




Create a new library

You can use libraries to view and arrange files from different locations. There are four default libraries (Documents, Music, Pictures, and Videos), but you can also create new libraries for other collections.

To create a new library

1. Click the **Start** button , click your user name (which opens your personal folder), and then, in the left pane, click **Libraries**.
2. In **Libraries**, on the toolbar, click **New library**.
3. Type a name for the library, and then press Enter.

To copy, move, or save files to a library, you must first include a folder in the library so that the library knows where to store the files. This folder automatically becomes the *default save location* for the library.