**Libraries**

Libraries are used to group existing File Folders into a single location with a common name like “Favorite Music” or “My research project”. The File Folders must exist but can be located on more than one device, such as disk drives, flash drives or CDs.

1. Permanent Libraries

1. Documents - from word docs, spreadsheets, power-point
2. Pictures - store graphics, images, downloads
3. Music - mp3, wav, etc. from disks or the internet
4. Videos - home movies, YouTube, etc.

You can add new libraries and delete them, but not the permanent ones

2. Documents, Pictures, Music and Videos can have public and private folders.

1. New files are auto-saved to their corresponding private folders unless their location changed.
2. You can share files in the public folder.

3. To add new library:

1. Windows Explorer->Right click Libraries icon->new->library.
2. Change the name to something meaningful for you e.g. "My Job"
3. Right Click "My Job" -> Left Click Properties->click down arrow at "Optimize this library for".
4. Choose a folder to include in the library.
5. Click OK.

4. To delete a non-permanent library:

1. Right Click on the selected library->choose Delete from the drop down list.
2. Only the library is deleted--not the folders or their contents because they are stored elsewhere.

5. To add a folder to a library:

1. Left click once on the folder to select it to be included.
2. Right click on folder
3. Left click on "Include in library"
4. Select desired library.

6. To remove a folder from a library:

1. Right click on folder.
2. Left click on "Remove location from library"

7. Notes:

1. If you delete a file from a library folder, it will actually be moved to the Recycle Bin.