Configure each iPod to sync all audio and video so that everything in the iTunes Library is automatically transferred to the iPod.

**Connect** iPod to the cart or computer. **Click** the iPod’s name under Devices in iTunes. Under each tab **choose the settings as shown below**.

- **Summary**
  - Open iTunes when this iPod is attached
  - Sync only checked songs and videos
  - Manually manage music and videos
  - Encrypt iPod backup

- **Music**
  - **Sync Music:**
    - Entire music library
    - Selected playlists, artists, and genres
    - Include music videos
    - Include voice memos

- **Applications** (Applications are for iPod touch only.)
  - **Sync Applications:**
    - Automatically include all movies

- **Podcasts**
  - **Sync Podcasts:**
    - Automatically include all episodes of all podcasts

- **iTunes U**
  - **Sync iTunes U:**
    - Automatically include all items of all collections

**Click the Apply button.** You will need to go through this process once to set up each iPod.