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Every album has a review, a song list, or a credits list. Reviews are from Q Magazine, and list author credits and publication dates at the end of the review.

Some reviewers give albums a star rating, which appears at the beginning of the review.

If the album is available for purchase through the Music Central 24-Hour Superstore, a product code is listed at the bottom of this box.

To purchase the album, click the Online button in the upper right corner of the Music Central window. Or, call 1-800-GET-DISC. For details on ordering an album, see [Using Music Central Online: Purchase](#).

With List Maker you can create lists of favorite albums, albums to buy, albums recommended by friends, or albums in any category you find useful. For details, see [Working with List Maker: Lists](#).

To locate an album, an artist or group biography, or an article, click Find.

To find items with a particular word in their name or title, type the name or title in the box at the top of the Find list.

To search for a group of items with similar characteristics, use the People, Albums, or Articles filters. For details on using filters, see [Working with Filters: All](#).

These buttons show you the Album Info box or, if available, the album cover.

To copy text onto the Clipboard, choose Copy

from this menu. For details, see [The Basics: Hints \(page 2\)](#). Choose Print to print the topic. For details, see [The Basics: Hints \(page 3\)](#).

To see the year in which the album was released, the record label, the running time, the formats in which the album is available, or the product code for ordering, click the Album Info button.

For information about the artist or group, click Biography. To see a list of albums to which the artist or group has contributed, click Discography.

**Note:** Biography and Discography buttons are active only when a biography or discography is available.

For many artists, Music Central can recommend similar artists you might like. If the suggestion button is active, click it to see recommendations of artists similar to the one you've selected.


To locate a different biography, album, or article, click Find.

To find items with a particular word in their name or title, type the name or title in the box at the top of the Find list.

To search for a group of items with similar characteristics, use the People, Albums, or Articles filters. For details on using filters, see [Working with Filters: All](#).

These buttons show you the media available for the artist or group (portrait, still, music, and/or video footage).




To play a clip, click .

To stop a clip, click .

To advance a clip manually, drag the slider or (for video clips) click the frame advance buttons:




To change the volume, click  and drag the slider to the volume you want


**Note:** These buttons are present only when media is available for the artist.

These buttons show you media (portrait, still, album cover, music, and/or video footage) that's relevant to the article.

To play a clip, click .

To stop a clip, click .

To advance a clip manually, drag the slider or (for video clips) click the frame advance buttons: .

To change the volume, click  and drag the slider to the volume you want.

**Note:** These buttons are present only when media is available for the article.

To locate a different article, biography, or album, click Find.

To find items with a particular word in their name or title, type the name or title in the box at the top of the Find list.

To search for a group of items with similar characteristics, use the People, Albums, or Articles filters. For details on using filters, see [Working with Filters: All](#).

To copy text onto the Clipboard, choose Copy from this menu. For details, see [The Basics: Hints \(page 2\)](#). Choose Print to print the topic. For details, see [The Basics: Hints \(page 3\)](#).

To exit the Media Gallery and jump to an album, person, or group, select the name and

then click Go to Topic.

When you find a media clip that interests you, select its name in the list and then click Display Media. Music Central will display the clip in the right half of the Gallery window.

You can find five kinds of media in the Gallery:



Album covers



Event stills



Portraits




Video clips





Song clips


To close the Media Gallery and return to where you were before you opened it, click Exit Gallery.

You can also open the Media Gallery from the Contents screen by clicking See, Hear, Watch.

To hear the music clip, click .

To stop the clip, click .

To go directly to a particular part of the clip, drag the slider .


To change the volume, click  and drag the slider to the volume you want.


Some photographs can be expanded to a larger size. To see a photograph at full size, click Expand. To see the caption for a photograph, click Caption.

To return an expanded photograph to regular size, click it. To close a caption, click Caption.

To play the video clip, click .

To stop the video clip, click .

To advance the video clip manually, drag the slider or click the frame advance buttons: .

To change the volume, click  and drag the slider to the volume you want.

Type a name or title, or select one from the list. As you type, the list shows all names or titles that contain the word or words and scrolls to the nearest match. When you find the subject you want, select its name or title, and then click Go to Subject. (Or double-click the name or title.)

You can narrow down the list to albums only, people only, or articles only. The Find list then displays filters you can use to further narrow down the list.

If you've downloaded new reviews and artist information from the Microsoft Network or the Internet, use the Content Sources filter to browse the new information.

To find reviews, biographies, discographies, and articles that contain a particular word or phrase, use Search for a Word/Phrase. For details, see [Working with Filters: Words](#).

**Note:** If the word or phrase you're looking for appears in a title or name, you can type it directly into the Find box. As you type, the list shows all names or titles that contain the word or words and scrolls to the nearest match.

If you've used filters to narrow down the list, your filter selections appear next to the filter buttons. The box at the top of the list shows how many items match your filter selections.

Click a filter button to display the options for that filter. After you make your choices, click the filter button again or click OK. Your choices are displayed next to the button.

You can save all or part of the list of albums in your own List Maker list. For details, see [Working with List Maker: Lists](#).

To clear your filter choices and begin again, click Start Over.

To find album titles or reviews that contain particular words or phrases, use Search for a Word/Phrase. For details, see [Working with Filters: Words](#).

**Note:** If the word or phrase you're looking for appears in an album title, you can type it directly into the Find box. As you type, the list shows all titles that contain the word or words and scrolls to the nearest match.

If you click a filter option you don't want, just click it again to deselect it.

To close the filter window, click the arrow.

After you make your choices, click the filter button again or click OK. Your choices are displayed next to the button.

When you find the album you want, click it, and then click Go to Subject. (Or double-click the title.)

When you find the person you want, click the name, and then click Go to Subject. (Or double-click the name.)

If you've used filters to narrow down the list, your filter selections appear next to the filter buttons. The box at the top of the list shows how many items match your filter selections.

To clear your filter choices and begin again, click Start Over.

To display the options for a filter, click a filter button. After you make your choices, click the filter button again or click OK. Your choices are displayed next to the button.

To find names or biographies that contain particular words or phrases, use Search for a Word/Phrase. For details, see [Working with Filters: Words](#).

**Note:** If the word or phrase you're looking for appears in a name, you can type it directly into the Find box. As you type, the list shows all names that contain the word or words and scrolls to the nearest match.

If you click a filter option you don't want, just click it again to deselect it.

To close the filter window, click the arrow.

After you make your choices, click the filter button again or click OK. Your choices are displayed next to the button.

When you find the person or group you want, click the name, and then click Go to Subject. (Or double-click the name.)

To display the complete list of articles, click Start Over.

If you click a filter option you don't want, just click it again to deselect it.

To find articles that contain particular words or phrases, use Search for a Word/Phrase. For details, see [Working with Filters: Words](#).

**Note:** If the word or phrase you're looking for appears in a title or name, you can type it directly into the Find box. As you type, the list shows all names or titles that contain the word or words and scrolls to the nearest match.

To close this filter, click OK.

You can search for a single word, such as **Chicago**; a phrase, such as "**acid jazz**"; or a combination thereof. To search for a combination, you must use an operator such as AND. For example, **Chicago AND "acid jazz"** (enclose phrases in quotation marks). For details on using operators, see [Working with Filters: Words \(page 2\)](#).

**Note:** You cannot search for simple conjunctions, prepositions, and pronouns, such as **and**, **from**, **they**, and so on. A search for these words would not be useful, as it would return nearly every title in Music Central! However, you can include these words within a phrase enclosed in quotation marks.

To begin the search, click Find. Music Central will find all reviews, biographies, discographies, or articles that contain the word or phrase you typed.

Each filter area—Albums, People, and Articles—has a Search for a Word/Phrase filter that will search only that area. To search all of Music Central at once, click All, and then select the Search for a Word/Phrase filter.

**Tip:** Searching a single area is faster than searching all areas.

To jump to a subject, click the title, and then click Go to Subject. (Or double-click the name or title.)

Music Central Suggests contains suggestions for artists within each genre, selected by the Music Central staff.

Select a name from the list, or type a name in the box. As you type, the list shows all artists whose name contains the letters you type.

To jump to an artist in the list, click the name and then click Go to Subject. (Or double-click the name.)

The list of recommendations is sorted by similarity to the artist you select. When you drag the slider up (towards “Most like”), only artists with a very similar sound appear in the list. As you drag the slider down (towards “Less like”), the list shows additional artists you might like, but whose sound doesn’t so closely follow that of the artist you selected.

To jump to an artist in the list, click the name and then click Go to Subject. (Or double-click the name.)

Interested in a suggested artist, and want to see suggestions for that artist? Select the name, then click Show suggestions for name below.

To open the Suggestions window, click the lightbulb, or from the Features menu, choose Suggestions.

The Suggestions lightbulb appears lit when suggestions are available for an artist, and dark when no suggestions are available.

To select a single item, click the item name or title. To select a range of items, hold down SHIFT and click the beginning and end of the range of items you want. To select items from different parts of the list, hold down CTRL and click the items you want.

The Add to List button is available in all areas of Music Central except the Media Gallery.

If you haven't made any lists previously, select New List. In the Make New List dialog box, type a name for the list.

**Note:** List Maker list names can have a maximum of 31 characters.

To rename a list, remove a list, or look at the contents of a list, open List Maker. To open List Maker, click the Features button, and then click List Maker.

If you have many lists, the Add to List menu



may not be able to display them all at one time. To see the rest of your lists, click More Lists.

If you want to make a new list or if you haven't made any lists previously, select New List. In the Make New List dialog box, type a name for the list.

**Note:** List Maker list names can have a maximum of 31 characters.

Select the list, and then select Rename List. In the Rename List box, type the new name of the list, and then click OK.

The items in your list appear in the right-hand list box. Click an item in the list to see your notes for that item.

To make a new list, click Make New List. In the Make New List dialog box, type a name for the list. List Maker list names can have a maximum of 31 characters.

To delete a list, click the name, and then click Delete Entire List.

The items in your list appear in the right-hand list box. Click an item in the list to see your notes for that item.

To select a single item, click the item name or title. To select a range of items, hold down SHIFT and click the beginning and end of the range of items you want. To select items from different parts of the list, hold down CTRL and click the items you want.

As you make changes to your lists, List Maker automatically saves them to your hard disk.

**Note:** You can back up your List Maker lists and comments or move them to a different computer. List Maker list files are stored in the \Program Files\Microsoft Multimedia\Music Central directory and have extension .MUS96LM. You can copy these files with Windows Explorer. However, you can change them only with List Maker.

Click in the Notes field and type your comments.

The items in your list appear in the right-hand list box.

List Maker will export your list in tab-delimited format. The album title, year, your comments, and any additional pieces of information are separated by tabs for easy formatting in a spreadsheet or word-processing application.

In the Export dialog box, type a file name for the export file, and then select the directory in which you'd like it saved.

You can open the export file in any application that reads raw text or tab-delimited format. A spreadsheet will usually produce the best results by putting each type of information in a separate column.

The items in your list appear in the right-hand list box.

List Maker opens the standard Windows Print dialog box, in which you can choose and set up a printer.

**Note:** If you choose a printer other than the default, List Maker will print your list, then return this setting to the default printer.

If you have problems printing, see [Tips & Troubleshooting: Troubleshooting \(page 5\)](#).

When you're done choosing print options, click OK.

Nearly every album, person, and article in Music Central is connected via colored "hot" text.

When you see a name or title that is colored, click it to jump to a review, credits list, song list, biography, or article.

When you see a word or phrase that is colored, click it to jump to a topic about that word or phrase.

You can set the color of jump text to one of five different colors. On the Music Central button bar, click Features, and then click Settings. In the Settings dialog box, select a different color for jump text.

To jump to the last screen viewed, click Back. To retrace your steps, continue clicking Back.

Type a name or title, or select one from the list. As you type, the list shows all names or titles that contain the word or words, and scrolls to the nearest match. When you find the item you want, click Go to Subject. (Or double-click the name or title.)

You can copy text in album reviews, song lists, credit lists, biographies, and topics.

To select a large block of text, hold down SHIFT and click the beginning and end of the text you want.

Music Central copies the text you select onto the Clipboard, from which you can paste it into another application.

Music Central copies the text you select onto the Clipboard, from which you can paste the text into another application.

Music Central opens the standard Windows Print dialog box, where you can select and set up a printer.

If you have problems printing, see [Tips & Troubleshooting: Troubleshooting \(page 5\)](#).

If you choose a printer other than the default, Music Central will print the selected topic, then return this setting to the default printer.

If you have problems printing, see [Tips & Troubleshooting: Troubleshooting \(page 5\)](#).

You can print the album title, year, and your comments, as well as fact-box information, genre, and country. For details, see [Working with List Maker: Printing](#).

These buttons take you directly online (if you have an MSN subscription), or show you other options for working with Music Central

online.

**Note for Windows NT users:** Because no MSN client is available for Windows NT, only the Monthly Updates from the Internet option is available.

To close the Music Central Online window, click Close.

The name of each month for which you've downloaded an update appears here. If you haven't downloaded any updates, the first box says "None."

If the updates you've downloaded don't appear here, make sure the update files are stored in your \Program Files\Microsoft Multimedia\Music Central directory. Music Central update files have the filename extension .MSC96UPD.

For instructions on downloading updates from the Internet, click this button.

To connect to the Music Central Connection Monthly Updates folder on MSN, click this button.

If you have problems connecting to MSN, see [Tips and Troubleshooting: Troubleshooting \(page 6\)](#).

If you have MSN installed but don't have a subscription, click the MSN button to open the MSN Subscription window. Click the "Tell me more about MSN" button to open the MSN signup window. In the MSN signup window you can find out more about MSN, or sign up for a subscription.

If you're already an MSN subscriber, click this button to go directly to the Music Central Connection Monthly Updates folder on MSN. Follow the instructions there to download update files.

If you have problems connecting to MSN, see [Tips and Troubleshooting: Troubleshooting \(page 6\)](#).

To see just the information in the updates you downloaded, use the Content Sources filter. For details, see [Working with Filters: All](#).

You can manually download updates from the Music Central Web site. Connect to <http://www.MusicCentral.msn.com/mcupdate/> and follow the directions on that page to download the update files.

When you've finished downloading the update files, restart Music Central. The new reviews and artist information will be displayed alongside the rest of the information in Music Central.

To see just the information in the updates you downloaded, use the Content Sources filter. For details, see [Working with Filters: All](#).

If you're already an MSN subscriber, click this button to go directly to the Music Central Connection forum on MSN.

If you have problems connecting to MSN, see [Tips and Troubleshooting: Troubleshooting \(page 6\)](#).

If you have MSN installed but don't have a subscription, click the MSN button to open the MSN Subscription window. Click the "Tell me more about MSN" button to open the MSN signup window. In the MSN signup window you can find out more about MSN, or sign up for a subscription.

If an album is available for purchase, a product code appears in the Notes box. You will need to provide this code for each album you want to buy.

For details on how to add an album to the Shopping Cart list, see [Working with List Maker: Albums](#).

Music Central will connect you to the MC-24 Superstore folder on MSN and give you instructions on how to order the items in your Shopping Cart list.

If you have problems connecting to MSN, see [Tips and Troubleshooting: Troubleshooting \(page 6\)](#).

Don't have an MSN subscription? If you have access to the web you can order from the MC-24 Web page at <http://www.MusicCentral.msn.com/MC24>. Or call 1-800-GET-DISC to order by phone. When you connect or call, have the product codes handy for the items you want.

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