Creator Studio
New Order Entry

LADDigital.com

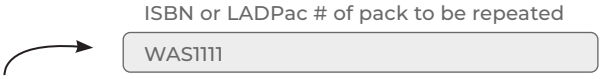
A Quick User Guide

1 Creator & Course Details

Enter Institution and Bookstore, if applicable.
Enter course information along with important dates.

2 Order Details

Select order type. For repeat orders,
enter the ISBN or LADPac # of pack to be repeated.



Enter production type (print, digital, or print & digital).
For print packs enter production details.

3 Materials

Choose content type. Search the LAD Library for Harvard business cases or out-of-print titles. Submit material and enter complete citation information for third-party content.

Additional details located on the back of this flyer.

4 Additional Information

Enter any special instructions or additional details that will help us prepare your course pack to meet your specific needs.

5 Order Preview

Review the order summary for accuracy. Use edit icons to make changes and submit the order.

Questions? Contact your LAD Account Manager
or **support@lad.pub**

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Step 3 Materials - Additional Instructions

Select: Content Type

All Original Content

Answer associated questions and submit material using one of the available options.

Upload Materials
Simply upload your prepared materials here.

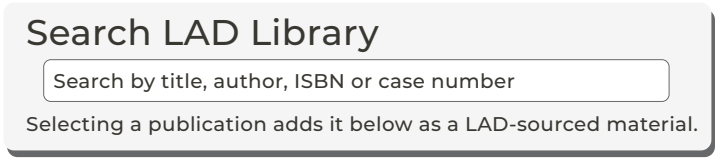
Mail-in Materials
Use this option if you only have a physical copy.

All Third-Party Content or Combination of Original Content and Third-Party Content

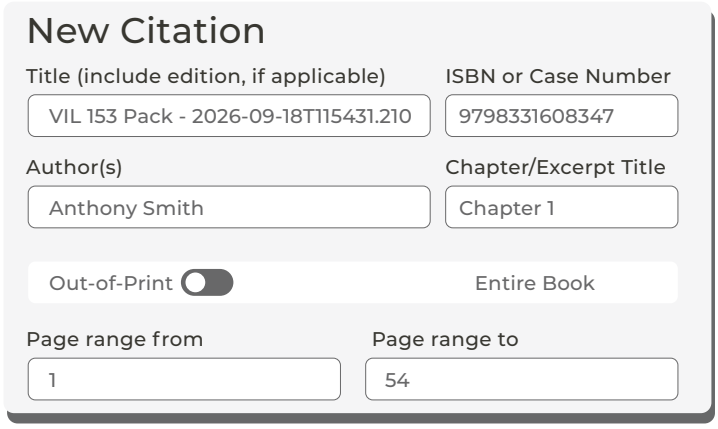
Copyright Clearance required

Use one, or both, of the options below.

1. Search the LAD Library for **Harvard business cases,** out-of-print titles, Openstax or LAD sourced content. Material submission and citation information not required for any items located in the LAD Library.



2. For Third-Party materials you are providing, select a material submission option and enter the associated citation information.



Questions? Contact your LAD Account Manager or **support@lad.pub**