

### 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  to play the multimedia file.  
Click  to pause the multimedia file.  
Click  to stop the multimedia file.

### Tips

- To play a portion of a multimedia file, click  at the starting point, click  to end the selection, and then click Play.
- Windows includes some sample multimedia files in the Media folder.

### To play an audio CD

- 1 On the Device menu, click CD Audio.
- 2 Make sure you insert a CD into your CD-ROM drive, and then click .  
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")}
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[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\_PLAYI  
NG\_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.

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 using the standard VGA color palette.

If this option is not checked, the system adjusts the colors 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.

