



## **Music and Memory: iPod Program**

### **Links for Tutorials on the Following:**

*How-to: Download iTunes*

[http://support.apple.com/kb/VI67?viewlocale=en\\_US](http://support.apple.com/kb/VI67?viewlocale=en_US)

*How-to: Add Music to Library (iTunes Store)*

[http://support.apple.com/kb/VI105?viewlocale=en\\_US](http://support.apple.com/kb/VI105?viewlocale=en_US)

*How-to: Add Music to Library (Personal CD collection)*

<http://support.apple.com/kb/HT1473>

*How to: Create a Playlist*

[http://support.apple.com/kb/VI71?viewlocale=en\\_US](http://support.apple.com/kb/VI71?viewlocale=en_US)

*Link to full user's manual for 'iPod Shuffle'*

[http://manuals.info.apple.com/MANUALS/1000/MA1550/en\\_US/iPod\\_shuffle\\_4thgen\\_User\\_Guide.pdf](http://manuals.info.apple.com/MANUALS/1000/MA1550/en_US/iPod_shuffle_4thgen_User_Guide.pdf)



## Using the iPod shuffle controls

The front controls, the VoiceOver button, and the three-way switch make it easy to play songs, audiobooks, audio podcasts, and iTunes U collections on iPod shuffle.

To	Do this
Turn iPod shuffle on or off	Slide the three-way switch (green shading on the switch indicates iPod shuffle is on).
Play or pause	Press Play/Pause (▶  ).
Increase or decrease the volume	Press Volume Up (+) or Volume Down (−). Press and hold the buttons to quickly increase or decrease the volume.
Set the play order	Slide the three-way switch to play in order (↺) or shuffle (↻).
Go to the next track	Press Next/Fast-forward (⏭).
Go to the previous track	Press Previous/Rewind (⏮) within 6 seconds of the track starting. After 6 seconds, pressing Previous/Rewind (⏮) restarts the current track.
Fast-forward	Press and hold Next/Fast-forward (⏭).
Rewind	Press and hold Previous/Rewind (⏮).
Hear the track title and artist name	Press the VoiceOver button (⏻).
Hear a menu of playlists to choose from	Press and hold the VoiceOver button (⏻). Press Next/Fast-forward (⏭) or Previous/Rewind (⏮) to move through the playlist menu. Press the VoiceOver button (⏻) or Play/Pause (▶  ) to select a playlist. Press and hold the VoiceOver button (⏻) again to exit without making a selection.
Lock the iPod shuffle buttons (so nothing happens if you press them accidentally)	Press and hold Play/Pause (▶  ) until the status light blinks orange three times. Repeat to unlock the buttons.
Reset iPod shuffle (if iPod shuffle isn't responding or the status light is solid red)	Turn iPod shuffle off, wait 10 seconds, then turn it back on again.
Find the iPod shuffle serial number	Look under the clip on iPod shuffle. Or, in iTunes (with iPod shuffle connected to your computer), select iPod shuffle in the list of devices, then click Summary.



Left: Shuffle music



Middle: Play in order



Right: Turn it off



## iPod shuffle at a glance

