See page 2 for Download and Set-Up Options for CDex.

Ripping CD Audio Records using CDex

Before beginning this process, make sure to create a file folder in the Electronic Records Repository (see 2) for the record series.

1. To start CDex, go to "Start" in the bottom left corner of the desktop, scroll to "Programs" and select CDex.

2. To specify the directory, select "Options" and then "Settings." Click on "Directories and files" on the left hand side, and under "Recorded Tracks," set the directory to the previously named series folder (in the "1303023" format) located in the directory:

   \\libsysdigi\Archives\Electronic Records Repository\UA\Unprocessed

   (or the similar folder in the ALA directory). Click OK.

3. Place the CD into the DVD-R/W drive. Give CDex a few moments to process the data.

4. Under "Album," create a label as it will be in the directory. This is usually in a "CD#_Title_Date" format.

5. Make sure all tracks you wish to rip are selected.

6. In the row of images on the right, select the top image that looks like . This extracts CD tracks to WAV files directly into the default directory.

7. Once the ripping is complete, CDex will automatically eject the CD. Repeat steps 3-6 for multiple CDs in a series.

Download and Set-Up Options for CDex

Note: steps 1 and 2 must be done using an administrator's log-in.

8. Download CDex from http://cdexos.sourceforge.net/?q=download

9. In order for all users to access CDex, Nero BurnRights must also be installed. Information about this program, and a download link, is available here:

   http://visibleprocrastinations.wordpress.com/2008/03/26/nero-burnrights/

   and here:

   http://johnbokma.com/mexit/2007/01/30/nero-burnrights-installing-and-configuring.html

Once programs are installed, the following set-up can take place from any user account.

3. To start CDex, go to "Start" in the bottom left corner of the desktop, scroll to "Programs" and click on CDex.

4. Select "Options" and then "Settings."   Under "Directories and files," enter "%2\%3" in the "File Name Format" to specify Album and Track Number.

5. In this same page, set the "Recorded Tracks" directory to:

   \\libsysdigi\Archives\Electronic Records Repository\UA\Unprocessed

   (or similar file setting in ALA directory).

6. Select "CD Drive settings" located on the left. Make sure the "CD-ROM Type" is set to generic. Under "Ripping Method," select "Paranoia, Full."

7. On this same interface, check the following options:
   Eject CD when ripping has been completed
   Select all CD tracks (by default)
   Use CD-text (if available)
   Lock CD during extraction
   Use Native NT SCSI library

8. Select "Encoders" located on the left. "Thread priority" should be set to "Highest." Under "Encoder," select "WAV Output Encoder."

9. On this same interface, the "Encoder Options" should be set as follows:
   a. Format=WAV
   b. Compression=None (PCM)
   c. Samplerate=41000 Hz
   d. Channels=Stereo
   e. check "On-the-fly encoding"

10. Click OK. CDex is now ready for archival ripping.