

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

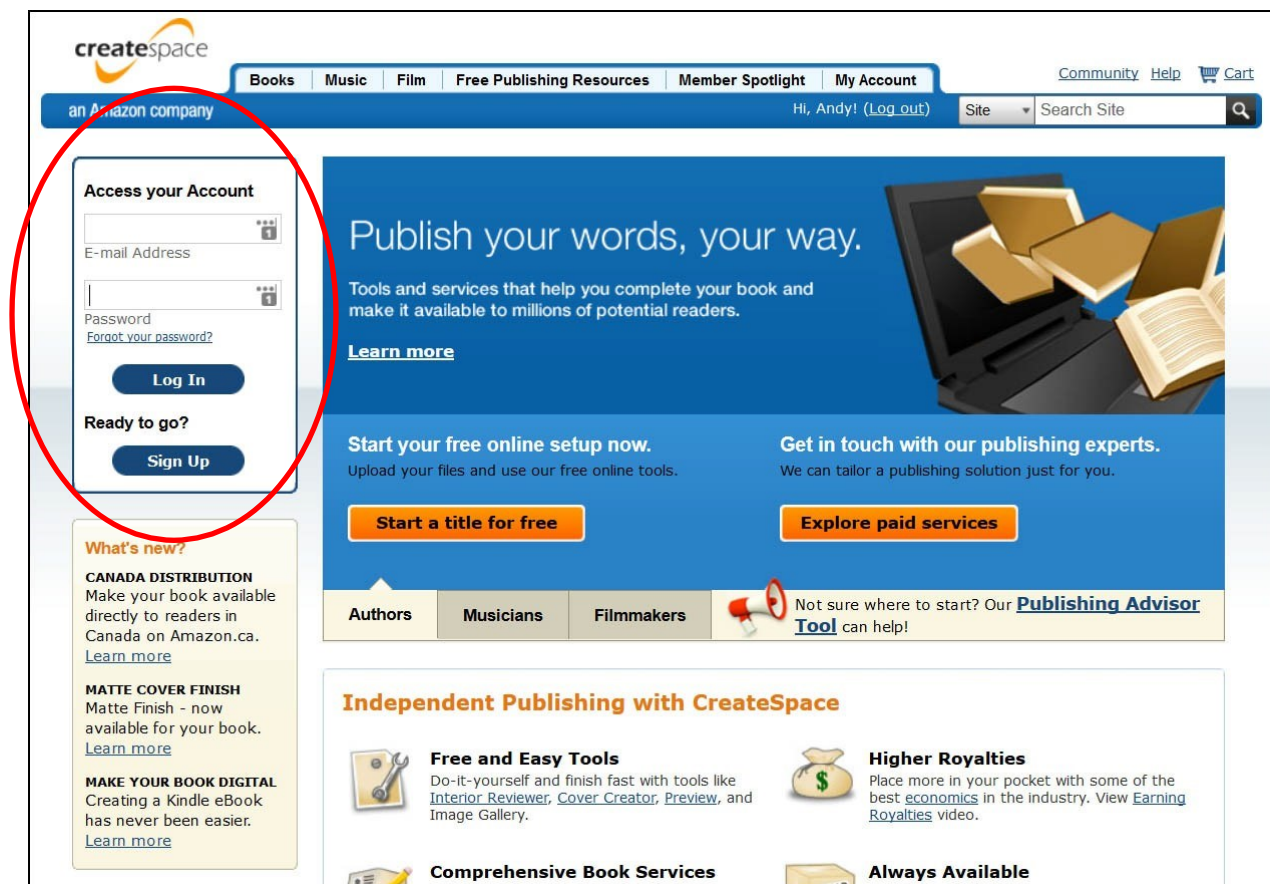
NOTE: Before you do anything with Createspace always make sure you have your completed interior book document.

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.

The screenshot shows a web form titled "Start Your New Project" in orange text. In the top right corner, there is a red asterisk followed by the word "Required". The form is divided into three numbered sections. Section 1, "Tell us the name of your project *", features a large, empty text input field. Below the field is a small grey note: "You can change your title at any time before you submit your project for review." Section 2, "Choose which type of project you want to start *", contains four radio button options: "Paperback", "Audio CD", "DVD", and "Video Download". Section 3, "Choose a setup process *", presents two choices. The first choice is "Guided", described as "A step-by-step process with help along the way.", with a blue "Get Started" button to its right. The second choice is "Expert", which has a small "BETA" tag next to it, described as "A streamlined single-page experience for those familiar with the process.", also with a blue "Get Started" button to its right.

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 ***

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 <small>BETA</small>	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 screenshot shows a web form for entering book details. Red arrows point to the 'Title' field (containing 'My Wordsearch Book'), the 'Subtitle' field (containing 'Fun Wordsearch Books For Kids'), the 'Primary Author' field (split into 'Joe' and 'Bloggs'), the 'Series Title' field (containing 'Wordsearch Books For Kids'), and the 'Volume' dropdown (set to '1'). A red circle highlights the checkbox 'This book is part of a series' and the 'Save & Continue' button at the bottom right.

Title * * Required

Subtitle [What's this?](#)

Primary Author * * Required [What's this?](#)
Prefix First Name / Initial Middle Name / Initial Last Name / Surname Suffix

Add Contributors [What's this?](#)

☒ This book is part of a series [\(What's this?\)](#)

Series Title **Volume**

Edition number [What's this?](#)

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

Publication Date [What's this?](#)

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".

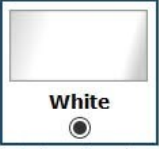
Interior [How do I use this page?](#) [◀ Back](#) [Next ▶](#)


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.

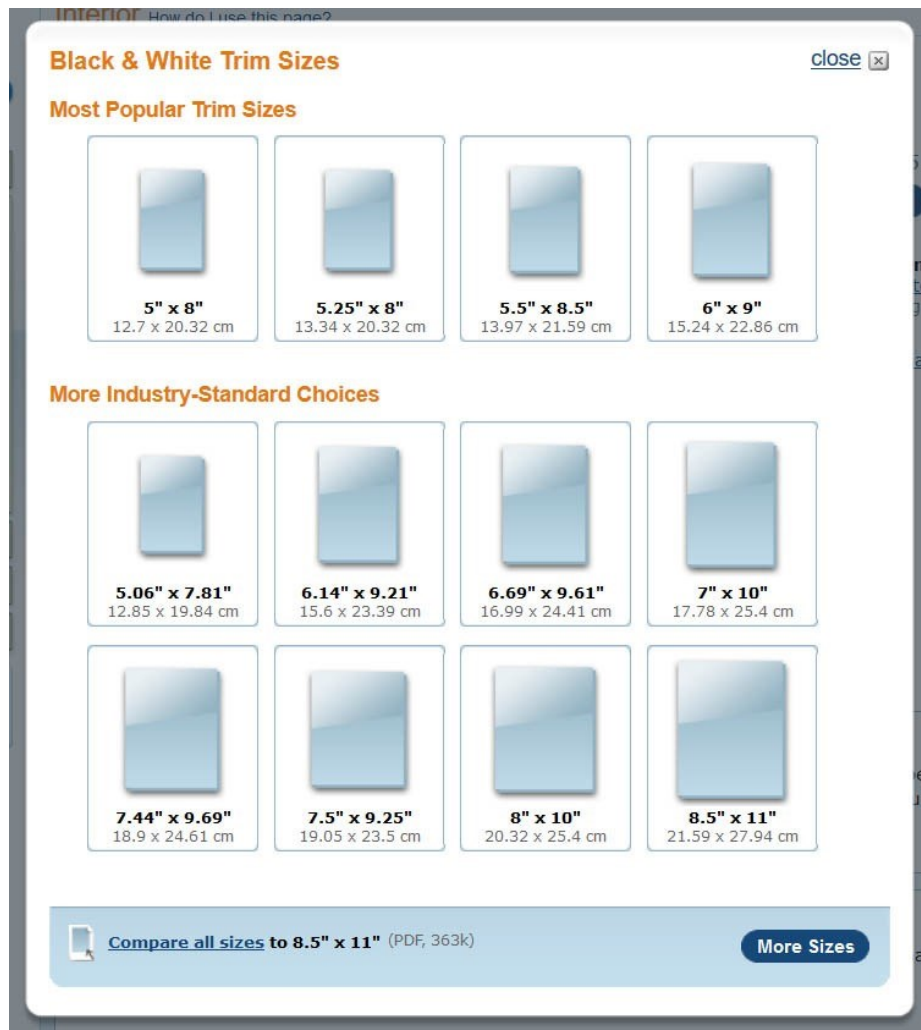
Interior File *

[Browse](#)

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

*** Required**

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.**

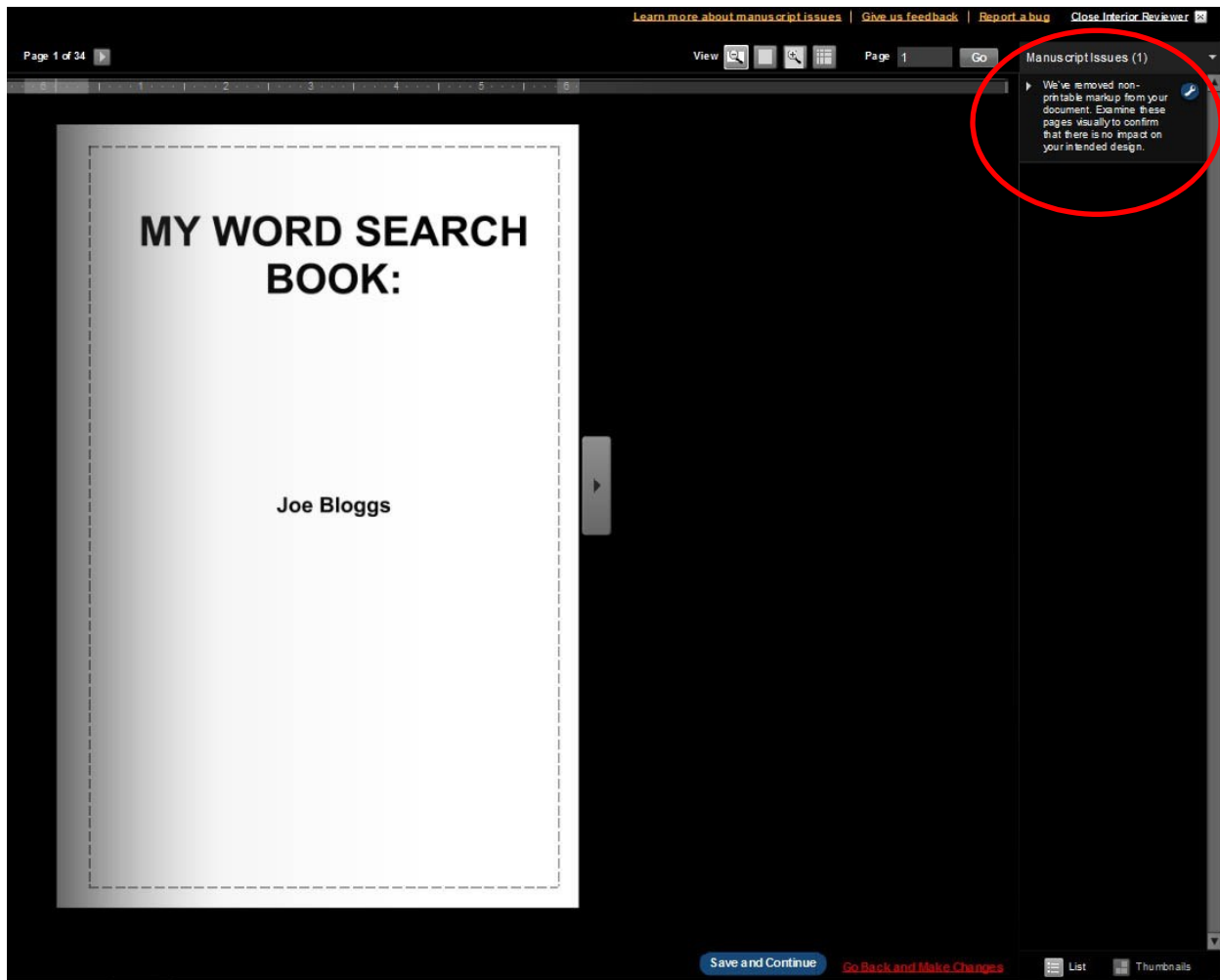
- Get more information on the issues we found.
- See useful guides that show your trim size and print margins where they matter: with your content.
- Check for typos, grammar, and formatting problems.



[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**

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.

Starting at \$399

☐ **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.

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

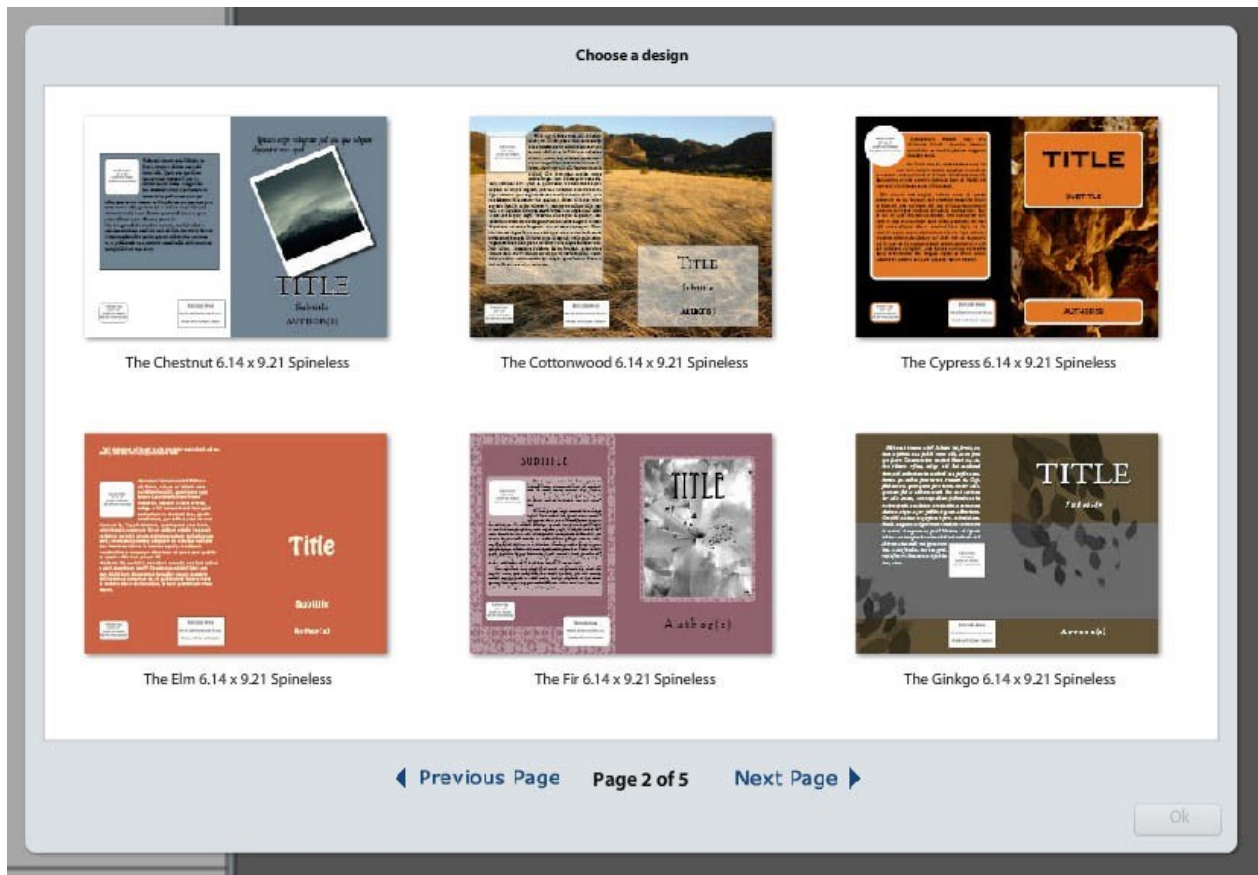
☒ **Build Your Cover Online**
Cover Creator is our free online tool for designing a professional-quality book cover using your own photos, logos, and text. This handy tool automatically formats and sizes your cover based on your book's trim size and page count.

Cancel

Launch Cover Creator

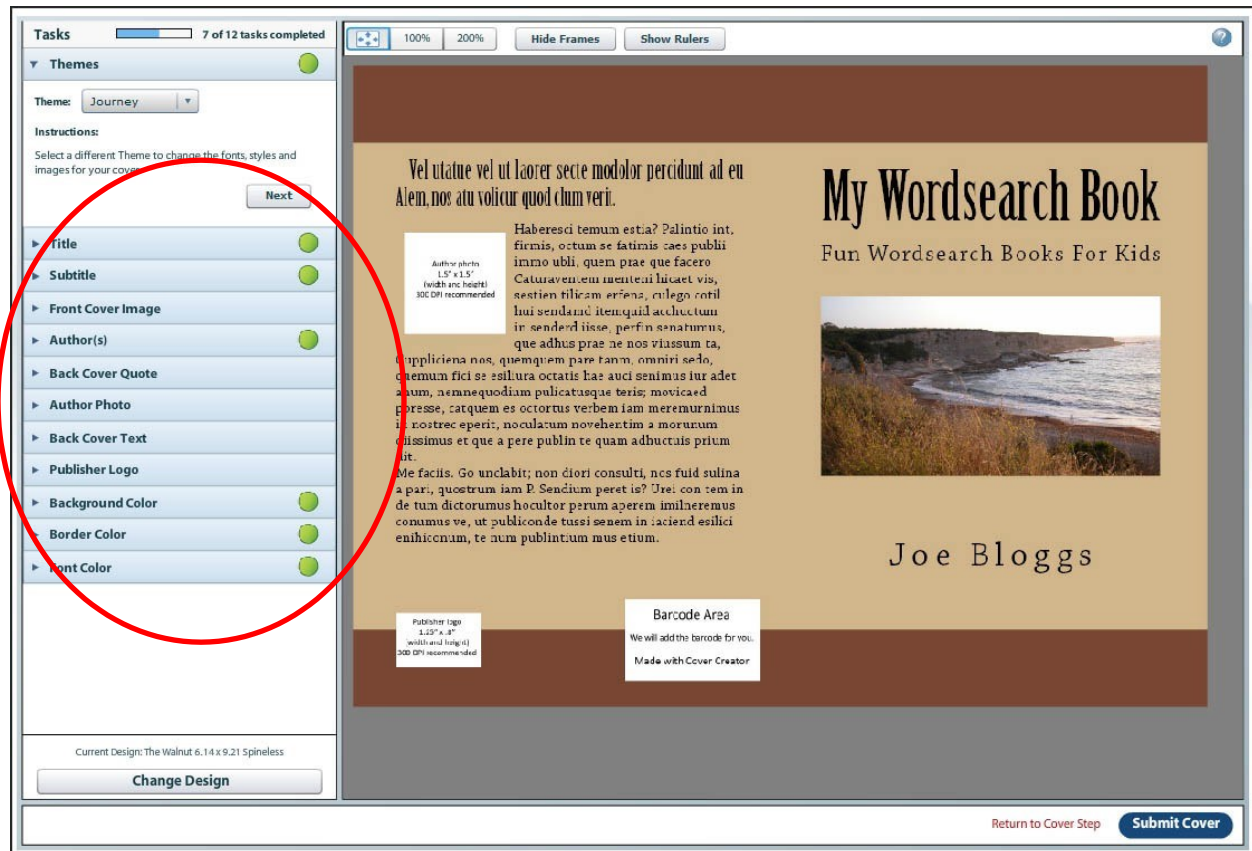
☐ **Professional Cover Design** Starting at \$399
Work with our expert team to design a standout cover for your book. Select impactful colors, fonts, and images, and use your own back cover text and favorite author photo.

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.

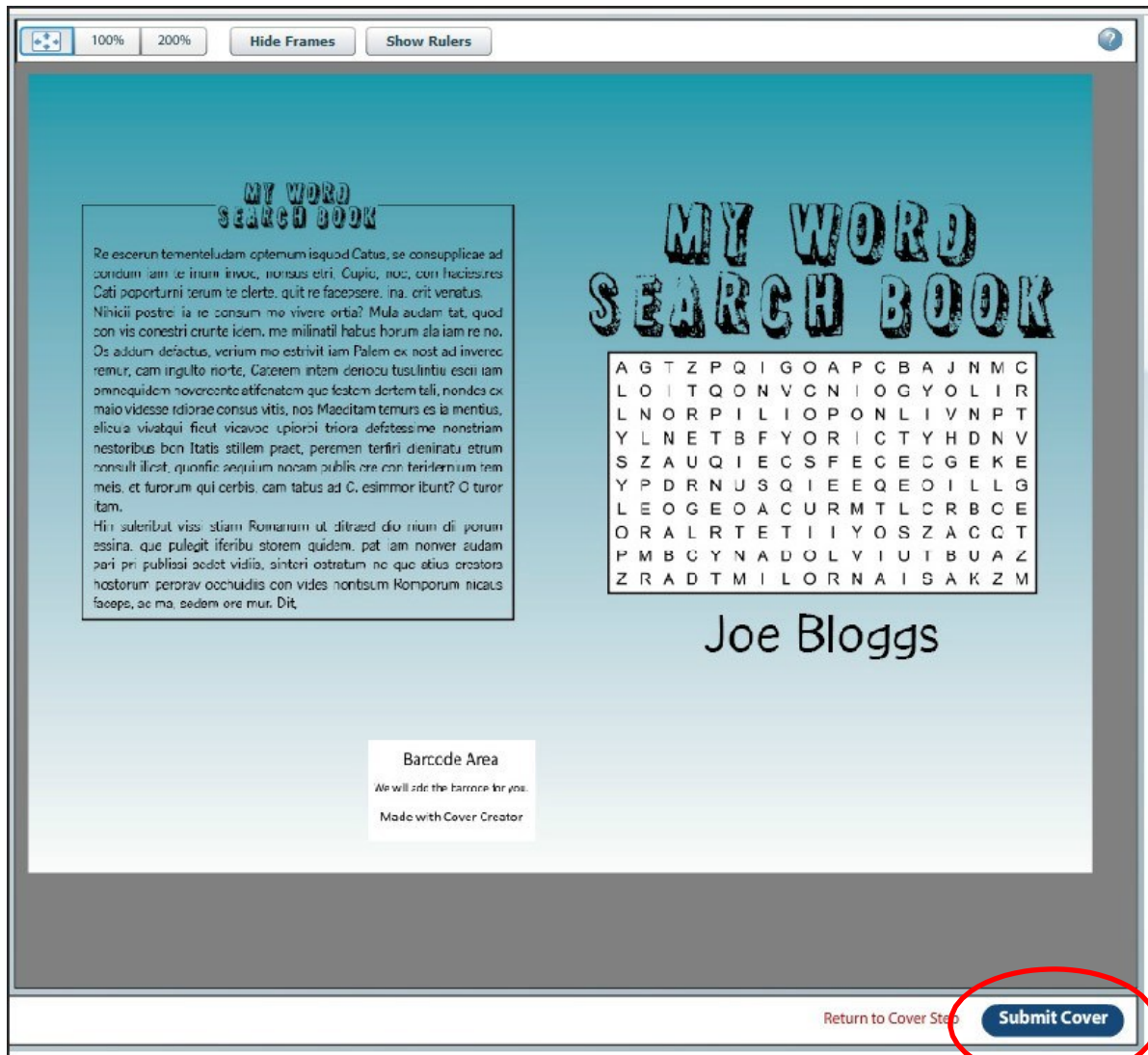


NOTE: The Front Cover Photo, Author Photo, and Publisher Logo have an option to be set as 'not visible'. If you don't want these to be visible on your cover just uncheck the tiny box that says 'Visible'.

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:

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.



Full-Size Preview

[Edit Cover](#)

[Start a new cover from scratch](#)

[Cancel](#) [Complete Cover](#)

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:

Create [What's This?](#)

- [Join the Community](#)
- [Create a Preview](#)
- [Editorial Services](#)
- [Illustration Services](#)

Setup [What's This?](#)

- ✓ [Title Information](#)
- ✓ [ISBN](#)
- ✓ [Interior](#)
- [Cover](#)
- [Complete Setup](#)

[Setup Instructions](#)

Review [What's This?](#)

- [File Review](#)
- [Proof Your Book](#)

Distribute [What's This?](#)

- [Channels](#)
6 more available (0 selected)
- [Pricing](#)
- ✓ [Cover Finish](#)
- [Description](#)
- [Publish on Kindle](#)

[Distribute Instructions](#)

Sales & Marketing [What's This?](#)

- [Track Sales](#)
- [Marketing Services](#)
- [Get Ideas in Resources](#)

[Contact Member Support](#)

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

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

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

✓ **Selected** **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.

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

✓ **Selected** **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.createpace.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* 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** 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** Calculate <small>Minimum list price for this title is €3.30</small>	Amazon Europe <small>For books printed in continental Europe</small>	-

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

* 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* [Calculate](#)
Minimum list price for this title is \$5.38 [What's this?](#)

☒ Yes, suggest a GBP price based on U.S. price [What's this?](#)
 £ **5.31** GBP** [Calculate](#)
Minimum list price for this title is £2.75

☒ Yes, suggest a EUR price based on U.S. price [What's this?](#)
 € **6.21** EUR** [Calculate](#)
Minimum list price for this title is €3.30

Amazon.com	\$2.04
CreateSpace eStore	\$3.44
Expanded Distribution	\$0.64
Amazon Europe <small>For books printed in Great Britain</small>	£2.14
Amazon Europe <small>For books printed in continental Europe</small>	€2.72

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

* 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?](#)

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

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

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

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

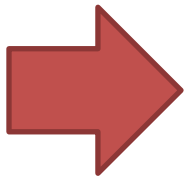
Large Print [What's this?](#) ☐

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!

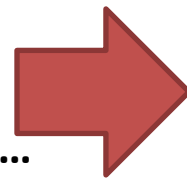
Step By Step!

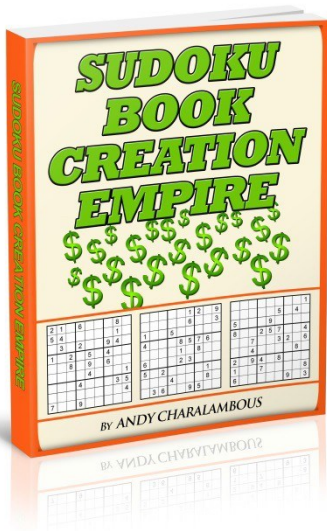
Easy To Follow!

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



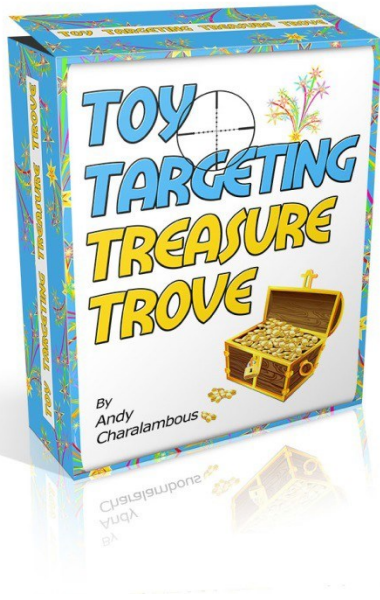
**Learn How To Profit Handsomely &
Quickly From This Unique & Fun
Niche...TOYS!**

**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!

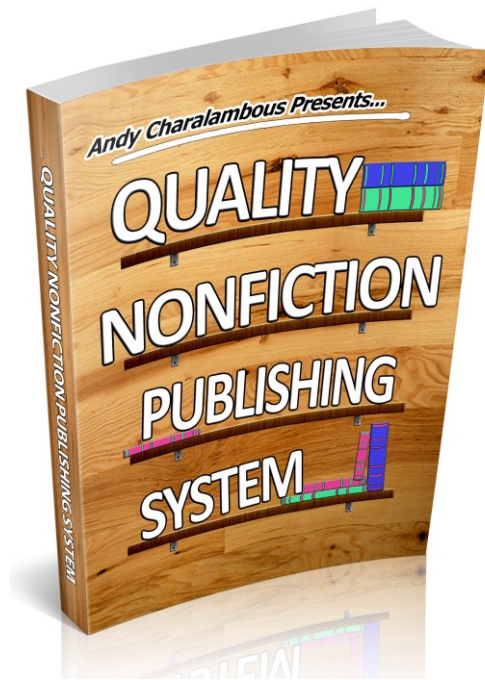
Selling kids toys is a multi-million dollar industry. It is a really fun industry to be involved with. All those cool toys that are released each and every year...who wouldn't want to be a part of that?!

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!

A Simple Step By Step Method For Creating Multiple Kindle Books!

Have you ever thought about creating a book? Do you want to know how to get your book written by someone else for free?

There is a way you can get multiple books written without YOU having to write a word. You don't even have to pay someone else to do it! You literally get all your books written for **FREE!**

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