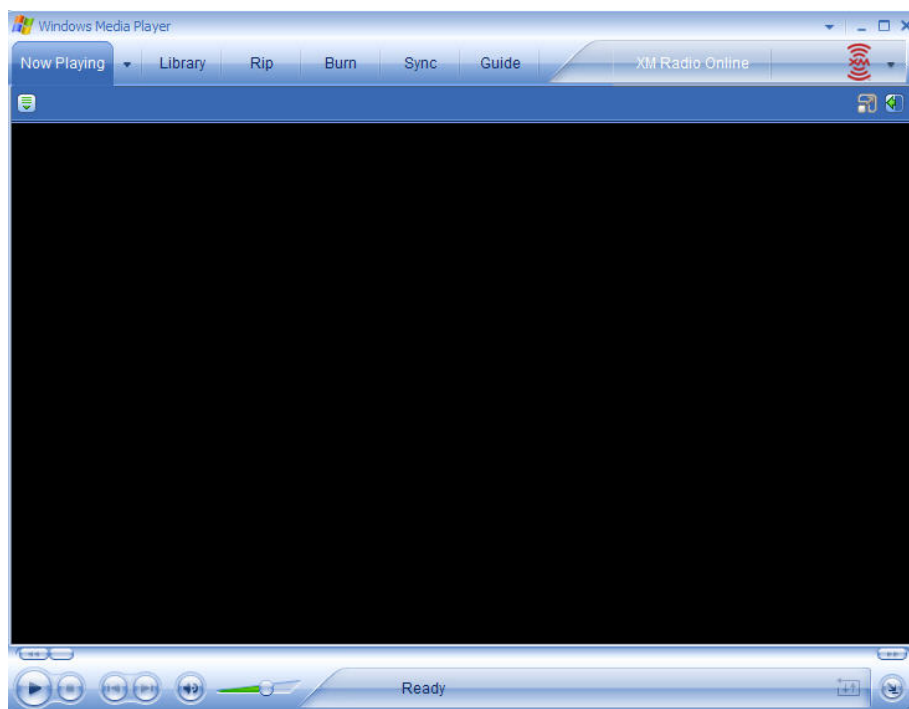


***Ripping an Audio CD to MP3
For use in WebCT
Using Windows Media Player***

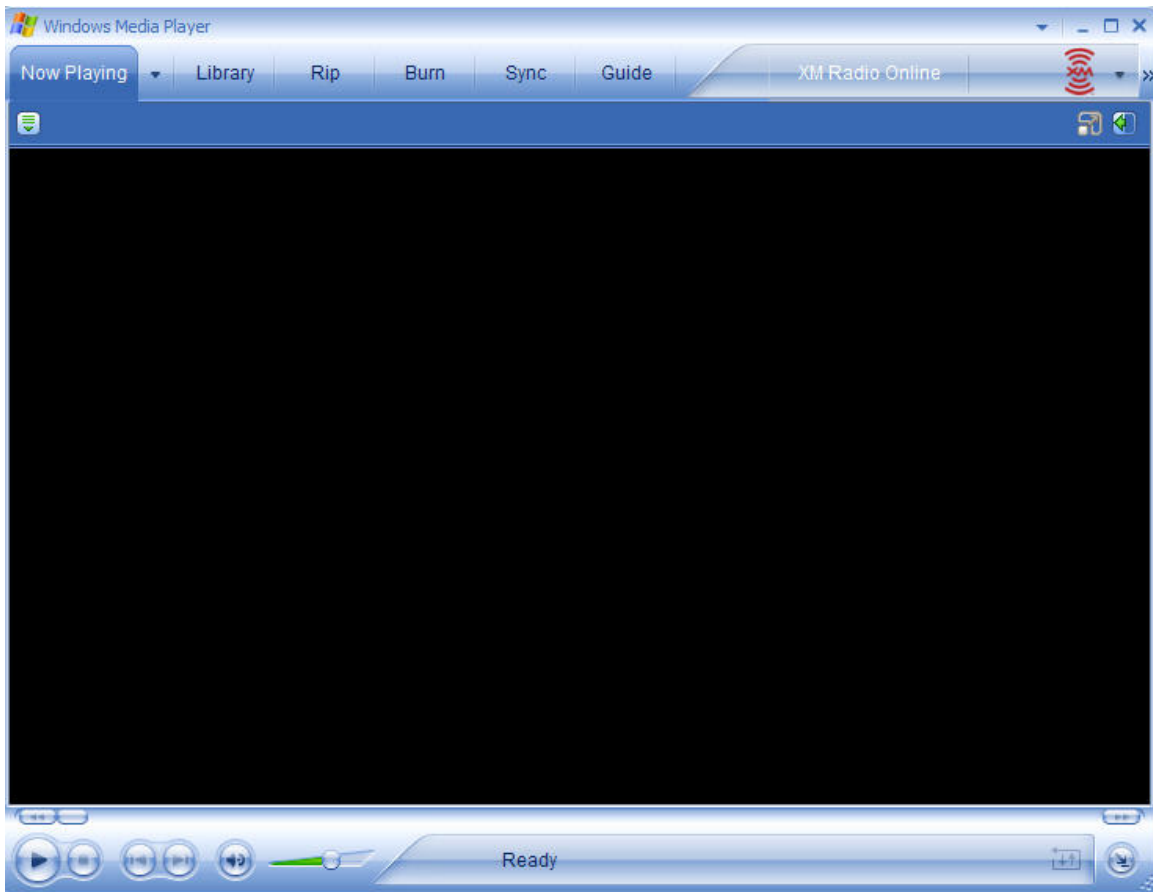


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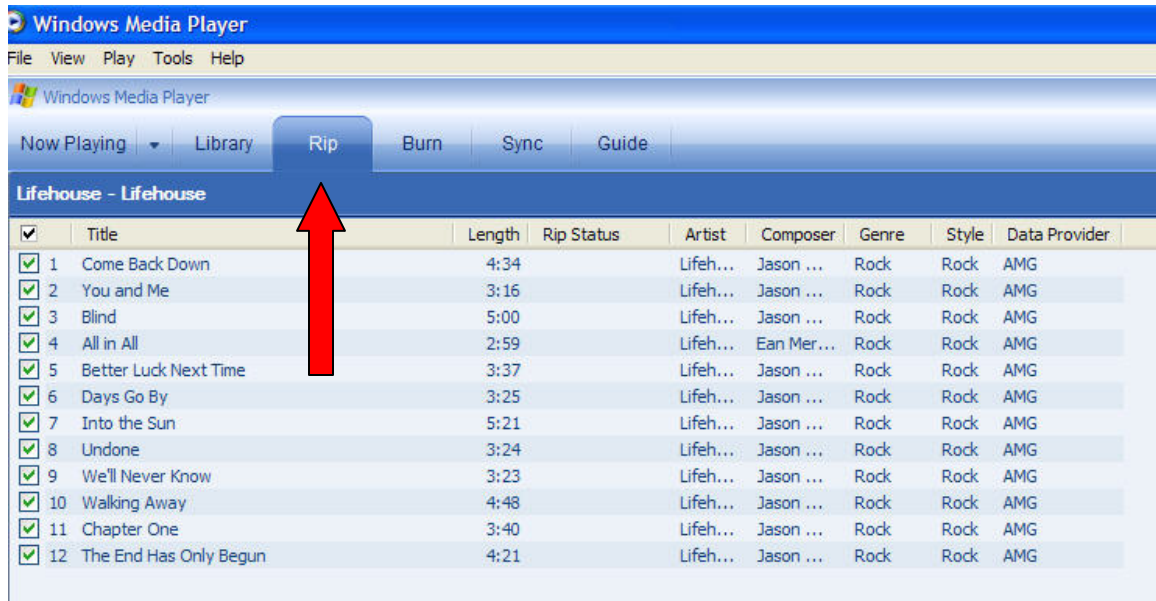
Things you will need:

1. Audio CD with Publishers permission to use their audio on the Web in WebCT.
2. Your Laptop or computer with Internet Access for loading files into WebCT.
3. Time and Patience...This is not an instantaneous process and has NO shortcuts.

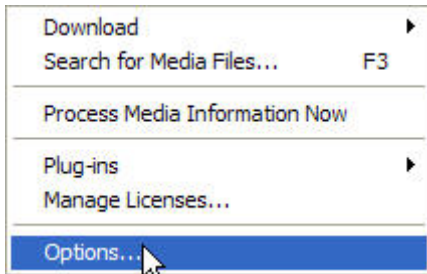
Turn on computer and launch Windows Media Player.



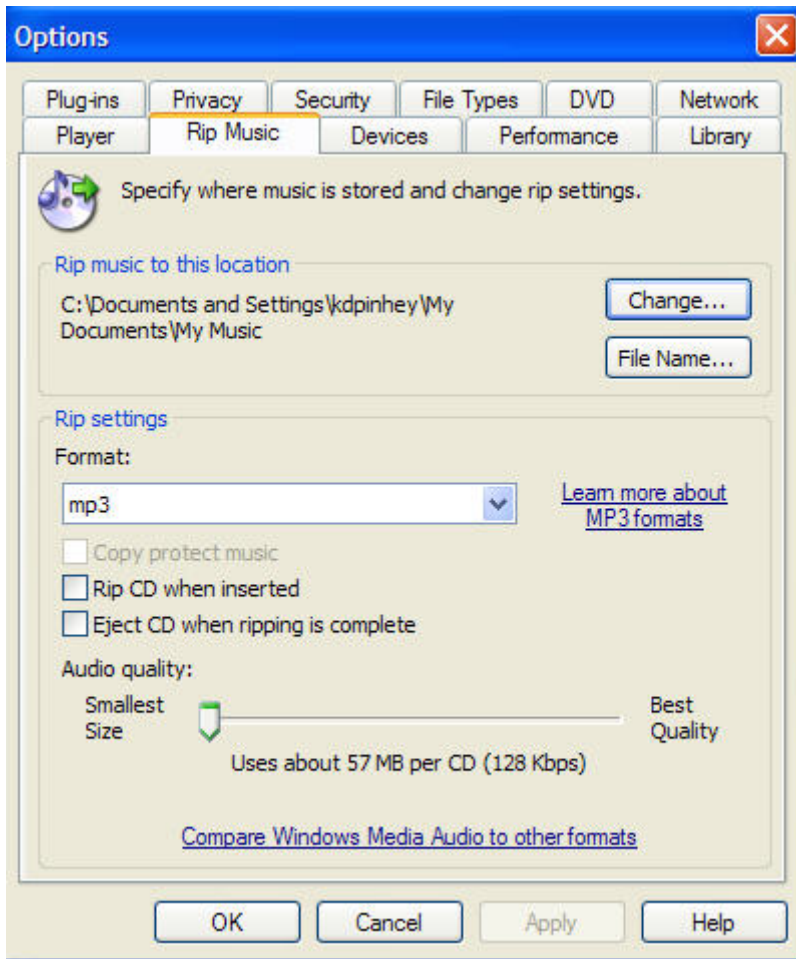
Insert Audio CD in machine.
Click on the Rip Tab



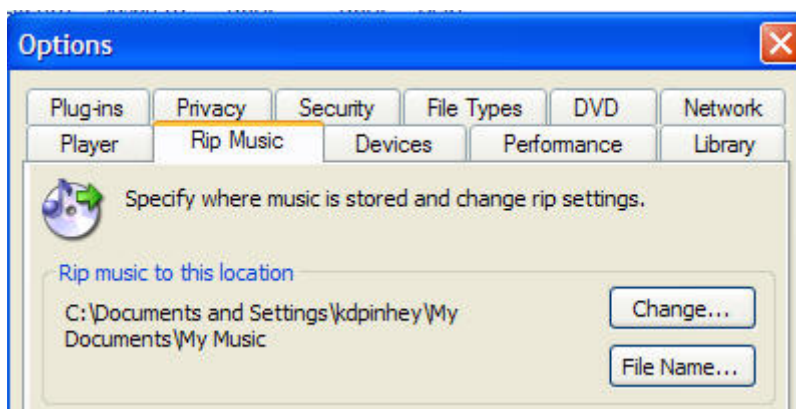
Left Click on the word Tools, on the dropdown menu left click on Options.



A new window will open with several folders; left click on Rip Music Tab

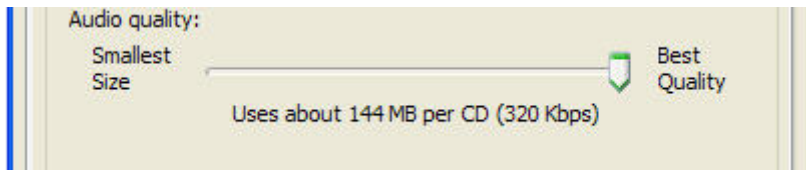


Set the location for the new MP3 files to be stored.



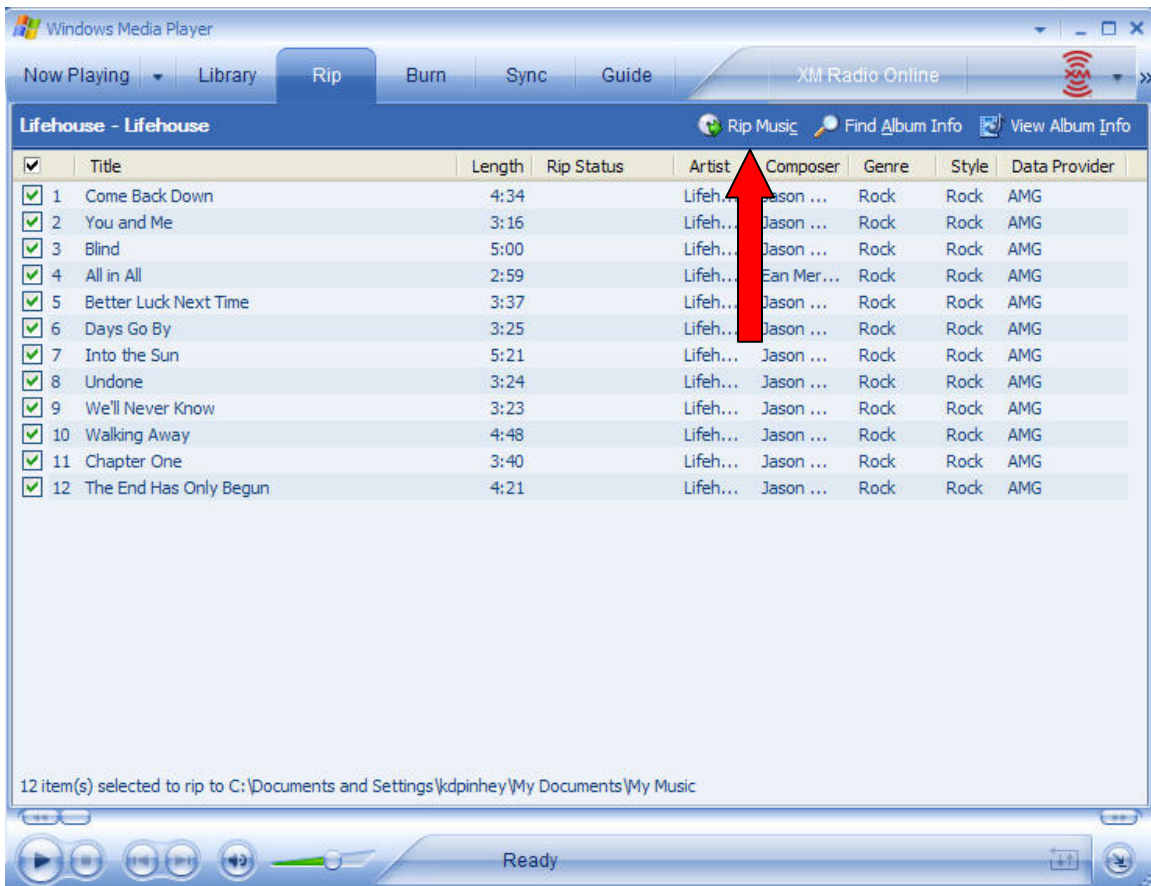
Set the type of file to be ripped to MP3
Then set the Quality to the desired level.

- Lowest level can be used for voice (this saves space)



- Highest level is for Music (larger files)
- Left Click OK when done.

You are now ready to rip the audio tracks.

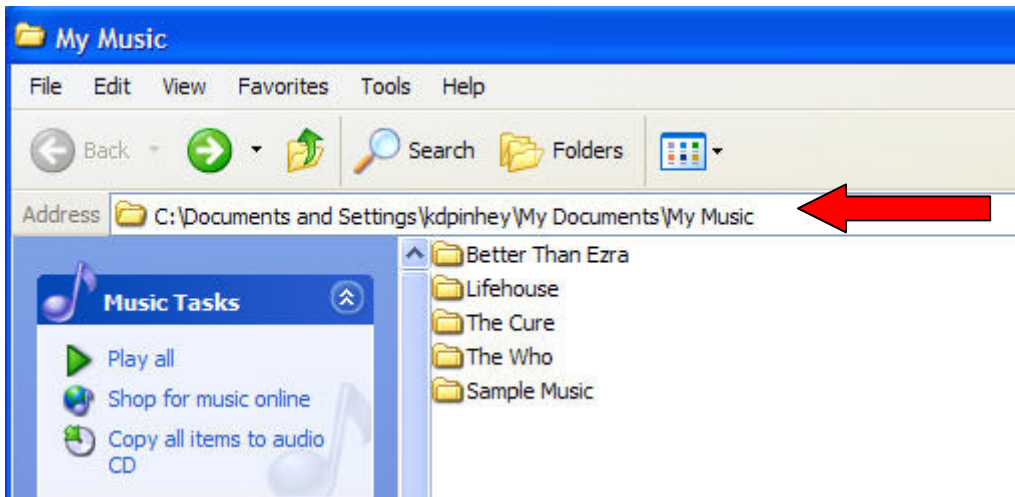


Select tracks to be ripped by putting a check mark next to them. Then click on Rip Music (arrow indicates location).

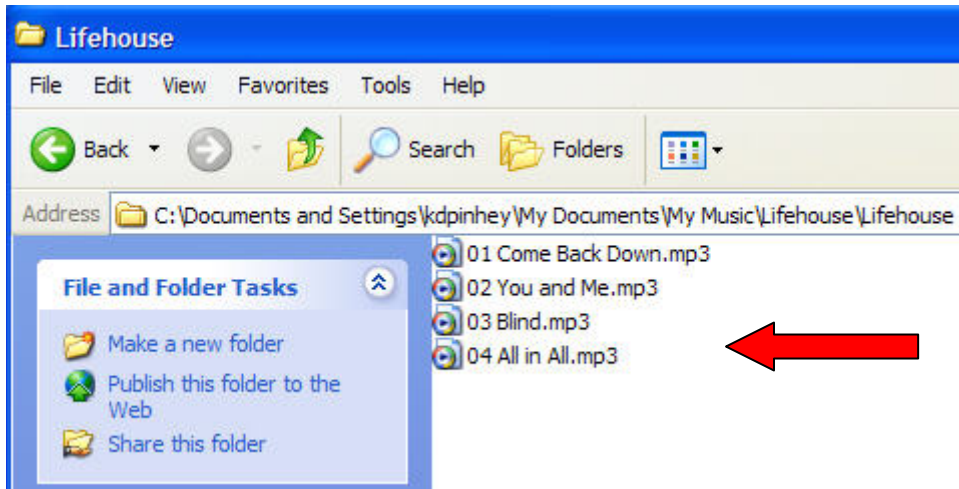
The following picture shows ripping in progress.



When the ripping process is done you can view, rename, move, copy, and delete etc your new files. Remember where you stored them!!!



Open the folder containing your music and or voice MP3's



This is where you may rename etc. All these files will play in Windows Media Player or any other MP3 player that you may have.

Next lesson will explain how you can upload these into WebCT for your classes!