



Hilton Head Island Computer Club  
Basic Tips and Techniques  
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Jolyn Bowler ~ [jolyn.bowler@gmail.com](mailto:jolyn.bowler@gmail.com)

## Windows 7 Libraries & Windows Explorer

Most of us are familiar with Windows Explorer. It is the tool we use to view files on our computers. In Windows 7 Microsoft created a way to make it easier to find and organize your "stuff".

First, what happened to Windows Explorer? Well, if you hover over the Library icon in your task bar, the tool tip pops up and says "Windows Explorer". So it didn't "go" anywhere, it just as been renamed. There are still other ways to access your User folders. Single left click on your Start button (which was changed to an Orb with the Windows Logo on it in the lower left corner of your screen. You will see your User name at the top of the left column and the most "popular" folders listed below it. If you click on your User name, you will be able to access all of your User Account folders.

### *How Libraries Work*

Windows Library is a feature of Windows 7 that lets you group files into collections. It doesn't matter where those files are stored or what they're called. And while they might seem like plain old folders, libraries are far more powerful. That's because they do not actually store the files, but point to the location where those files are stored on your computer.

One example is your music. You can end up having music files in many locations... iTunes puts songs in one place while Windows Media stores them some place else or maybe you have ripped a CD to an external hard drive. You just tell your Music

library where each of these folders are located and all your music will be accessible in one Library rather than multiple folders.

A library can include up to 50 locations. However, you can create new libraries and call them whatever you want and add the files and folders you want regardless of their location... either on the main hard drive or on an external drive. I know many folks are involved with various organizations here in Hilton Head or their business needs mean they have many files stored on their system. Libraries is a way to organize those files to help you be more efficient.

A library gathers files from different locations and displays them as a single collection, without moving them from where they're stored.

Here are some things you can do with libraries:

- Create a new library. There are four default libraries (Documents, Music, Pictures, and Videos), but you can create new libraries for other collections.
- Arrange items by folder, date, and other properties. Items in a library can be arranged in different ways using the Arrange by menu, located in the library pane (above the file list) in any open library. For example, you can arrange your Music library by Artist to quickly find a song by a particular artist.
- Include or remove a folder. Libraries gather content from included folders, or library locations.
- Change the default save location. The default save location determines where an item is stored when it's copied, moved, or saved to the library.

For more information click on this link.

<http://windows.microsoft.com/en-US/windows7/Working-with-libraries>

If you have a need for sharing files, Libraries and Home Group can be used to share files within a home network, but that is a topic for a future discussion.

Q&A for the group :-}