How to rip CDs to a MP3 Player

1. **Ripping** is copying digital media content such as music from an audio CD to a digital medium such as a computer or MP3 player or iPod. Sometimes it is referred to as digital audio extraction.

2. Strictly speaking in the UK "if you buy a CD from a record shop, even copying that CD onto your iPod is unlawful unless you have the copyright owner's consent" (BBC quote of copyright lawyer Hamish Porter). But most consumers only want to use their MP3 player to listen to their own CDs (or downloaded audio) in a different environment.

3. There are many software programs you can use to **rip** audio. We shall consider Windows Media Player as that should already be on your computer if you have Windows.

4. Firstly you have to **rip** (copy) the CD tracks to your computer and secondly **copy** them to your MP3 player.

5. Insert the CD into the CD-drive on your computer. It should start playing. Left-click on the **Rip** tab and a list of tracks will be shown. Left-click on the **Rip** tab again and a drop-down menu of options will be shown. Select Format and then mp3.

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6. In a similar way you can select Bit Rate and choose from the speed options depending on whether you want Smallest file size or Best quality (largest file size). You may want to experiment with these and listen to see whether you can hear any difference.

7. Left-click on the **Rip** tab again and select the CD title.
   You may be presented with a **Rip** Options window which allows you to choose whether or not to add copy protection (though this doesn't actually affect mp3 files) and you will have to agree to the copyright statement as well before you can left-click on OK when the **ripping** starts. The tracks will be **ripped** in turn to the **folder** My Music (unless you have set it up for another folder). It doesn't matter if the CD is playing at the time.
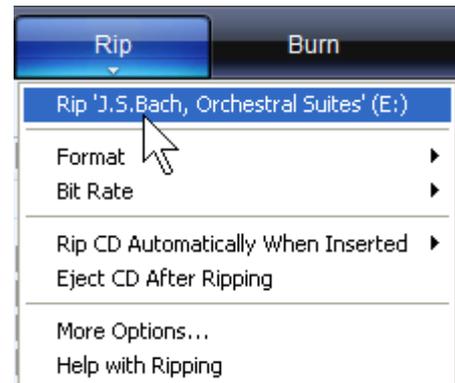
8. You don't have to **rip** all the tracks. You can deselect tracks by left-clicking the box by the track to uncheck it. And you can stop at any time by left-clicking on Stop Rip.
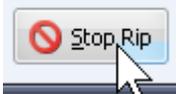
9. You can create a **playlist** which puts the tracks in the order that you want them to be on your MP3 Player. From the folders at the left hand side of the Windows Media Player window you select the music which then shows as a list in the middle and then you drag the tracks you want to the **Sync List** area at the right hand side of the window. Then you sort them into the required order by dragging

them to the required position or Left-click on **Sync**.

Synchronisation is just keeping your MP3 Player up-to-date with what's selected on your computer. You can save this playlist on your computer by left-clicking on the arrow to the right of **Sync List** and left-clicking on Save Playlist As...
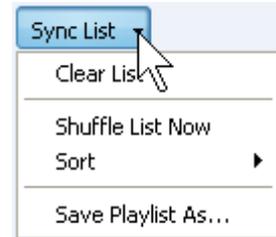
10. To transfer your music to the MP3 Player plug it into the USB port of the computer (using the cable if required). Your device should appear at the right hand side of the Windows Media Player window. A Window may appear if e.g. your MP3 Player is nearly full, in which case follow the instructions. Then left-click on Start Sync and the tracks will be transferred.

11. There are websites such as Napster or HMV Digital where you can download music to your computer **either** as single tracks **or** a full CD's worth. Then you can transfer them to your MP3 Player in the same way.

12. Another source of audio is a podcast. This is a file which contains music or a radio programme or similar which is downloaded from the web onto your computer and can then be loaded onto your MP3 Player to listen to it. For example with the BBC you need to subscribe and you need to download a piece of software first (usually free). To subscribe you will need an Internet connection and a piece of podcast software or an RSS feed reader. The feed **PTO**

is a web address which the software will access each time it wants to check for a new episode.

Refer to the BBC website www.bbc.co.uk/podcasts for more details and left-click on "What is a Podcast?".

13. Podcasts of programmes available are found on the same BBC website, other radio stations, online music stores such as iTunes and lots of other websites.

14. When you have downloaded the podcast to your computer and your MP3 Player is connected you can transfer (**Sync**) the podcast to the MP3 Player by dragging and dropping the file. Select **My Computer** and the MP3 Player should show as Removable Disk or similar (note that the Drive letter 'F:' may be different) ⊞ 🖴 Removable Disk (F:)
You then drag the audio file to the Removable Disk. Alternatively you can Copy and Paste it.

15. Once you start saving music and podcasts to your Computer you will find that they are big files which take up a lot of space and they will take a lot of keeping track of. Databases are available to help with this. You should also get into the habit of taking backups so that if something goes wrong with your computer you will not lose all your music!

16.   Happy listening!