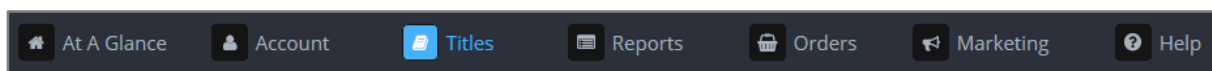


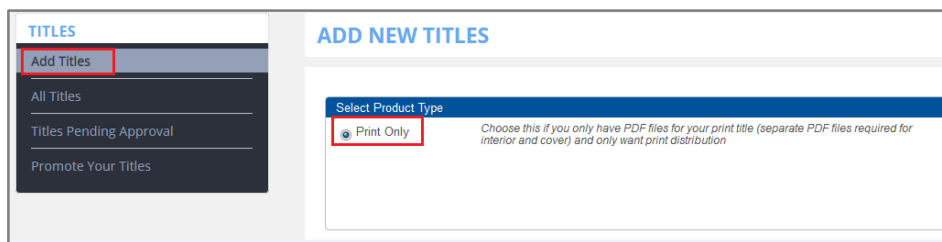
SET UP A PRINT TITLE

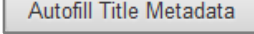
ABOUT YOUR BOOK

1. From the top menu bar click on Titles.

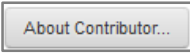


2. From the titles menu on the left-hand side of the screen click on Add Titles and click the button for Print Only product type.




3. If your title is already listed with Ingram, click on the  button and we will pre-populate some of the title metadata for you automatically.
4. At minimum, complete the required fields Title and Language.
5. Click continue to move to the next page.

ABOUT THE AUTHOR/CONTRIBUTORS

1. At minimum, complete the required field Last Name.
2. For each contributor listed you can click the  button and provide additional information about your contributors including Biography, Prior Work, Location and Affiliations.
3. Click continue to move to the next page.

CATEGORIZE YOUR BOOK

1. At minimum, complete the required fields Imprint, Subjects and Audience.

 **Note:** If you select Juvenile or Young Adult as the Audience you will also be required to specify an Age and Grade range.

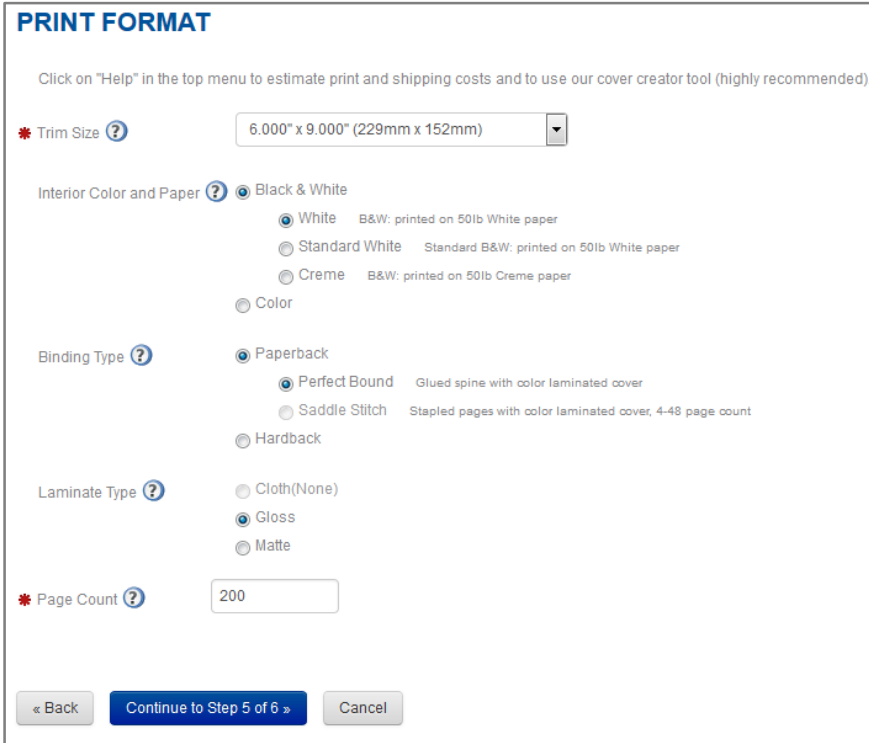


The screenshot shows a form with three main sections. The first section is labeled "Audience" with a red asterisk and a help icon, and contains a dropdown menu currently set to "Juvenile (Child 0-12)". The second section is labeled "Age Range" with a help icon and contains two dropdown menus separated by a hyphen. The third section is labeled "Grade Range" with a help icon and also contains two dropdown menus separated by a hyphen.

Note: To search for a BISAC or Thema subject, click on the  button

PRINT FORMAT PAGE 1

1. Select your desired trim size from the drop-down menu.
2. Select your interior printing color and paper type.
3. Select your binding type.
4. Select your laminate type.
5. Enter your page count.
6. If prompted, select whether duplex cover printing is required.
7. Click continue to move to the next page.



The screenshot shows a form titled "PRINT FORMAT". At the top, there is a note: "Click on 'Help' in the top menu to estimate print and shipping costs and to use our cover creator tool (highly recommended)." The form contains several sections:

- Trim Size:** A dropdown menu set to "6.000" x 9.000" (229mm x 152mm)".
- Interior Color and Paper:** Radio buttons for "Black & White", "White", "Standard White", "Creme", and "Color". Descriptions for "White", "Standard White", and "Creme" indicate they are printed on 50lb paper.
- Binding Type:** Radio buttons for "Paperback", "Perfect Bound", "Saddle Stitch", and "Hardback". Descriptions for "Perfect Bound" and "Saddle Stitch" indicate they are color laminated covers.
- Laminate Type:** Radio buttons for "Cloth(None)", "Gloss", and "Matte".
- Page Count:** A text input field containing "200".

At the bottom, there are three buttons: "« Back", "Continue to Step 5 of 6 »", and "Cancel".


PRINT FORMAT PAGE 2

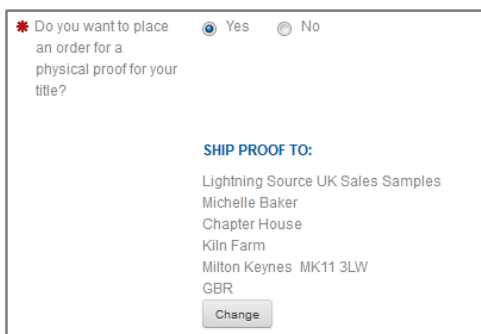
1. If you are adding a title for short run Print on Demand services only you can request a non-distributable SKU for your title by clicking the text.

[Click here if you would like a non-distributable SKU to be assigned to this title](#)

2. If you are intending to add a title for full distribution Print on Demand services an ISBN is required.
3. At minimum, complete the required field Publication Date and supply pricing for at least one distribution market. Having one distribution market supplied allows short run only titles to be automatically enabled for distribution at a later date if required, as determined by you.
4. If you are adding a title for full distribution Print on Demand services, you should enter pricing for all markets the title is intended to be sold in.
5. Click **continue** to move to the next page.

PRINT FORMAT PAGE 3

1. Check the boxes for Cover and Interior then select the media you are supply for each from the drop-down lists available.
2. Check the Return Materials box to indicate you would like any original materials provided for title set up returned to you.
 **Note:** UPS shipping fees apply when original materials are returned.
3. Indicate yes or no as to whether you wish to order a hardcopy proof of your title.
4. If yes, confirm the shipping address that is pre-populated or click the Change button to add or select a new address.



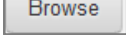
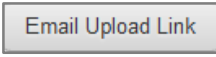
* Do you want to place an order for a physical proof for your title? Yes No

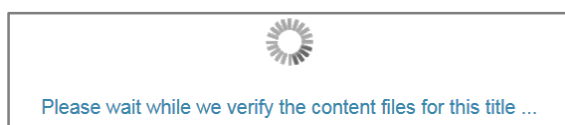
SHIP PROOF TO:
Lightning Source UK Sales Samples
Michelle Baker
Chapter House
Kiln Farm
Milton Keynes MK11 3LW
GBR

[Change](#)

5. Tick the Large Text Edition box if you are supplying a file in large print format.
6. Click continue to move to the next page.

CONTENT UPLOAD | COVER AND INTERIOR FILES

1. Drag and drop your interior file in to the upload area or click  to select a file from your computer.
2. If you have a 3rd party uploading files for you, click  to compose an email message to your third party allowing them access to perform the file upload only. You can also enter an email address to receive notification once the upload has been completed.
3. Once all content is uploaded click **continue**.
4. You will now see the following message.



CONTENT UPLOAD | CONTENT VALIDATION

The content validation process will now check your uploaded content for errors

1. Should we find any errors you will see on screen messaging advising you to either correct and re-upload your content or, where possible for us to do so, offering a free file fix option.



Note: refer to the Content Validation section of the Lightning Source user guide for more information on how your content is validated.

TITLE SUBMISSION

1. Review the title setup costs displayed

Setup Charges		
Title: <input type="text"/>		
Quantity	Setup Description	Extended Amount
1	Original Digital Cover Setup	£ <input type="text"/>
1	Original Digital Book Block Setup	£ <input type="text"/>
		Tax £ <input type="text"/>
		Total £ <input type="text"/>

2. Where a proof order was requested, review the proof order costs displayed

Proof Order Shipment: 1

Item No.	Ordered Qty	Carton Qty	ISBN	Title	On Sale Date	Service Level	Unit Selling Price	Extended Amount
1	1					Usually ships in 1 business day.	£ 5.00	£
							Subtotal	£
							Shipping	£
							Total	£

3. Confirm your payment method
4. Click to move to the next page
5. Your title submission is now complete and you'll see the following on-screen confirmation

TITLE SUBMISSION - CONFIRMATION

Title Submission Received - Your 'Titles' Section Has Been Updated

Congratulations! Your title submission was successful. Here's what will happen next:

For all file uploads: Please allow 1-2 business days for technical file review. Please note that even though your title has passed initial validation, there may be additional errors that can only be detected through a visual inspection. If this is the case, you will be notified by email.

Proofing process: Following visual inspection, an electronic proof will be provided for your review automatically. Hardcopy proofs are only provided where requested.