



# MiniBük™ Step-by-Step Checklist

Start Date  
Target Date  
Completed

## Planning

Use this section to write notes and form a basis and strategy for your MiniBük

- Primary Use of MiniBük:
- Primary Audience:
- Working Title:
- Resources for Content:
- Contributors:
- Marketing Plan:
- Distribution / Fulfillment Plan:

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## Writing

Use this section to form the approach and logistics for the writing, supporting graphics and the resources for each of these elements

- Prepare General Outline
- List Chapters or Sections
- List Existing Articles & Writings
- Request Writing from Any Contributors
- Create / Source Required Images / Graphics
- Set Writing Schedule & Due Dates
- Decide on Other Sections (table of contents, index, etc.)
- Complete Manuscript
- Have Manuscript Edited (best by third party)
- Accept or Reject Final Edits / Finalize Text

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## Formatting & Art

Use this section to remind you of essential steps in the course of getting your MiniBük ready to print

- Set-up Interior Page Format (per MiniBük template)
- Paste / Import Final Manuscript to MiniBük Page Format
- Import/Position Images/Graphics
- Decide on Cover Design / Format / Image
- Proofread & Correct Final Interior Pages
- Obtain Your ISBN from [www.myidentifiers.com](http://www.myidentifiers.com)

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## Preparing PDFs

- Export Final Interior Pages to PDF File for Proofing
- Export Final Cover Layout to PDF File for Proofing

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