ALERT: Course playlists can be deleted by anyone. The library recommends that you make a back-up copy by exporting your playlists and saving the files on a local drive. Please contact the library if you have questions.

Go to: [http://www.NaxosMusicLibrary.com](http://www.NaxosMusicLibrary.com) (don’t use the link from the library home page)

Login with the **Username** and **Password** (call 503-943-7788 or visit the library Research Desk for this information).

Once you are logged in to Naxos Music Library you can search for a CD.

Choose a disc from the list of search results to see the contents of this CD.

Select the tracks you wish to add by choosing the check-boxes to the right of the track.

Choose **Add to Playlist**.
A small window will open in which you can add the chosen track(s) to an existing playlist or create a new playlist.

**To add a track to an existing playlist:**
Under **Select Location**:
- **Tab**: To create a public playlist choose “University of Portland Playlists”
- **Folders**: Choose a specific folder, or choose Current PortlandPS (top-level)
- **Playlist**: choose an existing playlist
Choose the **Add to Playlist** button

**To create a new playlist:**
Under **New Playlists**:
- Enter a title in the **Playlist Name** box
- Enter your name in the **Author** box (optional)
- Choose the **Add to Playlist** button

Choose **Playlists** from the gray bar across the top of the Naxos Music Library web page to view playlists.

**University of Portland Playlists** are accessible to students who visit our Naxos Music Library website, but the playlists can only be created and/or edited by professors.

Please **Log-Out** when you are finished using Naxos Music Library.

**To edit a playlist:**
When viewing the list of all playlists, choose the link for your playlist.

Choose **Move Up** or **Move Down** to change the order of items in your playlist.

Choose **Delete** to remove items from your playlist.

**Questions?** Call 503-943-7788 and ask for Diane, Heidi or Stephanie.