

**Publishing Your Book via Kindle Direct Publishing**  
**Your title may appear in the Kindle Catalog within hours.**

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**DiskBooks Electronic Publishing**  
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**All Rights Reserved**

**Table of Contents**

**Introduction**

**Preparing Your Manuscript**

**\*\*Refrain from using any keyboard ornamentation such as tabs.**

**Sign in with your Amazon account.**

**This is the URL [universal resource locator] for Kindle Direct Publishing.**

**<https://kdp.amazon.com/signin>**

**Add new title.**

**Add a little interest with a subtitle.**

**Give your company a name**

**Although this is optional, I recommend that you create a name for your publishing company. If it already has a name, use that.**

**Brag a little**

**Public Domain**

**Select categories to make it easier to market your book.**

**If you have a cover ready to upload, upload it.**

**Kindle will create a cover for you.**

**Here are examples of covers:**

**A cover I created via the Macintosh computer:**

**Two examples of covers created by the Kindle cover generator:**

**Remove as much ornamentation as possible.**

**Kindle provides an on line preview of your book. Kindle also provides a downloadable previewer.**

**Create a Table of Contents**

**Now it's time to create your Table of Contents.**

**To test your Table of Contents, hold down Control**

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**When it is time to upload your book to KDP, pub.zip is the file you will upload.**

## Introduction

**With a high-end word processor such as Microsoft Word 2007 you can write and publish your own manuscript and have it in all the Amazon Kindle stores. After your manuscript is finished, you can upload your book in less than one hour.**

**You are now reading a Kindle book that takes you step by step through the process of writing and publishing a Kindle book.**

## Preparing Your Manuscript

**Save your manuscript as a .docx document**

**Kindle may accept rich text format [rtf] but I use docx**

**\*\*Select the entire document and use Georgia 10 or 12 bold font.**

**Again, other fonts will work but Georgia seems to look best in a published Kindle.**

**Refrain from using any keyboard ornamentation such as tabs.**

**Kindle likes you to format your paragraph with the paragraph dialog box for such things as indenting text, and adding space before and after a paragraph.**

**Sign in with your Amazon account.**

**This is the URL [universal resource locator] for Kindle Direct Publishing.**

**<https://kdp.amazon.com/signin>**

**Add new title.**

**The first step is to Click the *add new title button*. What you type here will be your book title as it will appear in the Amazon Kindle catalog.**

**Add a little interest with a subtitle.**

**This item is optional but it's good for adding a little interest. My subtitle for this book is "Your title will appear in the Kindle catalog within hours."**

**Give your company a name**

**Although this is optional, a I recommend that you create a name for your publishing company. If it already has a name, use that.**

**I call the entity that publishes my Kindle books DiskBooks Electronic Publishing. Here is the URL for DiskBooks.**

**<http://www.diskbooks.org/inventory.html>**

## **Brag a little**

**You will be given a field of 4000 characters to describe your new book. Information entered here will appear with your book's cover in the Amazon Kindle catalog so brag as much as you can without being dishonest.**

## **Public Domain**

**If you have written this book yourself, it is not in the public domain. This is true even though you may have self-published in a non Kindle format such as portable document format [pdf].**

**However, if you use text you have found on the internet, it may or may not be in the public domain. If you use text that is not in the public domain, you may be guilty of plagiarism.**

**Select categories to make it easier to market your book.**

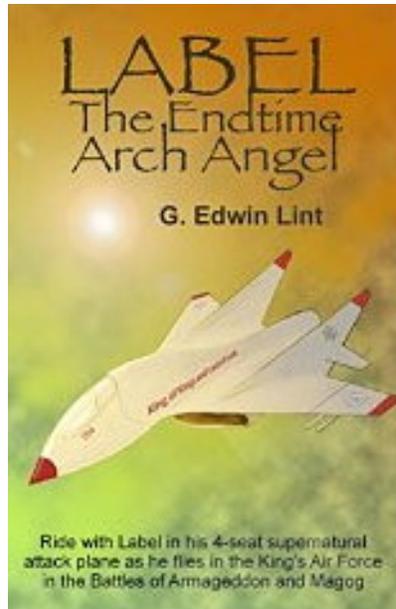
**Kindle provides a dialog box of drop down menus for selecting the categories that best describes your book.**

**If you have a cover ready to upload, upload it.**

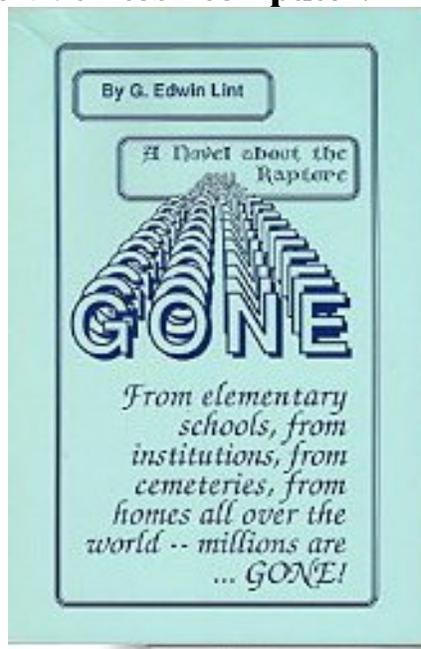
**You may have original artwork or photography. However, avoid downloading an image you may find on the Internet. Again, if this product is copyrighted, you may be guilty of plagiarism.**

**Kindle will create a cover for you.**

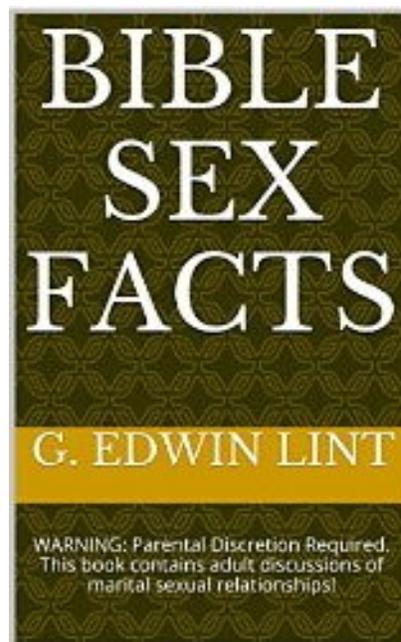
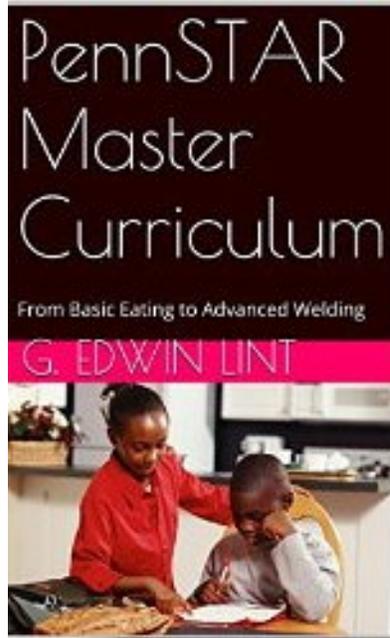
**Here are examples of covers I have used for some of my books  
Original artwork created by my son James A. Lint, BFA**



**A cover I created via the Macintosh computer:**



**Two examples of covers created by the Kindle cover generator:**



**Remove as much ornamentation as possible.**

**Go through your manuscript and remove as much ornamentation as possible.**

**Do not indent or format text with the tab key, the space bar, or anything other than the paragraph format dialogue box. Rely on the paragraph dialogue box to indent and hang text. With Kindle publishing, you may get something that is not close to what you want.**

**Kindle provides an on line preview of your book. Kindle also provides a downloadable previewer.**

## **Create a Table of Contents**

**Your table of contents [TOC] will be based on the appearance of style Heading 1. You may have avoided using Styles when working with MS Word. However, you need to learn to use one style, Heading 1, because your table of contents is based on it.**

**Click on the Home ribbon and click on Heading 1. If the format of Heading 1 is not suitable, right click and select the Modify menu. Select the items in Modify which meet your needs.**

**For this book, the Heading 1 will be Arial black 14 points.**

**Type Table of Contents in an appropriate spot and click Insert on the ribbon.**

**Then click on Bookmark. Type TOC and click Add. This helps Kindle to find the Table of Contents.**

**Now go through the entire document and pick the items you wish to appear in the **Table of Contents**. Select the text of each item and click on the **Heading 1** style panel. Each such designated item will become an entry in your **Table of Contents**.**

**Now it's time to create your Table of Contents.**

**Place your cursor below where you have typed Table of Contents and click the **Home** ribbon.**

**Then click the **References** section of the ribbon. Next, click the far left end to display the Table of Contents menu.**

**Near the bottom of the menu, select Insert Table of Contents.**

**You will be given a **Print preview** and a **Web preview**. Since a Kindle book is not paginated, use the Web preview.**

**You will be working with one level so change the three to 1. Make sure you have checked the box below the Web Preview for "Use hyperlinks instead of page numbers."**

**To test your Table of Contents, hold down Control and point at an item in the TOC. If the cursor becomes a pointing finger, click on the selected item and you will zap to that spot in the document.**

**If the cursor does not become a pointing finger it may be because this option has not been selected in the Word options.**

## **Modifying the appearance of your Table of Contents.**

**It is possible to make careful modifications to the appearance of your Table of Contents. As is the case with all modifications made to Word documents, it is necessary to select the text of the portion you wish to modify. When selected, the TOC will turn blue. Then you can change such things as size and appearance.**

## **Updating Table of Contents**

**Sometimes, it is necessary to make changes to a document such as adding or deleting an item you have designated to be part of your TOC. The update may be done easily by selecting the References ribbon and clicking on Update Table.**

**Create a folder in which to store your book files.**

**Use the details View so you will be able to see which is the most recent file in the folder.**

**If your book will include graphics, your book folder will have at least four different files with different extensions. The file name of your new book will be pub.docx.**

**1 A main file with a pub.docx extension**

**2 An HTMLWeb page filtered file with a pub.html extension. To get this html file, click the medallion in the upper right corner of the screen. A menu will drop down. Select Save As...**

**In the Save as type menu, scroll to Web page filtered. The default extension is htm. If you are using the html extension, make sure you add the L to the extension or it may not work.**

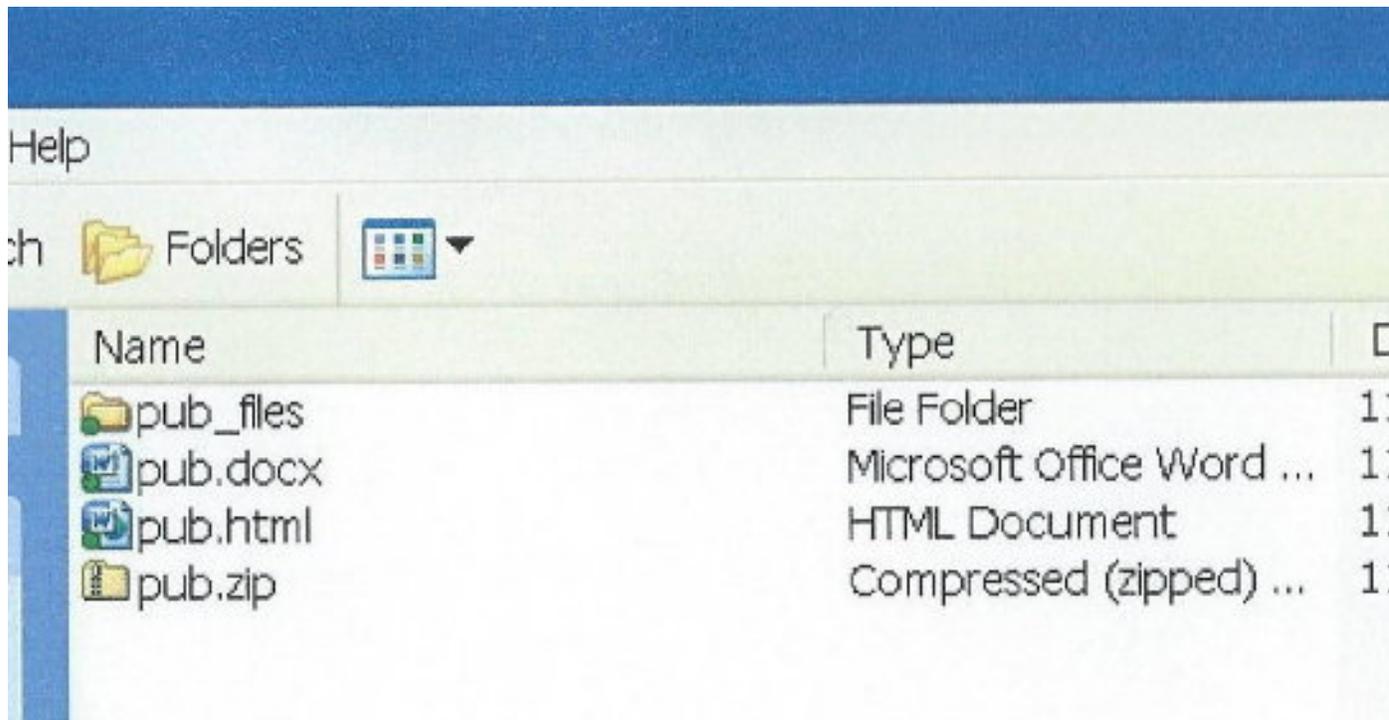
**3 Now you will see a new file in your pub folder: pub\_files**

**Hold down the Control key and click on the pub\_files and pub.html While holding down the Control key, right click.**

**You will see a new menu with Send To as an option. Click Send To.**

**4 Select Compressed zip folder.**

**Now you will see a new file in the pub folder: pub.zip with a zipped folder icon.**



**Screen shot above shows the four basic files in my pub folder.**

**When it is time to upload your book to KDP, pub.zip is the file you will upload.**