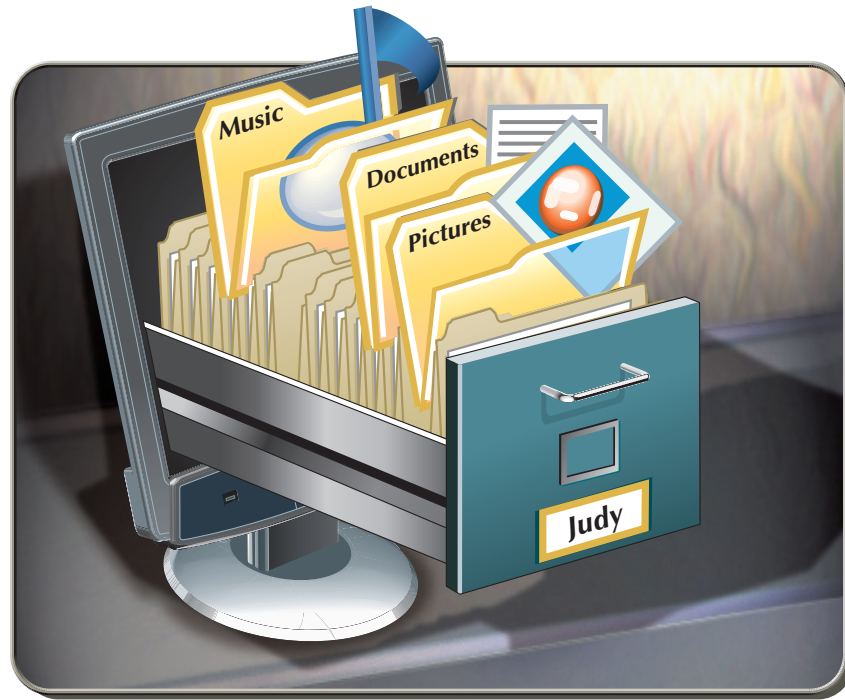
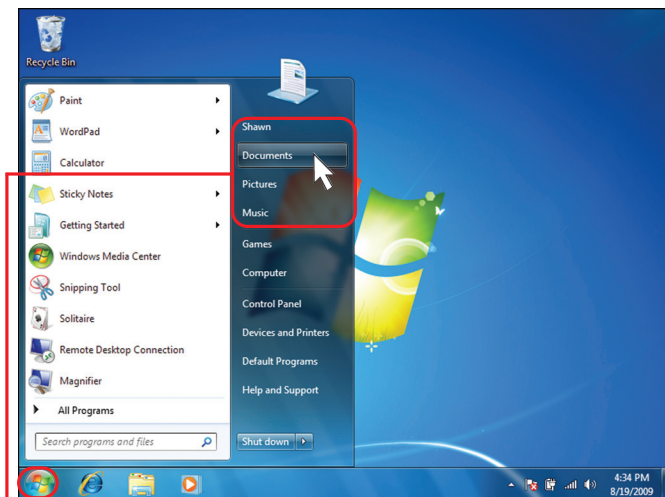


Windows provides several libraries that allow you to easily access and organize your files. You can view the contents of the libraries at any time.



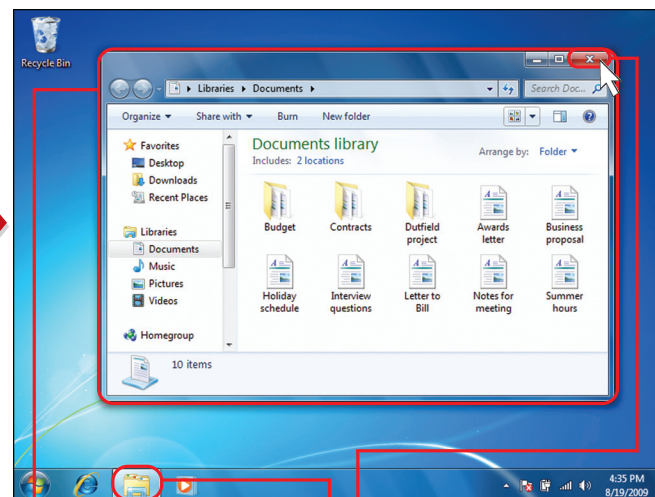
VIEW YOUR FILES



1 Click to display the Start menu.

2 Click the library you want to view.

Note: The first item in the list, which displays the name you use to log on to your computer, allows you to view all of your personal folders.

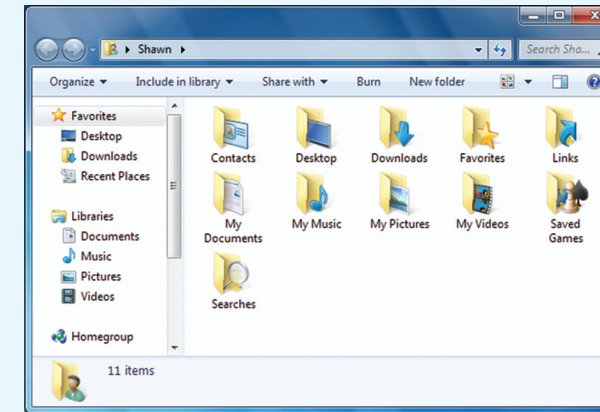


3 In this example, the Documents library appears, displaying your documents.

3 When you finish viewing the contents of the library, click to close the library. To quickly view all of your libraries, click .

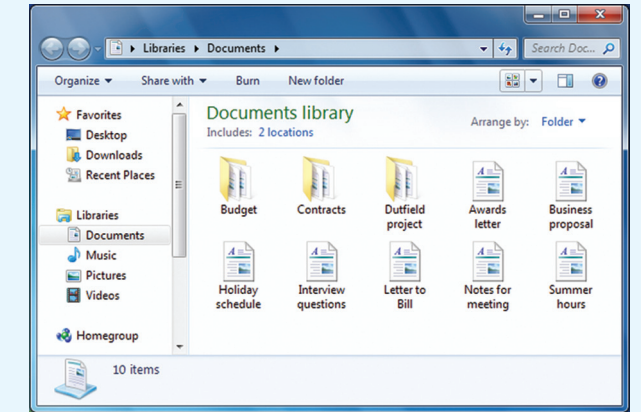
Personal folder

Your personal folder allows you to access all of your personal files and includes the My Documents, My Pictures, My Music and My Videos folders. The name of your personal folder is the same as the name you use to log on to your computer.



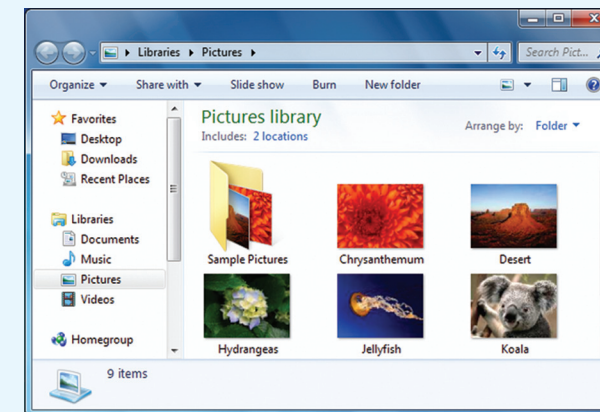
Documents library

The Documents library allows you to access your letters, reports, presentations, spreadsheets and other types of documents. Many programs will automatically save documents you create in the Documents library.



Pictures library

The Pictures library allows you to access your photographs, images and graphics files. Many programs will automatically save pictures you create or edit in this library. When you transfer pictures from a digital camera to your computer, the pictures will appear in the Pictures library.



Music library

The Music library allows you to access music and other sound files. When you copy songs from a music CD to your computer or download music from the Internet, the music often appears in the Music library.

