
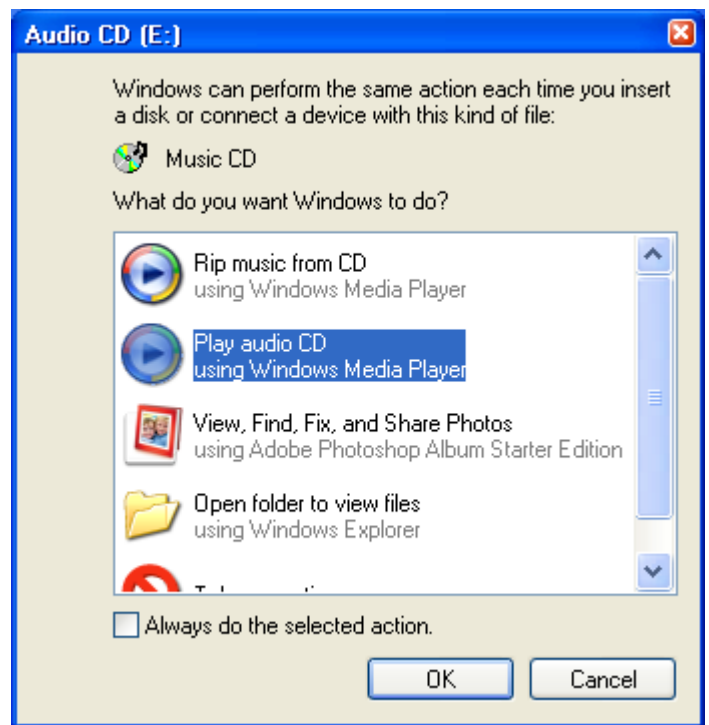


How to Listen to Music

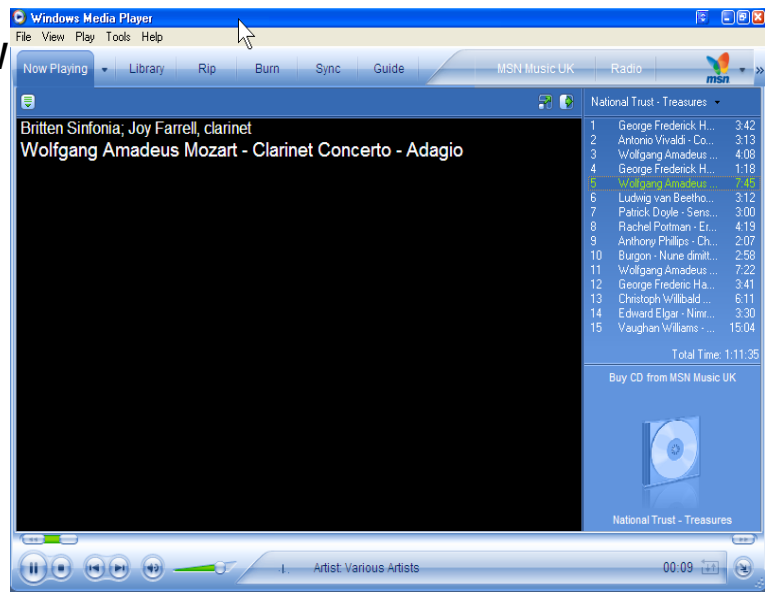
1. You want to have background music whilst typing that difficult letter on your computer. There are various ways to listen to music on your computer.
2. Ensure that you have speakers or headphones connected to your computer (often via the green mini jack socket). Alternatively you can plug them into the CD- (or DVD-) drive.
3. On the CD- (or DVD-) drive of your computer press the open button  and place an audio CD (or DVD) in the tray with the label upwards. Press the button again to close it.
4. An **Audio CD** Window may appear. In which case Left-click on **Play audio CD** and Left-click on **OK**. The CD will start playing Track 1.




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5. Otherwise Left-click on the **Start button** and move the mouse arrow on top of "**All Programs**".
Left-click on **Windows Media Player** 

which will open a Window with options to play. It should have the Tab **Now Playing** in the top left corner selected. The name of the CD should appear near the top right with a list of the tracks below.

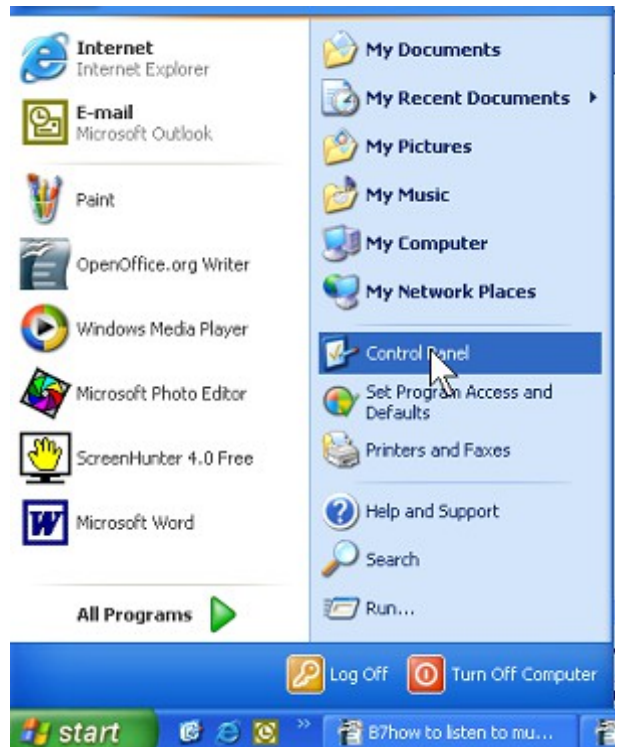


6. Double-click on the track which you want to play on the list on the right.

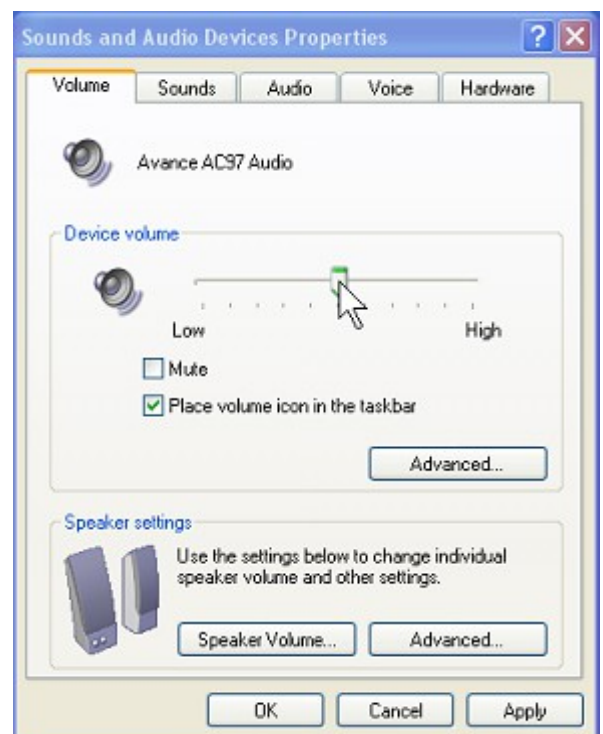
7. The buttons at the bottom of the window  are used to stop, start and skip tracks. Hover the mouse pointer over these to see their functions. There is an indicator showing how far the track has progressed.

8. The right hand of these buttons  is a Volume Control. Slide this by holding down the Left mouse button on it and dragging right to increase the volume and left to decrease.

9. There is another general Volume Control which can be used. This is found on the **Start Bar** by Left-clicking on **Control Panel** and then double-clicking on the loudspeaker symbol.




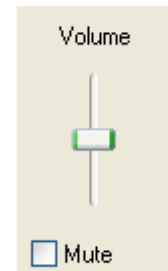
10. Again the Volume Control is a slider operated in the same way or by using the mouse Scroll Wheel. This will affect the volume of all sounds the computer makes.



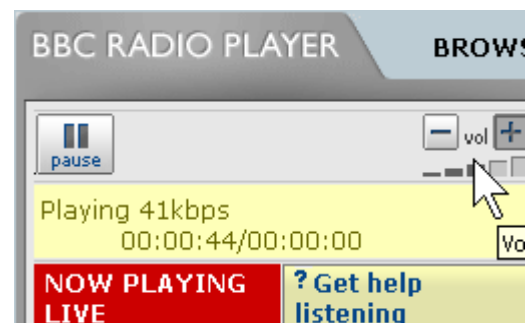
11. If you have plugged the headphones into the CD-drive then there is also a volume control on the drive.

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12. If there is a tick in the "Place volume icon in the taskbar" check box, then a loudspeaker symbol  will be shown in the **taskbar**. By Left-clicking on this another slider is shown. It is operated in the same way. If **Mute** is clicked the sound will be turned off.



13. You may want to listen to the radio via the Internet. BBC radio stations can be found on www.bbc.co.uk. For music you need to have **RealPlayer** installed. It can be downloaded free from the BBC website. This works in a similar way to **Windows Media Player**. Select the radio station and then **Listen Live** for the current programme or **Listen Again** to choose a past programme. The volume is adjusted by clicking on the **+** or the **-**.



14. It is possible to store Music as a file on your computer. Look in **My Documents/My Music** and then select the folder and file you wish to play by double clicking on it. This will open **Windows Media Player** or **RealPlayer** and start playing.