


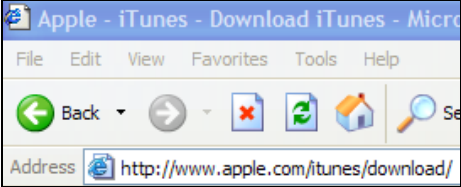
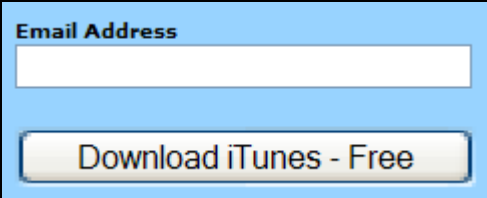
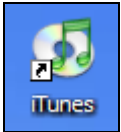
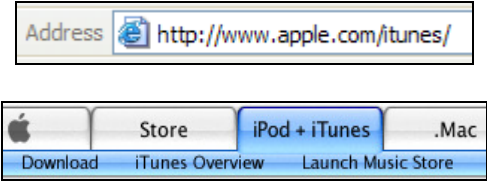
TURNINGPRO™

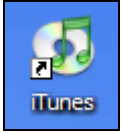
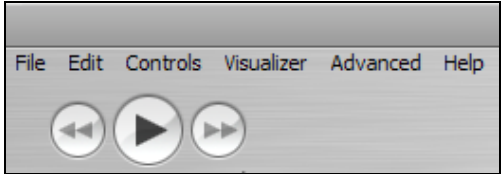
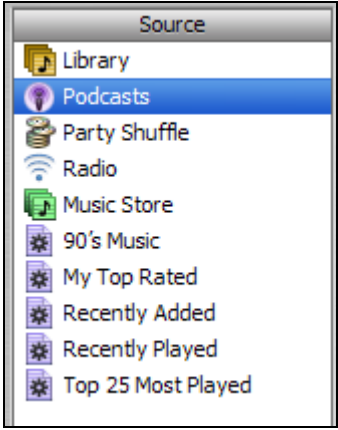
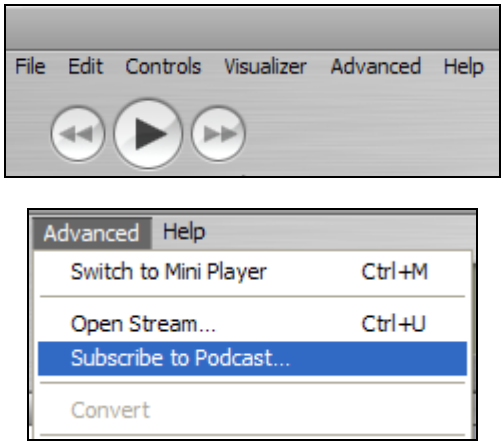
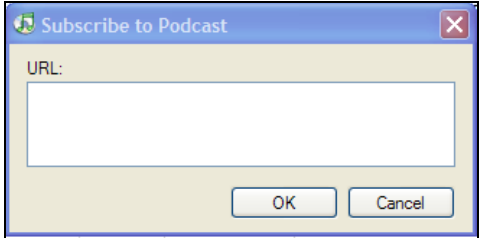
Solutions For Turning Professional

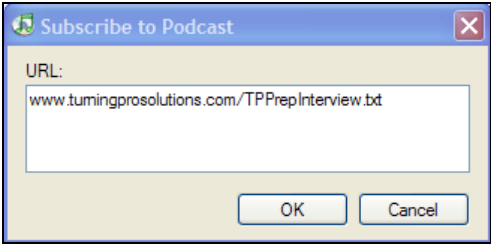
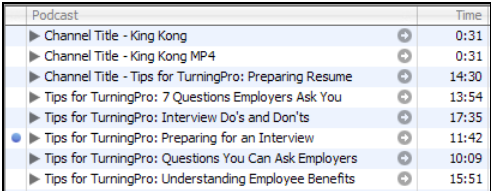
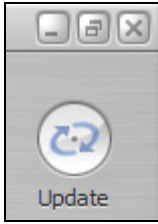
How to Download “Tips for TurningPro” Audio Lessons to Your iPod

TurningPro
602-363-6647
www.turningprocareers.com

Below are a few simple instructions for downloading “Tips for TurningPro” audio lessons to your Apple iPod. **Note: Print these instructions and use them as a guide.** To download the Tips for TurningPro lessons you will need to utilize the Internet and connect to the Apple iTunes website.

	Instructions	What You Will See
Step 1	<p>Make sure your PC is turned on and that you have a connection to the Internet</p> <p>To connect to the Internet, double-clicking Internet Explorer.</p>	
Installing iTunes		
Step 2	<p>If you already have iTunes installed on your PC, skip this section of the instructions and proceed to Step 6.</p> <p>If you do NOT already have iTunes installed on your PC you will need to download iTunes.</p> <p>To download iTunes go to:</p> <p>www.apple.com/itunes/download/</p>	
Step 3	<p>Part way down the screen, you will be asked to enter your Email and click the Download iTunes – Free button.</p>	
Step 4	<p>During the download and installation of iTunes on your PC, an iTunes icon will be installed on your Microsoft Windows desktop. In the future you can click on the iTunes icon to access the iTunes.</p>	
Step 5	<p>If you have installed iTunes on your PC and you do not have an iTunes icon on your desktop, you can access the iTunes Music Store by entering www.apple.com/itunes/ in your web browser and then click Launch Music Store.</p>	

Downloading Podcasts		
Step 6	The “Tips for TurningPro” audio lessons are referred to as “Podcasts”. Podcasts are very similar to recorded news or radio broadcasts. Click on the iTunes icon on your desktop to start iTunes.	
Step 7a	When the iTunes Music Store opens up you will see a list of menu options in the upper left-hand corner (e.g. File, Edit, etc...)	
Step 7b	You will also see a list of “Sources” on the left-hand side. One of the optional Sources is “Podcasts”. Click Podcasts.	
Step 8	From the list of menu options at the top, click Advanced . When the pop-up window appears, click Subscribe to Podcast .	
Step 9	The Subscribe to Podcast window will appear.	

<p>Step 10</p>	<p>Now you are going to subscribe to each of the Tips for TurningPro audio lessons. In order to do that, you will need to enter the appropriate “URL” or website address for each lesson.</p> <p>(Please note that in the Appendix provided below, we will provide you with the correct URLs for EACH Tips for TurningPro lesson)</p> <p>One of the first lessons that you may want to subscribe to is “Tips for TurningPro: Preparing for an Interview”.</p> <p>To subscribe, type:</p> <p>www.turningprosolutions.com/TPPrepInterview.txt</p> <p>Click OK.</p>																			
<p>Step 11</p>	<p>iTunes will take a few moments to complete your “subscription” to each Tips for TurningPro audio lesson. Once the subscription is complete, you will see a “blue dot” to the left of the TurningPro Podcast lesson.</p> <p>Once complete, you can immediately listen to the lesson on your PC.</p> <p>NOTE: The TurningPro Podcast has not yet been downloaded to your iPod.</p>	 <table border="1"> <thead> <tr> <th>Podcast</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>▶ Channel Title - King Kong</td> <td>0:31</td> </tr> <tr> <td>▶ Channel Title - King Kong MP4</td> <td>0:31</td> </tr> <tr> <td>▶ Channel Title - Tips for TurningPro: Preparing Resume</td> <td>14:30</td> </tr> <tr> <td>▶ Tips for TurningPro: 7 Questions Employers Ask You</td> <td>13:54</td> </tr> <tr> <td>▶ Tips for TurningPro: Interview Do's and Don'ts</td> <td>17:35</td> </tr> <tr> <td>● Tips for TurningPro: Preparing for an Interview</td> <td>11:42</td> </tr> <tr> <td>▶ Tips for TurningPro: Questions You Can Ask Employers</td> <td>10:09</td> </tr> <tr> <td>▶ Tips for TurningPro: Understanding Employee Benefits</td> <td>15:51</td> </tr> </tbody> </table>	Podcast	Time	▶ Channel Title - King Kong	0:31	▶ Channel Title - King Kong MP4	0:31	▶ Channel Title - Tips for TurningPro: Preparing Resume	14:30	▶ Tips for TurningPro: 7 Questions Employers Ask You	13:54	▶ Tips for TurningPro: Interview Do's and Don'ts	17:35	● Tips for TurningPro: Preparing for an Interview	11:42	▶ Tips for TurningPro: Questions You Can Ask Employers	10:09	▶ Tips for TurningPro: Understanding Employee Benefits	15:51
Podcast	Time																			
▶ Channel Title - King Kong	0:31																			
▶ Channel Title - King Kong MP4	0:31																			
▶ Channel Title - Tips for TurningPro: Preparing Resume	14:30																			
▶ Tips for TurningPro: 7 Questions Employers Ask You	13:54																			
▶ Tips for TurningPro: Interview Do's and Don'ts	17:35																			
● Tips for TurningPro: Preparing for an Interview	11:42																			
▶ Tips for TurningPro: Questions You Can Ask Employers	10:09																			
▶ Tips for TurningPro: Understanding Employee Benefits	15:51																			
<p>Step 12</p>	<p>The next time you “update/synchronize” your iPod, the new Tips for TurningPro Podcasts will be downloaded to you iPod.</p> <p>To update download the information to your iPod, you can also click the Update button in the upper left-hand corner of the iTunes Music Store.</p>																			

Appendix – URL for Each TurningPro Audio Sessions

Tips of TurningPro: Preparing Your Resume

www.turningprocareers.com/TPPrepareResumeRSS.txt

Tips of TurningPro: Preparing for an Interview

www.turningprocareers.com/TPPrepInterview.txt

Tips of TurningPro: Interview Do's and Don'ts

www.turningprocareers.com/TPDosDonts.txt

Tips of TurningPro: 7 Questions Employers Ask You

www.turningprocareers.com/TP7Questions.txt

Tips of TurningPro: Question For You to Ask Employers

www.turningprocareers.com/TPQuestionsYouAsk.txt

Tips of TurningPro: Understanding Employee Benefits

www.turningprocareers.com/TPBenefits.txt

Tips of TurningPro: What to do After an Interview

www.turningprocareers.com/TPAfterInterview.txt

Tips of TurningPro: Advantages of Informational Interview vs. Job Interview

www.turningprocareers.com/TPInfoInterviews.txt