

# Microsoft Windows 7

## 7 – Working with Libraries



# WORKING WITH LIBRARIES

## INFocus

Wouldn't it be great if you could store all of your pictures in the one folder, no matter where they are on your computer or network? Or, how about keeping all of those important project documents together in one folder, and being able to access project team members' documents from their computer also?

Windows 7 makes this possible through the use of **libraries**. A library is a **virtual folder** that stores **links** to folders. So, for example, you might have your favourite photos in several different locations across your computer, but by accessing the **Pictures** library, you can immediately view all of your photos without having to click through various folders to find them.

### In this booklet we will show you how to:

- gain an understanding of libraries
- explore libraries
- create folders in a library
- create a library
- change library views
- delete folders from a library
- delete a library.

# UNDERSTANDING LIBRARIES

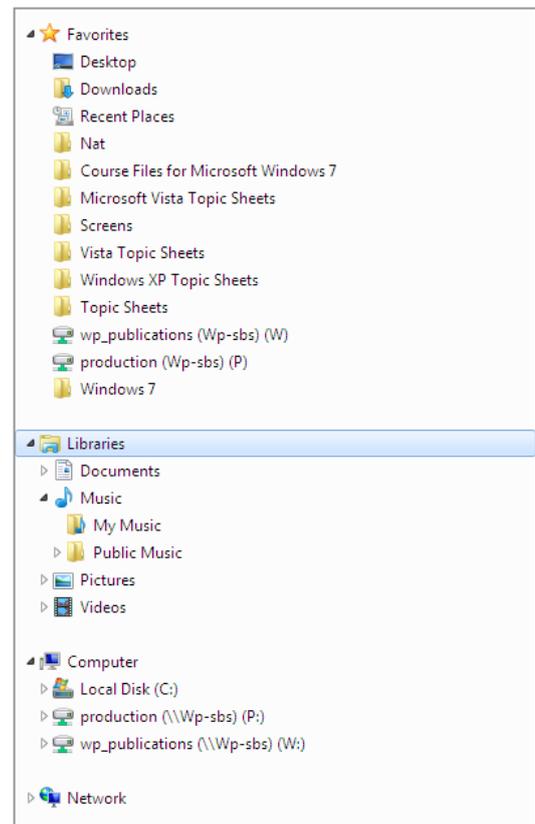
In Windows 7, a **library** is a collection of folders and files that are stored in several locations across your computer or network. A library is considered a **virtual folder**, as it only contains links to file and folder

locations on your computer, not the folders and files themselves. Libraries can help you to easily locate files and folders, no matter where they are stored on your computer.

## What Is A library?

You have probably already worked with the **Documents** folder within **Windows Explorer**. And you'd be forgiven for thinking that Documents is a folder. Well, it isn't! Not really, anyway. Although Documents can hold files and folders, it is actually called a **virtual** folder. This means that although it acts like a folder, this is not its purpose. The purpose of a library is to provide a central location for folders and files scattered across your computer or network. You can think of a virtual folder as containing links or shortcuts to actual files and folders on your computer.

A library is similar to a folder in some ways. When you open a library, for example, you'll see several folders and/or files. However, the folders and files are not actually stored in the library; rather, they are gathered together in the library from one or more locations on your computer or network. This is an important difference between libraries and folders: *libraries contain folders and files from various locations across your computer or network, whereas a folder will only contain files or folders that are stored in that folder.*



## What Happened To My Documents?

In previous versions of Windows, you would most likely store your personal folders and files in the **My Documents** folder. Now you can access the Documents library instead. Although My Documents still exists, it now sits in the Documents library. The My Pictures folder is now in the Pictures library, the My Music folder in the Music library, and so on.

## Saving Files In The Library

By default, when you save a document, such as in Word, Windows 7 assumes that you want to save it into the My Documents folder. The same goes when you attempt to save pictures, Windows 7 assumes you want to store them in My Pictures, and so on. Windows 7 recognises the file type you are saving and responds by asking you to save in the corresponding folder. Any documents or files you save in the Documents library will automatically be saved in My Documents; any pictures you save in the Pictures library will be stored in My Pictures, and so on.

## Creating Libraries

You can rename existing libraries or create your own libraries. Say, for example, that you are working on a project with several team members, and each team member has important documents on their computer related to the project. You could create a library called **Project** and then include specific folders in that library, even your team members' folders, assuming they are on the network. You might even have several folders on your computer in several different locations that you could also include in the Project library. The Project library now acts as a quick link to the folders you've specified to include.

# EXPLORING YOUR LIBRARIES

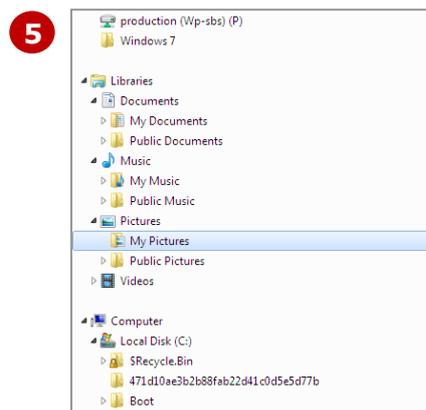
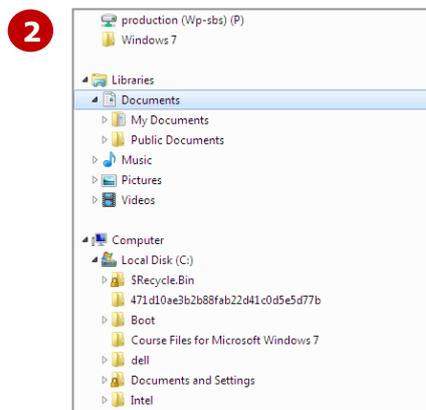
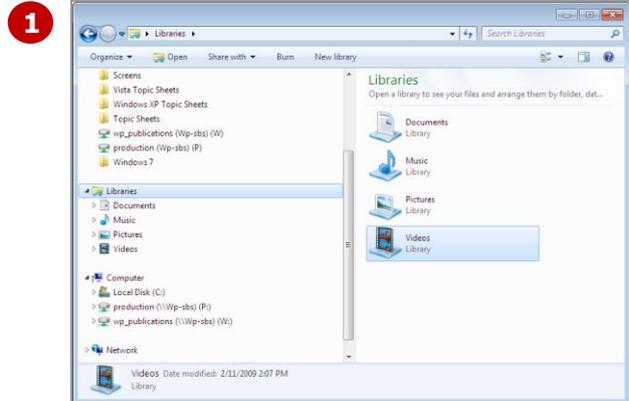
**Libraries** are collections of folders and files on your computer gathered together from various locations across your computer and network (where applicable). Libraries are accessible via the **Navigation**

pane in Windows Explorer. Four default libraries exist in Windows 7: **Documents**, **Music**, **Pictures** and **Videos**. By default, Windows 7 will attempt to save your files into these libraries.

## Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

- 1** Click on **Libraries** in the **Navigation** pane to display its contents in the right pane
- 2** Double-click on **Documents** in the **Navigation** pane to expand this library  
*You'll notice that the My Documents folder sits within Documents, as well as the Public (network) folder...*
- 3** Double-click on **Music** in the **Navigation** pane to expand the **Music** library  
*The My Music folder is listed below Music in the Navigation pane...*
- 4** Double-click on **Pictures** in the **Navigation** pane to expand the **Pictures** library
- 5** Click on **My Pictures** in the **Navigation** pane to select it
- 6** Click on  at the very left of the **Address** bar to view the actual address (path) of the **My Pictures** folder  
*The actual location of My Pictures is  
C:\Users\YourName\My Pictures...*



## For Your Reference...

To access your libraries:

1. Click on the **Windows Explorer** icon in the **Taskbar**
2. Click on the required library in the **Navigation** pane

## Handy to Know...

- You can rename existing libraries for that more personal touch. To do this, click on the library to select it, then select **[Organise] > Rename**. Type the new name and press **[Enter]** to confirm.

# CREATING FOLDERS IN A LIBRARY

As you work with your libraries, you'll find that you'll want to create new folders in your libraries to store working files. When you create folders in **Documents**, for example, they are actually stored within

the **My Documents** folder. Folders you create in the **Music** library are stored within **My Music**, and so on. You create folders in libraries the same way as for creating folders within folders.

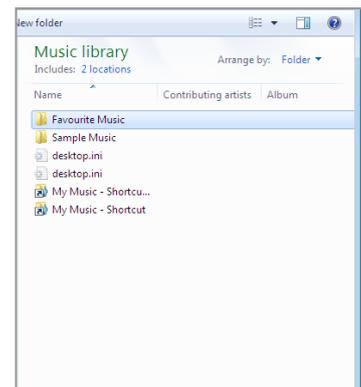
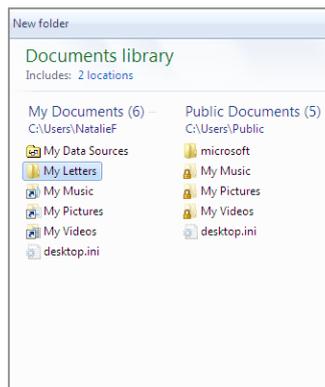
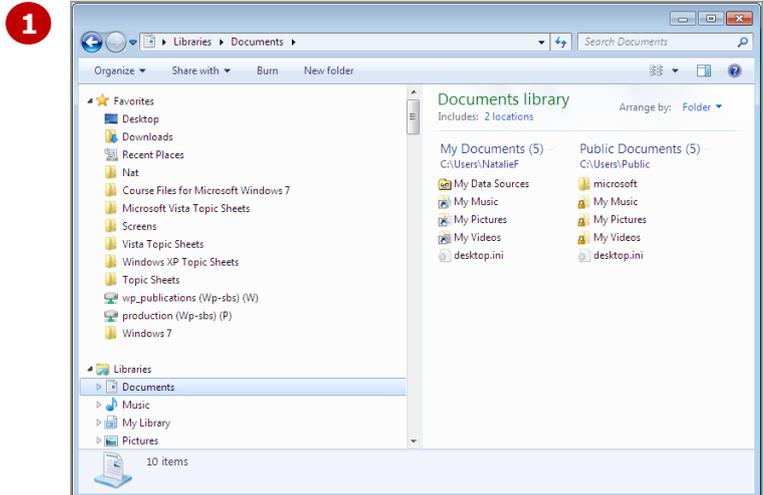
## Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

- 1 Click on **Documents** in the **Navigation** pane to select the **Documents** library
- 2 Click on **[New folder]** to create a new folder
- 3 Type **My Letters** and press **Enter**

*As you can see, My Letters is now stored within the My Documents folder...*

- 4 Click on **Music** in the **Navigation pane** to select the **Music** library
- 5 Click on **[New folder]**
- 6 Type **Favourite Music** and press **Enter**
- 7 Double-click on **Favourite Music** to open this folder
- 8 Click on **Address bar** to view the actual path (location) of this folder



## For Your Reference...

To create folders in a library

1. Click on the relevant library to select it
2. Click on **[New folder]**
3. Type a name and press **Enter**

## Handy to Know...

- The first folder you add to a library becomes the **default save location**. This means that any files you save in your library will be saved into that folder. To change the default save location, right-click on the library, select **Properties**, select the desired folder and click on **Set Save Location**. Click on **[OK]**.

## CREATING A LIBRARY

Although Windows 7 has done a good job of providing default libraries to suit the range of files you will work with and save, there may be times when it is easier to create a new library for a specific purpose.

Files and folders can then be added to this library from any other location across your computer or network. You can create new libraries in Windows Explorer.

### Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

**1** Click on **Libraries** in the **Navigation** pane to select it

**2** Click on **[New library]**

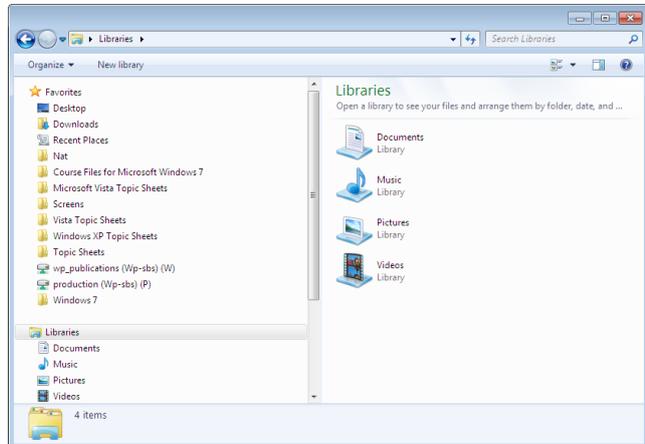
**3** Type **My Library** and press

*A fifth library has now been added to the list of libraries...*

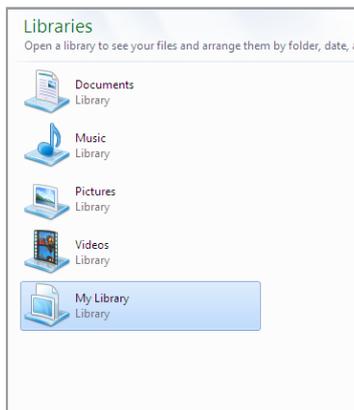
**4** Double-click on **My Library** to open the library and view its contents

*You are advised that the library is empty and asked to include folders and files in this library. You won't include any folders at this stage*

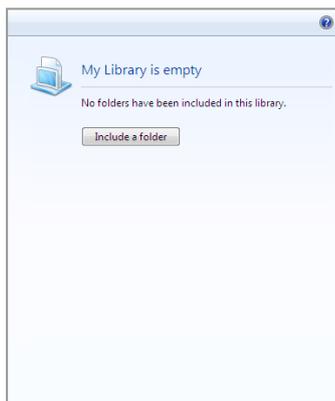
**1**



**3**



**4**



### For Your Reference...

To create a library:

1. Click on **Libraries** in the **Navigation** pane
2. Click on **[New library]**
3. Type a name and press

### Handy to Know...

- You can create a new library by right-clicking on **Libraries**, then selecting **New > Library**. Type a name and press .
- You can delete existing libraries that are not required. To do this, right-click on the library you want to delete and select **Delete**. Click on **[Yes]** when asked to confirm the deletion.

# ADDING FOLDERS TO A LIBRARY

Probably one of the most common tasks you'll perform when it comes to using libraries is adding existing folders to a library. If you have created a library and

then opened that library, you will be prompted to add folders to your new library. Folders can be added to the default libraries or to libraries that you create.

## Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

- 1 Navigate to and click on **My Library** within **Libraries** in the **Navigation** pane

*The right pane displays a message advising you that the library is empty...*

- 2 Click on **[Include a folder]** in the right pane

*You now need to navigate to the required folder...*

- 3 Click on **Documents** in the **Navigation** pane to open this folder

- 4 Click on **My Letters** in the right pane to select this folder

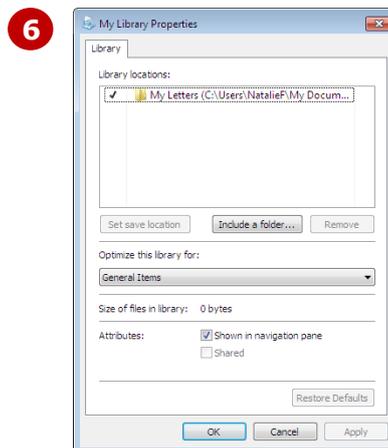
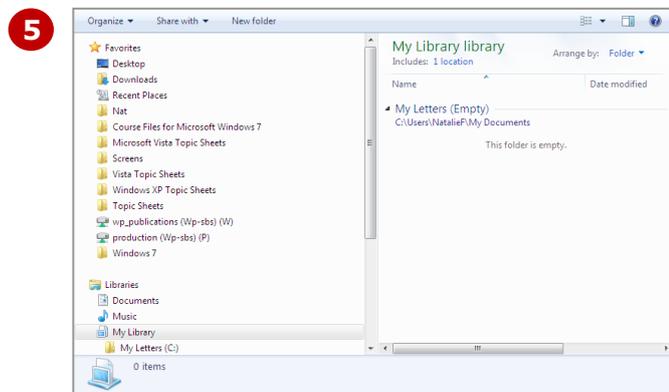
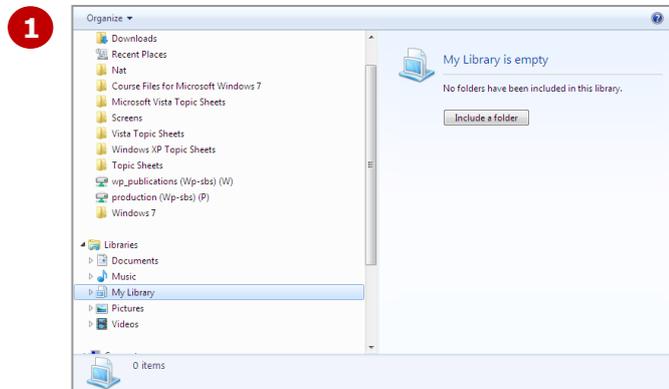
- 5 Click on **[Include folder]**  
*You will now add another folder using a different method...*

- 6 Right-click on **My Library** in the **Navigation pane** and select **Properties**

- 7 Click on **[Include a folder]**

- 8 Navigate to and select the **Favourite Music** folder in the **Music** library

- 9 Click on **[Include folder]** and then click on **[OK]**



## For Your Reference...

To add folders to a library:

1. Right-click on the library
2. Select **Properties**
3. Click on **[Include a folder]**
4. Navigate to and select the folder to add
5. Click on **[Include folder]** and click on **[OK]**

## Handy to Know...

- You can add folders to include in your library by clicking on the **locations** link at the top of the right pane. When you click on this link a dialog box appears showing your current folder locations. Click on **[Add]** to include more folders (or locations).

## CHANGING LIBRARY VIEWS

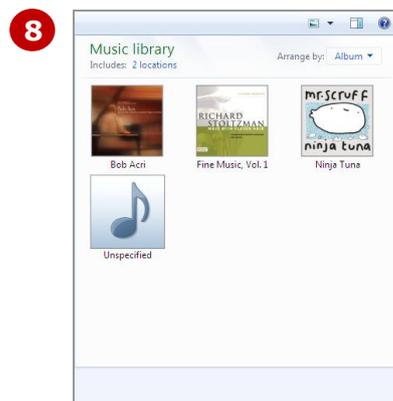
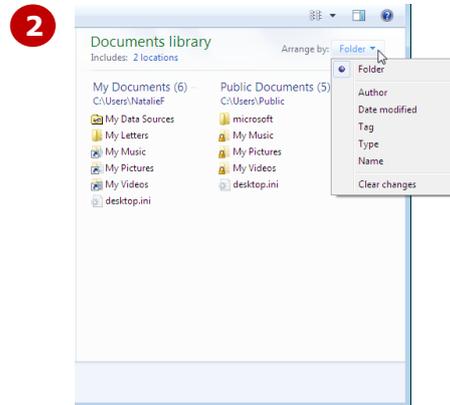
You can change the way you view files in your libraries. As each library will serve a different purpose, such as one library will contain documents while another library will contain pictures, you can change the

view to suit the content within that library. Different library types have different view settings, and each library can be customised according to its content.

### Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

- 1** Navigate to and click on **My Library** to select it
- 2** Click on the drop arrow to the right of **[Arrange by]** in the top right corner of the right pane to display a menu of view options
- 3** Select **Author**  
*The files within the folders are arranged by Author...*
- 4** Click on the drop arrow to the right of **[Arrange by]** in the top right corner of the right pane and select **Date Modified**  
*Files are arranged by date...*
- 5** Experiment using the other available **view** options in the **Documents** library to see the result
- 6** Click on **Music** in the **Navigation** pane to view the **Music** library
- 7** Repeat step **4** to see the different view options
- 8** Select **Album** from the menu to view your music by album
- 9** Experiment using the other available **view** options in the **Music** and **Pictures** libraries to see the result



### For Your Reference...

To change the library view:

1. Select the library
2. Click on the drop arrow to the right of **[Arrange by]** in the top right corner of the right pane and select the desired view

### Handy to Know...

- The default Windows 7 libraries have been **optimised** to suit their content. To optimise a library that you have created, right-click on the library and select **Properties**. In **Optimise this library for** select the content that you will store in the library, and then click on **[OK]**.

## DELETING FOLDERS FROM A LIBRARY

As you work with folders in your libraries, you'll want to remove folders when they're no longer needed. Deleting folders from a library is similar to deleting other folders.

However, when you delete a folder from a library, the subfolders and files within that folder are not deleted from your computer, only their link in the library is deleted.

### Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

**1** Click on the black arrow next to **Libraries** in the **Navigation** pane to expand **Libraries...**

**2** Click on the black arrow next to **My Library** to expand this library

*Ensure you are viewing the contents of My Library in Folder view...*

**3** Click on the **link** that says **2 locations** in the right pane

*The Library Locations dialog box is displayed...*

**4** Click on **My Letters** under **Library locations**

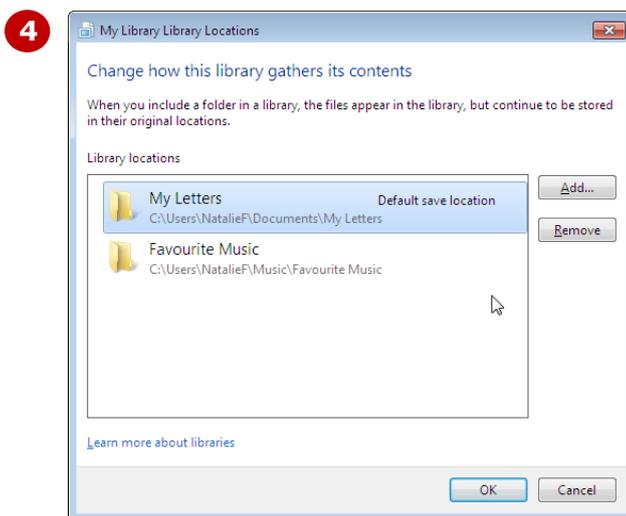
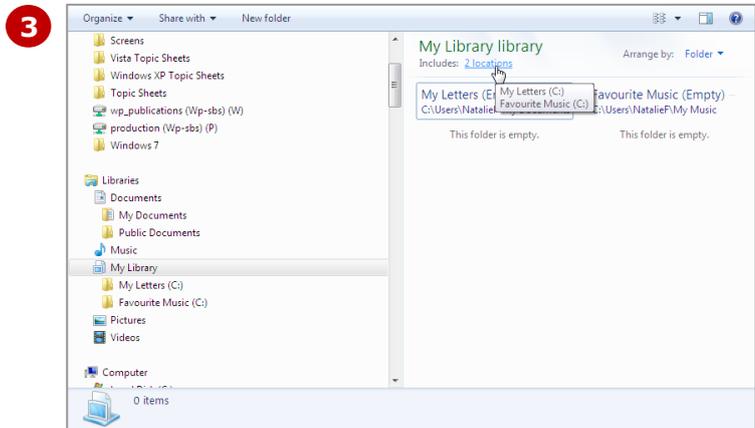
**5** Click on **[Remove]** to remove this folder from the library

**6** Click on **Favourite Music** under **Library locations**

**7** Click on **[Remove]** to remove this folder from the library

**8** Click on **[OK]** to exit the dialog box

*The My Library library is now empty*



### For Your Reference...

To delete folders from a library:

1. Click on the locations link in the right pane
2. Click on the folder to delete in the **Library Locations** dialog box
3. Click on **[Remove]** to delete the folder

### Handy to Know...

- When you delete a folder from a library that is marked as the default save location, the next oldest folder will automatically become the default save location until you change the default save location in the library **Properties**.

## DELETING A LIBRARY

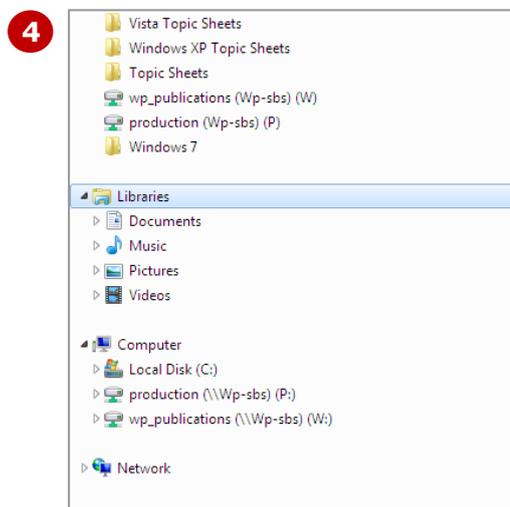
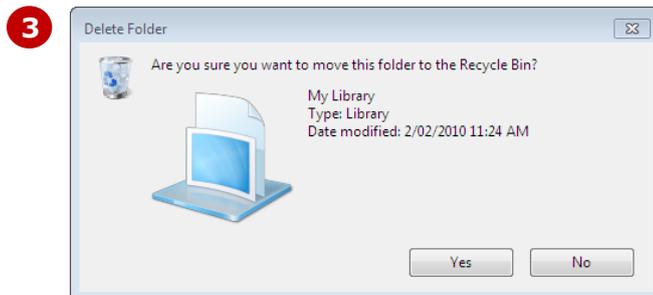
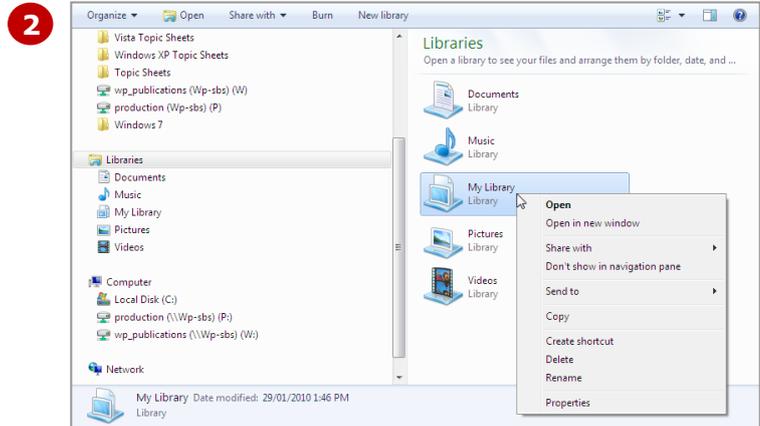
When a library is no longer needed, it's best to remove the library altogether. This obviously prevents clutter in your filing system, and helps to keep your folders and files organised. Deleting a library in

Windows 7 is the same process as for deleting folders. When you delete a library, all folder links within that library are also removed, but not the actual folders themselves.

### Try This Yourself:

*Before starting this exercise ensure you are viewing Windows Explorer...*

- 1** Navigate to and select **My Library** in the **Navigation** pane
- 2** Right-click on **My Library** in the right pane to display a shortcut menu
- 3** Select **Delete**  
*You will be asked whether you want to send the 'folder' to the Recycle Bin...*
- 4** Click on **[Yes]**  
*The library no longer appears in your list of Libraries*



### For Your Reference...

To delete a library

- Right-click on the library and select **Delete**
- or
- Select the library and press Del

### Handy to Know...

- You can hide libraries from the **Navigation** pane. This is useful if you're not ready to delete a library but are not currently using it. To do this, right-click on the library and select **Don't show navigation pane**. To unhide a library, right-click on the library in the right pane and select **Show in navigation pane**.

# CONCLUDING REMARKS

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## **Congratulations!**

You have now completed the **Working with Libraries** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## **Where To From Here...**

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**