

Koobug

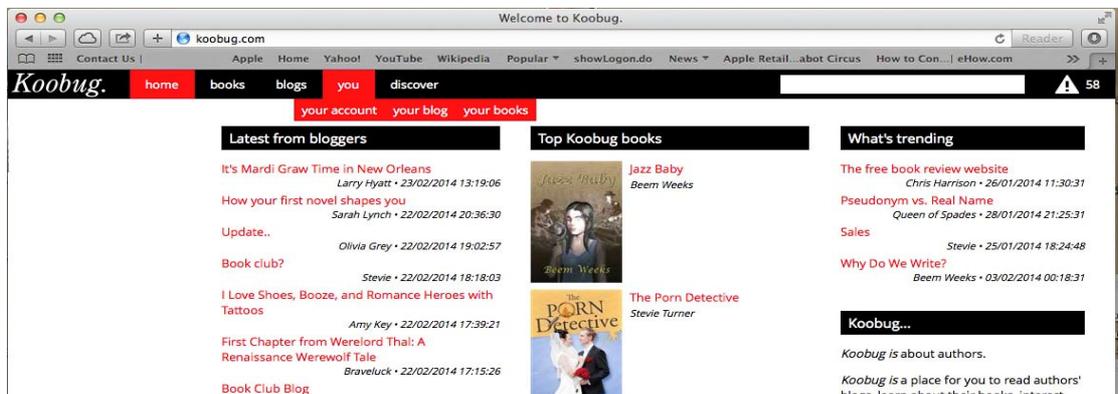
How to...

Set up your account:

1. Log in using your e-mail/password combination



2. Once you have logged in you should get a screen that looks like this:



3. If you click on the 'you' tab you will see that you can log in to 'Your account'. You should get a screen that looks like this:



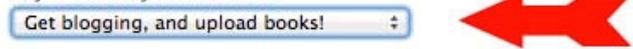
4. You will see that the e-mail address that you used to sign up is shown at the top.
5. The box beneath that will be blank. To set or change your password – enter the password here and be sure to ‘save’ it using the button that says ‘save changes’.

What do you plan to do on Koobug?

6. If you want to add books ensure that the option is set to ‘Get blogging, and upload books!’ – the other option is ‘Explore the site, read, rate and comment.’

what do you plan to do here?

We don't just want authors on Koobug - we want readers too! If you do want to start your own blog, though, and maybe even list your books on the site, use this menu. Warning: if you deactivate your blog, the short name you've picked for it may be taken by someone else.



Your Koobug presence

7. You need to choose a ‘short’ name for your presence on Koobug. You can also give your blog a title. See the example below:

Your Koobug presence

short
Your blog will have a short name that forms its URL - <http://koobug.com/example> for - uh - example. Choose one here, using letters, numbers, and under_scores - no spaces! Your short name will need to be eight or more keystrokes long.

title
Give your blog a title - you can come back and change it whenever you like.

intro
Use this space to describe yourself, and your blog. What you enter here will appear on the right-hand side of your blog.

8. Remember to ‘save changes’ by clicking the button at the bottom of the page. You can come back and change your details if you want.

How to...

Add a book:

1. Log in to Koobug
2. Click on the 'You' tab and choose the 'Your books.'



3. On the screen that opens up you should see something like this:

Create your book

title
Enter your book's title here

author
Of course, you wrote your book, but enter the book's author here!

isbn
If your book has an ISBN number, enter it here.

sales
Enter a link for readers to buy your book.

classification
Pick classifications for your book by typing search text, and choosing from your search results.

your choices

cover
Upload your book cover, if you have one. Ideally, it should be more than 256 pixels wide and high, and less than 1mb in size.
 no file selected

precis
Tell the world about your book here - what's it all about?

first sentence
Bit of a silly one - what's your book's first sentence?

4. Simply fill in the details, upload your book cover and, when you are happy click 'save'. Your book should appear on the site.
5. How do you classify your book? You will see that there is a box immediately underneath the words 'Pick classifications for your book by typing search text, and choosing from your search results.' What is

your book about? Type that into the box underneath and you will see that some options start to appear. If you think any fit your book – simply click on them and they will appear in the ‘your choices’ box – which shows how your book will be classified. If you have made a mistake, simply click on the ‘mistake’ in the ‘your choices’ box and it will be removed. It is as simple as that. Remember to ‘save’ your classifications when you are happy with them.

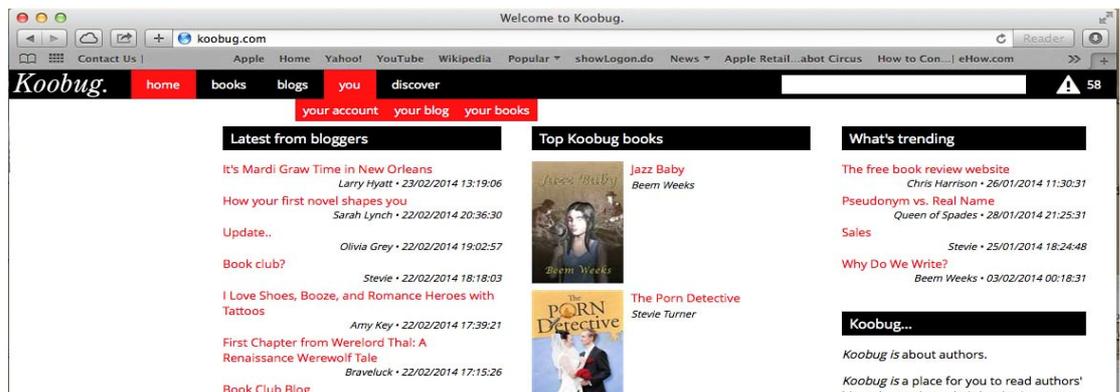
6. If you want to add another book simply click on the ‘add a new book’ button on the top right of the screen and repeat the process above.



How to...

Add a KooBlog:

1. Log in to Koobug.
2. Click on the “you’ tab and then click on ‘Your Blog’.



3. On the screen that pops up look at the top-right of the screen and you will see a button that says ‘write a new post.’

History Author Writes
Brendon Moorhouse

follow /BrendonMoorhouse



Author of *Forged by Fire*, a history of the 7th Somerset Light Infantry in the First World War

write a new post ←



Forged by Fire
[edit](#)

4. That will bring up a new window that looks like this:

Edit post

title

type

blog post ▾

body

save **cancel**

5. Simply add a title and type (or copy and paste) text into the box that says 'body'.
6. You will also see that there is a menu underneath the word 'type' This lets you identify your blog as being one of five types:

title

type

- blog post
- short story
- poem
- review
- sample chapter

7. PLEASE ensure that you only choose a category that is a short story, poem, review or sample chapter if it is one. Otherwise please leave it as the default 'blog post'. Reviews are only for reviews of books, not of products or services provided by anyone.

Frequently Asked Questions

I've Forgotten My Password – how do I get back into the account?

1. Go to the Koobug main page and click on the login button



2. A pop up box like this will appear

Logon/join Koobug

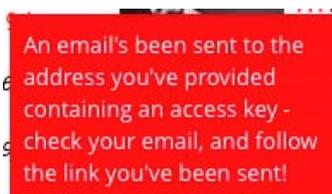
Enter your email address into the box, and a password if you have one. If this is your first time here, or you can't remember your password, leave the box blank; we'll email you a temporary key.

email address

password

logon/join

3. Simply type in your e-mail address and type any 'password' into the box that says password.
4. You will receive a message like this:



5. As the message says – your e-mail account has been sent an e-mail that contains a link. Click on the link and you will be taken back to your 'your account' page.
6. Find the 'password' box and simply type in your new password.

7. Remember to save it by clicking on the 'save changes' button at the bottom of the page.

How do I classify my book?

1. Log in to Koobug and go to 'You' and then 'My books'.
2. Click on the cover of the book that you want to classify, which will bring up the books details. Find the box that looks like this:

classification
Pick classifications for your book by typing search text, and choosing from your search results.

your choices

3. What is your book about? You will see that immediately below the words - 'Pick classifications for your book by typing search text, and choosing from your search results' - is a small box. Type in something about what your book is about and you will see classifications start to appear in the box below.
4. If you think any of the categories fit your book – simply click on them and they will appear in the 'your choices' box – which shows how your book will be classified.
5. If you have made a mistake, simply click on the description that is wrong in the 'your choices' box and it will be removed.
6. When you are happy – save your changes with the 'save' button below.

Why can't I blog or add a book?

1. The most common issue with this is where people have chosen the wrong setting in the 'Your account' setting. Click on 'You' and then 'Your account' You should see the following box about half way down the page:

what do you plan to do here?
We don't just want authors on Koobug - we want readers too! If you do want to start your own blog, though, and maybe even list your books on the site, use this menu. Warning: if you deactivate your blog, the short name you've picked for it may be taken by someone else.

Get blogging, and upload books! 

2. Make sure that it is set to 'Get blogging, and upload books'.

3. Make sure you 'save' the change and have fun!