



## How to Set Up Your eBook Titles at Lightning Source

### Step 1

Please log into [www.lightningsource.com](http://www.lightningsource.com) with the login and password you selected at the time your account was activated.

A screenshot of the Lightning Source login page. It features a dark blue background with a white "X" in the top left corner. The form includes labels for "Login Name:" and "Password:" followed by white input fields. Below the fields is a blue "Login" button.

### Step 2

You will arrive at

**My Lightning Account at a Glance** 

### Step 3

Select the My Library header at the top of the page and select Setup a New Title from the drop down menu that appears. You will be taken to a screen that will ask you to select which option you want.

**Note:** Only select the eBook formats for which you have ready to upload now.

eBook Set Up Options:

**Only select eBook formats for which you have files ready to upload now**

- ☐ Microsoft Reader
- ☐ Adobe eBook
- ☐ Palm Reader

Once you have selected the ebook formats for which you have files, click:

**Continue**



## Step 4

The first page of metadata information required for New Title Setup is General Information, e.g., imprint, ISBN, title, and contributor. Enter the information into all the required fields (with a red ✓ beside them). Once you have entered all required information, click SAVE:

### New Title Setup

**Title Setup Task List**

☐ Title Information

☒ **General Information**

☐ eBook (Microsoft)

☐ General Information

☐ Territories

☐ Content

☐ eBook (Adobe)

☐ General Information

☐ Territories

☐ Content

☐ eBook (Palm)

☐ General Information

☐ Territories

☐ Content

☒ = Complete

☒ = Errors

☐ = Incomplete

When all tasks are completed (✓), the title is ready to submit.

✓ Required Fields

🔍 Topic Help

Save

**Title General Information**

Publisher:

Publisher Number:

🔍 Imprint:

🔍 Pub. Ref. Number:

🔍 Parent ISBN:  Autofill Title Metadata

🔍 Title:

🔍 Language:

🔍 Subjects:

Subject 1:  Find subjects

Subject 2:  Find subjects

Subject 3:  Find subjects

Contributors:

	✓ Last Name	First	Middle	✓ Role
1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author <input type="text"/>
2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author <input type="text"/>
3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author <input type="text"/>

**Step 4 Note:** The Parent ISBN is the ISBN of the print version of your ebook, if any print version exists. If your ebook has never had a print version associated with it, please enter the ebook ISBN. To select the subject category of your ebook, please click: Find subject. Once you have clicked Find subject, you will see a popup screen that looks like this:

## Subject Lookup

Type a portion of the subject code or description that you are looking for and click on “Search”.

### Subject Lookup

Type a portion of the subject code or description that you are looking for and click on “Search”.

Subject:

Search

Select	Subject Code	Description
<input type="checkbox"/>	SPO005000	Sports & Recreation : Boating - General
<input type="checkbox"/>	SPO005510	Sports & Recreation : Boating - Boatbuilding

Select the box that most closely matches the subject code of your ebook. The field will automatically be filled in on page one of the new title setup. You may repeat this step two more times – allowing for up to three subject codes.

## Step 5

The next page is eBook General Information, where you will enter the eBook ISBN, the price and discount of your ebook, the Pub and Street Date of your eBook and a Book Description.

This is also the page where you will enter the DRM (Digital Rights Management) settings of your ebook. For more detailed explanations of DRM, please refer to the eBook Operating Manual. This can be found under the My Account header at the top of the page. Please look for the Operating Manuals & Contract Documents in the drop down menu.

## New Title Setup

**Title Setup Task List**

- ☒ Title Information
  - ☒ General Information
- ☐ eBook (Microsoft)
  - ☐ General Information
- ☐ eBook (Adobe)
  - ☐ General Information
  - ☐ Territories
  - ☐ Content
- ☐ eBook (Palm)
  - ☐ General Information
  - ☐ Territories
  - ☐ Content

☒ = Complete  
☒ = Errors  
☐ = Incomplete

When all tasks are completed (✓), the title is ready to submit.

☒ Required Fields  
☒ Topic Help

### eBook (MS Reader) General Information

ISBN:  [Autofill Title Metadata](#)

**Digital Rights Management Attributes:**

✓ ? **Protection Level:**

✓ ? **Publication Date:**  (mm/dd/yyyy)

✓ ? **Street Date:**  (mm/dd/yyyy)

**Market Pricing:**

✓ ? **Market**    ✓ ? **List Price**    ✓ ? **Discount**

☐ **United States**     USD     %

✓ ? **Book Description (formally called "Annotation")**

**NOTE:**  
This is text describing your book, used by booksellers to describe and market your book on their websites. **This is not set-up instructions.**

**Step 5 Note: Helpful Hint:** If you are unsure what you are being asked to enter in a specific field, help text is provided for each field. Please click on any underlined field header for a detailed explanation of the information needed.

Once you have entered all required information for this page, please select **SAVE**:

## Step 6

The next page is eBook Territories. Select box or boxes for the geographic market(s) in which the books may be distributed. By your selection, you are indicating both that you have the right to sell the book in each selected market and that you are authorizing Lightning Source to distribute it in that market on your behalf. If you cannot determine the correct territories from the provided selection, please contact your Lightning Source Sales Representative for assistance.



## Step 7

The final page of the ebook title setup process is the eBook Content Submission. Click in the box beside both text and marketing image and select in the Media box how you will be supplying your materials to us, e.g., CD, zip disk or file upload. If you will be mailing your Client Services Representative a CD, please indicate in the Return Materials box if you wish for us to return your disk.

### eBook (MS Reader) Content Setup

Supplying	Content Type	Media	Return Materials (at publisher's expense)
<input type="checkbox"/>	Ebook Interior	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Marketing Image	<input type="text"/>	<input type="checkbox"/>

#### Special Instructions:

Special title processing instructions only. Please do not include comments for Client Services, i.e., "Please expedite this title". Comments for Client Services should be emailed to your Client Services Representative.

#### Other Title Information:

Promotion Code :

**Step 7 Note:** The marketing image is a 510 x 680 pixel jpg of the front cover. The image should be 96 dpi. The image should be portrait oriented and not landscape and should be in RGB colorspace.

## Step 8

Once you have entered all the required information, you will be taken to the **Titles Not Yet Submitted (Work in Progress)** page. If everything is correct on the metadata, the title will be listed in a blue box. Select "submit" from the drop down menu and click GO.

### Titles Not Yet Submitted (Work in Progress)

Sort by:

☐ = Ready to Submit

ISBN	Title	Contributor	What next?
			<input type="text" value="Submit"/>

**Step 8 Note:** Titles listed in a white box are titles that either have an error in the metadata or incomplete metadata.

## Step 9

Once you click Go, you will be taken to the **Review Title Action** page, where you will be asked to verify the set up charges. If everything appears to be correct, please click SAVE.

**Step 9 Note:** If you disagree with the charges or have any questions before you finalize the submission process, please click NOTHING NOW.

This will allow you to go back to any of the set up information and make any necessary changes.



### Step 10

Depending on the submission method you selected at Step 7, you will be provided with various links. If you are sending us a CD please click on the “print packing list” link and include that page with your materials. If you have selected “file upload” for either the text or the marketing image, or both, you will see a link for uploading interior and marketing image files. Clicking on the title takes you directly to the upload directory. Clicking the “email link” option allows you to email that upload directory to the individual who will be uploading the required files

**Step 10 Note:** If you select “file upload” as the method of submission, the title will not be visible in our system until the files are actually uploaded to us.

**File Naming Conventions:** A file name cannot contain any of the following non-standard U.S. alphanumeric characters:  
/ \ : \* ? “ < > | &

Please use the following naming convention for your files: isbn.pdf (or isbn.lit and isbn.pdb) or isbn.jpg. Please ensure the file extension is in lower case.