

Worksheet Six:

The Correct Way to Upload Your Book

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1. Make sure your book is formatted correctly in .DOC or .HTML form
 2. **Proof** every section of your eBook multiple times!
 3. Make sure you **close ALL hyperlinks**, if using HTML (e.g. </ a>)
 4. **Do not use Tables or Footnotes** in your Content.
 5. **Never** include your Cover Photo in your HTML document
 6. Use a Kindle Formatting method compatible with Amazon's new Kindle formatting:
 - [Kinstant Formatter](#) (currently \$27.00 USD)
 - [Kindle Format 8](#) – Amazon's own, free Kindle formatting tool. Use this one if you are including **graphics, illustrations or photographs** in your book content.
 - [Kindle Gen](#) – Amazon's simpler, free Kindle formatter.
- NB: Do not use Calibre:** It no longer works well with Kindle's new parameters
7. Create "Look Inside" sample pages
 8. Decide whether or not you want to publish your book through KDP Select
 9. Set up an [Author Central](#) account. Add your first book listing to Amazon's Directory under your name or pen name
 10. Go to "Bookshelf" and select "Add new title". Enter your book name
 - Fill out the Description
 - Leave the publication date blank; ditto ISBN number (unless you have your own publication company)
 - Choose "THIS IS NOT A PUBLIC DOMAIN WORK"

Wait at least 3-4 days before beginning promotion.

Once your book is written – it's time to market it.

Here's a Book Promo Toolkit that you won't want to miss:

<http://nams.ws/mktbook>