

Sun City Summerlin Computer Club

Windows 7 Libraries Overview

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Agenda

- **Windows 7 Libraries – What Are They?**
- **Documents Library**
- **Music Library**
- **Pictures Library**
- **Videos Library**
- ***Bio Break***
- **Customizing the Standard Libraries**
- **Creating New Libraries**
- **Final Questions and Answers**

What Are Windows 7 Libraries?

- A Library is a “My Computer” (Windows Explorer) view of certain types of files in one or more folders.
- A Library has a Name, one or more associated file types and a list of one or more associated folders.
- The Windows Explorer displays all the folders in the named Library as if they were in a single folder tree, without regard to physical location on your PC’s hard drive.
- You can modify the properties of any Library to expand or reduce its list of associated folders.
- You can use the Windows Explorer to take actions on files displayed in a Library, the same as if they were being shown in a folder.
- There are four standard Libraries in Windows 7
 - Documents, Music, Pictures, Videos

Windows 7 Documents Library

- Most “generic”
- Contains “My Documents” and “Public Documents” by default
- Catch-all for many file types
- Typical file types:
 - doc, docx, xls, xlsx, ppt, pptx, pdf, many others

Windows 7 Music Library

- Focus is on music file types
- Contains “My Music” and “Public Music” by default
- Common music file types include:
 - mp3, mp4, m4p, aac, wma, ogg, flac, wav

Windows 7 Pictures Library

- Focus is on image file types
- Contains “My Pictures” and “Public Pictures” by default
- Common image file types include:
 - jpg, bmp, tif, raw, many others

Windows 7 Videos Library

- **Focus is on video file types**
- **Contains “My Videos” and “Public Videos” by default**
- **Common video file types include:**
 - **wmv, mp2, mp4, mov, avi, flv, divx**

BIO BREAK

Windows 7 Libraries

Customizing the Standard Libraries

- **Including a folder in a Library**
 - Right click on the Library, select Properties, click the “Include a folder” button, browse to the folder, click the “Include folder” button.
- **Removing a folder from a Library**
 - Right click on the Library, select Delete, confirm the Delete.
- **Arranging the Library**
 - Click on the Library, then choose an option from the Arrange dropdown.
- **Changing columns displayed**
 - Right click in the column titles, click an item from the list to have it displayed as a column or uncheck it to remove it from the display.

Creating a New Library

- **Open “My Computer”**
- **Right click on Libraries**
- **Choose New > Library**
- **Give the new Library a name.**
- **Right click on the new Library, choose Properties**
- **Click on Include a Folder, browse to a folder**
- **Click the Include folder button**

Questions And Answers

Windows 7 Libraries