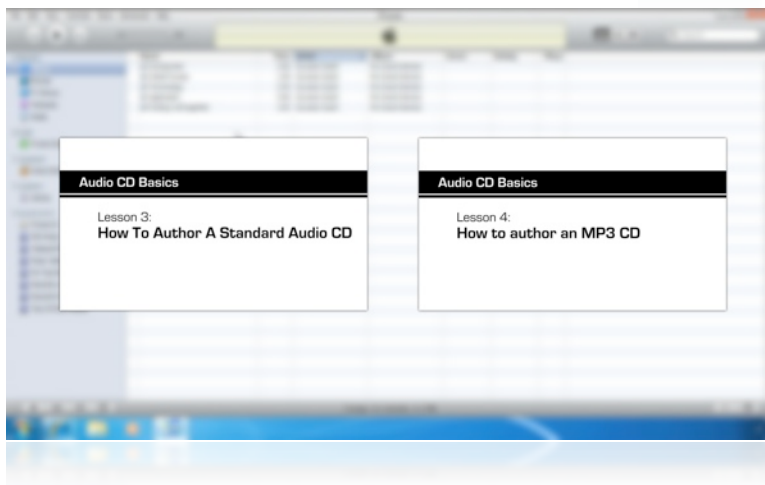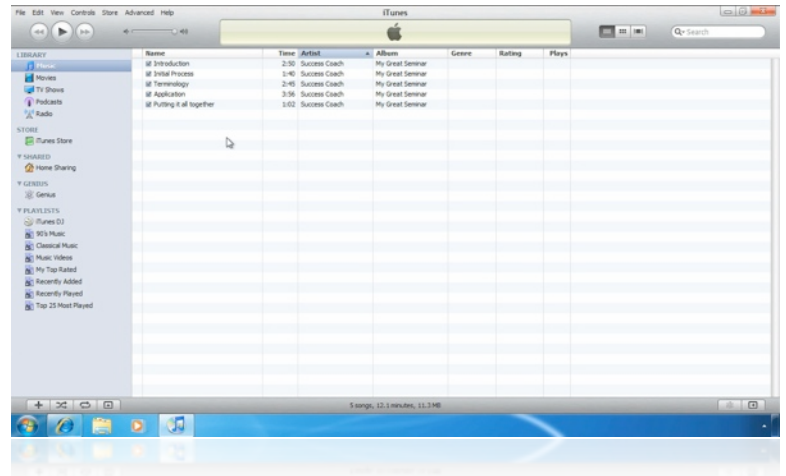Often the easiest and quickest way to submit your content to Vervanté is electronically. Let's take a moment to see how to prepare and submit your files over the internet.

If your information product contains audio or MP3 CD's, you will first want to prepare the files by making sure the metatag information is correct.
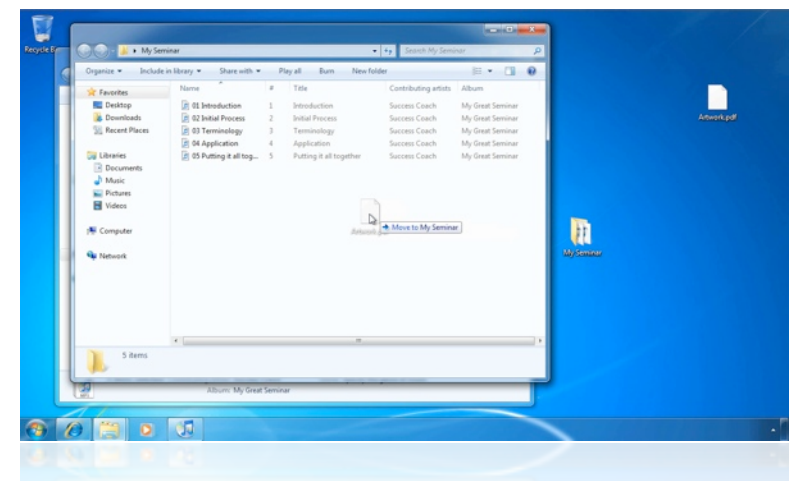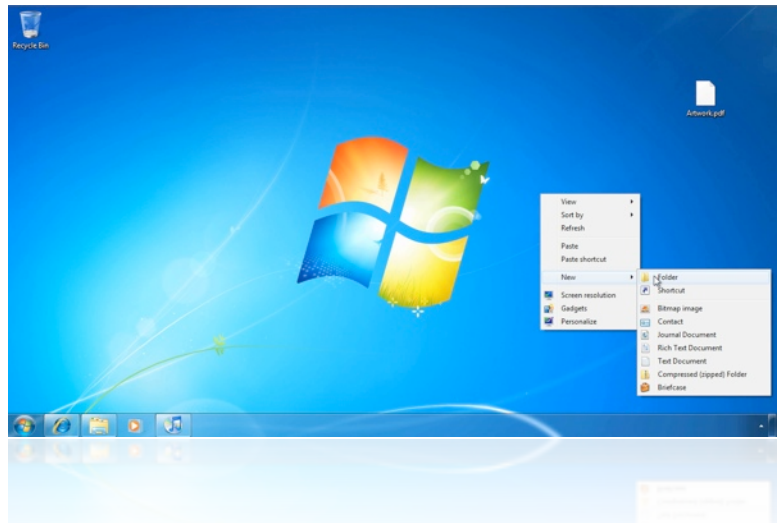

We have provided video tutorials that show you how to do that, titled "How to author an MP3 CD" and "How to author a standard audio CD". Simply watch the tutorial that pertains to you and follow the steps outlined. Just make sure you skip the last step, which is where you actually burn the disc and mail it in to us.
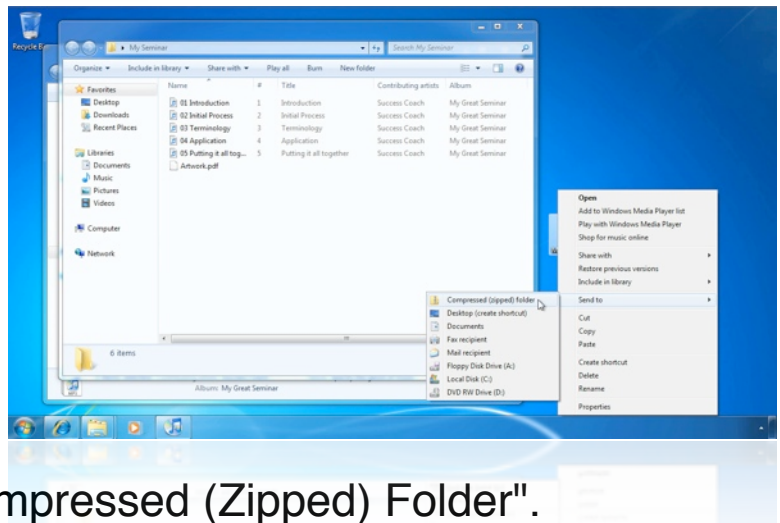
If your content is located within iTunes, you will need to copy it to your desktop first. Select the track, right-click on it, and select "Reveal in Explorer" to locate the audio file stored on your hard drive. If all of your audio files have the same album name they should all be located in the same folder. Otherwise you will have to locate each file individually.

Create a new folder on your desktop by right-clicking and selecting "New > Folder". You can name this folder whatever you want. Select all the located files that you want to upload and type "Control-C" to copy the files, then go in to the new folder on your desktop and type "Command-V" to paste them. Everything you need to send to us can go into this folder, including audio, video, image, PDF, and text files.
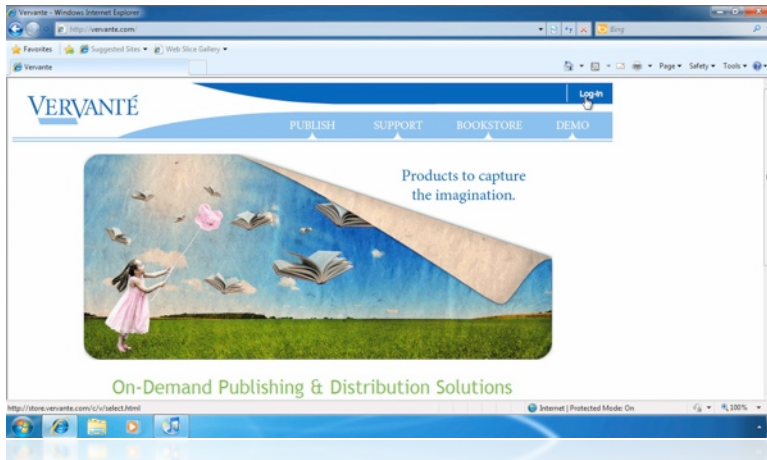

Next you'll need to identify the track or playback order of any audio or video files. The easiest way to let us know what order you would like is by adding a two-digit number to the beginning of each file name. In our case here we have five audio tracks, so we will append "01" through "05" to the file names, according to our desired track playback order.

Now that we have clearly defined the playback order, we need to archive or "zip" all the files together so that they are ready to be uploaded all at once to the Vervanté server. Simply right-click on the folder containing your files, and select "Send-To", "Compressed (Zipped) Folder".
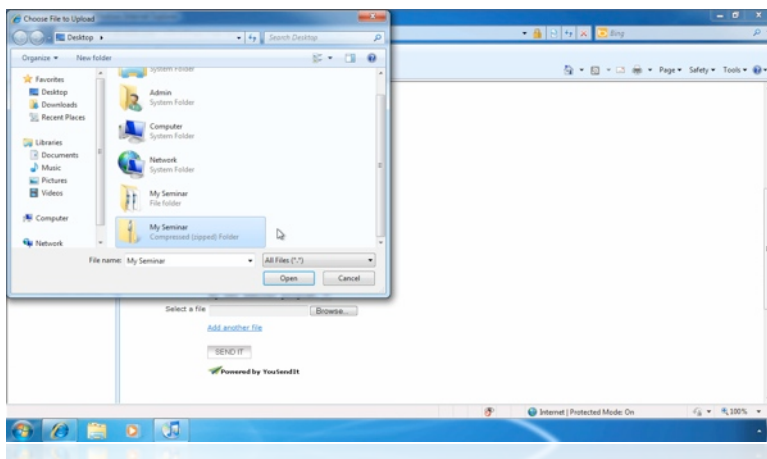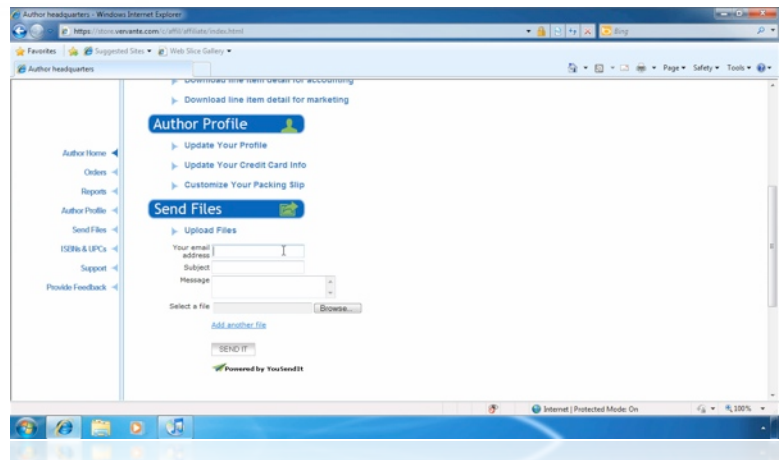
This will create a new zip archive on your desktop that contains your files, ready for uploading.
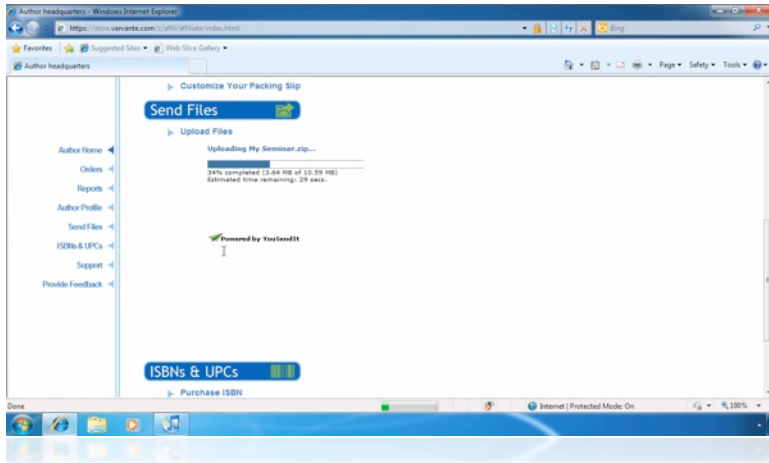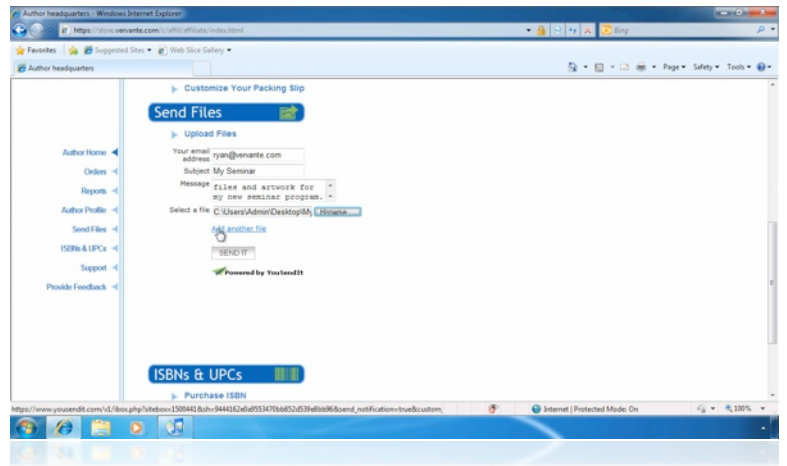

Go to http://vervante.com in your web browser and click on the "Log-In" button. Then click on the "Authors" button, and enter your username and password to log in to your Author Dashboard.

Scroll down to the "Send Files" section, and click on the "Upload Files" link. This will open the file upload form. Enter your email address, a subject line (which could be the title of your product or something else relative to it) and any special notes or instructions you want us to know.

Click the "Browse" button to open the file selection window. Navigate to your desktop and select your zip file, then click "Open".

You can upload up to five separate files at once. Simply click the "Add another file" link to upload additional files. Remember however, that you can upload as many files as you want quickly and easily by first putting them into a zip archive, and uploading that single archive file.

Depending on the size of the files you are uploading and your internet connection speed, the upload process will take several minutes.

Once complete, we have your files, and are ready to begin preparing everything for production and fulfillment!