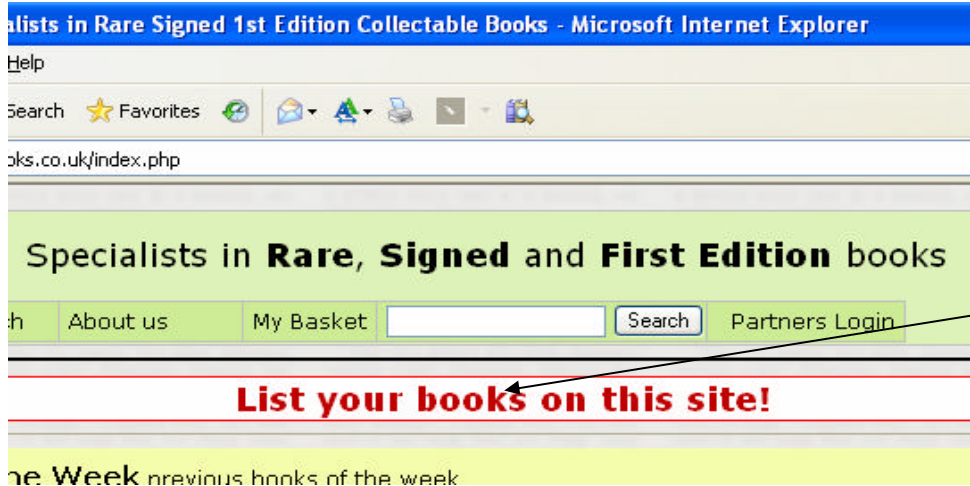


Let's explain how easy it is to list with us.

Step 1 Application

Fill in the Application Form available at the top of the Home page – that's pretty much self explanatory.



Click here on the Home page to open the Application Form.

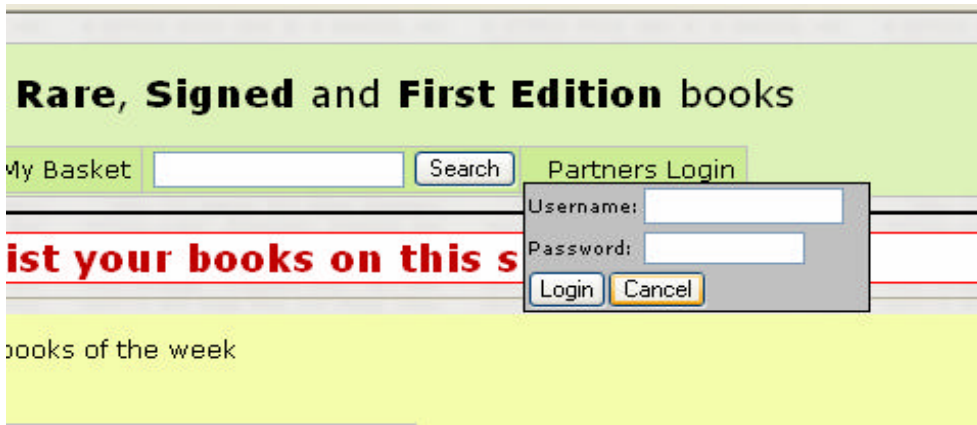
Fill in the Application Form with your details and we will get back to you with your User Name and Password.

Step 2 User Name/Password

Once confirmed, take receipt of your new Username & Password – again you will have done this numerous times no doubt.

Step 3 Log On for the 1st time

Sign in using the Partner Log In button.



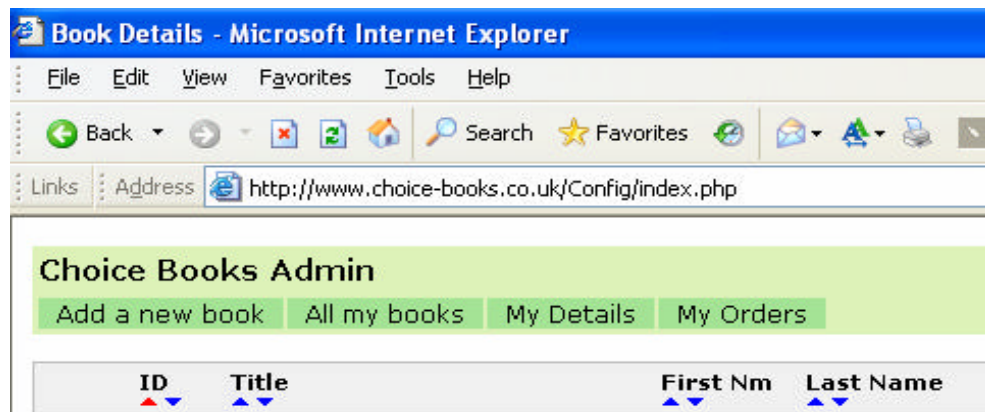
Log in using your User Name and Password. This is sent to you once your application is completed.

Hover/Click above Partner Login on the home page.

Enter your details and Click Login or the return key.

Step 4 Check out your Control Panel

Your Control Panel will now be available to click into. This will bring a menu with various headings which will become apparent once a couple of your books are listed.



Your Control Panel is used to access your inventory and Add a new book.

My Details allows you to format your Seller Page.

Step 5 Add Your Details

Firstly – take a few moments to add your details to, you’ve guessed it – the ‘My Details’ page. Again it is all self explanatory stuff. There is a number of boxes for shipping/insurance options. These should be filled with your default shipping charges. Note that any listing can have individual shipping costs added as you list depending on the weight of the specific item – these boxes are used for default shipping only. You will find a browse button at the bottom of the page which can be used to upload a shop logo should you have one. Once complete hit the ‘Update Details’ button.

Step 6 Add your 1st Book

Next step is to start adding books. Click ‘Add a new book’, which opens the new books page. Note, the listing number will only be given once the book listing is updated.

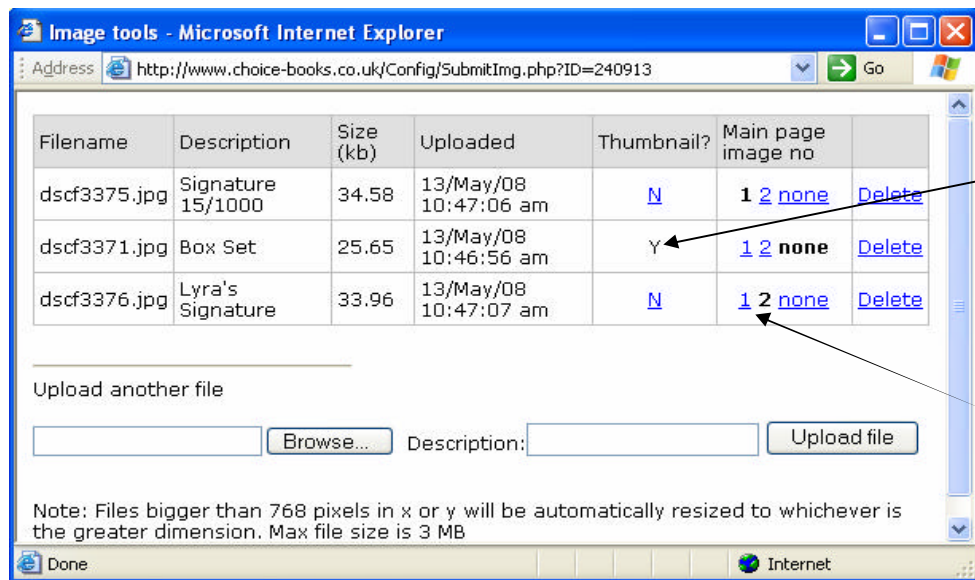
Step 7 Format your Listing

Just a couple of worthwhile points – the Short Description box is what visitors will see during searching, and is specifically there for the synopsis of the book.

The Long Description is for your ‘pitch’ if you like. You could mention the condition – if it is a 1st Edition or if the dust jacket is clipped etc. At the bottom of the submit screen there is a Book of the Week & VIP book section – these are disabled and for use by Choice Books. Also you will see the shipping/insurance boxes. These only need to be filled in should the shipping be *different* to that which is detailed in your ‘Details’ page. Once complete simply hit the Save button.

Step 8 Add Images

If you want to add images – once the Save button is pressed to save the book details, you can revisit the bottom of the listing page where you will see the Add/Edit Images box. Click this to add images as required. The Image Tool is displayed as a separate screen. You can now upload images individually for each book. Locate the source of the book – give the book picture a description (front cover, signature page, copyright page etc) and press the Upload File button. Depending on the size of your image – up to 3MB original, will depend on how long it takes for an image to upload. Generally a small file (300 x 400) will upload in a second. Bigger files – although reduced automatically for the site, can take up to 20-30 seconds.



Click the N to enable the thumbnail - this will change it to a 'Y' as in this case, and default all other images to 'N'

Click '1' or '2' to put this image on the left or right of the main page. Once made the selection turns black

Step 9 Image Sorting

Once your images for the book are uploaded you need to determine which images are going to be used for a search enabled thumbnail – which images are available through the main page and which will be available as an option once at the listing. This is a very simple but effective process. There are 3 variables in the image tool - Thumbnail, Main Page Image 1, and Main Page Image 2. Decide which image you would like to be the thumbnail and click the 'N' to change it to a 'Y'. Then decide which you would like on your listing main page – No 1 is on the left of main page, 2 is right on main page. Clicking these numbers next to the corresponding pictures sets the listing pictures.

Step 10 Check out your Listing

Once your pictures are in the desired order simply click the cross top/right of the Image Tool to close and the pictures are set. Go to All My Books and you will see your book is now listed in your inventory. Click the ID number alongside the listing to see the listing on the site. Check out the images – by clicking you will create a new window with the enlarged image. Other images are available by hovering above the Images more (*) to the top left of the Main Page image