

# **KDP PRINT ON DEMAND TUTORIAL**

HOW TO UPLOAD YOUR BOOK TO KDP  
PRINT ON DEMAND

**Step By Step Tutorials**

By Andy Charalambous

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# OVERVIEW

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## WHAT IS KDP PRINT ON DEMAND?

If you are an avid reader or have been interested in self-publishing then you have no doubt heard of Amazon's Kindle Direct Publishing program – otherwise known as KDP.

With KDP you can publish your books in digital and print for free and sell on Amazon to millions of readers. You can earn up to 70% royalty on Kindle eBook and 60% on paperback sales.

For many years, since the start, KDP has focused solely on helping people to publish their books in digital format – as an eBook.

If anyone wanted to publish print versions of their books then they would have to use another platform and one of the more popular services was Createspace...which was owned by Amazon.

Unfortunately, Createspace has now been shut down to make way for Amazon's new print on demand program via KDP.

KDP's new print on demand service allows you to self-publish your book in paperback and sell it on Amazon websites in the US, Europe, and Japan, as well as other retail book sellers through KDP's Expanded Distribution channels.

You don't have to pay any costs upfront or carry any inventory. Your book is printed on demand when customers purchase it.

# BEGIN

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## 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.

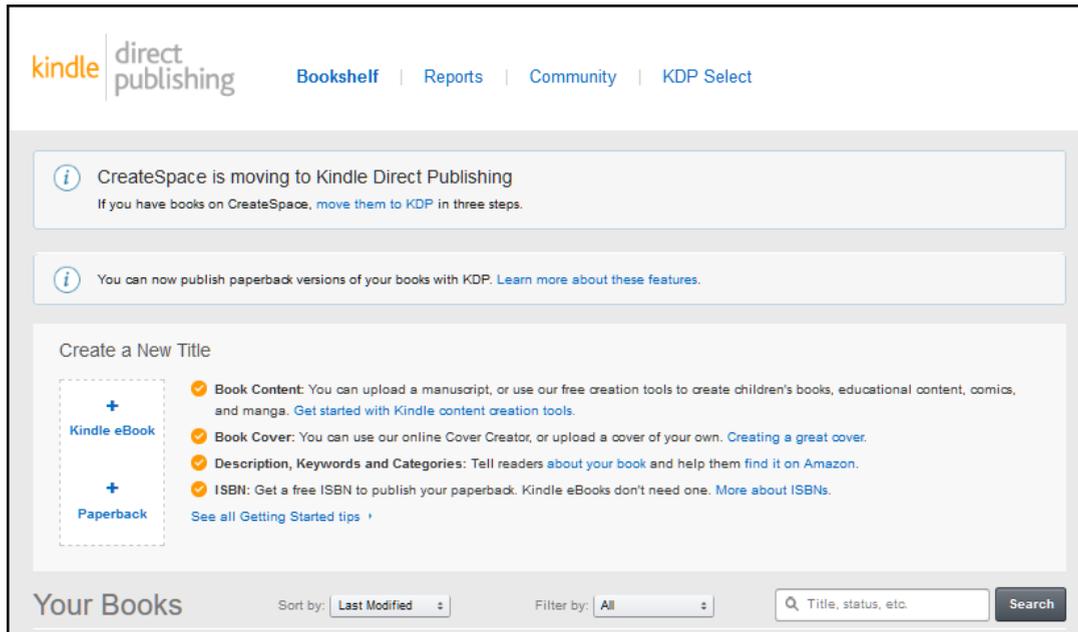
### SIGN-IN TO KDP

**NOTE:** Before you do anything with KDP always make sure you have your completed interior book document. If you are new to KDP then all you have to do is sign up for a free account **HERE** - <https://kdp.amazon.com>.

You will also need your book cover document. This would have been created before; either you hired someone to do it or you created a cover yourself using software such as Paint.net.

If you do not have a cover ready then you can use the in-built Kindle Cover Creator tool - [mentioned in a section later.](#)

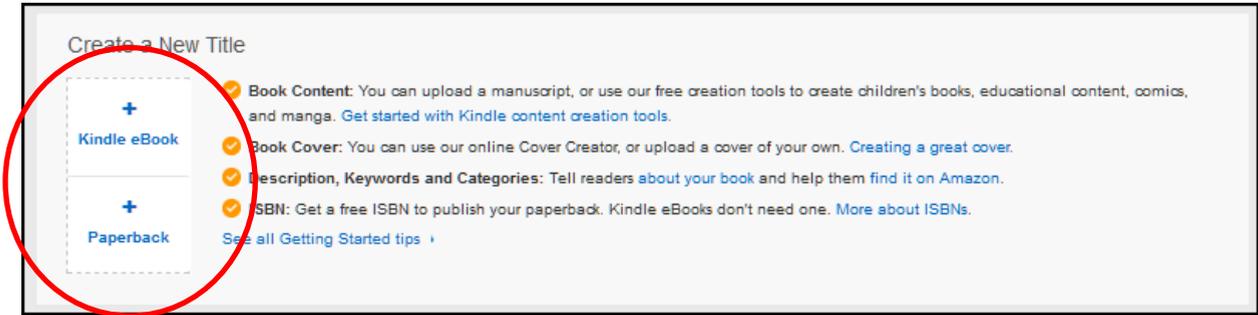
1. Once you have signed up and verified your account you can now log in to your KDP dashboard. It will look like the image you see below.



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. In the "Create A New Title" box you have the option to create an eBook or a print book. In this tutorial I will show you how to create a print book, however both processes are virtually identical.

## KDP PRINT ON DEMAND TUTORIAL



**3.** Click the blue text “Paperback” button.

**4.** You are now on the “Start Your New Project” page.

**Paperback Details**  
i In Progress...

**Paperback Content**  
i Not Started...

**Paperback Rights & Pricing**  
i Not Started...

**Language**  
Choose your paperback's primary language (the language in which the book was written).  
English

**Book Title**  
Enter your title as it appears on your book cover. [Learn more about entering your title information.](#)

**Book Title**

**Subtitle (Optional)**

**Series**  
Enter this information if your book is part of a series. [How to provide accurate series information](#)

**Series Information (Optional)**

Series name  Series number

**5.** Choose the “Language” of your book using the top dropdown menu.

**6.** Type your “Book Title” in the next box. I also recommend

you type in a subtitle in the box below that.

7. If your book is part of a "Series" you have the option to add that series name and number in the small boxes provided.
8. Next you have the option to add an "Edition Number". This is mainly used when you update a book and want people to know if it is the latest updated edition.

The screenshot shows three sections of a metadata form:

- Edition Number:** A heading followed by a help link: "You can provide an edition number if this title is a new edition of an existing book. [What counts as a new edition?](#)". Below is a label "Edition number (Optional)" and an empty text input box.
- Author:** A heading followed by a requirement: "Your paperback should have at least one author or primary contributor." Below is a label "Primary Author or Contributor" and five text input boxes: "Prefix" (empty), "Selena" (filled), "Middle name" (empty), "Dale" (empty), and "Suffix" (empty).
- Contributors:** A heading followed by a help link: "You can add additional contributors including more authors, illustrators, editors, and translators, among others." Below is a label "Contributors (Optional)" and a row of input fields: "Author" (with a dropdown arrow), "Prefix" (empty), "First name" (empty), "Middle name" (empty), "Last name" (empty), "Suffix" (empty), and "Remove" (button). Below this row is an "Add Another" button.

9. In the next couple of sections you will add your "Author" name and you can also add "Contributors" too.
10. In the next box you will add your book "Description". Bear in mind you have 4000 characters to use...which I think is ample.

**NOTE:** Click the little blue links sometimes found beside the text if you want to get further details about that particular section.

## KDP PRINT ON DEMAND TUTORIAL

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

4000  
characters left

- 11.** In “Publishing Rights” click whichever option relates to your work.

**Publishing Rights**

I own the copyright and I hold necessary publishing rights. [What are publishing rights?](#) ▾

This is a public domain work [What is a public domain work?](#) ▾

- 12.** Type out your chosen keywords. You have only 7 to use so make sure you to get some good words in there.

**Keywords** Choose up to 7 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"/>
<input type="text"/>	

- 13.** Choose your 2 categories from the dropdown list.

## KDP PRINT ON DEMAND TUTORIAL

**Categories** Choose up to two browse categories. [Why are categories important?](#) ▼

Large print. [What is large print?](#) ▼

**Choose up to two categories:**

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

**Selected Categories**

- 14.** If your book does not have “Adult Content” then just click the NO.

**Adult Content** Does this book contain language, situations, or images inappropriate for children under 18 years of age?

No

Yes

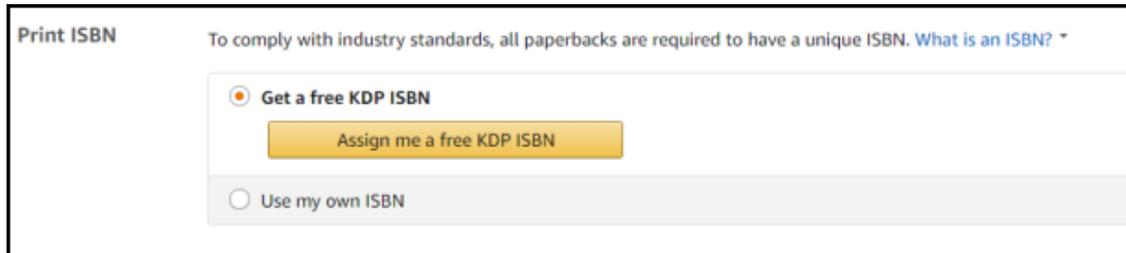
- 15.** When you are done, click the orange “Save And Continue” button.

## KDP PRINT ON DEMAND TUTORIAL



A screenshot showing two buttons: a grey button labeled "Save as Draft" and a yellow button labeled "Save and Continue".

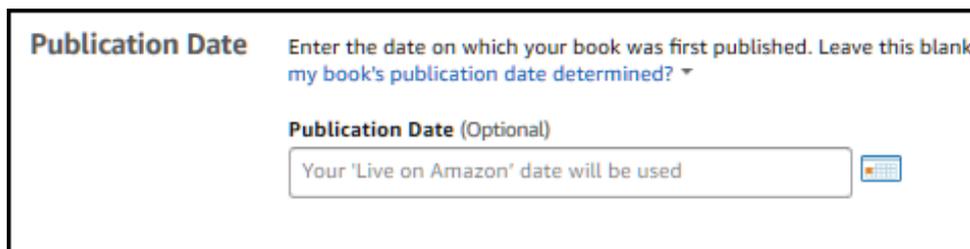
- 16.** Once that page has been saved you will be taken to the next page where you have the option to either get a free ISBN or use your own – (paid).



A screenshot of the "Print ISBN" section. It features a heading "Print ISBN" and a sub-heading "To comply with industry standards, all paperbacks are required to have a unique ISBN. What is an ISBN? ▾". Below this, there are two radio button options: "Get a free KDP ISBN" (which is selected) and "Use my own ISBN". Under the "Get a free KDP ISBN" option, there is a yellow button labeled "Assign me a free KDP ISBN".

If you are a newbie then just go for the free option. Click on the orange button – "Assign Me A Free KDP ISBN. An ISBN will then be automatically assigned to your book.

- 17.** I don't usually bother to add a "Publishing Date" but you have the option to do so.



A screenshot of the "Publication Date" section. It has a heading "Publication Date" and a sub-heading "Enter the date on which your book was first published. Leave this blank if my book's publication date determined? ▾". Below this, there is a label "Publication Date (Optional)" and a text input field containing the text "Your 'Live on Amazon' date will be used". To the right of the input field is a calendar icon.

- 18.** Now go ahead and choose your "Print Options".
- 19.** First pick from the boxes which "Interior & Paper Type" you require. When you click the "Trim Size" box a popup will appear with many size options to choose from.

## KDP PRINT ON DEMAND TUTORIAL

Next is the "Bleed Settings" for your book. If you don't know much about book bleed then just pick the "No Bleed" option. Lastly, decide whether you want your book to be matte or gloss.

### Print Options

The default options selected below are based on the most common selections. [How will printing cost be calculated?](#)

**Interior & paper type**  
[What ink and paper types does KDP support?](#)

Black & white interior with cream paper    **Black & white interior with white paper**    Color interior with white paper

**Trim Size**  
[What is a trim size?](#)

8.5 x 8.5 in  
21.59 x 21.59 cm    Select a different size

**Bleed Settings**  
[What are bleed settings?](#)

**No Bleed**    Bleed

**Paperback cover finish**  
[What is a cover finish?](#)

Matte    **Glossy**

**20.** In the "Manuscript" section all you have to do is click on the orange button to upload your work.

### Manuscript

Upload a manuscript of your book interior content. For best results, we recommend using a formatted PDF file for paperback. You can also upload a DOC (.doc), DOCX (.docx), HTML (.html), or RTF (.rtf). [Learn more about manuscripts](#) and [a KDP template](#) for your preferred trim size.

**Upload paperback manuscript**

✓ Manuscript " " uploaded successfully!

- 21.** Now you will be uploading your book cover. Here you have 2 options, either upload a PDF cover that you have previously created OR you can create your own using the very intuitive Kindle Cover Creator tool.

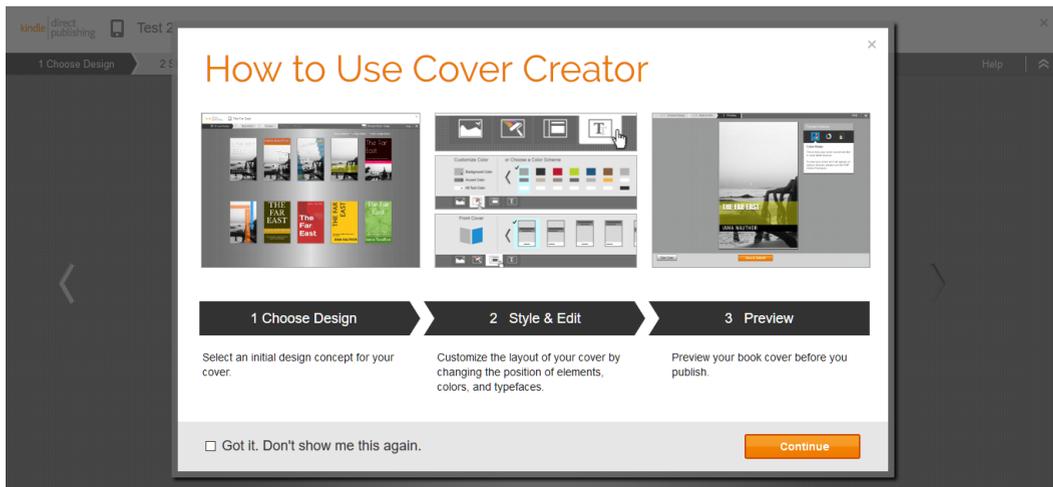
Those of you who have already created your book cover using external imaging software like Photoshop can just upload your image direct from your computer by clicking the orange “Upload Your Cover File” button. Just make sure you save as a PDF.

If you would like to create a cover using the Cover Creator tool then just click on the top option – “Use Cover Creator to make your book cover.....”

Then just click the orange “Launch Cover Creator” button. Follow

## KDP PRINT ON DEMAND TUTORIAL

the very simple step by step instructions.



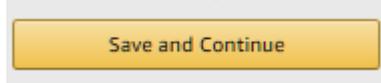
If you require additional instructions you can watch the short tutorial video that KDP provides:

[https://kdp.amazon.com/en\\_US/help/topic/G201113520](https://kdp.amazon.com/en_US/help/topic/G201113520)

When your cover is complete, upload it and then “Preview” it before moving onto the next section. The interface will not let you move on until you have previewed your book anyway. Make sure to look through all your pages just in case there are any errors.

When you are done...submit your files to be reviewed and then

“Save & Continue”



- 22.** Once your cover has been uploaded you will then be taken to the next setup page....“Pricing”.

**Paperback Details**

✓ Complete

**Paperback Content**

✓ Complete

**Paperback Rights & Pricing**

✓ Complete

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

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

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

**Pricing & Royalty**

Primary Marketplace	List Price	Rate	Printing	Royalty
Amazon.com	\$ 7.99 USD	60%	\$2.15	\$2.64
Min. \$3.58, Max. \$250.00 ▾ <a href="#">Base all marketplaces on this price</a>				
Expanded Distribution ▾	<input type="checkbox"/>	40%	\$2.15	\$1.05

**⚠** The information that was entered makes your book ineligible for Expanded Distribution. To be eligible, your book must have an ISBN that hasn't been submitted for distribution to another service. There are also trim size requirements that depend on paper type. [Learn more.](#)

6 other marketplaces ▾

- 23.** In “Territories” it is usually a good idea to just leave it as “ALL” territories however you may change that to specific

countries if you wish.

- 24.** With “Pricing & Royalty” what you decide is really up to you. 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 & Royalty**

Primary Marketplace	List Price	Rate	Printing	Royalty
Amazon.com	\$ 7.99 Min. \$3.58, Max. \$250.00 <a href="#">Base all marketplaces on this price</a>	60%	\$2.15	\$2.64
Expanded Distribution	<input type="checkbox"/>	40%	\$2.15	\$1.05

 The information that was entered makes your book ineligible for Expanded Distribution. To be eligible, your book must have an ISBN that hasn't been submitted for distribution to another service. There are also trim size requirements that depend on paper type. [Learn more.](#)

**6 other marketplaces**

Amazon.co.uk	£ 7.99 Min. £2.83, Max. £250.00 <a href="#">Base this price on Amazon.com</a>	60%	£1.70	£3.09	
Amazon.de	€ 7.99 Min. €3.17, Max. €250.00 <a href="#">Base this price on Amazon.com</a>	€8.55 incl. DE VAT	60%	€1.90	€2.89
Amazon.fr	€ 7.99 Min. €3.17, Max. €250.00 <a href="#">Base this price on Amazon.com</a>	€8.43 incl. FR VAT	60%	€1.90	€2.89
Amazon.es	€ 7.99 Min. €3.17, Max. €250.00 <a href="#">Base this price on Amazon.com</a>	€8.31 incl. ES VAT	60%	€1.90	€2.89

- 25.** You are almost done! You are one easy click away from getting your book sent in for review. Someone from KDP will review your book to make sure it fits all KDP requirements. If all is good...then your book will be published. This process shouldn't take longer than 72 hours.

## KDP PRINT ON DEMAND TUTORIAL

**Terms & Conditions**

It can take up to 72 hours for your book to be available for purchase on Amazon. Until then, the book's status will be "In Review" on your Bookshelf.

By clicking publish I confirm that I agree to and am in compliance with the KDP Terms and Conditions.

✓ **Proof Copies:** [Click here to request a proof copy](#) of this book, which you can purchase through your Amazon cart. [Learn more](#)

< Back to Content      Save as Draft      **Publish Your Paperback Book**

Take a look at the "Terms & Conditions" to make sure you are happy with all that and then all you have to do is click that orange "Publish Your Paperback Book" button!

You're done!!

Congratulations!

