

# Tech Talk on Fridays

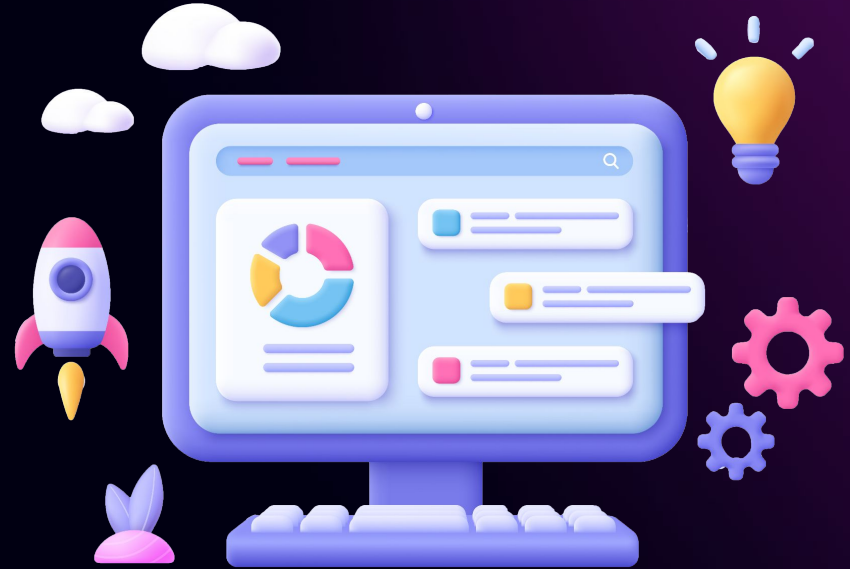
● 2024



# Common Tech Skills

First, we will prioritise the most important skills to be able to smoothly navigate the course

Average length: **15-25 mins.**



# Q&A TIME

Live Calls

**Q&A**

AUDIOBOOK  
IMPACT ACADEMY

Tuesday 4-6PM EST

Wednesday 12-2PM EST

Thursday 3-5PM EST

Friday 12-2PM EST

Sunday 12-2PM EST

**Live Weekly Q&A Calls**

Got a question you'd like us to answer on the next Q&A call? [Ask it Here](#)

[Click Here to Register](#)

Second, we will go through all questions submitted prior to today's call through the form in the AIA dashboard (Top 20).

Average length: **30-45 mins.**

# SPECIAL SEGMENTS

- Password Management
- How to Use Loom
- Using System Preferences
- Quiz
- Something else

Got a good idea for a segment?  
Let us know!





# OPEN Q&A

Submit your questions live on the call in the Zoom Q&A field. We will pick the best questions to answer!



There are many students on this call, all at different points in their publishing journey. We receive many questions and do our best to choose the ones that are applicable and helpful to the majority of attendees on this call.

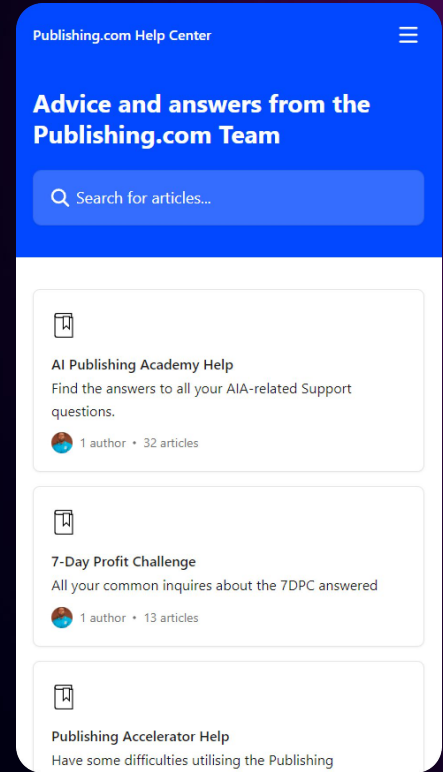
We would rather spend more time going deep into a good question rather than rushing from one question to the next. Therefore, we will pick and choose the best questions.

# F.A.Q.

Visit our Help Center at [help.publishing.com](https://help.publishing.com)

- Account related (resetting password, Facebook group, etc.)
- KDSpy, Incognito, Chrome etc.
- 7 Day Publishing Challenge
- Pen names

In the Help Center, you will find clear answers (with videos) to all of these questions, so we will likely skip all questions related to these topics.



# PUBLISHING.AI NOW OPEN TO EVERYONE

## What Can Publishing.ai Offer You?

Access the platform and enjoy features like:

- Book topic ideas
- Customer research
- Book outlines
- Book descriptions

...and even generating a 30,000-word manuscript



*Check your email inbox for more info or contact support*



# PS MONTHLY DISCOUNT

AIA students on Q&A calls get monthly discount codes from Publishing Services for various packages. New codes shared monthly which are **active all month**.

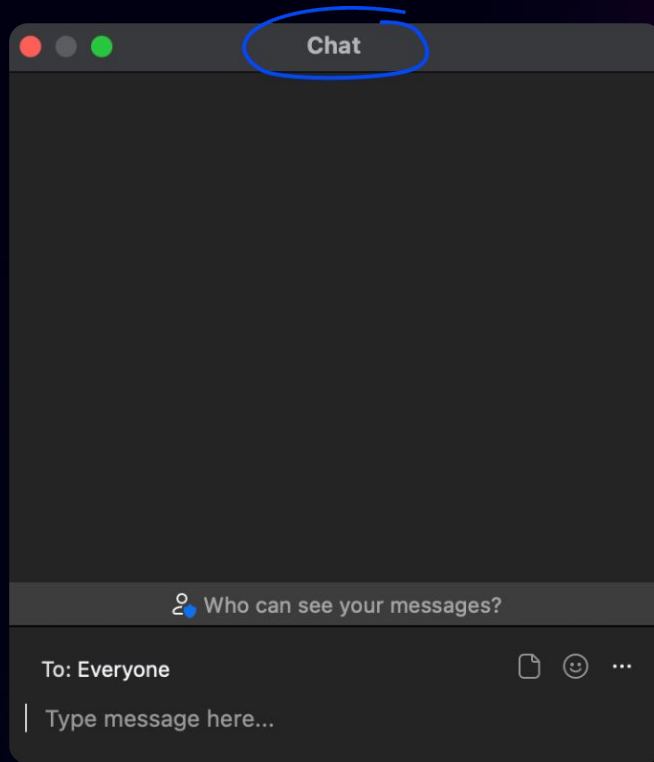


**GETREVIEWS**

Students get **10%** off Review Page Package



Change your chat settings to "Everyone"



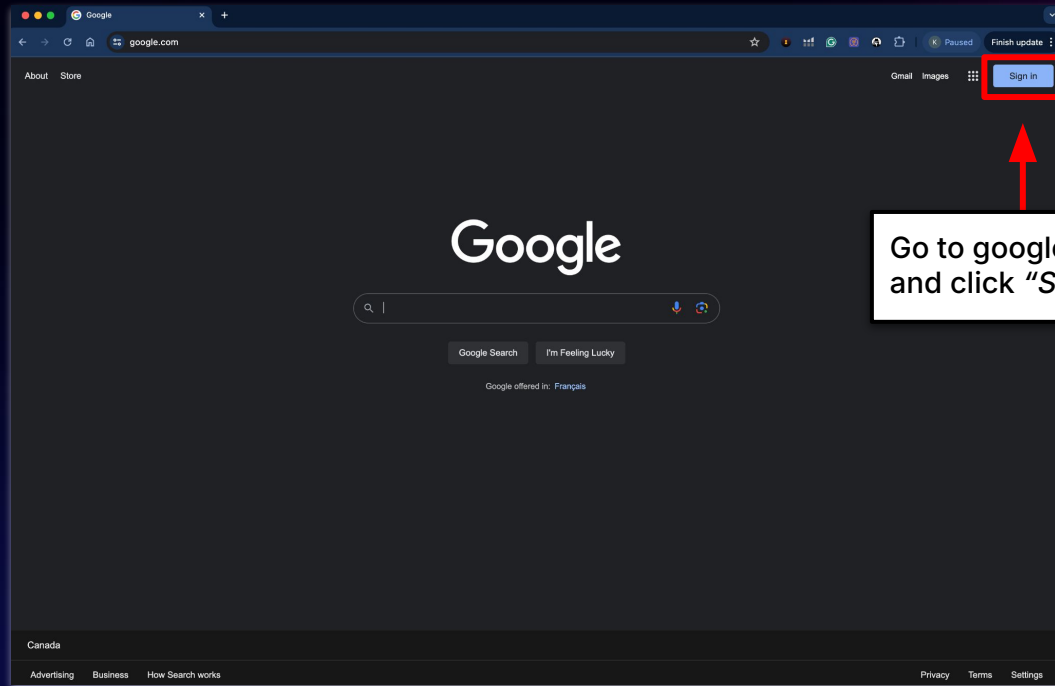
# Tip of The Week



Always use a 2FA

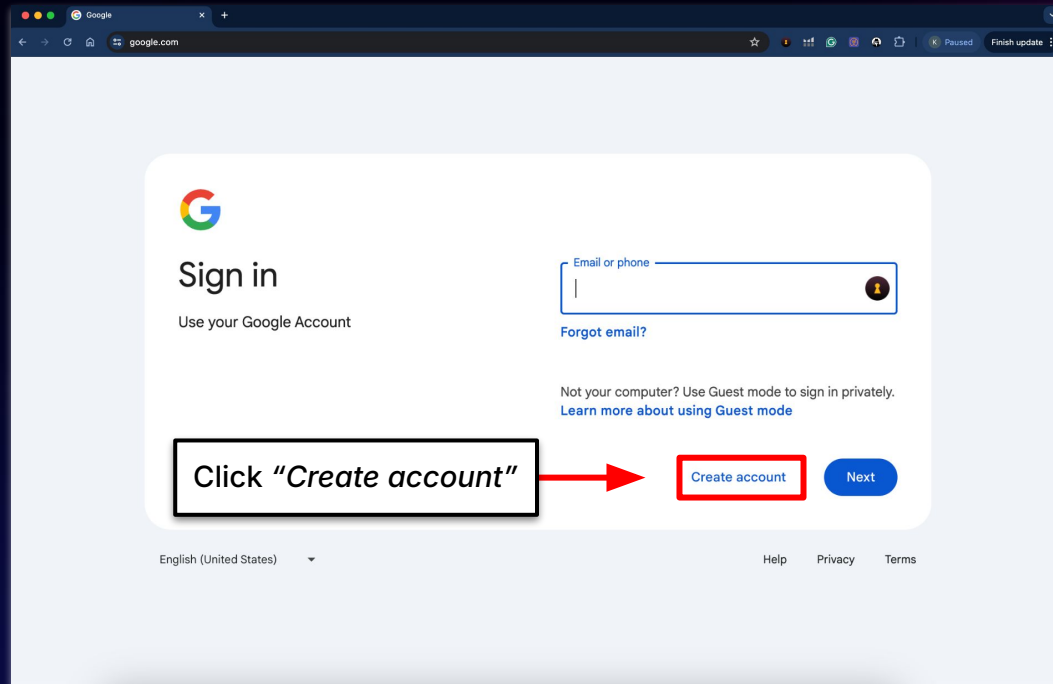
**LET'S BEGIN!**

# Creating a Google Account

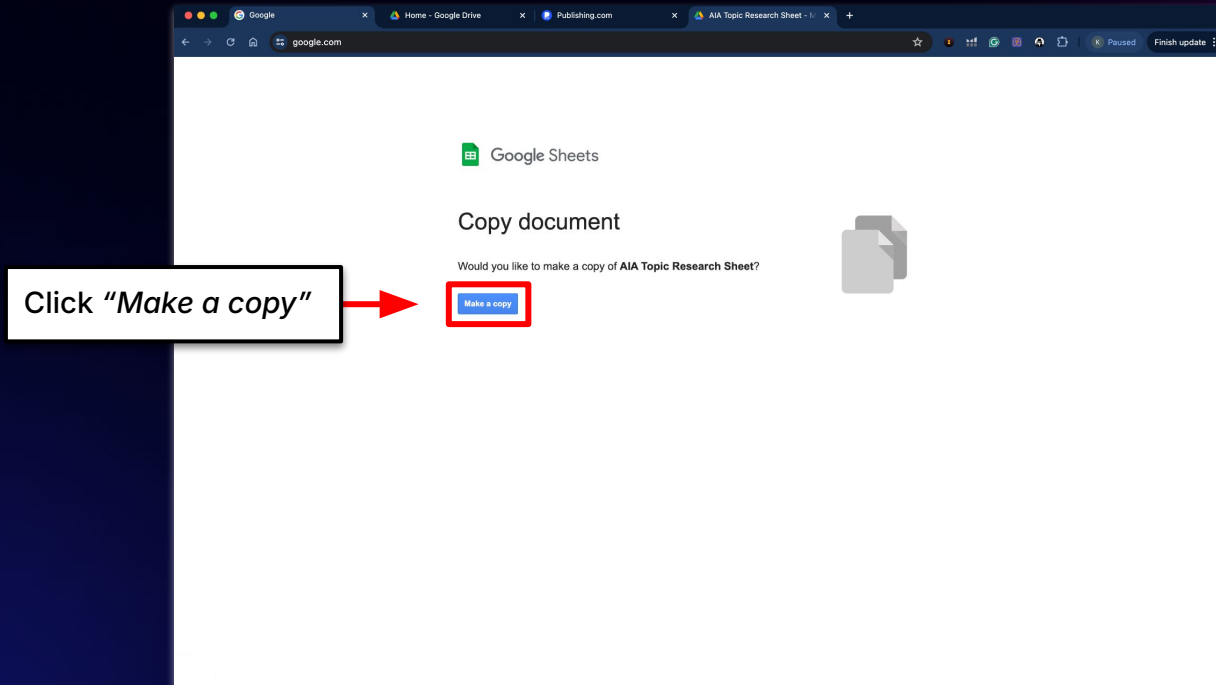


Go to google.com  
and click "Sign In"

# Creating a Google Account



# Using Your Google Drive



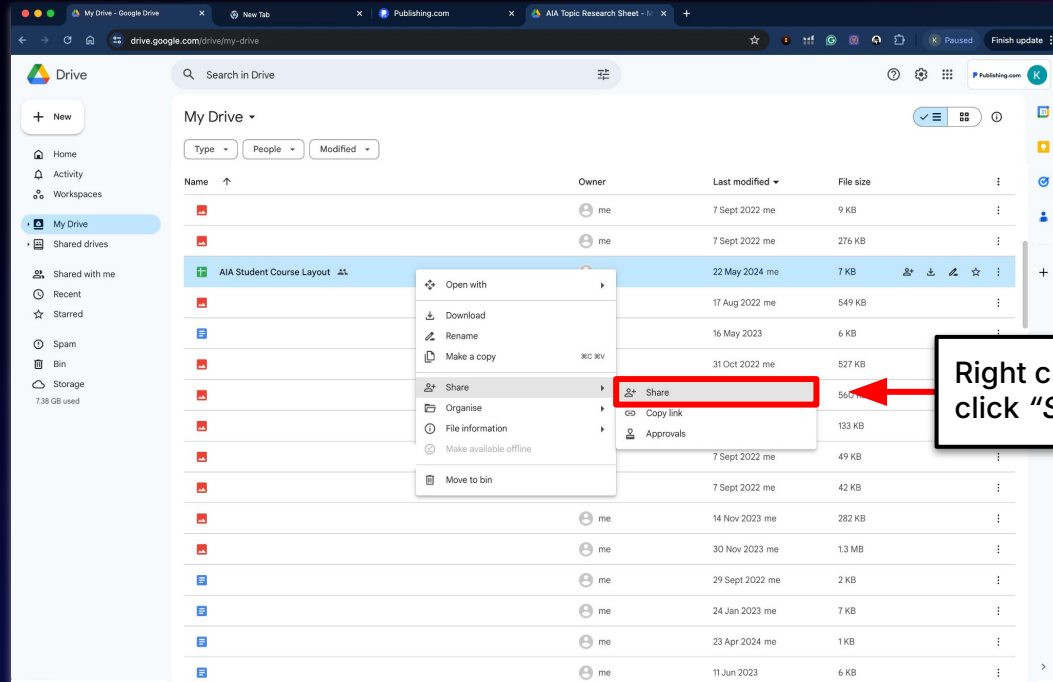
# Using Your Google Drive

The screenshot shows the Google Drive web interface. In the left-hand navigation sidebar, the 'My Drive' option is highlighted with a red rectangular box. A red arrow points from this box to a callout box that contains the text 'You can locate it in your Drive'. The main area of the interface displays a list of files and folders under the heading 'My Drive'. The list has columns for Name, Owner, Last modified, and File size. The files listed include various documents and spreadsheets with their respective sizes and modification dates.

Name	Owner	Last modified	File size
[Icon]	me	4 Mar 2023	224 KB
[Icon]	me	4 Mar 2023	213 KB
[Icon]	me	11 Jan 2024	1 KB
[Icon]	me	12 Nov 2023	1.34 GB
[Icon]	me	31 Aug 2022	2 KB
[Icon]	me	11 Jan 2024	152 KB
[Icon]	me	21 Feb 2024	1.3 MB
[Icon]	me	27 Feb 2024	139 KB
[Icon]	me	27 Feb 2024	37 KB
[Icon]	me	8 Feb 2024	32.9 MB
[Icon]	me	10 Sept 2023	1.66 GB
[Icon]	me	7 Jan 2024	5 KB
[Icon]	me	30 Jul 2023	7 KB
[Icon]	me	4 Oct 2022	525 KB
[Icon]	me	7 Sept 2022	347 KB
[Icon]	me	7 Sept 2022	9 KB



# Sharing a File or Folder



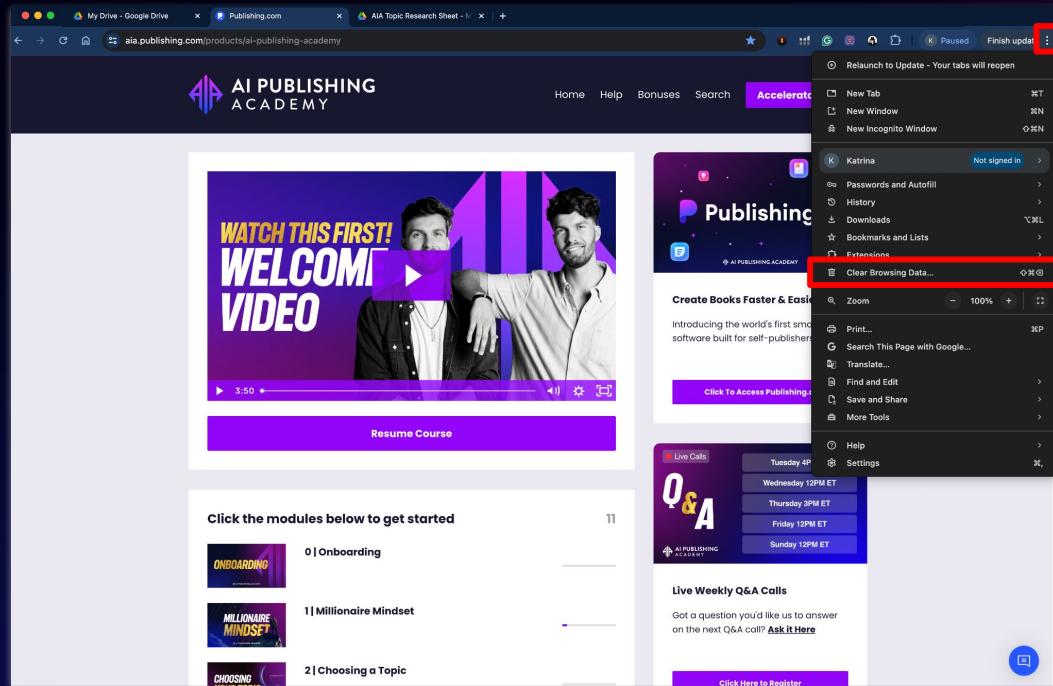
Right click on the file and click "Share"

# Sharing a File or Folder

The screenshot shows the Google Drive web interface. A 'Share' dialog box is open over a file named 'AIA Student Course Layout'. The dialog has three sections: 'Add people, groups and calendar events' (with an input field), 'People with access' (listing 'Katrina Johanson (you)' as the Owner), and 'General access' (set to 'Anyone with the link' with a 'Viewer' role). A red box highlights the 'General access' section, and a red arrow points from a callout box to it. The callout box contains the text: 'Change the "General access" to "Anyone with the link"'. The background shows a list of files in 'My Drive' with columns for Name, Owner, Last modified, and File size.

Name	Owner	Last modified	File size
Sept 2022 me		Sept 2022 me	9 KB
Sept 2022 me		Sept 2022 me	276 KB
May 2024 me		May 2024 me	7 KB
Aug 2022 me		Aug 2022 me	549 KB
May 2023		May 2023	6 KB
Oct 2022 me		Oct 2022 me	
Sept 2022 me		Sept 2022 me	
Sept 2022 me		Sept 2022 me	
Nov 2023 me		Nov 2023 me	282 KB
30 Nov 2023 me		30 Nov 2023 me	1.3 MB
29 Sept 2022 me		29 Sept 2022 me	2 KB
24 Jan 2023 me		24 Jan 2023 me	7 KB
23 Apr 2024 me		23 Apr 2024 me	1 KB
11 Jun 2023		11 Jun 2023	6 KB

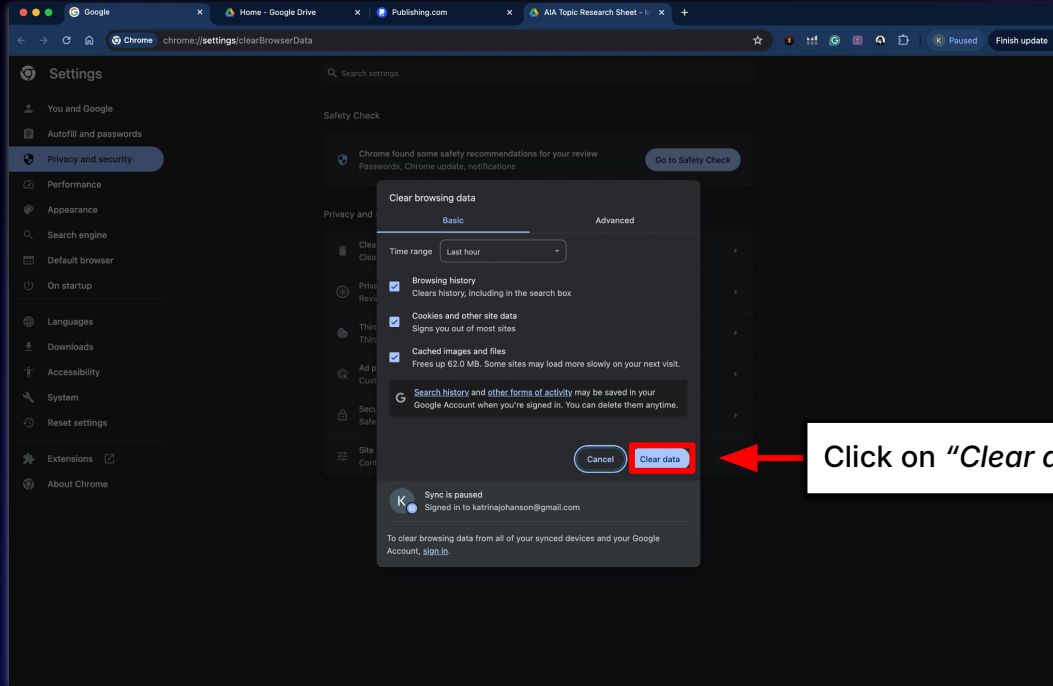
# Clearing Your Cache



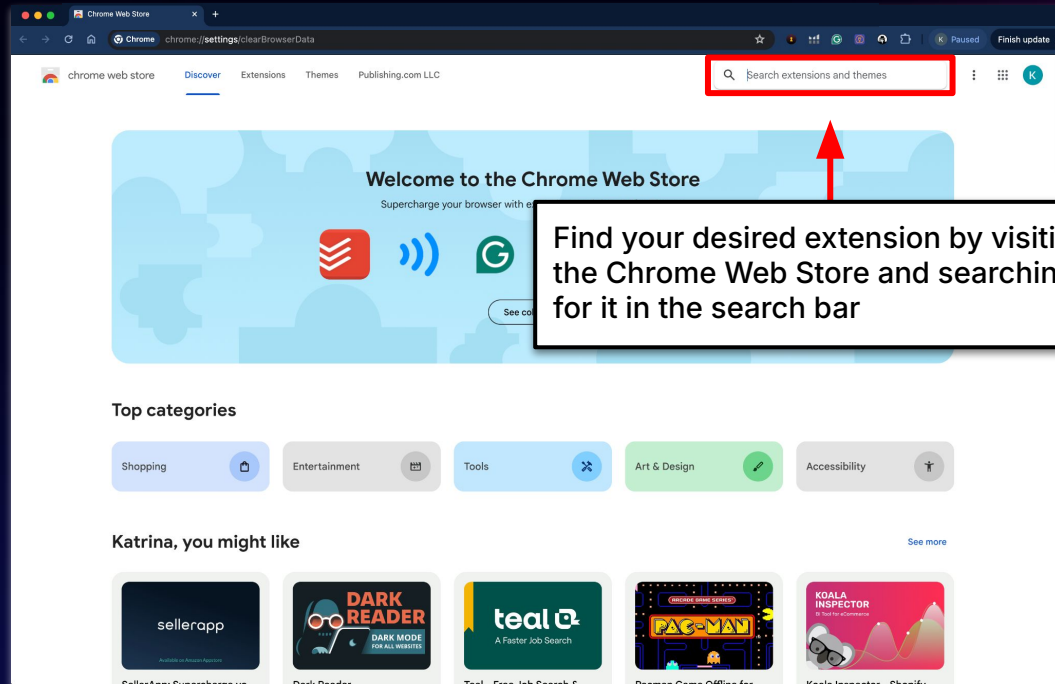
1. Click on the three dots

2. Click on "Clear Browsing Data"

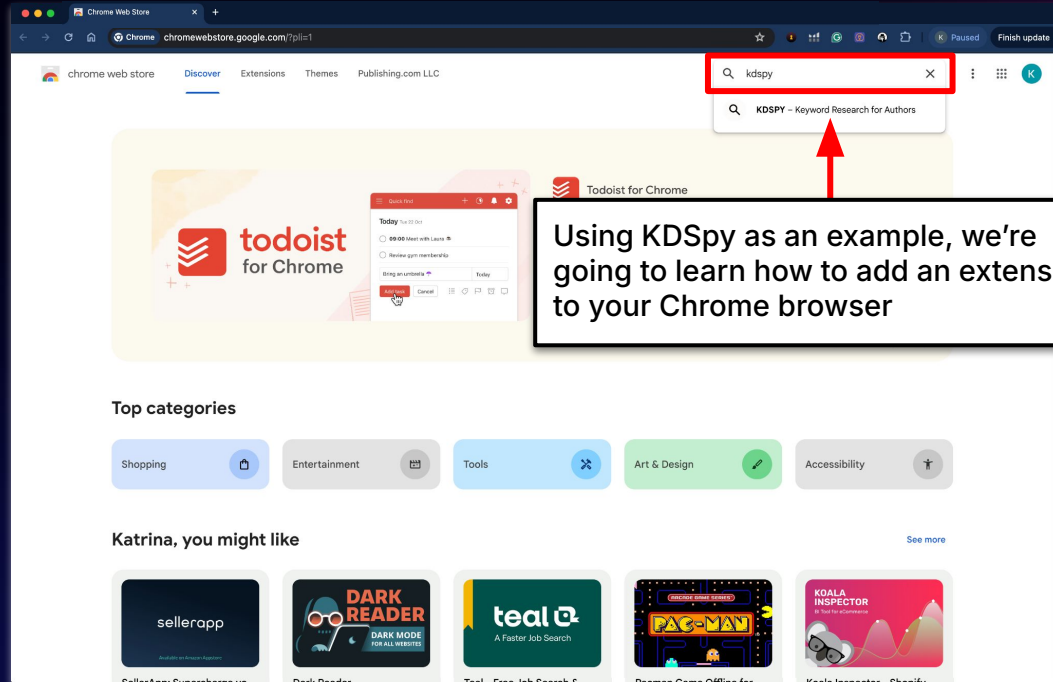
# Clearing Your Cache



# Adding Extensions To Chrome



# Adding Extensions To Chrome



# Adding Extensions To Chrome

chrome web store Discover Extensions Themes Publishing.com LLC

chrome web store

## KDSPY – Keyword Research for Authors

www.publishingaltitude.com 3.8 ★ (26 ratings)

Extension Workflow and planning 70,000 users

**Add to Chrome**

Click on "Add to Chrome"

**KDSPY**

Best Sellers in Health, Fitness & Dieting

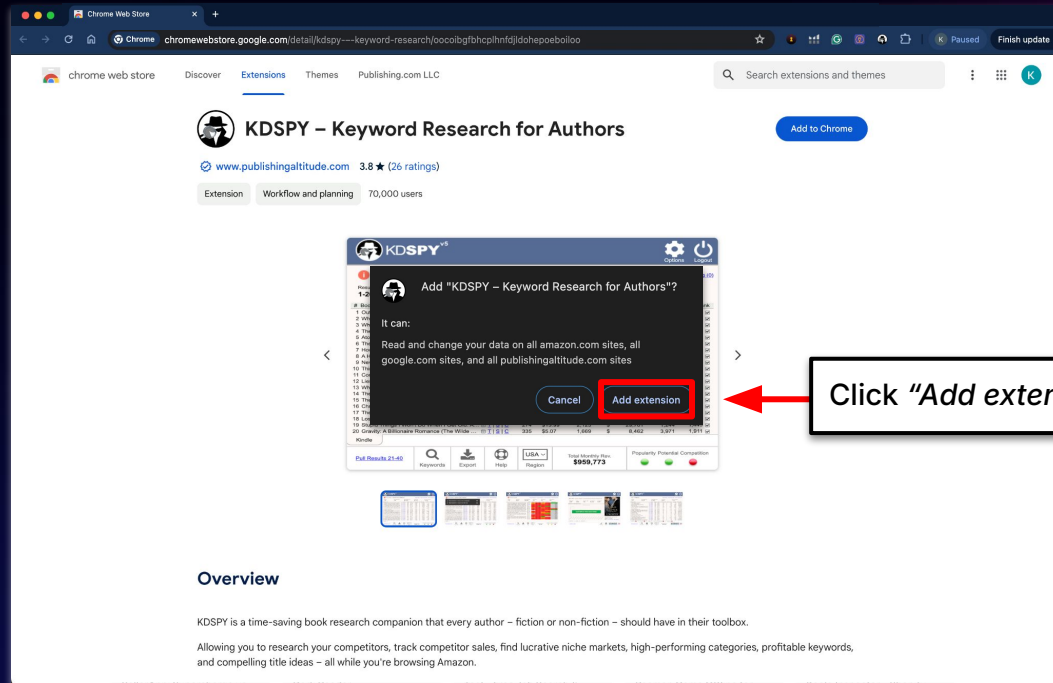
Rank	Book Title	Author	Price	Est. Mkt. Share
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20

Overview

KDSPY is a time-saving book research companion that every author – fiction or non-fiction – should have in their toolbox.

Allowing you to research your competitors, track competitor sales, find lucrative niche markets, high-performing categories, profitable keywords, and compelling title ideas – all while you're browsing Amazon.

# Adding Extensions To Chrome



The screenshot shows the Chrome Web Store page for the KDSPY extension. The page title is "KDSPY – Keyword Research for Authors" and it has a 3.8 star rating from 26 reviews. A blue "Add to Chrome" button is visible in the top right corner. A pop-up dialog box is displayed in the center, asking "Add 'KDSPY – Keyword Research for Authors'?" and listing permissions: "Read and change your data on all amazon.com sites, all google.com sites, and all publishingaltitude.com sites". The "Add extension" button in the pop-up is highlighted with a red box, and a red arrow points to it from a text box on the right that says "Click 'Add extension' on pop-up".

chrome web store Discover **Extensions** Themes Publishing.com LLC

chrome web store

**KDSPY – Keyword Research for Authors** Add to Chrome

www.publishingaltitude.com 3.8 ★ (26 ratings)

Extension Workflow and planning 70,000 users

Add "KDSPY – Keyword Research for Authors"?

It can:

Read and change your data on all amazon.com sites, all google.com sites, and all publishingaltitude.com sites

Cancel Add extension

Click "Add extension" on pop-up

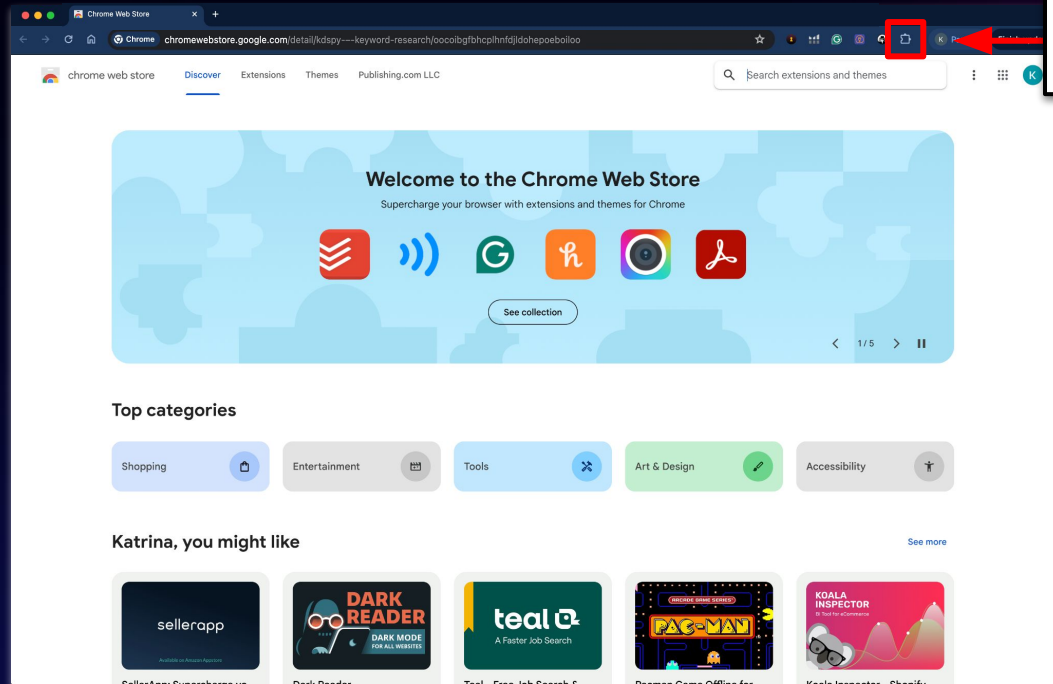
### Overview

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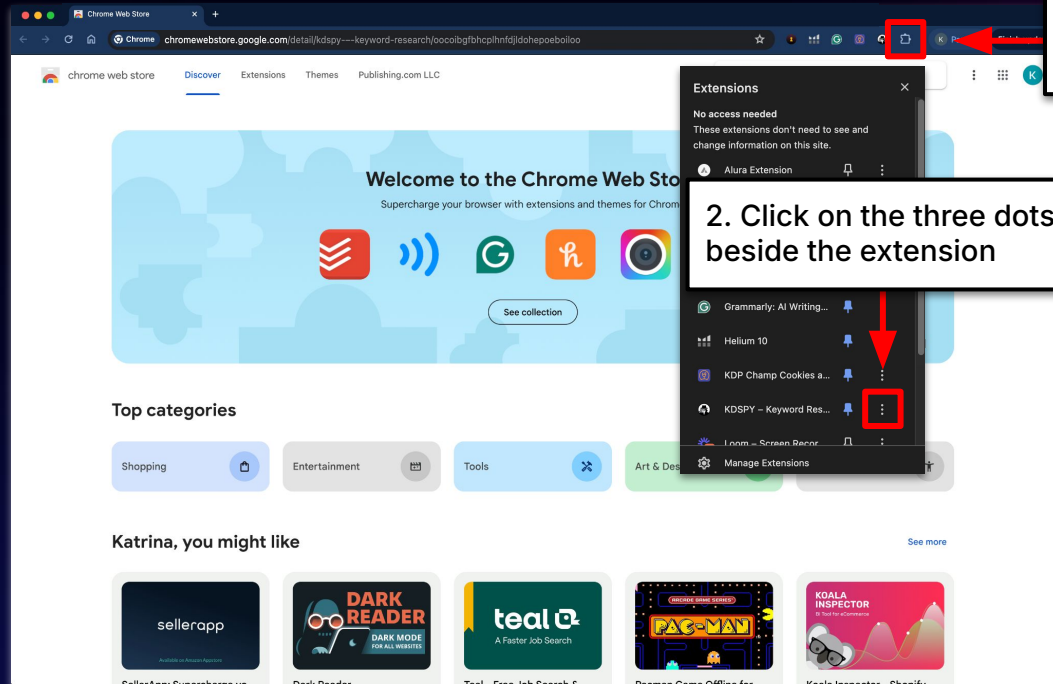


# Finding Extensions in Chrome



1. Click on the puzzle piece (extensions)

# Finding Extensions in Chrome



1. Click on the puzzle piece (extensions)

2. Click on the three dots beside the extension

# Finding Extensions in Chrome

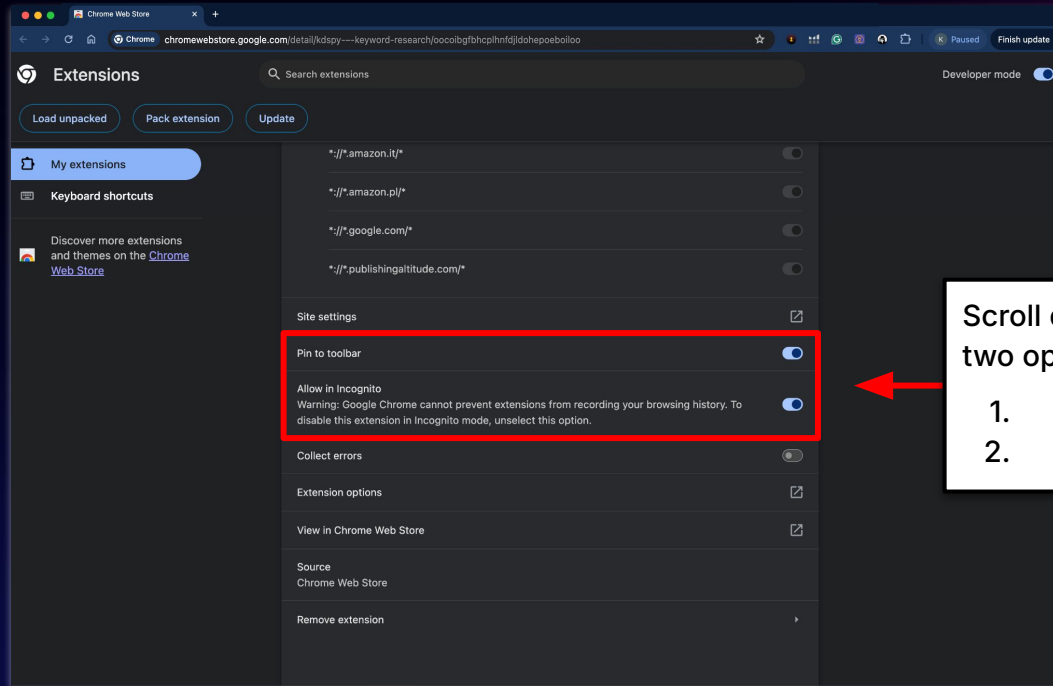
The image shows a Chrome browser window displaying the Chrome Web Store. The address bar shows the URL `chrome://webstore/`. The page content includes a welcome message, a 'See collection' button, and various extension categories like Shopping, Entertainment, Tools, and Art & Design. A list of recommended extensions is visible at the bottom, including 'sellerapp' and 'KOALA INSPECTOR'. Three callout boxes provide instructions: 1. Click on the puzzle piece icon in the top right corner of the browser. 2. Click on the three dots menu icon next to the 'KDSPLY - Keyword Res...' extension in the dropdown menu. 3. Click on the 'Manage Extension' option in the sub-menu for that extension.

1. Click on the puzzle piece (extensions)

2. Click on the three dots beside the extension

3. Click on "Manage Extension"

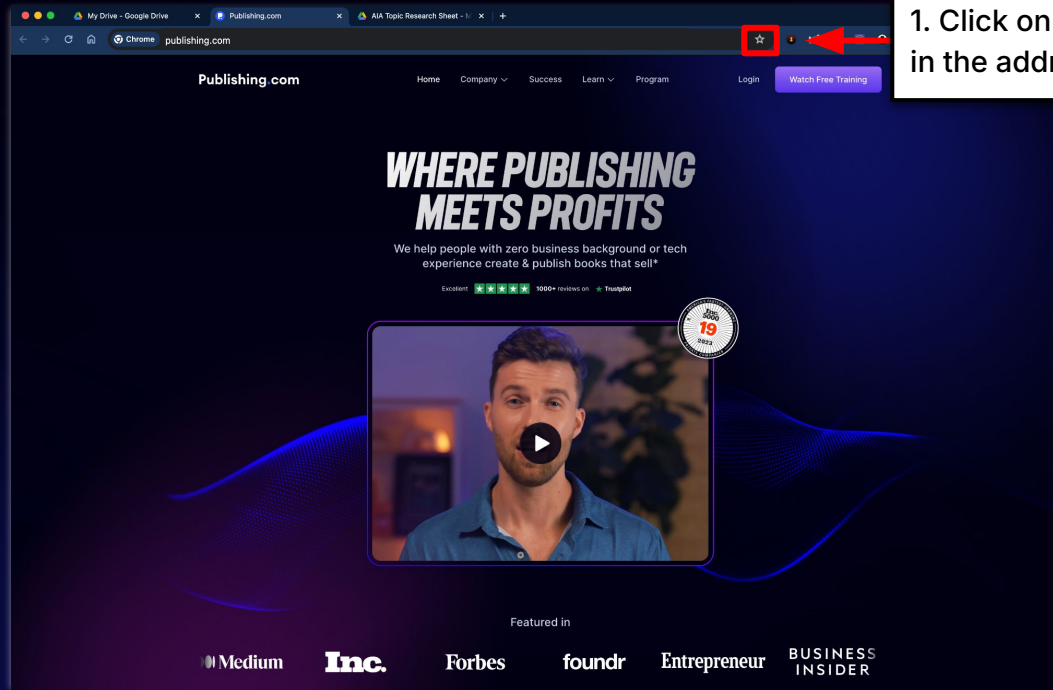
# Finding Extensions in Chrome



Scroll down to find these two options:

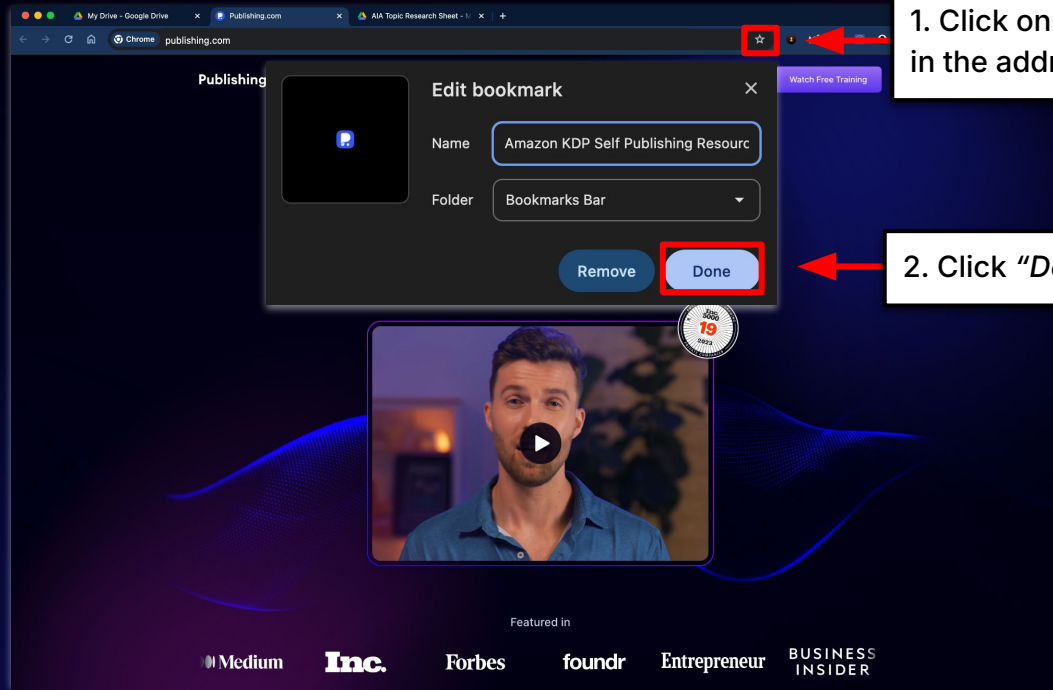
1. Pin to toolbar
2. Allow in Incognito

# Bookmarking



1. Click on the star in the address bar

# Bookmarking



1. Click on the star in the address bar

2. Click "Done"

# Alnisa

(Wednesdays Call) Ive been hearing conflicting advice about copyright and proving ownership of books for ACX/Author Republic and other book platforms. Many people have stated they were able to upload books/audio books without proof of ownership. Even Christian said you dont need copyright proof, however, others have stated they had to provide proof before they could sell their audio books or worse yet, had books removed or had accounts closed.

Can you set the record straight and provide best practices for this? Do you need to copyright your books before converting them into audio files so they will be accepted and not taken down?

Thanks so much

# Rick

Do you choose Kindle Select when you submit your book to KDP?



# Michèle

How do I find out if Amazon ads are permitted on my subject?

# Bunny

I would like to have input in regards to the title and sub title for my first 30000 character book

# Heather Finley

I am at the outline stage and have combined parts of 5 outlines from pub.ai into one Google doc.

Listening to recorded workshops, one coach said that each little sub-section has to be cut and pasted from its original outline generation into the appropriate section of the outline generation I plan to work with. If not, it will "mess up the algorithm." However, we can also add our own ideas into the outline that will be used for the manuscript, so his comment doesn't make sense to me.

My Google Doc outline has heading styles consistent with the ai software and

It will be very time-consuming to cut and paste each sub-section from outlines 1,2,3, and 4 into a pre-existing outline generation.

Another coach said we can paste an entire outline into the software.

Please provide guidance about how to copy the merged outline from my google doc into the publishing.ai software. Can you also verify that pasting an entire outline into Pub.ai will not reduce the quality of the book.

# Kathy Pihlaja

FOR FRIDAY'S TECH Q & A Would you please go over how you pre format using Word on a Mac. I thought I understood it, but when I tried to do it this week, I could not even locate the formatting area. I just bought Vellum, but I remember how you said starting in Word is so mcu easier and saved a ton of time. Thank you so much. Kathy

# Jonitha

Charlotte Mikkelsen sent an email to claim the \$500 off the Pro Plan now and receive TWO manuscript credits. I've gone to the link up at the top of the promotional page and click to redeem the Early Bird Offer-\$500 OFF Pro Plan. But when I click to redeem it goes through a process and returns back to the click to redeem page showing the subscription plans and the profile.

It still indicates 0 manuscript credits. I've done this several times with the same results. How do I determine if the process was redeemed? Due to it expiring on Friday please respond. I've not received anything indicating it was redeemed. HELP!!

# Carla

Hi Brian and coaches, I need some help regarding my Amazon Ads. I've watched and rewatched Module 5 on Amazon Ads several times, I've made the bid adjustments recommended, and I've just created a new Manual Keyword Campaign, but my Amazon Ads have simply stopped working for the last 7 days. Do you have any idea what happened or what else I can do? My ACOS for Auto Campaign High (63.86%) and Manual Product (51.97%) are above breakeven (43.22%), and I've already reduced the bids.

# John

Can you please tell me about the Pro plan please Ive only just seen the email now

# bob williams

there is a ton of "good to know" information. what is the critical path to bear down on for getting the first, second, third book done. each one should improve but only if i dont remain bogged in what to do next.



# Linda

Please direct me to an email program that can handle a "drip" program for my Advanced Reader Team for my first 30K book. I am tech-challenged, so I need the simplest method to automate a campaign with scheduled emails or DMs (?) to people who express an interest in reading my book for free and putting a review for that book onto Kindle. Please help me with this issue.

# Devra

For Wednesday: For customer research should we only be using books with 100+ reviews with our topic or is ok to add those ISINs for some of the books we used for POC with fewer than 100 reviews as extra?

# Sheene

I set up my company to be similar to a book store, but it will sell my own books under a different pen name for each genre. When I publish, is it better to only use my pen name, or should I include the company name as well?

# Kevin

I'm writing my first book about stoic philosophy. I was curious about strategies for a 2 book bundle; should I try to keep my proof of concept, expand on it, or find a new one that is closely related when it comes to my second book?

# Sheene

I recently purchased the AI Pro plan with a price lock guarantee because it was the early bird promo. If I wanted to upgrade later, would the price lock stay for the new bundle, or would it be subject to change since it was not purchased during the initial promo?

# Michele

Is 39,000 too long?

# Sweta

Hi by mistake I selected the option "Author" instead of "Publisher" while creating my ACX account.  
How can i change this?

# Marcella

I'm in the process of writing a workbook and initially planned for it to be 8.5 x 11 in size. I thought that size was acceptable. However, when I consulted with Publishing Services for formatting, they informed me that they don't format books in those dimensions. The largest available size was 6 x 9. Am I overlooking something? Do you have any recommendations?



# Patrick

Hi Coaches,

Please I have published my book on Lulu which is a similar platform like IngramSpark which does not assign your ISBN and barcode on the back cover of your book for you unless you use their ISBN unlike KDP. I know that Kindlepreneur has an ISBN generator code site, I have tried to put my own ISBN to generate the barcode but it did not work. can you please help. how can I generate the barcode and put it on the back of my cover.

Secondly, with regards to our Amazon review link, please is there any site that helps you to generate one universal review link for all the Amazon marketplaces rather than different review link for different marketplace.eg US, UK Canada and Europe. Again how to convert the review link into a QR code.

Thanks

# Paul

Hello, tech wizards! You guys enabled me to organize my Google Drive. So, thanks. Here's my question: I'm looking for the training module on how to set up a Facebook ad. I watched the Twins video so I just need to know the setup details. I already have a business page and I've done enough posts so I am ready to get some book reviews with the ad. I asked Support and they recommended I ask the Q&A coaches.

# Judith

my husband is a chef with some local renown and I would love to write a cookbook of his favorite and most popular dishes. He's thinking about 40 recipes. What is the best forum for writing this? 30k word book or maybe 7 day publishing challenge? Also, color photos would be a major part of the appeal of this book --almost a necessity. How cost prohibitive would that be?

# Michele

What is the best method to add a table to my manuscript in AI? ChatGPT just makes a mess of it.

# Nancy

I can't remember my password and it won't send me a link. Please help me.

# Ami-Songxue

I'm running 2 image ads, it was good in August, 2 ads together had around 30 leads. But in Sep, there were almost 0 leads, I don't know what to do.

I have run my image ads, from \$5/day(Aug) to \$7/day(Sep), I saw around 239 Reach and 369 impressions, but 0 leads. Spend total\$19(Sep). Should I increase the daily amount from \$7 to up? and keep the same content? Or should I modify the contents and increase the daily cost?

I want to know if the Reach is more than 239 people but nobody sends a message, which means nobody likes it, so I should change the content of the ads, right?

I thought maybe a video ad will be good, so I made 2 video ads.

One of the ads has 183 Reach but 0 leads with \$5/day. So I stopped this one (I didn't like this video either). I made a new ad and published it on 9/4, now it is 57 Reach with 0 leads, which doesn't work well either.

# Chris Rosenberg

I have had my personal amazon account for decades and never written a review.

I signed up for pubby (with my biz email address) and confirmed I could write the reviews with my personal and redeem them with my biz kdp account on another q&a call.

I claimed a book on pubby (a short book to learn the process). I read the book and drafted my review on google docs.

I went back into the pubby dashboard and clicked the dashboard button to write my review.

I immediately got the red warning from amazon that i no longer have access to write reviews.

1. Do you think this is because the source webpage could be referenced in the direct link in the URL path and that's why it got flagged as suspicious?

2. I made sure I was logged into my personal amazon account because I had just claimed the book and read it on my kindle unlimited account.

3. I already called and separately sent an email to amazon to see if they can fix it and restore my ability to send reviews.

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Any other recommendations or am I just not able to leverage Pubby now?

# Jean-Paul

Some of my Google worksheets are partially in English and partially in French. Since I speak both languages as a Canadian this is not relevant for me. However what do I do when I share this sheet with someone who speaks only one of these two languages? How do I make the sheet either English only or French only?



# Chris Rosenberg

Should we be editing our book outline directly in P.ai? I did considerable edits to my book outline to make sure it can produce a quality manuscript and it seems like its a huge load on the page. I could tell in the load time on the auto save, etc. I was concerned that if I edited in google docs and pasted the revised copy back into the outline window that it might mess up the auto formatting?

Should I be editing the book outline in google docs and re-pasting back into the book outline window? Is that the recommended process?

(I'm definitely editing my manuscript straight in Google Docs lol)

# Jared M

Title review request for a 30k word book on how to make small talk.

Of three titles, I favor number 1 because it contains keywords that rank highest on AMZ Suggestion Expander. Is it better to have a title that flows smoothly or one that is less fluid and contains higher-ranking keywords?

1. Small Talk Essentials: How to Build Confidence, Improve Interpersonal Skills, Network Like a Pro, and Find Your Charisma in All Social Situations

~~2. Small Talk Simplified: How to Build Confidence, Improve Social Skills, Find Your Charisma, and Network Like a Champ with These Quick and Easy Techniques~~



# Michael B

1. Is it ok to use generations for my target demographic? For example: "Generation Y (Millennials) and Generation Z."
2. Would it be appropriate or would it be redundant or unnecessary to identify my target demographics as in the following example? "Men, Women, Generation Y, and Generation Z."
3. When conducting customer research, what should be my rationale and my criteria for selecting the right books for analysis by reviewing their ASIN numbers? Should I focus on bestsellers in the top 20, or the top 100? Should I prioritize books that KDSpy shows have fewer than 150 reviews but generate more than \$500 per month in revenue?
4. What are recommended guidelines for how many books to analyze with ASIN numbers?
5. At one point I read that once I generated the Customer Research Report, I couldn't go back and change my customer demographics. If I did want to change my demographics, what would you recommend? Just start completely over from scratch?



# Ed

Hi Coaches. I need to make a few updates to my manuscript on KDP. I followed the "How to" instructions down to #6 Find and open the file. The file is in Google Drive. Google asks me to log in and authorize. When I tried to log in, Google blocked the app "for my protection" Please help. Thanks!

# Melissa

Why do I have a blank screen where videos should be?

# Melissa

How do I add my account to Kajabi?

# Howard

Should I launch my 30K book before I have at least 200 early review readers?

# Natascha Wyss

Am I the author of the books I'm writing?



# Nathaniel

Hey coaches! For Publishing AI, I have a Publishing Services outline already created. Am I able to use it to generate a manuscript? Or do I have to start afresh in publishing.AI? I don't want to put this outline to waste. Thank you very much.

# Larry

Can I post links to YouTube as part of my book to give samples of what I'm writing about?

# Larry

If I do post YouTube links in my book, do I have to pay royalties to the artists or songwriters who's songs I'm using as examples of recording bass parts in one take?

# Michael B

What is the recommended trim format? I heard one coach say 5.5X8.5 and another say 6X9. Does AIA recommend one or the other?