RIPPING (COPYING) MUSIC FROM A COMMERCIAL CD TO A HARD DRIVE

There may be times when you will want to copy the music files from a commercial CD to your hard drive. That way you can play the songs from your computer and avoid having to insert the CD each time. Follow the steps below "rip" your favorite songs from your commercial music CDs and store them on your hard drive. If you want, you will then be able to be selective in your choice of song titles and "burn" them to your own CD creation for use in your home or auto sound system.

Definitions:

Burning: Slang term meaning to write data to a CD-ROM. A CD burner is another name for a CD-R drive.

Ripping: A software program that "grabs" digital audio from a compact disc and transfers it to a computer's hard drive. The integrity of the data is preserved because the signal does not pass through the computer's sound card and does not need to be converted to an analog format.

Follow these steps to copy music files from a commercial CD to your hard drive:

1. Insert the commercial music CD into the CD/DVD tray.
2. If an autoplay dialogue box appears, click on **Play Audio CD Using Windows Media Player**. (Windows Media Player is a legacy program that predates Windows 10. However, it can be downloaded and installed from the Microsoft site.)
3. If autoplay does not appear, open Windows Explorer (Windows Key + E key). Right-click on the icon that represents your Audio CD and select Autoplay and then click on **Play Audio CD Using Windows Media Player**.
4. When Windows Media Player opens, click on the button (a large circle with two vertical bars) located at the bottom center of the window. This action will stop the music from playing.
5. Now move to the menu bar and click on **Rip.**
6. You will be able to select the entire album or individual titles. When you have made your selections, click on the **Start Rip** button located in the lower right corner of the window.

7. The target location for the ripped files is a new folder (named for the album) located within your Music folder. These albums will also appear in the Windows Media Player's LIBRARY.
8. Once all your music selections have been ripped, close Windows Media Player.
9. If you wish to rip additional commercial CDs to your hard drive, simply follow steps 1 through 8 above for each album.

Follow these steps to "burn" music from your hard drive to a CD-R.

1. Place a new CD-R in your CD/RW (DVD/RW) drive.
2. If the Autoplay dialogue box pops up, select **Burn an Audio CD.** If Autoplay is not active, go to Windows Explorer (Windows key + E key), right-click on the CD icon and select "Autoplay". Then select **Burn an Audio CD.**
3. This action will open Windows Media Player.
4. From the Menu Bar, click LIBRARY. This action will bring up all the albums that have been ripped and stored on your computer.
5. Drag each album (or individual song) that you wish to BURN to the CD to the pane on the right. Note that as you drag and drop, the available time remaining on the disk is displayed above the burn list.
6. It is possible to delete individual selections from the burn list. (Right-click on the target object to view a context menu that includes "delete".)
7. It is also possible to change the order of the selections by right-clicking on the target object to view a context menu that includes a move function.
8. Once you have arranged the order of your selections according to your wishes, you are ready to select the BURN button in the lower right corner.
9. When all the tracks have been burned, the CD will be rejected from the drive.
10. You now have a homemade CD that contains your favorite selections that will play on your computer, your home entertainment system, or on your car's CD player.