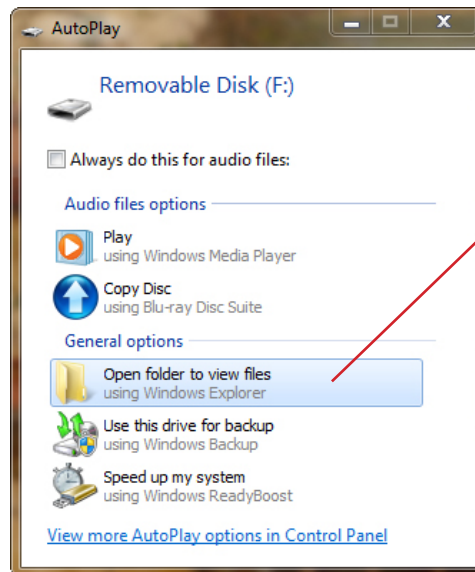
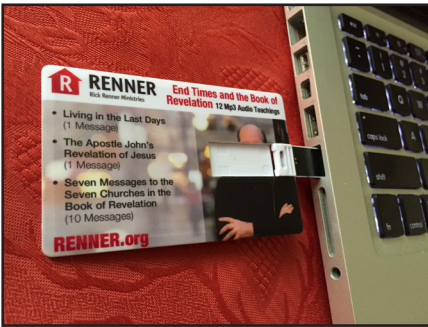


# Listen on an iPod

In this tutorial we are using Windows 7.  
For Mac instructions, see page 4.



1. Insert the USB device into your computer. You'll be asked what to do with the new device.

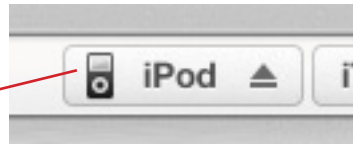
Choose: "Open folder to view files using Windows Explorer"

2. For the purposes of this tutorial, we have plugged in "Rick's Picks" Flash Drive.

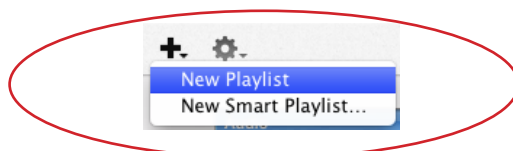
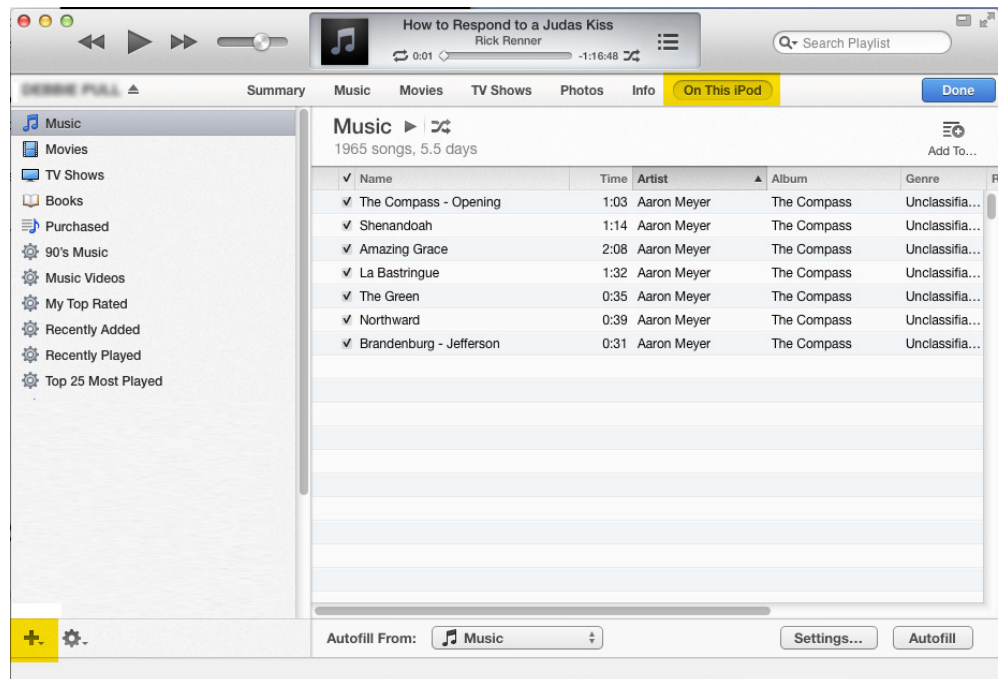
Double-click on the folder "Rick's Picks" to reveal the audio messages available on the flash drive.

3. Open iTunes. Plug-in your iPod device.

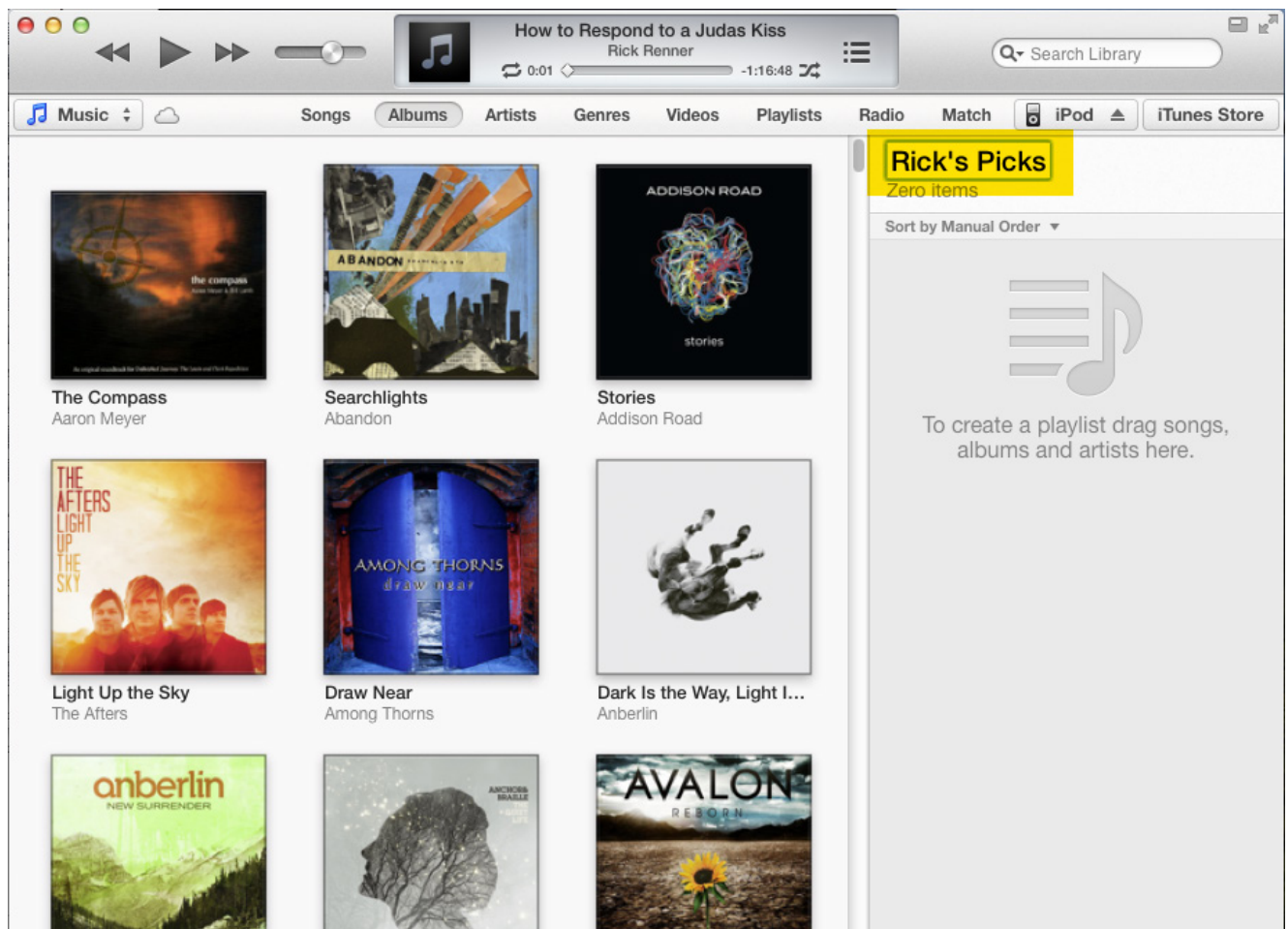
4. In iTunes, select the iPod button.



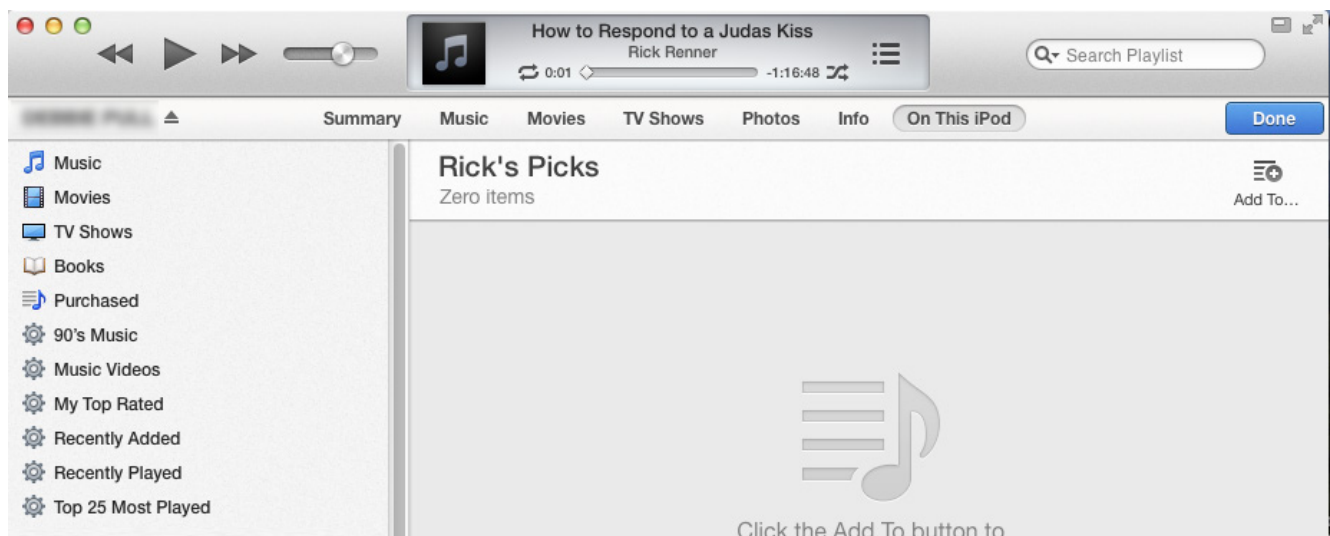
5. In the lower left-hand corner, click on the plus sign (+) to add a new **Playlist**.



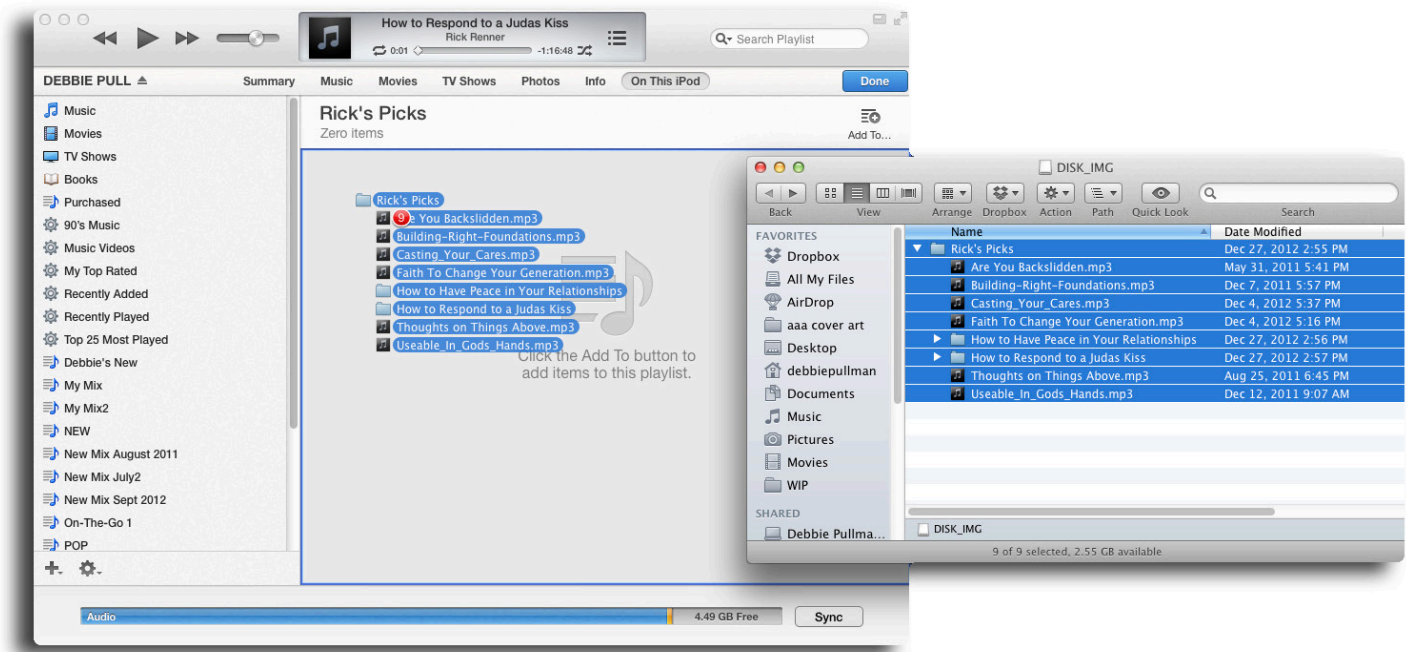
6. Name your **Playlist**.



Playlist is now ready to add audio files.

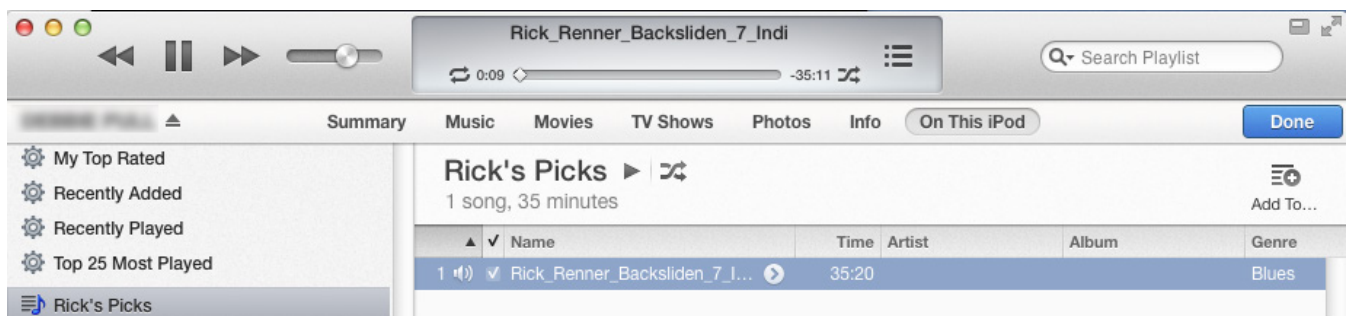


7. To move files from the flash drive to your new **Playlist**, highlight (select) all the audio files (located in your open Windows Explorer window) and drag them into your new **Playlist** folder in **iTunes**.



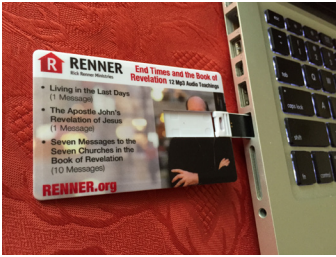
- \* It may take a few minutes for the files to copy from the USB device to your iTunes music library. Once they are finished copying, you no longer need to insert the USB device into your computer to listen to the messages; the files have been copied to your computer's hard drive.

If you do not have the free iTunes music player, visit [www.apple.com/itunes](http://www.apple.com/itunes).



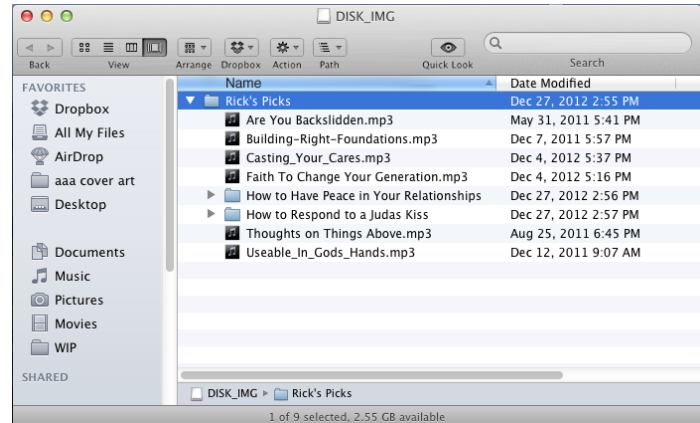
# Listen on an iPod

In this tutorial we are using Mac OS 10.7.5



1. Insert the USB device into your computer.

Double click on the folder that appears (in this case labeled "DISK\_IMG")

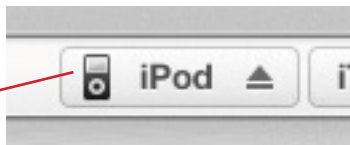


2. For the purposes of this tutorial, we have plugged in "Rick's Picks" Flash Drive.

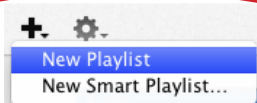
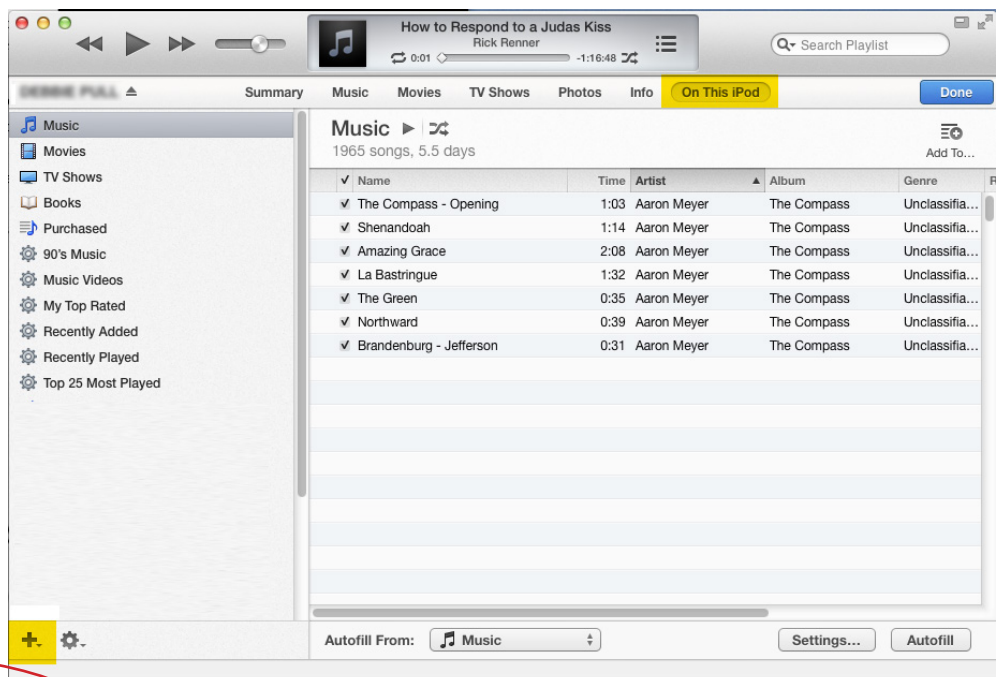
Double-click on the folder "Rick's Picks" to reveal the audio messages available on the flash drive.

3. Open iTunes.  
Plug-in your iPod device.

4. In iTunes, select the iPod button.

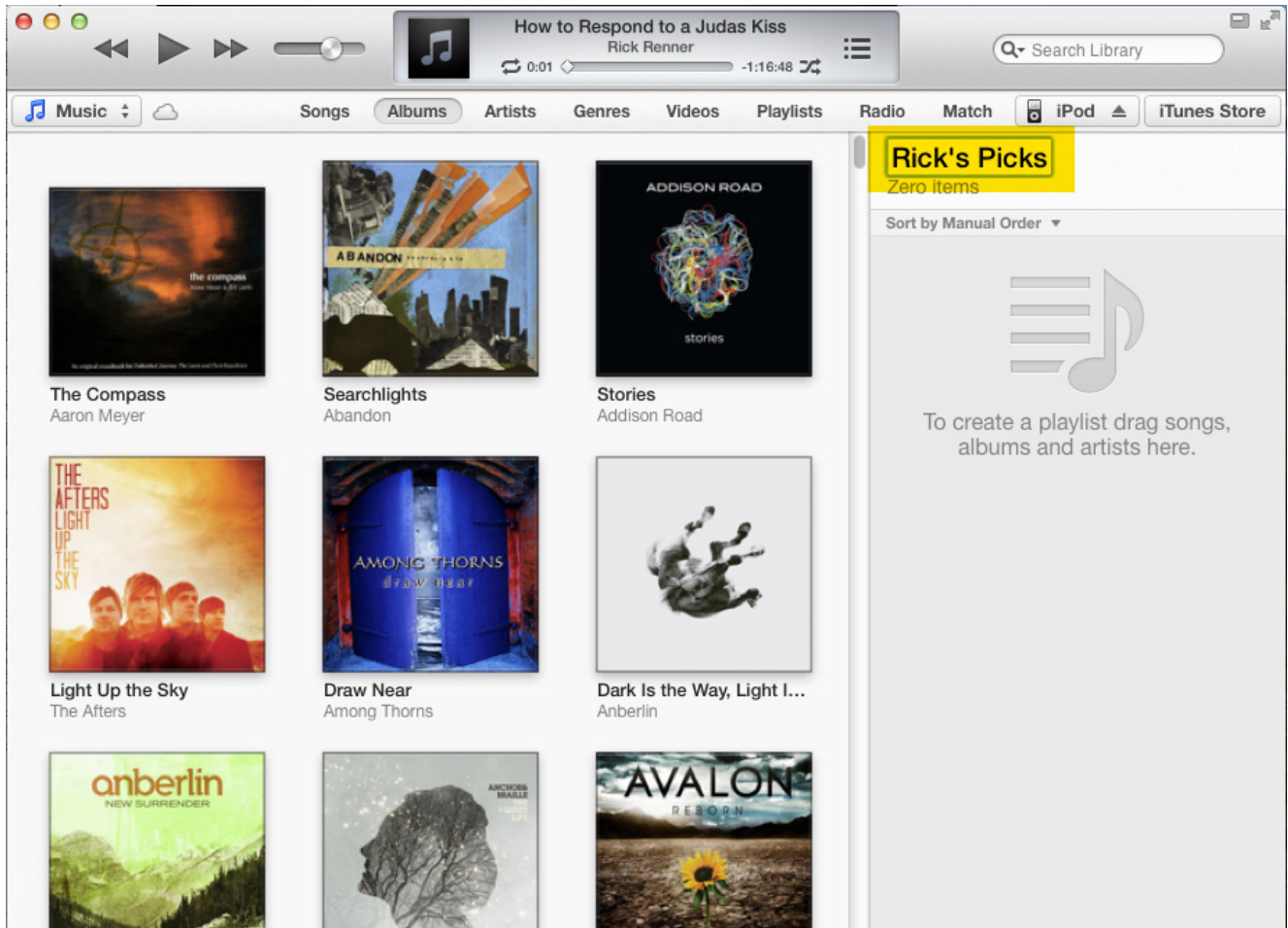


5. In the lower left-hand corner, click on the plus sign (+) to add a new **Playlist**.

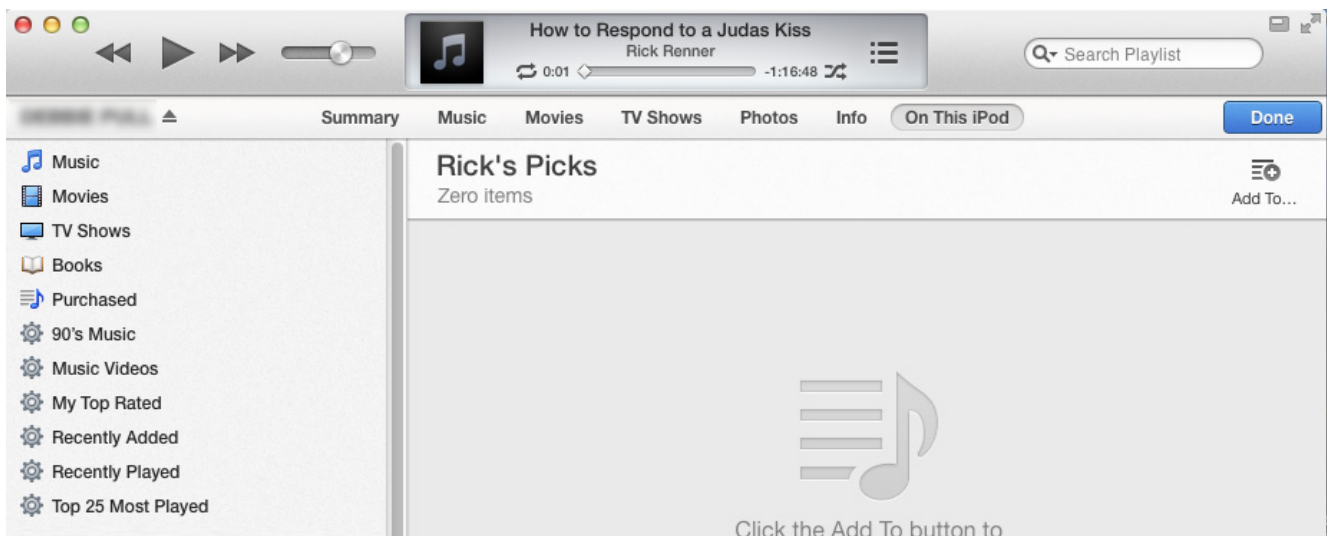




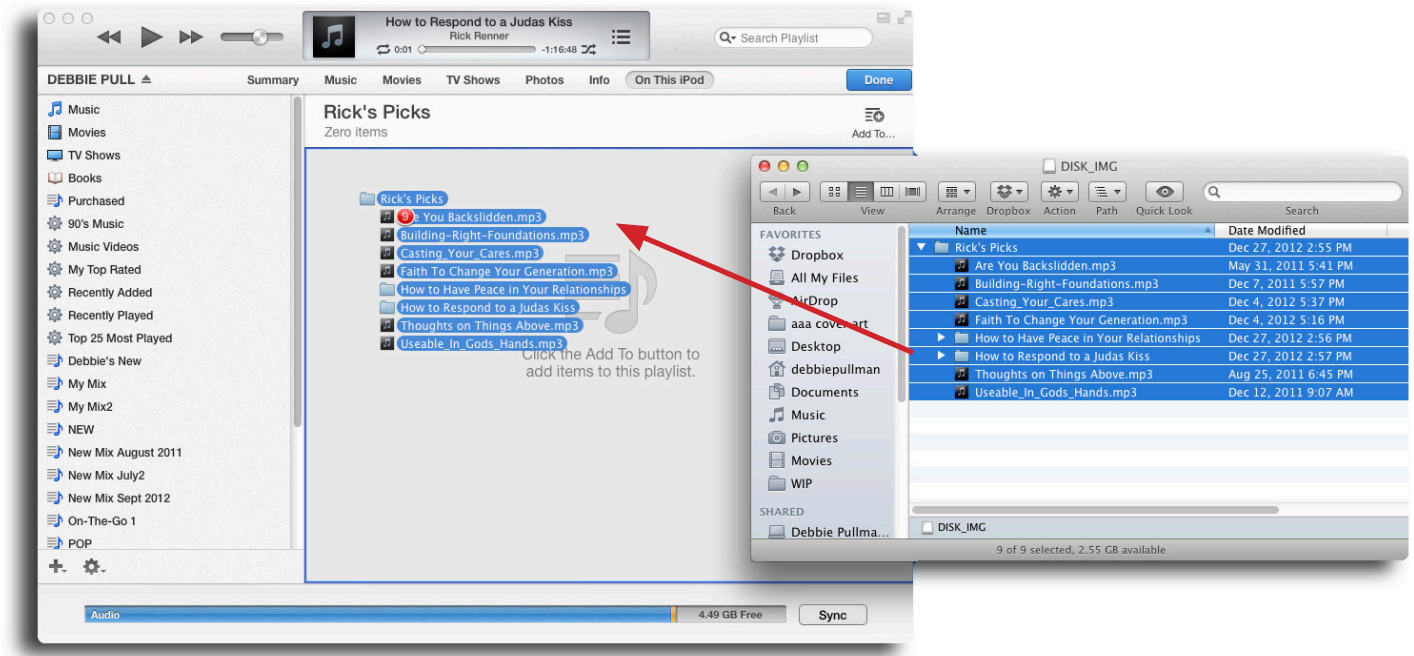
6. Name your **Playlist**.



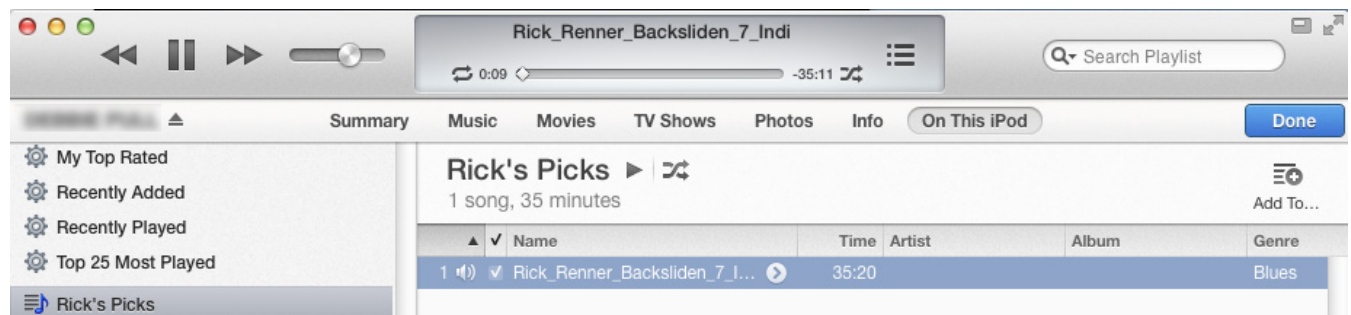
Playlist is now ready to add audio files.



4. To move files from the flash drive to your new **Playlist**, highlight (select) all the audio files (located in your open DISK\_IMG folder) and drag them into your new **Playlist** folder in **iTunes**.



- \* It may take a few minutes for the files to copy from the USB device to your iTunes music library. Once they are finished copying, you no longer need to insert the USB device into your computer to listen to the messages; the files have been copied to your computer's hard drive.



If you do not have the free iTunes music player, visit [www.apple.com/itunes](http://www.apple.com/itunes).