



# digitization station

DIGITIZING AUDIO CDs



North  
Vancouver  **City Library**

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# DIGITIZING AUDIO CDs

## With Windows Media Player



The Digitization Station uses Windows Media Player to convert Audio CDs to digital files, which you can then transfer to your personal storage device.

**Important Copyright Note:** by using the Digitization Station you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that North Vancouver City Library will take no responsibility for any copyright violations you may incur as a result of using the station, its equipment and/or software.

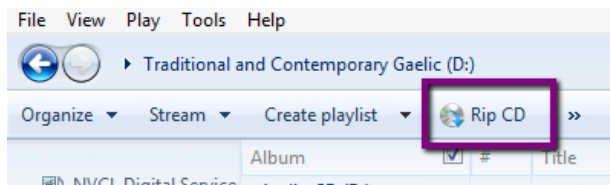
### PART I: SET-UP

1. Open Windows Media Player
2. Insert the CD that you want to copy into the slot on the right side of the computer **with the label side towards you**.
3. The disc may automatically begin playing in Windows Media Player. Press Stop or Pause if you don't want to listen to it (you can listen while you rip and burn if you wish).

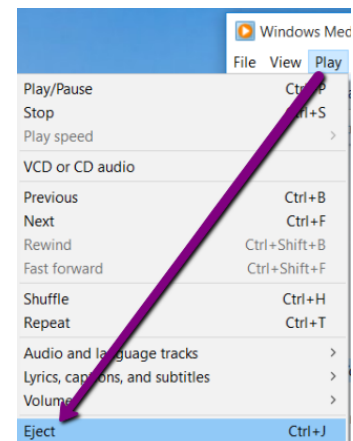
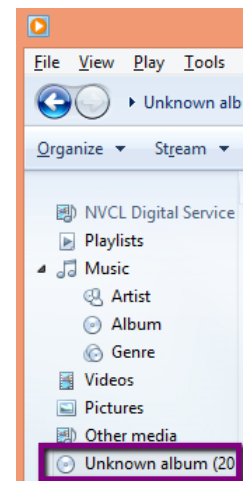


### PART II: COPYING THE DISC

1. **Select the CD** from the menu on the left side of the screen by clicking it once
2. Click the **"Rip CD"** button on the menu bar at the top right of the screen above the list of songs on the album:



3. When Windows Media Player has finished copying the disc, you can eject the CD. Click **Play** from the menu at the **top left** of Windows Media Player, and select **Eject**.



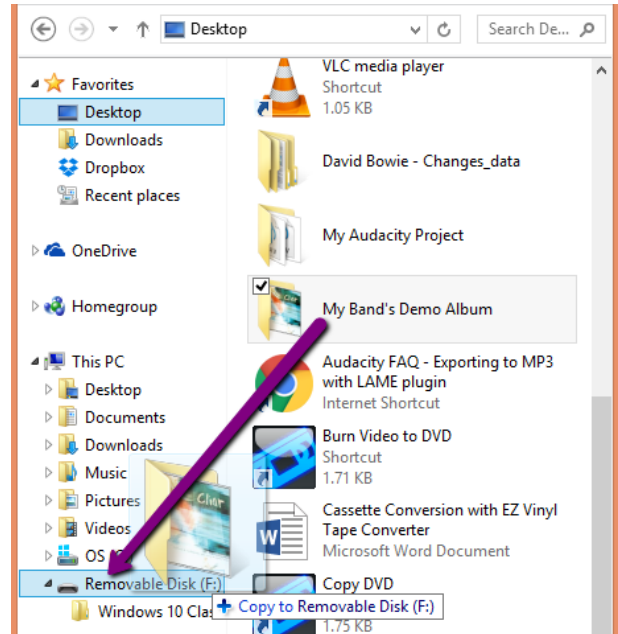
## PART III: TRANSFERRING THE FILES TO YOUR PERSONAL STORAGE

Windows Media Player saves all copied files to the Desktop by default, but the Digitization Station will not store your files once you've logged off, so you'll need to **make sure you've saved them to your own storage device** or upload them to cloud storage before you log off.

To transfer your files, plug in your storage drive to the USB port on the left side of the PC. Then click the **File Explorer**. You should see your storage device listed under "This PC" on the left menu – it may just say "**Removable Disk**."

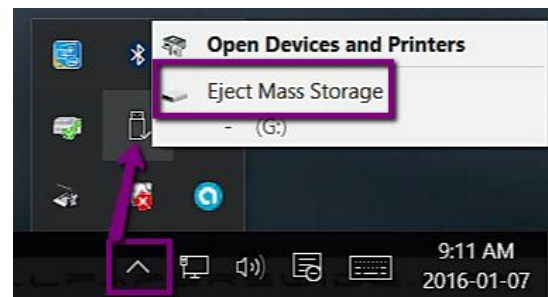
Once you've located your storage device, click on the **Desktop** to view the files you copied – Windows Media Player will save them to a folder.

Click once on the folder to select it, and hold the button on the mouse. Then **drag and drop the album onto your Removable Disk**. Windows will begin copying the files to your disk.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the "Safely Remove Hardware..." icon and choose "Eject Mass Storage."

Then you can remove your storage device and enjoy!

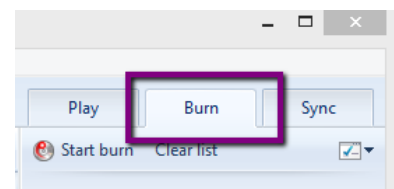


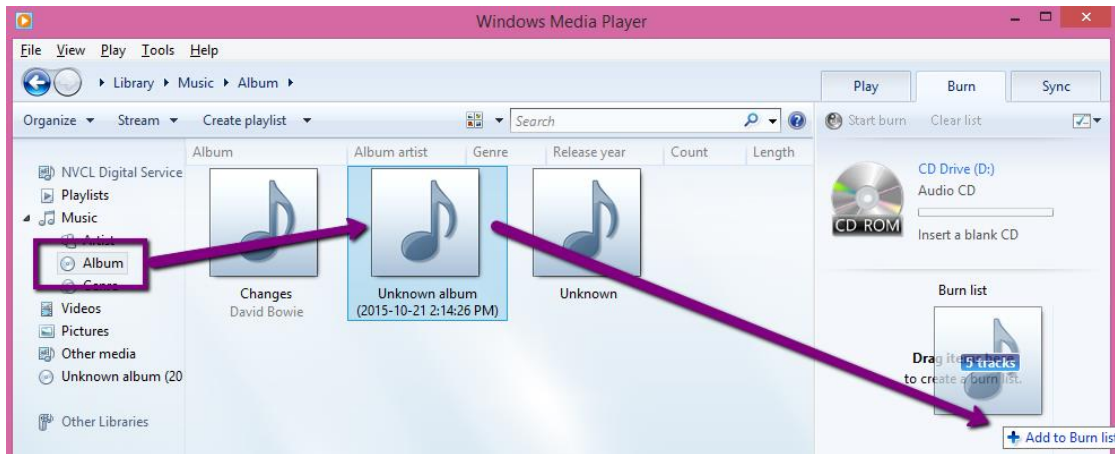
## PART IV: BURNING THE CD TO A BLANK DISC

To make a copy of the CD you have converted, insert a blank CD into the slot at the right side of the PC with the label side facing towards you. Then select the **Burn** tab at the top right of the Windows Media Player screen.

### 1. Create a List

Next, you need to create a list of the tracks that you want to burn onto your CD. Click on the **Album** link (under **Music**) in the left hand column. Find the album that you want to burn, click on it once and hold down the mouse button; then drag and drop it into the "**Burn List**" area in the Burn tab.

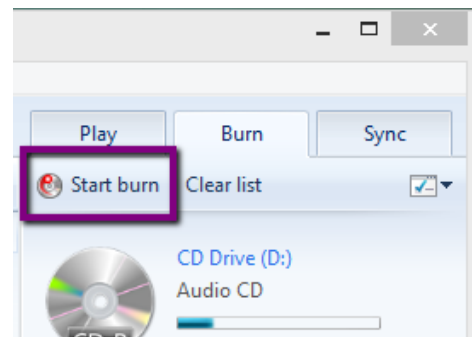




You'll then see all the tracks from your album in the **Burn List**. If you want to add more tracks to the CD you are creating, you can use the same instructions as above to add additional albums/tracks.

## 2. Start Burning

With your blank CD in the drive with the label side facing you, click **Start Burn** just under the burn tab and Windows Media Player will begin copying your tracks to the CD.



When it's finished, you can eject the disc by selecting your CD on the left navigation menu, then clicking **Play** and choosing **Eject**.

