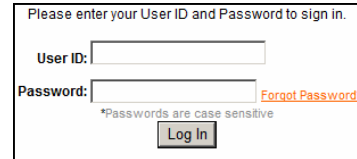


## File Submission Quick Start Guide

1. Go to: [www.sheridan.com](http://www.sheridan.com) and click on “Books”
2. Click on “Digital Print Advantage” then click on “DPA Title Submit”
3. Log into Digital Print Advantage Title Submit  
(First time users will need to contact their Sheridan Books Customer Service or Sales Representative for a user id and password)



Please enter your User ID and Password to sign in.

User ID:

Password:  [Forgot Password?](#)

\*Passwords are case sensitive

4. To get started click on “Title Submission for Prep”

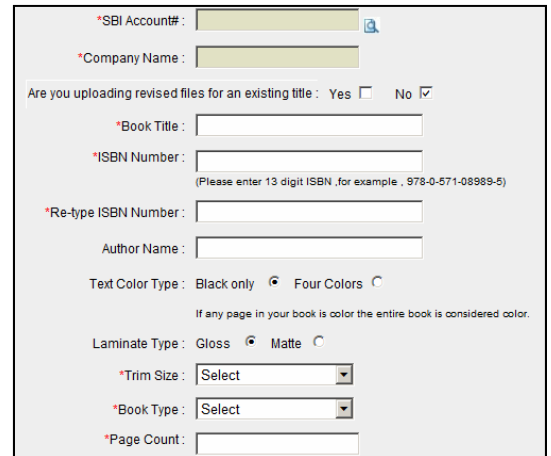
### 5. Fill in Book Details

#### A. General Title Information

- \*All titles must have a 13-digit ISBN, be sure to include dashes (ISBN keyed must match the ISBN in the file name, see the DPA Manual for more information on file naming conventions)
- \*Text Color Type - select Black Only or Four Colors
- \*Laminate Type - select Gloss or Matte
- \*Final page count must be divisible by 2 with the last page blank

#### B. Titles with Stamping

- \*Cloth bind only (with or without a dust jacket)
- \*Up to 42 total characters may be used to stamp the title, author, and/or other text you designate onto the spine
- \*Available characters include the 26 upper and lower case letters, numerals 1-10, space, period, comma, hyphen, quote, apostrophe, and the two parentheses
- \*No artwork or logos



\*SBI Account#:

\*Company Name:

Are you uploading revised files for an existing title: Yes  No

\*Book Title:

\*ISBN Number:   
(Please enter 13 digit ISBN, for example, 978-0-571-08989-5)

\*Re-type ISBN Number:

Author Name:

Text Color Type: Black only  Four Colors

If any page in your book is color the entire book is considered color.

Laminate Type: Gloss  Matte

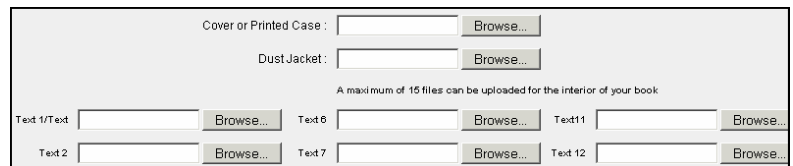
\*Trim Size:

\*Book Type:

\*Page Count:

### 6. Upload Files

- \*Click “File(s) Upload”
- \*Upload cover/printed case/dust jacket file
- \*Upload text file(s) - no more than 15 files
- \*Text and cover/printed case/dust jacket files must be submitted at the same time



Cover or Printed Case:

Dust Jacket:

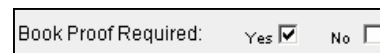
A maximum of 15 files can be uploaded for the interior of your book

Text 1/Text   Text 6   Text 11

Text 2   Text 7   Text 12

### 7. Book Proofs

- \*Click “Book Proofs and Submission”
- \*SBI recommends you receive a book proof for all new title submissions for digital printing
- \*The “Yes” check box will be automatically selected and you will need to enter a ship to address. Select “No” if you do not wish to receive a book proof



Book Proof Required: Yes  No

8. Click check box agreeing to “Terms and Conditions”
9. Click “Submit”



## Place Order Quick Start Guide

1. Go to: [www.sheridan.com](http://www.sheridan.com) and click on “Books”
2. Click on “Digital Print Advantage” then click on “DPA Place Order”

3. Log into Digital Print Advantage Place Order screen  
*(First time users will need to contact their Sheridan Books Customer Service or Sales Representative for a user id and password)*

Your SBI Account #:	<input type="text"/>
User ID:	<input type="text"/>
Password:	<input type="text"/>
<b>Sign in</b>	

4. Click on “ Place POD Order” on the top or side menu bar
5. Enter quantity next to each title you wish to order and click “Add to Cart”

**E-Warehouse Library** -  
Once all items have been added to the shopping cart, please click on the “Check Out” button above.

4 Items		(Page 1 of 1)	Items Per Page	10	Go	
ISBN/ ISSN	Author/Title	Max Limit	Qty			
7774562788	Sheridan Books Cookbook	500	10			
7774562788-fg	Finished Goods Cookbook	500	0			

6. Once titles are added to your cart click “Check Out” on top menu bar
7. Verify your order and click “Continue”

8. Fill in your ship to address and click “Continue”  
\*Each order, which might include multiple titles, must be shipped to a single address. If multiple shipping destinations are required, separate orders must be placed  
\*PO Boxes or Military Addresses cannot be used

Ship To	Select:	1 Contact	
<input checked="" type="checkbox"/> Same as Order By Address			
First Name:	<input type="text" value="Pan"/>	Last Name:	<input type="text" value="BLUFFER"/>
Company:	<input type="text" value="SHERIDAN BOOKS"/>		
Address:	<input type="text" value="811 E Industrial Dr"/>		
Country:	<input type="text" value="United States"/>		
City:	<input type="text" value="SHELSEA"/>	State:	<input type="text" value="IL"/>
Phone:	<input type="text" value="7344759145"/>	Zip:	<input type="text" value="62118"/>
		Email:	<input type="text" value="proufer@sheridanbooks.com"/>

9. Select your shipment method and click “Continue”  
\*Your order has been submitted

<b>Shipping Preferences</b>	
Shipper	<input type="text" value="UPS GROUND SAVER COMMERCIAL"/>

10. Select “Track Order” from the top menu bar to track your order  
\*When your order has shipped, select the tracking id to link to the UPS tracking site