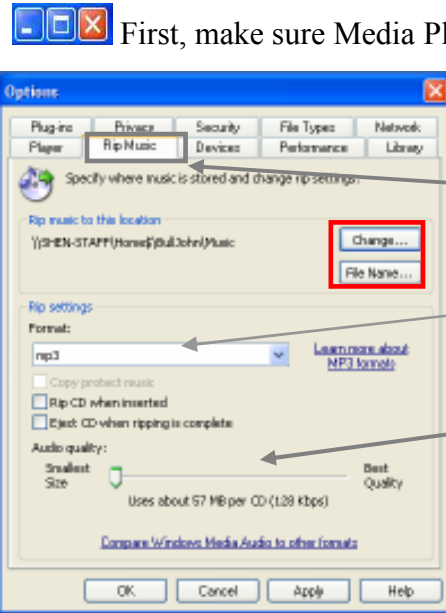


Setting .mp3 Recording Preferences



First, make sure Media Player **maximized** so the menu bar is available (to maximize, click the middle of the 3 buttons in the upper right corner). After becoming familiar with the Media Player interface, use the **Tools** >> **Options** menu to select **Rip Music**. Here you can adjust the quality of the mp3 file.

Also you may want to change the audio format to .mp3 from .wma, as some devices can't read .wma (windows media audio) files.

For PowerPoint and other non-internet based projects, leave it as **CD quality (128 kbps)**. If you intend to record an .mp3 for a website, drop the quality level to **(64 kbps)** or lower, especially if the .mp3 contains only voice with no music.

The most important step is to click on the **Change** button.

Choose the place where you would like to save your music files. Click the + symbol next to **My Computer** then click the + next to the F drive to see more detail. To create a music folder in your F Drive, click the **Make New Folder** button. Click to select the newly created folder. Click **OK**.

Next, click the **File Name** button. The file name for the .mp3 is determined by the information available on the CD and is connected to an internet database. Check the boxes for song title and artist. Look below to see a sample name for the music file. Click **OK**.



Media Player Interface

Library – Categorize your music and organize it into premade playlists

Rip – Take an Audio CD and convert it into .mp3 or .wma

Now Playing – This is where you control the playback of the current media file. You can pause, fast forward, rewind, etc.

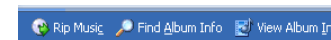
Burn – allows you to take .mp3 files and burn to a disc that will play in CD



Ripping an .mp3 File

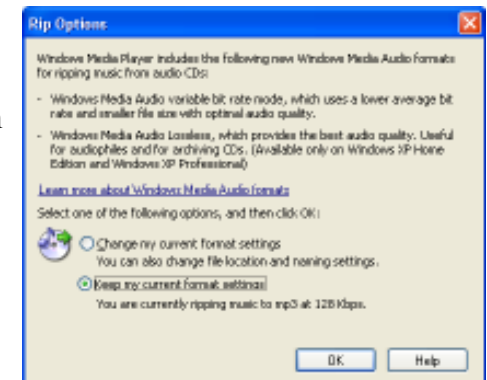
Ripping refers to the process of “grabbing” digital audio from a compact disc and transferring it to a computer hard drive.

Insert an Audio CD into the drive. Click on the **Rip** tab in Media Player. A listing of available tracks should appear. Check the boxes next to the songs you would like to “rip” as .mp3 files (to be saved in the folder specified in the “Setting up mp3 Preferences” section. Note that the names next to them are the same ones that will be used to build the file names.



Click the **Rip Music** button in upper right corner.

If you get the screen to the right, select **keep my current format settings**. Click **OK**.



An .mp3 Primer

Perhaps the most useful purpose of Media Player is to pull (rip) .mp3 files off regular audio CDs. These .mp3 files can then be loaded into portable devices (i.e. Apple iPod or other .mp3 players), put into PowerPoint presentations, archived to disk, used to create compilation disks, etc. All of these functions are perfectly legal as long as you own the original CD and are not distributing the above examples.

A CD that has audio tracks only (like the ones purchased in stores) can only contain approximately 20 tracks or no more than 80 minutes of music. A CD containing .mp3 files can contain hundreds of tracks and hundreds of hours of music. The catch is that .mp3 disks lose some audio quality and can only be used in/on .mp3 compatible players. Most new set-top DVD players are compatible; however most car CD players are not.

MP3s can also be saved to an .mp3 player. MP3 players come in many varieties and can be equated to a walkman. MP3 players work great for joggers because they are solid state (no moving parts), they don't skip, and they consume very little battery power.

Windows Media Player Library

The Windows Media Player library contains links to all of the music files you have stored on your computer. You may also purchase licenses to music from many online stores using the Library feature in Windows Media Player.

To add files into your Media Player Library, click and hold the mouse button on **Add to Library** in the lower left corner.

Select **Add Folder** and choose the folder where you store the bulk of your digital music files (.wma or .mp3 files).

Click **OK** and it will begin adding media files to your library. You may need to repeat this process for each folder that contains files you want in your library.

By Searching Computer...

By Monitoring Folders...

Add Currently Playing Item

Add Currently Playing Playlist

Add Folder...

Add File or Playlist...

Add URL...

Download .mp3s Legally

<http://www.buymusic.com>

<http://www.itunes.com>

<http://musicdownloads.walmart.com/>

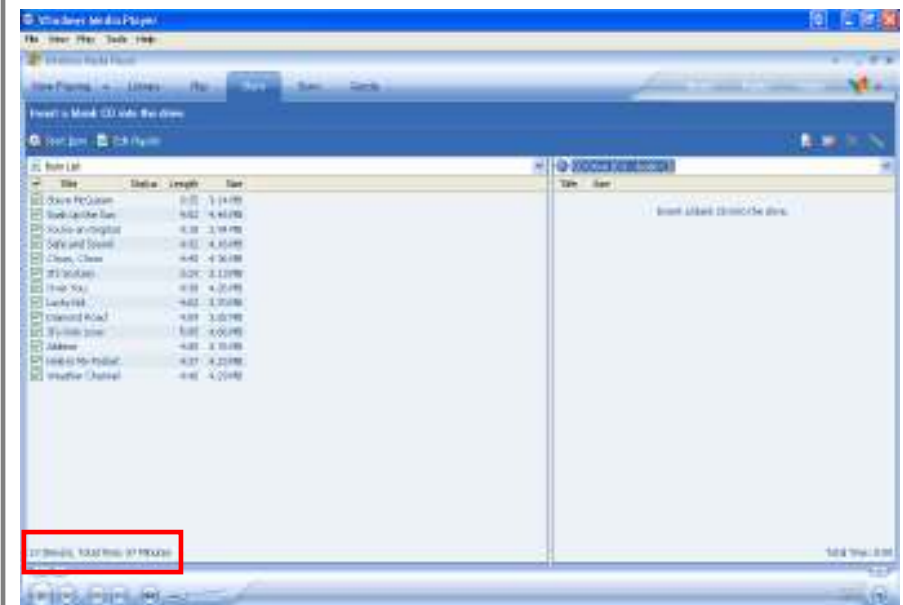
Playing Music

Inserting an audio/mp3 CD should cause Media Player to start and begin playing the tracks on that CD. If another audio player starts automatically and you would prefer Media Player as the default audio player, open **Media Player**, use the **Tools** menu to select **Options**. Click the **File Types** tab. Check all of the appropriate file types (should be all of them) click **OK**.

Making an Audio CD From .mp3s

After ripping your favorite songs from CDs, you now have a library of .mp3 files. If you want to take those .mp3 files and make an audio CD that will work in any player (does not have to support mp3s), here's how...

Insert a blank CD into the computer.



Click **Edit Playlist** on the left hand side. All of the .mp3's that have been added to your library are available for burning onto an audio CD. Select the ones you would like.

Remember that the total time of the CD should be less than **70 minutes** of audio.

Click **Start Burn** to make your audio CD.