



**School of Extended Learning**  
*Office of Information Technology*

# **iPod Touch Training & Reference Guide**

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*For the participants in all iPod Project classes  
using the iPod Touch - all the really helpful stuff  
you need to know!*



**For assistance or questions, please call the NSU Help Desk @ 823-8678**

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# iPod Touch At A Glance













# Home Screen

Press the Home  button at any time to go to the Home screen, which contains your iPod touch applications. Tap any application icon to get started.

## iPod touch Applications

The following applications are included with iPod touch:

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|   |  |
|---|--|
| <br>Music      | Listen to your songs, audiobooks, and podcasts. Create on-the-go playlists or use the Genius feature to automatically create a playlist with songs from your library that go great together.   |
| <br>Videos     | Watch purchased or rented movies, music videos, video podcasts, and TV shows on the go. Or connect iPod touch to your TV to watch on a larger screen (TV connection requires cable available for purchase separately).   |
| <br>Photos     | View photos and images transferred from your computer or saved on iPod touch. View them in portrait or landscape mode. Zoom in on any photo for a closer look. Watch a slideshow. Email photos, add them to a MobileMe gallery, assign them to contacts, and use them as wallpaper.  |
| <br>iTunes     | Search the iTunes Wi-Fi Music Store music catalog, or browse, preview, and purchase new releases, top-ten songs and albums, and more. Stream and download podcasts. In select Starbucks locations, find out what song is playing in the café, then buy it instantly. Browse, preview, and purchase other songs from featured Starbucks Collections.  |
| <br>App Store | Search the App Store for iPod touch applications you can purchase or download using your Wi-Fi connection. Read or write your own reviews for your favorite apps. Download and install the applications on your Home screen.   |
| <br>Safari   | Browse websites over Wi-Fi. Rotate iPod touch sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the iPod touch screen for easy reading. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library. |
| <br>Calendar | View your MobileMe, iCal, Microsoft Entourage, Microsoft Outlook, or Microsoft Exchange calendars. Enter events on iPod touch and they get synced back to the calendar on your computer. Set alerts to remind you of events, appointments, and deadlines.  |
| <br>Mail     | iPod touch works with MobileMe, Microsoft Exchange, and many of the most popular email systems—including Yahoo! Mail, Google email, and AOL—as well as most industry-standard POP3 and IMAP email systems. View PDFs and other attachments within Mail. Save attached photos and graphics to your Photo Library.   |
| <br>Contacts | Get contact information synced from MobileMe, Mac OS X Address Book, Yahoo! Address Book, Google Address Book, Windows Address Book (Outlook Express), Microsoft Outlook, or Microsoft Exchange. Search, add, change, or delete contacts, which get synced back to your computer.  |
| <br>YouTube  | Play videos from YouTube's online collection. <sup>1</sup> Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos.   |

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Watch your favorite stocks, updated automatically from the Internet.

Stocks



See a street map, satellite view, or hybrid view of locations around the world. Zoom in for a closer look. Find and track your current approximate location. Get detailed driving directions and see current highway traffic conditions. Find businesses in the area.<sup>2</sup>

Maps



Get current weather conditions and a six-day forecast. Add your favorite cities for a quick weather report anytime.

Weather



View the time in cities around the world—create clocks for your favorites. Set one or more alarms. Use the stopwatch, or set a countdown timer.

Clock



Add, subtract, multiply, and divide. Rotate iPod touch sideways to use expanded scientific functions.

Calculator

## Status Icons

The icons in the status bar at the top of the screen give information about iPod touch:

| Status icon |                  | What it means   |
|-------------|------------------|---|
|             | Wi-Fi            | Shows that iPod touch is connected to the Internet over a Wi-Fi network. The more bars, the stronger the connection. See page 26. |
|             | Network activity | Indicates network activity. Some third party applications may also use this icon to indicate an active process.                   |
|             | Lock             | Shows that iPod touch is locked. See page 18.   |
|             | Play             | Shows that a song, audiobook, or podcast is playing. See page 31.   |
|             | Alarm            | Shows that an alarm is set. See page 82.  |
|             | Battery          | Shows battery level or charging status. See page 27.  |

## iPod Controls/Buttons

Rearrange icons:

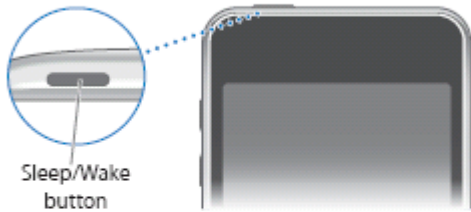
- 1 Touch and hold any Home screen icon until the icons begin to wiggle.
- 2 Arrange the icons by dragging them.
- 3 Press the Home button to save your arrangement.


## Sleep/Wake Button (On/Off)

When you're not using iPod touch you can lock it.

When iPod touch is locked, nothing happens if you touch the screen.

By default, if you don't touch the screen for a minute, iPod touch locks automatically.



|                                |   |
|--------------------------------|---|
| Lock iPod touch                | Press the Sleep/Wake button.  |
| Unlock iPod touch              | Press the Home  button or the Sleep/Wake button, then drag the slider. |
| Turn iPod touch completely off | Press and hold the Sleep/Wake button for a few seconds until the red slider appears, then drag the slider.  |
| Turn iPod touch on             | Press and hold the Sleep/Wake button until the Apple logo appears.  |

## Opening Applications

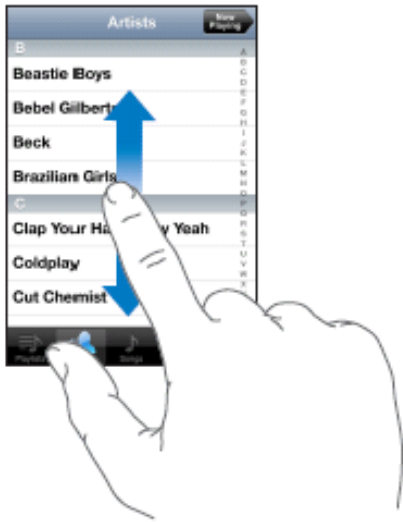
Open an application: Tap an icon.



Return to the Home screen: Press the Home  button below the display.

## Scrolling

Drag up or down to scroll. On some screens such as webpages, you can also scroll side to side.

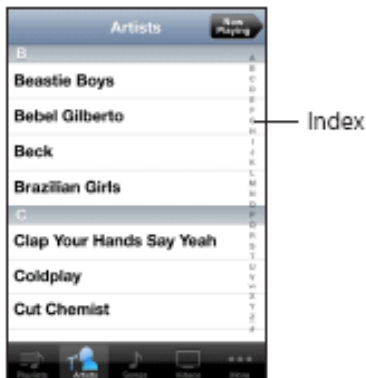


Dragging your finger to scroll won't choose or activate anything on the screen.

## Lists

Some lists have an index along the right side.

**Find items in an indexed list:** Tap a letter to jump to items starting with that letter. Drag your finger along the index to scroll quickly through the list.



**Choose an item:** Tap an item in the list.

Depending on the list, tapping an item can do different things—for example, it may open a new list, play a song, open an email, or show someone's contact information.

**Return to a previous list:** Tap the back button in the upper-left corner.

## Zooming In Or Out

When viewing photos, webpages, email, or maps, you can zoom in and out. Pinch your fingers together or apart. For photos and webpages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.



## Onscreen Keyboard

Use the onscreen keyboard to enter text, such as contact information, text messages, or web addresses.

### Typing

Depending on the application you're using, the intelligent keyboard may automatically suggest corrections as you type to help prevent mistyped words.

Enter text:

- 1 Tap a text field, such as in a note or new contact, to bring up the keyboard.
- 2 Tap keys on the keyboard.

Start by typing with just your index finger. As you get more proficient, you can type more quickly using two thumbs.

As you type, each letter appears above your thumb or finger. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.



|   |  |
|---|--|
| Type uppercase                                      | Tap the Shift ⇧ key before tapping a letter.   |
| Quickly type a period and space                     | Double-tap the space bar. (You can turn this feature on or off in Settings > General > Keyboard.)  |
| Turn caps lock on                                   | Double-tap the Shift ⇧ key. The Shift key turns blue, and all letters you type are uppercase. Tap the Shift key again to turn caps lock off. (You can turn this feature on or off in Settings > General > Keyboard.) |
| Show numbers, punctuation, or symbols               | Tap the Number 123 key. Tap the Symbol <img alt="Symbol key icon" data-bbox="735 225 755 240"/> key to see additional punctuation and symbols.   |
| Type letters or symbols that aren't on the keyboard | Press and hold the related letter or symbol, then slide to choose a variation.   |

## Dictionary

iPod touch has spelling dictionaries for all supported languages. The appropriate dictionary is activated automatically when you select a keyboard on iPod touch. iPod touch uses the active dictionary to suggest corrections or complete the word you're typing.

You don't need to interrupt your typing to accept the suggested word.



Accept or reject dictionary suggestions:

- To reject the suggested word, finish typing the word as you want it, then tap the "x" to dismiss the suggestion before typing anything else. Each time you reject a suggestion for the same word, iPod touch becomes more likely to accept your word.
- To use the suggested word, type a space, punctuation mark, or return character.

Edit text: Touch and hold to see a magnified view, then drag to position the insertion point.



# Charging The Battery

iPod touch has an internal rechargeable battery.

**WARNING:** For important safety information about charging iPod touch, see the *Important Product Information Guide* at [www.apple.com/support/manuals/ipodtouch](http://www.apple.com/support/manuals/ipodtouch).

Charge the battery and sync iPod touch: Connect iPod touch to your computer using the included USB cable.



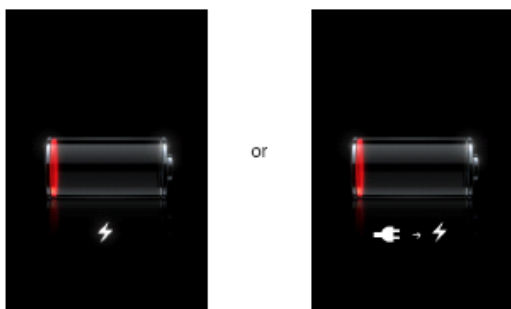
**Important:** If iPod touch is connected to a computer that's turned off or is in sleep or standby mode, the iPod touch battery may drain.

An icon in the upper-right corner of the screen shows battery charging status.



If you charge the battery while syncing or using iPod touch, it may take longer to charge. You can also charge iPod touch using the Apple USB Power Adapter, available separately.

**Important:** If iPod touch is very low on power, it may display one of the following images, indicating that iPod touch needs to charge for up to ten minutes before you can use it. If iPod touch is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears.



Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPod touch battery isn't user replaceable; it can only be replaced by an authorized service provider. For more information, go to [www.apple.com/batteries](http://www.apple.com/batteries).

## Cleaning iPod Touch

To clean iPod touch, unplug all cables and turn off iPod touch (press and hold the Sleep/ Wake button, then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPod touch.

## Restarting And Resetting iPod Touch

If something is not working right, restarting or resetting iPod touch will likely solve the problem.

**Restart iPod touch:** Press and hold the Sleep/Wake button until the red slider appears. Slide your finger across the slider to turn off iPod touch. To turn iPod touch back on, press and hold the Sleep/Wake until the Apple logo appears.

**Reset iPod touch:** Press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

# The NSU User's Guide For iPod Touch

This handy guide will help you do the following things:

- Install iTunes
- Connect and set up your iPod
- Fill your iPod and iTunes with Music
- Disconnect your iPod and play your content

## 1. Install iTunes

Before you connect your iPod to your Mac or PC computer or use it, you must install the latest version of **iTunes** software. iTunes is the way your iPod communicates with you. Go to:

<http://www.apple.com/itunes/download/> and follow the instructions. Choose **Run** when the **Run or Save** option comes up. *(The entire process will take between 5 – 10 minutes)*

## 2. Connect and Set Up your iPod

Charge your battery by connecting your iPod to a high-power USB port — one that's located directly on your computer—to ensure that your computer charges your iPod battery. *(If your computer doesn't seem to recognize your connected iPod, wait about 30 minutes to allow the iPod battery to charge before going further)*

## 3. Fill your iPod and iTunes with, Music, and Videos

Once you finish the set up, iTunes will open. Click on your iPod. From the **Summary** tab, please click the option to **“Manually manage music and videos”** which will give you greater control and flexibility of your iPod.

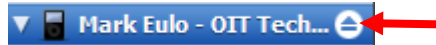


It will then allow you to pick and choose what music, videos, audiobooks, and podcasts to add.

For music and videos on iTunes, simply drag any file from your iTunes library or playlist to your iPod icon in the **iTunes Source pane**. (*Located at the extreme left in iTunes*)

#### 4. Disconnect your iPod

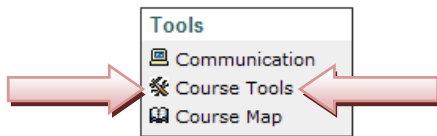
Once you've got your course content, music, audiobooks, videos, and other files on your iPod, you're ready to enjoy it. You must first eject your iPod by clicking the eject icon that appears next to your iPod icon








in the **iTunes Source pane**. Then disconnect your iPod from your computer when your iPod disappears from the Source pane (*Located at the extreme left in iTunes*). **Now you're ready to enjoy the content on your iPod!**


## Downloading Content From Blackboard To Your iPod

- Open **iTunes** and plug in your **iPod**
- Sign in to **Blackboard** from the NSU webpage
- Navigate to your specific course where the content is located. **\*\*See your instructor for the specific location\*\***
- Click on the **Course Tools** link in the **Tools** box located to the left of the screen



- Click **Podcast**  [Podcast](#)
- Next to **Subscribe**, click the **iTunes** button   
*\*\*Note\*\* Your browser may ask you which application you want to use to open the link – choose **iTunes** and click **OK***
- The content will be loaded in iTunes under the **Podcasts** heading on the left 
- Click **Podcasts** and then click the **Get All** button  or **Get** button  next to your podcast *\*\*The content will be downloaded to iTunes on that computer & you can watch or listen to the podcast from iTunes by double-clicking the episode\*\**
- Drag the podcasts to your iPod and you can watch or listen to them on your iPod

### **\*\*Notes\*\***

1. Everytime you open iTunes, it will automatically download any new content that has been added to the course podcast. You will just have to click the **GET** button  to view it and/or drag it to your iPod.
2. You will have to **Subscribe** to the podcast from Blackboard for each new PC that you use.

## How To Convert A Video For Use With iPod

Some videos may need to be converted in iTunes for use with your iPod:

- Select the video in the iTunes library.
- Click the **Advanced** menu and then choose "**Convert Selection for iPod**" if it is available.

*\*Note: When you convert a video for use with iPod, the original video remains in your iTunes library. For more information about converting video for iPod, go to [www.info.apple.com/kbnum/n302758](http://www.info.apple.com/kbnum/n302758).*

## How To Find The Serial Number On Your iPod

There are several places where you'll find your iPod serial number:

- In iTunes 7 or later
- On the back of your iPod
- In the iPod **Settings>General>About** screen

Connect your iPod to your computer. When your iPod appears in iTunes, select it. Click the Summary tab, and your iPod's serial number will display on screen.

*Note: In iTunes 7 or later, when you view the iPod serial number, you can choose Edit > Copy to put the serial number on the Clipboard. You can then paste the serial number into an e-mail or web page (for registration for example).*

### On the back of your iPod

The serial number is engraved on the back metal case — just look toward the bottom.

### In the iPod About screen

You can find your serial number in the **About** screen on your iPod. To do this: Select Settings>General>About.

## Restarting And Resetting iPod Touch

If something is not working right, restarting or resetting iPod touch will likely solve the problem.

**Restart iPod touch:** Press and hold the Sleep/Wake button until the red slider appears. Slide your finger across the slider to turn off iPod touch. To turn iPod touch back on, press and hold the Sleep/Wake until the Apple logo appears.

**Reset iPod touch:** Press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

### Resetting iPod touch

**Reset all settings:** Choose General > Reset and tap Reset All Settings.

All your preferences and settings are reset. Information, such as your contacts and calendars, and media, such as your songs and videos, are not deleted.

**Erase all content and settings:** Connect iPod touch to your computer or a power adapter. Choose General > Reset and tap "Erase All Content and Settings."

This feature resets all settings to their defaults and permanently removes all your information and media on your iPod touch by overwriting the data stored on iPod touch.

**Important:** You can't use iPod touch while data is being overwritten. This can take one to four hours or more, depending on the storage capacity of your iPod touch.

**Reset the keyboard dictionary:** Choose General > Reset and tap Reset Keyboard Dictionary.

You add words to the keyboard dictionary by rejecting words iPod touch suggests as you type. Tap a word to reject the correction and add the word to the keyboard dictionary. Resetting the keyboard dictionary erases all words you've added.

**Reset network settings:** Choose General > Reset and tap Reset Network Settings.

When you reset network settings, your list of previously used networks and your VPN settings are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you're on. The Wi-Fi and "Ask to Join Networks" settings are left turned on.

**Reset the Home screen layout:** Choose General > Reset and tap Reset Home Screen Layout.

**Reset the location warnings:** Choose General > Reset and tap Reset Location Warnings.

Locations warnings are the requests made by applications (such as Camera and Maps) to use Location Services with those applications. iPod touch stops presenting the warning for an application the second time you tap OK. Tap Reset Location Warnings to resume the warnings.

## Setting The Screen Brightness

*You can adjust the brightness of your iPod screen by first choosing **Settings** on the home page.*

Screen brightness affects battery life. Dim the screen to extend the time before you need to recharge iPod touch, or use Auto-Brightness.

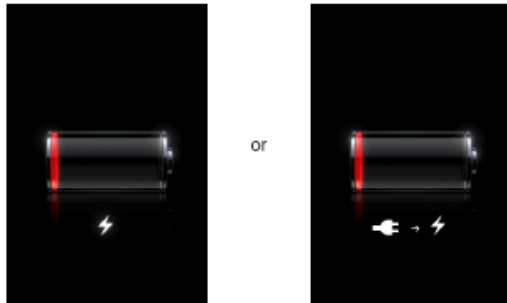
**Adjust the screen brightness:** Choose Brightness and drag the slider.

**Set whether iPod touch adjusts screen brightness automatically:** Choose Brightness and turn Auto-Brightness on or off. If Auto-Brightness is on, iPod touch adjusts the screen brightness for current light conditions using the built-in ambient light sensor.



# Troubleshooting your iPod Touch

## Low-Battery Image Appears

iPod touch is low on power and needs to charge for up to ten minutes before you can use it.



## iPod touch Doesn't Respond

- iPod touch may be low on power. Connect iPod touch to your computer or to its power adapter to charge.
- Press and hold the Home  button below the screen for at least six seconds, until the application you were using quits.
- If that doesn't work, turn iPod touch off and turn it on again. Press and hold the Sleep/Wake button on top of iPod touch for a few seconds until a red slider appears, and then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If that doesn't work, reset iPod touch. Press and hold both the Sleep/Wake button and the Home  button for at least ten seconds, until the Apple logo appears.

## iPod touch Still Doesn't Respond After Reset

- Reset iPod touch settings. From the Home screen choose Settings > General > Reset > Reset All Settings. All your preferences are reset, but no data or media is deleted.
- If that doesn't work, erase all content on iPod touch.
- If that doesn't work, restore the iPod touch software.

## "This accessory is not supported by iPod touch" Appears

The accessory you attached may not work with iPod touch. Make sure the dock connector is free of debris.

## Connect-to-iTunes Screen Appears

iPod touch needs to be registered with iTunes. Connect iPod touch to your computer and open iTunes if it doesn't open automatically.

## iPod touch Doesn't Appear in iTunes or You Can't Sync

- The iPod touch battery might need to be recharged.
- Disconnect other USB devices from your computer and connect iPod touch to a different USB 2.0 port on your computer (not on your keyboard).
- Restart your computer and reconnect iPod touch to your computer.
- Download and install (or reinstall) the latest version of iTunes from [www.apple.com/itunes](http://www.apple.com/itunes).

## Syncing Doesn't Work

- The iPod touch battery might need to be recharged.
- Disconnect other USB devices from your computer and connect iPod touch to a different USB 2.0 port on your computer (not on your keyboard).
- Restart your computer and reconnect iPod touch to your computer.
- Download and install (or reinstall) the latest version of iTunes from [www.apple.com/itunes](http://www.apple.com/itunes).

## Safety, Software, and Service Information

The following table describes where to get more iPod touch-related safety, software, and service information.

| To learn about   | Do this   |
|--|---|
| Using iPod touch safely  | See the <i>Important Product Information Guide</i> at <a href="http://www.apple.com/support/manuals/ipodtouch">www.apple.com/support/manuals/ipodtouch</a> for the latest safety and regulatory information.  |
| iPod touch service and support, tips, forums, and Apple software downloads                   | Go to <a href="http://www.apple.com/support/ipodtouch">www.apple.com/support/ipodtouch</a> .  |
| The latest information about iPod touch  | Go to <a href="http://www.apple.com/ipodtouch">www.apple.com/ipodtouch</a> .  |
| Using iTunes   | Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (available in some areas only), go to <a href="http://www.apple.com/support/itunes">www.apple.com/support/itunes</a> .   |
| MobileMe   | Go to <a href="http://www.me.com">www.me.com</a> .  |
| Using iPhoto on Mac OS X   | Open iPhoto and choose Help > iPhoto Help.  |
| Using Address Book on Mac OS X   | Open Address Book and choose Help > Address Book Help.  |
| Using iCal on Mac OS X   | Open iCal and choose Help > iCal Help.  |
| Microsoft Outlook, Windows Address Book, Adobe Photoshop Album, and Adobe Photoshop Elements | See the documentation that came with those applications.  |
| Obtaining warranty service   | First follow the advice in this guide and online resources. Then go to <a href="http://www.apple.com/support">www.apple.com/support</a> or see the <i>Important Product Information Guide</i> at <a href="http://www.apple.com/support/manuals/ipodtouch">www.apple.com/support/manuals/ipodtouch</a> . |
| Using iPod touch in an enterprise environment  | Go to <a href="http://www.apple.com/iphone/enterprise">www.apple.com/iphone/enterprise</a> .  |

iPod Touch Website <http://www.apple.com/support/ipodtouch>

NSU iPod Website <http://www.nsu.edu/ipod>