

Use Your PC for Music

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What You'll Need

- Windows Media® Player—available as a [free download](#)
- Recordable or rewritable audio or data CDs
- A CD Burner
- A Windows Media-enabled media device, such as a Windows Mobile® device or Zune®
- A computer running Windows Vista®

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Rip and Burn CDs

Nowadays, most of us don't just own a handful of albums. Music is a way of life. We want to be able to buy, organize and play songs on a whim, and take them with us wherever we go. Well, Windows Media Player takes the work out of building and maintaining a music library, so your only worry is what to listen to first.

RIP A CD

Ripping, or encoding, your impressive CD library into a digital one with Windows Media Player is quick and simple.

There are two things to consider before ripping a CD:

- By default, ripped songs are stored as Windows Media Audio (WMA) files. WMA is the best format to use for playing on Windows Media Player, but if for some reason you'd like to choose a different format:
1. Open Windows Media Player by clicking the Windows logo, and selecting **Windows Media Player** from the program list.
 2. Click the small arrow beneath the **Rip** tab and make a selection from the **Format** and **Bit Rate** menus.



Decide if you want Windows Media Player to search for and find album art and information during the ripping process. If so, make sure you are connected to the Internet when you rip the CD.

Rip and Burn CDs *(continued)*

Now you're ready to start adding music to your library!

1. Insert an audio CD into your computer's CD drive.
2. From the window of options that appears, choose **Rip music from CD using Windows Media Player**.

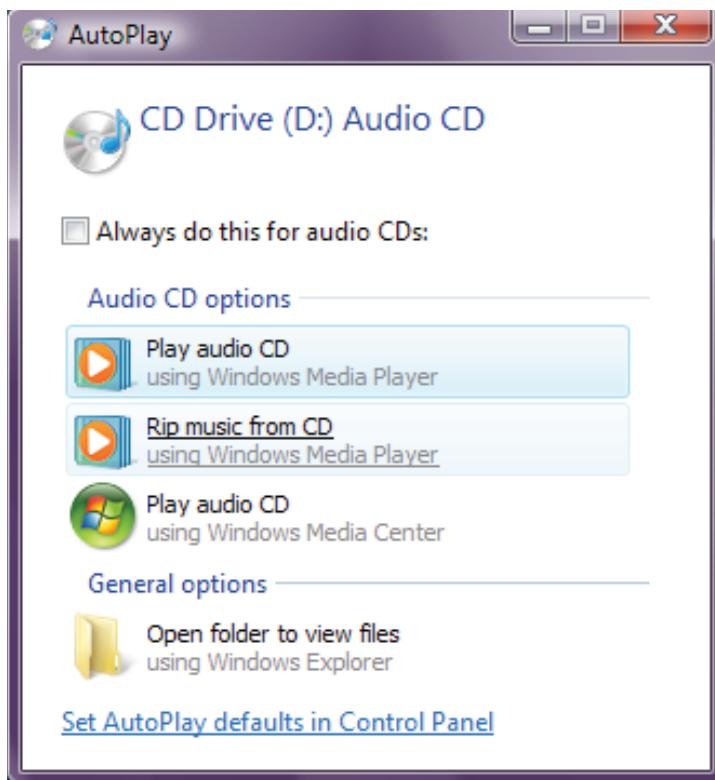


Figure 1—Rip music from a CD

3. Clear the checkboxes of any songs that you don't want Media Player to rip. This can be done during the ripping process, or you can click **Stop Rip**, make your selections, and then click **Start Rip**.
4. Click the **Play** arrow to immediately play the CD when the ripping process is complete.

Rip and Burn CDs *(continued)*

If you weren't connected to the Internet during the ripping process, you may be prompted to add missing album or media information.

5. After connecting to the Internet, right-click on the album and select **Find Album Info**.
6. Follow the instructions in the dialog box that opens, selecting the correct album information to help narrow the search.

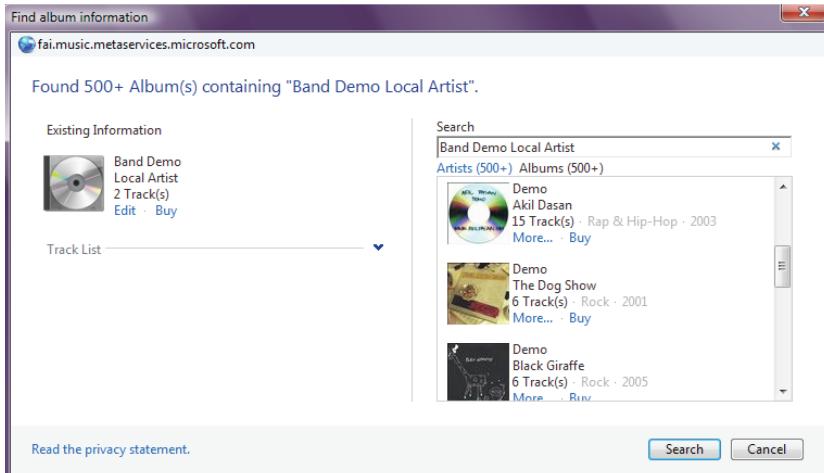


Figure 2—Find Album Info window

7. Click **Search**.
8. When the search is complete, a list of possible matches will show in the window. Click on the correct match and then click **Finish** to apply the information to your album.

If you're asked to change privacy settings, do the following:

1. Click the arrow beneath the **Rip** tab, click **More Options...**, and then click on the **Privacy** tab.
2. Select **Update music files by retrieving media info from the Internet**.
3. Return to the album and repeat step 6 to **Find Album Info**.

When album information is retrieved, click to select the correct entry and follow any instructions for updating album details.

Rip and Burn CDs (continued)

If Windows Media Player could not find the correct album information, it can be entered manually.

1. Find the album you want to enter information for. Double-click on it to open a detailed view.
2. Right-click on any individual piece of album information, such as title, genre, song title, or year, and select **Edit** from the dropdown list.
3. The field becomes active and you can type in the correct information. Press **ENTER** after each entry to apply the new label or name.

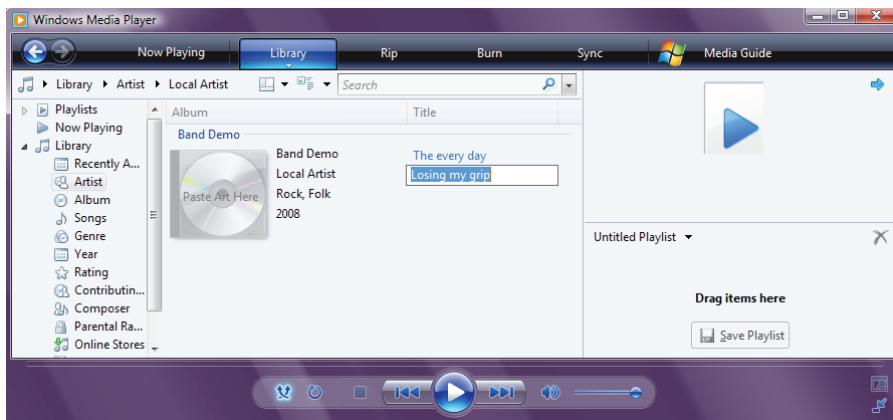


Figure 3—Manually edit album information

4. The information is added to the file(s), but may not immediately show up in your library. To force the Player to display the changes immediately, click the arrow below the **Library** tab, and then click **Apply Media Information Changes**.

When you have updated information, you can protect it from being overwritten by doing the following:

1. Click the arrow below the **Library** tab, and select **More Options....**
2. In the **Automatic media information updates for files** area, verify that the **Only add missing information** option is selected. (It is selected by default.)

This will preserve the newly assigned album information. It can only be changed if you manually download new information and apply it to the album.



If album art isn't available for download, and you have a digital image or graphic you'd like to use, you can right-click to copy the image and then right-click on the blank album icon and select **Paste Album Art**.

Rip and Burn CDs (continued)

BURN A CD

Want a simple way to share your digital music or take it to go? Drag and drop your favorite songs or albums into a burn list, and in just minutes, you can burn them to a CD to play in your car or at work.

- Audio CDs are the most common option, and play in most CD players. They typically have a capacity of 80 minutes, and hold only music files.



Data CDs are a better option for storing large amounts of music, picture or video files. These disks typically have 700 MB of space (approximately 8 hours of music) but can only be played on computers or devices that support WMA or MP3 audio files.

Burn an audio CD

1. To open Windows Media Player, click on the Windows logo in the bottom left corner of your display, then select **Windows Media Player** from the program list.
2. Click the arrow below the **Burn** tab, and then click **Audio CD** (this is the default choice).
3. Insert a blank CD into your CD burner.
4. Close the AutoPlay window if it opens automatically. If the contents of a previous burn list are displayed, click the **Burn List** button in the right-hand pane and choose **Clear List** from the dropdown to remove all items.
5. Find the items in your library that you want to burn to the audio CD.
6. Drag individual songs or entire albums from the **Details** pane (the pane in the middle of the library) to the **Burn List** pane to add them to the playlist.

Rip and Burn CDs (continued)

- To drag several individual songs at a time, hold down the **CTRL** key as you select songs.



Figure 4—Creating a Burn List

- To drag entire playlists, click on the **Playlist** you want, drag and drop it into the **Burn List**.
- To change the order of the songs in the burn list, drag a song up or down in the list and drop it in the desired spot.
- To remove a song from the list, right-click the song, and then select **Remove from List**. Removing a song from the burn list does not delete it from your library or computer.
- When your list is ready, click **Start Burn**.

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.



You can also add songs to your **Burn List** by right-clicking on a song or album and selecting **Add to 'Burn List'** from the dropdown menu.

Rip and Burn CDs *(continued)*

Burn a data CD or data DVD

1. Open Windows Media Player by clicking the Windows logo, and selecting **Windows Media Player** from the program list.
2. Click the arrow below the **Burn** tab, and then click **Data CD or DVD**.
3. Insert a blank disc into your CD burner.
4. Close the AutoPlay window if it opens automatically.

If the contents of a previous burn list are displayed, click the **Burn List** button in the right-hand pane and choose **Clear List** from the dropdown to remove all items.

5. Find the items in your library that you want to copy to the audio CD.
6. Drag individual songs or entire albums from **Details** pane (the pane in the middle of the library) to the **Burn List** pane to add them to the playlist.
7. To drag several individual songs at a time, hold down the **CTRL** key as you select songs.
8. To drag entire playlists, click on the **Playlist** you want, drag and drop it into the **Burn List**.
9. When your list is ready, click **Start Burn**.

Because data CDs can hold large numbers of files, burning a disc can take several minutes to complete depending on how many items are in your burn list.

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

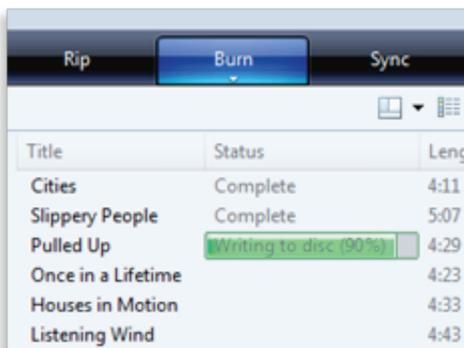


Figure 5—Burning songs to a CD

Rip and Burn CDs (continued)

Save a burn list

If you have spent time creating a custom burn list and want to save it to your library, just follow these steps:

1. Click the **Burn List** button in the right-hand pane, and select **Save Playlist As...** from the drop down menu.
2. Type in a name for your playlist, and then click **Save**. It is saved to your **Playlists**, and can be opened from your Navigation pane on the left side of the window.



When you burn a data CD, your files remain in their compressed state, allowing more items to be copied and original file quality to be preserved. Because the original file format is copied, a compatible device needs to be used to play the data CD. For example, if all of the files are in MP3 format, you will need an MP3 player to listen to the data CD.

More Information

- Download Windows Media Player 11: <http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx>
- Windows Help and How to—Rip Music FAQ: <http://windowshelp.microsoft.com/Windows/en-US/Help/7faa458d-45b5-4858-9a22-86f3522fb3131033.mspx>
- Windows Help and How to—Burn a CD or DVD in Windows Media Player FAQ: <http://windowshelp.microsoft.com/Windows/en-US/Help/51a88740-abda-4144-9176-cec79cca31e81033.mspx>
- Windows Media Player—FAQ: <http://www.microsoft.com/windows/windowsmedia/player/faq/default.mspx>

Play Music

With a few clicks of the mouse, you can create custom playlists for parties or special occasions, shuffle and play the songs in your library, or just play a CD.

PLAY A FILE OR ALBUM FROM YOUR LIBRARY

You have a few options for playing albums or songs from your library.

1. Open Windows Media Player by clicking the Windows logo, and selecting **Windows Media Player** from the program list. Do any of the following:
 - Click on the album or song and then click the **Play** button located in the Playback Controls section of your screen.

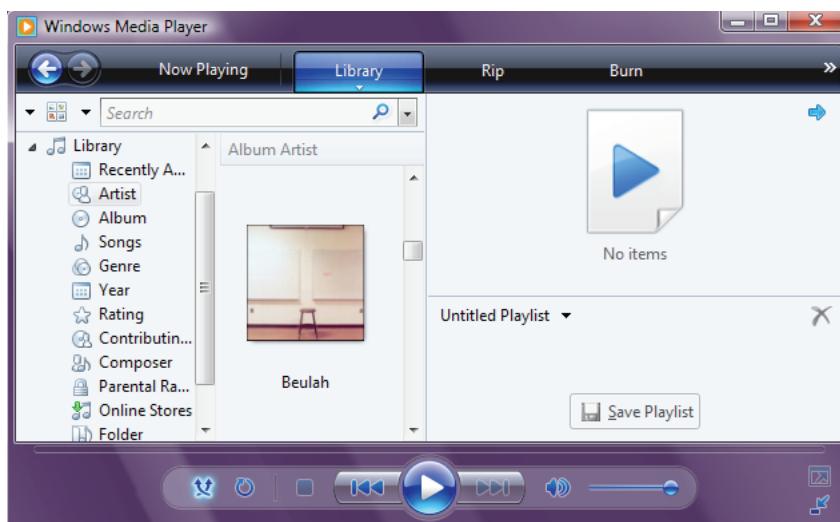


Figure 6—Windows Media Player library



Figure 7—Play button in the Playback Controls

Play Music *(continued)*

- Double-click on an album or track to play it.
- Right-click on the album or song you want to play, and select **Play** from the list.
- Drag and drop the album or song from the **Details** pane to the **Lists** pane.

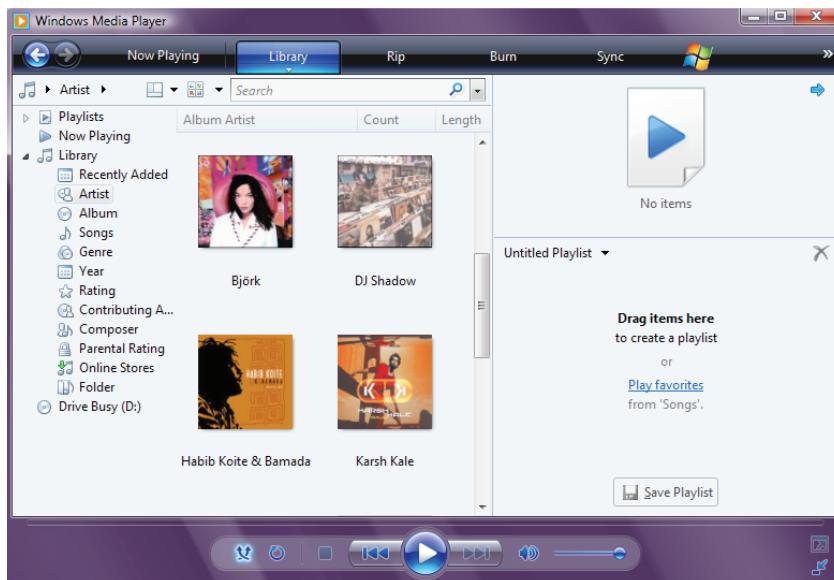


Figure 8—Drag items to playlist

Play Music *(continued)*

CREATE A PLAYLIST

1. Click **Create Playlist** in your Navigation pane, type in a name for the new playlist and click **Enter**.

The new playlist opens in the List pane on the right.

2. Drag and drop albums or songs you want to add to the playlist.
3. Select several songs at once by holding down the **CTRL** key as you click, and then drag and drop them in the List pane.
4. To shuffle your playlist, click on your playlist title in the List pane, and select **Shuffle List Now** from the dropdown.
5. To apply a specific sort order to your playlist, click on the playlist title in the List pane, point to **Sort** and then select one of the sorting options from the list.



Figure 9—Sort a playlist

Play Music (continued)

PLAY A CD

1. Place a CD into your computers CD drive.
2. If Windows Media Player does not automatically open, select **Play audio CD using Windows Media Player** from the list of options provided.

Media Player will open and the CD will show in the **Now Playing** window, with the songs listed in the List pane.

3. Click on the album name in the List pane, and choose from the dropdown menu to **Shuffle** or **Sort** the song order.
4. You can also use the **Shuffle** and **Repeat** buttons on your Playback tool to adjust how songs are played.



Figure 10—Shuffle and Repeat buttons

More Information

- Windows Help & How to—Create or Change an Auto Playlist: <http://windowshelp.microsoft.com/Windows/en-US/Help/f3231fc6-81f6-40ce-aa7e-c5984efb03611033.mspx>
- Windows Help & How to—Play a CD or DVD: <http://windowshelp.microsoft.com/Windows/en-US/Help/57b0ddd4-bd38-488e-ad3d-11c4e2fed9221033.mspx>

Connect an MP3 Player

Windows Media Player does more than just make your music portable. It syncs with your MP3 player or other portable device to reflect updates, changes and preferences you've set in your media library so that you never skip a beat.

SYNC AUTOMATICALLY

1. Connect your MP3 player or other portable device to one of the USB ports on your computer.
2. Follow the automatic prompts that appear in the Media Player wizard to sync and name your device.
3. Drag the playlists you want to sync to the **Playlists to sync** pane, then click **Start Sync**.

If the Sync tab does not open automatically, or if you want to alternate between automatic and manual syncing, just click the arrow below **Sync**, point to your device, and click **Set Up Sync....**



Figure 11—Sync a device automatically

4. Click to check the **Sync the device automatically** box.
5. Click **Finish**.

Connect an MP3 Player (continued)

Media Player will sync your entire library to your device, and will repeat this process each time you connect it to your computer. If you add or delete music in your library, those changes will automatically be applied to your portable device the next time you sync.

If your device's storage capacity is less than 4 GB, or if you'd only like certain songs on your music player, you may need to sync manually. Refer to the **sync manually** section below for more information.



Windows Media Player can sync automatically with more than 100 Windows Media-enabled devices and phones. To find out if your MP3 player or phone is compatible, visit the Windows Vista Hardware Compatibility Center at <http://www.microsoft.com/windows/compatibility>

SYNC MANUALLY

You can control the playlists that are added and removed each time you sync by choosing to sync manually.

1. Connect your MP3 player or other portable device to one of the USB ports on your computer.
2. If you are connecting for the first time, follow the automatic prompts that appear in the Media Player wizard to name your device.

Windows Media Player opens to the Sync tab automatically and an icon of your device is displayed, along with an **Available playlist** and **Playlists to sync**. If the Sync tab does not open automatically, just click the arrow below the **Sync** tab, point to your device in the list, and then click **Set Up Sync....**

3. Click to uncheck the **Sync the device automatically** box.
4. In the **Available playlists** pane, click on the playlists you want to sync. Select several at time by holding down the **CTRL** key as you click.
5. Click **Add** to copy them to the **Playlists to sync**.
6. To remove a playlist, click on it, and then click **Remove**.
7. Click **Create Auto Playlist** to create a new playlist, and then follow the prompts to specify playlist criteria.

Connect an MP3 Player (continued)

Once you have added your playlists to the **Playlists to sync**, you can organize them one of two ways:

- Select individual playlists and click the **Priority** arrows to manually arrange their assigned order in the list. This ensures that your portable device will add the lists in order of priority.
- Click to select the **Shuffle what syncs**, and allow Media Player to create a random shuffle order from your playlists. This is the best option if you want to rotate through your music collection each time you sync.



*You can always change your sync settings in Windows Media Player, and even alternate between automatic and manual syncing. Just click the arrow below **Sync**, point to your device, click **Set Up**, and then follow the instructions in this guide for your preferred option.*

More Information

- Windows Help & How to—Windows Media Player Sync FAQ: <http://windowshelp.microsoft.com/Windows/en-US/Help/678d9218-a8d6-4b97-8c12-cec52a808a601033.mspx>
- Windows Help & How to—Troubleshoot Problems in Windows Media Player: <http://windowshelp.microsoft.com/Windows/en-US/Help/d2930eab-10cb-400c-8bac-b59993c16d5c1033.mspx>

Use a Music Service

Now, when you get the urge to explore new music, a world of options is at your fingertips. Use Windows Media Player's **Media Guide** to access music stores and online radio stations, download albums and books on tape, or watch music videos right on your computer.

1. Open Windows Media Player by clicking the Windows logo, and selecting **Windows Media Player** from the program list.

PURCHASE OR DOWNLOAD MEDIA

2. From the menu bar, click **View**, then **Online Stores** and then **Browse All Online Stores** from the list. (Alternately, you can get to the same place if you have the blue **Media Guide** button showing in the task bar. Click on it and choose **Browse All Online Stores**.)
3. Hover your mouse over any of the featured stores to see a brief overview of their services.

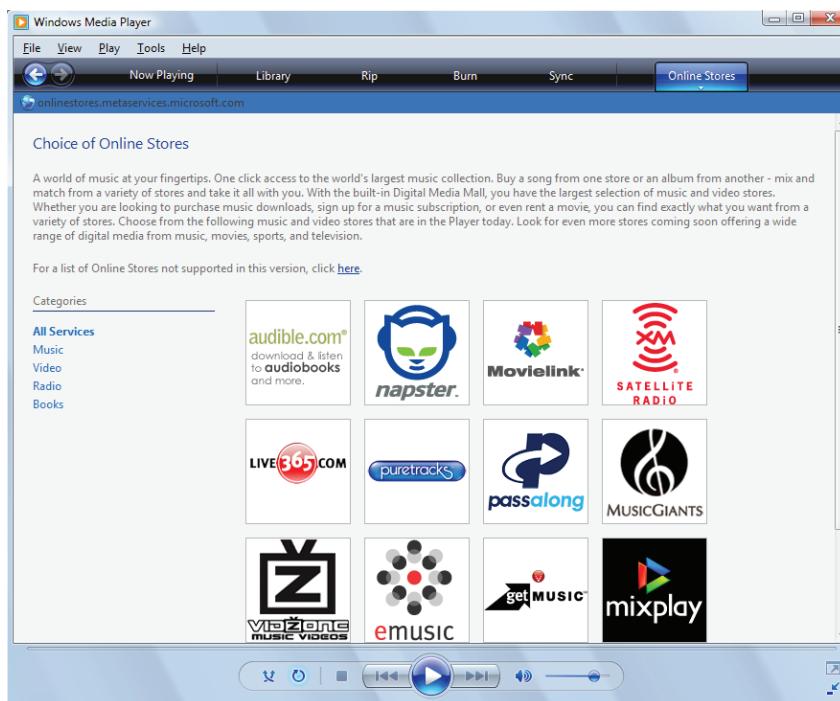


Figure 12—Browse All Online Stores

4. Double-click on whichever service you prefer.

Use a Music Service *(continued)*

5. Follow the prompts to install and setup the service software on your PC and to create an account with the service provider.
6. Media that you download can always be found in the **Recently Added** section of your library if it does not open automatically after download.



The Media Guide tab alternates as the Online Stores tab depending on which view you have opened most recently. To switch from one to the other, click the arrow below the tab and choose your preference from the dropdown menu.

ACCESS INTERNET RADIO STATIONS

1. Click the arrow below the **Media Guide/Online Stores** tab and select **Media Guide** from the list.
2. Click on **Internet Radio** on the right side menu.

Search by genre or by radio station.

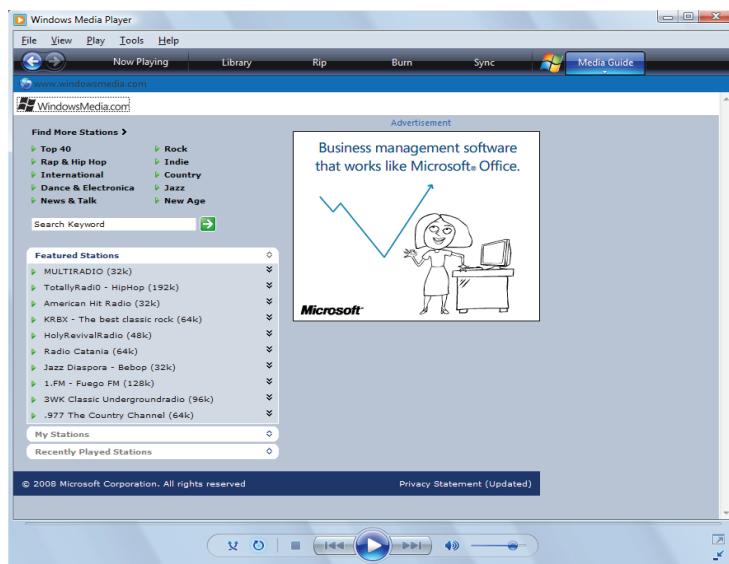


Figure 13—Internet radio stations

Use a Music Service *(continued)*

3. Click on the music genre you would like to listen to, or click to select a specific radio station.
4. Click the small double arrows to the right of any station to expand a detailed menu.

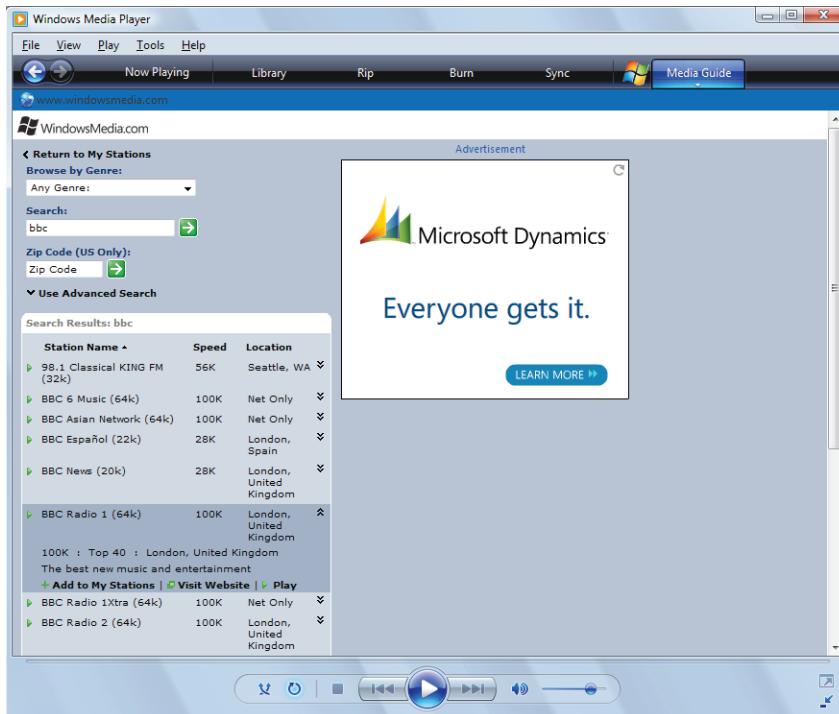


Figure 14—Detailed radio station view

5. Click **Add to My Stations** to easily find the station again, or select **Visit Web site** to learn more about a particular station.
6. Click **Play** to begin listening.

The playlist of the chosen radio station will automatically begin streaming through Windows Media Player. A prompt may appear asking permission to play music from the Web source, and you can click to **Allow**.

7. To stop streaming from an Internet radio station, click **Stop** in your Playback tools, or close Media Player.

Use a Music Service *(continued)*

VIEW MUSIC VIDEOS

1. Click the arrow below the **Media Guide/Online Stores** tab and select **Media Guide** from the list.
2. Click on **Music** in the menu bar along the top of the screen.
3. Browse the different music categories using the list to the right of the screen.

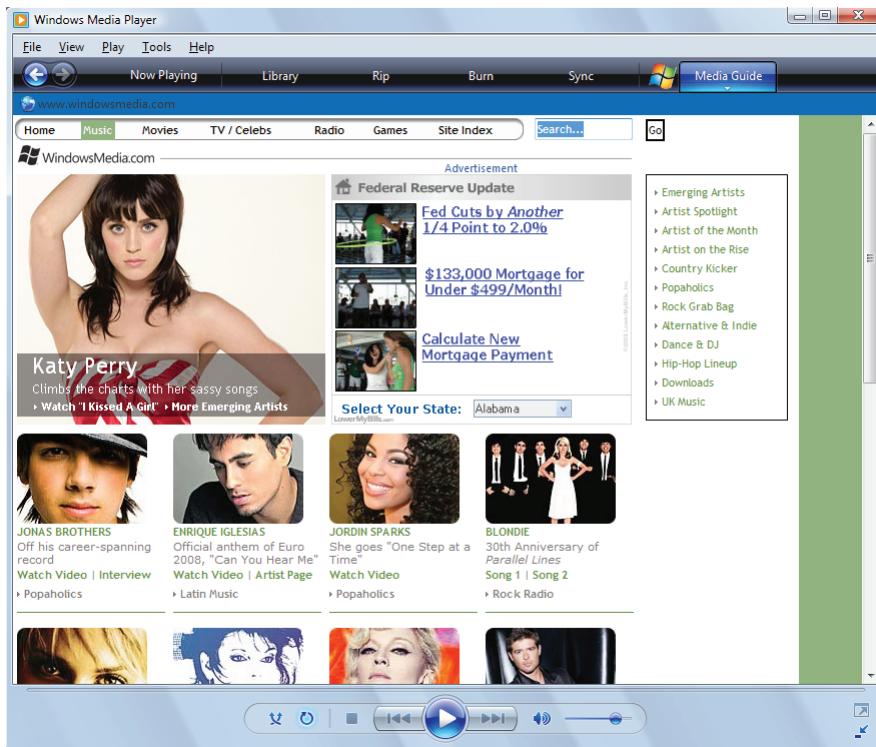


Figure 15—Music menu in Media Guide

4. Click the **Watch Video** option listed below any of the featured artists. Some videos play within Windows Media Player and some open in a separate Web browser.

More Information

- Windows Help & How to—Shop Online in Windows Media Player: <http://windowshelp.microsoft.com/Windows/en-US/Help/312e2f91-810a-46cf-a211-3f9def86153a1033.mspx>



SITES MENTIONED IN THIS GUIDE

Windows Media Player 11—Overview: <http://windowshelp.microsoft.com/Windows/en-US/mediaplayer11/default.mspx>

Windows Download Center: http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx?displang=en&qstechnology=&wt_svl=20513a&mg_id=20513b

Windows Vista Help & How to: <http://windowshelp.microsoft.com/Windows/en-US/default.mspx>

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