



The “Finished Building” Process

Once you have finished creating the interior and cover files for your book, click the “Finished Building” button in the top right-hand corner of the screen. This will take you through the process of reviewing and approving each of your files for printing.

- 1** The first tab in the popup box provides you with simple instructions for reviewing and finalizing your book files. The process of reviewing and approving your files is presented in three simple steps:
 - Review Book Information: review the information you set up for your book, such as the trim size and binding type
 - Review Selected Exports: review and approve the interior and cover files you created for your book.
 - Send Files for Manufacturing: the final step that sends the files into your IngramSpark account to be tied to the rest of the book information you will set up later (such as pricing and subject categories).

You will see the instruction to “Select exports and click ‘Continue’ to begin the review process.” This refers to the checkboxes for “Interior,” “Cover,” and “Ebook” immediately below. The correct checkboxes are filled in by default, so there is no need to change these selections. *You will always need to leave the interior and cover checkboxes filled in, but the ebook box will only be available if you have previously chosen to create an ebook.*

Click “Continue” to begin.

- 2** The Meta tab (short for metadata) is where you review your book’s information to ensure you have set up your book correctly.
 - Look closely through each selection under the “Book Information” and “Print Format” sections. These will affect how your book is printed and the information that is used to sell your book later.
 - If there are any errors in this information, you can close this popup box and go back to the “Book Info,” “Interior,” or “Cover” sections to make the changes you need.
 - If everything appears correctly, check the “I approve” box and click “Continue.”

The system will now load the interior file for your book. You will see a spinning wheel with the

message "Generating Interior for review. Please wait. Could be up to a minute." Once your file loads, you will see the "Review Interior" link with instructions on accessing your interior file for review.

- Click the "Review Interior" link to review your interior file. This will open a separate browser window with a preview of your book's interior. Look through this file carefully, as this will be the final file used to print the interior of your book.
- Once you have finished reviewing the file, you can close the separate browser tab with the preview to go back to the interior approval screen. *If you need to make changes to your interior file, close this popup box and go back to the "Interior" section of the book building tool to make the changes needed to correct your file.*
- If your interior file is correct and you are ready to proceed, check the "I approve" box and click "Continue."

You will now be taken to the review and approval screen for your cover. At first, you will see a spinning wheel with the message "Generating Cover for review. Please wait. Could be up to a minute." Once your file loads, you will see the "Review Cover" link with instructions on accessing your cover file for review.

- Click the "Review Cover" link to review your cover file. This will open a separate browser window with a preview of the cover of your book. *Look through this file carefully, as this will be the final file used to print the cover of your book.*
- Once you have finished reviewing the file, you can close the separate browser tab with the preview to go back to the cover approval screen. *If you need to make changes to your cover file, close this popup box and go back to the "Cover" section of the book building tool to make the changes needed to correct your file.*
- If your cover file is correct and you are ready to proceed, check the "I approve" box and click "Continue."

If you have elected to create an ebook, you will now be taken to the review and approval screen for your ebook. At first, you will see a spinning wheel with the message "Generating ebook for review. Please wait. Could be up to a minute." Once your file loads, you will see the "Review Ebook" link with instructions on accessing your ebook file for review.

- Click the "Review Ebook" link to review your ebook file. This will open a separate dialog box allowing you to either open or save your file. *Please note: it can take several minutes for your ebook preview to load. Look through this file carefully, as this will be the final file used to produce your ebook.*

- Once you have finished reviewing the file, you can close the separate browser tab with the preview to go back to the ebook approval screen. *If you need to make changes to your ebook file, close this popup box and go back to the builder to make any necessary changes.*
 - If your ebook file is correct and you are ready to proceed, check the "I approve" box and click "Continue."
- 3** Once you have reviewed your files, you will make it to the final "Finished!" screen. Here you will be given links once again to the cover and interior files of your book, but there is no further need to review the files at this point.

The last thing you need to do is click the "Finish Book" button at the bottom of the screen. This will complete the file building process and take you back to the IngramSpark title setup menu to complete the setup of your title's information.