



## How to Set Up Your 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 header with a small 'x' icon. Below the header, there are two input fields: "Login Name:" and "Password:". A blue "Login" button is positioned below the password field.

### 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.

A screenshot of the navigation menu on the "My Lightning Account at a Glance" page. The menu is located at the top of the page and includes links for "My Library", "My Orders", and "Logout". A dropdown menu is open under "My Library", showing options for "Setup a New Title" and "Titles Not Yet Submitted".

Print On Demand Set Up Options:

- ☐ Title for Full Distribution Services - (includes Wholesale US/UK/EU Distribution and Publisher Direct Distribution)
- ☐ Title for Publisher Direct Distribution - Short Run Only

### Step 3 Note:

If you want your title sold through Ingram, Amazon, Baker & Taylor et al, you will select Full Distribution Services. If you do not want your title sold via these options, you will select Short Run Only. Once you've made your selection, 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 Check** beside them) and click

Save

### Step 4 Note:

You will notice that several of the words are underlined. If you place your cursor over the word, the link changes color from black to red. Selecting the link will display help text that will explain in greater detail what information is required.

### Step 4 Note #2 (NEW requirement):

Lightning Source now requires you to enter a subject code for all distribution titles. This enables retailers to properly classify your book. To select from the master list of subjects, click on the red “Find subjects” link. You will be taken to a screen that will allow you to enter a portion of the subject code or description. From your entry you will be given a list of codes to choose from.

### Subject Lookup

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

Subject:

Select	Subject Code	Description
<input type="checkbox"/>	BIO000000	Biography & Autobiography : General
<input type="checkbox"/>	BIO001000	Biography & Autobiography : Artists, Architects, Photographers

Once you have selected the proper Subject Code, the website will automatically fill that box for you and return you to the title set up process.

## Step 5

The next page is Print on Demand General Information, where you enter the returnable status, bind type, publication date, page count, etc. Under Market Pricing, you will select either US, UK, or both. When you select the country in which you want the book printed, you are setting the market rights. There are no other rights questions or requirements in setting up a title.

### Print On Demand General Information

**NOTE:**  
Lightning Source offers the following trim sizes for books with Black & White (B&W) or Color interiors.  
Some of these trim sizes are available on either White or Crème paper. Please select your binding type carefully.

Content Type: ☒ B&W ☐ Color

Paper Type: ☒ Crème ☐ White

Binding:

Cloth Spine Text:

Publication Date:  (mm/dd/yyyy)

Page Count:

Once you've completed all the required fields, click

Save

### Step 5 Note:

If you do not see an option for UK pricing, you do not have a valid UK POD contract on file with Lightning Source. If you want your title available for distribution in the UK, please download the appropriate contract under the My Account header, Operating Manual and Contract Documents and fax to 615-213-4426.

## Step 6

The final page of the metadata requirements is Content Submission methods. Click in the box beside both text and cover and select in the Media box how you will be supplying your materials to us, e.g., hard copy (books to be scanned), CD, zip disk, or file upload. If you want your original materials returned to you, please indicate as such in the boxes provided.

**Print On Demand Content**

Supplying	Content Type	Media	<b>? Return Materials</b> (at publisher's expense)
<input checked="" type="checkbox"/>	Cover	File Upload	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Interior	File Upload	<input type="checkbox"/>

**? Would you like to order a proof?** Yes(Fee)

## Step 7

Select whether or not you want to receive a proof. (see above example) This is a required field, so you must enter either yes or no. If you select yes, the fee is \$30 for a paperback and \$35 for a hardcover book. The fee includes the cost of overnight shipping, the only available shipping option.

**Titles Not Yet Submitted (Work In Progress)**

Sort by: ISBN ☐ = Ready to Submit

ISBN	Title	Contributor	What next?
			Nothing Now
			Nothing Now

Save Go

## Step 7 Note:

You will be asked to finalize the proof order at the very end of the set up process. If you close the Review box before submitting the order, you can always access the link on your "My Account at a Glance" page.

## 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 yellow box. Select "submit" from the drop down menu and click

Go

## Step 8 Note:

Titles listed in a white box mean you 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.

**Review Title Action**

Setup Charges  
ISBN: Title: Test Book

Quantity	Setup Description	Extended Amount
1	Original Digital Cover Setup	\$ 0.00
1	Original Digital Book Block Setup	\$ 0.00
	Tax	0.00
	Total	\$ 0.00

If everything appears to be correct, please click

[I Agree](#)

### **Step 9 Note:**

If you disagree with the charges or have any questions before you finalize the submission process, please click

[I Disagree](#)

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 methods you selected at Step 6, you will be provided with various links. If you are sending us a hard copy book, a CD, or a zip disk 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 cover submission, you will see a link for uploading cover or interior 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.

#### **Title Submission Received - Your Library Has Been Updated**

Thank you for the title submission. We will begin title set up procedure once credit is approved (if applicable) and all materials have been received at Lightning Source. Please print out the packing slip below and include a copy with any materials sent to Lightning Source.

Contact our Client Services at <phone> with questions.

Links for mailing cover or interior files

[Packing Slip](#)

[Digital Media Submission Form](#)

Links for uploading cover or interior files

Click on the title to upload files now or the email link may be used to send the upload ability to your design associate

[Test Book](#) ( [Email link](#) )

Links to complete proof order

[Proof Order](#)

[Back To List](#)

### **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. However, you can place orders against the title at any time after the submission process.

.....