

# How Do I Set my iPod to “Manually manage music?”

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<http://www.overdrive.com/software/omc/faq.asp>

1. Connect your Apple device to your computer.
2. Open iTunes.
3. In iTunes, locate the device in the left vertical navigation panel (under heading 'DEVICES'), and click the device.
4. The 'Summary' screen is displayed.
5. If it is not already checked, place a checkmark next to the option 'Manually manage music...'.
6. Click the 'Apply' button.
7. The iTunes 'Summary' screen refreshes, and the changes are saved.
8. If desired, close iTunes.

Note: For users with an iPod shuffle®, the setting that needs to be selected is 'Enable Disk Use', rather than 'Manually manage music...'. This setting can be found on the 'Summary' screen of iTunes.

# How Do I set up “AAC Import Settings” in iTunes?

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1. In iTunes, go to *Edit > Preferences....*
2. The iTunes Preferences dialog box is displayed.
3. Click the 'Import Settings...' button.
4. The 'Import Settings' dialog box is displayed.
5. In the 'Import Using' field, select option 'AAC Encoder'.
6. In the 'Setting' field, select 'Spoken Podcast' if transferring audiobooks or 'High Quality' if transferring music.
7. Click the 'OK' button to apply your changes and close the 'Import Settings' dialog box.
8. Click the 'OK' button to close the iTunes Preferences dialog box.
9. (Optional) Once you have completed this transfer, return to iTunes to restore your original settings.