Library :

A library is a virtual folder that gathers files from the locations you specify and displays these files as a single collection or library is just a convenient way to reference several file locations at once. For

example, you could specify that the Documents library contain all .doc files from the My Documents and Important Documents folders. We've already used libraries quite a bit in this manual. They are essentially folders that reference

one or more different locations on your computer at once. The four default libraries included with Windows 7(Documents, Music, Pictures, and Videos.) will probably be enough for most users.

However, if you are responsible for working on many different projects that each require a lot of supplemental information, it might be easier for you tocreate a new library instead

of adding more and more folders to the Documents library

Open a library

Open a library just like you would any other folder. Click the **Windows Explorer** button on the taskbar.

The Libraries window appears, or Click the Start button and select a library from the Start menu, or open any Windows Explorer window, click Libraries in the Navigation pane, and double-click the library you want to view.

Create a new library

You can create a new library that contains only the folders you specify.

 Click the Windows Explorer button on the taskbar. The Libraries window appears.

2. Click the New Library button on the command bar. A new library icon appears.

Libraries

Accounts receivable (1)

C:\

receivable

Open a library to see your files and arrange them by folder, date, and other properties





Right-click Libraries in the Navigation pane or an empty area in the Libraries window and select New Library from the contextual menu.

3. Type a name for the library and press < Enter>. The new library is created.

A new library will appear under the others. Give the library

a meaningful name and press Enter: Now double click this new library to open it. In order to use the library, it



needs something to reference. Click "Include a folder" to continue: Next, navigate

					, 3		
Include Folder in Accoun	iting						ining afolder you wa
🗿 🔵 🗢 🌉 🕨 Comput	ter 🕨 Local Disk (C:) 🕨	👻 😽 Search	Local Disk (C;)	🤉 to a	add.Highlight the	e folder and ther	n click "Include folde
Organize 👻 New fol	der		j⊟ •	The	e new location wi	Il then be showr	n in the library: To a
Downloads 🔦	Name	Date modified	Туре	Size and	other location, clic	ck the blue " 1 lo	cation" text under t
🔛 Recent Places	ATI	8/18/2009 1:08 PM	File folder				ther folder. Repeat t
🔒 pics	BMW M3 Challenge	8/20/2009 12:18 PM	File folder				•
	My Toolbar Folder	8/19/2009 11:53 AM		pro	cess until you hav	e added all the l	folders you need to
Libraries	PerfLogs	7/14/2009 12:20 AM		libra	arv Don't forget	you can add i	more locations to
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Documents	Program Files (x86)	8/20/2009 9:47 AM	File folder	der	auit libraries too	! You can even	n delete the exist
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	📕 Accounts payable	8/20/2009 2:38 PM	File folder	dele	eting the data inclu	uded in them. If yo	ou want to delete d
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	STATE TO STATE AND A STATE OF A ST		Arrange by	Folder 🔻	Music Library	Pictures Library	Open
cludes: 1 location	n		6-3V -35		Videos		Open in new window
lame	*	Date modified	Гуре	Size	Library		Share with Don't show in navigation pane
							Condito



Tip: Because libraries do not actually contain files, deleting a library does not delete the files that are stored there



- 0 X

8/20/2009 2:41 PM

Microsoft Office E...

LAB 12: LIBRARIES

Burning Files, Folders, and ISOs

We know that we can burn any file type to a recordable CD or DVD. Imagine that you want to make a hard copy of all items in your Documents folder. Open the folder to view all files and then click the Burn command:

Insert a blank CD if you haven't already. (We are using a CD-R.)

Next, give the disc a title. You may also see the following options depending on your hardware or the type of disc you have inserted. Make your choice and click Next:

Windows will start to burn the files onto the CD showing you progress as the process is working. When completed, the disc will eject and ask if youwanttoburnanothercopyofthe same thing on a new disc. Once the process is completed, you can browse the disc contents using Windows Explorer or by clicking Start
Computer and then double-clicking your CD or DVD drive.



Windows 7 includes the ability to burn ISO files without having to 53 Burn to Disc Insert a disc Burn a Disc Please insert a writable disc into drive D:. Help me choose a disc Cancel programs come in ISO form. These types of files are usually quite

large (hundreds of megabytes) and contain the complete image of a program disc.

Windows 7 will recognize ISO files. To burn an ISO image, just double-click the file: Windows will prompt you to insert a recordable CD or DVD. Click Burn to record the image file:

Download	5			+ ++	Search Down	loads	P
library 🔻	Share with 💌	Burn	New fold	er	• =	61	0
Name	*	Date mo	dified	Туре		Size	
Prog	am_Name.iso	8/18/200	9 3:54 PM	Disc Ir	nage File	354,	244 KB

Modifying Startup Programs

When your computer first starts, it may seem like there are no other programs running. However, you may be surprised at how many different programs and services are actually running in the background. Think of an operating system behaving like a TV program, like the evening news. Even though all you can see is someone reading the headlines to you, there are plenty of cameramen, producers, reporters, engineers, and many other people who all make the show work. The same is true for an operating system.

The majority of startup programs and services used in Windows are hidden and add extra functionality. Depending on the different software packages that are installed on your computer, there maybe a number of programs that run as inactive icons in the taskbar.

Many of these icons will partially start a particular program so that

download a third party program. An ISO file is a CD or DVD image file. If you download programs from the Internet, sometimes the 33 How do you want to use this disc? Disc title: Documents backup

Like a USB flash drive

Save, edit, and delete files on the disc anytime. The disc will work on computers running Windows XP or later. (Live File System)

With a CD/DVD player

Burn files in groups and individual files can't be edited or removed after burning. The disc will also work on most computers. (Mastered)

Next ,

Cancel

Which one should I choose?

isc image file:	Program_Name.iso
isc burner:	DVD R Drive (D:)
Status	
To start burning	the disc image, click Burn.
To start burning) the disc image, click Burn.
To start burning) the disc image, click Burn.
To start burning	j the disc image, click Burn.
To start burning	

when you need to use that program, the core of the program is already loaded and ready to go. In most cases, this is a useful operation. However, each of these icons uses some of your computer's resources. Many of these programs can cause your

LAB 12: LIBRARIES

computer to become sluggish. Have you ever heard someone complain that their computer seems really slow, even though they may not have even a single program running? The number of icons in their taskbar will likely tell the tale..., we willconcentrate on disabling a program from starting in the first place.

In Windows Vista, you could use a feature of Windows Defender called Software Explorer. The version of Windows Defender included with Windows 7 has dropped this feature because it was deemed not integral to the prevention of spyware and malware, which are usually harder to track down than programs that simply start when your computer starts.

Therefore, let's explore two different ways to modify the programsthatstartwhenyour computer starts.

Organize 💌

👉 Favorites

Open

Shut down 🕨

M

4

^ Name

Window	Expand
⊇ Window ™Window ≪ XPS View	Open Open all users
Accessor	Explore
Games	Explore all users
Mainten Microsof Microsof	Delete Rename
SnagIt 9 Startup	Properties
WinRAR	

Microsoft Office Microsoft Visual Studio 2005 SnagIt 9	Devices and Printers
Startup SnagIt 9	Default Programs
J WinRAR	 Help and Support
4 Back	
Search programs and files	Shut down 🕨
😵 🖉 🚞 🛛	

Click Start
All Programs and look for a folder called **Startup**: This folder contains shortcuts to some different programs that are installed on your computer. Normally, items are added to this folder when you install a program.

As you may have guessed, there is a certain tradeoff of speed versus convenience when items are added to the Startup folder. If you have many items in this folder, all of them will start at once. However, lots of items will also drastically increase the amount of time needed to start your computer. Even the most powerful desktop computer can still reach a performance bottleneck if you try to do too much at once.

Modifying this folder is easy:right-click an itemand click Delete to remove itor, if you wish to add items here, open the Startup folder by right-clicking it in the Start menu and clicking Explore:

Whenyou explore the folder, you can then drag and drop orpasteitems here. For example, we have added a short cut to Windows Media Center to the Startup for our personal user account folder below. This means that when Windows starts, Windows Media Player will also start:

🔰 + Computer + Local Disk (C:) + Users + Velsoft + AppData + Roaming + Microsoft + Windows + Start Menu + Programs + Startup.

Date modified

Notice that when the Startup folder was right-clicked, there were two Explore options: Explore and Explore all users. As we will see later in this section. Windows supporting

See more results

msconfig

ndows 7 is capable of Desktop	🔊 Windows Media Center	8/26/2009 4:00 PM Shortcut	2 KB
	When you ins	has theirowndata,progra stall a program in Window	s 7, you may see the
Programs (1)	accounts. If you who cansee an	all the program for only you u install it for just yourself ndusethe program.But if y	, you will be the only one ou install aprogram for
Desuments (6)	all users,then	every one who has an ac	count on the computer

Share with -

Burn

New folder

will be able to use the program. The **second** option for removing options involves using the System Configuration utility (commonly known by its launch command, "msconfig"). This program gives you much finer control over the programs and services (with emphasis on controlling the hidden ones) that start when you start your computer.

Type

Size

To use this program, click Start, type "msconfig" into the search box,

and then press Enter to launch the program: When the System Configuration utility appears, click the Startup tab:

O

×

Depending on the number of programs and third-party software vou have installed, vou may see many items. People who have been using their computer for a long time may have several dozen items here! Every item is a program, and each item uses its own memory and computer resources. However, none of them are actually required; they are all supplemental to the core operation of your computer. Therefore, you can enable or disable items at will to troubleshootaprogram or increase computerperformance. When you do make a change and click OK, you will be prompted to restart the computer in order for the changes to take effect. After your computer restarts, you will again be prompted to let you know changes were made.

eneral	Boot	Services	Startup	Tools		
Startu	p Item	Manu	facturer	Command	Location	Date Disabled
♥ Gro	ooveMon agIt		soft Corp, Smith Cor		HKLM\SOFTWARE\ C:\ProgramData\Wic	
1 <u></u>					Enable all	<u>D</u> isable all
				OK	Cancel	Apply Help

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