

# Creating and Formatting e-Books

## Handout #7

### Graphics, Covers, and Other Extras

{For a detailed and technical discussion of these topics, download Amazon Kindle Publishing Guidelines

<http://kindlegen.s3.amazonaws.com/AmazonKindlePublishingGuidelines.pdf>}

#### Images and Photographs

Images are rendered on a full page (more on having text and images on the same page later). Images and photos may be viewed on a device that renders them as greyscale (in multiple shades of grey, such as photos in a newspaper).

Some things to take into account:

- Image Size

There are three aspects to image size: the dimensions of the image, image quality, and the file size.

- Dimensions

Because your image will use a separate page in your e-book, it's recommended that you make your image 600 pixels (px) wide and 800 px tall.

- Image Quality (Resolution)

A 72-ppi image works well for most devices.

- File size

This is the size of your image file. You can usually find that information in the file details in Explorer (Win) or Finder (Mac). Kindle supports image files up to 5 MB.

- File format

Most e-book conversions allow the following file formats: GIF, JPG (sometimes listed as JPEG), PNG, BMP, and SVG.

- Image Tweaking

Do all of your tweaking of size, color, cropping, etc. in the graphic program, not in your word processing program.

- File Storage

You may wish to keep your graphics in a separate file folder for easier access as you manipulate and add them to your DOC file.

#### Text and Graphics

If you would like a caption or other text with your graphics, you can put it directly in your photo or drawing graphic. Then insert the entire graphic into your DOC file.

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## Inserting Graphics

Each graphic should be one separate page and fill the page. The dimensions given will about fill an e-page.

1. Find the text where you want to locate your graphic.
2. Under the Insert menu, select Photo.
3. Locate your graphic file and insert it into the document.
4. Select Picture from the Format menu. In the Layout section select In Line with Text. If you cannot move your graphic after this step, you have it correct.
5. Caution: Do not copy and paste your graphic into the document. It needs to be added as a file.

## Covers

- Image Dimensions

The cover image, a JPG or TIF file, is larger than the graphics inside your e-book. The minimum size for Kindle (which can be used for other e-readers) is 1000 px on the longest side and 650 px on the shortest side. KDP recommends 4500 px tall and 2820 px wide for highest quality. Kindle recommends a 1.6 height/width ratio.

- Placement of Cover Image

Create a separate file for your cover image. Do not include it in your manuscript document.

- Color

The image should use RGB color mode. This is the mode used by electronics. If you have a print color image, it is probably CMYK. This image can be converted using a graphics program.