Finding Your Files

New to Windows 7? Even though there's a lot in common with the version of Windows that you had before, you might still need a hand getting up to speed. This guide is filled with useful info about finding your files.

It covers the topics that David Washington showed you in his video, Finding Your files: http://windows.microsoft.com/get-started.

Use this guide as a reference while exploring what you can do with Windows 7.

In this guide

Arrange files in a library

You can arrange the files in a library by different properties. Here's how:

1. Click the Start button, and then click **Documents**, **Music**, or **Pictures**.

2. In the library pane (above the file list), click the **Arrange by** menu, and then click a property. Available properties will differ depending on which library you're in.
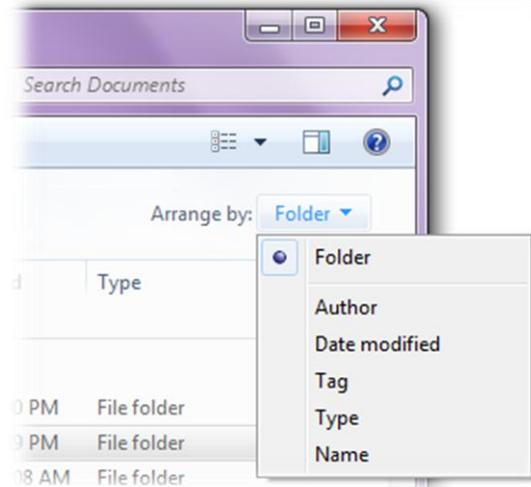
Use search filters to find a file in the Documents library

When searching a library, you can use search filters to quickly narrow down your results.

1. Click the Start button, and then click **Documents**.

2. Click in the search box at the top of the window, click a search filter (such as **Date modified**), and then click an item (such as a date or date range) to narrow down your search.

3. If necessary, type a word or words into the search box to narrow down your search even further.

4. In your search results, click the file, and then click the Preview pane button to preview the file and make sure it's the right one.
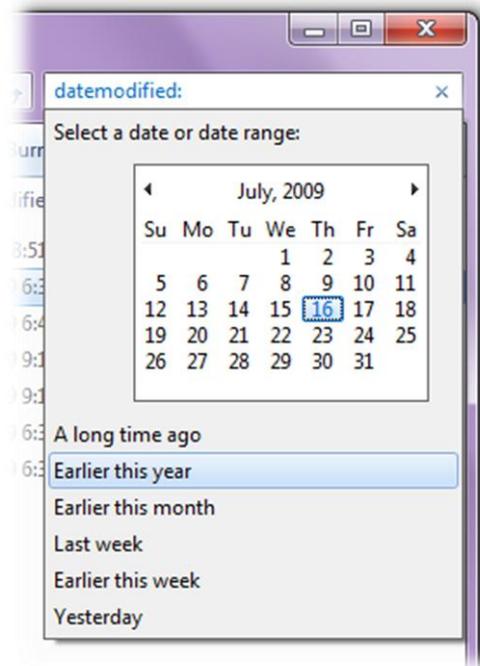
Include a folder in the Pictures library

If you store some pictures on your computer and others on an external hard drive, you can include the folder from that drive in your Pictures library to access all your pictures as a single collection.

1. Click the Start button, click Computer, and then go to the folder stored on your external hard drive.

2. Right-click the folder, point to **Include in library**, and then click **Pictures**. The pictures from your drive are now part of the Pictures library.
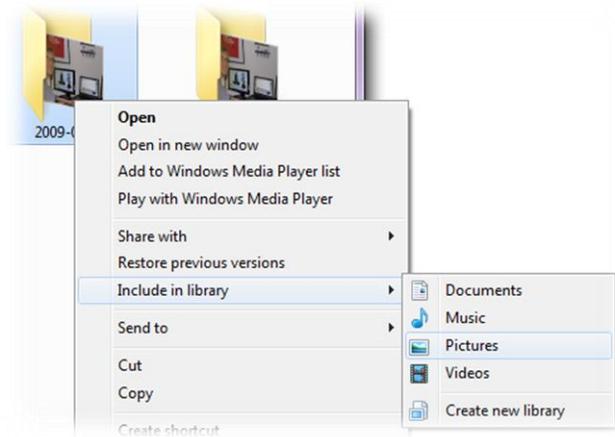
Change a library's settings

You can customize the general behavior of a library by changing where it saves files and the order in which the library locations appear.

1. Click the Start button, and then click **Documents**, **Music**, or **Pictures**.

2. In the library pane (above the file list), next to **Includes**, click **Locations**, and then do one of the following:

   - To change the location where files that are copied or saved to the library are stored, right-click a library location that's not currently the default save location, and then click **Set as default save location**.

   - To change the order in which the library locations appear, right-click a location, and then click **Move up** or **Move down**.

3. Click **OK**.