Dashboard Portal – Submissions, Editing & Layout

🔐 Forgot Your Login Credentials?

If you forget your login details, follow these steps to reset your password:

1. Visit 👉 https://dashboard.bookleafpub.in

2. Click on **"Forgot Password"**

3. Enter your **registered email address**

4. You'll receive a reset code via email

5. Use the code to set a new password and regain access

⚠️ If you face any issues, please raise a support ticket:
👉 https://bookleafpublishing.freshdesk.com/support/tickets/new

---

🎥 Dashboard Tutorial Video

Before submitting poems, we recommend watching this short video:
🎥 https://youtu.be/Z9wxMeo624k

This video explains:

- How to navigate your dashboard

- How to submit poems and use available tools

- Tips to avoid common issues

🖊️ Submitting Hindi Poems

Yes, you can submit Hindi poems directly in the dashboard. Since there is no built-in Hindi keyboard, you can use:

- **Google Input Tools** or any Hindi typing software to type directly

- Or write in a separate document and **copy-paste** into the dashboard

✅ *Please double-check formatting after pasting your text.*

📌 Acknowledgement, Dedication, and Preface Sections

These sections are **preset and mandatory** for all books. Here's what you should know:

- You **cannot remove** these sections

- You **cannot change their headings** — they will appear in **English only**

- If left empty, they will appear as **blank pages** in the final book

- We recommend writing at least a minimal note in each section to avoid blank pages

  💡 These sections help standardize formatting across all published books.

🧾 Poem Submission: How to Add, Save & Finalize

To submit poems:

1. Go to **Book Interior** section

2. Click **"Add"** to upload each poem individually

3. After each entry, click **"Save as Draft"** to preserve your work

You can continue editing and saving until you're ready to finalize.

  🚫 *Note:* The platform **does not support image uploads**. Only text-based poems are allowed.

📚 Arranging Poems in Order

- The dashboard **does not support drag-and-drop** or rearrangement

- To change the order of poems, you will need to **delete all entries** and **re-upload** them in the desired sequence

We recommend planning the order of poems in advance before submitting.

📝 Finalizing Your Poems – The Preview Step

Once you've completed your submission:

1. Click **"Preview and Finish"** — this generates a formatted preview of your book

2. It shows how your poems and details will appear in print

   🕐 **Preview Loading Tip:**
   Preview usually loads within a few minutes. If it takes longer than **5 minutes**, refresh the page and try again.

After reviewing:

- Click **"Save and Continue"** to proceed

- Or click **"Back to Book Interior"** if you need to make changes

---

✏️ Can I Edit My Poems After Preview?

Yes — even after generating the preview, you can:

- Click **"Previous Step"**

- Return to the Book Interior

- Edit your poems or introductory sections

Make sure to re-check your preview after making edits.

🎨 Cover Design: General Guidelines

The Cover Design section lets you create and customize the front and back cover of your book.

📱 **Mobile Browsers Not Supported**
Please use a **laptop or desktop computer** when working in this section for full functionality.

◼️ Choosing a Front Cover Background

To explore all available background options:

1. Go to the **Cover Design** section in your dashboard

2. Select **"Background"**

3. Click on **"Front"**

4. Browse from a wide range of image templates

Alternatively, you can:

- Use a **solid color** background

- Or **upload your own custom front cover design**

📐 **Custom Cover Size Requirement:**
If uploading your own front design, ensure the image is **exactly 5 x 8 inches** in size to avoid misalignment or printing issues.

🖼️ Uploading Custom Cover with Your Own Fonts

You are welcome to upload a **fully custom front cover** with your own font styles, sizes, and layout.

Steps to upload:

1. Go to **Cover Design > Background > Front**

2. Click **"Click to upload an image"**

3. Select and upload your custom 5x8" cover

If you face any upload or formatting issues, feel free to contact support.

🔲 Back Cover Design Options

❌ Uploading a Custom Back Cover

Currently, uploading a full-image **custom back cover** is **not supported**.
Instead, you can:

- Choose from **solid color** backgrounds

- Edit the **text and layout** elements using the dashboard tools

---

🔧 Editing Back Cover Text

To customize the back cover:

1. Click **"Text"** > select **"Back"**

2. Add or edit the following two sections:

    - **About the Book** – Up to 60 words

    - **About the Author** – Up to 60 words

   ✍️ *Tip:* Keep both descriptions concise, clear, and compelling.

If the pre-filled text can't be selected or edited:

- Refresh the page

- Or switch to a different browser

- Make sure you're using a PC or laptop

🧑 Adding a Profile Picture to the Back Cover

To add your photo:

1. In the **Back Cover** area, click **"Add Author Image"**

2. Upload your picture from your device

❗ Once uploaded, the profile picture **cannot be removed**, only **replaced**.
If no image is uploaded, the placeholder will not appear in the final print.

✅ Finalizing Your Cover

Once your front and back cover designs are complete:

1. Click **"Preview and Finish"** (right-hand side of the dashboard)

   ○ This generates a **print-ready preview** of your complete book cover

2. Review the preview carefully

   ○ This is how your book will appear when printed

📝 If satisfied: Click **"Save and Continue"**
🔄 If not: Click **"Back to Cover Design"** to make changes

📦 What Happens After Cover Design?

Once the cover is finalized, you'll move to the **Book Distribution** section, where you enter "about the author" and "about the book" information.

⚠️ *Note:* Information entered here (about the author or about the book) **will not auto-update** your back cover. This is only for the ecommerce stores like BookLeaf's bookstore and Amazon.
If you'd like the same details reflected on the back cover, you must manually edit them in the Cover Design section.