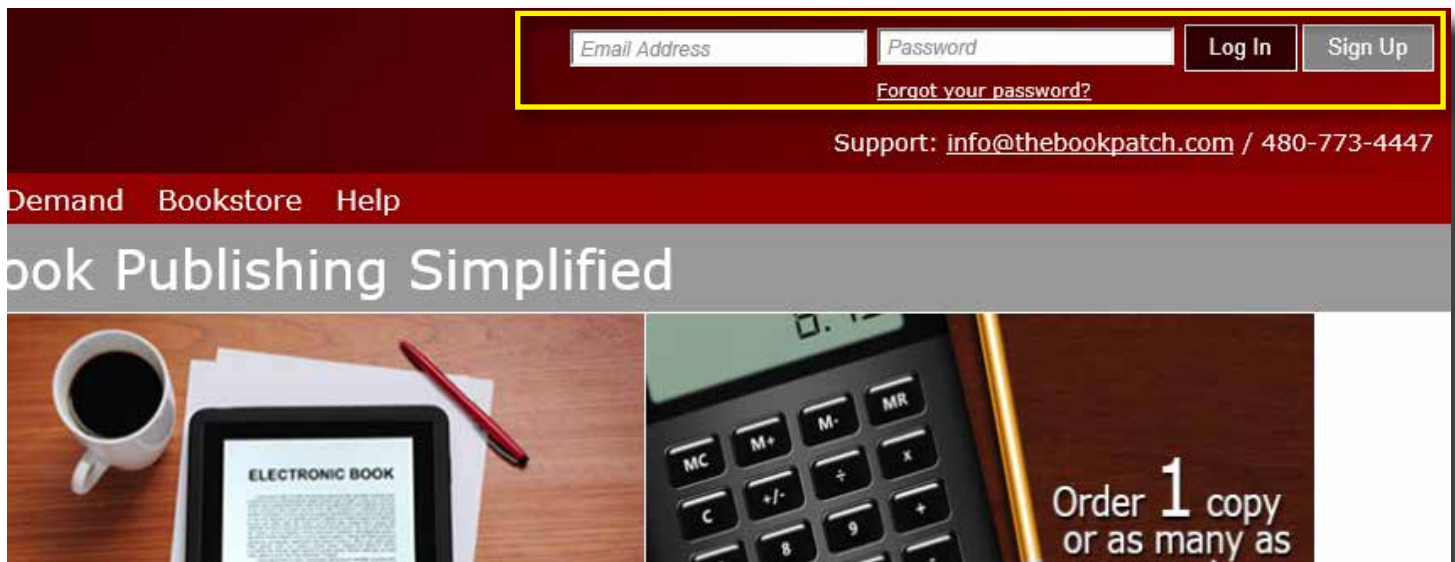


# Complete Publishing Process

These instructions will show you how to complete the publishing process to enable you to order your book. Books can not be ordered until they are listed in the Publishing Status > Publishing Complete section on the book's detail page. If a book is still listed in the Publishing Status > Publishing Incomplete section, that means that either the text has not been uploaded, the cover has not been uploaded or created, or you have not completed all of the steps after the Create Cover page. A book isn't marked as completed until you approve your book on the approval page. Once done there, your book will be completed and you can start placing orders.

1. Login to TheBookPatch.com by entering your email address and password and clicking the **Log In** button at the top right.



2. Click the **Book Dashboard** link located below the logo.



3. In the Projects I Still Need To Finish section, click the **click to complete** button for the book you want to complete.

**Projects I Still Need To Finish**  
Books still missing an element

**My First Online Book**  
TheBookPatch  
No Image Available  
Size: 6" x 9"  
Number of Pages: 11  
Publication Date: September 10, 2012  
click to complete

**My Second Book - Uploaded**  
TheBookPatch  
No Image Available  
Size: 6" x 9"  
Number of Pages: 50  
Publication Date: June 6, 2012  
click to complete

**OPTIONAL PAID PROFESSIONAL SERVICES**  
Cover Design  
Upload your own cover, or use our wizard to create one.

4. In the Publishing Status > Publishing Incomplete section, click the **Create Cover** link.
  - a. If you have not uploaded the PDF of the interior pages yet, you will see a page count of 0. Click the **Replace Book Text (upload new text)** link to upload the PDF first.

**Publishing Status**

**PUBLISHING COMPLETE**  
It appears that you have not completed publishing this book yet.

**PUBLISHING INCOMPLETE**  
My Second Book - Uploaded  
TheBookPatch  
No Image Available  
Published: June 06, 2012  
Pages: 50  
ISBN (optional): [Insert](#)  
[Purchase ISBN](#)  
Retail Price: [Click to add](#)  
[Cancel Publishing Process](#)  
Book Text PDF: [Click to upload](#)  
[Replace Book Text \(upload new text\)](#)  
**Create Cover**

5. Complete the cover using the options on the left hand side.
  - a. Click on the **colored bars** to reveal the options available. Click the **Preview** button to view the changes you made.
  - b. Click the **Save Cover** button when you are finished and ready to move to the next step.

6. Select whether you want your book listed in the bookstore or not (remember it's free to list your book in our bookstore).
- Click **No, do not list in the bookstore** if you do not want your book listed. Click the **Save** button to proceed.

### List in our Bookstore

Would you like your book listed in TheBookPatch bookstore? By doing so, you get to keep 100% of your sales profits, no fees, commissions or royalties.

Yes, list in the bookstore

No, do not list in the bookstore

- Click **Yes, list in the bookstore** if you want your book listed. You will have to provide the retail price and your mailing address for your profit checks. See the Bookstore section in our FAQ page for more details. Click the **Save** button to proceed.

### List in our Bookstore

Would you like your book listed in TheBookPatch bookstore? By doing so, you get to keep 100% of your sales profits, no fees, commissions or royalties.

Yes, list in the bookstore

No, do not list in the bookstore

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**Enter the retail price for your book.**  
ex. 12.95  
  
Retail price must be more than the wholesale price: \$3.32

Where should we mail your checks:

**Address 1**

**Address 2**

**City**

**State/Province**

**Zip/Postal Code**

**Country**

All earnings checks will be mailed out the 15th day of the following month, assuming your balance is \$40 or more (U.S.). If you do not have a \$40 balance, you will not receive your check until you reach \$40, and it will only be mailed the 15th day of the month; no exceptions will be made.

7. If you clicked Yes in step 5, you will be asked to fill in a synopsis (a brief description of your book) that will be displayed in the bookstore. Enter your synopsis (maximum of 1,000 characters) and click the **Save** button.
  - a. If you clicked No in step 5 you will not see this step.

## Bookstore Synopsis

The synopsis is a description of your book that will appear in the bookstore.

**Please Note:** If you choose to skip this option and not provide a synopsis the blurb from the back of your book will be displayed in the bookstore.

Synopsis 1000 character(s) left

Cancel

Skip

Save

8. Approve your text and cover
  - a. Click the **View Text** and **View Cover** buttons to review them. If there is an issue that needs correcting click the **Upload New PDF** button or **Edit Cover** button.
  - b. Click the **Yes, I approve both the text and the cover** check box and then the **I Approve PDFs** button to proceed.

## Approve Cover and Uploaded Text PDF

Use the buttons below to review your cover and text PDFs. If you find any issues that need to be corrected click the **Edit...** buttons to make your corrections before proceeding forward.

**Please Note:** all books will have the first page of your book printed on the right hand side even though your PDF might show it on the left hand side.

View Text

Upload New PDF

View Cover

Edit Cover

**Yes, I approve both the text and the cover**

Approve Later

I Approve PDFs

9. Your book has now been published and you will see your books' detail page in the bookstore.
  - a. If you selected not to list your book in the bookstore you will be the only one that can see this page. This is where you will order your book from.