# How to Use the iTunes Software with a Computer, iPod or iPhone to Listen to Podcasts

Overview	2
Installing the iTunes Software	2
Subscribe to a Podcast	3
Download a podcast episode to your computer	4
Create a "Smart Playlist Folder" to store your podcast Playlists	5
Create a "Smart Playlist" which references a group of related podcasts	6
Copy (Synchronize) your Playlists to your iPhone / iPod	8
Listen to your Podcast	9
Podcasts on an Android Phone, or other non-Apple Device	9

### **Overview**

This document describes how to use the iTunes software and an iPod or iPhone to manage and listen to *Aro Buddhism* podcasts. iTunes "Smart Playlists" may be utilized to sort a group of related podcasts into the correct sequence, and to provide automatic updating of playlists when new episodes are downloaded. Without the use of "Smart Playlists", iTunes will not sort your podcasts in the correct sequence – assuming that you prefer to listen to podcasts in the order that they are published, rather than by Name.

#### Installing the iTunes Software

The iTunes software runs on a Windows or Mac computer. It is a free download from Apple.com which you download via your web browser. As of this writing (2010-11-18), you can find the download at: <a href="http://www.apple.com/itunes/download/">http://www.apple.com/itunes/download/</a>

Download and install the appropriate version for your computer.



### Subscribe to a Podcast

- 1. Open the iTunes software on your computer
- 2. Select "iTunes Store" in the left panel of the window
- 3. Type the name of the podcast in the iTunes store Search text box (ie. "Aro Buddhism"), and hit [Enter] to execute the search
- 4. The search result page should display the name of the Podcast. From this page, click "SUBSCRIBE FREE".
- 5. Alternatively, you can go to the menu option "Advanced", then "Subscribe to Podcast" and enter the following URL: <u>http://arobuddhism.org/mp3s/AroAudio.rss</u>



### Download a podcast episode to your computer

- 1. In iTunes, select "Podcasts" in the left panel
- 2. Open the "Aro Buddhism" list of podcasts (click the small arrow icon to the left of the podcast name)
- 3. Click "Refresh" in the lower right-hand corner of page, to ensure you are looking at the latest available list of podcasts
- 4. Click "Get", beside the podcast you wish to download (then wait a few minutes while the podcast downloads to your computer). If you wish to read a description of the podcast before downloading, right-click on the podcast name, and select "Show Description" from the popup menu.
- 5. Once the podcast download is complete, the "Get" button should no longer be visible for that podcast, indicating the podcast is now on your computer.

	Aro04: Part 2 - Question and Answ Ngak'chang Rinpoche - Aro Buddhis 0:01	wer Series 2 m Podcasts -1:43:5		📰 💷 Q- Search
LIBRARY	√ Podcast	Time	Release Date V	Description
🞵 Music	Aro Buddhism Podcasts	ET ALL	11/26/10	The Aro gTer is a lineage within the Nyi
🗐 Movies 🔍	Aroo4. Part 2 - Question and Answer Series 2	1:44:01	11/26/10	Interview with Nyima o-Zer Khandro an
TV Shows	Aro04: Part 1 - Question and Answer Series 2	GET 1:42:18	11/26/10	Interview with Nyima o-Zer Khandro an
Podeasts 197	Aro03: Part 5 – Question and Answer Series 1	GET 36:43	5/23/10	The final podcast of this series continue
Books	Aro03: Part 4 - Question and Answer Series 1	GET 32:37	5/23/10	In the first question in this podcast Trö
Apps (5)	Aro03: Part 3 - Question and Answer Series 1	GET 38:22	5/23/10	This podcast opens with a question cor
A Ringtones	Aro03: Part 2 - Question and Answer Series 1	GET 35:45	5/23/10	Tröma Rig'tsal opens this podcast with
<sup>⊕</sup> i <sup>⊕</sup> Badio	Aro03: Part 1 - Question and Answer Series 1	GET 52:56	5/23/10	In the opening podcast of this interview
A	Aro02: Part 9 - Khandro-Pawo Nyi-da Melong Gyud	GET 53:57	4/10/10	This final podcast opens with Ngak'cha
STORE	Aro02: Part 8 - Khandro-Pawo Nyi-da Melong Gyud	GET 47:49	4/10/10	This podcast opens with Ngak'chang Ri
📋 iTunes Store	Aro02: Part 7 - Khandro-Pawo Nyi-da Melong Gyud	GET 54:37	4/10/10	This podcast opens with a discussion o
çQ Ping	Aro02: Part 6 - Khandro-Pawo Nyi-da Melong Gyud	GET 50:35	4/10/10	This podcast contains a presentation fr
■ Purchased	Aro02: Part 4 - Khandro-Pawo Nyi-da Melong Gyud	GET 49:14	4/10/10	Ngak'chang Rinpoche moves on from ti
Purchased on SkyCloud	Aro02: Part 5 - Khandro-Pawo Nyi-da Melong Gyud	GET 43:11	4/10/10	Ngak'chang Rinpoche begins this podca
Purchased on SkyTablet	Aro02: Part 3 - Khandro-Pawo Nyi-da Melong Gyud	GET 45:17	4/10/10	Ngakma Zér-mè continues her presenta
CHARGE	Aro02: Part 2 - Khandro-Pawo Nyi-da Melong Gyud	GET 48:07	4/10/10	Continuing to introduce the foundation
SHARED	Aro02: Part 1 - Khandro-Pawo Nyi-da Melong Gyud	GET 44:23	4/10/10	Introduction to Khandro-Pawo teaching
The Sharing	Aro01: Part 3 - Compassion and the Vehicles of Tibe	GET 16:52	12/12/09	Motivation and freedom of choice. In Bu
GENIUS	Aro01: Part 1 - Compassion and the Vehicles of Tibe	GET 22:32	12/12/09	Buddhism is 'Method', a way of realizing
8 Genius	Aro01: Part 2 - Compassion and the Vehicles of Tibe	GET 27:37	12/12/09	Everything within 'Dharma' is an expres
Genius Mixes	■ ■ Buddhist Geeks	ET ALL	11/22/10	Discover the Emerging Face of Buddhis
🖓 Stop This Train				) ( )
PLAYLISTS	Unsubscribe Settings	Report	a Concern 🕑	Podcast Directory 🧿 🔐 Refresh
+ >< 🗢 🖂	353 podcasts, 11.2 days, 8.3	2 GB	_	(i) ///

## Create a "Smart Playlist Folder" to store your podcast Playlists

- 1. Using the iTunes menu, select "File", then, "New Playlist Folder"
- 2. Select the "untitled folder" under "Playlists", in the left panel of the Window. Click on the text of "untitled folder" and change it to "Aro Podcasts" (or your preferred name). (This new folder will be used to store "Smart Playlists" which you create in the next step).

Podcasts 207 V Name	Time Artist	iTunes Sidebar
Books		Select a song in your library to see
🔬 Apps 🛛 🚺		related music.
A Ringtones		Genius Recommended Albums
Radio		You have music by Led Zeppelin
FORE		Singles 1965-1967
🛱 iTunes Store		The Rolling Stones
Q Ping		
D Purchased		You bought Elton John: Greatest
Purchased on SkyCloudPhone		The Very Best of th.
Durchased on SkyTablet		The Doors
ARED		deser
Home Sharing		
		Genius Recommended Songs
A Conjuc		You have music by John Mayer
B Cenius Mixes		► LMNT
8 Ston This Train		You have music by Michael Hedge
and stop this train		On the Threshold of Libert
AYLISTS		Vau have music by Jathra Tull
P ITunes DJ		The Virgin and the Gypsy
AroPodcasts		Steve Hackett
		You have music by Sting
Service A servic		The Police

### Create a "Smart Playlist" which references a group of related podcasts

- 1. Using the iTunes menu, select "File", then, "New Smart Playlist". (If you are pointing to the folder which you created in the previous step, the new playlist should be created in the new folder)
- 2. In the "Smart Playlist" rules window, select "Media Type" from the first dropdown list, "is" from the second, "Podcast" from the third. Then click the "+" icon, to bring up the second set of rule selection dropdown lists.

		Sma	rt Playlist		
Match the follo	owing rule:				
Media Kind	$\supset$ :	(is)	¢ Podca	ist	
Limit to 25	items	selected by	name		•
Match only che	ecked items				
🗹 Live updating					
?					Cancel OK

3. In the second set of rule selection dropdowns, you will enter criteria specific to the set of podcasts you want to group together. In this example, we wish to group together all podcasts which start with the name "Aro03". Note, there are many other criteria in the first list which might be helpful in grouping podcasts together, such as Artist.

		Aro03	
Match all 🗘 of	the following rules:		
Media Kind	is	Podcast	$\mathbf{i} \ominus \mathbf{i} \mathbf{i}$
Name	starts with	¢ (Aro03	$\bigcirc \oplus \odot$
Limit to 25 iter	ns 🔷 selected b	y name	\$
Match only checked it	ems		
			(Cancel) OK
•			Cancer OK

4. After performing the above two steps, you should see your new Smart Playlist in the folder you created. Click on the text of "AroO3" and change it to "Interview 1" (or whatever name reflects the series of podcasts you wish to group together).



### Copy (Synchronize) your Playlists to your iPhone / iPod

- 1. Next, connect your iPhone or iPod to your computer. Once you do this, you should see it displayed under "Devices" in iTunes.
- Click on the name of your device, so that it is highlighted. (Note: your device will have its own name, such as "Sally's iPod". In this example, the name of the device is "SkyCloudPhone").
- 3. Once the device is connected, select "Podcasts" from the top menu.
- 4. Scroll down the page, and click the folder and playlist checkbox under "Include Episodes from Playlists"
- 5. Click "Apply", on the lower-right of the window (this will start the Synchronization process from your computer to your iPhone or iPod).

•	iPhone sync is complete. Image: Ima	
LIBRARY	Summary Info Apps Ringtones Music Movies TV Shows Podcasts Books Photos	
🎵 Music	)	0
Hovies	Sync Podcasts 241 e	nisod
TV Shows		pisoe
Podcasts (21)	Automatically include all the anicodes of selected podeasts	
Books	and the second second potential of the second potentia	
🔛 Apps 💿		
🔔 Ringtones	Padaasta Enizadaa	
<sup>®</sup> Å <sup>®</sup> Radio	Podcasts Episodes	
STORE	Are Buddhism Podrasts	
🛱 iTunes Store	8 new episodes (9 total)	
© Ping		
D Purchased		
Purchased on SkyCloudPhone	Buddhist Geeks 30	_
Purchased on SkyTablet		_
DEVICE		_
SkyCloudPhone	Chronicles Radio Dispatches	
SHARED		
1 Home Sharing	Fareed Zakaria GPS	
GENIUS	section 4 new episodes (7 total)	
8 Genius		
Genius Mixes	Sounds Truck Insisters at the Edge	
🖏 Stop This Train	I new episodes (38 total)	
PLAYLISTS		
😂 iTunes DJ		- 1
🔻 🚞 AroPodcasts	Include Episodes from Playlists	- 1
🕸 Aro03		
UnfetteredPodcasts	Aropodicasis	-
🕸 90's Music	A AFOUS	•
🕸 Classical Music		
🕸 Music Videos		-
🕸 My Top Rated	Capacity	n
🔅 NCR TR Interview Oct-10	29.06 GB 🛛 Audio 💭 Photos 🖓 Apps 👘 Other 🕥 Free 🖉 🚺 Appl	ly )
🔅 Recently Added	14.9 GB 0.15 GB 0.21 GB 0.36 GB 13.7 GB	-

If you have not created playlists, you can simply click the podcast checkboxes from the list of your subscribed podcasts, and check the "Sync Podcasts" and "Automatically include" checkboxes near the top of the page. Be aware that audio files consume a large amount of space, so if your iPod or iPhone runs out of storage space, you will need to uncheck some of your podcasts in order to free up space.

### Listen to your Podcast

Now you will be ready to listen to podcasts from your iPod / iPhone. If you have created Smart Playlists, go the Playlists section of your player. (how to do this will depend on which device you are using). If you have not created Smart Playlists, you will find your podcasts in the "Podcasts" section of your device.

### Podcasts on an Android Phone, or other non-Apple Device

If you have an Android phone and a Windows computer, you can try the "iTunes Agent" Android software to synchronize your Smart Playlists to your Android.

#### http://ita.sourceforge.net/

Alternatively, there are many other Music/Podcast players available for the Android, such as "MortPlayer" and "BeyondPod". To subscribe to a podcast, you need to know it"s URL (RSS feed) address: <u>http://arobuddhism.org/mp3s/AroAudio.rss</u>

#### Streaming podcasts, directly from your web browser

If you have a reasonably fast internet connection, you can 'stream' podcasts directly from the internet without having to download them to your computer. This requires a web browser that supports the display of RSS feeds. As of this writing, the latest versions of Firefox, Safari and Internet Explorer all support streaming directly from the RSS feed page.

Enter the following address in your web browser: http://arobuddhism.org/mp3s/AroAudio.rss

