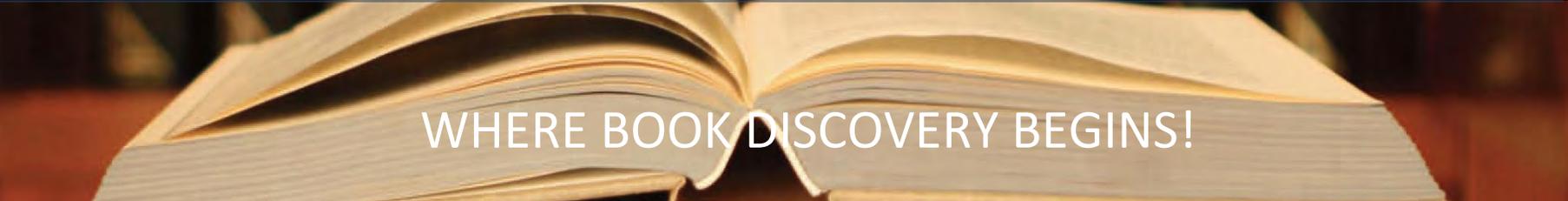




## ISBN Guides: Title Set Up & Registration

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!

A close-up photograph of an open book with yellowed pages, resting on a wooden surface. The text "WHERE BOOK DISCOVERY BEGINS!" is overlaid in white capital letters across the center of the book.

WHERE BOOK DISCOVERY BEGINS!

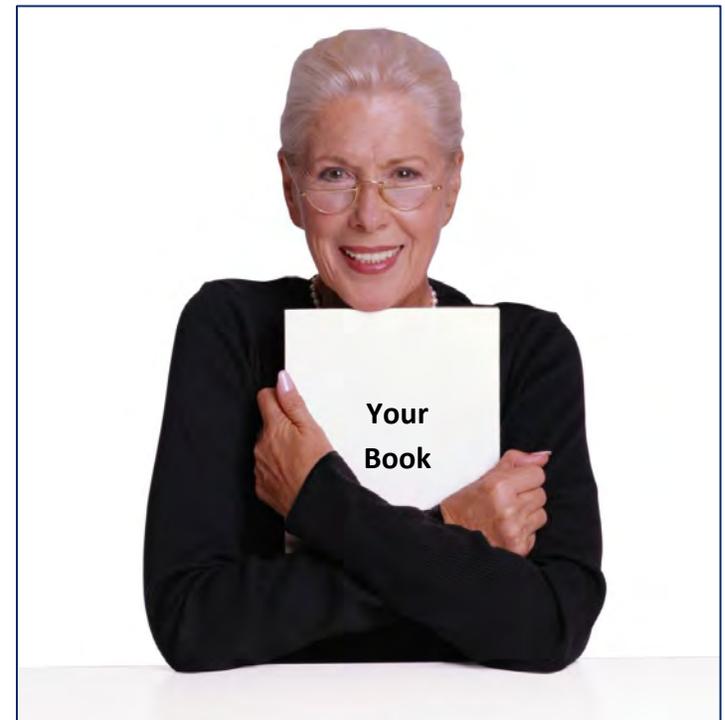
## Let's review

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

Go to [www.MyIdentifiers.com](http://www.MyIdentifiers.com).

Enter your username and password and click the Login button.

The screenshot displays the Bowker Identifier Services website. At the top, the logo "Bowker Identifier Services" is visible. To the right, there is a login form with fields for "Username:" and "Password:". A black arrow points from the "Password:" field in the main form to a magnified inset box on the right, which shows the "Username:" and "Password:" fields in detail. Below the login form are buttons for "LOGIN" and "CREATE AN ACCOUNT", along with a shopping cart icon. A navigation menu includes links for "Home", "ISBN", "Barcode", "Viewinside Widget", "QR Plus", "SAN", "ISNI", "ISTC", and "Help". The main content area features a "Welcome To My Identifiers" section with the heading "Where Discovery Begins!". Below this, there is a list of two main steps: "1. Publishing Your Book" and "2. Make it easier for your audience to find your book". A large yellow banner with a blue play button icon and the text "Get your ISBN today!" is positioned to the right of the text. Below the banner, a section titled "3 Steps To Get Your ISBN Today" lists three numbered steps. At the bottom left, there is an image of an open book with the ISBN "678-0-5632-0815-4" printed on it. A vertical sidebar on the right contains "Contact Us" and "Help" buttons.

Username:

Password:

Forgot Username/Password?  Remember Me

LOGIN CREATE AN ACCOUNT

Home ISBN Barcode Viewinside Widget QR Plus SAN ISNI ISTC Help

### Welcome To My Identifiers

#### Where Discovery Begins!

Bowker Identifier Services provides you with the resources that make it easier for your audience to find and purchase your titles. After you have written your manuscript, there are two essential steps we recommend:

- 1. Publishing Your Book**
  - [Buy an ISBN for each format of your book](#)  
ISBNs may be used for either print or digital versions of your books
  - [Buy barcodes for each printed book](#)
- 2. Make it easier for your audience to find your book**
  - Tell everyone about your book:  
Click on "My Account" & Select your "Manage ISBNs"  
Provide us with details about your book
  - [Subscribe to the Bowker Book Sales Widget!](#)

## Get your ISBN today!

### 3 Steps To Get Your ISBN Today

- 1** If you don't already have a Bowker Account, then create an account by telling us your business name and contact information so bookstores and libraries can contact you.
- 2** Log in and buy one or more ISBNs, assigned instantly.
- 3** As soon as possible, insert your title details by logging in and clicking "My Account" in the top right corner of the page.

678-0-5632-0815-4

Contact Us Help

## Step 2

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.

The screenshot shows the Bowker Identifier Services website interface. At the top left is the Bowker logo and 'Identifier Services'. The top right shows a user greeting 'Welcome MiAngelo Moore!', a 'LOG OUT' button, and a shopping cart icon. Below this is a navigation bar with links: Home, ISBN, Barcode, ViewInside Widget, QR Plus, SAN, ISNI, ISTC, Help, and My Account. The 'My Account' dropdown menu is open, showing options: My Profile, My Company, Manage ISBNs (highlighted with a black box), and Manage Subscriptions. The main content area has a heading 'Welcome To My Identifiers' and a sub-heading 'Where Discovery Begins!'. It contains a paragraph about resources and two numbered steps: 1. Publishing Your Book (with sub-points about buying ISBNs and barcodes) and 2. Make it easier for your audience to find your book (with sub-points about telling everyone and subscribing to the widget). Below this is an image of an open book with the ISBN 678-0-5632-0815-4. To the right is a large yellow banner that says 'Get your ISBN today!' with a play button icon. Below the banner is a section titled '3 Steps To Get Your ISBN Today' with three numbered steps: 1. Create an account if you don't have one, 2. Log in and buy ISBNs, and 3. Insert title details. A vertical 'Contact Us' button is on the right side of the page.

Welcome MiAngelo Moore!  
MyIdentifiers Demo Publishing Company  
My Profile | My Company

LOG OUT

Home ISBN Barcode ViewInside Widget QR Plus SAN ISNI ISTC Help My Account

My Profile  
My Company  
**Manage ISBNs**  
Manage Subscriptions

Contact Us

### Welcome To My Identifiers

#### Where Discovery Begins!

Bowker Identifier Services provides you with the resources that make it easier for your audience to find and purchase your titles. After you have written your manuscript, there are two essential steps we recommend:

- 1. Publishing Your Book**
  - Buy an ISBN for each format of your book  
ISBNs may be used for either print or digital versions of your books
  - Buy barcodes for each printed book
- 2. Make it easier for your audience to find your book**
  - Tell everyone about your book:  
Click on "My Account" & Select your "Manage ISBNs"  
Provide us with details about your book
  - Subscribe to the Bowker Book Sales Widget!

678-0-5632-0815-4

## Get your ISBN today!

### 3 Steps To Get Your ISBN Today

- 1** If you don't already have a Bowker Account, then create an account by telling us your business name and contact information so bookstores and libraries can contact you.
- 2** Log in and buy one or more ISBNs, assigned instantly.
- 3** As soon as possible, insert your title details by logging in and clicking "My Account" in the top right corner of the page.

## Step 3

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”.

Welcome MiAngelo Moore!  
MyIdentifiers Demo Publishing Company  
My Profile | My Company

LOG OUT

Home ISBN Barcode ViewInside Widget QR Plus SAN ISNI ISTC Help My Account

**My Account: Manage ISBNs**  
Manage your ISBNs here.

27 Barcodes Purchased  
28 Book Sales Widgets Purchased

- Successfully processed
- Processing Information
- Incomplete Information

My Profile	My Company	Manage ISBNs	Manage Subscriptions			
	Title	ISBN-13	Format	Cover	Barcode	Book Sales Widget
	Assign Title	978-0-615-61125-9		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-61126-6		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-63651-1		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-63652-8		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-63653-5		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-63654-2		Upload	Generate	Subscribe to Widget
	Assign Title	978-0-615-63655-9		Upload	Generate	Subscribe to Widget

Page  GO Display 10 ISBNs   1 2 3

Contact Us Help

## Title Information - Filling out form

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”.

## Tab 1 - Title & Cover

### TITLE INFORMATION



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".

#### Title Details

ISBN-10: 0615611257  
ISBN-13: 978-0-615-61125-9

Title:  

Subtitle:  

Main Description:    
(350 Word Max)

Original Publication Date:  

Current Language(s): None Selected  
Selected:

Current Language:  Abknaz   
 Acholl  
 Acoll  
 Adanigme  
 Adygel  
 Afer

Translated Title:  

Copyright Year:  

LCCN:  

#### Upload Cover Image

File Type: .JPG only  
Minimum File Size: 4 KB  
Maximum File Size: 5 MB



#### Upload the Full Text of Your Book

Upload File for Indexing  
Bowker will index the PDF of your full book in order to create keywords based on the text. We will not show your PDF to customers and we will not resell your PDF. We will only show the keywords created to Bowker customers.



## Tab 2 - Contributor

Title & Cover

Contributors

Format & Size

Sales & Pricing

### 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

#### Contributor Details

Each Contributor Entity is either a person, or Company/group. If you require both a person and a group to share a specific function, such as Editor, they must be created as separate entries **by using the "Add More Contributors" button.**

- To Edit a contributor: Click "Edit" to the right of the name, and edit data in the form below.
- To Add a contributor: Click "Add More Contributors" and add data in the form below.
- To Delete a contributor: Click the "Delete" button to the right of the name.

Contributor Name

Add More Contributors

Each Contributor Entity is either a person, or Company/group. If you require both a person and a group to share a specific function, such as Editor, they must be created as separate entries.

Contributor Entity:  Person  Company

First:

Last:

Suffix:

Contributor Functions(s) None Selected  
Selected:

Save

Cancel

Save and Go to: Title & Cover

Contributor Biography:

(350 Word Max)

Save and Go to: Format & Size

## Tab 3 – Format & Size

Title & Cover

Contributors

Format & Size

Sales & Pricing

### Size details

The size of your book must be in decimals.

Continue to the next page to complete this tab.

\*Indicates Mandatory

### Format and Size

Medium:  ?

Format:  ?

Format Detail(s) Selected: None Selected ?

Format Details:

- AB size
- Advent calendar
- AIFF
- ALAC
- Almanac calendar
- Audible

Packaging Description:  ?

Trade Catalog:  ?

Primary Subject:  ?

Secondary Subject:  ?

### Size Details

Weight Units:  ?

Weight:  ?

Number of Pages:  ?

Number of Illustrations:  ?

Carton Quantity:  ?

Size Units:  ?

Length(1):

Width(2):

Height(3):



## Tab 3 – Format & Size

When you have completed this section, click the **blue** bar and “SAVE and Go to Sales and Pricing”.

Editions and Volumes

Title Volume Number:

Total Volume Number:

Edition Number:

Special Edition(s) and Version(s) Selected: None Selected

Special Editions and Versions:

- Abridged
- Activity Book
- Adapted
- Adult
- Alternate
- Anniversary

Point Size:

Previous Editions ISBN:

New Editions ISBN:

## Tab 4 – Sales & Pricing

- Title & Cover
- Contributors
- Format & Size
- Sales & 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

Sales & Pricing

Country Selection: \_\_\_\_\_

---

**Country Sales Information**

Where is the Title Sold? \*  ?

Publisher:  ?

Imprint:  ?

Need to add an imprint? [Click Here](#)

Title Status: \*  ?

Publication Date: \*  /  /  ?

Target Audience: \*  ?

From Age:  ?

To Age:  ?

---

**Country Price Data**

Currency	Price	Price Type	Price Availability	Distributor	Discount Code
Add Additional Price Data					
Currency: * <input type="text" value=""/> ?	Price (\$): * <input type="text" value=""/> ?	Price Type: * <input type="text" value=""/> ?	Price Availability: <input type="text" value=""/> ?	Distributor: <input type="text" value=""/> ?	Discount Code: <input type="text" value=""/> ?
	(DO NOT INCLUDE '\$')		Need to add a Distributor? <a href="#">Click Here</a>		

---

**Country Additional Sales Info**

Title Ship Date:  /  /  ?

On Sale:  /  /  ?

is Title Returnable?  ?

Final Return Date:  /  /  ?

Out of Print Date:  /  /  ?

## Tab 4 – Sales & Pricing

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.

Country Series Title Info

Series Title:   Series Volume Number:  

---

Country Sales Rights Info

Rights Type	Rights Country	Rights Territory
<b>Add Sales Rights</b>		
Rights Type: <input type="text"/> 		
Rights Country: <input type="text"/> 	-OR-	Rights Territory: <input type="text"/> 
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

---

## Image loading and final check

### 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](mailto: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).

The screenshot displays the 'Title Details' and 'Upload Cover Image' sections of a web form. The 'Title Details' section includes fields for ISBN-10 (0615611257), ISBN-13 (978-0-615-61125-9), Title, Subtitle, Main Description (with a 350-word limit), Original Publication Date, Current Languages (None Selected), Current Language (a list of languages including Abnazi, Acholi, Acoli, Adangme, Adygei, and Afar), Translated Title, Copyright Year, and LCCN. There are 'Save' and 'Cancel' buttons at the bottom of this section. The 'Upload Cover Image' section specifies a file type of .JPG only, with a minimum size of 4 KB and a maximum of 5 MB. It features a 'Browse...' button and an 'Upload file' button. Below this is the 'Upload the Full Text of Your Book' section, which explains that Bowker will index the PDF for keywords but will not resell it. It includes a 'Browse...' button and an 'Upload Manuscript' button. At the bottom right of the entire form is a blue button labeled 'Save and Go to: Contributors'.

## Almost There

### 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.

## Don't Forget

- 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](mailto:Bip.bowkerlink@bowker.com). Please add in your subject line “My identifiers title data.”