

Tech Talk on Fridays

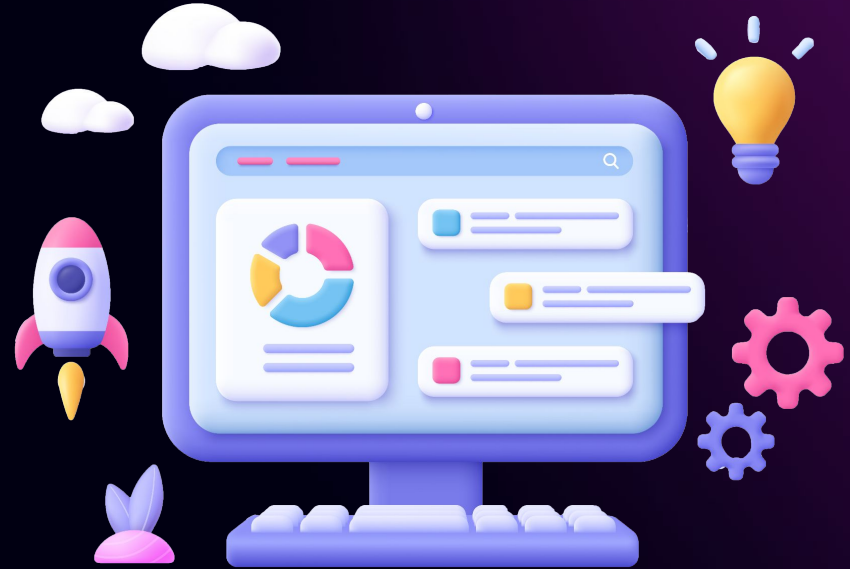
● 2024



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.

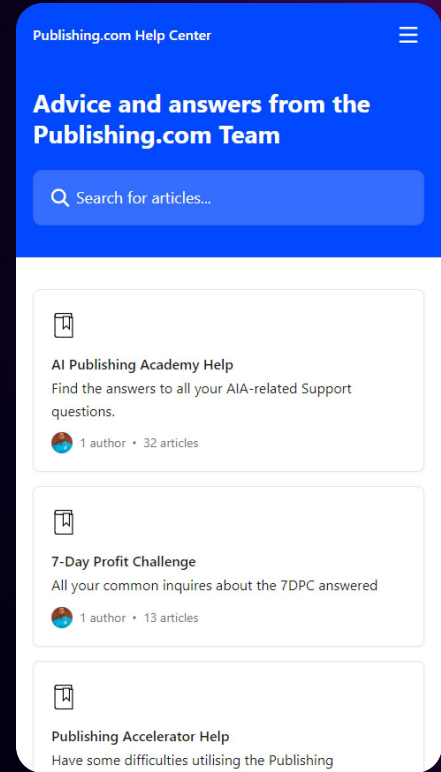
We would rather spend more time going deep into a good question rather than rushing from one question to the next. Therefore, we will pick and choose the best questions.

F.A.Q.

Visit our Help Center at help.publishing.com

- 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

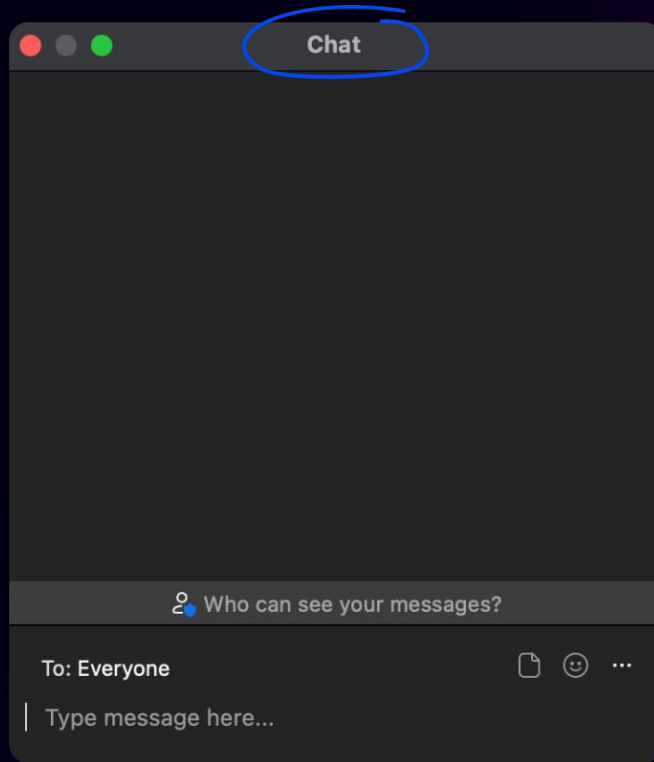
AIA students on Q&A calls get monthly discount codes from Publishing Services for various packages. New codes shared monthly which are **active all month**.

→ **PERFECTEDIT10**

Students get **10%** off Editing & Proofreading Package!



Change your chat settings to "Everyone"



Tip of The Week



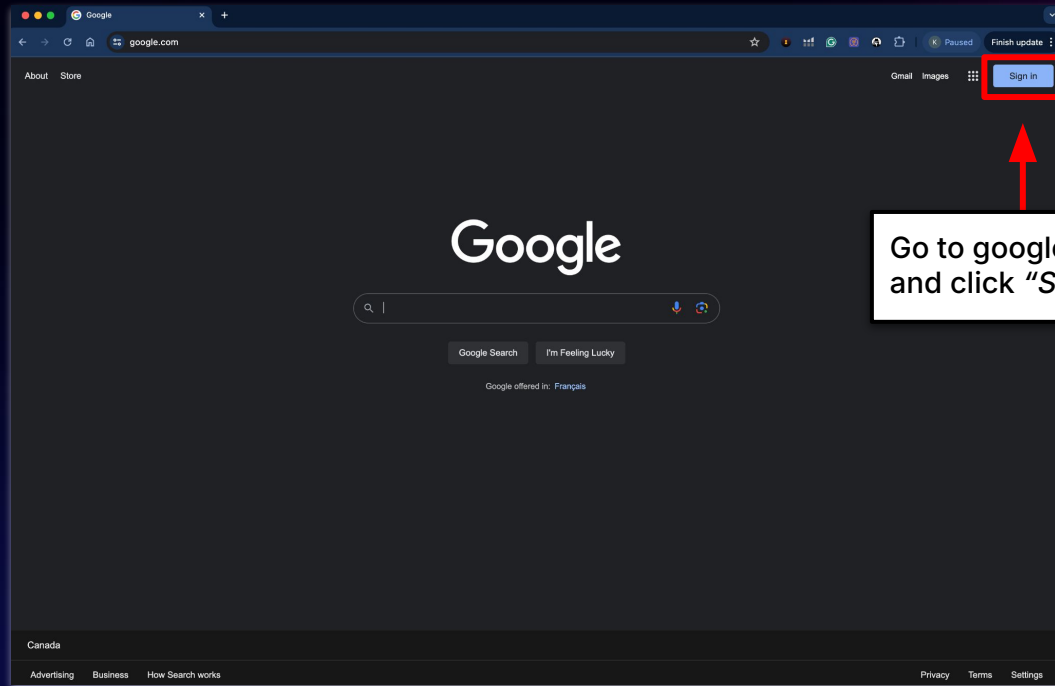
Keep your favorite applications in your bottom taskbar for PC or Dock Mac

Windows/PC: Once you open up a program, go down to the taskbar and right click the icon. Select Pin to Taskbar and it'll remain there once you close the program.

Mac: Right click the program you wish to keep in the dock, hover over options, then click Keep in Dock.

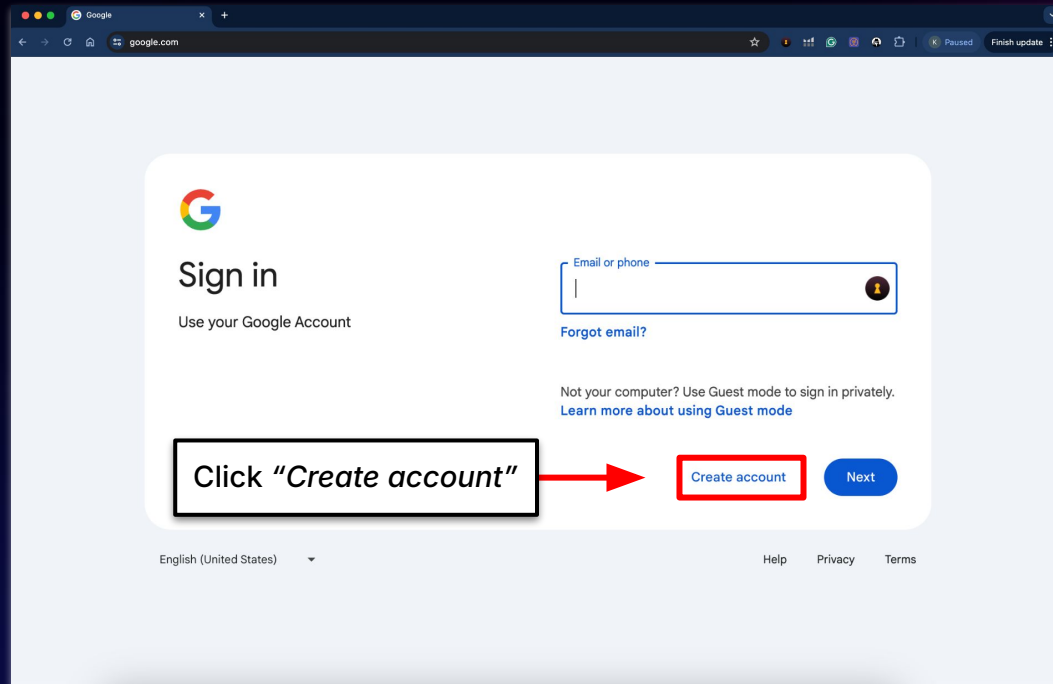
LET'S BEGIN!

Creating a Google Account

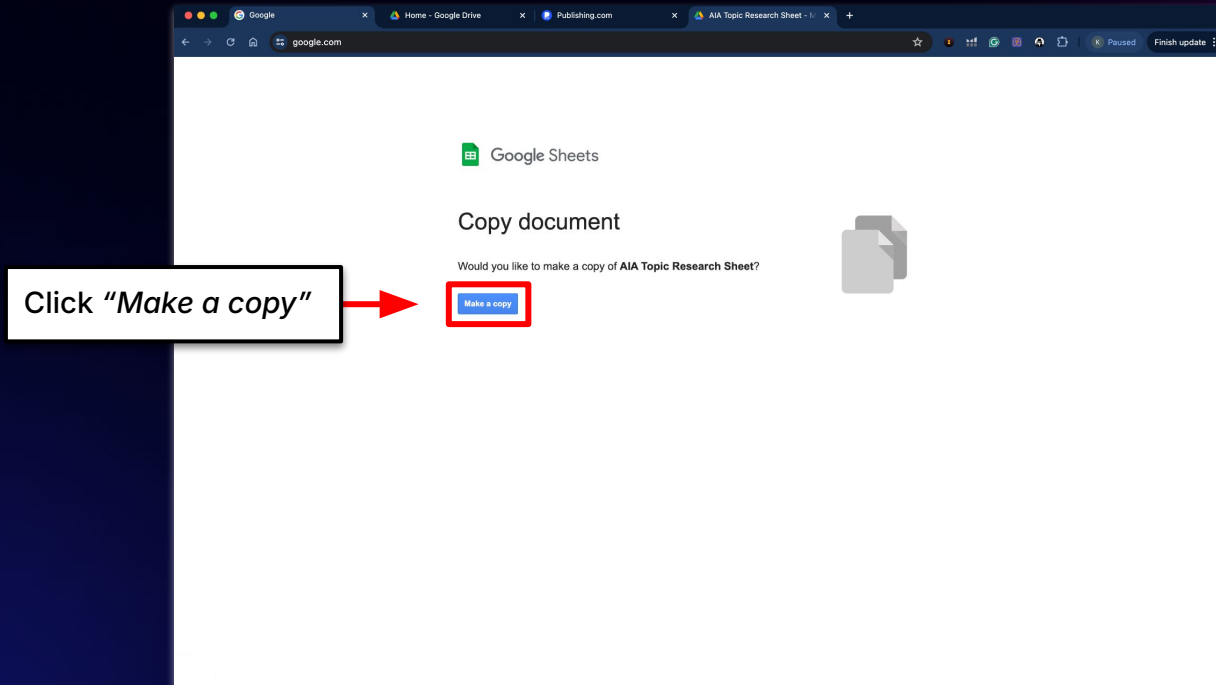


Go to google.com
and click "Sign In"

Creating a Google Account



Using Your Google Drive



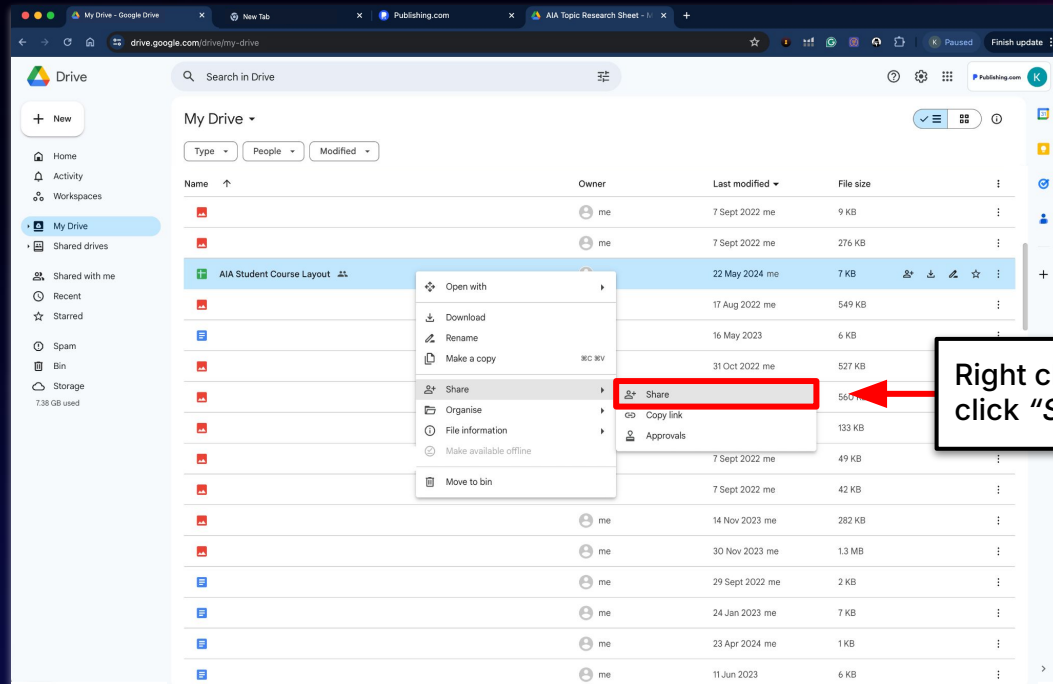
Using Your Google Drive

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 a text box below to this 'My Drive' option. The main content area 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 Rasmus Mikkel...	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

You can locate it in your Drive

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

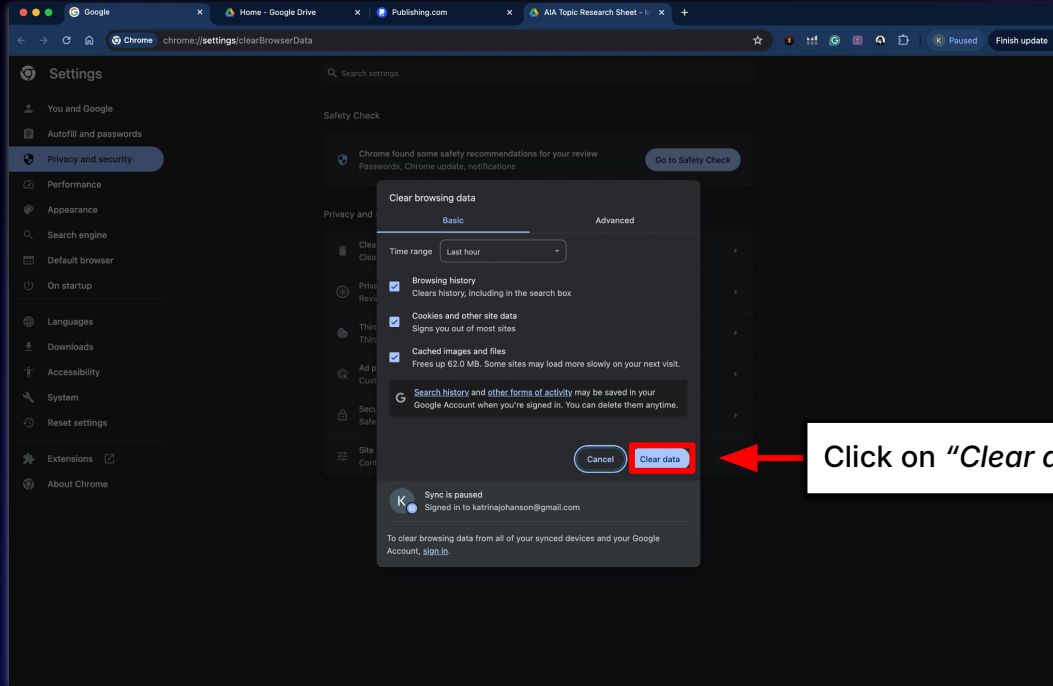
Clearing Your Cache

The screenshot shows a web browser window with the URL `iaia-publishing.com/products/ai-publishing-academy`. The page content includes a video player with the text "WATCH THIS FIRST! WELCOME VIDEO" and a "Resume Course" button. Below the video, there are sections for "Click the modules below to get started" and "Live Weekly Q&A Calls". The browser's menu is open, and the "Clear Browsing Data..." option is highlighted with a red box. A red arrow points from the three-dot menu icon in the top right corner to the "Clear Browsing Data..." option.

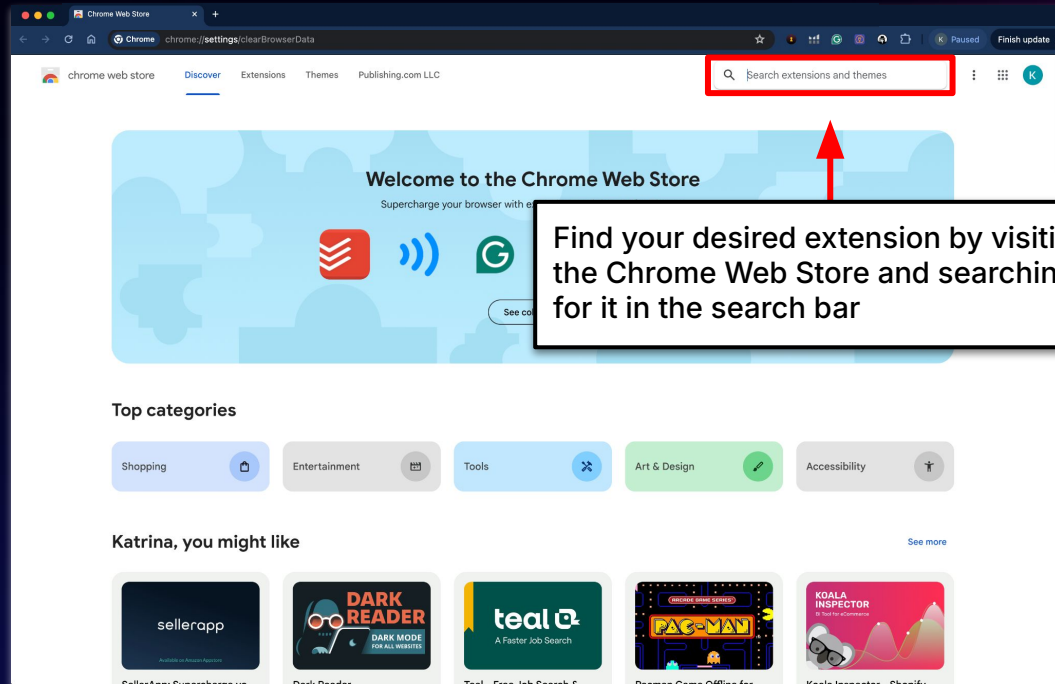
1. Click on the three dots

2. Click on "Clear Browsing Data"

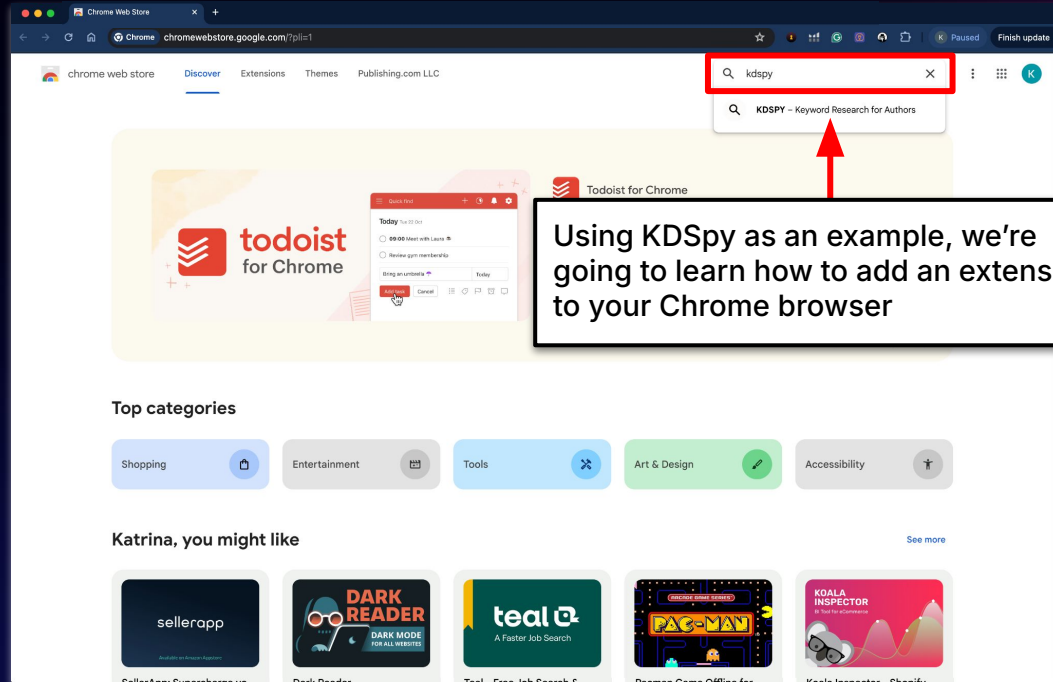
Clearing Your Cache



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

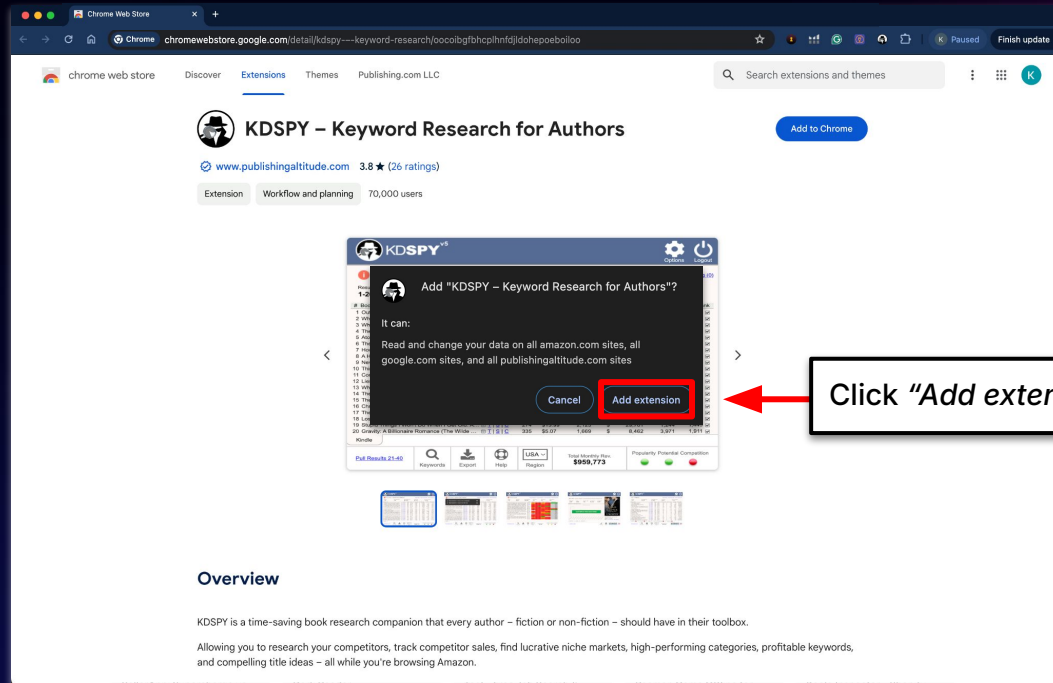
Rank	Book Title	Author	Price	Est. Mkt. Share
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20

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



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

chrome webstore

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

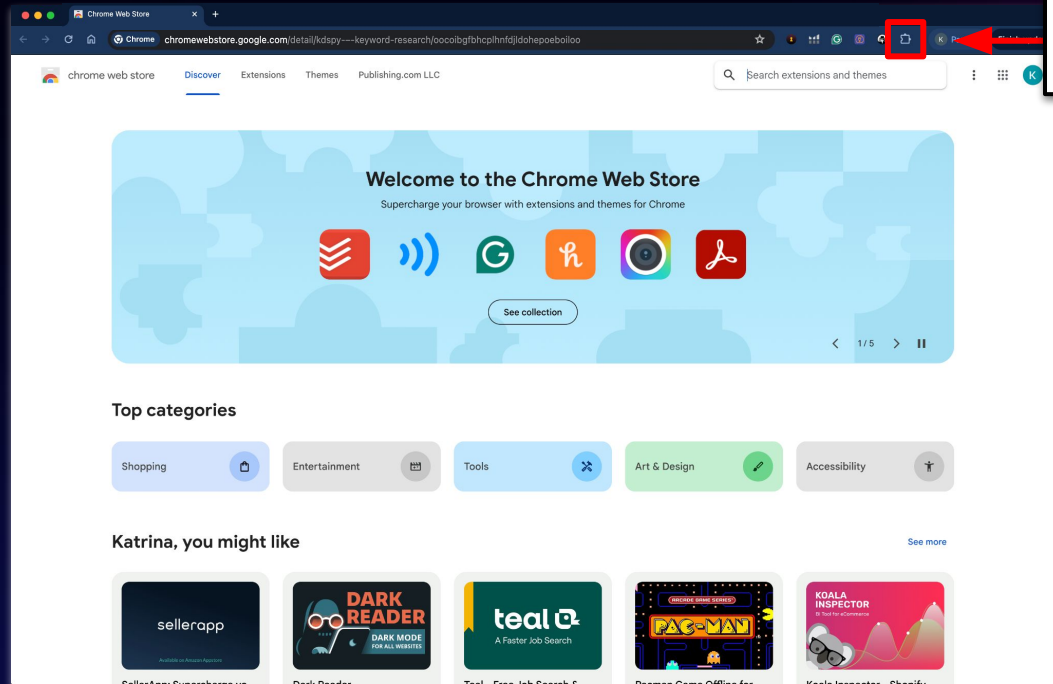
Click "Add extension" on pop-up

Overview

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

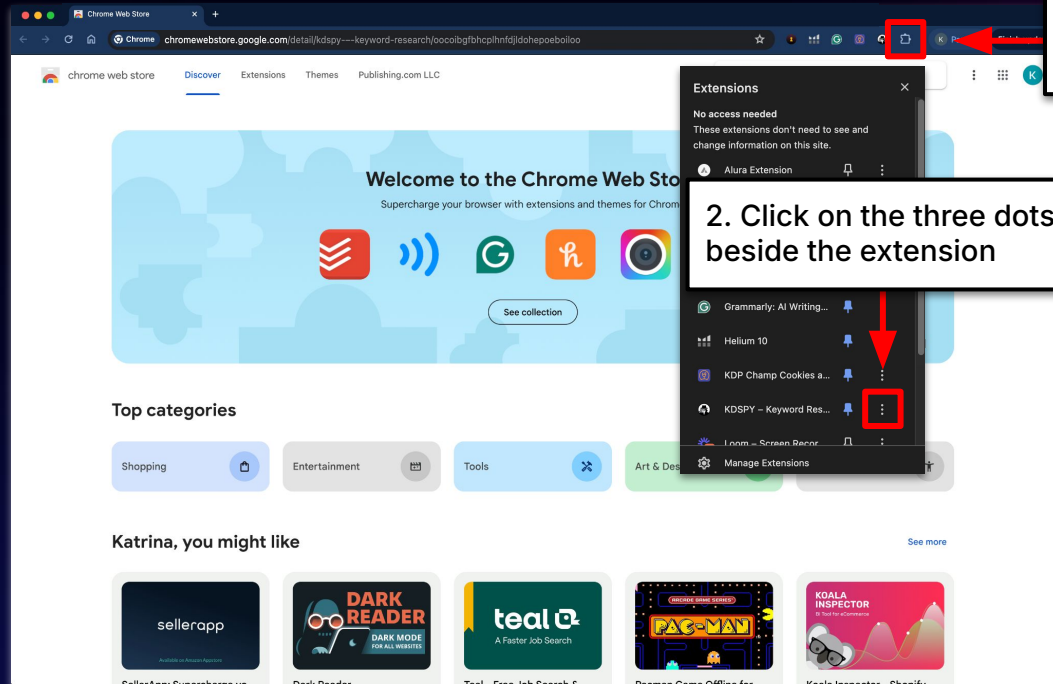
Allowing you to research your competitors, track competitor sales, find lucrative niche markets, high-performing categories, profitable keywords, and compelling title ideas – all while you're browsing Amazon.

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

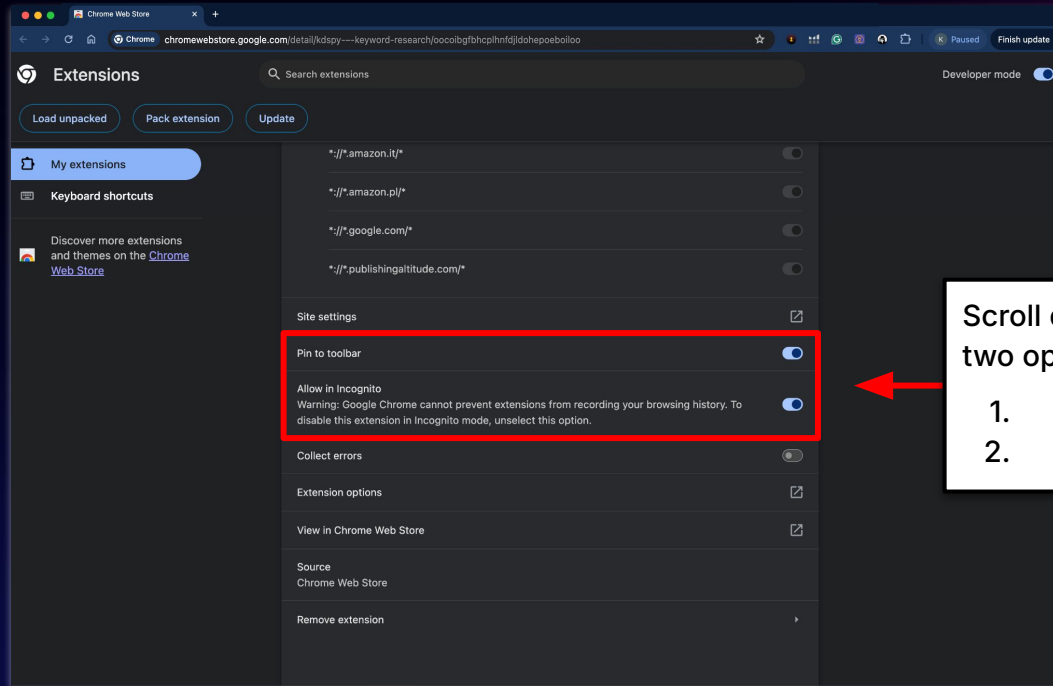
The image shows a Chrome browser window displaying the Chrome Web Store. A red box highlights the puzzle piece icon in the top right corner of the browser. A red arrow points from a text box to this icon. Below the browser window, a list of installed extensions is shown. A red box highlights the three vertical dots next to the 'KDSPY - Keyword Res...' extension. A red arrow points from a text box to these dots. A second red box highlights the 'Manage Extension' option in the dropdown menu that appears. A red arrow points from a text box to this option. The background of the browser window shows the Chrome Web Store homepage with various categories and product recommendations.

1. Click on the puzzle piece (extensions)

2. Click on the three dots beside the extension

3. Click on "Manage Extension"

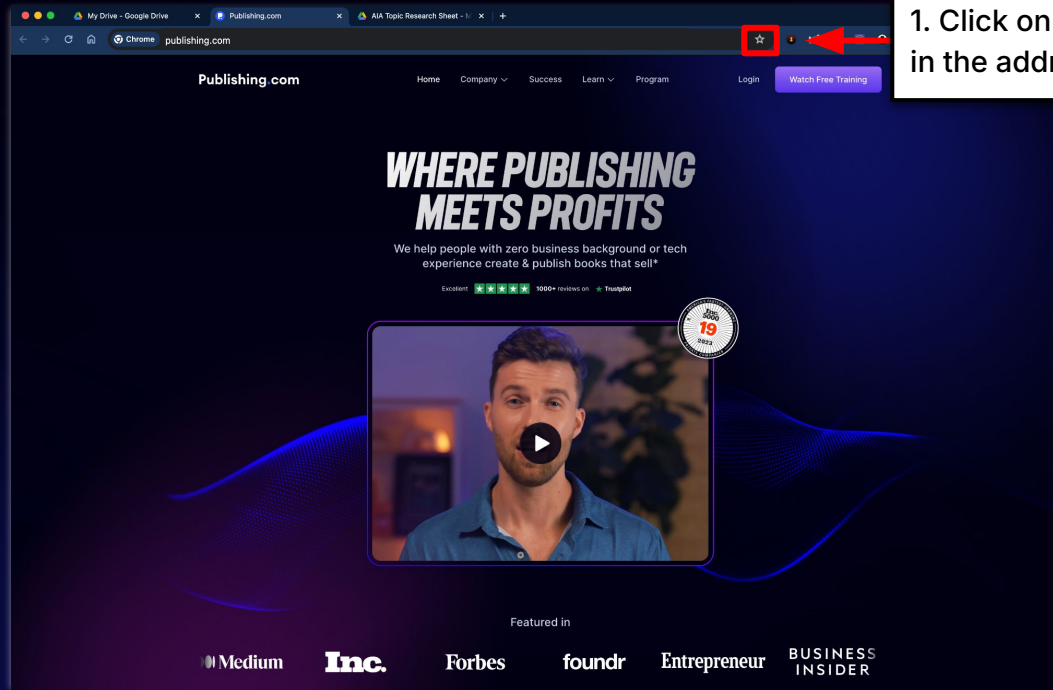
Finding Extensions in Chrome



Scroll down to find these two options:

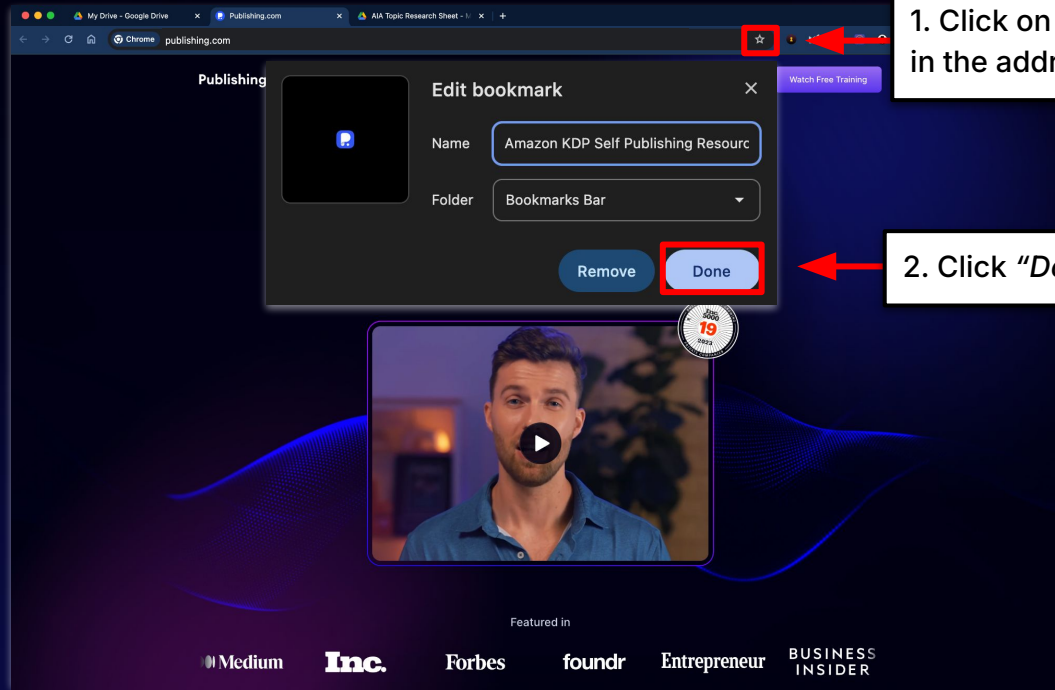
1. Pin to toolbar
2. Allow in Incognito

Bookmarking



1. Click on the star in the address bar

Bookmarking



1. Click on the star in the address bar

2. Click "Done"

Deborah

In Module 5, FB Ads, the recommendation is \$5 per day. Does that limit the amount of people who click "send message" to 5 if each one costs \$1? How do I ensure that everyone who clicks "send message" gets through to me? Perhaps I misunderstood how this works. Please advise.

Linda

I made an author page on FB with my (make) pen name plus -Author. Will the private groups let me in?

Sibylle

Regarding title: Is it better to create a more specific title and define the audience (e.g. post-menopausal women) or keep it more general and try to address a larger audience, age group, etc.?

Margaret

1. When you send out the pdf copies of your book to early reviewers, how do you make sure no one steals your manuscripts, especially as we are instructed to send them out about 2 weeks before your book goes live on Amazon.
2. For the copy of your book sent to early reviewers, would you need to include the mid-book and end of book review pages? since there would be no active or real link, how would that be for the readers? would it not look odd?

Thanks

Cornelia

Generate wheel turns and turns for longer than 30 min, without a response. Why

pam

I just published my first book on KDP. It is live. I did this before my release date so I could finalize my review link (as recommended). On amazon when i put the title name and my pen name in the serach. bar it brings up the book but says the paperback is not available, only kindle version? I am wondering why when it says in KDP bookshelf it is live? What am I missing? Also, in Amazon if you click on 'look inside' it is pulling from the kindle version. was I suppose to do something else to populate this? or is this part of the issue that it is not available? not sure what to do?

pam

i submitted a previous question about my paperback not being available on amazon even though it's live - but i chatted with KDP help and they told me it can take up to 5 days to show up....so good to know! and i'll make sure its there in 5 days.

pam

my first book is live and i have a direct link code and QR code created. I want to update both the e-book and the paperback manuscripts with the codes on the mid-review and final review pages but I cant seem to figure out how? TUW wrote the book - did they do the e-book formatting?? I've confused myself! do i recontact them - the formatter to have them update it and send me a new file? And the paperback - I think I had publishing services do it - so again, contact them?? I thought i was organized but i am realizing I am not as good as I thought i was at keeping all the details organized!! please help! thank you

Patty

I did my POC a long time ago for eCommerce - now I have the manuscript ready but the topic doesn't meet POC anymore. I want to slightly tweak based on the content to make sure it sales

Silvia

Hi Coaches,

The table of content of my book is taking 3 pages but the I understand the general recommendation is to keep it between 1 to 2 pages; the only way to do this is to remove all subheadings and just keep the chapter titles, but then readers will not be able to look up specific sections. What is your take on this? Should I remove all subheadings to make the TOC fit in one page, or keep them in, even if it takes 3 pages?

Thanks!

Nikko

What has caused past students to be unsuccessful with publishing their first book?

Stacy

Do I need to get permission from a person I would like to acknowledge in my book please?
Specifically, I am wanting to acknowledge my pastor. Thanks so much.

Sheryl

Hi Coaches:

We have a New Macbook Air.

When checking for plagiarism in Grammarly Premium, how do we add the reference links to the clipboard and then the manuscript.?

Joshua A.

I'm currently finalizing my outline. My main question is whether the titles of the chapters and subchapters, that are in the outline, have any real impact on the book. Obviously they will change how its worded in the manuscript, I'm referring more to if it will affect sales.

Thank you! I may not be able to attend in person due to work, but will watch the recording.

Artur

Can I have a personal account on amazon and run business ?

Lorilee Lucas

If you are outsourcing the formatting of your book, how can you optimize page count and thereby, the printing costs when the minutia of decisions that affect this are out of your control?

Lorilee

For Friday Tech Q&A: For Facebook Ads, am I understanding correctly that it recommended to have 1 ad set with 2 ads (different images but same copy) for lead generation to help build your review team? And if so, can you add a 2nd ad to an active ad set that is currently running...or is it best to stop that ad set, duplicate it, and set up the two ads at the same time to run concurrently?

Caryl

re POC. The coaches present the same old examples of Chair Yoga for Seniors each time since I joined. 1) IS THIS A 30000 WORD book as prescribed? And why give an example which OBVIOUSLY needs diagrams/pics or videos to compete with the top POC books shown?? Explain that in any of your calls please!

Janet C.

Hello... So, I have received my QSA back & the review was great! But I just needed to tweak a few small things. Apparently my POC is no longer good at this time, but it was when I started so she said all is good since POC can fluctuate. But I just want to make sure I have the correct POC so I sent you a screenshot of my POC research sheet. My question is, is my POC Beginners gardening? Or Backyard gardening? I can't tell what the exact keywords would be? The QSA coach thought that it is beginners gardening so she recommended that I Change the title to "Beginners Guide to Backyard Vegetable Gardening" which I did. Can you please tell me if I did alright changing the title on my cover? Does it look good how I changed from "EASY Backyard Vegetable Gardening" to "Beginners Guide to Backyard Vegetable Gardening"? Thanks for your input.

<https://docs.google.com/document/d/1wrfMoHzQqF47UuKeW1Irr-onPOHFdgwaOLhVIVosDi0/edit?usp=sharing>

Janet C.

So, as mentioned in my previous question, my book no longer has POC at this time, but it definitely did when I started about 5 months ago. My question is, if I publish it now w/out POC, will the book go "stale" waiting for the POC to return? Idk if because it is a gardening book it needs to be launched in the springtime? Or is it ok to just put it out there now? My next books are going to be similar (Beginners Guide to Backyard Flower Gardening, Lawn Care, and Pool Maintenance) so idk if that makes a difference? Thanks for your help!

Janet C.

Last question (sorry so many, I was on vacation so I'm getting caught up now).

The other recommendation from my QSA was to "clean up" my formatting on my book. I sent my book out to 2 different people in fiverr. The 1st one was terrible communication & terrible work. So I tried another guy. Communication was much better, but the work AGAIN seemed to be sub-par! And now that the QSA coach has confirmed that the work was not great, what do you recommend I do? Pay ANOTHER \$100 for a NEW formatter & hope that HE gets it right? Or what? The 2nd formatter used Adobelllustrator as the software. The QSA coach recommended they use vellum. Can I go back to the 2nd formatter & tell him to use vellum this time or do I need to find someone new. The changes were nothing major, she just said it looks a little bit "smushed". I need for someone to know how to make it look good w/out needing to explain exactly HOW! (I think that for my next books I may just try & do it myself! I know how it should look, I just don't know HOW to actually DO IT! But will need to figure it out! Hiring someone is just too frustrating!!)

PS- my book is 7x9 trim size so I am not able to use "Publishing Services" since they do not do this size. Thanks for your help!

Debbie

I'm having trouble figuring out how to send questions for the Q&A's with pictures attached. Is it best to just copy the link? I'm hoping to get feedback in choosing my cover from 99Designs.
Thanks!

<https://99designs.com/book-cover-design/contests/horse-care-kids-jump-world-horses-step-step-1289811/entries>