

Your Digital Music library

Please find enclosed your new Digital Music Library – you are now just a few clicks away from enjoying your collection on your music player.

You'll find a few items in this carton:

- Your original CDs
- DVDs containing your new digital music files and an external hard drive or music device (if ordered)
- This document

We have tried to make it as easy as possible to use your new files, but remember if you have any questions, or need any help, please call us at 1.866.391.8447

In addition, please visit our dedicated customer resource pages at <http://rip.geeksquad.com>

Once again, we thank you for your business and we wish you many hours of great listening with your new music files!

Using your library

If you chose to have your music files delivered directly onto your device, then this part is simple – sit back, relax and press play!

If you ordered an external hard drive, let's get it installed onto your computer.

In the external HD box you will have received:

- The hard drive itself
- A USB cable
- A power supply
- A Driver Disc (optional)

First, plug the hard drive power adapter into an outlet – be careful to not force the small cable into the unit.

Now, follow the instructions for your particular computer operating system:

For MAC OS 8.6/9.X/10.X/OSX and above – plug the USB cable into the hard drive and your computer. Your system will automatically install your new drive and you are ready to go!

For Windows ME/2000/XP/Vista – plug the USB cable into the hard drive and your computer. Your system will automatically install your new drive and you are ready to go!

For Windows 98/98 SE – insert the supplied CD ROM into your CD drive. Select from the submenu under the 'USBIDE' relevant to your system. Double click setup.exe and follow the steps displayed on screen. Once finished, plug your hard drive into your PC with the supplied cable and it will be automatically installed.

You can now read the drive like any normal hard disc and you can play the files, import them to your music program or transfer to your device – see section 5 and 9 depending on your software for further help.

Using your DVD's

If you chose to have your files delivered on DVD, then let's start by copying the files onto your computer:

1. Before you start

Before you start transferring and using your files, let's get a few items together that you will need:

- Your DVD's
- Your Music device (optional)
- The connecting cable supplied with your device (optional)
- Music library software such as iTunes <http://www.apple.com/itunes>

2. Make sure you have enough room

Depending on the age and specification of your PC, you may not have enough room on your hard drive for all of your new files.

- First, let's work out how much room you need – each DVD holds around 4.5 GB (gigabytes) of files, so:

- Number Of DVDs x 4.5 = the total space you require

- Next, let's check how much space you have left:

PC:

- Double Click the 'My Computer' icon on the desktop
- Find your main drive (in most cases this will be the 'C' drive)
- Right click the drive
- On the menu that appears click properties
- Windows will now tell you how much space you have left

Mac:

- On your desktop, right-click on the icon for your internal hard drive (usually called "Macintosh HD") and choose "Get Info"
- The amount of available space on your hard drive is listed at the top of the resulting window.

- Finally, make sure that the space left is greater than the total size of your music files.

3. Load it up!

If you are using Apple iTunes then skip this section and go directly to the next section.

- Place the first DVD into your DVD drive
- Double click the 'My Computer' icon on the desktop
- Double click the icon for your DVD drive – it will say 'My Library' next to it
- Now you will see all of the folders by Artist containing your music files
- Go to the menu and click 'Edit' then 'Select All'
- Again, go to the menu and click 'Edit' then 'Copy'
- You can now close this box
- Using your shortcuts, go to your 'My documents' folder, and then open your 'My Music' Folder
- Right click anywhere in the white space of this folder and select 'Paste' from the menu that appears
- Now just sit back and wait for a few minutes while all of the files are copied to your computer's hard drive
- You are done! – Double click any file to play it in your default player

4. Importing your files to iTunes

You can import an audio file (or all the audio files in a folder or from your DVD library) into your iTunes library.

- To import an **individual** audio file, choose File > Add File To Library, then locate the music file you want added to your library.
- To import **all** the audio files in a folder, choose File > Add Folder To Library, then locate the folder containing the audio you want added to your library. The My Music folder (inside the My Documents folder) is often the default location for song files imported into other applications.

By default, adding songs to your iTunes library places a pointer to each audio file in the iTunes Music folder; the original file remains in the current location.

5. Getting them on your player

By default, iTunes is set to update iPod automatically. When you connect your iPod to your computer, iTunes opens, then transfers all selected songs in your library and playlists to your iPod, and erases songs from iPod that aren't in the iTunes music library. If you add additional songs to your library during a session and want to add them to iPod, choose File > "Update songs on iPod."

6. Ripping a new CD into your collection

You can import songs from your CDs into your iTunes library. Imported songs are encoded and stored on your hard disk so you can listen to them without having the original CD. The default-encoding format is AAC.

For the best performance and results, use the computer's internal CD or DVD drive to import songs.

1. Insert an audio CD in your computer. After a moment, the songs on the CD are listed in the iTunes window.
2. Click to remove the checkmark next to any songs you don't want to import into your library.
3. Click the Import button to add the selected songs to your library.
4. The display area at the top of the iTunes window shows how much time it will take to import each song. To cancel import, click the small X next to the progress bar.

By default, iTunes plays songs while they're being imported. You can click the Pause button to stop playback, or continue to use iTunes for other tasks; the import will continue. You can also stop iTunes from playing songs automatically by deselecting the "Play songs while importing" checkbox in the Importing pane of iTunes preferences.

If the songs you import have popping or clicking noises when you play them in the iTunes library, choose Edit > Preferences, click the Importing tab, and select the "Use error correction when reading Audio CDs" checkbox. Then try importing the song again.