

---

## MY OWN BOOK & PUBKIT USER GUIDE

# My Own Book



**Important:** For optimal usage of My Own Book and PubKit, please open the portal in the latest version of Chrome browser. You may experience some slowness while uploading/downloading the files in other browsers.

---

# MY OWN BOOK & PUBKIT USER GUIDE

## CONTENTS

---

<b>Chapter 1: Introduction</b> .....	<b>2</b>
<b>Chapter 2: My Own Book/PubKit – Author Guide</b> .....	<b>2</b>
2.1 Intro e-mail to the Author .....	2
2.2 Files for Author Review.....	2
2.3 Author LOGIN Page .....	2
2.4 File Repository .....	7

---

# MY OWN BOOK & PUBKIT USER GUIDE

## CHAPTER 1: INTRODUCTION

---

My Own Book/Pubkit is a highly intuitive and complete system for project, content and communication management. This platform allows the Authors to access all project-related information (schedules, project progress and relevant files) for their book or looseleaf.

## CHAPTER 2: MY OWN BOOK/PUBKIT – AUTHOR GUIDE

---

My Own Book (MOB) is primarily used for books and IELs. PubKit is the upgraded version of MOB and is used for looseleaf projects.

### 2.1 INTRO E-MAIL TO THE AUTHOR

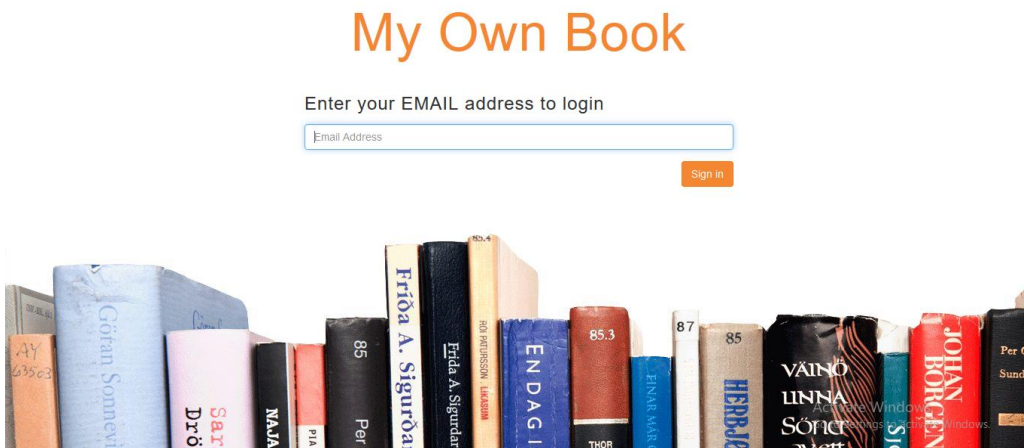
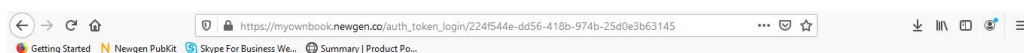
Newgen Project Manager (PM) will send an intro e-mail to the Author to keep them informed about the tentatively scheduled proof review date i.e. when they can expect to receive the edited word files for review.

### 2.2 FILES FOR AUTHOR REVIEW

The edited word files and galley PDF will be sent to the Author on the scheduled date via MOB/PubKit. This email will have two links - a download and an upload link. The download link allows the Author to download the files sent by the PM from the portal.

### 2.3 AUTHOR LOGIN PAGE

- i. The Author can login to the portal by clicking on the download link provided in the e-mail sent by Newgen. They will need to login with their respective e-mail address (to which the e-mail with the login links was sent to). A password is not required. Only e-mail addresses registered on the portal can be used to login. The Author will be unable to login if they use an alternate e-mail address.



# MY OWN BOOK & PUBKIT USER GUIDE

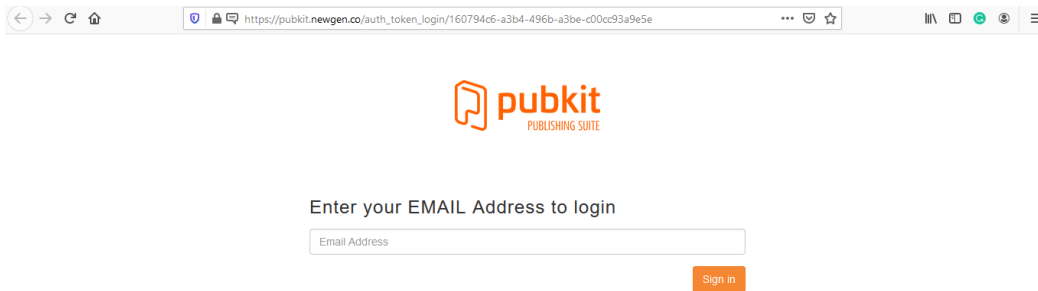


Figure 2.3.1 Author Login Page

ii. On logging in, the Author is directed to the below page.

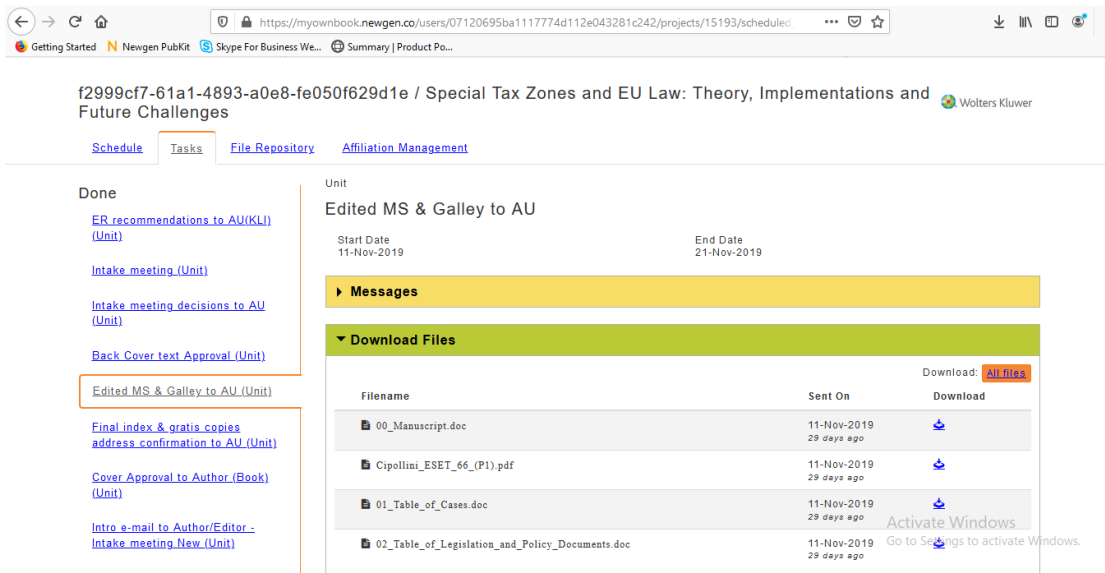


Figure 2.3.2 (a) My Own Book Dashboard

# MY OWN BOOK & PUBKIT USER GUIDE

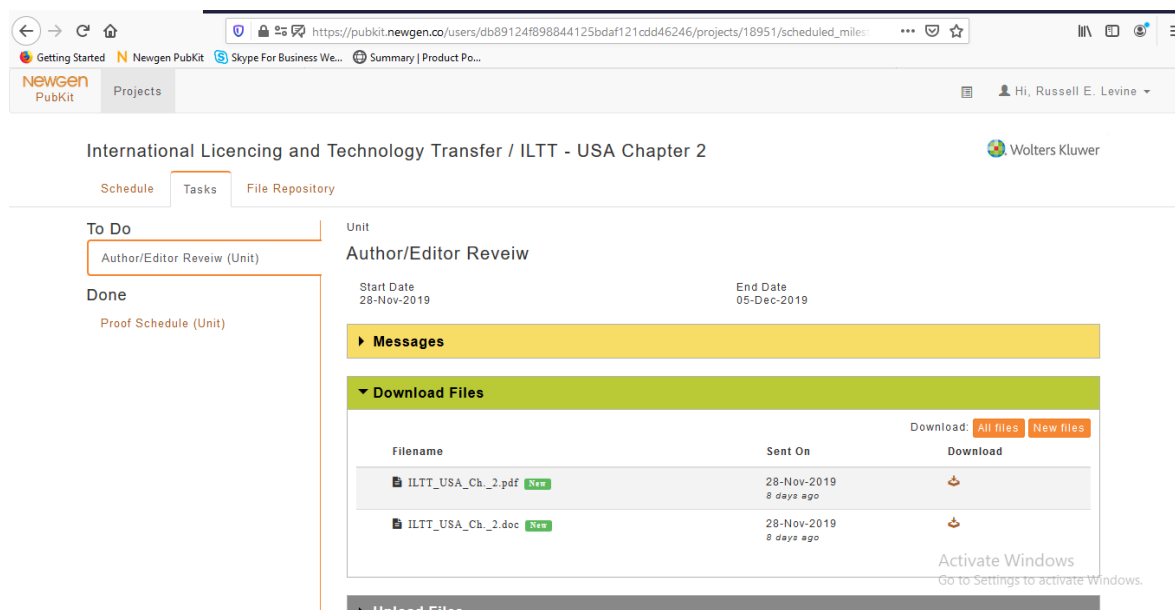


Figure 2.3.2 (b) PubKit Dashboard

- iii. Under the “Schedule” tab, the scheduled dates for each task relevant to them can be viewed. The dates noted under this tab are subject to change based on the progress of the production process. The Author can also mark their unavailability period on this page. Please refer the screenshots below.

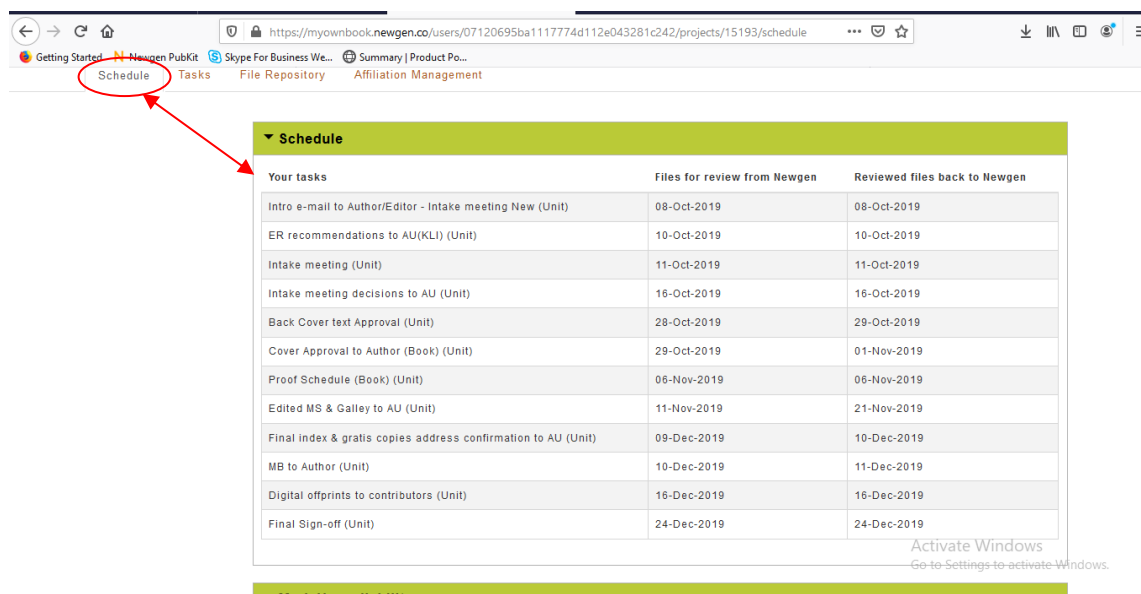


Figure 2.3.3 Schedule Page

# MY OWN BOOK & PUBKIT USER GUIDE

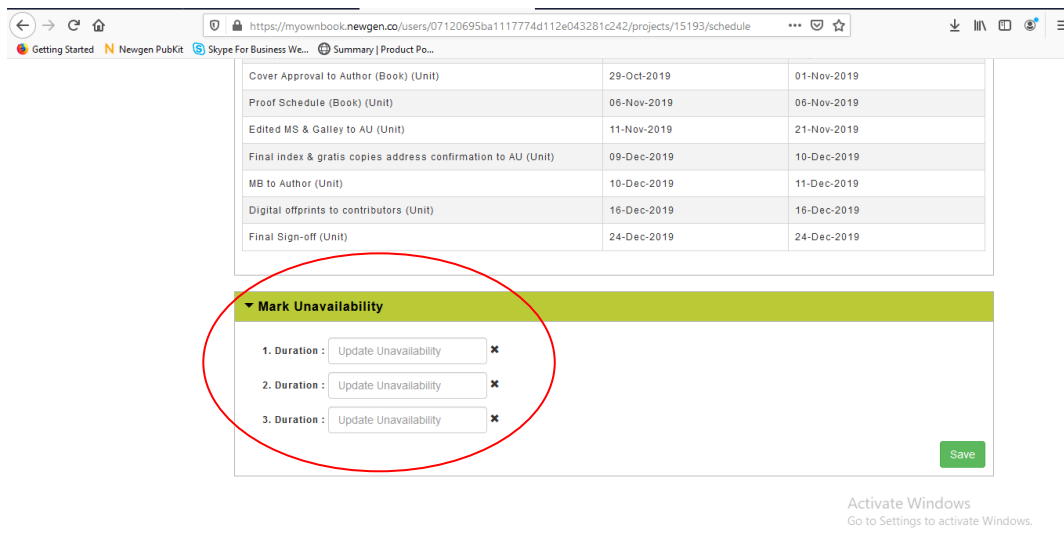


Figure 2.3.4 Mark Unavailability

- iv. **Under the Tasks tab**, on the left side of the screen, there are 2 sections- "To Do" and "Done".
  - a. "To Do" section - Tasks in progress/yet to start will be visible here.
  - b. "Done" section - Completed tasks are visible here.

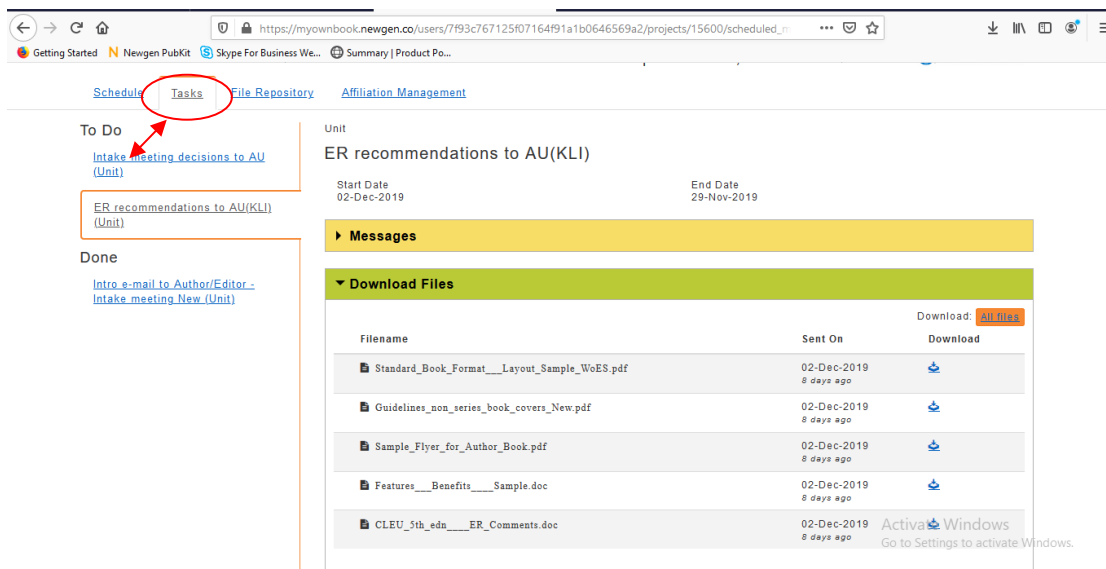


Figure 2.3.5 Tasks Page

# MY OWN BOOK & PUBKIT USER GUIDE

## v. Upload/Download Files:

- a. To download files for review, the Author can click on the green tab “Download Files”, under which the files to be downloaded are present. Once the files have been downloaded, they can be reviewed offline.

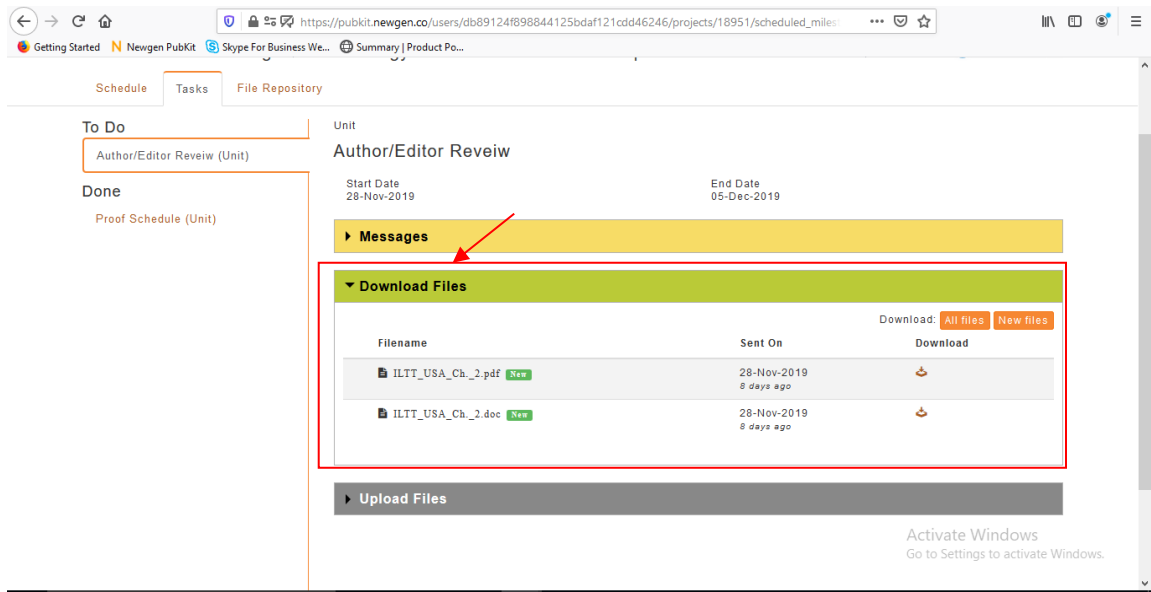


Figure 2.3.6 (a) Download Files

- b. Once the files have been reviewed, the edited files can be uploaded using the last option “**Upload Files**”.

The Author can either click on the upload link in the email sent by Newgen or they can directly click on the Upload Files tab on the MOB/PubKit page (refer below screenshot).

Files can be uploaded, relevant instructions/text can be written to the PM under this tab and the e-mail will be sent to the PM once the “Send” button has been clicked by the Author.

# MY OWN BOOK & PUBKIT USER GUIDE

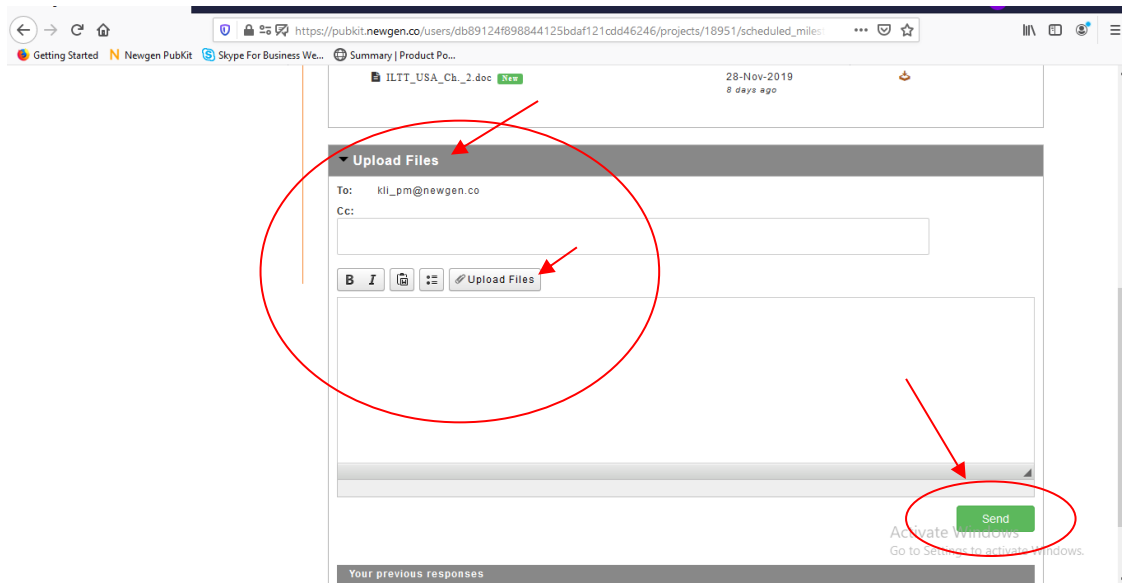


Figure 2.3.6 (b) Upload Files

## 2.4 FILE REPOSITORY

The file repository page provides access to all files that have been exchanged between the Author and Newgen during the production process via the portal. The “Project Manager” column consists of files sent by Newgen to the Author. Files returned by the Author to Newgen are present under the “Author” column.

All tasks relevant to the user are visible under the File Repository tab. The user can re-download the files of a particular task by clicking on the file under the relevant task.

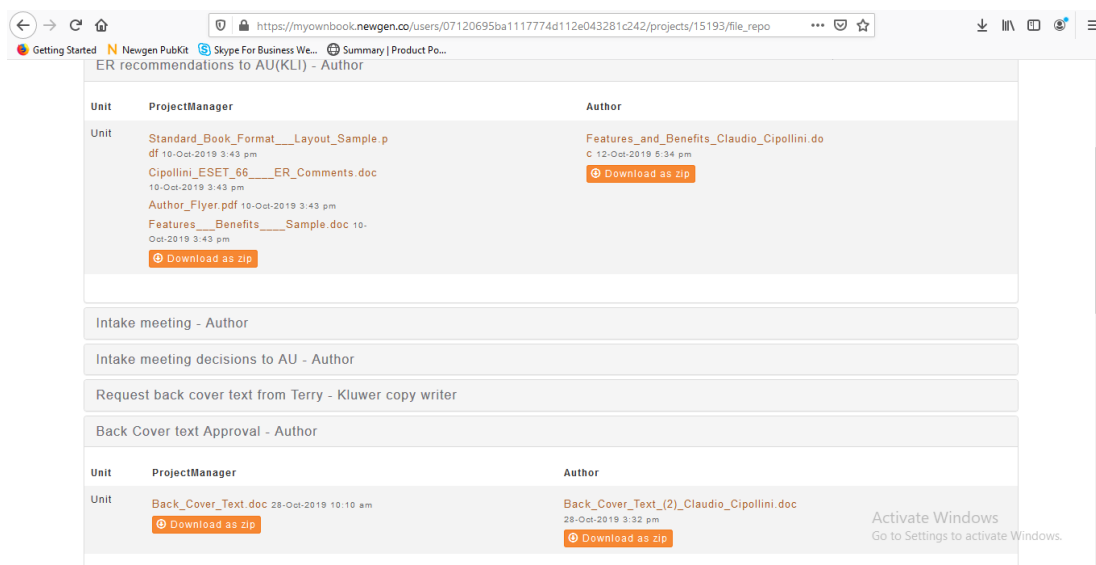


Figure 2.4 File Repository