

**A Quick and Easy Guide for Beginners -
How to Use An Ipod to Its Maximum
Potential Vol.1**



by Terry D. Clark

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TABLE OF CONTENTS

INTRODUCTION

CHAPTER 1: GETTING STARTED

Windows PC

Macintosh

Preparing Your iPod

Playing Music

CHAPTER 2: IPOD CONTROLS

Wheel Functions

CHAPTER 3: MAKING THE MOST OF ITUNES

CHAPTER 4: ORGANIZING AND TRANSFERRING MUSIC

Transfer Music Automatically

CHAPTER 5: TRANSFER AND VIEW DIGITAL PHOTOS

Transfer From Camera To Computer

Transfer From Computer To iPod

Transfer From Camera To iPod

CHAPTER 6: IPOD AS A STORAGE DEVICE

Copy Songs From iPod to Computer 5

CHAPTER 7: IPOD FOR MAP DIRECTIONS

CHAPTER 8: IMPORT AUDIO BOOKS

Optimize Your Import Settings

Importing

CHAPTER 9: VOICE RECORDING WITH IPOD 4

Audio Hardware

Start Recording

CHAPTER 10: LASER BEAM AND FLASHLIGHT

CHAPTER 11: REMOTE CONTROL

Recording The Signal

Adding The Signal To Your iPod

CHAPTER 12: THE BOOM BOX

CHAPTER 13: MAKING SMART PLAYLISTS

Access The Smart Playlist Dialog

Create Your List

Track Attributes

CHAPTER 14: THE IPOD SHUFFLE

The Shuffle Buttons

The Lights On Your Shuffle

iPod Preferences

CHAPTER 15: APPLE IPODS QUICK UPDATE

The New 5th Generation Apple iPods

Smart Apple iPod Tips and Techniques

How You Can Find the Perfect iPod Speakers

iPod Models

CONCLUSION

INTRODUCTION

Since the iPod was first introduced over four years ago it has proven to be a versatile little tool. Even though the architecture is tightly closed, hackers have managed to find their way in so that they can make modifications. Software developers and creators of content have made it possible for you to use the iPod to keep all kinds of information at your finger tips. Besides being a unique way to carry around your music wherever you go, the iPod can be used for many other purposes.

Most people buy an iPod for the obvious reasons. The iPod works with your computer so that you can import music and organize your songs and photos. These files are then transferred to your iPod so that you can listen to them and view them wherever you go. But your iPod is so much more than just a player for music. Some of the incredible things that you can do with your iPod include:

- **Store up to thousands of songs from your private music collection so that you can listen to them wherever you want to take them.**
- **Store up to thousands of digital photos. This is ideal for viewing whenever you want as well as for backing up your digital photos until you can transfer them to your computer.**
- **Import photos from your digital camera by using the iPod Camera Connector. This is ideal for when you are traveling and your digital camera care is full.**
- **Look at your photos through a slideshow. You can add music to the slideshow and view it on your television. This is done by using the iPod AV Cable.**
- **Listen to audiobooks. You can find audiobooks at the iTunes Music**

Store or at (audible - type the name in the search engine)

- **You can create On-The-Go playlists. Playlists are great for arrange music that you want to listen to at a certain place and time, such as a work-out playlist for working out at the gym.**

- **You can use your iPod as an external hard drive. This is great of storing files or backing up data.**

- **You can change the equalizer settings on your iPod to make your music sound as great as possible.**

- **You can store all of your contact information and synchronize it to your calendar.**

- **You can record your own voice memos. This is done by purchasing an optional microphone.**

- **You can play games.**

The following pages outline some of the creative things that you can do with your iPod.

CHAPTER 1: GETTING STARTED

Once you purchase your iPod, getting started is easy! Apple has made it easy since the instructions included with your iPod are accurate and concise. Depending on what computer operating system you have, the instructions will vary slightly.

Windows PC

To use your iPod with Windows PC you need the following minimum essentials:

- **A built in high power USB 2.0 (or higher) or a built in FireWire.**
- **Windows 2000 OS with Service Pack 4 or Windows XP Home or Professional with Service Pack 2.**
- **iTunes. Make sure that you are running the latest version, 4.7 or higher. You should find iTunes on the CD that is included with your iPod purchase.**
- **Software for your iPod. You should find the software on the CD that is included with your iPod purchase.**

Note that your iPod can be used to import photo collections directly from Adobe Photoshop Album. Keep in mind that this is optional software. You can also import your digital photos directly from your computer or directly from your digital camera.

Macintosh

If you have a Macintosh computer you will need the following minimum essentials:

- **A built in high power USB 2.0 (or higher) or a built in FireWire.**
- **Macintosh OS X v10.2.8 or Macintosh OS X v10.3.4 or higher.**
- iTunes. Make sure that you are running the latest version, 4.7 or higher. You should find iTunes on the CD that is included with your iPod purchase. Make sure that you have the latest version of iTunes by checking out the iTunes website at (apple itunes - type the name in the search engine).
- Software for your iPod. You should find the software on the CD that is included with your iPod purchase.

Preparing your iPod

Before you start using your iPod you will need to prepare it for use. You will need to charge the battery, install the software, and take the time to import songs from your CD collection or from music folders on your computer. Don't forget that you can also purchase songs from the iTunes Music Store. The following steps will guide you in correctly preparing your iPod for its first use:

1. Charging the battery: Your iPod will be 80% charged in three hours and fully charged in five hours. Connect your iPod to the Power Adapter by using the iPod Dock Connector to USB 2.0 (or higher) cable.
2. Software installation: Put the iPod CD into your CD drive. Follow the instructions to install both the iPod software as well as iTunes.

Now you are ready to import music to your computer from your CD collection if you haven't already done so. You have two options when it comes to obtaining music for your iPod: (1) importing to your computer from a CD, or (2) buying music online at iTunes. To import music from a CD use the following steps:

1. Choose a CD and put it into your CD drive. Once iTunes has been installed it will open automatically and the CD that you have inserted will appear in the iTunes Source list.
2. Check off any songs that you don't want to transfer. Click on import.
3. Continue this process for all of the music CDs that you want to transfer to your computer.

To buy music online use the following steps:

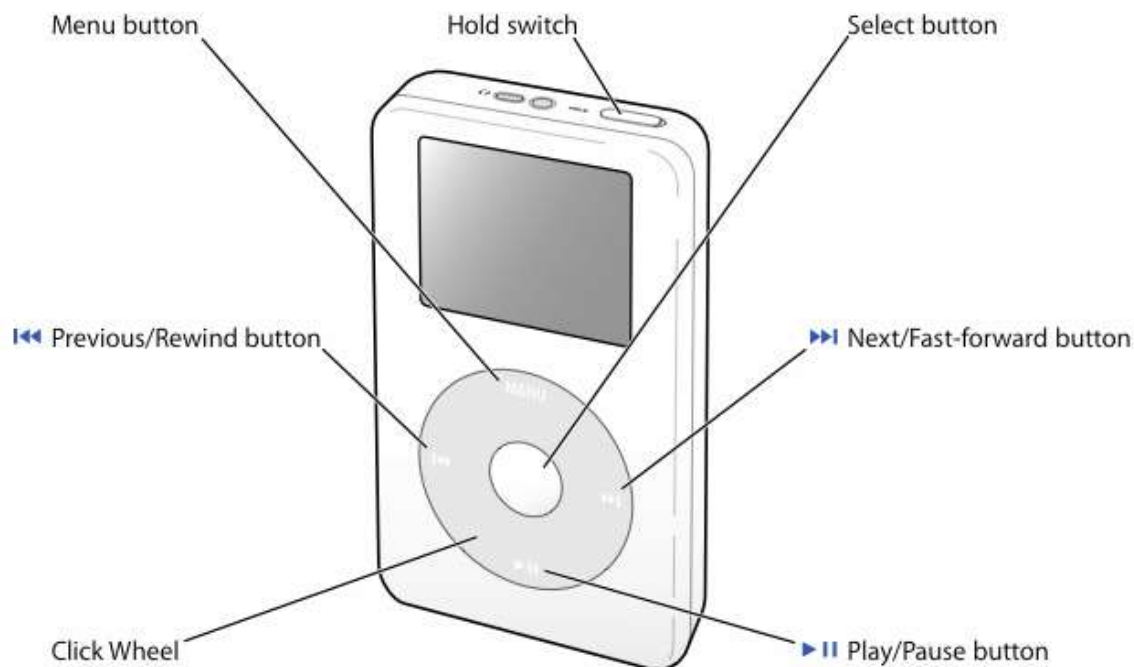
1. Open up the iTunes software program. From the Source List click on Music Store.
2. Select the Account option. Set up your account so that you can purchase music online. Keep in mind that this service is not available in all countries.

Playing Music

Once you have finished transferring your selected music you will be prompted with a message that says okay to disconnect. Disconnecting is easy by squeezing both sides of the dock connector before you remove it from your iPod. Use the wheel on your iPod to choose a song to play.

CHAPTER 2: MAKING THE MOST OF YOUR IPOD CONTROLS

Press any button your iPod to activate it so that the main menu displays. You will quickly learn to use the click wheel in combination with the select button to move through the menus on the screen. You will also use the wheel and button to look at information, change the settings of your iPod, and play music. Use your thumb to move the wheel and highlight a menu option. When you want to select a menu option all you have to do is press the select button. If you want to return to the previous menu selection simply use the wheel to press on the menu option.



Wheel Functions

Following are some basic wheel functions that you will want to get the hang of using:

- **Tuning the iPod: Press any button.**
- **Turning off the iPod: Press the play/pause button and hold down.**
- **Selecting an item on the menu: Use the wheel to scroll to the menu item. Press and hold the select button.**
- **Return to the previous menu: Press and hold the menu button.**
- **Searching for a song: Choose the music option which is found on the main menu.**
- **Playing a song: Make sure the song that you want to play is highlighted. Press the play/pause button or select. Remember that your iPod must be disconnected from your computer before you can play any songs.**
- **Playing an entire album: Make sure that the album, or playlist, that you want to play is highlighted. Press the play/pause button.**

- **Changing the volume:** This is done when you are on the now playing screen. Use the wheel to turn the volume up or down. For most iPods there is an optional iPod Remote that you can buy to remotely change the volume.
- **Pausing a song:** When you want to pause a song that is currently playing press the play/pause button.
- **Deactivate the buttons:** This is a good thing to do if you don't want to accidentally press the button and make changes to what you are listening to. You will want to use this option if you are carrying your iPod around in your pocket. Set the hold switch to "hold". You will find the hold switch at the top of your iPod. An orange bar will appear if you have done this correctly.
- **Scrolling through your photos:** Go to the photo viewing screen. Use the wheel to move back and forth through your digital photos.
- **Using the photo slideshow:** Choose an album or a single photo. Press the play button.

CHAPTER 3: MAKING THE MOST OF ITUNES

iTunes is a unique software application that Apple uses exclusively for the iPod. You will use iTunes to organize and manage the music that you have on your computer before you transfer it to your iPod. iTunes will open up automatically when you connect your iPod to the computer. Some of the

unique things that you can do with iTunes

include:

- **Buy and download music and audiobooks from the iTunes Music Store.**
- **Listen to both digital music and your own CDs.**
- **Transfer music from your CDs to the library. This way you don't have to put the CD into the CD drive to listen to it.**
- **Create your own music CDs. You will need to have a CD burner in your computer to do this.**
- **Create your own playlists of songs that you want to listen to in one session. You can then publish your playlist, which is called an "iMix", to the iTunes Music Store for others to see and use as inspiration.**
- **Create your own "Party Shuffle" playlists. This option allows you to make a playlist that is then put on shuffle so that songs are played in random order.**
- **Listen to songs on the Internet. Choose a radio station that plays songs that you enjoy listening to and that are a genre that is your favorite.**

CHAPTER 4: ORGANIZING AND TRANSFERRING MUSIC

Transferring music from your computer to your iPod is fast and easy. First, connect your charged iPod to your computer by using the iPod Dock Connector to USB 2.0 Cable (or higher). The minute that you connect your iPod to your computer, iTunes will open up. Follow the simple instructions to transfer the music from your computer to your iPod.

Organizing and transferring music from your computer to your iPod is what makes the iPod such a unique MP3 player. Music transfer is fast and easy. When you connect your iPod to your computer it will connect automatically by default.

Transfer Music Automatically

You can set your iPod so that music is transferred automatically. The following steps will guide you to transfer your tunes:

- **In the iTunes Source List select the iPod button.**
- **Click on the options button.**
- **Choose automatically update all songs and playlists.**

At this time, iTunes will update the music that is in your iPod music library so that it matches the songs, selections, and playlists on your computer. These new songs will then be transferred to your iPod. If there are any songs on your iPod that aren't in your iTunes library they will be deleted from the iPod and replaced with only those songs in the library list. This is one of the greatest features of the iPod. You can continually change the music that you carry with you by updating your iPod with the music that you choose. You can create playlists of the exact music that you want to listen to so that as your musical tastes change, so does your iPod music and

artist selection.

You also have the ability to manually transfer songs to your iPod. This gives you the capability of transferring individual songs as well as playlists. This feature is ideal if you are going to be using your iPod with more than one computer. Think of the unlimited possibilities. You can use your iPod between your home computer and your computer at work with blinking an eye.

Transferring music from your computer to your iPod can be a simple process or a complex one depending on (1) how often you want to update your iPod, (2) how complicated and multifunctional you want to make your playlists, and (3) whether or not you are transferring complete albums to your computer or choosing your music song by song.

CHAPTER 5: TRANSFER AND VIEW DIGITAL PHOTOS

The iPod Photo is a great way that you can view your digital photos on your iPod as well as transfer your photos from your camera to the iPod or to your computer. You will be able to import your digital photos from your camera to the computer without worry of losing important data. You can then transfer these photos to your iPod for viewing.

Another great function of the iPod Photo is that you can connect your iPod to your television so that you can view them with family and friends. Pictures can be viewed as a slide show complete with background music.

Transfer Digital Photos from Camera to Computer

The iPod is a great way to import the photos that are on your digital camera, or digital photo card, to your computer no matter what type of an

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