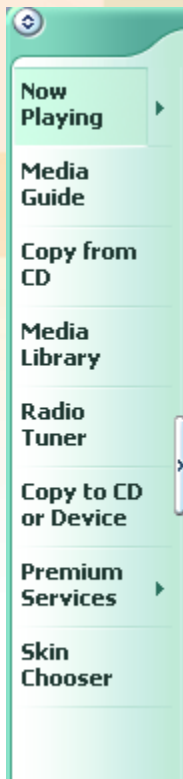# After completing this lesson, you will be able to:

- Identify each item in the Windows Media Player 9's Features taskbar.
- View visualizations.
- Play and copy music CDs.
- Use the Internet to locate media.
- Organize your music collection.
- Play DVDs.
- Create your own musical CDs.

Explore the Features Taskbar

Open Windows Media Player 9

1. Click **Start**.

2. Point to **All Programs**, point to **Accessories**, point to **Entertainment**, and click **Windows Media Player**.

3. After Windows Media Player 9 opens, select the **Now Playing** option in the Features Taskbar, as shown here.

Now Playing ▶

Media Guide

Copy from CD

Media Library

Radio Tuner

Copy to CD or Device

Premium Services ▶

Skin Chooser

Choosing a Skin

To choose a new skin

1. Select **Skin Chooser** from the Features taskbar.

2. Click the skin options to see previews of each. To apply any skin, click Apply Skin. Skins can also be applied by choosing **View** and clicking **Skin Mode**.

3. To return to the default interface, hold down the **Ctrl key** and press **1**, or locate and click the **Return To Full Mode** icon in any skin.

Using the Playback Controls

To play a song and control playback

1. Click **Now Playing;** then click the right arrow next to **Now Playing**.

2. Select **All Music**. (Sample music files are included with the player.)

3. Click the **Pause** button, click the **Play** button, and then click the **Stop** button.

4. Click **Previous** and **Next** buttons to move through the available sample songs.

Using the Playback Controls
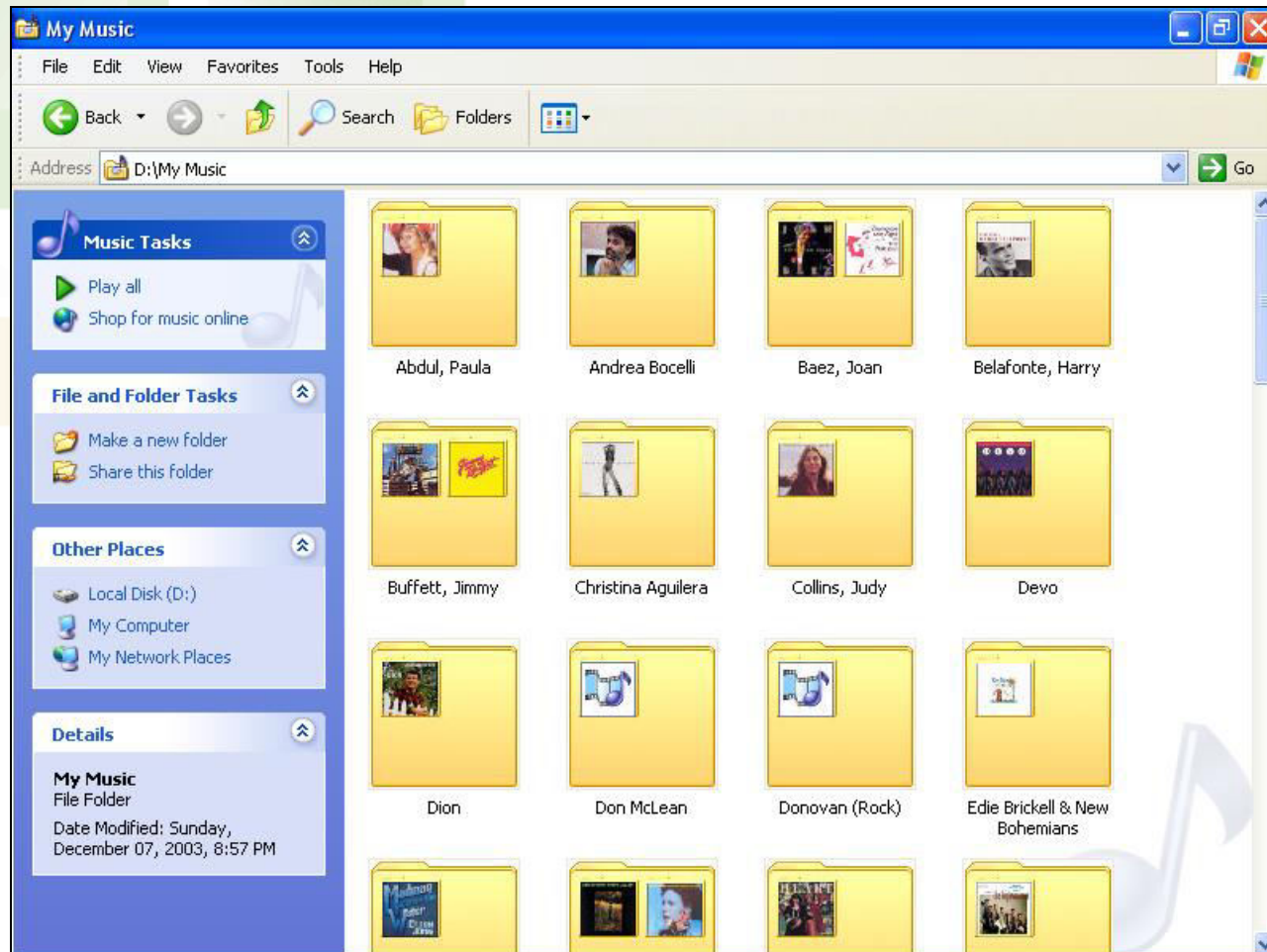
To control playback

5. Move the **Volume Slider** to adjust the volume.

6. Click the **Mute** button.

7. Locate the **Shuffle** button.

8. From the **Play** menu, locate the **Play/Pause**, **Previous**, **Next**, **Shuffle**, and **Repeat** options.

Configuring Options

To configure Copy Music options

1. Click **Tools** and select **Options**.

2. Click the **Copy Music** tab.

3. Click **Change** to choose a new location for copying music.

4. Click any option under **Format** to choose a default copy format.

5. Move the slider under **Audio Quality** to set the default audio quality format.

Subfolders

Configuring Song Title Formats

To personalize the title format

1. Click **Tools**, click **Options**, and select the **Copy Music tab**.

2. Click the **File Name** button.

3. Add **Artist**, **Album**, and **Bit Rate**.

4. Select **Album** and select **Move Up**.

5. Select each item checked; from the Separator choices, select **–(Dash)**.

6. Click **OK**.

Be Smart

When downloading media from the Internet:

1. **Do** get media from reputable sites such as Music Now or WindowsMedia.com.

2. **Do** pay for media you download.

3. **Do** keep anti-virus software up-to-date.

4. **Do** keep backups of your music and licenses.

5. **Don't** download anything from sites you don't know and trust.