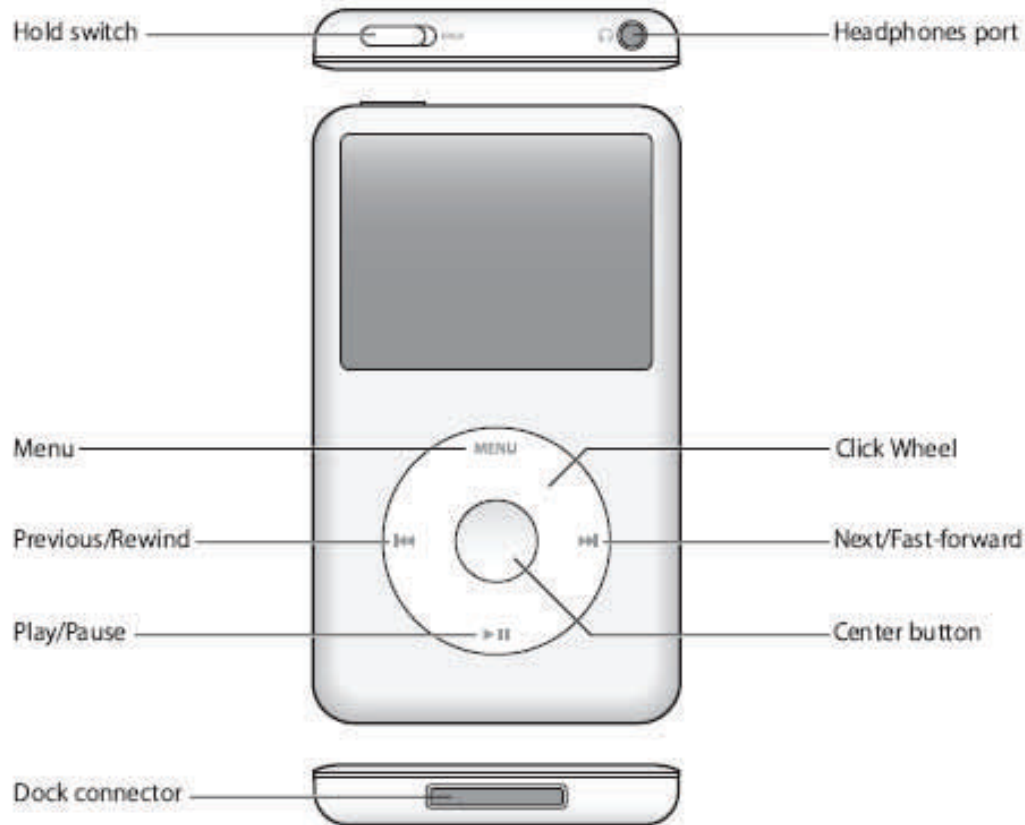


AT A GLANCE



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.

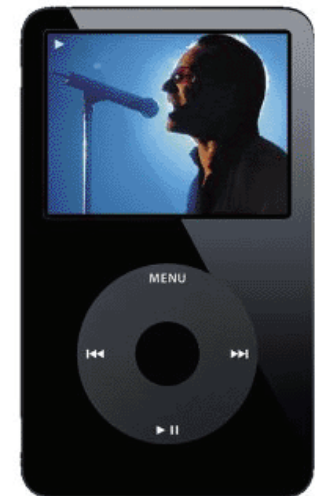
PLAYBACK

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

x6066

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iPod Sound Recording for PCs



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*.
5. **Note:** You can also use the black Belkin USB 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

Moving Sound Files Off the iPod:

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 the iPod into the computer using a USB cable.
2. Open **My Computer** and use the drop down arrow to open the **iPod** drive. Once open, click on the **Recordings** folder.
3. Select the file(s) you want to move. Use C-click to select multiple files at once.
4. Right-click on a highlighted file and choose **Copy**.
5. Move to the location where you want the file to be stored. (In the CTLT lab, this is the “Removable Drive” associated with a flash drive—usually “E”.) Right-click and select **Paste**.
6. When finished, double click on the “Safely Remove Hardware” icon found near the clock on your taskbar. Choose **STOP** and **OK**. A pop-up message will appear that it is safe to disconnect the iPod from the PC.



Converting To A Smaller File Size:

iPods record sound into wave files (labeled .wav). Wave files are often very large and need to be compressed to make them more manageable.

1. After saving your recording(s) using the steps on the left, launch the iTunes software from **Start>All Programs>iTunes**.
2. From **Edit>Preferences**, change the following settings:
 - On the **Advanced** tab, hit the **CHANGE** button and select the drive or folder where your recordings are stored. (See step #5 on the left.)
 - On the **Importing** tab, set **Import Using** list to **MP3 Encoder**.
 - Hit **OK** button to save changes.
3. Go to **File>Add File To Library**. Navigate to the file you need to convert and hit **OPEN**.
4. The file will appear in iTunes. Right-click on the correct file and choose **Convert Selection to MP3**.

The new MP3 version of your recording will be stored in the location set in Step#2 under **Unknown Artist>Unknown Album**.