

RAPID PUZZLE BOOK DOMINATION

CREATESPACE TUTORIAL

HOW TO UPLOAD YOUR BOOK TO
CREATESPACE
&
HOW TO USE THE CREATESPACE
BOOK COVER CREATOR TOOL

Step By Step Tutorials

By Andy Charalambous

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OVERVIEW

WHAT IS CREATSPACE?

Createspace is a very popular and free publishing platform that allows regular people like you and me to create real print books!

I have been using this platform for a number of years and it has one of the easiest interfaces to work with, (perfect for newbies and anyone who is technically challenged....as I am).

Once you have your book document completed all you have to do is upload it to Createspace, fill out the simple form and they will take care of the printing and distribution for you.

Your books will then be sold via Amazon and you also have the option to have them distributed to other online AND offline venues such as libraries and book stores.

This is such a fantastic platform for all levels of self-publishers because you literally cut out the middle-man and go straight to getting your books created...and the best part is IT WON'T COST YOU A PENNY!

Ok...let's get your book published!

1

STEP ONE

CREATESPACE DASHBOARD

I am going to make this tutorial as easy to follow as possible. If you are a newbie...just follow these steps at your own pace; there is no need to rush because you can save your progress as you move along.

Some aspects of the self-publishing process can be intimidating and confusing, especially the first time you do them. This tutorial will guide you step-by-step through the process of publishing a book with Createspace.

SIGN-IN TO CREATESPACE

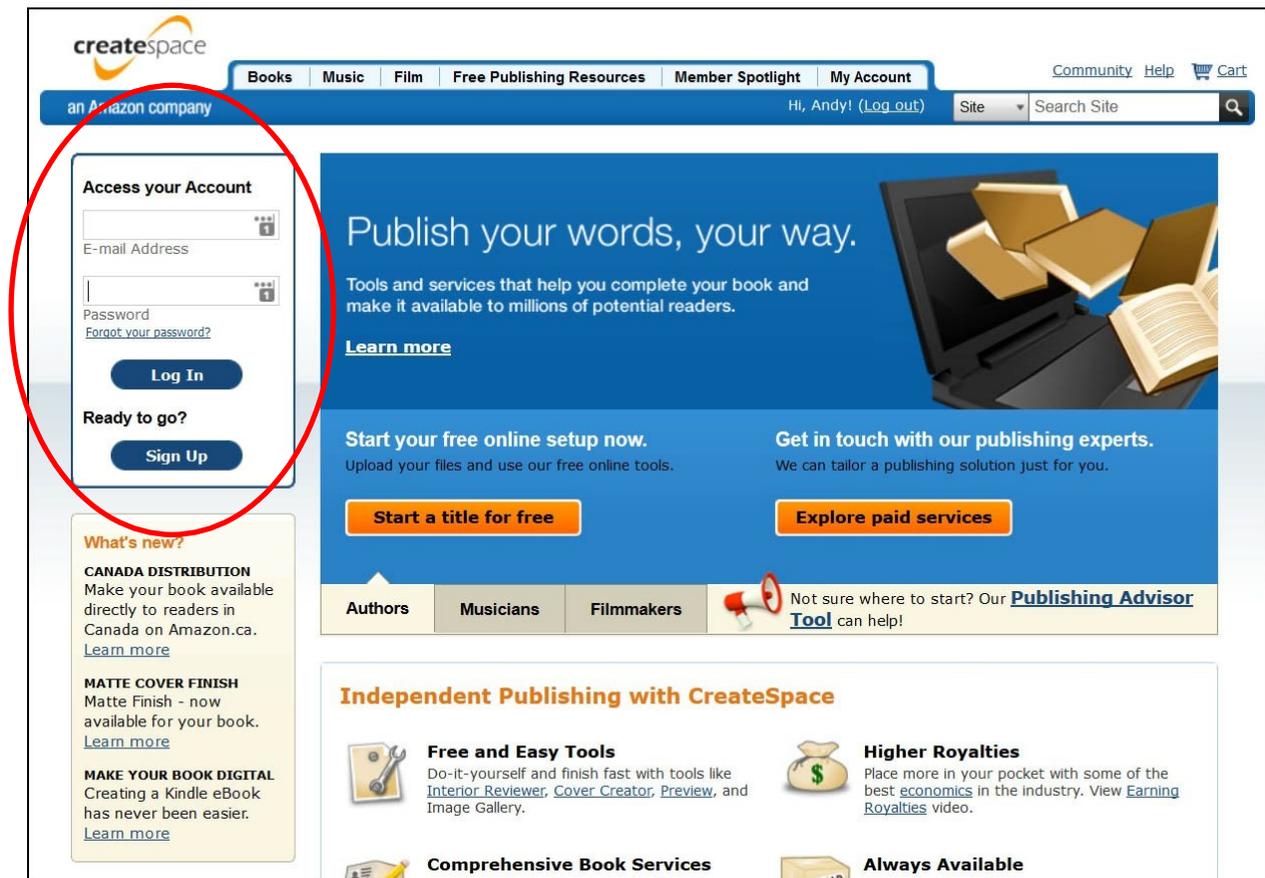
NOTE: Before you do anything with Createspace always make sure you have your completed interior book document.

You will also need your book cover document but that can simply be created within the Createspace platform using their Cover Creator Tool – ([Explained in detail – STEP 2 below](#)).

If you created your cover using Photoshop or some other image software then you are good to go.

1. Go to <https://www.createspace.com> and sign in. If you are new then you will need to register for a free account first. It will only take a few minutes to register and it is totally free.

All you do is add your email address and password in the small box on the left of the page titled, "Access Your Account".



Once you have logged into your account you will be taken to your dashboard. This is where a list of all your books will be featured. If this is your first book then you will not see any books yet...we will remedy that!

2. Click the blue "Add New Title" button.
3. You are now on the "Start Your New Project" page.

Start Your New Project * Required

1 Tell us the name of your project *

You can change your title at any time before you submit your project for review.

2 Choose which type of project you want to start *

Paperback Audio CD DVD

Video Download

3 Choose a setup process *

Guided A step-by-step process with help along the way. [Get Started](#)

Expert BETA A streamlined single-page experience for those familiar with the process. [Get Started](#)

4. Add the title of your book in the blank area of #1.
5. Click "Paperback" in #2.
6. Click the first blue "Get Started" button within the **guided** section of #3.

createspace
an Amazon company

Books Music Film Free Publishing Resources Member Spotlight My Account

Hi, Andy! (Log out)

Start Your New Project

* Required

1 Tell us the name of your project *

My Wordsearch Book

You can change your title at any time before you submit your project for review.

2 Choose which type of project you want to start *

Paperback Audio CD DVD Video Download

3 Choose a setup process *

Guided A step-by-step process with help along the way. **Get Started**

Expert BETA A streamlined single-page experience for those familiar with the process. **Get Started**

7. In the next screen you can fill out a sub-title, primary author and even add any additional contributors.

NOTE: Click the little blue “What is this?” link under each heading if you want to get further details.

8. If your book is going to be part of a series just tick the little box under “Add Contributors” and then type in the name of your book series.

9. The next three headings can be left as default.

The image shows a web form for entering book details. The form includes the following fields and elements:

- Title ***: Text input containing "My Wordsearch Book".
- Subtitle**: Text input containing "Fun Wordsearch Books For Kids".
- Primary Author ***: A form with four input boxes for "Prefix", "First Name / Initial" (containing "Joe"), "Middle Name / Initial", and "Last Name / Surname *" (containing "Bloggs"). There is also a "Suffix" box.
- Add Contributors**: A dropdown menu set to "Authored by" and a blue "Add" button.
- This book is part of a series ([What's this?](#))
- Series Title**: Text input containing "Wordsearch Books For Kids".
- Volume**: A dropdown menu set to "1".
- Edition number**: Empty text input.
- Language ***: Dropdown menu set to "English".
- Publication Date**: Empty text input with a calendar icon.
- At the bottom right, there are two blue buttons: "Save" and "Save & Continue".

Red arrows point to the Title, Subtitle, Primary Author (Last Name), Series Title, and the Save & Continue button. A red circle highlights the checkbox for "This book is part of a series" and the Save & Continue button.

10. Click "Save & Continue".
11. You will be taken to the ISBN page. All books need an ISBN number for publishing and distribution purposes. I always click the first option because it is free and is the easiest. I recommend this option for newbies.
12. Click the blue button "Assign Free ISBN".

ISBN

[Back](#) [Next](#)

What to do on this page: An [ISBN](#) is required to publish and distribute a book. [Compare ISBN options](#) and find the one that's right for you.

* You can skip this section if you haven't decided which [ISBN](#) option to use, but you'll need to complete this page before you can publish your book. [Return to your Project Homepage](#)

Choose an [ISBN](#) option for your book:

Free CreateSpace-Assigned ISBN

We can assign an [ISBN](#) to your book at no charge.

Provide Your Own ISBN

If you have an [ISBN](#) that you purchased from Bowker® or through your local [ISBN](#) agency, you can use it to publish your book through CreateSpace. You must also enter the imprint name associated with the [ISBN](#).

Choose an [ISBN](#) option for your book:

Free CreateSpace-Assigned ISBN

We can assign an [ISBN](#) to your book at no charge.

- CreateSpace independent Publishing Platform is your book's imprint of record. If you select Amazon.com or Amazon's European websites as distribution channels, this imprint will be reflected on your book's detail page.
- You can sell your book through Amazon.com, Amazon's European websites, a CreateSpace eStore, and all [Expanded Distribution](#) channels.
- This [ISBN](#) can only be used with the CreateSpace independent Publishing Platform.
- Your book's [ISBN](#) information will be registered with BooksInPrint.com®.

Once CreateSpace assigns an [ISBN](#), it cannot be changed.

[Cancel](#)

[Assign Free ISBN](#)

Provide Your Own ISBN

If you have an [ISBN](#) that you purchased from Bowker® or through your local [ISBN](#) agency, you can use it to publish your book through CreateSpace. You must also enter the imprint name associated with the [ISBN](#).

13. Your ISBN is now locked to that book. Click the blue "Continue" button.
14. You will now be on the "Interior" dashboard. You can leave the "Interior Type" as default – (Black and White), but you may need to change the book size which is set as default 6" x 9".

Interior [How do I use this page?](#) ◀ Back Next ▶

Interior Type



Black & White

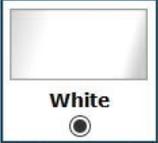
[Order a Sample](#)



Full Color

[Order a Sample](#)

Paper Color



White

[Order a Sample](#)



Cream

[Order a Sample](#)

Approximate color shown. We will send standard CreateSpace sample books for sample orders.

Trim Size
[What's this?](#)



6" x 9" (15.24 x 22.86 cm)
[Choose a Different Size](#)

Recommended! This is the most popular trim size and offers the widest distribution options. We have [many more sizes](#) available.

 **Download a Word@ Template**
Start with a [blank template](#) or [formatted template](#) with sample content designed for this trim size.

➔ Estimate your book's [manufacturing costs](#).

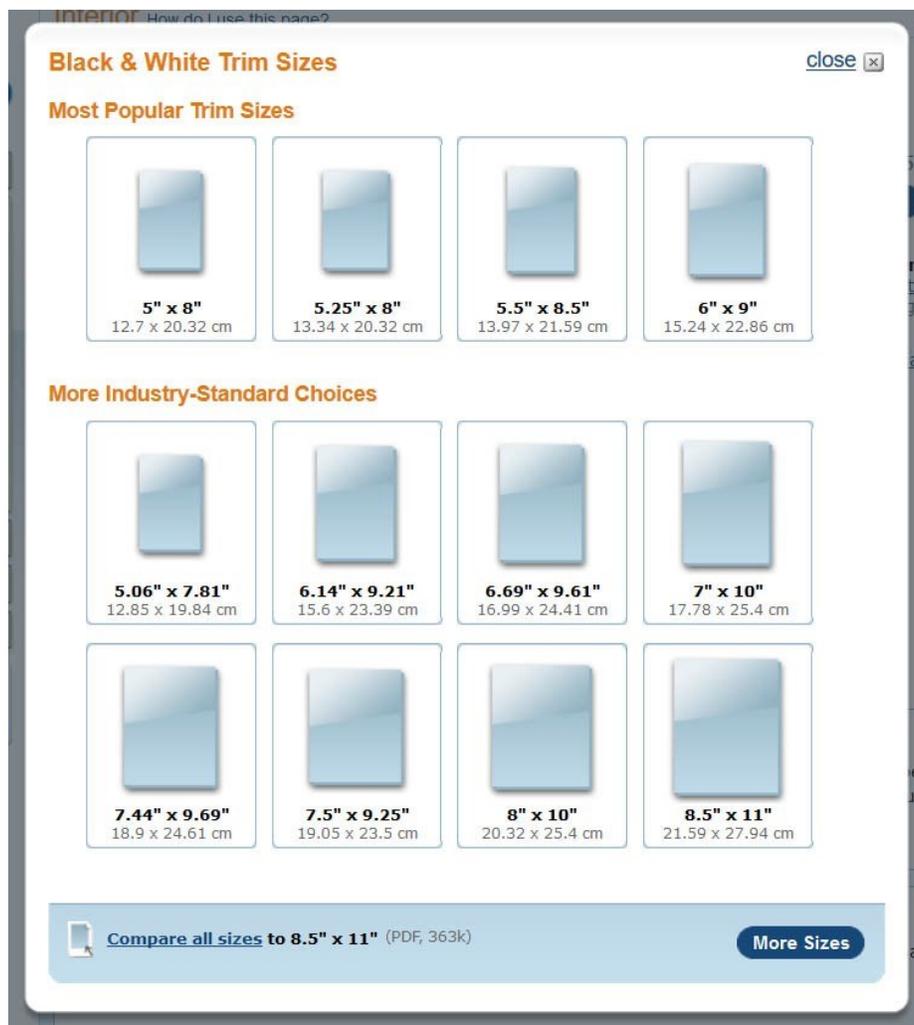
Choose how you'd like to submit your interior:

Upload your Book File
You can upload your work as a print-ready .pdf, .doc, .docx, or .rtf. Your page count will be detected and an automated print check will run once your upload is complete. You'll be able to see any issues online using the Interior Reviewer tool.

Interior File * [Browse](#) * Required

The following formats are accepted: pdf,doc,docx,rtf

To change the size of your book just click on the blue button "Choose A Different Size". You will get a pop-up with all the various book sizes. Click on the one that applies to you.



15. Back to the main screen. Click on "Upload Your Book File". Click the "Browse" button and locate your book file that you want to publish. Then click "Save". Your interior book document is now being uploaded.

Choose how you'd like to submit your interior:

Upload your Book File
 You can upload your work as a print-ready .pdf, .doc, .docx, or .rtf. Your page count will be detected and an automated print check will run once your upload is complete. You'll be able to see any issues online using the Interior Reviewer tool.

Interior File * **Browse** * Required

The following formats are accepted: pdf,doc,docx,rtf

Talk with us about Professional Design Services Starting at \$199
 Let us design and format your manuscript. Our experienced team can help with fonts, margins, chapter headings, and other eye-catching details to enhance the professional appearance of your book.

Save

16. When the upload process is complete you will need to review your book upload to make sure everything looks good before you move forward. So, click the blue "Launch Interior Reviewer" button.

Interior [How do I use this page?](#) ◀ Back Next ▶

UPLOAD RECEIVED! [Edit your Interior Details](#)

 **My Wordsearch Book - Test.doc** 34 pages,
6.14" x 9.21" (15.596 x 23.393 cm)
 Black & White on White paper

⚠ Our automated print check found 1 issue with your file.

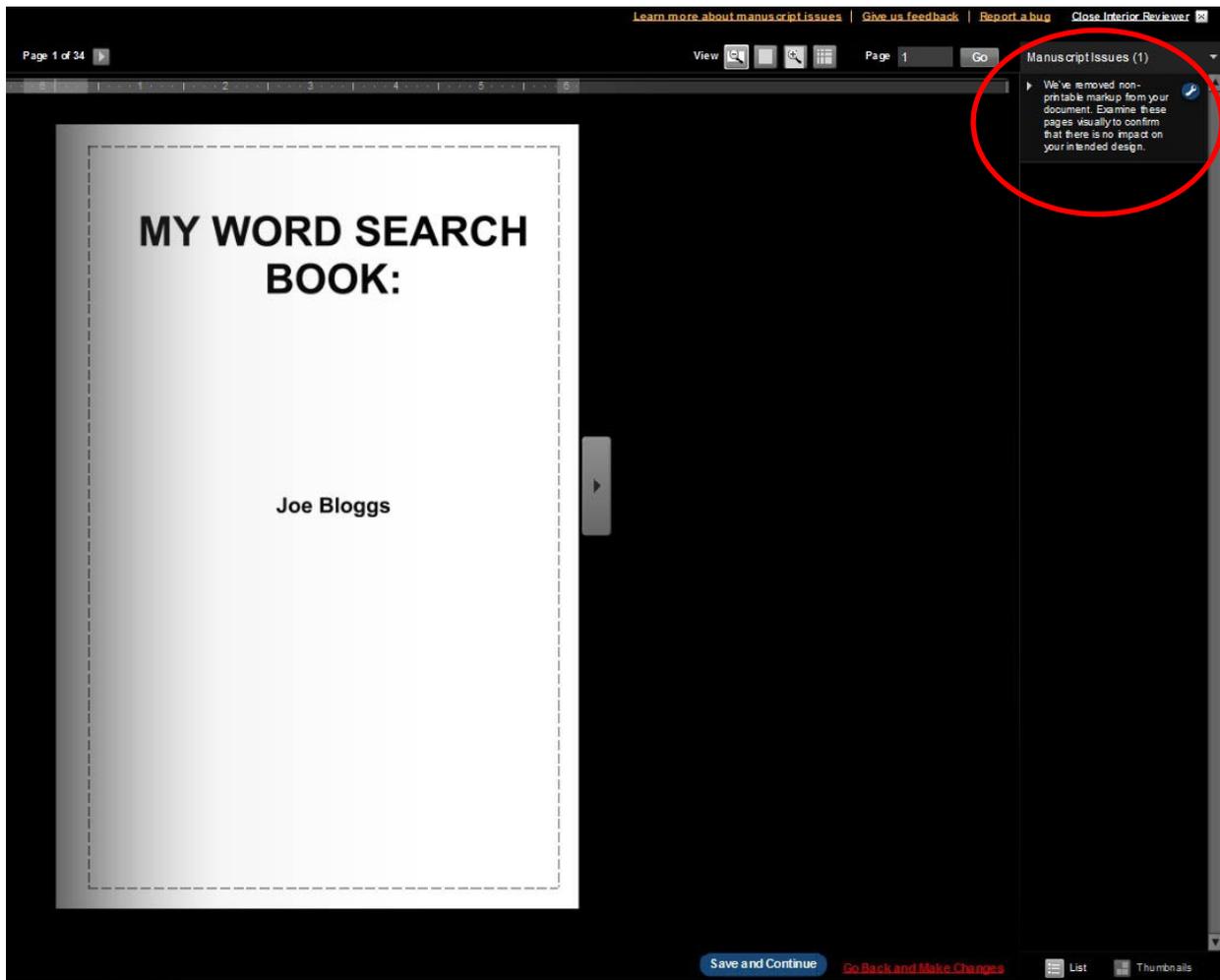
- Get more information on the issues we found.
- See useful guides that show your trim size and print margins where they matter: with your content.
- Check for typos, grammar, and formatting problems.



[Upload a different file](#) **Launch Interior Reviewer** [Skip Interior Reviewer](#)

17. Check your book by flicking through the pages to make sure all looks good. Also, take a look at the top right of the review screen to see if there are any errors that need fixing.

If you are happy and it all looks good just click the “Save and Continue” button.



2

STEP TWO

YOUR BOOK COVER

Now you will be uploading your book cover. For those of you who haven't yet created a cover you can follow these instructions and use the Createspace Cover Creator Tool - (Explained below).

1. You should now be looking at a page like this:

Cover ◀ Back Next ▶

What to do on this page: Select your cover finish and choose how to submit your cover file. Select from Cover Creator (our free design tool), a professionally designed cover, or upload your own print-ready PDF file.

*We will superimpose a barcode on your cover at no additional charge

1. Select a finish for your book cover:

Matte



[Order a Sample](#)

Glossy



[Order a Sample](#)

Note: We'll send standard CreateSpace sample books for sample orders.

2. Choose how to submit the cover of your book:

Build Your Cover Online

Cover Creator is our free online tool for designing a professional-quality book cover using your own photos, logos, and text. This handy tool automatically formats and sizes your cover based on your book's trim size and page count.

Professional Cover Design Starting at \$399

Work with our expert team to design a standout cover for your book. Select impactful colors, fonts, and images, and use your own back cover text and favorite author photo.

Upload a Print-Ready PDF Cover

Design your own book cover and format it as a print-ready PDF.

2. Choose whether you want your book cover to be published in Matte or Glossy.

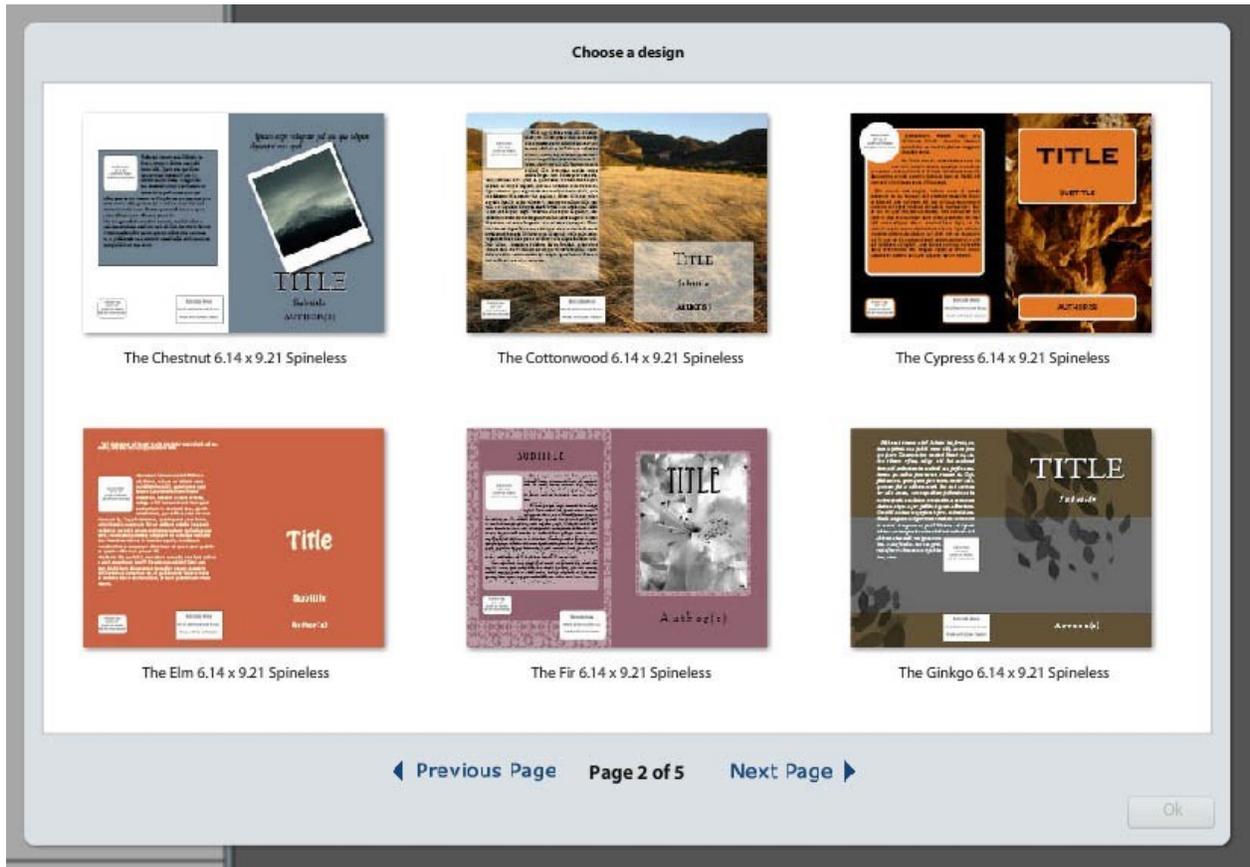
NOTE: Those of you who have already created your book cover using external imaging software like Photoshop can just click the last option, "Upload A Print-Ready PDF Cover".

This tutorial does not go into HOW to create a cover using these external tools. I am assuming that if you are skilled with these tools then you will already know how to make a book cover. Just make sure you save as a PDF.

3. If you do not have a book cover yet then you will be using the in-built Cover Creator Tool. Click "Build Your Cover Online". Then click Launch Cover Creator.

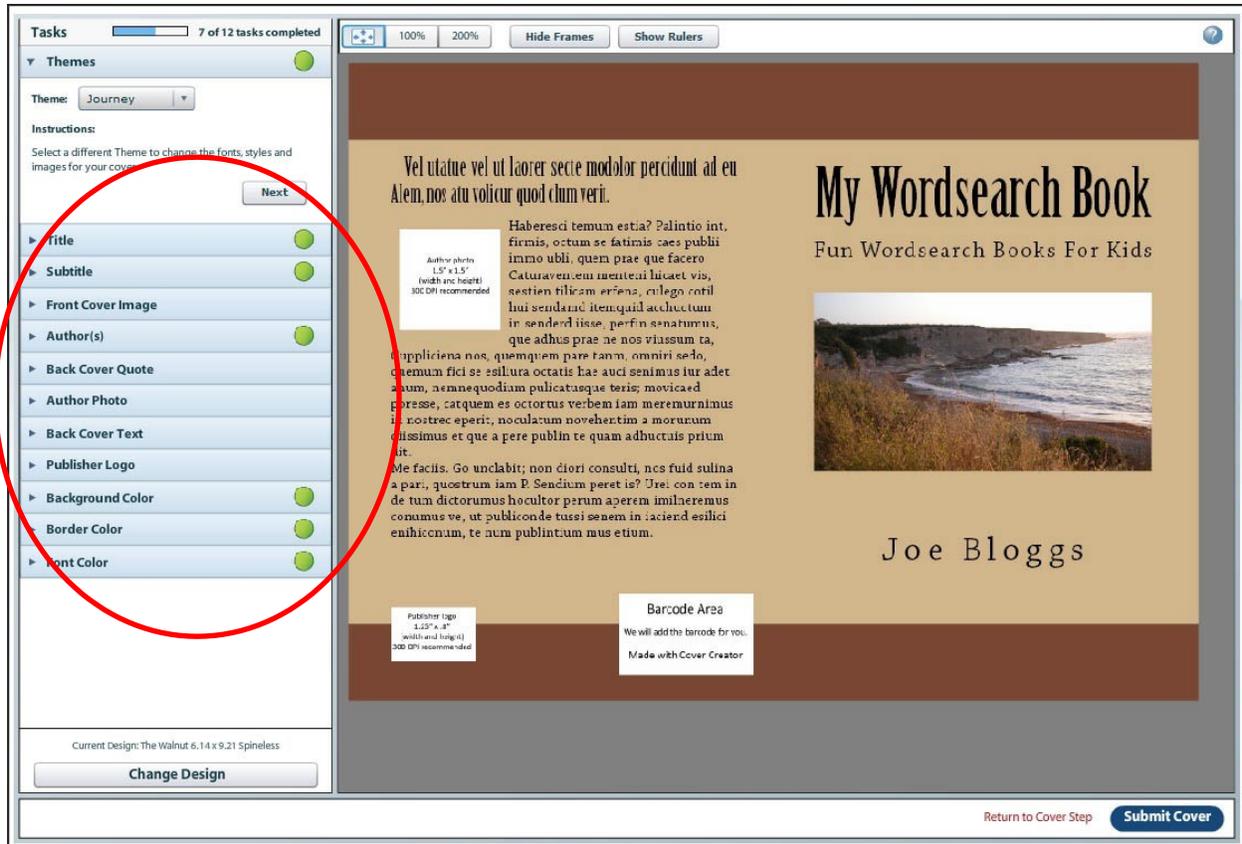
The image shows a screenshot of a web form titled "2. Choose how to submit the cover of your book:". There are two main options. The first option, "Build Your Cover Online", is selected with a radio button. It includes a description: "Cover Creator is our free online tool for designing a professional-quality book cover using your own photos, logos, and text. This handy tool automatically formats and sizes your cover based on your book's trim size and page count." Below this description is a light blue bar containing a "Cancel" link and a "Launch Cover Creator" button. The "Launch Cover Creator" button is circled in red. The second option, "Professional Cover Design", is unselected and includes a price tag "Starting at \$399" and a description: "Work with our expert team to design a standout cover for your book. Select impactful colors, fonts, and images, and use your own back cover text and favorite author photo."

4. Pick a cover template to use and click OK.



5. The title and all other information have already been added to your cover automatically. Any items marked with the green circle means that they are complete but you can change them anytime.

Now go through all the options in the left sidebar that do not have the green circle.

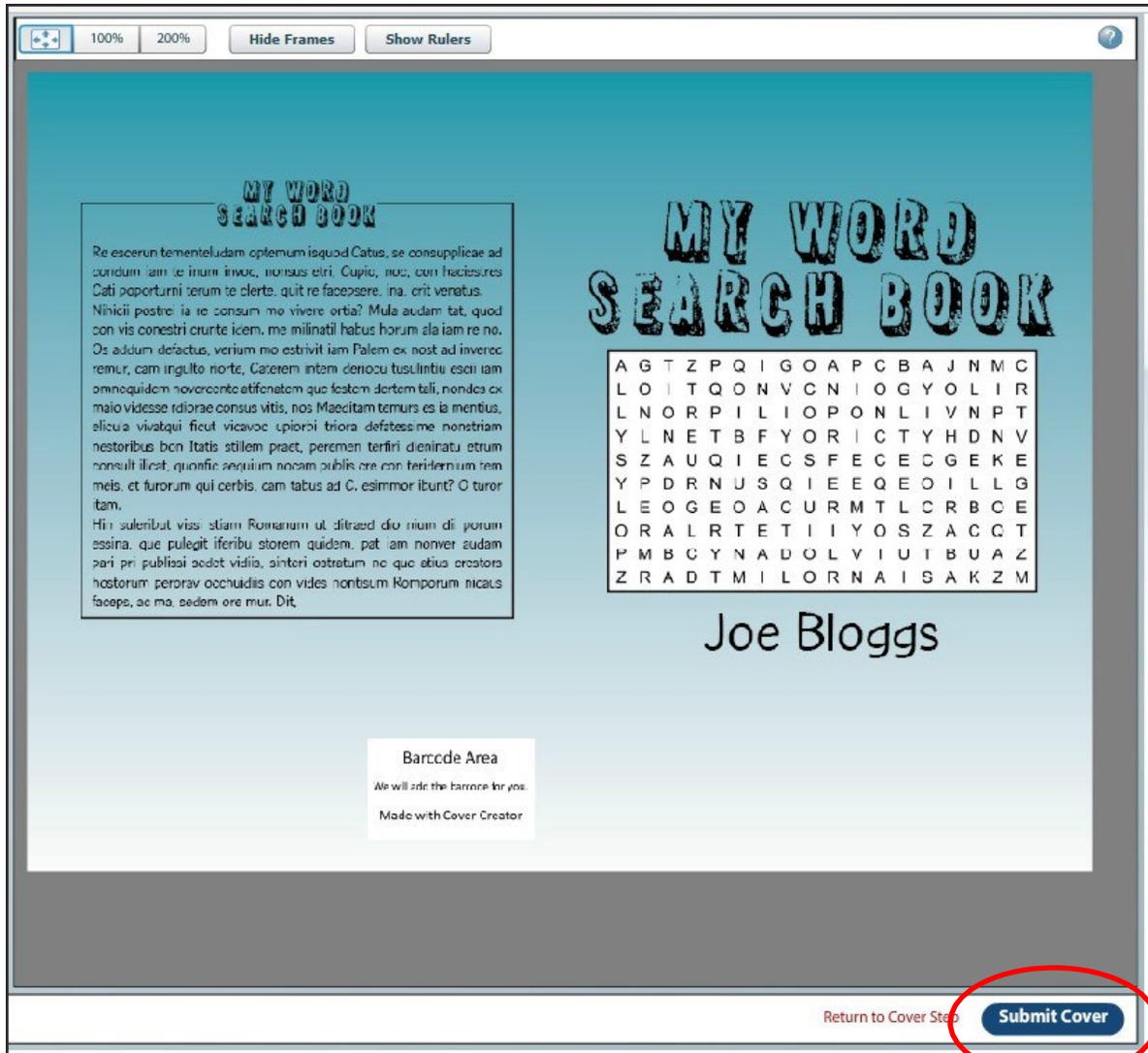


NOTE: The Front Cover Photo, Author Photo, and Publisher Logo have an option to be set as 'not visible'. If you don't want these to be visible on your cover just uncheck the tiny box that says 'Visible'.

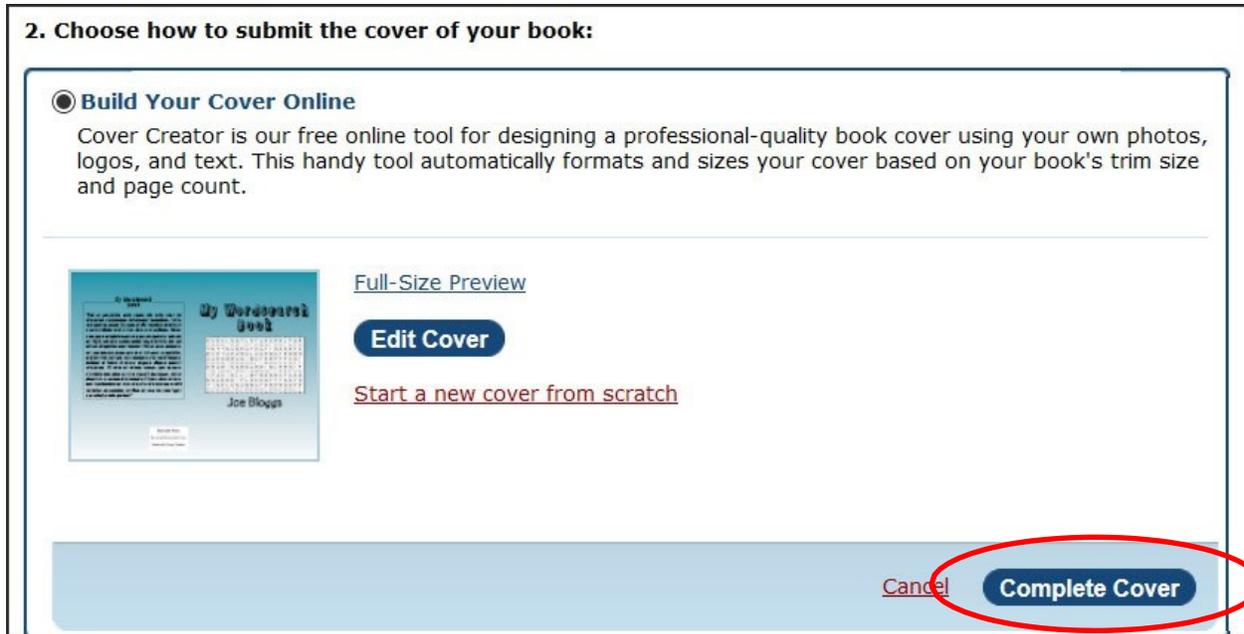
On my example I will remove the Author Photo and Publisher Logo.

6. For the Front Cover Image you can use one provided by Createspace or upload one of your own. I am going to upload my own.

7. At this point you can play around with the options in the left sidebar until you create a cover you like.
8. When you are done just click the "Submit Cover" button at the bottom of the dashboard page.



9. You will then be presented with this option:



You can click the “Full-Size Preview” link to check the cover. If you are happy with it then click “Complete Cover”

Click Save and continue until you come to the last screen where you will see in the bottom right, “Submit Files For Review”. Click that blue button.

3

STEP THREE

COMPLETING THE SETUP

Once your cover has been uploaded you will then be taken to the next setup page. If you get lost just click on the link in the top left of the Createspace page that reads, "Return To Member Dashboard".

That will take you back to your account dashboard where you will now see your new book in the list. It will have the word "Incomplete" next to it because you still have some things to finish up.

1. Click on your book title and you will see something like this:

The screenshot displays the KDP dashboard for a book titled "My Wordsearch Book: Fun Wordsearch Books For Kids" by Joe Bloggs. The dashboard is organized into five main sections: Create, Setup, Review, Distribute, and Sales & Marketing. Each section has a "What's This?" link. The Setup section is highlighted in yellow, indicating it is the current focus. It shows progress for Title Information, ISBN, and Interior (all complete), and Cover and Complete Setup (both incomplete). The Review section shows File Review and Proof Your Book (both incomplete). The Distribute section shows Channels (6 more available, 0 selected), Pricing, Cover Finish (complete), Description, and Publish on Kindle (incomplete). The Sales & Marketing section has links for Track Sales, Marketing Services, and Get Ideas in Resources. Below the progress sections is a "Project Summary" for the book, including dimensions (6.14" x 9.21"), paper type (Black & White on White paper), page count (34 pages), and ISBN numbers (13: 978-1537389363, 10: 153738936X). An "Icon Legend" is provided on the left, defining symbols for Complete (green checkmark), Incomplete (red circle with slash), Action Required (yellow warning triangle), and In Process (grey clock icon).

Section	Item	Status
Create	Join the Community	Link
	Create a Preview	Link
	Editorial Services	Link
	Illustration Services	Link
Setup	Title Information	Complete
	ISBN	Complete
	Interior	Complete
	Cover	Incomplete
	Complete Setup	Incomplete
Review	File Review	Incomplete
	Proof Your Book	Incomplete
Distribute	Channels	6 more available (0 selected)
	Pricing	Incomplete
	Cover Finish	Complete
	Description	Incomplete
	Publish on Kindle	Incomplete
Sales & Marketing	Track Sales	Link
	Marketing Services	Link
	Get Ideas in Resources	Link

Project Summary
My Wordsearch Book: Fun Wordsearch Books For Kids
Authored by Joe Bloggs

6.14" x 9.21" (15.596 x 23.393 cm)
Black & White on White paper
34 pages

ISBN-13: 978-1537389363 (CreateSpace-Assigned)
ISBN-10: 153738936X

Icon Legend
✓ Complete
⊘ Incomplete
⚠ Action Required
🕒 In Process
[More Information](#)

Go through the list that do not have a green tick next to them. At this point the headings that should be ticked are:

- Title Information.
- ISBN.
- Interior.
- Cover.

2. Under the black heading "Distribute" click on "Channels".

978-1537389363

[Return to Project Home](#)

[Return to Member Dashboard](#)

Create

Setup

Review

Distribute

Channels

Pricing

Cover Finish

Description

Publish on Kindle

[Distribute Instructions](#)

Sales & Marketing

Looking for help?
[Contact Support](#)

Standard Distribution **FREE**

Amazon.com*
[What's this?](#)

Amazon Europe*
[What's this?](#)

CreateSpace eStore
[What's this?](#)

[eStore Setup](#) [Discount Codes](#)

Changes to your book, including list price and description, appear immediately.

* Your Amazon site detail page should be built 3-5 business days after your title is made available for sale. Changes to your title, including list price, may take 3-5 business days to appear on Amazon sites.

Expanded Distribution **FREE**

Changes to your title, including list price, can take 6-8 weeks to appear in all Expanded Distribution channels.

Libraries & Academic Institutions
[What's this?](#)

CreateSpace Direct
[What's this?](#)

Not eligible

Bookstores and Online Retailers
[What's this?](#)

Your book is not eligible. To be eligible, your book will need a valid BISAC code.
→ [Select a BISAC code here](#)

[Save](#) [Save & Continue](#)

By default 3 distribution channels are already selected for you. They are - Amazon.com, Amazon Europe, and the CreateSpace eStore.

Below those you have the option to choose 3 more for Extended Distribution – (Click the “What Is This” links to find out more about these options.) I tend to just click the Createspace Direct option but you can choose them all if you want.

3. When you are done just click “Save and Continue”.
4. Now you will be on the “Pricing ” Page. You can click on the “How Do I Use This Page” link at the top of the page to get an idea of how to price your books. Generally it is pretty straight forward.

Here is the direct link to see how your book royalties work:

<https://www.createspace.com/Products/Book/Royalties.jsp>

Experiment with your pricing because the royalties are seen in real-time which is very helpful. Just put a price in the first box, click “calculate” and you will be able to see whether you have overpriced or underpriced your book.

Pricing [How do I use this page?](#) [How are the royalties calculated?](#) ← Back Next ▶

Set your list price and calculate your royalties for each sales channel and manufacturing location.

List Price	Channel	Royalty
\$ <input type="text"/> USD* <input type="button" value="Calculate"/> <small>Minimum list price for this title is \$5.38 What's this?</small>	Amazon.com	-
	CreateSpace eStore	-
	Expanded Distribution	-
<input checked="" type="checkbox"/> Yes, suggest a GBP price based on U.S. price What's this? £ <input type="text"/> GBP** <input type="button" value="Calculate"/> <small>Minimum list price for this title is £2.75</small>	Amazon Europe <small>For books printed in Great Britain</small>	-
<input checked="" type="checkbox"/> Yes, suggest a EUR price based on U.S. price What's this? € <input type="text"/> EUR** <input type="button" value="Calculate"/> <small>Minimum list price for this title is €3.30</small>	Amazon Europe <small>For books printed in continental Europe</small>	-

* U.S. Price is required for all titles, even if U.S. channel is not enabled.
 ** Value Added Tax (VAT) is not included in the price. Appropriate VAT will be added to the price before the book is published.
[Learn more about VAT.](#)

List Price	Channel	Royalty
\$ 6.99 USD* <input type="button" value="Calculate"/> <small>Minimum list price for this title is \$5.38 What's this?</small>	Amazon.com	\$2.04
	CreateSpace eStore	\$3.44
	Expanded Distribution	\$0.64
<input checked="" type="checkbox"/> Yes, suggest a GBP price based on U.S. price What's this? £ 5.31 GBP** <input type="button" value="Calculate"/> <small>Minimum list price for this title is £2.75</small>	Amazon Europe <small>For books printed in Great Britain</small>	£2.14
<input checked="" type="checkbox"/> Yes, suggest a EUR price based on U.S. price What's this? € 6.21 EUR** <input type="button" value="Calculate"/> <small>Minimum list price for this title is €3.30</small>	Amazon Europe <small>For books printed in continental Europe</small>	€2.72

* U.S. Price is required for all titles, even if U.S. channel is not enabled.
 ** Value Added Tax (VAT) is not included in the price. Appropriate VAT will be added to the price before the book is published.
[Learn more about VAT.](#)

When you are done pricing click "Save and Continue".

5. Now onto the "Description" section. Fill out the description box for your book.
6. Choose a BISAC category for your book.
7. You can add an author bio if you wish.
8. The book language is set default to English and you can choose the country of publication – (I usually choose USA).
9. Add your selected keywords press "Save & Continue" and you are done!

Description [How do I use this page?](#) [◀ Back](#) [Next ▶](#)

My Wordsearch Book
By Joe Bloggs

Description *
[What's this?](#)

Maximum 4000 characters - 4000 characters remaining
Advanced users can [use limited HTML](#) instead of plain text to style and format their description

BISAC Category *
[What's this?](#) [Choose...](#)

[→ Enter a BISAC code](#)

Additional Information (optional)
Add more information about your book, including an author biography, book language, and more, which will appear in certain sales channels.

Author Biography [What's this?](#) [Add](#)

Book Language [What's this?](#)

Country of Publication [What's this?](#)

Search Keywords [What's this?](#)

Contains Adult Content [What's this?](#)

Large Print [What's this?](#)

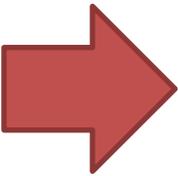
[Save](#) [Save & Continue](#)

10. So now if you go to your member's dashboard you should see the words "In Process" beside your book title. This means that your book is now being reviewed.

You will get an answer from Createspace within a day or so. Once your book is accepted you can move onto your next creation!

That's it!

Good luck!



Andy Charalambous's

BESTSELLING

PASSIVE INCOME

STRATEGY GUIDES

Up To Date!

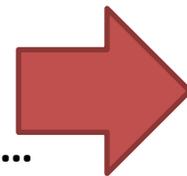
Step By Step!

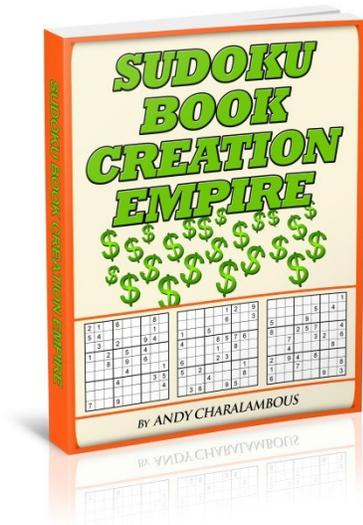
Easy To Follow!

Very Actionable!

Perfect For Newbies!

See What Course Can Suit Your Needs...





BESTSELLING COURSE!

Build A Sustainable Residual Income!

Create Once And Earn Forever!

No Writing Involved!

You Don't Have To Spend Any Money!

A Simple 3 Step Method For Creating VERY POPULAR Print Books In Just A Few Hours!

Advantages Of Creating A Sudoku Book Empire:

- Sudoku is an evergreen niche, meaning that it will be popular year in and year out.
- It has a rabid consumer base.
- Creating books is easy and will cost you nothing.
- These books are a great source of passive income.
- The niche is fan driven, meaning that fans will just keep buying, over and over again.

Get SUDOKU BOOK CREATION EMPIRE and all its bonuses



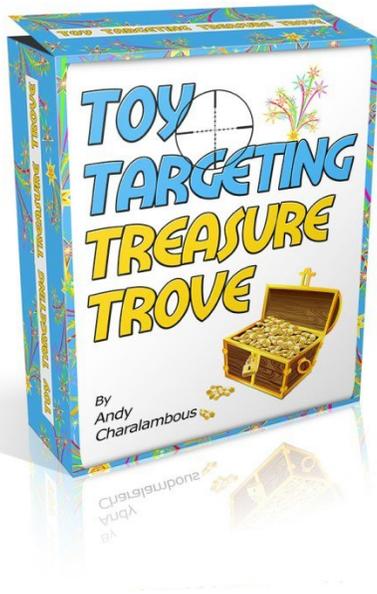
Learn How To Profit Handsomely & Quickly From This Unique & Fun Niche...TOYS!

You Can Make Thousands Of Dollars In Commissions By Following This Simple System!

Anyone with little or no capital and zero online experience can create a growing “toy riches” passive income for themselves.

- **What if you could discover potential bestselling toys before they have even released?**
- **What if you could use that information to help you build a great residual income?**
- **What if you learned how to pick out all the “hot toys/potential bestsellers” and be ahead of the game...even before the Christmas season?**

[Get TOY TRENDING TREASURE TROVE and all its bonuses](#)



3 Simple Steps To Long-term Passive Profits.

Create Once, Earn Forever!

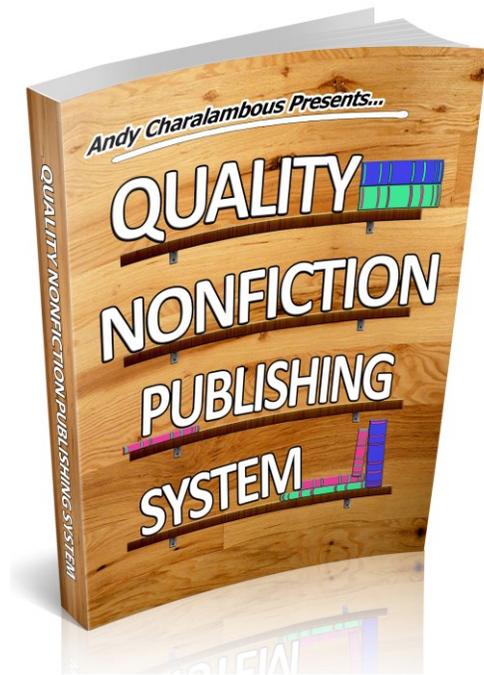
Selling kids toys is a multi-million dollar industry. It is a really fun industry to be involved with. All those cool toys that are released each and every year...who wouldn't want to be a part of that?!

Imagine if you could earn a nice chunk of that multi-million dollar industry. Well, you don't have to imagine it anymore...you can get your share too.

This course will show you step by step how to set up your own little toy sales empire that will gradually grow over time. This is an evergreen market...ordinary people are making money with it each and every year regardless of what is going on in the world.

The toy market is unbreakable!

[Get TOY TARGETING TREASURE TROVE and all its bonuses](#)



**You Don't Have To Write A Single
Word!**

**You Don't Have To Spend A Single
Dime!**

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Creating Multiple Kindle Books!**

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