



*Sleeping Cat Books*

# Publishing with IngramSpark

How to Upload and Publish a Print Book

May 2023

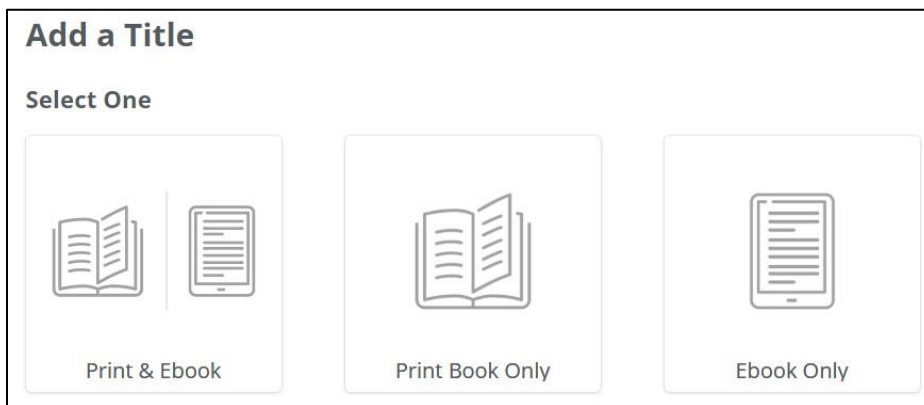
Sarah E. Holroyd  
Sleeping Cat Books

<https://sleepingcatbooks.com>

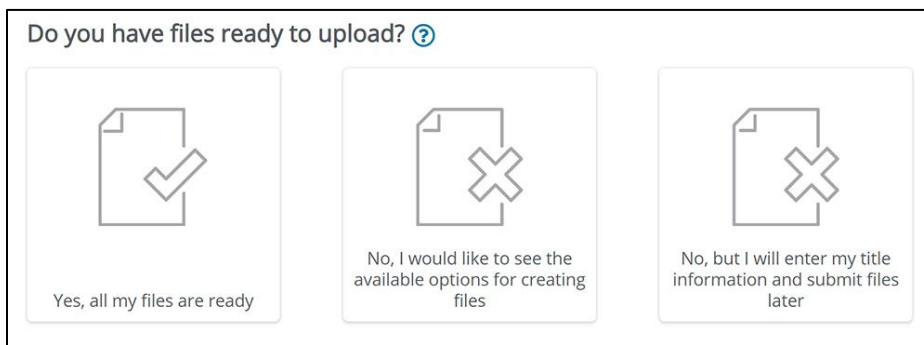
1. Log into your IS account at <https://myaccount.ingramspark.com/?ReturnUrl=%2FDashboard>.
2. Click **Add a Title**.



3. Click **Print Book Only**.




4. Click **Yes, all my files are ready**.




**NOTE:** If you click the middle button, you will be routed along the path of the online Book Builder software. You cannot then upload your own print-ready PDF files, and you cannot change this option later. If you get stuck in the Book Builder but want to upload your own PDF files, you'll have to delete the project entirely and start over.

5. A set of checkboxes appears. Select both boxes.


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


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 our [EPUB guidelines](#) for ebook files. If you are missing any of these required files, create them now by choosing "No, I need to create my files" or you can continue by choosing "No, but I will enter my title information". You may proceed to add book information, but will need all required files to complete the file upload process.

6. Scroll down and click **Print, distribute, and sell book**, then click **Continue**.

What would you like to do? ?



Print, distribute, and sell book



Only print book

Continue

7. The first screen of the project setup appears. Complete the fields.

**NOTE:** This view only applies to US publisher accounts. Publishers in other countries will not see the heading and options **Don't have a Print ISBN?**

**Print Information**

\* Title [?](#)

\* Language [?](#)

\* Print ISBN (13 digits) [?](#)

Don't have a Print ISBN?

Purchase to own from Bowker (Recommended) [?](#)

Receive a free ISBN, owned by IngramSpark [?](#)

\* Publishing Rights

I own the copyright and hold necessary publishing rights

This is a public domain work [What is a public domain work?](#)

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

- Title
- Language – Select the primary language of the book from the drop-down list.
- Print ISBN (13 digits)
  - If you already own an ISBN, enter it in the field.
  - **Purchase to own from Bowker (Recommended)** – [US only] If you do not already own an ISBN and are a US publisher, you can buy an ISBN now at a discount through Bowker. This will allow you to name the publisher (imprint) associated with the book, and will also allow you to use that ISBN with any other printer if you choose.
  - **Receive a free ISBN, owned by IngramSpark**– [US only] If you select this option, you can only use this ISBN on the IngramSpark platform, and the imprint listed for the book will be “Indy Pub.”

**Free ISBN** ✕

Please note:  
 Selecting a free ISBN offers you a nontransferable ISBN owned by IngramSpark with an imprint name of Indy Pub. By using a free ISBN, you agree to follow [International ISBN Standards](#).

Titles with free ISBNs are required to participate in our wholesale program, meaning you must enter retail pricing for at least one market during title set up.

Free title setup promo codes cannot be used in conjunction with a free ISBN.

To own your ISBN, select "Purchase to own from Bowker" instead.

- Publishing rights
  - **I own the copyright and hold necessary publishing rights** – Select this option if the book is your own content and you hold copyright, or if you have documented permission from the copyright holder to publish the work (not public domain).

**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.

- **This is a public domain work** – Select this option if the content is not your own but is in the public domain and out of copyright.

**\*Publishing Rights**

I own the copyright and 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?](#)

▪ **This work is a reproduction**

**Help** [X]

When someone identifies a piece of work in the public domain (using one or more of the indicators in the "Public Domain" help text above) and reproduces the work.

▪ **This work is a compilation**

**Help** [X]

A compilation may include any combination of public domain material.

You should carefully consider if your use of individual images and public domain works can be used without a license. Usually, collections of public domain material are protected under copyright if creativity was used in the choices and organization of the public domain material.

Copying and distributing the complete collection of someone else's public domain compilation is not permitted.

8. [Optional] Click **Show more fields to improve book optimization.**

▼ Hide

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

Book Subtitle <a href="#">?</a>	Series Name <a href="#">?</a>	Series No. <a href="#">?</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Edition Name <a href="#">?</a>	Edition No. <a href="#">?</a>	
<input type="text"/>	<input type="text"/>	

- Book Subtitle
- Series Name
- Series No.

- Edition Name
- Edition No.

9. Enter the Author & Contributor information.

### Authors & Contributors

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

Contributor #1:

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

▶ Show more fields to improve book optimization

+ Add a Contributor ?

- Contributors – If there are multiple authors or other contributors, use this field, and + **Add a Contributor** as necessary.

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

10. Categorize Your Title

### Categorize Your Title

**\*Select Imprint** ? Add Imprint

**\*Subjects** ?

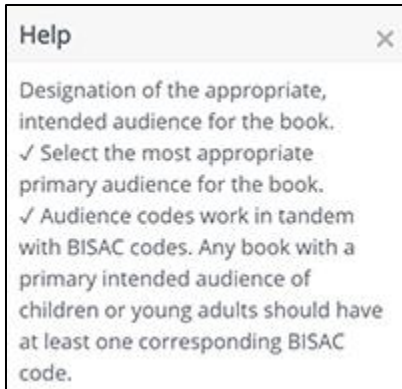
Find Subjects

Three subjects maximum

**\*Select Audience** ?

▶ Show more fields to improve book optimization

- Select Imprint – If you’ve already published a book through IS using your own ISBN, your imprint name should appear here.
- Subjects – These are BISAC codes, which you can explore at <https://bisg.org/page/BISACEdition>. Click **Find Subjects** to select up to 3 codes.
- Select Audience – Choose an appropriate value from the drop-down list.



- [Optional] Show more fields to improve book optimization
  - Regional Subject
  - Thema Subjects
  - Table Of Contents
  - Review Quotes

## 11. Title Description

**Title Description**

\*Full Description [?](#)

B I U
☰ ☰ ☰ ☰
x<sub>2</sub> x<sup>2</sup> </>
Normal ↕ Normal
↕ A 🔗 Sans Serif
↕ ≡ ℳ

11 / 4000 bytes

Minimum 200 to maximum 4000 bytes

\*Keywords [?](#)

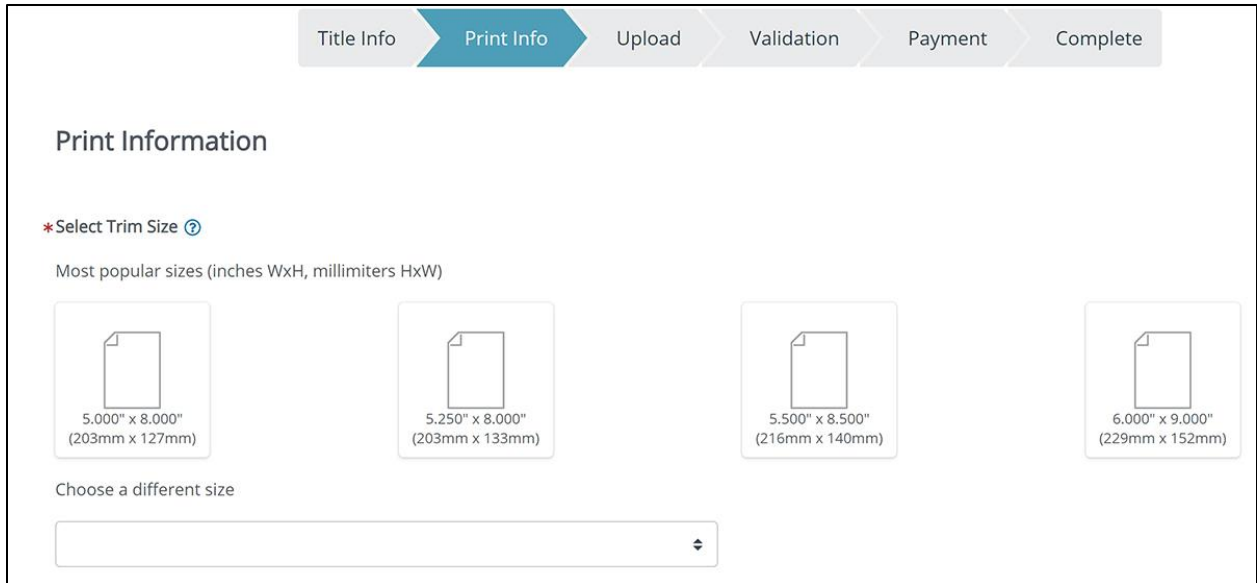
Separate with semicolons

▶ Show more fields to improve book optimization

- Full Description – This is the text that will appear on the Amazon sales page.
- Keywords – Enter terms (words or phrases) that customers may search for to find the book.
- [Optional] Show more fields to improve book optimization
  - Short description – a shorter version of the book description that is used on some retailer websites

12. Click **Continue** at the bottom of the page. The *Print Info* screen opens.





13. Select a trim size – You can either click one of the boxes for a common size, or select a different size from the drop-down list under **Choose a different size**. Once you do, the *Interior Color and Paper* options appear:



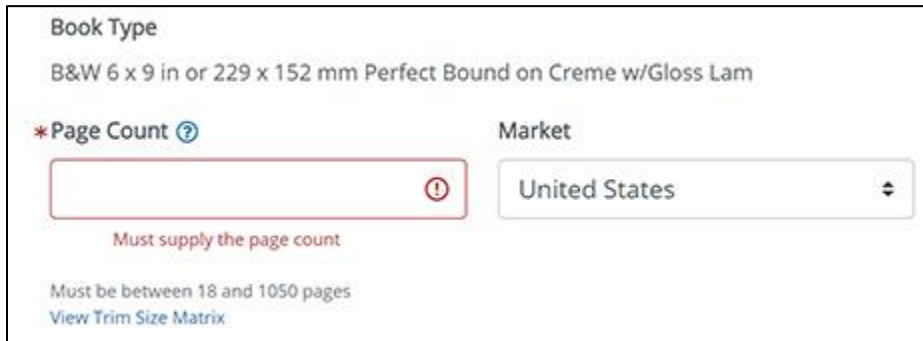
14. Click the appropriate color option, then the appropriate paper option that appears below it. When you do, the *Binding* options appear.



15. Select the desired binding type. When you do, the *Cover Finish* options appear.



16. Select the desired cover finish. When you do, the *Page Count* field appears.



- 17. Enter the total page count of your interior PDF. This is the number of pages indicated in your PDF viewing application when you open the interior PDF. If this number is an odd number, round up to the next even number.
- 18. Select your main Market from the drop-down list.
- 19. Complete the *Print Pricing* fields.

**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	Other (between 3 30 %)	No	\$ 5.36
United Kingdom	£ 14.99	Other (between 3 35 %)	No	£ 2.72
European Union	€ 16.99	Other (between 3 35 %)	No	€ 2.79
Canada	\$ 24.99	Other (between 3 30 %)	No	
Australia	\$ 27.99	Other (between 3 35 %)	No	\$ 5.07
Global Connect	\$ 19.99	Other (between 3 30 %)		\$ 5.36

\* I understand that applying a discount less than 55% can limit the likelihood that bookstores in some markets will purchase my title, which can limit the title's reach.

\* 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.

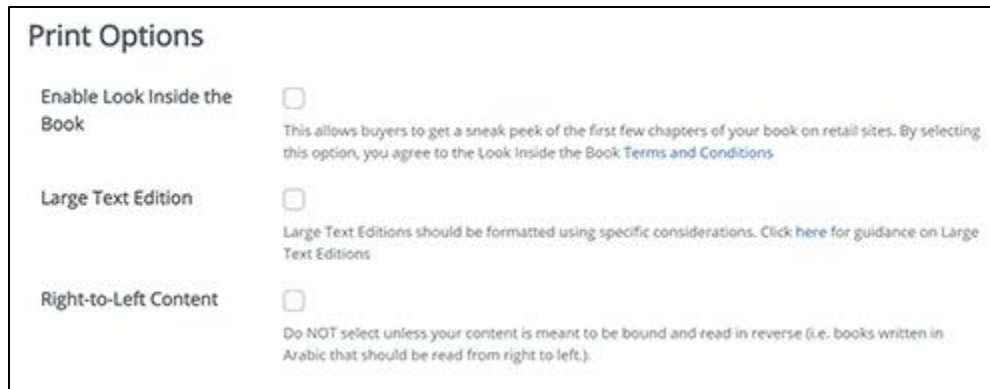
- Market – the available geographic markets
- Retail Price – the retail list price you wish to use for each market

**NOTE:** If you leave the Retail Price field blank for any market, the book will not be distributed to that market.

- Wholesale Discount – the discount you’d like to set for each market. This discount is divided between the wholesaler, distributor, and retailer. The percentage you set here is *not* what the retailer receives.
- Return
  - No – You will not allow retailers to return books that they’ve ordered
  - Yes – Deliver – You will allow retailers to return books, and they will be delivered to you. You are charged the current wholesale cost of each book returned, plus shipping.
  - 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 not shipping.
- Compensation – the amount you would receive as publisher compensation for a sale in that market, given the Retail Price and Wholesale Discount you’ve set

20. Check the boxes below the pricing fields to accept all the prices.

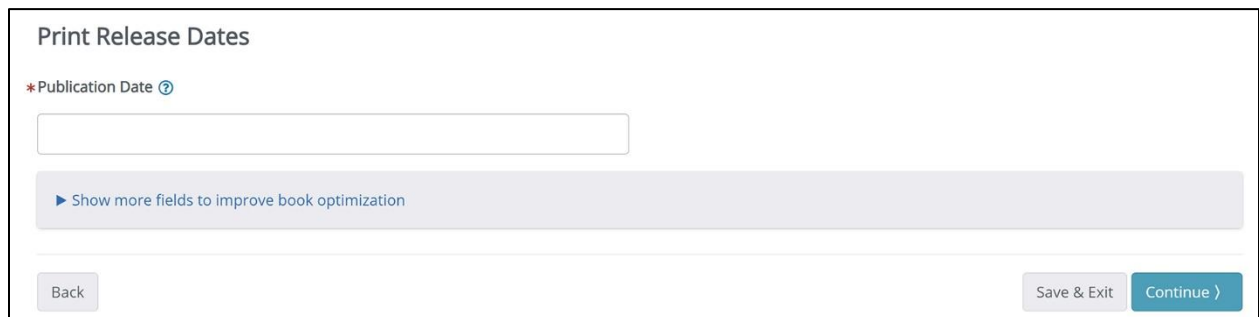
21. Select the applicable *Print Options*.



The screenshot shows a section titled "Print Options" with three items, each with an unchecked checkbox and a descriptive text:

- Enable Look Inside the Book**  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**  Large Text Editions should be formatted using specific considerations. [Click here for guidance on Large Text Editions](#).
- Right-to-Left Content**  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).

22. Select the **Publication Date** under *Print Release Dates*.



The screenshot shows a section titled "Print Release Dates" with a required field for the publication date:

\*Publication Date ⓘ

[Empty text input field]

▶ Show more fields to improve book optimization

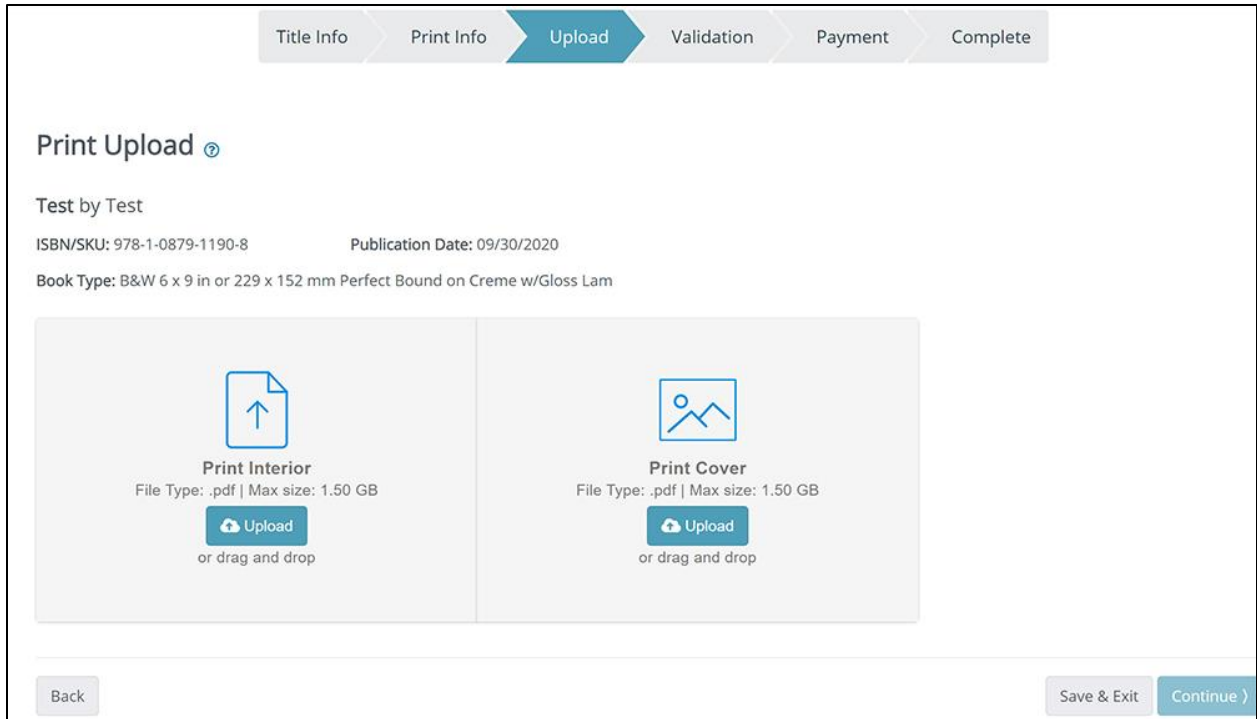
At the bottom, there are three buttons: "Back", "Save & Exit", and "Continue >".

The publication date is the date that you plan to make the title available to bookstores, libraries, and online retailers.

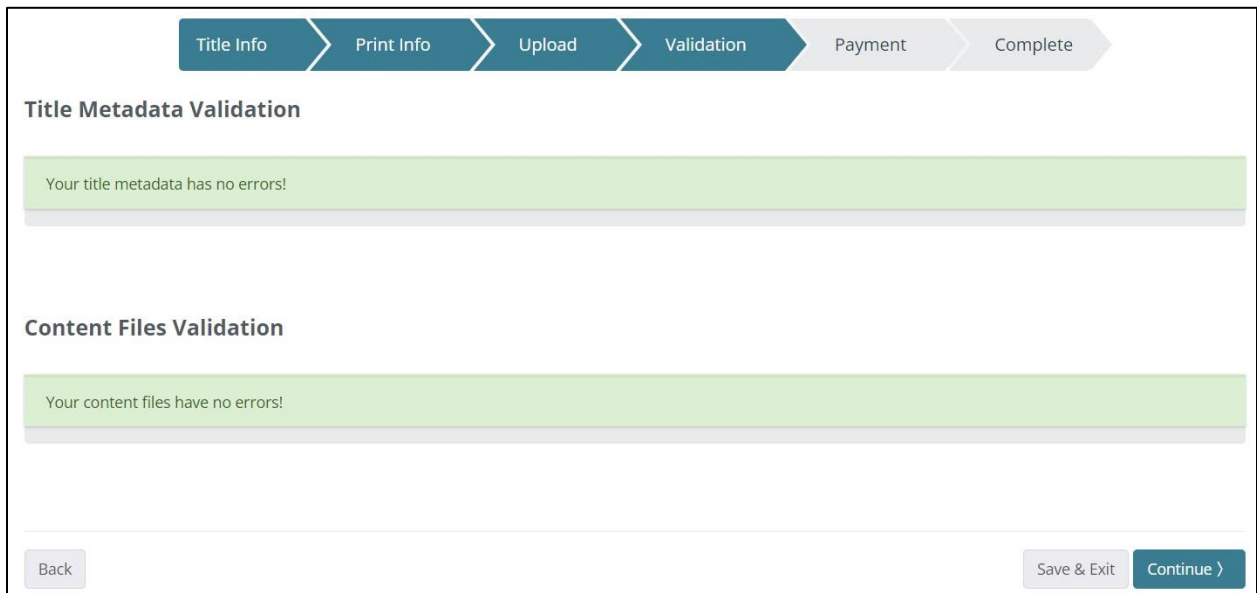
23. [Optional] Click **Show more fields to improve book optimization** to access the **On-Sale Date** field. The on-sale date is the date before which the title may not be sold by retailers. If you leave the on-sale date field blank, the publication and on-sale date will be the same.

**NOTE:** If you wish to create a pre-order, set the **Publication Date** and **On-Sale Date** to the same future date. When you enable distribution, the book's metadata will go out to retailers for pre-order.

24. Click **Continue**. The *Upload* screen appears.



25. Click the **Upload** button or drag and drop your interior and cover PDF files to the appropriate boxes. After they are both uploaded, click **Continue**. The *Validation* screen appears.



26. If any errors are indicated, you will have to go back and correct them by using the **Back** button. If there are no errors, click **Continue**. The *Payment* screen appears.  
**NOTE:** If you are not yet ready to submit the files for IngramSpark to review, click the **Save & Exit** button. This saves the project as a draft so you can return later.

Title Info > Print Info > Upload > Validation > Payment > Complete

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### Print Information

Title	Test
Author	Test

### Print Upload

Trim Size	6.000" x 9.000" (229mm x 152mm)
Paper Color	White 50
Hardback	Digital Cloth™ Cover - Blue
Laminate Type	Gloss
Page Count	90
ISBN/SKU	978-1-0879-3758-8

### Order Summary

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

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

**Submit**

🔒 Your checkout is secure

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Back Save & Exit

27. Verify the information and select the radio button for **I Agree**. Click **Submit**.