

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

## Getting Started with your New iPod

Is the iPod you just got for Christmas still sitting in the box? Or perhaps you've just been waiting for a rainy day to learn how to use your new gadget. If you're new to the whole iPod thing, this handy guide will provide you with some useful information to get started. Just follow these steps and you'll be listening to your tunes in no time.

### Install the iPod Software and iTunes

1. Before hooking up your iPod to your computer, be sure to install the software that came with your iPod. Insert the CD that came in your iPod box and you will be guided through the installation process. If you don't have it already, you will need to download the latest version of iTunes here: <http://www.apple.com/ipod/download/>.

### Set up your iPod

2. Once you've installed the iPod software, the Set-Up Assistant will pop up to guide you through setting up your iPod with iTunes. If the Assistant doesn't pop up automatically, which could be the case if an iPod has been set-up on your computer before, go ahead and connect your iPod to your computer. You will connect your iPod via a FireWire or USB port depending on what type of iPod you have. You can view a complete list of iPod models here: <http://docs.info.apple.com/article.html?artnum=61688>

Once you connect your iPod the Set-Up Assistant will open. If your iPod is not being recognized, leave it connected to your computer for approximately thirty minutes to charge the battery. If this doesn't help see the troubleshooting links below.

### Add Music to iTunes and your iPod

3. After the set-up is complete, you may select the option in iTunes to automatically transfer the songs from your iTunes library to your iPod or you can pick the songs manually. If you are new to using iTunes you will need to fill your iTunes library with music. You can insert a CD in to your disk drive and iTunes will automatically recognize it. Simply click the Import button in iTunes to import music from a CD to your iTunes library. You can also drag any MP3 file on your hard drive directly into your iTunes library. If you are interested in downloading songs from the Internet, click on the iTunes Store tab in the iTunes Source list to browse the store. To manually add content to your iPod, simply drag any file from your iTunes library or playlist to your iPod icon in the iTunes Source list.

### Disconnect and Start Listening

4. Once you have all the songs you'd like on your iPod, you're all set. In order to ensure that you do not damage your iPod, before disconnecting your cable be sure that you see the "Ok to Disconnect" message on your iPod. If your iPod is still syncing, the "Do not Disconnect"

message will appear. If you have an iPod Shuffle, check for the disconnect status within iTunes. Click the eject icon that appears next to your iPod icon in the iTunes Source list and then disconnect your iPod from your computer.

## Troubleshooting Links

If you experience any problems, here are some links to iPod issues from Apple's website:

My Windows PC doesn't recognize my connected iPod:

<http://docs.info.apple.com/article.html?artnum=61711>

My Mac doesn't recognize my connected iPod:

<http://docs.info.apple.com/article.html?artnum=60950>

My iPod isn't responding—it appears to be frozen:

<http://docs.info.apple.com/article.html?artnum=61705>

I see an exclamation point folder or sad iPod icon on the screen:

<http://docs.info.apple.com/article.html?artnum=61771>

## Where to Find Education Podcasts

Now that you're up and running, you can use the iTunes store to download music, audiobooks, podcasts, videos and more. Simply click on the iTunes Store tab in the iTunes Source list to browse these categories. The podcasting page in the iTunes store provides a variety of educational podcasts, including a section devoted to higher education. A podcast is distributed by subscription, which can be free or paid. A podcast subscription functions much like a magazine subscription; once you subscribe you will automatically receive the latest episode in your iTunes library. Stay tuned for the next Tech Tip, which will focus on podcasting resources for education.

## Apple Resources

iPod Fast Start: The New User's Guide to iPod:

<http://docs.info.apple.com/article.html?artnum=303632>

iPod 101:

<http://www.apple.com/support/ipod101/>

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