



How to Set Up a Book & Upload to KDP



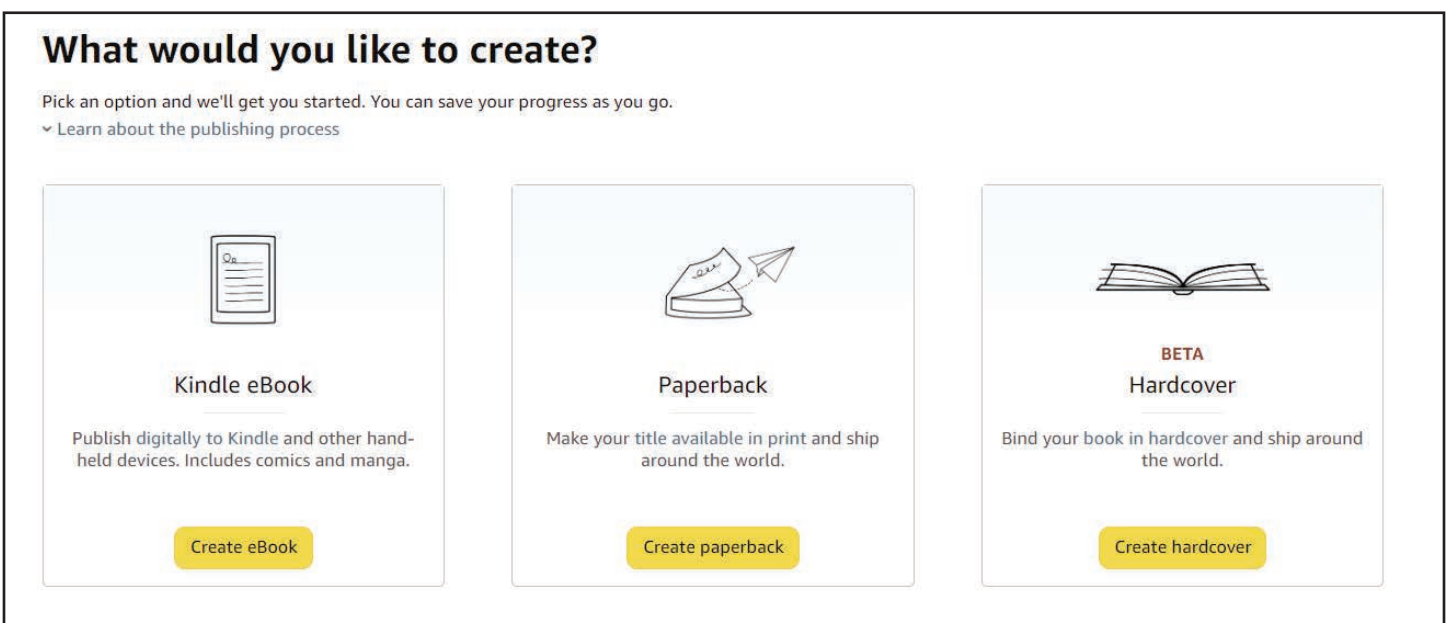
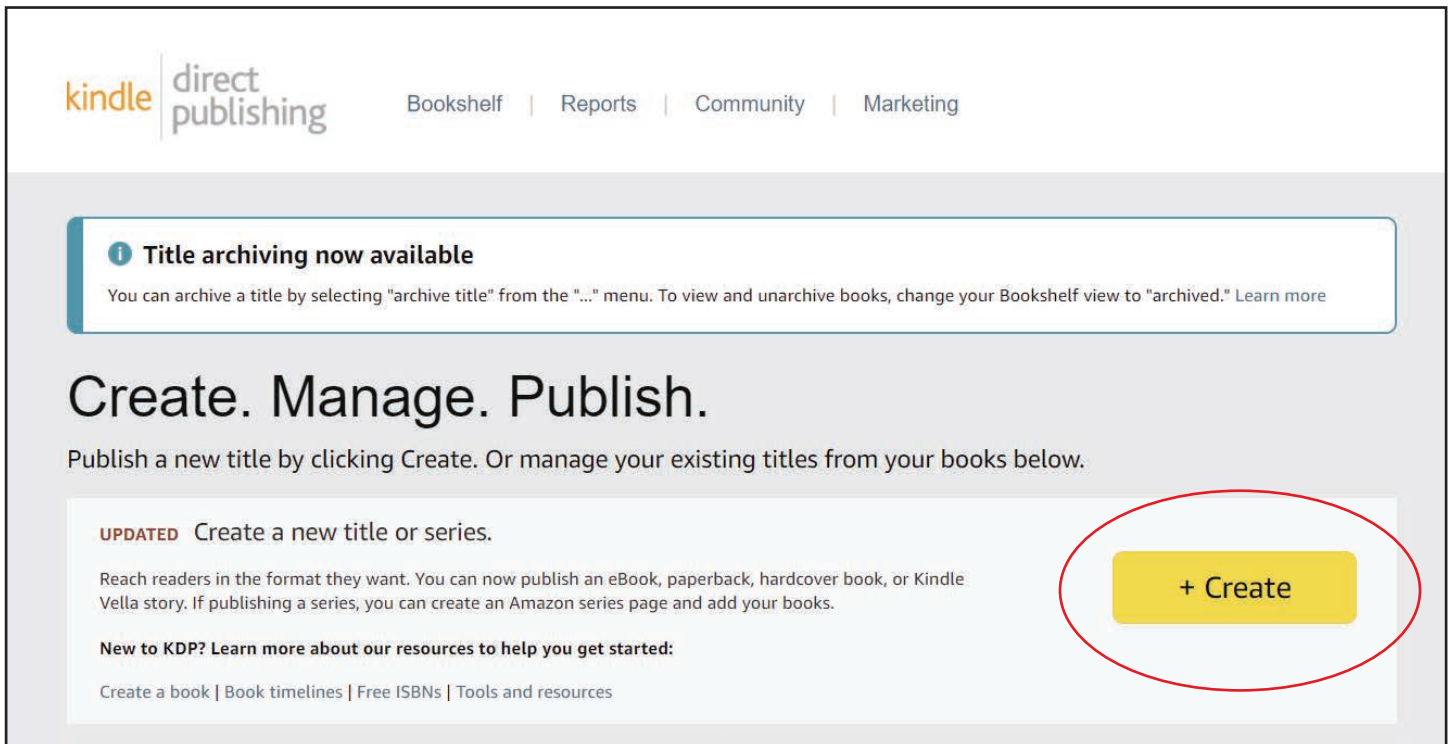
Mountain Creek
BOOKS LLC

mountaincreekbooks.com

How to upload to Amazon KDP

For navigation, follow the red circles, arrows, and text on each image.


1. Go to **kdp.amazon.com**. Sign in with your regular Amazon email and password. Do not create a separate Amazon account just for your books unless you are a publisher.
2. Once you login, click on the yellow Create button.
3. On the next screen (bottom picture), choose the type of book you are creating.





kindle

direct publishing

Bookshelf | Reports | Community | Marketing

Paperback Details
 In Progress...

Paperback Content
 Not Started...

Paperback Rights & Pricing
 Not Started...

Language

Choose your paperback's primary language (the language in which the book was written). [Learn more about languages supported for paperbacks.](#)

English

▼

Book Title

Enter your title as it appears on the book cover. This field cannot be changed after your book is published. [Learn more about book titles.](#)

Book Title

Subtitle (Optional)

4. The Paperback Details screen is for all the details about your book. Please check anything you enter for accuracy.
5. Choose English as the language.
6. Under Book Title, enter the book title and subtitle. Do not include extra spaces at the beginning or the end.

Series

If your book is part of a series, add series details so readers can easily find the titles on a single detail page. (Optional) [Learn more](#)

Add your title to an existing series or create a new one. Linked formats for this title will be automatically added to the series once setup is complete.

Add series details

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

Enter the primary author or contributor. Pen names are allowed. Additional authors can be added in the Contributors field. This field cannot be changed after your book is published. [Learn more about authorship.](#)

Primary Author or Contributor

Prefix
First name
Middle name
Last name
Suffix

Contributors

If others contributed to your book, you can add them and they'll be listed on the Amazon product detail page. For multiple authors, they'll appear in the same sequence as you add them below.

Contributors (Optional)

Author ▾

Prefix
First name
Middle name
Last name
Suffix

Remove

- Skip the Series and Edition Number if they do not apply to your book.
- Under Primary Author, enter your name exactly as it appears on the book cover.
- For Contributors, you can add your editor, illustrator, and designer if you want, but it's not required and it's always best to get their permission first.

TIP

Compile all the details about your book into one Microsoft Word document. Include your book description, keywords, categories, etc., and update the file whenever you make changes to the information. During the title setup process, keep the Book Info file open and copy/paste the information as needed.

Description

Summarize your book. This will be your product description on Amazon, so customers can learn more about your book. How do I format the description?

B
I
U

Format
Source

4000

remaining characters

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?

Keywords

Choose up to 7 keywords that describe your book. How do I choose keywords?

Your Keywords (Optional)

10. Copy and paste the book description from the “Book Info” file into the Description box.
11. For Publishing Rights, click the “I own the copyright...” box.
12. Keywords: Copy and paste the keywords listed in the “Book Info” file. One set of keywords per box.
13. Categories: Choose them from the box that pops up. Do not check either box.
14. Adult Content: Choose No and then click the yellow Save and Continue button.

Categories

Choose up to two browse categories. Why are categories important?

Choose categories

Does your book classify as any of these types? Choose all that apply.

☐ Low-content book (e.g. journals, notebooks, and planners) What's a low-content book?

☐ Large-print book (content is 16-point font size or greater) What's a large-print book?

Adult Content

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

☐ No

☐ Yes

Save as Draft

Save and Continue

Paperback Details
✔ Complete

Paperback Content
✔ Complete

Paperback Rights & Pricing
✔ Complete

Print ISBN

Choose the best option for your book. What's an ISBN? ▾

☐ Get a free KDP ISBN

☒ Use my own ISBN

ISBN

Imprint What is an imprint? ▾

✔ Your book has been published using this ISBN

Publication Date

Enter the date on which your book was first published. Leave this blank if you are publishing your book for the first time. How is my book's publication date determined? ▾

Set Publication Date (Optional)

15. Print ISBN: Choose whichever option applies. If you choose “Use my own ISBN,” enter the ISBN without any trailing spaces at the beginning or end.
16. Imprint: The imprint is your publisher name. If you purchased your own ISBN, make sure the imprint matches the one assigned to your ISBN. (Download MCB’s Imprint Guide for more information.)
17. Publication Date: Choose a date in the future. If you are uploading to other places, such as IngramSpark and Draft2Digital, enter the same date.

ADVICE

If you are struggling with the title setup process or if you just aren't tech savvy, it's okay. Contact me at kara@mountaincreekbooks.com or via mountaincreekbooks.com. I can set up your title and upload your files for you. I charge a fee for this service, but you won't have the headache of trying to figure out the process.

Print Options

The default options selected below are based on the most common selections. How will printing cost be calculated? ▾

Ink and Paper Type

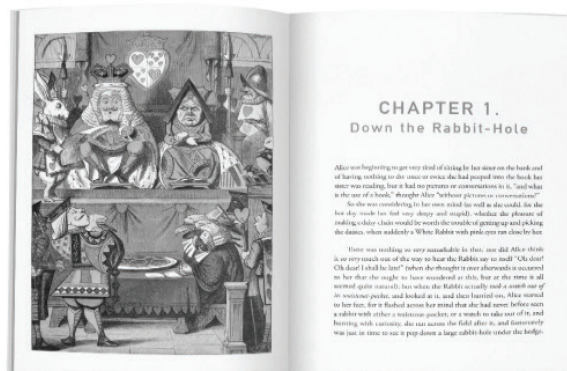
What ink and paper types does KDP support? ▾

Black & white interior
with cream paper

**Black & white interior
with white paper**

Standard color interior
with white paper

Premium color interior
with white paper



Black & white interior with white paper

- Typical for nonfiction
- Paper weight: 55 pound, 90 grams per square meter

i You cannot change your Interior & paper type after your book has been published.

Trim Size

What is a trim size? ▾

18. Print Options: Do NOT enter the information as seen in the image. That information is for illustration purposes. Choose the details for YOUR book.

Ink and Paper Type: Black & White or Color; white or cream paper.

Trim Size: Choose the trim size that matches your book dimensions

19. Double check your choices because you cannot change them once your book is published. If you choose a trim size that does not match the dimensions of the files you upload, KDP will give you an error during the next steps.

PRICING

What should your retail price be? That's a good question, and it doesn't have a solid answer. The best advice is to look at other books in your genre and find the average price. Once you find the average price, use KDP's royalty calculator to find out what your royalty per sale will be at that price. Your goal should be a minimum of \$4 (USD) per sale.

Book Cover

We recommend a book cover for a good reader experience. You can create a cover using our Cover Creator tool or upload your own book cover. [Learn more about book covers](#) or [download a KDP template to create your own cover](#).

☐ Use Cover Creator to make your book cover (upload your own cover image or use KDP's stock images)

☒ Upload a cover you already have (print-ready PDF only)

Upload your cover file

✓

Cover uploaded successfully!

Does your cover include a barcode?

☒ Check this box if the cover you're uploading includes a barcode. If you don't check the box, we'll add a barcode for you. [Learn more about barcode size and placement](#).

Book Preview

Preview your file to check for formatting and print quality issues. [Learn more about formatting and print quality on KDP](#).

Launch Previewer

20. Upload the book interior and the book cover by clicking on the yellow boxes.
21. Check the box under “Does your cover include a barcode?” if your cover includes it.
22. Click the yellow “Launch Previewer” button. Your files will process and then the book will appear on a new screen. Review the files. Any errors will appear on the new screen. Make note of the errors and let your designer know what the errors are.
23. After you finish with the Previewer, the bottom of the Paperback Content screen will display a summary of your book specifications and print costs (see image below). Make sure the specifications are accurate.
24. If everything is accurate, click Save and Continue at the bottom of the screen..

Summary

[Learn more about printing costs on KDP.](#)

Ink and Paper Type: Black & white interior with white paper

Bleed Settings: No Bleed

Paperback cover finish: Glossy

Trim Size: 6 x 9 in

Page Count: 180

Your Printing Cost

per book on Amazon.com

on Amazon.co.uk

on Amazon.de

on Amazon.fr

on Amazon.es

on Amazon.it

on Amazon.nl

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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?](#)

Primary marketplace
Choose the location where you expect the majority of your book sales.

Amazon.com

25. On the Paperback Rights and Pricing page, choose the options as listed above in the picture.
26. Pricing, Royalty, and Distribution box: Enter your retail price for the Amazon.com marketplace. The computer will then calculate the rate and royalty for all the marketplaces.
27. Do **NOT** check the Expanded Distribution box (circled in red below) at the top of the righthand column if you are using IngramSpark for distribution.
28. Click the yellow Publish Your Paperback Book to complete your title setup.

Pricing, royalty, and distribution
Enter the list price you'd like to sell your book for. Your book will be distributed in the marketplaces listed. You also have the option to make your book available to bookstores and other distributors, reaching readers beyond Amazon. How does pricing and royalties work?

Before this book can be enrolled in Expanded Distribution, it must meet our current requirements. [View the requirements.](#)

Marketplace	List Price	Printing	Rate	Royalty	Rate	Royalty
Amazon					<input type="checkbox"/> Expanded Distribution	

Terms & Conditions
It can take up to 72 hours for your book to be available for purchase on Amazon.

By clicking publish I confirm that I agree to and am in compliance with the [KDP Terms and Conditions](#).

Request a book proof
Get a printed preview of your book before it goes live. Check for printing errors and if everything looks correct. You can order author copies once your book is available on Amazon. [Learn more about proof and author copies.](#)

Request proof

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