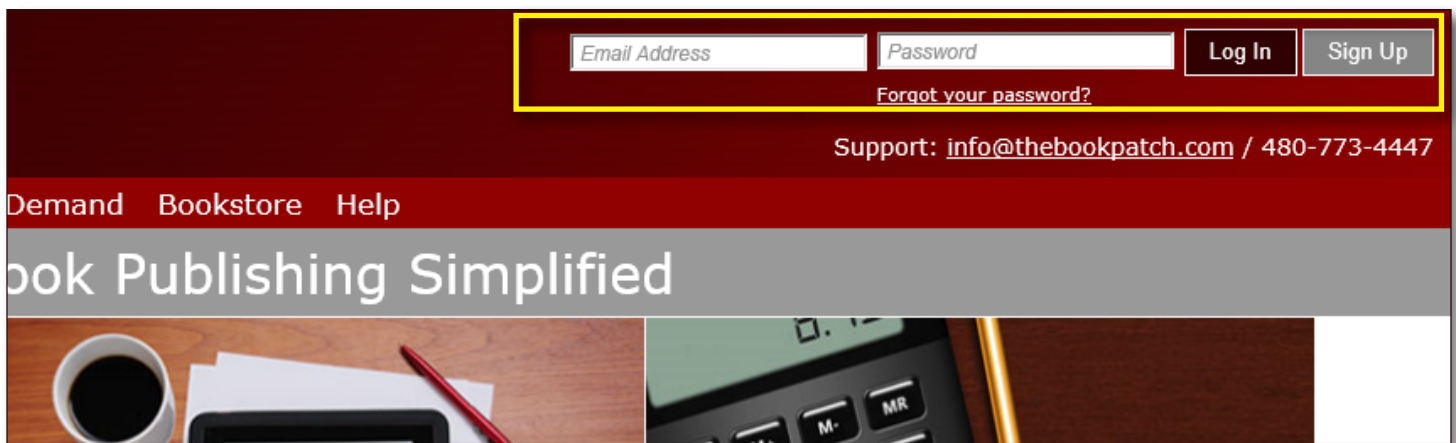


Add ISBN Barcode to Cover

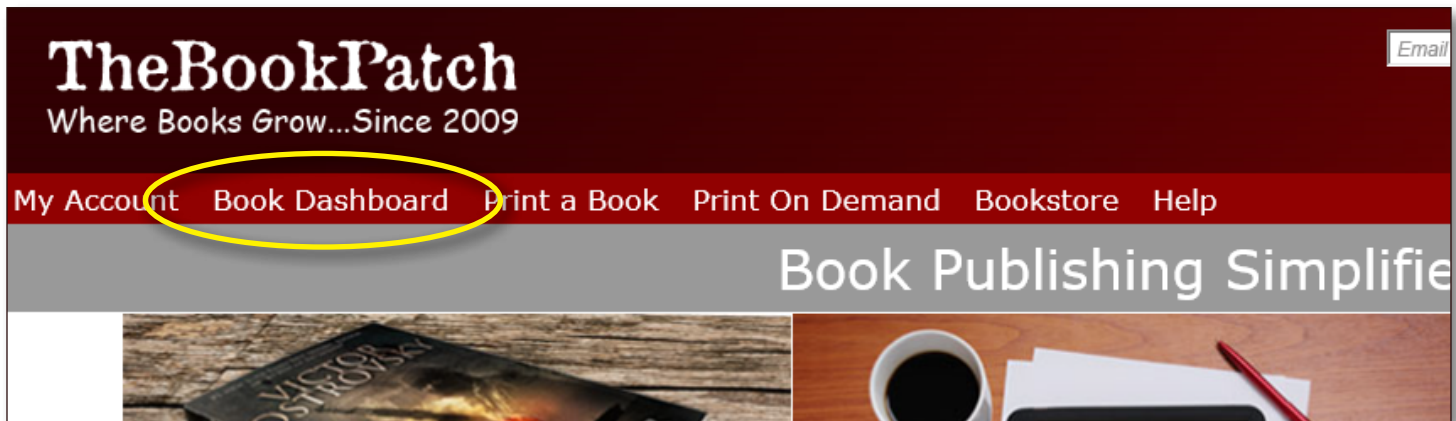
These instructions will show you how to have our system automatically add the ISBN barcode to your cover. The system will add your ISBN barcode to the back cover of your book after you enter the 13 digit ISBN number and retail price.

Please Note: the system will put the barcode image in one place only. If you need the barcode in a different position you will need to add the barcode to your cover image before uploading it.

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 Published Book Projects section, click the **book details** button.

The screenshot shows a user interface for 'Published Book Projects'. On the left, there are two main sections: 'My Online Writing Projects' (Books I am writing on TheBookPatch) and 'Published Book Projects' (Books complete and ready to order). The 'Published Book Projects' section displays a book titled 'My First Book - Uploaded' with a thumbnail image of a dog. The book details are: Size: 6" x 9", Number of Pages: 101, Publication Date: June 6, 2012, and Last Update: June 6, 2012. A 'book details' button is circled in red. To the right, there are promotional banners for 'Download a Custom COVER TEMPLATE to Fit Your Book' and 'CREATE A NEW I' (likely 'CREATE A NEW BOOK') with instructions to use buttons to create a new book. Below that is a 'Write a Book' section mentioning a free online word processor.

4. In the Publishing Status section, click the **Edit Cover** link that is located below the book cover thumbnail image.

The screenshot shows the 'Publishing Status' section for the book 'My First Book - Uploaded'. The status is 'PUBLISHING COMPLETE'. The book cover thumbnail is shown with the title 'My First Book - Uploaded' and the author 'Juku Peppy'. Below the thumbnail, the 'Edit Cover' link is circled in red. The book details are: Published: June 06, 2012, Last Update: July 02, 2014, Pages: 101, ISBN (optional): Click to insert, Purchase ISBN, Wholesale Price: \$3.32, Retail Price: \$10.95 Click to change, Books Sold: 0, Book is not in Bookstore: Click to add, Bookstore Synopsis: Add/Edit, Book Cover PDF: Click to view, Book Text PDF: Click to view, Replace Book Text (upload new text), Get a "Buy Now" button for your website, and Order a Book (Add To Cart). The top right of the page has an 'edit/add' link.

5. On the Create Cover page, scroll down to the bottom of the list of options on the left side of the page. Click the Insert ISBN-13 and Generate Barcode box to open it (the image below shows the option opened already).

The screenshot shows a vertical list of options on the left side of a page. The options are: 'Edit/Insert Back Cover Blurb', 'Upload Back Cover Author Image', 'Edit/Insert Back Cover Author Bio', and 'Insert ISBN-13 and Generate Barcode'. The 'Insert ISBN-13 and Generate Barcode' option is highlighted in dark blue. Below this option, the form contains the following elements: two radio buttons for 'Yes, show bar code on back cover' (unselected) and 'No, do not show bar code on back cover' (selected); an 'ISBN-13' text input field; a label 'Enter the retail price for your book.' with an example 'ex. 12.95'; a retail price text input field containing '10.95'; a red warning message: 'Retail price must be more than the wholesale price: \$3.32'; and a dark blue 'Preview' button.

6. Enter the 13 digit ISBN number and retail price you wish to sell your book for. Now select the **Yes, show bar code on back cover** radio button.

This screenshot shows the same form as above, but with three red rectangular boxes highlighting specific input areas: the 'Yes, show bar code on back cover' radio button, the 'ISBN-13' text input field containing the value '9781439183526', and the retail price text input field containing the value '12.95'. The rest of the form, including the warning message and the 'Preview' button, remains visible.

7. Click the **Preview** button when done to update the preview image that is located on the right side of the page.

Enter, or edit, a description of the author

Insert ISBN-13 and Generate Barcode
Enter an ISBN-13 number and retail price to generate the barcode on the back cover

Yes, show bar code on back cover
 No, do not show bar code on back cover

ISBN-13

Enter the retail price for your book.
ex. 12.95

Retail price must be more than the wholesale price: \$3.32

Preview

8. You should now see the barcode on the back cover.

Click a heading below to reveal it's options.

Cover: Background Color

Select a background color for your cover

Layout

Change the layout of your front, spine and back cover

Upload a Full Cover Image ?

Upload your full cover image (back, spine and front) that will display over our wizard generated items

Upload a Full Cover Background Image ?

Upload your full cover image (back, spine and front) that will display under our wizard generated items

Book Cover Template Guide Lines

Toggle the guide lines on and off in the preview

Upload Front Cover Image ?

Upload an image that will appear on the entire front cover

Edit Front Cover Book Title **** Required ****

Edit the way the title will appear on the front cover. This will be the title that appears in the bookstore.

Edit Front Cover Author Name **** Required ****

Edit the way the author name will appear on the

9. Click the Save Cover button to save the changes and proceed to the next step.

to the next step.

Full cover (back, spine and front)
had a **Full Cover Image** option.

Click below to reveal it's options.

Background Color
Background color for your cover

Layout of your front, spine and back

Full Cover Image ?
Full cover image (back, spine and front) and display over our wizard generated

Full Cover Background Image ?
Full cover image (back, spine and front) and display under our wizard generated

Template Guide Lines
Template lines on and off in the preview

Front Cover Image ?
Image that will appear on the entire front cover

Front Cover Book Title ** Required **
The title will appear on the front cover. It will be the title that appears in the book.

Front Cover Author Name ** Required **
The author name will appear on the front cover. This will be the name that appears in the book.

Boundary Front Cover Image ?
Image that will appear on the front cover boundary

View Book Dimensions Download JPG Template



Enlarge Preview Image Cancel **Save Cover**

Note: the preview image is a low resolution image

10. Select whether you want your book listed in the bookstore or not (remember it's free to list your book in our bookstore).

- a. 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

- b. 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

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.

11. If you clicked Yes in step 5, you will be asked to fill in a synopsis (a brief description of you book) that will be displayed in the bookstore. Enter your synopsis (maximum of 1,000 characters) and click the **Save** button.
- If you clicked No in step 5 skip 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

12. Approve your text and cover
- 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.
 - 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 thought your PDF might show it on the left hand side.

Yes, I approve both the text and the cover

13. Your cover has now been updated and you will see your books' detail page in the bookstore.
- 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.