

# Using Windows Media Player Version 12 (Windows 7)

From the Media Player Help System

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You can use Windows Media Player to find and play digital media files on your computer or network, play CDs and DVDs, and stream media from the Internet. You can also rip music from audio CDs, burn CDs of your favorite music, sync media files to portable device, and find and purchase content on the Internet through online stores.

## Getting started with Windows Media Player

Windows Media Player provides an intuitive, easy-to-use interface to play digital media files, organize your digital media collection, [burn](#) CDs of your favorite music, [rip](#) music from CDs, [sync](#) digital media files to a [portable device](#), and shop for digital media content from online stores.

## Start Windows Media Player

To start Windows Media Player, click the Start button , click All Programs, and then click Windows Media Player.

## Two ways to enjoy your media: the Player Library and Now Playing mode

Windows Media Player allows you to toggle between two modes: **the Player Library**, which gives you comprehensive control over the Player's many features; **and Now Playing mode**, which gives you a simplified view of your media that's ideal for playback.

From the Player Library, you can go to Now Playing mode by clicking the Switch to Now Playing button  in the lower-right corner of the Player. To return to the Player Library, click the Switch to Library button  in the upper-right corner of the Player.

## Player Library

In the Player Library, you can access and organize your digital media collection. Within the [navigation pane](#), you can choose a category, such as Music, Pictures, or Videos, to view in the details pane. For example, to see all of your music organized by genre, double-click Music, and then click Genre. Then, drag items from the details pane to the list pane to create playlists, burn CDs or DVDs, or sync to devices, such as portable music players.

As you move between the various views in the Player Library, you can use the Back and Forward buttons in the upper-left corner of the Player to retrace your steps.



- ① Address bar
- ② Navigation pane
- ③ Details pane
- ④ List pane
- ⑤ Playback controls area

Player Library

## Now Playing Mode

In Now Playing mode, you can view DVDs and videos or see what music is currently playing. You can decide to view only the currently playing item, or you can right-click the Player, and then click Show list to view a selection of available items.

## To Play an Audio File

1. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

2. In the Player Library, browse or search for the item that you want to play.
3. To play a file in the Player Library, do one of the following:
  - o In the details pane, double-click the item to begin playing it.
  - o Click the Play tab, and then drag an item from the details pane to the list pane.

You can drag individual items (such as one or more songs) or collections of items (such as one or more albums, artists, genres, years, or ratings) to the list pane. If you drag a collection of items to the list pane, the first item in the list will begin playing.

If the list pane already contains other items, you can clear the contents by clicking the Clear list button.

## To Play a File that Isn't in the Library

1. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

2. To play a file that isn't included in the Player Library, do one of the following:
  - o In the Player Library, click the Play tab, and then drag the file from any location into the list pane.
  - o Drag the file into a folder monitored by the Player.

For example, drag a song file from the Internet into a folder included in the Music library.

If you're still having trouble playing an audio file, you can try using the Playing Audio troubleshooter to automatically find and fix some common problems.



- 1 Media information
- 2 Playback controls area
- 3 Switch to Library button

*Now Playing mode*

## Adding Items to the Windows Media Player Library

You can use the Windows Media Player Library to organize your entire digital media collection on your computer, including music, video, and pictures. After you add files to your Player Library, you can play the files, burn mix CDs, create playlists, sync the files to portable music and video players, and [stream](#) the files to other devices on your home [network](#). There are several methods you can use to add files to your Player Library:

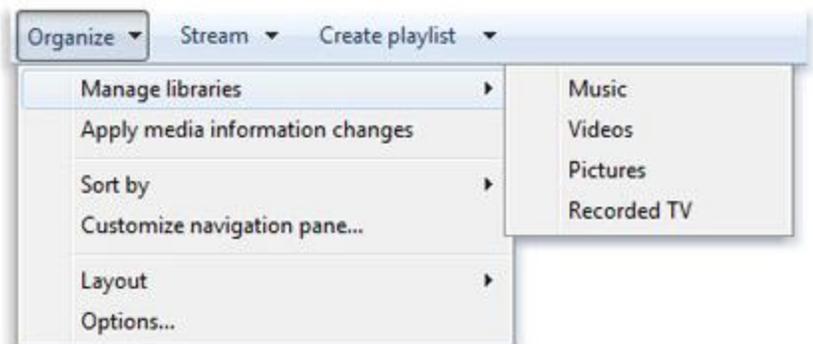
- Monitoring folders. When you start the Player for the first time, it automatically searches certain default folders included in the Music, Pictures, Videos, and Recorded TV libraries on your computer. If you ever add or remove files from these media libraries, the Player will automatically update its available media files. You can also include new folders in your Windows libraries from other locations on your computer or from removable storage devices.
- Add media files that you play. When you play a media file on your computer or from a removable storage device, the file is automatically included in your Player Library so you can access it directly from the Player. And if you have access to remote media files stored on other computers on your network, you can change the Player's settings to add these remote files to your Player Library when you play them. The Player doesn't automatically add a file that you play from removable media, such as a CD or DVD.
- Rip music from a CD. You can use the Player to [rip](#) tracks from your audio CDs. During ripping, the tracks are saved as files on your computer. For information about ripping music from a CD, see [Rip music from a CD](#).
- Download music and videos from online stores. You can access online stores from within the Player. Once you do so, you can download music and video files from the online stores. For information about online stores, see [Shop online in Windows Media Player](#).

### To Add a Folder to be Monitored

1. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

2. In the Player Library, click Organize.
3. Click Manage libraries, and then click one of the following options:
  - Music. Click this option to open the Music Library Locations dialog box.
  - Videos. Click this option to open the Videos Library Locations dialog box.
  - Pictures. Click this option to open the Pictures Library Locations dialog box.
  - Recorded TV. Click this option to open the Recorded TV Library Locations dialog box.
4. Click Add.
5. Find the folder in the list, click Include folder, and then click OK.



*Manage libraries menu*

## **Create an Auto Playlist**

Auto playlists provide lots of flexibility to help you find, organize, and play just the music that you want to listen to, according to criteria you set.

1. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

2. In the Player Library, click the arrow  to the right of Create playlist, and then click Create auto playlist.
3. In the Auto Playlist name box, type a name for the playlist.
4. Select the criteria that you want to use for the auto playlist. The following steps illustrate how you would set up an auto playlist that contains songs that you have rated with 4 or 5 stars:
  1. In the criteria list, verify that Music in my library is displayed.
  2. Click Click here to add criteria, and then click My Rating.

The Player automatically adds Is At Least 4 Stars. When you play this playlist, any music that you have rated to be 4 stars or higher will be included in the playlist.

5. Click OK.

### **Note**

- To remove an item in the criteria list, click it, click the Remove button, and then click OK.

## **Rip Music from a CD**

If Windows Media Player isn't open, it will open in Now Playing mode when an audio CD is inserted into the CD drive. If the Player Library is open when you insert a CD, then the Player Library will remain open. You can rip a CD and adjust rip settings in either mode. Click the Switch to Library button  or the Switch to Now Playing button to  toggle between modes.



To rip music from a CD, do the following:

1. For best results, make sure that you are connected to the Internet before you begin.

When your computer is connected to the Internet, the Player attempts to retrieve [media information](#) about the tracks being ripped from an online database. The Player then adds the information to the files during ripping.

Note that you can rip a CD when your computer isn't connected to the Internet. However, the Player won't be able to identify the name of the CD, the artist who created it, or the names of the songs until you go online.

2. Insert an audio CD into the CD drive.
3. (Optional) If you want to select a different format (for example, MP3 instead of WMA) or bit rate (for example, 192 Kbps instead of 128 Kbps) for the files created during ripping, in the Player Library, click the Rip settings menu, and then click Format or Audio Quality.
4. (Optional) If you don't want to rip every song, in the Player Library, clear the check boxes next to the songs you don't want to rip.
5. Click the Rip CD button  in Now Playing mode or Rip CD in the Player Library to begin ripping.

After the songs have been ripped, you can find and play them in the Player Library.

### **Notes**

- The Player stores ripped songs in the Music library on your computer. If you delete your Music library or remove all locations from it, then you won't be able to rip music from a CD. For more information about adding and removing locations in the Music library, see [Add items to the Windows Media Player Library](#). For more information about restoring a deleted library, see [Libraries: frequently asked questions](#).

- You might be prompted to manually add missing media information after ripping has completed. To learn how to add or edit media information after ripping, see the steps below. For more information about how to edit media information, see [Add or edit media information in Windows Media Player](#).

### **To Add or Edit Media Information after Ripping**

1. Connect to the Internet.

If media information is missing because you weren't connected to the Internet during ripping, the media information typically will appear for the newly ripped tracks soon after you connect to the Internet. If it doesn't, or if the information isn't correct, continue with the following steps to add or edit the information. If you don't have Internet access, you can manually edit the media information.

2. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

3. In the Player Library, browse to the album you just ripped.
4. Right-click the album, and then click Find album info.
5. If you get an error message that says you must change your privacy settings, do the following:
  1. Click Organize, click Options, and then click the Privacy tab.
  2. Select the Update music files by retrieving media info from the Internet check box.
  3. Repeat steps 3 and 4.

6. Do one of the following:
  - If the correct album or artist information appears in the search results, select the correct entry, and then follow the instructions on the page to automatically update the album art and media information. If the correct album doesn't appear in the search results, follow the instructions on the page to search again using different search criteria or to add the media information manually.
  - If the correct album information appears with a generic music icon displayed as the album art, then the album art isn't available for download.

### **Burn a CD**

If you want to make a standard music CD that will play in nearly any CD player, choose the Audio CD option.

As you burn an audio CD, Windows Media Player makes temporary copies of the WMA and MP3 files in your burn list, converts the copies to another format (known as PCM), and then saves the converted copies to the disc. Here's how to burn an audio CD:

1. Click the Start button , click All Programs, and then click Windows Media Player.

If the Player is currently open and you're in Now Playing mode, click the Switch to Library button  in the upper-right corner of the Player.

2. In the Player Library, click the Burn tab, click the Burn options button , and then click Audio CD (this is the default choice).
3. Insert a blank CD-R disc into your CD burner.

If the AutoPlay dialog box appears, close it.

If your computer has more than one CD drive, click the drive you want to use in the [navigation pane](#).

4. If necessary, click the Clear list button to remove all items from the previous burn list.
5. Find the items in your Player Library that you want to burn to the audio CD.

For example, you can search for a particular album, browse for individual songs, or locate a playlist.

6. To create a burn list, drag items from the details pane (the pane in the middle of the Player Library) to the list pane (the pane on the right side of the Player Library).
7. If you want to change the order of the songs in the burn list, drag a song up or down in the list.
8. If you want to remove a song from the burn list, right-click the song, and then click Remove from list.

**Tip**

- Don't worry—removing an item from the burn list doesn't delete it from your Player Library or your computer.

9. When you're satisfied with the list, click Start burn.

Burning a disc might take several minutes to complete.

If you have more songs in your burn list than will fit on one audio CD, you'll have the option to burn the remaining items to a second blank CD.

**Note**

- Because Windows Media Player doesn't support the CD-Text standard, the audio CDs that you burn don't include the [media information](#) from your original WMA or MP3 files. This means that if you burn an audio CD containing songs from multiple albums and you try to play that CD on another computer, the other computer might not be able to automatically display the names of the songs on the disc.



*Burning a CD in Windows Media Player*