

## 11.1.4 Library Facts

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Libraries group files and folders, stored both locally and on network locations, into a single logical folder. When you open a library, you see the files and folders associated with that library as if they were in a single folder, even though the library contents might exist in several different locations in the file system.

- Default libraries included are Documents, Music, Pictures, and Videos. These default libraries organize files of a specific media type.
  - You can create your own libraries.
  - To add folders to a library:
    - Edit a library's properties and select **Include a folder**.
    - Right-click the **folder** and select **Include in library**.
  - Each library can hold multiple folders. A single folder can be added to multiple libraries.
  - Library contents are indexed for easy search.
  - You can share a library to make its contents available on the network.
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