

iPod for Storage Checklist

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- 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.