

# **iTunes Nuances for Windows**

A Learn in 30 presentation

By John Krout

For PATACS + OPCUG

December 12, 2020

# Music is important to me

- ❑ I began collecting records in 1963, roughly when the Beatles hit the US airwaves
- ❑ I studied piano, clarinet, oboe and guitar in grades 2-12
- ❑ I was a DJ on FM station WUVA at the University of Virginia in the late 70s
- ❑ I ran a DJ service in the DC area for 14 years

# Music Purchases

- ❑ Prior to the pandemic, I bought many used music CDs at **CD CELLAR** in Falls Church VA.
- ❑ As you can guess, **a lot of hands browsed those music CDs** before the pandemic was recognized.
- ❑ In October 2020, I reverted to buying a few songs on **iTunes**.

# Problems I experienced with iTunes 12.10 for Windows

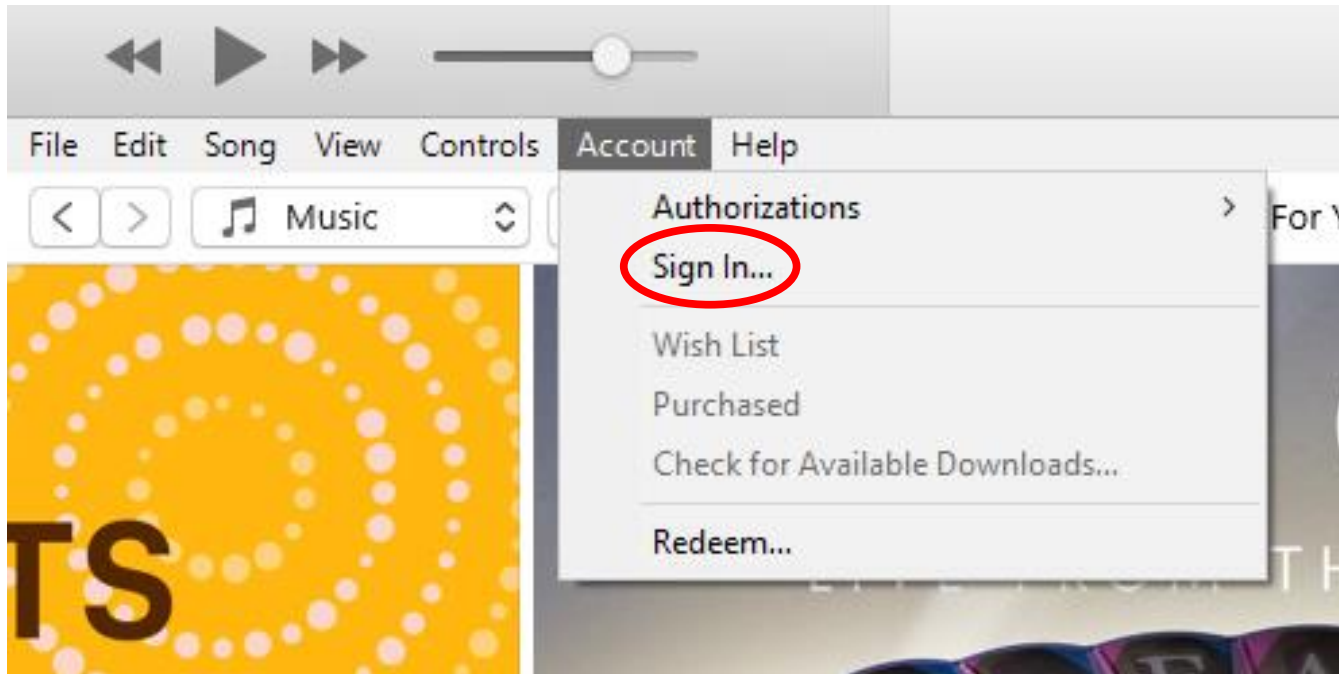
- ❑ The credit card number I had used on iTunes was **expired** and I no longer used it.
- ❑ I had **hit the ceiling** of personal computers authorized to use my iTunes account. Who knew there was a ceiling?
- ❑ The recent versions of iTunes enable users to convert most but not all iTunes M4A format song files to MP3 format. iTunes must be **reconfigured** to do that.

# Workarounds exist

- ❑ None of the workarounds are intuitive.
- ❑ Workarounds for the first two issues, the **expired credit card** and the **authorized PC ceiling** (5 computers), require signing in to iTunes using your **Apple ID** and **password**.

# Sign in to the iTunes Store

- ❑ Start iTunes and pull down the **Account** menu.
- ❑ In the menu, select **Sign In...**



# Sign in to the Tunes Store

- ❑ The Sign in dialog box opens.
- ❑ Enter your Apple ID and password, and click the **Sign In** button.



# Overcome the 5 Authorized Computer ceiling

- ❑ Four of the five computers I had authorized over the past several years were retired or junked *without first de-authorizing those computers.*
- ❑ At the various times I retired or junked computers, **I did not know a ceiling existed.**
- ❑ It is easy to de-authorize iTunes on any computer you are about to retire or junk.
- ❑ How easy, you ask?



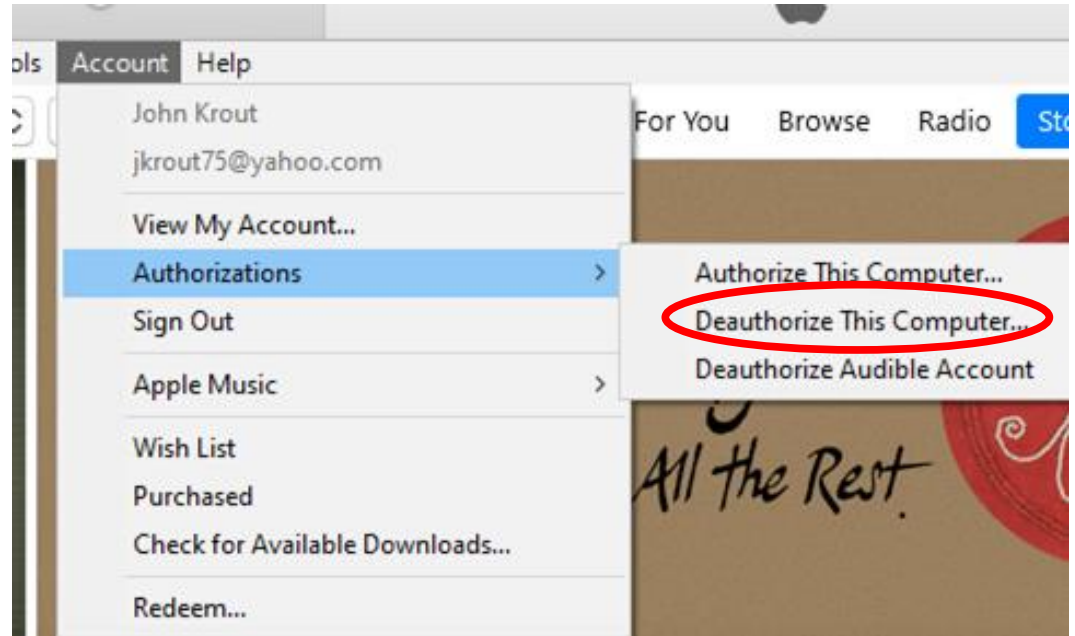
# Deauthorize a *current* computer

**STEP 1.** In iTunes, pull down the Account menu and select **Authorizations.**

A sub-menu appears.

**STEP 2.** Select **Deauthorize this Computer...**

**STEP 3.** iTunes will ask you to enter your **Apple ID and Password** again



PART 1.

The 5-computer ceiling  
workaround

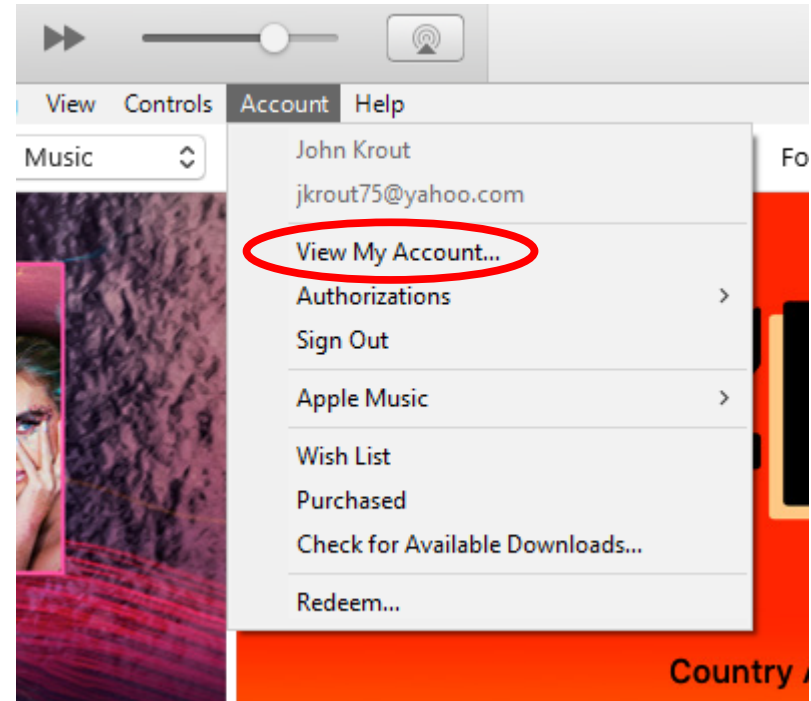
# Deauthorize all 5 computers

- ❑ This is the workaround when you have hit the ceiling and wish to add a newer computer.
- ❑ This mass de-authorization is not as drastic as it sounds.
- ❑ **This mass deauthorization is *NOT* done through the Authorizations sub-menu.**

# Deauthorize all 5 computers

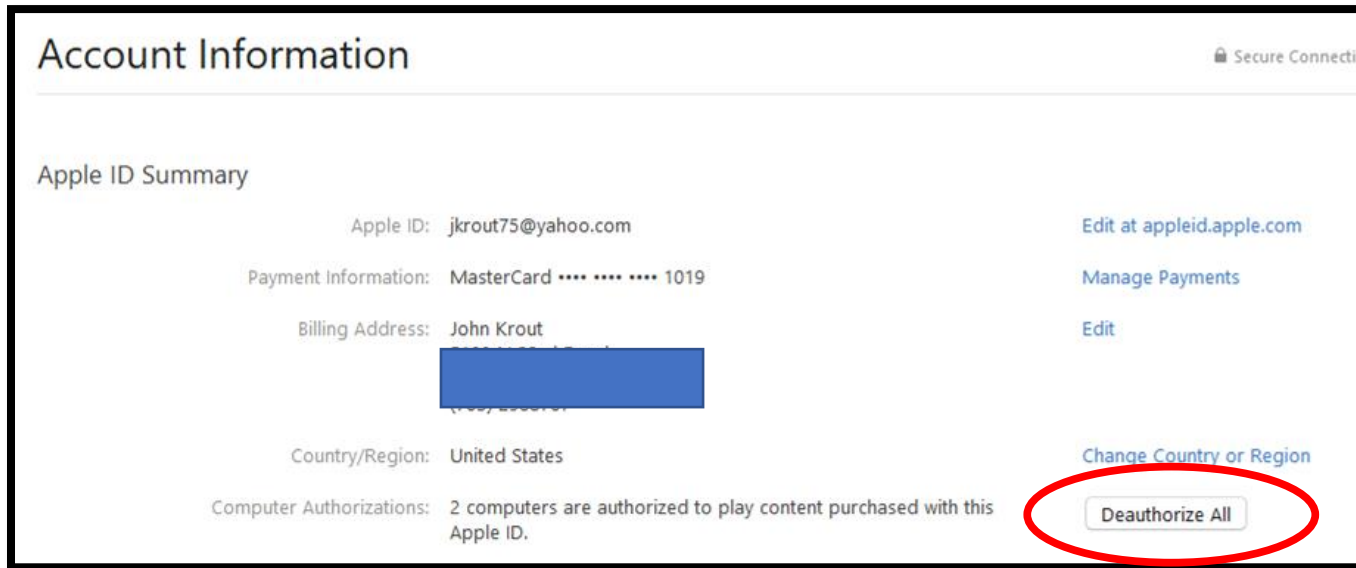
**STEP 1.** In iTunes, sign in if you have not already done so.

**STEP 2.** Pull down the **Account** menu and select **View My Account...**



# Deauthorize all 5 computers

The **Account Info** screen opens in iTunes



**STEP 3.** Click the **Deauthorize All** button.

**STEP 4.** iTunes will ask again for Your **Apple ID and Password**.

# Deauthorize all 5 computers

- Of course, when you deauthorize **all** computers, that includes the computer you use to accomplish that deauthorization!
- It is easy to re-authorize that computer.
- How easy, you ask?
- Gee I am glad you asked! 4 steps, and one illustration!

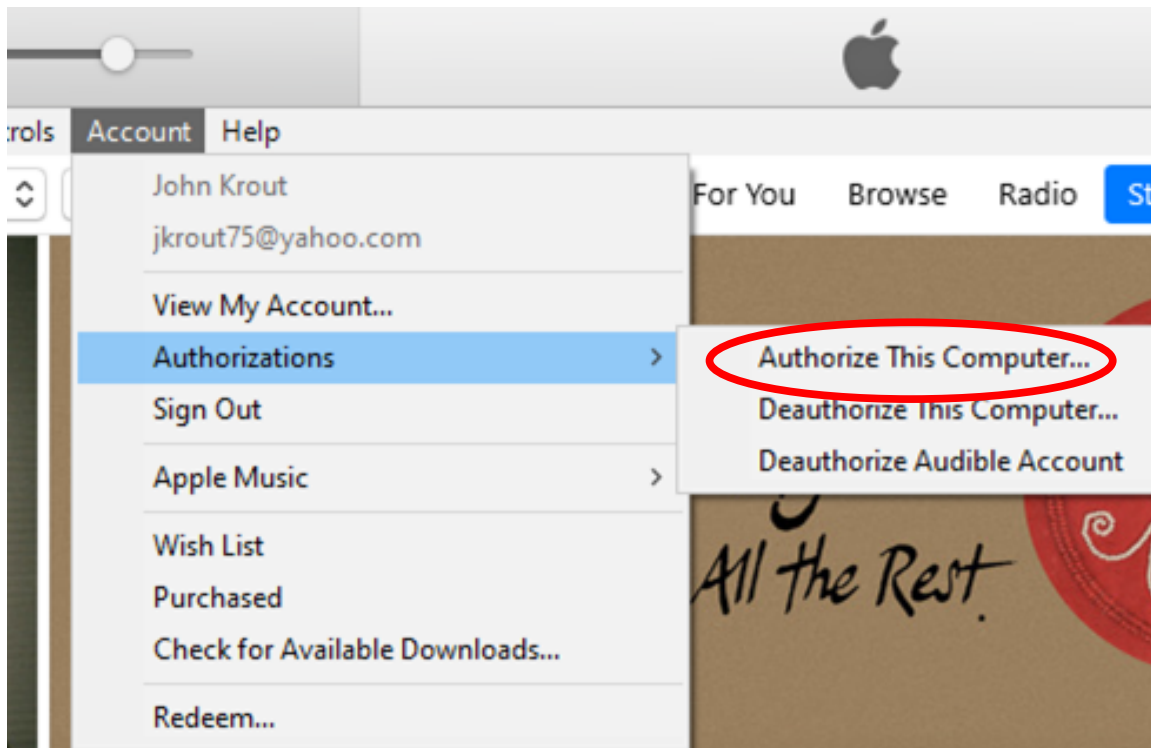
# Authorize a current computer

**STEP 1.** In iTunes, sign in and pull down the **Account** menu.

**STEP 2.** Select **Authorizations**

**STEP 3.** In the sub-menu, select **Authorize this computer...**

**STEP 4.** iTunes will again ask for your **Apple ID** and **Password**.



## PART 2.

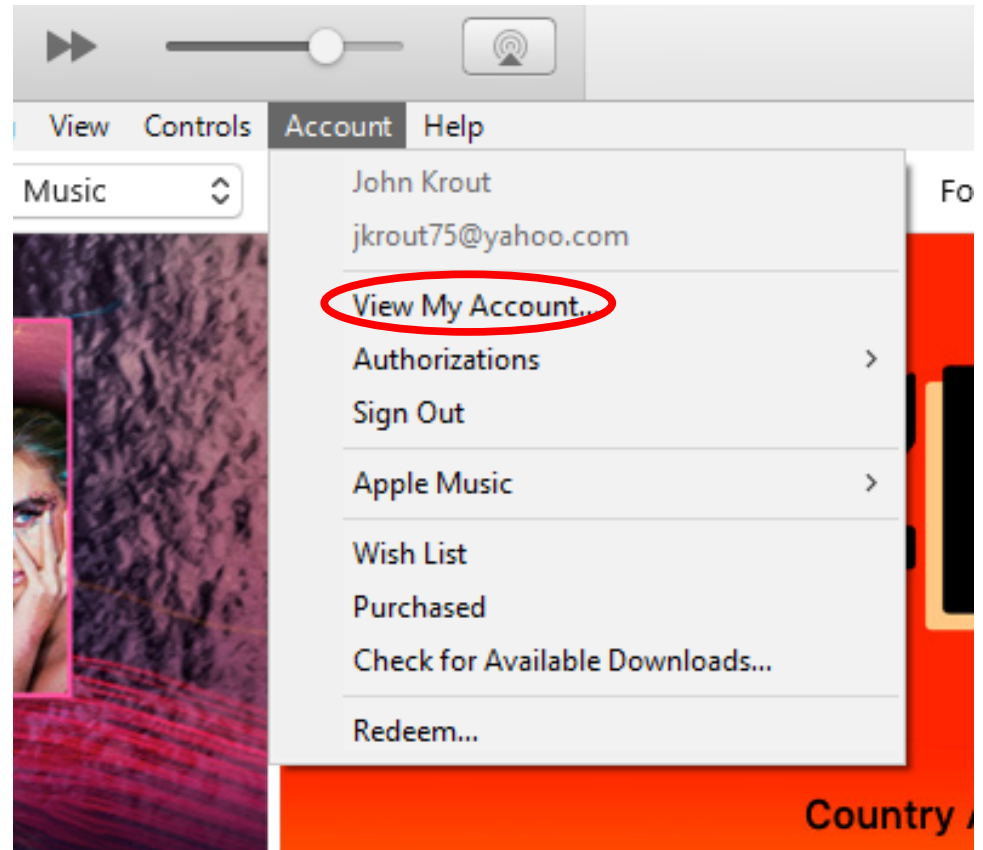
The expired credit card  
workaround



# Replace your expired credit card

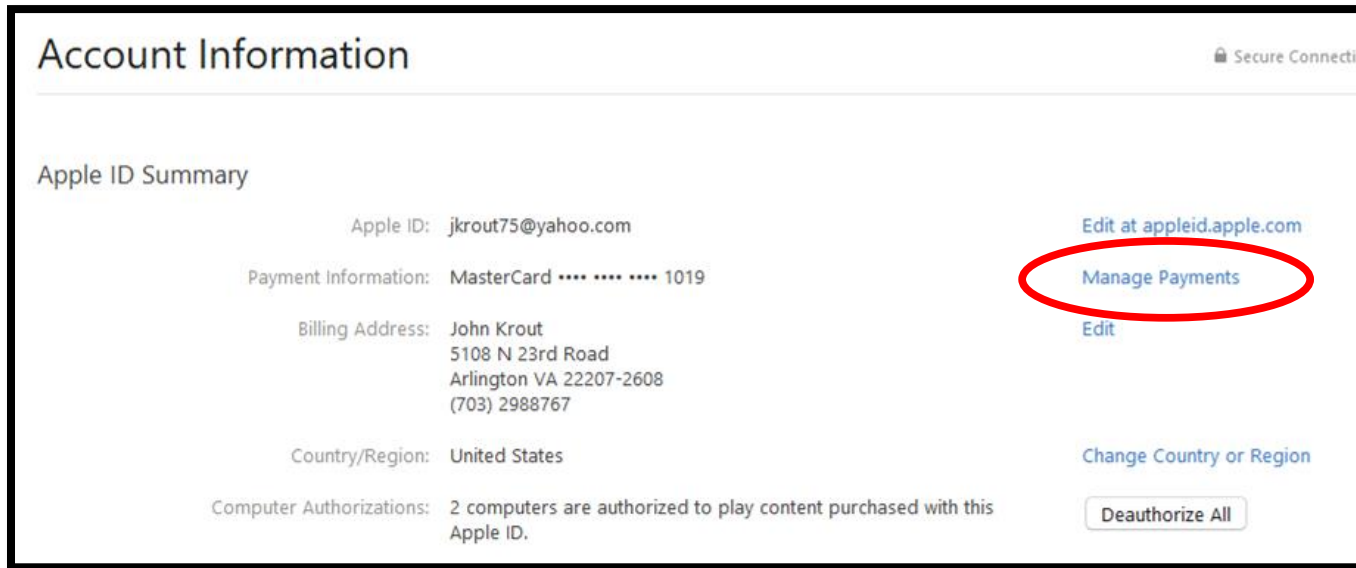
**STEP 1.** In iTunes, sign in if you have not already done so.

**STEP 2.** Pull down the **Account** menu and select **View My Account...**



# Replace your expired credit card

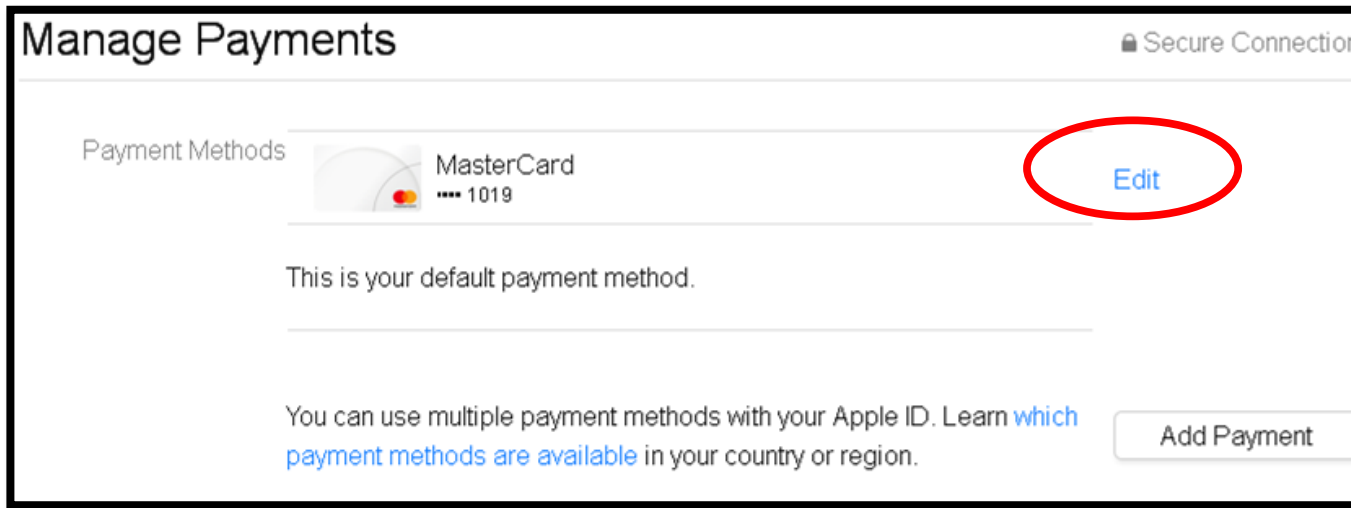
The **Account Info** screen opens in iTunes



**STEP 3.** Click the **Manage Payments** link.

# Replace your expired credit card

The **Manage Payments** dialog appears in iTunes.



**STEP 4.** Click the **EDIT** button.


# Replace your expired credit card

The **Edit Payment Info** screen opens in iTunes.

**STEP 5.** To remove a card number you no longer use, click the **Remove Payment Method** button.

**STEP 6.** iTunes will again ask for your **Apple ID** and **Password**.

Edit Payment Information

Payment Method  MasterCard

Number ..... 1019

.. / ... Security Code

Billing Address John Krout

.....

Apt, suite, bldg.

Arlington Virginia

703

Remove Payment Method

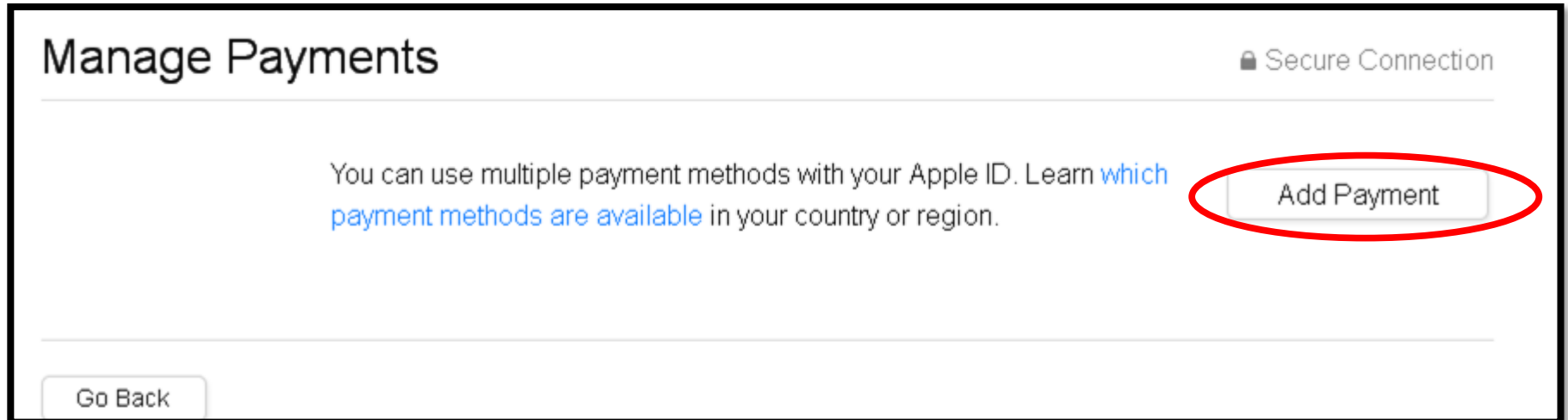
# Remove the expired card ***BEFORE*** adding a new card

This sequence is mandatory. You ***cannot*** add a new card so long as your sole existing card is expired.

# Adding a new card

The **Manage Payments** screen changes to show no existing credit card.

**STEP 7.** Click the **Add Payment** button.




# Adding a new credit card

**STEP 8.** In the Edit Payment Info screen, enter the **card number**, **expiration month and year** and **Security Code** in the circled fields.

**STEP 9.** Scroll to the bottom of the screen and click the **DONE** button (not shown here).

**STEP 10.** iTunes will again ask for your **Apple ID and Password**.

Payment Information

Payment Method  MasterCard

Number

/  Security Code

Billing Address

Apt, suite, bldg.

[Remove Payment Method](#)

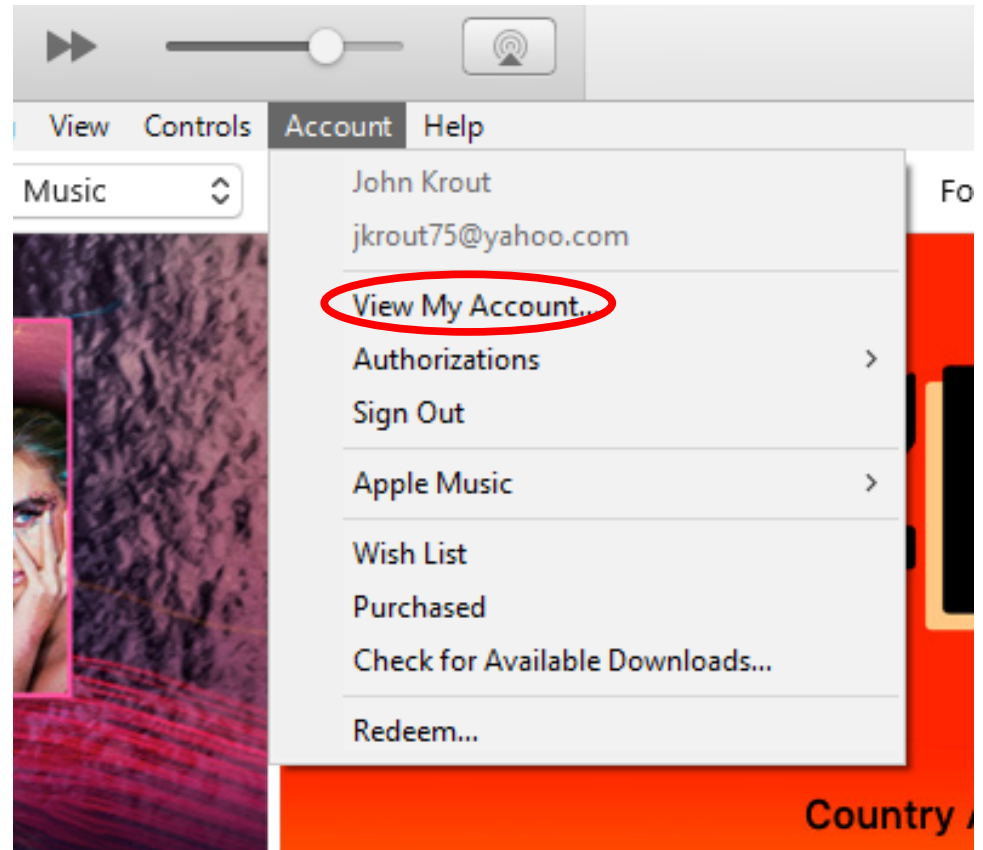
If, instead, you are still using that old credit card, and that card has a new expiration date...



# Update your expired credit card

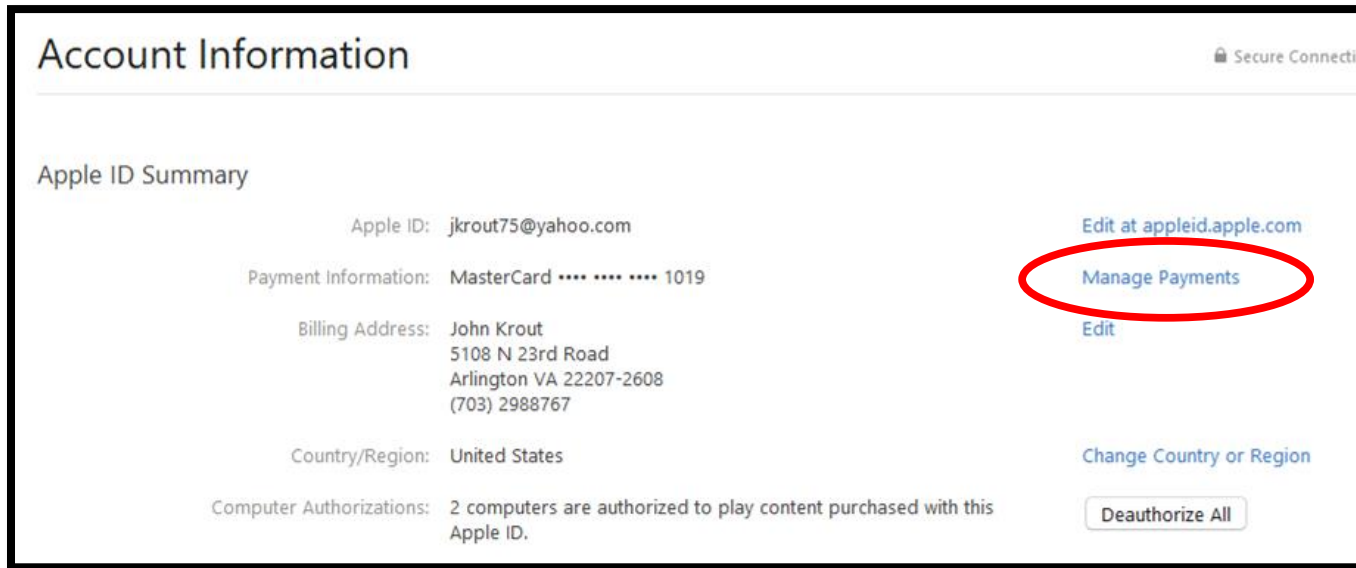
**STEP 1.** In iTunes, sign in if you have not already done so.

**STEP 2.** Pull down the **Account** menu and select **View My Account...**



# Update your expired credit card

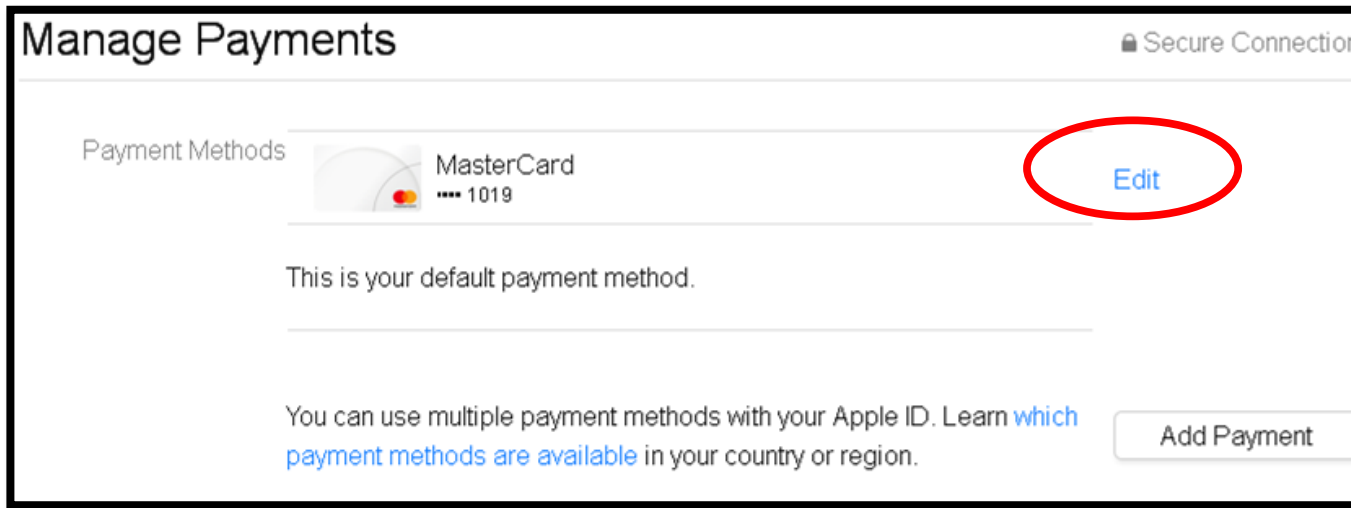
The **Account Info** screen opens in iTunes



**STEP 3.** Click the **Manage Payments** link.

# Update your expired credit card

The **Manage Payments** dialog appears in iTunes.



**STEP 4.** Click the **EDIT** button.


# Update your expired credit card

**STEP 5.** In the Edit Payment Info screen, enter the **updated expiration month and year and Security Code** in the circled fields.

**STEP 6.** Scroll to the bottom of the screen and click the **DONE** button (not shown here).

**STEP 7.** iTunes will again ask for your **Apple ID and Password**.

Payment Information

Payment Method  MasterCard

Number ..... 1019

.. / .... Security Code

Billing Address John Krout

Apt, suite, bldg.

Arlington Virginia

703

Remove Payment Method

PART 3.

Converting iTunes M4A song files  
to MP3 format

# I replaced my iPhone 5 with an Android phone

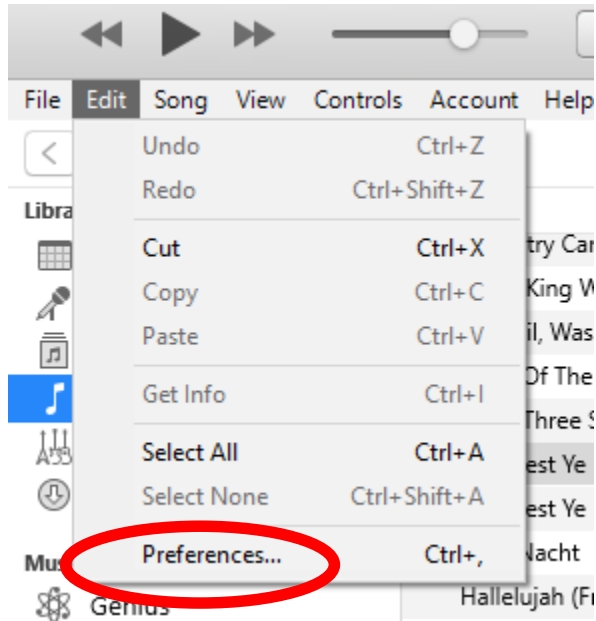
- ❑ At the time, Google Play Music played MP3 format song files.
- ❑ I converted my 1500+ audio CD tracks to MP3 format.
- ❑ I had already purchased about 40 iTunes songs, all in the standard M4A format.
- ❑ I wanted to convert those purchases to MP3 format.

# Converting M4A song files

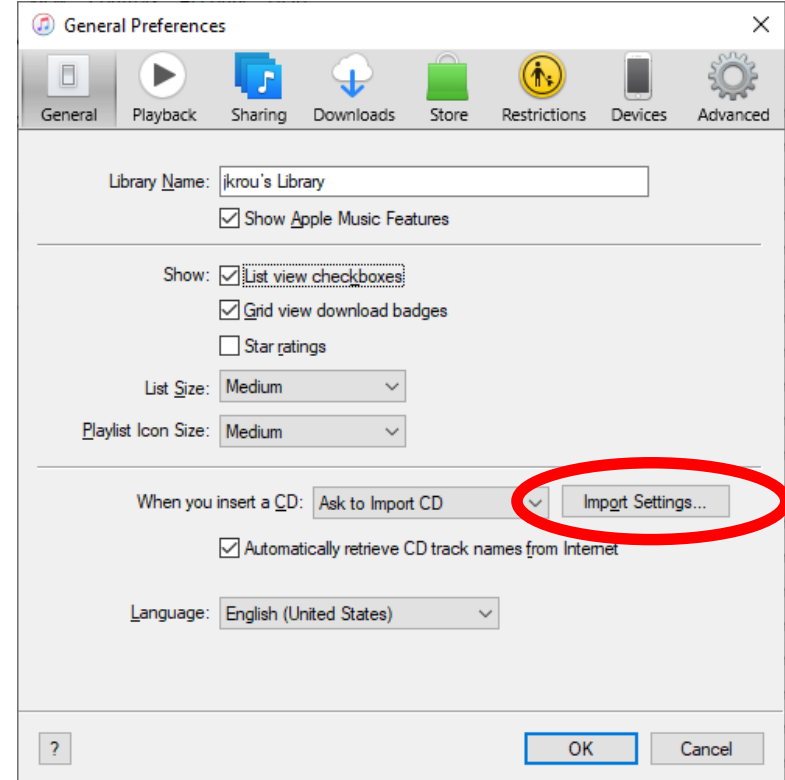
- ❑ iTunes 12.4 can be configured to convert M4A songs in bulk to MP3 format.
- ❑ iTunes will do so for songs purchased from the iTunes store if the purchased songs are iTunes Plus.
- ❑ All songs on iTunes since roughly 2009 are iTunes Plus.
- ❑ iTunes will convert M4A songs from **other sources** such as your audio CD library.

# Configure iTunes to convert to MP3

**STEP 1.** Open the iTunes **EDIT** menu and select **Preferences**.



**STEP 2.** In the **General Preferences** dialog window, click on **Import Settings**.

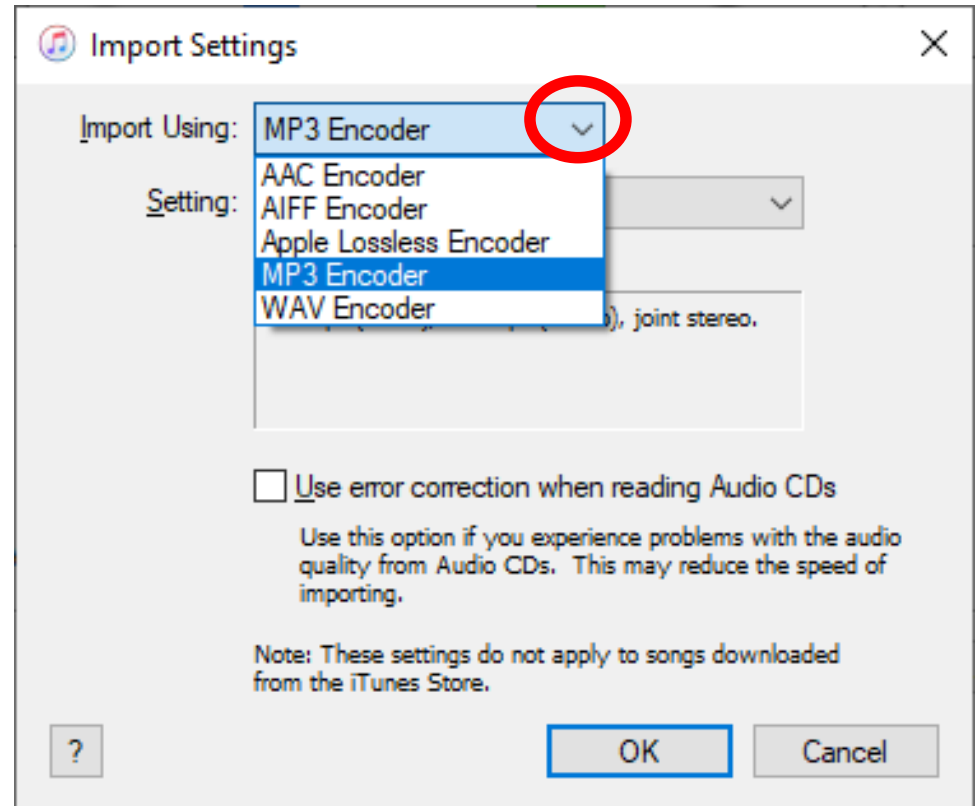




# Configure iTunes to convert to MP3

**STEP 3.** In the **Import Settings** dialog window, click on the down-arrowhead to display the menu of available **Import Formats**. Select **MP3 Encoder**.

**STEP 4.** Click OK to exit each dialog window.

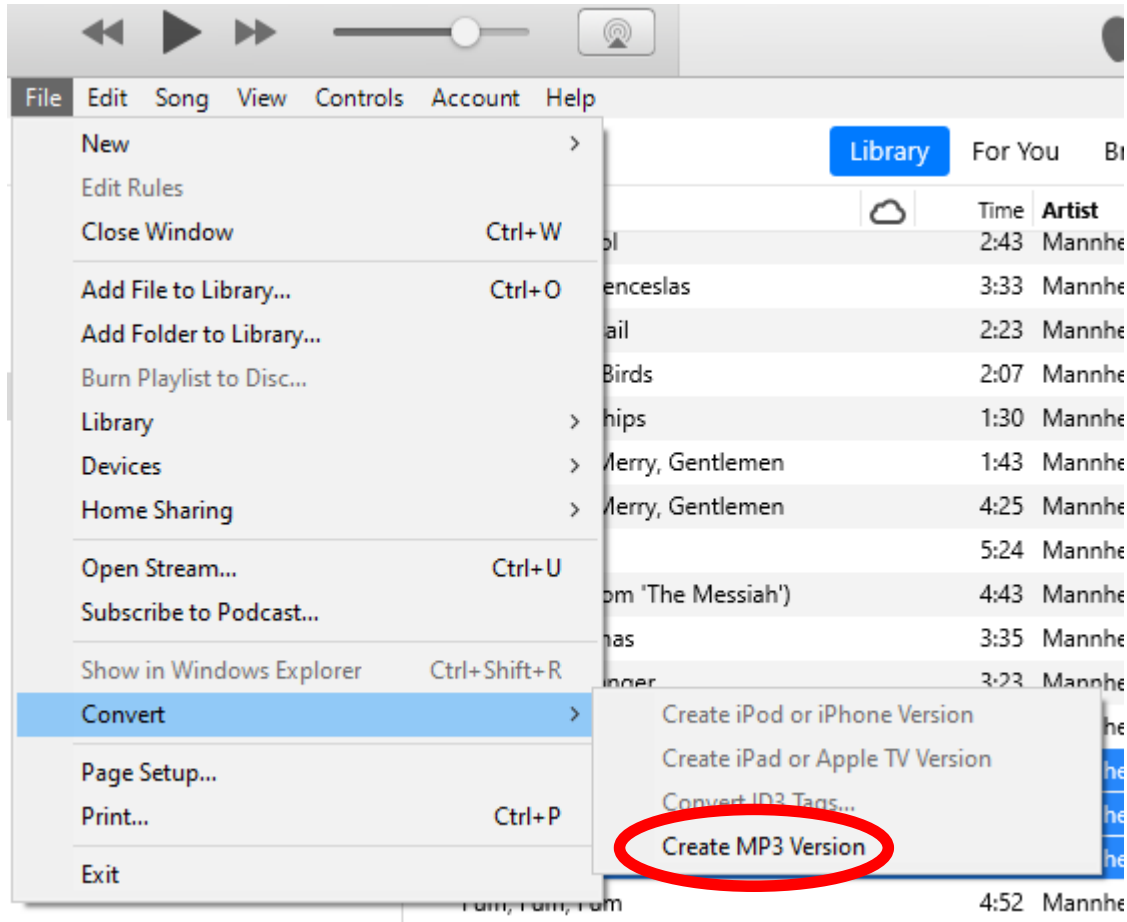


# Use iTunes to convert to MP3

**STEP 1.** In iTunes, select songs that you wish to convert from M4A to MP3.

**STEP 2.** Pull down the iTunes **File** menu and select **Convert**.

**STEP 3.** In the sub-menu, select **Create MP3 Version**.



# Use iTunes to convert to MP3

When done, each selected M4A song will be followed by an MP3 song with the same name. All are listed in your iTunes song library.

Away In A Manger	3:23	Mannheim Steamroller	Christmas Extraordinaire	New Age
Faeries (From 'The Nutcracker')	2:30	Mannheim Steamroller	Christmas Extraordinaire	New Age
Do You Hear What I Hear ...	4:07	Mannheim Steamroller	Christmas Extraordinaire	New Age
Do You Hear What I Hear	4:07	Mannheim Steamroller	Christmas Extraordinaire	New Age
The First Noel ...	3:39	Mannheim Steamroller	Christmas Extraordinaire	New Age
The First Noel	3:39	Mannheim Steamroller	Christmas Extraordinaire	New Age
Silver Bells ...	4:28	Mannheim Steamroller	Christmas Extraordinaire	New Age
Silver Bells	4:29	Mannheim Steamroller	Christmas Extraordinaire	New Age
Fum, Fum, Fum	4:52	Mannheim Steamroller	Christmas Extraordinaire	New Age
Some Children See Him	2:24	Mannheim Steamroller	Christmas Extraordinaire	New Age

# Some further nuances

- ❑ My iTunes M4A collection is on drive E.
- ❑ Converted MP3 files are recorded to Drive C Music iTunes Media by default.
- ❑ I found no way to change that default.
- ❑ If iTunes refuses to convert an M4A song, try using the free **Audacity** software to do the conversion.

**THE END**