

Accessing iTunes 11 with Window-Eyes: Part 2

This worksheet is a supplemental resource for part two of the iTunes 11 training webinar and includes the learning objectives as well as several review questions that focus on tips and best practices when using iTunes with the Window-Eyes screen reader.

Learning Objectives

- Identify the meaning and purpose of a tag
- Understand how to add tags to songs
- Learn how to import an audio CD and automatically tag it
- Identify the purpose of playlists and how to create one
- Identify the benefits of smart playlists and how to create one
- Learn how to rename a song
- Identify how to use the shuffle and repeat options
- Identify the benefits of Genius Shuffle and how to use it
- Understand the purpose of ratings and learn how to assign ratings

Review Questions

1. What do you call a piece of information about a specific song that can be added or modified, such as artist, genre, or other info?

Answer: tag

2. To add or modify tags for a specific song, what option do you select after pressing the Applications/Context Menu key:

Answer: Get Info

3. If you wish to change the Import Settings when a CD is inserted, you will need to activate the Import Settings button in the Preferences dialog. What is the hotkey to open the Preferences dialog and what is the hotkey to activate the Import Settings button in the Preferences dialog?

Answer: Control-Comma, Alt-O

4. If the CD that you are importing does not contain track names, how can you get the track names?

Answer: Tab to the Options button, press Enter. Then Down Arrow to Get Track Names and press Enter.

5. What do you call a custom compilation of songs and/or videos?

Answer: playlist

6. How can you check or uncheck a song in your song list?

Answer: use the Context menu

7. iTunes can create playlists based on rules you specify, and then update these playlists automatically as your library changes. What do you call these types of playlists?

Answer: smart playlists

8. What key can you press to rename a song when you are focused on it?

Answer: F2

9. In what menu can you find Shuffle and Repeat?

Answer: Controls

10. What is the hotkey to turn on Genius Shuffle?

Answer: Control-Space