

Guide to Importing Audiobook CDs and Downloading to iPod with iTunes 7

(Rossell & MacDonald; updated 3/7/07)

- 1) PC: Open Itunes and click on Edit, Preferences, Advanced, Importing
MAC: click on Itunes at top, Preferences, Advanced, Importing
 - In the top box labeled “on CD Insert” click on the down arrow and select “show CD”,
 - At the bottom of this screen, check “automatically retrieve CD track names from Internet,” “create filenames with track number,” and “error correction.”
 - Select Custom on import setting
 - Set import rate at 32 kbps which takes up less space and is fine for the spoken word
- 2) Insert the first CD
 - when the CD appears, if you are prompted to import it, you forgot to select “show CD.” (If you say yes, it will start importing individual tracks (“songs”) which is a mistake for books.)
- 3) Highlight all tracks, click on **Advanced** tab at top, select **Join Tracks**
- 4) Right click on the joined tracks and select **Get Info**
 - Fill in the album and disk number (if missing)
- 5) Click on “Import CD,” a faint grey box in the lower right hand corner
- 6) It should take about 10 minutes to import each CD and each CD (except for the last) should be a little more than an hour.
 - If the computer is having trouble importing it, or if the recorded time for the CD is a lot less than an hour, clean the CD with a mild liquid cleaner and a soft, dry, cloth. Then try again. (Dirty or scratched CDs are a problem with those checked out of the library so examine each one before importing.) Another possibility with damaged CD’s is to check error correction on the import preferences page.
- 7) Once all CDs for a book have been imported, highlight all CDs, right click, select Get Info (this will vary depending on which option you select for creating a Smart Playlist (see step 8 below).
 - If you want to quickly be able to tell the disk number of the book, add the number to the Name, either in front or at the end. For example, Blink1, Blink2, etc. This comes in handy when looking at the list of CDs for a book on your iPod.
 - fill in the artist (author) and if you feel like it, the composer (reader)
 - Make all your audiobooks one genre (e.g. Audiobooks or Books and Spoken Word) to keep your music library organized. About half the time, the CD will state Books and Spoken Word or leave the genre empty. You can use the iTunes browser at the right hand bottom corner to see your music library in little windows by genre.
 - Increase volume adjustment to 100%
 - Mac: Do NOT select yes for compilation as the author will not show in your iTunes browser.
 - PC: If you select yes for compilation, it will put your books in a separate folder under My Music, Itunes Music, Compilations in Windows Explorer or My Computer. If you don’t select yes for compilation, each book will be a folder in My Music, Itunes Music.
 - Select Yes for Remember position
 - Select Yes for Skip when shuffling
 - For Equalizer preset, it might help to select “spoken word” (not sure of this)
 - Add current book in the comments section if you are a MAC user and plan to have a single smart playlist (see below).

8) When all CDs have been imported, make a Smart Playlist (with rules). Playlists (smart—created by rules—or ordinary—created by click and drag) are downloaded to your iPod upon synchronization. Here are two options.

8a) **MAKING EACH BOOK A SEPARATE SMART PLAYLIST**

- Create a rule with the author's name and/or other unique info., click on the + sign, then
- Add the rule “play count” is 0 and make sure “live updating” is checked.
- To make finding the book easier on your iPod, put a 1-in front of the Smart Playlist title so all your books will be at the top of your list of Playlists.
- Select disk number in your View Options and if the disks are out of order in your Smart Playlist, click on them so they are in the right order before you connect your iPod.

8b) **CONSTRUCTING A SINGLE SMART PLAYLIST CONTAINING ONLY THE BOOKS YOU ARE CURRENTLY LISTENING TO**

This has a nice simplicity, but may not work in certain situations, including limited space.

- Make a new playlist titled “A current book,” which, since it starts with “A,” should be at the top of the playlists.
- Create two rules: 1) “comment” contains “current book” (see step 4 above) and 2) “play count” is 0 (make sure “live updating” is checked).
- Books which have the comment “current book” will appear in the “A Current book” playlist. CDs listened to will automatically disappear with the playcount rule in some situations, but we are not sure if the causal factor is having a Mac or the type of iPod you have.
- In other situations (perhaps having a PC, perhaps having a different iPod, we are not sure), the CDs will only disappear from your iPod with live updating and Playcount=0 rule when your iPod connects to your computer and iTunes.
- Select disk number in your View Options and if the disks are out of order, click on them so they are in the right order before you connect your iPod.

SYNCHRONIZING WITH IPOD

9) Synchronize as you would with music by plugging in your iPod

- When the iPod box pops up in iTunes, click on the Music tab to see your options.
- You can check the “Selected Playlist” option rather than the automatic “All songs and music” if you want a little more control since you cannot see your iPod options until your iPod is plugged in. This is useful if you have limited space on your iPod.
- Unchecking the playlist removes it from your iPod upon synch, but not your iTunes library.
- You can also delete Playlists and that will make them disappear from your iPod on the next synch and from iTunes' playlists (but not from the iTunes music library).
- Don't worry if you make a mistake. The individual CDs will remain in your music library and you can always create the Smart Playlist again if you need to.

10) **Remember to set the rate back to 128 (high quality) for music when you are done importing a book.**

If you have any comments or corrections to this guide, please send them to crossell@bu.edu.