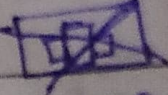
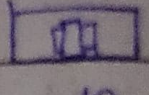
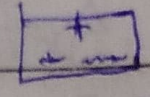


### 3.5.21

1. Steps to create a new desktop:

1. Click on the Task View button   located on the taskbar. The Task View Pane opens and displays the preview of all ~~the~~ the open windows.

2. Click on the Task View button  placed at the ~~the~~ bottom-right corner Task View Pane. A new desktop thumbnail named 'Desktop 2' appears.

3. Click on the thumbnail to view the newly created desktop. It is a replica of Desktop 1 but doesn't display ~~the~~ the applications opened in Desktop 1. You can open the apps that you want to use on this

desktop. You can group the desktop windows by opening similar kind of apps in one desktop.

4. Click on the Task View ~~at~~ button ~~of~~ again to switch between desktops.

## 2. Steps for ripping a CD:

1. Click on the start button and then choose Windows Media Player from the list.

2. Insert an audio CD/DVD in the CD/DVD drive. You will see a list of songs stored on the CD/DVD in the Windows Media Player.

3. ~~Uncke~~ Uncheck the check box next to any song that you do not want to rip. You can use the check box at the top of the list either to select ~~or~~ or clear check boxes at once.

4. ~~At~~ When you are done with the selection process, click on the ~~RIP~~ Rip CD button.

5. The ripping process will start and you can see the Rip status of individual songs. To stop the ripping process at any

point, click on the Stop rip button.

6. Click on the Rip settings button if you want to change the format, audio quality of ripped music files, or you can keep the default Windows Media format settings.

7. The songs are ripped to the music folder contained in This PC folder.

8. After the songs have been ripped, go to the Music ~~Folde~~ Folder to play them.

3. Steps to burn a CD or copying new content to CD:

1. Insert a blank CD in the CD drive of your computer.

2. ~~The~~ 'Burn a Disc' dialog box appears. Mention the CD name in Disc title: text box, select the option with a CD Player and click on Next.

3. An empty disk folder opens. Drag the files that you want to ~~to~~ burn into this folder.

4. Click on the Finish burning option under the ~~Manag~~ Manage tab.

5. Again, a Burn to disc dialog box appears.

Click on the Next button.

6. Windows Media player will open.

Click on the Start burn button placed under the Burn tab.

7. The songs will get burned to the disc.