## Media Player

Plays various kinds of media files and hardware. For example, Media Player can control CD-ROM drivers and videodisc players. It can also play animation, graphics, sound, and MIDI sequencer files.

### application Control-menu

<u>R</u>estore

<u>M</u>ove

<u>S</u>ize Mi<u>n</u>imize

Ma<u>x</u>imize

<u>C</u>lose

Switch To...

Restores the application window to its former size.

Moves the application window to another location.

Changes the size of the application window.

Shrinks the application window to an icon.

Enlarges the application window to its maximum size.

Closes the application window.

Starts Windows Task List.

title bar

Contains the title of the animation window. The title bar also shows the pathname of the animation file currently playing.

Drag the title bar to move the window.

## animation window

The window that contains the animation media player is playing.

title bar

Contains the title of the application running in the window, in this case Media Player. The title bar also shows whether the file or device is stopped or playing.

Drag the title bar to move the window.

## Minimize button

 $\blacksquare$ 

► Click the Minimize button to shrink the Media Player window to an icon.

## **Maximize button**



Click the Maximize button to enlarge the animation window to its maximum size.

## File menu

<u>F</u>ile

<u>O</u>pen...

Opens a media file.

E<u>x</u>it

Exits Media Player and closes the Media Player window.

### Device menu

## <u>D</u>evice

<u>C</u>DAudio

<u>W</u>aveAudio... <u>S</u>equencer...

MMMovie...

Plays a compact disc player.

Opens a WAVE file.

Plays a MIDI sequencer file.

Opens an animation file (different devices may be listed)

### Scale menu

<u>S</u>cale

<u>T</u>ime T<u>r</u>acks

Changes the scale to show time.

Changes the scale to show tracks.

### Help menu

## <u>H</u>elp

<u>I</u>ndex

<u>K</u>eyboard <u>C</u>ommands

Procedures

\_ <u>U</u>sing Help

<u>A</u>bout...

Displays an alphabetical list of all Help topics.

Displays Help on Media Player key combinations.

Displays Help on Media Player commands.

Displays Help on Media Player procedures.

Displays information about Windows Help.

Displays important information about Media Player.

menu bar <u>File Device Scale H</u>elp

Contains the names of all the Media Player menus.

Click a menu name to display commands.

0.00 2.00 4.00 6.00 8.00 11.00 13.00 time scale

Shows the scale (in seconds) for the media piece.

# left scroll arrow

► Click the arrow to move the playing position back.

# right scroll arrow

Click the arrow to move the playing position forward.

#### scroll box

Shows the current playing position in relation to the time scale.

Drag the scroll box to change the playing position.

#### + | | + scroll bar

Lets you change the playing position.

The scroll box's location in relation to the time scale represents the playing position.

Drag the scroll box to change the playing position.

# Play button



Click the button to start playing.

Pause button

Click the button to pause playing.

Stop button

Click the button to stop playing.

# **Eject button**



Click the button to eject the disc for devices that have this feature.

# scale display

Indicates the scale setting (time or tracks) and the unit of measurement.

## application window

The main window for an application, in this case the Media Player window. The Media Player application window contains the controls for playing animation files.

application icon

Program Manager

Represents a running application. An application icon appears after you minimize an application.

<u>S</u>cale

<u>T</u>ime T<u>r</u>acks Changes the scale to show time.

Changes the scale to show tracks.

window.

Double-click an application icon to restore it to a

# window border

The outside edge of a window.

# <u>S</u>cale

<u>T</u>ime T<u>r</u>acks Changes the scale to show time.

Changes the scale to show tracks.

the window.

Drag the window border to change the size of

### desktop

The background on which windows, icons, and dialog boxes appear.

You can also start Task List from the desktop. Task List lets you switch among running applications.



Changes the scale to show time.

Changes the scale to show tracks.

Task List.

Double-click anywhere on the desktop to start