

# Tech Talk on Fridays

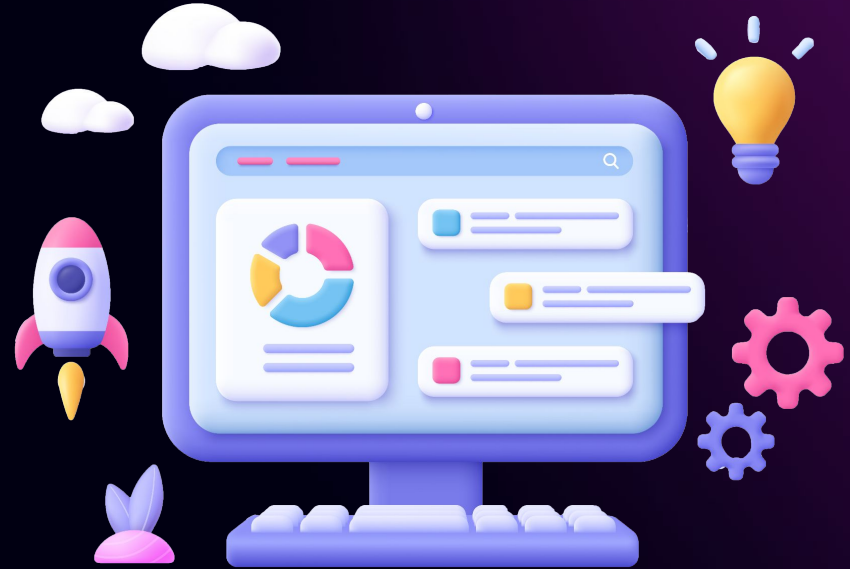
● 2024



# 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

The screenshot shows a dark-themed interface for 'Live Weekly Q&A Calls'. At the top left, there is a 'Live Calls' indicator with a red dot. Below it is the 'Q&A' logo and the 'AUDIOBOOK IMPACT ACADEMY' logo. To the right, a list of call times is shown in light blue buttons: Tuesday 4-6PM EST, Wednesday 12-2PM EST, Thursday 3-5PM EST, Friday 12-2PM EST, and Sunday 12-2PM EST. The main content area has a white background and contains the text 'Live Weekly Q&A Calls', followed by 'Got a question you'd like us to answer on the next Q&A call?' and a blue button labeled 'Ask it Here' which is circled in blue. A blue arrow points from the text 'Ask it Here' to the right. At the bottom of the white area is a blue button labeled '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.

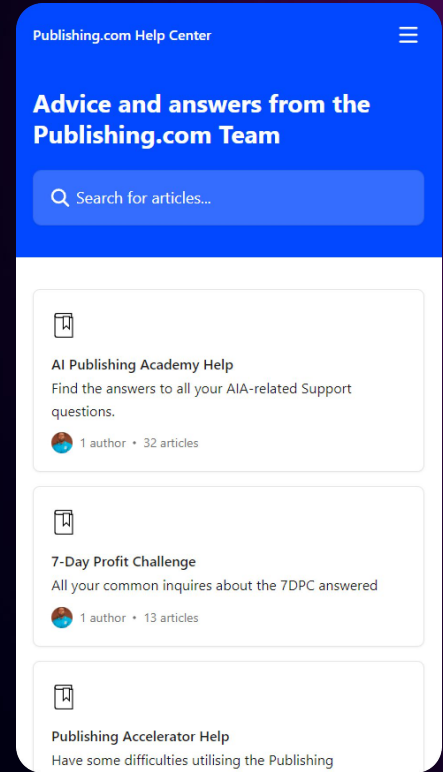
We would rather spend more time going deep into a good question rather than rushing from one question to the next. Therefore, we will pick and choose the best questions.

# 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.



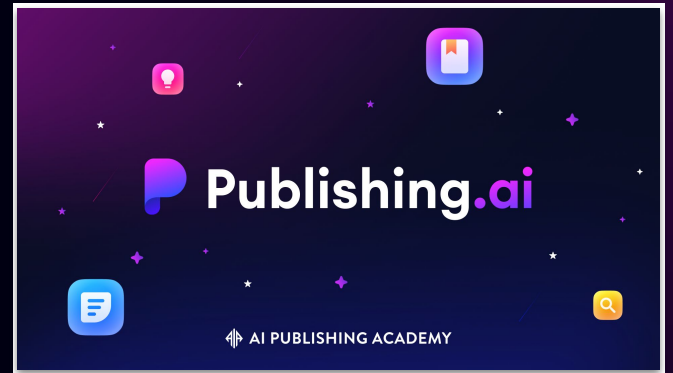
# PUBLISHING.AI NOW OPEN TO EVERYONE

## 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**.

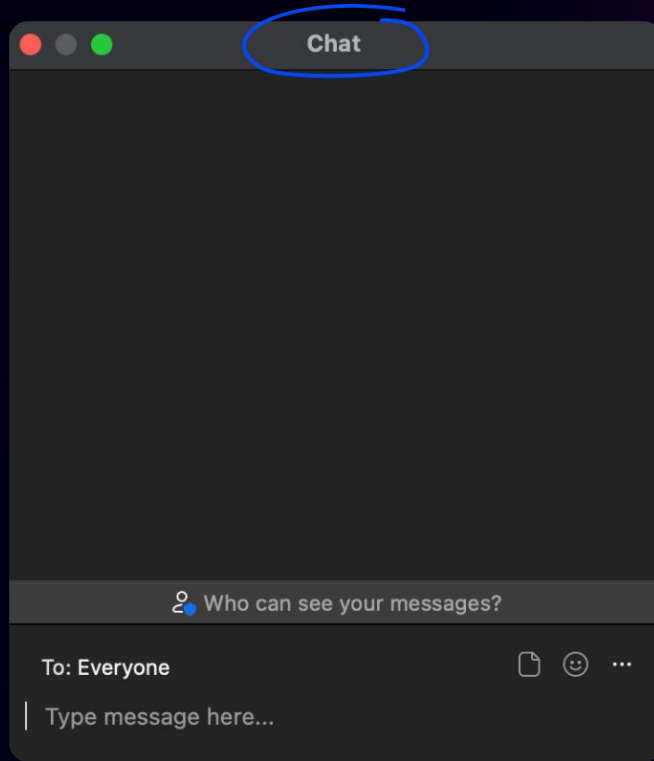


**GETREVIEWS**

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



Change your chat settings to "Everyone"



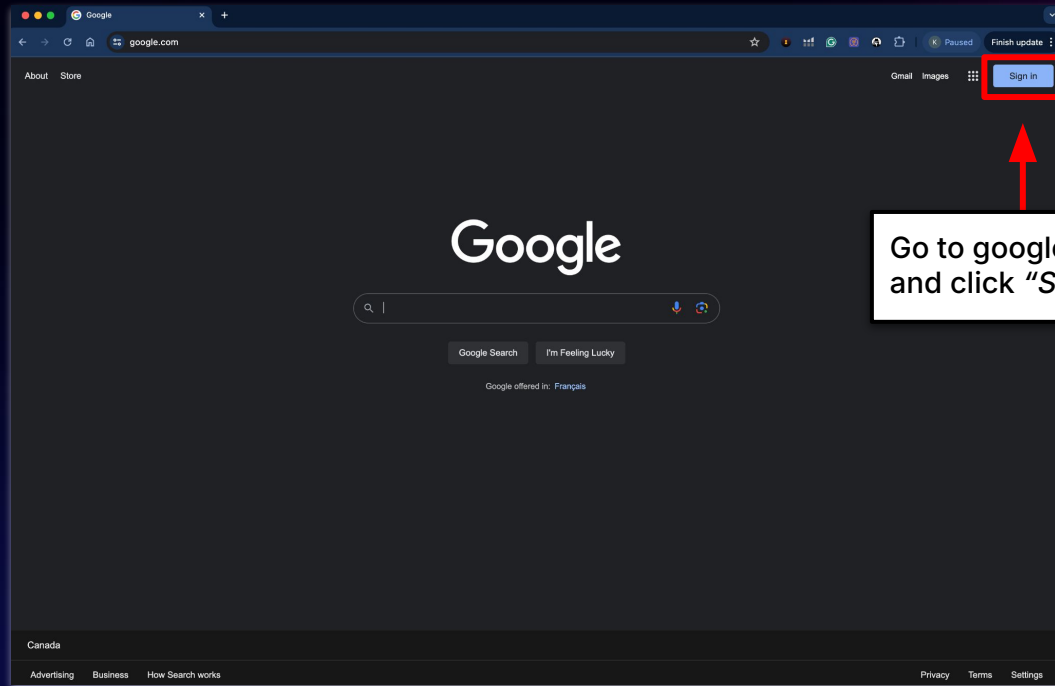
# Tip of The Week



Use Alt + Tab to switch between multiple windows quickly.

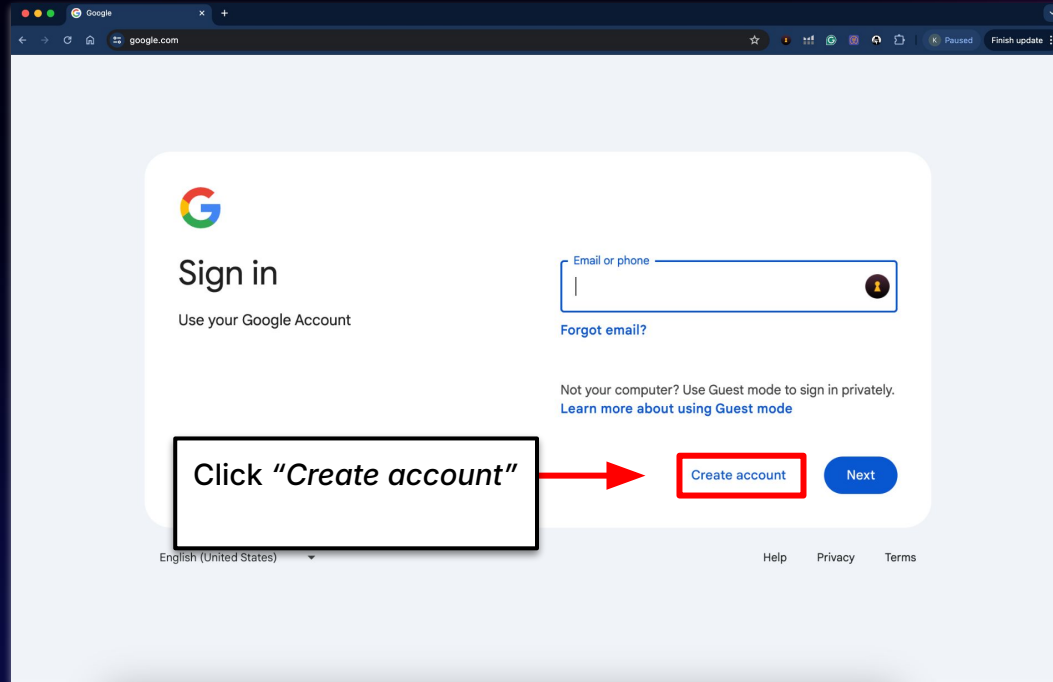
**LET'S BEGIN!**

# Creating a Google Account

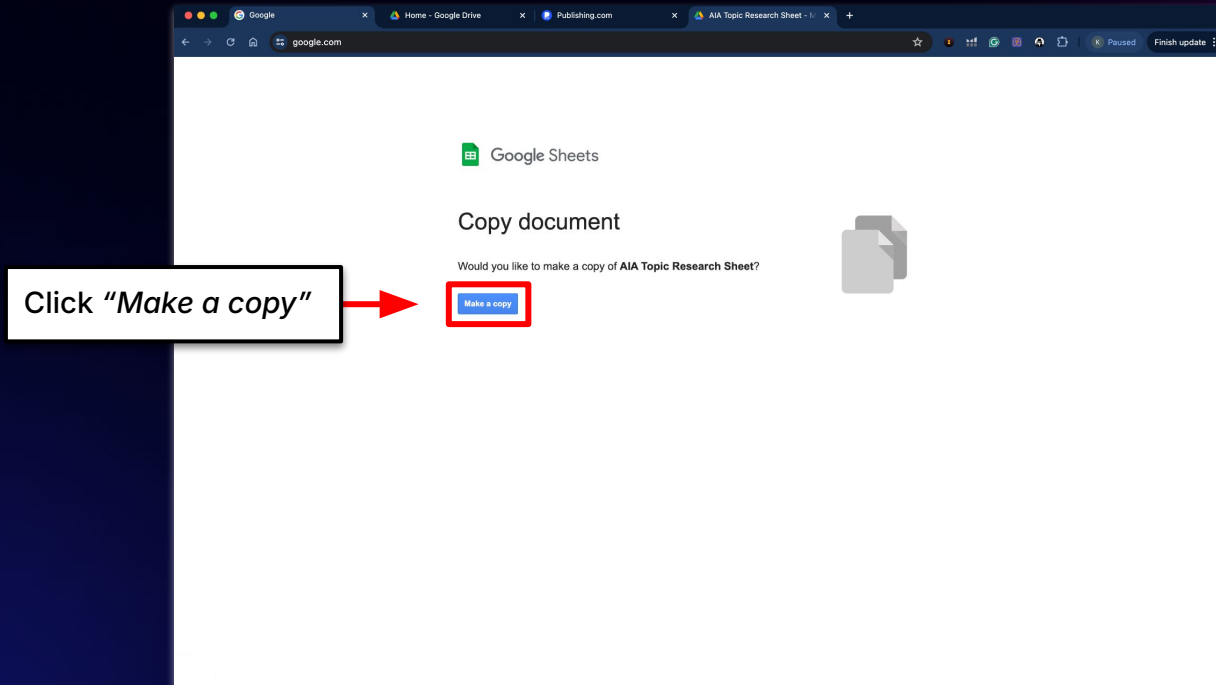


Go to google.com  
and click "Sign In"

# Creating a Google Account



# Using Your Google Drive



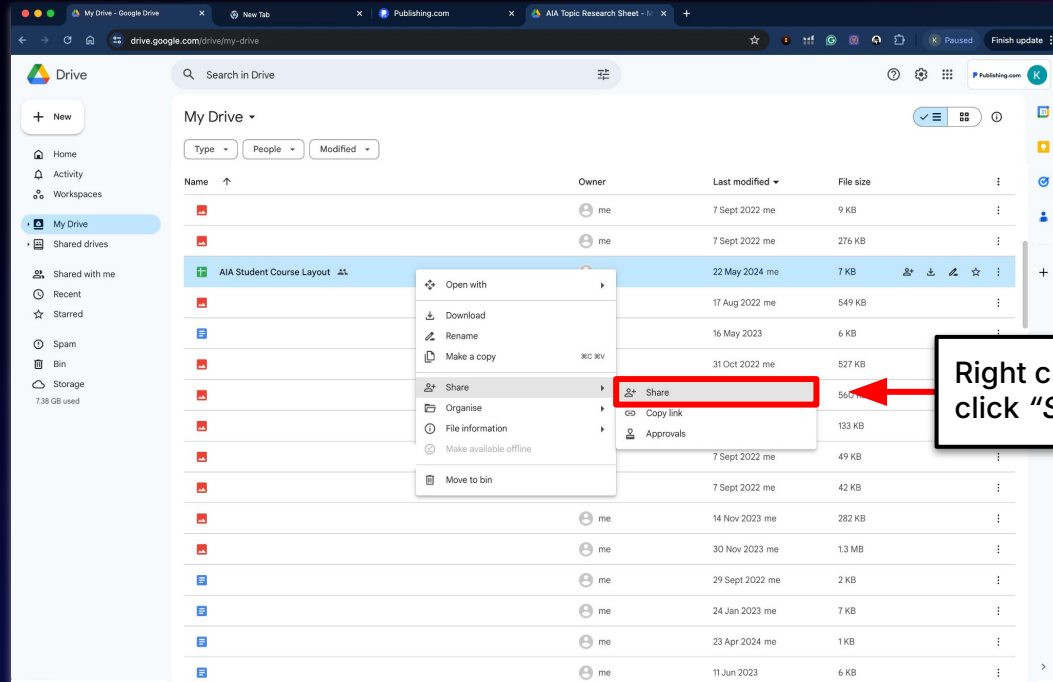
# Using Your Google Drive

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 says 'You can locate it in your Drive'. 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



# Sharing a File or Folder



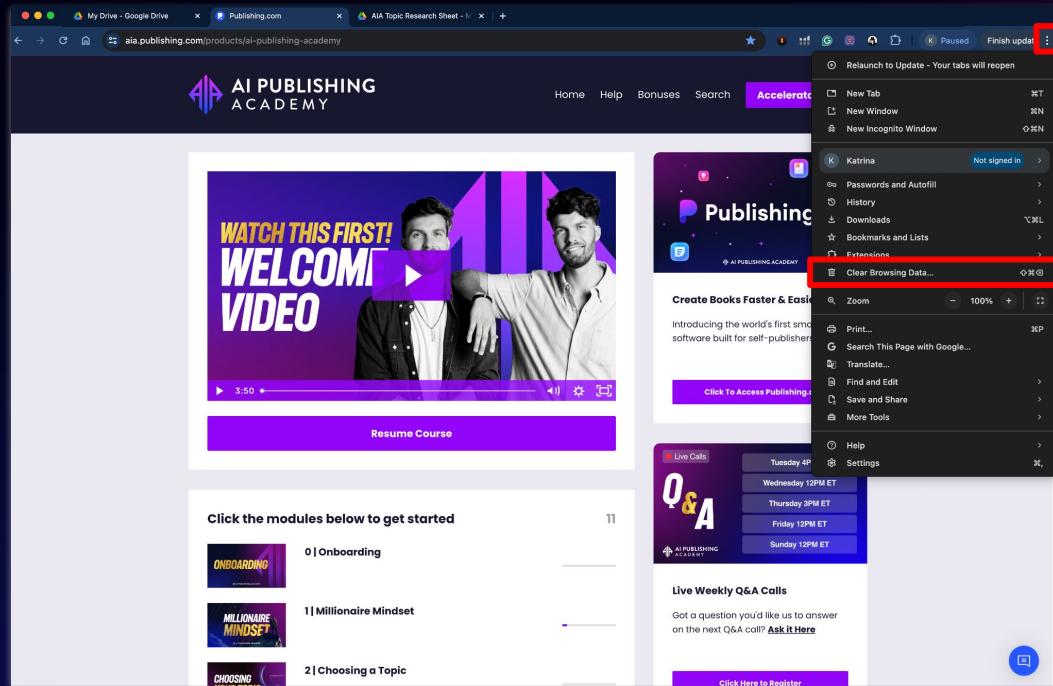
Right click on the file and click "Share"

# 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'). A red box highlights the 'General access' dropdown menu, 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"'. Below the callout, there are buttons for 'Copy link' and 'Done'. 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

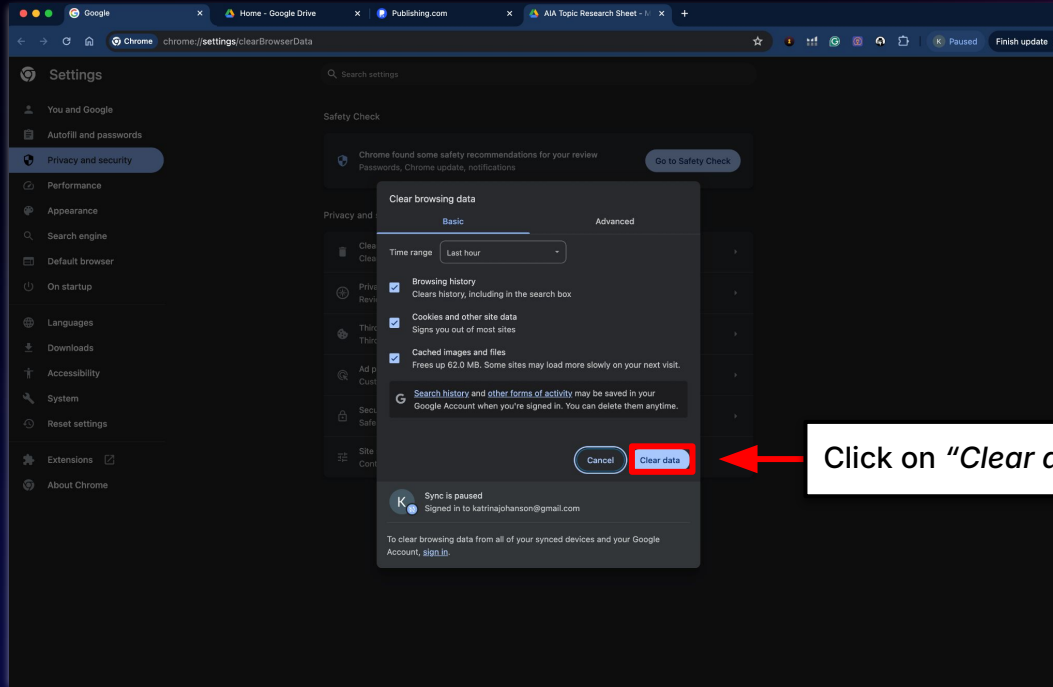
# Clearing Your Cache



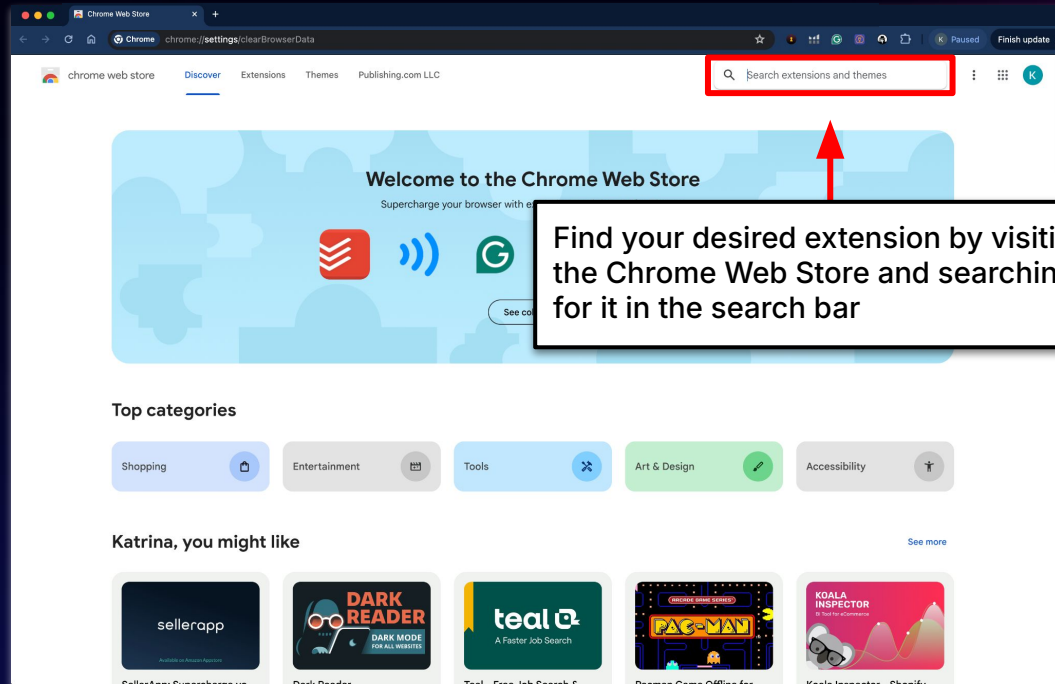
1. Click on the three dots

2. Click on "Clear Browsing Data"

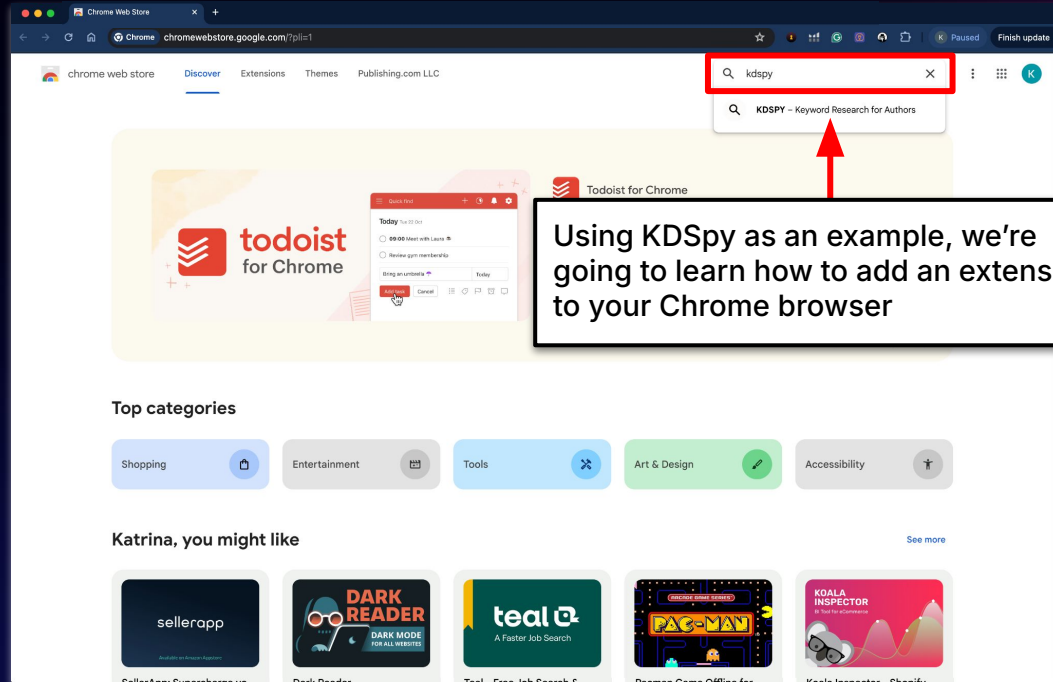
# Clearing Your Cache



# Adding Extensions To Chrome



# Adding Extensions To Chrome



# Adding Extensions To Chrome

The screenshot shows the Chrome Web Store page for the KDSPY extension. The page title is "KDSPY – Keyword Research for Authors" with a rating of 3.8 stars from 26 reviews. The extension is categorized as "Extension" and "Workflow and planning" and has 70,000 users. A red box highlights the "Add to Chrome" button, and a red arrow points to it from a callout box that says "Click on 'Add to Chrome'".

**Best Sellers in Health, Fitness & Dieting:**

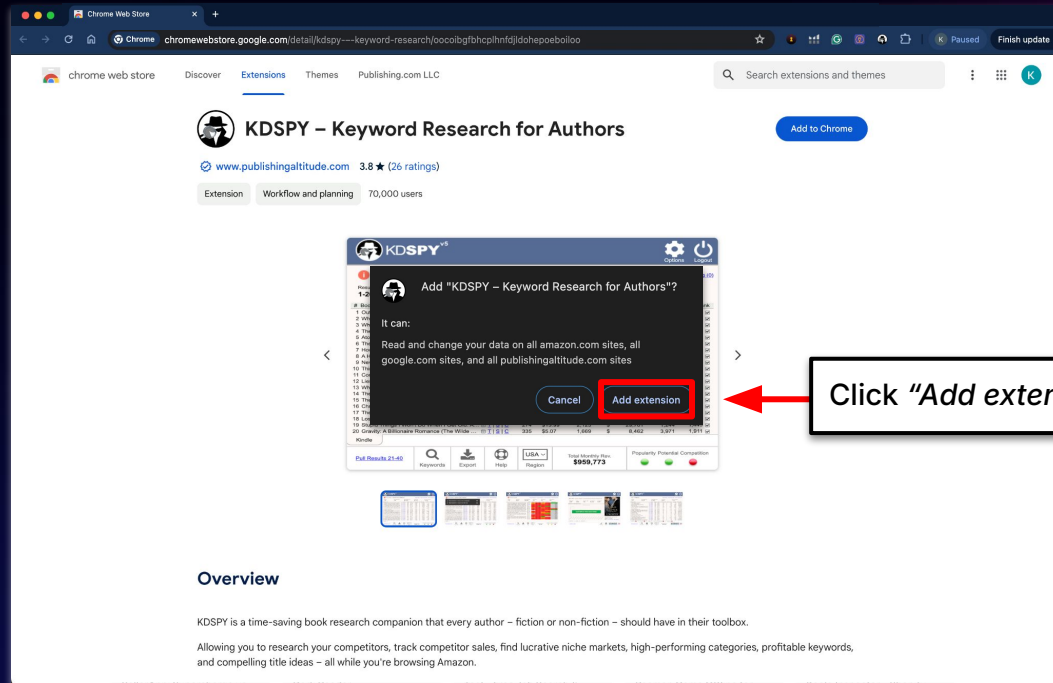
Rank	Book Title	Author	Price	Est. Mkt. Share
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20

**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 the 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

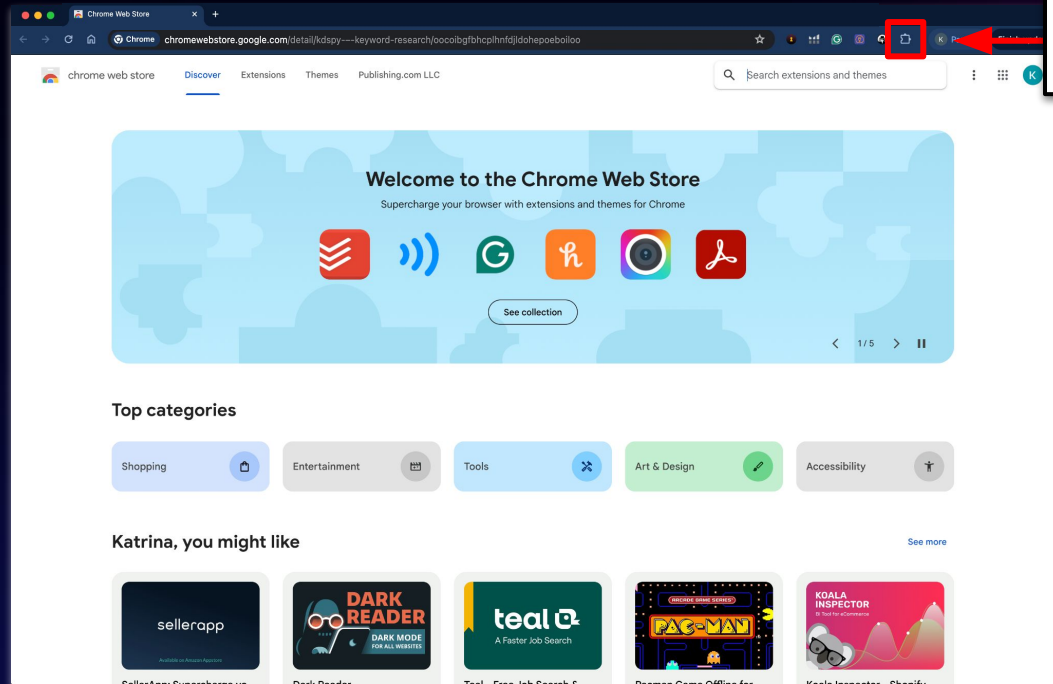
### Overview

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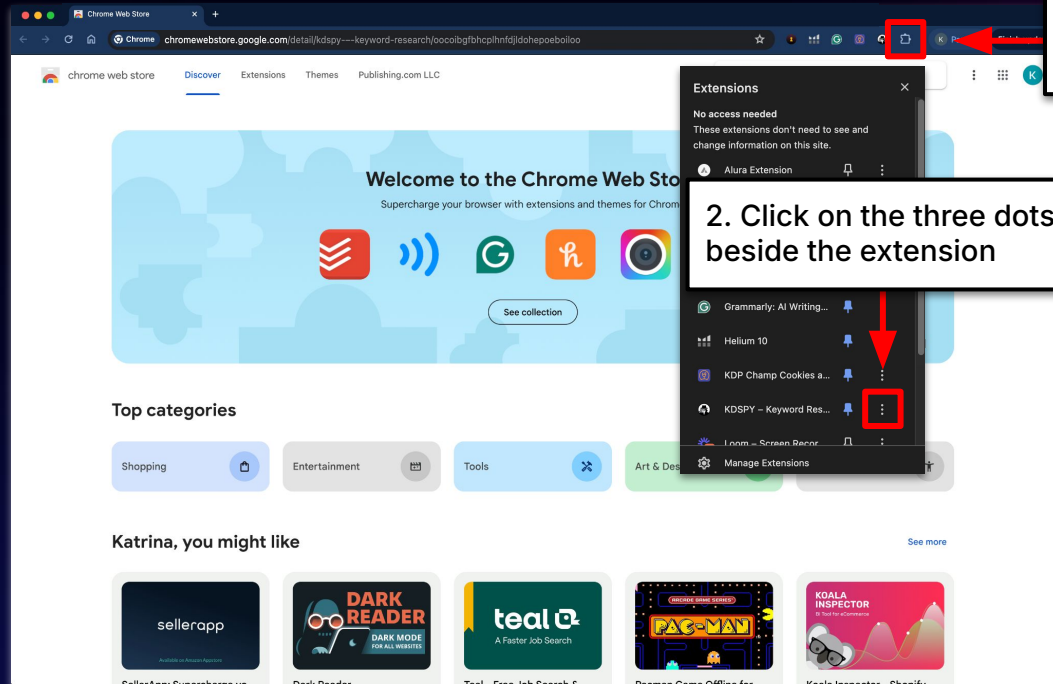


# Finding Extensions in Chrome



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

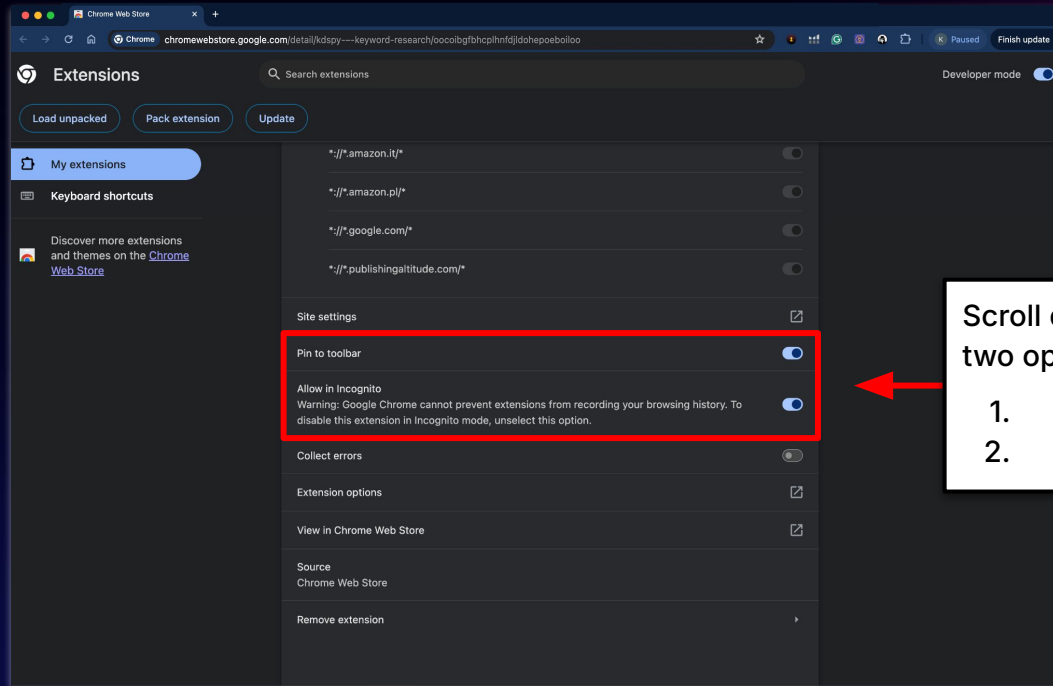
The image shows a Chrome browser window displaying the Chrome Web Store. The address bar shows the URL `chrome://webstore/`. The page content includes a welcome message, a 'See collection' button, and various extension categories like 'Shopping', 'Entertainment', 'Tools', and 'Art & Design'. A list of extensions is visible, including 'Alura Extension', 'Grammarly: AI Writing...', 'Helium 10', 'KDP Champ Cookies a...', 'KDSPY - Keyword Res...', and 'Loom - Screen Recor...'. A 'Manage Extensions' button is highlighted in the bottom right corner of the extension list.

1. Click on the puzzle piece (extensions)

2. Click on the three dots beside the extension

3. Click on "Manage Extension"

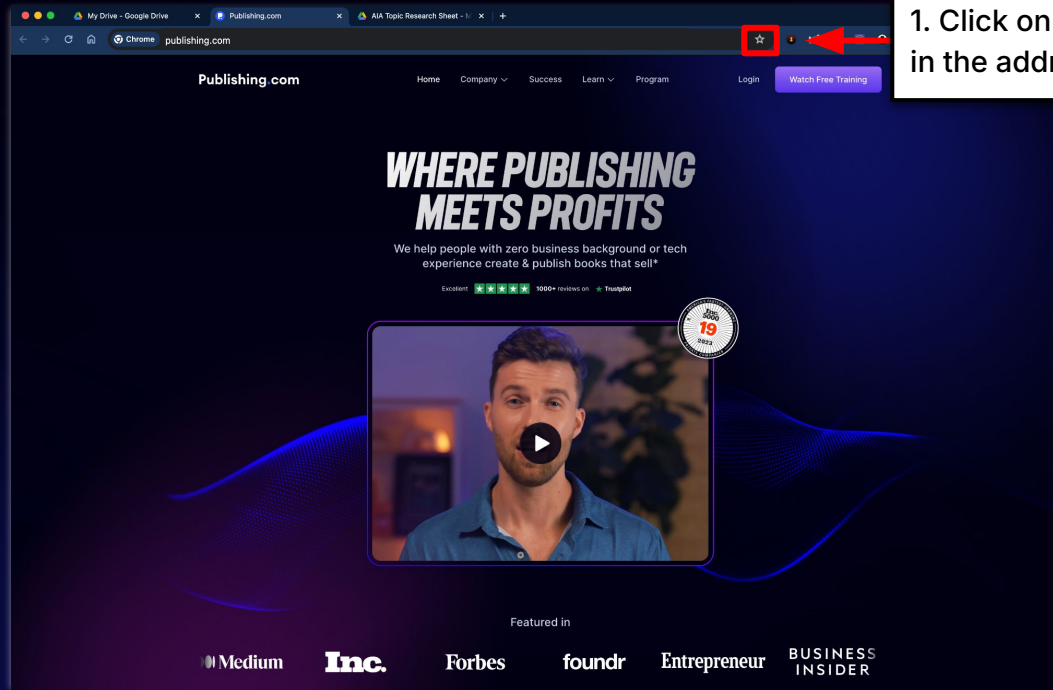
# Finding Extensions in Chrome



Scroll down to find these two options:

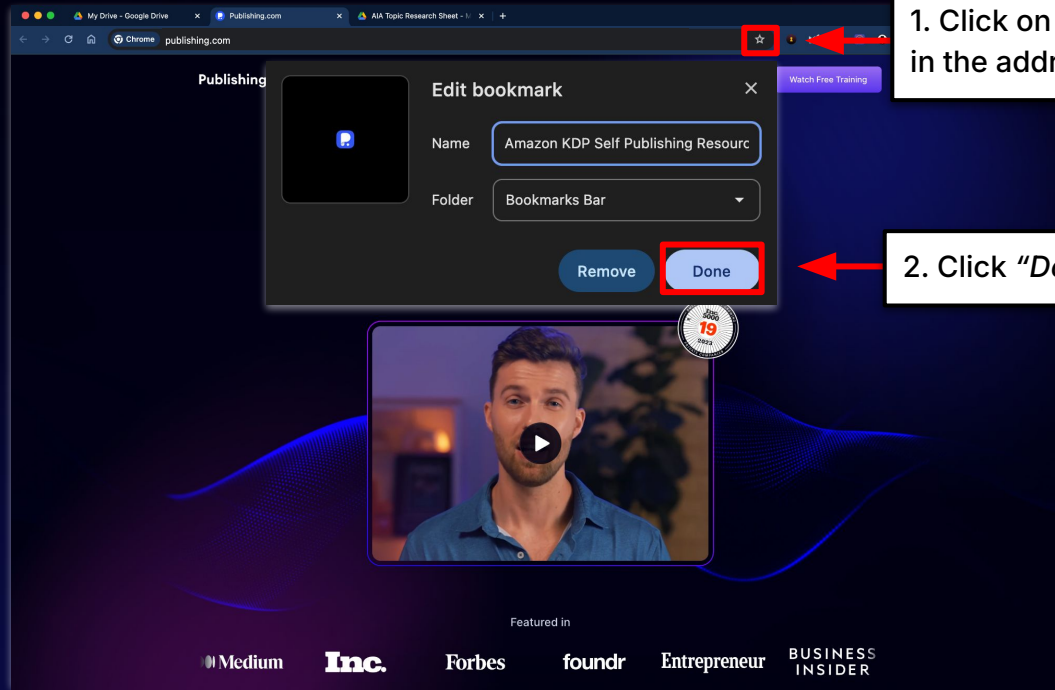
1. Pin to toolbar
2. Allow in Incognito

# Bookmarking



1. Click on the star in the address bar

# Bookmarking



1. Click on the star in the address bar

2. Click "Done"

# Veridee

I've done my 7 day profit challenge book. Now how do I know from the training videos what I am to do, if I have purchased the publishing.ai package? I seem to watch several lessons and then have one that says we don't need those resources or to do it "the old way."

# David

In June, I remember starting out and on the call I could see a code for Humanize, why is it no longer available? We need that help now and no codes are given for the support. 2. Is this service done by publishing AI, or any other software or is it done by humans, if so where can we find it?



# Wendy Caesar

When I go to KD Spy, I don't get the typical book chart that you do. I get a scrunched, smaller one that's harder to read, with print overlays. How can I find yours and lose that variant?

# Cynthia Varela

"2 Questions.

Please check if Homesteading or Permaculture for beginners/busy people are good topics to move forward with (when I checked 2 weeks ago they met POC but I didn't look for red flags mentioned last wk). I want to learn these for myself and would love to build some income and learn for myself with a series around homesteading.

Leading to 2nd question I haven't heard from KDSpy... I emailed them last week because I know can't log in extension but can for website and tried there Q&A help (I don't have a VPN even tried different computer) so I haven't been able to go back and use KDSpy to recheck...is there a number AIA has directly to KDSpy?"

# Laurette Anderson

I can't seem to get on these calls - no email for me.... has happened more than once. Questions: 1. How do I go about copyright? Is this needed before I sent it out for someone to write a forward for me? How long does it take? I'm in Canada. 2. So do I send it from pub.com site to be formatted or from googledocs to be formatted? Now it's in Google docs in its final edited form. Thanks I'll check the recordings if I can't get on the call yet again...

Hopefully this works... Need assistance opinions on these first two covers..Which is more professional or which one would you be inclined to buy? Thanks a bunch!

<https://99designs.ca/book-cover-design/contests/powerful-cover-please-escaping-public-school-system-revolutionary-1295096/entries?groupby=none>

Geez... sorry if this comes up twice.... tech not my thing.... Here's the link to a poll I created because I can't think of any other way to do it... Here you go. Opinions of experts please!

<https://99designs.ca/contests/poll/747dbac834>

How do I find 200 people to review my book??? I have hardly any contacts...

# Cherryl Acason

I requested a Proof copy, but when I went to check out on Amazon.ca, I was advised that it couldn't be delivered to me. Why not? And will this affect you sending me my hard copy?

# Shay Pandaram

The link I got in my emails for the form to fill out for the FREE extra login is going to a 404 error

# Paul

Hi guys! I think this has been asked before but I would like to ask again. I am creating a Lead Magnet and I put in some links so the reader can contact me. I know they won't work in a PDF and I know I can sign up with Adobe, get a free week and use them to get my links that work in a PDF for free. I put in some QR codes in my book. Is there any other way to do this?

# Shay Narain

I have most of my content written and feel overwhelmed about where to begin with formatting and book cover. Need some direction on what to do after the book is written

# Lorna Waggoner

In training you mention Facebook often but not LinkedIn, I am writing a business book and have 10,000 contacts and 6,000 following me there. Is there some restriction? I saw a book launce on LI the other day. It looked great!



# hira Ahmed

Hello, i got my manuscript and when i check it through grammarly it shows alot of writing as plagarium (not the whole sentence but part of a sentence) and asking me to site it. But i saw there were some references given at the end of the manuscript, my question is do i need to rephrase everythung that its showing as part of other people work ?

# Ed Spanolia

Hi Coaches, I need a copy of a manuscript to upload to KDP to correct a few errors. How do I get an uploadable file from Google Drive?

# Ray Walter

My first 30K+ book is newly Live now with a KDP 3-day Free promotion starting on Monday and I have let my FB and other methods reviewers know to get the Kindle version then post their reviews.

Obviously, I want to maximize the number of reviews quickly but not trigger red flags.

My question is about how best to use Pubby - I have accumulated 50,000 snaps and would like your suggestions on how to best use them such as: 1) do I use most or all of them at one time during the Free promo, or what proportion is best to use, 2) do I make them all so they are verified or provide a PDF for some proportion of them, and, 3) what other suggestions do you have along these lines for a first-time snaps spender? Thank you!

# Lionel A Castillo

As I am a bit lost in the "new-ness" of this all, I'm excited and looking forward to learning this completely but go easy on me yeah?