Welcome to My Identifiers Title Set Up & Registration user guide. The purpose of this guide is to give you step-by-step instructions on how to set up and register your title(s).

MyIdentifiers.com where you can get all your ISBN needs taken care of at one site!

WHERE BOOK DISCOVERY BEGINS!
Let’s review

At this stage you should have already purchased your ISBN and barcode, (if applicable). All of your Information is waiting for you within your account.

Once your publication is ready for sale, you are required to submit the title’s information for which you have assigned an ISBN, so it becomes part of the bibliographic database at Bowker. Then it will appear in Bowker Books In Print® and Bowker Syndetic Solutions™ allowing for discoverability by bookstores and libraries who look for publications to purchase. Filling out the title form completely is extremely important.

Please note: Although having an ISBN and registering your title means people who wish to order your publication can find the information, it does not mean you are selling your book through Bowker.

Bowker provides data about your book to online, retail and Library databases worldwide and powers over 1.3 billion searches per month.
Step 1

Complete your title registration
Enter your username and password and click the Login button.
Once you have logged in, click on My Account to view the drop down menu. Click on “Manage ISBNs” to see your list of used and unused ISBN’s.
To access the title form, either click once on the ISBN you have assigned to your publication, or click on the yellow bar “Assign Title”.

![Image of Bowker Identifier Services interface](image.png)
When filling in your title information, it is **mandatory** to fill in all the required fields marked with red asterisks*. You may leave non-red asterisked fields blank. Be as complete as possible. While you are not required to fill out non-red asterisked fields, doing so may increase the odds that your book will appear in a search.

However, If you do not know the information, please leave it blank. Do not input “N/A” or “null”.

Use the drop-down boxes where provided. You will need to know the:
• Title
• Selling price
• Primary subject of the publication
• Format
• Contributors (i.e., author)

This data will be entered across several tabs.

When you have completed this section, click the **blue** bar and “SAVE and go to Contributor”.
This is the first of 4 tabs you will need to complete.

* Indicates Mandatory

In the Box please enter data

Click to get help

For Image and full text instructions see page 13

When you have completed this section, click the blue bar and “SAVE and go to Contributor”.

Save  Cancel
Contributor Entry

- A contributor can be either a person or a company, but it cannot be both.
- If you click Person, this should be to record that a person is responsible for the content of the product.
- Company should only be selected if a company produced the product, not an individual or multiple people.
- You should not include titles, such as Dr. or P.h.D. in the contributor name field. You can add this information in the Contributor Bio.

When you have completed this section, click the blue bar and “SAVE and Go to Format & Size”

*Indicates Mandatory
Size details
The size of your book must be in decimals.

Continue to the next page to complete this tab.

* Indicates Mandatory
When you have completed this section, click the blue bar and “SAVE and Go to Sales and Pricing”.
Sales and Pricing
• DO NOT include the currency sign ($) when supplying your price.
• Only add markets you are going to actually sell your title in. If you create a market, it cannot be deleted fully without removing all the title’s markets and starting over.

Continue to the next page to complete this tab.

*Indicates Mandatory
When you have completed this last section, you will see a green bar at the bottom that says “submit.” You must click on that for the information to be submitted to our database.
Image Upload

- The image file size must be 5 MB or smaller. Very large images (measured in pixels X pixels) will cause error messages.
- Sometimes an image will “keyhole” after uploading. Often, navigating away to another part of MyIdentifiers.com and back or refreshing the screen, will fix the display.
- Sometimes an image will display as a series of smeared horizontal lines. In that event, email the picture with the ISBN number to: techsupport@bowker.com.

Upload full Text

Should you wish to upload your finished book, Bowker will create keywords via our machine indexing processes. We will not resell your book or display it to our users.

Here are instructions for this process:
- You should obtain a copy of your entire book in a PDF format from your printer or self-publishing service provider after your book has been printed or published as an ebook. Please do not submit draft content or manuscripts.
- PDFs are the only format for full works that can be uploaded through this website. Bowker cannot accept Word documents or design files.
- Each PDF should be named by ISBN (example 9780123456789.PDF).
To make sure that you have completed the form correctly:

- Go back to your My Account logbook.
- When reviewing your title name, you should see a yellow circle with a black triangle to the left of your title name. This means that your title has been successfully processed.
- The yellow circle with a black triangle will change to a green circle the next business day.

  - If the information is not complete, you will see a red circle next to the ISBN. Click on the red circle and it will tell you what you need to add or change.

It could mean a red asterisk field is blank, or some other information in a non-required field is incorrect. Red asterisk fields are mandatory. A common example for non-required field is with the Library of Congress number – please do not use dashes when putting in this number.

A registered title takes several business days before it will be added to our Books In Print® database. You will, however, be able to view all of the information you entered into your account.
• All fields with a red asterisk are mandatory and must be filled in.
• Any field without a red asterisk is not mandatory and can be left blank, but the more information you provide the more likely your book will appear in a search.
• If a non mandatory field does not apply, leave it blank. Do not input “N/A” or “null”.
• Do not use dashes within the Library of Congress number. If you do not have a LCCN, leave the field blank.
• Remember to use decimals if you fill out the book size sections.
• When filling out the description box, use text format (do not use special characters).
• If you have any questions or issues with this process, please contact Bip bowkerlink@bowker.com. Please add in your subject line “My identifiers title data.”