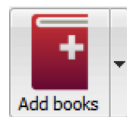


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## Add books



The *Add books* action has six variations accessed by doing a right-click on the button.

1. **Add books from a single directory:** Opens a file chooser dialog and allows you to specify which books in a directory should be added. This action is *context sensitive*, i.e. it depends on which *catalog* (page 10) you have selected. If you have selected the *Library*, books will be added to the library. If you have selected the ebook reader device, the books will be uploaded to the device, and so on.
2. **Add books from directories, including sub-directories (One book per directory, assumes every ebook file is the same book in a different format):** Allows you to choose a directory. The directory and all its sub-directories are scanned recursively, and any ebooks found are added to the library. calibre assumes that each directory contains a single book. All ebook files in a directory are assumed to be the same book in different formats. This action is the inverse of the *Save to disk* (page 8) action, i.e. you can *Save to disk*, delete the books and re-add them with no lost information except for the date (this assumes you have not changed any of the setting for the Save to disk action).
3. **Add books from directories, including sub-directories (Multiple books per directory, assumes every ebook file is a different book):** Allows you to choose a directory. The directory and all its sub-directories are scanned recursively and any ebooks found are added to the library. calibre assumes that each directory contains many books. All ebook files with the same name in a directory are assumed to be the same book in different formats. Ebooks with different names are added as different books.
4. **Add multiple books from archive (ZIP/RAR):** Allows you to add multiple ebooks that are stored inside a single ZIP or RAR file. It is a convenient shortcut that avoids having to first unzip the archive and then add the books via one of the above two options.
4. **Add empty book. (Book Entry with no formats):** Allows you to create a blank book record. This can be used to then manually fill out the information about a book that you may not have yet in your collection.
5. **Add from ISBN:** Allows you to add one or more books by entering their ISBNs.
6. **Add files to selected book records:** Allows you to add or update the files associated with an existing book in your library.

The *Add books* action can read metadata from a wide variety of ebook formats. In addition, it tries to guess metadata from the filename. See the *Virtual Libraries* (page 14) section, to learn how to configure this.

To add an additional format for an existing book you can do any of three things:

1. Drag and drop the file onto the book details panel on the right side of the main window
2. Right click the Add books button and choose `:guiabel':Add files to selected books'`.
3. Click the red add books button in the top right area of the *Edit Metadata* dialog, accessed by the *Edit metadata* (page 5) action.

## Edit metadata

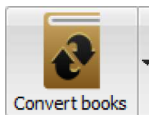


The *Edit metadata* action has four variations which can be accessed by doing a right-click on the button.

1. **Edit metadata individually:** Allows you to edit the metadata of books one-by-one with the option of fetching metadata, including covers, from the Internet. It also allows you to add or remove particular ebook formats from a book.
2. **Edit metadata in bulk:** Allows you to edit common metadata fields for large numbers of books simultaneously. It operates on all the books you have selected in the *Library view* (page 11).
3. **Download metadata and covers:** Downloads metadata and covers (if available) for the books that are selected in the book list.
4. **Merge book records:** Gives you the capability of merging the metadata and formats of two or more book records. You can choose to either delete or keep the records that were not clicked first.

For more details see *Editing Ebook Metadata* (page 83).

## Convert books



Ebooks can be converted from a number of formats into whatever format your ebook reader prefers. Many ebooks available for purchase will be protected by Digital Rights Management<sup>1</sup> (*DRM*) technology. calibre will not convert these ebooks. It is easy to remove the DRM from many formats, but as this may be illegal, you will have to find tools to liberate your books yourself and then use calibre to convert them.

For most people, conversion should be a simple one-click affair. If you want to learn more about the conversion process, see *Ebook Conversion* (page 49).

The *Convert books* action has three variations, accessed by doing a right-click on the button.

1. **Convert individually:** Allows you to specify conversion options to customize the conversion of each selected ebook.
2. **Bulk convert:** Allows you to specify options only once to convert a number of ebooks in bulk.
3. **Create a catalog of the books in your calibre library:** Allows you to generate a complete listing of the books in your library, including all metadata, in several formats such as XML, CSV, BiBTeX, EPUB and MOBI. The catalog will contain all the books currently showing in the library view. This allows you to use the search features to limit the books to be catalogued. In addition, if you select multiple books using the mouse, only

<sup>1</sup><http://drmfree.calibre-ebook.com/about#drm>

those books will be added to the catalog. If you generate the catalog in an ebook format such as EPUB, MOBI or AZW3, the next time you connect your ebook reader the catalog will be automatically sent to the device. For more information on how catalogs work, read the *Creating AZW3 • EPUB • MOBI Catalogs* (page 204).

## View



The *View* action displays the book in an ebook viewer program. calibre has a built-in viewer for many ebook formats. For other formats it uses the default operating system application. You can configure which formats should open with the internal viewer via Preferences->Behavior. If a book has more than one format, you can view a particular format by doing a right-click on the button.

## Send to device



The *Send to device* action has eight variations, accessed by doing a right-click on the button.

1. **Send to main memory:** The selected books are transferred to the main memory of the ebook reader.
2. **Send to card (A):** The selected books are transferred to the storage card (A) on the ebook reader.
3. **Send to card (B):** The selected books are transferred to the storage card (B) on the ebook reader.
4. **Send specific format to:** The selected books are transferred to the selected storage location on the device, in the format that you specify.
5. **Eject device:** Detaches the device from calibre.
6. **Set default send to device action:** Allows you to specify which of the options, 1 through 5 above or 7 below, will be the default action when you click the main button.
7. **Send and delete from library:** The selected books are transferred to the selected storage location on the device and then **deleted** from the Library.
8. **Fetch Annotations (experimental):** Transfers annotations you may have made on an ebook on your device to the comments metadata of the book in the calibre library.

You can control the file name and folder structure of files sent to the device by setting up a template in *Preferences->Import/Export->Sending books to devices*. Also see *The calibre template language* (page 141).

## Fetch news



The *Fetch news* action downloads news from various websites and converts it into an ebook that can be read on your ebook reader. Normally, the newly created ebook is added to your ebook library, but if an ebook reader is connected at the time the download finishes, the news is also uploaded to the reader automatically.