

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 to create 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.

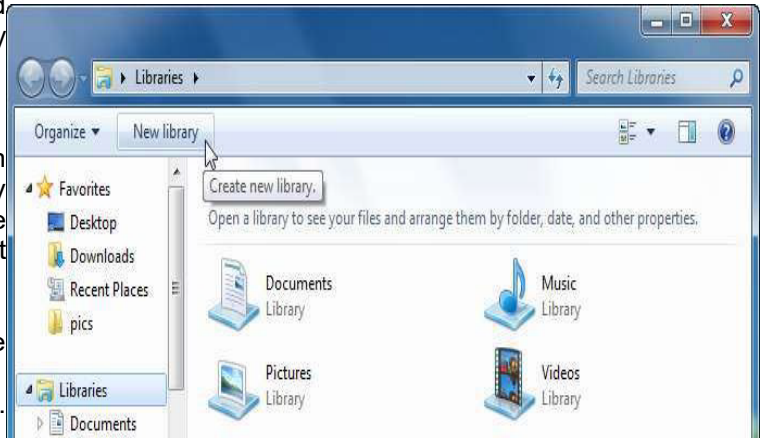
The Libraries window appears, or Click the **Start** button and select a library from the Start menu, or open any Windows Explorer window, click **Libraries** in the Navigation pane, and double-click the library you want to view.

Create a new library

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

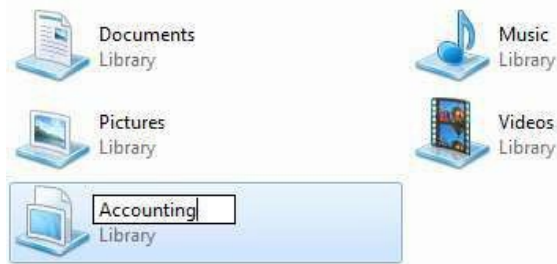
1. Click the **Windows Explorer** button on the taskbar. The Libraries window appears.

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



Libraries

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



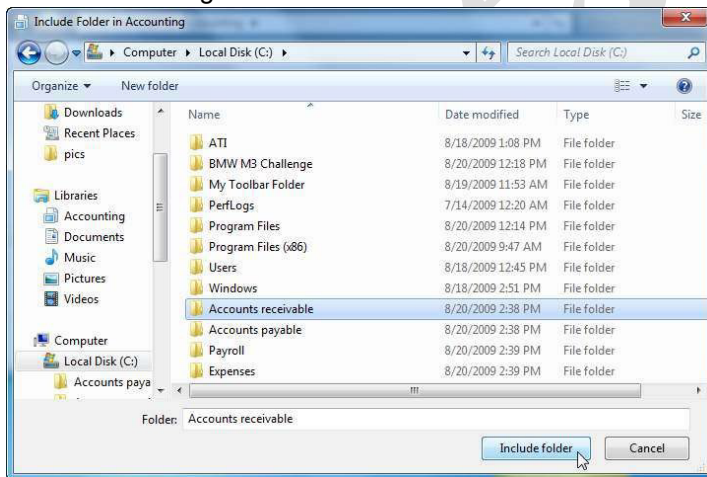
Right-click **Libraries** in the Navigation pane or an empty area in the Libraries window and select **New Library** from the contextual menu.

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

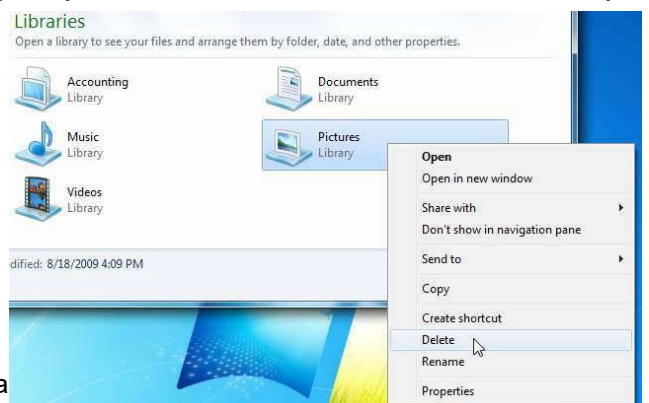
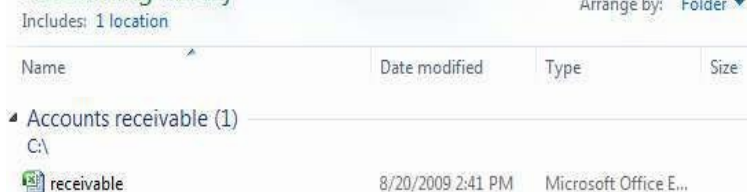


needs something to reference. Click **"Include a folder"** to continue: Next, navigate



to the area of your computer containing a folder you want to add. Highlight the folder and then click "Include folder:" The new location will then be shown in the library: To add another location, click the blue **"1 location"** text under the library title. Browse and choose another folder. Repeat this process until you have added all the folders you need to the library. Don't forget, you can add more locations to the default libraries too! You can even delete the existing libraries if you wish ;just right-click the library you want to remove and click Delete: If you delete a library, you aren't deleting the data included in them. If you want to delete data for good, you will have to delete the source data manually.

Accounting library



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

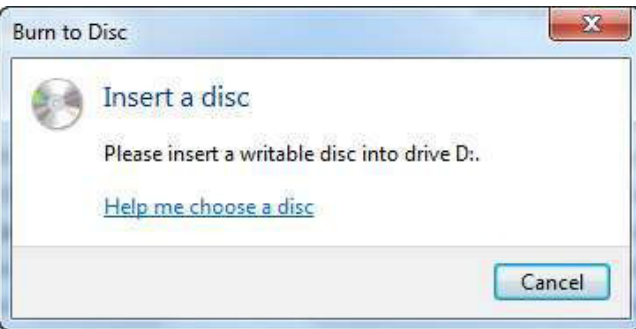
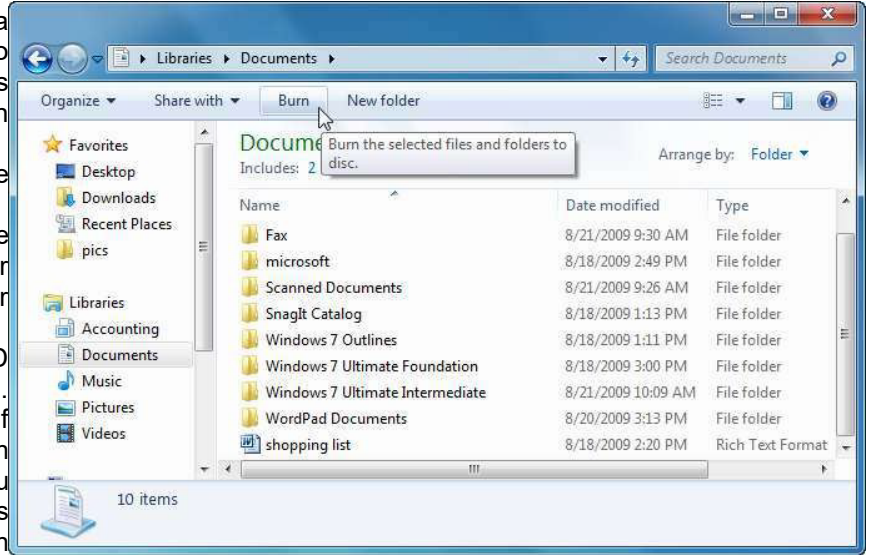
Burning Files, Folders, and ISOs

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:

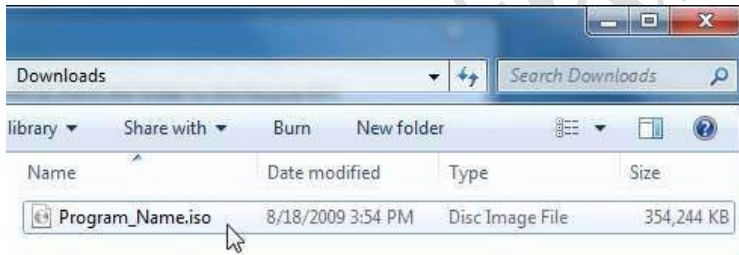
Windows will start to burn the files onto the CD showing you progress as the process is working. When completed, the disc will eject and ask if you want to burn another copy of the same thing on a new disc. Once the process is completed, you can browse the disc contents using Windows Explorer or by clicking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



Windows 7 includes the ability to burn ISO files without having to download a third party program. An ISO file is a CD or DVD image file. If you download programs from the Internet, sometimes the

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:



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.

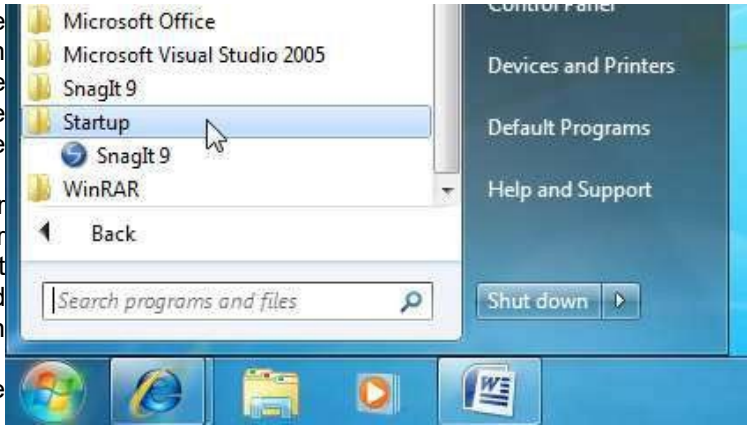
The majority of startup programs and services used in Windows are hidden and add extra functionality. Depending on the different software packages that are installed on your computer, there may be a number of programs that run as inactive icons in the taskbar.

Many of these icons will partially start a particular program so that 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 programs can cause your



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 will concentrate 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 programs that start when your computer starts.

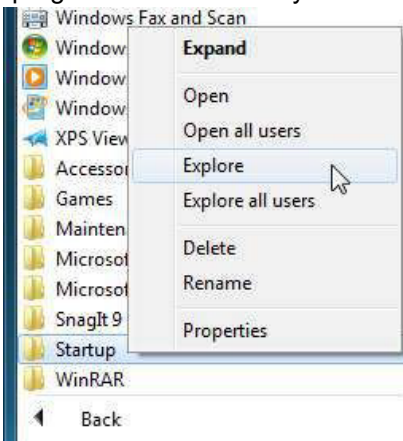


Click Start > All Programs and look for a folder called **Startup**. This folder contains shortcuts to some different programs that are installed on your computer. Normally, items are added to this folder when you install a program.

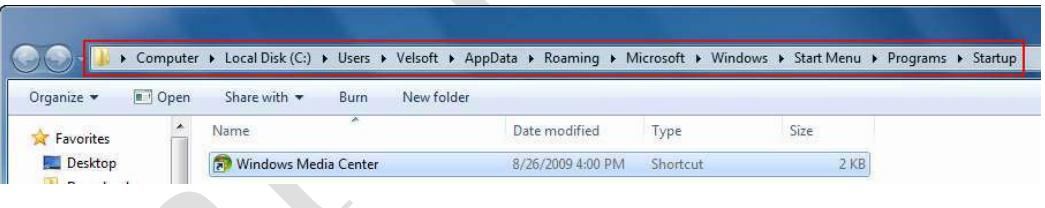
As you may have guessed, there is a certain tradeoff of speed versus convenience when items are added to the Startup folder. If you have many items in this folder, all of them will start at once. However, lots of items will also drastically increase the amount of time needed to start your computer. Even 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 item and click Delete to remove it or, if you wish to add items here, open the Startup folder by right-clicking it in the Start menu and clicking Explore:

When you explore the folder, you can then drag and drop or paste items 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:



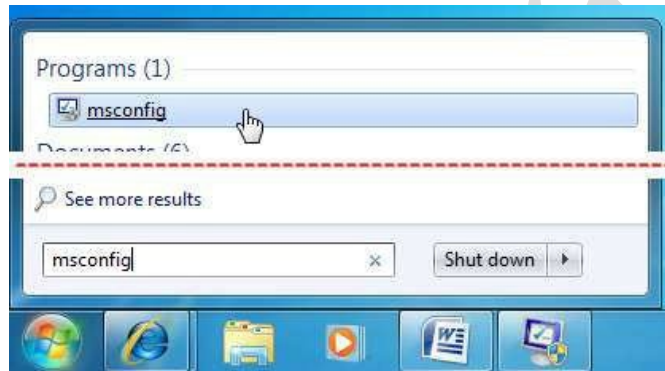
Notice that when the Startup folder was right-clicked, there were two Explore options: Explore and Explore all users. As we will see later in this section, Windows 7 is capable of supporting many different users,



each of which has their own data, programs, settings, and so on. When you install a program in Windows 7, you may see the option to install the program for only your account or for all user accounts. If you install it for just yourself, you will be the only one who can see and use the program. But if you install a program for all users, then every one who has an account on the computer 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.

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:

Depending on the number of programs and third-party software you have installed, you 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 troubleshoot a program or increase computer performance. 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.

