Ripping Audio CDs:

1. Insert the audio cd into your cd drive.
2. Open Windows Media Player. You may have a Media Player shortcut icon for this on the bottom of your screen.

3. In Windows Media Player, click Drive e: to see the contents of the audio cd.
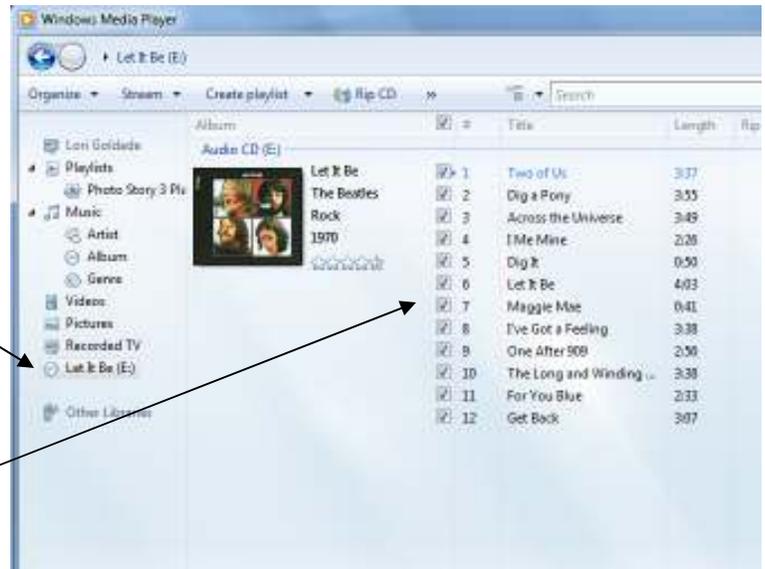
4. Place a checkmark next to the songs that you'd like to rip into your Windows Media Player library.

5. Once you've selected the songs, click "Rip CD".
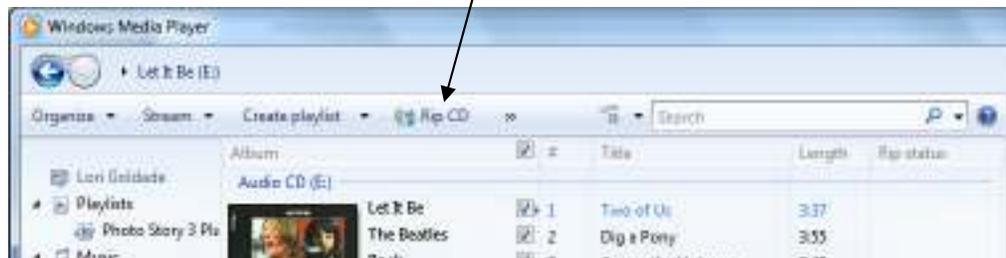
6. When the process is complete the Rip Status will read "Ripped to Library".

Creating a Playlist:

1. In Windows Media Player, click "Music" to see your entire library.

   --You can also click "Artist", "Album", or "Genre" to sort your music.

2. For any songs that you'd like to add to your playlist, click and drag the song to the playlist window on the right.
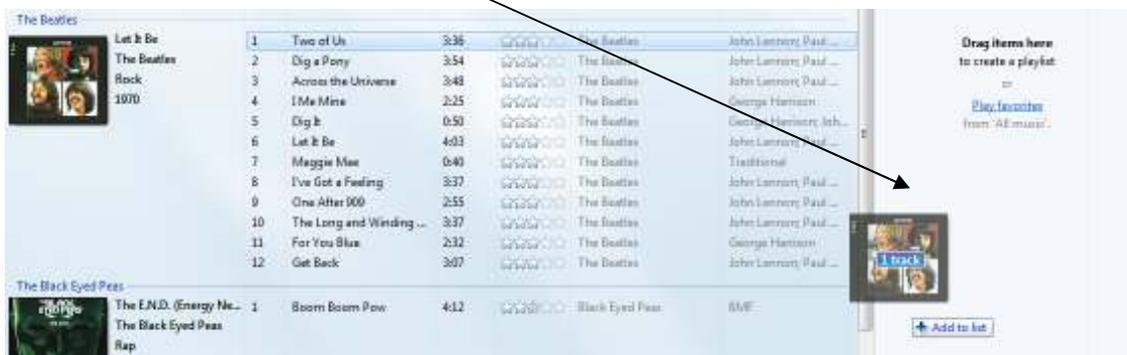
Repeat this step to continue adding music to your playlist.

3. Once you've created your playlist, you can reorder the songs by dragging them to the desired location in your playlist.

4. Click on "Untitled Playlist" to change the name of your playlist.

5. You should now see your playlist in the list on the left.

6.   If you want to create an additional playlist, click "Clear List" (on the right side of the
Windows Media Player window).

Burning a CD from Windows Media Player:

1. Insert a blank cd into your cd drive.

2. On the right side of the Windows Media Player
    window, click the "Burn" tab.
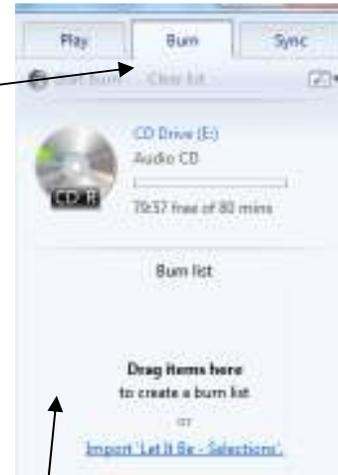
3. From the Playlist listing, drag the playlist into the Burn List window. You can also create
    a new burn list by dragging individual songs into this window.

4. When your playlist is ready, click "Start Burn".

    During the burning process, you'll see a progress
    bar.

5. When the burn process is complete, the disc drive will open.