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About Naxos Music Library Playlists

Naxos Music Library allows all users to create playlists for personal use, and professors and other authorized personnel can create playlists for use in the classroom, in homework, and for extracurricular listening. Just like NML itself, these playlists can be accessed from any computer at any time, as well as from the free NML mobile app (which iPhone, iPad, and Android users can find in the respective app store by searching “NML”).

Here is what the main Playlists page looks like:

1. To get to the Playlists page from anywhere in Naxos Music Library, click on the Playlists tab at the top of the screen.
2. Within the Playlists page you will see either three or four tabs. The first will either say “My Playlists” or “[Your Name] Playlists”; in this user guide, we will simply refer to it as the “My Playlists” tab. If you are member of an institution, you will not see this tab until you log in to your Personal Playlist account (see “Getting Started” on the next page). Administrators do have the option of disabling this feature for their institution if they so choose.
3. The second tab will say “[Your Institution] Playlists”. This contains playlists created by professors or other authorized personnel for academic use at your institution. This tab only appears for institutional users.
4. The third tab is titled “Naxos Music Library Playlists”, and it contains a broad selection of playlists curated by Naxos musicologists.
5. The final tab is titled “Themed Playlists”. Whereas the third tab contains playlists based around specific composers, instruments, musical forms, or nationality, this final tab contains Naxos-curated playlists based on theme or subject matter. This tab is a work in progress.
Getting Started

**Individual Subscribers**
You can skip to the next page; you will already have the ability to create personal playlists set up!

**Institutional Subscribers – Playlists for Educational Use**
If you are a professor, librarian, or authorized member of an institution who would like to create playlists to share with students for use in class or extracurricular listening, you will need special login credentials to access this feature. Please contact the librarian who oversees your online resources for more information. Once you have logged in according to his or her instructions, continue on! Just remember that anywhere below you see a reference to the “My Playlists” tab, select the “[Your Institution] Playlists” tab instead if you want to make the playlists accessible to the general subscription.

**Institutional Subscribers – Playlists for Personal Use**
If you are a student, faculty member, or library patron who would like to create your own playlists for personal use, you will first need to set up your Personal Playlist account. Simply follow these steps:

1. **On the Playlists page, select “Sign Up” on the right side of the page.**
2. **Enter your name and the email address you would like associated with the Personal Playlist account, then create a password.**
3. **An activation email will be sent to the email address provided. Check your inbox and click the activation link in the email.  Please note that this email may end up in your junk folder.**
4. **Once the Personal Playlist account has been activated, you can use your email address and password to log in on the Playlists page.**
5. **The credentials you just created can also be used to log in to the free Naxos Music Library mobile app!**
What You’ll See

At the folder view:

1. Tabs available to you
2. Folder options
3. All folders available
4. Playlist options
5. Select all playlists in folder
6. Play or edit playlist
7. All playlists available in selected folder
8. Playlist details
9. Link to Playlist User Guide (which we’re assuming you’ve already found...)
10. Display static URLs
At the individual playlist view:

1. Return to folders view
2. Playlist details
3. Select another playlist without returning to folders view
4. Play selected tracks
5. Select all tracks in playlist
6. Track options
7. Sound quality
8. Show track information
9. All tracks in playlist
10. Display static URLs
Creating Folders

Chances are you will want to organize your playlists so that you can find them more easily. You can do this by creating folders.

1. Select the “My Playlists” tab.
2. Click on “New” to create a new folder. You may also select the default folder (titled “Current”) and click “Edit” to change the name of it.
3. In the window that pops up, you can create a name for the folder, specify the playlist author (this is useful to professors creating playlists for class), and make remarks about the folder.
4. You have the option to secure the folder with a password, which is a feature professors may wish to use if they do not want the playlist’s contents visible before a certain time or to students outside their class. If you forget your password, contact the librarian who oversees your online resources.
Editing or Deleting Folders

1. Select the folder to be edited or deleted.
2. Click on “Edit” or “Delete”.
3. In the “Edit Folder” popup window, make the desired changes and click “Save Folder”.
4. In the “Delete Folder” popup window, confirm you would like to delete the folder by clicking “Delete Folder”. This will delete all playlists contained in that folder. Please be aware that anything deleted by accident cannot be recovered, so proceed with caution!
Creating New Playlists

So now we’ve reached the fun part! There are two places from which you can make a playlist: the Playlists page and the album page.

**From the Playlists page:**

1. Select the folder in which you’d like to create the new playlist.
2. Click on “New Playlists”.
3. In the window that pops up, select where you would like the new playlist in the sequence of that folder. It will default to being the last playlist in the folder if you do not select otherwise.
4. Name the playlist and add in the author’s name and any remarks.
5. Click “Save Playlists”.
1. Once you have found the album page for the music you need, select the tracks you would like to add to a playlist by checking the boxes next to the track names.
2. Click the “Add to Playlist” button on the left side of the screen, below the album art.
3. In the window that pops up, select the appropriate tab and folder from the dropdown menus. In the “Playlists” menu, select “Create New Playlist”.
4. Select where you would like the new playlist in the sequence of that folder. It will default to being the last playlist in the folder if you do not select otherwise.
5. Name the playlist and add in the author’s name and any remarks.
6. Click “Add to Playlist”.

Please note that playlists longer than 60 tracks or 4 hours may have trouble playing through correctly. However, there is no limit to the number of playlists you can create.
Adding Tracks to an Existing Playlist

1. Once you have found the album page for the desired CD, select the tracks you would like to add to a playlist by checking the boxes next to the track names.
2. Click the “Add to Playlist” button on the left side of the screen, below the album art.
3. In the window that pops up (which is the same popup window shown on the last page), select the appropriate tab and folder from the dropdown menus. The window will then change to the one shown here. In the “Playlists” menu, select the desired playlist.
4. Click “Add to Playlist”.
Editing Playlist Details

At the folder view:

1. Click on the pencil icon next the playlist you wish to edit.
2. In the window that pops up, make the desired changes.
3. Click “Save Playlist”.

At the individual playlist view:

1. Click on “Edit”.
2. In the window that pops up, make the desired changes.
3. Click “Save Playlist”.

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Playlist Tips

1. It is quite simple to create a new playlist from a subset of the tracks in another playlist. Select a playlist, check the “Save As” from the top menu option. After creating the new playlist you may want to optionally delete the artist’s
2. Click on “Edit”. In the window that pops up, make the desired changes.
3. Click “Save Playl...
Editing Track Details

1. Check the box next to the track you’d like to edit.
2. You can change the sequencing of the track by clicking “Move Up” or “Move Down” to move the track one position at a time. To move it further, you can select the desired option from the “Move to Position” dropdown menu.
3. You can change the display name for the track by clicking “Apply Alias” (3a). In the window that appears (3b), type in the new display name and click “Save Alias to Track”. If you would like to revert to the original display name, click “Apply Alias” and delete the custom display name, leaving the box blank. When you then save the change, the display name will automatically revert back to the original.
4. You can delete tracks by selecting them and clicking “Delete”.

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Playlist User Guide

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Exporting and Importing Playlists

Naxos Music Library allows for the exporting and importing of personal playlists. There are a few reasons why you might wish to take advantage of this feature.

1. **Back up your work.** Should you accidentally delete a playlist, unfortunately there is no way for us to recover it for you. If you export a playlist once it’s completed and save it to your computer, however, you will then be able to import it later if needed, allowing you to recover the playlist as it was when you exported the file.

2. **Move a personal playlist to the Professor account.** Professors or individuals authorized to share playlists with the general subscription may wish to transfer playlists made in their Personal Playlist account to the Professor account by exporting them from the former, then importing them into the latter under the “[My Institution] Playlists” tab.

3. **Change of institution.** If you change institutions and your new institution also subscribes to Naxos Music Library, you can transfer your playlists this way rather than having to recreate them.

4. **Share your playlists.** If you would like to share a personal playlist with colleagues or friends at any institution with an NML subscription, you can export a playlist and email it to them to import into their Personal Playlist accounts.
Exporting playlists:

1. Log in to the account that contains the playlist(s) you’d like to export.
2. Check the box next to the playlist(s) you’d like to export.
3. Select “Export”.
4. In the popup window, select “Export Playlists”.
5. Save the resulting .xml file to your preferred location.
6. Multiple playlists can be exported simultaneously, but they will be combined into one .xml file. If you wish to export multiple playlists that need to be imported separately from each other, you will need to export them individually so that you have separate .xml files for each.
7. The default name for an exported file will be “NMLPlaylist_EXPORT_MonthDayYear.xml” or something similar. If you are exporting multiple .xml files, you may wish to change each file name once exported so as to make it easier to distinguish from the others.
Importing playlists:

1. Log in to the account into which you’d like to import a playlist.
2. Go to the folder into which you’d like to import an .xml playlist file.
3. Select “Import”.
4. In the popup window, you will be able to choose the .xml playlist file you wish to upload. Once it is selected, confirm that the chosen tab and folder are correct, then click “Import Playlists”.
5. Once the import is complete, double-check the name(s) of the playlist(s) imported. On occasion, a playlist’s name can be altered or cut off.
Deleting Playlists

1. Check the box next to the playlist(s) you’d like to delete.
2. Select “Delete Playlists”.
3. In the popup window, you will be shown a list of playlists to be deleted as confirmation. If the playlists shown are correct, select “Delete Playlists”.
4. Please note that once a playlist is deleted, it cannot be recovered. If you are worried that you might accidentally delete the wrong playlist, you can export it to your computer as a way of backing it up before deleting it from Naxos Music Library.

Moving Playlists

1. Check the box next to the playlist(s) you’d like to move.
2. Select “Move Playlists”.
3. In the popup window, select the appropriate tab and folder. Click “Move Playlists”.

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Streaming Playlists

At the folder view:

1. Select the appropriate folder.
2. Click the play button next to the desired playlist.
3. This will load the entire playlist in the popup player. Please note that playlists longer than 60 tracks or 4 hours may not play correctly or completely.

At the individual playlist view:

1. Select the appropriate playlist.
2. Check the boxes next to the tracks you would like to play (2a). Click the uppermost box to select all tracks (2b).
3. Click the play button. The selected tracks will appear in the popup player. Please note that if you select more than 60 tracks or 4 hours of music, it may not play correctly or completely.