**To play a multimedia file**

1 On the **Device** menu, click the device you want.

2 Double-click the file you want to play.

3 Click .

**Notes and Tips**

- Some sample multimedia files are included in the Media folder.
- Click to pause the multimedia file.
- Click to stop the multimedia file.
- To play a portion of a multimedia file, click at the starting point and click to end the selection. Then click once to position the track at the beginning of the selected area and click **Play**.

**To play an audio CD**

1 On the **Device** menu, click **CD Audio**.

2 Insert a CD into your CD-ROM drive, and then click .

**Tips**

- Click to pause the CD.
- Click to stop the CD.

**To rewind a multimedia file**

- Drag the slider to the left, or click one of the following buttons to rewind to a specific spot:

Rewinds to the previous selection mark or to the beginning.

Rewinds in small increments.

**To fast forward a multimedia file**

- Drag the slider to the right, or click one of the following buttons to fast forward to a specific spot:

Fast forwards to the next selection mark or to the end.

Fast forwards in small increments.

**To copy a multimedia file into a document**

1. On the **File** menu, click **Open**, and then double-click the file you want to copy.
2. On the **Edit** menu, click **Options**, and then specify the options you want.
3. On the **Edit** menu, click **Copy Object**.
4. Open the document you want to copy the file to, and then click where you want it to appear.
5. On the **Edit** menu, click **Paste**.

**Tip**

- After a file is copied into a document, you can play it from within the document by double-clicking its icon or frame.

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{button ,AL("A_LINK_MPLAYER;A_EMBED_MPLAYER;A_MPLAYER_SELECT;A_MPLAYER_PLAYING_FROM_DOC")}
Related Topics

**To play a multimedia file within a document**

- In the document, double-click the file's icon or frame.

  Depending on the program you are running and the settings for Media Player, you may need to click to play the file.

**Tips**

- If Media Player starts when you play the file, you can use the menus in the Media Player window to change settings for the file.
- If the Media Player controls are not available when you run a multimedia file, click the file's icon or frame in the document, and then click the **Edit** menu. On the **Edit** menu, click **Media Clip Object**, and then click **Edit**.

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{button ,AL("A_LINK_MPLAYER;A_MPLAYER_INSERT;A_MPLAYER_SELECT")} Related Topics

**To link a multimedia file to a document**

1. On the **File** menu, click **Open**, and then double-click the file you want to link.
2. On the **Edit** menu, click **Options**, and then specify the options you want.
3. On the **Edit** menu, click **Copy Object**.
4. Open the document you want to link the file to, and then click where you want it to appear.
5. On the **Edit** menu, click **Paste Special**.
6. Click the format you want to use, and then click **Paste Link**.

**Tip**

- If there is no **Paste Special** command on the **Edit** menu, your program does not support linking.

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{button ,AL("A_MPLAYER_INSERT;A_INSERT_MPLAYER;A_EMBED_MPLAYER;A_MPLAYER_SELECT;A_MPLAYER_PLAYING_FROM_DOC")} Related Topics

**To copy a portion of a multimedia file**

1. On the **File** menu, click **Open**, and then double-click the file you want to copy.
2. Drag the slider to the beginning of the selection you want.
3. In the Media Player window, click .
4. Drag the slider to the end of the selection you want.
5. In the Media Player window, click .
6. On the **Edit** menu, click **Copy Object**.
7. Open the document you want to copy the file to, and then click where you want it to appear.
8. On the **Edit** menu, click **Paste**.

**Tip**

- To select an entire file, or to make a precise selection, click the **Edit** menu, and then click **Selection**.

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{button ,AL("A_LINK_MPLAYER;A_MPLAYER_INSERT;A_MPLAYER_PLAYING_FROM_DOC")} Related Topics

**To rewind or repeat a multimedia file automatically**

1. On the **File** menu, click **Open**, and then double-click the file that you want to play.
2. On the **Edit** menu, click **Options**.
3. Click **Auto Rewind** or **Auto Repeat**.

**Tips**

- For Help on an item, click ? at the top of the dialog box, and then click the item.
- The settings you specify apply to all files played on the same device.

**To specify settings of multimedia files within a document**

1. On the **File** menu of your program, click **Open**, and then double-click the document containing the multimedia file.
2. On the **Edit** menu, click **Options**.
3. Click the options you want.

**Tip**

- For Help on an item, click ? at the top of the dialog box, and then click the item.

**To change the scale on the Media Player window**

1 On the **File** menu, click **Open**, and then double-click the file you want to play.

2 On the **Scale** menu, click the type of scale you want to display.

**Note**

- Depending on the type of file you are playing, you can choose a scale that represents time in seconds, frames in the video or animation file, or tracks on the CD.

**To simplify Media Player's controls**

1. On the **File** menu, click **Open**, and then double-click the multimedia file you want to play.
2. Double-click the Media Player title bar.

**Tip**

- To display the full set of Media Player controls again, double-click the title bar.

Click **Help Topics** to see a list of topics.

Rewinds an audio, video, or animation file automatically when it reaches the end. You can use this option when the multimedia file is opened either from Media Player or from another program.

Plays an audio, video, or animation file continuously. You can use this option whether the multimedia file is opened from Media Player or from another program.

Specifies the name that will appear under the icon when you insert the multimedia file into a document.

Specifies that the control bar will appear when you insert the multimedia file into a document. Also, the name specified in the **Caption** box will appear under the file's icon.

Displays a thin border around the icon when a multimedia file is inserted in a document.

Enables you to play an audio, video, or animation file from within a program. For example, if you insert a sound file into a WordPad document, the sound file will play when you double-click the sound icon in the document.

If this option is not checked, double-clicking the sound icon in the document starts Media Player.

Adjusts the colors of a file by using the standard VGA color palette.

If this option is not checked, the system adjusts the colors by using the color palette of the selected video or animation file, which may result in color distortion.

Selects all of the audio, video, or animation file. Use this option to copy the entire file.

Removes any selection in the audio, video, or animation file.

Enables you to select a portion of an audio, video, or animation file. You must specify the starting and ending points of the selection in the **From** and **To** boxes. You can also use the **Size** box to specify the size of the selection.

Help is available for the items within this group. Click the ? button again, and then click the item.