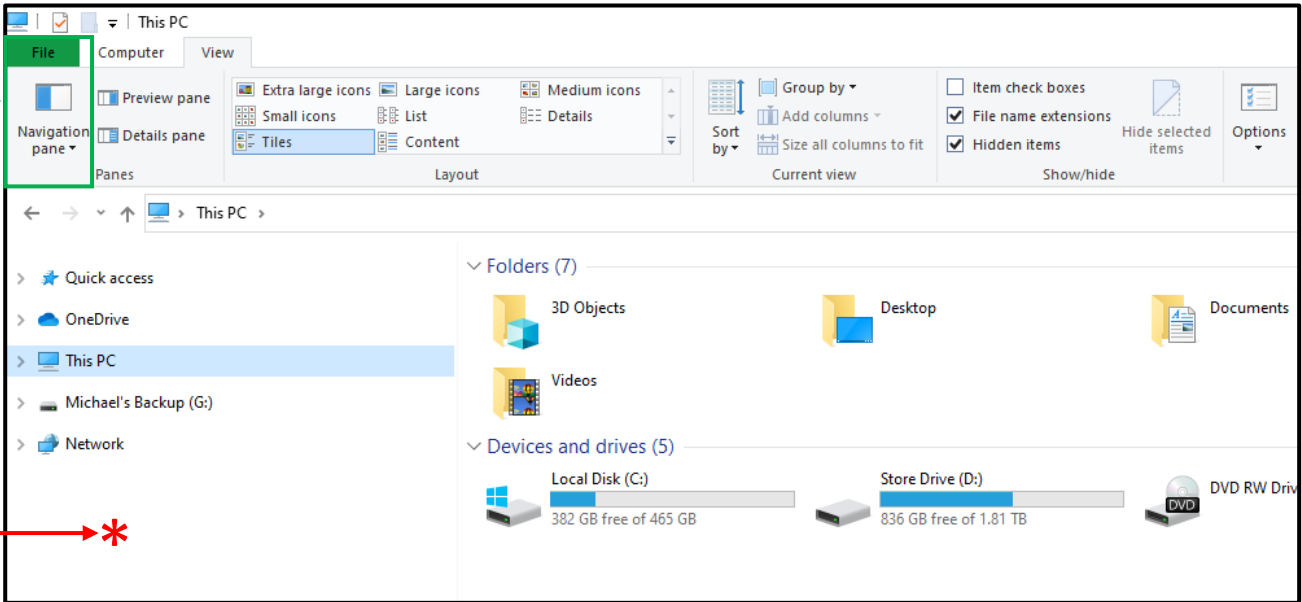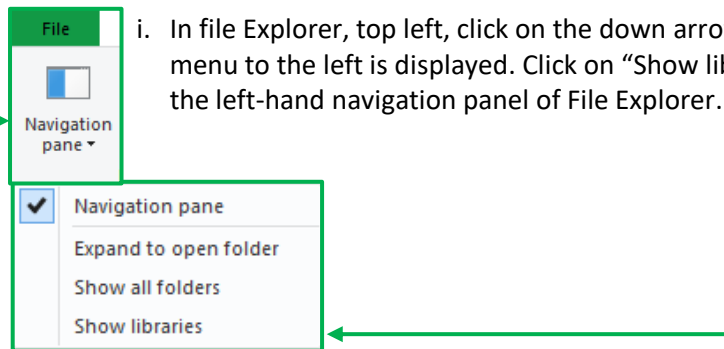Libraries were introduced in Windows 7, and they are a very useful way to quickly access your files. Your regularly accessed folders can be added to the relevant Document, Music, Pictures or Videos folder in "Libraries".


For some reason the Libraries folder item is not shown in the Navigation panel in Windows 10. There is two ways to show the "Libraries" folder item.

i. In file Explorer, top left, click on the down arrow to the right of the word "pane" and the menu to the left is displayed. Click on "Show libraries" and the Libraries item is displayed in the left-hand navigation panel of File Explorer.
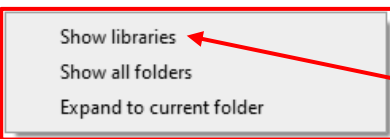
ii. Right mouse click in a blank area in the left-hand navigation panel of File Explorer and the menu on the left is displayed. Click on "Show libraries" and the "Libraries" folder is displayed in the left-hand panel of File Explorer.
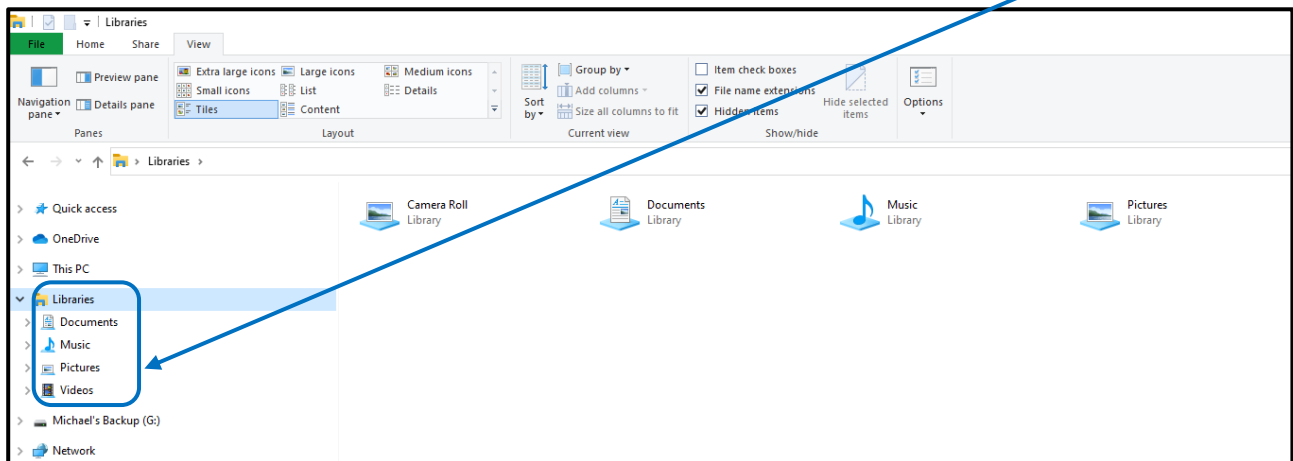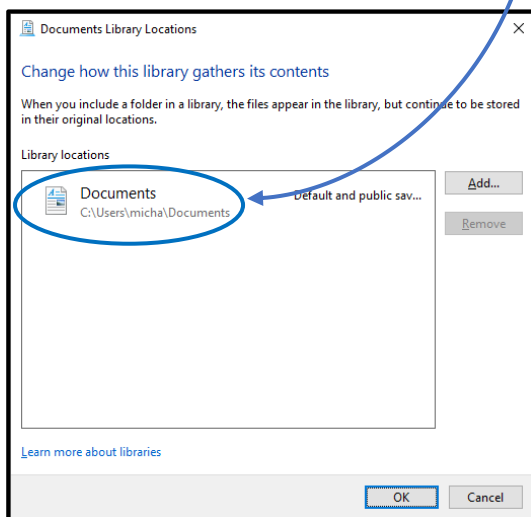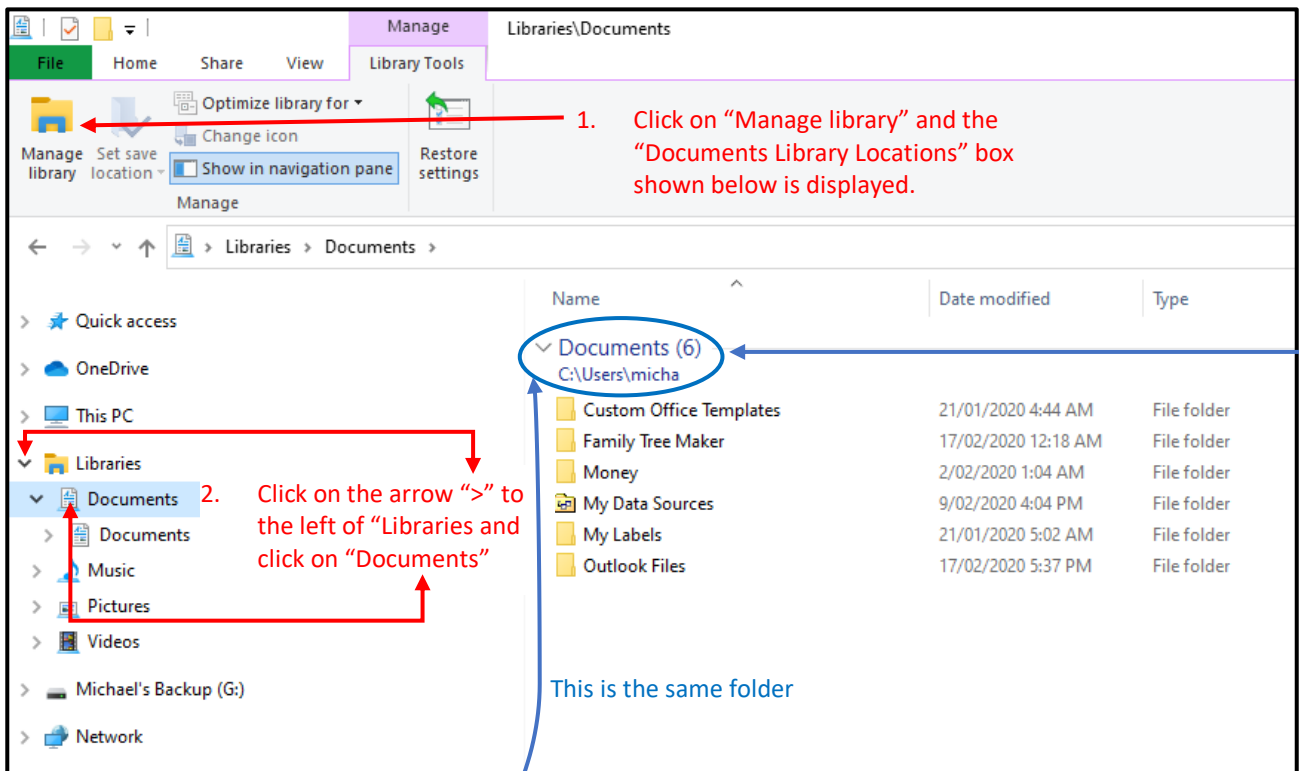

NOTE: The "Libraries" folder contains subfolders, they are, the Document, Music, Pictures and Videos folders. If they are not displayed in the left-hand panel click on the ">" to the left of "Libraries" the arrow will turn to "v" and they will be displayed below the "Libraries" folder. Folders containing your documents, music, pictures and videos are added to "Libraries" using the same process shown in this example.

Now there is a "Libraries" folder in left-hand navigation panel, your frequently accessed folders can be added into the relevant folder, i.e. either the Document, Music, Pictures and Videos sub folders within it.

In the image above you will notice in the right-hand navigation panel that the Document, Music, Pictures and Videos folders are displayed. There are two others displayed, Camera Roll and Saved Pictures, ignore them, if you try to delete them (even if they are empty) they will come back as they are a part of the Windows system.

To add a folder to the "Documents" folder in "Libraries", in File Explorer follow the steps in **red** below. In the example I will add the "Public Documents" folder that is in the "Users" folder in the "C" drive of the PC, i.e. it is in the path, **C:\Users\Public**. This folder is a default folder created when Windows is installed. The Documents folder in "Libraries" has by default your "My Documents" folder already in it. The path "**C:\Users**"**your username***"**\Documents**" is displayed

* This is the name that was entered in response to the question, "Who will be using this computer" when Windows was loaded, and it may have no relationship to your name.

1. Click on "Manage library" and the "Documents Library Locations" box shown below is displayed.

2. Click on the arrow ">" to the left of "Libraries and click on "Documents"

This is the same folder

3. In the "Documents Library Locations" box click on "Add" and the "Include Folder in Documents" box below is displayed.
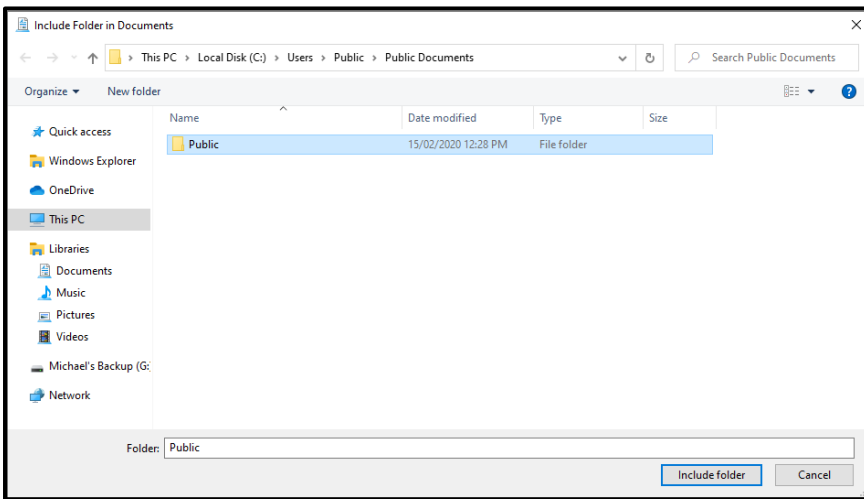
4. Navigate to the folder you want to include in "Libraries", "Documents". In this example I have navigated to "Public Documents". Click on the folder to be added to the "Libraries" to highlight it, e.g. "Public". Next click on "Include folder" and the folder is added to the Libraries" "Document" folder.
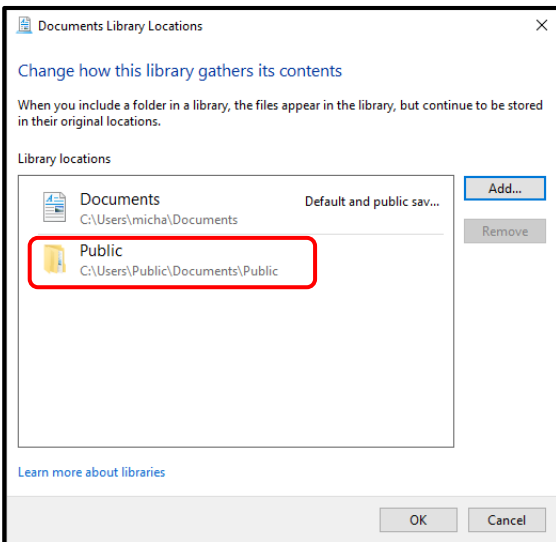
5. In the image on the left the "Public" documents folder has been included in the "Libraries" documents. Click on OK and the "Include Folder in Documents" box will close.

NOTE: To remove a folder from the "Documents Library Locations", highlight the folder to be removed and click on "Remove".

6. Looking at the image below the "Public" documents folder is present in the "Libraries", "Documents" folder.
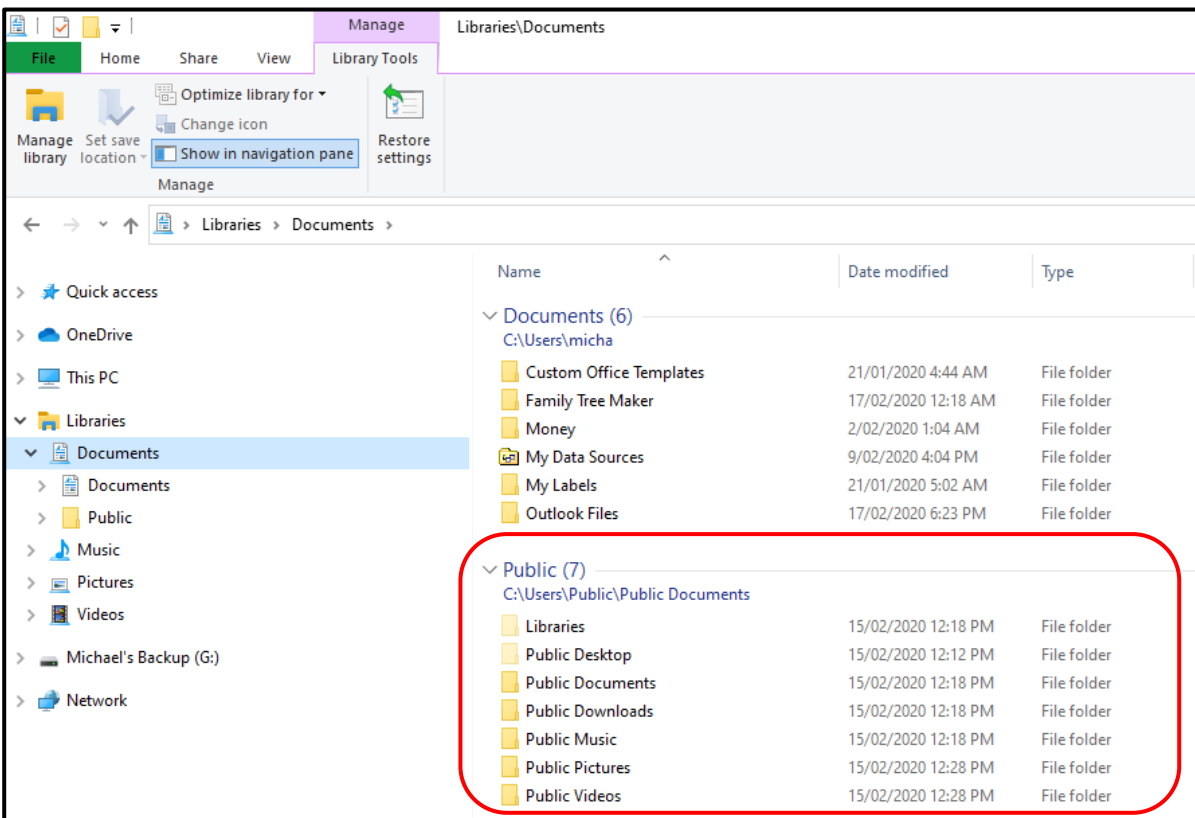
Each folder you regularly use can be added to the relevant Document, Music, Pictures or Videos folder in "Libraries" using the method shown above.