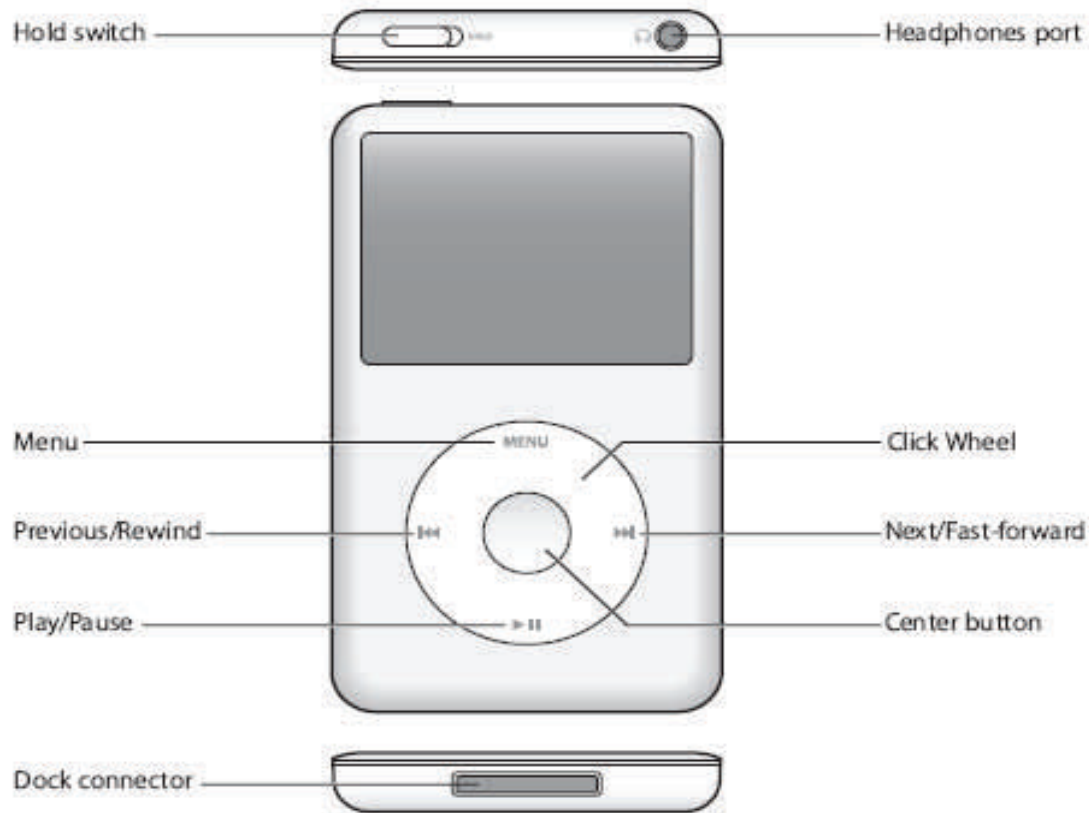


AT A GLANCE



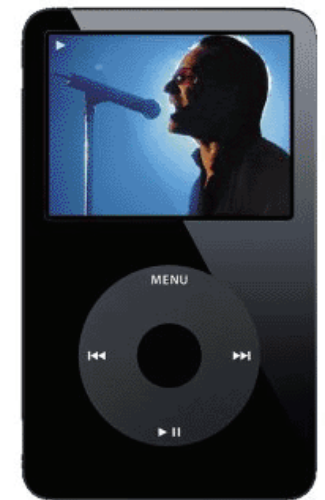
GENERAL OPERATIONS

Turn Off	Hold down PLAY/PAUSE button for a few seconds, then move the <i>Hold Switch</i> until red is displayed.
Adjust Volume/ Scroll	Slide thumb around <i>Click Wheel</i> .
Select Action	Depress <i>Click Wheel</i> at appropriate location or press SELECT button.

PLAYBACK

PLAY/PAUSE	Hit PLAY/PAUSE or SELECT button
SKIP TRACK	Hit PREVIOUS twice or NEXT button once
REWIND/FF	When playing, hit the SELECT button until a diamond appears. Scroll forward or back as desired.
MAIN MENU	Hit the MENU button

iPod Sound Recording for Macs



RECORDING

Recording:

1. Attach the Belkin recorder to the bottom of the iPod. The Voice Memo recording screen will appear. (You can also get here from the main menu by selecting *Extras>Voice Memos>Record Now.*)
2. A Voice Memo screen will appear with options for *Record* and *Cancel*. Use the Click Wheel to change between options, then hit the **SELECT** button to engage the highlighted action.
3. Recording will begin immediately. You can *Pause* and *Resume* recording by highlighting and selecting the appropriate option.
4. When finished, highlight and select *Stop and Save*.



Note: You can also use the black USB Belkin cable to charge your iPod while making a recording. Plug the cable into the bottom of the voice recorder and then connect it to the computer.

Playback:

The Belkin recorder can not act as a speaker, so you **can not playback** your recordings. We suggest you test the quality and volume of your recording using iTunes. Make sure the volume of what you are recording (music, an interview, etc) is loud enough.

MANAGING IPOD SOUND FILES

Converting to a Smaller File Size and Moving Sound Files Off the iPod:

iPods record sound into wave files (labeled .wav). Wave files are often very large and need to be compressed to make them more manageable. If you are using a lab computer, you will need to save your sound files to a flash drive. Flash Drives can be borrowed from the Library Service Desk.

1. Plug a Flash Drive into the Mac's USB port and open the **USB DRIVE** that appears on the desktop.
2. Plug the iPod into the computer using a USB cable. Cancel any prompts to install or upgrade the iPod or iTunes. Select **Yes** when asked to add voice memos to library.
3. Voice memos should now appear in iTunes (under Music, in the Library). To convert the wave file into an MP3, selecting your clip by right clicking and choose **Convert Selection to MP3**. After converting, the new MP3 file will appear in the iTunes Music Library.
4. Select your new MP3 file and right click or control-click. Select *Show in Finder*.
5. Your clip should now appear in the Finder window. If not, you can open the Finder and select **Users > Your Username (indicated by a 'house' icon) > Music > iTunes > Unknown Artist > Unknown Album > Your MP3 clip**.
6. Drag the clip into the **USB DRIVE** folder.



REMEMBER...

It is important not to save your work to the desktop. Files saved to the desktop on Macs may be erased after you log out. Use a flash drive instead to save your sound clips.