



Grosvenor House  
Publishing Limited

## YOUR SCHOOL'S 'LITTLE BOOK OF STORIES' WHAT HAPPENS NEXT...

Now that we have received your Publishing Agreement and payment for your **Little Book of Stories** you can upload your text at any time convenient to your school. Each Little Book has a minimum of 48 and maximum of 96 A5 pages. We are able to print over 96 pages but this will incur an additional cost of 50p per book plus 1p per page. The text should be typed into the Word document as we are unable to convert text boxes and your book materials should be thoroughly proof-read before you send them as any errors made by the school will cost £35 to correct.

Please see below a typical example of a printed page from a **Little Book**:

### 'Home Alone and the Secret Garden'

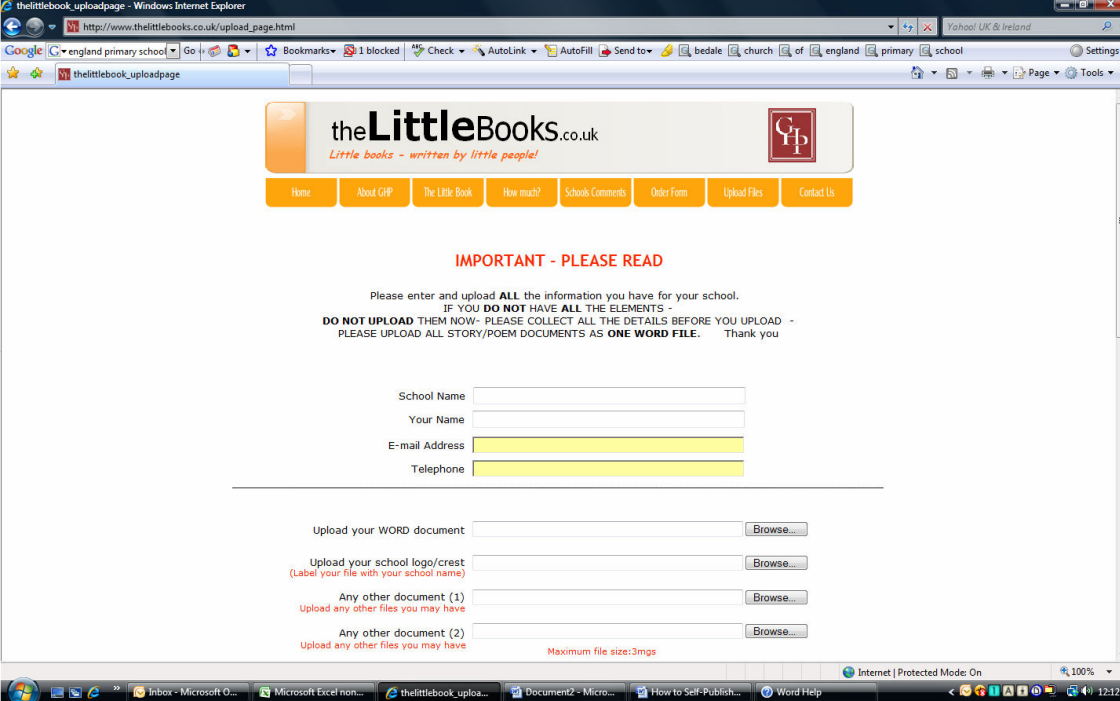
*by Alice Fagan*

Tom overslept. Mum, Dan and Mary had already woken up. They were all dressed and packing their suitcases to go to Florida. Tom woke half an hour later to find the beds empty not to mention the house still and quiet. He opened all the doors and ran through all the rooms but there was no sign of anyone. Afterwards he ran round the garden. There was nobody in sight but there was another strange sight as well. Behind all the hanging roses and daisies there was a sort of blackish thing. As he pulled back the flowers he saw that there was a door. He opened it and ran through. There before him lay the most beautiful sight. The grass was dotted with flowers of the most wonderful colour and all around there were animals like deer and bunnies playing, feeding or drinking from the sparkling river that was flowing through what seemed to be an enchanted garden.

Tom slowly started to walk towards the bunnies who were playing chase. As Tom approached them they stopped playing. They tried to get Tom to play with them but as we know bunnies can't even speak let alone

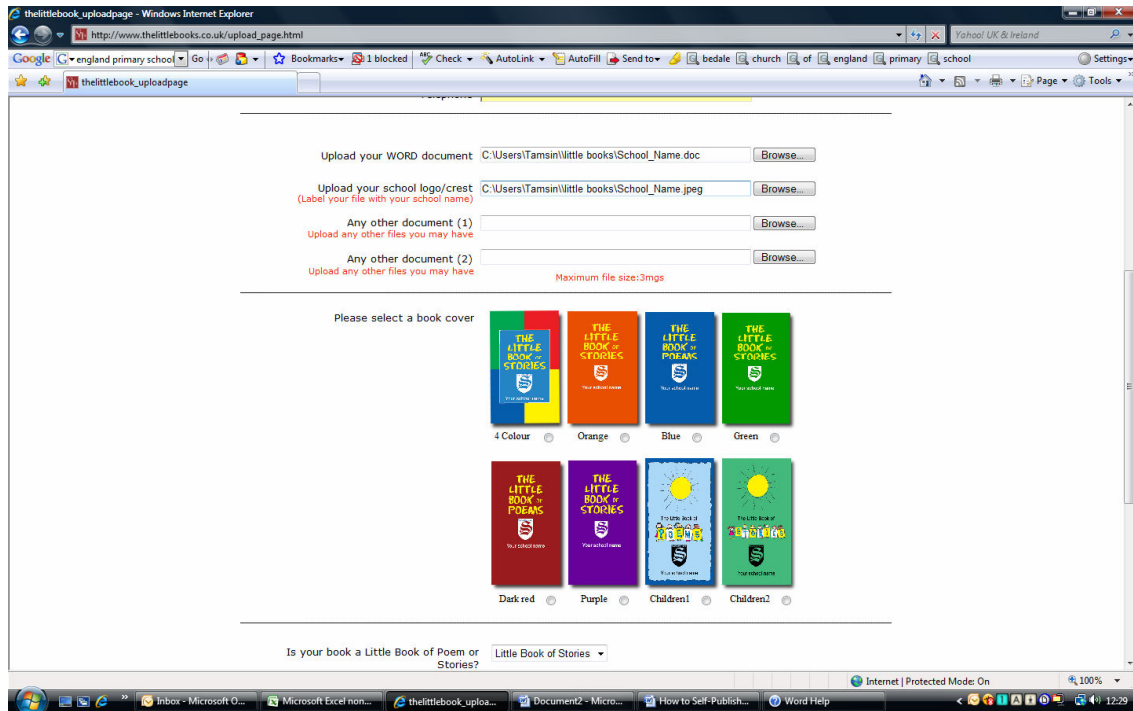
Please use the following instructions to upload your book materials.

1. To upload your stories and/or poems go to the website [www.thelittlebooks.co.uk](http://www.thelittlebooks.co.uk).
2. Click on the 'Upload Files' tab which will present you with the following screen:

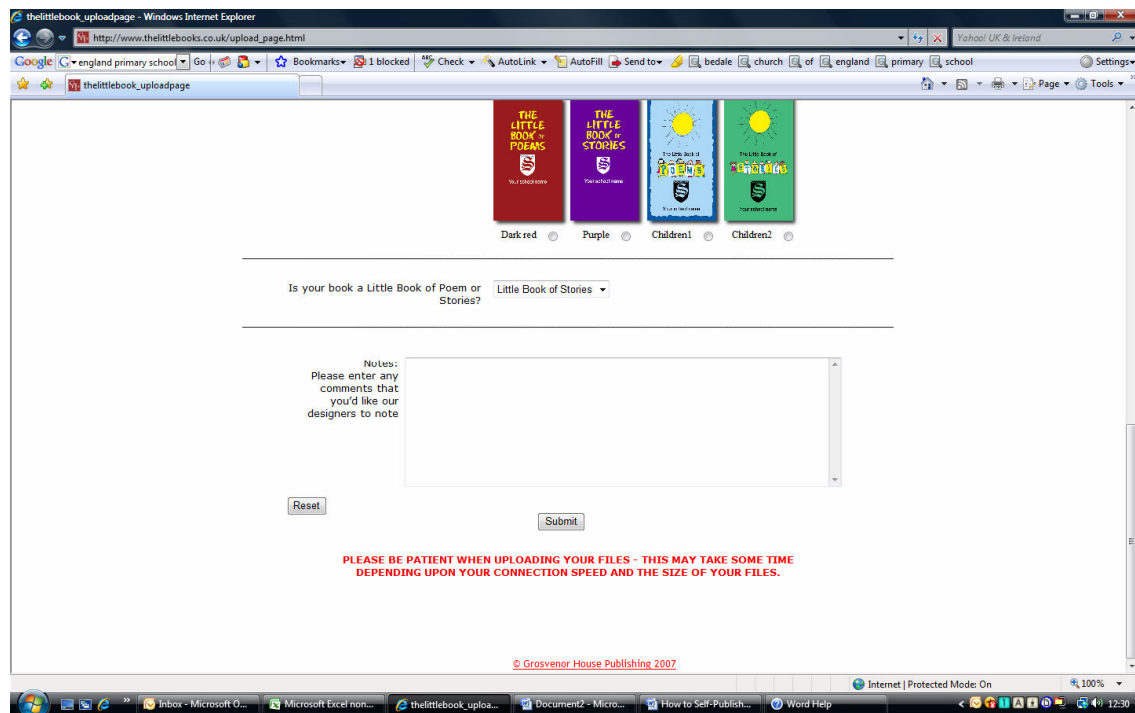


The screenshot shows the 'theLittleBooks.co.uk' upload page in a Windows Internet Explorer browser. The page has a header with the site logo and a navigation bar with buttons for Home, About GBP, The Little Book, How much?, Schools Comments, Order Form, Upload Files, and Contact Us. Below the navigation bar is a red heading 'IMPORTANT - PLEASE READ' followed by instructions: 'Please enter and upload ALL the information you have for your school. IF YOU DO NOT HAVE ALL THE ELEMENTS - DO NOT UPLOAD THEM NOW- PLEASE COLLECT ALL THE DETAILS BEFORE YOU UPLOAD - PLEASE UPLOAD ALL STORY/POEM DOCUMENTS AS ONE WORD FILE. Thank you'. The form contains five input fields: 'School Name', 'Your Name', 'E-mail Address', and 'Telephone'. Below these are four file upload sections, each with a 'Browse...' button: 'Upload your WORD document', 'Upload your school logo/crest (Label your file with your school name)', 'Any other document (1) Upload any other files you may have', and 'Any other document (2) Upload any other files you may have'. A note 'Maximum file size:3mgs' is at the bottom right of the form. The browser's address bar shows 'http://www.thelittlebooks.co.uk/upload\_page.html' and the taskbar at the bottom shows various open applications.

3. First complete the 'School Name', 'Your Name', 'E-mail Address' and 'Telephone' fields.
4. Then use the 'Browse' key for the 'Upload your WORD document' field to find your document that contains all of your schools stories and/or poems. (This document should contain a Contents page listing all of the stories along with the authors' names and each story and/or poem should have each of the author's names clearly placed next to the relevant works).
5. When you have found your document, select it and then click on 'Open'. You should now see the file name displayed in this field.
6. Use the same method to upload your School logo/crest in the following field.
7. If you then scroll down the web page you will see the following:



8. Now you will need to select a book cover and then let us know, using the next field, whether your book is a **Little Book of Stories**, a **Little Book of Poems** or a **Little Book of Stories & Poems**. If you would like a different title, please select **Other** and enter the title in the Notes field (see below).
9. Finally, scrolling further down the page will present you with the following:



10. Please use this Notes field for any other specifications you may have e.g. you may want to use a particular font.
11. When you are happy that everything has been completed, click on the 'Submit' key and all of this information will be automatically transmitted to us.
12. As soon as this data has been received, we will send you an email acknowledgement and forward it on to our typesetters.
13. You will then receive a copy of the first proof within 5 working days in Adobe Acrobat pdf format. (If you don't have this software already, please go to our website and click on the 'Order Form' tab. You will see a link to the Adobe Acrobat website from where you can download the latest software).
14. Having thoroughly proof-read this copy, please send an email to me: [tamsin@grosvenorhousepublishing.co.uk](mailto:tamsin@grosvenorhousepublishing.co.uk) with your approval or any amendments.
15. If you have any amendments, please put these in a separate Word document giving page number, line number and material to be amended. This can then be sent to me as an e-mail attachment. Please note that if you amend or change your proof at this stage, there will be a charge of £35 per hour (minimum charge £35). If the error is ours - you will not be charged.
16. As soon as your text has been approved, your **Little Book** cover will be produced and a proof sent to you for approval.

17. Once all proofs have final approval, the copy will be sent to print and you should receive your published book within 2 weeks.

18. Thanks to digital printing, your book will remain in our archives for as long as you wish and further books can be ordered @ £5 per book plus P&P and despatched within 3 working days. There is no minimum re-print order quantity.

We hope that you will be delighted with your school's **Little Book of Stories** and thank you again for your participation in this scheme.