

iPod

Using your iPod to go Mobile with Media

The iPod is a portable media player. Depending on the flavor of iPod that you have, you can listen and sometimes watch music, audio books, movies, TV shows, and podcasts while you are in the car, exercising, or just simply lounging in the sun!

The iPod works in conjunction with iTunes. iTunes is used to sync or transfer media (music, audio books, podcasts, movies, TV shows, etc) to your iPod. You need iTunes to be able to transfer music to the iPod.

iPod Flavors

iPod (Video)

The largest and most function- rich of all flavors of iPods is the Video iPod. It allows you to transfer music, movies, and more from iTunes and access that media on the go. The Video iPod can store either 30 GB or 80 GB of media depending on the model that you have. With the 80 GB iPod you can listen to almost 20 hours of audio or watch 6.5 hours of video.

The Video iPod starts around \$249.



iPod Nano

The iPod Nano allows you to listen to audio and put your photos on it creating a really cool photo album. Unlike the Video iPod, the Nano does not allow you to watch video. The Nano is also smaller in size and storage space than the Video iPod. The Nano comes in 2GB, 4GB, or 8GB choices as well as several different color selections.

The iPod Nano starts around \$149.



iPod Shuffle

The iPod shuffle, 1GB, allows you to listen to audio while it's clipped to your shirt, belt, or purse. It is one of the smallest digital music players around!

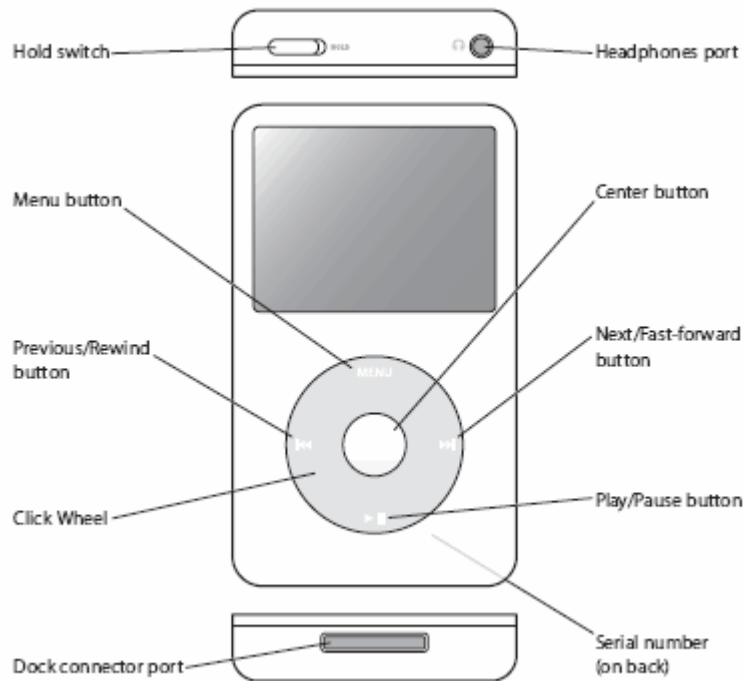
The iPod Shuffle starts around \$79.



To see more iPod flavors check out this website:

<http://www.apple.com/support/manuals/ipod/>

Getting to Know your Video iPod



Using iPod Controls

The controls on your iPod are easy to use. Press any button to turn on your iPod. The main menu appears.



Use the Click Wheel and Center button to navigate through onscreen menus, play songs, change settings, and view information. Move your thumb lightly around the Click Wheel to select a menu item. To choose the item, press the Center button. To go back to the previous menu, press Menu on the Click Wheel.

Basic iPod Operation

Turn the iPod On/Off

To Turn the iPod On

1. **Press any button.**

To Turn the iPod Off

1. Press and hold the **Play/Pause button**.

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Use the Hold button

The Hold button is very important as it turns “off” the buttons on the iPod. This means that as you are exercising you won’t accidentally brush one of the buttons and advance to another song. If you turn the iPod off it is a good idea to put the iPod on “hold” as well. This means you can’t accidentally turn the iPod on by simply brushing one of the buttons.

To Put the iPod on “Hold”

1. At the top of the iPod, slide the **Hold button** to the *right*.

To un-“Hold” the iPod

1. At the top of the iPod, slide the **Hold button** to the *left*.

Select Music/Videos/Podcasts etc to Play

To Play Music/ Audio Podcast/ Audio Book/ etc

1. Make sure the iPod is on and not on “hold”.
2. Press **Menu** on the click wheel.
3. Using the click wheel, highlight **Music**, and then press the **Center button**.
4. Use the click wheel to *highlight a playlist, album, artist, podcast, audio book etc* to listen to then press the **Center button**.
5. Use the click wheel to *highlight a specific item* to play. Then press the **Play button**.

To Turn Up the Volume

1. *Lightly run your finger along the click wheel.*

To Shuffle Songs

1. Make sure the iPod is on and not on “hold”.
2. Press **Menu** on the click wheel.
3. Using the click wheel, highlight **Shuffle Songs**, and then press the **Center button**.

To Play a Movie/ Video Podcast/ Music Video/ etc

1. Make sure the iPod is on and not on “hold”.
2. Press **Menu** on the click wheel.
3. Using the click wheel, highlight **Videos**, and then press the **Center button**.
4. Use the click wheel to highlight *Movies, Video Podcasts, etc* then press the **Center button**.
5. Use the click wheel to *highlight a specific item* to play. Then press the **Play button**.

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What is iTunes?

iTunes is an interface to manage the contents on iPod digital media players. Additionally, iTunes can connect to the iTunes Store in order to download purchased digital media and podcasts, which are usually free of charge. iTunes provides many features for obtaining, organizing, and playing media. It is available as a free download from Apple's website. iTunes is supported on computers running on Mac OS X and Windows 2000 or greater.

How do I get podcasts?

Podcasts are audio programs available for download over the Internet. The maker of a podcast, called a podcaster, often updates their podcast with a series of episodes that you can subscribe to. iTunes offers built-in support for podcasting so that you can find, listen, subscribe to and manage podcasts that interest you. You can also transfer podcasts to iPod for listening on the go.

Instructors can create podcasts, upload them to a server, and exchange via iTunes digital audio and video files with their students.

iPod and iTunes: Together in Perfect Harmony

To add media to your iPod you must let it sync or transfer information from iTunes. When you first connect your iPod to your computer, iTunes will launch. You may be asked whether you want to update your iTunes software and/or the software on the iPod. Those decisions are yours.

Once your computer is connected you will have the option to have all media from iTunes automatically sync with the iPod or you can choose to manually add media from iTunes to the iPod.

Your iPod came with a USB cable that you will use to connect the iPod and your computer.

To Connect iPod to your Computer

1. *Plug the included iPod Dock Connector to USB 2.0 Cable into a high-power USB port on your computer (a USB 2.0 port is recommended).*
2. *Then connect the other end to iPod.*

Note: The USB port on your keyboard doesn't provide enough power. You must connect iPod to a USB port on your computer.



By default, the iPod opens iTunes which imports songs and subscribed podcasts automatically when you connect it to your computer. When this automatic download is done, you can disconnect iPod. This is known as automatically syncing your iPod.

When you connect your iPod and iTunes opens you should see a screen similar to:

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You should notice that on the left side of the iTunes window the name of your iPod is highlighted. If it is not, then you will need to highlight it. That will make the screen above active.

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To Automatically Sync your iPod

1. *Connect your iPod to your computer.* (iTunes doesn't have to be open.)
2. When the iPod icon appears in the iTunes window (below Devices), *select it.*
3. If the Summary pane isn't showing, click the **Summary tab**.
4. To automatically sync your iPod:
 - a. Make sure that "*Manually manage music*" is not selected.
 - b. Click the **Music tab** and do one of the following:
 - i. To automatically update your iPod with all the songs and playlists in your library, select "**Sync music**" and then select "**All songs and playlists.**" iTunes loads the songs and playlists in your iTunes library onto your iPod, and deletes songs from your iPod that aren't in your library.
 - ii. To automatically update your iPod with only certain playlists, select "**Sync music**" and "**Selected playlists,**" and then *select the playlists* you want synchronized.

Warning:

If you connect your iPod to a different computer and it is set to update songs automatically, iTunes prompts you before downloading any music. If you click Yes, the songs and other audio files already on your iPod will be erased and replaced with the songs and other audio files on the computer the iPod is currently connected to. If you set your iPod to update manually you don't have to worry about having files on your iPod erased.

To Manually Sync your iPod

1. *Connect your iPod to your computer.* (iTunes doesn't have to be open.)
2. When the iPod icon appears in the iTunes window (below Devices), *select it.*
3. If the Summary pane isn't showing, click the **Summary tab**.
 - a. Make sure that "**Manually manage music**" is selected.
4. Click **Music** (below Library, on the left side of the iTunes window) and then *drag songs and playlists* to your iPod. (You can also manually drag podcasts, movies, etc.)

NOTE: When you manage songs yourself, you must manually eject your iPod from iTunes before you can disconnect it. (Instructions follow.)

You should also check out the different tabs on the iPod screen within iTunes to determine how you want to sync your movies, TV shows, podcasts, etc.

To Delete a Song or other item from iPod

1. Click the **iPod icon** in the iTunes Source list on the left.
2. *Select a song or other item* on iPod and press the **Delete** or **Backspace key** on your
3. keyboard.

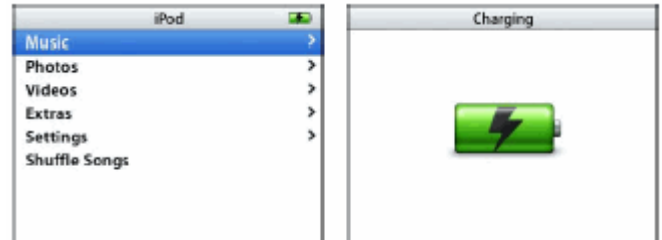
NOTE: When you delete a song or other item from iPod manually, the song is not deleted from your iTunes library.

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After syncing your iPod you can disconnect it from your computer. If you see the Do NOT disconnect image then you should eject the iPod.



If you see the main menu or a large battery icon, you can disconnect iPod from your computer.

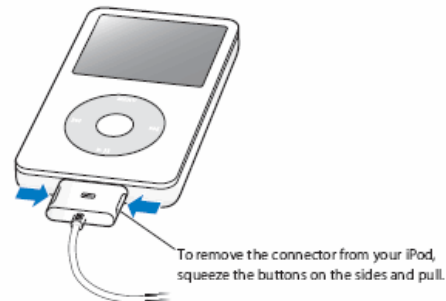


To Eject iPod

1. Click the **Eject button** next to iPod in the iTunes Source list.

To Disconnect iPod:

1. *Squeeze both sides of the Dock connector to disconnect the cable from iPod.*



About the iPod Battery

iPod has an internal, non-user-replaceable battery. For best results, the first time you use iPod, let it charge for about four hours or until the battery icon in the top-right corner of the iPod display shows that the battery is fully charged. If iPod isn't used for a while, the battery might need to be charged. The iPod battery is 80-percent charged in about two hours and fully charged in about four hours. If you charge iPod while downloading files, playing music, viewing videos, or viewing a slideshow, it might take longer.

The iPod battery can be charged when it is connected to your computer or by using a Power Adapter that must be purchased separately.

To Charge the Battery using your Computer

1. *Connect iPod to a high-power USB port on your computer.* The computer must be turned on and not in sleep mode.

NOTE:

If the battery icon on the iPod screen shows a lightning bolt, the battery is charging. If it shows a plug, the battery is fully charged. If you don't see the lightning bolt or the plug, iPod might not be connected to a high-power USB port. Try another USB port on your computer. Important: If your iPod is very low on power, it might need to charge for up to 30 minutes before the display turns on.

If you want to charge iPod when you're away from your computer, you can purchase the iPod USB Power Adapter.

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To Charge the Battery using the iPod USB Power Adapter

1. Connect the *AC plug adapter to the power adapter* (they might already be connected).
2. Connect the *iPod Dock Connector to USB 2.0 Cable to the power adapter*, and *plug the other end of the cable into iPod*. Make sure the power adapter is also plugged into the wall.

More Resources

<http://www.apple.com/support/manuals/ipod/>

http://manuals.info.apple.com/en/iPod_Features_Guide.pdf

<http://www.apple.com/support/ipod/tutorials/>