

IPNE Webform for Catalog Entry Instructions Sheet

Version 1.1 September 20th

IPNE is using a webform and database to acquire and store data for our catalog "Featured Listings" pages. For each title you exhibited with IPNE at the NEIBA and NELA shows, you are entitled to have one listing in the Catalog.

Where to find the form

To use this form and enter your data go to:

www.mediaentities.com/webform

General Create accounts and log-in instructions

For each title you will enter you will need a separate User Account. So for example, if you are going to enter one book, you will need one account.

If you are going to enter two books (because you exhibited two books) you will have to create two user accounts. And so on...(Note – We know this is kind of dumb, but this process is new, and this is currently the way it works.)

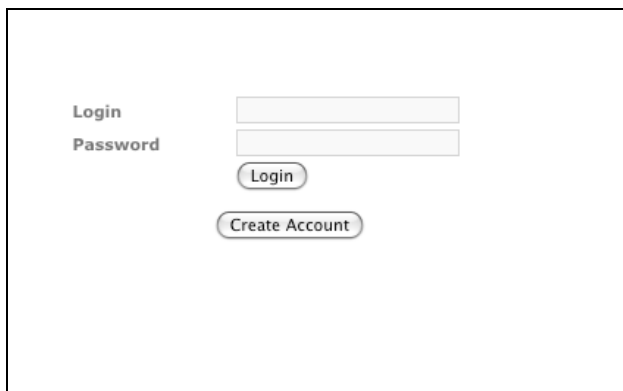
To deal with this we recommend you keep the user name and password for each account simple.

Example (Nigloschy1) for both user name and password for the first account. Then, (Nigloschy2) for user name and password for the second account. And so on....Please keep a record of your accounts somewhere that you can refer to in the future.

Creating a user account:

www.mediaentities.com/webform

The following screen will display. If you already have a login name and a password, enter them in the Login and Password fields then click on the Login button

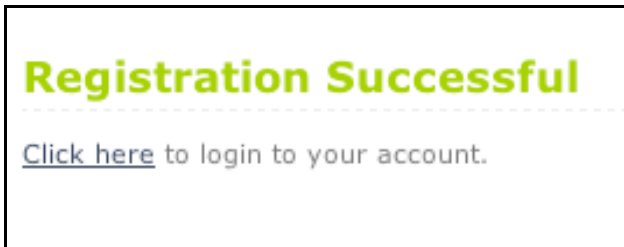
A screenshot of a webform interface. On the left side, the labels "Login" and "Password" are positioned vertically. To the right of "Login" is a rectangular input field. To the right of "Password" is another rectangular input field. Below the "Password" field is a rounded rectangular button labeled "Login". Below the "Login" button is another rounded rectangular button labeled "Create Account".

If you do not have an account yet, then click on Creating an account. The following screen displays:

Registration form with the following fields and a button:

- First Name:
- Last Name:
- Login:
- Password:
- Confirm Password:
- Type the word:
- Register button

Fill out each field accordingly. When completed, in the "Type the word", enter the word displayed in blue (**Light**) and click on the Register button. The following message appears on your screen:



In order to login into WebForm, select **"Click here"**; the Login screen appears to let you enter your new login name and password:

Login form with the following fields and buttons:


- Login:
- Password:
- Login button
- Create Account button

Enter your newly created Login and Password, and click on **"Login"**. The IPNE Catalog Entry is displayed (see picture below), ready for you to be filled in.

NOTE!!! DON'T FORGET TO DO THIS FOR EACH SEPARATE BOOK ENTRY!!

Enter your newly created Login and Password, and click on **"Login"**. The IPNE Catalog Entry is displayed (see picture below), ready for you to be filled in.

FILLING-IN THE IPNE WEBFORM

Media Entities Web Form 

Independent Publishers of New England

[IPNE catalog entry](#)

Starred fields are required.

Author *

Publisher *

Primary Genre *

Secondary Genre

Tertiary Genre

Title *

Subtitle

Description *

Maximum of 350 characters including spaces

Cover image *

*Files types (png, jpg, eps, tiff, pdf)
Maximum size 10MB.
180dpi, minimum 1" x 1"*

The following fields should be typed exactly as they should appear.

Price
Example: \$19.99

Size
Example: 8.5" x 11"

Pages
Example: 142 pages

Format
Example: Hardcover, Paperback, Other

Terms
Example: 20% discount from author

Trade Distribution
Example: National Book Network

ISBN
Example: 9780615300412 (13 or 10 digits)

Publication Date
Examples: 2011 or March 2012

Awards or Media Reviews

*Example: Book of the Month Club Selection
You may enter up to 4 entries.
Please limit each entry to 50 characters.
(Cite periodical or award title only).*

Telephone
Example: 781-555-1212 (optional)

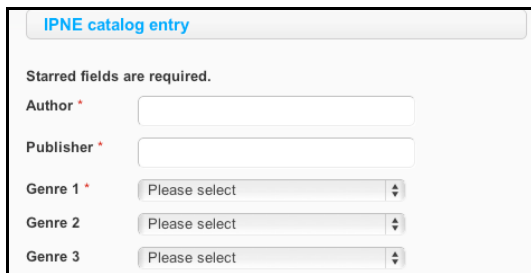
Most of the fields are self explanatory and straightforward. Others can need a little explanation, and this guide will help you understand them and enter your data.

A few general notes.

- Asterisk'd items require that data be entered.
- Please do not paste from word. Type in the data or copy from a text file.
- Read the the field descriptions and pay attention to character limits.

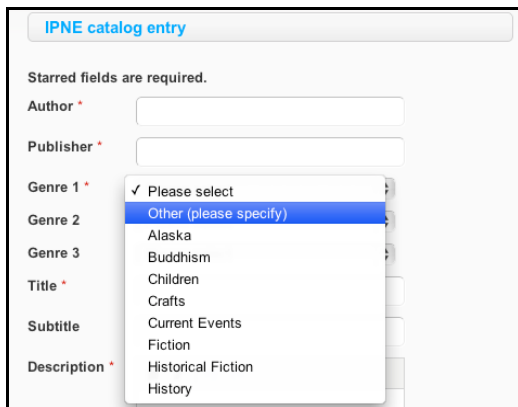
Special Notes

Some of fields have pre-defined choices (drop down lists), they also let you enter your own choice if nothing in the list matches your need. The image below shows you one of those fields (Primary Genre 1, etc...)



The screenshot shows a form titled "IPNE catalog entry" with a note "Starred fields are required." Below this, there are five fields: "Author *", "Publisher *", "Genre 1 *", "Genre 2", and "Genre 3". Each field has a text input box or a dropdown menu. The "Genre 1 *", "Genre 2", and "Genre 3" fields currently show "Please select" in their dropdown menus.


When you fill in this field you can select from the drop down list, or enter your own description. To enter something not on the list – choose **“Other (please specify)”**



This screenshot shows the same form as above, but with the "Genre 1 *" dropdown menu open. The "Other (please specify)" option is highlighted in blue. Other options visible in the list include "Alaska", "Buddhism", "Children", "Crafts", "Current Events", "Fiction", "Historical Fiction", and "History".

The picture below shows you the result after **“Other (Please specify)”** has been selected. When the cursor is on the blank line you type into that space the data you want to enter. In the example below we’ve typed in “my entry” as the data.

If you are not satisfied with your entry, just position your cursor in the field, delete and retype another choice. To return to the full choice list (as shown in the previous

picture), click the “x” button: 

IPNE catalog entry

Starred fields are required.

Author *

Publisher *

Genre 1 * my entry|

Genre 2


Genre 3

Title *

For the rest of the form the Data entry is very simple, just click in each field to activate the cursor and enter your data or use the TAB key to navigate from field to field.

Once you are done entering the data, click on the "Preview button" to review your entries, and you should get the following screen display: (but with your data!!)

Preview
Powered by Media Entities Page Builder Engine

GENRE	TITLE AND DESCRIPTION	AUTHOR	BOOK DETAILS DISTRIBUTION	PUBLISHER
<ul style="list-style-type: none"> • Mystery • Historical Fiction • Fiction 	<p>Sixteen in the seizeime <i>Inspecteur Inspectuer and the Pigeons of Paris</i></p> <p>Follow Inspector Desfarges investigating gruesome pigeon garrotings in the tony 16th arrondissement of Paris. And while the trail follows the hot croissant crumbs of chic curbside cafes a seedier darker side of the quartier will plunge Desfarges into ever deepening intrigue threatening the highest levels of haute couture. <i>Publishers Weekly Gold Selection</i> <i>NPR BookSpotlight</i></p>	<p>Dan Nigloschy</p> 	<p>\$8.95 5' x 7" 225 pages Paperback 10% through TV5 My Book Distribution Services Inc.</p>	<p>Media Entities ISBN: 1234567890 Publication date: Feb 2011</p>

Back Approve

Once you are satisfied with your entry, click the **"Approve" button** to store your them in the database. A message will display, informing you that your data have been correctly stored.

If you notice that some changes to your data are necessary, then click the **"Back"** button and proceed to the re-enter (as described above) the modifications.

When you are done working, click on the **"Logout"** button situated at the top left corner of the form.

Support: If you encounter any problems feel free to call Media Entities from 10-6 Mon-Fri at 781-209-0254 - Or email us at support@mediaentities.com

We'll be glad to help you out.