Editing Your Profile (important for marketing and fan relationship building purposes)

- From the main nav, click on My Account and "Edit Profile":

- Your first task should be to upload an Avatar image, update your "Author Intro" and decide whether you want a different "Screen Name" than that of your login (upon registration, these are one and the same)

  Note: The Avatar image and Author Intro are not necessary to complete, but they will be used in the following sections of the site:

  - the intro interface to each of your comic issues,
  - your personal homepage
  - the message window when a fan is trying to contact you through the site, and
  - the "Get Connected" section; this is our version of LinkedIn for authors, colorists, illustrators, typesetters, etc.,

- If you choose to "sell" books at any point, you will need to enter a "Paypal Email" which is what we use to distribute your sales at the beginning of each month.

  Note: You do not need to worry about this step now. If you attempt to flag an issue as "Paid" versus "Free," and you have not set this field, you will be notified at that time.

- For marketing purposes, it's also a good idea to enter in your Social URLs as those will appear in all the same sections as your Avatar image and Author Intro and will give your fans easy access to all of your Social postings.

  Note: For your social links to work, submit the full, copied/pasted URL. Don't worry, this is just for your fans' use… we do not access or leverage your social sites in any way, and if we someday decided to do so, you would be required to give us a release for that before we did anything.

Adding a New Series/Issue

The next step is to start authoring your content, which begins with adding your first "Series."

- From the main nav, click on "Author Comics"
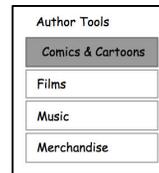
- Add new content by clicking the [+] sign to the right "Current Issues" header in your Content Grid.

  Note: the first time you Add New Content, you will only be able to "Add a New Series"... after your first series has been added, you will be able to add issues to an existing series or add a new series.
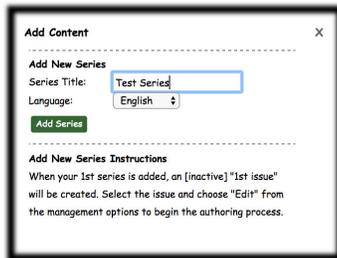
- When you add a series, a "First Issue" is created for you (which is set to inactive - i.e., it does not show up anywhere on the public site)

Edit the New Issue Meta Data

To edit your new issue:

- Click on the row in the grid corresponding to the desired issue… a dropdown menu of actions will appear in the top right corner.

	Series ▲	Issue #	Title	Free	Last Updated	Active
1	Test Series	1	First Issue	Yes	06/25/17	No

Current Issues [+]   Select Action ⬍

- Select "Edit"… this step launches the entire, scrollable, edit issue interface.

	Free	Last
	Yes	

✓ Select Action
Cancel
Preview
Edit
Re-order
Activate
Remove
URL
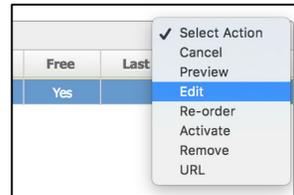
Note: The Authoring Content configuration screen may appear daunting at first glance, however, the only requirement for authoring content is to upload image content ("Issue Pages"), adding at least one Genre and marking the issue as "active." All other configurations are optional and meant to be used to optimize the fan experience.

[+] History/Comments Panel (click to open)   [X]

Issue # :	2	
Series Title :	Test Series	[Edit]
Issue Title :	First Issue	[Edit]
Publisher:	Not Assigned ⬍	[Update]
Mature Audience:	No	[Convert to Mature]
Tags:	Genres Keywords	[Edit]
Free / Paid:	Free to View	[Convert to Paid]
Issue Type:	Comic ⬍	[Update]
Page Images:	There are 0 files currently uploaded for this issue.	[Edit]
ComiXology Url:	Not Set	[Edit]
Kickstarter Url:	Not Set	[Edit]
Intro Copy:	Not Set	[Edit]
Intro Video: [YouTube ID]	Not Set	[Edit]
Closing Copy:	Not Set	[Edit]
Closing Video: [YouTube ID]	Not Set	[Edit]

- "Issue Title" is a way of naming a specific issue, which is displayed in the popup window when the fan selects your comic. When you create a new "Series," an initial "Issue" is added to the Series and named, by default, to "First Issue."

- If your "Publisher" is also on phicno, you can select them as the publisher of this issue. This allows your issue to show up on the Publisher's homepage along-side all the other issues that have been flagged as "Published by this Publisher."

- If your content is for a "Mature Audience" it is recommended that you flag it as such. This will create a slightly opaque cover over your issue and require an opt-in from your fan saying that they are "Over 18."

- You can flag your content as "Paid" which will make it so that fans can only view the Cover and the first 2 spreads of your content. When they reach spread 3, they will be prompted to login and pay $.99 to gain access to the rest of your content. This feature exists, but is not necessarily recommended. The better option is to show all of your content for free and configure the ComiXology URL to drive your fans to ComiXology to purchase the final product.

- "Intro Copy" and "Closing Copy" are used to introduce each issue and provide fans with a closing message when they get to the back cover.
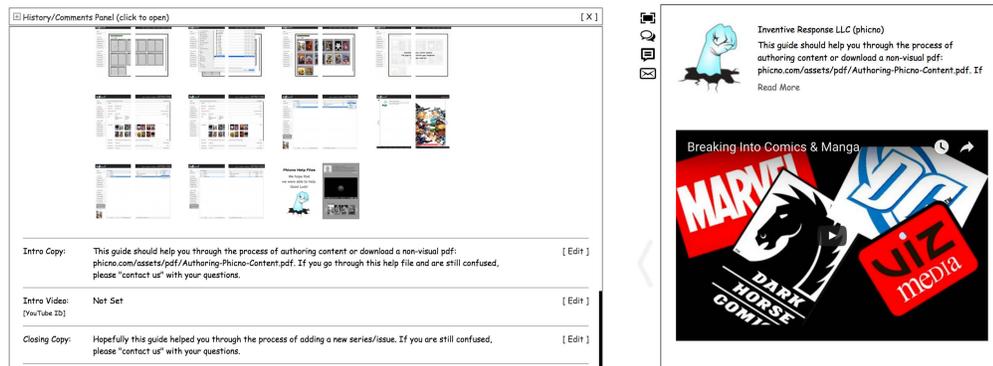
- "Intro Video" and "Closing Video" allow you to stream in a video from YouTube to fill the space on the intro and closing pages to the left and right of your cover and backcover images. *If you do not, specific an Intro and/or Closing video, a YouTube video will be streamed in its place.*

- You can also add a "Background" image that will convert the white Phicno background to a tiled image to better support the comic viewing experience
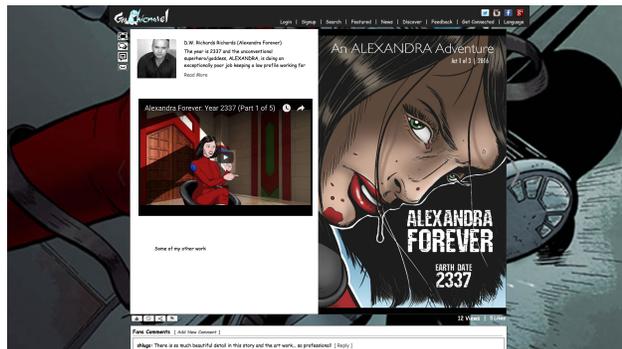
Edit the Issue Pages (the actual image content)

- On first click, a help file will appear displaying the upload specs (designed for comic books).
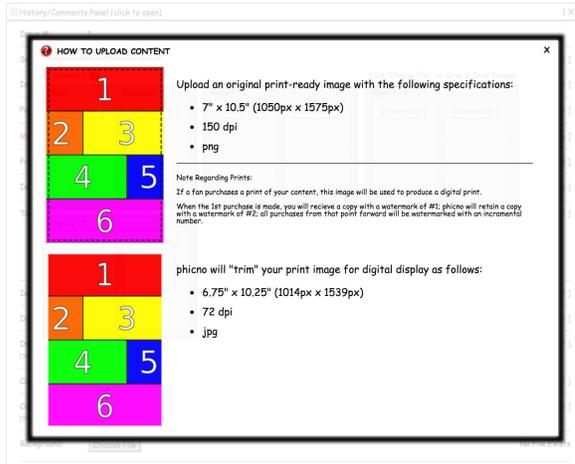
1. Upload "full bleed" images for each page of a spread (i.e., left size vs right side):
   7" x 10.5" (1050px x 1575px), 150 dpi, png

2. [Occurs automatically]

   The Phicno engine will crop the "bleed" area from the png and convert each image to a jpg, which is used on the site for digital viewing.

   Note: This original, high-res, full bleed, png will be used for a future "Send to Printer" feature: each print will be watermarked with an incremental number signifying it is the 1st, 2nd, etc., print made (you, as the author, will receive the 1st print), hopefully creating a "collectable" feature out of your digital prints.

- Each issue requires a minimum of 8 image uploads: a cover, a backcover and 6 pages.
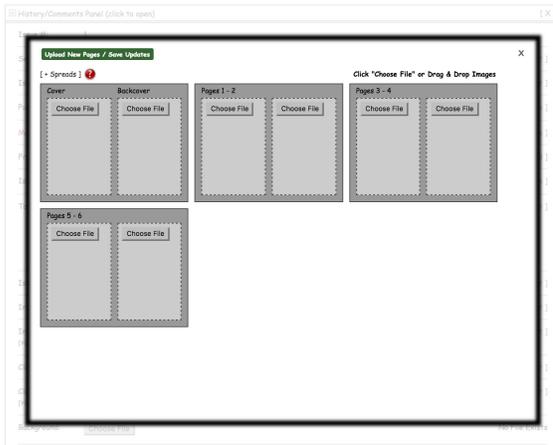
- When you have completed configuring your issue, you can close out the "Edit" window and move on to "previewing" and "activating" your Issue.
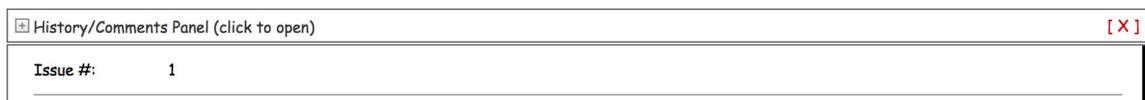
Previewing, Getting the URL of and Activating the Issue

Before you activate your Issue, you should preview the issue in a browser to make sure that is appears as you are expecting it to.

- Select the issue from the Grid, select "Preview" from the Actions menu

Note: The URL for this preview window is encrypted and mapped to your login so you can only execute this action when you are logged in (i.e., bookmarking and retrieving this URL when you are not logged in will not work). Full Screen capabilities work in Preview mode but all of the introduction content is omitted in this view so that Authors can focus on the content.

- Before or after Activating your Issue, you should view the URL of your comic so that you can use it for marketing purposes.
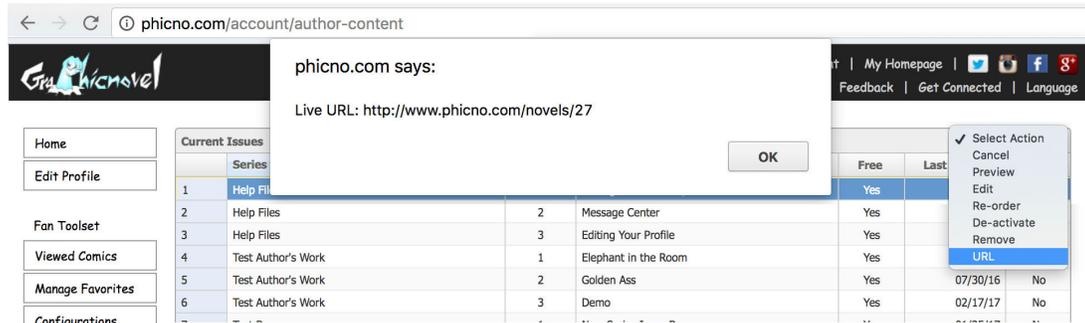
- The last step is to mark the comic as active, which is one of the options in the dropdown menu when you select the comic from the grid.
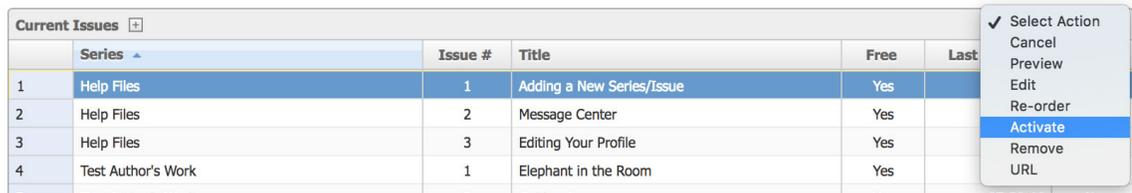
Congratulations…
Your content is now available to the public!