Welcome to RioPort Audio Manager Online Help

What do you want to do?

»   Get started
»   Work with the Playlist
»   Copy from CD
»   Transfer music to a portable player device
»   Visit the Internet to get music
»   Learn about the menus
»   Find more information on RioPort Audio Manager

Getting Started

Welcome to RioPort Audio Manager, the quick and easy way to manage and play music files on your computer or your portable player device.

This section introduces RioPort Audio Manager and shows you how to navigate its windows and dialog boxes. You'll learn what RioPort Audio Manager can do for you. You'll also learn where to go for more detailed, step-by-step instructions for working with RioPort Audio Manager, and how to find quick help as you work.

What do you want to do?

About RioPort Audio Manager

Navigate RioPort Audio Manager

Where to go from here

About RioPort Audio Manager

RioPort Audio Manager lets you create, organize, and play song lists on your computer disk, and then transfer those song lists to your portable player device. You can add songs to your song database in three different ways: you can record songs from a CD, download songs from the Web, or add song files which already exist on your hard drive. You can use the Search Hard Disks for Songs command on the File menu to scan your hard disks for song files, or you can drag song files directly from a Windows file list (like Windows Explorer) into RioPort Audio Manager. The songs are added to your song database so you can create your own song lists by selecting and organizing the songs. You can save these song lists as albums for future access. If you own a portable player device, you can connect it to your computer and transfer songs and albums from your database to the portable player device.

You can also use RioPort Audio Manager to keep track of information about the songs and albums in your database. Besides tracking the title and artist for a song or album, you can record details such as its genre, the year it was released, who wrote it, and notes about the song or album. Additionally, you can assign a rating or category to the song to allow you to organize your music more effectively. RioPort Audio Manager allows you to completely personalize this information by providing six custom fields with which you can track any additional information which is not covered by another field.

What you can do with RioPort Audio Manager

- Add music to your song database by recording from an audio CD. See Copy from CD for instructions.
- Add music to your song database by downloading music from the Web. See Visit the Internet to get music for instructions.
- Create a song list. See Add songs to the song list for instructions.
- Create a custom album of selected songs. See Create an album for instructions.
- Play songs and albums from your database. See Play a song and Play an album for instructions.
- Assign categories to songs to help you organize your music files. See Organize your database with categories for instructions.
- Transfer selected songs to your portable player device. See Transfer music to a portable player device for instructions.
- Personalize your RioPort Audio Manager settings. See Set preferences for instructions.

Navigate RioPort Audio Manager

The illustration below shows the RioPort Audio Manager Playlist window. To see an description of any button or field, click it.

Title	Artist	Original Album	Time
Money Mark - Use Your	Use Your Hea	Red Hot & Ric	02:48
Afer Ventus	Enya	Shepherd Moo	04:06
Angeles	Enya	Shepherd Moo	04:01
Book Of Days	Enya	Shepherd Moo	02:56
Caribbean Blue	Enya	Shepherd Moo	03:59
Ebudae	Enya	Shepherd Moo	01:56
Evacuee	Enya	Shepherd Moo	03:50
How Can I Keep From §	Enya	Shepherd Moo	04:25
Lothlórien	Enya	Shepherd Moo	02:07
Marble Halls	Enya	Shepherd Moo	03:54
No Holly For Miss Quin	Enya	Shepherd Moo	02:43

16 songs — total play time 54:54

Angeles
Artist: Enya
Time: 04:01

File Size: 3,821 KB
Encoder: OneStep
Bit Rate: 128000
Sample Rate: 44100
Source: CD
Original Album: Shepherd Moons

Playlist tab

Click this button to access the Playlist, where you can listen to songs from your song and album databases, and organize songs into song lists.

Copy from CD tab

Click this button to record music from a CD into your song database.

Devices tab

Click this button to transfer music files from your computer to your portable player device.

RioPort tab

Click this tab to connect to the RioPort.com Web site, where you can learn more about RioPort products and services. The RioPort.com Web site also includes links to other sites where you can find, buy, and download music and related items.

Add Songs to the Song List button bar

Use this button bar to add songs to your current song list. Click the Select Songs button to select individual songs from your song database and add them to your current song list. Click the Select Albums button to add all of the songs from selected albums in your album database to your current song list.

Song List

The Song List shows information about the songs in your current song list. The song title, artist, original album, and playing time is displayed for each song.

Organize the Song List button bar

Use this button bar to work with the songs in your Song List. Click the Clear List button to clear all of the songs from the current song list. Click the Save List as Album button to save your current song list as an album that you can easily access later.

Click the Remove button (the trashcan icon) to remove the selected song from the list. Click the Up button to move the highlighted song up one position in the Song List. Click the Down button to move the highlighted song down one position in the Song List.

Song Details box

This box shows details about the selected song, including its title, artist, genre, rating, year released, category, and other information. When you are working with the Playlist window, you can edit these details by right-clicking the song and selecting Edit Song. When you are working with the Copy from CD window, you can edit these details by clicking the Edit Titles button, highlighting the appropriate song, and then clicking Review/Edit.

Player button bar

Use the Player button bar to control the playback of the songs in your current Song List.

Click the Back button to skip to the song previous to the one that is currently playing. Click the Play button to play the song. Click the Pause button to temporarily pause playing the song. To play the song again, click the Play or Pause button. Click the Stop button to stop playing the song. Click the Fwd button to skip to the song after the one that is currently playing.

To move forward or backward in the song, drag the Song Position slider to the right or the left.

Drag the Volume control slider to the right to increase the volume. Drag it to the left to decrease the volume.

To adjust the balance between the left and right speakers, drag the Stereo Balance slider to the right or the left.

By default, RioPort Audio Manager plays each song in the Song List once in the order they are listed. Click the Shuffle button to enable Random Play Mode, where RioPort Audio Manager plays each song in the Song List once in random order.

Click the Rep button to enable Continuous Play Mode, where RioPort Audio Manager plays each song in your Song List in order until you stop it. After it plays the last song in your Song List, it will start over from the beginning.

Click both the Shuffle button and the Rep button to continuously play through all of the songs in your Song List in a random order. With both modes enabled, RioPort Audio Manager continues to play until you stop it.

Small Player

Click this icon to transform RioPort Audio Manager into a Small Player which allows you to play the songs in your current song list.

Where to go from here

At this point, you may want to jump right in and start enjoying RioPort Audio Manager. We've done our best to provide you with a program that is powerful and easy-to-use. If you have questions about a specific button or field in the program, click the Help ("?") button in the upper right corner of any window or dialog box and select the item in question. If you're not sure where to go or how to complete a specific task while you're using RioPort Audio Manager, choose Help Topics from the Help menu and search for the task in question. This online help file provides detailed instructions for all of the tasks you can perform with RioPort Audio Manager. You may also visit the RioPort.com Web site for the most up-to-date information on Frequently Asked Questions and product updates.

If you'd like additional information before you start using RioPort Audio Manager, you may continue with this online help file. To start using RioPort Audio Manager, close this window to return to the program.

What do you want to do?

- Work with the Playlist
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How to

This section provides step-by-step instructions for completing all the basic tasks in RioPort Audio Manager. Select a topic from the list below to receive instructions on using these features.

What do you want to do?

- [Work with the Playlist](#)
- [Copy from CD](#)
- [Transfer music to a portable player device](#)
- [Visit the Internet to get music](#)
- [Learn about the menus](#)
- [Find more information on RioPort Audio Manager](#)

Work with the Playlist

In RioPort Audio Manager, all of your songs are stored in your song database. Similarly, your album records are stored in your album database. Most often, you play, organize, and edit these song and album records from the Playlist window. You can access the Playlist window by clicking the Playlist tab in the upper left part of the window. You can play songs from the Playlist window by adding them to your Song List. You control the playback with the Player controls in the lower right portion of the window. You can create custom albums by adding songs to the Song List, organizing the songs however you like, and then clicking the Save List as Album button. You can also edit song and album information by accessing your song and album records using the Select Songs and Select Albums buttons.

What do you want to do?

»   [Add songs to the song database](#)
»   [Add songs to the song list](#)
»   [Create an album](#)
»   [Play an album](#)
»   [Play a song](#)
»   [Edit song information](#)
»   [Edit album information](#)
»   [Use the Small Player](#)

Add songs to the song database

You can add songs to the song database in three ways: you can record them from an audio CD, download music files from the Web, or add songs that are already stored on your hard drive.

What do you want to do?

»   [Add songs from a CD to the song database](#)
»   [Download songs from a Web site and add them to the song database](#)
»   [Add songs from your hard drive to the song database](#)

Add songs from a CD to the song database

To add songs from a CD to the song database, you need to record those songs from the CD onto your hard drive. The recording process reads the selected track(s) from your CD and encodes it as a digital audio file.

1. **To record songs from an audio CD, insert your CD in your computer's CD drive and then click the Copy from CD tab at the top of the window.**

   The Copy from CD window opens and displays the tracks on your CD in the Track List. To download the CD title and artist and song name information from the CDDB Web site, you can click the Get Song Titles button. You then see the tracks on the CD in the Track List, including song title, song artist, and playing time.

2. **Tag the song(s) you want to add to your song database.**

   To tag a song, click in the Tag column next to the song in the Track List. A check mark next to a song in this column indicates that the song is tagged. To tag all of the songs on the CD, click the Tag All button. To untag all tagged songs, click the Untag All button. To have RioPort Audio Manager reread the track information from the CD in the CD drive, click the Refresh button.

   At the bottom of the Track List, RioPort Audio Manager calculates how many songs you have tagged and how much space is required on your hard drive to record them.

   To edit the CD and individual song track information, click the Edit Titles button. You would typically use this option if the CDDB information is not available or is not correct for your CD.

   For more information about the CDDB, see What is the CDDB?.

3. **Click the Start Recording button.**

   The first time you record songs from a CD, you will be prompted to allow RioPort Audio Manager to configure itself to work most efficiently with your CD drive. If you choose not to do this, you must manually configure your CD drive on the Read CD tab of the Options dialog box. For more information on this, see the section regarding the Read CD tab in Set preferences

   If RioPort Audio Manager is configured to work with your CD drive, it starts to record the selected tracks. The Status box displays the current progress of the recording process: the Status bar shows the recording progress of the current track, and the Overall Status bar shows the progress of all of the tracks you selected.

   RioPort Audio Manager reads the selected tracks from your CD and encodes them as digital audio files on your hard drive. It adds the new song records to your song database. It also creates an album record in your album database for this CD and links the new song records to that album.

 For more information

See Copy from CD for more information on recording songs from an audio CD.

For more information about adjusting the RioPort Audio Manager options for the type of encoded digital sound files that are created, the storage location and file format of recorded song files on your hard drive, and communication with your CD drive, see the section regarding the Storage and Read CD tabs in Set preferences.

Download songs from a Web site and add them to the song database

You can download digital audio files from the Internet. You can also have RioPort Audio Manager detect these files as they are added to your hard drive and they will be added to your song database.

1. **To download audio files from a Web site, click the RioPort button.**

   RioPort Audio Manager uses your existing Internet connection to connect to the RioPort.com Web site, where you can take advantage of a variety of products, services, and information related to music on the Web, including the ability to search for, buy, and download music..

2. **Download files from here or navigate from RioPort.com to other sites that offer digital audio downloads.**

   The RioPort.com Web site provides you with a portal to the world of digital audio. This Web site offers downloads (some of which are free, some of which may be purchased) from a variety of partners. You can follow links from this Web site to many other locations on the Web where you may download digital audio files. If you know the Web address of a specific site that you would like to visit, you can type this in the Address field on this window and click the Enter key on your keyboard. The controls on this window (Back, Forward, Stop, and Home) work just like your Web browser.

3. **To search for audio files on the Web, use one of the search engine links on the RioPort.com Web site.**

   The RioPort.com portal offers several search engines that you can use to search for digital audio files on the Web. Most of these search engines allow you to search by artist, song title, and audio file type.

4. **After you find an audio file that you want, download it to your hard drive.**

   Typically, to download a file from the Internet, you click the link for the file that you want to download. Specify where you want to store the file on your hard drive, and your browser downloads the file. See the documentation for your Web browser for more information on downloading files from the Internet.

5. **Add the downloaded song file to your song database, if you like.**

   To have RioPort Audio Manager automatically add the downloaded music file to the database, check the "Add song to database when song file is downloaded" box on the General tab in the Options dialog box. For more information on setting up your options, see the section regarding the General tab in Set preferences.

Add songs from your hard drive to the song database

If you have already downloaded some digital audio files from the Internet or recorded some songs from CDs using another digital audio encoder, you can add those songs to your RioPort Audio Manager song database.

1. **To have RioPort Audio Manager scan your hard drive for song files and add them to your song database, select Search Hard Disks for Songs from the File Menu.**

   As RioPort Audio Manager scans your hard drive, you see the Progress window. Then the Review New Songs dialog box opens and allows you to review the songs you just added.

2. **To manually add songs to your song database, select Add Songs from the File Menu.**

   You see the Add Songs dialog box. Navigate to the directory on your hard drive containing the song files that you would like to add. Click the Look in drop-down arrow to select a folder. Double-click a folder in the list box to open the folder and see its contents.

   You can also drag and drop files to add them to your song database. See Step 4 below.

3. **Select the files you want to add to the Playlist.**

   To select a single file, click it in the File list.

   To select more than one file, hold down the Ctrl key on your keyboard and then click each file you want to add.

4. **Click the Open button.**

   This adds the selected song(s) to your song database.

   You can also add songs to your song database by dragging digital audio files from Windows Explorer and dropping them on RioPort Audio Manager. To do so, open both RioPort Audio Manager and Windows Explorer. In Windows Explorer, find the audio files that you want to add. Select the files or folders that you want, and drag them to RioPort Audio Manager. The song files will be added to your song database.

   You see the Review New Songs dialog box.

5. **Review the songs you have just added.**

   To preview the songs, use the Miniplayer controls under the Detail box. Click the Accept All button to mark all of the songs in the Review Song List as reviewed and remove them from this list. Highlight a song and click the Review/Edit button to review or edit song information. See Edit song information for complete instructions. Click the Review Later button to leave all of the songs in the list marked as not reviewed and close this dialog box. The songs have already been added to your database and their review status does not affect any other functions.

Notes: You cannot add invalid audio files, such as those that are corrupt or incomplete, or songs from Temporary Internet Folders or your Windows Temp directory. You also cannot add songs which have been previously added to your database.

When you add songs and the Playlist window is open, the new songs will be added to your current song list.

Add songs to the song list

Once you have some songs in your song database, you are ready to create your own song lists on the Playlist window. After you create a song list, you can remove or reorganize the songs in that list and save the list as an album. You can also play the songs in your song list using the Player controls in the lower right part of the window.

1. **To add individual songs to the song list on the Playlist window, click the Select Songs button.**

   This window shows you a list of all of the songs in your song database, including the song title, artist, playing time, rating, and genre.

   You can sort the list of songs by clicking a column heading. For example, click the Artist column heading to sort the list alphabetically by artist.

   You can also use the Find feature to help you locate a song in the list. To use Find, click the header of the column that you want to search. The column sorts alphabetically and the Find field moves to the bottom of that column. Begin to type the name you want to find, and the highlight bar moves to the first item beginning with those letters or numbers. As you continue typing, the Find feature highlights the match closest to the text you type.

   You can also edit song information by clicking the song and then clicking the Edit button. For more information on editing songs, see Edit song information.

2. **Select the song(s) that you want to add to your current song list.**

   Tag a song that you want to add to your Song List by clicking in the Tag column next to that song. To tag all of the songs in the list, click the Tag All button. To untag all songs that are currently tagged, click the Untag All button.

3. **Click the Add Items button.**

   When you have selected all of the songs that you want to add to your current song list, click the Add Items button to add the tagged songs to your current Song List. To disregard the tagged songs and close this dialog box without adding anything to your Song List, click the Done button.

4. **To add all of the songs from selected album records to the song list on the Playlist window, click the Select Albums button.**

   You see the Select Albums dialog box, which shows a list of all of the album records stored in your album database. For each album, the list shows the album name, artist, rating, and genre.

   You can sort the list of albums by clicking a column heading. For example, click the Artist column heading to sort the list alphabetically by artist.

   You can also use the Find feature to help you locate a album in the list. To use Find, click the header of the column that you want to search. The column sorts alphabetically and the Find field moves to the bottom of that column. Begin to type the name you want to find, and the highlight bar moves to the first item beginning with those letters or numbers. As you continue typing, the Find feature highlights the match closest to the text you type.

   You can also edit album information by clicking the album and then clicking the Edit button. For more information on editing albums, see Edit album information.

5. **Select the albums from which you would like to add songs to your current song list.**

   To add all of the songs from an album to your current song list, tag the album by clicking in the Tag column next to that album. To tag all of the albums in the list, click the Tag All button. To untag all albums that are currently tagged, click the Untag All button.

6. **Click the Add Items button.**

   When you have selected all of the albums from which you want to add songs to your current song list, click the Add Items button to add all of the songs from the tagged albums to your current Song List. To disregard the tagged albums and close this dialog box without adding anything to your Song List, click

the Done button.

Create an album

RioPort Audio Manager lets you create your own custom albums which you can easily access later. Create an album when you want to make party mixes or create song lists to send to your portable player device. Add the songs you want to the song list, organize the songs in the order you want, and save the list as an album.

1. **On the Playlist window, click the Clear List button, if necessary.**

   If you want to create an album from scratch, click the Clear List button to start with a blank song list.

2. **Add the songs you want on your custom album to the song list.**

   For complete instructions, see <u>Add songs to the song list</u>.

3. **Organize the songs in the order you want.**

   RioPort Audio Manager plays the songs in the order they appear in the song list. By organizing the songs now and saving them as an album, you can access that album later to play the songs in this order.

   To move a song up in the list, highlight the song, and click the Up Arrow button. To move a song down in the list, highlight the song, and click the Down Arrow button.

   To remove a song from the current song list, click the Remove button (the trashcan icon). This only deletes the song from the current song list, not from your song database. If you change your mind and decide that you do want the song in your song list, add it to the list again.

4. **Click the Save List as Album button.**

   The Add Album dialog box will open.

5. **Enter an album description and any other information, and click Save/Close.**

   For complete instructions, see <u>Edit album information</u>. If you decide that you do not want to create this album, you can click the Cancel button to close this dialog box and return to the Playlist without creating this album.

Note: When you record tracks from a CD, RioPort Audio Manager creates an album record with those tracks. You cannot remove, rearrange, or add songs in an album record which is created when you record from a CD. If you wanted to do so, clear your current song list, add the album to your song list, remove, rearrange, or add songs in the song list, and click the Save List as Album button and give your rewritten album a new name.

You can only submit information to the CDDB Web site for an original album. Rewritten or custom albums cannot be submitted. See the section regarding the CDDB tab in <u>Set preferences</u> for more information about submitting CDDB information.

For more information about the CDDB, see <u>What is the CDDB?</u>.

Play an album

After you record songs from a CD, add songs to your song database, or create a custom album, you can play the album from the Playlist window.

1. **On the Playlist window, click the Clear List button, if necessary.**

   This removes any songs from your current song list.

2. **Select the album that you want to hear.**

   Click the Select Albums button, tag the album that you want to hear, and click the Add Items button. See Steps 4-6 in [Add songs to the song list](#) for complete instructions.

3. **You are now ready to play the songs in your song list.**

   By default, RioPort Audio Manager plays the songs in the order they appear in your song list. It plays each song once; after it plays the last song in the list, the playback stops. To start playback, click the Play button in the Player button bar.

4. **Use the Player button bar controls to play the songs in your song list.**

   Back: Skip to the song previous to the one that is currently playing.

   Play: Play the current song, even if it's paused.

   Pause: Temporarily pause playing the song.

   Stop: Stop the song playback.

   Fwd: Skip to the song after the one that is currently playing.

   Song Position: To move forward or backward in the song, drag the Song Position slider to the right or left.

   Bal: Drag the Balance slider to the right to increase the sound delivered to the right speaker. Drag it to the left to increase the sound delivered to the left speaker.

   Vol: Drag the Volume slider to the right to increase the volume. Drag it to the left to decrease the volume.

   Rep: Click this button to enable Continuous Play Mode, where RioPort Audio Manager plays the songs in your Song List in order until you stop it. After it plays the last song in your Song List, it starts over from the beginning.

   Shuffle: Click this button to enable Random Play Mode, where RioPort Audio Manager plays all of the songs in the Song List in random order.

   Note: To continuously play all of the songs in your Song List in random order, click both the Rep and the Shuffle button. With both modes enabled, RioPort Audio Manager continues to play until you stop it.

Play a song

After you record songs from a CD, download songs from the Web, or add songs to your song database from your hard drive, you can play those songs from the Playlist window.

1. **On the Playlist window, click the Clear List button, if necessary.**

   This will remove any other songs from your current song list.

2. **Select the song that you would like to hear.**

   Click the Select Songs button, tag the song that you want to hear, and click the Add Items button. See Steps 1-3 in Add songs to the song list for complete instructions.

3. **Use the Player button bar controls to play the song(s) in your song list.**

   Back: Skip to the song previous to the one that is currently playing.

   Play: Play the current song, even if it's paused.

   Pause: Temporarily pause playing the song.

   Stop: Stop the song playback.

   Fwd: Skip to the song after the one that is currently playing.

   Song Position: To move forward or backward in the song, drag the Song Position slider to the right or left.

   Bal: Drag the Balance slider to the right to increase the sound delivered to the right speaker. Drag it to the left to increase the sound delivered to the left speaker.

   Vol: Drag the Volume slider to the right to increase the volume. Drag it to the left to decrease the volume.

   Rep: Click this button to enable Continuous Play Mode, where RioPort Audio Manager plays the songs in your Song List in order until you stop it. After it plays the last song in your Song List, it starts over from the beginning.

   Shuffle: Click this button to enable Random Play Mode, where RioPort Audio Manager plays all of the songs in the Song List in random order.

   Notes: To continuously play all of the songs in your Song List in random order, click both the Rep and the Shuffle button. With both modes enabled, RioPort Audio Manager continues to play until you stop it.

   You can also play tracks from a CD in your CD drive. For more information on this, see Copy from CD.

Edit song information

The song record for each song in your song database contains general song information, including the song's title, artist, genre, and the year in which the song was released. It also contains advanced information about the encoder used to create the song file, the bit rate and sample rate used when the file was created, and the source of the song.

You can personalize your database by assigning a category to a song, rating the song on a scale of 1 to 10, describing the sound quality of the song files, and using the custom fields to record information which is not covered by other data fields. RioPort completes many fields when it creates the song record (by recording, downloading, or adding songs from your hard drive). You can edit most of this information.

1. **To edit the information for a song, click the Select Songs button on the Playlist window.**

    The Select Songs dialog box opens, listing all of the songs in your song database.

2. **Click the song you want to edit, and then click the Edit button.**

    When you click a song, you see details for that song record in the Detail box to the right of the list.

    After you click the Edit button, you see the Edit Song dialog box, which includes two tabs.

    If you are having trouble locating the song that you would like to edit, RioPort Audio Manager includes a Find feature. See Find a song or album.

3. **Click the Song tab to enter or edit general song information.**

    Title: In this field, you can record the title of this song.

    Artist: In this field, you can record the name of the song's artist. As you type, RioPort Audio Manager shows you the first item in the list of artists matching the letters you have typed. Click the drop-down arrow to select an artist you've already entered.

    Written By: You can record the name of the songwriter in this field.

    Original Album: In this field, you can enter the name of the album on which the song originally appeared, or select one from the drop-down list.

    Genre: Assign a musical genre to the song in this field. You may either type your own genre, or select one from the drop-down list. As you type, RioPort Audio Manager shows you the first item in the list of genres matching the text.

    Rating: To assign a numerical rating to the song, enter a number from 1-10 in this field. You can also click the up and down arrows to select a number.

    Original Track: In this field, enter the track number of this song on its original album. You can also click the up and down arrows to select a number.

    Year: In this field, record the year the song was released.

    Version: If multiple versions of this song exist, you can enter the version number for this recording of the song in this field.

    File Name: Normally, this field contains the path and file name of the song file to which this record is linked. However, if you have moved or deleted the song file, enter the new path and file name, or browse to the new file location for this song record by clicking on the ellipsis button ("…") located to the right of this field."

    Miniplayer bar: Use the Miniplayer bar to preview the song that you are currently editing. Click the Play button to play the song. Click the Pause button to temporarily pause playing the song. To play the song again, click the Play or Pause button. Click the Stop button to stop playing the song.

    Drag the Volume control slider to the right to increase the volume. Drag it to the left to decrease the volume.

    To move forward or backward in the song, drag the Song Position slider to the right or the left

Categories list: This list allows you to assign categories to the song you're editing. Categories help you organize your music files. To assign a category to a song, click in the Tag column next to the appropriate category. To add, rename, or delete a category, click the Add Category button. See Organize your database with categories for more information on customizing your database with categories.

Notes: Use the Notes field to enter additional information you want to save in the song record not already recorded in a field. RioPort Audio Manager lets you connect to the Internet and navigate to a Web site by clicking the song artist's name in the Detail box on the Playlist window. To link to a Web site, enter the URL (Web address) for that Web site as the first line of the Notes field in one of the following formats: **http://*(address***" or **!/*(address)***. For example, enter http://www.myfavoriteband.com or !/www.myfavoriteband.com, but not www.myfavoriteband.com.

4. **Click the Advanced tab to enter or edit advanced song information.**

    Encoder: In this field, select the encoder you used to encode the song. If the encoder you used is not listed, enter it to add it to your list. If you recorded this song with RioPort Audio Manager, the Encoder is automatically entered as "RioPort."

    Bit Rate: This field shows the bit rate at which this song was recorded. The bit rate is the amount of digital information stored per second of audio. The higher the bit rate, the better the sound quality, but the larger the file size. You cannot manually change this entry.

    Sample Rate: This field shows the rate at which this song was sampled. For CD-quality sound, the sample rate is 44100. Like the bit rate, the higher this value, the better the sound quality, but the larger the file size. You cannot manually change this entry.

    Source: In this field, record the source from which you acquired the song, such as *compact disc* or *downloaded*, or select one from the drop-down list.

    Quality: To assign a quality rating to this song file, select Excellent, Good, Fair, or Poor from the drop-down list. You can also type your own rating to add it to your list.

    Custom 1-6: Use these fields to record information for which there is not already a data field. You can edit a custom field name by selecting View from the menu bar, clicking Options, and then clicking the Custom tab. See the section regarding the Custom tab in Set preferences for more information about changing the custom field names.

5. **To enter or edit information in the next song or previous song record in your song database, click the Next or Prev button.**

6. **Click Save/Close to save your changes and close the Edit Song dialog box. To discard your changes, click the Cancel button.**

7. **Click Done to close the Select Songs dialog box.**

Edit album information

The album record for each album in your album database contains general album information, including the album's title, artist, genre, and the year in which the song was released. You can also personalize your database by assigning a category to the album, rating the album on a scale of 1 to 10, and by using the custom fields to record information which is not covered by other data fields. RioPort completes many fields when it creates the song record (by recording, downloading, or adding songs from your hard drive). You can edit most of this album information.

1. **To edit the information for an album, click the Select Albums button from the Playlist window.**

   The Select Albums dialog box opens, listing all of the albums in your album database.

2. **Click the album that you want to edit, and then click the Edit button.**

   When you click an album, you see details for that song record in the Detail box to the right of the list.

   After you click the Edit button, you see the Edit Album dialog box, which includes two tabs.

   If you are having trouble locating the album that you would like to edit, RioPort Audio Manager includes a Find feature. See Find a song or album.

3. **Click the Description tab to enter or edit the album information.**

   Album: In this field, enter the name of the album.

   Artist: In this field, enter the name of the album's artist. As you type, RioPort Audio Manager shows you the first item in the list of artists matching the letters you typed. Click the drop-down arrow to select an artist you've already entered.

   Rating: To assign a numerical rating to the album, enter a number from 1-10 in this field. You can also click the up and down arrows to select a number.

   Genre: Assign a musical genre to the album in this field. You can either type your own genre, or select one from the drop-down list. As you type, RioPort Audio Manager shows you the first item in the list of genres matching the letters you typed.

   Source: In this field, record the source from which you acquired this album, or select one from the drop-down list. For example, if you recorded this album from a CD, select *compact disc*. As you type, RioPort Audio Manager shows you the first item in the list of sources matching the letters you typed.

   Year: Use this field to record the year the album was released.

   Custom 1-6: Use these fields to record information for which there is not already a data field. You can edit a custom field name by selecting View from the menu bar, clicking Options, and then clicking the Custom tab. See the section regarding the Custom tab in Set preferences for more information about changing the custom field names.

   Categories list: This list allows you to assign categories to the album you're editing. Categories help you organize your music files. To assign a category to an album, click in the Tag column next to the appropriate category. To add, rename, or delete a category, click the Add Category button. See Organize your database with categories for complete instructions.

   Notes: Use the Notes field to enter additional information you want to save in the song record not already recorded in a field.

4. **Click the Track List tab to review or revise this album's song list.**

   Custom albums and those created by downloading songs from the Web or adding songs from your hard drive

   If this album record was created when you downloaded songs from the Web or when you added songs from your hard drive, or if it is a custom album you created from a song list, you can review or revise this album's song list.

   Use the Track List tab to edit the song order on the album's song list. You can add songs, remove

songs from the list, and change their order. This tab also displays detailed information about the highlighted song. The total number of songs on the album and the total playing time of the album is displayed at the bottom of the album song list. On this tab, you can also preview a song using the Miniplayer buttons.

Clear List: Click the Clear List button to clear all of the songs from the current Album Song List.

Add Song: Click the Add Song button to access the Select Songs dialog box and select additional songs to add to the Album Song List.

Remove: Click the Remove button (the trashcan icon) to remove the highlighted song from the Album Song List.

Up/Down Arrow: Click the Up Arrow button to move the highlighted song up one position in the Album Song List. Click the Down Arrow button to move the highlighted song down one position in the Album Song List.

Miniplayer bar: Use the Miniplayer bar to preview the highlighted song in the Album Song List. Click the Play button to play the song. Click the Pause button to temporarily pause playing the song. To play the song again, either click the Play or Pause button. Click the Stop button to stop playing the song.

Drag the Volume control slider to the right to increase the volume. Drag it to the left to decrease the volume.

To move forward or backward in the song, drag the Song Position slider to the right or the left.

Albums created when you recorded a CD

If you are editing an album record which was created when you recorded a CD, you can click the Track List tab to review and/or revise the individual song names in this album's song list.

In this case, the Album Song List button bar has only one button, and the Track List tab includes the Submit to CDDB button at the bottom of the window.

Review/Edit: Use the Review/Edit button to edit the song information for the current song. For more information on editing song information, see Edit song information.

Submit to CDDB: Before you recorded the CD in the Copy from CD window, you probably accessed the CDDB Web site to obtain the CD's title, artist, and track names. If the track information for this CD was not in the CDDB database or was incorrect in the CDDB database, you can update CDDB's information for this CD.

To do so, edit the album's information and then click the Submit to CDDB button. CDDB requires that you include your email address with your CD information submission, so you must enter a valid email address on the CDDB Options tab. (Click View on the menu bar, and then click Options.)

You can only edit the album description information and the title and artist information for each individual song on the album. You cannot remove, rearrange, or add songs to the Album Song List.

For more information about the CDDB, see What is the CDDB?.

5. **Click Save/Close to save your changes and close the Edit Album dialog box. To discard your changes, click the Cancel button.**

6. **Click Done to close the Select Albums dialog box.**

Use the Small Player

You can transform RioPort Audio Manager into a Small Player which allows you to play the songs in your current song list. If you like, you can customize the Small Player dialog box using WinAmp skins.

1. **To use the Small Player, click the Small Player icon at the far right of the RioPort Audio Manager navigation tabs.**

   The Small Player icon looks like two connected rectangles: one big, and one small.

   You can also transform RioPort Audio Manager into the Small Player by selecting Small Player from the View menu or by pressing F8 on your keyboard.

   The Small Player offers the same Player button bar controls that are available on the Playlist window. See Player bar for details.

2. **Restore the Small Player to the full-size RioPort Audio Manager window.**

   You can restore the full-size window in four ways:

   • Click the Big Player button in the upper right corner of the Small Player window.

   • Click the Rio graphic in the upper left corner of the Small Player window and then click Go Big.

   • Click the PL button, located to the right of the volume and balance controls.

   • Click the Open button, which is located between the Fwd and Shuffle buttons.

3. **Change the color scheme, or "skin," if you like.**

   The Small Player supports the use of color schemes or "skins" which have been created in the format used by Nullsoft's WinAmp software.

   To change the skin, click the Rio graphic in the upper left corner of the Small Player window and then click Skins. Then navigate on your hard drive to the location of your WinAmp skin files, click one, and click the Open button. The Small Player should now be "wearing" the skin you selected.

   To return to the original RioPort Audio Manager color scheme, click the graphic in the upper left corner and select Restore Skin. This restores the original RioPort Audio Manager color scheme.

Find a song or album

You can use RioPort Audio Manager's Find feature to find a song or album in the Select Songs or Select Albums dialog boxes.

1. **In the Select Songs or Select Albums dialog box, click a column header to sort the list.**

   For example, if you're looking for a song and you know the artist who performed the song, but not the name of the song, click the Artist column header. Your list of songs or albums will now be sorted alphabetically by the artists' names. At the bottom of the column you sorted, you will see the Find field containing a blinking cursor.

2. **Start typing the name for which you are searching.**

   As you type, the highlight bar in the song or album list moves to the first item that matches what you typed.

   For example, to find the artist "Superchunk", first type "S". The highlight bar moves to the first artist in your list whose name begins with an "S", such as "Sammy Davis, Jr." When you type "u", the highlight bar moves to the first artist in your list whose name begins with "Su", such as "Sun Ra." Continue typing "perc," until the highlight bar moves to "Superchunk". You see all of the songs by Superchunk in your database so you can locate the one you want.

Organize your database with categories

Use categories to organize your song and album databases. You can create categories based on musical genre, subject matter, or any other grouping that you find useful for organizing your music. For example, you could assign all the songs in your database without vocals to a category called *Instrumentals*. You can assign all of the songs in your database which are about New York City to a category called *Songs About New York*, and all of the songs in your database that are good for dancing at parties to a category called *Dance Grooves*. You can also assign each song or album record to multiple categories, so a song could be a member of both the *Instrumentals* and *Dance Grooves* categories. See Edit song information and Edit album information for more information about assigning categories when you are editing a song or album.

To assign a category when editing a song or album record:

1. **When you're editing song or album records, click the Song tab in the Edit Song dialog box, or the Description tab in the Edit Album dialog box.**

   In the lower left quarter of the dialog box, you see the Categories box.

2. **To assign the song or album that you are currently editing to a category, click in the Tag column next to the Category name.**

   You can assign a song or album to more than one category.

To add a new category to the Categories list:

1. **When you're editing a song or album record, click the Add Category button.**

   This button is located below the Categories box. When you click the Add Category button, the Edit Categories dialog box opens.

2. **Click the Add button.**

   The New dialog box opens.

3. **Enter the name for the new category in the Name field, and then click OK.**

   The new category now appears in the Category List.

   If you do not want to add a new category, click Cancel to close this dialog box and return to the Edit Categories dialog box.

4. **Click Close to close the Edit Categories dialog box and return to the Edit Song or Edit Album dialog box.**

To rename a category:

1. **When you're editing a song or album record, click the Add Category button.**

   This button is located below the Categories box. When you click the Add Category button, the Edit Categories dialog box opens.

2. **To rename a category, highlight the category in the Category List and click the Rename button.**

   The Rename Category dialog box opens.

3. **Enter a new name for this category in the Name field, and click OK.**

   The category's new name appears in the Category List, replacing the old name. All songs and albums which were assigned to this category are updated with the new category name.

   If you do not want to rename the category, click Cancel to close this dialog box and return to the Edit Categories dialog box.

4. **Click Close to close the Edit Categories dialog box and return to the Edit Song or Edit Album dialog box.**

To delete a category:

1. **When you're editing a song or album record, click the Add Category button.**

   This button is located below the Categories box. When you click the Add Category button, the Edit Categories dialog box opens.

2. **To delete a category, highlight the category in the Category List and click the Delete button.**

   You see a message asking, "Are you sure?".

4. **Click the Yes button to delete the category, or click No to keep the category.**

   If you choose to delete the category, all songs and albums which were assigned to this category are updated to reflect that this category has been deleted. Any records which are not assigned to any other category will be assigned to the *Unfiled* category.

5. **Click Close to close the Edit Categories dialog box and return to the Edit Song or Edit Album dialog box.**

Copy from CD

In RioPort Audio Manager, you can record songs from your audio CDs. The songs are recorded as digital audio files and stored on your hard drive. Use the Copy from CD tab to record songs from CDs to your hard drive.

What do you want to do?

- Record and play songs from a CD
- Get song titles
- Edit Titles
- Select the songs you want to record
- Start recording
- Stop recording

Record and play songs from a CD

1. **Insert the CD into your CD drive and display the CD and track information in the Copy from CD Track List.**

   Before you start recording from a CD, you can retrieve the CD's title, artist, and track titles from the CDDB Web site on the Internet (see Get song titles). If your CD is not found there, you can manually enter the CD and track information. (See Edit Titles).

2. **Tag the songs that you want to record from this CD.**

   See Select the songs you want to record for more information.

3. **Click the Start Recording button.**

   The first time that you try to record songs from a CD, you are prompted to allow RioPort Audio Manager to configure itself to work efficiently with your CD drive. If you choose not to do this, you must manually configure your CD drive on the Read CD tab of the Options dialog box. For more information on this, see the section on the Read CD tab in Set preferences

   Click the Start Recording button to start the recording process. As the songs are recorded, a Status box shows you the recording progress of the current track, and of all of the tracks which you have selected to record. See Start recording for more information.

   If you want to stop the recording, click the Stop Recording button (see Stop recording).

   During the recording, you can use other parts of the RioPort Audio Manager program, or you can work in other programs without interrupting the recording process.

4. **When the recording is complete, the songs will be recorded on your hard drive and added to your song database.**

You can set a variety of options for recording from CDs, including storage locations, file format, file type and encoding rate, and which CD drive to use. For more information about these options, see the sections concerning the Storage and Read CD tabs in Set preferences.

To play tracks from your CD:

Before you record any tracks from a CD, listen to the ones you want to record. To play tracks from the Copy from CD window, you use the shortcut menu in the Track List.

1. **Insert the CD into your CD drive and display the CD and track information in the Copy from CD Track List.**

2. **In the Track List, right-click a track.**

   Point to a track and then click the right mouse button to see a shortcut menu with the following options:

   Play Previous CD Track: Select this option to play the track that is previous to the one which is currently highlighted.

   Play Selected CD Track: Select this option to play the track that is currently highlighted.

   Pause CD Play: Select this option to pause the currently playing track. To play the track again, right-click and select this option again.

   Stop CD Playing: Select this option to stop playback from the CD.

   Play Next CD Track: Select this option to play the track that is after the one which is currently highlighted.

3. **If you navigate to another window in RioPort Audio Manager, or if you click the Start Recording button, the CD track stops playing.**

Get song titles

1. **Insert a CD in your CD drive.**

   If you have more than one CD drive, you can specify which one RioPort Audio Manager uses. For more information, see the section concerning the Read CD tab in Set preferences.

   When your CD is detected, RioPort Audio Manager reads the information from the CD.

2. **RioPort Audio Manager accesses the CDDB Web site via your Internet connection.**

   Depending on the options you have set in the CDDB tab on the Options dialog box (for more information about this, see the section concerning the CDDB tab in Set preferences), RioPort Audio Manager accesses the CDDB Web site or it asks you whether you want to do this.

   If you allow the program to access the CDDB Web site on the Internet, it searches for CD information matching the CD in your CD drive. One of three things happens:

   • In most cases, RioPort Audio Manager finds a perfect match and displays the CD title and the individual track titles in the Copy from CD Track List.

   • In some instances, RioPort Audio Manager cannot find an exact match, and asks you to select from among the closest matches. It then displays that information in the Track List.

   • In rare situations, CDDB will not contain a match for your CD. RioPort Audio Manager then lists the tracks from your CD with the track numbers. You can enter the information yourself by clicking the Edit Titles button and then submitting the corrected information to CDDB. For more information, see Edit Titles.

For more information about the CDDB, see What is the CDDB?.

Select the songs you want to record

After you copy songs from a CD, the Copy from CD Track List shows the title of the audio CD in your CD drive, and the title, artist, and length of each track on the CD.

To select songs you want to record:

- **Tag the tracks you want to record on your hard drive.**

  Use the button bar at the bottom of the Track List to work with the items in the Track List. Click the Refresh button to read the information from the CD in your CD drive again. Click the Tag All button to tag all of the tracks in the list. Click the Untag All button to clear the checks in the Tag column for all of the tracks in the list.

  The status line at the bottom of the Track List indicates the number of tracks you've tagged, and the space required to record the tagged tracks onto your hard drive.

Start recording

Once you have selected the songs you want to record from a CD, you are ready to start recording.

- **Click the Start Recording button.**

  During the recording process, the Copy from CD Track List will be disabled.

  The first time that you try to record songs from a CD, you are prompted to allow RioPort Audio Manager to configure itself to work efficiently with your CD drive. If you choose not to do this, you must manually configure your CD drive on the Read CD tab of the Options dialog box. For more information on this, see the section on the Read CD tab in Set preferences

  Click the Start Recording button to start the recording process. As the songs are recorded, a Status box shows you the recording progress of the current track, and of all of the tracks which you have selected to record. See Start recording for more information.

  If you want to stop the recording, click the Stop Recording button (see Stop recording).

  During the recording, you can use other parts of the RioPort Audio Manager program, or you can work in other programs without interrupting the recording process.

When the recording is complete, a dialog box informs you that the recording was finished successfully and tells you how many songs were recorded.

Edit Titles

Before or after recording songs from the CD in your CD drive, you can edit the album and track information for that CD.

1. **On the Copy from CD window, click the Edit Titles button.**

   This opens the Review Album dialog box, which contains two tabs.

2. **Click the Description tab to enter or edit general album information.**

   Album: In this field, you can record the name of the album.

   Artist: In this field, you can record the name of the album's artist. As you type, RioPort Audio Manager shows you the first item in the list of artists matching the letters you have typed. Click the drop-down arrow to select an artist you've already entered.

   Rating: To assign a numerical rating to the album, enter a number from 1-10 in this field. You may also click the up and down arrows to select a number.

   Genre: Assign a musical genre to the album in this field. You may either type in your own genre, or select one from the drop-down list. As you type, RioPort Audio Manager shows you the first item in the list of genres matching the letters you have typed.

   Source: In this field, record the source from which you acquired this album, or select one from the drop-down list. For example, if you recorded this album from a CD, select *compact disc*. As you type, RioPort Audio Manager shows you the first item in the list of sources matching the letters you have typed

   Year: Use this field to record the year the album was released.

   Custom 1-6: Use these fields to record information for which there is not already a data field. You can edit a custom field name by selecting View from the menu bar, clicking Options, and then clicking the Custom tab. See the section regarding the Custom tab in Set preferences for more information about changing the custom field names.

   Categories list: Use this list to assign categories to the album you're editing. Categories help you organize your music files. To assign a category to an album, click in the Tag column next to the appropriate category. To add, rename, or delete a category, click the Add Category button. See Organize your database with categories for complete instructions.

   Notes: Use the Notes field to enter any information you want to save in the album record for which there is not a separate field.

3. **Click the Track List tab to review or revise the individual song names in this album's track list.**

   Review/Edit: Use the Review/Edit button to edit the song information for the song which is currently highlighted in the Album Song List. For more information on editing song information, see Edit song information.

   Miniplayer bar: The Miniplayer bar is only active when you highlight a song which you have already recorded. Unrecorded songs can be edited from this window, but they cannot be played. Click the Play button to play the song. Click the Pause button to temporarily pause playing the song. To play the song again, click the Play or Pause button. Click the Stop button to stop playing the song.

   Drag the Volume control slider to the right to increase the volume. Drag it to the left to decrease the volume.

   To move forward or backward in the song, drag the Song Position slider to the right or the left.

   Submit to CDDB: Prior to recording the CD in the Copy from CD window, you probably accessed the CDDB Web site to obtain the CD's title, artist, and track names. If the track information for this CD was not in the CDDB database or was incorrect in the CDDB database, you can update CDDB's information for this CD.

To do this, edit the album's information and then click the Submit to CDDB button. CDDB requires that you include your email address with your CD information submission, so you must enter a valid email address on the CDDB Options tab. To do so, click View on the menu bar, and then click Options.

You can only edit the album description information and the title and artist information for each individual song on the album. You cannot remove, rearrange, or add songs to the Album Song List.

For more information about the CDDB, see What is the CDDB?.

4. **To save your changes and return to the Copy from CD window, click Save/Close.**

To discard your changes and return to the Copy from CD window, click the Cancel button.

Stop recording

If necessary, you can interrupt the recording process.

- **Click the Stop Recording button**.

  Any songs which have been fully recorded at that point will be added to your song database. Any songs which have not been recorded, or have only been partially recorded, will not be added.

What is the CDDB?

The CDDB (CD Database) is an information database containing artist, disc title, track titles, and other information for digital audio compact discs. Over time, this archive has grown to contain a substantial collection of CD information and is continuing to grow at a rapid rate. This database can be accessed by client applications via CDDB server hosts that have been set up on the Internet.

The CDDB data format and the CDDB servers are used by many client applications requiring CD information. CDDB has become the de facto standard for Internet access of compact disc information.

You can find out much more information about the CDDB database by going to its Web site at www.cddb.com.

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Transfer music to a portable player device

If you have a portable digital audio player device, you can use RioPort Audio Manager to transfer and manage songs on the device. Use the Devices tab to perform these tasks. Once the songs are stored on your portable device, you can carry them with you and listen to them anywhere.

While you are working with the portable device in the Devices window, you cannot play songs or otherwise use the controls on the device. Additionally, any other devices (printers, external drives, etc.) which are attached to the same port will probably not be accessible. When you switch to another window or close the RioPort Audio manager, you can interact with devices on that port.

Before transferring or managing songs on your portable device, make sure that it is connected to a port on your computer, and that this port is specified in the Portable tab of the Options dialog box. For more information, see the Portable tab section in Set preferences and the documentation for your portable device.

If your device is not properly connected to your computer when you open the Devices window, RioPort Audio Manager displays a message. Verify the device is properly connected to the computer. As long as the device is not attached to the computer, the Devices window is inactive.

You can set options for transferring songs to the portable device, such as the Transcode Bit Rate. RioPort Audio Manager can re-encode songs as they are transferred to your portable player device. This is especially useful when you would like to fit more songs on your portable device and you are not as concerned about the sound quality. Keep in mind that song files can only be re-encoded at a lower bit rate. For more information about these options, see the section concerning the Portable tab in Set preferences.

What do you want to do?

- Transfer songs to a portable device
- Add songs to your Transfer List
- Create an album from your Transfer List
- Select songs to transfer to your portable device
- Transfer selected songs to the portable device
- Work with the songs on the portable device

Transfer songs to a portable device

To transfer songs to your portable device:

1. **On the Devices window, add songs to your Transfer List.**

    For more information, see Add songs to your Transfer List.

    To create a Transfer List that you can easily access later, save the list as an album. For more information, see Create an album from your Transfer List.

2. **Tag the songs that you want to transfer to your portable device.**

    See Select songs to transfer to your portable device for more information.

    Refer to the Usage bar above the portable song list to make sure that you do not tag more songs than will fit on the portable device.

3. **Click the Copy to Portable button.**

    This will start the transfer process. As the songs are transferred, a Status box shows you the progress of each song. See Start recording for more information.

    If you want to stop the transfer, click the Abort button.

    During the transfer, you cannot use other parts of RioPort Audio Manager, though you can work in other programs without interrupting the transfer process.

4. **Organize the songs, if necessary.**

    See Work with the songs on the portable player for more information.

Add songs to your Transfer List

To transfer songs to your portable player, you must first add the songs that you want to transfer to the Transfer List on the Devices window.

1. **To add the songs in your current song list on the Playlist window, right-click in the song list and select Send Songs to Portable Device.**

   If you have a set of songs in your current song list on the Playlist window, you can send those songs to the Transfer List on the Devices window.

   Right-click in the song list and select Send Songs to Portable Device. The Devices window opens and the songs from that song list will be in the Transfer List.

2. **To add individual songs to the Transfer List from the Devices window, click the Select Songs button.**

   The Select Songs dialog box shows you a list of all of the songs in your song database. For each song, the list shows the song title, artist, playing time, rating, and genre.

   You can sort the list of songs by clicking a column heading. For example, click the Artist column heading to sort the list alphabetically by artist.

   You can also use the Find feature to help you locate a song in the list. To use Find, click the header of the column that you want to search. The column sorts alphabetically and the Find field moves to the bottom of that column. Begin to type the name you want to find, and the highlight bar moves to the first item beginning with those letters or numbers. As you continue typing, the Find feature highlights the match closest to the text you type.

   You can also edit song information by clicking the song and then clicking the Edit button. For more information on editing songs, see Edit song information.

3. **Select the song(s) that you want to add to your Transfer List.**

   Tag a song that you want to add to your Transfer List by clicking in the Tag column next to that song. To tag all of the songs in the list, click the Tag All button. To untag all songs that are currently tagged, click the Untag All button.

4. **Click the Add Items button.**

   To add the tagged songs to your Transfer List, click the Add Items button. To disregard the tagged songs and close this window without adding anything to your Transfer List, click the Done button.

5. **To add all of the songs from selected album records to the Transfer List on the Devices window, click the Select Albums button.**

   The Select Albums dialog box shows you a list of all of the album records that are stored in your album database. For each album, the list shows the album name, artist, rating, and genre.

   You can sort the list of albums by clicking a column heading. For example, click the Artist column heading to sort the list alphabetically by artist.

   You can also use the Find feature described in Step 2 above to help you locate a song in the list.

   You can also edit song information by clicking the song and then clicking the Edit button. For more information on editing songs, see Edit song information.

6. **Select the albums from which you would like to add songs to your Transfer List.**

   To add all of the songs from an album to your Transfer List, you will need to tag it. You can tag an album by clicking in the Tag column next to that album. To tag all of the albums in the list, click the Tag All button. To untag all albums that are currently tagged, click the Untag All button.

7. **Click the Add Items button.**

   To add all of the songs from the tagged albums to your Transfer List, click the Add Items button. To

disregard the tagged albums and close this dialog box without adding anything to your Transfer List, click the Done button.

Select songs to transfer to your portable device

To transfer songs to your portable player, tag them first. Since the amount of memory available on the device is limited, be careful to not select more songs than you can store on the portable device.

1. **By default, when songs are added to the Transfer List, they are automatically tagged.**

   You can untag or retag songs by clicking in the Tag column on the left side of the Transfer List. A check mark in the Tag column indicates that the song is tagged to be transferred to the portable device.

2. **Arrange the songs in the order you want them to appear on the portable device.**

   Songs are transferred to the portable player device in the order in which they appear in the Transfer List. Click the Remove button to remove the selected song from the Transfer List. Click the Up button to move the highlighted song up one position in the Transfer List. Click the Down button to move the highlighted song down one position in the Transfer List.

3. **Refer to the Device Usage bar on the right side of the Devices window.**

   Refer to the Usage bar to see if you have enough space on your portable device for the songs you have selected in the Transfer List.

   The Usage bar shows the current memory usage status of the internal or external memory in the portable device (depending on whether you have ''Internal'' or ''External'' checked). The amount of memory already used on the portable device is shown in green. The amount of memory required to store the tagged tracks is shown in yellow. The amount shown in red represents the portion, if any, of the amount that you have tagged that exceeds the amount of memory available on your portable device. If any amount is showing in red, you must untag some songs in the Transfer List or remove some songs from the portable device before you can transfer your songs to the portable device.

   To allow more songs to fit on the device, you can also set RioPort Audio Manager to transcode songs as they are transferred to the portable device. Transcoded files take up less space on the portable device. For more information about setting up this option, see the section concerning the Portable tab in Set preferences.

Create an album from your Transfer List

RioPort Audio Manager lets you create your own custom album. This is especially helpful when you have created a song list in the Transfer List that you want to access easily in the future. Add the songs you want to the Transfer List, organize the songs in the order you want, and save the list as an album.

1. **On the Devices window, click the Clear List button, if necessary.**

   If you want to create an album from scratch, click the Clear List button to start with a blank Track List.

2. **Add the songs you want on your custom album to the song list.**

   For complete instructions, see Add songs to your Transfer List.

3. **Organize the songs in the order you want.**

   RioPort Audio Manager transfers songs to the portable device in the order they appear in the Transfer List. By organizing the songs now and saving them as an album, you can later add that album to your Transfer List to send those songs to your portable device.

   To move a song up in the list, highlight the song and then click the Up Arrow button. To move a song down in the list, highlight the song, and then click the Down Arrow button.

   To remove a song from the current song list, click the Remove button (the trashcan icon). This only deletes the song from the Transfer List, not from your song database. You can add it to the list again if you like.

4. **Click the Save List as Album button.**

   The Add Album dialog box opens.

5. **Enter an album description and any other information, and then click Save/Close.**

   For complete instructions, see Edit album information. If you decide that you do not want to create this album, you can click the Cancel button to close this dialog box and return to the Devices window without creating this album.

Transfer the selected songs to the portable device

After you have selected and organized the songs that you would like to send to the portable device in your Transfer List, you are ready to transfer the songs to the device.

1. **Make sure your portable player is connected to the correct port on your computer.**

   RioPort Audio Manager expects to find the portable player on the port specified in the Portable tab of the Options dialog box. See the information regarding the Portable tab in Set preferences for details. See your portable player documentation for more information on connecting the portable player to your computer.

2. **Select how you want to transfer songs.**

   If you have a supplemental memory card in your portable device, you must select whether you want to transfer songs to the portable device's internal memory or to the supplemental memory card.

   You transfer songs from the Transfer List to the memory unit you checked in the Memory bar. The Memory bar is located on the right side of the Devices window, directly above the Device Usage bar. Check the Internal button to display the songs and data files stored on the portable player device's internal (built-in) memory. If you have a supplemental memory card inserted in your portable device, check the External button to display the songs and data files which are stored on it.

3. **Click the Copy to Portable button.**

   RioPort Audio Manager copies the tagged songs to the portable device. As each song is transferred, you see a progress bar showing the status of the transfer

   If you have specified in the Options dialog box that you want RioPort Audio Manager to transcode songs as they are transferred to the portable device, you see a progress bar showing status of the file conversion. When the file has been converted, the Sending to Rio dialog box opens to show the progress of the song transfer. For more information about the Transcode Bit Rate option, see the section concerning the Portable tab in Set preferences.

   When all of the songs have been transferred, a dialog box opens and lists how many songs were transferred successfully.

4. **If necessary, stop the transfer process at any point.**

   If you decide at any point that you would like to stop the song transfer process, click the Abort button on the Sending to Rio or the Converting File dialog box. Any songs that have already been fully transferred will be available on the portable device. Any that were not transferred or were only partially transferred will not be available on the device.

Work with the songs on the portable device

Once you have transferred songs to the portable player, you see the songs listed in the Portable Song List, as long as the portable device is attached to the computer. The Portable Song List displays the song file name, file size (in kilobytes), and playing time (in minutes and seconds) for each song currently stored on the portable player device. You can rearrange the order of these songs or remove songs. You can also format the internal and external memory in the portable device. Any changes that you make to the portable device are reflected in both the Portable Song List and on the device itself.

1. **Organize the songs on the portable device.**

   The order of the songs in the Portable Song List reflects the order of the songs on the portable device. Use the Internal and External buttons to switch the view between the device's built-in memory and a supplemental memory card. Click the Remove button (the trashcan icon) to remove the selected song from the portable device. Click the Up button to move the highlighted song up one position on the portable device. Click the Down button to move the highlighted song down one position on the portable device

2. **To erase all of the data on the portable device, use the Format Media button.**

   Click the Format Media button to erase the internal or external memory on the portable device. Choose the Internal or External button to make sure that you are viewing the memory that you want to format.

3. **If you switch supplemental memory cards, refresh the view to read the songs on the supplemental memory.**

   Click the Refresh button to read the current song information from the portable device again.

Note concerning the Copy from Portable button: Some newer portable devices allow you to store data files. You can copy these data files from those devices to your hard drive. If you have data on your portable device, click the Copy from Portable button to begin copying that data from your device to your hard drive.

Visit the Internet to get music

You can download digital audio files from the Internet. You can have RioPort Audio Manager detect these files as they are added to your hard drive and add them to your song database.

1. **To download audio files from a Web site, click the RioPort button.**

   Your existing Internet connection is used to connect to the RioPort.com Web site, where you can take advantage of a variety of products, services, and information related to music on the Web, including the ability to search for, buy, and download music.

2. **Download files from here or navigate from RioPort.com to other sites that offer digital audio downloads.**

   The RioPort.com Web site provides you with a portal to the world of digital audio. This Web site offers downloads (some of which are free, some of which may be purchased) from a variety of partners. You can follow links from this Web site to many other locations on the Web where you may download digital audio files. If you know the Web address of a specific site that you would like to visit, you can type this in the Address field on this window and click the Enter key on your keyboard. The controls on this window (Back, Forward, Stop, and Home) work just like your Web browser.

3. **To search for audio files on the Web, use one of the search engine links on the RioPort.com Web site.**

   The RioPort.com portal offers several search engines that you can use to search for digital audio files on the Web. Most of these search engines allow you to search by artist, song title, and audio file type.

4. **After you find an audio file that you want, download it to your hard drive.**

   Typically, to download a file from the Internet, you click the link for the file that you want to download. Specify where you want to store the file on your hard drive, and your browser downloads the file. See the documentation for your Web browser for more information on downloading files from the Internet.

5. **Add the downloaded song file to your song database, if you like.**

   To have RioPort Audio Manager automatically add the downloaded music file to the database, check the "Add song to database when song file is downloaded" box on the General tab in the Options dialog box. For more information on setting up your options, see the section regarding the General tab in Set preferences.

Set preferences

Use the Options dialog box to personalize your RioPort Audio Manager settings. To open the Options dialog box, select Options from the View menu or click F10 on your keyboard. To edit the options, click the appropriate tab. When you have made all of your changes, click the OK button to save your changes and close this dialog box. To discard the changes you have made and leave the options as they were set previously, click the Cancel button.

General tab

Use the General tab to set general application options for RioPort Audio Manager.

Show tool tips: If you want to see a brief description of an object, such as a button or field, when you point to an object, check this box. If you don't want to see this description, clear this box.

Add song to database when song file is downloaded. When RioPort Audio Manager is running, it can monitor your hard drive and prompt you to add newly downloaded or copied songs to your song database. To use this feature, check this box. If you do not want the software to monitor your hard drive, clear this box.

Skins: From the drop-down list, select the color scheme you want to use in RioPort Audio Manager.

Tab Size: From the drop-down list, select the tab size you want to use for displaying the Playlist, Copy from CD, Devices, and RioPort buttons at the top of your window.

Temp Directory: RioPort Audio Manager uses a directory to temporarily store files when it is performing various operations. By default, it uses the same Temp file Windows uses (c:\Windows\ Temp). To change this directory, type the full path of the directory where you want to store temporary files. You can also click the ellipsis button (…) to the right of this field to browse for a directory.

Reset all "Don't Show This Again" flags: If you have checked the Don't Show This Again box on any special dialog boxes (such as the Empty Play List dialog box) and want that dialog box to appear again, click this button. This resets all of the special dialog boxes.

Storage tab

Use the Storage tab to set the options for storing songs you record from CDs and for adding songs to your database.

Song Directory: During the installation of RioPort Audio Manager, you specified the directory where you wanted recorded song files stored. To change this directory, type the full path of the directory where you want to store recorded song files. You can also click the ellipsis button (…) to the right of this field to browse for a directory.

Output File Format: From the drop-down list, choose the format you want RioPort Audio Manager to use when recording songs from your CDs to your hard drive. The file name for the recorded song will be in this format.

Replace space with underscore: When RioPort Audio Manager records songs from CDs, it can replace any spaces in the song file name with underscores. For example, it can change "my favorite song.mp3" to "my_favorite_song.mp3". If you want to replace spaces with underscores, check this box. If not, clear the box.

Create directory for album: When you record from a CD, RioPort Audio Manager can create a subdirectory (in the Song Directory specified above) in which to store all songs recorded from that CD. If you want to create this subdirectory for each CD, check this box. If you would rather store all of the songs that you record from CD in your Song Directory without a separate subdirectory for each CD, clear this box.

Create album from song directory name: When songs are added to the database, RioPort Audio Manager can create an album record in your album database for each directory and subdirectory on your hard drive which contains music files. For example, if you added all of the music files from the

directory c:\party songs, an album record would be created called "party songs" and it would contain all of the songs that you added from that directory. If you would like for the software to do this, check this box. If not, clear the box.

Read CD tab

Use the Read CD tab to specify settings to use when reading and recording from an audio CD

Drive: From the drop-down list, select the letter of the CD drive which you want to read or record. RioPort Audio Manager automatically detects all of the CD drives installed on your computer.

CD Read Method: From the drop-down list, select the method you want to use to read CDs. *Digital (VxD)* reads songs straight from your CD digitally. *Digital (WinAspi)* uses software to digitally read songs from your CD. *Analog* plays the song from the CD and records it using your sound card. The method that works best depends on your CD drive. If you are not sure which method to use, click the Configure it for me button and RioPort Audio Manager will select the best method for your CD drive.

Configure it for me: Click this button if you want RioPort Audio Manager to analyze your CD drive and select the CD Read Method for you.

Record file as: From the drop-down list, select the file format you want to use when recording audio files from CD, such as *Mpeg (MP3)* or *Microsoft Windows Media Audio (WMA)*.

Bit Rate: From the drop-down list, select the bit rate at which you would like audio files to be recorded. The higher bit rates take up more hard drive space and provide better sound quality, while the lower bit rates require less hard drive space, but provide lower sound quality.

CDDB tab

Use the CDDB tab to set options for using the CDDB Web site to obtain CD information

CD Database Site: From the drop-down list, select the CDDB Web site you would like to use to access CDDB information.

Update CDDB Site List: Click this button if you want to update the list of Web sites from which CDDB information may be downloaded.

Always get title from CDDB when CD is inserted: If you always want RioPort Audio Manager to connect to the Internet and download CD information from the CDDB Web site when you insert a new CD in your drive, check this box. If you would rather be asked whether or not to connect to the Internet and download this information each time you insert a new CD, uncheck this box.

Email address: If you plan to submit information to the CDDB Web site, CDDB requires that you include your email address with your CD information submission. They will use this email address to contact you if there is a problem or question with the information you submit.

Goto CDDB Website: Click this button to open your Internet browser and navigate to the CDDB Web site.

For more information about the CDDB, see What is the CDDB?.

Player tab

Use the Player tab to specify options for the playback of songs.

Music Player: From the drop-down list, select a music player you would like to use for song playback. You may use the *RioPort Audio Manager Player* or an external player like *WinAmp*.

Update Rate: From the drop-down list, select the rate at which you want the RioPort Audio Manager Player's Spectrum Analyzer to update. The Spectrum Analyzer is the display beneath the counter on the Playlist window which provides a graphic representation of the song currently playing. If you are experiencing problems during playback (such as slow response from other applications or a "clipping" of the song as it is playing) due to strains on your computer's processor, you may want to lower this rate, or turn it off completely by selecting None.

Portable tab

Use the Portable tab to set options for communicating with a portable player device.

Comm Port: From the drop-down list, select the communications port on your computer to which your portable player device is connected.

Transcode Bit Rate: RioPort Audio Manager can re-encode songs as they are transferred to your portable player device. This is especially useful when you would like to fit more songs on your portable device, and you are not as concerned about the sound quality. From the drop-down list, select the bit rate at which you would like song files to be re-encoded as they are transferred to your portable device. Keep in mind that song files can only be re-encoded at a lower bit rate. If you want to leave song files as they are when you transfer them to the portable device, select "None" from the drop-down list.

Portable: From the drop-down list, select the portable player device to which you would like to transfer music files from RioPort Audio Manager. This list displays all of the portable devices which RioPort Audio Manager detects have been installed on this computer.

Custom tab

Use the Custom tab to personalize the names of your six custom fields.

Custom 1-6: In this field, enter the name of the field as you want it to appear in the Edit Song and Edit Album dialog boxs.

Menu Bar Quick reference

File menu	[Search Hard Disks for Songs](#) , [Add Songs](#), [Review New Songs](#), [Exit](#)
View menu	[Playlist,](#) [Copy from CD,](#) [Portable,](#) [Internet,](#) [Small Player,](#) [Options](#)
Skins menu	[Default Skin](#)
Help menu	[Help Topics,](#) [Help On,](#) [Register,](#) [Unlock Program,](#) [Other colors,](#) [About RioPort AudioManager](#)

Search Hard Disks for Songs

If you want RioPort Audio Manager to search your hard drive for music files, choose this option from the File menu. These songs will be added to your song database.

Add Songs

Choose this option from the File menu to manually search for and add songs to your song database from your hard drive.

Review New Songs

Choose this option from the File menu to review any songs which have been added to your database but not yet reviewed. This might include songs that were added from your hard drive or songs that have been downloaded from the Internet.

Exit

Choose this option from the File menu to close RioPort Audio Manager.

Options

Choose this command from the View menu to open the Options dialog box, where you can personalize your preferences for working with RioPort Audio Manager.

Default Skin

Choose this option from the Skins menu to change the color scheme in RioPort Audio Manager to the default ''skin''. If you have downloaded and installed other color schemes, they are also be listed under the Skins menu.

Visit Partners

Choose this option from the Help Menu to connect to the Internet and visit the Web sites of some of RioPort's partners in the design and operation of RioPort Audio Manager.

Playlist

Choose this option from the View menu to access the Playlist window, where you can listen to songs from your song and album databases, and organize songs into song lists.

Copy from CD

Choose this option from the View menu to record music from a CD into your song database.

Portable

Choose this option from the View menu to transfer music files from your computer to your portable player device.

Internet

Choose this option from the View menu to connect to the RioPort.com Web site, where you can learn more about RioPort products and services. The RioPort.com Web site also includes links to other sites where you can find, buy, and download music and related items.

Small Player

Choose this option from the View menu to transform RioPort Audio Manager into a Small Player which allows you to play the songs in your current song list.

Help Topics

Choose this option from the Help menu to open this Online Help file.

Help On

Choose this option from the Help menu to see context-sensitive help on an item in RioPort Audio Manager. When you select this item, your cursor changes to a question mark pointer. Click this pointer on an item to see a description of that item.

Register

Choose this option from the Help menu to register your copy of the RioPort Audio Manager software.

Unlock Program

Choose this option from the Help menu to enter the certificate number you received after registration. After you have unlocked the program, you will have unlimited encoding capabilities.

About RioPort Audio Manager

Choose this option from the Help menu to see the version number and copyright information for RioPort Audio Manager.

For more information on RioPort Audio Manager

If you have a question that the RioPort Audio Manager Online Help file cannot answer, you can contact RioPort Technical Support. To check copyright information, click the link listed below. To find out how to print help sections to create a hard copy of this Online Help file, clink on the link below.

What do you want to do?

» Contact technical support
» Read copyright information
» Print help sections

Contact technical support

Visit the RioPort Web site at www.rioport.com to see answers to Frequently Asked Questions and to find information about product updates.

You can also E-Mail the RioPort technical support staff directly at:

Support@rioport.com

Read copyright information

Copyright and trademarks

Disclaimer and limitation of liability

How to print help sections

1. **Click the Help Topics button on this window.**

2. **Click on the Contents tab and open the book labeled Print Help Sections.**

    You will see a list of help sections you can print.

3. **Highlight the section you want to print.**

    You can open sections and print only the topics that you want.

4. **Click the Print button.**

    You can also choose Print from the File menu.

Playlist tab

Click this button to work with the Playlist, where you can listen to songs from your song and album databases, and organize songs into song lists.

Copy from CD tab

Click this button to record music from a CD into your song database.

Devices tab

Click this button to transfer music files from your computer to your portable player device.

RioPort tab

Click this tab to connect to the RioPort.com web site, where you can learn more about RioPort products and services. The RioPort.com web site also includes links to other sites where you can find, buy, and download music and related items.

Playlist window

This window shows the songs you've added to your current song list. You can add, remove, and arrange songs however you like to create custom song lists. You can even save your custom song lists as albums so that you can easily access them later. This window also has the audio player controls which you can use to play the songs in the current song list

Add Songs to the Song List button bar

Use this button bar to add songs to your current song list. Click the Select Songs button to select individual songs from your song database and add them to your current song list. Click the Select Albums button to add all of the songs from selected albums in your album database to your current song list.

Song List

The Song List shows information about the songs in your current song list. The Song List shows the song title, artist, original album, and playing time for each song.

Organize the Song List button bar

Use this button bar to work with the songs in your Song List. Click the Clear List button to clear all the songs from the current song list. Click the Save List as Album button to save your current song list as an album that you can easily access later.

Click the Remove button to remove the selected song from the list. Click the Up button to move the selected song up one position in the Song List. Click the Down button to move the selected song down one position in the Song List.

Copy from CD window

Use the Copy from CD window to record songs from a CD to your hard drive. The songs will be recorded as compressed, digital music files. The Copy from CD window includes the Track list, which shows information about the tracks on the CD in your CD drive, the Status box, which reflects the recording status of tracks you're recording, and related button bars.

Copy from CD button bar

To record music from an audio CD, insert the CD in the CD drive. RioPort Audio Manager reads the CD and shows you the tracks in the Track List.

Click the Get Song Titles button to get song titles from the CDDB web site. Click the Edit Titles button to add or change the CD or track information. This feature is especially useful if your CD is not listed on the CDDB web site. Click the Start Recording button to record the tracks you've tagged in the Copy from CD Track list. Click the Stop Recording button to stop converting tracks from the CD format to MP3 files.

Note: The CDDB is a database containing artist, disc title, track titles, and other information for digital audio compact discs. CDDB has become the de facto standard for Internet access of compact disc information. You can use RioPort Audio Manager to access this database via CDDB server hosts on the Internet.

Copy from CD Track list

This list shows the title of the audio CD in your CD drive, and the title, artist, and length of each track on the CD. Tag the tracks you want to record onto your hard drive by clicking in the Tag column. . This list also calculates and displays the number of tracks you've tagged, and the space required to record the tagged tracks onto your hard drive

Copy from CD Track list button bar

Use this button bar to work with the items in the Track list. Click the Refresh button to read the information from the CD in your CD drive again. Click the Tag All button to tag all the tracks in the list. Click the Untag All button to clear the checks in the Tag column for all the tracks in the list.

Status box

The Status box displays the current progress of the recording progress. The Status bar shows the recording progress of the track which is currently being read and compressed. The Overall Status bar displays the overall recording progress of all of the tracks which you selected to record.

Devices window

Use the portable player device window to transfer songs to the portable player. In the Transfer List, tag the songs you want to transfer to the portable device. Songs which are currently stored on the portable device are displayed and can be rearranged or removed in the Portable Song List. To transfer data files stored on the portable device to your hard drive, click the Copy from Portable button.

Devices window button bar

Use the Devices window button bar to add songs to the Transfer List and transfer them to your portable player device. Click the Select Songs button to add the songs from your song database to the Transfer List. You can then tag the songs you want to transfer. Click the Copy to Portable button to transfer the tagged songs from the Transfer List to your portable device. Click the Copy from Portable button to transfer data files from the portable device to your hard drive.

Portable Song List button bar

Use this button bar to rearrange or remove with the songs stored on your portable player device. Click the Refresh button to redisplay the current song information on the portable player. Click the Format Media button to erase the internal or external memory on the portable device.

The order of the songs in the Portable Song List reflects the order of the songs on the portable device. Click the Remove button to remove the selected song from the list. Click the Up button to move the selected song up one position in the list. Click the Down button to move the selected song down one position in the list.

Transfer List

The Transfer List shows information about the songs that you have selected to transfer to your portable player device, including the playing time, song file size, song title, and artist. Tag the songs that you want to transfer to your portable device by clicking in the Tag column. This list also calculates and displays the number of songs you've tagged, and the space required to store the selected tracks on your portable device.

Organize the Transfer List button bar

Use this button bar to work with the songs in the Transfer List. Click the Clear List button to clear all the songs from the Transfer List. Click the Save List as Album button to save the songs your current Transfer List as album you can easily access later.

Songs are transfer to the portable player device in the order they appear in the Transfer List. Click the Remove button to remove the selected song from the list. Click the Up button to move the selected song up one position in the Song List. Click the Down button to move the selected song down one position in the Song List.

Device Usage bar

Refer to the Usage bar to see if you have enough space on your portable device for the songs you have selected in the Transfer List. This Usage bar displays a gauge which shows the current memory usage status of the internal or external memory in the portable device (depending on whether you have "Internal" or "External" checked). The amount of memory which has already been used on the portable device is shown in green. The amount of memory that is required to store the tracks that you have tagged in the Transfer List is shown in yellow. The amount shown in red represents the portion, if any, of the amount that you have tagged that exceeds the amount of memory available on your portable device. If any amount is showing in red, you must untag some songs in the Transfer List or remove some songs from the portable device before you will be able to transfer your songs to the portable device."

Portable Song List

The Portable Song List shows the song file name, length (in minutes and seconds), size (in kilobytes), and the title of the songs stored on the portable player device.

Memory bar

Click the Internal button if you want to show the songs and data files stored on the portable player's internal (built-in) memory. If you have a supplemental memory card in your portable device, click the External button to show the songs and data files which are stored on it. Songs you transfer from the Transfer List are always transferred to the memory unit checked in the Memory bar.

RioPort window

This window uses your connection to the Internet to take you to the RioPort.com web site, where you can take advantage of a variety of products, services, and information related to music on the Web, including the ability to search for, buy, and download

To navigate to a different web site, follow links from the RioPort.com web site. To manually navigate to a specific Web address, type the address in the Address field or select a Web address from the Address drop-down list. To move back to the previous Web address, click the Back button. To forward move to the next Web address, click the Forward button. Click the Stop button to stop downloading the current page. Click the Home button to return to the RioPort.com Home page. Click the Disconnect button to disconnect from your dial-up connection.

Song details

This box shows details about the selected song, including its title, artist, genre, rating, year released, category, and other information. If you are currently on the Playlist window, you may edit these details by right-clicking on the song and selecting Edit Song. If you are currently on the Copy from CD window, you can edit these details by clicking the Edit Titles button and then highlighting the appropriate song and clicking Review/Edit.

Album details

This box shows details about the selected album, including title, artist, song list, and physical location.

Categories list

This list allows you to assign categories to the song or album you're editing. Categories help you organize your music files. To assign a category to a song or album, click in the Tag column next to the appropriate category. To add, rename, or delete a category, click the Add Category button.

Notes

Use the Notes field to enter any information you want to save in the song or album record for which there is not a separate field.

RioPort Audio Manager includes a feature which allows you to connect to the Internet and navigate to a web site by clicking on the song artist's name in the Detail box on the Playlist screen. To be able to link to a web site, you must enter the URL (address) for that web site as the first line of the Notes field in one of the following formats: "http://*(address)*" or "!/*(address)*". For example, you could enter "http://www.myfavoriteband.com" or "!/www.myfavoriteband.com", but not "www.myfavoriteband.com".

Player button bar

Use the Player button bar to control the playback of the songs in your current Song List.

Click the Back button to skip to the previous song. Click the Play button to play the current song. Click the Pause button to temporarily pause playing the song. Click the Stop button to stop playing. Click the Fwd button to skip to the next song.

To move forward or backward in the song, drag the Song Position slider to the right or the left.

Drag the Volume slider to the right to increase the volume. Drag it to the left to decrease the volume.

Drag the Stereo Balance slider to adjust the balance between the left and right speakers.

By default, RioPort Audio Manager plays once through all of the songs in the Song List in the order in which they are listed.

Click the Shuffle button to enable the Random Play Mode. In Random Play Mode, RioPort Audio Manager will play once through all of the songs in the Song List in a random order.

Click the Rep button if you want to enable the Continuous Play Mode. In Continuous Play Mode, RioPort Audio Manager will play through the songs in your Song List in order until you stop it. After it plays the last song in your Song List, it will start over from the beginning.

Click both the Shuffle button and the Rep button to continuously play through all of the songs in your Song List in a random order. With both modes enabled, RioPort Audio Manager will continue to play until you stop it.

Miniplayer bar

Use the Miniplayer bar to preview the selected song. Click the Play button to play the song. Click the Pause button to temporarily pause playing. To play the song again, click the Play or Pause button. Click the Stop button to stop playing the song.

Drag the Volume slider to the right to increase the volume. Drag it to the left to decrease the volume. Drag the Song Position slider to move forwards or backwards in the song.

Edit Album dialog box

Use the Edit Album dialog box to enter or edit a description of an album and to edit the album's track list.

If the track information for the CD is not in the CDDB database or is incorrect, you can update CDDB's information for this CD. To do so, edit the album's information and then click the Submit to CDDB button. CDDB requires that you include your email address with your CD information submission, so you must enter a valid email address on the CDDB tab in the Options dialog box. (Click View on the menu bar , click Options, and then click CDDB).

Click the Save/Close button to save the album information and close the dialog box. Click the Cancel button to discard your entries or changes and close the dialog box.

Note: The CDDB is a database containing artist, disc title, track titles, and other information for digital audio compact discs. CDDB has become the de facto standard for Internet access of compact disc information. You can use RioPort Audio Manager to access this database via CDDB server hosts on the Internet.

Edit Album description tab

Enter or edit the description of the current album.

Album: In this field, enter the name of the album.

Artist: In this field, enter the name of the album's artist. As you type, RioPort Audio Manager shows you the first item in the list of artists matching the letters you typed. Click the drop-down arrow to select an artist you've already entered.

Rating: To assign a numerical rating to the album, enter a number from 1-10 in this field. You can also click the up and down arrows to select a number.

Genre: Assign a musical genre to the album in this field. You can either type your own genre, or select one from the drop-down list. As you type, RioPort Audio Manager shows you the first item in the list of genres matching the letters you typed.

Source: In this field, record the source from which you acquired this album, or select one from the drop-down list. For example, if you recorded this album from a CD, select *compact disc*. As you type, RioPort Audio Manager shows you the first item in the list of sources matching the letters you typed.

Year: Use this field to record the year the album was released.

Custom 1-6: Use these fields to record information for which there is not already a data field. You can edit a custom field name by selecting View from the menu bar, clicking Options, and then clicking the Custom tab.

Edit Album Track List

Use the Track List tab to edit the song order on the album's track list. You can add songs, remove songs from the list, and change their order. This tab also displays detailed information about the highlighted song. On this tab, you can also preview a song using the Miniplayer buttons."

Album Song List

The Album Song List shows the songs on the current album record, including the track number, song title, artist, playing time (in minutes and seconds), and file size. It also shows the total number of songs and the total playing time of the album.

Edit Album Song List button bar

Use this button bar to work with the songs in the Album Song List. Click the Clear List button to clear all of the songs from the current Album Song List.

Click the Add Song button to access the Select Songs window and select additional songs to add to the Album Song List.

Click the Remove button to delete the selected song from the Song List. Click the Up button to move the selected song up one position in the list. Click the Down button to move the selected song down one position in the list.

Edit Song dialog box

Use the Edit Song dialog box to enter or edit information related to this song record. In the Song tab, you can enter or edit a description of a song, preview the song, assign a category to a song, and add notes. In the Advanced tab, you can enter or edit advanced information, such as the sample rate and quality of the recording.

If you have accessed the Edit Song dialog box from the Select Songs dialog box, the number of this song record in your database will be displayed in the lower left corner of the window. Click the Prev button to go to the song record previous to this one in your song database. Click the Next button to go to the next song record in your song database.

Click the Save/Close button to save your entries or changes and close the Song dialog box. Click the Cancel button to discard your changes and close the Song dialog box.

Song tab

Use the Song tab to record or edit information about the song you are currently editing.

Title: In this field, you can record the title of this song.

Artist: In this field, you can record the name of the song's artist. As you type, RioPort Audio Manager shows you the first item in the list of artists matching the letters you have typed. Click the drop-down arrow to select an artist you've already entered.

Written By: You can record the name of the songwriter in this field.

Original Album: In this field, you can enter the name of the album on which the song originally appeared, or select one from the drop-down list.

Genre: Assign a musical genre to the song in this field. You may either type your own genre, or select one from the drop-down list. As you type, RioPort Audio Manager shows you the first item in the list of genres matching the text.

Rating: To assign a numerical rating to the song, enter a number from 1-10 in this field. You can also click the up and down arrows to select a number.

Original Track: In this field, enter the track number of this song on its original album. You can also click the up and down arrows to select a number.

Year: In this field, record the year the song was released.

Version: If multiple versions of this song exist, you can enter the version number for this recording of the song in this field.

File Name: Normally, this field contains the path and file name of the song file to which this record is linked. However, if you have moved or deleted the song file, enter the new path and file name, or browse to the new file location for this song record by clicking on the ellipsis button ("…") located to the right of this field."

Edit Song Advanced tab

Use the Advanced tab on the Song dialog box to enter or edit advanced information about the current song.

Encoder: In this field, select the encoder you used to encode the song. If the encoder you used is not listed, enter it to add it to your list. If you recorded this song with RioPort Audio Manager, the Encoder is automatically entered as "RioPort."

Bit Rate: This field shows the bit rate at which this song was recorded. The bit rate is the amount of digital information stored per second of audio. The higher the bit rate, the better the sound quality, but the larger the file size. You cannot manually change this entry.

Sample Rate: This field shows the rate at which this song was sampled. For CD-quality sound, the sample rate is 44100. Like the bit rate, the higher this value, the better the sound quality, but the larger the file size. You cannot manually change this entry.

Source: In this field, record the source from which you acquired the song, such as *compact disc* or *downloaded*, or select one from the drop-down list.

Quality: To assign a quality rating to this song file, select Excellent, Good, Fair, or Poor from the drop-down list. You can also type your own rating to add it to your list.

Custom 1-6: Use these fields to record information for which there is not already a data field. You can edit a custom field name by selecting View from the menu bar, clicking Options, and then clicking the Custom tab.

Select Songs dialog box

This dialog box shows all of the songs in your RioPort Audio Manager song database. For each song, the list shows the song title, artist, playing time, rating, and genre.

Click a song to see a detailed description in the Detail box. Click a song and then click the Edit button to edit the song description.

Tag the songs you want to add to your Song List by clicking in the Tag column next to the song you want. To tag all the songs in the list, click the Tag All button. To untag all tagged songs, click the Untag All button.

To add the tagged songs to your current Song List, click the Add Items button. To disregard the tagged songs and close this window without adding anything to your Song List, click the Done button.

Select Albums dialog box

This displays all of the albums in your RioPort Audio Manager album database. For each album, the list shows the album name, artist, rating, and genre.

Click an album to see a detailed description in the Detail box. Click an album and then click the Edit button to edit the album description.

Tag the albums you want to add to your Playlist by clicking in the Tag column next to the album you want. To tag all the albums in the list, click the Tag All button. To untag all tagged albums, click the Untag All button.

To add all of the songs from the tagged albums to your current Song List, click the Add Items button. To disregard the tagged albums and close this window without adding anything to your Song List, click the Done button.

Select songs from list

Select the songs from this list that you want to add to your current Song List. For each song, the list shows the song title, artist, playing time, rating, and genre.

You can click a column heading to sort the list by that item. For example, click the Artist column heading to sort the list alphabetically by artist.

You can also use the Find feature to help you locate a song in the list. To use Find, click the header of the column that you want to search. The column sorts alphabetically and the Find field moves to the bottom of that column. Begin to type the name you want to find, and the highlight bar moves to the first item beginning with those letters or numbers. As you continue typing, the Find feature highlights the match closest to the text you type.

To tag a song and add it to your Song List, click in the Tag column next to the song you want. To tag all the songs, click the Tag All button. To untag all the tagged songs, click the Untag All button. To edit a song description, click the song and then click the Edit button.

To add the tagged songs to your current Song List, click the Add Items button. To disregard the tagged songs and close this window without adding anything to your Song List, click the Done button.

Select albums from the list

Select the albums from this list that you want to add to your current Album List. For each album, the list shows the album title, artist, playing time, rating, and genre.

You can click a column heading to sort the list by that item. For example, click the Artist column heading to sort the list alphabetically by artist.

You can also use the Find feature to help you locate a album in the list. To use Find, click the header of the column that you want to search. The column sorts alphabetically and the Find field moves to the bottom of that column. Begin to type the name you want to find, and the highlight bar moves to the first item beginning with those letters or numbers. As you continue typing, the Find feature highlights the match closest to the text you type.

To tag a album and add it to your Album List, click in the Tag column next to the album you want. To tag all the albums, click the Tag All button. To untag all the tagged albums, click the Untag All button. To edit a album description, click the album and then click the Edit button.

To add the tagged albums to your current Album List, click the Add Items button. To disregard the tagged albums and close this window without adding anything to your Album List, click the Done button.

Options dialog box

Use the Options dialog box to personalize your RioPort Audio Manager settings. Click the tab corresponding to the type of change you want to make. For example, you can set options regarding where to store music files, where and how to read audio CDs, where to find the CD database web site, which music player device you want to use to play music, and how to work with a portable player.

Options dialog General tab

Use the General tab on the Options dialog box to set system-wide options for RioPort Audio Manager.

Show tool tips: If you want to see a brief description of an object, such as a button or field, when you point to an object, check this box. If you don't want to see this description, clear this box.

Add song to database when song file is downloaded. When RioPort Audio Manager is running, it can monitor your hard drive and prompt you to add newly downloaded or copied songs to your song database. To use this feature, check this box. If you do not want the software to monitor your hard drive, clear this box.

Skins: From the drop-down list, select the color scheme you want to use in RioPort Audio Manager.

Tab Size: From the drop-down list, select the tab size you want to use for displaying the Playlist, Copy from CD, Devices, and RioPort buttons at the top of your window.

Temp Directory: RioPort Audio Manager uses a directory to temporarily store files when it is performing various operations. By default, it uses the same Temp file Windows uses (c:\Windows\Temp). To change this directory, type the full path of the directory where you want to store temporary files. You can also click the ellipsis button (…) to the right of this field to browse for a directory.

Reset all "Don't Show This Again" flags: If you have checked the Don't Show This Again box on any special dialog boxes (such as the Empty Play List dialog box) and want that dialog box to appear again, click this button. This resets all of the special dialog boxes.

Options dialog Storage tab

Use the Storage tab to set options for storing songs you create from a CD or when adding songs to the Playlist.

Song Directory: During the installation of RioPort Audio Manager, you specified the directory where you wanted recorded song files stored. To change this directory, type the full path of the directory where you want to store recorded song files. You can also click the ellipsis button (…) to the right of this field to browse for a directory.

Output File Format: From the drop-down list, choose the format you want RioPort Audio Manager to use when recording songs from your CDs to your hard drive. The file name for the recorded song will be in this format.

Replace space with underscore: When RioPort Audio Manager records songs from CDs, it can replace any spaces in the song file name with underscores. For example, it can change "my favorite song.mp3" to "my_favorite_song.mp3". If you want to replace spaces with underscores, check this box. If not, clear the box.

Create directory for album: When you record from a CD, RioPort Audio Manager can create a subdirectory (in the Song Directory specified above) in which to store all songs recorded from that CD. If you want to create this subdirectory for each CD, check this box. If you would rather store all of the songs that you record from CD in your Song Directory without a separate subdirectory for each CD, clear this box.

Create album from song directory name: When songs are added to the database, RioPort Audio Manager can create an album record in your album database for each directory and subdirectory on your hard drive which contains music files. For example, if you added all of the music files from the directory c:\ party songs, an album record would be created called "party songs" and it would contain all of the songs that you added from that directory. If you want the software to do this, check this box. If not, clear the box.

Options dialog Read CD tab

Use the Read CD tab to specify settings to use when reading the contents of an audio CD.

Drive: From the drop-down list, select the letter of the CD drive which you want to read or record. RioPort Audio Manager automatically detects all of the CD drives installed on your computer.

CD Read Method: From the drop-down list, select the method you want to use to read CDs. *Digital (VxD)* reads songs straight from your CD digitally. *Digital (WinAspi)* uses software to digitally read songs from your CD. *Analog* plays the song from the CD and records it using your sound card. The method that works best depends on your CD drive. If you are not sure which method to use, click the Configure it for me button and RioPort Audio Manager will select the best method for your CD drive.

Configure it for me: Click this button if you want RioPort Audio Manager to analyze your CD drive and select the CD Read Method for you.

Record file as: From the drop-down list, select the file format you want to use when recording audio files from CD, such as *Mpeg (MP3)* or *Microsoft Media Audio (WMA)*.

Bit Rate: From the drop-down list, select the bit rate at which you would like audio files to be recorded. The higher bit rates take up more hard drive space and provide better sound quality, while the lower bit rates require less hard drive space, but provide lower sound quality.

Options dialog CDDB tab

Use the CDDB tab to set options for using a CD database web site.

CD Database Site: From the drop-down list, select the CDDB Web site you would like to use to access CDDB information.

Update CDDB Site List: Click this button if you want to update the list of Web sites from which CDDB information may be downloaded.

Always get title from CDDB when CD is inserted: If you always want RioPort Audio Manager to connect to the Internet and download CD information from the CDDB Web site when you insert a new CD in your drive, check this box. If you would rather be asked whether or not to connect to the Internet and download this information each time you insert a new CD, uncheck this box.

Email address: If you plan to submit information to the CDDB Web site, CDDB requires that you include your email address with your CD information submission. They will use this email address to contact you if there is a problem or question with the information you submit.

Goto CDDB Website: Click this button to open your Internet browser and navigate to the CDDB Web site.

Note: The CDDB is a database containing artist, disc title, track titles, and other information for digital audio compact discs. CDDB has become the de facto standard for Internet access of compact disc information. You can use RioPort Audio Manager to access this database via CDDB server hosts on the Internet.

Options dialog Player tab

Use the Player tab to select the device you want to use to play music.

Music Player: From the drop-down list, select a music player you would like to use for song playback. You may use the *RioPort Audio Manager Player* or an external player like *WinAmp*.

Update Rate: From the drop-down list, select the rate at which you want the RioPort Audio Manager Player's Spectrum Analyzer to update. The Spectrum Analyzer is the display beneath the counter on the Playlist window which provides a graphic representation of the song currently playing. If you are experiencing problems during playback (such as slow response from other applications or a "clipping" of the song as it is playing) due to strains on your computer's processor, you may want to lower this rate, or turn it off completely by selecting None.

Options dialog Portable tab

Use the Portable tab to set options for working with a portable player.

Comm Port: From the drop-down list, select the communications port on your computer to which your portable player device is connected.

Transcode Bit Rate: RioPort Audio Manager can re-encode songs as they are transferred to your portable player device. This is especially useful when you would like to fit more songs on your portable device, and you are not as concerned about the sound quality. From the drop-down list, select the bit rate at which you would like song files to be re-encoded as they are transferred to your portable device. Keep in mind that song files can only be re-encoded at a lower bit rate. If you want to leave song files as they are when you transfer them to the portable device, select "None" from the drop-down list.

Portable: From the drop-down list, select the portable player device to which you would like to transfer music files from RioPort Audio Manager. This list displays all of the portable devices which RioPort Audio Manager detects have been installed on this computer.

Options dialog Custom tab

Use the Custom tab to personalize the names of your six custom fields.

Custom 1-6: In this field, enter the name of the field as you want it to appear in the Edit Song and Edit Album dialog boxes.

Special Circumstances dialog boxes

The Special Circumstances dialog boxes appear to provide you with assistance in navigating and using RioPort Audio Manager. If you simply want to exit this dialog box and proceed on your own, press the Close button. If you do not ever want one of these dialog boxes to reappear in the future, put a check mark in the Don't Show This Again box in the lower left corner. If you decide later that you would like to see the dialog box, under the appropriate circumstances, you can reset the Don't Show This Again option by selecting View and Options and pressing the Reset all 'Don't Show This Again flags' button. Below are descriptions of each of the Special Circumstances dialog boxes.

Empty Database

If you open the Playlist window and RioPort Audio Manager can't find any music files in your song database, the Empty Database dialog box will appear. It offers several options for adding songs to your database. To record songs from an audio CD, insert that audio CD in your CD drive and press the Copy from CD button. Click the RioPort button to go to the Internet to search for, buy, and download music on the Web. If you already have song files on your hard drive and you would like RioPort Audio Manager to scan your whole hard drive and add all of the song files that it finds to your song database, press the Search Disk for Music button.

Registration Reminder

If you have not yet registered RioPort Audio Manager, the Registration Reminder dialog box will periodically appear to remind you to do so. If you would like to register the software, press the Register Now button. If you would rather register the software later, press the Register Later button.

Empty Playlist

If you open the Playlist window and your Song List does not contain any songs (but you do have songs in your song database), the Empty Playlist dialog box will appear. Click the Select Songs button to add individual songs to your Song List from your songs database. Press the Select Albums button to select an album and add all of the songs from that album to your Song List.

No Audio CD

If you open the Copy from CD window and RioPort Audio Manager does not detect an audio CD in your CD drive, the No Audio CD dialog box will appear. If you would like to records some songs from an audio CD, insert that CD in your CD drive and press the Copy from CD button. Click the RioPort button to go to the Internet to search for, buy, and download music on the Web.

Transfer Songs to Hardware Player

If you open the Devices window and you do not have any songs in your Transfer List, the Transfer Songs to Hardware Player dialog box will appear. Click the Select Songs button to add individual songs to your Transfer List from your songs database. Press the Select Albums button to select an album and add all of the songs from that album to your Transfer List.

Not Enough Room on Hardware Player

On the Devices window, if you are adding songs to your Transfer List and you select more songs than will fit on the available space on your portable player device, the Not Enough Room on Hardware Player dialog box will appear. It provides advice on fixing this situation. You may either untag some songs in your Transfer List, or you may remove songs from the portable device. When you have either selected an amount of songs that will fit on the portable device, or have freed enough space on the portable device to fit all of the songs that you have tagged, the Usage bar will no longer show any amount in red. You may then press the Copy to Portable button to transfer the tagged songs to your portable device.

Review New Songs dialog box

Use this dialog box to review the new songs you're adding to your database from your hard drive. You can mark all of the songs as reviewed, review individual songs, preview the songs, or close the window and review the songs later.

To preview the songs, use the Miniplayer controls under the Detail box. Click the Accept All button to accept all the songs in the Review Song List and their descriptions. Click a song and then click the Review/Edit button to review the selected song or edit its description. Click the Review Later button if you want to mark the songs as not reviewed and close this dialog box. The songs have already been added to your database and their review status will not affect any other functions.

Review Song List

This list shows all the new songs you are adding to your database from your hard drive. For each song, the list shows the song title, artist, original album, and playing time (in minutes and seconds. When a song is highlighted, all of the information about that songs is displayed in the Detail box.

Click a column heading to sort the list by that item. For example, to sort the list by artist, click the Artist column heading.

Unlock Program dialog box

When you have received your Certificate Number from RioPort, use this dialog box to enter that Certificate Number to enable the full encoding capabilities of RioPort Audio Manager. Your Certificate Number is specific to your computer and will only unlock the program if it is installed on this computer.

Ticket Number: This field contains the ticket number which was transmitted to RioPort to receive your Certificate Number. You cannot edit the data in this field.

Certificate Number: Type the Certificate Number you received from RioPort in this field. You do not have to include dashes or spaces.

After you have entered your Certificate Number, click the Unlock button. If everything matches, you will receive a message which says, "The Certificate matches the Ticket. Your program now has unlimited recording." Simply press the OK button and proceed. If the number is typed incorrectly, or if there is a problem with the Certificate Number, you will receive a message which says, "The Certificate does NOT match the Ticket. Please retype the Certificate string." When you receive this message, press the OK button and verify that you have typed the Certificate Number exactly as it appears on the notice you received from RioPort. If you continue to receive this message and you have verified your Certificate Number, please contact RioPort technical support.

Small Player button

Click this button to transform RioPort Audio Manager into a Small Player which allows you to play the songs in your current song list.

Small Player

You can transform RioPort Audio Manager into a Small Player which allows you to play the songs in your current song list. If you like, you can customize the Small Player dialog box using WinAmp skins.

You can restore the Small Player to the full-size window in four ways:

- Click the Big Player button in the upper right corner of the Small Player window.
- Click the Rio graphic in the upper left corner of the Small Player window and then click Go Big.
- Click the PL button, located to the right of the volume and balance controls.
- Click the Open button, which is located between the Fwd and Shuffle buttons.

The Small Player also supports the use of color schemes or "skins" which have been created in the format used by Nullsoft's WinAmp software.

- To change the skin, click the Rio graphic in the upper left corner of the Small Player window and then click Skins. Then navigate on your hard drive to the location of your WinAmp skin files, click one, and click the Open button. The Small Player should now be "wearing" the skin you selected.
- To return to the original RioPort Audio Manager color scheme, click the graphic in the upper left corner and select Restore Skin. This restores the original RioPort Audio Manager color scheme.

Big Player button

Click this button to transform the Small Player to the large RioPort Audio Manager window.

Edit Category dialog box

Use this dialog box to add, rename, or delete categories. Click the Add button to add a new category. Highlight a category name and then click the Rename button to enter a new name for that category. Highlight a category name and then click the Delete button to delete that category.