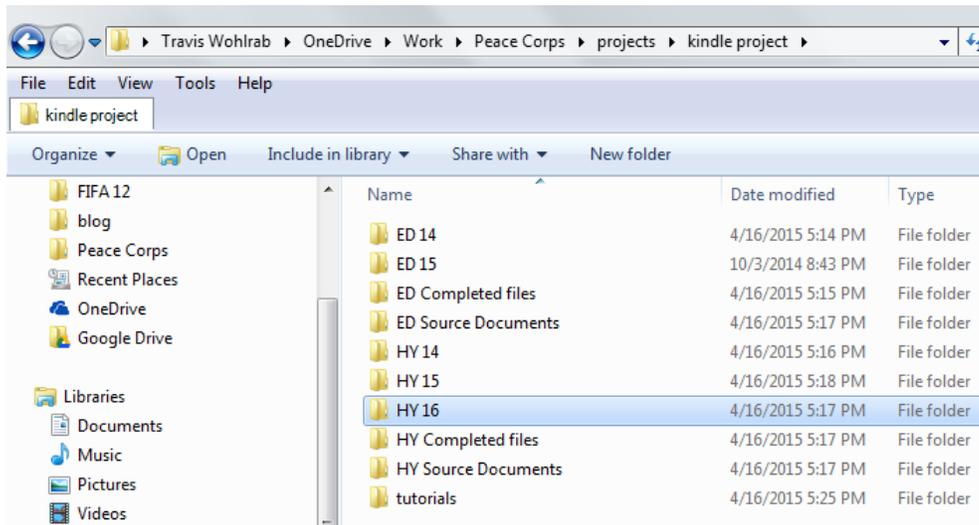
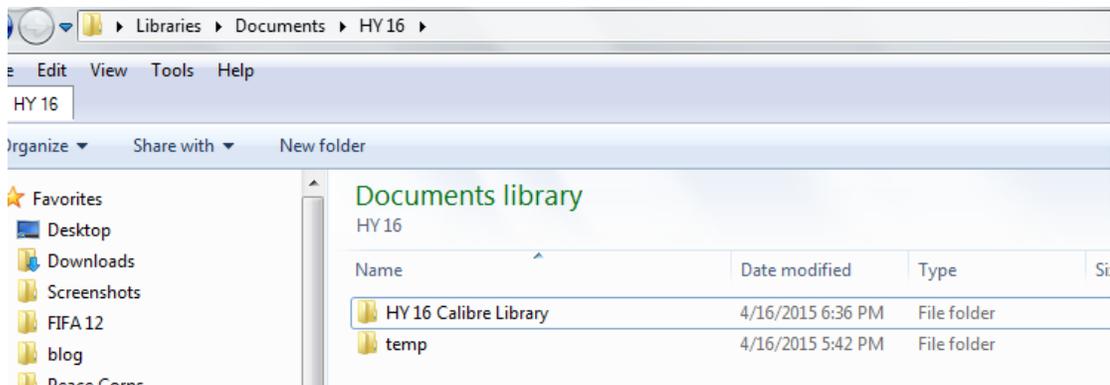


How to create and new Calibre library and import and previous existing one

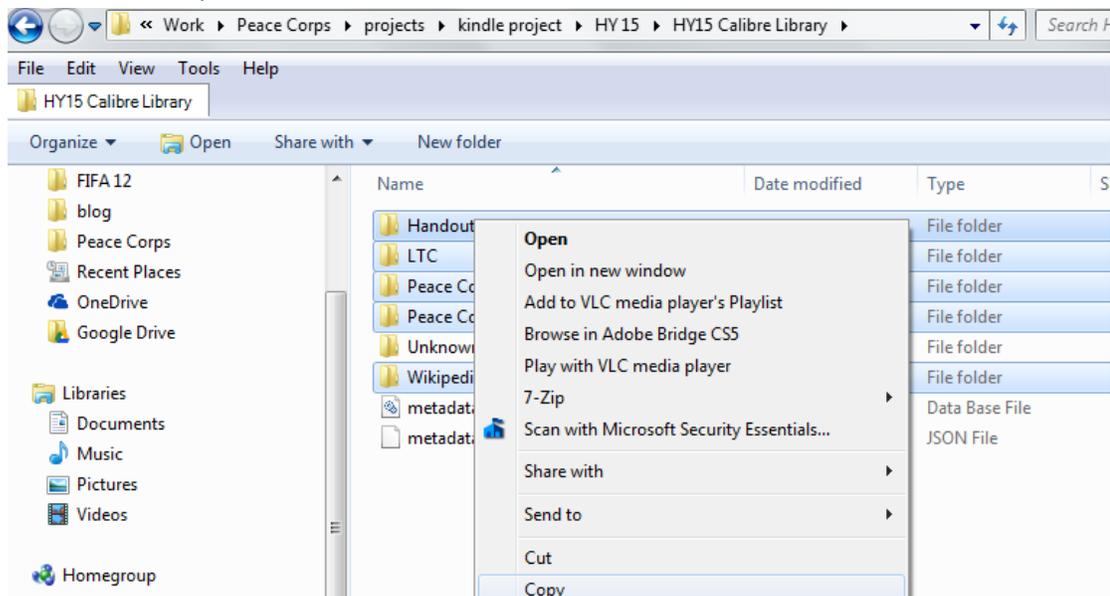
1. Begin by creating a new folder for the incoming group in the “Kindle Project” folder. For this example we will use HY 16



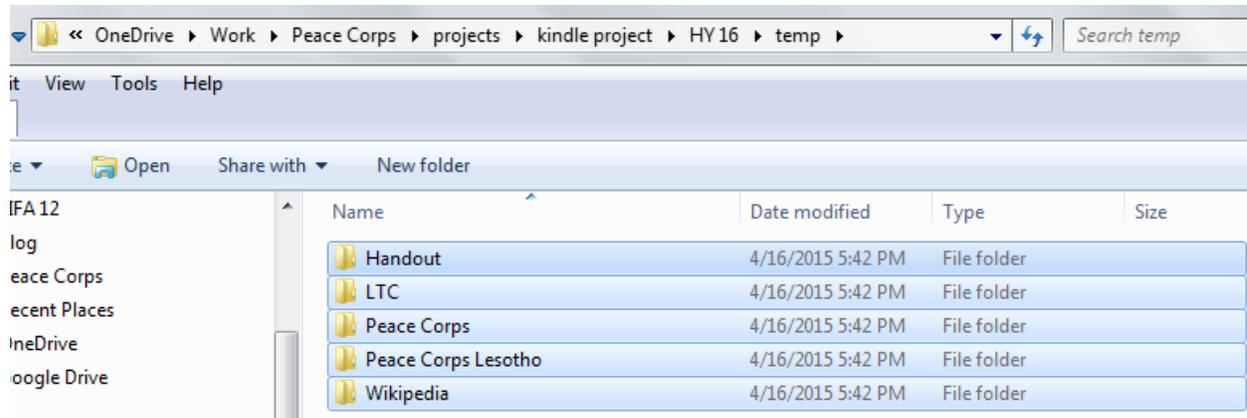
2. Then create a two new folders called “HY 16 Calibre Library” and “temp” within the HY 16 folder



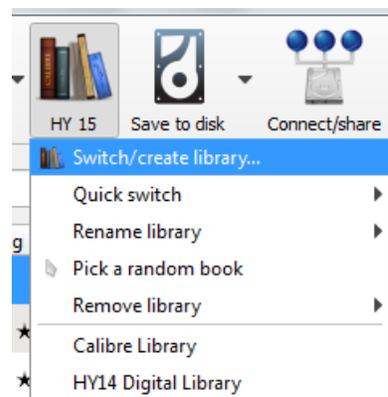
3. Navigate to the previous group’s folder, open the respective Calibre Library folder, and copy the “authors” you wish to transfer to the new library



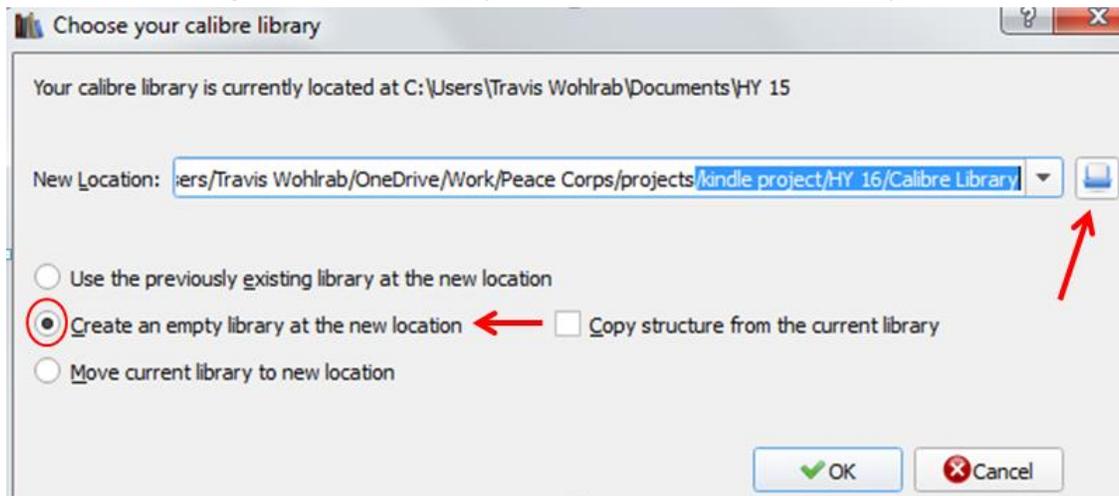
4. Paste them into the **temp** folder inside the HY 16 directory



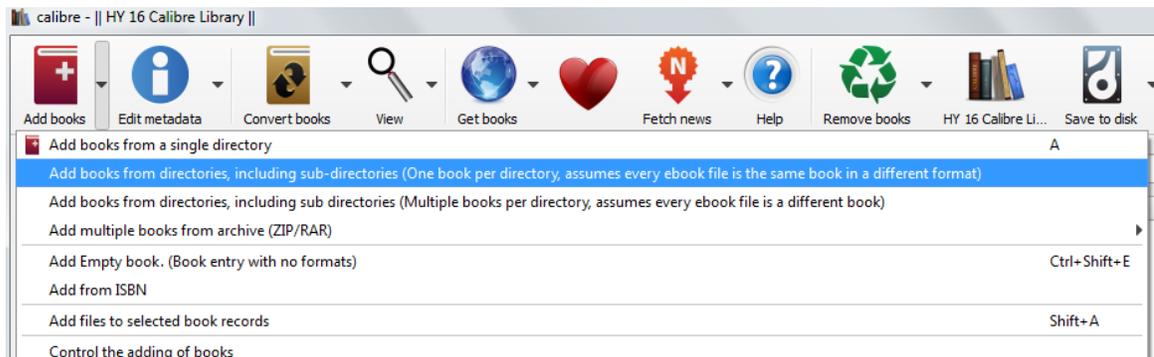
5. We will now create a new library in Calibre for HY 16. Open the application, click the library icon, and select **Switch/create library**



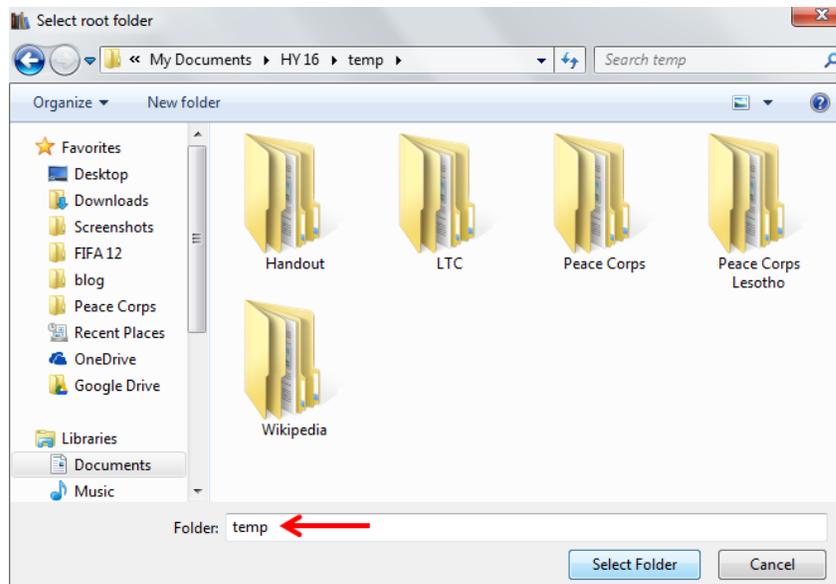
6. First select the **Create an empty library at the new location** button. Then press the blue folder button on the right hand side and navigate to the Kindle Project > HY 16 > HY 16 Calibre Library folder. Then select **OK**



7. This step is very important. The newly created HY 16 library is now ready for import. As most materials will not be updated from the previous group, we will import the entire HY 15 library. If a document needs to be updated, we will **later on** replace it. In steps 3 & 4 we imported the HY 15 library into the HY 16 **temp** folder. From Calibre, click the **Add books button > Add books from directories, including sub directories, including sub directories (One book per directory, assumes every ebook file is the same book in a different format)**



8. Navigate to the HY 16 **temp** folder, and click **Select Folder**



9. We have now successfully imported the HY 15 Calibre library into the newly created HY 16 Calibre library

