

Print-On-Demand Guide for Your Class Book

Congratulations on completing the manuscript you and your students have created! Now it's time to prepare the manuscript for printing and then order printed books.

Ready to print-on-demand? This guide briefly outlines what you might expect to see when using Amazon's CreateSpace. Also, if the interior of your book or the book cover is not final, you'll be able to find options to complete that part of the process here.

Before starting:

*Please be aware that the process of making your book through CreateSpace, outside of the workshop in class, will take a bit of time. You can use the **Save** and **Save & Continue** buttons at the bottom of each page so that you can work on the process at your convenience, without having to complete it in one sitting.*

The amount of money printing your books will cost will vary according to number of pages and quantity of books. There will be additional charges for shipping and handling. Once you create your account, you will see directions for calculating the approximate total cost of printing your books.

Step 1 - Create a New Account

New Account

Getting started!

Time: Approximately 3 minutes

Create your CreateSpace account at www.createspace.com. You will be asked for:

- Email Address
- Password
- First Name
- Last Name
- Country
- Media you are publishing (*choose "Book"*)

- Member Agreement (agree)

Then, please check your inbox for:

- Confirmation email (to verify your email address)

Royalties & Taxes

Thinking of selling the book?

Now that you've created your account, you will be brought to the **Member Dashboard** page. You will see a red text box at the top of the page, just below the navigation bar.

Action Required! The tax information does not match the Internal Revenue Service (IRS) records. To resume publishing with CreateSpace, please update your tax information. [Submit Tax Information](#)

If your class **doesn't plan to sell its books**, you can ignore this **Action Required** alert, as you will not need to submit tax information. You should also **skip the Distribute and Sales & Marketing** sections of the process. Your last step will be **Review**.

If your class *does* plan to sell its books, please go ahead and click the hyperlink, "**Submit Tax Information**."

For detailed support for filling out tax information, please refer to the **Tax Interview Help Guide**. This guide will automatically open into a separate tab and provide you with specific details regarding what you will need to do.

Account Settings
Royalty Payment Profile
Payee Information [Help?](#)

Country *
Your contact address country is your tax country.

Payee Name *

Address *

City *

Postal Code *

Province

Payment Information

Payment Type *

- Direct Deposit**
Your payment will be deposited in the currency of the country in which your bank is located.
- Check**
You'll get separate checks for earnings in each currency. To receive payment, you must reach the minimum threshold of \$100 / £100 / €100. In the U.S., U.K., Germany, France, Spain, Portugal, Belgium, or the Netherlands, we'll apply a handling fee of \$8 / £8 / €8. Payments will not be issued to members in those countries until total earnings equal \$108 / £108 / €108.

Tax & Business Information

Incomplete
U.S. tax regulations require CreateSpace to request information about your tax status under U.S. law. To continue publishing with CreateSpace, please submit complete identification and tax information.

[Submit Tax Information](#) [Tax Interview Help Guide](#)

European Union (EU) Tax Information
LUX VAT Registration Number
[What's this?](#)

For further support, please direct all inquires to CreateSpace. Directions for contacting CreateSpace are featured on page 15.

Calculating Costs

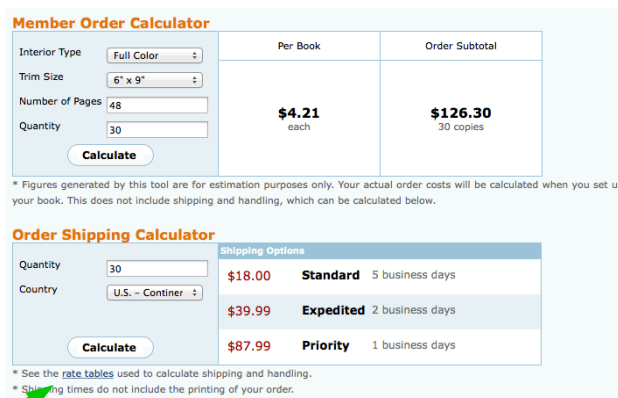
How much is this going to cost?

Now that you've created your account, you will be able to follow these steps to access the cost calculator, which will help you approximate the cost of your books, as well as your shipping fees.

To find the cost calculator, go to the navigation bar at the top, click **Books** to reveal the dropdown menu, and then choose, "Publish a Trade Paperback."



The page you're brought to will offer more information on a variety of things, such as an overview of the entire process or details on the cover and interior. Please click on the option, "Buying Copies." Scroll down to find the calculator:

A screenshot of two calculators on a website. The top one is the 'Member Order Calculator' with fields for Interior Type (Full Color), Trim Size (6" x 9"), Number of Pages (48), and Quantity (30). It shows a 'Per Book' cost of \$4.21 each and an 'Order Subtotal' of \$126.30 for 30 copies. The bottom one is the 'Order Shipping Calculator' with fields for Quantity (30) and Country (U.S. - Continer). It shows three shipping options: Standard (\$18.00, 5 business days), Expedited (\$39.99, 2 business days), and Priority (\$87.99, 1 business days). A green arrow points to the 'Calculate' button in the shipping calculator.

Adjust the selections in any way you'd like. Select "rate tables" for more detailed information on shipping costs and delivery. This way you have an idea of all your costs ahead of time; your class can perhaps plan a fundraiser to meet your needs.

Step 2 - Setup

Preparing your publishing materials

Time: Approximately 2 minutes

There are three ways to start a new project:

- Towards the center of the page beside **My Projects**, click the “Add New Title” button
- On the left side of the page, within the navigation bar titled **My Account**, click the option, “Add New Title.”
- Clicking on **My Account** in the top navigation bar will reveal a dropdown menu. Choose, “Create a Title.”

All three of these options will take you to the **Start Your New Project** page:

Start Your New Project * Required

1 Tell us the name of your project *

You can change your title at any time before you submit your project for review.

2 Choose which type of project you want to start *

Paperback Audio CD DVD
 Video Download

3 Choose a setup process *

Guided A step-by-step process with help along the way. **Get Started**

Expert (ETA) A streamlined single-page experience for those familiar with the process. **Get Started**

Title

Preliminary steps

1. Tell us the name of your project.
Now you can enter the title of your book. Keep in mind, the title can be changed as often as you like before submitting the book for review.
2. Choose which type of project you want to start.
 Paperback
3. Choose a setup process.
*If you want a supported publishing experience, which is recommended for first time users, choose the **Guided** setup*

process. (An **Expert** experience will route you across the process quickly, shortening steps throughout the way.)

If you choose **Guided**, you'll take the following steps.

Title Information

Detail, details, details!

Time: Approximately 12–15 minutes

TIP: Under many of these sections you'll find a "What's this?" hyperlink that will provide guidance as you populate the form.

- Title
- Subtitle
- Primary Author
(If you're using something like *The 5th Graders of _____ Elementary School*, place this in the Last Name/Surname section.)
- Edition number
(If you plan on making multiple books within the same school year, or with the same class over time, consider putting your books in sequential order.)
- Language
- Publication Date

Click **Save** if you want to save your work, logout, and continue later; click **Save & Continue** if you want to save your work and continue the process now.

ISBN

Getting official!

Time: Approximately 2 minutes

Once the title information has been entered, you'll be prompted to assign an ISBN to your book. Click on the ISBN hyperlink to learn about ISBNs and why your book will need one.

You will then be asked to choose one of these ISBN options for your book:

- Free CreateSpace-assigned ISBN
- Custom ISBN (additional fee required)
- Custom Universal ISBN (additional fee required)
- Provide your own ISBN

Interior

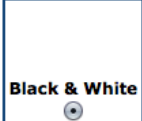
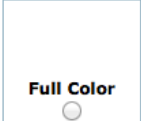

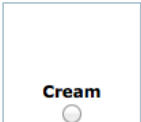
Getting your work INTO your book!

Time: Approximately 30–45 minutes using **Download a Word Template**, approximately 1–3 hours without

Material Choices

After choosing an ISBN, you will be asked to choose a book interior from among these options:

Interior [How do I use this page?](#)

Interior Type	
 Black & White <input checked="" type="radio"/> Order a Sample	 Full Color <input type="radio"/> Order a Sample
Paper Color	
 White <input checked="" type="radio"/> Order a Sample	 Cream <input type="radio"/> Order a Sample

Approximate color shown. We will send standard CreateSpace sample books for sample orders.

You'll also be asked to choose a trim size, which is the final size of your book. CreateSpace recommends a 6" x 9" size, but you can click, "Choose a Different Size," to see more options.

Trim Size

[What's this?](#)



6" x 9" (15.24 x 22.86 cm)

Choose a Different Size




Recommended! This is the most popular trim size and offers the widest distribution options. We have [many more sizes](#) available.


Formatting Choices


This next step **Download a Word Template** must not be overlooked. This important step helps you format your book in a matter of *minutes* as opposed to *hours*.

Trim Size
[What's this?](#)




6" x 9" (15.24 x 22.86 cm)
Choose a Different Size

 **Recommended!** This is the most popular trim size and offers the widest distribution options. We have [many more sizes](#) available.

 **Download a Word® Template**
Start with a [blank template](#) or [formatted template](#) with sample content designed for this trim size.

→ Estimate your book's [manufacturing costs](#).

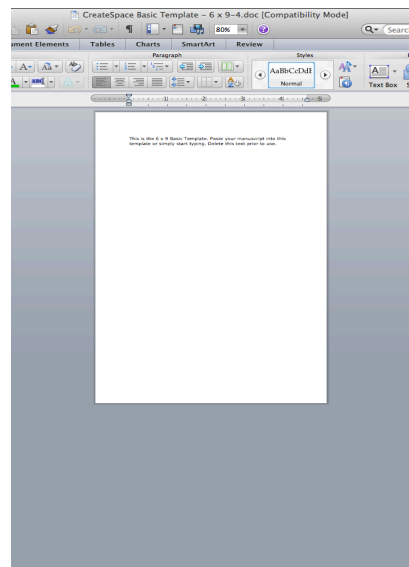


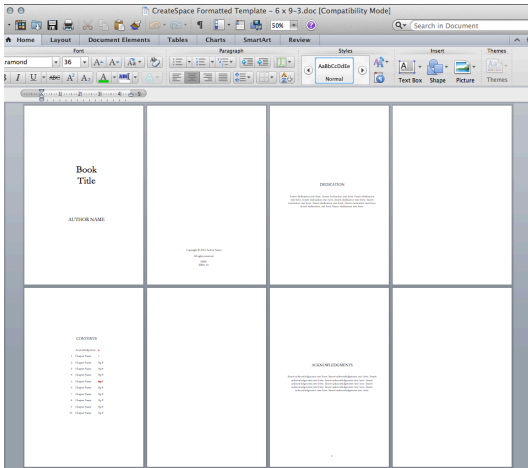
NOTE: You can estimate your book's cost by clicking on the hyperlinked, "manufacturing costs."

The purpose of this step is to effectively format your book before sending it to print. You can choose to download either a **blank template** or a **formatted template**. All you'll need to do is **copy** your book from the document it is currently in, and **paste** it into one of these pre-formatted documents.

Blank Template

The blank template allows you to easily copy and paste your **entire book** into this clean pre-formatted document. The document will be automatically formatted to the trim size you just chose. If you don't like the way the trim size looks, you can close the document and choose another size. Simply re-click "blank template" and a new document with your new choice of trim size will appear!





Formatted Template

The formatted template allows you to easily copy and paste **sections of your entire book** into this clean pre-formatted document. You can copy and paste page-by-page, or by copying and pasting several pages at a time. It's totally up to you.

Within the document are suggestions for placing key parts of your book (i.e., title page, copyright, introduction, table of contents, chapter 1, and so on).

Again, the document will automatically appear within the bounds of the trim size you just chose. If you don't like the way the trim size looks, you can close the document and choose another size. Simply re-click "blank template" and a new document with your new choice of trim size will appear!

Once you've set your book into one of these handy, pre-formatted documents, you are ready to submit your manuscript!

Submitting Your Interior

NOTE: Skipping the **Download a Word Template** step and immediately choosing to, “Upload your book file,” may result in many hours of extra work, particularly if the format of your manuscript is poorly matched to the trim size you chose. Using a pre-formatting template eliminates most, if not all, potential formatting issues that may come up during the Review process.

Choose how you'd like to submit your interior:

Upload your Book File
You can upload your work as a print-ready .pdf, .doc, .docx, or .rtf. Your page count will be detected and an automated print check will run once your upload is complete. You'll be able to see any issues online using the Interior Reviewer tool.

Interior File * **Browse** * Required

The following formats are accepted: pdf,doc,docx,rtf

Talk with us about Professional Design Services Starting at \$199
Let us design and format your manuscript. Our experienced team can help with fonts, margins, chapter headings, and other eye-catching details to enhance the professional appearance of your book.

Save

Once you've chosen one of these options and uploaded your file, click **Save** on the bottom right.

NOTE: Between the steps of submitting your interior and creating a cover, you will be asked if you'd like your book to bleed. This means that images on your book will extend beyond the edge of the paper before trimming, that way there is **no extra space between the image and edge of the book**. An example will follow shortly.

For more information, please check out these options at the bottom of the interior page. More details regarding formatting the interior of your book can be found here.

Helpful Tips & Ideas

- [Watch a video about file uploading](#)
- [PDF Submission Guidelines](#)
- [A Step-By-Step Guide to Formatting Your Book's Interior](#)
- [Creating a PDF for Print](#)
- [Join the File Formatting Community Discussion](#)

Cover

Judging a book by its...

Time: Approximately 30 minutes

Now you are ready to work on your book's cover. You will be prompted to select a finish and choose how to submit the cover.


Cover ◀ Back Next

What to do on this page: Select your cover finish and choose how to submit your cover file. Select from Cover Creator (our free design tool), a professionally designed cover, or upload your own print-ready PDF file.


*We will superimpose a barcode on your cover at no additional charge

1. Select a finish for your book cover:

Matte


[Order a Sample](#)

Glossy


[Order a Sample](#)

Note: We'll send standard CreateSpace sample books for sample orders.

2. Choose how to submit the cover of your book:

Build Your Cover Online

Cover Creator is our free online tool for designing a professional-quality book cover using your own photos, logos, and text. This handy tool automatically formats and sizes your cover based on your book's trim size and page count.

Professional Cover Design Starting at \$399

Work with our expert team to design a standout cover for your book. Select impactful colors, fonts, and images, and use your own back cover text and favorite author photo.

Upload a Print-Ready PDF Cover


Design your own book cover and format it as a print-ready PDF.

If you choose to **Build Your Cover Online**, click the **Launch Cover Creator** button.

Build Your Cover Online

Cover Creator is our free online tool for designing a professional-quality book cover using your own photos, logos, and text. This handy tool automatically formats and sizes your cover based on your book's trim size and page count.

Cancel Launch Cover Creator



First, you'll be asked to choose a design. Next, you'll be given a selection of different themes to go with your design. Themes vary in font, styles, and cover images.

The screenshot shows a task completion progress bar at the top indicating "5 of 7 tasks completed". Below this, a list of tasks is shown: "Themes", "Title", "Author(s)", and "Front Cover Image". The "Front Cover Image" task is currently active and expanded. Underneath, there is a "Visible" checkbox which is checked. Below that, the "Image:" section contains three buttons: "Use one of our images", "Upload", and "Clear".

Instructions:
Please upload an image (jpeg or tiff) at the size of 6.25" x 9.5" (width and height) and with an image resolution of at least 300 DPI. Please note that images uploaded at a different size will be proportionately sized to fit. If you submit an image that contains text, please make sure all text is at least 0.5" from the outer edges. If you wish to use the default image, uncheck the "Visible" box above.

A "Next" button is located below the instructions. Below the instructions, another list of tasks is shown: "Back Cover Text", "Background Color", and "Font Color". At the bottom of the screenshot, it says "Current Design: The Aspen 6 x 9 Spineless" and a "Change Design" button is visible.

Although the design you choose may come with a cover image, this isn't final. CreateSpace offers a variety of supplementary images to browse through and select from. In addition, you will also be given the option to upload your own image.

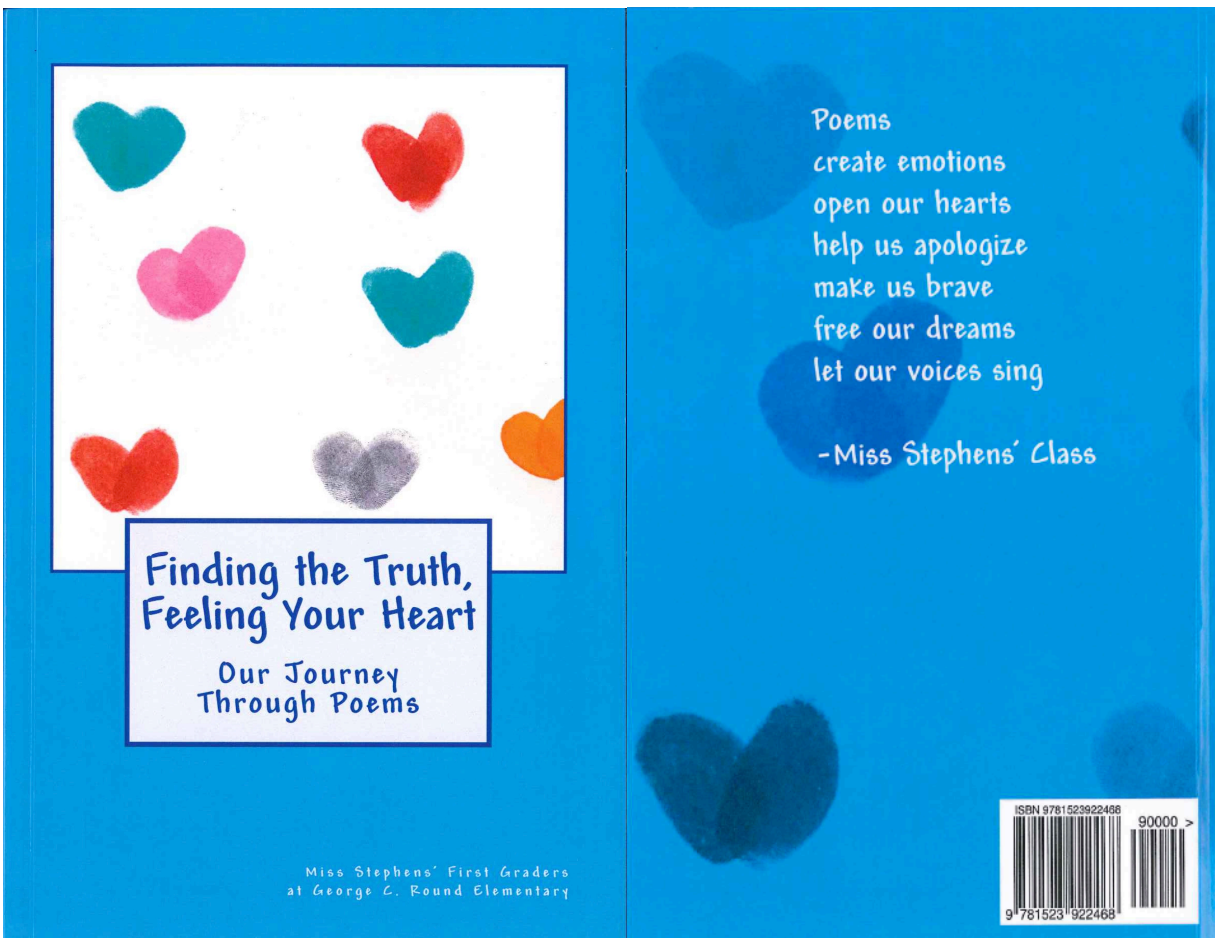
Have you reached the end and decided you're not into your design anymore? Change it!



Of course, if you've already got a stellar cover prepared, you can instead **Upload a Print-Ready PDF Cover**.

Try Building Your Cover Online!

Take a look at Ms. Stephens's first grade class book! While she used a design from the site, she inserted a picture her class created right into that very design. Notice how she used the bleeding option to have the blue bleed past the edges.



What was *your* classroom publishing experience like for you and your students? We'd love to hear from you! Share your story and book cover by emailing pagetostage@scholastic.com.

Complete Setup

One more step before hitting submit!

Time: Approximately 10–12 minutes

Now that you've designed a cover, you are ready to complete the setup. Click on "Complete Setup" and review the titles, ISBN, trim size, cover finish, and cover title. You can edit and make changes to these elements as you go.

- Review all the information you've entered into the Setup.
- Read the provided information about the Review Process for your book.
- Submit your files for review.

Step 3 – Review, Distribute, Sales & Marketing

Dotting the I's, crossing the T's

Time: Approximately 30–60 minutes

NOTE: Remember to skip **Distribute** and **Sales & Marketing** if you are *not* selling your book.

After CreateSpace approves the file, these are some of the things left to do:

- Review your approved file.
- Proof your book for final print submission.

NOTE: If you must make changes or corrections, you will need to repeat the review process.

- Explore the channels CreateSpace offers for distribution.
- Review pricing.
- Compose a description for your book.

Step 4 – Shipping & Payment

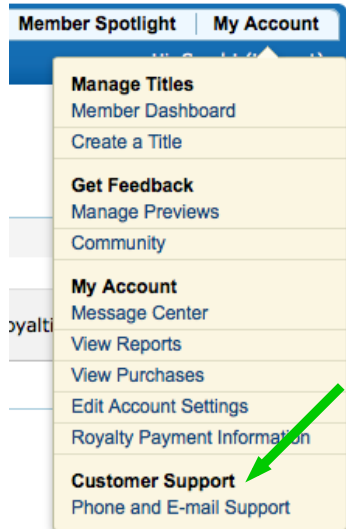
Hot off the press!

Time: Approximately 5 minutes

The time it will take for your order to ship does *not* include printing time. This time will be estimated when placing your order. Have your marketing team use these details to plan the perfect date for your book launch event!

Need Support?

Please direct all technical questions and concerns regarding this platform to CreateSpace.



Contact Support

1. What can we help you with?

Publishing Ordering Payment / Royalties Distribution More Options

My question is about

Issue Details

2. How would you like to contact support?

Send us an email Call me

Frequently Asked Questions
How do I set or update my list price?
Why does Amazon.com discount my book?