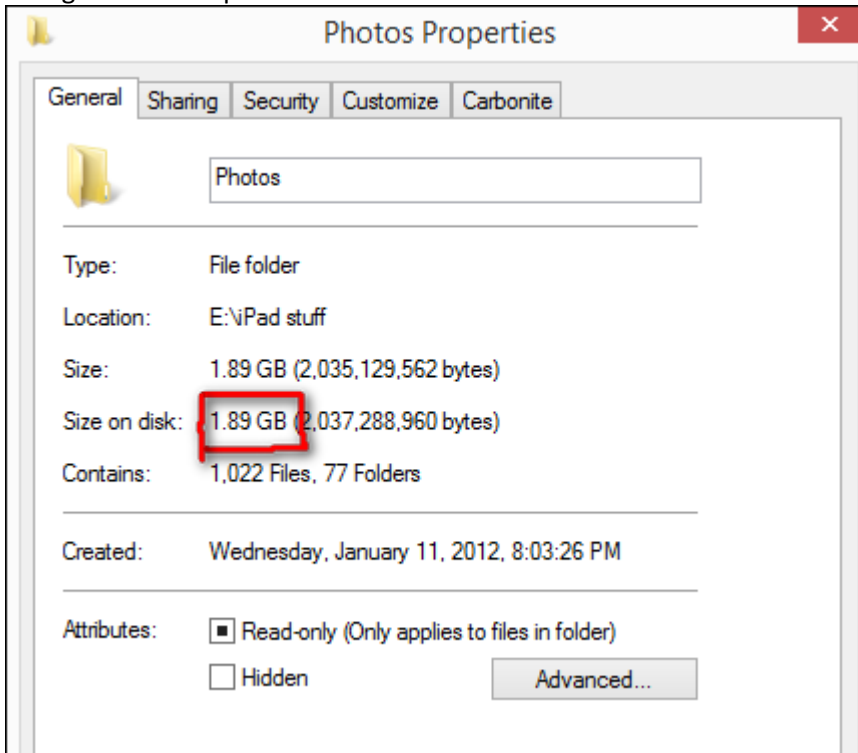

- Note – this folder can be on an external hard drive also.
- Connect your iPad and click the iPad icon
- Click Photos under Summary on the left
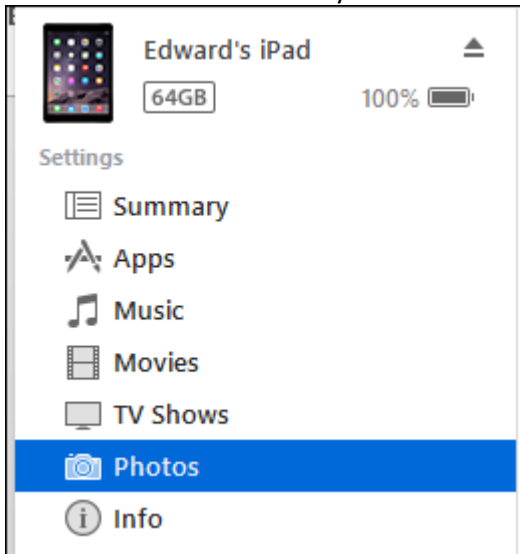
- Click the Photos button as shown below and click Choose folder

- Browse to the folder of photos that you want to copy to your iPad
- On the next screen as shown below, click the option labeled Selected folders. You can also click Include videos. Notice that I've only selected 3 folders to copy. Any folder left unchecked will not be copied and what's more, if they are already on the iPad, they will be removed. Pretty neat stuff.
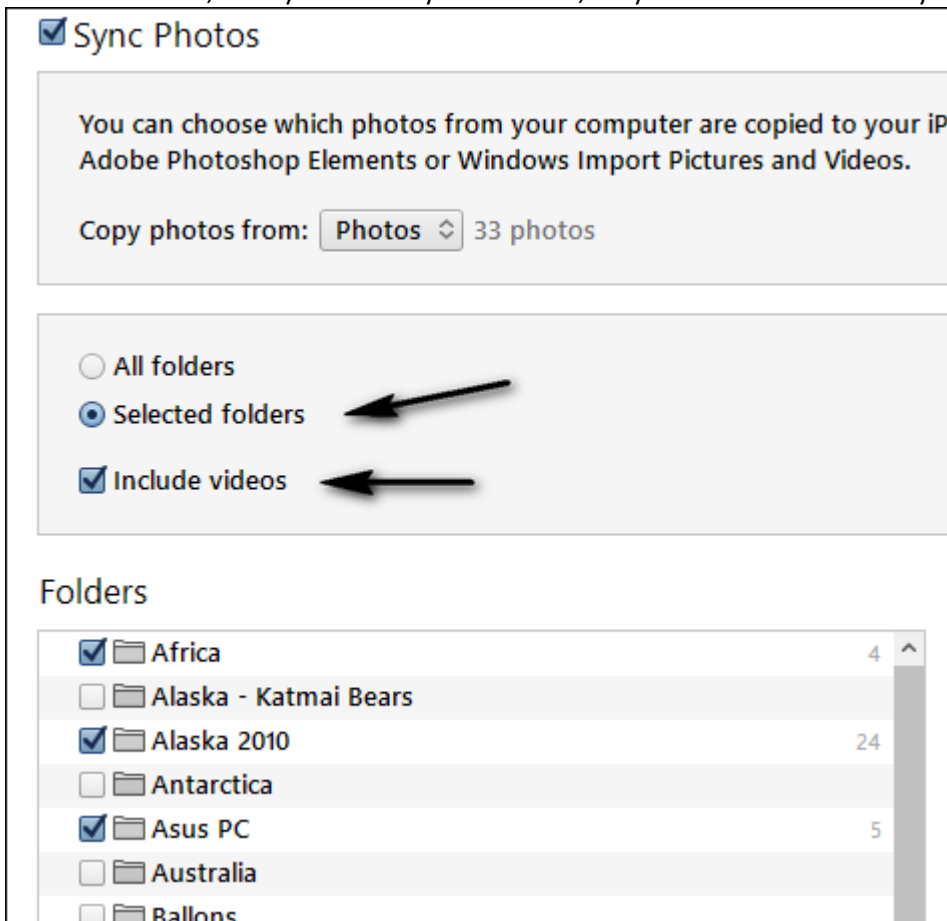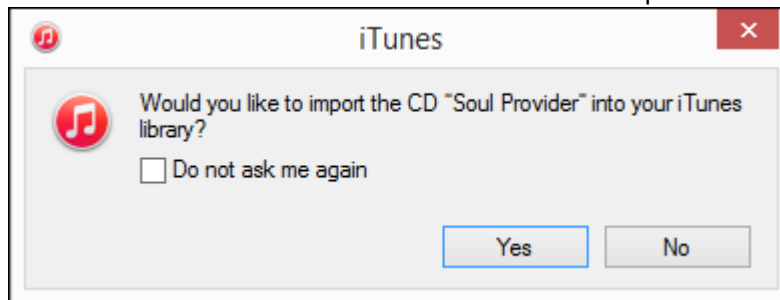

- Next, click Apply on the bottom right. Now you can open your iPad to see the results.

Adding Music to your iPad

Adding music from CDs

This process is called ripping a CD.

- Connect your iPad to your PC
- Wait for iTunes to open
- Insert an audio CD and wait for the screen below to open and click Yes

- The music will be added to your iTunes Library

- Next, click the Music icon at the top
- Click Playlists at the top as shown below

- Now, we're going to copy the music from our iTunes Library to our iPad

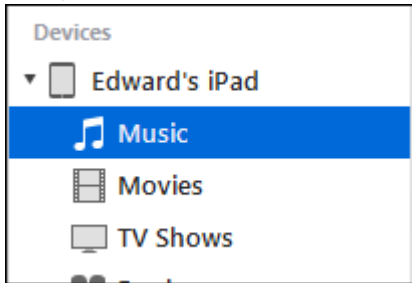- Find the music from the CD you just copied to your Library and highlight all of files

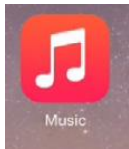- Next, drag-and-drop them onto your iPad as shown below

- You will see the files being copied as shown below

- Next, click the Music icon under Devices to verify that the music has been copied to your iPad.
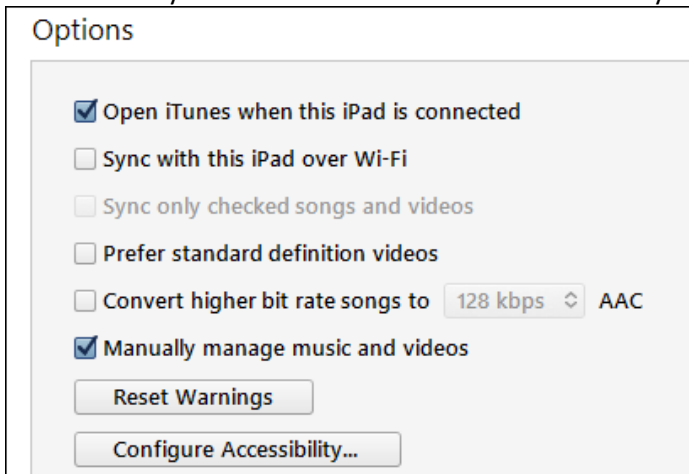

- You can also open your iPad and tap the Music App as shown below to see the music files. You can do this even though the iPad is connected to your PC.
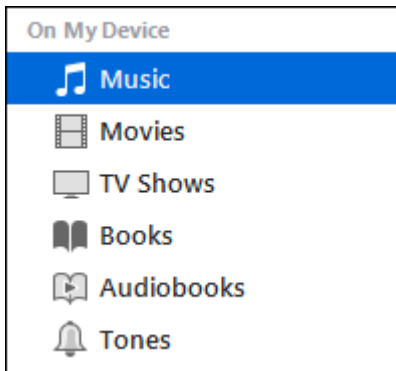

Adding music from your PC

The way I add music avoids syncing and is quite easy. Here are the steps:
- Connect your iPad to your PC
- Click Summary on the left and make sure that Manually manage music and videos is checked

- Click the Music link under the On My Device section

- You can now open your file manager and drag-and-drop music files onto the iTunes window. You can copy a single file or entire folder at one time.

Adding movies or videos to your iPad
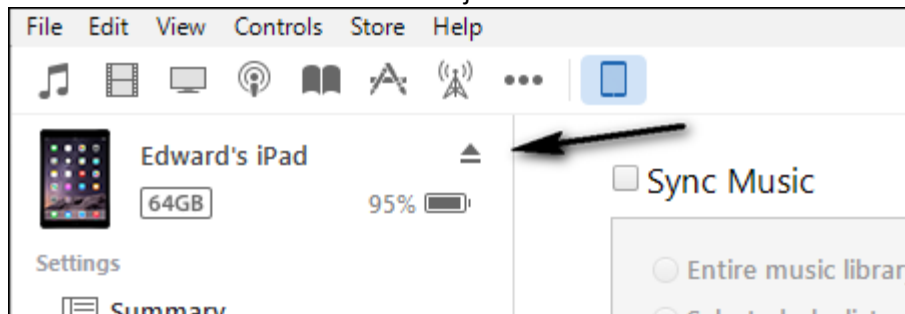There are several ways to do this as follows:
- Take a video with your iPad camera
- Import them from your memory card using the camera connection kit

Here's how to copy videos to your iPad that are on your PC
- Basically, use the same procedure as copying music using drap-and-drop
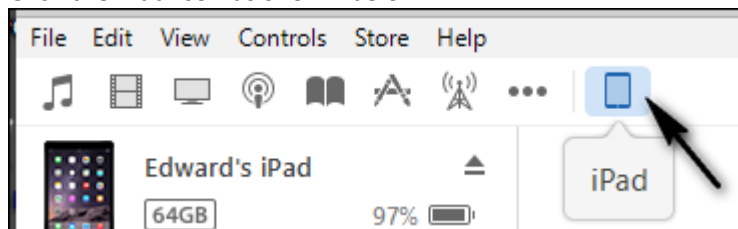
Ejecting your iPad
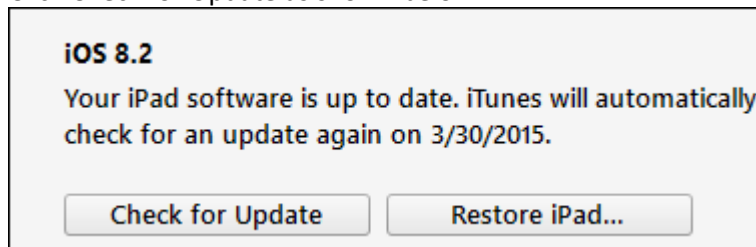- Click the iPad icon and then click the Eject icon as indicated below.

Updating iOS Software
- Connect your iPad to your PC
- Wait for iTunes to open
- Click the iPad icon as shown below
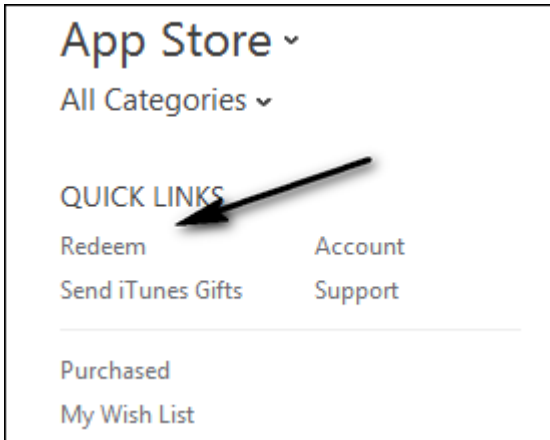

- Click Check for Update as shown below

Check your iTunes Store account balance
- Click the iTunes Store at the top
- Click Account on the right and enter your password
- Your balance, if any, will show

Redeem a gift card

- Open iTunes and click the App Store. You may have to click File, Home to be able to see it.
- Look for the Redeem link on the lower right and click it.

App Store ˅

All Categories ˅

QUICK LINKS

Redeem   Account

Send iTunes Gifts   Support

Purchased

My Wish List

- After signing in you will get a window allowing you to enter the Gift Card code.

Checking your iPad storage

- Connect your iPad to your PC

- When iTunes opens click the iPad icon

- Look at the bottom of the screen to see your usage data

Apps	Other		44.84 GB Free
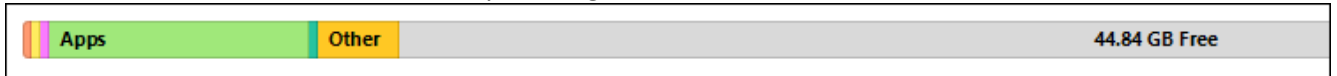
- Hover over any of the colored bars to see the individual storage usages
- Below I'm hovering over the green Apps bar

Apps
7.70 GB
80 apps

Apps   Other