

# iPod for Storage Checklist

By Lauren Meir

- ☐ Use your iPod for Storage
  - ☐ Store files and folders on your iPod instead (or in addition to) your computer hard drive.
  - ☐ Ensure you have enough space on your ipod for the items you want to store.
  - ☐ Configure your iPod with your computer, store and save Your iPod is now a portable storage device.
  - ☐ You may want to put the files for transfer in one folder on your desktop- This will make file transfer even easier.
- ☐ Necessary Tools
  - ☐ Your ipod
  - ☐ The iPod USB cord (this comes with your iPod)
  - ☐ The computer/laptop that you use for downloading all your iPod music, movies, and files.
- ☐ Set up
  - ☐ Open iTunes.
  - ☐ Double-click the iTunes icon on your desktop This will bring you to the iTunes screen.
  - ☐ If you don't have iTunes installed on your computer, go to the Apple website and download.
  - ☐ Connect ipod USB cord to your computer and your iPod.
  - ☐ You will see a flashing message on your iPod screen Do not disconnect your iPod.
- ☐ Configure your iPod
  - ☐ ;The iPod will appear on your computer screen.
  - ☐ Click on it, and select "Enable disc use " This will allow you to use your iPod as a regular mass storage device.
  - ☐ The same configuration process is used for an iPod Shuffle, but first determine the amount of space available for file storage.
- ☐ Close iTunes
  - ☐ Once iPod has been configured, close iTunes.
  - ☐ Make sure not to disconnect the iPod from the computer at this point.
  - ☐ You can now launch the iPod drive.
- ☐ Access the iPod Drive

- ☐ Click on the iPod icon on your computer desktop screen.
- ☐ You can also access the drive through "My Computer " Click the Start button, click "My Computer," and then click on the iPod drive.
- ☐ Create Folders
  - ☐ Create folders for your iPod in order to save the necessary information you want to store
  - ☐ Make as many folders as you will need, and make sure they are labeled properly.
- ☐ Transferring Files
  - ☐ Locate the folder where your files are saved.
  - ☐ Highlight by right-clicking on the files.
  - ☐ Select Copy (CTRL+C) for the highlighted files.
  - ☐ Go to the destination folder and right-click.
  - ☐ Select Paste (CTRL+V) to save the files in the folder, or use the drag-and-drop method.
  - ☐ Ensure all the files you selected for transfer are saved in the destination folder If any files are missing, repeat the copy-paste or drag-and-drop method.
- ☐ Disconnecting your iPod
  - ☐ Once the process is completed, disconnect the device from your computer.
  - ☐ Eject the device from your computer by right-clicking on the iPod icon, and selecting "Eject."
  - ☐ Carefully unplug the device from your computer.
- ☐ Accessing your Files
  - ☐ Connect your iPod to a computer
  - ☐ Access the iPod drive through the iPod icon or start menu.
  - ☐ Open the folder containing saved files.
  - ☐ Click on the files you want to view or work with Select the correct computer program (Word,Office, Excel, etc).
  - ☐ Delete any unwanted files by right clicking and selecting delete, or drag and drop to your desktop recycle bin or another folder location.