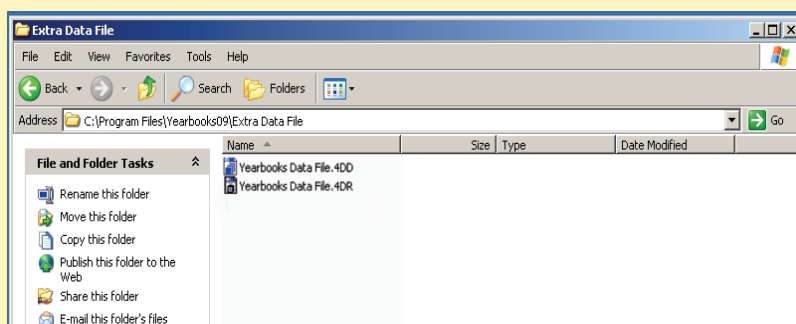# YEARBOOKS & BOOKS

WORKING ON MULTIPLE YEARBOOKS & BOOKS

This document serves to explain the process of managing multiple schools on one computer using the Yearbooks Desktop 2012 software.

Within the Yearbooks12 folder (C:\Program Files\Yearbooks12/Books12), there is folder called "Extra Data File"
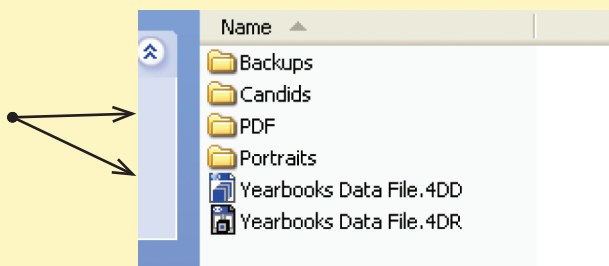

Select the "Extra Data File" Folder and create a copy of the whole folder. Keep the Copy in the Yearbooks12/Books12 Folder.

Rename the "Extra Data File Copy" Folder with the school's name.

Within the folder you just named will be two Yearbooks/Books Data Files. Other folders will be created inside when the software is started.

Please do not store your images in the Portrait or Candid folder. These are part of the program files and should not be interfered with.

To launch Yearbooks/Books Desktop 2012, double left-click your mouse and then hold down the "Alt" key. You will be prompted with a browse window. Navigate to the school folder you want to work on, and double-click the data file within that folder.

03/07/2012