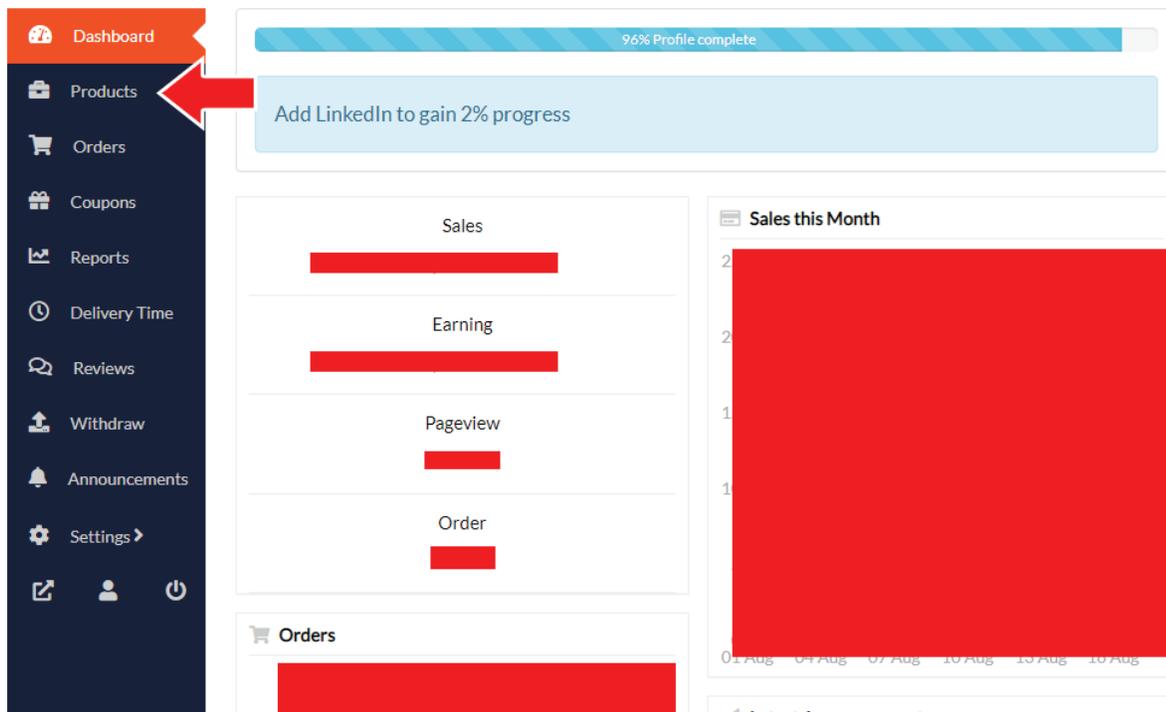




ADDING A PDF PRODUCT

Click on the **Products** tab on the left-hand side.

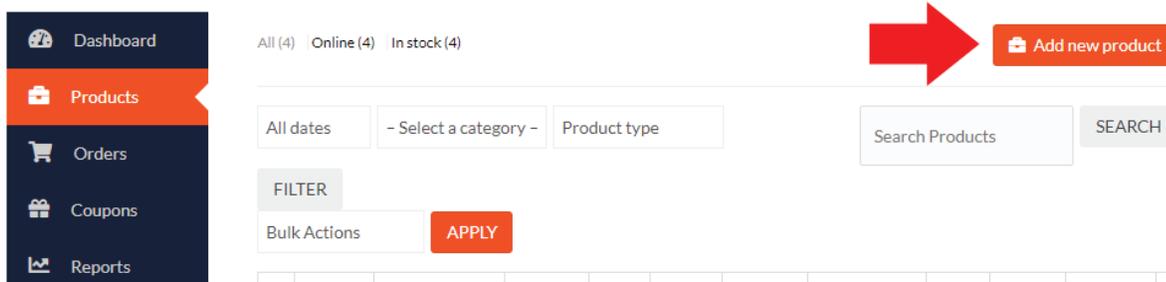
Dashboard



The screenshot shows a dashboard with a dark blue sidebar on the left. The sidebar contains several menu items: Dashboard, Products, Orders, Coupons, Reports, Delivery Time, Reviews, Withdraw, Announcements, and Settings. The 'Products' item is highlighted with an orange bar, and a red arrow points to it from the right. The main content area is white and contains a progress bar at the top showing '96% Profile complete'. Below the progress bar is a light blue banner that says 'Add LinkedIn to gain 2% progress'. The dashboard also features several charts and widgets: 'Sales', 'Earning', 'Pageview', and 'Order' each with a red bar chart; 'Sales this Month' with a large red area chart; and 'Orders' with a red bar chart. The 'Dashboard' item in the sidebar is also highlighted with an orange bar.

Click on the **Add new product** button in the upper right-hand corner.

Dashboard



The screenshot shows the same dashboard as above, but with the 'Products' tab selected in the sidebar. The sidebar is dark blue, and the 'Products' item is highlighted with an orange bar. The main content area is white and contains a filter section at the top with 'All (4)', 'Online (4)', and 'In stock (4)'. Below the filter section are several input fields: 'All dates', '- Select a category -', 'Product type', 'Search Products', and 'SEARCH'. A red arrow points to the 'Add new product' button in the upper right-hand corner. The 'Dashboard' item in the sidebar is also highlighted with an orange bar.



The **Add New Product** window will appear.

Add New Product [Close]

Upload a product cover image

The Delver - Issue 01

Price: \$ 4.99

Discounted Price Schedule: \$ 0.00

Category: Uncategorized [Edit] [Close]

+ Add new category

Tags: Select tags/Add tags

Enter some short description about this product...

CREATE PRODUCT CREATE & ADD NEW



Give your product a name, price it, and then click on Upload a product cover image:

Add New Product [Close]

The Delver - Issue 01

Upload a product cover image

Price: \$ 4.99

Discounted Price: \$ 0.00

Schedule

Category: OSR [Edit] [Close]

+ Add new category

Tags: Select tags/Add tags

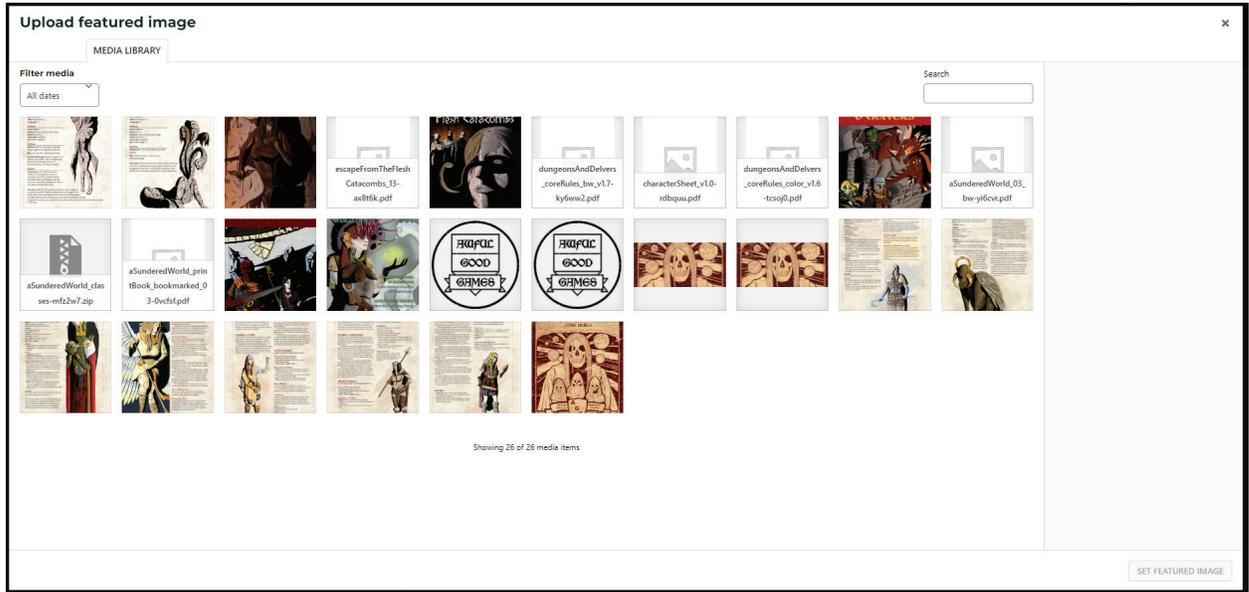
Enter some short description about this product...

CREATE PRODUCT CREATE & ADD NEW

NOTE: If you want a Product to be free, you'll need to manually type in 0.00 in the Price field. Otherwise there won't be an Add to Cart button.



There doesn't seem to be any way to add images besides drag-and-dropping them directly onto the Upload featured image window:



Once the image has finished uploading, make sure it's checked and then click on the **Set Featured Image** button in the **lower right-hand corner**:



You can add **Categories** and **Tags** to your product if you wish:

The screenshot shows a 'Add New Product' form with the following fields and options:

- Title:** The Delver - Issue 01
- Price:** \$ 4.99
- Discounted Price:** \$ 0.00
- Category:** Uncategorized (with edit and delete icons)
- Tags:** Select tags/Add tags
- Description:** Enter some short description about this product...
- Buttons:** CREATE PRODUCT and CREATE & ADD NEW

The 'Category' and 'Tags' sections are highlighted with red boxes in the image.

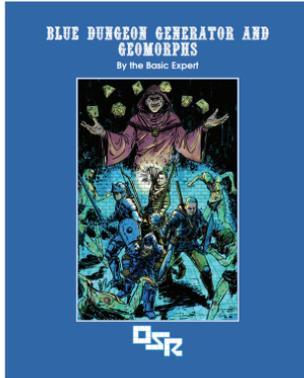
You don't have to do this right away, or ever, but it will make it easier for people to find it while looking for related content.

Categories are set by Biggus Geekus, so you'll have to ask him to add new ones as necessary. You can however set whatever tags you want.



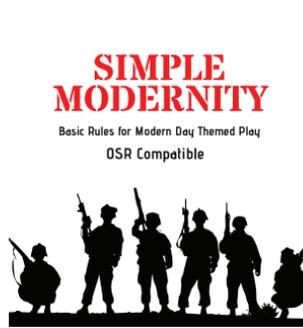
For reference, here's where Categories appear on the site:

Showing 37-40 of 40 results



OSR
Blue Dungeon Generator and Geomorphs
★★★★★
\$8.00

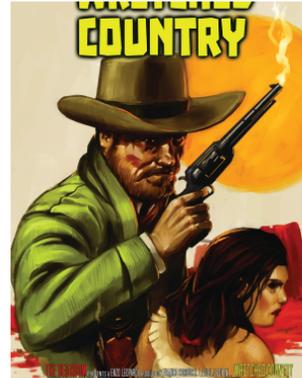
ADD TO CART



Published by
The Scrying Dutchman

Modern
Simple Modernity
☆☆☆☆☆
\$3.50

ADD TO CART



Old School
Wretched Country
☆☆☆☆☆
\$9.50

ADD TO CART



Categories

- Fantasy
- Adventure (13)
- Gonzo (3)
- Horror (14)
- Modern (7)
- OSR (21)

Price Range

\$ 0 - 20

Star Rating

- 5 only
- 4 and up
- 3 and up
- 2 and up
- 1 and up

Creators

- David Gyll
- Erik Jensen
- Felbrigg Herriot



While Tags appear at the bottom right-hand side of the page:

★★★★★
\$8.00

ADD TO CART

\$3.50

ADD TO CART

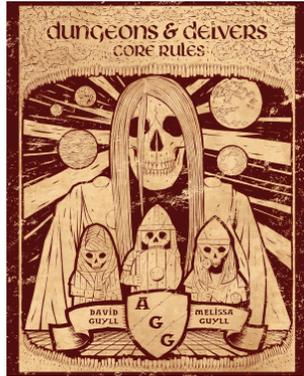
\$9.50

ADD TO CART

- 4 and up
- 3 and up
- 2 and up
- 1 and up

Creators

- David Guyll
- Erik Jensen
- Felbrigg Herriot
- jamfke
- John TGG
- liam thompson



Fantasy Adventure

Dungeons & Delvers Core Rulebook

☆☆☆☆☆

\$19.99

ADD TO CART

Filter by Tag

- a sundered world (1)
- action (1)
- anti-heroes (1)
- apocalypse (1)
- belle époque (2)
- biopunk (3)



FILTER



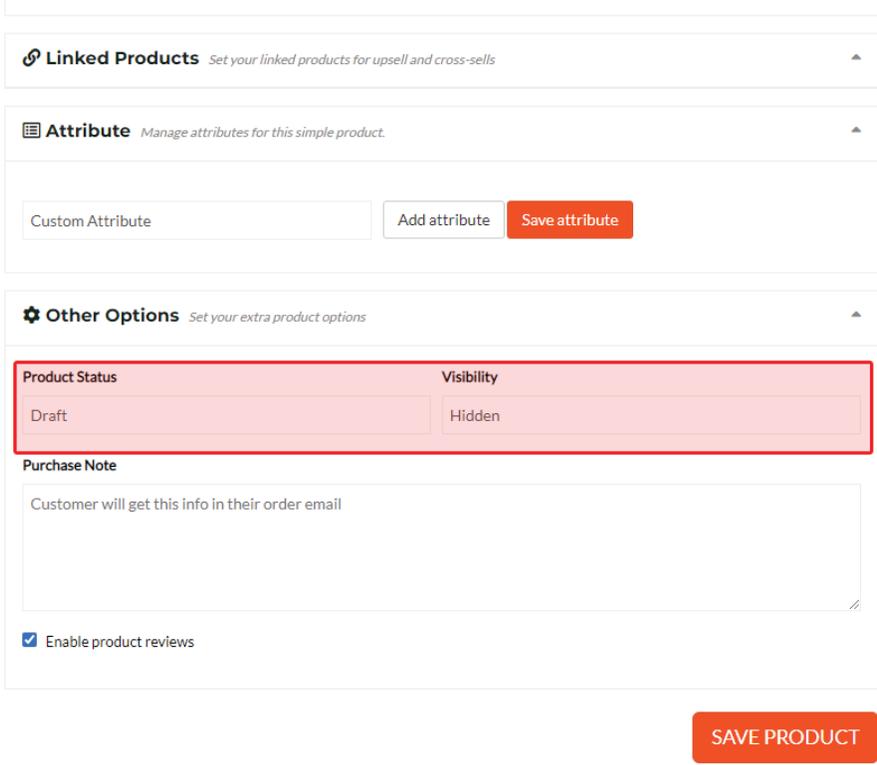
Once you are done, click on either the **Create Product** or **Create & Add New** buttons.

The screenshot shows a web form titled "Add New Product" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Title:** A text input field containing "The Delver - Issue 01".
- Image Upload:** A dashed box on the left with a cloud icon and the text "Upload a product cover image". Below it is a dashed box with a plus sign (+).
- Price:** A text input field with a dollar sign (\$) and the value "4.99".
- Discounted Price:** A text input field with a dollar sign (\$) and the value "0.00".
- Category:** A dropdown menu showing "Uncategorized" with an edit icon (pencil) and a close icon (X). Below it is a link "+ Add new category".
- Tags:** A text input field with the placeholder "Select tags/Add tags".
- Description:** A text input field with the placeholder "Enter some short description about this product...".
- Buttons:** At the bottom right, there are two buttons: "CREATE PRODUCT" (white with a grey border) and "CREATE & ADD NEW" (orange). A large red arrow points to the "CREATE PRODUCT" button.



I'm not sure what the difference is: they both add it to the catalog and make it public despite it not having any files. So once you've clicked either, scroll to the bottom and set your product to **Draft** or **Hidden** for now:



The screenshot shows a product management interface with the following sections:

- Linked Products**: Set your linked products for upsell and cross-sells.
- Attribute**: Manage attributes for this simple product. Includes a text input for "Custom Attribute", an "Add attribute" button, and a "Save attribute" button.
- Other Options**: Set your extra product options. This section is highlighted with a red box and contains:
 - Product Status**: A dropdown menu currently set to "Draft".
 - Visibility**: A dropdown menu currently set to "Hidden".
 - Purchase Note**: A text area with the placeholder "Customer will get this info in their order email".
 - Enable product reviews

A "SAVE PRODUCT" button is located at the bottom right of the form.

Testing each option, Draft, Hidden, and Search hide the product from public view, but in each case I was still able to get to it using the Product URL (and I'm guessing Search would let you find it via a Search function).

None of them seem to prevent someone from finding it if they somehow have the entire URL (ie, <https://biggeekemporium.com/product/testing-draft-and-hidden/>).



The **very next thing** you should do is scroll back up and **make sure both boxes for Downloadable and Virtual are checked:**

The screenshot shows the 'Edit Product' page for 'The Delver - Issue 01'. The interface includes a sidebar with navigation options: Dashboard, Products (highlighted), Orders, Coupons, Reports, Delivery Time, Reviews, Withdraw, Announcements, and Settings. The main content area shows a success message: 'Success! The product has been saved successfully.' Below this, the product title is 'The Delver - Issue 01' and the permalink is 'https://biggeekemporium.com/product/the-delver-issue-01/'. There is an 'EDIT' button. The 'Product Type' is set to 'Simple'. Two checkboxes, 'Downloadable' and 'Virtual', are checked and highlighted with red boxes. The 'Price (You Earn : \$ 3.7425)' is \$ 4.99, and the 'Discounted Price' is \$ 0.00. The 'Category' is 'OSR'. There is a 'Tags' section with a placeholder 'Select tags/Add tags'. The 'Short Description' section has a rich text editor with various formatting options. A product image of 'the delver magazine #01' is shown on the right. A 'Hidden' button is visible in the top right corner.

Otherwise no one will be able to download it. Actually, you won't even have access to the **Downloadable Options** section to add/link files in the first place.



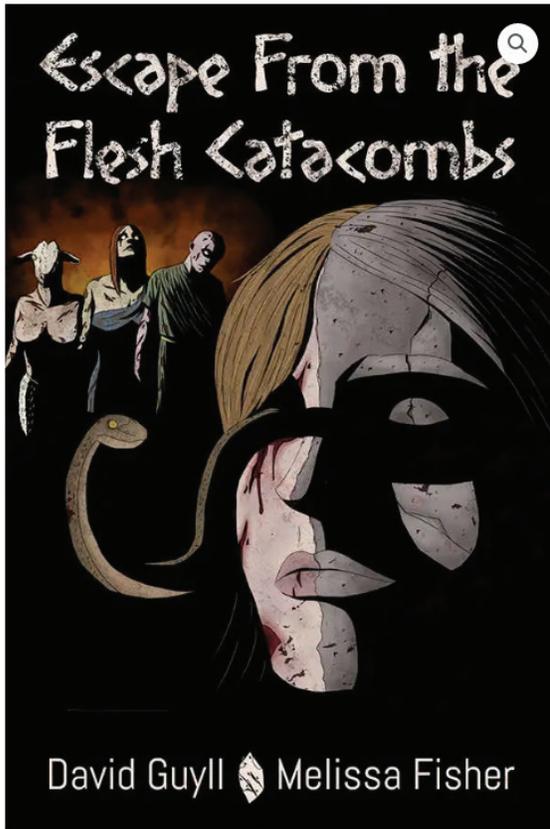
Once you've done that, you can add a Short Description and Description to your product:

The screenshot displays a product management interface with the following sections:

- Category:** A text input field containing "OSR", a small edit icon, a close icon (x), and a dashed box with a plus sign (+) for adding a new category. Below the field is a link: "+ Add new category".
- Tags:** A text input field with the placeholder text "Select tags/Add tags".
- Short Description:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Quote ("), Bulleted List (ABE), Numbered List, Indent, Outdent, Undo, Redo, Link, and Unlink. The editor area is empty with a vertical cursor. A "P" icon is visible at the bottom right of the editor.
- Description:** A rich text editor with the same toolbar as the Short Description field. The editor area is empty with a vertical cursor. A "P" icon is visible at the bottom right of the editor.
- Inventory:** A section titled "Inventory" with the subtitle "Manage inventory for this product." It contains:
 - SKU (Stock Keeping Unit):** An empty text input field.
 - Stock Status:** A text input field containing "In Stock".
 - Two checkboxes:
 - Enable product stock management
 - Allow only one quantity of this product to be bought in a single order



Here's where the Short Description appears:



Home / OSR / Escape From the Flesh Catacombs

Escape From the Flesh Catacombs

\$4.99

A Dungeons & Delvers survival horror adventure, for a party of 4-6 0-level PCs.

1

ADD TO CART

Categories: Fantasy Adventure, Horror, OSR

And here's where the normal Description appears:

[Description](#) [Reviews \(0\)](#) [Vendor Info](#) [More Products](#)

A gorgon setup a lair in a series of catacombs, which she transformed into a subterranean gallery of sorts using petrified victims that she would "modify" to various degrees, including breaking them apart and bonding parts to other statues.

The PCs are her latest acquisitions.

The good news is she was slain before she had the chance to add them to her collection, causing everything she'd ever petrified to turn back to flesh. This includes both creatures and numerous sections of the catacombs that she'd renovated using leftover chunks of stone from her "art supplies".

The bad news is that, even though her various art projects either died immediately or shortly thereafter, due to her choice of lair, in most cases either their souls could not pass on, or their corpses were possessed by demonic entities from the underworld.

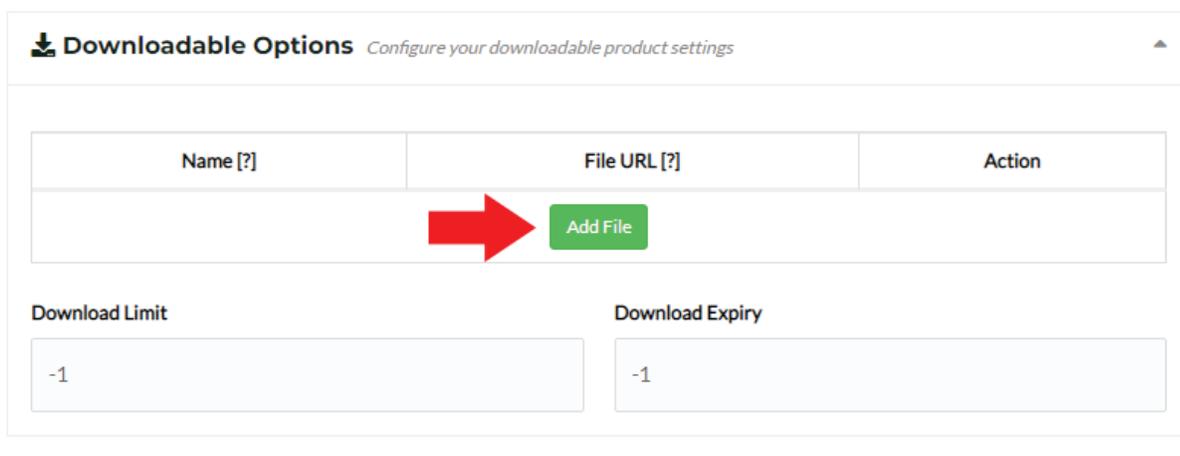
An undead-infested catacomb is bad enough, probably even worse than if it was inhabited by just a lone gorgon, but the PCs were unconscious before they were brought there: they have no idea where they are or how to get out, and no tools to defend themselves with.

If they want to escape, they'll need a combination of cunning and luck to *literally* carve their way to freedom.



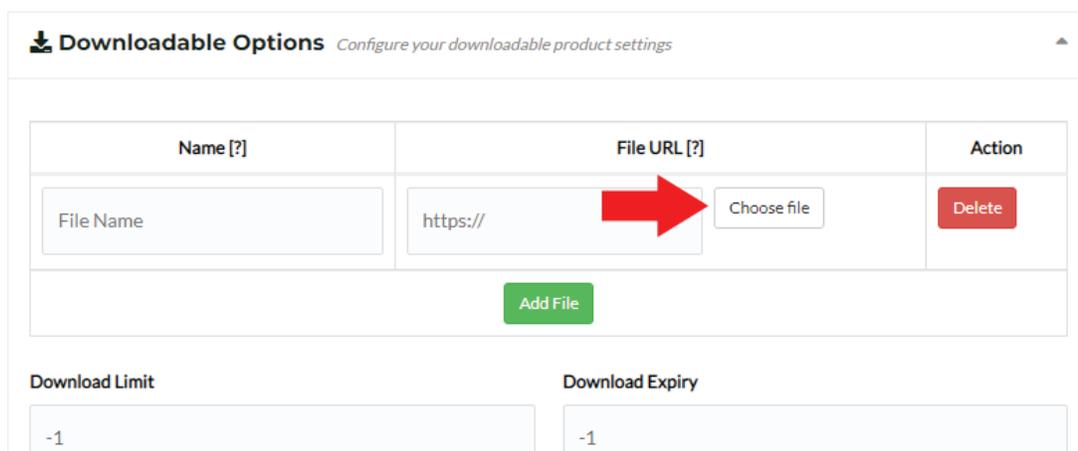
Time to add some files for people to download once they've purchased it. Scroll down until you get to the **Downloadable Options** section (if you cannot find this section, make sure the Downloadable button is checked).

There are a few methods to do this. The first is to click on the **Add File** button:



The screenshot shows the 'Downloadable Options' configuration page. At the top, there is a header with a download icon and the text 'Downloadable Options Configure your downloadable product settings'. Below this is a table with three columns: 'Name [?]', 'File URL [?]', and 'Action'. The 'File URL [?]' column is currently empty, and a red arrow points to a green 'Add File' button located below the table. Below the table, there are two input fields: 'Download Limit' and 'Download Expiry', both containing the value '-1'.

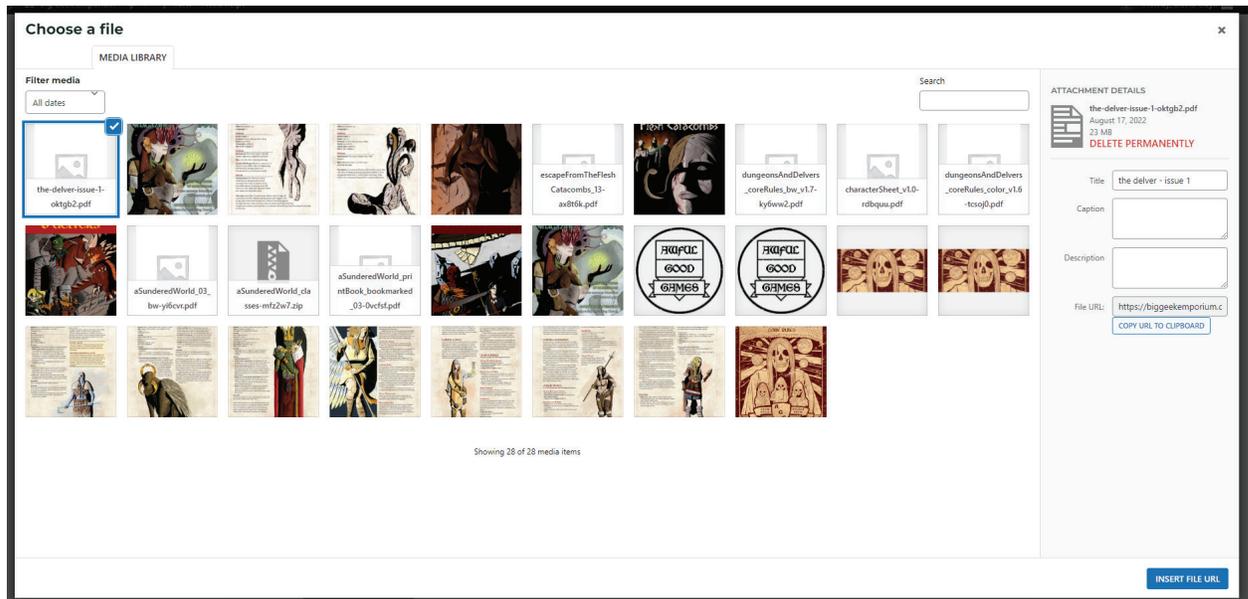
This adds a row for a file name and URL. Click on **Choose file**:



The screenshot shows the 'Downloadable Options' configuration page after a row has been added. The table now has three columns: 'Name [?]', 'File URL [?]', and 'Action'. The 'Name [?]' column contains 'File Name', the 'File URL [?]' column contains 'https://', and the 'Action' column contains a red 'Delete' button. A red arrow points to a 'Choose file' button located to the right of the 'File URL [?]' input field. Below the table, there is a green 'Add File' button. At the bottom, there are two input fields: 'Download Limit' and 'Download Expiry', both containing the value '-1'.



You'll get the same window you saw when you added a cover image. This time drag-and-drop your content file:

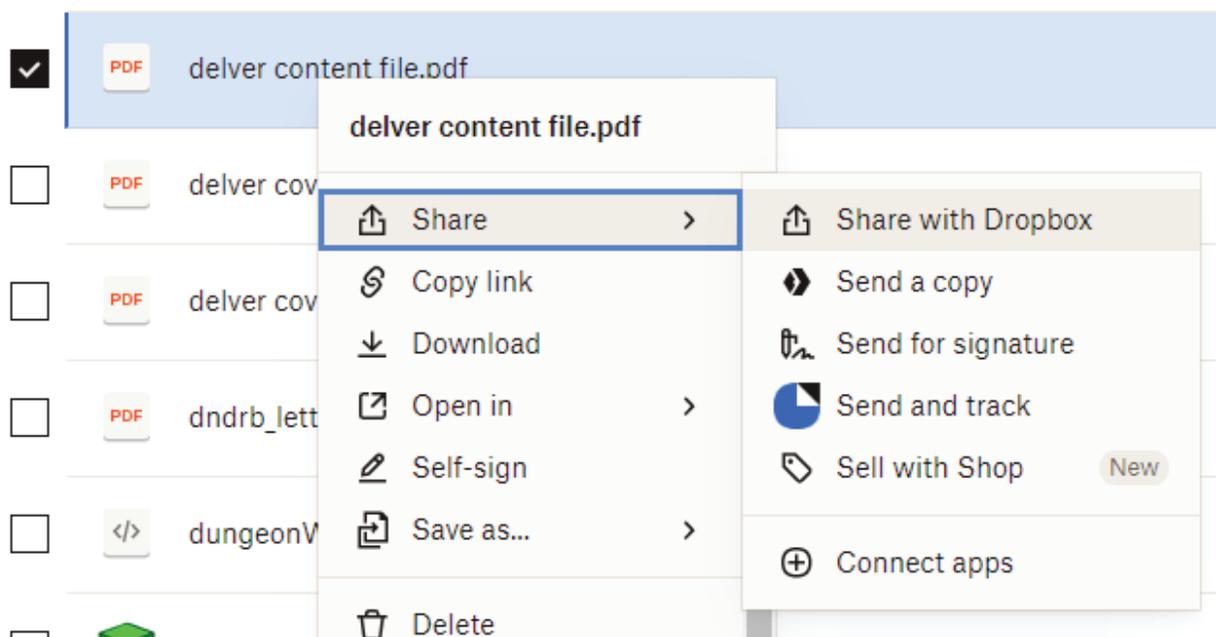


Once that's done, make sure it is checked and click on the Insert File URL button at the lower right-hand corner.

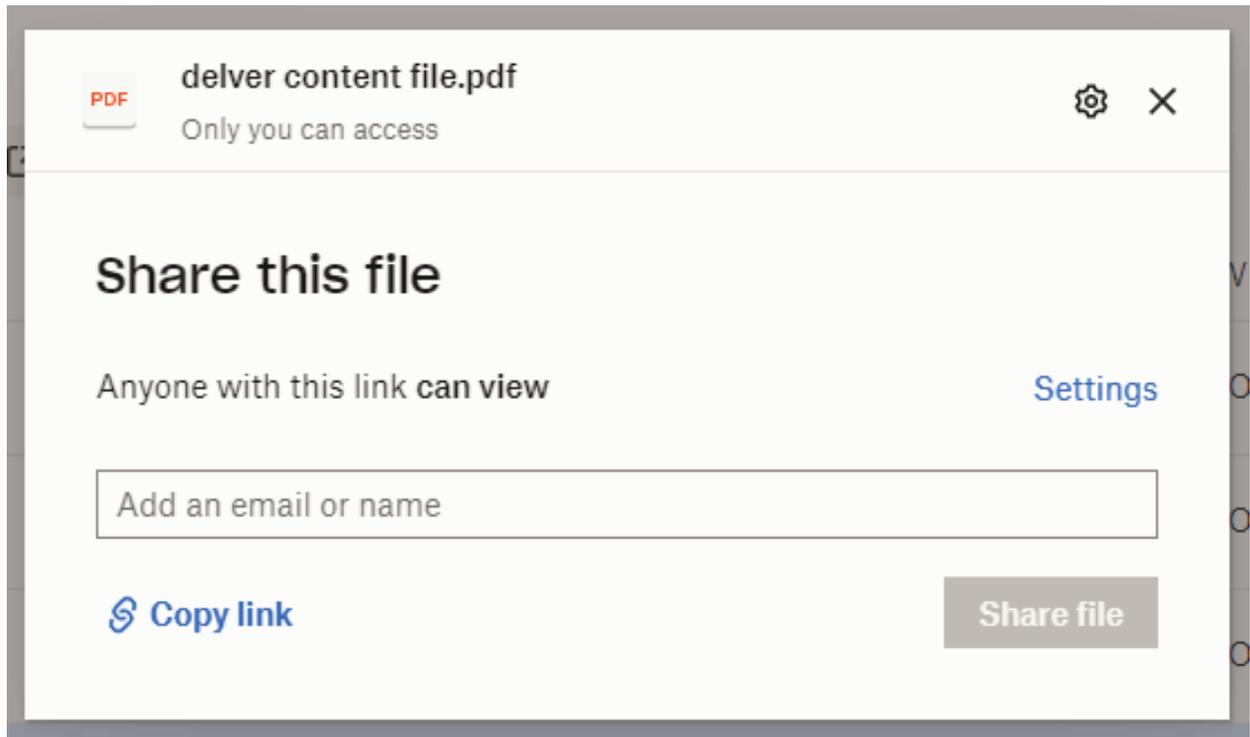


The second is to link files from Dropbox. To do this, you'll still need to click on the Add File button (as in the first method). Then, open Dropbox and get a Share link for the file you want to link.

One way to do this is to right-clicking on the file name, going to Share, then **Share with Dropbox**:



A window will appear:



Click on Copy link in the lower left hand corner.

You can also just mouse over the file's Type, which will change to a Copy Link button:

<input type="checkbox"/>	Name ↑	Modified	Who can access	Type
<input type="checkbox"/>	Core Rulebook.pdf	☆ 6/12/2016 9:04 pm by you	Only you	Document
<input type="checkbox"/>	cover for red book letter-sized B&W softcover.pdf	☆ 8/20/2022 6:20 pm by you	Only you	Copy shared link
<input checked="" type="checkbox"/>	delver content file.pdf	☆ 8/20/2022 7:01 am by you	Only you	Copy link
<input type="checkbox"/>	delver cover for premium paper.pdf	☆ 8/20/2022 1:54 pm by you	Only you	Document



Once you get the link, paste it in the File URL field:

Downloadable Options *Configure your downloadable product settings*

Name [?]	File URL [?]	Action
<input type="text" value="File Name"/>	<input type="text" value="er%20content%20file.pdf?dl=0"/> <input type="button" value="Choose file"/>	<input type="button" value="Delete"/>

Next, go to the end of the Share link. It should have ?dl=0. Change the 0 to a 1.

For clarity, here's an example Share link:

<https://www.dropbox.com/s/a4lsbozcv5ps516/example%20content%20file.pdf?dl=0>

And here's the modified version:

<https://www.dropbox.com/s/a4lsbozcv5ps516/example%20content%20file.pdf?dl=1>

Repeat either process until all of the necessary files have been uploaded or linked, then scroll to the bottom.



Whatever you chose to do previously to the Product's Status and/or Visibility, make sure Product Status is set to Online and Visibility to Visible, then click the Save Product button:

The screenshot shows a product configuration interface. At the top, there are two input fields labeled 'TAGLINE' and 'STATUS'. Below these are three expandable sections: 'Linked Products' with the subtitle 'Set your linked products for upsell and cross-sells', 'Attribute' with the subtitle 'Manage attributes for this simple product', and 'Other Options' with the subtitle 'Set your extra product options'. The 'Attribute' section contains a 'Custom Attribute' input field, an 'Add attribute' button, and a 'Save attribute' button. The 'Other Options' section contains a 'Product Status' dropdown set to 'Online', a 'Visibility' dropdown set to 'Visible', a 'Purchase Note' text area with the placeholder text 'Customer will get this info in their order email', and a checked checkbox for 'Enable product reviews'. A red rectangular box highlights the 'Product Status' and 'Visibility' dropdowns. At the bottom right of the form is a large orange 'SAVE PRODUCT' button.

And that's it. You're good to go!



ADDING PRINT ON DEMAND

You can add POD to an existing product, but since some people might not want or be able to afford it, it's best to make a separate product for PDF and then POD (plus PDF, if desired).

Since Big Geek Emporium uses Lulu as a printer, you'll need to setup an account through them if you don't already have one. If you've used Lulu to create POD products before, the only reason you're doing this is to get a Cover file with correct dimensions: go through the product setup until you get to that point, create a Cover file, and then skip ahead to xx

If you haven't used Lulu before (or haven't done so to create a POD product), setup an account and then go to Create a Project:

[My Projects](#)

[My Stores](#)

[My Account](#)



[Sales & Payments](#)

[Create a Project](#)



Select Print Book:

Select a Product Type



Print Book

Hardcover or paperback book using a wide range of paper, color, and binding options. The most common print-on-demand book, perfect for a variety of projects.



Photo Book

Preserve memories or create a lookbook of your work with a hardcover photo book. Featuring the highest quality paper and rich color ink, our photo books highlight the best of Lulu's print options.



Comic Book

Traditional comic book size with paperback binding. Bring your art to life with printing in black & white or rich color, including on the inside of the cover.



The Goal doesn't matter, since you're only doing this for the Cover file template:

Select a Goal

Start by telling us what you plan to do with your Book. From printing your own copies to selling around the world or on your own website, we've got you covered!

Publish Your Book
Publish your Book to use any or all of our retail options to sell your Book.

Print Your Book
Upload your Book files to your account and purchase copies.



You don't even have to enter in any information, just click on Design Your Project at the bottom.

Upload your Content File. This should be your PDF as normal, just without a Cover page.

Interior File Upload

Your Interior File must be a PDF including all interior content for your Book. For detailed PDF creation instructions, see our [PDF Creation Guide](#).



[Upload your PDF file](#) or Drag & Drop it here

REQUIREMENTS:

File Type: PDF

Page Count: 2-800

Fonts: Embedded

Layers: Flattened

Once it's done, Lulu should automatically fill in the Book Size and Page Count fields:

1

Book Size and Page Count

The Book Size and Page Count are based on the interior file you upload. To change these, please upload a revised PDF interior file.

BOOK SIZE

US Letter (8.5 x 11 in / 216 x 279 mm)



PAGE COUNT

20

2

Interior Color

Standard ink is recommended for Books using text and limited graphics, while Premium is ideal for rich colors and more complex graphics.



Choose an Interior Color option:

Interior Color

Standard ink is recommended for Books using text and limited graphics, while Premium is ideal for rich colors and more complex graphics.



Black & White Premium



Black & White Standard



Premium Color



Color Standard

Premium Color will increase the cost of the book significantly. We've never used this option, so can't speak for the results. For B&W Premium and B&W Standard, the cost difference is quite small. We've only used B&W Standard and Color Standard, and our books have always turned out great.

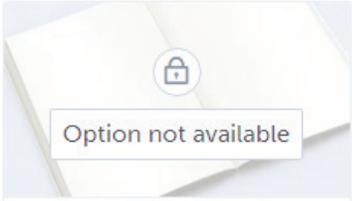
If you are curious, you can go through this page and after you choose a Cover Finish Lulu will tell you the print cost. So it's easy to try different options, but do this BEFORE downloading the cover template.



Then choose a Paper Type:

Paper Type

For Premium ink, we suggest the heavier 80# paper. For more economical options, use Standard ink and the 60# paper weight.

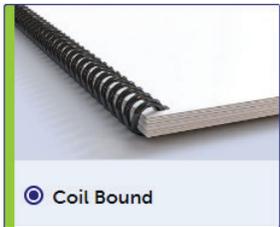
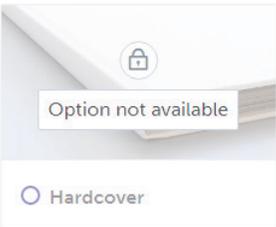
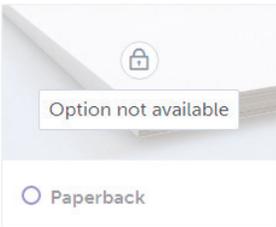
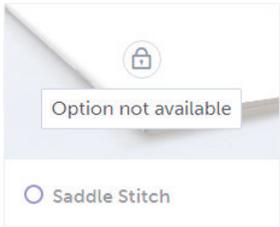
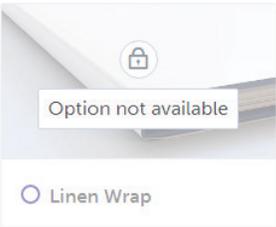
 <p>Option not available</p> <input type="radio"/> 60# Cream	 <p><input checked="" type="radio"/> 60# White</p>	 <p><input type="radio"/> 80# White - Coated</p>
---	---	--

We've only used either 60# option and our books still look great, even with lots of ink coverage.

For Book Binding, you'll want to do either Hardcover or Softcover if possible. For this tutorial a very small file was used, so the only option is Coilbound, but note that BGE does not have a Coilbound option.

Book Binding

Pick a binding option for your Book.

 <p><input checked="" type="radio"/> Coil Bound</p>	 <p>Option not available</p> <input type="radio"/> Hardcover	 <p>Option not available</p> <input type="radio"/> Paperback
 <p>Option not available</p> <input type="radio"/> Saddle Stitch	 <p>Option not available</p> <input type="radio"/> Linen Wrap	



The Cover Finish doesn't change the cost, and is a matter of preference:

5

Cover Finish Select the cover finish for your Book.

Glossy Matte

Print Cost USD 7.39

But this step is necessary for Lulu to generate the cover file, and it lets you know the print cost.

So here was the whole point of this exercise:

Design Your Cover

Upload Cover File Upload a Cover for your Book.

[Download Template](#)

Click on Download Template to receive a cover template file.

This file is prepared so that it matches your book's spine width. So if you change your book by more than a few pages you'll want to get a new template file all over again. The Paper Type affects page thickness, so this is why you want to get that figured out before doing this.



Once you get the Template File you can just close out of Lulu.

Here's what a Template File looks like:

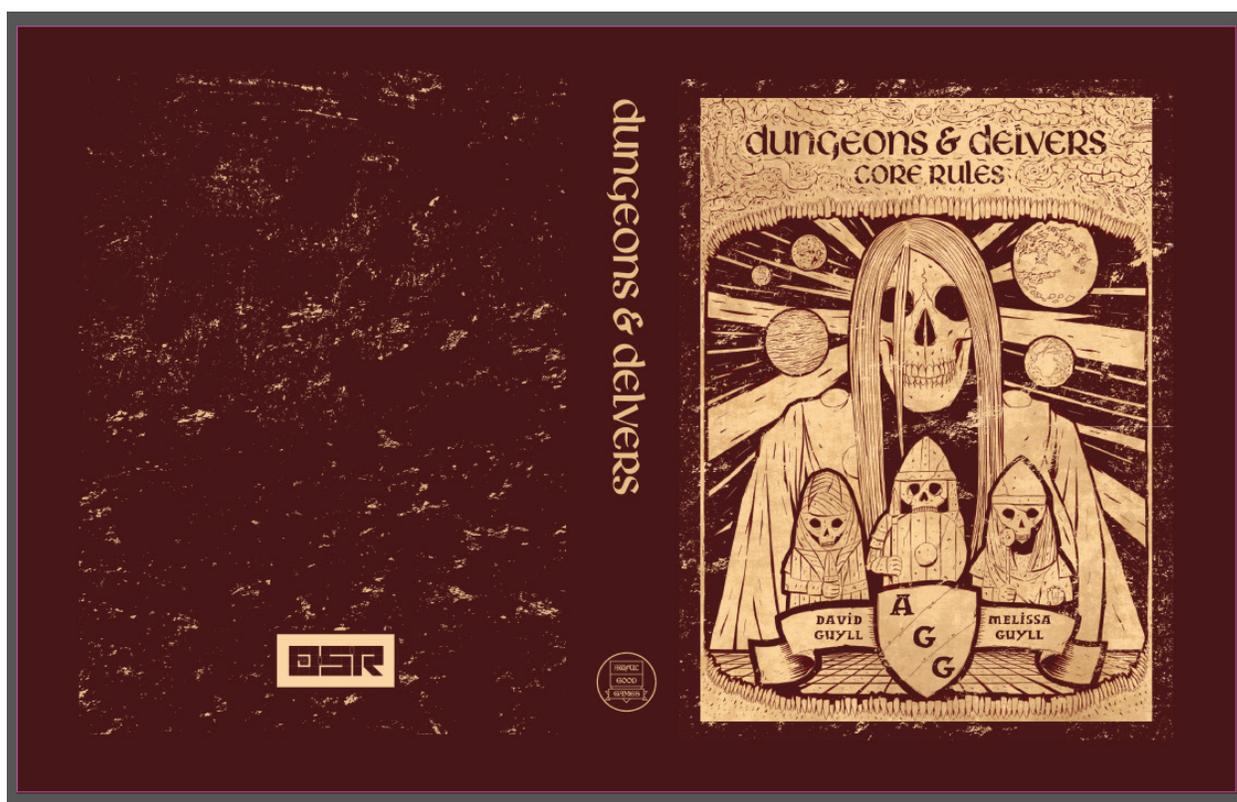


You'll need to open this in Photoshop or some other graphic editing software (such as GIMP), and then add your cover and other graphics to make it look the way you want.

If you cannot or do not know how to do this, ask on the Big Geek Emporium Guided server for assistance. You'll need to provide at



Here's the Dungeons & Delvers Cover File for a comparison:



Once you're done, save your Cover File as a PDF.

For the next step you can either upload your files to the Big Geek Emporium Media Library (as you would do with PDFs normally) or upload them to Dropbox.

Once you've done either, go to your Vendor Dashboard and click on Manage Prints:

Dashboard

The screenshot shows a vendor dashboard interface. On the left is a dark sidebar with a menu containing 'Dashboard', 'Products', 'Orders', and 'Manage Prints'. A red arrow points to the 'Manage Prints' option. The main content area is white and features a blue progress bar at the top indicating '96% Profile complete'. Below the progress bar is a light blue box with the text 'Add LinkedIn to gain 2% progress'. At the bottom, there are two white boxes: one labeled 'Sales' and another labeled 'Sales this Month'.



Select your Print Format (this needs to match whatever you did on Lulu):

Manage Print Jobs.

Please Select Print Format

- Paperback Digest Standard BW
- Paperback Digest Standard Color
- Paperback Digest Premium Color
- Paperback Letter Standard BW
- Paperback Letter Standard Color
- Paperback Letter Premium Color
- Saddlestitch Digest Standard BW
- Saddlestitch Digest Premium Color
- Saddlestitch Letter Standard BW
- Saddlestitch Letter Premium Color
- Casewrapped Digest Standard BW
- Casewrapped Digest Standard Color
- Casewrapped Digest Premium Color
- Casewrapped Letter Standard BW
- Casewrapped Letter Standard Color
- Casewrapped Letter Premium Color

Cover URL

Interior URL

Interior URL

Book Title

Book Title

SUBMIT PRINT JOB

Casewrapped means Hardcover.



Now paste in the URL to both your Cover and Interior files, and then give it a name.

No one will see this name, so I recommend giving it a name AND a date, or a version number. This is because once you're done with this you'll need to attach a Print Job to your Product, and if you have more than one Print Job with the same name you won't be able to determine which is which.

So by giving each version a date or version number, you'll know which is most recent.

Once you're done with that, click Submit Print Job.

Casewrapped Letter Standard Color

Print Formats

8.75	0.045	800
Base Cost	Cost Per Page	Max Pages

If satisfied with above, please enter details below and submit.
Once submitted please wait for validation. This could take up to an hour.
Please refresh page and click 'Select Existing' to check if your print is listed

[https://www.dropbox.com/s/nzjc5w\[REDACTED\]book%20a](https://www.dropbox.com/s/nzjc5w[REDACTED]book%20a)

Cover URL

[https://www.dropbox.com/s/8jv\[REDACTED\]?dl=1](https://www.dropbox.com/s/8jv[REDACTED]?dl=1)

Interior URL

Dungeons & Delvers Core Rulebook Hardcover Color 10-17-2022

Book Title

SUBMIT PRINT JOB

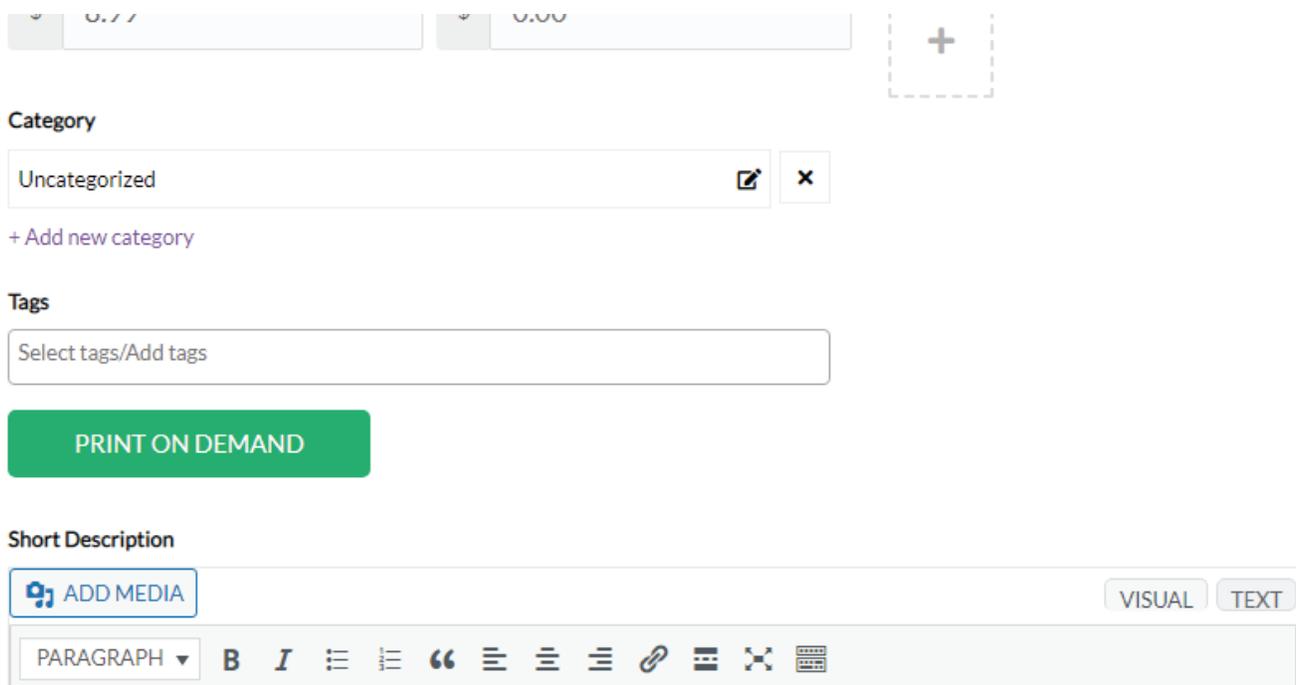


If this is the first time, you'll want to let this Print Job complete so you receive a proof to make sure the book looks like what you're expecting.

Otherwise, if all you are doing is making a minor revision (such that you didn't have to add a new page), once the Print Job is submitted you'll want to tell Joe so he can cancel the job.

Once you receive the proof, if it looks good you can then attach it to a product.

To do this, set up a new product as normal. You can even add a PDF file if you want to do a Print + PDF Bundle. The only difference is that you need to click on the Print On Demand button:



The screenshot shows a product creation interface. At the top, there are two input fields with values '0.77' and '0.00', and a dashed box containing a plus sign. Below this is a 'Category' section with a dropdown menu showing 'Uncategorized' and a '+ Add new category' link. Underneath is a 'Tags' section with a text input field labeled 'Select tags/Add tags'. A prominent green button labeled 'PRINT ON DEMAND' is centered below these sections. At the bottom, there is a 'Short Description' section with an 'ADD MEDIA' button and a rich text editor toolbar. The toolbar includes options for 'PARAGRAPH', bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and table.



This opens a box with several fields and a dropdown menu. In the Please Select Existing Print Jobs menu, choose the one that pertains to your product:

PRINT ON DEMAND

Please submit a print job [here](#) if you have not done so already.

Please check dropdown to verify your print is listed.

Once selected, set the margin you wish, and the 'Regular Price' field will update.

If satisfied, click 'Save Product' to save these settings.

Please Select Existing Print Jobs

Existing Print Jobs

Dungeons & Delvers Core Rulebook Hardcover Color 12-26-2022

Selected Title

42.11

Base Cost

19.99

Margin

This will automatically populate the Selected Title and Base Cost fields.



The Base Cost determines the minimum that you must charge.

This all goes to Lulu to pay for the printing cost: if you go below this you will receive a warning.

Whatever amount exceeds this gets split between you and Big Geek Emporium (based on whatever commission Joe is charging).

Once you've set your price, save any changes and you're done!

