

kdp jumpstart

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Version 1.0*

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When formatting your manuscript, make sure the information in it (e.g., book title, author name) exactly matches the book details you entered.

1. After downloading and installing Kindle Create, open it and click **New Project from File**.
2. Select the type of book you're making and click **Choose File**.
3. Find your Word document and click **Open**. Kindle Create will then import your document.
4. Click **Continue**. Kindle Create will start finding chapter titles.
5. Click **Get Started**. You'll see a list of suggested chapter titles.
6. Check each suggested chapter by clicking on them in the "Headings" column. Uncheck the box for any heading that isn't a chapter title.
7. Click **OK** when you're done. This will create your table of contents.
8. Apply formatting elements to your title page:
 - Place your cursor next to your book title and click on the **BOOK TITLE** button in the "Text Properties" panel on the far right. This will format your book title
 - Place your cursor next the author name and click the **Author Name** button in the "Text Properties" panel. This will format your author name.



Note: If you want to add a copyright or dedication page, place your cursor after your author name and click the **Copyright Text** or **Dedication** buttons in the “Text Properties” panel and add your information.

9. Apply formatting elements to your book body:
 - Place your cursor next to the first paragraph of your first chapter and click **Chapter First Paragraph**. This will add a drop cap (a large capital letter) to the first letter of the first word in a chapter. Repeat this step for each chapter beginning.
10. Apply a theme to your book. The default is called “Modern,” but you can change it to another theme if it’s a better fit for your book. Click on the **Theme** button at the top right-hand corner to test other themes.
11. Preview your book. To see what your book will look like on a tablet, phone, or Kindle, click on the **Preview** button at the top right-hand corner.
12. When you’re satisfied with your book, save it for publication by clicking the **Package** button at the top right-hand corner.
13. You’ll be prompted to save as a .kcb and then a .kpf file. You’ll upload the .kpf file to KDP later.

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