

Windows Media Player

Version 11 Tutorial

Windows XP

[This tutorial was created in Microsoft Word 2003 by Phillip Seager, Seager Enterprises on September 14, 2007. Much of the content was taken from the Microsoft Windows Media website. It was created on a Windows XP machine in Windows Classic Mode]

The Windows Media Player program can be used in a variety of ways. It can be used to:

1. Play & create music,
2. Watch videos, and to
3. Download free and purchased music or videos based on a user's preferences.

In this tutorial, we examine each of the 3 areas listed above, showing examples. Because this is a Microsoft Word 2003 document only, the audio portion will not be available.

On a Windows XP or Vista machine, Windows Media Player is included. As part of Windows Updater, as new versions are available you can upgrade to the newest version. The most current one is version 11. Version 9 was the first version available for XP previous versions were used in other versions of Windows [95, 98, ME and 2000]. It is available in a separate tutorial.

[Note: When using the Table of Contents and other areas that are underlined, hold down the CTRL key located at the far left and bottom of your keyboard and then with your mouse \(you will notice that the arrow changes to a hand\) you can then navigate or go to any section you choose by clicking with the left-mouse button. The same is true when you finish a section, you can use the same action to click on RETURN TO TOP and it will take you back to the beginning of the tutorial.](#)

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Learn the Basics

Navigating Media Player

Start Windows Media Player 11

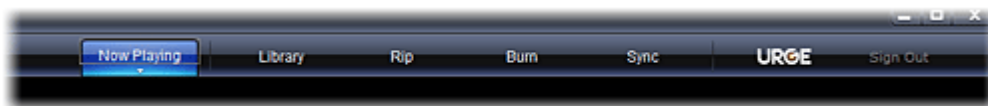
There are several ways to start Windows Media Player. You can start it the same way you start other programs (such as Microsoft Word, Microsoft Excel, and so on), or from a shortcut icon on your desktop. The following procedure shows an easy and sure-fire way to start it.

To start the Player

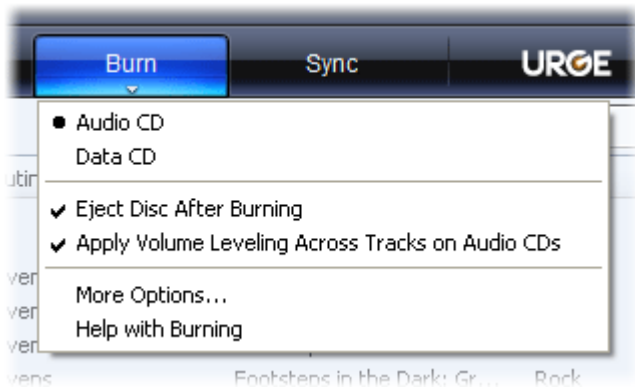
1. On the taskbar, click **Start**.
2. Point to **All Programs**, and then click **Windows Media Player**.

Switch to a Tab to Simplify a Task

The tabs on the Player taskbar allow you to focus on a specific task, as shown in the following screen shot.



You can switch to a tab to see a view that targets the task you want to complete. The arrow that appears below each tab provides you with quick access to options and settings for that task. For example, the arrow below the **Burn** tab gives you the ability to burn the currently playing playlist to a CD in just a few clicks, as shown in the following screen shot.



As you switch between various tabs and views in the Player, use the **Back** and **Forward** buttons to retrace your steps, as shown in the following screen shot.



Create Lists to Play, Burn, or Sync

Much of what you do in the Player requires that you set up a list first. For example, before burning to an audio CD, you create a list of the songs you want to burn. This release of the Player makes it easy to create lists by using the List pane, as shown in the following

screen shot.

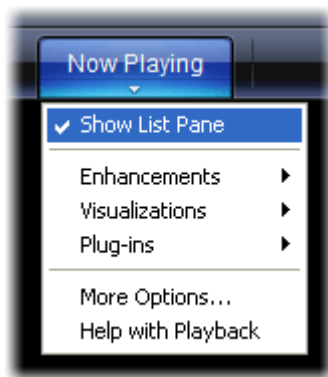


You can add or remove items and move them around in the List pane until your list is set up exactly how you want it.


You have several options for adding songs, albums, or playlists to the List pane:

- Drag items to the List pane from the Details pane of the Player or from a folder on your computer. The Details pane is the middle section of the Player that displays your content.
- Switch to the tab for your task, right-click an item in the Details pane, and then click the command to add the item to the List pane. For example, click the **Burn** tab, right-click a file, and then click **Add to "Burn List"**.
- Right-click a file on your computer, and then click **Add to Windows Media Player List**.

To show or hide the List pane in the **Now Playing** tab, click the arrow below the **Now Playing** tab, and then click **Show List Pane**, as shown in the following screen shot.




To show or hide the List pane in the **Library** tab, click the **Show List pane** button .

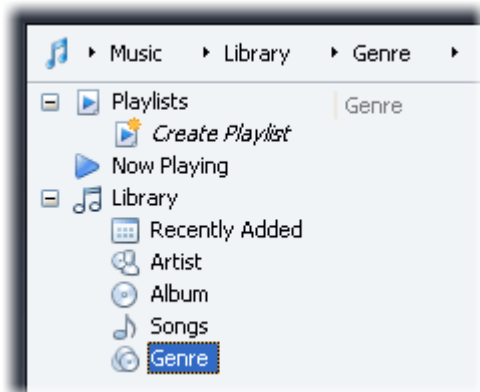
To clear an existing list and start again, click the **Clear List pane** button .

Browse and Search Made Simple

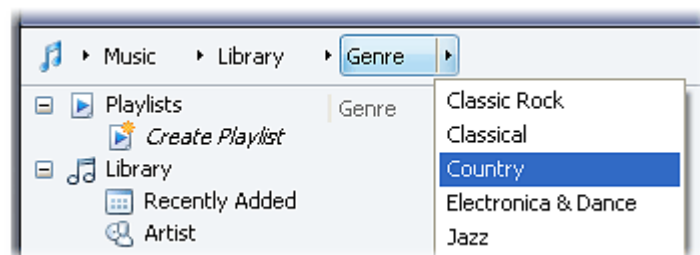
This release of the Player gives you some new options for getting to your music, videos, and pictures quickly.

Browsing

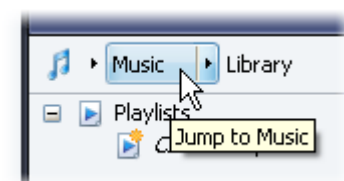
Use the **Select a category** button  on the address bar to switch to a category, such as Music, Pictures, or Video, and then select a view of that category in the Navigation pane. Content in your library is organized into the view you select, making it easy to browse even the largest library with a couple of mouse clicks. For example, switch to the Music category and then click **Genre** in the Navigation pane, as shown in the following screen shot.



You can also go deeper into a view by clicking the arrow on the address bar, as shown in the following screen shot.



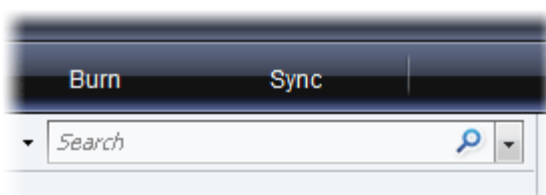
Or you can back up a few steps by clicking higher up in the address bar. For example, if you want a view of all music in your library, click **Music** on the address bar, as shown in the following screen shot.



To ensure the best experience when using the Player, it is important to have correct and complete media information, such as album and artist names.

Searching

Use the new search to quickly find what you're looking for, as shown in the following screen shot.



As you type, the Player immediately displays information about the items in your library that match your search. You can also search for items in an online store such as URGE.

What About the Menus?

Key tasks and options now appear in the Player taskbar tabs or on the arrows that appear below the tabs. However, if you want, you can still show the Classic Menus (previously known as the menu bar), as shown in the following screen shot.



To show the Classic Menus, right-click an empty area of the taskbar (such as the area to the left of the **Now Playing** tab) or an empty area to the left or right of the playback controls, and then click **Show Classic Menus**. Or, press CTRL+M.

Finding Online Stores

URGE, from MTV Networks, is the default digital music service featured in Windows Media Player 11 (U.S. only). However, many of the online stores you used in Windows Media Player 10 are also available in Windows Media Player 11. To find additional online stores such as Audible, FYE, Movielink, MSN Music, and Napster, just click the arrow below the **Online Stores** tab, and then click **Browse all Online Stores**.

Where is the Media Guide?

All of the features you loved about the Windowsmedia.com Guide in previous versions of the Player are still available in Windows Media Player 11. The Media Guide is like an electronic magazine; it is updated daily with links to the latest movies, music, and video on the Internet, and includes a broad range of topics from worldwide news to the latest developments in the entertainment industry. You can play everything displayed in the Media Guide feature by using the Player.

To use the Media Guide

- Click the arrow below the **Online Stores** tab and then click **Media Guide**.

Listen to Online Radio

You can use the Player to listen to radio stations that broadcast over the Internet. The Radio Tuner available through the Media Guide provides a list of some of the most popular stations from around the world.


You can also use Windows Media Player to listen to the radio from online stores, such as URGE.

To listen to online radio in the Media Guide

1. Click the arrow below the **Online Stores** tab, and then click **Media Guide**.
2. Click the link for Radio.

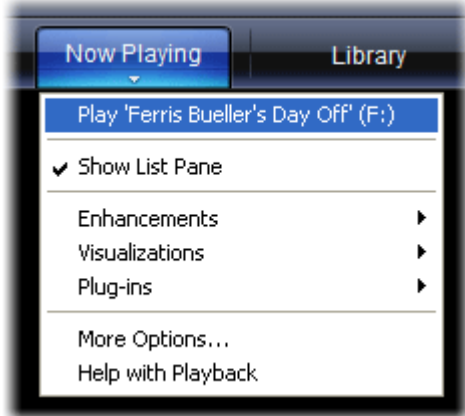
Play CD's & DVD's

You can use Windows Media Player 11 to listen to CDs and play DVDs on your computer. You can play audio CDs or data CDs that contain music files (also known as media CDs) and video CDs (VCDs). VCDs are similar to DVDs, although the video quality is not as high.

 **Note** To play DVDs using the Player, you must have a DVD drive and a software or hardware DVD decoder installed on your computer. By default, Windows does not include a DVD decoder.


To play a CD

1. Insert the CD you want to play into the drive.
2. (Optional) If the CD doesn't start playing or if you want to select a disc that is already inserted, click the arrow below the **Now Playing** tab, and then click the drive that contains the disc, as shown in the following screen shot.



 **Note** To eject a disc, right-click on the disc in the Navigation pane, and then click Eject.

To skip songs when playing a CD


- To skip a song, click the **Next** button  while the song is playing. The song will be skipped. If repeat play is turned on, the song will not play again during that playback session. If you accidentally skip a song you'd like to hear, double-click the song in the playlist. It will be played immediately and won't be skipped anymore.

To play a DVD or VCD

1. Insert the DVD or VCD you want to play into the drive.
2. (Optional) To skip to a specific point, click the **Now Playing** tab, and then in the List pane, click a DVD title, DVD chapter name, or VCD segment.

 **Note** To eject a disc, right-click on the disc in the Navigation pane, and then click Eject.

To watch a DVD in full screen mode

1. While a video is either playing or paused, click the **View full screen** button  or press ALT+ENTER. When you switch to full screen mode, the Player controls may appear for a short period of time, depending on the capabilities of your video card and the functionality of the video or DVD that you may be viewing. If you are unable to see the playback controls and you have not configured full-screen controls to be off, move your mouse or press any key to make them reappear.
2. To return the Player to full mode, press ESC.

Setting a Default Media Player

If your computer is running Windows XP and you have more than one digital media player installed, you can choose Windows Media Player 11 as your default digital media player for all the audio and video file types that it supports. This means that when you attempt to play a supported file type, such as Windows Media Audio (.wma) or Windows Media Video (.wmv), the Player opens automatically and plays the file.

To set Windows Media Player 11 as your default digital media player

1. Open Control Panel.
2. Under **Pick a category**, click **Add or Remove Programs**.
3. In the **Add or Remove Programs** window, click **Add or Remove Programs**.

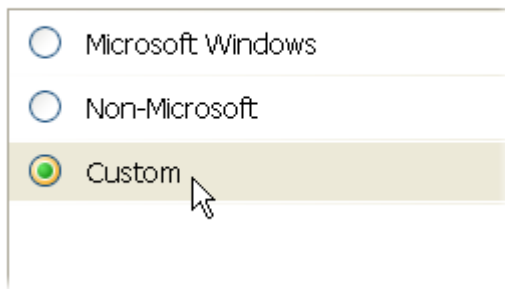


4. In the **Add or Remove Programs** dialog box, click **Set Program Access and Defaults**.



5. In the **Choose a configuration** box, double-click **Custom**.

Choose a configuration:



6. In the **Choose a default media player** area, click **Windows Media Player**, and then click **OK**.



You also have the option of setting Windows Media Player as the default digital media player for one or more specific file types rather than for all audio and video file types that the Player supports.

In some cases, you might set Windows Media Player as the default digital media player for a specific file type but a different player or program opens that file type instead.

[RETURN TO TOP](#)

Get Music & Video on your computer

Rip (Copy) Songs from CDs to Your Computer

You can use Windows Media Player 11 to rip songs from your CDs to your computer so that they become files on your computer. After that, you can sync the ripped songs with a portable music player, a Windows Mobile Smartphone or Pocket PC, or other compatible

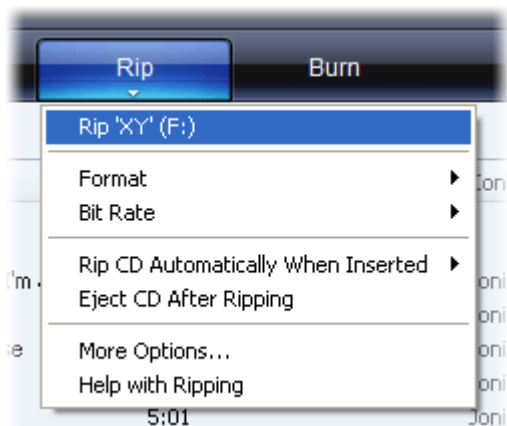
portable media device; burn a customized music CD for enjoying at a party or in your car; or play the songs anytime from your computer without the hassle of having to find the original CD.

To rip music from a CD to your computer

1. Check that you are connected to the Internet and then start the Player.

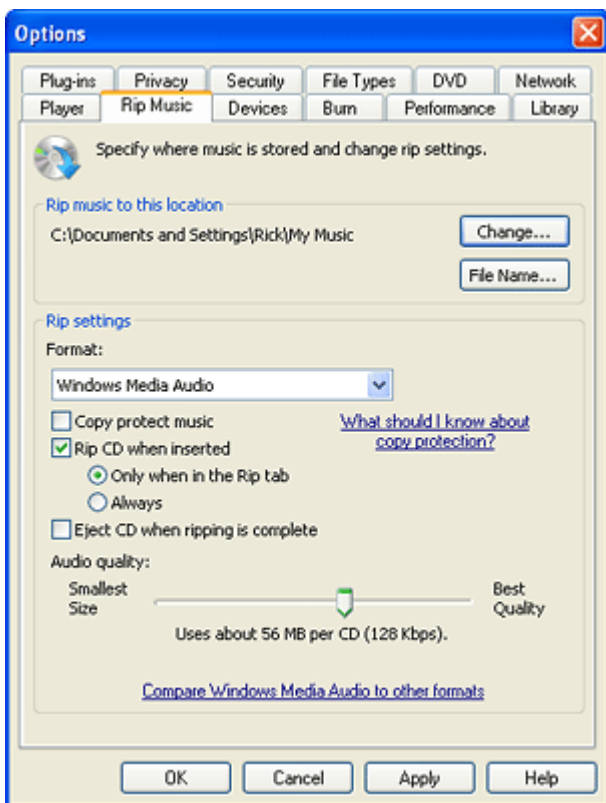
When you are connected to the Internet, the Player attempts to retrieve media information such as the album and artist name about the tracks being ripped from a Windows Media database that is maintained by Microsoft. The Player then adds the information to the files during ripping. If media information is incorrect or missing, you can add or edit it after ripping. For information about adding or editing media information, see Windows Media Player Help.

2. (Optional) To select a different format or bit rate for the files that are created during ripping, click the arrow below the **Rip** tab, as shown in the following screen shot, and then make your selections from the **Format** and **Bit Rate** commands.



- 3.

You can also change the default settings later on the **Rip Music** tab of the **Options** dialog box, which is accessible by clicking the arrow below the **Rip** tab, and then clicking **More Options**, as shown in the following screen shot.



4. Insert an audio CD into the CD drive, and then click the **Rip** tab, as shown in the following screen shot.



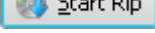
By default, the Player begins ripping the CD automatically when you are in the **Rip** tab or when you first switch to it after the CD was inserted. You can also choose to have ripping begin immediately upon inserting the CD, or you can turn off automatic ripping from the **Rip Music** tab of the **Options** dialog box. For information about changing these settings, see Windows Media Player Help.

Note that all songs are selected to be ripped if you have not previously ripped them.

- (Optional) As the Player begins to rip the CD, clear the check boxes next to any songs that you don't want to rip. Or, you can temporarily stop the rip process to make your selections. To do this, at the bottom of the List pane, click **Stop Rip**



(Partially ripped songs are not saved.)

Select the songs you want to rip, and then, at the bottom of the List pane, click **Start Rip**  to restart ripping.

- (Optional) In some instances, you may be prompted to manually add missing media information after ripping has completed. For information about adding or editing media information, see Windows Media Player Help.

After the songs have been ripped, you can find and play them in your library.

Choosing a File Format

By default, the Player uses the Windows Media Audio format, which optimizes the balance between file size and sound quality and is supported by PlaysForSure-verified devices. You can also choose one of the following formats:

- **Windows Media Audio Pro**, which is designed to be used in low storage capacity portable devices, such as mobile phones, where the increased efficiencies of the format improve the audio quality at lower bit rates. Note that not all portable devices support this format.
- **Windows Media Audio (Variable Bit Rate)**, which can reduce the file size, but may also take longer to rip.
- **Windows Media Audio Lossless**, which provides the best audio quality but increases the file size.
- **MP3 and WAV (Lossless)**, which provide added flexibility.

Your selections apply to tracks you rip in the future; it is not possible to use the Player to change the format of a track you have already ripped.

Choosing a Bit Rate

You can adjust the bit rate that is used during ripping. Typically, the lower the bit rate you choose, the smaller the resulting file size, but it also lowers the resulting quality of the audio reproduction. Choose a bit rate setting that represents the best balance between sound

quality and file size for your needs. Note that file size is typically a more important consideration for users who will listen to their ripped music primarily on devices, rather than on computers, due to their limited storage capacity. Many of the formats provide you with a range of bit rates from which to choose.

What to Choose?

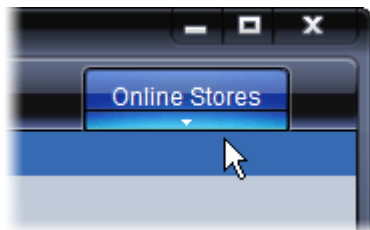
If you are not sure which settings to use, try ripping the same song to different formats and bit rates and then listen to the differences and compare the file sizes to help you decide. Note that it is not possible to adjust the bit rate if you have selected a lossless format.

Use Online Stores to Get Music, Videos, and More

Select a Store

The Player gives you the freedom to choose the store or stores that best meet your needs. If one store doesn't offer what you're looking for, you can look in a different store.

The appearance of the **Online Stores** tab changes depending upon which store you've selected most recently. When no store is active, the text on the tab says "Online Stores," as shown in the following screen shot.



When a particular store is active, "Online Stores" is replaced with the name or logo of the store you've chosen, as shown in the following screen shot.



One of the newest and most innovative stores in the Player is URGE. Brought to you by the people behind the legendary MTV, VH1, and CMT television networks, URGE boasts an impressive catalog of music and videos from a wide range of artists, musical styles, and eras.

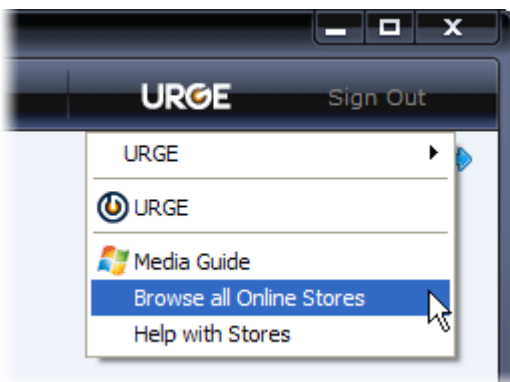
Aside from its massive catalog of music, one of the things that sets URGE apart from other stores is its seamless integration with the Player. Because the entire URGE catalog appears right inside your library, you can find and play URGE content as easily as your own. The following screen shot shows URGE in the Player library.



To get started

1. Install Windows Media Player 11, and accept any prompts to install URGE.
Currently, URGE is only available to customers who reside in the United States.
2. Start the Player, and then click the **Online Stores** tab.

If URGE isn't available in your country/region or if you just want to try other stores, click the arrow below the **Online Stores** tab, and then click **Browse all Online Stores**, as shown in the following screen shot.



In the list that appears, click the store that you want to use, and then follow any instructions to install the service.

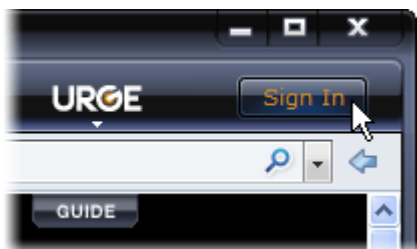
Set Up an Account

In most cases, you'll need to set up a store account before you can use a store. The procedure varies slightly from store to store, but it typically includes the following steps.

1. Choose a user name.
2. Choose a password.
3. Enter your billing information.
4. Choose an account type.

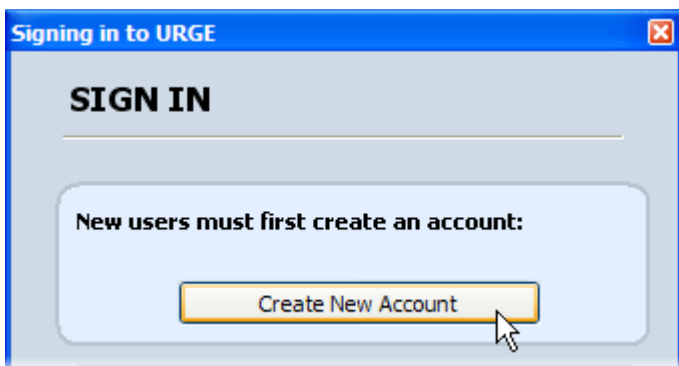
To set up an account in URGE

1. Click **Sign In**, as shown in the following screen shot.



If the URGE logo does not appear in the taskbar, click the arrow below the **Online Stores** tab, and then click **URGE**.

2. In the dialog box that appears, click **Create New Account**, as shown in the following screen shot.



3. Enter your billing information, and then choose an account type.

Choosing an account type

When you set up an account with an online store, you might have to choose the type of account (or plan) you want to use. Some stores offer only one account type, while others offer several. The following are some common account types:

- **Purchase-only.** This is the standard account (URGE calls this the Basic Pass). In most cases, this account type lets you play short sample clips of the items in the store's catalog. A **Buy** button typically appears next to the items in the catalog. If you click the button, your credit card is charged a one-time fee that is indicated on the **Buy** button, and the item is automatically downloaded to your computer and added to your library.

If you buy a song, the store will typically allow you to play it on your computer, burn it to an audio CD, and sync it to a portable music player. This account type is good for people who frequently want to burn songs to CDs and aren't interested in listening to everything in the store's catalog.

- **Subscription with streaming.** A subscription account lets you rent content from an online store, typically for a monthly fee. If you have a subscription account with a music store such as URGE, you'll be able to play nearly every song in the store's catalog an unlimited number of times without having to buy each song first. This gives you the freedom to explore new artists, new albums, and new musical styles without worrying about generating a huge bill or wasting money on songs that you don't like.

If the subscription account only permits you to play items that are streamed to your computer (as opposed to also permitting you to download items to your computer), you'll need to be connected to the Internet anytime you want to play items in the store's catalog. This account type is best suited for people who are always connected to the Internet and who don't want to sync their subscription content to a portable device.

As with all subscription accounts, you will not be able to play subscription content from that store if you choose to cancel your subscription. Of course, if you buy any songs or albums from the store while you're a subscriber, you'll still be able to play them if you cancel your subscription later.

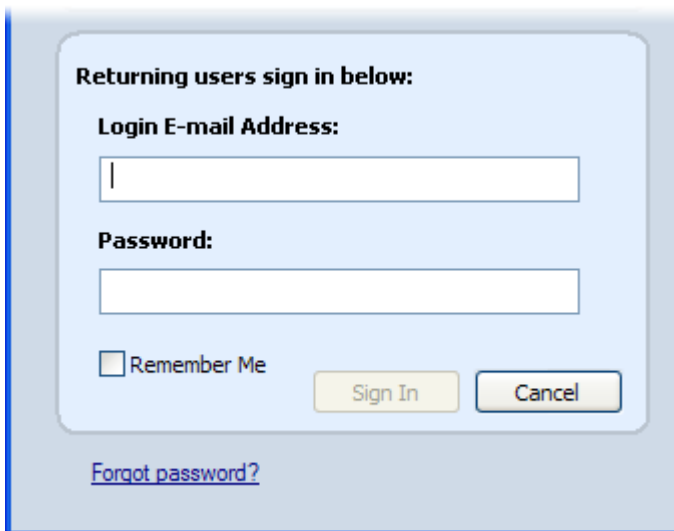
- **Subscription with streaming and download.** This subscription account type lets you download content to your computer for playback when you're not connected to the Internet (URGE calls this the All Access Pass). This account type is great for people who travel frequently with a laptop computer and don't always have Internet access.
- **Subscription with streaming, download, and sync.** This subscription account type lets you download content to your computer and sync it to a compatible portable device (URGE calls this the All Access Pass To Go). This is the most flexible account type and is perfect if you want to take your music with you when you're away from a computer.

Browse or Search for Content

After you've set up an account, you need to sign in to your store.

To sign in to a store

1. Click the **Sign In** button next to the store logo in the taskbar.
If your store's logo does not appear in the taskbar, click the arrow below the **Online Stores** tab, and then click the name of the store you want to use.
2. In the dialog box that appears, type the account name and password you chose when you set up your store account, as shown in the following screen shot.

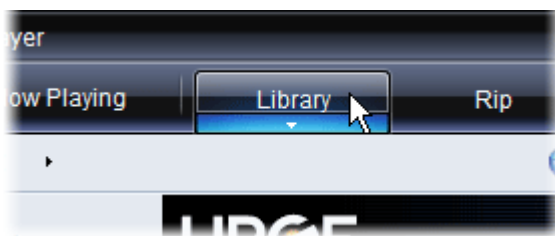


The screenshot shows a light blue dialog box titled "Returning users sign in below:". It contains two input fields: "Login E-mail Address:" and "Password:". Below the password field is a checkbox labeled "Remember Me". At the bottom right are two buttons: "Sign In" and "Cancel". At the bottom left is a blue hyperlink that says "Forgot password?".

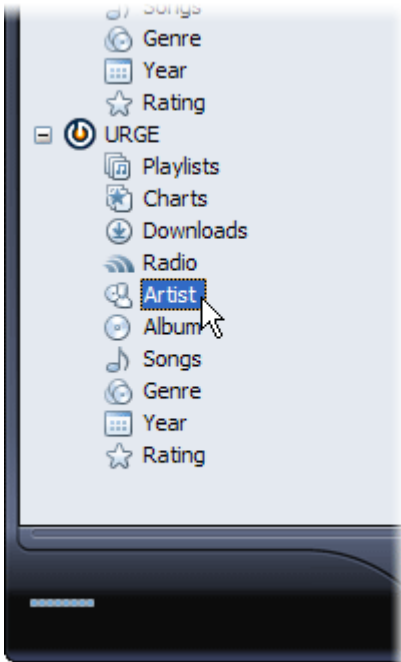
Now you're ready to start browsing for the music, videos, or other items that the store offers. Each store has a different look and feel. Here's how you can find items quickly in URGE.

To browse the URGE catalog

1. In the Player, click the **Library** tab, as shown in the following screen shot.



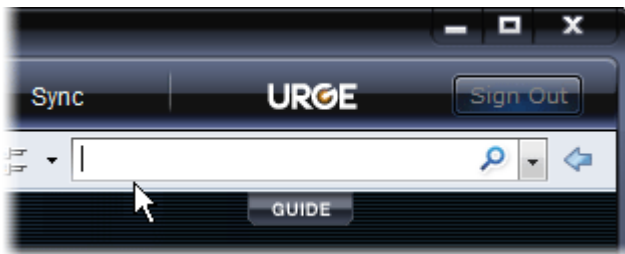
2. In the Navigation pane, expand the **URGE** category, and then click one of the views, such as **Artist**, as shown in the following screen shot.



3. To explore items in that view, double-click any items that appear in the Details pane (the pane to the right of the Navigation pane).

To search for specific items in URGE

1. In the Player, click the **Library** tab.
2. In the Navigation pane, expand **URGE**, and then click one of the views, such as **Artists**.
3. In the search box, type what you're looking for (for example, an artist name if you clicked the **Artists** view in step 2), as shown in the following screen shot.



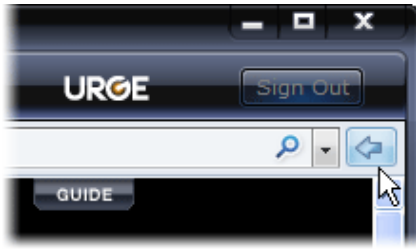
As you type, the items that match your request appear in the Details pane. In some cases, you can double-click an item in the Details pane to refine your search. For example, double-click the stack of images next to the artist name to see a list of albums by that artist.


Play, Download, or Buy Content

After you've found the item you're interested in, depending on the store you're using and your account type, you can buy, play, or download the content. The following procedures apply to URGE. In some cases, the steps required for other stores might vary.

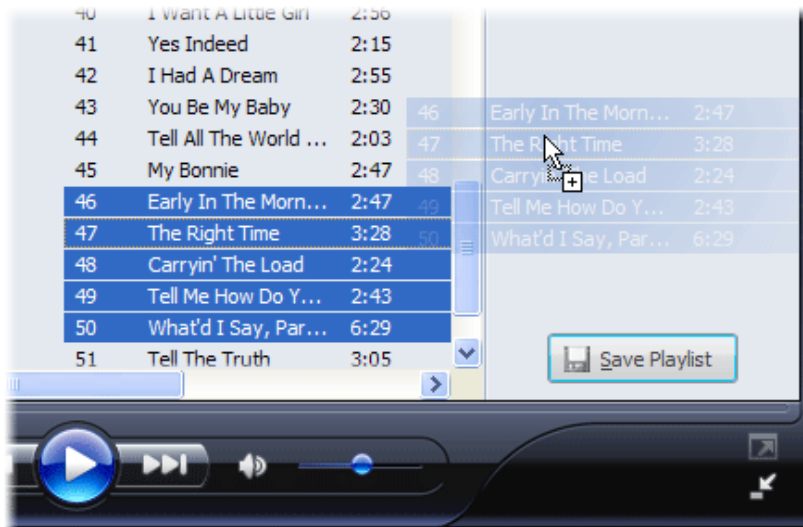
To play an item in URGE

1. In the Player, click the **Library** tab.
2. If the List pane is hidden, click the **Show List pane** button, as shown in the following screen shot.



If the List pane already contains items, click the **Clear List pane** button .

3. Drag the item (such as a song or album) from the Details pane to the List pane, as shown in the following screen shot.

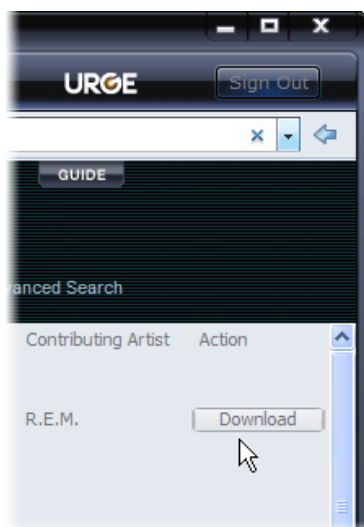


If you have a subscription account (All Access Pass or All Access Pass To Go) and you're signed in to the store, the entire song will begin to play. If you have a purchase-only account (Basic Pass) or you have a subscription account but you are not signed in, a short preview of the song will play instead.

To download an item in URGE

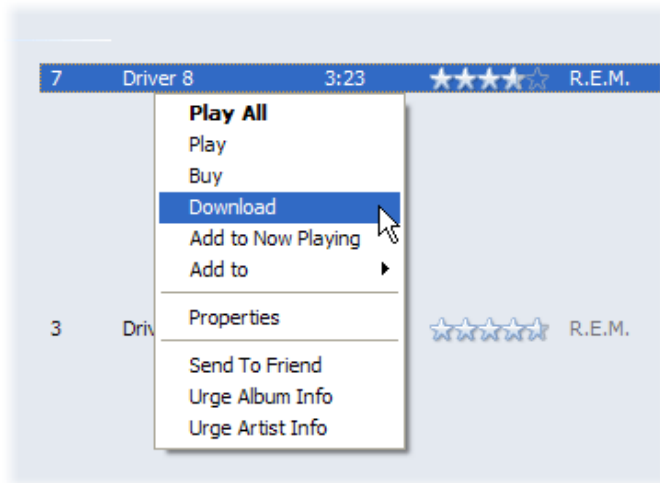
If you have a subscription account (All Access Pass or All Access Pass To Go), you can download nearly any song in the URGE catalog. If you have a purchase-only account (Basic Pass), you can only download songs if you buy them first.

1. Do one of the following:
 - If you want to download a song, click the **Download** button in the **Action** column, as shown in the following screen shot.

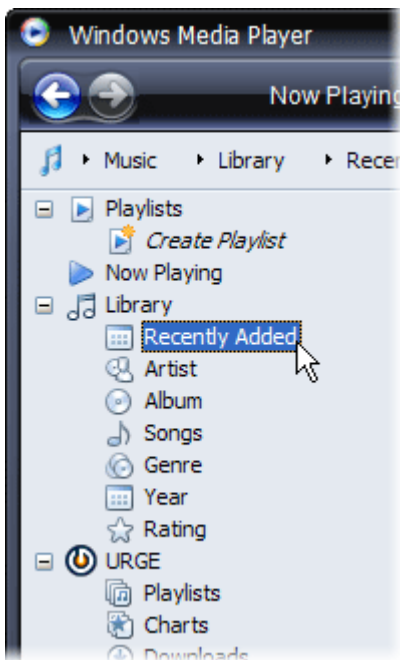


If the **Action** column is not visible, drag the scroll bar at the bottom of the library to the right.

- If you want to download an entire album, right-click the album, and then click **Download**, as shown in the following screen shot.



2. To find the items that have been added to your library, in the Navigation pane, expand **Library**, and then click **Recently Added**, as shown in the following screen shot.



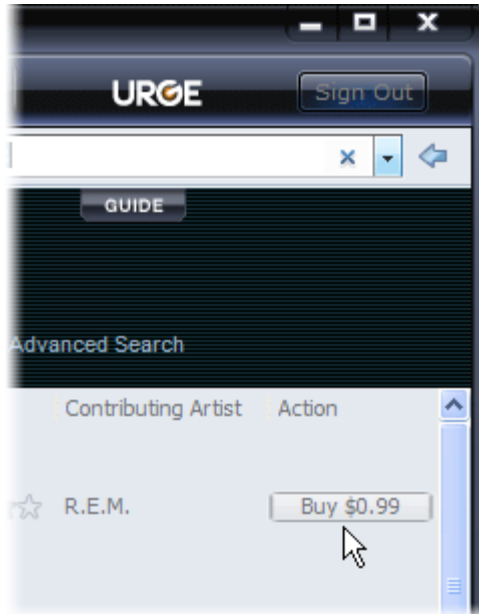
If necessary, you can further refine the list by typing the name of the item in the Search box.

After you download an item to your computer, you can play it on your computer. If you have a subscription account with sync rights (All Access Pass To Go), you can also sync the songs to a portable music player. If you want to burn the song to an audio CD, you'll need to buy the song.

To buy an item in URGE

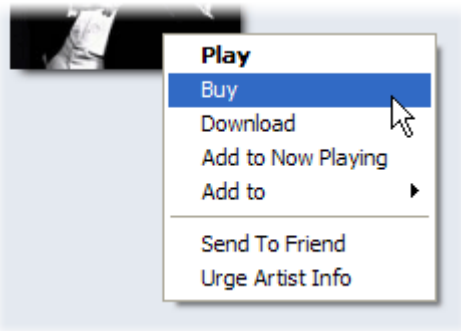
You might need to buy a song if your account type does not permit you to play the full song, burn the song to an audio CD, or sync the song to a portable music player.

1. Do one of the following:
 - If you want to buy a song, click the **Buy** button in the **Action** column, as shown in the following screen shot.

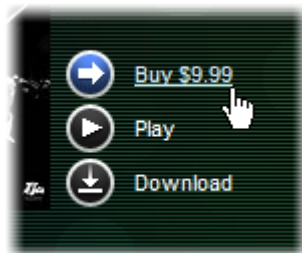


If the **Action** column is not visible, drag the scroll bar at the bottom of the library to the right. If you have a subscription account (All Access Pass), the **Buy** button might not be available. In that case, right-click the song, and then click **Buy**.

- If you want to buy an entire album, right-click the album, and then click **Buy**.



If you want to see the price of the album before you buy it, double-click the album, and then look for the price listed next to the **Buy** link that appears in the upper portion of the URGE page, as shown in the following screen shot.



2. To find the items that have been added to your library, in the Navigation pane, expand **Library**, and then click **Recently Added**.

If necessary, you can further refine the list by typing the name of the item in the search box.

After you buy an item, you can play it on your computer, burn it to an audio CD, or sync it to a portable music player.

Add Items from Computer to Library

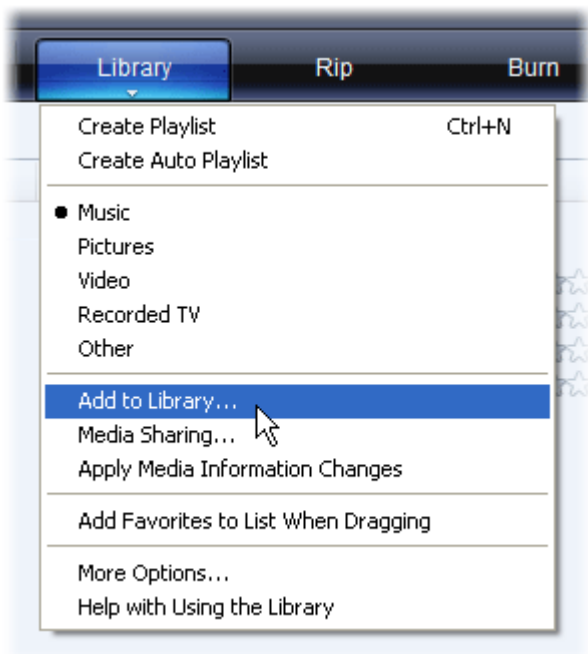
The library is the central location in Windows Media Player 11 where you can organize, find, and play all of your music, videos, pictures, and other digital media content. As you add items to the library, your content is automatically grouped by categories such as Artist, Album, and Genre.

Add Items to the Library

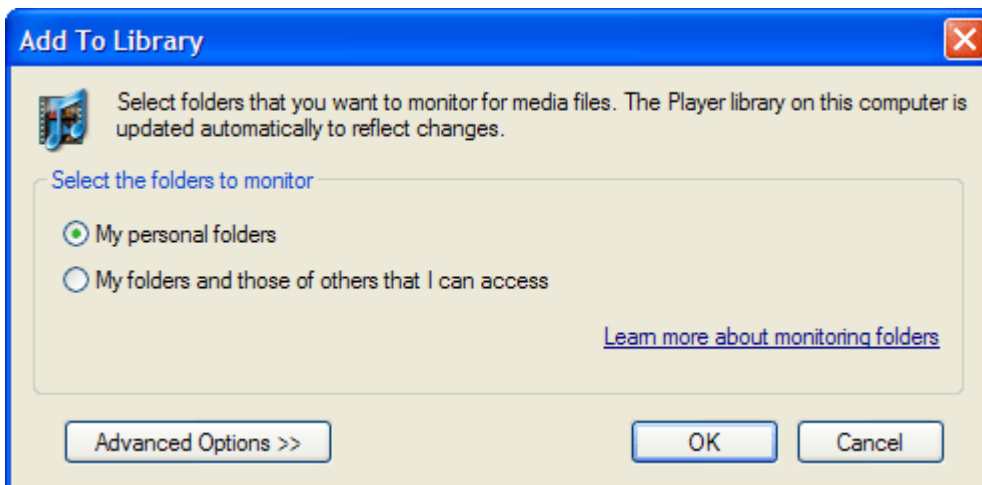
By default, the Player automatically searches certain folders on your computer for digital media files and adds them to the library. If you start the Player and there are no items in the library or some items appear to be missing (perhaps because you store your files in folders that the Player doesn't search by default), you can specify where the Player should search instead.

To add content to your library

1. Click the arrow below the **Library** tab, and then click **Add to Library**, as shown in the following screen shot.



2. In the **Add to Library** dialog box, click one of the following options, as shown in the following screen shot.



- **My personal folders.** Use this option to search for the digital media files stored in your personal Music, Pictures, and Videos folders, as well as any files stored in the public Music, Pictures, and Videos folders that everyone who uses your computer has access to.

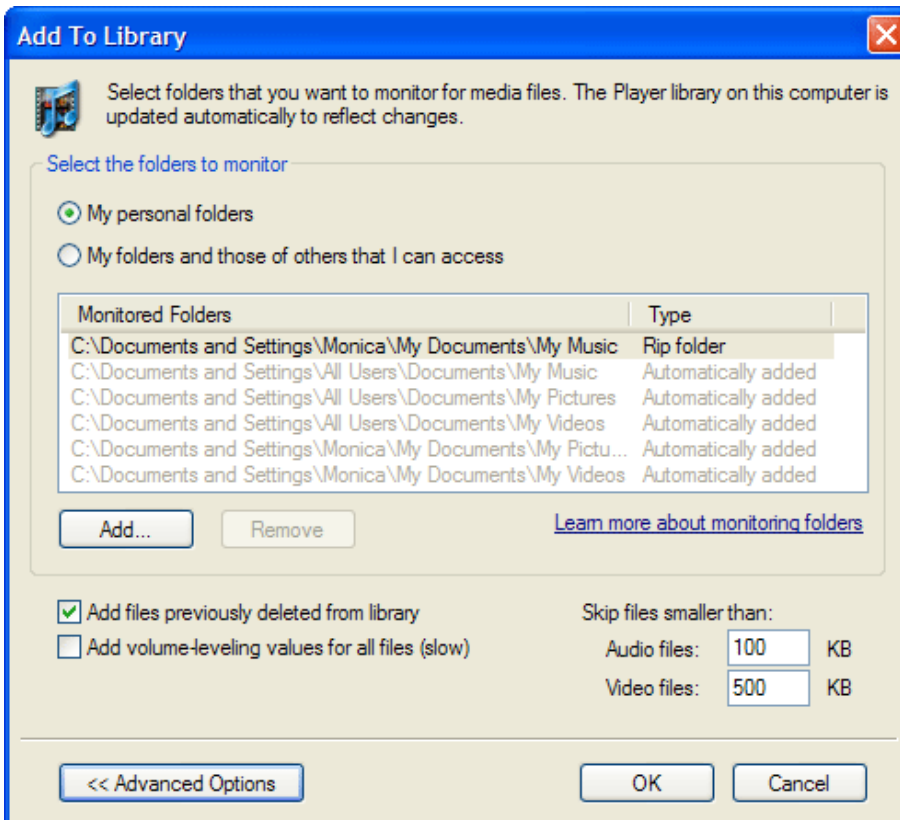
Personal folders are typically located at C:\Documents and Settings\username\My Documents; whereas, public folders are typically located at C:\Documents and Settings\All Users\Documents.

Whenever a file is added or deleted from one of these folders, your library is automatically updated through a process called folder monitoring.

- **My folders and those of others that I can access.** Use this option to monitor the digital media files stored in your personal Music, Pictures, and Videos folders, the files stored in the public Music, Pictures, and Videos folders, as well as the files stored in the personal Music, Pictures, and Videos folders that belong to other users on your computer.

Note that you can only monitor the files stored in another user's personal folder if that person has chosen to share the folder with you. For information about how to share a folder with another person on your computer, see Windows Help and Support.

3. (Optional) Click **Advanced Options**, and then do any of the following, as shown in the following screen shot.



- To monitor additional folders, click **Add**, and then specify the location of the folder.
- To stop monitoring a folder that you previously added, click the folder that you want to remove from the list, and then click **Remove**. To stop monitoring a folder that has been automatically added, click the folder, and then click **Ignore**.
- To specify whether the Player should add files previously deleted from the library, select or clear the **Add files previously deleted from library** check box.
- To prevent files that are smaller than a certain size from being added to the library, enter the file size limits in the **Audio files** and **Video files** boxes.

Find Items in the Library

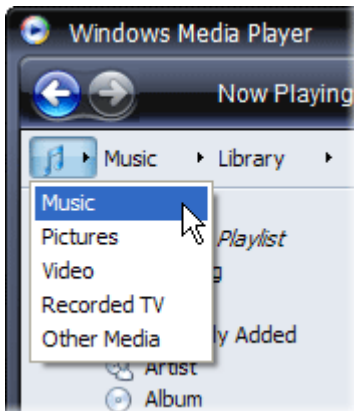
There are two ways to find content in the library—by browsing and by searching.

Browse the Library

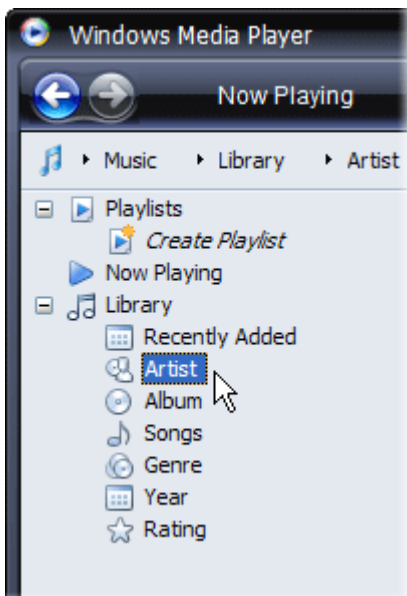
If you're not sure what you're looking for, you can browse the contents of your library by switching between media types, library categories, and library views.

To browse the library

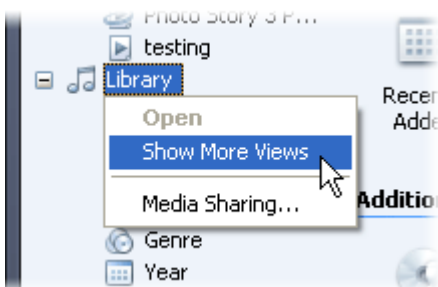
1. Click the **Library** tab.
2. On the address bar, click the **Select a category** button, and then select the media type you want to view (for example, **Music**, **Pictures**, or **Video**), as shown in the following screen shot.



3. In the Navigation pane, expand the **Library** category, and then click a view such as **Artist**, as shown in the following screen shot.



By default, only a limited number of category views are displayed. If you want to show additional views, right-click **Library**, and then click **Show More Views**, as shown in the following screen shot.



Items in the view you have chosen are displayed in the Details pane, as shown in the following screen shot.

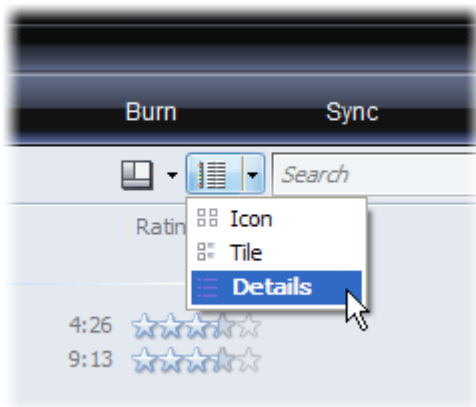


4. Depending upon what view you've chosen and the contents of your library, double-click an item in the Details pane to explore that view or to begin playing that item.

To switch between library views

You can control how the items in the Details pane are displayed. For example, you can choose whether they should be displayed with large icons or detailed text.

1. Click the **Library** tab.
2. Click the **View Options** button, and then select the display option you want, as shown in the following screen shot.



Some library views are not available for certain media types or category views.

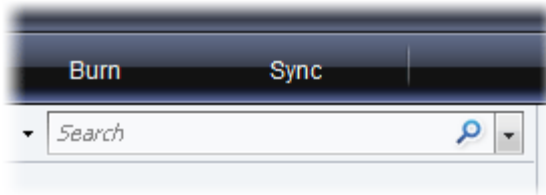
Search the Library

The search capabilities of the Player have been greatly improved in this release. Even if you have thousands of items in your library, searching for a particular song, artist, or album is surprisingly fast.

To search for an item

1. Click the **Library** tab.

2. On the address bar, click the **Select a category** button, and then select the media type you want to view (for example, **Music**, **Pictures**, or **Video**).
3. In the search box, type the text you want to find, as shown in the following screen shot.



Items that match your search criteria are displayed in the Details pane. If you use an online store such as URGE that is integrated into the library, your search results might also contain items from that store's online catalog.

Find & Listen to Internet Radio Stations

You can find radio stations that broadcast over the Internet, and listen to them in Windows Media Player 11.

Radio Stations in Windows Media Player 11

You can use the Media Guide in Windows Media Player 11 to find and play Internet radio stations. The Media Guide is like an electronic magazine; it is updated daily with links to the latest movies, music, and video on the Internet, as well as links to some of the most popular radio stations from around the world.

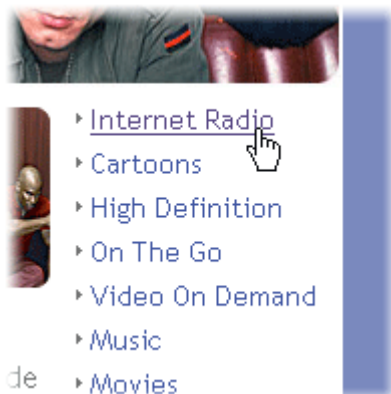
To find and play radio stations using the Media Guide

1. In Windows Media Player 11, click the arrow below the **Online Stores** tab, and then click **Media Guide**.



2. Click **Internet Radio**.

Previously, this option was named **Radio Tuner**.



3. Do one or more of the following activities:

- To listen to one of the Featured Stations, click the station name, and then click **Play**.



- To search for a station under **Find More Stations**, click one of the genres such as **Jazz** or **Rock**, or type keywords in the search box.



- If you find a station that you want to listen to again, you can add it to My Stations, which is a list of your favorite radio stations. Click the station name, and then click **Add to My Stations**.



When you want to listen to the station, click **My Stations** and choose from the list of favorite stations you've added.

- To choose from a list of stations that you've recently played in the Media Guide, click **Recently Played Stations**.



Radio Stations Offered by Online Stores within the Player

Some online stores within Windows Media Player 11 offer their own radio programming. The radio stations provided by each online store may be different from the radio stations provided in the Media Guide in Windows Media Player. Also, some online stores may

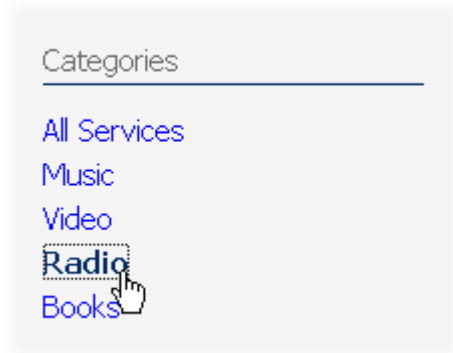
require you to create an account in order to listen to their radio stations.

To find and play radio stations offered by online stores within the Player

1. In Windows Media Player 11, click the arrow below the **Online Stores** tab, and then click **Browse all Online Stores**.



2. Click one of the online stores, or to narrow your search to stores that primarily offer radio programming, click **Radio** under **Categories**.




3. On the selected store's page, follow the instructions to use their radio programming.

Radio Stations on Internet Web Sites

In your Web browser, you can use a search engine such as Windows Live Search to search the Internet for radio stations and listen to them using Windows Media Player 11. For example, you could search for radio stations in your city or radio stations that play jazz music.

After you locate a radio station's Web site, follow the instructions to begin streaming the station to your computer, if this service is offered. For example, some stations have a "Listen Live" button on their Web page that you can click to stream their music.

Radio stations that can be played in Windows Media Player typically display the Windows Media logo , and the stations may also let you select Windows Media Player as the listening format.

If you know the URL of the radio station stream (for example, <http://www.contoso.com/radio.wmx>), you can play that station in Windows Media Player.

To play a radio station in the Player if you know the station's Web site address

- In Windows Media Player, press CTRL+U, and then type the URL for the live stream of a radio station in the **Open** box. The station begins playing in Windows Media Player.

[RETURN TO TOP](#)

Take Music & Video Anywhere

Burn Your Own CDs

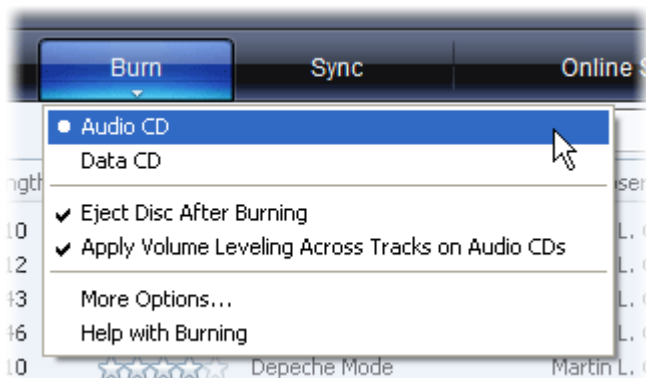
You can use Windows Media Player 11 to burn an audio CD containing any mix of songs you want from your library. Once you've burned a CD, you can play it in any standard CD player, such as your home stereo system, your car, or your portable CD player, as well as on your computer. Burning custom CDs makes it easy to listen to your favorite songs anywhere and anytime you want.

Before you begin, you need the following:

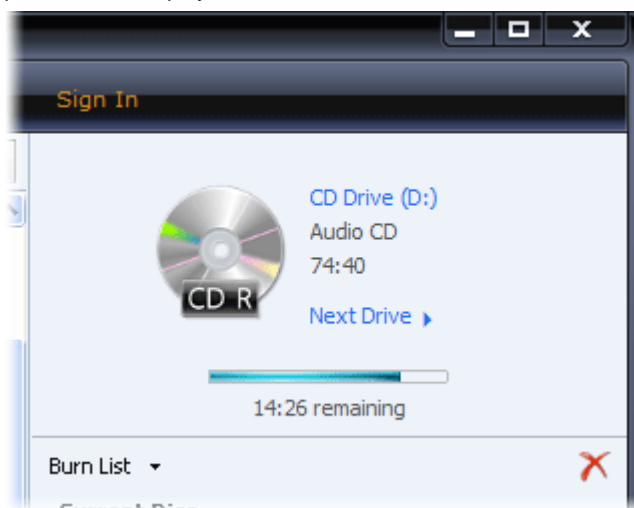
- A Windows XP-compatible CD recorder drive installed in your computer. This can also be called a CD burner, compact disc-recordable (CD-R) drive, or compact disc-rewriteable (CD-RW) drive.
- A blank CD-R disc.

To burn an audio CD

1. Click the **Burn** tab, click the arrow below the **Burn** tab, and then click **Audio CD**, as shown in the following screen shot.




2. Insert a blank CD-R disc into the CD burner.
3. If you have multiple CD burners installed on your computer and the burner you want to use is not the one selected, in the List pane above the playlist, click **Next Drive**, as shown in the following screen shot until the CD burner drive you want is selected.



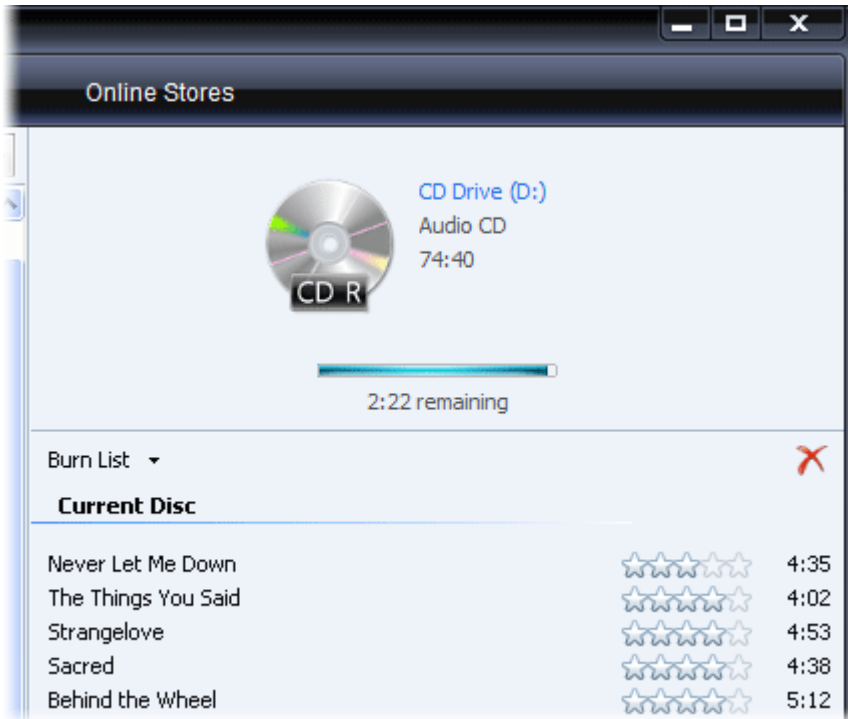
Note that you can only burn CDs to one CD burner at a time.

4. To add albums, songs, or playlists from your Player library, drag them from the Details pane to the List pane to create a list of songs to burn.

If you need to clear the List pane before beginning to build your burn list, click the **Clear List pane** button .

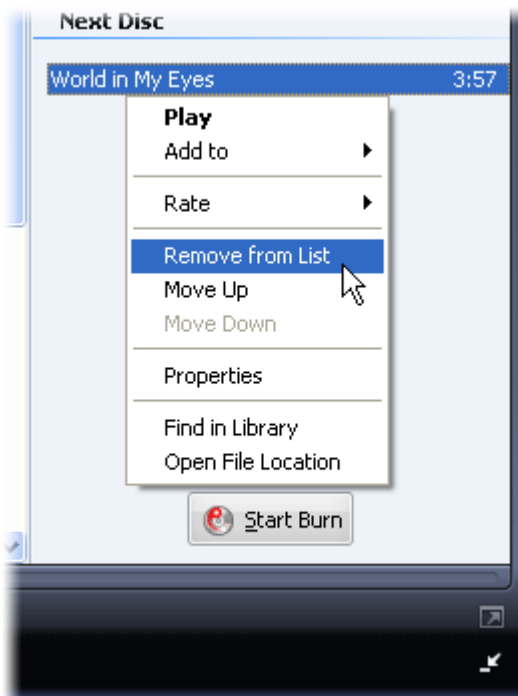
The Player typically calculates how many minutes and seconds of empty space remain on the disc after each song is added to the burn list, as shown in the following screen shot. However, occasionally the Player may not be able to detect the duration of

songs in advance, which means it may not be able to accurately calculate how many songs can fit on a CD. If this occurs, playing the songs on the burn list first may help the Player to determine the correct duration of the songs.




To add a file that is on your computer but not in your library, right-click the file and then click **Add to Burn List**.


5. If you have selected more files than can fit on one CD, you can either burn all of the files to multiple CDs or choose to remove files until they all fit on one CD. To do this, right-click the file you want to remove, and then click **Remove from List**, as shown in the following screen shot. Keep doing this until the files will fit on one CD. Note that removing files from the burn list will not delete the affected files from the library.



It is possible that the last song will not fit even if the total time exactly matches the CD length, because the Player inserts two seconds between songs when burning.

6. In the list, drag files up or down to arrange them in the order that you want them to appear on the CD. If you have chosen to burn more than one CD at once, make sure that the files are ordered so that they will be burned to the CD you want.

7. At the bottom of the List pane, click **Start Burn** .
8. If you are burning multiple CDs, insert a blank CD when the first one has finished burning, and then click **Start Burn**. Repeat this step until you have finished burning all of the CDs.
As the CD is burned, you can check its progress in the burn list. Burning a CD will take some time.

 **Notes** It is recommended that you do not try to perform any other actions on the computer while burning a CD. For example, playback and recording may be affected if you try to play music from the library while burning a CD. You cannot burn additional songs to a CD after burning is completed, even if there is unused space left on the disc. For more information about burning, including the types of discs and types of files that you can burn, see Windows Media Player Help.

Sync to a Portable Device

Windows Media Player 11 makes it easier than ever to sync (copy) music and video to a wide choice of portable devices, including portable media players, Windows Mobile Smartphones and Pocket PCs, storage cards, and Portable Media Centers. Simply connect a supported device to your computer, set up sync, and you're ready to sync your library of digital media files to your device.

Set Up Your Device

When you connect a device for the first time, the Player selects the sync method (automatic or manual) that works best for your device:

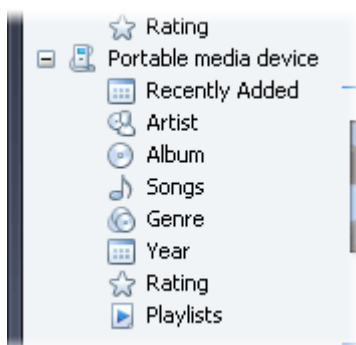
- **Automatic.** If your device's storage capacity is more than 4 gigabytes (GB) and your entire library can fit on the device, the Player automatically syncs your entire library. You can also choose what syncs automatically by selecting the playlists you want to sync. With this option, the Player syncs your digital media files to the device to mirror your library when you connect it to your computer or when you change sync settings.
- **Manual.** With this option, you pick specific files or playlists you want to sync each time you want to make changes to the digital media files on your device, and you manually remove files from your device.

After your device is set up the first time, if you want to, you can switch between automatic and manual sync.

To set up a device

1. Start the Player, turn on your device, and then connect your device to your computer. If prompted, select the option to sync the device using Windows Media Player.
2. Do one of the following:
 - If the Player has selected to sync your device automatically, click **Finish**. When you do so, the Player will sync your entire library to your device. After that, your device will sync every time you connect it to your computer.
 - If the Player has selected to sync your device manually, click **Finish**. Then, in the **Sync** tab, you must select the files and playlists you want to [sync manually](#).

The Player adds the device to the Navigation pane with all of the default categories found in the library, as shown in the following screen shot.

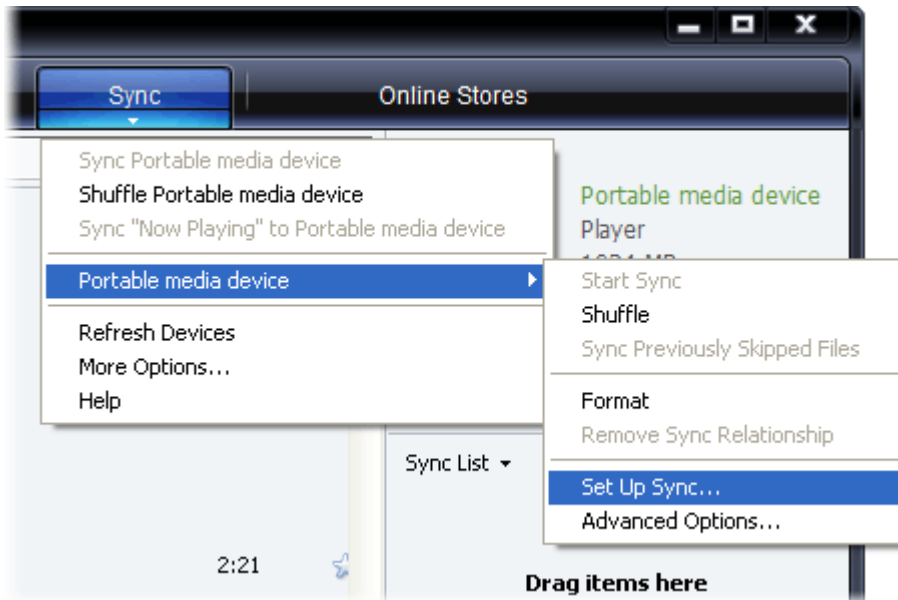


Choose and Prioritize What Syncs Automatically

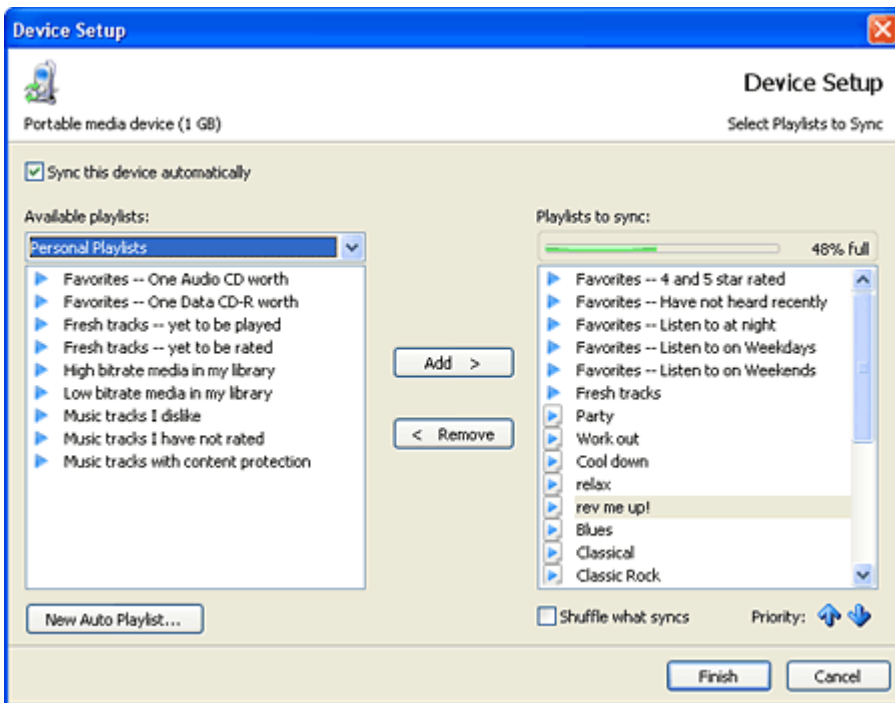
If your device syncs automatically, you don't have to sync your entire library. Instead, you can choose from existing playlists or create new playlists of files that you want to sync. The playlists you select will then sync to your device every time you connect it to your computer.

To choose what syncs automatically

1. Click the arrow below the **Sync** tab, point to the name of the device, and then click **Set Up Sync**, as shown in the following screen shot.

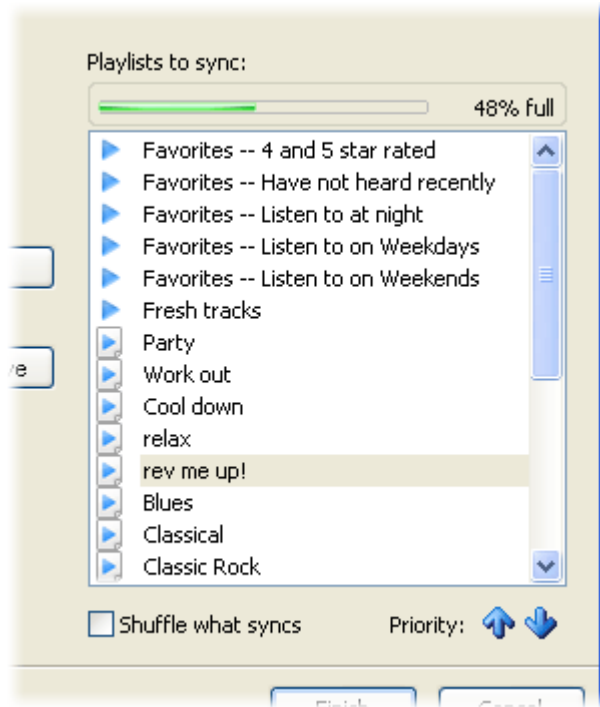


2. The **Device Setup** dialog box appears, as shown in the following screen shot.



3. In the **Available playlists** list, select the existing playlists you want to sync and then click **Add**.
4. To create a playlist, click **New Auto Playlist** and follow the steps on the screen to specify criteria for files in the auto playlist.
5. To remove a playlist, click the playlist in the **Playlists to sync** list, and then click **Remove**.
6. Do one of the following:

- In the **Playlists to sync** list, select a playlist, one at a time, and click the **Priority** arrows to arrange them in the order that you want them to sync, as shown in the following screen shot. If your device fills up before sync is complete, files and playlists that are lower in priority on the list may not sync. You can also monitor how much remaining space is available on the device from this list.




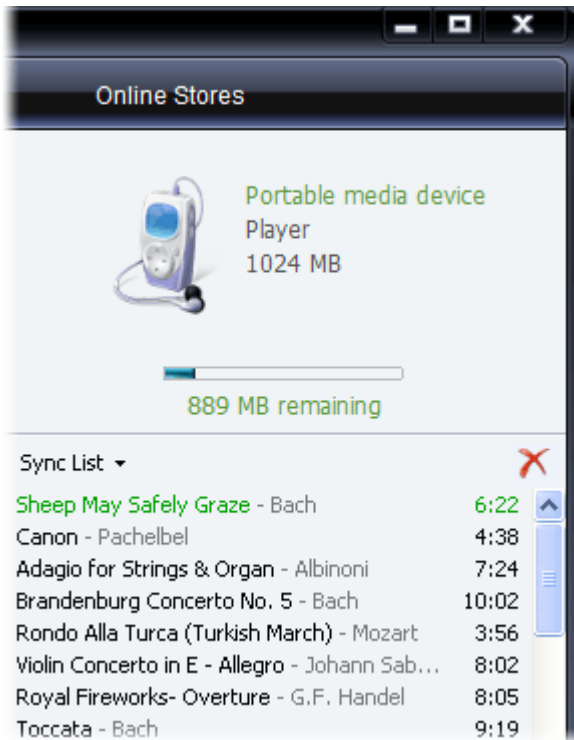
- Select the **Shuffle what syncs** check box if you want the Player to shuffle the files that are in the playlists you have selected to sync. With this option, every time you connect your device, the files on the device are removed and a new set of files (from the playlists in the **Playlists to sync** list) are added to the device. This option is useful if you have a device with limited storage capacity, you like to rotate through your music, or if your library has grown too large to fit on your device.

Select and Shuffle Items with Manual Sync

If you sync manually, you must create a list of files and playlists you want to sync each time you want to make changes to the files on your device, and you must manually remove files from your device. You can also use the Player to shuffle which songs from your playlists sync to your device.

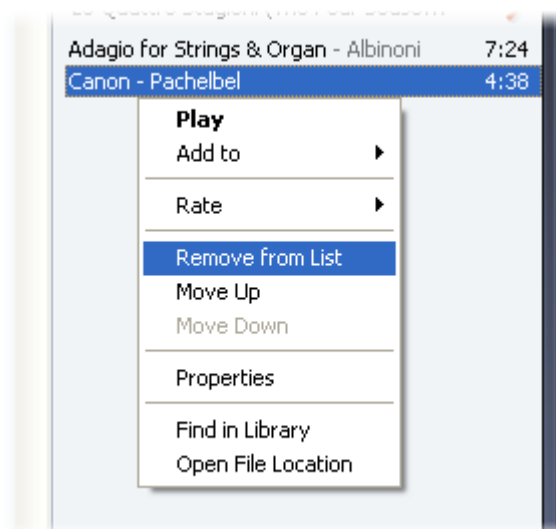
To select items to sync manually

1. Start the Player, turn on and connect your device to your computer, and then click the **Sync** tab.
2. If you need to clear the List pane before beginning, click the **Clear List pane** button .
3. If more than one device is connected, in the Navigation pane, click the device you want to sync.
4. Drag items such as files, albums, and playlists to the List pane to add them to the list of items to sync, as shown in the following screen shot.

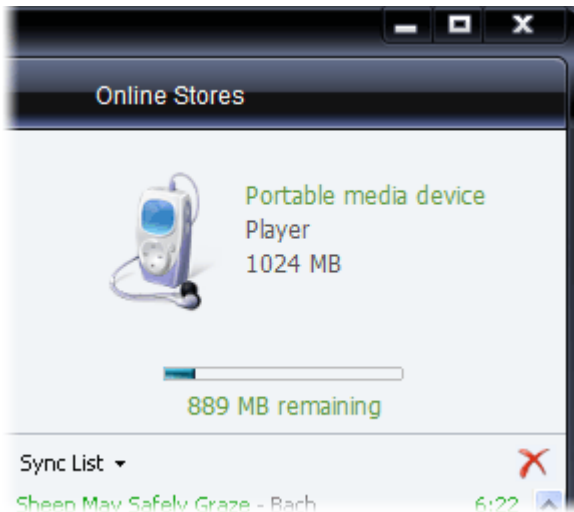


To select multiple adjacent items, press and hold the SHIFT key while selecting. To select nonadjacent items, press and hold the CTRL key while selecting.

- To remove items, select one or more items in the List pane, and then click **Remove from List**, as shown in the following screen shot.



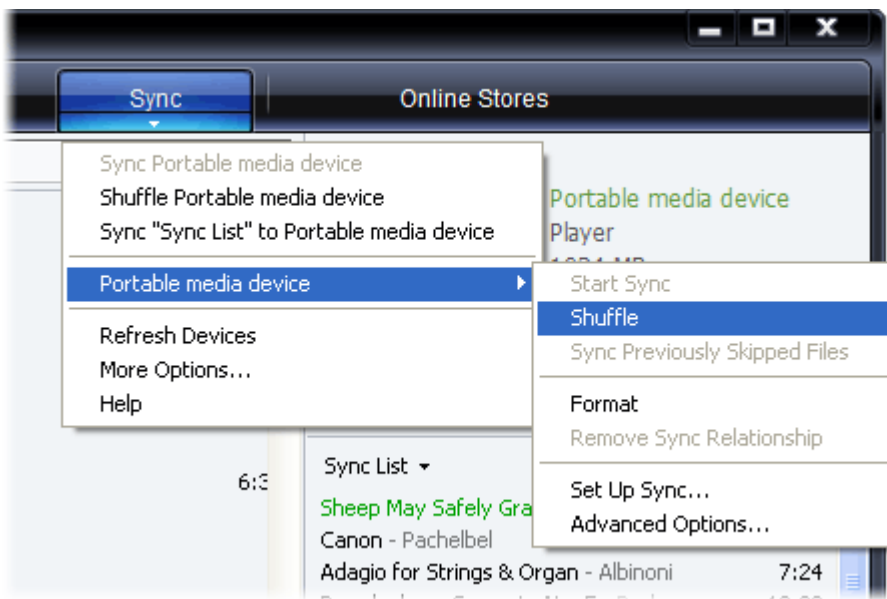
- In the List pane, verify that the items you have selected to sync will all fit on the device, as shown in the following screen shot. If necessary, remove items from the list.



7. Click **Start Sync** 

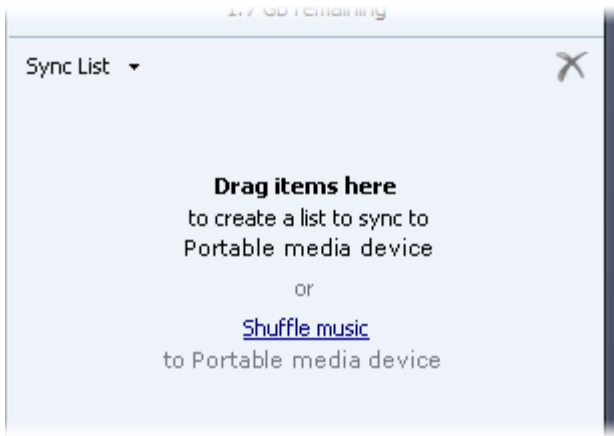
To shuffle manual sync items on a device

1. Start the Player, turn on and connect your device to your computer, and then click the **Sync** tab.
2. Click the arrow below the **Sync** tab, point to the device, and then click **Shuffle**, as shown in the following screen shot.

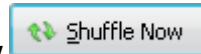


—or—

In the List pane, click **Shuffle music** to have the Player automatically add a shuffled set of songs from your library to the List pane, as shown in the following screen shot.



3. Add or remove any songs you want, and then click **Shuffle Now**.



Switching Between Automatic and Manual Sync


Once you have set up a device for the first time, you can switch between automatic or manual sync for the device, depending on your preference.

To switch between automatic and manual sync

1. Click the arrow below the **Sync** tab, point to the device, and then click **Set Up Sync**.
2. Select or clear the **Sync this device automatically** check box.
3. Do one of the following:
 - If you are switching to use automatic sync, choose what syncs automatically.
 - If you are switching to use manual sync, see *Select and Shuffle Items with Manual Sync* (above page 31).

Use your Media at Home

Using Windows Media Player 11 for Windows XP, you can stream music, pictures, and video from your computer to devices that are connected to your wired or wireless home network. For example, if you have a networked digital media player such as an Xbox 360, you can enjoy the contents of your Player library on that device, no matter where it is in your home.

 **Note** The information that is provided below covers a basic scenario in which you share media with a digital media player device on a home network. However, you can use Windows Media Player to customize the way media is shared. For information about configuring media sharing, see Windows Media Player 11 Help.

What Equipment Do I Need?

To share your media, you need the following hardware and software:

- A wired or wireless home network.
- A device known as a networked digital media player (sometimes called a digital media receiver), such as an Xbox 360. Networked digital media players are hardware devices that connect to your wired or wireless network and allow you to browse and play content from your Windows Media Player library—even if your computer is in another room.

Connect Your Digital Media Player Device

The first step is to connect your digital media player devices or other computers to your home network.

To connect your digital media player device to your home network

1. Connect your digital media player device, such as an Xbox 360, to your home network.

This may involve connecting an Ethernet cable from your device or other computer to your wired network or it may involve configuring your device or other computer to use a wireless network adapter to connect to your wireless network. If you need assistance connecting a device to your network, check the documentation that came with your device. For more information about adding a computer to your network, see Windows Help and Support.

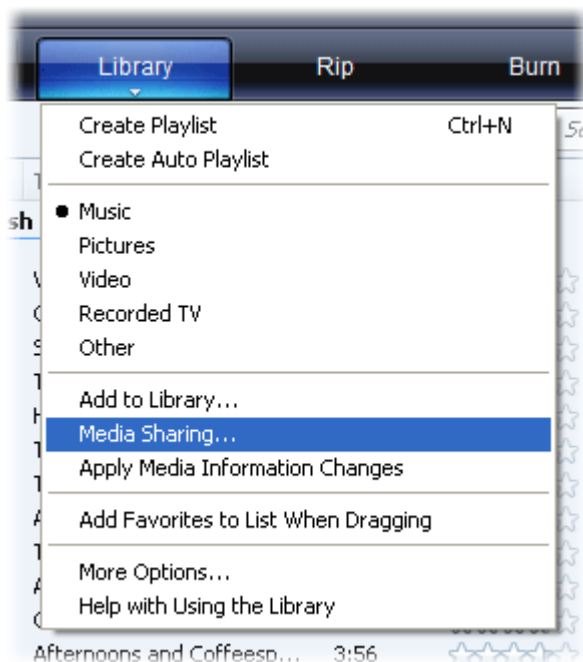
2. Turn the device on, and then follow any configuration instructions that appear on the device's screen.

Turn On Media Sharing

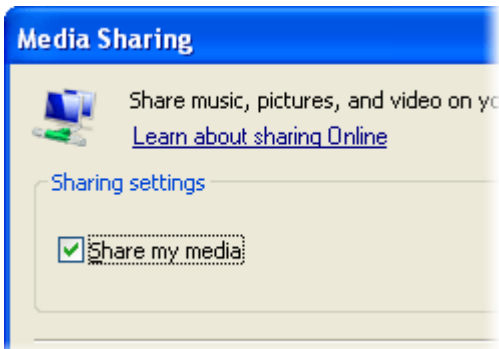
If media sharing is not already turned on, you need to turn it on.

To turn on media sharing

1. Click the arrow below the **Library** tab, and then click **Media Sharing**.



2. In the **Media Sharing** dialog box, select the **Share my media** check box.

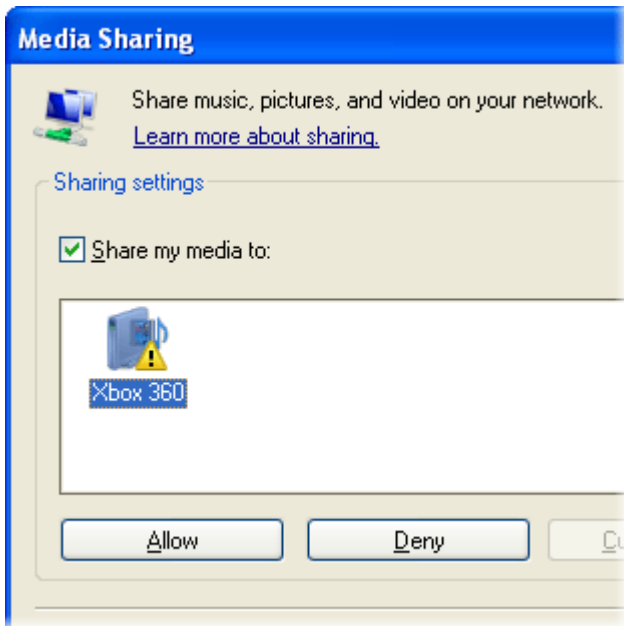


Choose Which Devices to Share Your Media With

After you turn on media sharing, you need to select the devices that should have access to your Player library.

To choose which devices to share your media with

1. In the list of devices below the **Share my media to** check box, select a device.



2. Do one of the following:
 - If you want to share your media with the computer or device you have selected, click **Allow**.
 - If you don't want to share your media with the computer or device you have selected, click **Deny**.

For information about how to customize what media you share with the device, see "Change settings for sharing media" in Windows Media Player Help.

Note that you can also allow or deny devices by clicking the notification that appears when the Player detects a new device on your network.

Play Shared Media

After you have allowed your computers and devices to access your Player library, you are ready to use your device or other computer to select content to play.

To use your device to play shared media

- Use the device's remote control to select the name of the computer that is sharing your content. Then use the remote control to browse for content that you want to play.

If you need assistance to use your device to select the content to play, check the documentation that came with your device.

Note that your networked digital media player might not support playback of all of the file types that the Player can share. For example, your device might support playback of audio files, but not video files or picture files. In addition, your device might be capable of playing songs that you purchased from an online store, but not songs that you've rented through a subscription service.

[RETURN TO TOP](#)

Organizing Your Collection

Use Advanced Search Options

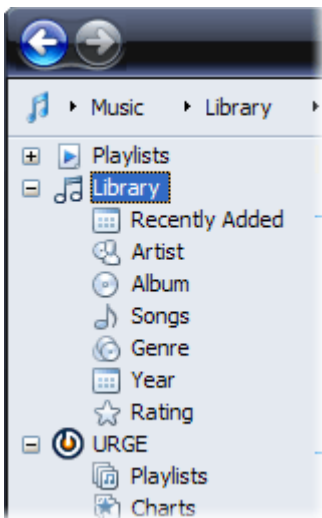
You can use advanced search in Windows Media Player to find all items in your library or in compatible online stores (such as URGE) that match a specific set of criteria. For example, you can specify phrases, exclude items, specify date ranges, and search for songs with specific ratings.

Search for a Specific Song, Album, or Artist

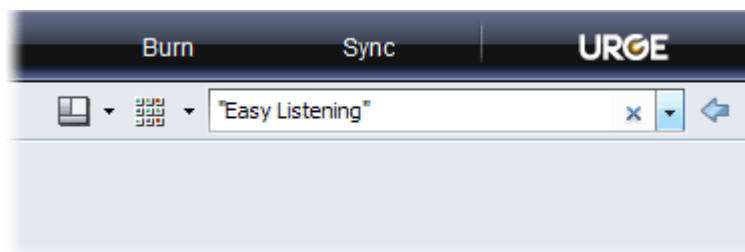
You can search for a specific song, album or artist by simply typing one or more words in the search box.

To search for an exact phrase

1. In the Navigation pane, click **Library**, as shown in the following screen shot.



2. In the **Search** box, enclose the phrase in quotes ("). For example, to search for items that contain the phrase "Easy Listening", type the words in the text box as shown in the following screen shot.



Windows Media Player displays any matching artists, albums, and songs in your library and in your active online store (if your store supports this feature).

3. To view the items, click either **Artists**, or **Albums**, or **Songs**.

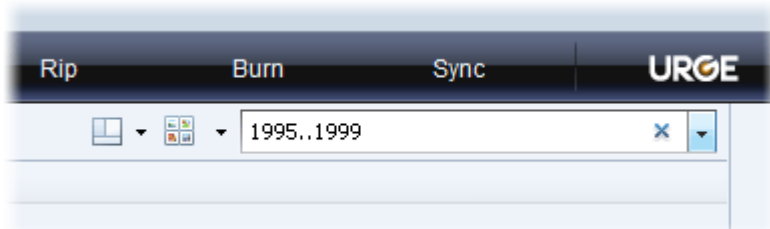
Note that search is not case sensitive. Quotation marks are only needed for multi-word search phrases.

Search for Music That Was Released During a Specific Time Period

If you are in the mood for some music from the late 90's, it is easy to search for music that was published during that time period.


To find music within a date range

1. In the Navigation pane, click **Library**.
2. In the **Search** box, type the first and last year of the date range you want to search, separated by two periods (with no spaces). For example, to find music released between 1995 and 1999, type the date range as shown in the following screen shot.



Windows Media Player displays the number of artists, albums, and songs in your library that are on albums released between 1995 and 1999.

3. To view the items, click either **Artists**, or **Albums**, or **Songs**.

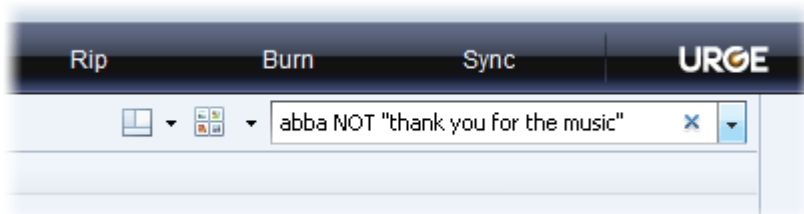
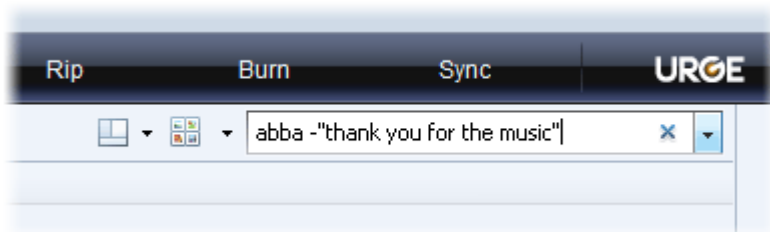
 **Note** The year that is associated with an album is typically provided by an online database. It is usually the year the specific album was released or re-released. Some older albums will have more recent dates associated with them, because they have been re-released.

Exclude Items from Your Search

You can narrow the number of results produced by your search by excluding items such as a particular album or a particular genre that you know you aren't looking for.

To exclude an item

1. In the Navigation pane, click **Library**.
2. In the **Search** box, use the word NOT, or a minus sign (-). For example, to view all albums, artists, and songs by ABBA except those titled *Thank You for the Music*, type *Abba - "thank you for the music"* or *Abba NOT "thank you for the music"* as shown in the following screen shots.



Windows Media Player displays the number of corresponding artists, albums, and songs in your library and in your active online store if the store supports this feature.

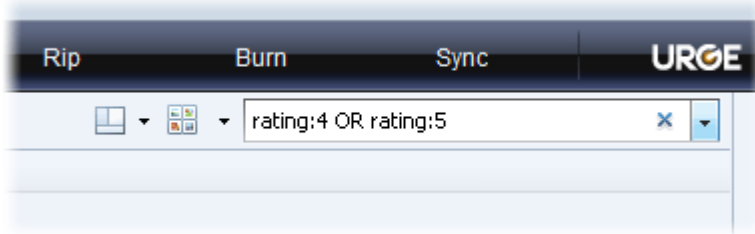
3. To view the items, click either **Artists**, or **Albums**, or **Songs**.

Search for Music with a Specific Rating

Windows Media Player uses ratings to help you find and organize your favorite songs. Most items in your library are automatically given a rating, but you can override this with your own rating. It might be interesting to see which songs in your library have the highest or lowest ratings.


To find music with a specific rating

1. In the Navigation pane, click **Library**.
2. In the **Search** box, to find songs rated either 4 or 5 stars, type *rating: 4 OR rating: 5*, as shown in the following screen shot.



Windows Media Player displays the number of artists, albums, and songs in your library that are rated 4 or 5 stars.

3. To view the items, click either **Artists**, or **Albums**, or **Songs**.

 **Note** To combine a search, use the word OR. For example, to search for all songs by Neil Diamond or Barbra Streisand, type "Neil Diamond" OR "Barbra Streisand". The operator OR must be typed in uppercase.

To search on two attributes, separate the two items with the word AND, or a space. For more information about using multiple search attributes or rating music in your library, see Windows Media Player Help.

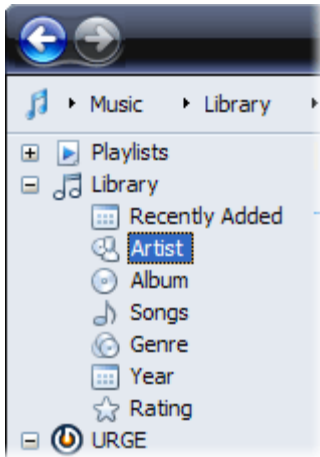
View Matching Search Results from Your Online Store

If you are in the Library in Windows Media Player when you perform a search, music that is available from your online store might not show up in your search results. However, you can find online store search results by using the arrow next to the search box.

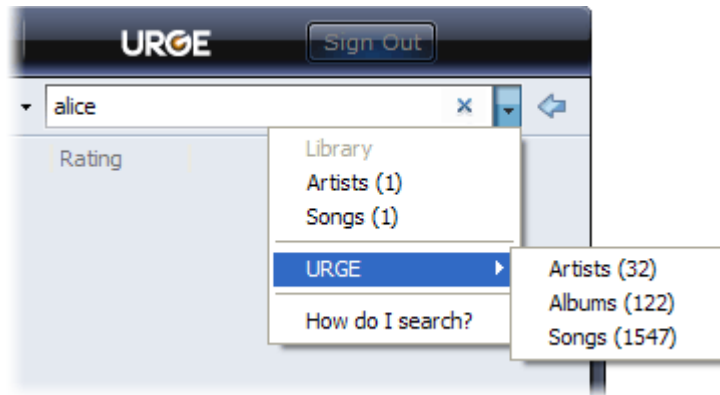
To find music in your library or your online store

1. Depending on what you are looking for, click any one of the following items in the Navigation pane.
 - Artist
 - Album
 - Songs

For example, click **Artist**, as shown in the following screen shot.



2. Type the name of the artist in the **Search** box.
Windows Media will display the any artists that are in your library under that name.
3. To access matching artists, albums, or songs that are available from your online store, click the arrow next to the **Search** box and point to the online store, as shown in the following screen shot.




For more information about other advanced search options, see Windows Media Player Help.

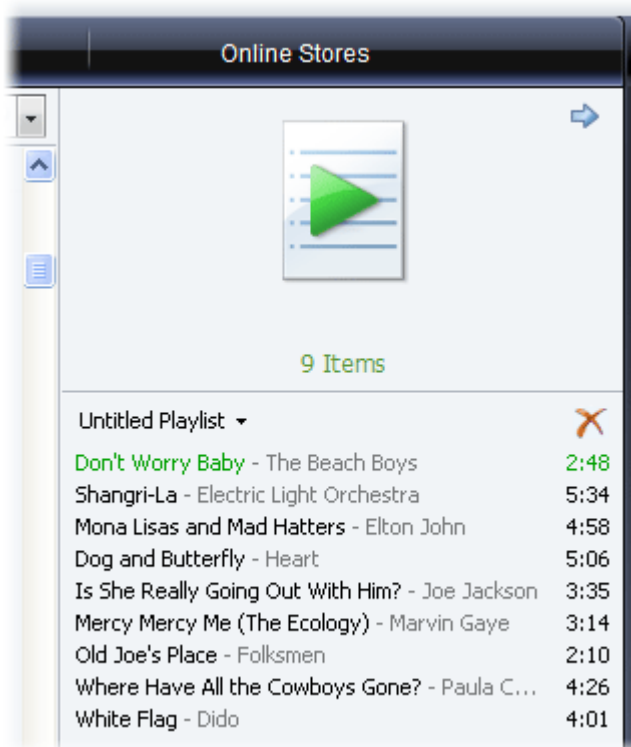
Create a Custom Playlist

Create and Edit Your Playlists

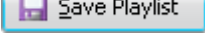
Playlists are easy to create and edit. By creating your own playlists, you can group any combination of songs, videos, or pictures into a list that you can then quickly play, burn to a CD, or sync to a device. You can also use playlists created by other users or provided by online stores, and edit them to suit your own interests.

To create a playlist

1. Click the **Library** tab.
2. (Optional) If you need to clear the List pane, click the **Clear List pane** button .
3. Drag items from the Details pane in your library to the List pane to add them to the new playlist, as shown in the following screen shot.



4. To rearrange items, drag them up or down in the List pane.

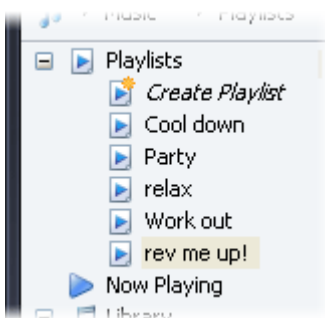
5. To save the list, click **Save Playlist**  at the bottom of the List pane, and then type a name for the playlist.

By default, playlists are saved with a .wpl extension in the Playlists folder, which is usually located in the Music folder. You can also save playlists with the .m3u or .asx extension. To do so, click the **List** button at the top of the List pane, click **Save Playlist As**, and then change the extension in the **Save As** dialog box. Once you save the playlist, it's added to the **Playlists** category in the library.




To play the playlist in the List pane, click the **Play** button

To access the playlist in the future, in the Navigation pane, click the **Playlists** view, as shown in the following screen shot.



To edit a playlist

1. Click the **Library** tab, and then click the **Playlists** view in the Navigation pane.

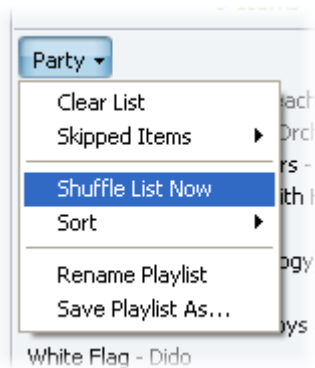
2. Click the playlist that you want to edit, and then click **Edit in List Pane** .

3. Do any of the following:

- To remove an item, right-click the item to select it, and then click **Remove from List**.

To select multiple adjacent items, press and hold the SHIFT key while selecting. To select nonadjacent items, press and hold the CTRL key while selecting.

- To rearrange items in the playlist, in the List pane, drag them up or down.
- To shuffle the entire list, at the top of the List pane, click the **List** button (showing the name of the playlist), and then click **Shuffle List Now**, as shown in the following screen shot.



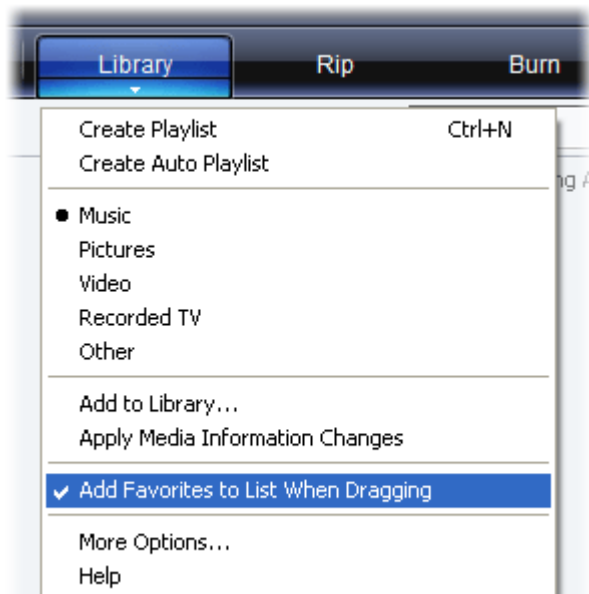
- To add items, browse to the items by using the Navigation and Details panes, and then drag the items to the List pane.
4. When you are finished editing the playlist, click **Save Playlist** at the bottom of the List pane.

Quickly Create Playlists of Your Favorites

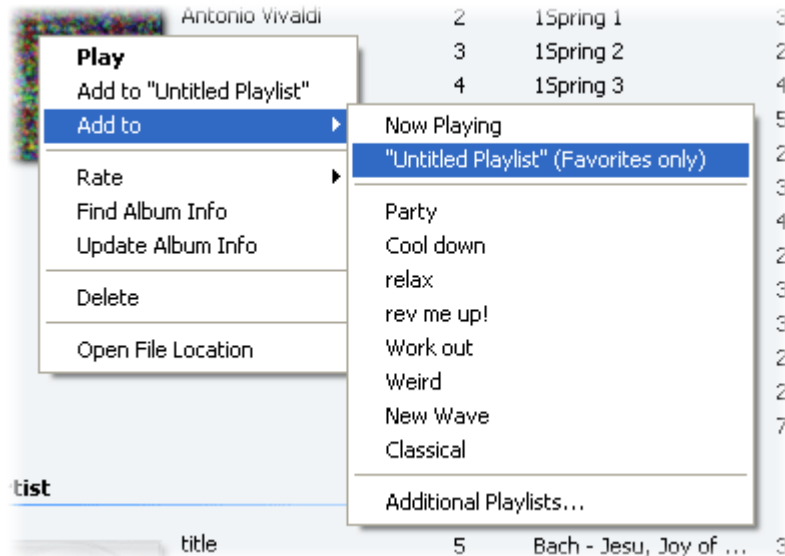
You can quickly create playlists of your favorite items by turning on the **Add Favorites to List When Dragging** feature. When you do so, the next time you drag a category such as an album or genre from the Details pane to the List pane, only the songs with the highest user and auto ratings are added to the new playlist.

To create a playlist of favorite items

- Do one of the following:
 - To turn on this feature so that it works whenever you drag a category to the List pane, click the arrow below the **Library** tab, and then click **Add Favorites to List When Dragging**. A check mark next to the command indicates the feature is turned on, as shown in the following screen shot.



- To add favorites one time only, right-click a category such as an album or genre in the Details pane, point to **Add to**, and then click **"Untitled Playlist" (Favorites only)**, as shown in the following screen shot.



Skip Items in Your Playlists

The Player tracks which songs you skip when playing a playlist. This gives you a quick way to revise a playlist so that it only contains your favorite items. This comes in handy with playlists that are created by a music subscription service or another person. When you save a playlist that contains skipped items, you will be prompted to either remove or keep the skipped items in the playlist.

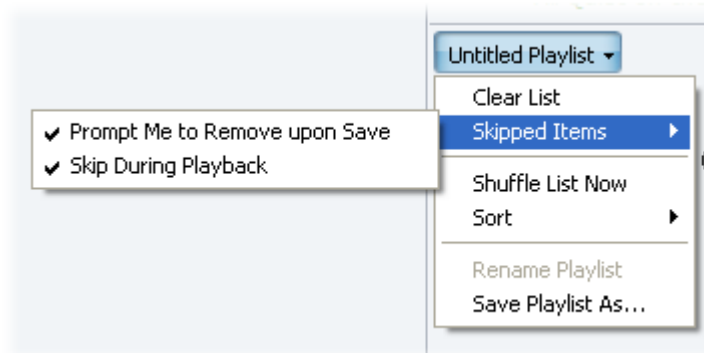
You can turn off the prompt if you want. You can also set the Player to not play skipped items during repeat playback. When you do so, the skipped items appear dimmed in the List pane.

To skip an item while it is playing

- Click the **Next** button  while the item is playing.

To set how items are skipped in a playlist

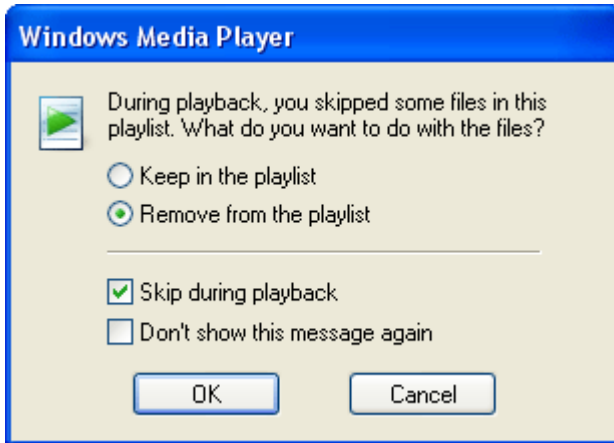
- Click the **List** button at the top of the List pane, point to **Skipped Items**, and then do one or both of the following:
 - To stop being prompted to remove skipped items when saving a playlist, clear the **Prompt Me to Remove upon Save** check mark, as shown in the following screen shot.



- To prevent skipped items from playing when repeat play is turned on, click **Skip During Playback**. A check mark next to the command indicates the feature is turned on, and items that you skip will appear dimmed in the List pane. You can return an item to normal play by double-clicking it in the List pane.

To remove skipped items from a playlist

1. At the top of the List pane, click the **List** button, and then click **Save Playlist As**.
2. Type a name for the playlist, and then click **Save**.
3. When prompted, click **Remove from the playlist**, as shown in the following screen shot, and then click **OK**.

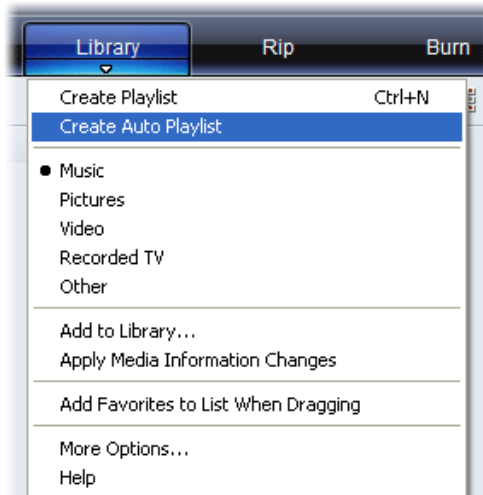


Create or Change an Auto Playlist

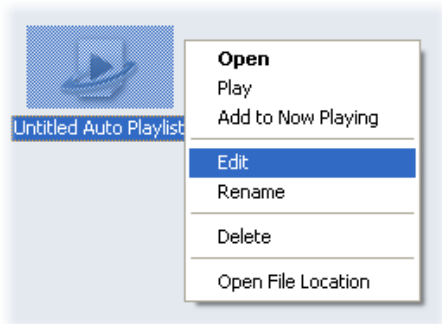
Playlists are a great way to control what you listen to on your computer, allowing you to mix any combination of songs you want, and then enjoy hours of listening. Auto playlists are particularly powerful because they let the Player help you find, organize, and play just the music that you want to listen to, according to criteria that you set. The contents of an auto playlist update dynamically when you make changes to your library. For example, if you add a number of songs to your library, you don't have to add each song to an auto playlist manually; the Player adds them to the appropriate auto playlists automatically by using each auto playlists unique criteria. It's like having an assistant who knows what you like and takes care of the details so you can focus on listening to good music.

To create an auto playlist

1. Click the arrow below the **Library** tab, and then click **Create Auto Playlist**.



2. In **Auto Playlist name**, type a name for the playlist.

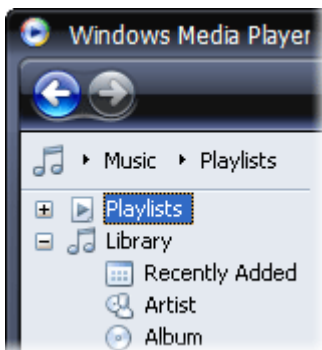


3. Make the changes you want to the criteria, and then save the auto playlist.


To save a copy of an auto playlist as a regular playlist

The contents of an auto playlist are updated every time you open the auto playlist. If you want to preserve the current set of contents in an auto playlist, you can save a copy of the auto playlist.

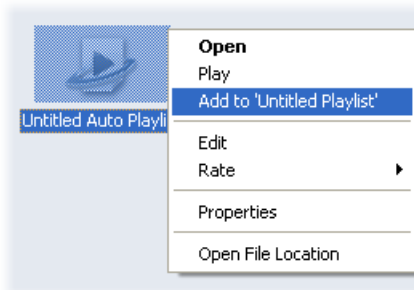
1. Click the **Library** tab, and then, in the Navigation pane, click **Playlists**.



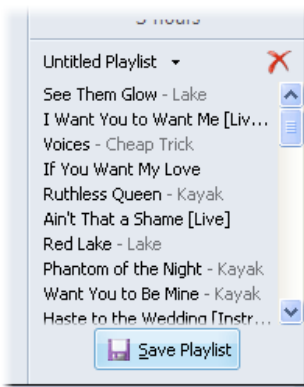
If the List pane is not displayed, click the **Show List pane** button .

If there are items in the List pane, you can remove them by clicking the **Clear List pane** button .

2. In the Details pane, right-click the auto playlist you want to save, and then click **Add to 'Untitled Playlist'**.



3. Click **Save Playlist**, type a name for the playlist, and then click **Save Playlist** again.



END OF TUTORIAL