

# PLAYER 7 HANDBOOK

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**Microsoft**

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In this chapter you will learn how to operate Windows Media Player. You will see how to play files, use the buttons to navigate, change the settings, use the menus, and switch to different views and modes. You'll also be shown how to find files on the Internet, copy music from CDs, and use playlists.

## Playing a file in only three steps

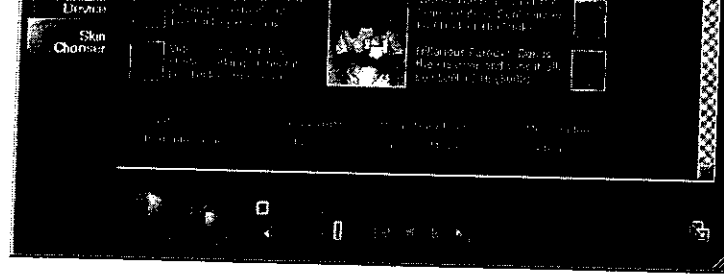
Playing music or video on the Player is a simple 1-2-3 process:

1. Go to the **Now Playing** view.
2. Pick a song from a playlist and click the song title.
3. Then click the **Play** button to begin playing.

The three steps to playing a song are shown below in more detail.

### Step 1: Start with the full mode Player

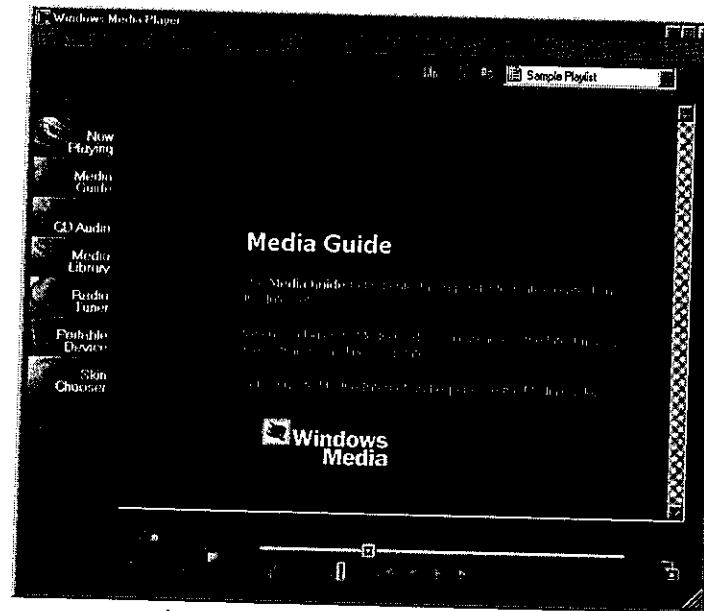
When you start Windows Media Player 7 for the first time, and you are connected to the Internet, you should see the full mode Player in the **Media Guide** view. Figure 2.1a shows a typical **Media Guide** view.



**Figure 2.1a** - *Full mode Player in Media Guide view with Internet connection.*

The **Media Guide** is a Web site that gives you a doorway into the world of audio and video on the Internet. The contents change nearly every day, giving you new audio and video selections, current entertainment news, and free downloads.

If you are *not* connected to the Internet, you'll see a screen similar to Figure 2.1b.



**Figure 2.1b** - *Media Guide view without an Internet connection.*



**Figure 2.2** – *Windows Media Player in full mode in the **Now Playing** view.*

If you don't see something like Figure 2.2, you're probably looking at a skin. A skin may have been loaded by the last person to use the Player; you won't be able to see the **Now Playing** view when a skin is running. If you are viewing a skin, you will want to return to the full mode of Windows Media Player.

Windows Media Player comes in two modes: full mode and compact mode. The compact mode is used to display skins, and the full mode displays the standard Player. To return to full mode from any skin, right-click anywhere on the skin and then click **Return to Full Mode** on the shortcut menu that appears.

The full mode has several different views it can display. Right now, all you want to do is play a file, so click **Now Playing** at the left side of the full mode Player. You should now see something that looks close to Figure 2.2. You probably will have a different visualization or a different playlist loaded on your computer, but you're ready to start.

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