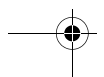
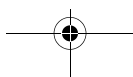




## Tutorial

Includes lessons on transferring music to iPod, playing music, and storing files on iPod



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07/04

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# iPod and iTunes at a Glance

With your new iPod digital music player, you can take your music collection with you wherever you go.

You use iPod by importing songs from your CD collection to the iTunes music application on your PC, then transferring them to iPod for playing on the go. You can also buy music and audiobooks online using the iTunes Music Store (available in some countries/regions only).



If you are new to iPod or iTunes and want to learn how to get started playing music on iPod quickly, this tutorial is for you.

## How to Use the Tutorial

This tutorial has five lessons that teach you how to play music on your new iPod and use some other iPod features. Before starting the lessons, look through this chapter to get a feel for iPod and iTunes. You may want to refer back to this chapter as you go through the tutorial lessons.

To get music on your iPod quickly, follow the directions in Lessons 1 to 3, starting on page 11. In these lessons, you learn how to get music into iTunes, transfer music from iTunes to iPod, and use the iPod controls to play music.

To learn how to use iPod as a hard disk, so you can store other files from your PC on iPod, go through Lesson 4 (see page 26). To learn more advanced ways of transferring and managing your music, go through Lesson 5 (see page 29).

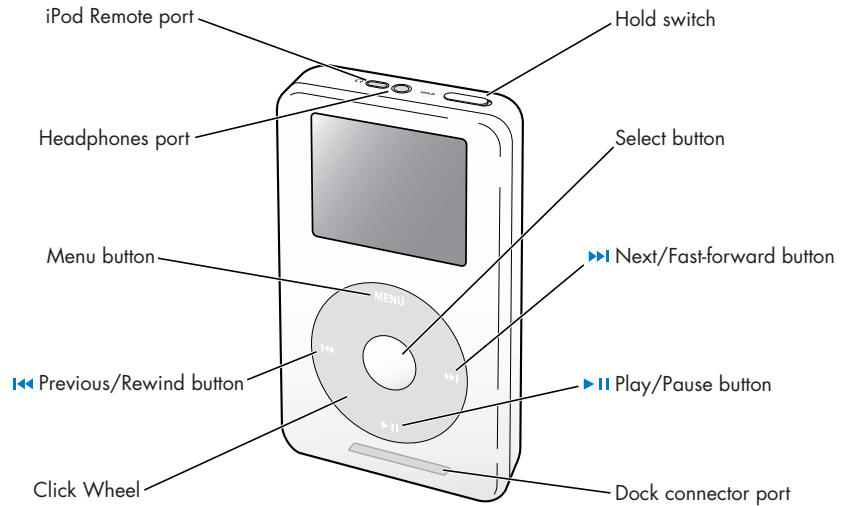
## Before You Begin

Before you start, make sure that you complete the following:

- Insert the iPod CD into your PC and install iTunes and the iPod software.
- To make it easier to complete the lessons, print this document.
- Be sure your PC and operating system meet the minimum iPod system requirements. See the *iPod User's Guide* for system requirements.

# iPod

Use the iPod controls to navigate through onscreen menus, play songs, change settings, and view information.

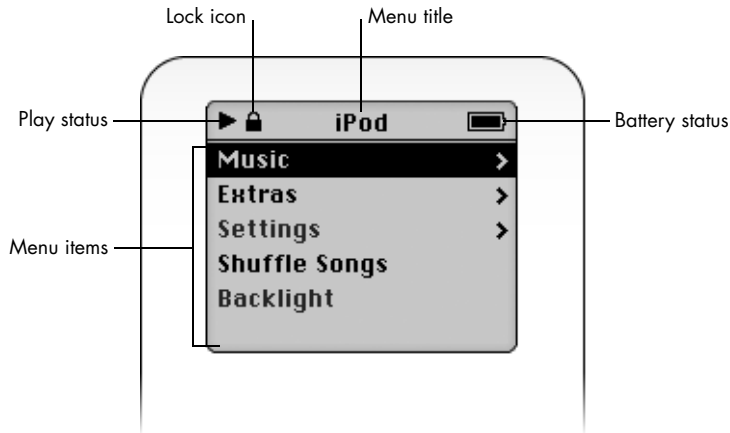


## iPod Controls

<b>Hold switch</b>	Use the Hold switch to disable the iPod controls, so you don't press buttons accidentally.
<b>iPod Remote port</b>	Connect optional accessories, such as the iPod Remote.
<b>Headphones port</b>	Connect headphones and speakers with a standard 3.5 millimeter stereo miniplug.
<b>Menu button</b>	Press to go back to the previous menu. Press and hold to turn on the backlight.
<b>Select button</b>	Press to turn on iPod. If iPod is on, press to select a menu item or play a song.
<b>Previous/Rewind button</b>	Press to restart the current song. Press twice to play the previous song. Press and hold to rewind.
<b>Next/Fast-forward button</b>	Press to play the next song. Press and hold to fast-forward.
<b>Click Wheel</b>	Run a thumb or finger around the Click Wheel to scroll through menu items. From the Now Playing screen, use to change the volume. Press the buttons on the Click Wheel to control iPod.
<b>Play/Pause button</b>	Press to play the highlighted song. While a song is playing, press to pause. Press and hold to turn off iPod.

# iPod Menu

When you turn on iPod, you see the main menu. Select menu items to go to other menus or perform functions on iPod. Status icons along the top of the screen show iPod settings.



## iPod Menu

### Lock icon

The Lock icon appears when the Hold switch (on top of iPod) is set to Hold. When the switch is set to Hold, the iPod controls are disabled.

### Menu title

Displays the title of the current menu.

### Play status

The Play icon (▶) appears if a song is playing. The Pause icon (⏸) appears if a song is paused.

### Battery status

The Battery icon shows the remaining battery charge. If the battery is charging, the icon is animated.

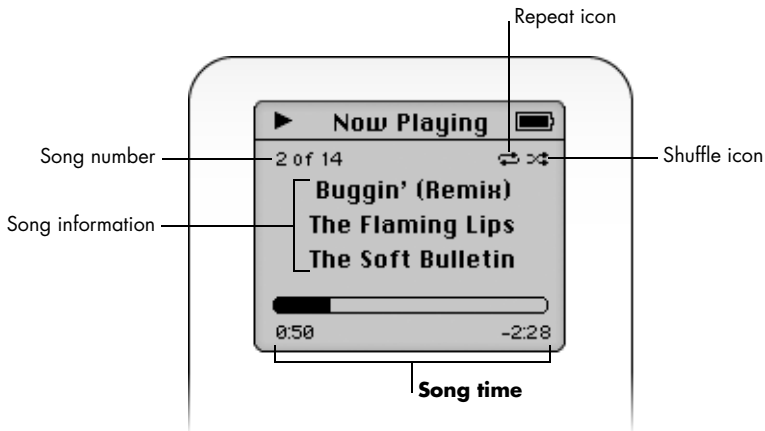
### Menu items

Use the Click Wheel to scroll through menu items. Press the Select button (in the center of iPod) to select an item. An arrow next to a menu item indicates that selecting it leads to another menu.



## iPod Now Playing Screen

When a song is playing, the Now Playing screen appears. When you see the Now Playing screen, you can run your thumb or finger around the Click Wheel to change the volume. Click the Menu button to go back to the previous menu.

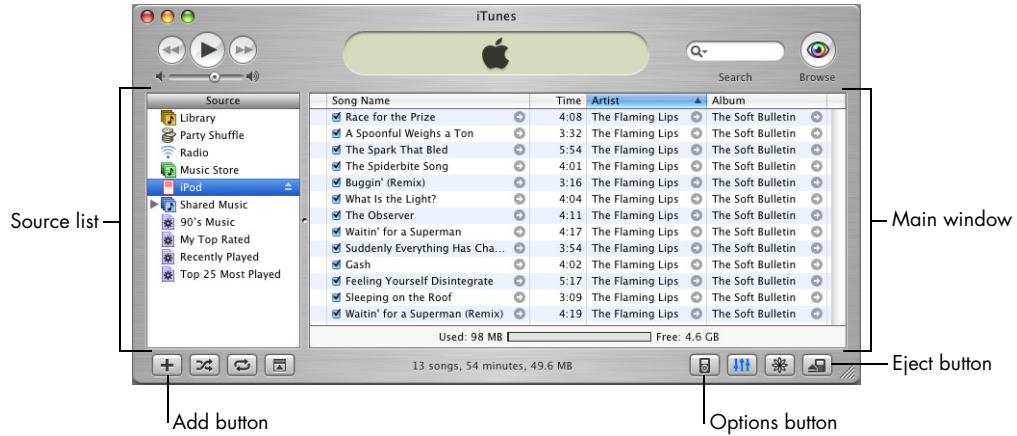


### Now Playing Screen

<b>Song number</b>	Shows the number of the song playing within the current sequence of songs.
<b>Repeat icon</b>	The Repeat icon (↺) appears if iPod is set to repeat all songs. The Repeat Once icon (↻) appears if iPod is set to repeat one song.
<b>Song information</b>	Displays the song title and the artist.
<b>Shuffle icon</b>	The Shuffle icon (⌘) appears if iPod is set to shuffle songs or albums.
<b>Song time</b>	Displays time elapsed and time remaining for the current song. Press the Select button to show the scrubber bar, then use the Click Wheel to scroll to another point in the song.

# iTunes

Use iTunes to import music to your PC and transfer it to iPod, organize music on iPod, and change settings on iPod. You can also use the iTunes Music Store (inside iTunes) to purchase music online. The iTunes Music Store is available in some countries/regions only.



## iTunes

### Source list

Click items in the Source list to see your music. The Source list shows your library, playlists, CDs, iPod, the iTunes Music Store, and other sources of music.

### Main window

The main window shows songs from the item selected in the Source list.

### Add button

Click to add a playlist to the Source list. Click Library, then drag songs to the playlist to add them.

### Options button

Select iPod in the Source list, then click this button to change settings on iPod. This button only appears when iPod is selected in the Source list.

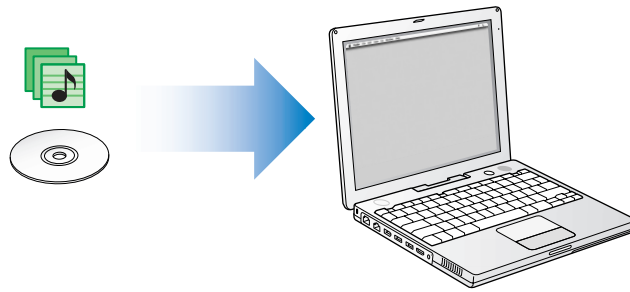
### Eject button

Select iPod in the Source list, then click the Eject button to eject iPod before disconnecting it from your PC.

# Lesson 1: Getting Music Into iTunes

# 1

To listen to music on your iPod, you first need to get that music onto your PC using the iTunes application.



This lesson tells you how to get music into iTunes on your PC. Lesson 2 tells you how to transfer music from your PC to iPod.

### **There are three ways of getting music into iTunes:**

- Import music from audio CDs.
- Buy music online from the iTunes Music Store (available in some countries/regions only).
- Add music that's already on your PC to the iTunes music library.

## Before You Begin

Before you start, grab some of your favorite audio CDs. Or, if you have an Internet connection, you can purchase music online.

In some tasks shown in this lesson, you will see instructions for choosing iTunes menu commands, which look like this:

Choose File > Get Info.

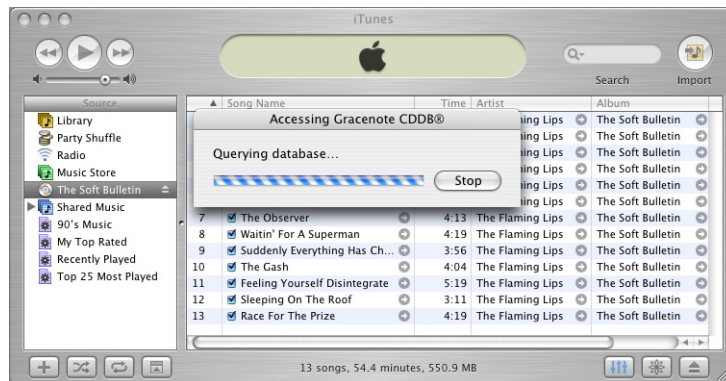
The first term after *Choose* is the name of a menu in the iTunes menu bar. The next term is the item you choose from that menu.

## Importing Music From Your Audio CDs Into iTunes

Follow these instructions to get music from your CDs into your PC.

### To import music from an audio CD into iTunes:

- 1 Insert a CD into your PC and open iTunes.  
If you have an Internet connection, iTunes gets the names of the songs on the CD from the Internet and lists them in the window.

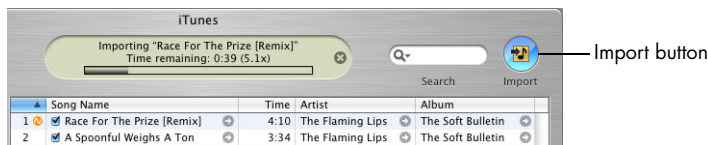


*If you are connected to the Internet and iTunes doesn't get the names automatically, choose Advanced > Get CD Track Names.*

*If you don't have an Internet connection, you can enter the names of the songs on the CD manually. Entering song information (or getting it automatically from the Internet) allows you to browse for songs in iTunes or on iPod by title, artist, album, and more.*

To enter CD song titles and other information manually:

- a Select the first song on the CD and choose File > Get Info.
  - b Click Info.
  - c Enter the song information.
  - d Click Next to enter information for the next song.
- 2 Click to remove the checkmark next to any songs you don't want to import from the CD.
  - 3 Click the Import button. The display area at the top of the iTunes window shows how much time it will take to import each song.



By default, iTunes plays songs as they are imported.

- 4 To eject the CD, click the Eject button.



- 5 Repeat these steps for any other CDs with songs you'd like to import.

## Buying Songs Online Using the iTunes Music Store

If you have an Internet connection, you can easily purchase and download songs, albums, and audiobooks online using the iTunes Music Store (available in some countries/regions only).

To purchase music online using the iTunes Music Store, you must set up an Apple Account in iTunes, find the songs you want, then buy them. If you already have an Apple Account, or if you have an America Online (AOL) account, you can use that to sign in to the music store and buy songs.

### **To sign in to the iTunes Music Store:**

- 1 Open iTunes and click Music Store in the Source list.
- 2 Click the Account button and follow the onscreen instructions to set up an Apple Account or enter your existing Apple Account or AOL account information.

### **To find songs or audiobooks:**

You can browse or search the iTunes Music Store to find the album, song, or artist you're looking for. Open iTunes and click Music Store in the Source list.

- *To browse the Music Store*, choose a musical genre from the Choose Genre pop-up menu on the top-left side of the store, click one of the albums or songs in the center or right side of the store, or click the Browse button in the top-right corner of the window.
- *To search the Music Store*, type the name of an album, song, artist, or composer in the search field.
- *To search only artist or composer names, or album or song titles*, choose an item from the search field pop-up menu.
- *To search for a combination of items*, choose Power Search from the search field pop-up menu.
- *To return to the front of the Music Store*, click the Home button at the top-left side of the store.

### **To buy a song, album, or audiobook:**

- 1 Click Music Store in the Source list, then find the song or album you want to buy.

You can double-click a song to listen to a portion of it and make sure it's the song you want. (If your network connection is slower than 128 kbps, choose iTunes > Preferences, and in the Store pane select the "Load complete preview before playing" checkbox.)

- 2 Click Buy Song or Buy Album.

The song is downloaded to your hard disk and charged to the credit card listed on your Apple or AOL account.

## Adding Songs Already on Your PC to the iTunes Library

If you have songs on your PC encoded in file formats that iTunes supports, you can easily import the songs into iTunes.

### **To add songs on your PC to the iTunes library:**

- Drag the folder or disk containing the audio files to Library in the Source list (or choose File > Add to Library and select the folder or disk). If iTunes supports the song file format, the songs are automatically added to the iTunes library.

You can also drag individual song files to iTunes.

## Once You Have Imported Songs

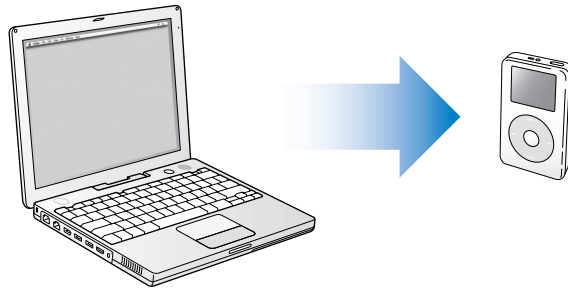
Once you have your music in iTunes, you can play the songs in iTunes, create playlists, and much more. For more information on using iTunes to manage and play songs, open iTunes and choose Help > iTunes and Music Store Help.

To learn how to transfer music to your iPod, read Lesson 2 of this tutorial.

# Lesson 2: Transferring Music to iPod

# 2

This lesson tells you how to charge the iPod battery, connect iPod to your PC, and transfer music from your PC to iPod.



## Before You Begin

Before you start, make sure you have each of the following items on hand:

- Your iPod and your PC
- The iPod Power Adapter that came with your iPod
- The iPod Dock Connector to FireWire Cable that came with your iPod
- The iPod Dock Connector to USB 2.0 Cable that came with your iPod (needed for use with some PCs only — see below)



## Charging the iPod Battery

iPod has an internal, nonremovable battery. For best results, charge your iPod for at least an hour before you continue this lesson.

### To charge the iPod battery:

- 1 Connect the iPod Dock Connector to FireWire Cable to the iPod Power Adapter, and plug the other end of the cable in to iPod.
- 2 Plug the power adapter in to a working electrical outlet for at least two hours.

In most cases you can charge the iPod battery by connecting iPod to your PC. If the battery is charging, the battery icon on the iPod screen animates.



Battery charging

**Note:** Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. Battery life and number of charge cycles vary by use and settings. For more information, go to <http://www.hp.com/go/music/battery>

## Connecting iPod to Your PC

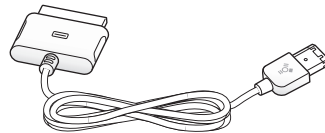
You connect iPod to your PC to transfer music to iPod and organize music on iPod.

### To connect iPod to your PC:

- 1 Determine which cable to use to connect iPod to your PC.
  - If your PC has a 6-pin FireWire port, you can use the iPod Dock Connector to FireWire Cable.



6-pin FireWire 400 port



iPod Dock Connector to FireWire Cable

- If your PC has a high-power USB 2.0 port, you can use the iPod Dock Connector to USB 2.0 Cable.



USB 2.0 port



iPod Dock Connector to USB 2.0 Cable

- If you have a PC that doesn't have any FireWire or USB 2.0 ports, here are other ways you can connect iPod:
    - Purchase a FireWire card or USB 2.0 card and install it. For more information about compatible FireWire and USB 2.0 cards, go to <http://www.hpshopping.com/musicaccessories>
    - Or, if your PC has a 4-pin FireWire port, you can use an optional 6-pin-to-4-pin FireWire adapter. You can't charge iPod through your PC using a 4-pin FireWire port. You must use the iPod Power Adapter.
- 2** Connect the appropriate cable to a FireWire or USB 2.0 port on your PC.
- Note:** Be sure to connect iPod to a USB 2.0 port directly on your PC, or to a powered USB 2.0 hub that's connected to your PC. iPod won't charge if it's connected to a low-power USB 2.0 port, such as those sometimes found on keyboards or other peripherals.
- Note:** If you're using a laptop or portable PC with a high-power USB 2.0 port, connect the laptop to a power outlet before connecting iPod for best results.
- 3** Connect the other end of the cable to iPod. Be sure to orient the cable correctly. It only goes in one way.



- 4** iTunes may be set to open automatically when you connect iPod. If not, open it. You'll see the iPod icon show up in the iTunes Source list. If iTunes is set to update your iPod automatically, the update begins.

## Transferring Music to iPod

By default, iPod is set to update automatically with all songs and playlists when you connect it to your PC. This is the simplest way to transfer music to your iPod. You just connect iPod to your PC, let it add songs automatically, then disconnect it and go.

While music is being transferred from your PC to iPod, the iTunes status window shows progress, and the iPod icon in the Source list flashes red.



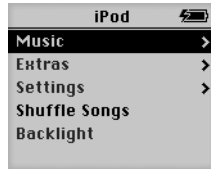
When the transfer is complete, a message in iTunes says “iPod update is complete.”

If there is more music in your iTunes library than can fit on your iPod, a dialog appears asking if you want iTunes to choose which songs to transfer. You can also set iTunes to let you update iPod manually, so you can drag individual songs to iPod and delete individual songs from iPod, or you can set iTunes to update iPod automatically with only selected songs or playlists.

To learn these ways of transferring music to iPod, see “Lesson 5: Managing Music on iPod” on page 29.

## Disconnecting iPod After Transferring Music

You shouldn't disconnect iPod while music is being transferred. You can easily see if it's OK to disconnect iPod by looking at the screen.



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



If you set iTunes to let you update iPod manually, or if you set iPod to be used as a hard disk (see Lesson 4), then you must eject iPod before disconnecting it from your PC.



If you see this message, you must eject iPod before disconnecting it from your PC.

### To eject iPod:

- Select iPod in the iTunes Source list and click the Eject button.



Eject button

### To disconnect iPod:

- If iPod is connected to an iPod cable, squeeze both sides of the Dock connector to disconnect the cable from iPod.
- If iPod is in the iPod Dock, simply remove it.  
For more information about the optional iPod Dock, see the *iPod User's Guide*.

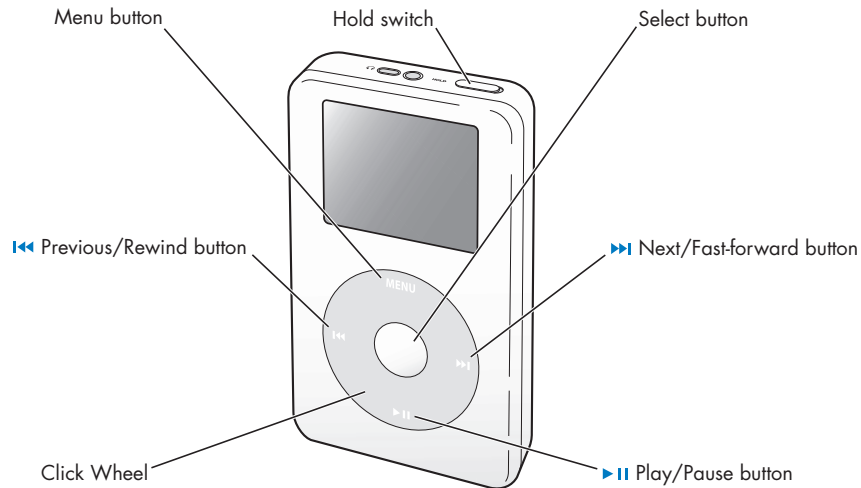
## Once You Have Transferred Music

Now that you've transferred music to iPod and disconnected it from your PC, it's time to get started playing music! To learn how to use the iPod controls to play music and change settings, read Lesson 3.

# Lesson 3: Playing Music on iPod

# 3

This lesson tells you how to use the iPod controls to browse for and play songs, turn iPod on and off, turn on the backlight, and change settings.



## Before You Begin

If there are no songs on your iPod, follow the instructions in Lessons 1 and 2 to transfer music to your iPod before you start this lesson.

In some tasks shown in this lesson, you will see instructions for choosing iPod menu commands, which look like this:

Select Settings > Backlight Timer > 2 Seconds.

The first term after *Select* is the name of an item in the iPod main menu (the first menu you see when you turn on iPod). The next item is a choice from the next menu, and so on. If you don't see the first item, press Menu (on the iPod Click Wheel) repeatedly until you see the main menu.

## Using the iPod Menus

To turn on iPod, press the Select button (in the center of iPod). When you turn on iPod, you see the main menu.



### To select a menu item:

- 1 Run your finger lightly around the Click Wheel to scroll through and highlight menu items.
- 2 Press the Select button to select the highlighted item.

### To go back to the previous menu:

- Press Menu.

When you select a menu item with an arrow next to it, you move to a new menu.



When you select an item that doesn't have an arrow next to it, you perform an action or change a setting.

## Playing Songs

To get a feel for working with the iPod menus, follow the instructions below to browse for and play a song.

### To browse for and play a song:

- 1 Connect the earphones to your iPod and put them on.
- 2 Select Music > Songs.
- 3 Scroll to a song and press the Play/Pause button or the Select button.

When a song starts playing, you see information about the song in the Now Playing screen.



### To change the volume:

- If the Now Playing screen is showing, use the Click Wheel to raise or lower the volume.

**Note:** If a song is playing and you don't see the Now Playing screen, wait a few seconds and it will appear, or press Menu repeatedly until you see the main menu, then select Now Playing. Use the Click Wheel to change the volume.

### To move to the next or previous song:

- Press Next/Fast-forward to move to the next song. Press Previous/Rewind once to move to the beginning of the current song, and twice to move to the previous song.

### To move immediately to another place in the currently playing song:

- 1 From the Now Playing screen, press the Select button. The progress bar is replaced by a scrubber bar.
- 2 Use the Click Wheel to scroll to another part of the song. After a brief moment, the song jumps to the new position.

## Using the Other Controls

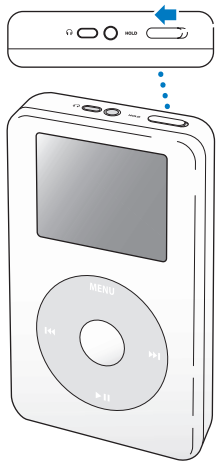
Read the following instructions to learn how to turn iPod on and off, turn on the backlight, and use the Hold switch.

### Disabling the iPod Controls Using the Hold Switch

If you're carrying iPod in your pocket or in a clip case and you don't want to press the buttons or turn it on accidentally, you can make the iPod controls inactive.

#### To disable the iPod controls:

- Set the Hold switch to Hold.



Slide the switch toward the center (so you can see the orange bar) to disable the controls.

If the iPod controls aren't responding, the Hold switch may be set to Hold. A Lock icon appears in the top-left corner of the screen.

### Turning iPod On and Off

#### To turn on iPod:

- Press the Select button.

#### To turn off iPod:

- Press and hold Play/Pause.

If no music is playing, iPod turns off automatically after a few minutes.



## Using the Backlight

The iPod screen has a bright backlight, for low-light conditions.

### To turn on the backlight:

- Select Backlight from the main menu, or press and hold Menu for a couple of seconds until you see the backlight turn on.

### To turn off the backlight:

- Press and hold Menu again.

## Once You Have Learned to Play Music on iPod

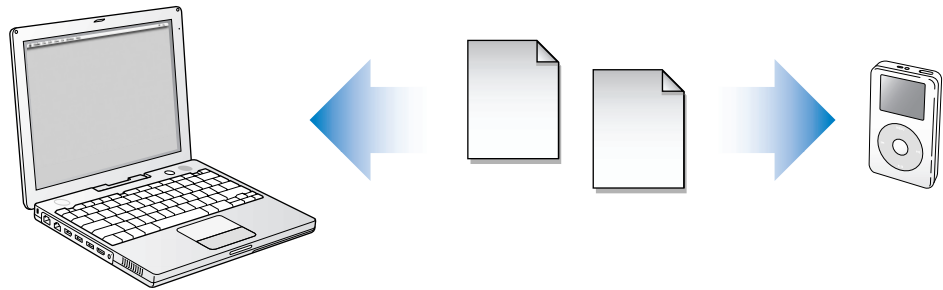
Once you've learned to play music on iPod, you may want to learn about some other features of iPod. To learn about using iPod as a hard disk, so you can store files and other data on iPod, read Lesson 4. To learn more advanced ways of transferring and managing music, read Lesson 5.

# Lesson 4: Using iPod as a Hard Disk

# 4

You can use iPod as an external hard disk. That means you can connect it to your PC and copy files from your PC to your iPod, or from your iPod to your PC.

This can be very useful if you want to move documents or other files from one PC to another, or keep a backup copy of files.



## Before You Begin

To complete tasks in this lesson, you'll connect iPod to your PC. To learn how to connect iPod to your PC, follow the instructions in Lesson 2 of this tutorial.

## Using iPod as a Hard Disk

You use iTunes to set iPod to be used as a hard disk.

### To enable iPod as a hard disk:

- 1 Connect iPod to your PC and open iTunes.
- 2 Select iPod in the iTunes Source list and click the Options button.



- 3 Select "Enable disk use."

**Note:** Selecting "Manually manage songs and playlists" in the Options window also enables iPod to be used as a hard disk.

When you use iPod as a hard disk, the iPod disk icon appears as the next available drive letter in Windows Explorer.

### To copy files to iPod:

- Drag them from a folder on your PC (or from the desktop) to iPod.

**Note:** Files you store on iPod take up space. To see how much space is left on iPod, select Settings > About.

## Disconnecting iPod

When using iPod as a hard disk, you must eject it before disconnecting it from your PC.

### To eject iPod:

- Click the Safely Remove Hardware icon in the Windows system tray and select your iPod.

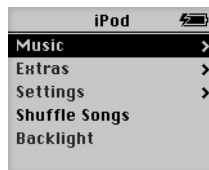
You can also eject iPod by selecting the iPod icon in the iTunes Source list and clicking the Eject button.



You can easily see if it's OK to disconnect iPod by looking at the screen.



If you see this message, you must eject iPod before disconnecting it from your PC.



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



# Lesson 5: Managing Music on iPod

# 5

Lesson 2 taught you how to transfer all your music from iTunes to iPod automatically. This lesson teaches you how to transfer music manually, and how to transfer a selection of songs automatically.

## Before You Begin

To complete tasks in this lesson, you'll need to connect iPod to your PC. To learn how to connect iPod to your PC, follow the instructions in Lesson 2 of this tutorial.

## Transferring Music to iPod

To set how music is transferred from your PC to your iPod, you connect iPod to your PC, then use the controls in iTunes to change iPod settings.

### **You can set iTunes to transfer music to your iPod in three ways:**

- *Automatically update all songs and playlists:* When you connect iPod, it is automatically updated to match the songs in the iTunes library. Any other songs on iPod are deleted.
- *Automatically update selected playlists:* When you connect iPod, it is automatically updated to match the songs in playlists you select in iTunes. Any other songs on iPod are deleted.
- *Manually update iPod:* When you connect iPod, you can drag songs and playlists individually to iPod, and delete songs and playlists individually from iPod.

## Updating iPod Automatically

By default, iPod is set to update automatically with all songs and playlists. This is how you transferred music to iPod in Lesson 2. If you set iTunes to transfer music manually, you can reset it later to update iPod automatically.

### To set iTunes to update iPod automatically with all songs and playlists:

- 1 Open iTunes and select iPod in the Source list. Then click the Options button.



- 2 Select “Automatically update all songs and playlists.”

The transfer begins automatically.

If there is more music in your iTunes library than will fit on your iPod, a dialog appears asking if you want iTunes to choose which songs to transfer.

You can also update iPod with only selected playlists, or transfer individual songs and playlists manually (see below).

## Updating iPod Automatically With Selected Playlists

A playlist is a list of songs you organize in any order you want. You can create playlists with songs to suit specific moods, songs with a certain theme, or your favorite songs.

Setting iTunes to update iPod with selected playlists is especially useful if you have more music on your PC than will fit on your iPod. You create playlists in iTunes, then set iPod to update with only the songs in the playlists you select.

### To create a playlist in iTunes:

- 1 Click the Add button.



- 2 Type a name for the playlist in the Source list.
- 3 Click Library, then drag a song (or other audio file) to the playlist in the Source list. To select multiple songs, hold the Shift key and click.

For more information on working with playlists and using iTunes, open iTunes and choose Help > iTunes and Music Store Help.

## To set iTunes to update iPod automatically with selected playlists:

- 1 Open iTunes and select iPod in the Source list. Then click the Options button.



- 2 Select "Automatically update selected playlists only."
- 3 Select the playlists you want.

## Updating iPod Manually

Setting iTunes to let you update iPod manually gives you the most flexibility for managing music on your iPod. You can add and delete songs individually. Also, you can add songs from multiple PCs to your iPod.

### To set iTunes to let you manage songs on iPod manually:

- 1 Open iTunes and select iPod in the Source list. Then click the Options button.



- 2 Select "Manually manage songs and playlists."

### To add a song to iPod:

- In iTunes, click Library and drag the song to the iPod icon in the Source list.

### To delete a song from iPod:

- 1 Click the iPod icon in the iTunes Source list.
- 2 Select a song on iPod and press the Delete or Backspace key on your keyboard.  
When you delete a song from iPod manually, the song is not deleted from your iTunes library.

## Next Steps

Now that you've finished this tutorial, you may want to learn more about using iPod and iTunes. See Chapter 6 for a list of resources.

# Learning More About Your iPod

# 6

If you finish the tutorial and would like to learn more about using your iPod and iTunes, there is more information in onscreen help and on the web.

## iPod User's Guide

The *iPod User's Guide* that came with your iPod has information about using all of the iPod features, including changing settings, storing contact and calendar information, and much more.

## iTunes Onscreen Help

### To learn more about using iTunes:

- Open iTunes and choose Help > iTunes and Music Store Help.

## Online Resources

- For the latest information on iPod, go to <http://www.hp.com/music>
- For iPod service and support information go to <http://www.hp.com/support>
- To register iPod (if you didn't do it when you installed software from the iPod CD), go to <http://register.hp.com>. Please be sure to have your product number, model number, and serial number handy.