

The Busy Writer's Book of Checklists

Checklist 23 – Kindle Publishing

Kindle Publishing	
Done	Check the Kindle Direct Publishing site (KDP) regularly for any changes in policy, upload instructions, etc. Use the checklist below as a guide, and update when necessary.
<input type="checkbox"/>	When your story is finished (including the final edit and polish), format it ready for upload to Kindle. Keep formatting simple. Avoid bulleted lists, headers, footers, page numbers or fancy fonts.
<input type="checkbox"/>	Use Word Styles and use Heading 1 for chapter titles, Heading 2 for sub-titles and Heading 3 for sub-sub titles. You can use 'indent' for a list, but indent it only a few characters (Change this in the Word settings; don't just hit the space bar.)
<input type="checkbox"/>	If necessary, do some online training/research on the Microsoft site to learn how to use Styles.
<input type="checkbox"/>	Create or commission the cover for your book. Make sure your book has a professional cover! (Take a look on Amazon's bestseller list to see what you're up against.)
<input type="checkbox"/>	Use page breaks, not hard returns. Start each chapter on a new page. (You can refer to the Microsoft site to learn how to include a page break with a Heading 1 style.)
<input type="checkbox"/>	If you include links (URLs) add hyperlinks to make them clickable. (Highlight the text you want linked, click Insert >> Hyperlink.)
<input type="checkbox"/>	Insert a TOC (Table of Contents) based on your header styles. The TOC will then include all your chapter headings.
<input type="checkbox"/>	Do a final save as both .doc (not .docx) and as an .html file (save as Web Page, Filtered.)
<input type="checkbox"/>	Download Mobipocket creator and convert your file to .mobi (the Kindle format.)
<input type="checkbox"/>	Preview it using Kindle Previewer (you can download this to your computer.)
<input type="checkbox"/>	If everything looks OK, write a catchy book description that will encourage people to buy your book. (Look at similar titles to yours to see how they describe their books.) Have this ready to copy and paste into the Book Description section when you upload your book.
<input type="checkbox"/>	Sign on with KDP. (Note: you will need to have an Amazon account to do this. It takes only seconds to create if you don't have one.)
<input type="checkbox"/>	Take the time to read through the KDP help pages so you will feel comfortable with the experience.
<input type="checkbox"/>	Follow the steps outlined by KDP. (Note: Under 'contributors' you will put your name. If no-one else has contributed, that's all you need to put. Some boxes that can be left blank are: Publisher, ISBN and publication date. Do NOT leave the payment information box blank, unless you don't want to receive royalties!)
<input type="checkbox"/>	Upload your book cover. Take note of the size recommended by Amazon. (This will also appear on the inside of your book when people download it.)
<input type="checkbox"/>	Upload your manuscript. This can be in the form of a .doc, .html, or a .mobi file.
<input type="checkbox"/>	Choose your preferred publishing rights (usually worldwide) and pricing.
<input type="checkbox"/>	Read and check the KDP Terms and Conditions
<input type="checkbox"/>	Click SAVE AND PUBLISH!