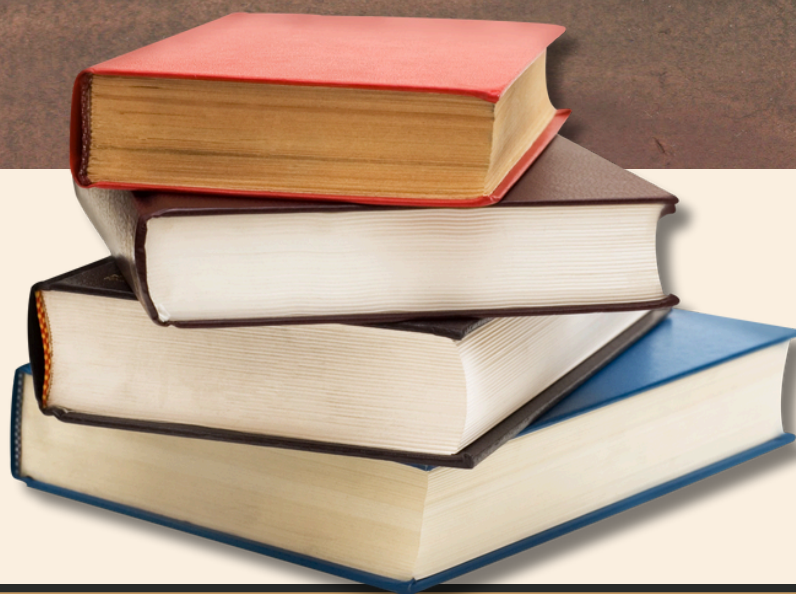# AMAZON

By Verity Proofreading and Editing

KDP Self-Publishing Checklist

Step-by-step guide to publishing your book on Amazon Kindle Direct Publishing

1. Before You Begin: Prep Your Materials

- Final edited manuscript (Word doc or PDF)
- Book title and subtitle
- Book description (for your Amazon sales page)
- Keywords and genre/category ideas
- Author bio
- Cover design or cover image
- ISBN (optional—KDP provides a free one)
- Payment & tax info for royalty setup

2. Recommended Tools (Optional but Helpful)

- Writing & Editing: Word, Google Docs, or Scrivener
- Formatting: Atticus, Vellum (Mac), Reedsy Book Editor
- Cover Design: Canva, Book Brush, or KDP Cover Creator
- Keyword Research: Publisher Rocket or Amazon search bar
- ISBN Management: Bowker (U.S. only)

3. Set Up Your KDP Account

- Visit kdp.amazon.com
- Sign in or create a new Amazon account
- Enter your author/publisher info
- Fill out tax and banking information

4. Format Your Manuscript

For Kindle eBook:
- Save file as .docx or .epub
- Use standard fonts (e.g., Times New Roman, 12 pt)
- Insert page breaks between chapters
- Remove headers/footers and tabs

For Paperback:
- Choose trim size (e.g., 6" x 9")
- Format margins and gutter properly
- Save as PDF with embedded fonts
- Check file with KDP previewer

5. Design Your Cover

- Decide trim size and page count to get cover dimensions
- Design eBook cover (JPG or TIFF)
- Design full paperback cover (PDF wraparound)
- Use KDP Cover Creator if needed

6. Upload Your Book to KDP

- Click "Create a New Title" on KDP dashboard
- Choose eBook or Paperback
- Fill in title, author name, description, keywords, and categories
- Upload your manuscript file
- Upload your cover design
- Preview your book using KDP Previewer
- Choose pricing, royalties (35% or 70%), and distribution options

7. Publish & Promote

- Click "Publish"—your book will go live within 72 hours
- Create your Amazon Author Central profile
- Share your Amazon book link on social media, website, and newsletters
- Consider using Amazon Ads or Kindle Deals to boost visibility
- Encourage early reviews from trusted readers

Optional Next Steps

- Set up a pre-order for your next book
- Order author copies for events or giveaways
- Create a series page if publishing multiple titles
- Join writing or indie publishing communities for support

Congratulations!
You've published your book!
Take a deep breath, celebrate, and keep writing.
Need help with copy editing or a final proofread before hitting "Publish"?
Verity Proofreading and Editing is here to support you with expert-level polishing to ensure your writing is clear, professional, and ready for readers.