

# How to use the iPod

## How to create audio files for the iPod:

Record a sound file with a program like SoundRecorder.



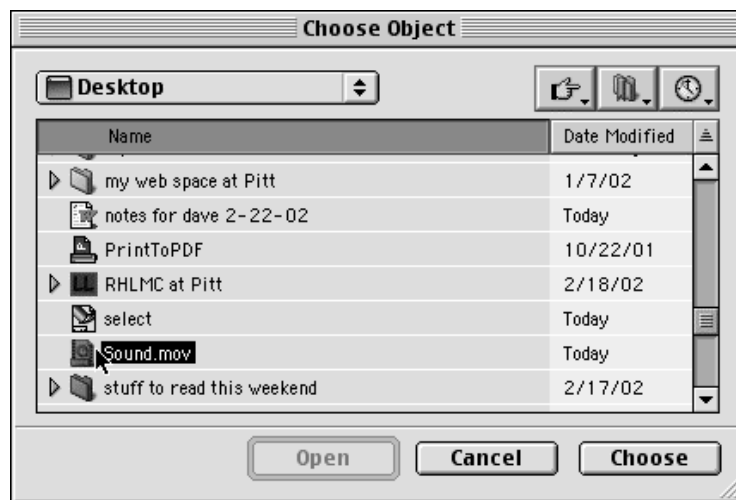
Start iTunes



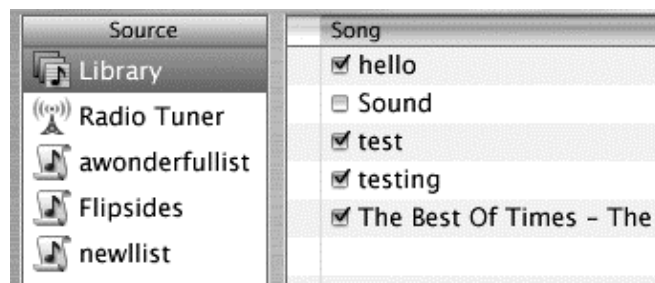
From the Advanced menu, select Convert to MP3...



Select the file and click on Choose.



The file name will appear in the Library (list of files on the computer)

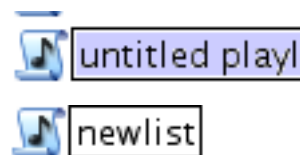


It may be convenient to organize your new files into a Playlist.

Click on the Plus (lower left-hand side of iTunes) to create a new playlist.



The untitled playlist will appear like this:



Type in a name for the new playlist:

## How to transfer the files to a playlist:

Click on Library.


Highlight the name of the file(s) to add to the new playlist.

Drag the file(s) on top of the new playlist.

## How to transfer the files to the iPod:

When you are ready to transfer the playlist,

Plug in the iPod (Its name is "polyglot").

<p>Its icon should appear in the Source list. (If it does not appear, Quit from iTunes and start it again.)</p> <p>Under "polyglot," you should see a list of the playlists.</p> <p>If you don't see the list, click on the triangle to the left of "polyglot."</p>	 A screenshot of the iTunes 'Source' list. The list includes 'Library', 'polyglot', 'German', 'Hungarian', 'Italian', 'JSL', and 'Polish'. The 'polyglot' item is highlighted, and a mouse cursor is pointing at the small triangle icon to its left.
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Now you are ready to copy your playlist to the iPod.

Highlight the new playlist.



Drag the name of the new playlist on top of the "polyglot" icon.

When you are finished, click on the "Eject" button on the lower right-hand part of iTunes.



Unplug the iPod.

How to delete audio files from the iPod

Plug in the iPod and start iTunes.

Select the files and/or playlists that you want to remove and hit the "delete" key.

Click on the "Eject" button as before.