



1. First click 'Upload & Print'

Upload & Print

2. Choose which type of book you want to print



## Hardback

Novel, thesis or dissertation, illustrated book, catalogue, personal project, manual, notebook.

From  
£4.28

Select



## Paperback

Novel, research project, thesis or dissertation, manual, illustrated book, catalogue, creative project.

From  
£1.85

Select

3. Click 'Add Files' to choose your book file (we recommend PDF format)

## Upload your files

What would you like to print?

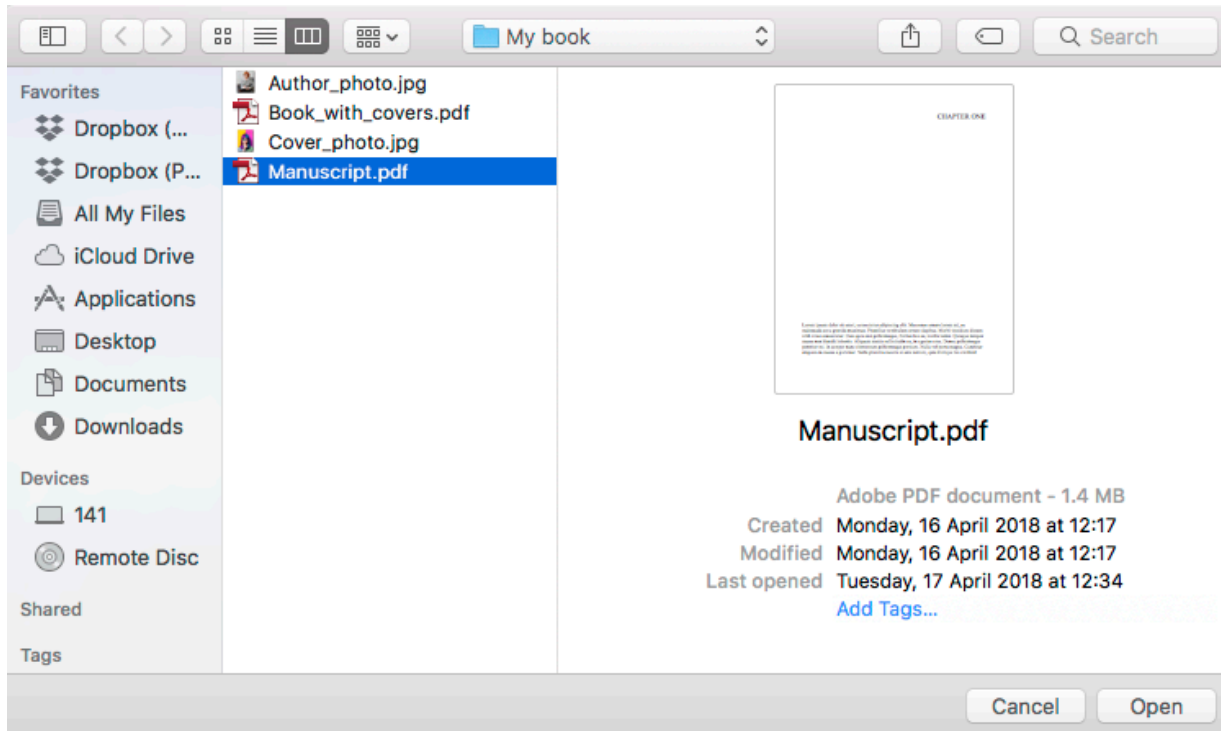
Maximum file size 1GB. Bigger file? (See FAQ)

 Add Files

Your files

Files for order item "":

#### 4. Choose your file

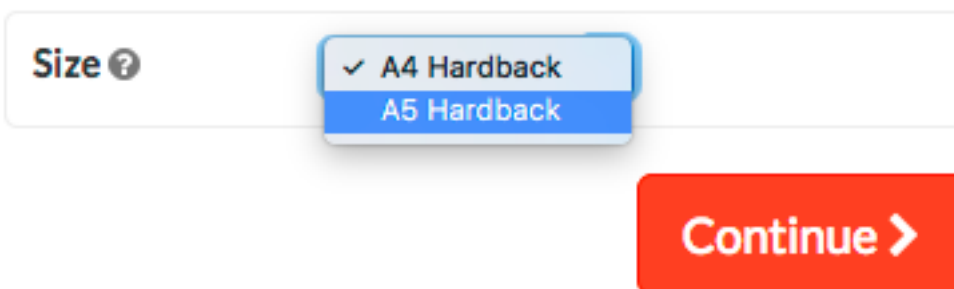


#### 5. Click 'Upload'



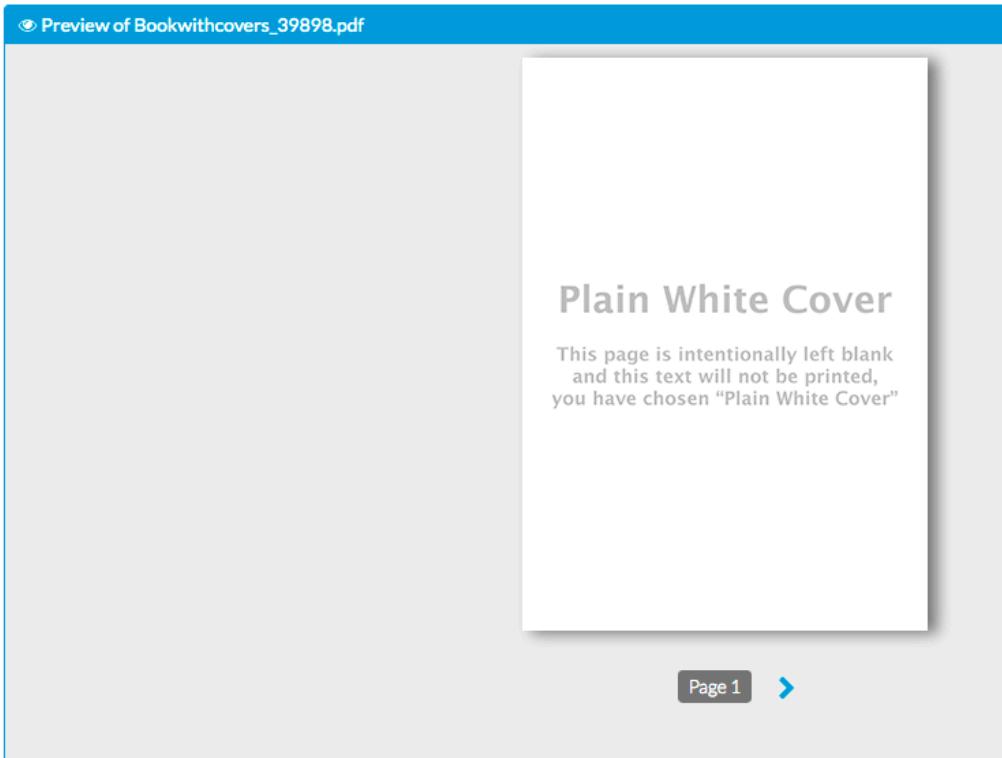
#### 6. Select which size of book you'd like

Select size



7. You'll then see a preview of your book minus the covers

## Configure your document



8. Scroll down and click 'Design my cover' followed by 'Upload or create my cover'

### Design a Cover for your Book

**Option 1** Choose 'Design my cover' if you want to:

- Use pages from your document for the front and back covers.
- Upload cover artwork or create a cover in your browser using the Cover Designer.

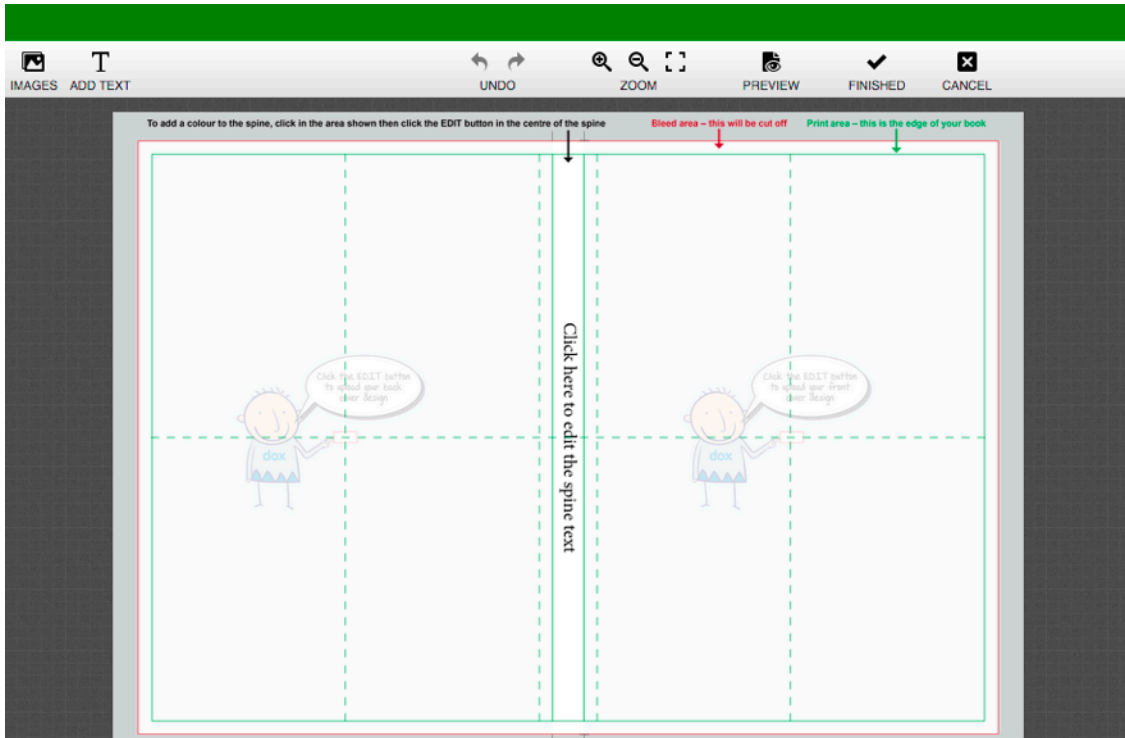
**Option 2** Choose 'Use plain white covers' if you want blank covers (no cover design will be printed if this is selected).

[Design my cover](#) [Use plain white covers](#)

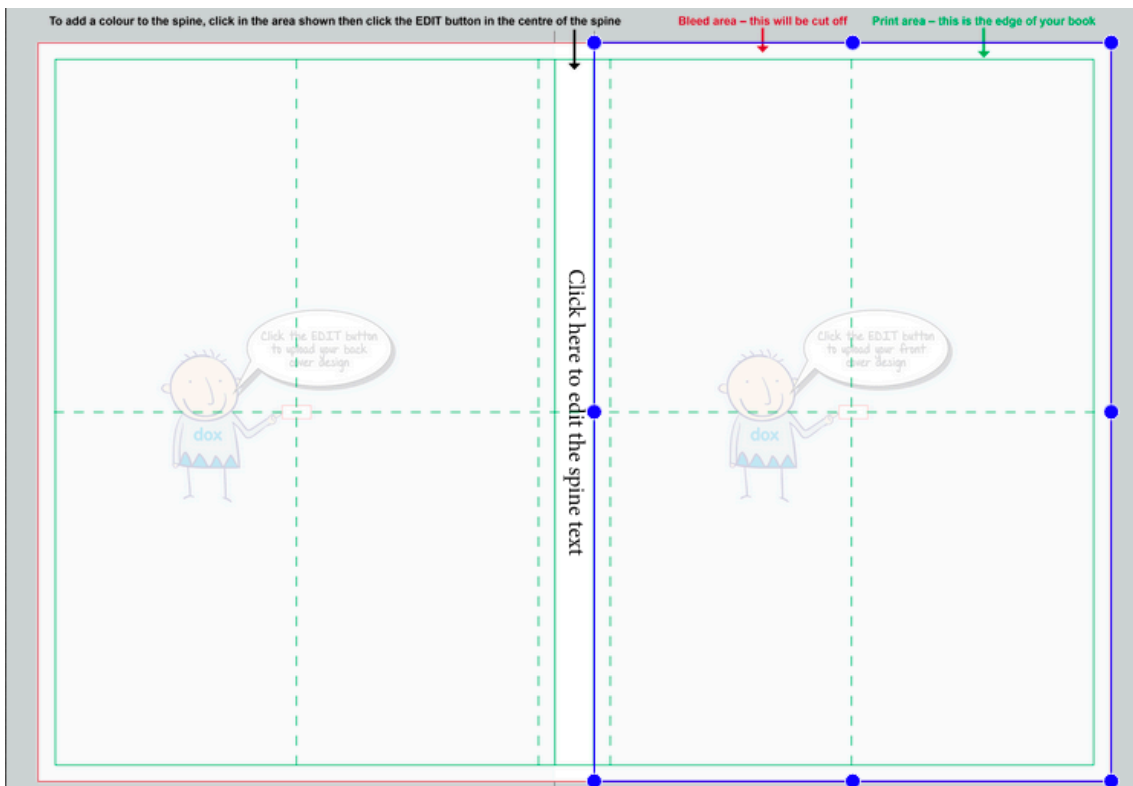
What do you want to use for your front and back covers?

[Page 1 \(front\), page 195 \(back\)](#) [Page 1 \(front\), plain white \(back\)](#) [Upload or create my cover](#)

9. The cover designer will load a blank template for your book covers and spine



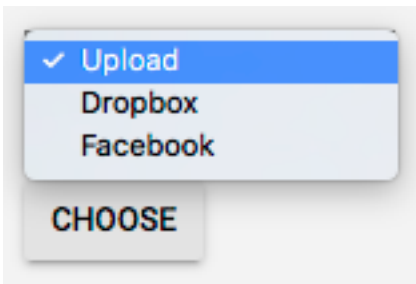
10. To upload a full page image click on the right (front cover) or left (back cover) page



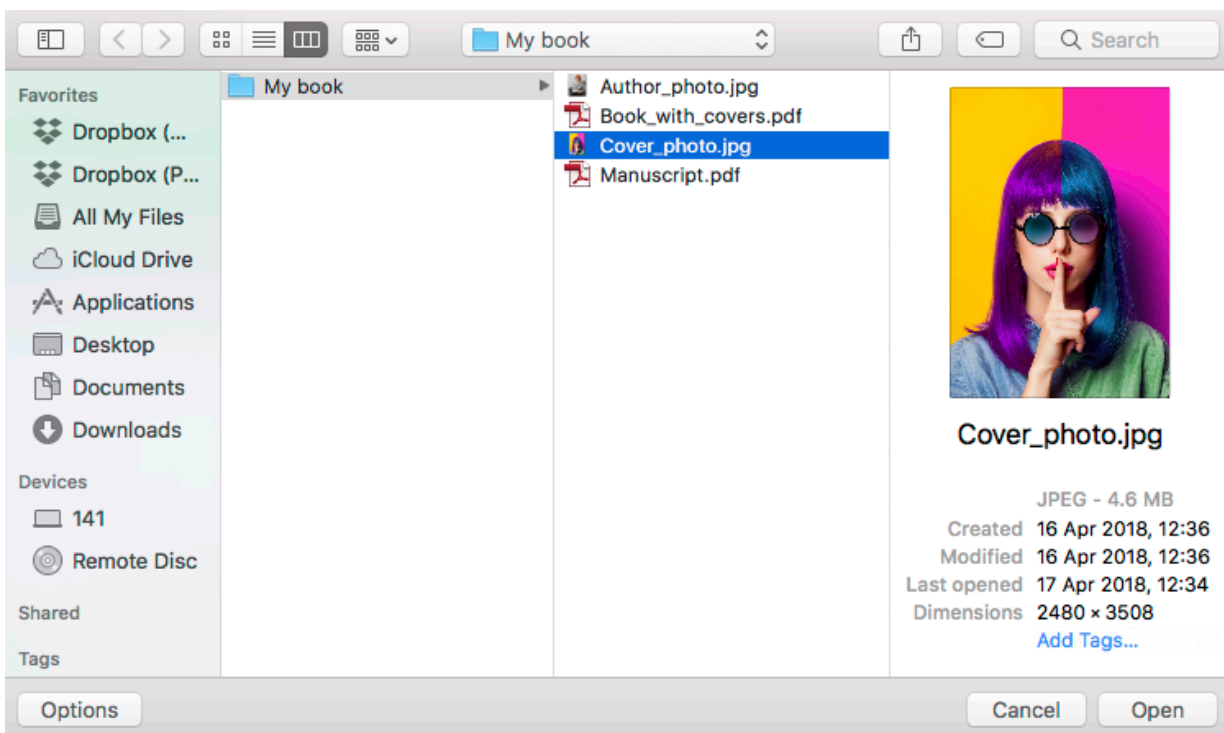
11. Click 'Change Image' to the right of the cover design panel



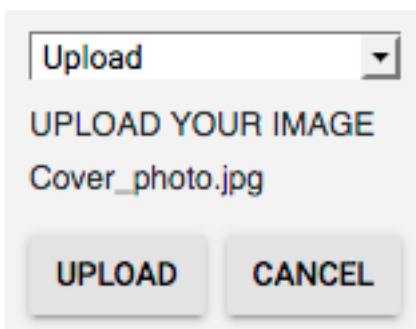
12. Choose where you'd like to upload from (your device, Dropbox or Facebook)



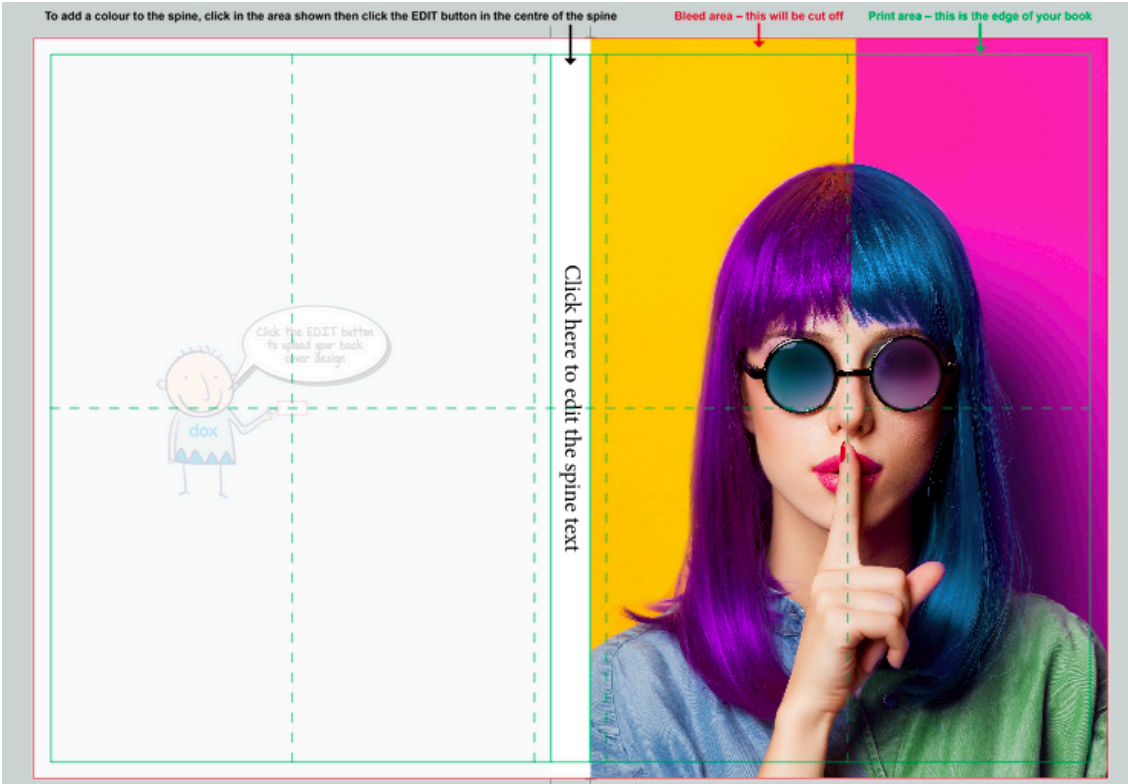
13. Select an image



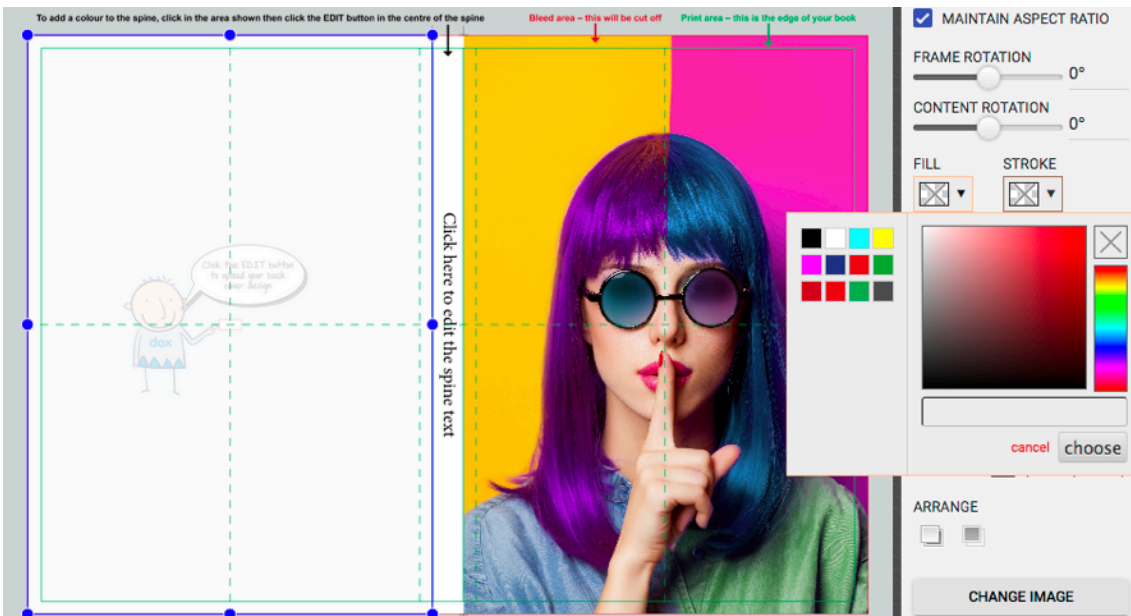
14. Click 'Upload'



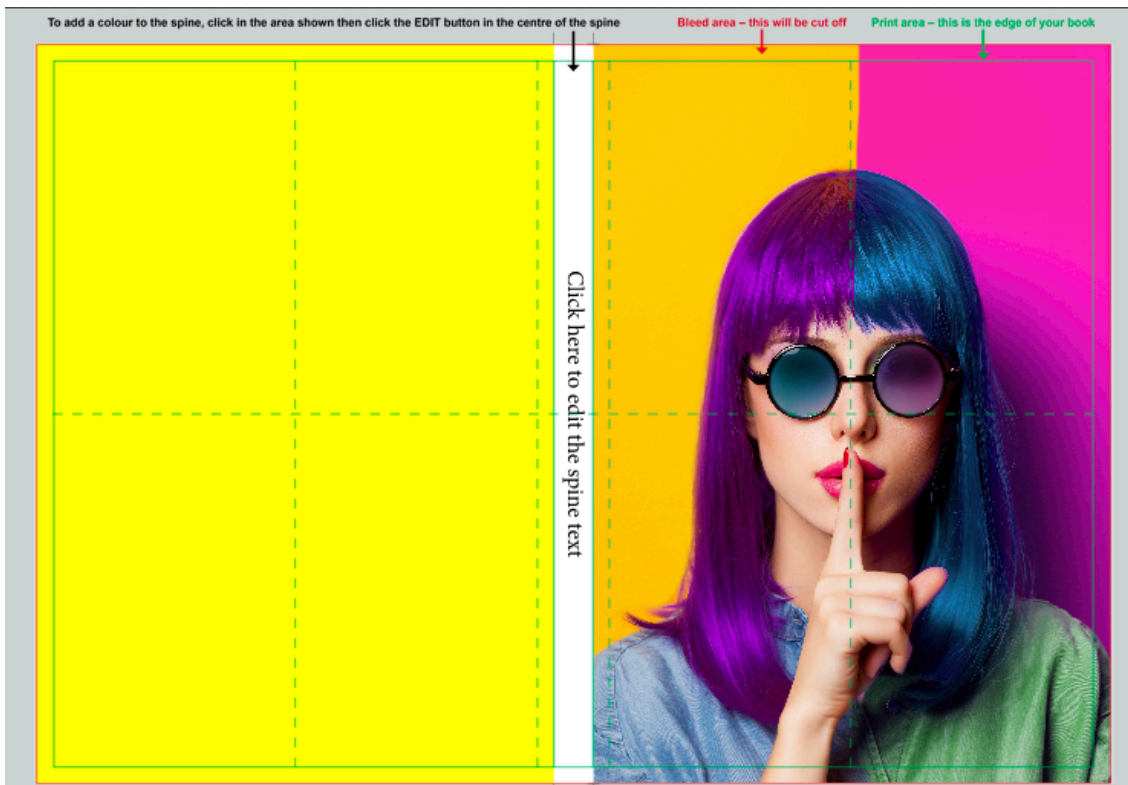
15. Your image will be placed on the cover



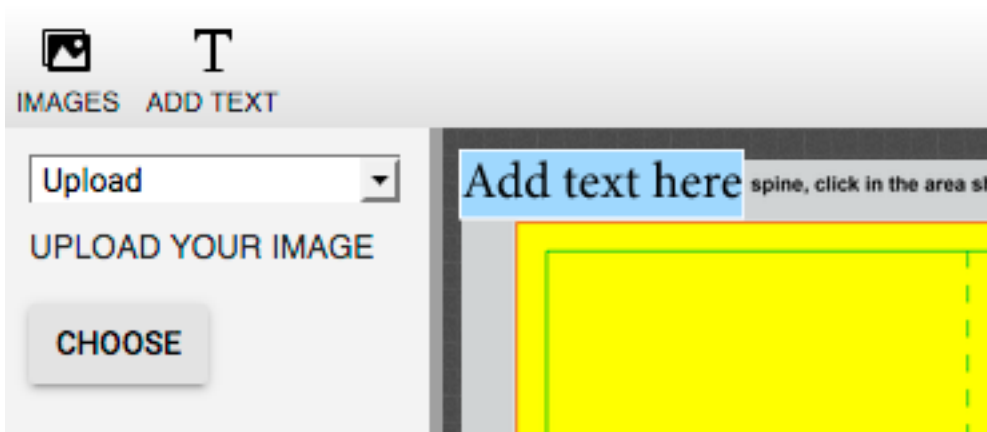
16. To change the colour of an area click to highlight it and click 'Fill' to choose a colour



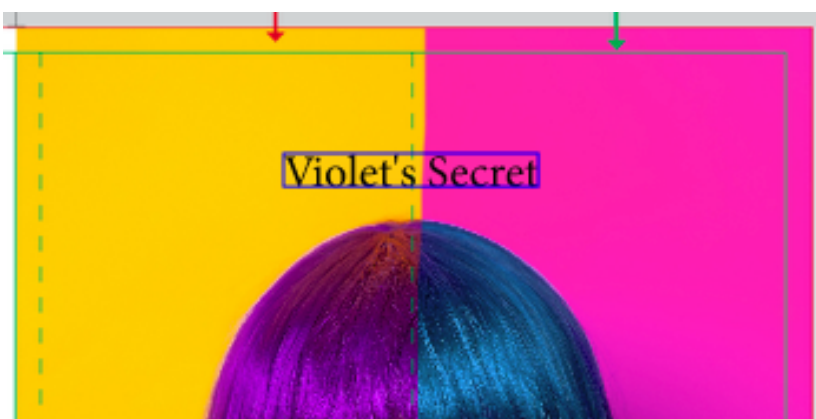
17. The colour will be applied to your cover



18. To add text to your cover click 'Add Text' and type over the placeholder text

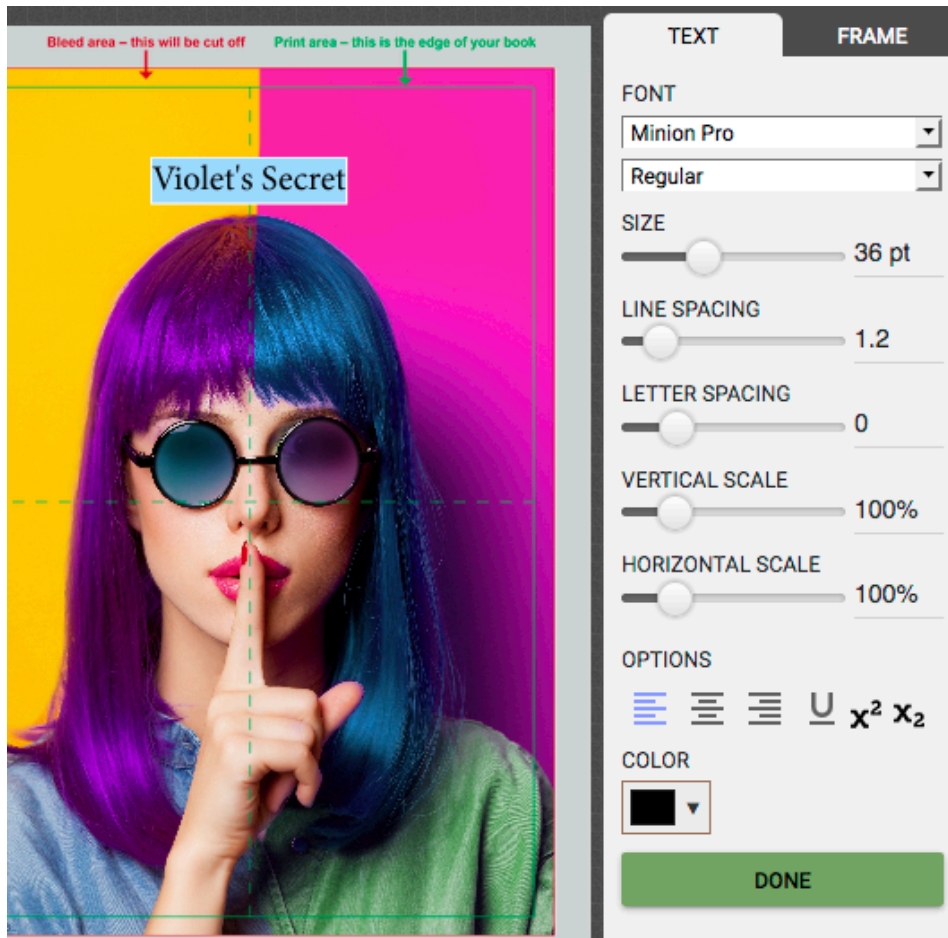


19. Drag the text box to where you need it to be





20. Double click to highlight the text box and choose font, size, colour, etc in the right panel

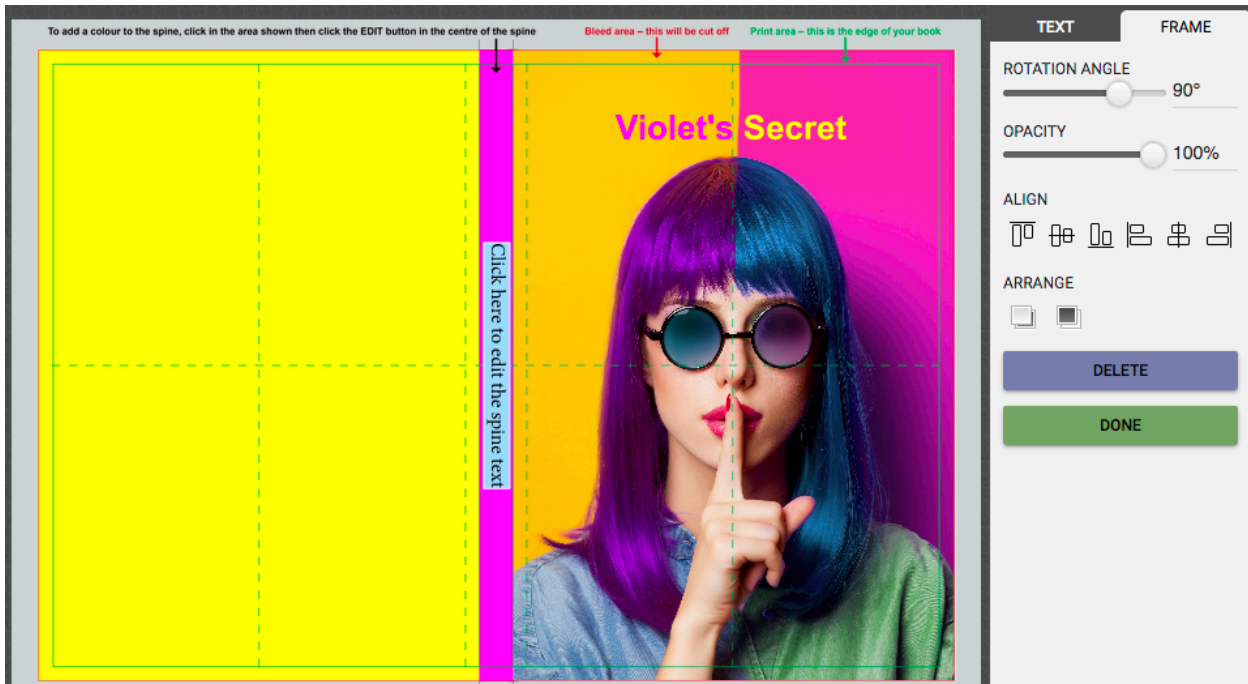


21. To change the spine colour click on the area indicated and click 'Fill' to choose a colour





22. Double click to highlight the spine text, type your text and choose font, size, colour, etc



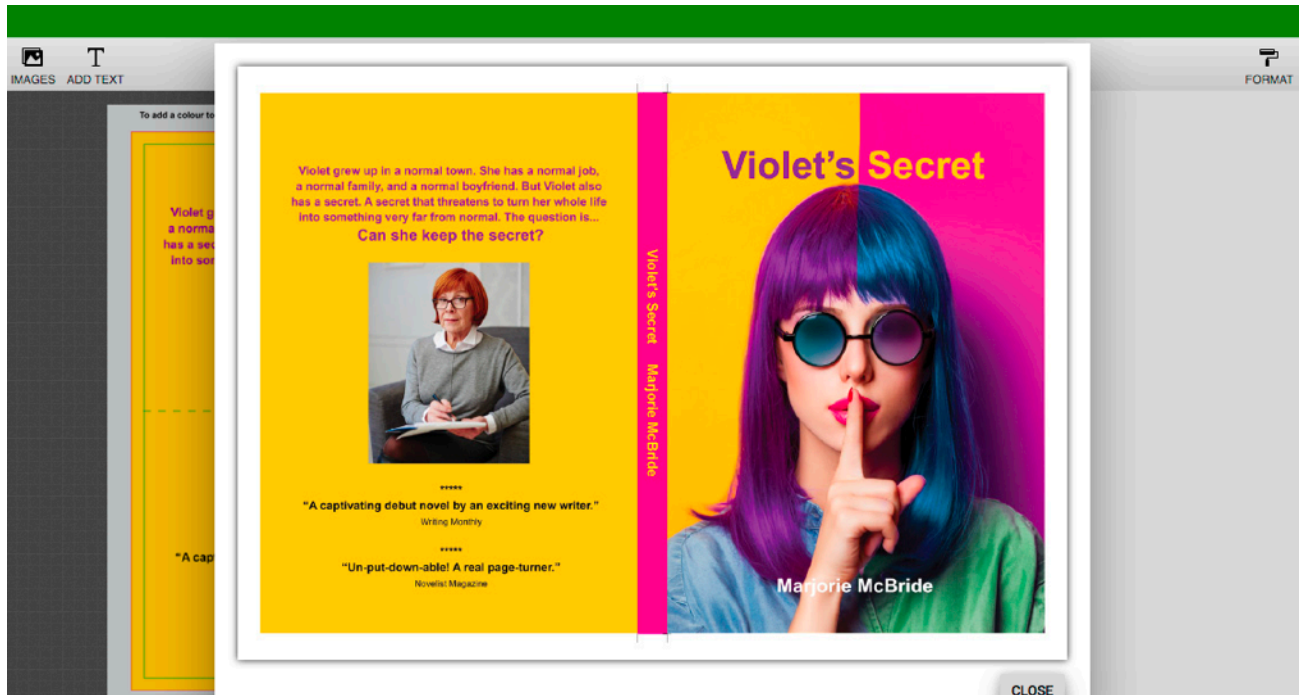
23. Keep adding text, colour and/or images until your cover design is complete



24. Click 'Preview'



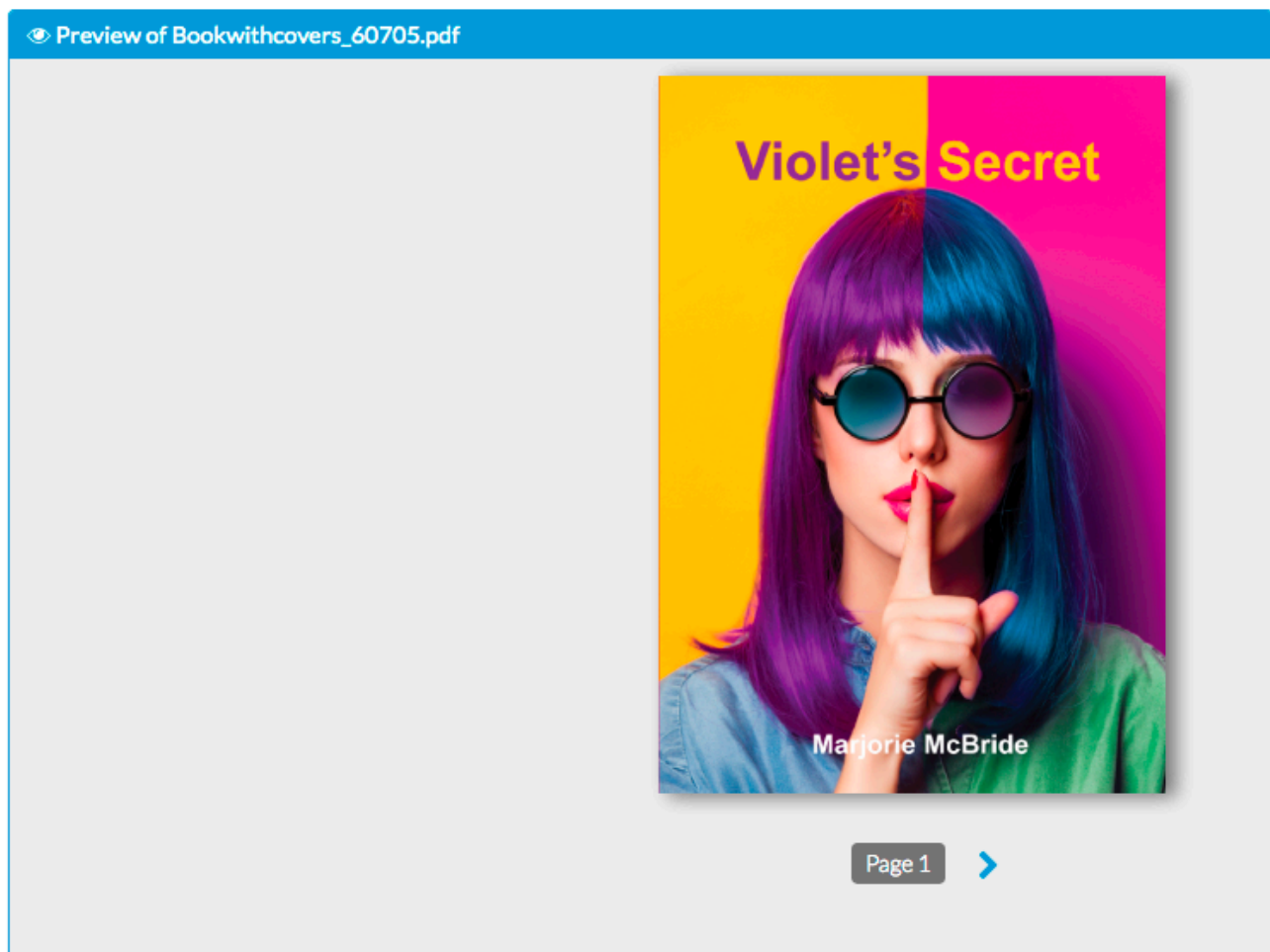
25. This will load a preview of how your complete book covers will look when printed



26. Click 'Finished' when you're happy



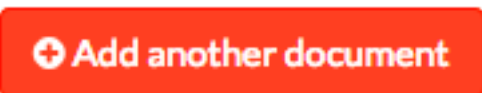
27. You can then scroll through your book and view the cover and inner pages



28. Click 'Edit cover' if you want to make any changes



29. Click 'Add another document' to add an item to your order



30. Or click 'Checkout' to complete your order – and you're done!

