

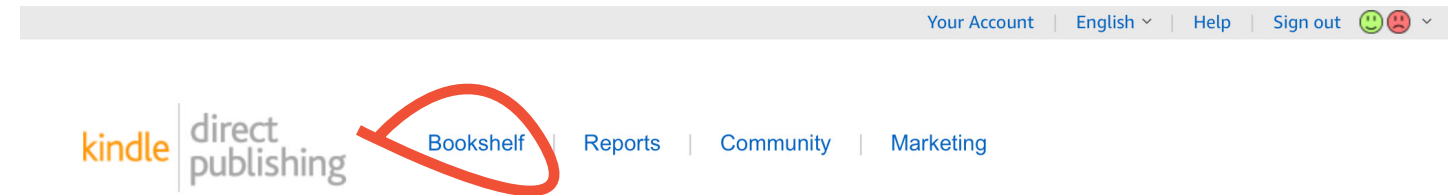
# Amazon KDP Setup Guide:

How to upload a paperback book.

YELLOW BIKE PRESS 

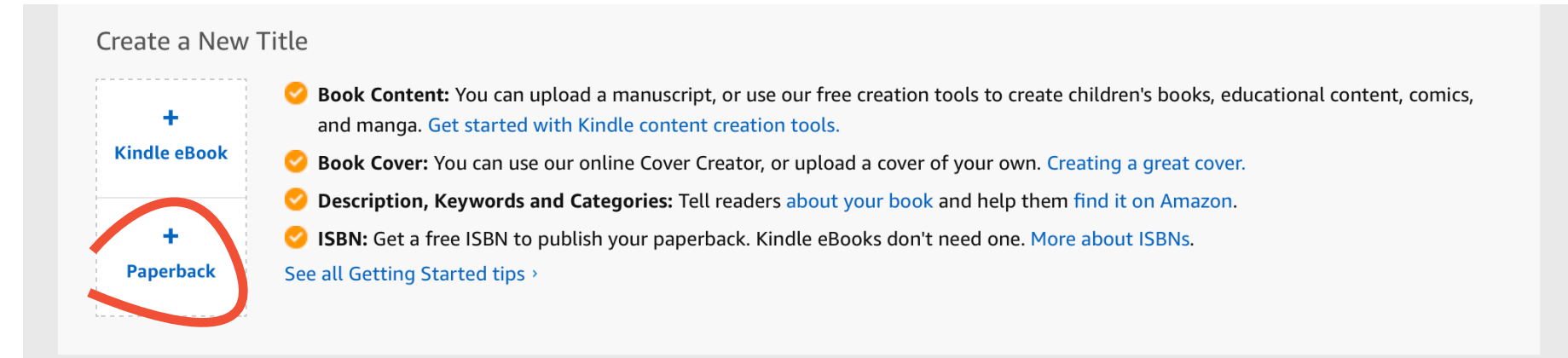
## Step 1:

Once you sign in at Amazon KDP (kdp.amazon.com), you will be taken to a page with this banner at top. When you are ready to upload your paperback book, click “Bookshelf.”



## Step 2:

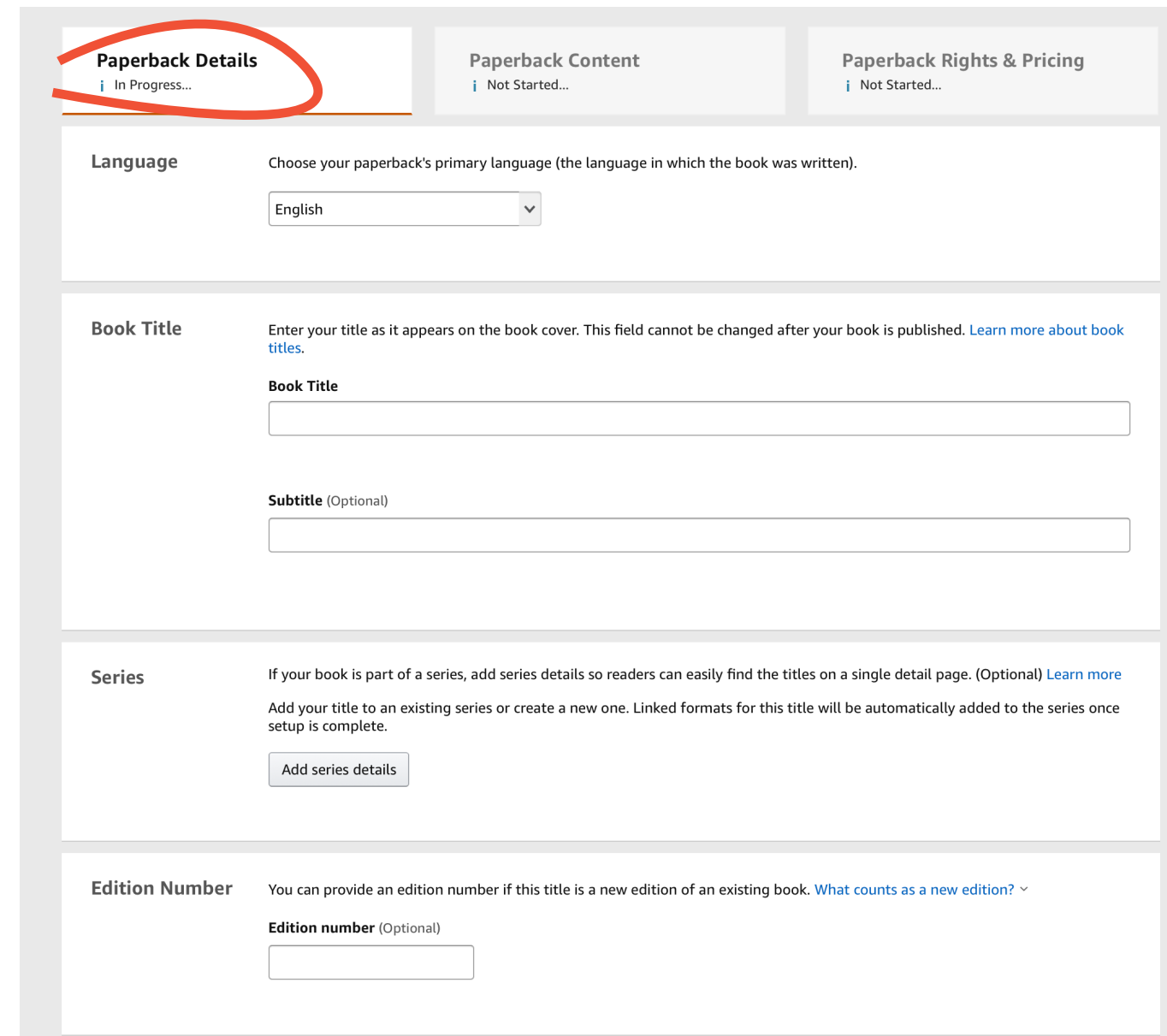
On the next page, you will see another banner. Click “+ Paperback.”



### Step 3:

Now you will come to a page with three tabs, arranged from left to right: **Paperback Details**, **Paperback Content**, and **Paperback Rights & Pricing**. Start with Paperback Details, and enter the basic information about your paperback: language, title, whether it's in a series, whether it's a specific edition . . .

(cont'd)



The screenshot shows a web interface with three tabs at the top: "Paperback Details" (circled in red), "Paperback Content", and "Paperback Rights & Pricing". Below the tabs are four sections for entering book information:

- Language:** A dropdown menu with "English" selected. Instruction: "Choose your paperback's primary language (the language in which the book was written)."
- Book Title:** A text input field for the title and a text input field for the subtitle (optional). Instruction: "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.](#)"
- Series:** A button labeled "Add series details". Instruction: "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."
- Edition Number:** A text input field. Instruction: "You can provide an edition number if this title is a new edition of an existing book. [What counts as a new edition?](#)"

## Step 3 (cont'd):

Further down, add your author name, whether there are other contributors, the book description, and the publishing rights.

Note: **language**, **title**, **author**, **description**, and **publishing rights** are all required. Everything else is optional and can be left blank for now.

### 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
--------	--------	------------	-------------	-----------	--------	--------

Add Another

### 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 character.

### 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?](#)

## Step 4:

A little lower on that same page, enter keywords (up to 7), and categories (2).

**Keywords** are terms or phrases related to your book: they might refer to character, plot, tone, setting, themes, and the like. Keywords help make your book discoverable to readers who are searching Amazon with those same terms or phrases, so it's worth thinking carefully about them. But they are optional and can be added later.

**Categories** are like sections of a physical bookstore, and are based on codes created by the Book Industry Study Group (BISG), which are used in trade publishing to organize books. There are more than fifty main categories in the BISAC system, and each is broken down into subcategories (sometimes more than a hundred). For Amazon KDP, you are required to choose two!

Finally, indicate whether your book has adult content, and click “Save and Continue.”

**Keywords** Choose up to 7 keywords that describe your book. To enter the **Kindle Storyteller** contest, you need to add the keyword *StorytellerUK2021*. [How do I choose keywords?](#) ▾

Your Keywords (Optional)

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

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

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

No

Yes

## Step 5:

Once you save the information you've entered under **Paperback Details**, you will be moved to the second tab, **Paperback Content**. Here's where you can request a free KDP ISBN (or upload an ISBN you've previously purchased.)

You also have the option of assigning a publication date. This is optional and can be added later.

**Paperback Details**  
✓ Complete

**Paperback Content**  
i In Progress...

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

**Print ISBN** To comply with industry standards, all paperbacks are required to have a unique ISBN. [What is an ISBN?](#) ▾

**Get a free KDP ISBN**

Assign me a free KDP ISBN

Use my own 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?](#) ▾

**Publication Date** (Optional)

Your 'Live on Amazon' date will be used

## Step 6:

Further down on the **Paperback Content** tab, make selections for ink, paper, trim size (the book's width and height dimensions), bleed settings, and cover finish.

Make sure you ask your designer for your correct trim size. Most fiction and nonfiction books have no interior bleed or color, but you can confirm this with your designer as well.

Whether you choose white or cream paper, or a matte or glossy finish, is a matter of personal taste. Look at other books for reference. Know too that you can print a hardcopy proof (see Step 13), and if you don't like your choice of paper or finish, you can change it before publishing.

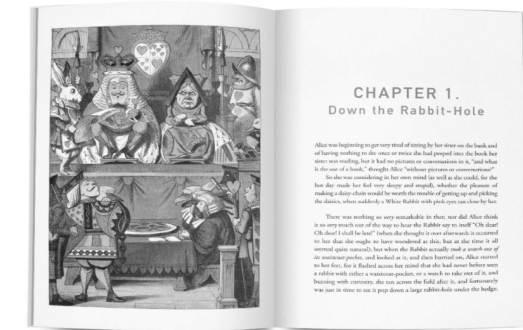
### Print Options

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
<b>Black &amp; white interior with white paper</b>
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

#### Trim Size

[What is a trim size?](#)

<b>6 x 9 in</b> 15.24 x 22.86 cm
-------------------------------------

Select a different size
-------------------------

#### Bleed Settings

[What are bleed settings?](#)

<b>No Bleed</b>
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Bleed (PDF only)
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#### Paperback cover finish

[What is a cover finish?](#)

<b>Matte</b>
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Glossy
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## Step 7:

Now, upload your **interior file** by clicking “Upload paperback manuscript.” This should be a PDF of the inside of your book only.

When you get a message that the interior file has been successfully uploaded, upload your **book cover file**. Click the empty circle where it says “Upload a cover you already have” (see top red check) and you will see a new button that gives you this option. Note that your book cover file should also be a PDF, and should technically include the full book jacket (front cover, spine, back cover).

When the book cover file is uploaded, click “Launch Previewer” (see bottom red check). This will display your book jacket and interior so that you can review and make sure there are no errors. *Note: it can take a few minutes to launch the previewer.*

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

[Upload paperback manuscript](#)

**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)

[Launch Cover Creator](#)

No Cover Uploaded

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

[Launch Previewer](#)

[< Back to Details](#) [Save as Draft](#) [Save and Continue](#)

Next step: Pricing



## Step 8:

This is a sample of what the print previewer looks like once you've clicked "Launch Previewer" on the previous page. (This is for a different book, obviously.)

The gray right arrow will appear when you hover your cursor over that part of the page, allowing you to scroll through the entire book.

Assuming there are no errors, you will be given the opportunity to approve the file with the yellow button in the lower right-hand corner. (You can always switch the file out later, so this approval is not irrevocable.) If there are errors in the files, you won't be able to click this button. Consult with your designer to address the issue.


If all is well, click "approve."

### Quality Check

Print Previewer didn't find any issues that will prevent you from submitting your book for publication. After you submit your book, we'll manually check it to ensure it meets our quality standards. [See this list of common file rejection reasons.](#)

#### PLEASE CHECK

Checks can help you find and fix issues that cause books to be rejected during our manual quality review. Review the checks before approving your book for publication.

 Hover your mouse over the guides to learn more about what they represent.

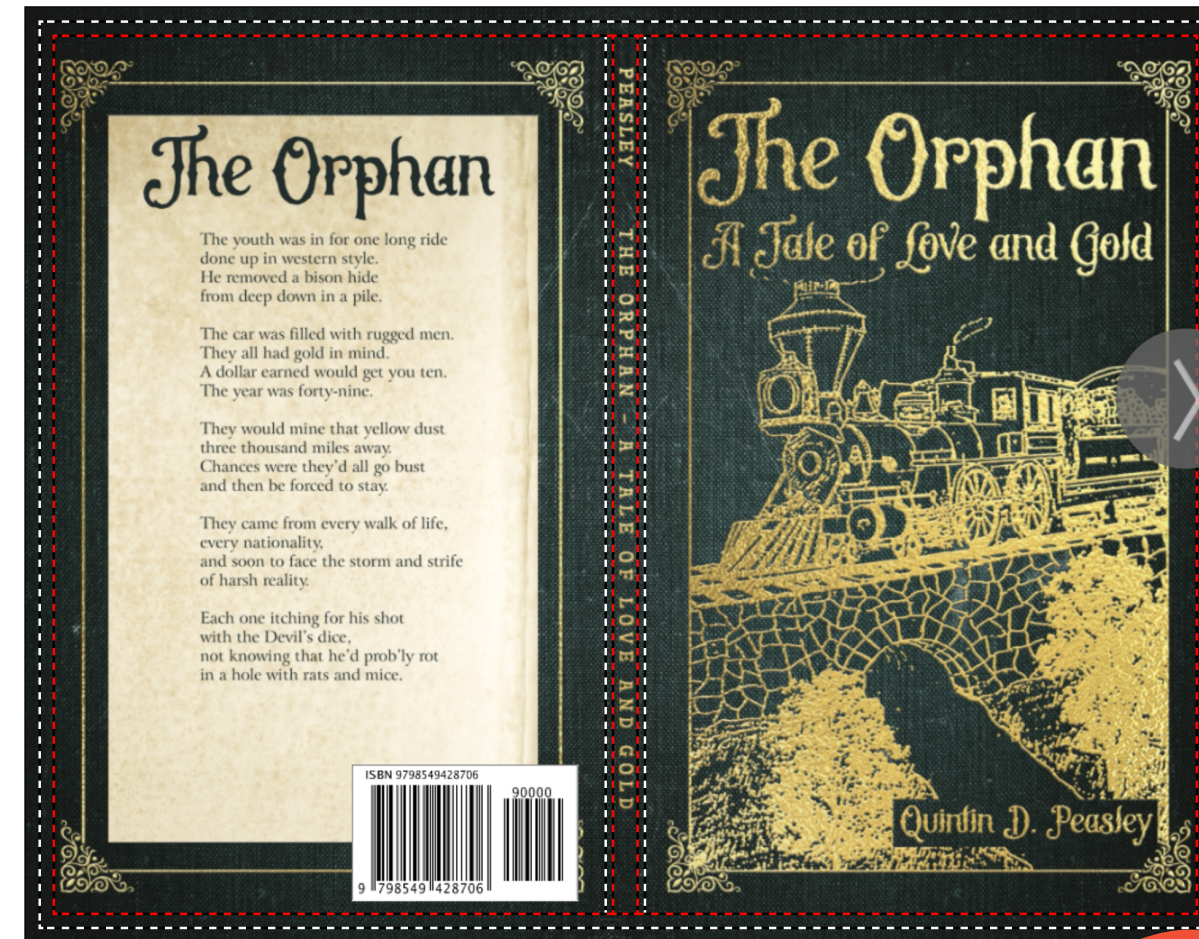
PLEASE CHECK that the information in your interior and cover matches what you provided on the Book Details page. Click 'Approve' if this preview matches your expectations. For reference, here is the information you've entered during title setup:

Title name you entered:  
**The Orphan**

Author name you entered:  
**Quintin Peasley**

Your ISBN:  
**9798549428706**

Binding type you chose:  
No Issue Selected



Two Page View

Thumbnail View

Page Range:

Cover

/ 152

Guides

Exit Print Previewer

Approve

## Step 9:

Once you've approved the book you will be shown print cost for the different Amazon sites.

This is worth recording just so you have the information.

Click "Save and Continue."

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

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

**Bleed Settings:** No Bleed

**Paperback cover finish:** Matte

**Trim Size:** 6 x 9 in

**Page Count:** 138

**Your Printing Cost**

**\$2.51** per book on Amazon.com

£2.08 on Amazon.co.uk

€2.26 on Amazon.de

€2.26 on Amazon.fr

€2.26 on Amazon.es

€2.26 on Amazon.it

¥451 on Amazon.co.jp

\$3.32 on Amazon.ca

\$5.14 on Amazon.com.au

< Back to Details

Save as Draft

Save and Continue

Next step: Pricing

## Step 10:

Now you will be taken to the **Paperback Rights & Pricing** tab.

Begin by choosing territories and marketplace. (The default settings, “all territories” and Amazon.com, are most likely the best choice here.)

The screenshot shows a software interface with three tabs: **Paperback Details** (Complete), **Paperback Content** (Complete), and **Paperback Rights & Pricing** (In Progress...). The **Paperback Rights & Pricing** tab is circled in red. It contains the following sections:

- 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 ▾

A red **NEW** banner is located in the bottom right corner of the interface.

## Step 11:

Farther down this same page, set your prices.

Note that author payment is determined by print costs and royalty rates. The basic formula is

$$(\text{royalty rate} \times \text{list price}) - \text{printing costs} = \text{payment to author}$$

The royalty rate Amazon sets for their basic distribution (*not* their expanded distribution service) is 60%. So, if the cost for printing your book is \$2.50, and you sold your book for \$10 on Amazon, the royalty paid to you for books that readers purchase through them would be \$6 minus \$2.50, or \$3.50.

You can also order author copies for yourself (for selling or giving out in person) for the cost of printing and shipping. If you ordered 10 books that each cost \$2.50 to print, the cost would be \$25.00 + shipping.

**Pricing, royalty, and distribution** Enter the list price you'd like to sell your book for. You can also make your book available to bookstores and other distributors, reaching readers beyond Amazon. This is optional and limited to certain marketplaces. [How does pricing and royalties work?](#)

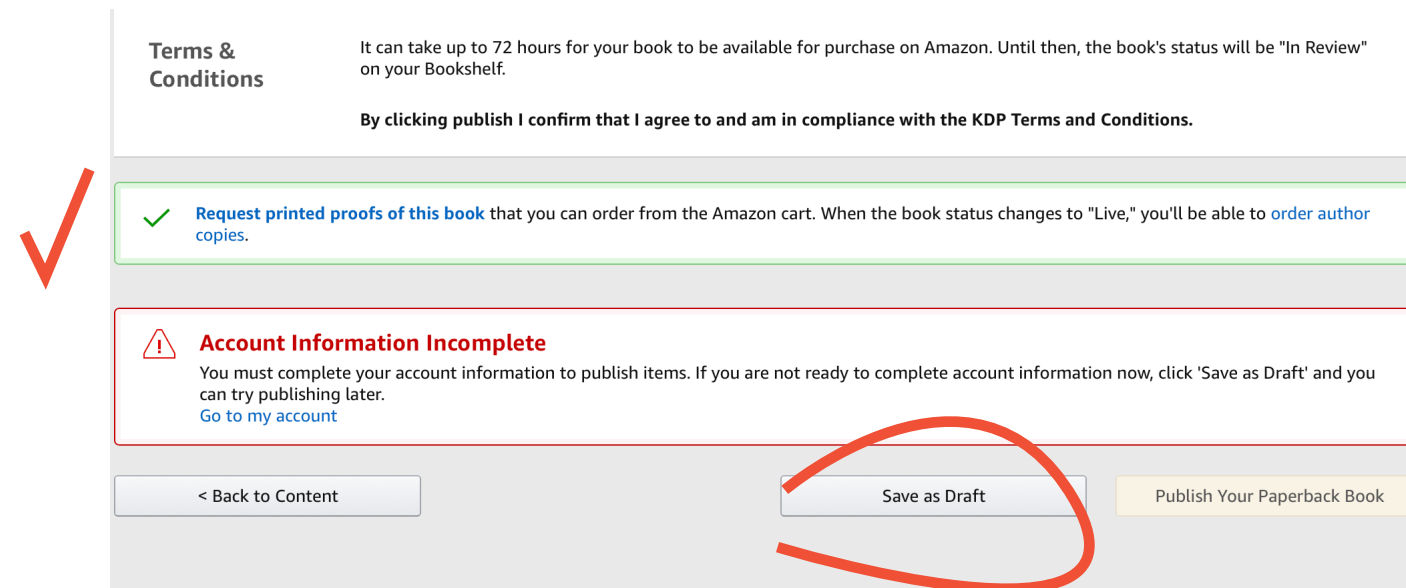
Marketplace	List Price	Printing	Amazon		Expanded Distribution	
			Rate	Royalty	Rate	Royalty
Amazon.com	\$ <input type="text"/> USD Min. \$4.18, Max. \$250.00 All marketplaces are based on this price		60%	-	<input type="checkbox"/> 40%	-
Amazon.co.uk	£ <input type="text"/> GBP Min. £3.47, Max. £250.00 Based on Amazon.com		60%	-	<input type="checkbox"/> 40%	-
Amazon.de	€ <input type="text"/> EUR Min. €3.76, Max. €250.00 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.fr	€ <input type="text"/> EUR Min. €3.76, Max. €250.00 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.es	€ <input type="text"/> EUR Min. €3.76, Max. €250.00 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.it	€ <input type="text"/> EUR Min. €3.76, Max. €250.00 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.co.jp	¥ <input type="text"/> JPY Min. ¥752, Max. ¥30000 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.ca	\$ <input type="text"/> CAD Min. \$5.53, Max. \$350.00 Based on Amazon.com		60%	-	Not offered in this marketplace	
Amazon.com.au	\$ <input type="text"/> AUD Min. \$8.56, Max. \$350.00 Based on Amazon.com		60%	-	Not offered in this marketplace	

The following list prices were converted based on the previous price you entered

## Step 12:

Now you're ready to order a hard copy print proof! We recommend this as a final quality control step before officially publishing the book.

To order a hard copy print proof, click "Save as Draft," and then click "Request printed proofs of this book."



The screenshot shows the Amazon KDP publishing interface. At the top, there is a 'Terms & Conditions' section with a warning icon and text: '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.' Below this is a green-bordered box with a checkmark icon and text: 'Request printed proofs of this book that you can order from the Amazon cart. When the book status changes to "Live," you'll be able to order author copies.' Below that is a red-bordered box with a warning icon and text: 'Account Information Incomplete. You must complete your account information to publish items. If you are not ready to complete account information now, click "Save as Draft" and you can try publishing later. Go to my account'. At the bottom, there are three buttons: '< Back to Content', 'Save as Draft' (circled in red), and 'Publish Your Paperback Book'.

## Step 13:

When you see the Request Proof Copies page, be sure to set the quantity and marketplace.

Click “Submit Proof Request.” You’ll be prompted to confirm, and when you do, you’ll be sent an email with an order link to your Amazon account. (Note: this can take up to four hours.)

### Request Proof Copies

Order proof copies of your book before publication. Proof copies are printed using your latest uploaded book files which may differ from your book's live version. They will also have a "Not for Resale" watermark on the cover and a unique barcode but no ISBN. You pay only the printing cost for your selected marketplace times the number of copies. Shipping and applicable taxes will be applied at checkout. [Learn more](#)



#### The Orphan PROOF:

By Quintin Peasley

#### ORDER QUANTITY

1

[i](#) You can order up to 5 copies at a time

#### MARKETPLACE OF YOUR ORDER [LEARN MORE](#)

Amazon.com

Total Cost (excluding shipping and taxes): **USD \$2.67** (\$2.67 x 1)

Does not include shipping and applicable taxes. Within 4 hours of submitting your request, you will receive an email with a link to complete your proof order. Please complete your purchase within 24 hours of receiving this email. [Learn more](#)

[Back to Pricing](#)

[Submit Proof Request](#)

## A Final Note

One nice thing about publishing with Amazon KDP is that you can make a change to a given book file any time, without having to pay additional fees. Since there's usually a bit of trial and error the first time an author uses the site, don't be afraid to move forward, even if you have to go back and make fixes or fill in details later.



**QUESTIONS? LET ME KNOW!**

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