

INSTRUCTIONS FOR POSTING BOOKS

posting pdfs if you're still interested in helping with that

to upload pdfs on thebookpatch.com -

-- login page - <https://app.thebookpatch.com/Account/Login?ReturnUrl=%2fMyAccount%5ftab%3d4&tab=4>

~end!
Symbol

--- user = tradition@tuta.io / pass = uribin99

-- click 'create your book' at left

-- enter title and author

-- enter size as whatever the pdf filename says [eg. 5 x 8.5]

-- click 'perfect bound' and 'black and white'

-- select 'not categorized' for both categories

-- click 'upload text pdf' > click 'browse' and select the pdf

-- click 'ok' when done uploading

-- click the colour box at top left and drag the circle to white

-- scroll down > click 'upload front cover image' > select title page

-- scroll > click 'edit front cover author name' > change to book author

-- scroll > click 'edit spine author name' > change to book author

-- scroll > click 'upload back cover image' > select back cover

-- click 'save' at top right under image

-- select 'no, do not list...' > click 'save' > select 'yes i approve' > click 'i approve...'

-- click edit price and set as low as possible

-- copy link to purchase page for book

to post on traditon site -

-- login to wordpress - <https://tradition.ccf/wp-login.php/>

---- user = nimdabackwards / pass = %%X1#l#kBW%Uyx&1WwO%AYe1HELLO

-- click 'thumbtack' icon at left [posts] > all posts

-- click 'add new' at top

-- click 'add title' at top > enter title of book

-- click 'type / to choose block' below title > enter author name

-- highlight full text of author name, hold 'control' key and press 'i'

-- press enter > type / paste book description

-- press enter > type 'ORDER' [all caps]

-- highlight 'ORDER' text > click 'chain' icon in menu that pops up

-- paste link to thebookpatch.com order page for book***

-- click 'post' at top right > click 'categories' at bottom right > select

-- scroll down > click 'featured image' > upload desired image > save

---- if 'featured image' not visible, click '+' symbol below 'ORDER' text

---- in menu that pops up, search 'featured image' and click icon

---- upload desired image > save

-- click 'schedule' at top right > click again until posted