How to Replace an ebook with an Updated Document

For each new group, often times most documents will remain unchanged from the previous library. However, there will be times when a single document needs to be updated. For this example, we will use the **Lesotho Healthy Youth Framework** document

1. Begin by finding the document to be updated within the Calibre Library. Right click on it and select **Open containing folder**

56	Cross Cultural Communication Skills- Hand	Handout	04 Jun 20	<0.1	Hand		
57	Community-Sector Assessment- Handout	Handout	04 Jun 20	0.8	Hand		an early
58	Behavior Change - Handout	Handout	04 Jun 20	0.1	Hand	<	
59	Approach Development- Handout	Handout	04 Jun 20	0.1	Hand	_	_
60	Abstinence- Handout	Handout	04 Jun 20	<0.1	Hand		*
61	40 Assets for Youth Development-Handout 3	Handout	04 Jun 20	0.1	Hand	contributing care	ndezes env mar generation
62	Lesotho Healthy Youth Francesco .	P C Lptho	08 Apr 2	<0.1			Ant Caryle
63	Technology Reference Send to device	•	08 Apr 2	0.1			
64	PEPFAR Encyclopedia Save to disk	•	08 Apr 2	0.2	Encyc	Authors	Peace Corps
65	Peace Corps Encyclop		08 Apr 2	0.3	Encyc	Formats	: EPUB
66	Millennium Developm		08 Apr 2	0.4	Encyc	Path:	Click to open
67	Lesotho Royal Family E 🥄 View	•	08 Apr 2	0.4	Encyc		
68	Lesotho Encyclopedia: 🔤 Open containing f	older	08 Apr 2	0.4	Encyc		
69	Lesotho Encyclopedia: Similar books	•	08 Apr 2	1.0	Encyc		
70	International Developr 🔊 Edit book		08 Apr 2	2.5	Encyc		
71	HIV/AIDS Encyclopedi 🗳 Remove books	•	08 Apr 2	0.5	Encyc	•	

2. Sometimes a book will have 2 formats: .mobi and .epub. Be sure to select the epub file. Right click on it and select **Copy**



3. Paste it into the HY Completed Files folder in the Kindle Project directory

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12		8 Lesotho Healthy Youth Framework - Peace Corps	4/20/2015 11:07 AM	EPUB File	View				
		8 Peace Corps Les-Volunteer Handbook- August 2	9/29/2014 1:07 PM	EPUB File	Sort by				
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4. You may now edit the file in Sigil.



5. Now we must import the updated file in Calibre. First delete the original book from the Calibre library

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1	Lesotho Healthy Youth Framewo	ork Peace Corps Lesotho	1	20 Apr 2	0.2				
2	Youth Camps Manual: Glow	Edit metadata		03 Jun 20	10.7	Manual			Tales com
3	World Map Project	Save to disk		26 Sep 2	4.7				
4	Using Participatory Analysis	Connect/share		03 Jun 20	21.7	Manual			
5	The New Project Design and	Copy to library		03 Jun 20	7.7	Manual			1
6	Roles of the Volunteer in De	View		03 Jun 20	10.8	Manual		antrik	ding tanands an Mrv Mat g Bit Carac
7	PCV Core Expectations	Open containing folder		26 Sep 2	0.1				
8	Participatory Analysis for Co 🕕	Show book details		08 Apr 2	6.5				
9	Marketing Strategy: Training 🔉	Similar books 🕨		03 Jun 20	8.3	Manual		Auth	ors: Peac Lesot
10	Doing A Feasibility Study: Tr 😜	Remove books	👶 Remov	ve selected book	s			Del	ats: EPUB
11	Culture Matters	Peace Corps	Remove files of a specific format from selected books						Click
12	Youth Employability- Handout	Handout	Remov	ve all formats fro	m selecte	d books, except			
13	Youth As Resources- Handout	Handout	Remov	ve covers from se	elected bo	oks			
14	Volunteerism PART II Handout	Handout	Remov	/e matching boo	ks from d	evice			

6. Important step: Drag the newly updated file from the HY Completed Files folder into the Calibre Library

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Advanced Search dick the button to the left) Title 1 You the Carace Manuals Glow and Other Land	Author(s) Parce Come	View Tools Help Peace Corps Lesotho S Open ▼ Share w	vith ▼ New folder	
Vorth Camps Manual Glow and Other Lead World Map Project Using Participatory Analysis for Community The New Project Design and Management Roles of the Volunteer in Development PCV Core Expectations Participatory Analysis for Community Actio Marketing Strategy: Training Activities for En Doing A Feasibility Study: Training Activities	Peace Corps Peace	ss op op iloads nshots L2 e Corps tt Places trive le Drive	Name Cultural Topics for Research.epub Culture Information.epub Information Packet.epub Lesotho Healthy Youth Framework.epub Peace Corps Les-Volunteer Handbook- August 2 Vocabulary Lists for All Sectors.epub	Date modified 9/18/2014 12:31 5/28/2014 5:04 P 5/30/2014 11:52 4/20/2015 11:26 9/29/2014 1:07 P 9/19/2014 1:17 P 5/6/2014 4:58 PM

7. The updated ebook will be listed in the library once again. You can double click it to verify it's the updated file



That's it! We want to keep the updated files in the HY Completed files folder to ensure it always has the latest version.