

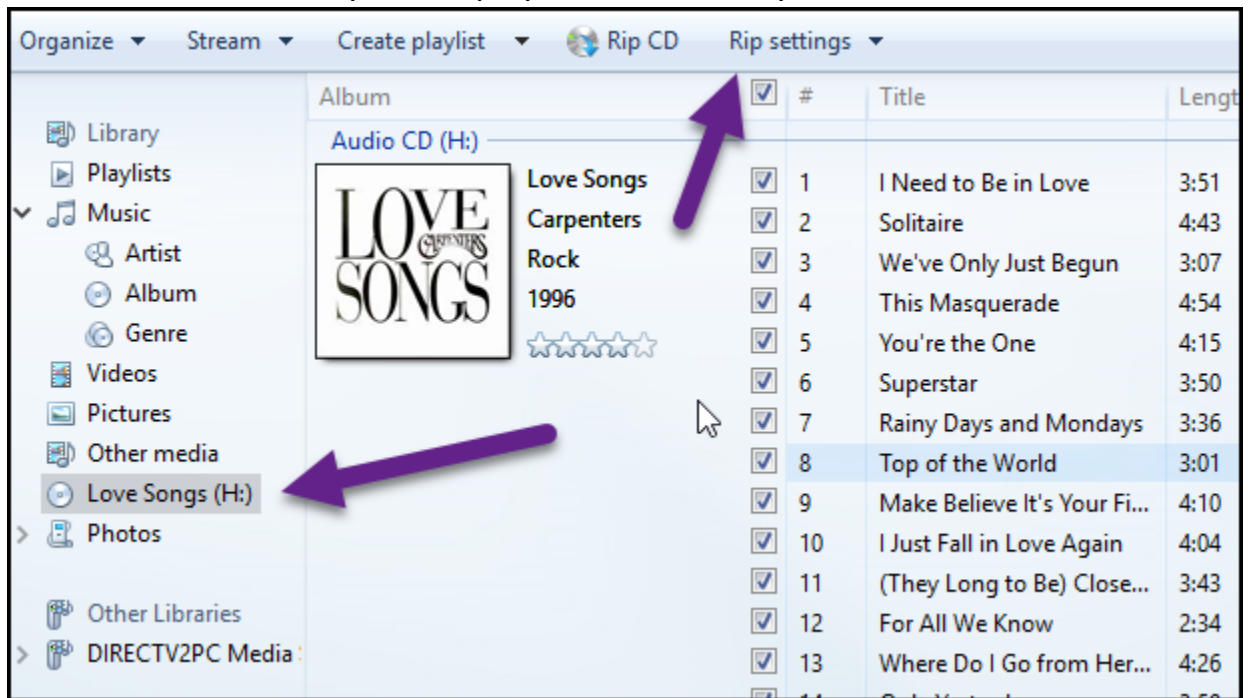
# How to Rip a CD

## Introduction

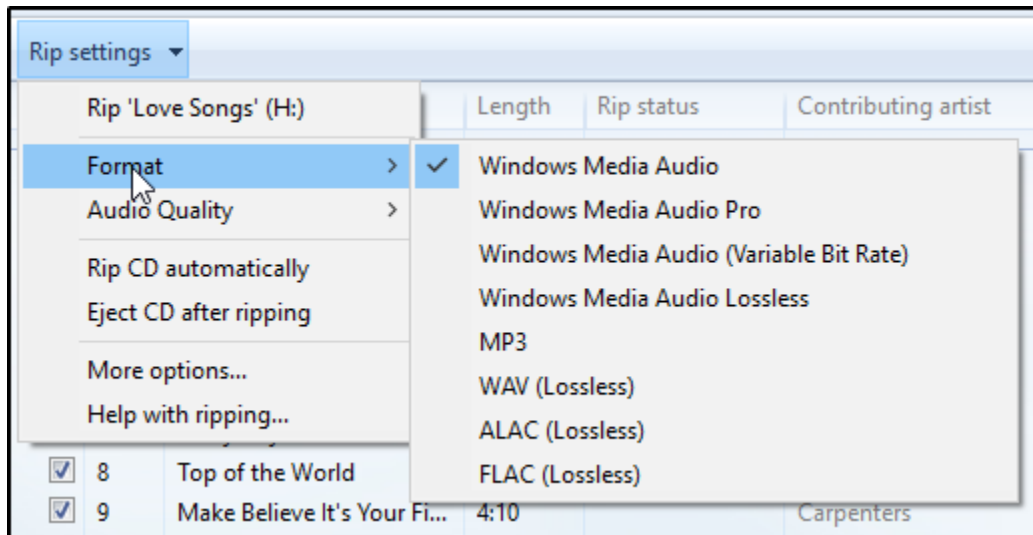
Ripping a CD means extracting the files from the CD and copying them to your hard drive. There are several file formats that can be used but the most common is the MP3 format. CDs can be ripped with either Windows Media Player or iTunes and both will be covered in this document.

## Using Windows Media Player

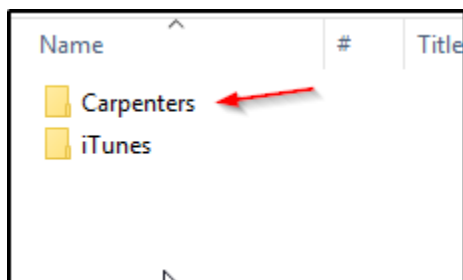
1. Open Windows Media Player. This can be done by clicking Start, scrolling down to Windows Accessories and clicking Windows Media Player. You can also right-click the program, select More and Pin it to the Taskbar. Another way to open it is to click Start and type Media. The Player will show up on the left.
2. Insert a music CD into your CD player. You will see your CD as shown below.



3. Click Rip settings, Format as shown below. This will give you a choice of which file format to use. MP3 is the most flexible.



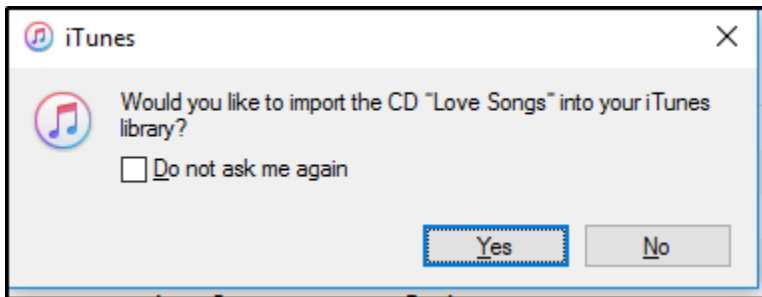
4. After choosing your format you can click Rip CD which will copy all of the tracks to your PC or only check the ones you want.
5. Next, open your Music folder and you will see a sub-folder with the name of the artist. In this case it is the Carpenters. Open this folder to see another sub-folder with the name of the album. The track(s) you ripped will be in this folder.



### Using iTunes

1. Open iTunes
2. Insert a music CD into your CD player.

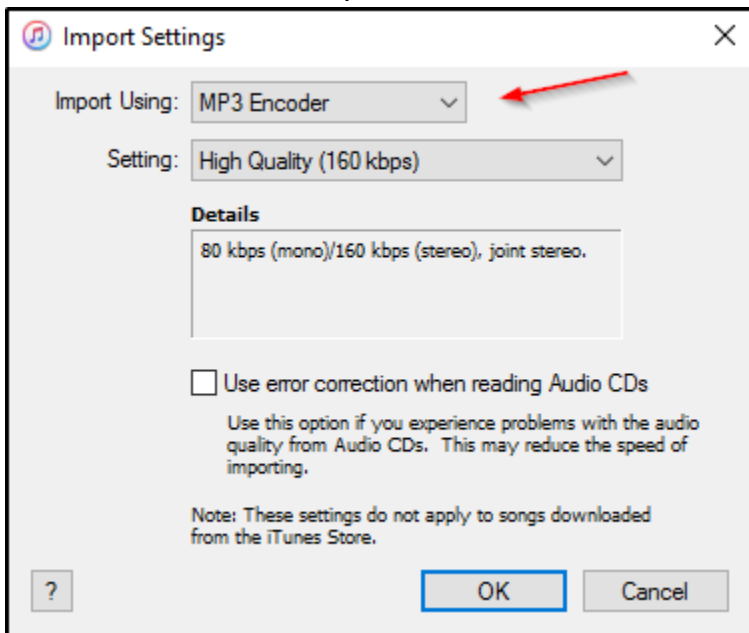
3. You may see a window open as shown below. If you select Yes, all of the tracks will be imported. I usually select No.



4. Next, click Import CD on the right as shown below.



5. In the Windows that opens select the format as shown below.



6. Click OK. You can click Stop Importing at any time.
7. Your imported tracks will be stored in your Music folder as follows:  
*iTunes, iTunes Media, Music, Artist, Album*