

## **Windows 7 Folders and Files**

**Each User may add more folders to each of their Libraries. Rightclick the folder to see folders it includes.**

**The Library feature allows you to view the contents of multiple folders at the same time.**

**Example: Click the Documents Library... hover the mouse over the Documents folder and you will see a list of the Folders stored there. Doubleclick the folder and the content of that folder will be shown. Click a file listed and you will be able to see the contents without opening it.**

### **Add Folders to a Library**

- 1. Click Start and select the particular Library**
- 2. Click Includes**
- 3. Click Add to another location**
- 4. Click the drive or network location that contains the folder you wish to add to this Library.**
- 5. Scroll to the particular folder, click to select it.**
- 6. Click Include Folder, the folder will be added to the Library in step #1**
- 7. Click OK to close.**

## **Windows 7 Files**

**Files of different types may be stored in any folder you select when saving the files. That is, in Documents you may store documents, pictures, music,etc. If you choose to do that.**

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