

IngramSpark

# Print Book Setup Guide



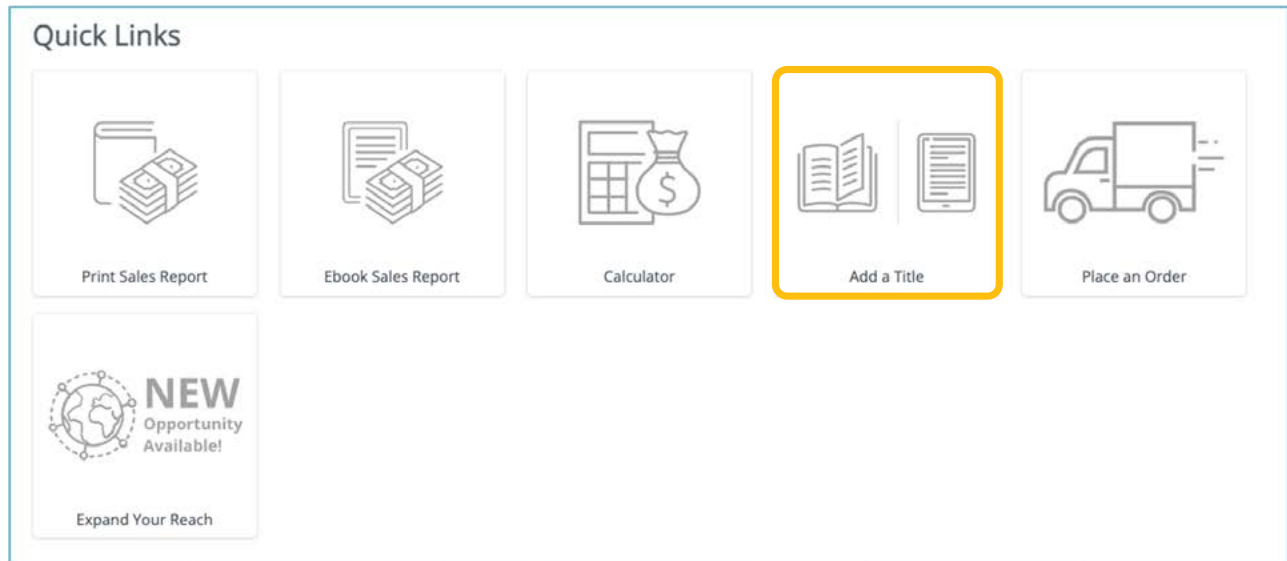
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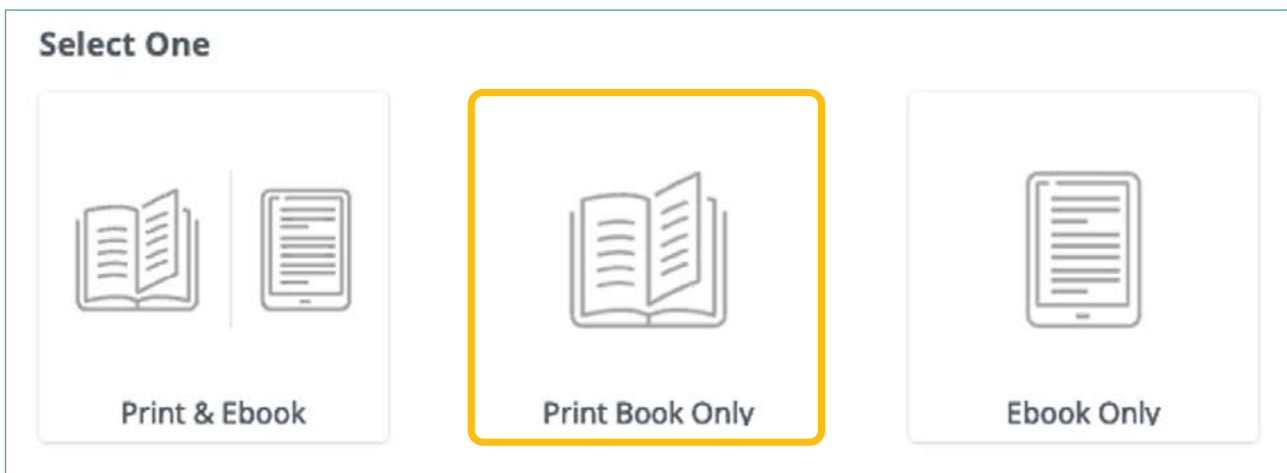
# Getting Started

Log into your IngramSpark Account.

Select **Add a Title** in the **Quick Links** section on your account's home page.






If you are only adding a print book, select **Print Book Only**



## Files Are Ready

If you have print ready files, select **Yes, all my files are ready**.

Do you have files ready to upload? ?

 Yes, all my files are ready	 No, I would like to see the available options for creating files	 No, but I will enter my title information and submit files later
--	---	---

Confirm your files are properly formatted by checking each selection box.

Great! That means you have the following properly-formatted files (please check each box below):




- \*  Print jacket and/or cover (spread including front, spine, and back cover)(.pdf)
- \*  Print interior (.pdf)

If you are unsure if your files are properly formatted, please reference our [file creation guide](#) for print files or [EPUB guidelines](#) for ebook files. If you do not have the required files you may use the IngramSpark book-building tool to create both a cover and interior file (single part file creation is currently not available) by choosing "No, I would like to see the available options for creating files" or you can continue by choosing "No, but I will enter my title information and submit files later". You may proceed to add book information, but will need all required files to complete the file upload process.

## Files Are Not Ready

If your print files aren't ready, click **No, I would like to see the available options for creating files**.

Do you have files ready to upload? ?

 Yes, all my files are ready	 No, I would like to see the available options for creating files	 No, but I will enter my title information and submit files later
--	---	---

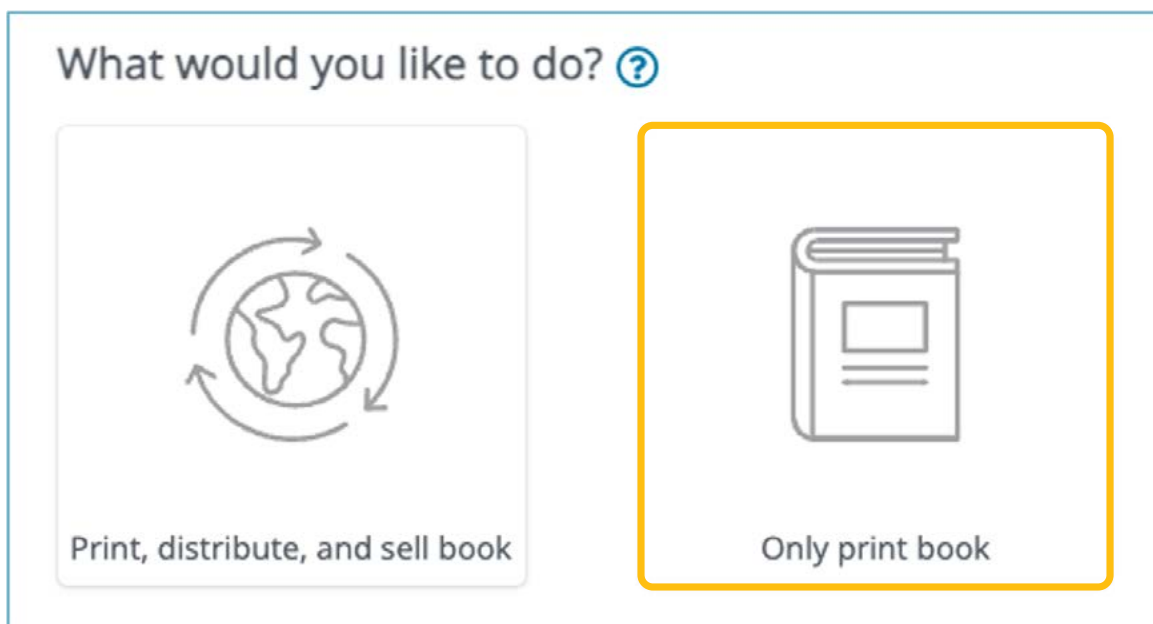
Here you can choose to create your print-ready files with our free [book-building tool](#) or hire a [trusted industry expert](#) who can help you create your files.

To create your cover with the book-building tool, you can create from pre-designed layouts, upload a jpg or png and finish the cover design within the tool, or upload a completed cover as a jpg or pdf file.

If you choose to use the book-building tool, you won't be able to upload print-ready pdf files, and you can't change this option later. If you start the process in the book-building tool and want to upload your own pdf files, delete the book, and restart the process, this time selecting **"Yes, all my files are ready"**.

If you have a valid ISBN and want your book available through IngramSpark's global distribution network, select **Print, distribute, and sell book**.

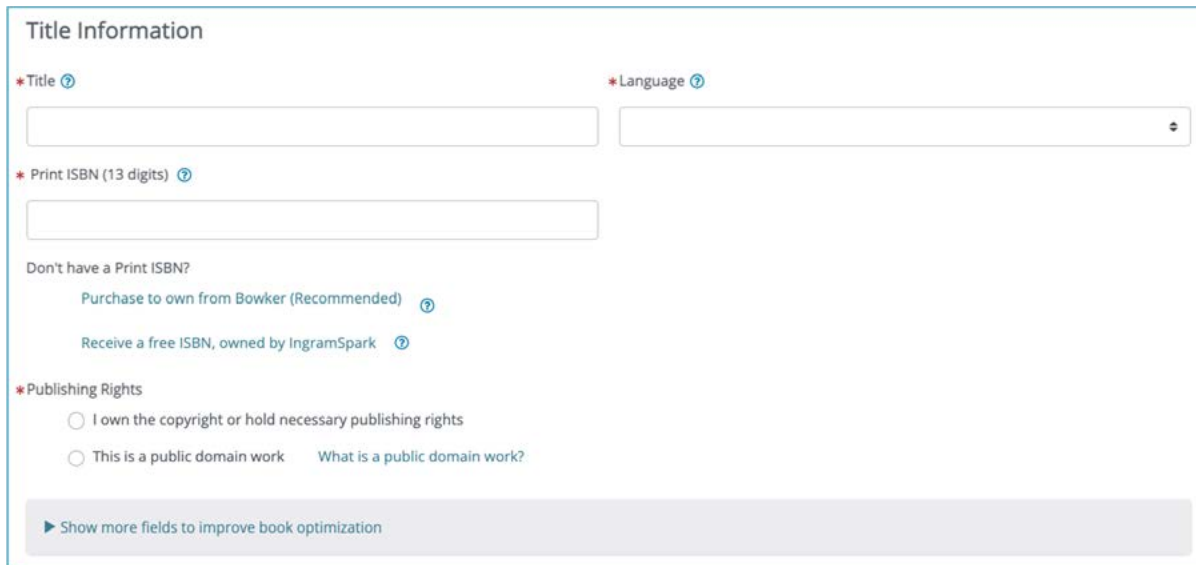
If you plan to only order copies for yourself, and do not want to distribute your book to retailers and libraries, select **Only print book**.



# Title Information

Add information about your book. This information, or metadata, will be shared with resellers in the markets where you choose to sell your book.

**Title:** Enter the title of your book. You'll have the option to add a subtitle later in the process.



The screenshot shows a form titled "Title Information" with the following fields and options:

- \*Title** (required, with a help icon): A text input field.
- \*Language** (required, with a help icon): A drop-down menu.
- \* Print ISBN (13 digits)** (required, with a help icon): A text input field.
- Don't have a Print ISBN?** (with a help icon): A section with two radio button options:
  - Purchase to own from Bowker (Recommended)** (with a help icon)
  - Receive a free ISBN, owned by IngramSpark** (with a help icon)
- \*Publishing Rights** (required): Two radio button options:
  - I own the copyright or hold necessary publishing rights**
  - This is a public domain work** (with a link: [What is a public domain work?](#))
- A button at the bottom: **Show more fields to improve book optimization**

**Language:** Select the primary language of your book from the drop-down list.

**Print ISBN:** If you own an ISBN, enter it in the field.

\*Only US-based accounts will be asked "Don't have a Print ISBN?".

## **Purchase your own ISBN from Bowker (Recommended)**

If you don't own an ISBN, you can buy one from Bowker through your IngramSpark account. This will allow you to name the publisher (imprint) associated with the book. You'll also be able to use that ISBN with another printer if you choose.

## **Receive a free ISBN, owned by IngramSpark**

If you select this option, you can only use this ISBN with IngramSpark. The imprint listed for your book will be "Indy Pub." If you decide to publish the book associated with this ISBN somewhere other than IngramSpark, you'll need to purchase a new ISBN and republish a new version of the book.

**Publishing Rights:** Do you own the rights to the content you are publishing, do you have documented permission from the copyright holder to publish the work, or are you publishing public domain content? Choose the appropriate selection.

\* Publishing Rights

- I own the copyright or hold necessary publishing rights
- This is a public domain work      [What is a public domain work?](#)
- This work is a reproduction      [What is a reproduction?](#)
- This work is a compilation      [What is a compilation?](#)

In the new window, choose the appropriate selection.

Please answer the below ×

Does your Title:

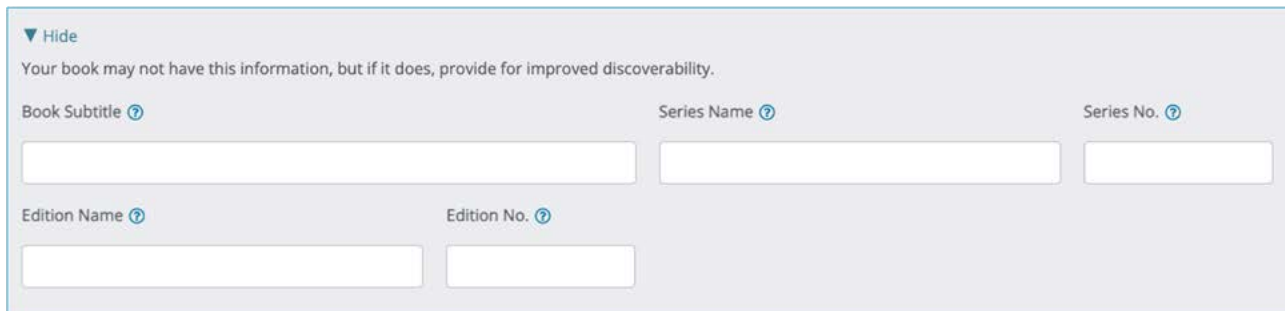
- include someone's name, the name of a famous company, or a famous brand without a license from the owner?
- Include trademarks, pictures or names of famous brands, toys, games, or companies without a license or the owner's permission?
- include pictures copied and pasted from the web or any other place without a license or the owner's permission?
- include the work of someone other than yourself without a license or the owner's permission?
- Include misleading cover images or information that may cause someone to buy the Title thinking it is something else?

For more information about United States copyright laws and frequently asked questions, visit:  
<https://www.copyright.gov/help/faq/faq-general.html>

No, my title does NOT include any of the above.  
 Yes, my title includes one or many of the above.

Click **Show more fields to improve book optimization** to enter the following information about your book:

- Book Subtitle
- Series Name
- Series Number
- Edition Name
- Edition Number



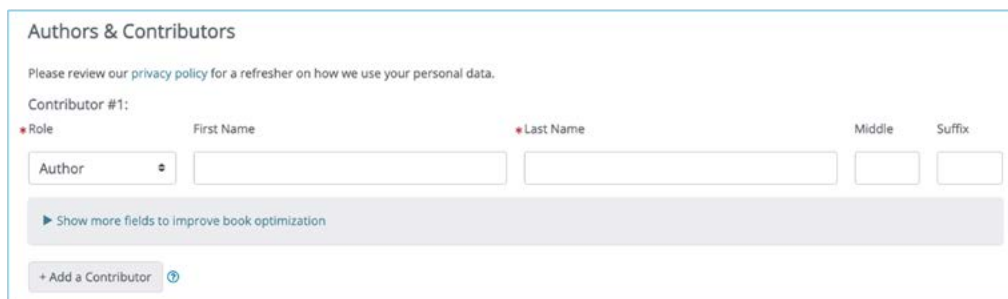
▼ Hide  
Your book may not have this information, but if it does, provide for improved discoverability.

Book Subtitle [?](#)      Series Name [?](#)      Series No. [?](#)

Edition Name [?](#)      Edition No. [?](#)

## Authors & Contributors

Enter information about the authors and contributors\* of your book. If you have multiple authors or contributors, select + **Add a Contributor** to add their information.



Authors & Contributors

Please review our [privacy policy](#) for a refresher on how we use your personal data.

Contributor #1:

Role	First Name	Last Name	Middle	Suffix
Author	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

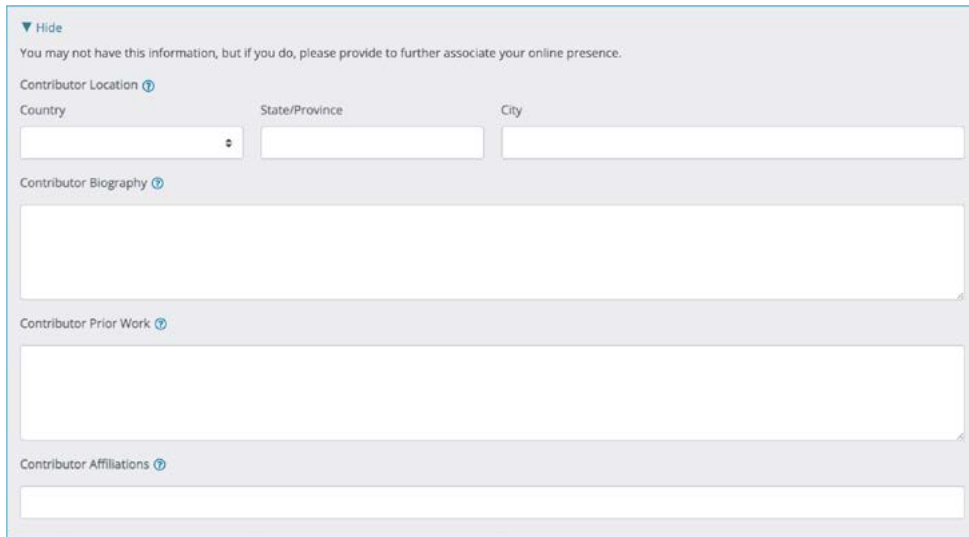
▶ Show more fields to improve book optimization

+ Add a Contributor [?](#)

\*Do *not* include your editor or designer as a contributor to the book. This information should be limited to individuals who made a material contribution to the content of the book, such as co-authors and illustrators.



Click **Show more fields to improve book optimization** and enter any additional information about contributors to your book.



▼ Hide  
You may not have this information, but if you do, please provide to further associate your online presence.

Contributor Location ⓘ  
Country State/Province City

Contributor Biography ⓘ

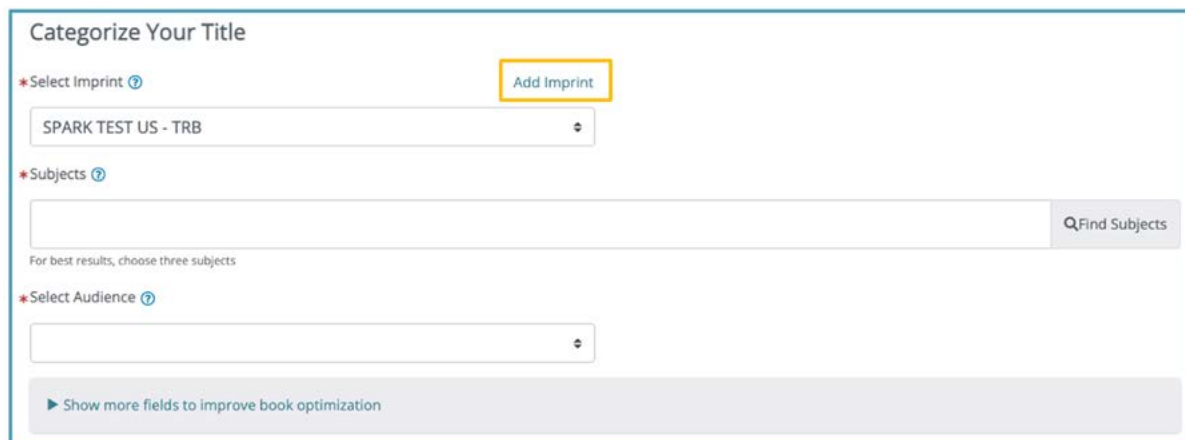
Contributor Prior Work ⓘ

Contributor Affiliations ⓘ

You can include additional information about the authors and contributors of your book. This information can be helpful when readers are looking for books by contributors located in specific regions, affiliated with specific organization, or have contributed to other books. Resellers in some countries require this information to sell your book.

## Categorize Your Title

Enter your publishing company name, your book's subjects (genres), and appropriate audience.



Categorize Your Title

\*Select Imprint ⓘ Add Imprint

SPARK TEST US - TRB

\*Subjects ⓘ Find Subjects

For best results, choose three subjects

\*Select Audience ⓘ

► Show more fields to improve book optimization

**Select Imprint:** Choose from 2 options to set as your publishing company name

- The business name of your IngramSpark account.
- Add a new imprint.

Note: If you use a free ISBN from IngramSpark, the imprint will appear on websites as “Indy Pub.”

**Subjects:** Add up to 3 BISAC codes, or subjects, for your book.

**Select Audience:** Choose an appropriate audience from the drop-down list.

Click **Show more fields to improve book optimization** and enter any additional information about your book.

The screenshot displays a web form for book metadata. It features four main sections, each with a rich text editor and a character count:

- Regional Subject:** Includes a text input field, a "Clear" button, and a "Find Regions" button.
- Thema Subjects:** Includes two text input fields, a "Find Subjects" button, and a "Find Qualifiers" button.
- Table Of Contents:** Includes a rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Font Family, Font Size, Text Color, Text Background Color) and a character count of "11 / 4000 bytes".
- Review Quotes:** Includes a rich text editor with the same toolbar as above and a character count of "11 / 4000 bytes".

Each section also has a "Hide" link and a "Maximum 4000 bytes" warning.

**Regional Subject:** Enter the primary geographical location of your book's content.

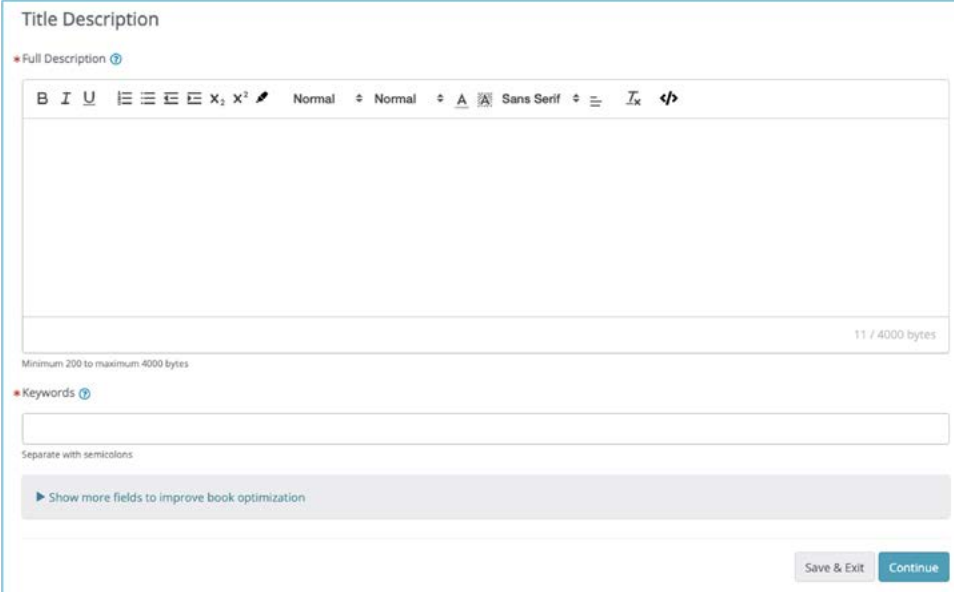
**Thema Subjects:** Enter the subject category code, similar to your BISAC, to describe your book's content for international discovery.

**Table of Contents:** Enter an outline of your book's content, including chapters, appendices, and all introductory and supplementary materials.

**Review Quotes:** Enter two to eight positive review quotes, separated by a paragraph break.

## Title Description

Enter a description of what your book is about. This information, or metadata, will be shared with resellers in the markets where you choose to sell your book.

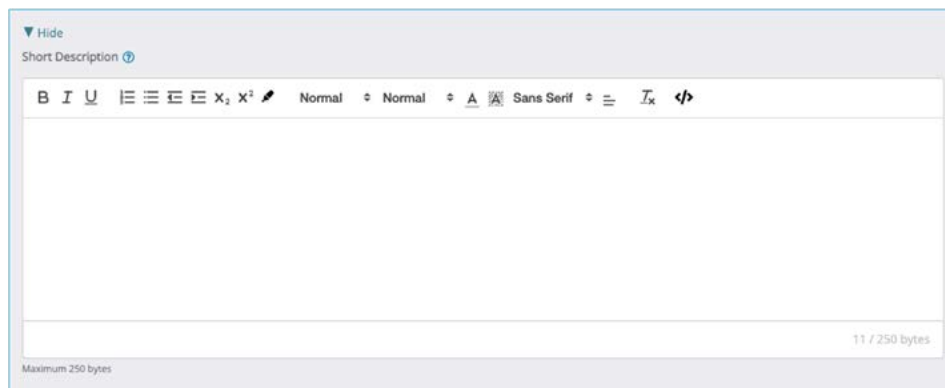


The screenshot shows a web form titled "Title Description". At the top, there is a link for "Full Description". Below this is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, subscript (x₂), and superscript (x²). The toolbar also shows "Normal" as the selected style, "Normal" as the font size, "A" as the font color, "Sans Serif" as the font family, and "I" as the font weight. The editor area is empty. Below the editor, a character count shows "11 / 4000 bytes" and a note: "Minimum 200 to maximum 4000 bytes". Underneath is a "Keywords" section with a text input field and the instruction "Separate with semicolons". A button labeled "Show more fields to improve book optimization" is located below the keywords field. At the bottom right of the form are two buttons: "Save & Exit" and "Continue".

**Full Description:** Enter a synopsis of your book in straightforward and consumer-friendly terms.

**Keywords:** Enter words or phrases that readers may use to search for your book.

Click **Show more fields to improve book optimization** to enter a short description of your book.

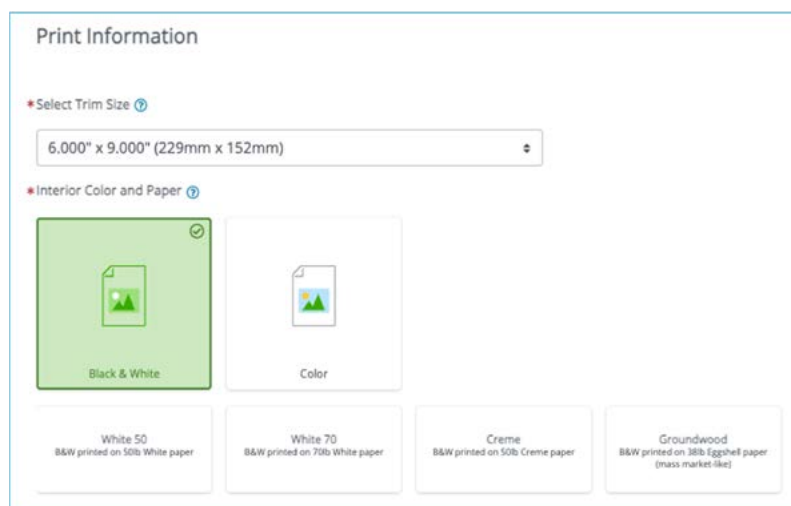


The screenshot shows a text input area titled "Short Description" with a "Hide" button in the top left. Below the title is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, subscript (x₂), and superscript (x²). The toolbar also includes text color (Normal), background color (Normal), font color (A), font family (Sans Serif), font size (Tₓ), and a link icon. The text area is currently empty. At the bottom right of the text area, it says "11 / 250 bytes". At the bottom left, it says "Maximum 250 bytes".

**Short Description:** Enter a shorter version of your book’s full description. This is used on retailer websites.

## Print Information

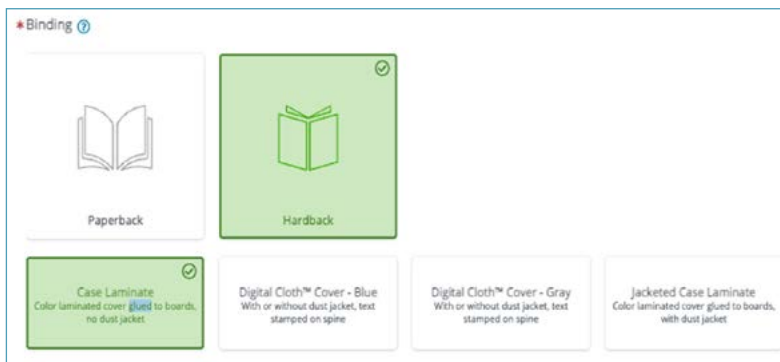
Select the **trim size** of your book from the drop-down menu. After you select your **trim size**, you’ll select your **Interior Color and Paper** for your book.



The screenshot shows the "Print Information" form. It has a title "Print Information" and a "Select Trim Size" dropdown menu with the selected value "6,000" x 9,000" (229mm x 152mm)". Below that is an "Interior Color and Paper" section with two columns of options. The first column has "Black & White" (selected) and "Color". The second column has "White 50 B&W printed on 50lb White paper", "White 70 B&W printed on 70lb White paper", "Creme B&W printed on 50lb Creme paper", and "Groundwood B&W printed on 38lb Eggshell paper (mass market like)".

Available paper options will differ depending on the interior color of your book.

Select the **binding** for your book – **Paperback** or **Hardback**. If the binding you want doesn't appear, it is not available in the paper or interior color you've selected. Then select your **cover finish**.



Available **binding** and **cover finish** options will differ depending on the binding you chose for your book.

Review the information about your book listed under **Book Type** to confirm that the size, paper, and cover options are correct.

**Page Count:** Enter the number of pages in your book. This should match the page count of the interior files you submitted for your book. If this number is an odd number, round up to the next even number.

After you enter the page count, the estimated **print cost per book** will appear.

The screenshot shows a 'Book Type' section with the text 'B&W 6 x 9 in or 229 x 152 mm Case Laminate on White w/Matte Lam'. Below this, there are three main fields: '\*Page Count' with a value of '120', 'Market' with a dropdown menu showing 'United States', and 'Print Cost (per book)' with a value of '\$ 7.26'. There is also a note: 'Print costs and earnings shown do not include GST or any other taxes.' Below the page count field, there is a note: 'Must be between 18 and 1200 pages' and a link 'View Trim Size Matrix'.

Select a **market** from the drop-down list to see the print cost of your book in that market's currency.

The screenshot shows a section titled 'Additional Book Information'. Below the title, there is a label 'Duplex Enabled' with a help icon. To the right of the label are two radio buttons: 'Yes' and 'No'.

Please note that perfect bound print books qualify for **Duplex** printing. Having a **Duplex** cover means that you can print on the inside cover of your book. If you select this option, you will have to provide extra files for your book and there is an additional print cost.

## Print Pricing

Enter the **retail price** for your book for at least one market. You must add a list price,

**Print Pricing** [Watch Video to Learn More](#)

For your content to be available for sale in each market below, you must provide the print retail price, wholesale discount and returnable option.

Publisher compensation is estimated the day the pricing is entered and may not accurately represent compensation at the time of payment, which may be determined by currency conversion factors at that time.

Pricing can be modified once per week.

Market	Retail Price	Wholesale Discount	Return	Compensation
United States	\$ 19.99	55% trade (retail)	No	\$ 6.04
United Kingdom	£			
European Union	€			
Canada	\$			
Australia	\$			
Global Connect	\$			

I understand that selecting the 'No' return option for the US market means US retailers cannot return copies of my book to Ingram. This status can limit the likelihood that US bookstores will purchase your title, which can limit the title's reach in the US.

I accept all prices above and understand that the automatic currency conversion reflects the pricing I entered today but will not automatically update as the value of each currency type changes outside of my account.

wholesale discount, and a returns option for your book to have it sold into any of the markets listed.

We recommend ending the price for your book with .00, .95, or .99.

**Wholesale Discount:** Enter the wholesale discount you'd like for each market. Offering a 55% wholesale discount allows retailers to receive the standard trade discount.

**Return:** Select from the following book return options

- **No:** You will not allow retailers to return any unsold books they've ordered.
- **Yes-Deliver:** You allow retailers to return books, and we will return a book to you.
- **Yes-Destroy:** You will allow retailers to return books, and they will be destroyed. You are charged the current wholesale cost of each book returned, but no shipping fee.

**Compensation:** This is the amount you will receive for compensation earnings for a sale in that market. This is calculated by subtracting the **print cost** and **wholesale discount** from your book's **retail price**.

Check the box confirming the prices you've entered are correct and that your **retail price** will not automatically update as each currency's value changes over time.

Please note, if you select "No" for your **Return** option, you'll have a second box to check confirming that you have selected "No".

## Print Options

We offer additional print options for your book. Select each you'd like for your book by clicking the box next to each option.

### Print Options

Enable Look Inside the Book	<input type="checkbox"/>	This allows buyers to get a sneak peek of the first few chapters of your book on retail sites. By selecting this option, you agree to the Look Inside the Book Terms and Conditions
Large Text Edition	<input type="checkbox"/>	Large Text Editions should be formatted using specific considerations. <a href="#">Click here</a> for guidance on Large Text Editions.
Right-to-Left Content	<input type="checkbox"/>	Do NOT select unless your content is meant to be bound and read in reverse (i.e. books written in Arabic that should be read from right to left.). <a href="#">Learn more</a> about file creation requirements for this print option.

## Print Release Dates

Select your **Publication Date** for your book. The publication date is the official publication date of your book.

### Print Release Dates

\*Publication Date ⓘ

  
[▶ Show more fields to improve book optimization](#)

Click **Show more fields to improve book optimization** to enter an **On-Sale Date** for your book.

▼ Hide

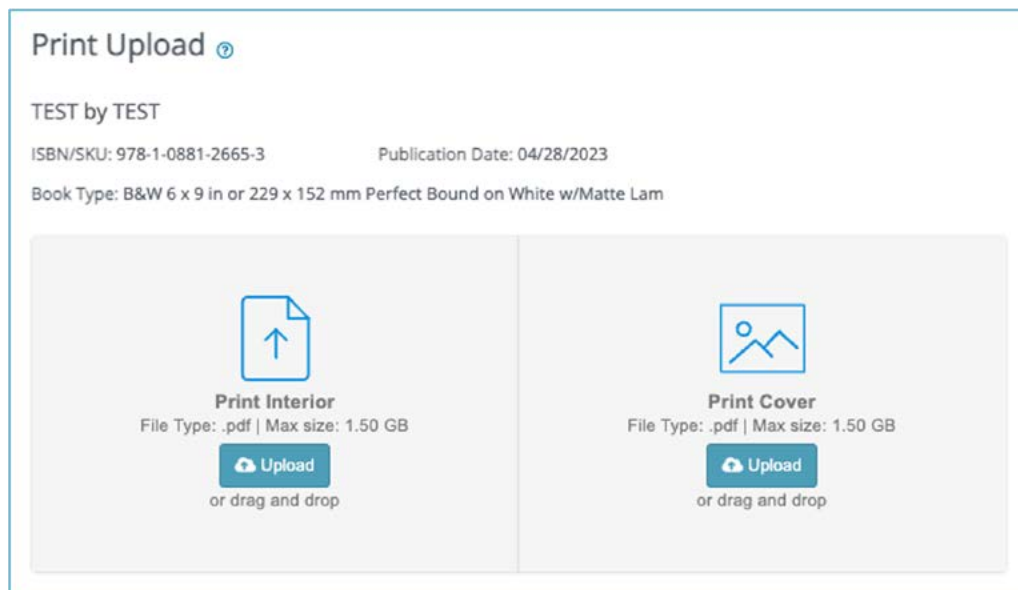
On-Sale Date ⓘ

The **On-Sale Date** is the date when retailers are allowed to sell your book. Titles with an on-sale date may arrive to booksellers before the on-sale date. We recommend the publication date and the on-sale date be the same.

If you don't enter an **On-Sale Date**, the **Publication Date** and **On-Sale Date** will be the same.

## Print Upload

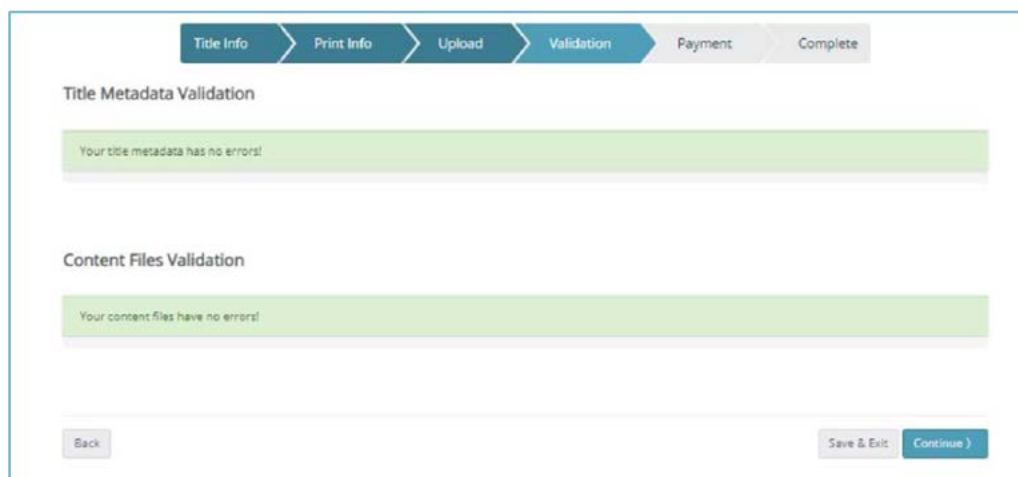
Click **Upload** or drag and drop your interior and cover files to the appropriate box.



The screenshot shows a 'Print Upload' interface for a book titled 'TEST by TEST'. The ISBN/SKU is 978-1-0881-2665-3 and the Publication Date is 04/28/2023. The Book Type is B&W 6 x 9 in or 229 x 152 mm Perfect Bound on White w/Matte Lam. There are two main upload areas: 'Print Interior' and 'Print Cover'. Both areas have a file type of .pdf and a maximum size of 1.50 GB. Each area includes an 'Upload' button and the text 'or drag and drop'.

## Validation

If there are errors with either your book's interior or cover files, they will be shown here. To fix the errors, click the **Back** button to reupload new files.



The screenshot shows the 'Validation' step in a multi-step process. The steps are: Title Info, Print Info, Upload, Validation, Payment, and Complete. The 'Validation' step is currently active. It shows two validation sections: 'Title Metadata Validation' and 'Content Files Validation'. Both sections display a green message: 'Your title metadata has no errors!' and 'Your content files have no errors!' respectively. At the bottom, there are three buttons: 'Back', 'Save & Exit', and 'Continue'.



# Payment

Verify your book's information and cost. If everything is correct, select **I Agree** and **Proceed to Payment**.

**Print Information**

Title	Test Book
Author	Test TestTest

**Print Upload**

Trim Size	5.500" x 7.500" (191mm x 140mm)
Paper Color	Color 70
Paperback	Perfect Bound
Laminate Type	Gloss
Page Count	50
ISBN/SKU	2370001730052

**Order Summary**

Original Digital Cover Setup	\$ 0.00
Original Digital Book Block Setup	\$ 0.00
Total	\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>

Promotion Code

I authorize IngramSpark to establish the title(s) in its database and agree to pay the fees set forth on this form.

\* I also agree that the selections I made are correct and final and understand edits to files after this point will incur a revision fee.

I Agree  I Disagree

Your checkout is secure

Enter your payment information and click **Submit**.