1. Open iTunes.
2. *Plug in iPod. (iTunes will automatically open up each first time you plug in your device into the computer. Also, pending on setting.)*
3. Click 'file' on top left hand side.
4. Click on 'Add File to Library' or 'Add Folder to Library' pending on your preference. *('Add File' will just add a single file. 'Add Folder' will had everything stored in the selected folder.)*
5. Now, choose the folder (directory) where the file/folder containing the song(s) is located*. (If your music is on an external hard drive plug it in. {*Keep in mind if you choose songs from an external hard drive, you must plug it in each time you would like to make modifications to your playlist.})*
6. Once the music has been added to iTunes, click on 'Recently Added' on the upper left side bar *(Under 'Library' menu.)* The music that you just added should appear at the top of the list of music.
7. Locate the song you want to add, and then right click it.
8. Click on 'Add to Playlist'.
9. Then click the Playlist you would like to add it to. *(If you do not have a Playlist made no problem. Right click at the bottom of the left hand side bar. Click 'New Playlist' and type in the name you wish to call the Playlist. Then add song to the new Playlist)*
10. Now, click on the iPod icon on the upper left hand side.
11. Click 'Music' under 'Settings' on the upper left hand side bar.

Visit www.directmotiontechnologies.com for more information.

12. Click on the Playlist*(s)* you would like to add to the iPod under the 'Playlist' menu. *(You can also add 'Recently Added' 'Recently Played' and any others displayed.) (On the side you will see a list of artist. If you don't want to add an entire playlist you can just check off the artist you would like to add to your iPod.)*

13. Click 'Sync.'

14. Click done once syncing has ended or click the eject symbol located at the upper left hand side bar.

15. After iPod has been disconnected check if you're new music has been added to your iPod.

16. Enjoy Music

- For MORE helpful tips like this visit www.directmotiontechnologies.com under the 'Educate Me' tap.

<u>WRITE NOTES BELOW</u>

Direct Motion Technologies
Audio Visual & IT Services