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

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

🔾 🔍 🗢 📗 🕨 Travis Wohlrab 🕨 C	OneDrive  ► Work  ► Peace Corps  ► projects  ► ki	ndle project 🕨	<b>▼</b> 4 <sub>7</sub>
File Edit View Tools Help			
🕌 kindle project			
Organize 🔻 🗦 Open 🛛 Includ	de in library   Share with   New folder		
📗 FIFA 12	^ Name	Date modified	Туре
鷆 blog	ED 14	4/16/2015 5:14 PM	File folder
鷆 Peace Corps	ED 15	10/3/2014 8:43 PM	File folder
🕮 Recent Places	ED Completed files	4/16/2015 5.15 DM	File felder
🐔 OneDrive	ED Completed mes	4/10/2015 5:13 PW	File folder
属 Google Drive	ED Source Documents	4/10/2015 5:17 PM	Filefolder
-	JI HY 14	4/16/2015 5:16 PM	File folder
🦰 Librarian	🕌 HY 15	4/16/2015 5:18 PM	File folder
	🐌 HY 16	4/16/2015 5:17 PM	File folder
Documents	HY Completed files	4/16/2015 5:17 PM	File folder
Music	HY Source Documents	4/16/2015 5:17 PM	File folder
Pictures	tutorials	4/16/2015 5:25 PM	File folder
🛃 Videos	-	., av, avad 2162 1 111	

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

🖉 🗢 🚺 🕨 Libraries 🕨 Docum	ents 🕨 HY 16 🕨			
e Edit View Tools Help HY 16				
)rganize 🔻 Share with 🔻 N	ew folder			
Eavorites	Documents library			
Downloads	Name	Date modified	Туре	Si
FIFA 12	📕 HY 16 Calibre Library	4/16/2015 6:36 PM	File folder	
blog	🍑 temp	4/16/2015 5:42 PM	File 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

😋 🔵 🗢 📙 « Work 🕨 Peace Corps	⊧ proje	ects ► kindle p	oroject 🕨 HY 15 🕨 HY15 Ca	libre Library 🕨	▼ 🍫 Sec	arch ŀ
File Edit View Tools Help						
Organize 🔻 🔚 Open Share v	vith 🔻	New folder				
FIFA 12	^ Na	me	*	Date modified	Туре	S
<ul> <li>blog</li> <li>Peace Corps</li> <li>Recent Places</li> <li>OneDrive</li> <li>Google Drive</li> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videon</li> </ul>		Handout LTC Peace Cc Peace Cc Unknown Wikipedi metadata metadata	Open Open in new window Add to VLC media player's P Browse in Adobe Bridge CS5 Play with VLC media player 7-Zip Scan with Microsoft Security Share with	laylist • Essentials ▶	File folder File folder File folder File folder File folder File folder Data Base File JSON File	
🖏 Homegroup	E		Cut Copy			

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

マ 퉬 « OneDrive ► Work ► I	Peace Corps 🔸 projects 🕨 kindle project 🕨 HY 16	5 ► temp ►	✓ Searce	h temp				
it View Tools Help								
e 🔻 👸 Open Share with 🔻 New folder								
IFA 12	Name	Date modified	Туре	Size				
log	🕌 Handout	4/16/2015 5:42 PM	File folder					
eace Corps	\mu ltc	4/16/2015 5:42 PM	File folder					
ecent Places	🌗 Peace Corps	4/16/2015 5:42 PM	File folder					
loogle Drive	🌗 Peace Corps Lesotho	4/16/2015 5:42 PM	File folder					
oogle Drive	🔑 Wikipedia	4/16/2015 5:42 PM	File folder					

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** 

Choose you	ur calibre library			8 X
Your calibre libr	rary is currently located at C:\Users\Trav	vis Wohlrab \Docume	ents\HY 15	
New Location:	ers/Travis Wohlrab/OneDrive/Work/Pe	ace Corps/projects/	kindle project/HY 16/Calib	ore Library
Use the pro	eviously <u>e</u> xisting library at the new locat empty library at the new location <b>(</b> ent library to new location	tion <u>C</u> opy structu	ure from the current librar	, <b>1</b>
			✓ок	Cancel

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 (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

🚺 calibre - 🛛	HY 16 Calibre Library											x
Add books	Edit metadata	ert b	pooks • View • Get books • •	Fetch news Help	Remove books	HY 16 Cali	ore Li S	ave to disk	Cor	nnect/share E	Edit book	*
Vi <u>r</u> tual Lib	🗽 Vrtual Library 🛋 Search (For Advanced Search dick the button to the left) 🔹 😰											
Find item in ta	ag bro 💌 Find -		Title	Author(s)	▼ Date	Size (MB)	Tags	Rating	S A			
🕨 👤 Aut	thors [5]	1	Youth Camps Manual: Glow and Other Lead	Peace Corps	03 Jun 20	10.7	Manual					
🕨 😽 Lan	guages [1]	2	World Map Project	Peace Corps	26 Sep 2	4.7				PEPE	AR Encyclopedia	
📕 Ser	ies [0]	3	Using Participatory Analysis for Community	Peace Corps	03 Jun 20	21.7	Manual			(President	's Emergency Plan Fo AIDS Relief)	r
🕨 🚺 For	mats [2]	4	The New Project Design and Management	Peace Corps	03 Jun 20	7.7	Manual			w	kipedia - June 2014	
🕨 🚞 Pub	olisher [2]	5	Roles of the Volunteer in Development	Peace Corps	03 Jun 20	10.8	Manual			ha	Yorinit.	
🔶 Rat	ing [0]	6	PCV Core Expectations	Peace Corps	26 Sep 2	01				HILLO MILLOP MILLOP	The second secon	
🦞 Nev	ws [0]	-		P C	20 0 cp 2					West	WIKIPEDIA	
🕨 🍼 Tag	s [3]	4	Participatory Analysis for Community Actio	Peace Corps	08 Apr 2	6.5					The Proc Encyclopedia	
▶ IIIII Ide	ntifiers [1]	8	Marketing Strategy: Training Activities for En	Peace Corps	03 Jun 20	8.3	Manual					
		9	Doing A Feasibility Study: Training Activities	Peace Corps	03 Jun 20	9.3	Manual			Authors:	Wikipedia	
		10	Culture Matters	Peace Corps	03 Jun 20	8.9	Manual			Tags:	Encyclopedia	
		11	Youth Employability- Handout	Handout	04 Jun 20	<0.1	Hand			Path:	Click to open	
		12	Youth As Resources- Handout	Handout	04 Jun 20	0.1	Hand					