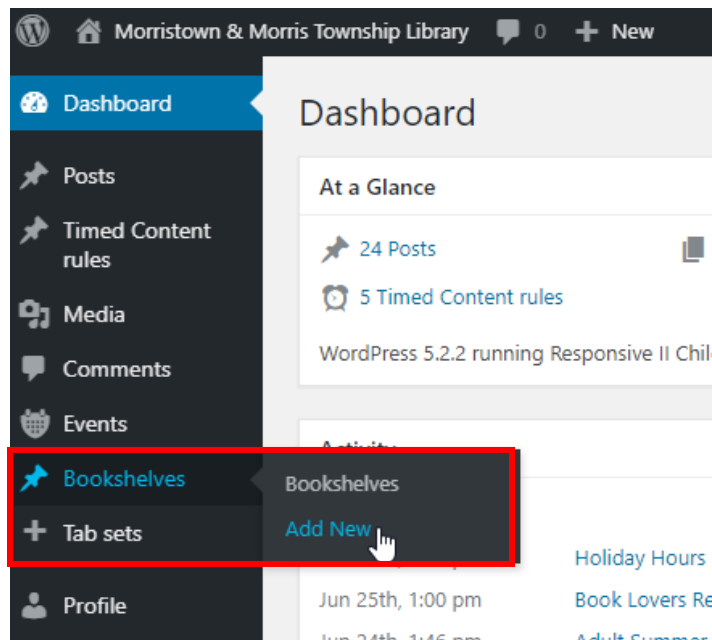


Creating Book or DVD Lists



From your dashboard, hover over “Bookshelves” then select “Add New” from the left hand menu.

Paste in the ISBN for each book or DVD that you would like displayed (some DVDs don’t have ISBNs, in that case the UPC number will work), each on its own line. Please also add the title (and authors name for books) in the right hand box “Image alt text” on the ISBN/UPCs corresponding line. This helps you keep track and is also vital to the accessibility of our website.

**ISBN/
UPCs**

→

Item Numbers	Image alt text
1 9780062936172	1 No Bad Deed - Chavez, Heather
2 9780062913265	2 Valentine - Wetmore, Elizabeth
3 9780593100066	3 Darling Rose Gold - Wrobel, Stephanie
4 9781524745998	4 All My Mother's Lovers - Masad, Ilana
5 9781250248732	5 The Jane Austen Society - Jenner, Natalie
6 9780525510444	6 One to Watch - Stayman-London, Kate
7 9780525658375	7 The Island Child - Aitken, Molly
8 9780374194321	8 Luster - Leilani, Raven
9 9781982100599	9 White Ivy- Yang, Susie
10 9780062974747	10 The Orchard - Hopen, David
11 9780593085684	11 The Prophets - Jones, Robert
12	12

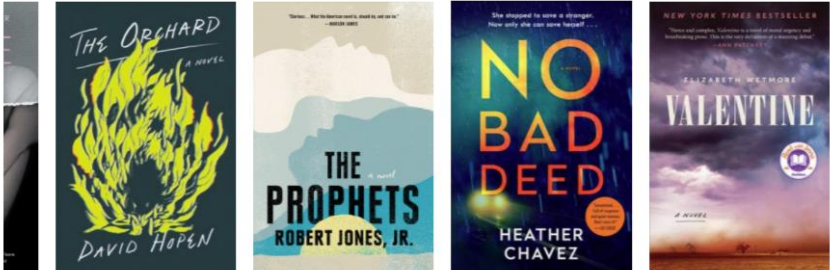
Title/Author

←

Shortcode

[bookshelf id="8033"]

Preview



Preview

←

After you click “save” in the upper right hand corner you can see a preview of your list.

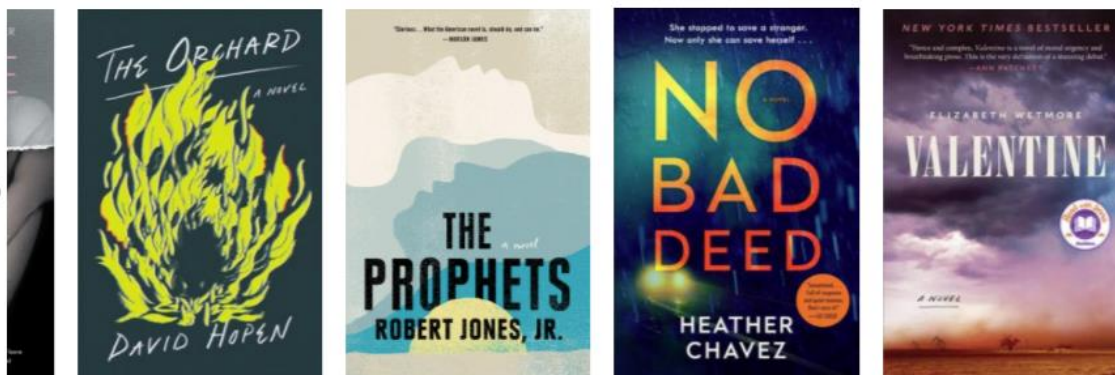
Once your book list is ready, click the blue “Publish” button on the right hand menu, and then copy the “Shortcode”. You can find this below “Item Numbers” and above “Preview”

Item Numbers		Image alt text
1	9780062936172	1 No Bad Deed - Chavez, Heather
2	9780062913265	2 Valentine - Wetmore, Elizabeth
3	9780593100066	3 Darling Rose Gold - Wrobel, Stephanie
4	9781524745998	4 All My Mother's Lovers - Masad, Ilana
5	9781250248732	5 The Jane Austen Society - Jenner, Natalie
6	9780525510444	6 One to Watch - Stayman-London, Kate
7	9780525658375	7 The Island Child - Aitken, Molly
8	9780374194321	8 Luster - Leilani, Raven
9	9781982100599	9 White Ivy- Yang, Susie
10	9780062974747	10 The Orchard - Hopen, David
11	9780593085684	11 The Prophets - Jones, Robert
12		12

Shortcode

[bookshelf id="8033"]

Preview



The Shortcode is unique to each booklist, and is how you place your list on a webpage. Make sure you copy everything including and between the brackets: [bookshelf id="xxxx"].

Then navigate to the appropriate page.

On the appropriate page, click “Edit Page” at the top of your screen.



An example of what not to touch, and what you can touch:

Always click “Preview Changes” to make sure the bookshelf appears in the appropriate spot before clicking “Update”. Once you click “Update” your changes are live, for the whole world (or Morris County at least) to see.

On the front end of the website, the shortcode gets translated into the images and links to the catalog, and will look something like this:

