

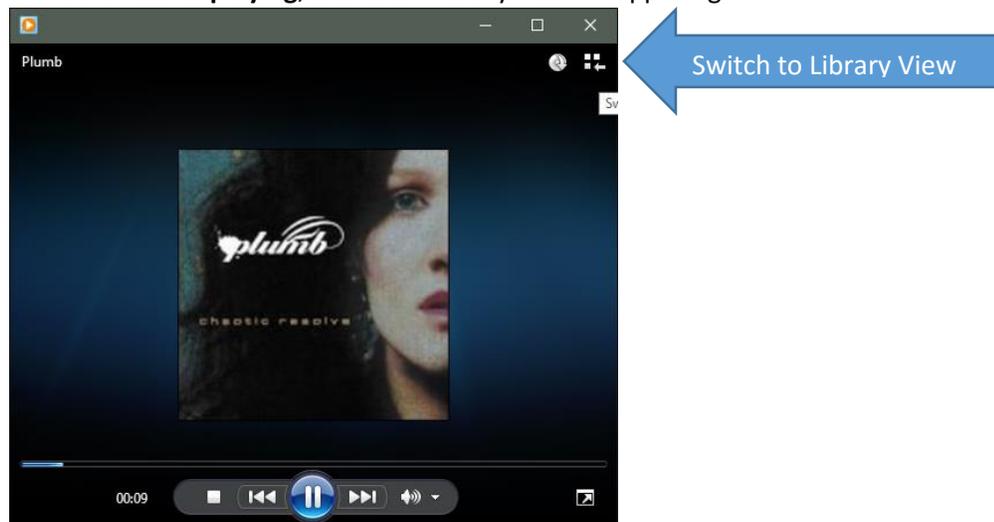
HOW TO RIP AN AUDIO CD WITH WINDOWS MEDIA PLAYER (Windows 7, 8, 10)

by Steve Puffenberger, Advent Media, Inc.

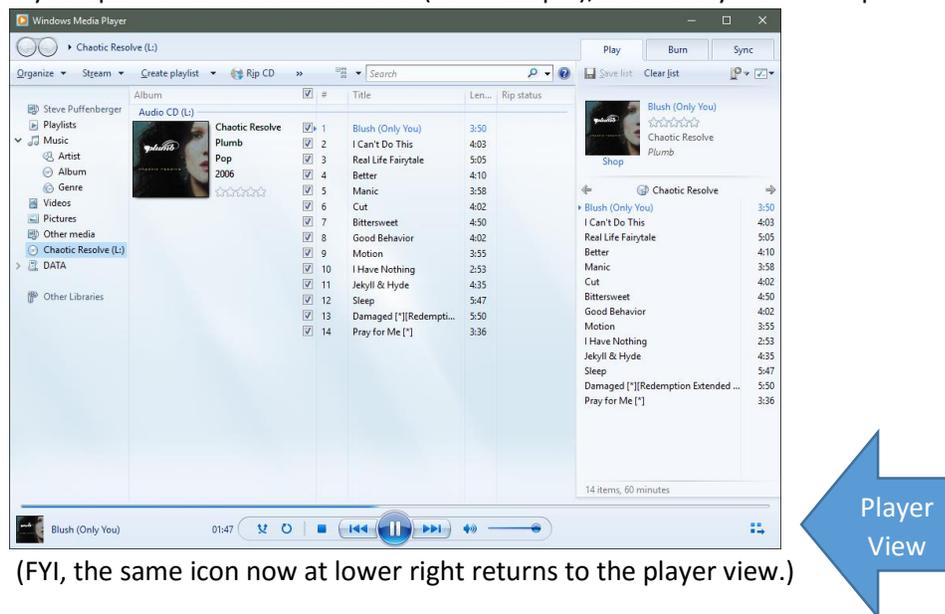
We often have people ask how to get content from an audio CD to digital files that can be used on the computer or a player device. The process is known as “RIP,” and it doesn’t mean to “rip off” the songs. RIP stands for Raster Image Processing, and it’s just another term for digital format conversion.

There are 3rd party apps for ripping disks, but Windows Media Player, built into every copy of Windows, has all the tools you need. Here is how to use it:

1. Insert disk in machine
 - a. If it asks what to do, click “Open with Windows Media Player”
 - b. If it opens another audio player, close it, and click Start | All Programs (or All Apps) | Windows Media Player.
2. In Windows Media Player:
 - a. **If the disk starts playing**, click the “Library” icon in upper right

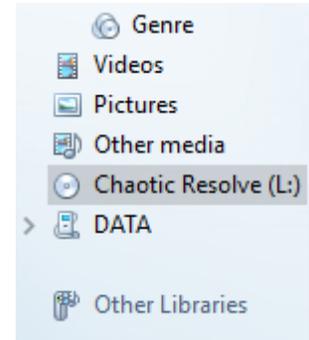


- b. If you open it from the Start menu (“b” in step 1), the Library view will open.

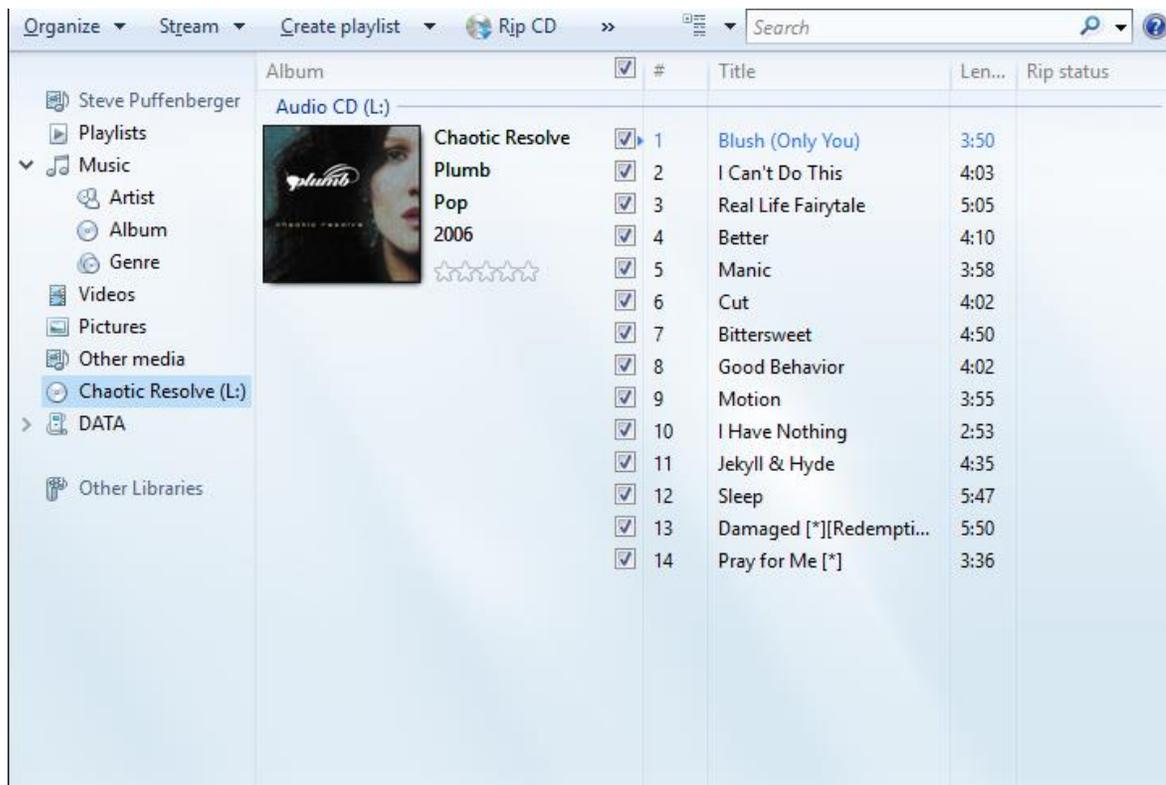


(FYI, the same icon now at lower right returns to the player view.)

3. In **Library View**, if the disk contents are not displayed, click on the CD drive from the tree on the left (in this case drive “L”). It should have the name of the artist. This will spin up the disk and the titles will be displayed.

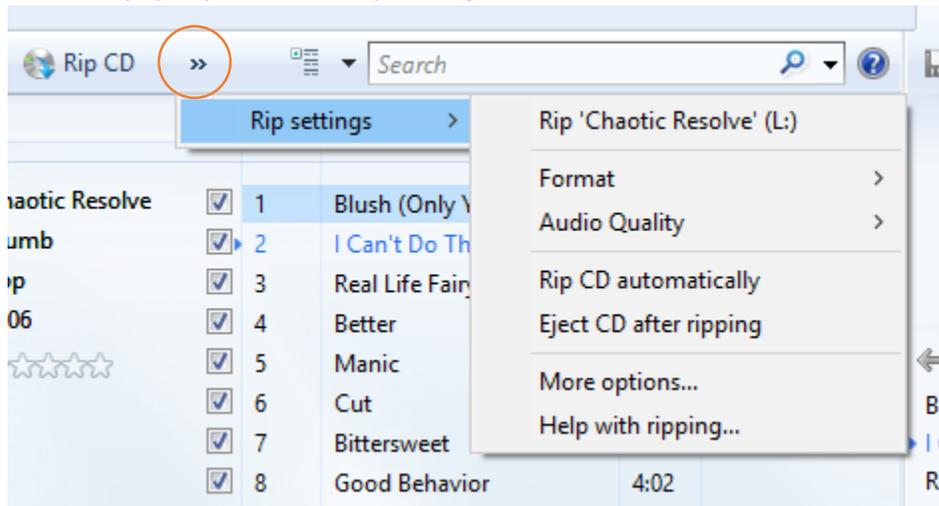


4. When the titles are listed, the checkboxes next to the songs will show that all songs are selected. To deselect a song, click to clear the checkbox. You can deselect all by clearing the box at the top. Of course to reselect a song (or all) click to check the box. Just leave everything selected to rip all songs.



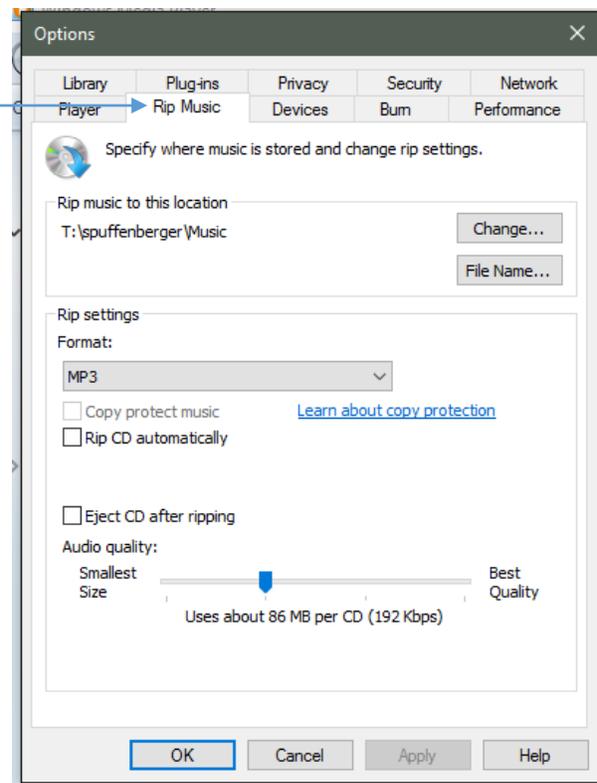
If this is your first time to rip a disk, it's time to check some settings (this is a one-time setup for this computer).

- At the top, click the >> arrows next to “Rip CD.” Then hover your mouse over the “Rip Settings” item that pops up to see the Rip settings selections.

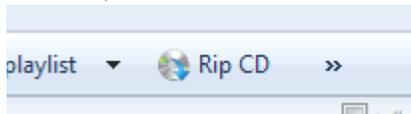


- Click “**Format**” and choose “**MP3**” (which should be default).
- Click “**Audio Quality.**” 192 should be default, and is considered “good.” If you are going to play on high quality audio systems, you might raise that setting but it will increase file size, reducing the number of songs you can put on your device. If you are copying spoken voice recordings like audiobooks, you can lower the setting to save space. Try different settings on a single song at first to see which quality setting best suits your needs. (You can rip as many times as you like. It does not damage the CD.)
- To change the **location** of where your files will be sent (or to check to see where they will be going), click “More Options” and choose the “Rip Music” tab. The default location (your “Music” folder) is displayed. To change it, perhaps to a flash drive, click the “Change” button and select a different folder or drive. **YOU DO NOT HAVE TO CHANGE THIS.** Just know if you don’t the files will go to your Music folder.
- To change how the **file name** will appear on the ripped files, click the “File Name” button. You can then choose how the name will be structured.

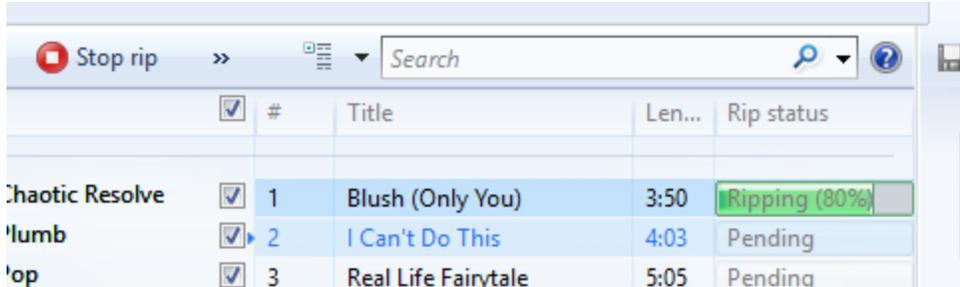
There are other settings you can change in this dialog, but if you don’t know what they are, it’s best to leave them alone.



10. Click “Rip CD.”



It will then show you progress on each title.



11. When finished close Windows Media Player, or insert another disk.

12. You will find your files in your “Music” folder (or the other folder you specified in step 8), under a folder with the name of the album or artist. You may rename the files or folder names if you prefer.

13. Copy the files to your portable listening device

- a. For an iPod, iPad or iPhone, you must connect your device to your computer and access it through the iTunes app in order to load the songs to your device.
- b. For Windows or Android devices, connect your device and copy the files to your device’s music folder, or if the device supports it, copy songs to a micro SD storage card and insert it into the phone. That will preserve phone memory for other tasks.
- c. Windows Media Player also has a “sync” function that will synchronize files with compatible devices. See the help screens for instructions on sync.

WARNING: Due to copyright restrictions, you should NOT upload the songs to a cloud server or social media. Media sharing services (like YouTube) can detect the copyright violation and disable your account or call attention to authorities.

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