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# Candoo How To Spotify on an iPad

*Spotify is an app that plays music, playlists, and podcasts.*

**To print this guide, go to "File" and click "Print"**

## Table of Contents

- How to Create a Spotify Account.....2
- How to Use the Home Screen.....7
- How to Search for Music.....11
- How to Search for Podcasts.....14
- How to Use your Library.....17
- How to Make a Playlist.....19
- How to Understand Spotify Premium.....22



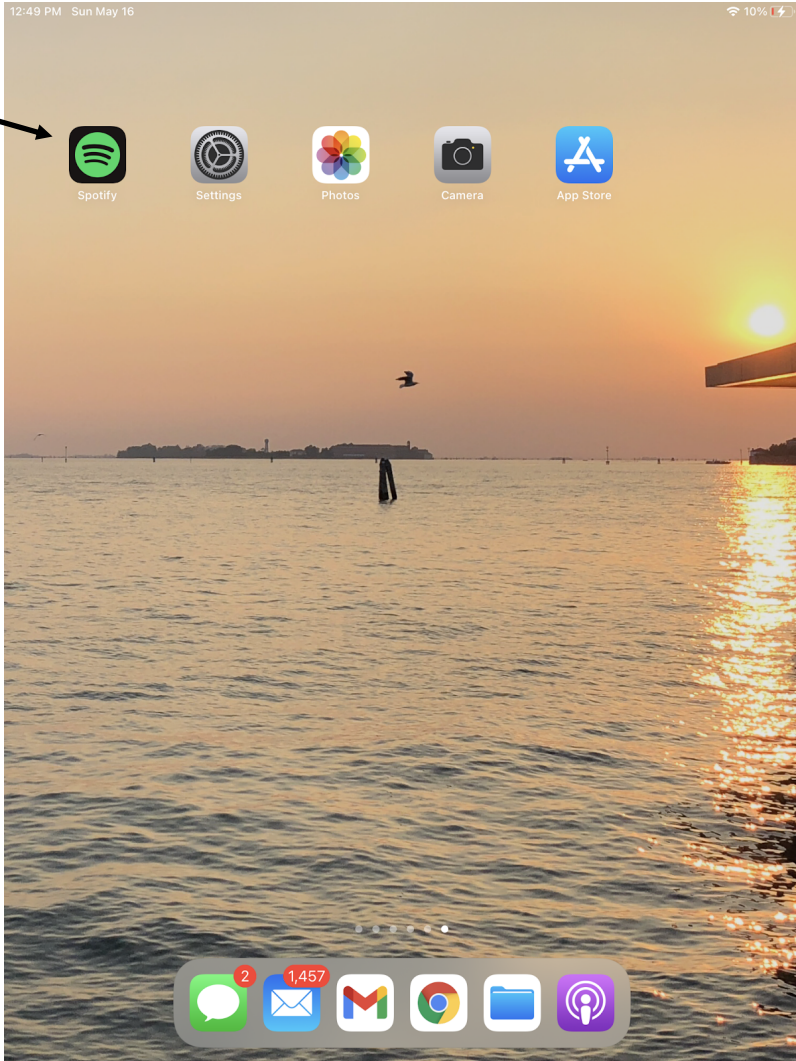
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## Step 1

Tap the Spotify App on your iPad



## Step 2

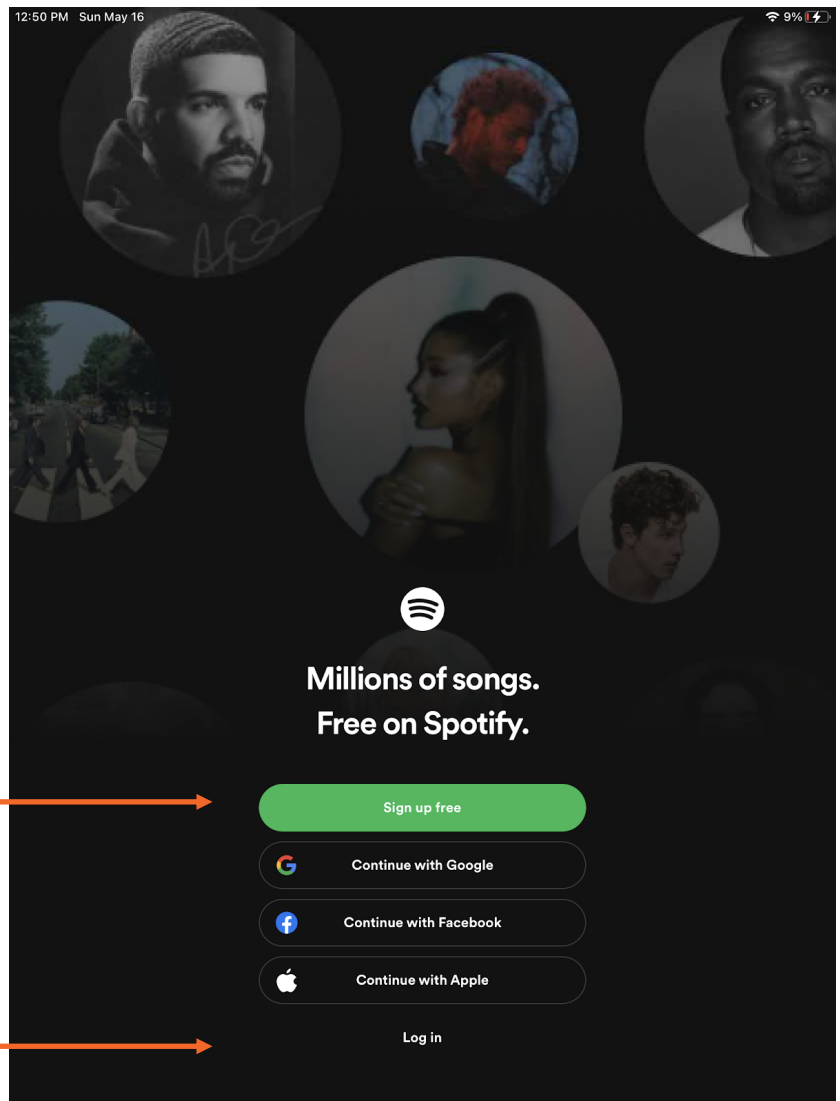
If you've logged on in the past, it will automatically sign you in and take you to your Home Screen. If so, please skip ahead to:

**Home Screen** (Step 7).

However, if you have not logged in before, you will see this screen:

**If you don't have an account yet,** tap:  
"Sign up free."

**If you already have a Spotify account,** tap:  
"Log in."





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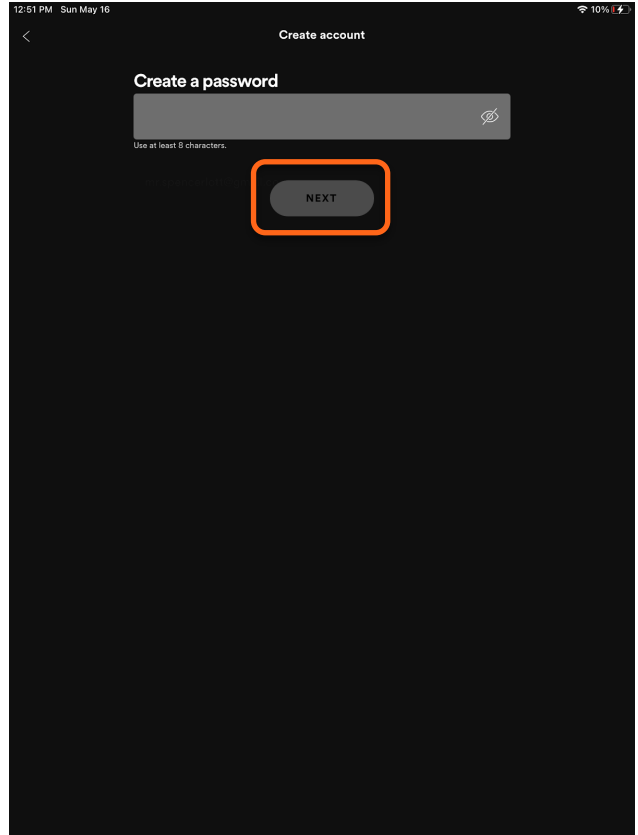
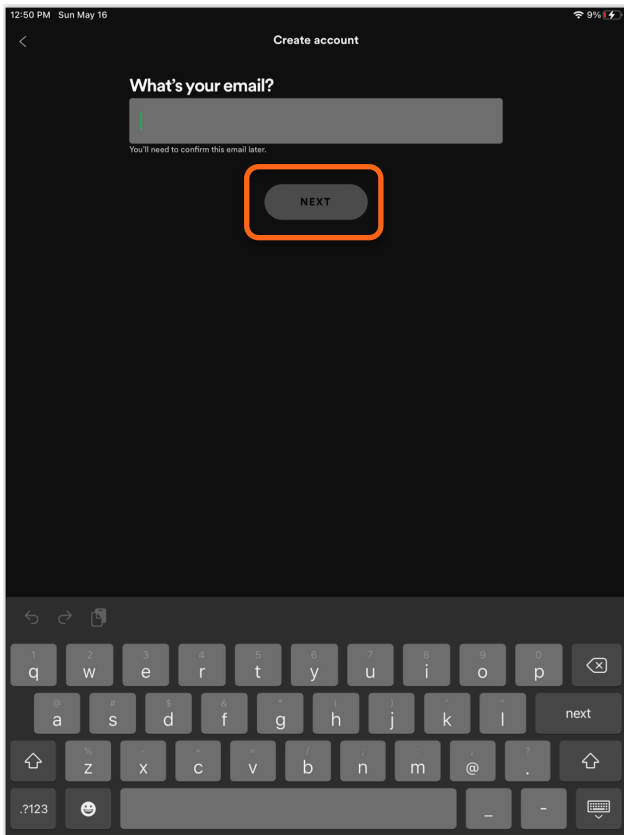
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### Step 3

If you are signing up for the first time, it will ask you to enter your email address and create a password.

Type these in, and tap "NEXT."





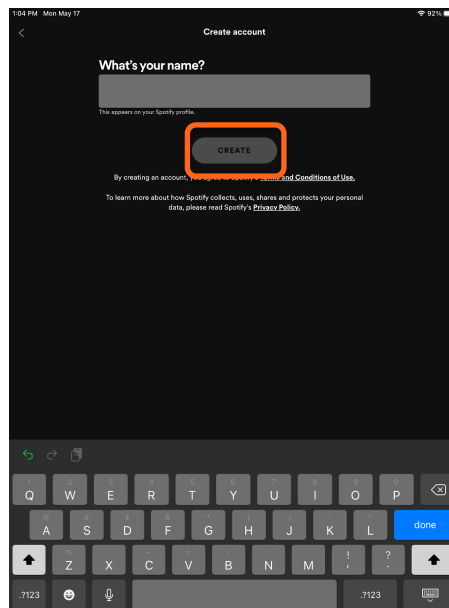
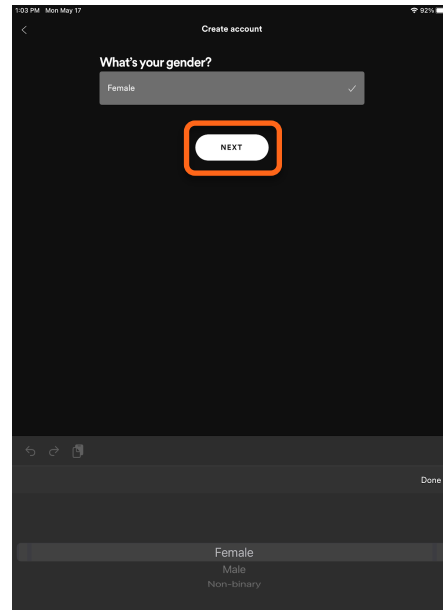
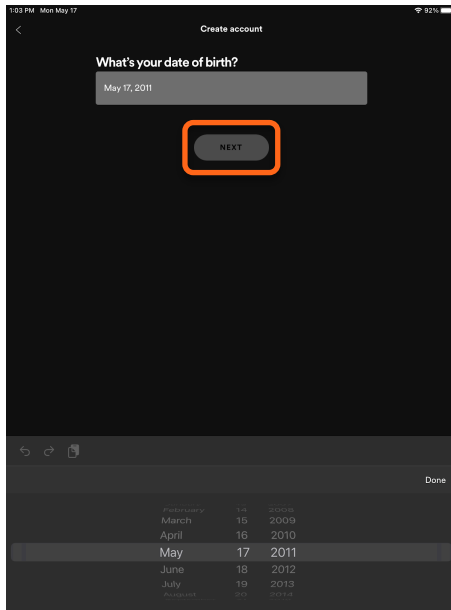
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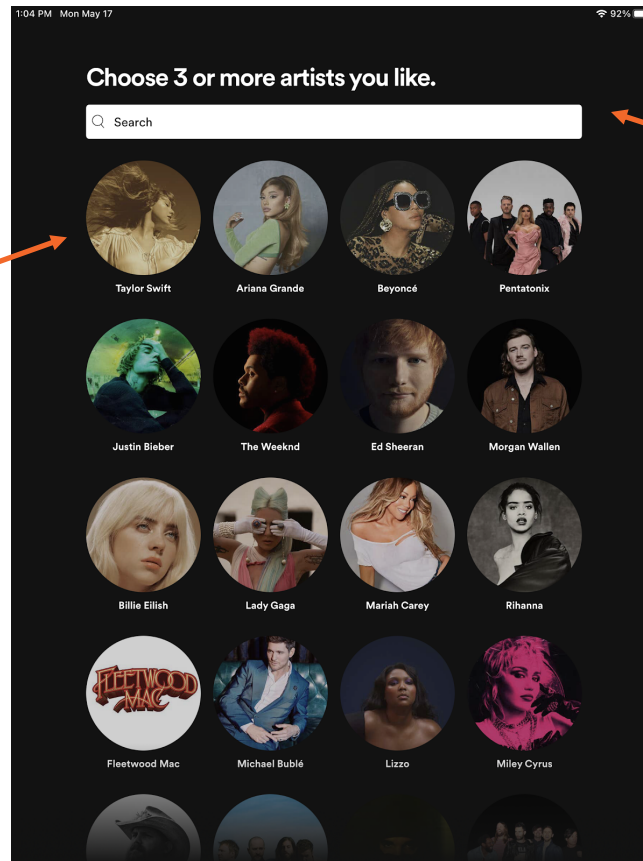
## Step 4

Next, Spotify will ask you some questions about yourself, like your date of birth, gender, and name. Tap “NEXT” after answering each question.



## Step 5

Finally, it will ask you to select at least 3 artists you like to listen to.



You can select from the choices given by tapping on the artist.

You can scroll up or down to see more artists.

Or, if you have a specific artist in mind, tap the search bar at the top and type in an artist's name.

Spotify will use these artists to automatically create playlists for you and recommend other artists you may like.



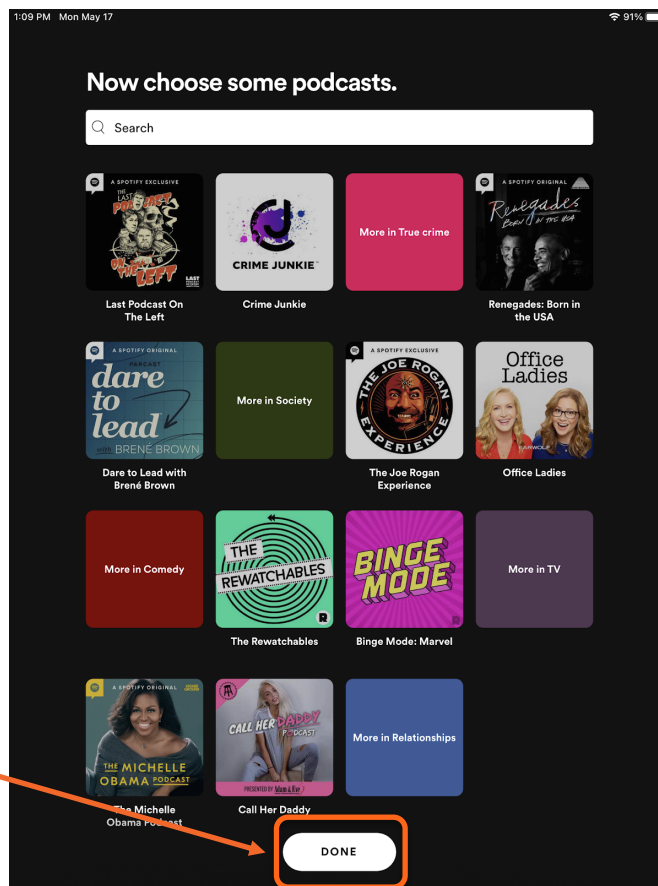
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## Step 6

Once you have selected at least 3 artists, you can either tap the word "DONE" or select "Choose Podcasts," if you're interested in listening to podcasts as well.

If you tap "Choose Podcasts," you will see this screen. Select your podcasts in the same way you selected your favorite artists.



Click "DONE" when you're finished.

You can always edit or add to your list of artists or podcasts at a later time.



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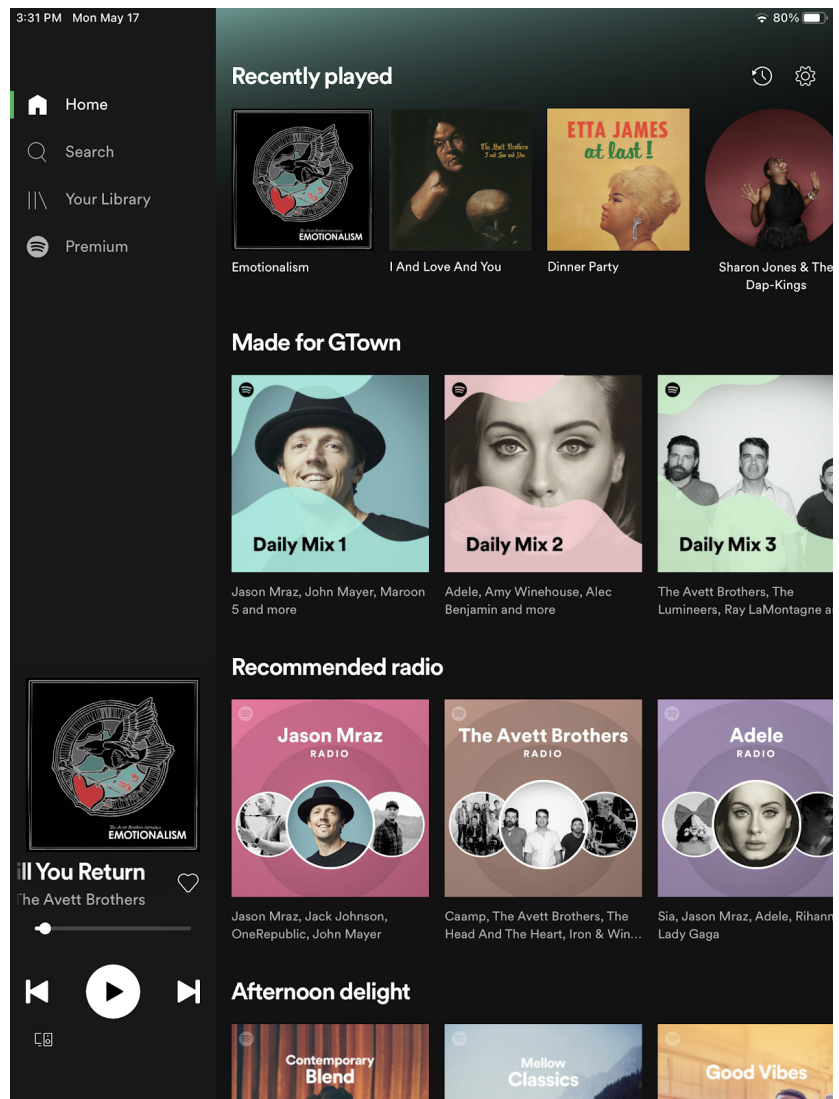
## Step 7: Home Screen

Welcome to your Home screen! This is where Spotify provides suggestions for music you'll like, based on the artists you've added as favorites so far. Let's take a moment to understand the layout.

You will see that Spotify is organized with a sidebar on the left-hand side, which you will use to navigate the site.

For example, if you want to return to this home screen, just tap "Home."

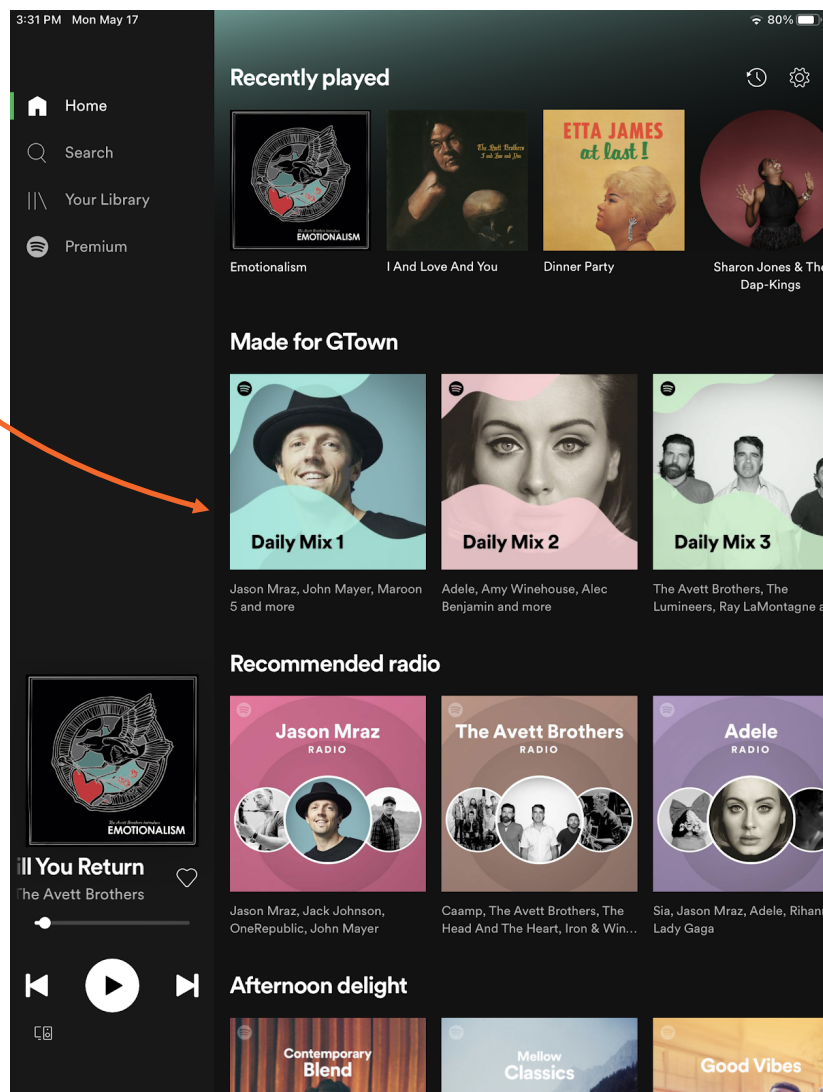
Or, when you want to search for something, tap on "Search."



## Step 7: Home Screen, continued

If you want, you can start playing music from your Home screen right away!

Simply tap a recommended mix or "radio station." These recommendations are based on the artists you've liked so far. The more you use Spotify, the more it will learn what you like!




## Step 7: Home Screen, continued

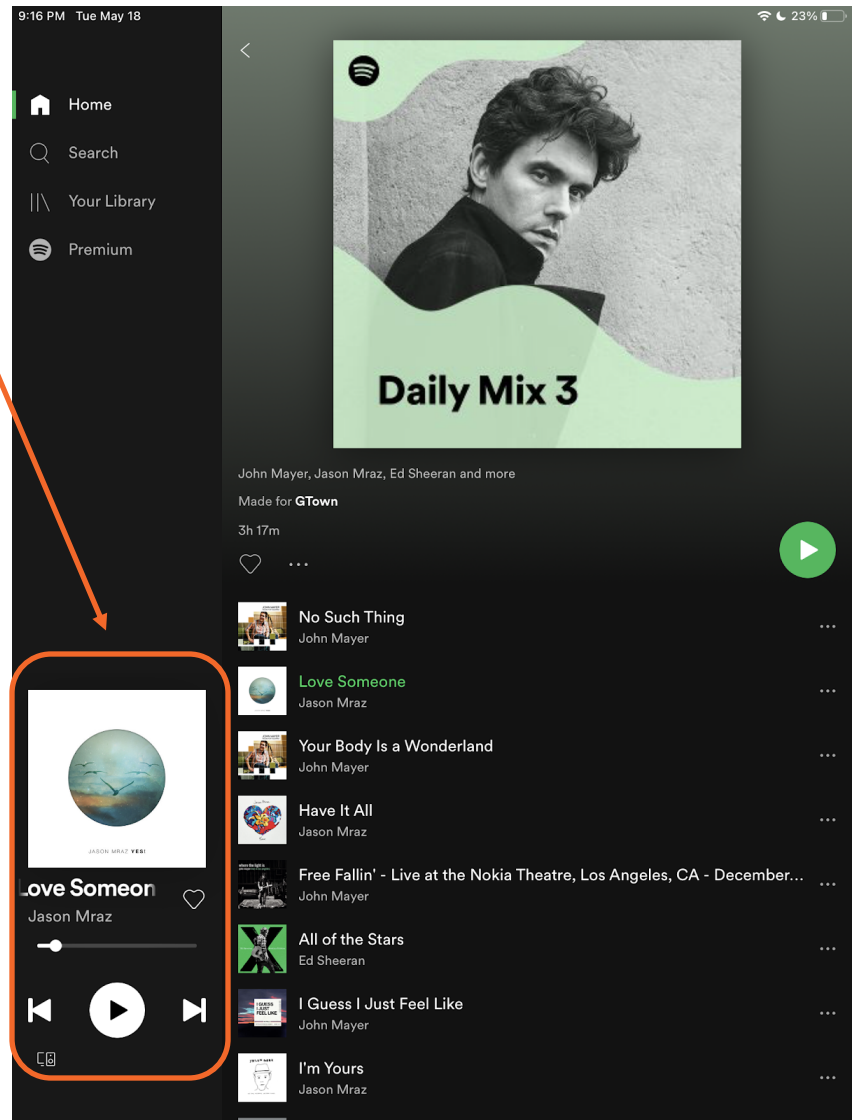
To **PLAY** music, tap the green play button for the music to start. 

To **PAUSE** music, tap green button again.

This lower left menu tells you what is playing now. It allows you to pause, play, and skip songs.

You can tap the heart  in this lower left menu if you like the song and want to add it to your library for easy access.

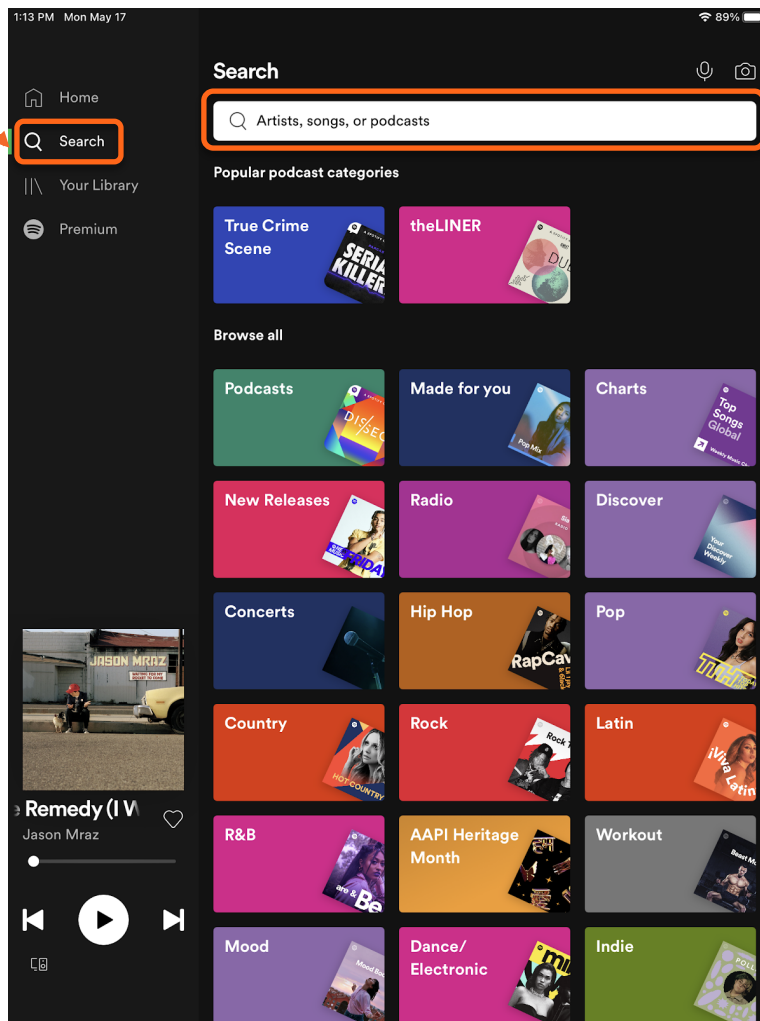
There is also a heart at the top of the playlist, if you want the whole playlist added to your library.



## Step 8: Search for Music

To get to your “Search” screen, tap Search on the left-hand toolbar.

Here, you can search for what you want to listen to. You can search for a specific artist, song, or podcast, or click on a genre of music.



If you want a specific artist, song, or album, tap the search box at the top of the screen. Type in what you are looking for. If it appears, tap it to select.

If you'd rather explore a genre of music, tap it.



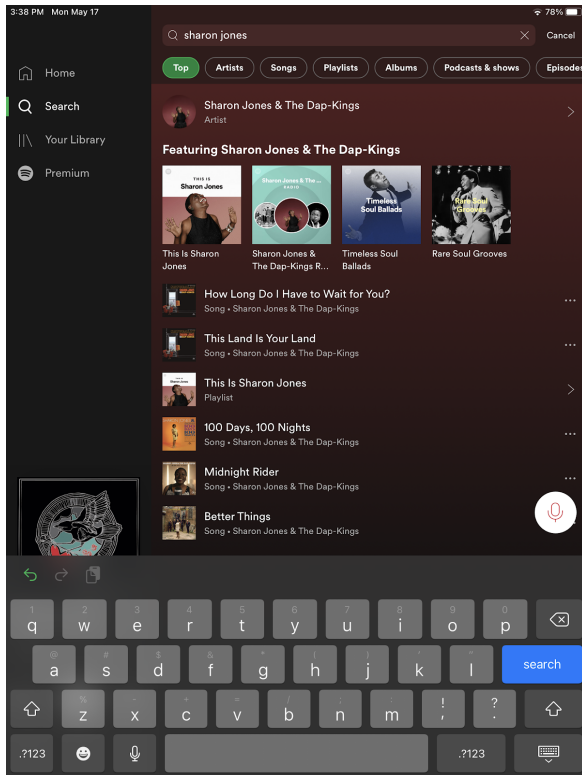
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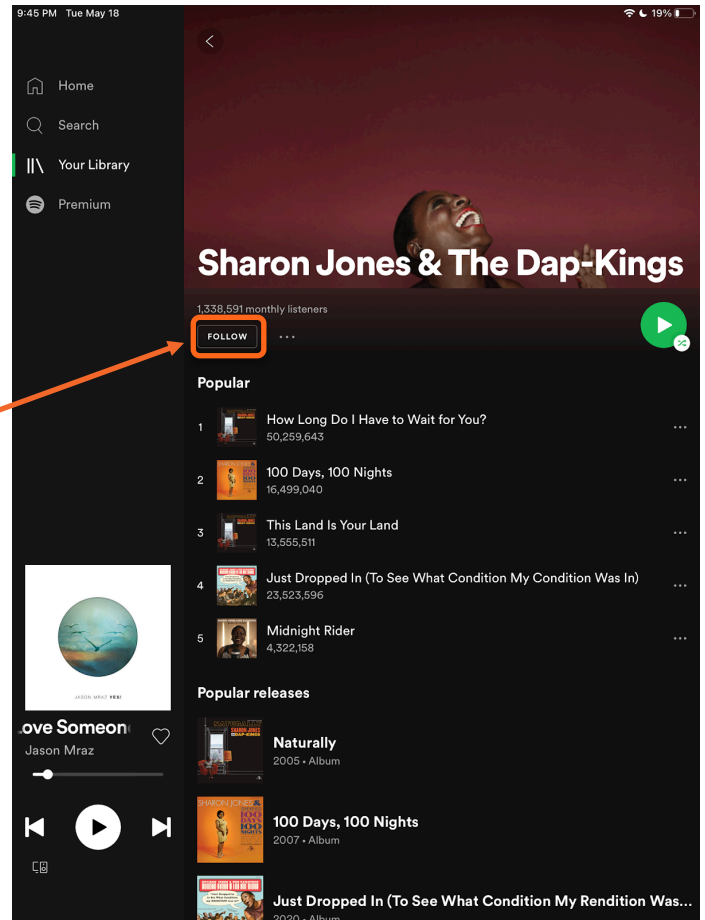
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## Step 8: Search, continued

For example, typing in the artist “Sharon Jones & The Dap Kings” brought me to this screen:



Next, I tapped on the artist. (However, I could tap any of these options that looked good to me.)



If you like this artist, tap “FOLLOW.”

This will add the artist to your library, making it easy to find later. As you add more favorite artists, Spotify will learn to accurately recommend other artists you’ll like.



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## Step 8: Search, continued

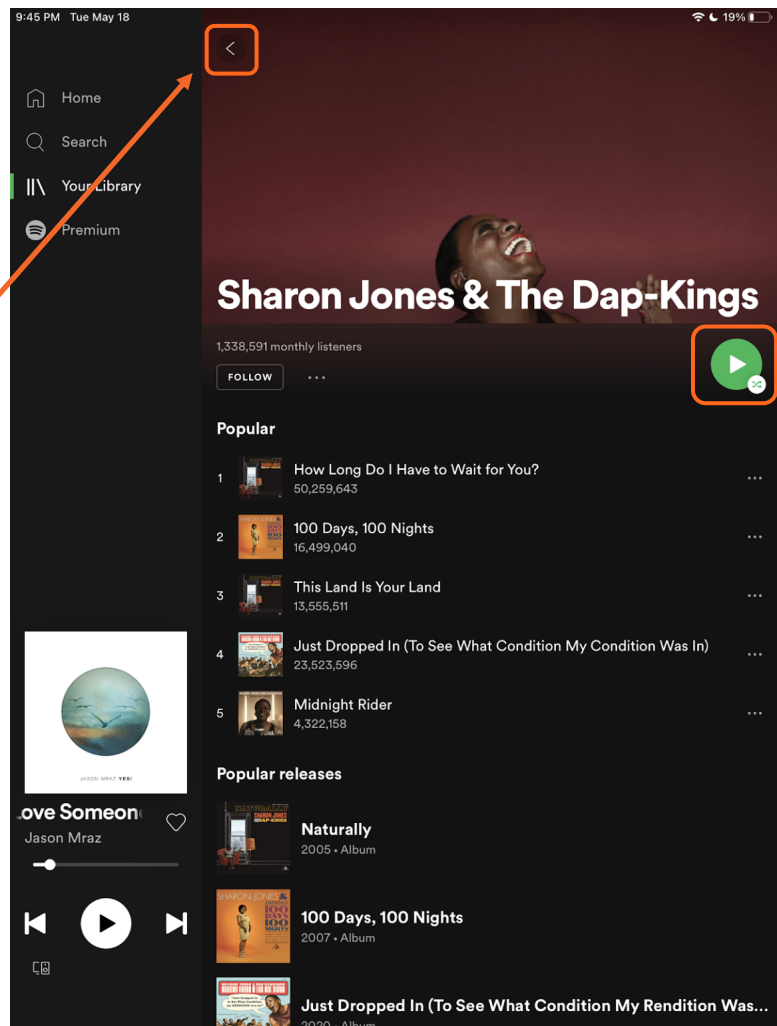
If you'd like, you can start playing the artist's songs directly from this search. Just tap on any song to start playing, or tap the green play button.



To get back to the screen you were at before, you can always hit the back button, which is an arrow on the upper left.



Or, you can navigate to a different section on the left-hand

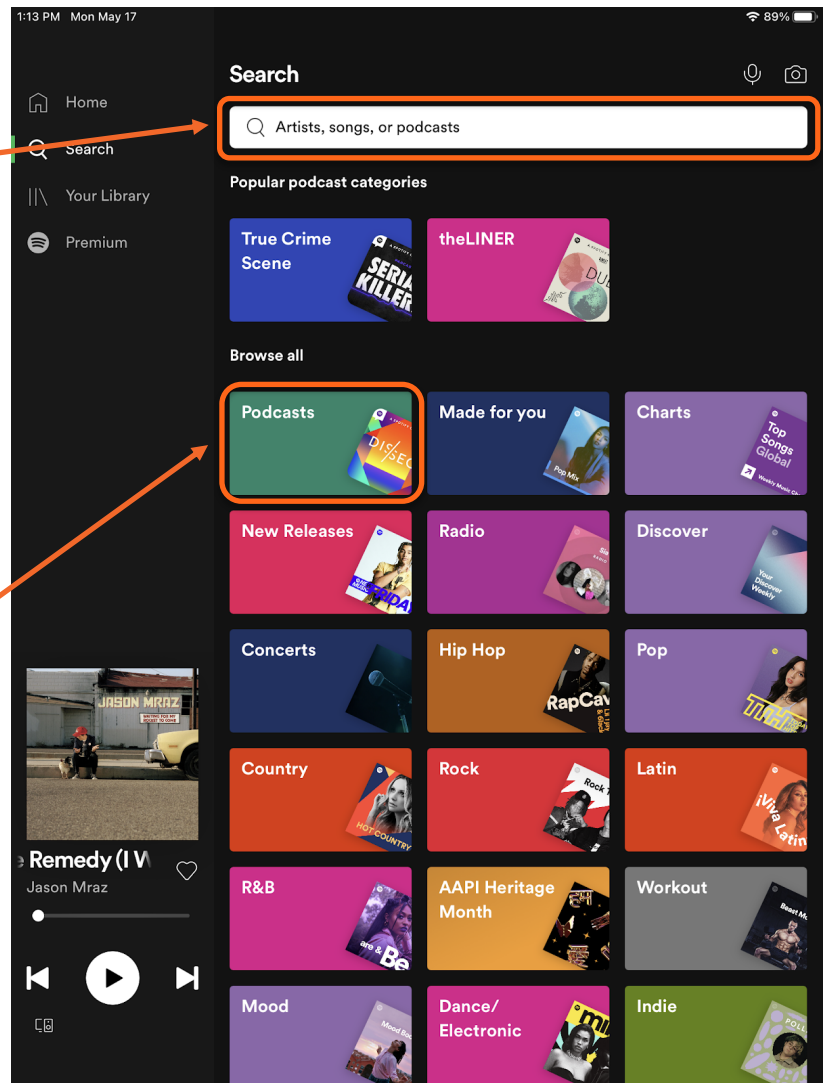


## Step 9: Search for Podcasts

To search for Podcasts, tap Search on the left-hand menu.

If you know exactly which Podcast you're looking for, tap the search bar at the top of the screen. Type in the name of the specific podcast.

Or if you want to browse, tap "Podcasts" under "Browse All."





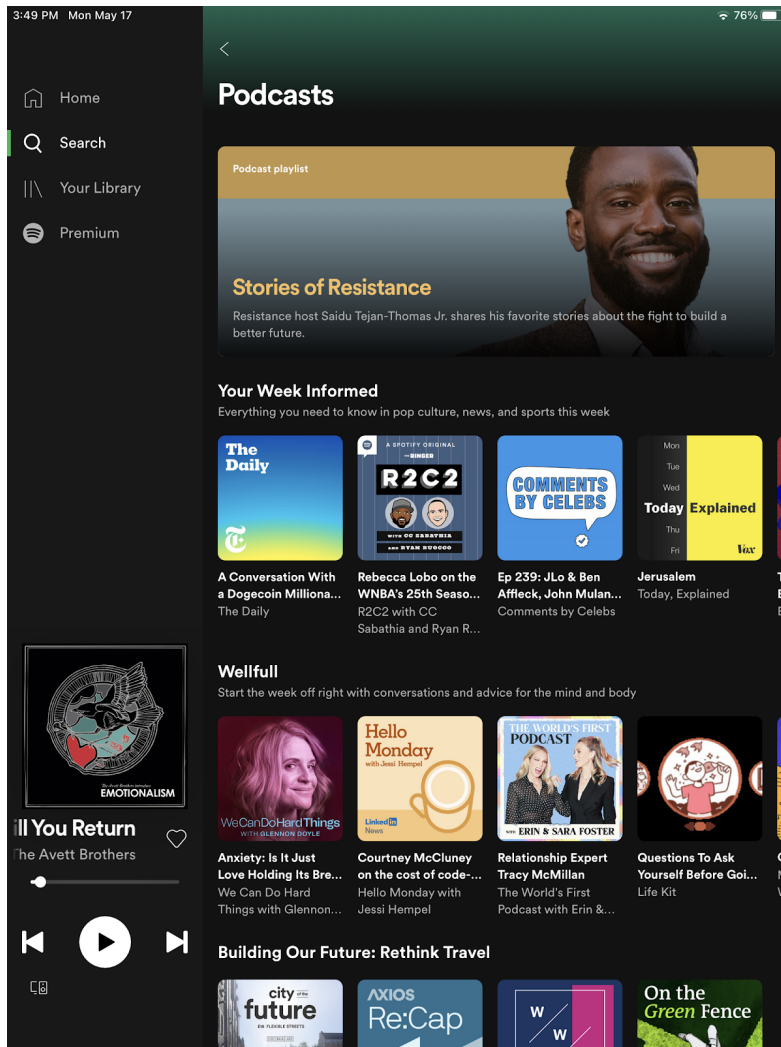
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## Step 9: Search for Podcasts, continued

If you tapped the general “Podcasts” category, you will see something like this:



You can scroll up and down to explore various podcast categories, like Comedy, History, or News & Politics.

Tap a category you are interested in.



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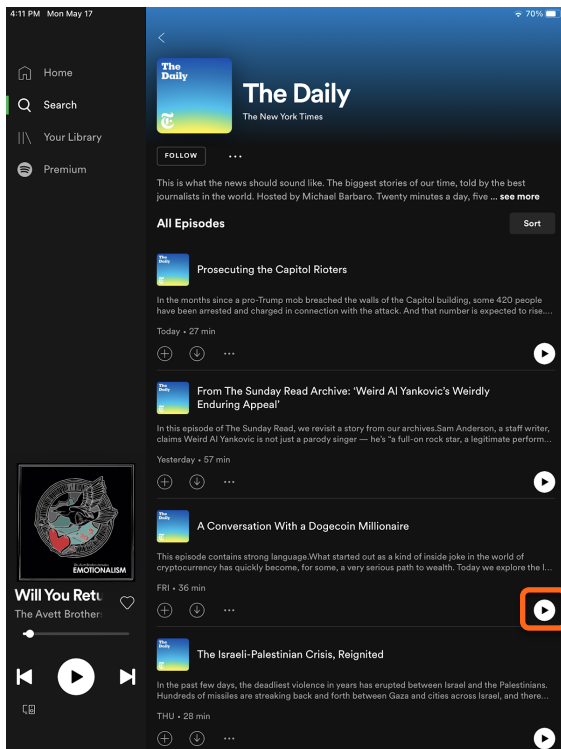
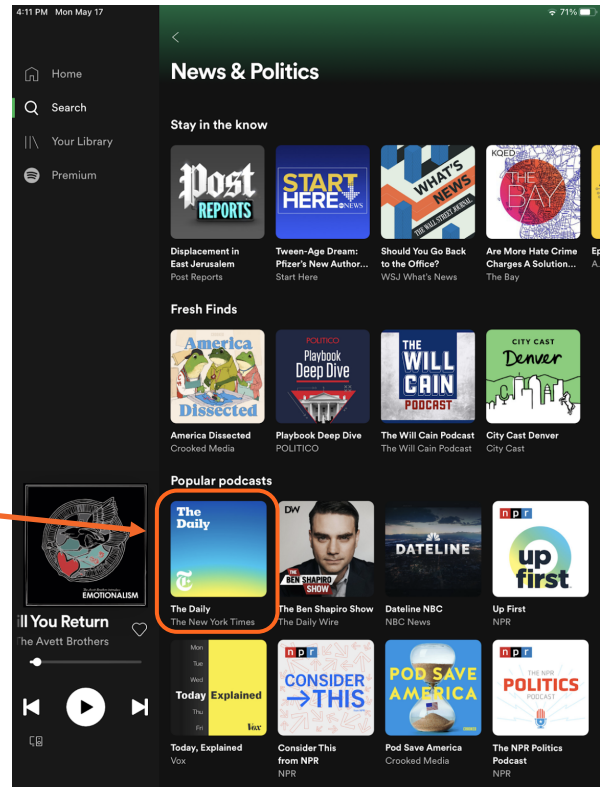
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## Step 9: Search for Podcasts, continued

Once you tap on a category, it will suggest various podcasts that fall into that category.

Here, I've tapped "News & Politics," so it's showing all the podcasts related to the news.

Tap on a specific podcast to learn more about it.



Here, I've tapped on "The Daily."

If you want to listen to one of the episodes, tap the play button next to the episode of interest.



Just like your music, you can tap "FOLLOW" at the top. This will add the podcast to your library for easy access.



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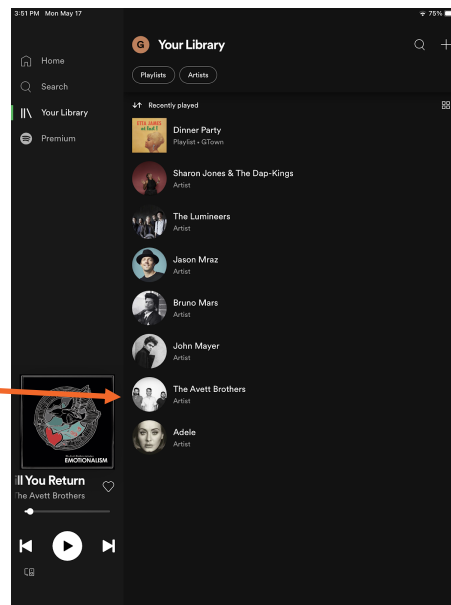
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## Step 10: Your Library

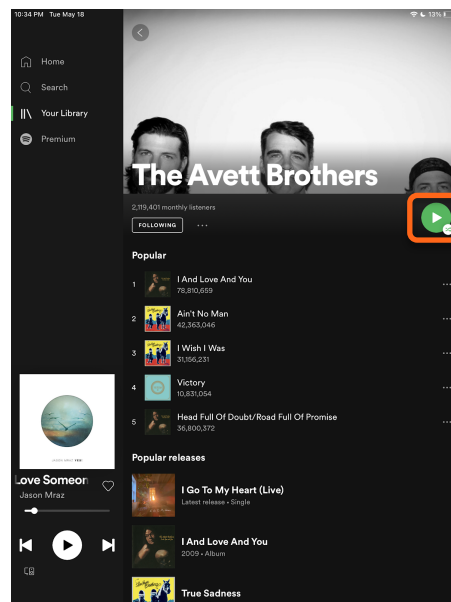
Tap “Your Library” on the left-hand menu. This brings you to your library. You will be able to see music you’ve recently played, as well as the music and podcasts you’ve marked as your favorites.

This allows you to easily select and play your favorite music.

To play one of the artists on your home screen, just tap on the name of the artist.

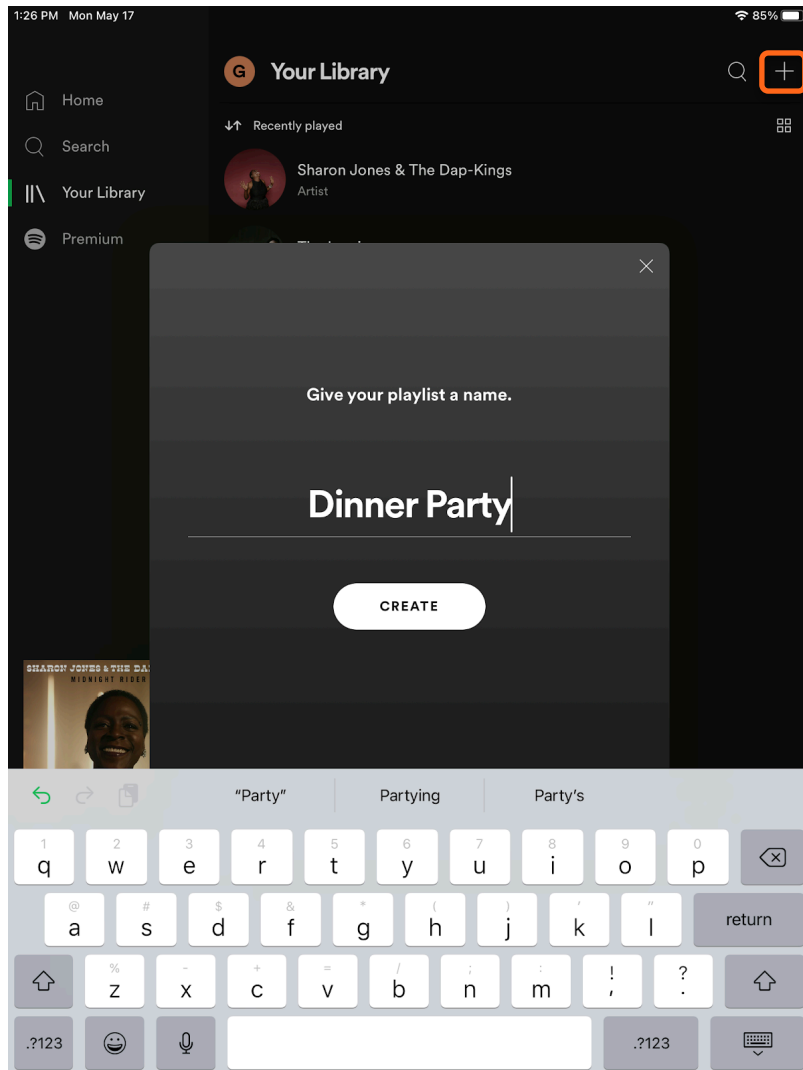


Then tap the green Play button.



## Step 11: Your Library – Make a Playlist

To create a playlist, tap the + button on the upper right.

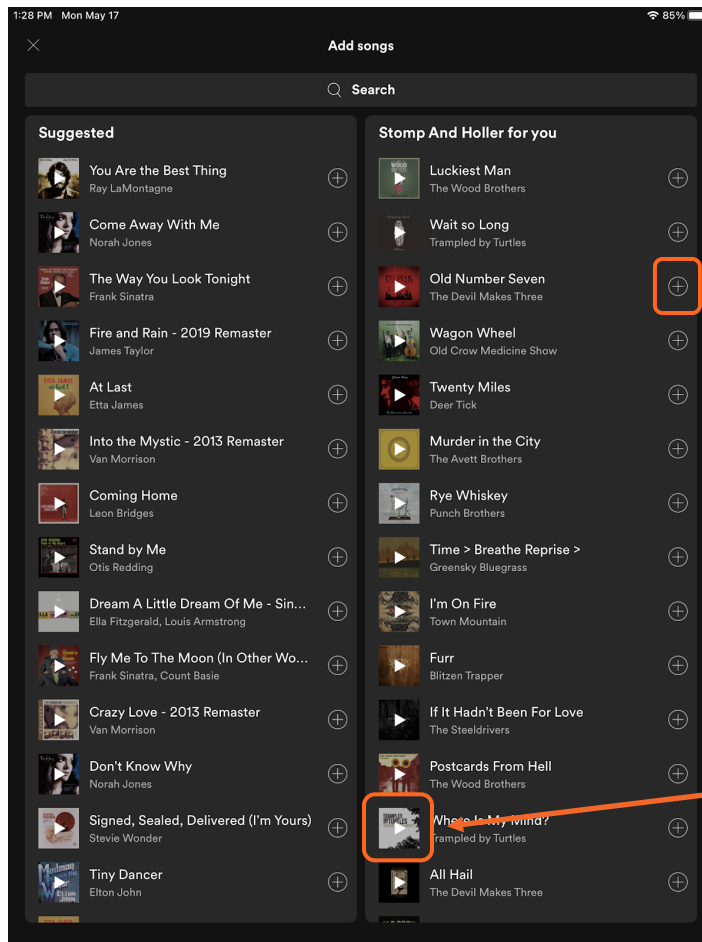


Give your playlist a name (I called mine “*Dinner Party*”).

Then tap “Create.”

## Step 11: Your Library – Make a Playlist, continued

Spotify will automatically suggest songs to add to your playlist, based on the title of your playlist and the artists you've added to your library.



You can choose to add these songs to your playlist by clicking the + button next to the song.



If you're not sure if you know a song, tap the image of the album with the white play button on it. It will play you a sample of the song. You can tap it again to pause the music

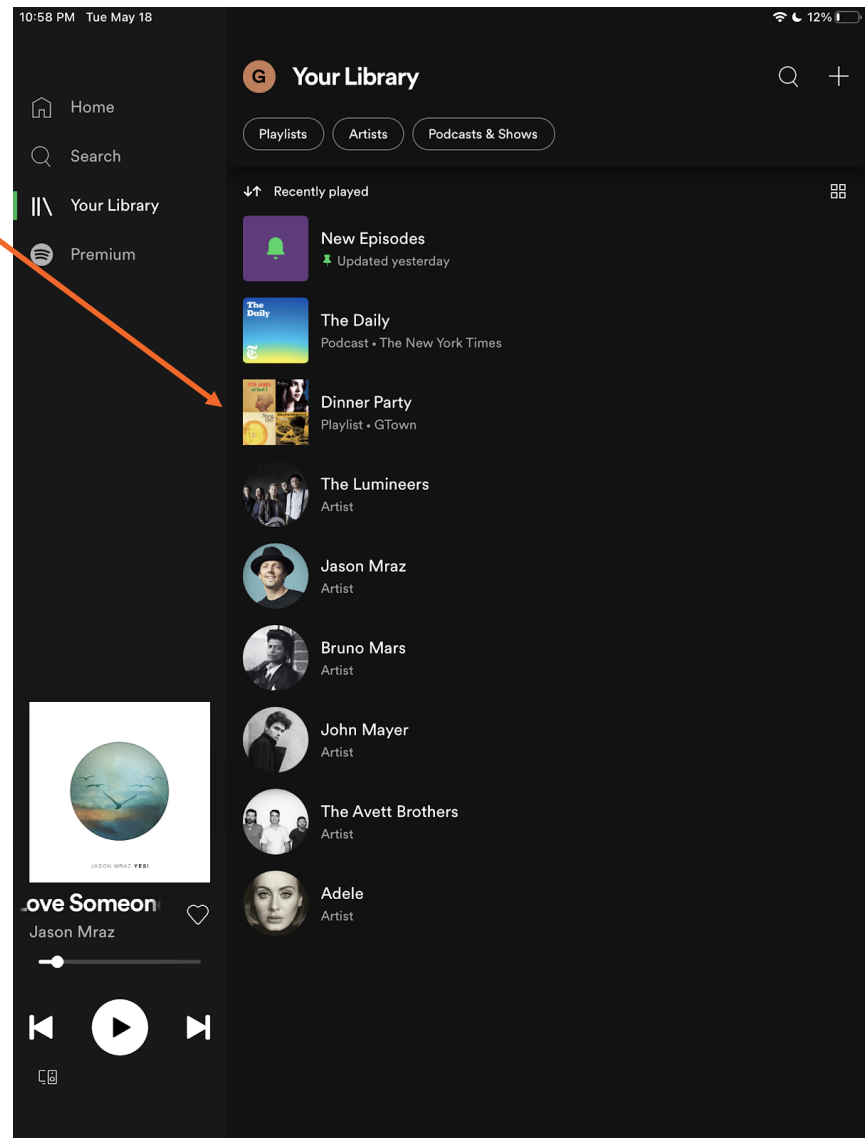


You can also search for specific songs or artists to add to your playlist by tapping the search bar at the top of your screen.

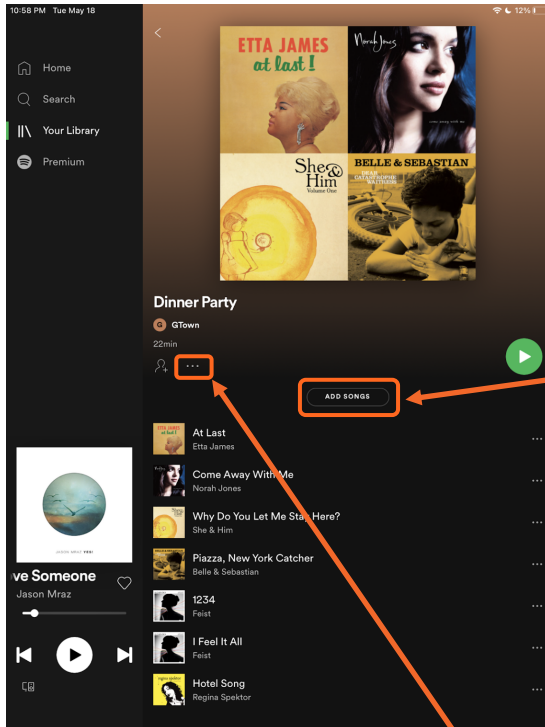
## Step 11: Your Library – Make a Playlist, continued


To play or edit your playlist, tap “Your Library” on the left-hand side.

Tap your playlist.



## Step 11: Your Library – Make a Playlist, continued

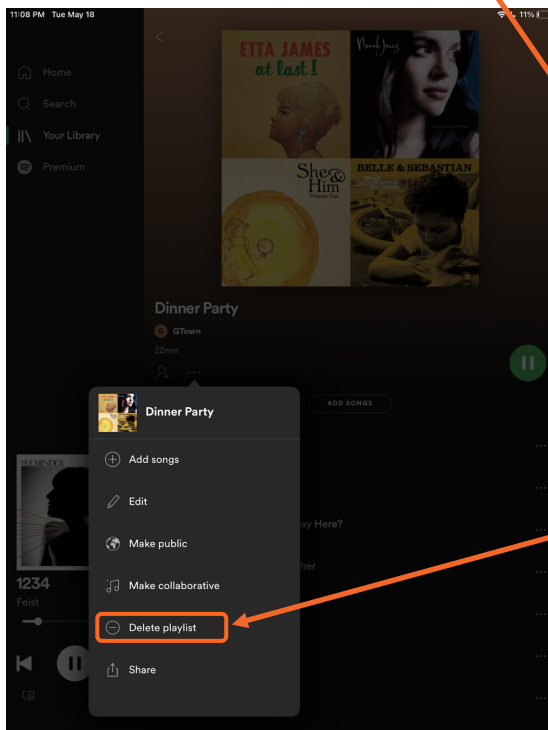


To play your playlist, tap the green play button. 

To add more songs, tap “Add Songs.”


You can always edit and add to your playlist at any time.

For more options, including sharing your playlist with others or deleting your playlist altogether, tap the “...” button under your playlist.



To delete your playlist, tap that “...” button. Then tap “Delete playlist.” It will ask if you are sure, and you can confirm by tapping “Delete.”

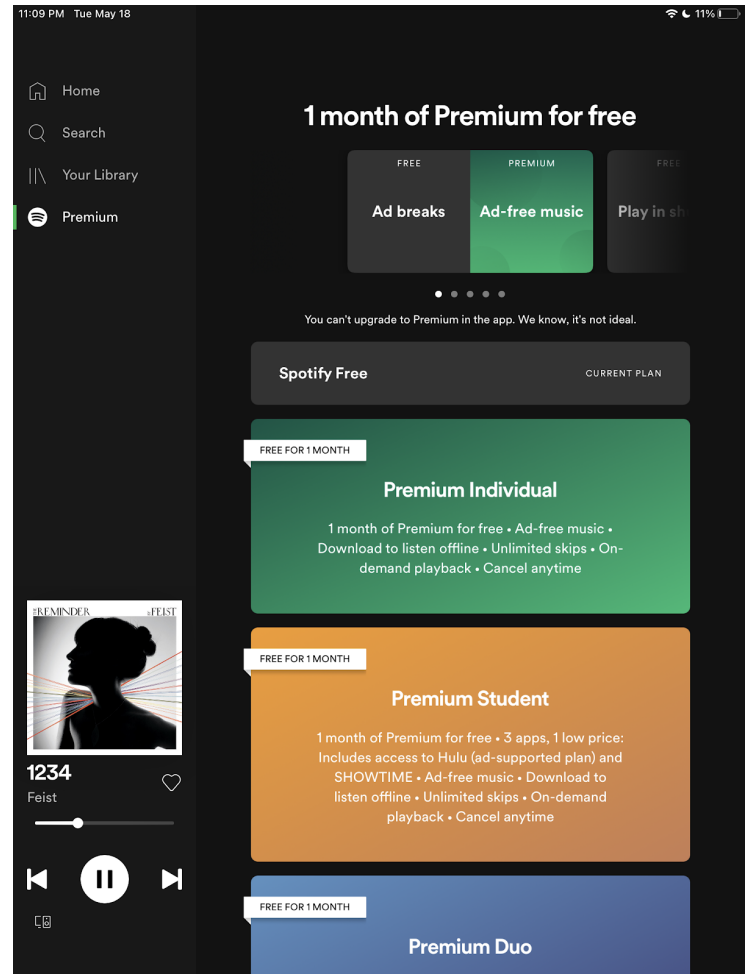
## Step 12: Premium Options

You will notice the last menu item on the left-hand toolbar says "Premium." If you already pay for Premium, you will not see this option. 

You can absolutely continue listening to your music and podcasts using the free version. The main difference is that you will hear advertisements between songs.

Or, you can choose to sign up for a paid subscription, which will play your music with no advertisements, as well as other features. You can tap on these options to learn more about the pricing plans.

Happy listening!



If you need help setting up Spotify, call us at 646-758-6606 or email support@candootech.com