

The step-by-step instructions in this walkthrough provide a brief tour of the new Libraries feature in Windows® 7. These instructions assume that you have not removed the default Libraries or the sample music, pictures, and videos that come with Windows 7.

To browse the default Libraries

1. Open Windows Explorer.
2. In the Navigation pane, under Libraries, Windows 7 displays four default Libraries: Documents, Music, Pictures, and Videos. Click each Library to open it. Each of the default Libraries includes two folder locations: one from your profile folder and the other from the Public folder.
- 3.

To create a new, empty Library

1. In Windows Explorer, right-click **Libraries**, point to **New**, and then click **Library**.
2. Type **Incoming**, and then press ENTER.
- 3.

To add folders to the new Library

1. In Windows Explorer, right-click the **Incoming** Library, and then click **Properties**. (You can also add a location to the Library by clicking the **Include a folder** button in the details pane or by right-clicking a folder and then clicking **Include in library**.)
2. Browse to C:\Users\Name\Downloads (where *Name* is your username), and then click **Include folder**.
3. Click **Include a folder** again, browse to C:\Users\Public\Downloads, and then click **Include folder**.
4. Confirm that the **Incoming Properties** dialog box looks similar to the one that Figure 1 shows, and then click **OK**.

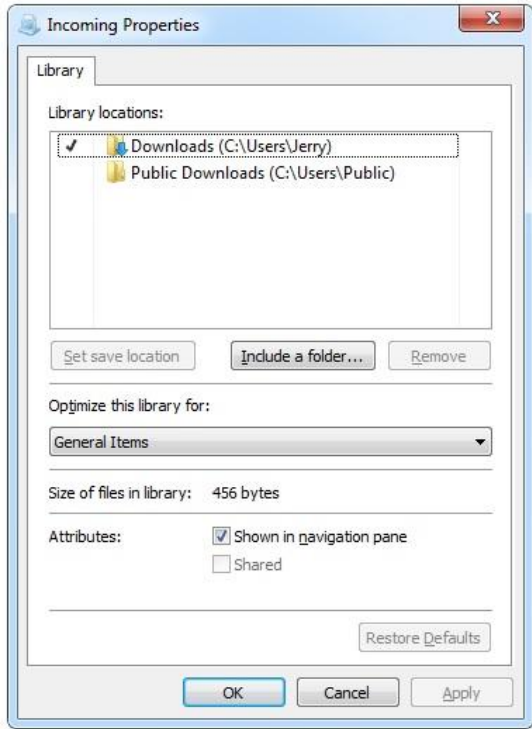


Figure 1. Creating an Incoming Library

To arrange a Library

1. In the Navigation pane, click the **Incoming** Library to open it. The default arrangement is **Arrange by: Folder**.
2. In the **Arrange by** control, which Figure 2 shows, click **Date modified** to arrange the Incoming Library by the date of the most recent modification.

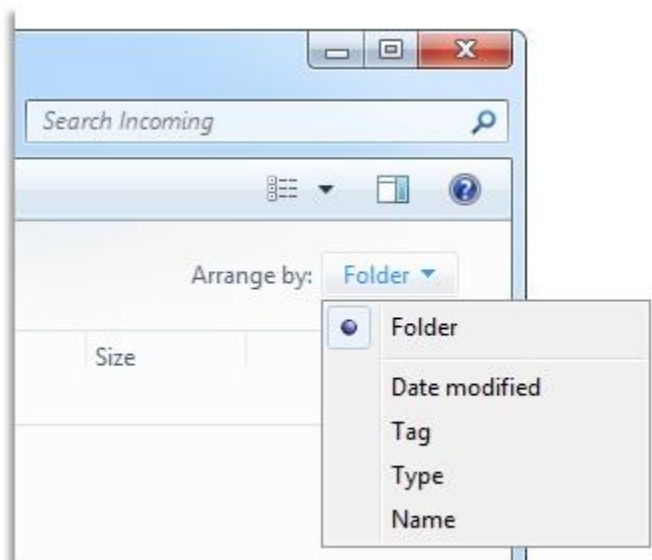


Figure 2. Arranging Libraries

3. Optimize the Incoming Library for videos as follows:
 1. Right-click the **Incoming** Library, and then click **Properties**.
 2. In the **Optimize this library for** list, click **Videos**.
 3. Click **OK**.
4. Expand the **Arrange by** control, and note the new arrangements: year, type, length, and name.
5. Click the **Pictures** Library.
6. In the **Arrange by** control, click **Month** to arrange the Pictures Library by month. Note how Windows Explorer stacks the pictures, as shown in Figure 3.

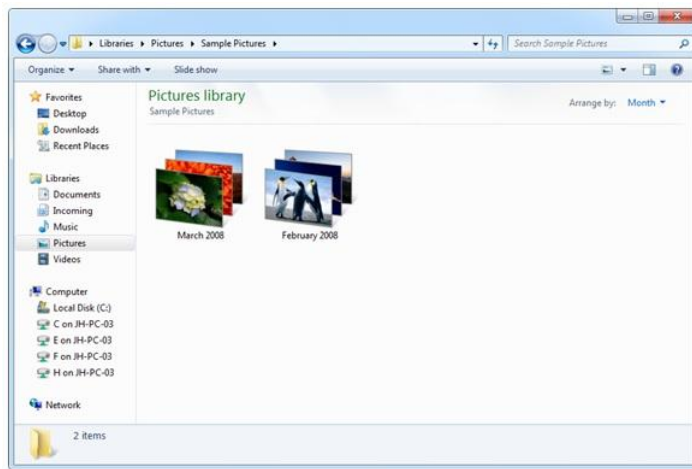


Figure 3. Stacking a Library by Month

To include a specific folder in a Library

1. In Windows Explorer, open C:\Users\Public.
2. Right-click **Public Recorded TV**, point to **Include in library**, and then click **Videos**.

To save a file in a Library

1. Open Notepad as follows:
 1. Click **Start**.
 2. Type **Notepad**.
 3. Press ENTER.
2. In Notepad, click **File**, and then click **Save As**.
3. In the Navigation pane, click the **Documents** Library.

4. Enter a file name in the **File name** text box, and then click **Save**.
5. Close Notepad.
6. In Windows Explorer, open the **Documents** Library. Notice that Notepad saved the document in the **My Documents** folder. This is the default save location for the Documents Library.

To change the default save location for the Documents Library

1. In Windows Explorer, right-click the **Documents** Library, and then click **Properties**.
2. In the **Library locations** list, click **Public Documents (C:\Users\Public)**, and then click the **Set save location** button.
3. Click **OK**.
4. Repeat the instructions to save a file in a library. Notice that Notepad now saves the document in the **Public Documents** folder.

To delete the Incoming Library

1. In Windows Explorer, right-click the **Incoming Library**, and then click **Delete**.
2. Click **Yes** to confirm that you want to delete the Library.
3. In Windows Explorer, open **Downloads**. Notice that the folder and its contents are still there.
4. In Windows Explorer, open C:\Users\Public\Public Downloads. Notice that the folder and its contents are still there.

[http://technet.microsoft.com/en-us/library/ee449433\(v=ws.10\)](http://technet.microsoft.com/en-us/library/ee449433(v=ws.10))