Basics of iPod Classic

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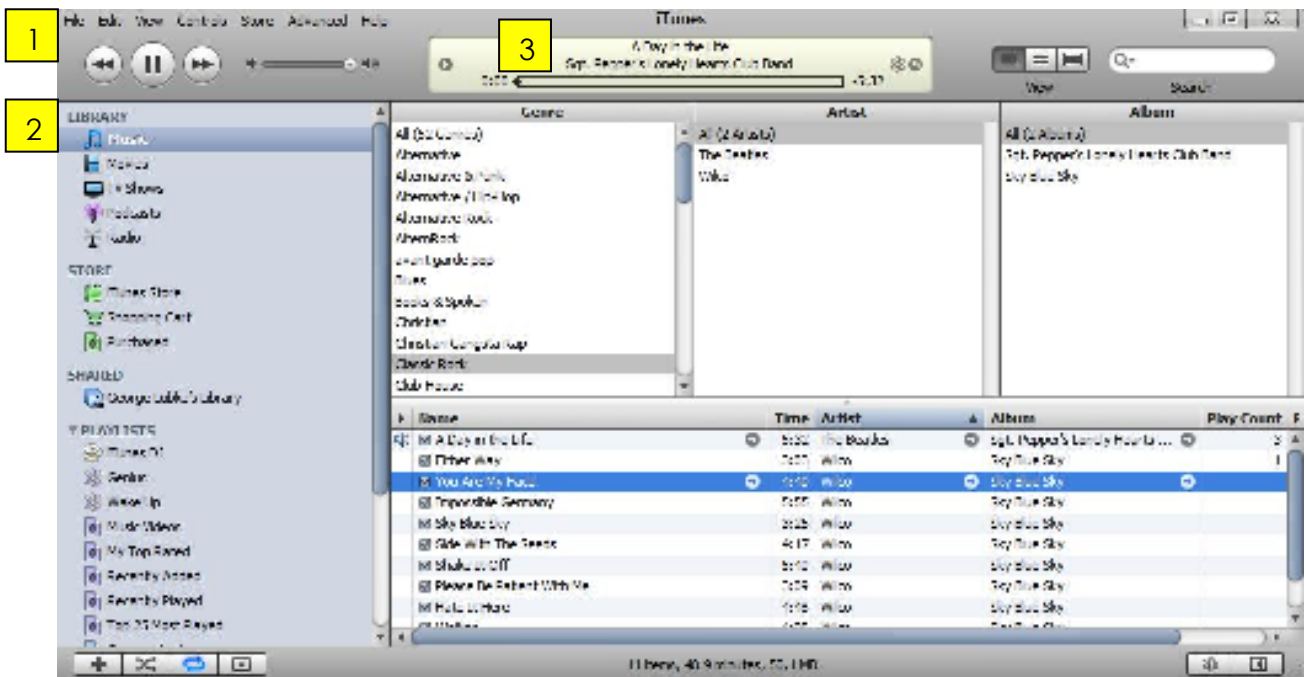Scott Hale
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Part One: iTunes

Introduction

iTunes is a computer program that allows you to manage music and video files and allows you to download them to an iPod. This manual will teach you some basic functions of iTunes, including:

➢ Using the iTunes store
➢ Importing music to your library
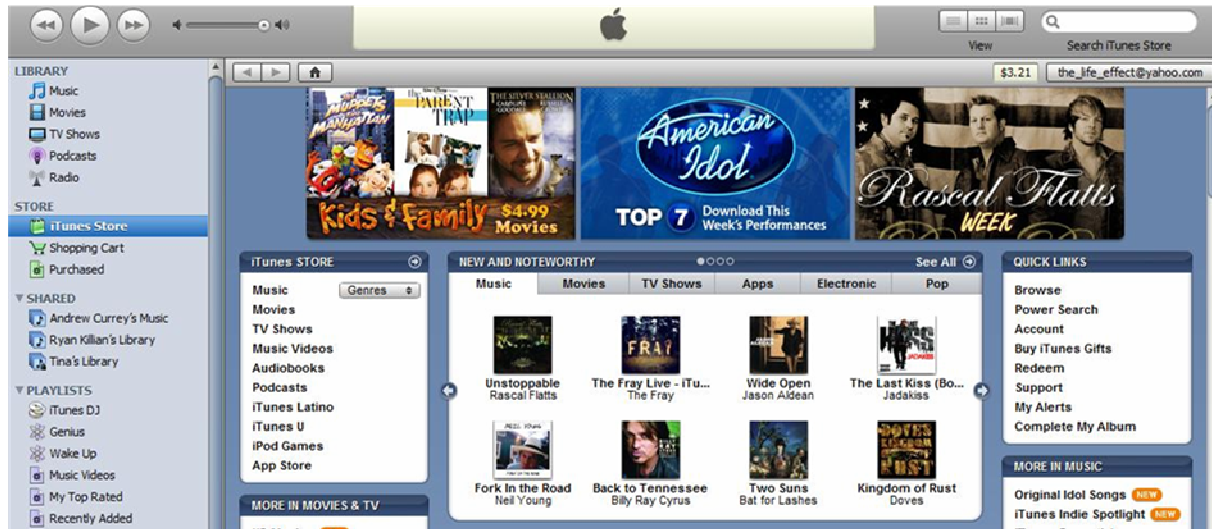➢ Creating playlists
➢ Burning CDs
➢ Sharing music

Navigating iTunes

This is a picture of iTunes.

1	Navigation Bar
2	Left-Hand Panel
3	Now Playing

Using the iTunes Store

This is a picture of the iTunes store, a feature of iTunes that allows you to purchase different types of media such as music and movies.

Downloading Music

1. Click "iTunes Store" in the left-hand panel under the heading "Store."
2. Type the name of the song or album that you would like to download in the search bar above "Search iTunes Store" in the upper right-hand corner.
3. Click "Add Song" next to the song that you would like to purchase.

   OR

   Click "Add Album" if you would like to purchase the entire album.
4. Click "Shopping Cart" in the left-hand panel under the heading "Store."
5. Click "Buy Song" next to the song you would like to purchase.

   OR

   Click "Buy Album" next to the album you would like to purchase.

> The song or album will be automatically added to your library after it has finished downloading.

Importing Music to Your Library

Importing a CD to Your Library

1. Insert the disc into the computer that you would like to import.

> The CD name will appear on the left-hand panel. iTunes will automatically ask if you would like to import the entire CD. Select "Import" if you would like to import the CD or continue with the directions.

2. Select "Cancel" from the window that has appeared.
3. Check off the songs that you would like to import.
4. Click import disc in the bottom right-hand corner of the iTunes window.

Importing MP3 Files to Your Library

1. Click "File" in the navigation tool bar at the top of the window.
2. Select "Add File to Library."
3. Click an MP3 file that you would like to import to your library.
4. Click "Open."

Creating Playlists

Creating a Playlist

1. Click File > Create New Playlist in the navigation bar at the top of the window.
2. Type a name for your playlist and then hit "enter" on your keyboard.
3. Select a song from your library to add to your playlist.
4. Right-click the song and select "Add to Playlist".
5. Choose the playlist name that you would like to add the song to.

Using Genius

Genius is a tool that creates playlists from your library based on a song that you choose. To make a playlist on Genius:

1. Select a song that you want to create a playlist from.
2. Right-click on the song.
3. Select "Start Genius" from the menu that appears.

Burning CDs

To burn a CD, you must create a playlist of the songs you would like to burn onto a CD first. Then follow these steps to burn a CD.

1. Insert a blank CD into your disc drive.
2. Double-click on the playlist name in the left-hand panel that you would like to write to the CD.
3. Click "Burn Disc" in the bottom right-hand corner of the iTunes window.

Sharing Music

If you are connected to a WiFi network, you can share your library with other users and view other users' libraries.

Viewing Other Users' Libraries

1. Click Edit > Preferences in the navigation tool bar at the top of the screen.
2. Navigate to the "Sharing" tab.
3. Check off the box next to "Look for shared libraries."
4. Double-click the name of the library you want to view under the heading "Shared" in the left hand panel.

Sharing Your Library

1. Click Edit > Preferences in the navigation tool bar at the top of the screen.
2. Navigate to the "Sharing" tab.
3. Check off the box next to "Share my library on my local network".
4. Click "Ok" at the bottom of the window.

> If you do not want to share your entire library, select "Share selected playlists" and check off which playlists you would like to be shared.
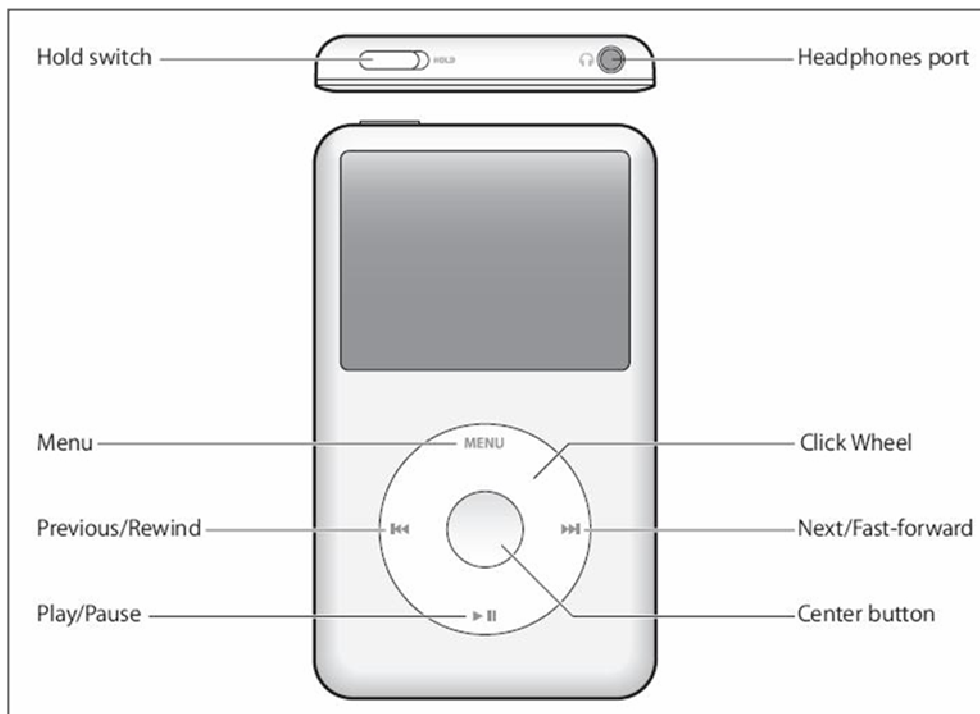
Part Two: iPod Classic

Introduction

The iPod Classic is a portable device can play music and videos. This portion of the manual will teach you basic usage of the iPod Classic, including:

➢ Syncing your iPod to your computer
➢ Customizing the settings on your iPod
➢ Browsing your library
➢ Creating On-the-Go playlists

Learning the Buttons

This is a diagram for the basic buttons on the iPod Classic.

Syncing iPod to Your Computer

Syncing your iPod to your computer allows you to transfer information between the iPod and the computer.

Properly Connecting iPod to Your Computer

1. Obtain Apple dock connector to USB cable.

The Apple dock connector is pictured on the left. The USB end of the cable is pictured on the right.

2. Attach the Apple dock connector to the bottom slot in the iPod.
3. Attach the USB end of the cable to your computer.

iTunes should automatically open and recognize your iPod once it is plugged into the computer. If your computer does not automatically recognize your iPod, in the navigation tool bar select File > Sync iPod.

Browsing Your Music

menu. From this
 your music
usic option.

Browsing by…	View…
Cover Flow	Album cover art in alphabetical order by album title
Artists	Artists names in alphabetical order
Albums	Album titles in alphabetical order
Songs	Song titles in alphabetical order
Genres	Genre names in alphabetical order

Customizing Your iPod

Changing the Main Menu

You can customize the links on the main menu to make navigating your iPod easier. Follow these steps to set the links on the main menu:

1. From the main menu screen, select Settings > Main Menu.
2. Highlight the item that you want to appear on the main menu.
3. Click the center button on the item so that a check mark appears next to it.

> Only the items with a check mark next to it will appear on the main menu. You can add as many like to the main menu.

Changing the Screen Brightness

1. From the main menu screen, select Settings > Brightness.
2. Use the click wheel to change the brightness. Move right to make the screen brighter and move left to dim the screen.
3. Click the center button to set the brightness.

Setting the Alarm Clock

1. From the main menu screen, select Extras > Alarms.
2. Click "Create Alarm."
3. Select "Date." Use the click wheel to change the numbers and click the center button to set it.
4. Select "Time." Use the click wheel to change the numbers and click the center button to set it.

Creating an On-the-Go Playlist

An on-the-go playlist is a playlist that you can make directly on your iPod without syncing to a computer.

Adding Songs to the On-the-Go Playlist

1. Select a song or album that you would like to add to your playlist. Do not play the song, only highlight your choice.
2. Click and hold the center button on the song or album until your selection flashes.

Deleting Songs on the On-the Go Playlist

1. From the main menu screen, select Music > Playlists > On-the-Go.
2. Highlight, but do not play the song you want to delete.
3. Press and hold the center button until your selection flashes and disappears from the playlist.

Playing Songs on the On-the-Go Playlist

1. From the main menu screen, select Music > Playlists > On-the-Go.
2. Press the play button while highlighting a song in the playlist.

> You can choose to start the playlist from the first song or from any other song.
> They will be played in the order they were added to the playlist.

Appendix

Troubleshooting

For further resources on both iTunes and iPod Classic, you can consult:
- ➤ http://www.itues.com/support/appleworks/faq/
- ➤ http://www.apple.com/support/ipod/five_rs/
- ➤ http://store.apple.com/us/help
- ➤ 1-800-APL-CARE (1-800-275-2273)

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