ALERT: Course playlists can be deleted by anyone. The library recommends that you make a back-up copy by exporting your playlists and saving the files on a local drive. Please contact the library if you have questions.

Go to: **http://www.NaxosMusicLibrary.com** (don't use the link from the library home page)

Login with the **Username** and **Password** (*call 503-943-7788 or visit the library Research Desk for this information*).

Once you are logged in to Naxos Music Library you can **search for a CD**.

Choose a disc from the list of search results to see the contents of this CD.

Select the tracks you wish to add by **choosing the check-boxes** to the right of the track.

Choose **Add to Playlist**.

» Add to Playlist

» Adding track(s) to an existing playlist
On the Select Location section, choose from "Tab" then from "Folder" and then select the "Playlist". Click "Add to Playlist" to add tracks to the selected playlist.

» To create a new playlist
On the Save to New Playlist section, type the new playlist name in "Playlist Name", define author and enter remarks. Click "Add to Playlist" to create the playlist. Your selected tracks will be added to it.

Select Location
Tab : My Playlist ▾
Folders : Current ▾
Playlists : Create New Playlist ▾

New Playlists
Sequence No. : 2 ▾
Playlist Name* : [Name here]
*Use English characters only.
Author : University of Portland
Remarks : [Remarks here]

Maximum Character: 1000

[Add To Playlist] [Cancel]

A small window will open in which you can add the chosen track(s) to an existing playlist or create a new playlist.

To add a track to an existing playlist:
Under **Select Location**:
Use the drop-down menus to choose:
- ✓ **Tab:** To create a public playlist choose "University of Portland Playlists"
- ✓ **Folders:** Choose a specific folder, or choose Current PortlandPS (top-level)
- ✓ **Playlist**: choose an existing playlist

Choose the **Add to Playlist** button

To create a new playlist:
Under **New Playlists**:
- ✓ Enter a title in the **Playlist Name** box
- ✓ Enter your name in the **Author** box (optional)
- ✓ Choose the **Add to Playlist** button

Welcome *University of Portland* | **Log-Out** | **Send feedback!**

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Keyword Search
Enter Keyword, Disc or C...

🏠 | New Releases | Recent Additions | Composers | Artists | Genres | Labels | **Playlists**
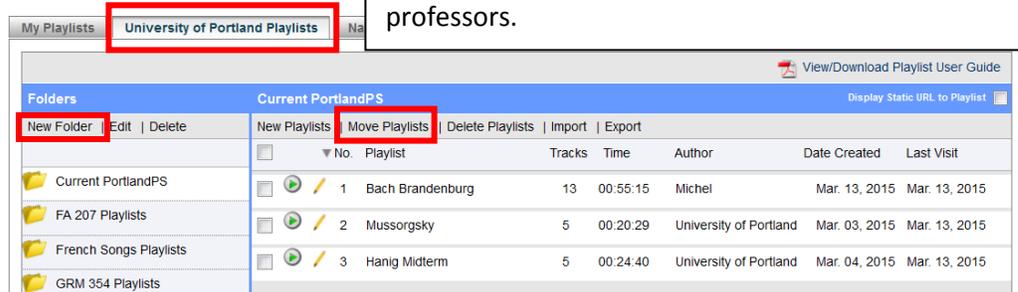
Figures At A Glance

Choose **Playlists** from the gray bar across the top of the Naxos Music Library web page to view playlists.

University of Portland Playlists are accessible to students who visit our [Naxos Music Library website](#), but the playlists can only be created and/or edited by professors.

We recommend organizing playlists into folders by class.

Choose **New Folder** to create a new folder.

Choose **Move Playlists** to move an existing playlist to a folder.

My Playlists | **University of Portland Playlists** | Na...

📄 View/Download Playlist User Guide

Folders   **Current PortlandPS**   Display Static URL to Playlist ☐
New Folder | Edit | Delete   New Playlists | Move Playlists | Delete Playlists | Import | Export

	▼No.	Playlist	Tracks	Time	Author	Date Created	Last Visit
☐ ▶ ✎	1	Bach Brandenburg	13	00:55:15	Michel	Mar. 13, 2015	Mar. 13, 2015
☐ ▶ ✎	2	Mussorgsky	5	00:20:29	University of Portland	Mar. 03, 2015	Mar. 13, 2015
☐ ▶ ✎	3	Hanig Midterm	5	00:24:40	University of Portland	Mar. 04, 2015	Mar. 13, 2015

Folders:
📁 Current PortlandPS
📁 FA 207 Playlists
📁 French Songs Playlists
📁 GRM 354 Playlists

◀ **Folders View**   **Bach Brandenburg**

Edit
» Bach Brandenburg

Sequence No.:
2
Author:
Michel
Remarks:
[Remarks here]

▶ Selected Playing Time: **00:00:00**
Sound Quality » CD **Near CD**

Save As | Apply Alias | **Delete** | ↑Move Up | ↓Move Down |

☐ **No.**   **Track Title**
☐ 1. ⊞ **BACH:** Brandenburg Concerto No. 1 in F major, BWV 1046 - I. Allegro
☐ 2. ⊞ **BACH:** Brandenburg Concerto No. 1 in F major, BWV 1046 - II. Adagio
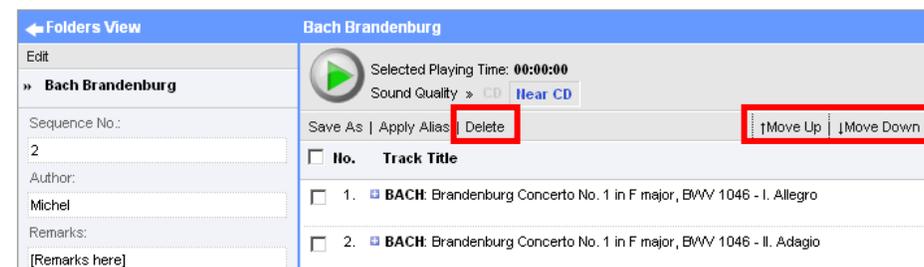

To edit a playlist:
When viewing the list of all playlists, choose the link for your playlist.

Choose **Move Up** or **Move Down** to change the order of items in your playlist.

Choose **Delete** to remove items from your playlist.

Welcome *University of Portland* | **Log-Out** | **Send feedback!**

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Please **Log-Out** when you are finished using Naxos Music Library.

Questions? Call 503-943-7788 and ask for Diane, Heidi or Stephanie.