Books Blogs & Bits

How to Upload to KDP
(abbreviated instructions)

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Mignon Supnet

http://books.iggylife.com
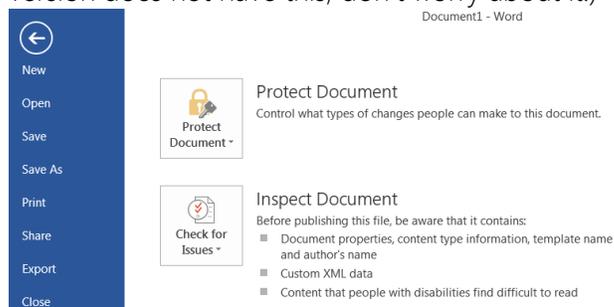2015

How to Upload to KDP

Before you can start uploading your masterpieces to KDP, you have to do a couple of things:

- You have to open an Amazon.com account. It's free! Go to Amazon.com and find the button that says "SIGN UP."
- Once you have an account with Amazon, go to https://kdp.amazon.com/. You'll be able to use your same email and login that you set up to access Amazon.com and get your KDP account set up.
- Make sure you glance through KDPs Terms of Service. It's a lot, but it's a good idea to get a basic understanding of KDPs rules so you don't get your account banned. If you have any questions, KDP Customer Service is pretty good with answering questions.

Prep Work:
- Have your cover ready
- Have your blurb ready
- Pick seven keywords for your book
- Prepare your Word Doc
  - Make sure your links are working
  - Make sure you have a working Table of Contents (TOC)
    - Bookmark your TOC
      - Highlight your "Table of Contents" header
      - Insert
      - Bookmark
      - TOC (add)
  - Save a copy to preserve your master document
  - With the saved copy-
    - I like to inspect the document. (This is a Word 2010 feature. If your Word version does not have this, don't worry about it.)

    - Whatever the inspection finds and you let Word correct it, those fixes can't be undone, which is why it is good to have a master copy ☺
    - Once you are done inspecting the document, Save As "Web Filtered"

- o The "Web Filtered" version is what you will upload to your KDP Dashboard

Upload:
- After your sign in to KDP, find the "Add New Title" button

- Once you click the button, you'll be in the metadata page where you will input all your info:

- Check this box if you want to enroll in KDP Select. It's for 90 days and you can run five free promo days during that 90-day period.
- After this section, enter appropriate data in the fields below
  - o Book Details
    - Book Name
    - Subtitle
    - Part of Series (Check the box. It'll let you enter the series name)
    - Edition Number
    - Publisher (optional)
    - Description (This is where your blurb goes)
    - Book Contributors (Click the button, to enter your name as the Author)
    - Language
    - ISBN (if you don't have your own ISBN, no worries, Amazon will assign you an ASIN number for your ebook)

- o Verify your Publishing Rights
  - ▪ Click the appropriate choice for your book
- o Target Your Book Customers
  - ▪ Categories (Click the button. You can choose two categories.)
  - ▪ Age (This works better for Children's or Young Adult books and you can specify the age appropriateness of the books. You can leave this blank.)
  - ▪ Grade Level (Same concept as the age function. You can leave this blank.)
  - ▪ Keywords (Enter seven keywords (single words or 2-3 word phrases). Separate your keywords by commas. i.e. legends, military adventure, romance, paranormal romance...)
- o Book Release Option
  - ▪ You have a choice of releasing now or
  - ▪ Setting a date for a future release
- o Upload a Cover
  - ▪ Click the Browse button to find the file on your PC/Mac and upload
- o Upload a Book File
  - ▪ Same as Cover upload
    - • Browse for your file
    - • Upload your "web filtered" version
    - • KDP will convert your file to 'mobi'. Depending on web traffic, sometimes this goes fast other times slow
    - • When the conversion is finished, make sure you preview the file
      - o Click on the drop down button (it's usually in the top middle of the screen. I can't remember what it's called. Make sure it lists
        - ▪ Cover
        - ▪ Table of Contents
      - o The other button on the top right edge, allows you to preview what the e-book will look like on different devices (ipad, kindle, iphone, etc)
      - o Click on your TOC to make sure those links are working and going to the right chapters
      - o Check the formatting. Depending on what "device" you're using to preview, some will auto indent, others won't. Header color may or may not change. (The header color seems to change on mine, I can't figure out how to keep it static).
      - o Check your links in the back of the book and make sure they're still working
      - o When you are satisfied that it looks okay, exit previewer, go back to your metadata screen, click "save and continue"

- • Pricing (second section for KDP)
  - o You probably want worldwide distribution
  - o Set your price (2.99 is the lowest price for 70% royalty) and then click the box that figures out the conversion price for the other countries

- o At the very bottom, you can either:
    - Save and Publish now (this will go live in about 12 hours)
    - Or Save a draft and continue to work on your draft if anything needs correction

If you need to correct anything on your manuscript, you have to correct it on the Word Document, save a new version, then save another web-filtered version for upload.

If you would like more detailed instructions, Amazon offers the following guides. (They're FREE!)

http://www.amazon.com/Building-Your-Kindle-Direct-Publishing-ebook/dp/B007URVZJ6/

http://www.amazon.com/Publish-Amazon-Kindle-Direct-Publishing-ebook/dp/B004LX069M/

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Keyword Ideas	Category Ideas

Notes:

Hope this helps and best wishes on your publishing adventures!
-Mignon