

KDP EBOOK TUTORIAL

HOW TO PUBLISH YOUR EBOOK
ON KDP

Step By Step Tutorials

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BEFORE YOU START

HAVE YOU SET UP YOUR KDP ACCOUNT?

In this step by step guide I will be showing you how to publish your very first eBook on KDP. Before we even get to that, you will need to have your KDP account setup, your tax information filled in and your payment info added.

So if you haven't already, go sign up for your free account here:-
<https://kdp.amazon.com>

You will find more information about setting up your payment and filling out your tax information here:-
kdp.amazon.com/en_US/help/topic/A1OYOT0ESBAU69

Once all that official stuff is out of the way you can begin the book publishing process.

KDP 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 KDP.

SIGN-IN TO KDP

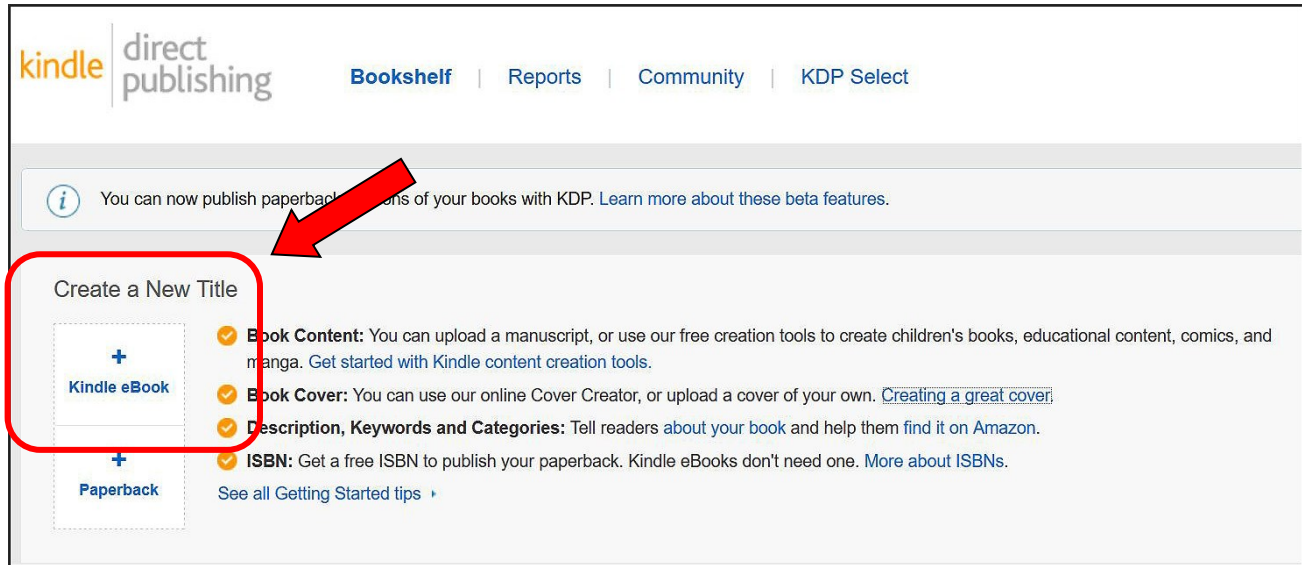
NOTE: Before you do anything with KDP always make sure you have your completed interior book document.

You will also need your book cover document but that can simply be created within the KDP platform using their [Cover Creator Tool](#).

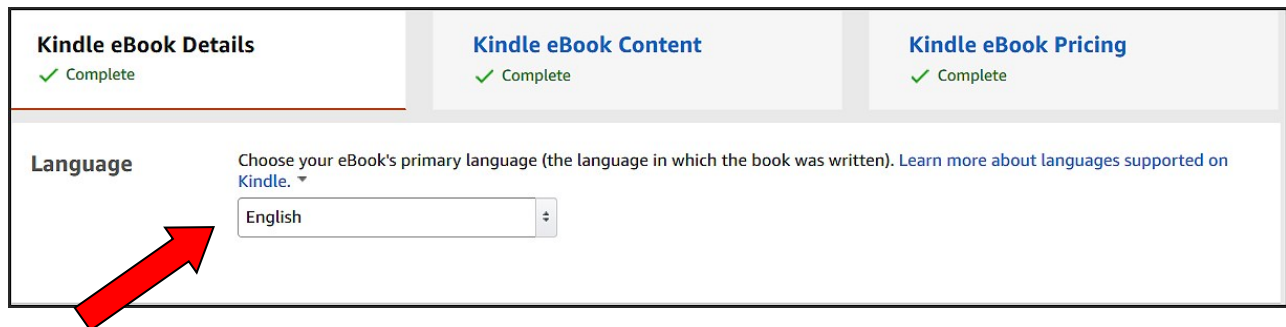
If you created your cover using Photoshop or some other image software then you are good to go.

KDP EBOOK TUTORIAL

1. Log into your KDP account. You will be on the **"Bookshelf"** page.
2. Under **"Create a New Title"** click on the **"+ Kindle eBook"**.

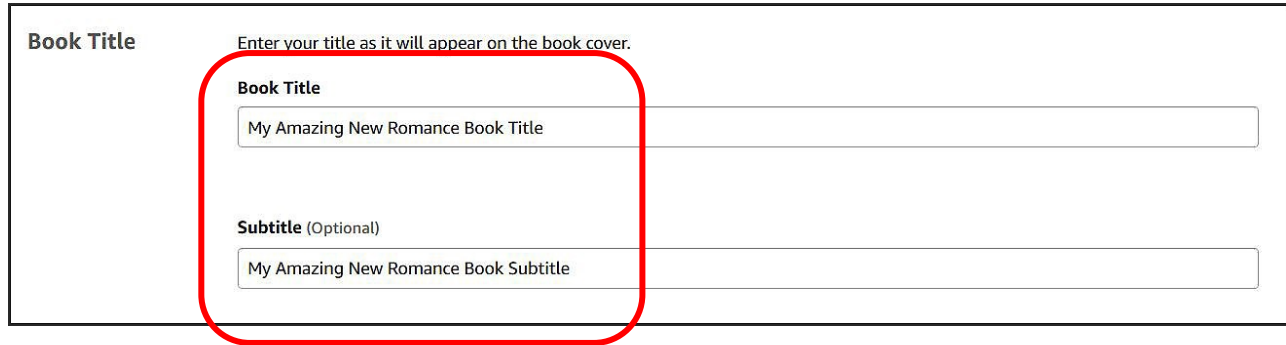


3. Now you want to start adding your book's details. In the Language section, choose your book's language (it is pre-set to English).



4. In the **"Book Title"** section, add your book title. In the **"Subtitle"** section, add your book subtitle.

KDP EBOOK TUTORIAL

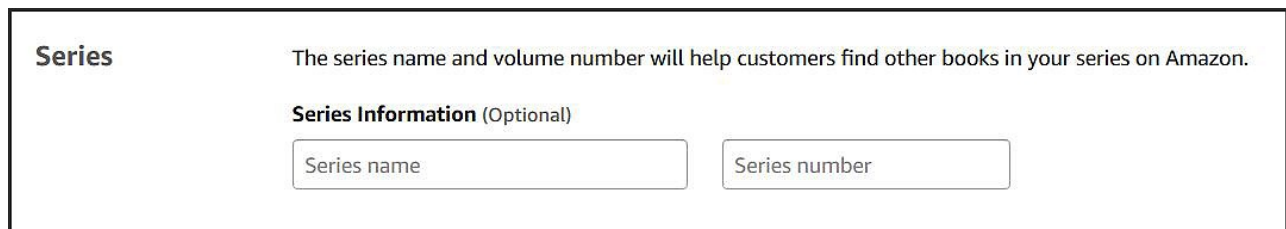


Book Title Enter your title as it will appear on the book cover.

Book Title
My Amazing New Romance Book Title

Subtitle (Optional)
My Amazing New Romance Book Subtitle

- 5.** Next you have the **“Series”** section. Here, you can decide to make your book as part of a series and add the series name and volume number. Some people use this section to add extra keywords that you will see in brackets on the Amazon book page. You can do this but it doesn’t look very professional in the completed book sales page.



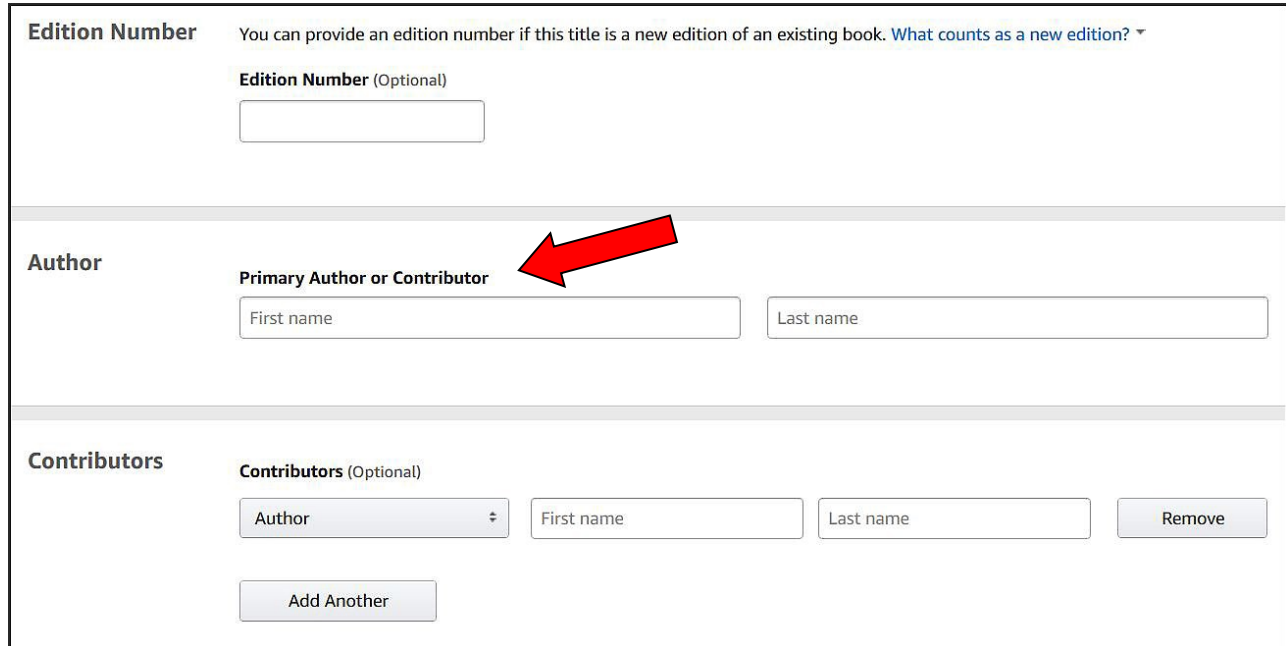
Series The series name and volume number will help customers find other books in your series on Amazon.

Series Information (Optional)

Series name Series number

- 6.** You can leave **“Edition Number”** blank.
- 7.** Add your author name or pen name in the **“Author”** section. Add the author’s first name and surname using a capital letter for the first letter of each. You can also add more contributors in the **“Contributors”** section just below. This is optional.


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Edition Number You can provide an edition number if this title is a new edition of an existing book. [What counts as a new edition?](#) ▼

Edition Number (Optional)

Author

Primary Author or Contributor 

First name Last name

Contributors

Contributors (Optional)

Author First name Last name

8. Next, you add the description of your book in the **"Description"** section.

Below you will see examples of how to use HTML in the description area:

- PUT YOUR TEXT INSIDE OF THE HTML TAGS.
- Copy the HTML and put it into the KDP Bookshelf.
- Scroll down to the bottom if you want to see a description example.

Headers:

Amazon allows you to use header HTML codes to create larger font sizes, highlighted in the Amazon orange.

<h1></h1>

H1 Header

<h2></h2>

H2 Header

<h3></h3>

H3 Header

<h4></h4>

H4 Header

<h5></h5>

H5 Header

<h6></h6>

H6 Header

Bold:

To make your text bold, enclose the text in either of the following tags:

Bolded Text

Italics:

You can use either of the following to italicize your text:

<i></i>

Italicized Text

Paragraphs and Spacing:

 creates a new line break

<p></p> to enclose a paragraph

A description that uses a line break to shorten a paragraph.

Horizontal Rule:

To create a line, or horizontal rule, you use the following:

```
<hr>
```

Lists:

Sometimes you want to list the awards you have won or other features of your book. You can create ordered/numbered lists or unordered /bulleted lists with the following codes:

Ordered List:

```
<ol>
```

```
<li>List item 1</li>
```

```
<li>List Item 2</li>
```

```
</ol>
```

```
1. List item 1
```

```
2. List item 2
```

Unordered List:

```
<ul>
```

```
<li>List Item</li>
```

```
<li>List Items</li>
```

```
</ul>
```

```
• List Item
```

```
• List Item
```

Strikethrough:

Do you want to put strikethrough formatting on your text, to maybe indicate a sale price? Use either of the following:

```
<s></s>
```

KDP EBOOK TUTORIAL

This is our ~~crossed-out~~ strikethrough text.

Underline:

To underline a word in your description, you can use:

`<u></u>`

When you want to underline a word.

Subscript:

To reduce the size of the text and drop it below the normal text line, you can use:

``

This is for _{subscript text} in a sentence.

Superscript:

To reduce the size of the text and put it at the top of the text (like a trademark symbol), you can use:

``

This is for ^{superscript text} in a sentence.

BASIC AMAZON BOOK DESCRIPTION EXAMPLE

This description is a short example of how it is going to look within the Amazon KDP submission form with HTML code.

The image below the description is how it is going to look on your Amazon book page.

HTML DESCRIPTION

`<h2>There's a Baby Animal... Animal Rhyming Books for Children</h2>`

`Lovely Images with Fun Rhymes`

There are two little piglets having a hug,
They feel safe together, all warm and snug.

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There's a joey kangaroo having a kiss,
All babies know hugging mum is just bliss!

Scroll up and Buy this Rhyming Book now. Your Child Will Love Going Back to it Again and Again

TEXT DESCRIPTION

There's a Baby Animal... Animal Rhyming Books for Children

Lovely Images with Fun Rhymes

There are two little piglets having a hug,
They feel safe together, all warm and snug.

There's a joey kangaroo having a kiss,
All babies know hugging mum is just bliss!

Scroll up and Buy this Rhyming Book now. Your Child Will Love Going Back to it Again and Again

Be sure to double check the HTML is correct by pasting it on www.onlinehtmleditor.net first.

Description

This will appear on your book's Amazon detail page. [Why do book descriptions matter?](#) ▼

Your HTML Book Description HERE!

3968
characters left

9. In the “**Publishing Rights**” section select the first option if you own all the publishing rights of the book.

Publishing Rights	<input checked="" type="radio"/> I own the copyright and I hold the necessary publishing rights. What are publishing rights? ▼
	<input type="radio"/> This is a public domain work. What is a public domain work? ▼

NOTE: Click the blue sentence link beside each heading if you want to get further details.

- 10.** Next you have **"Keywords"**. Here you add the 7 keywords you want your book to be targeted for. Keywords are the words that readers use to search for books on the Kindle store – they want to find romances on a certain shelf. So it is worth spending time creating keywords which will help Amazon to pull up your romance for that combination of keywords.

Keywords	Enter up to 7 search keywords that describe your book. How do I choose keywords? ▼	
	Your Keywords (Optional)	
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

- 11.** In the **"Categories"** section, choose 2 categories you want your book to be placed under. I recommend choosing 2 categories closest to your book topic.

The Kindle stores allocate your book file to a virtual "bookshelf" according to which category and subcategory you assign it to, so that any romance reader coming to the store can easily track down the book that they are looking for.

The screenshot shows a web interface for selecting book categories. At the top, a header bar says "Choose up to two categories:". Below this, a section titled "Choose categories (up to two):" contains a list of category options, each with a plus icon in a square box. The options are: Fiction, Nonfiction, Juvenile Fiction, Juvenile Nonfiction, Comics & Graphic Novels, Education & Reference, Literary Collections, and Non-Classifiable (which has an unchecked checkbox). Below the list, a section titled "Selected categories:" shows two selected paths: "Nonfiction > Business & Economics > Motivational" and "Nonfiction > Self-Help > Personal Growth > Success", each with a "Remove" link. At the bottom right, there are "Cancel" and "Save" buttons.

Choose up to two categories:

Choose categories (up to two):

- ☒ Fiction
- ☒ Nonfiction
- ☒ Juvenile Fiction
- ☒ Juvenile Nonfiction
- ☒ Comics & Graphic Novels
- ☒ Education & Reference
- ☒ Literary Collections
- ☐ Non-Classifiable

Selected categories:

Nonfiction > Business & Economics > Motivational [Remove](#)

Nonfiction > Self-Help > Personal Growth > Success [Remove](#)

[Cancel](#) [Save](#)

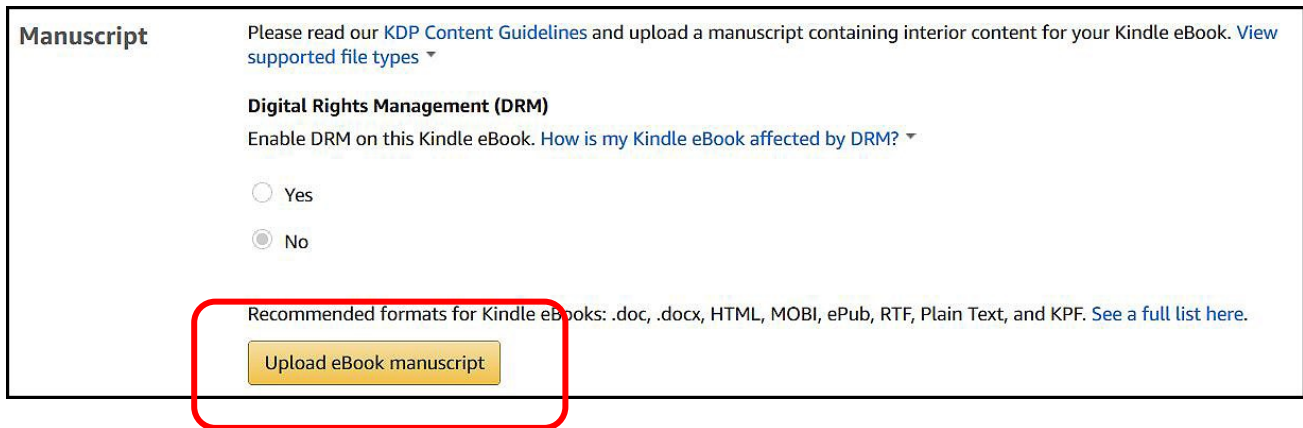
NOTE: How to find the best category for your book.

Open up Amazon.com and go to the Kindle store and then Kindle eBooks. You will see a list of Categories in the menu on the left.

Click on the Bestsellers menu button then scroll down the Department List in the left sidebar to the first category and then the subcategory which is the best fit for your eBook. Select one main category and subcategory and one other option for your eBook.

- 12.** The next section, "**Age and Grade Range**" can be left blank because you are not uploading a children's book.

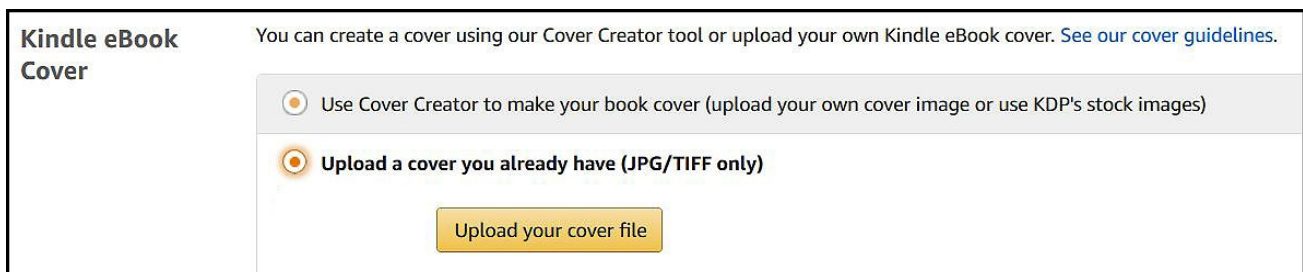
- 13.** Finally on the first page, you have the **“Pre-order”** section. To keep things simple choose *‘I am ready to release my book now’*. Alternatively, you can make your eBook available for pre-order.
- 14.** Now click on the orange **“Save and Continue”** button in the bottom right of the page.
- 15.** In the next page, you start off by selecting whether you want Digital Rights Management (DRM) or not. DRM basically “inhibits unauthorized distribution of the Kindle file of your book” – KDP. I usually click NO but it is your choice.



The screenshot shows the 'Manuscript' section of the KDP dashboard. It includes a header 'Manuscript' and a sub-header 'Please read our [KDP Content Guidelines](#) and upload a manuscript containing interior content for your Kindle eBook. [View supported file types](#)'. Below this is the 'Digital Rights Management (DRM)' section, which asks 'Enable DRM on this Kindle eBook. [How is my Kindle eBook affected by DRM?](#)'. There are two radio buttons: 'Yes' and 'No', with 'No' selected. At the bottom, there is a red rectangular box highlighting the text 'Recommended formats for Kindle eBooks: .doc, .docx, HTML, MOBI, ePub, RTF, Plain Text, and KPF. [See a full list here.](#)' and an orange button labeled 'Upload eBook manuscript'.

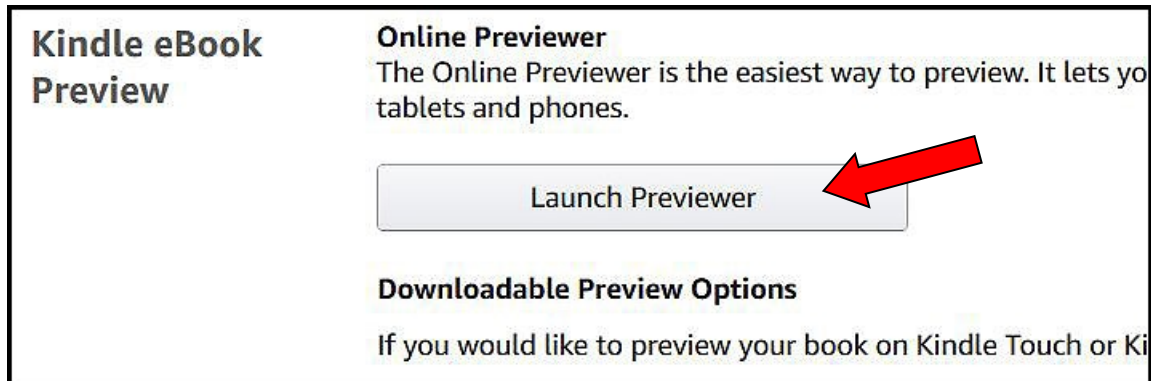
Now click on *Upload eBook manuscript* to upload our book file.

- 16.** Next you upload your book cover under the **“Kindle eBook Cover”** section by clicking on the second option *‘Upload a cover you already have (JPG/TIFF only)’*. Alternatively, you can create your own cover by clicking *Launch Cover Creator*.



The screenshot shows the 'Kindle eBook Cover' section of the KDP dashboard. It includes a header 'Kindle eBook Cover' and a sub-header 'You can create a cover using our Cover Creator tool or upload your own Kindle eBook cover. [See our cover guidelines.](#)'. There are two radio buttons: 'Use Cover Creator to make your book cover (upload your own cover image or use KDP's stock images)' and 'Upload a cover you already have (JPG/TIFF only)', with the second option selected. Below the radio buttons is an orange button labeled 'Upload your cover file'.

- 17.** Once your files are uploaded, you can launch the Online Previewer by clicking **"Launch Previewer"**. Check to make sure your book looks good.



- 18.** You can skip the **"Kindle eBook ISBN"** section.

Let's move to the next page by clicking on **"Save and Continue"**.

- 19.** On the next page, you need to decide whether to enroll on the **"KDP Select Program"** or not. The KDP select program is a program where you make your book exclusive to Amazon for a 90-day period.

By doing this you can benefit from additional exposure to readers, you can set your book as free for a 5-day period or do a countdown deal where you can discount your book for a set period.

You will be able to use these (free promo + discount promo) every 90-day period and it renews automatically if you don't cancel it.

This program has its good points and bad points. It is not as powerful as it once was BUT as a beginner to romance publishing it may be a good idea to give it a try and track how your sales go throughout the three month KDP Select period.

- 20.** Next you can select the countries where you want your book to be sold. **"All Territories"** (Worldwide rights) is the usual choice.

Territories
Select the territories for which you hold distribution rights. [Learn more about territories](#)

☒ **All territories (worldwide rights)** [What are worldwide rights?](#)

☐ Individual territories [What are Individual Territory rights?](#)

- 21.** Now you can set the price of your book! Select your preferred royalty option (35% or 70%) and your list price. Check the list price requirements by royalty option on the [List Price Requirements](#) page.

Choose your U.S. list price and Amazon will automatically convert your U.S. Dollar list price to their standard currencies: British Pounds (GBP), Euros (EUR), Japanese Yen (JPY), Brazilian Real (BRL), Canadian Dollar (CAD), Indian Rupees (INR), Mexican Pesos (MXN), or Australian Dollars (AUD).

Or you can enter a specific amount by marketplace and available currency.

Royalty and Pricing

KDP Pricing Support (Beta)
 See the relationship between price and past sales and author earnings for KDP books like yours.

View Service

Select a royalty plan and set your Kindle eBook list prices below

☒ 35%

☐ 70%

ℹ Your book file size after conversion is 1.04 MB.

Primary Marketplace	List Price	Rate	Delivery	Royalty
Amazon.com	\$ 2.99 USD	35%	\$0.00	\$1.05

Must be \$0.99-\$200.00
All marketplaces are based on this price

- 22.** In the **"Matchbook"** section you can choose whether to offer your eBook at a discount (or free) if a customer also buys your paperback version.



Matchbook

Enroll in Kindle MatchBook (Optional)

Give customers who purchase your print book from Amazon the [Learn more about Matchbook.](#)

☒ This title is enrolled in Kindle Matchbook. Uncheck to opt out

Free Estimated royalty: \$0.00

- 23.** Next, you have the **"Book Lending"** section. Here you can decide whether to allow readers to lend your book to other people once for 14 days. I always allow lending, but you may choose to un-tick this.

- 24.** And finally, the **"Terms and Conditions"**. Once you are happy with everything and if you agree with Amazon's T&Cs you can click on the orange button, **Publish Your Kindle eBook**. It will then take up to 72 hours for Amazon to review and make your book available. You will then get email confirmation that your book is live!!

Terms & Conditions

It can take up to 72 hours for your title to be available for purchase on Amazon.

By clicking Publish below, I confirm that I have all rights necessary to make the content I am uploading available for marketing, distribution and sale in each territory I have indicated above, and that I am in compliance with the [KDP Terms and Conditions](#).

< Back to Content Save as Draft Publish Your Kindle eBook

And that's it! Your first book is now on the market!

