

Creating and Formatting e-Books

Handout #8

Publishing

File Type

Kindle Direct Publishing (KDP) now accepts files in a variety of formats, except MOBI files created with MobiPocket Creator. The KindleGen can be used to create MOBI files. There are so many other options there's probably no reason to use a MOBI file.

File Preparation

Before uploading a book, the manuscript file format needs to be changed.

Conversion Step One—HTML

- Open the final edited and formatted document.
- Use "Save As" under the File menu.
 - In the dialog box that opens, there is a drop-down menu in the center of the box. An often-overlooked menu item is the "Save as type" choice.
 - Using the instructions below, save the new file in a new folder.

For Windows: In the drop-down menu, select "Web Page, Filtered."

- Click "Save." If prompted with a warning "removing office tags," click "yes."

For Mac (older versions of Word): In the drop-down, select "Web Page (htm)."

- In the bottom half of the dialog box, look for "Save only display information into HTML."
- Chose that by selecting the button next to it.
- Click "Save."

Note: Some newer versions of Word for Mac uses the process as Windows.

Conversion Step Two—Graphic files.

If the book has no photos or graphics, there's no need to create the ZIP files described below.

To include graphic or photo files, a ZIP file of the files and folders is needed. The graphic files are handled little differently for Windows and Mac.

- Navigate to the new folder with the files. Find the HTML file (or it may be labeled HTM) and a folder with the same name as the manuscript files. This folder was created when the original file was converted to HTML.

For Windows: Right click on the HTML file.

- Scroll over to “Send to” and on the menu that appears, click “Compressed (zipped) folder.” A new folder with a zipper on it will appear.
- Drag the images folder onto the new zipped file.
- Change the name of the new zipped folder.

For Mac: Click on the manuscript file to highlight it.

- Hold down the “Command” key and click on the folder that has the same name as the manuscript file. Both the file and the folder should be highlighted now.
- Right click on one of the highlighted names.
- Select “Compress 2 items” from the drop-down menu.

This will create a folder named “Archive.zip.” It’s recommend to change the name of this folder.

File Upload

Now the files are ready to upload for conversion to a Kindle product—cover, manuscript in HTML, and a zip folder.

Set Up Kindle Direct Publishing (KDP) Account

Setting up a KDP account is not difficult; it’s a matter of answering questions.

Go to kdp.amazon.com. Sign-in to the Amazon account. If an Amazon account hasn’t been created, do so now.

After signing into the account, a page for publisher information, tax details, and royalty payments will appear. Answer the questions.

When all the information has been completed, click “Save” in the bottom right corner.

Uploading the Book

After all the publishing, tax, and payment information has been finished, the conversion process begins by clicking “Add New Title” button to access the upload and conversion page.

Most of the information on this page is self-explanatory.

Preview the Book

1. *Online Previewer*

This is a quick and easy way to see how the book will look on various devices.

2. *Download Book Preview File*

The Kindle file can be downloaded and transferred to an e-reader or viewed on a computer. Get a reading app here:

http://www.amazon.com/gp/feature.html/ref=sa_menu_karl3?ie=UTF8&docId=1000493771

3. *Download Previewer*

This is simply a way to view the book as it will look on a Kindle.

Correcting Problems

If a problem is found during previewing, large or small, correct the Word document, resave it as a HTML file, and upload it again.

Go back to the “Bookshelf” page to upload the file again. This can be done as many times as necessary to get the product just right.

Problems After Publishing

If problems come up after publishing, or to add or remove content from the book, simply correct the Kindle book by uploading a new file. Go to the Bookshelf page to upload the new file, preview the file, then publish.

Uploading the **BOOK** Checklist

Kindle eBook Details Tab

- Language*
- Book Title*
- Series (optional)*
- Edition Number (optional)*
- Author*
- Contributors (optional)*
- Description*
- Publishing Rights*
- Keywords*
- Categories*
- Age and Grade Range (optional)*
- Publishing Options*

Kindle eBook Content Tab

- Manuscript*
 - Digital Rights Management (DRM) – Select “Yes” to enable DRM or “No” to refuse DRM.
 - After the DRM selection, click the “Browse” button to locate the necessary files on your computer and begin uploading.
- Kindle eBook Cover*
 - Select the Cover Creator or Upload a cover file.
- Kindle eBook Preview*

Select a method to preview.

 - Online Previewer
 - Download Book Preview File
 - Download Previewer
- Kindle eBook ISBN (optional)*
 - ISBN (optional)
 - Publisher’s Name (optional)

Kindle eBook Pricing Tab

- KDP Select Enrollment (optional)*
- Territories*
- Royalty and Pricing*
 - KDP Pricing Support (optional)
 - Select a royalty plan
 - Primary Marketplace
- Matchbook (optional)*
- Book Lending (optional)*
- Terms & Conditions*

Publish!