Creating Folders and Playlists

- You must create an account in Naxos before you can create your own Folders and Playlists.
- In the grey bar, near the top of the page, click on Playlists

- In the grey Student/Member Playlist bar, click Sign up

- Enter your name, email address, and create a password
- Click Register New Account Now
- You will be directed to a page that reads Registration Completed
- In order to activate your account, you will have to go to your email and click a link reading Activate Naxos Music Library Student Playlist Login Now provided by Naxos in an accompanying email.
• You will want to create a folder for your music before you create a playlist.
• Click **New** under Folders and you will see a pop up box.

![New Folder](image)

• Name your Folder
• You can change Author to your name.
• Under Remarks, you can add any description or instructions that you wish.
• Click **Save Folders**.
• You may search for pieces to add to your playlist using the search box at the top of the page. If you are searching for a specific recording, you may want to use the advanced search options.

• When you find a piece that you wish to add to your playlist, click on the title to open the recording. Check the boxes beside the tracks that you wish to add to the playlist. On the left hand side of the screen, click on Add to Playlists.
- You will see a pop up box.

- Under Select Location, change the tab to My (Your Name) Playlists
- Choose the proper folder.
- Choose which Playlist you wish to add to, or Create a New Playlist.
- When creating a new list, add a descriptive playlist name, such as Music for Lessons or Dinner Music.
- Under Remarks, you can add any longer descriptions or directions that you wish, such as Music For Fall Piano Lessons.
- When finished, click Add to Playlist.