

# MEDIA PLAYER 11

[www.microsoft.com/windows/windowsmedia/knowledgecenter/howto/mp11/default.mspx](http://www.microsoft.com/windows/windowsmedia/knowledgecenter/howto/mp11/default.mspx)

## Get Around in the Player

October 2006

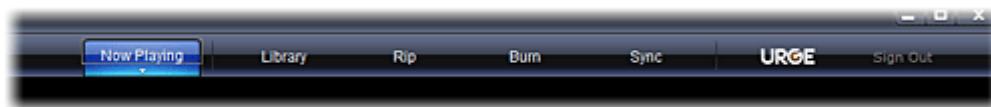
Windows Media Player 11 has been redesigned to make it easier for you to enjoy your digital media experience. With Windows Media Player 11, you'll minimize the time you spend managing your music, pictures, and videos and maximize the time you spend enjoying them. Read on for information about how to get started with the new design.

### To start the Player

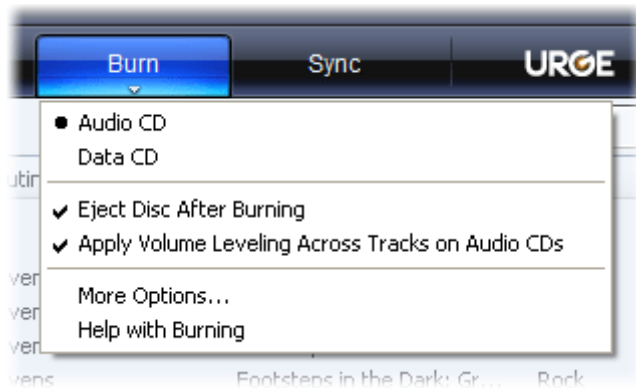
1. On the taskbar, click **Start**.
2. Point to **All Programs**, and then click **Windows Media Player**.

## 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.



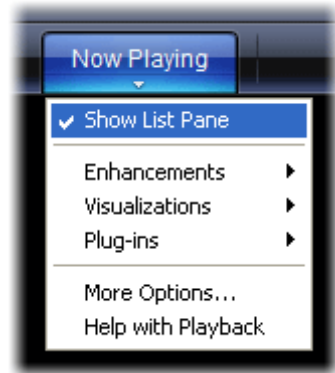
You can add or remove items and move them around in the List pane until your list is set up exactly how you want it.

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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 .

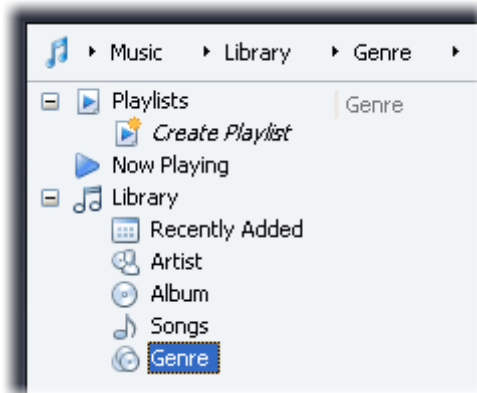
To clear an existing list and start again, click the **Clear List pane** button .

## Browse and Search Made Simple

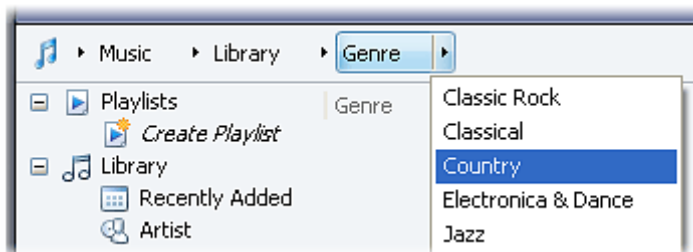
This release of the Player gives you some new options for getting to your music, videos, and pictures quickly.

### Browsing

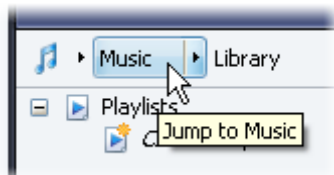
Use the **Select a category** button  on the address bar to switch to a category, such as Music, Pictures, or Video, and then select a view of that category in the Navigation pane. Content in your library is organized into the view you select, making it easy to browse even the largest library with a 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.



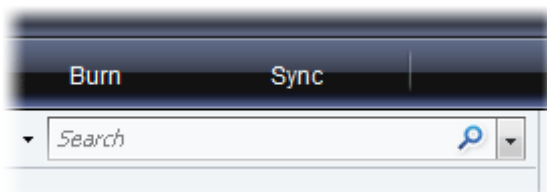
Or you can back up a few steps by clicking higher up in the address bar. For example, if you want a view of all music in your library, click **Music** on the address bar, as shown in the following screen shot.



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. For information about adding or editing media information, see [Organize and Search Your Digital Media Collection](#).

## Searching

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



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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.

For information about searching, see [Organize and Search Your Digital Media Collection](#).

## 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**.

For more information about available online stores, see [Online Stores in Windows Media Player 11](#).

## 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**.

You can also view the Media Guide in a Web browser by visiting [WindowsMedia.com](http://WindowsMedia.com) [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,

### **To listen to online radio in the Media Guide**

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

Click the link for Radio.

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## Organize and Search Your Digital Media Collection

May 2006

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](#)
- [Find Items in the Library](#)

### 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.

For information about other ways to add items to your library, see [Rip \(Copy\) Songs from CDs to Your Computer](#) and [Use Online Stores to Get Music, Videos, and More](#).

#### 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.

#### For More Information

[Windows Media Player How-to Center](#)

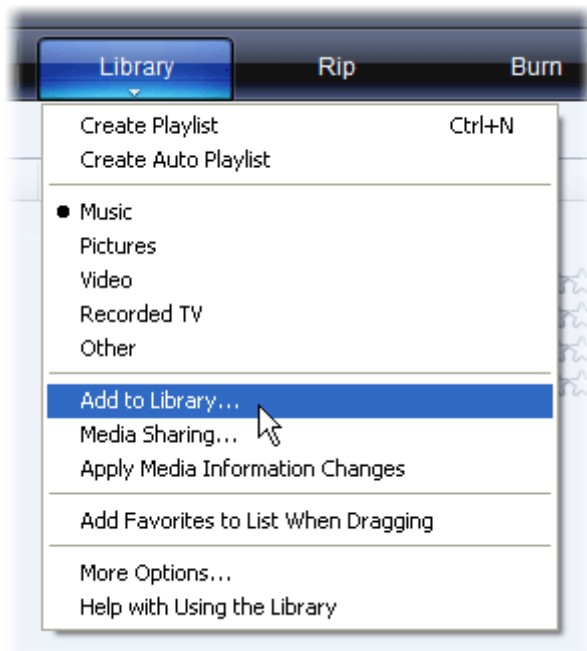
[Create and Use Your Own Customized Playlists](#)

[Burn Your Own Customized CDs](#)

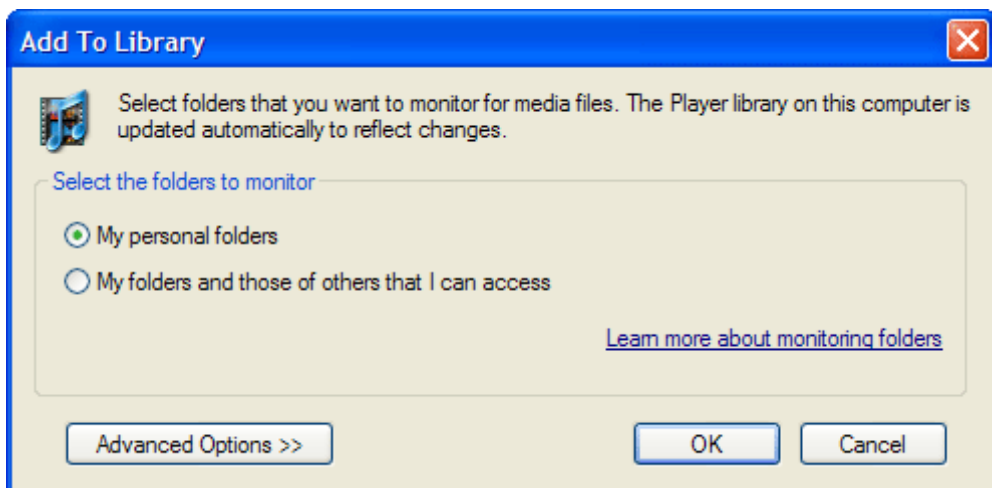
[Sync Your Digital Media to a Portable Device](#)

[Add or Edit Media Information](#)

[Managing your Library, Playlists, and Media Information FAQ](#)



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.

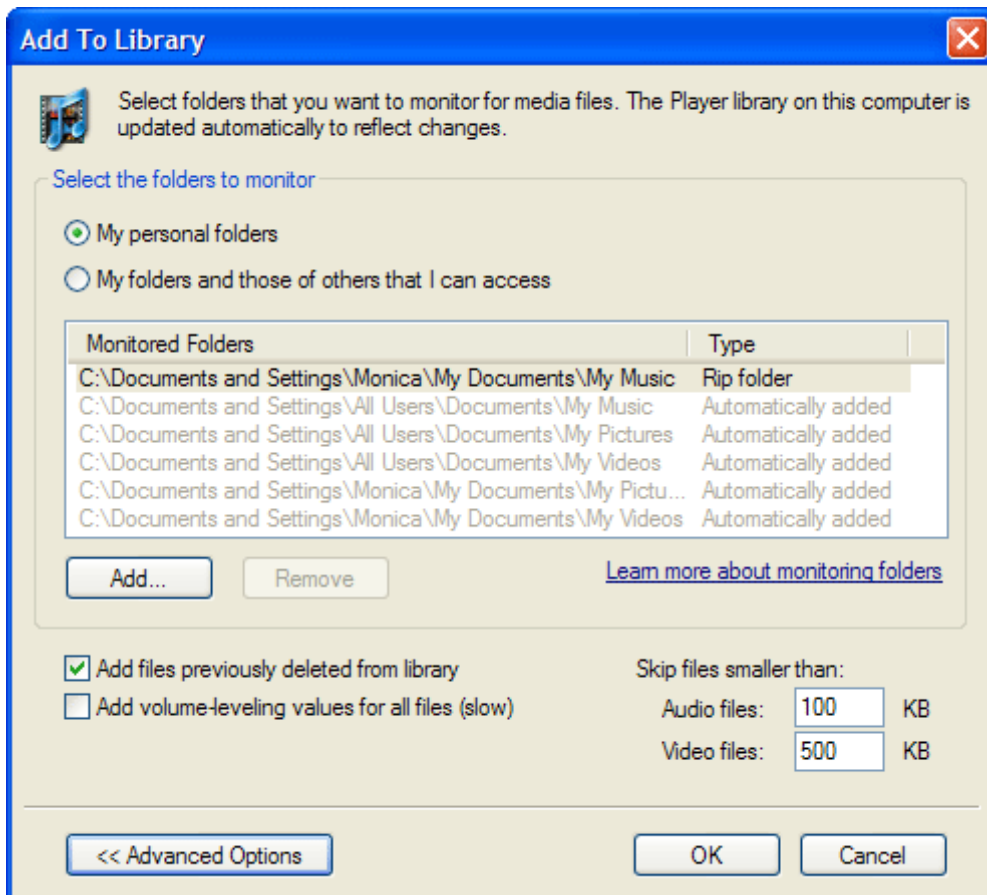
- **My folders and those of others that I can access.** Use this option to

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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

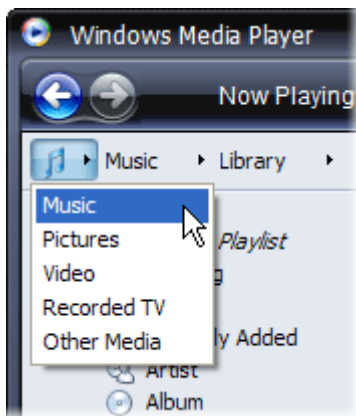
There are two ways to find content in the library—by browsing and by searching.

### 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.

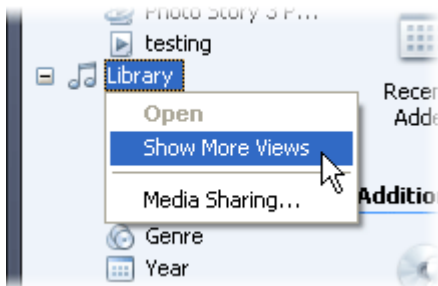


3. In the Navigation pane, expand the **Library** category, and then click a view such as **Artist**, as shown in the following screen shot.

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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

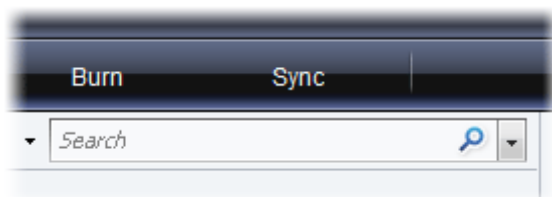
The search capabilities of the Player have been greatly improved in this release. Even if you

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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.

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**Microsoft**



# Working with Music PlayLists

Thursday Class



## Create and Use Your Own Customized Playlists

May 2006

With Windows Media Player 11, it's easier than ever to find and play your favorite music. Playlists are a great way to control how you use the files in your library. This article describes how to create playlists of your favorite songs.

- [Create and Edit Your Playlists](#)
- [Quickly Create Playlists of Your Favorites](#)
- [Skip Items in Your Playlists](#)

### For More Information

[Windows Media Player How-to Center](#)


[Rip \(Copy\) Songs from CDs to Your Computer](#)

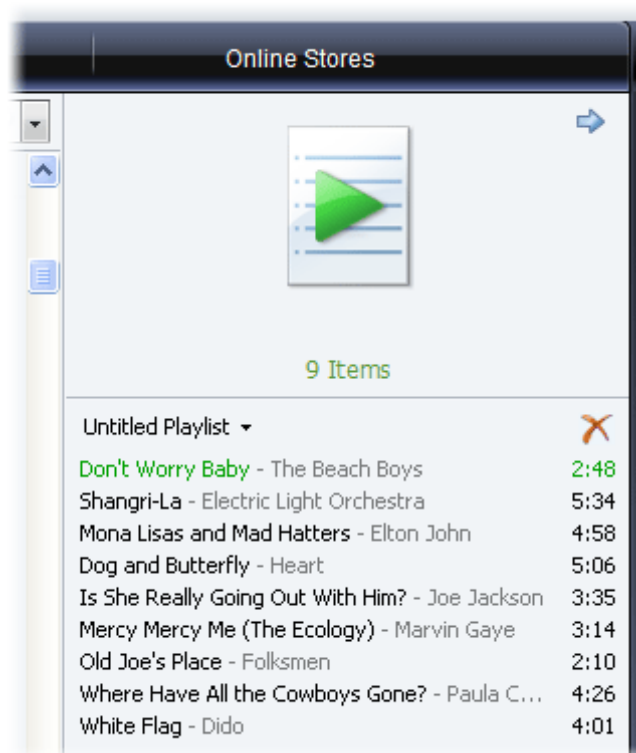
[Managing your library, playlists, and other media information FAQ](#)


## 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.



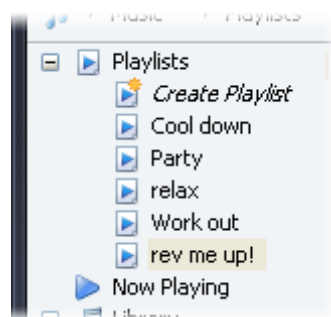
- To rearrange items, drag them up or down in the List pane.
- To save the list, click **Save Playlist**  at the bottom of the List pane, and then type a name for the playlist.

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.



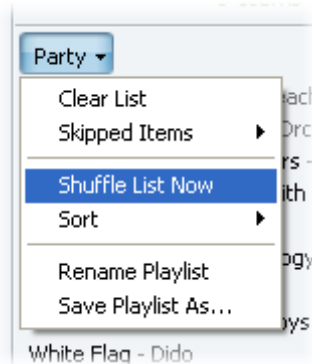
# Thursday Class on Music – MS MEDIA PLAYER 11

## 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.

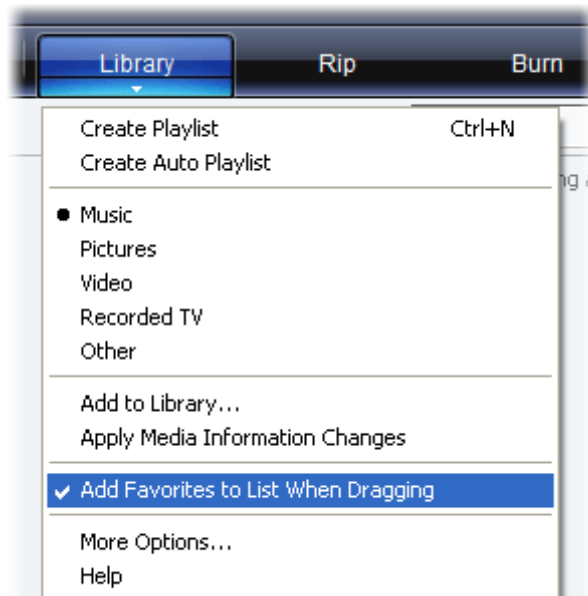
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## Quickly Create Playlists of Your Favorites

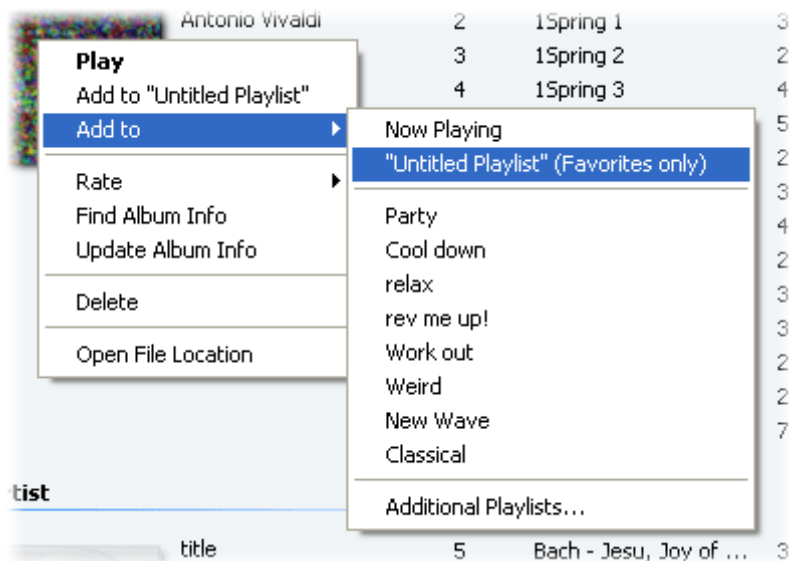
You can quickly create playlists of your favorite items by turning on the **Add Favorites to List When Dragging** feature. When you do so, the next time you drag a category such as an album or genre from the Details pane to the List pane, only the songs with the highest user and auto ratings are added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



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## 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.

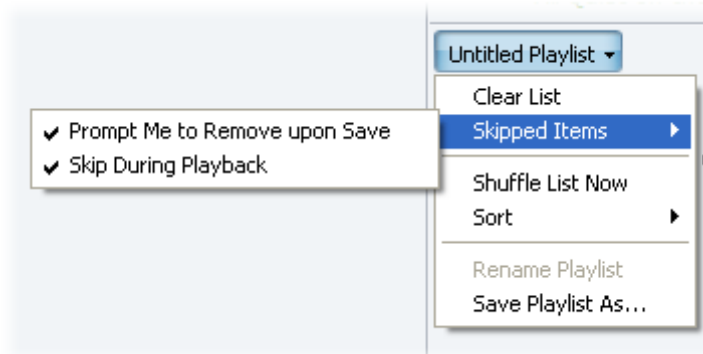
You can turn off the prompt if you want. You can also set the Player to not play skipped items during repeat playback. When you do so, the skipped items appear dimmed in the List pane.

### 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**.



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**Was this information useful?**

Yes

No

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[Manage Your Profile](#)

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# Thursday Class on Music – MS MEDIA PLAYER 11



[Windows Media Player FAQ](#)

## Managing your library, playlists, and media information

[What's RSS?](#)

This document provides answers to frequently asked questions about Microsoft Windows Media Player for Windows. It focuses on questions about Windows Media Player 11 and Windows Media Player 10, but it also includes information relevant to earlier releases. [See other Windows Media FAQs.](#)

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**View all answers**

**Q.** [Why don't I see my video, pictures, or music in the library?](#)

**A.** In Windows Media Player 11, your content is separated into different media type categories, and you can use the **Select a category** button to switch to a different category. The button is located on the address bar near the top-left corner of the Player, below the **Back** and **Forward** buttons. The button icon changes depending on which category is currently selected. (For example, when the Music category is selected, the icon looks like a musical note.) To switch to a different media type, click the **Select a category** button, and then select the media type you want to search, such as **Pictures**.

**Q.** [How can I edit the album and artist name or track number for a song?](#)

**A.** To change information such as the album and artist name or track number for a song in the library, do the following:

1. Click the **Library** tab, and then browse to the song.
2. Right-click the attribute you want to change, and then click **Edit**.
3. [\(Optional\) To display other attributes](#)
  1. Click the **Layout Options** button, and then click **Choose Columns**.
  2. Select the check boxes for the columns that you want to display.
4. Type the new information, and then press ENTER.
5. (Optional) To edit other attributes that are displayed for the same song or to move to other songs, press the TAB key (to move to the right) or press the SHIFT+TAB key (to move to the left).

You have several other options for adding and editing media information. For more information, see Windows Media Player Help.

**Q.** [Can I update information for an entire album or CD at once?](#)

**A.** Yes. The procedure varies depending on the version of the Player you are running.

[Windows Media Player 11](#)

1. Click the **Library** tab.

2. In the Navigation pane, click the **Album** view, or click the CD you want to update.
3. In the Details pane, right-click the album or the CD, and then click **Find Album Info**.
4. Follow the instructions on the screen to update or fix the information.  
For information about your privacy when updating album information, see the [Windows Media Player privacy statement](#).

#### **+ Windows Media Player 10**

1. Click the **Library** tab.
2. Right-click the album or CD you want to update, and then click **Find Album Info**.
3. Follow the instructions on the screen to update or fix the information.  
For information about your privacy when updating album information, see the [Windows Media Player privacy statement](#).

**Q.** [How can I download album art?](#)

**A.** For information about downloading album art, see [Add Album Art](#).

**Q.** [Why isn't album art downloading anymore?](#)

- A.** Check that you are connected to the Internet. Also, this problem might occur if your Internet cache is full. If you use Internet Explorer as your browser, do the following:
1. Start Internet Explorer.
  2. On the **Tools** menu, click **Internet Options**.
  3. In **Temporary Internet Files**, click **Delete Files**.  
- or -  
Click **Settings**, and then increase the size of the cache.

**Q.** [How can I shuffle my playlist?](#)

**A.** The procedure varies depending on which version of the Player you are running.

#### **+ Windows Media Player 11**

- Click the **Turn Shuffle On** button in the lower left-hand corner of the Player.  
The button alternates between turning shuffle on and off. Shuffle will remain on until you click the button again.

#### **+ Windows Media Player 10**

- Click the **Turn Shuffle On** button in the lower right-hand corner of the Player.  
The button alternates between turning shuffle and repeat on and off. Click the button repeatedly until it is at the setting you want.

**Q.** [When I sort by a column in the library, why doesn't the Player remember my selection?](#)

**A.** To improve performance, Windows Media Player 10 and Windows Media Player 11 don't store information about changes you make to the default method of sorting columns in the library. This means that when you sort by a column and then close and reopen the Player, the library returns to the default sort selection for that view.

**Q.** [Why don't my lyrics show up in the Info Center View pane?](#)

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A. For Windows Media Player 9 Series on a computer running Windows XP Professional with Service Pack 2, Windows Media Player 10, or Windows Media Player 11, lyrics you have entered manually cannot be displayed in the Info Center View pane. However, if you are playing a file that was downloaded from an online store, lyrics supplied by the content provider can be displayed in the Info Center View pane. To view lyrics that you entered manually, you can turn captions on by doing the following:

1. On the **Play** menu, point to **Captions, Lyrics, and Subtitles**, and then click **On if Available**.
2. Begin playing a song that contains your custom lyrics.
3. Click the **Now Playing** tab.

Your custom lyrics will be displayed in the Video and Visualization pane.

Q. [How can I create playlists for my Web site?](#)

A. For detailed information about creating playlists for your Web site, see [Windows Media Metafiles](#) on MSDN.

Q. [My question isn't answered in this FAQ. What can I do?](#)

A. If you do not find an answer to your question in this FAQ, try the following resources:

- See Windows Media Player Help. To access Help, start Windows Media Player and then press F1.
- Submit a question to the [Media Advice column](#).
- For other Windows Media FAQs, including other versions of the Player, see [Frequently asked questions about Windows Media](#).
- To find additional support and troubleshooting resources, see [Troubleshooting Windows Media Player](#).
- Submit a question to the [Windows Media Player newsgroup](#). Please note that the newsgroup is maintained by a community of knowledgeable users offering peer-to-peer assistance. It is not an official Microsoft technical support resource. As such, Microsoft cannot guarantee that your question will be answered. When you ask a question on the newsgroup, be as specific as possible. For example, be sure to include the following basic information:
  - Windows Media Player version. (On the **Help** menu, click **About Windows Media Player**.) For example, the version might be 10.00.00.xxxx.
  - Windows operating system version. (Click **Start**, right-click **My Computer**, and then click **Properties**.) In your question, include the full version name (for example, Windows XP Professional with Service Pack 2).
  - The task that you were trying to accomplish prior to encountering the problem.
  - If an error message is displayed, note the error message text. (For example, it might say "Windows Media Player has encountered an unknown error.")
  - If an error message is displayed, note the error message ID number (for example, "C00D11CD"). You can determine the ID number by clicking the **Web Help** or **More Information** button when the error message is displayed.
  - If the problem only occurs when you use a particular file, Web link, or URL, provide details about that item.

Q. [How do I find information about error messages?](#)

A. To find the error code identification number for a particular error message, on the error message, do one of the

following:

- Click the **Web Help** button. A Web page is displayed. The specific error code identification number is mentioned in the first sentence (for example, C00D1197).
- Click the **More Information** button. A Help topic is displayed. The specific error code identification number is mentioned in the title or at the bottom of the topic (for example, C00D1197).

For information about Windows Media Player error messages, see [Troubleshooting Windows Media Player Error Messages](#).

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