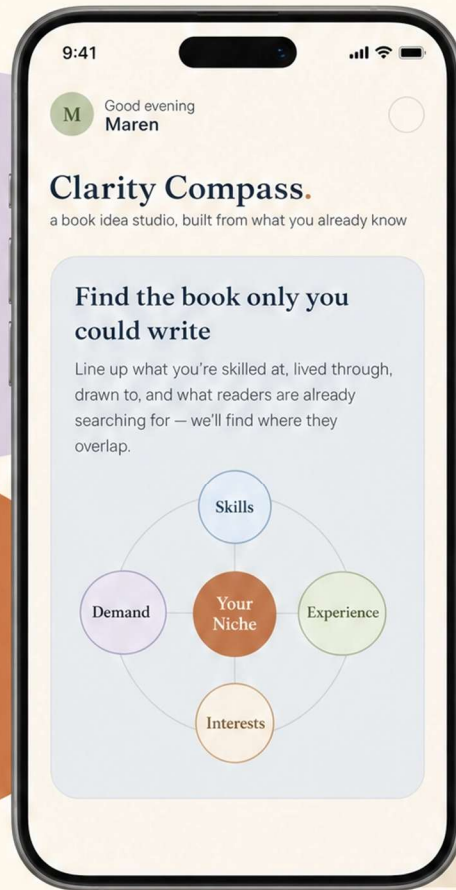




How to Upload Your Book to Amazon KDP

A Step-by-Step Guide for First-Time Authors



Clarity Compass

— a book idea studio

How to Upload Your Book to Amazon KDP

A Simple Step-by-Step Guide to Publishing Your Book

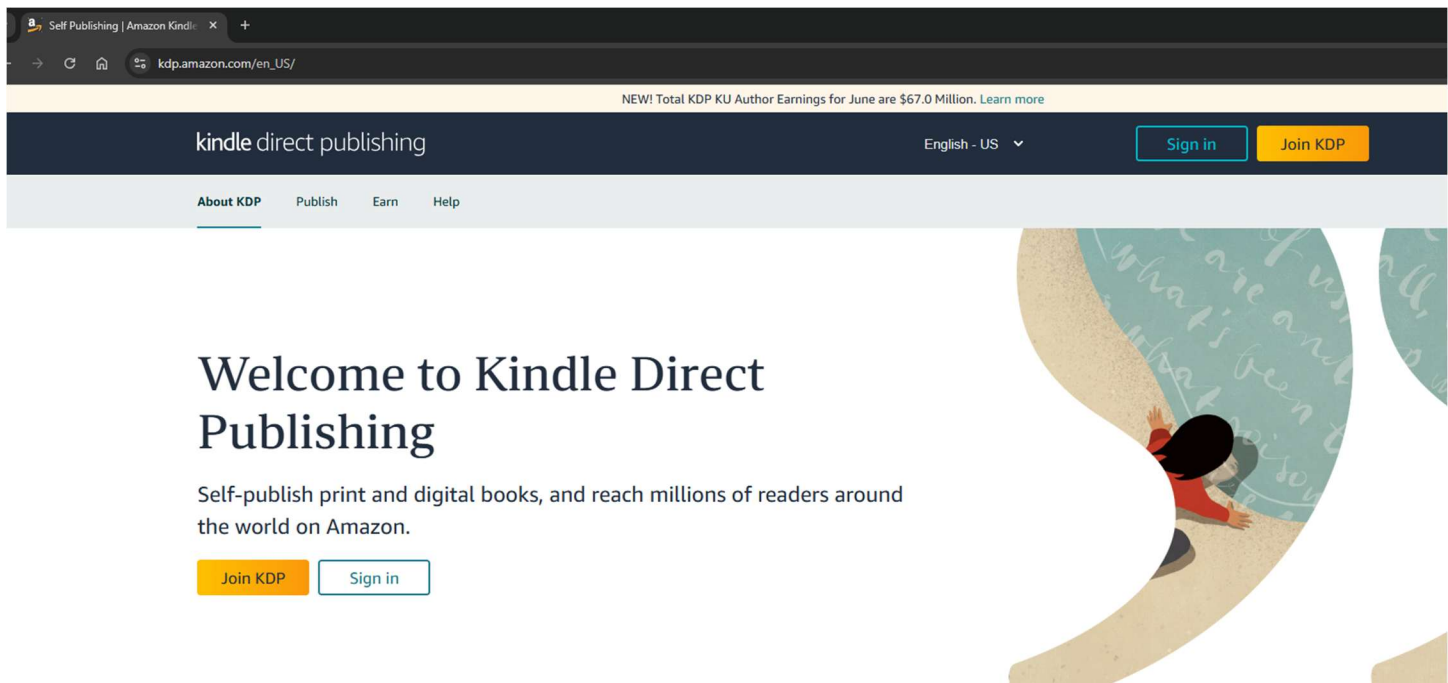
Introduction

If you've already used the Clarity Compass Book Creator, you've completed the most time-consuming part of becoming a published author. Congratulations! Your manuscript has already been researched, written, and formatted for Amazon KDP. Now it's time to upload your book, create a professional cover, and publish it for readers around the world.

This guide will walk you through each step inside Amazon Kindle Direct Publishing (KDP). Simply follow along, compare the screenshots with your own screen, and you'll have your book published in no time.

Step 1: Create Your Free Amazon KDP Account

Before you can publish a book, you'll need a free Amazon Kindle Direct Publishing (KDP) account. If you already have an Amazon shopping account, you can use the same login credentials. If not, creating an account only takes a few minutes. Just go to kdp.amazon.com to “Join KDP” and “Sign In.”



After signing in, Amazon will ask you to complete your publisher information, including your name, address, tax information, and banking details. This setup only needs to be completed once and ensures you can receive royalty payments when your books begin selling.

Helpful Tip: Use a bank account that you intend to keep long-term so you won't need to update your payment information later.

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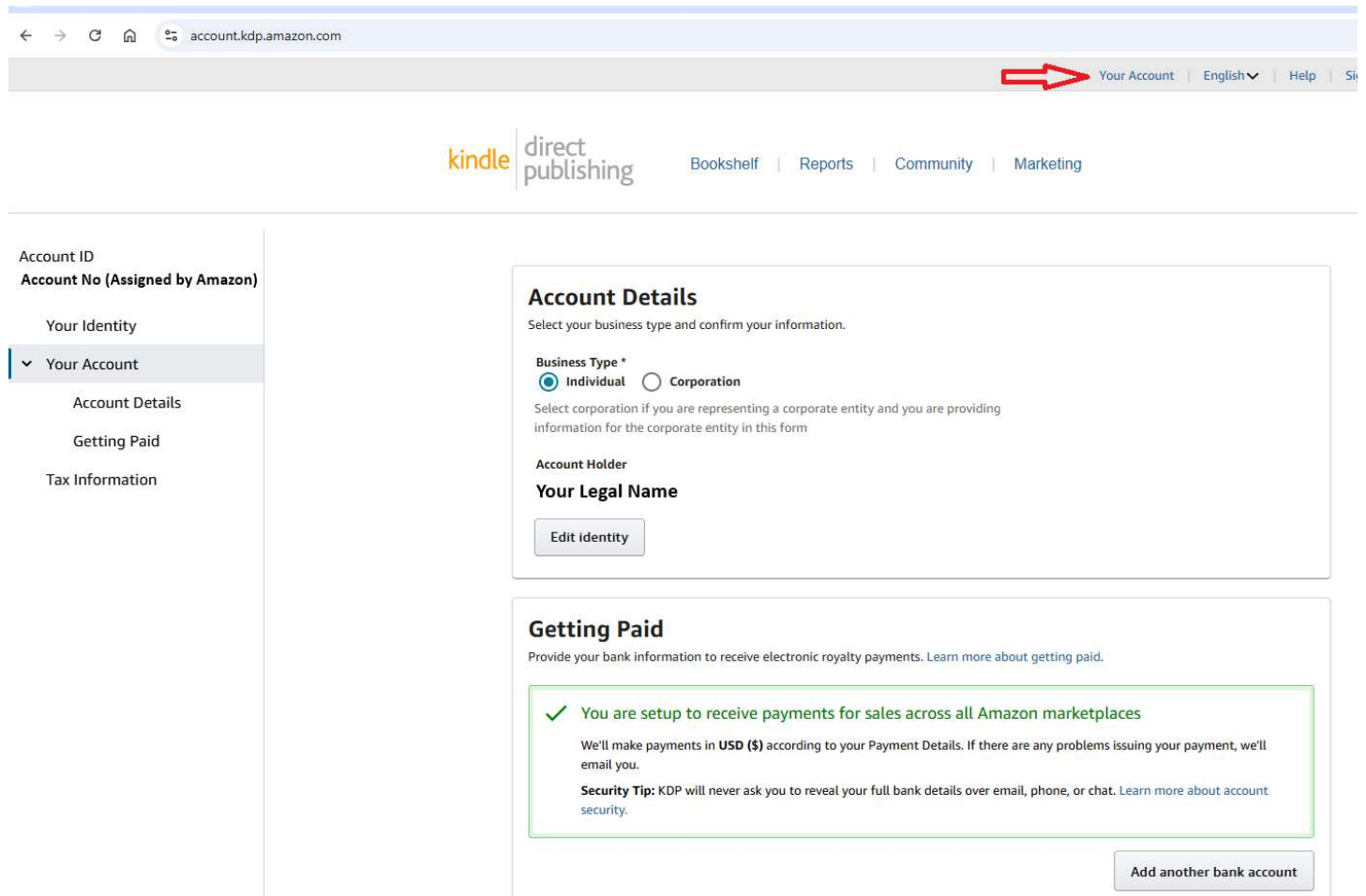
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Step 2: Complete Your Tax & Banking Information

Before Amazon can pay royalties, you'll need to complete the online tax interview and provide your banking information for direct deposit. The process is straightforward and guides you through each question based on your country of residence.

Once completed, Amazon will use this information to calculate any required tax withholding and send your monthly royalty payments directly to your bank account.



The screenshot shows the Amazon KDP account setup page. The browser address bar displays 'account.kdp.amazon.com'. A red arrow points to the 'Your Account' link in the top right corner. The page features the 'kindle direct publishing' logo and navigation links for 'Bookshelf', 'Reports', 'Community', and 'Marketing'. On the left, a sidebar lists account management options: 'Account ID', 'Account No (Assigned by Amazon)', 'Your Identity', 'Your Account' (selected), 'Account Details', 'Getting Paid', and 'Tax Information'. The main content area is divided into two sections: 'Account Details' and 'Getting Paid'. The 'Account Details' section prompts the user to select a business type, with 'Individual' selected. It also includes a field for 'Your Legal Name' and an 'Edit identity' button. The 'Getting Paid' section provides information on receiving electronic royalty payments and includes a green confirmation box stating: 'You are setup to receive payments for sales across all Amazon marketplaces'. A 'Security Tip' is also present. An 'Add another bank account' button is located at the bottom right of the 'Getting Paid' section.

Helpful Tip: Have your routing number, account number, and tax identification information available before you begin.

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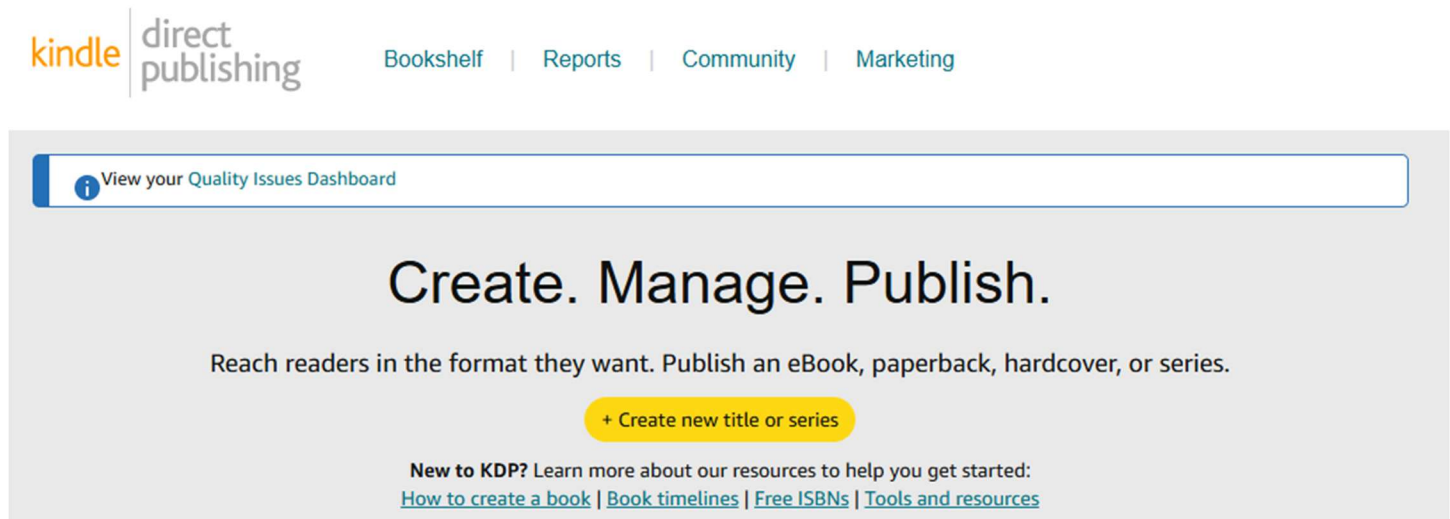
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Step 3: Create a New Book



After signing into KDP, you'll see options to “Create new title or series” as Kindle eBook, Paperback, or Hardcover. Choose the format you want to publish first. Many authors begin with a paperback and later publish the Kindle and hardcover editions using the same manuscript. Once your manuscript is published in Kindle, some accounts provide an option for publishing to Audible using an AI generated voice you select.

I recommend you publish your book first as a paperback. Once selected, Amazon will begin guiding you through the information needed to create your book listing.

Helpful Tip: You can publish multiple formats of the same title and manage them all from your KDP “Bookshelf” dashboard.

Step 4: Enter Your Book Details

Book Title

Enter your title exactly as it appears on the cover. If you add a subtitle, a colon will be inserted between the title and subtitle. Before continuing, check your spelling. This can only be edited within 72 hours of publication. After that, changes require publishing a new edition. [Book title guidelines](#)

Book Title

Subtitle (Optional)

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This section tells Amazon and your future readers about your book. Enter your title, subtitle (if applicable), author name, description, publishing rights, keywords, and categories. Note enter your author name, exactly as it is displayed in your Clarity Compass Book Creator App book file download.

Take your time writing your book description. Think of it as your sales page—it should capture the reader's attention, explain the problem your book solves, and encourage them to

Helpful Tip: Uploading Your Clarity Compass Book Creator downloaded file to ChatGPT can help generate compelling book descriptions, marketing copy and keywords.

Step 5: Choose Keywords & Categories

Keywords and categories help Amazon know where to display your book when customers search for topics related to your content. Selecting accurate keywords increases the chances of readers discovering your book through Amazon's search engine.

Choose phrases your ideal reader would actually type into Amazon rather than broad, highly competitive terms.

Helpful Tip: Think like your customer. Instead of using a single word, use specific search phrases that describe exactly what your book offers. You can also select several categories per book, so if your book can be searched in more than one category, click “Edit categories” and “Add another category” to add more than one.

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Step 6: Upload Your Book Interior

Now it's time to upload the manuscript generated by your **Clarity Compass Book Creator**. Select your formatted Word document or PDF and upload it to Amazon KDP.

Before uploading, make sure your filename is simple and easy to read. While Amazon generally accepts filenames with spaces, it's a good practice to avoid special characters and replace spaces with hyphens or underscores (for example: *My-First-Book.pdf*). This can help prevent occasional upload issues.

Before uploading your manuscript:

- Enter your ISBN into your title page (if using your own ISBN) or allow the Clarity Compass Book Creator to insert it automatically.
- Select the correct **Trim Size**.

ISBN

For titles previously published on CreateSpace, it is important to use the same 13-digit ISBN. This allows us to transfer metadata and files, to maintain your books customer reviews, and your sales rank information.

ISBN used on CreateSpace
0781467775781

Copy your ISBN into your title page (Clarity Compass App handles this if you entered it there.)

Imprint used on CreateSpace
CreateSpace Independent Publishing Platform

Title ownership verified
You can now publish this title on KDP.

Print Options

Choose how you'd like to print your book. We've pre-selected the most common settings to get you started. [How will printing cost be calculated?](#)

Ink and Paper Type
[Pick which ink and paper type you'd like to print your manuscript with.](#)

☐ Black and white interior with cream paper

☒ Black and white interior with white paper

☐ Black and white interior with groundwood paper

Select the Proper Trim Size: The trim size you choose in KDP **must match** the size used when your manuscript was created. The Clarity Compass Book Creator currently supports the following trim sizes:

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- 6 × 9 inches
- 5.5 × 8.5 inches

Selecting the wrong trim size can cause margins, page breaks, and images to display incorrectly.

Trim Size

Select the height and width you want your book to be.

Trim Size

5.50 x 8.50 in (14.0 x 21.6 cm)

Most Popular Standard Trim Sizes:

6.00 x 9.00 in (15.2 x 22.9 cm)

5.00 x 8.00 in (12.7 x 20.3 cm)

5.25 x 8.00 in (13.3 x 20.3 cm)

5.50 x 8.50 in (14.0 x 21.6 cm)

More Standard Trim Sizes:

After confirming your trim size, click **Upload Manuscript** and select your finished book file. Once the manuscript has been processed successfully, continue to the next step to create and upload your book cover.

Manuscript

Upload your manuscript (i.e. your book's interior content). Make sure the file matches the trim size and bleed settings you selected above. Accepted files: PDF, DOC/X, HTML, or RTF. [Review our manuscript file checklist](#)

Upload manuscript

✓ Manuscript "*Blood Doctrine - 5.5 x 8.5.doc*" uploaded successfully!

Book Cover

Create a cover using Cover Creator, or upload a single PDF that includes the back cover, spine, and front cover as one image, no larger than 650 MB. If uploading your own, use our [Cover Calculator](#) for exact file dimensions and review our [Cover Formatting Guide](#). Note: To include spine text, your book must have at least 79 pages.

● Use Cover Creator to make your book cover (upload your own cover image or use KDP's stock images)



Launch Cover Creator

Helpful Tip: Don't skip the Previewer! After both your manuscript and cover have been uploaded, Amazon's Previewer allows you to review every page before publishing. Taking a few extra minutes to catch formatting problems now can save you time and prevent unnecessary revisions later.

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Step 7: Create and Upload Your Book Cover

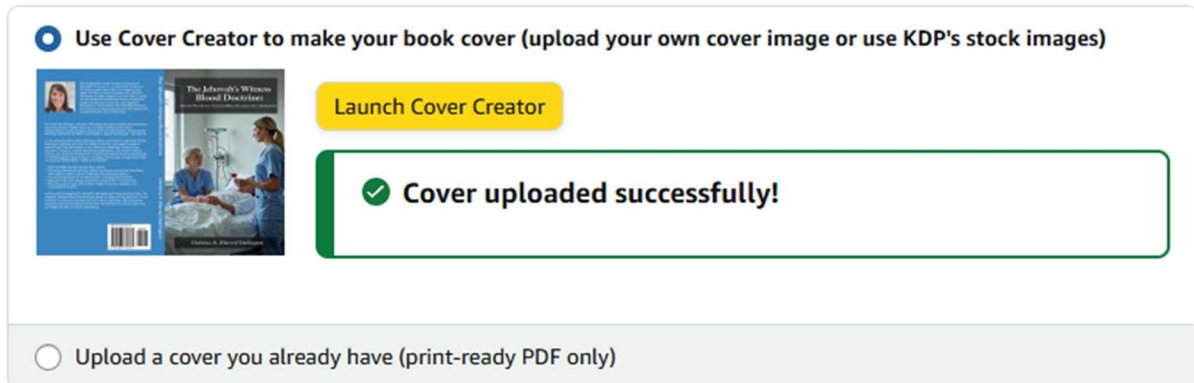
Your book cover is one of the most important marketing tools you have. It creates the first impression and often determines whether a potential reader clicks on your book or scrolls past it.

Amazon offers a free **Cover Creator**, which allows you to build a professional-looking front and back cover using your own images and text. If you prefer more creative control, you can design your cover in programs like **Canva**, **Manus**, or other graphic design software before uploading the finished artwork to Amazon.

Once your cover has been created, review it carefully in the KDP Previewer to ensure the front cover, spine, and back cover align correctly.

Book Cover

Create a cover using Cover Creator, or upload a single PDF that includes the back cover, spine, and front cover as one image, no larger than 650 MB. If uploading your own, use our [Cover Calculator](#) for exact file dimensions and review our [Cover Formatting Guide](#). Note: To include spine text, your book must have at least 79 pages.

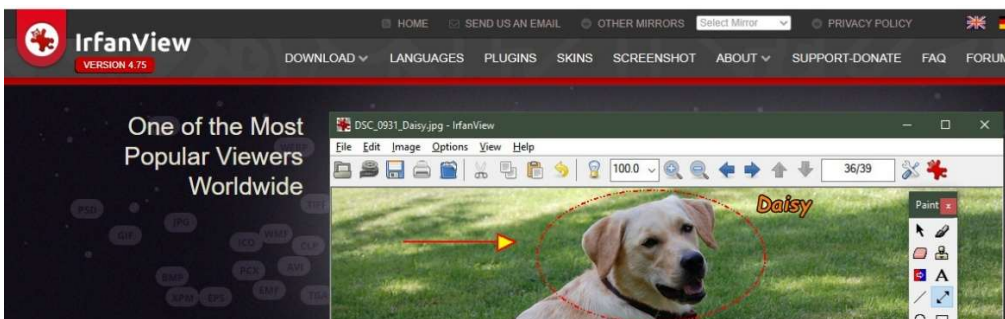


Preparing Images for Your Cover

Many AI image generators export images at screen resolution, which may not be suitable for high-quality printing. For the best results, your cover images should have sufficient pixel dimensions for your chosen book size and be prepared for print at approximately **300 dpi**. One free program that works well for preparing images is **IrfanView**.

Download it here:

<https://www.irfanview.com/>



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Most modern Windows computers use the **64-bit version**, so that's the version you'll typically want to install.

INFO: there is an newer Paint Plugin on the [Plugins page](#). It fixes a Clone tool bug. Sorry.

IRFANVIEW GRAPHIC VIEWER

- Fast and compact (just 8 MB)
- Freeware for non-commercial use
- Supports Windows XP, Vista, 7, 8, 10 and 11
- 32 and 64 bit version
- Multi language support
- Unicode support
- Designed to be simple but powerful

[More information about IrfanView](#)

GET IRFANVIEW (VERSION 4.75)

The program is available in 32 and 64 bit.
Which version should I download?
[See 64-bit info](#) or [ARM64 page](#).

32-BIT

DOWNLOAD
Current version 4.75

PLUGINS

64-BIT

DOWNLOAD
Current version 4.75

PLUGINS

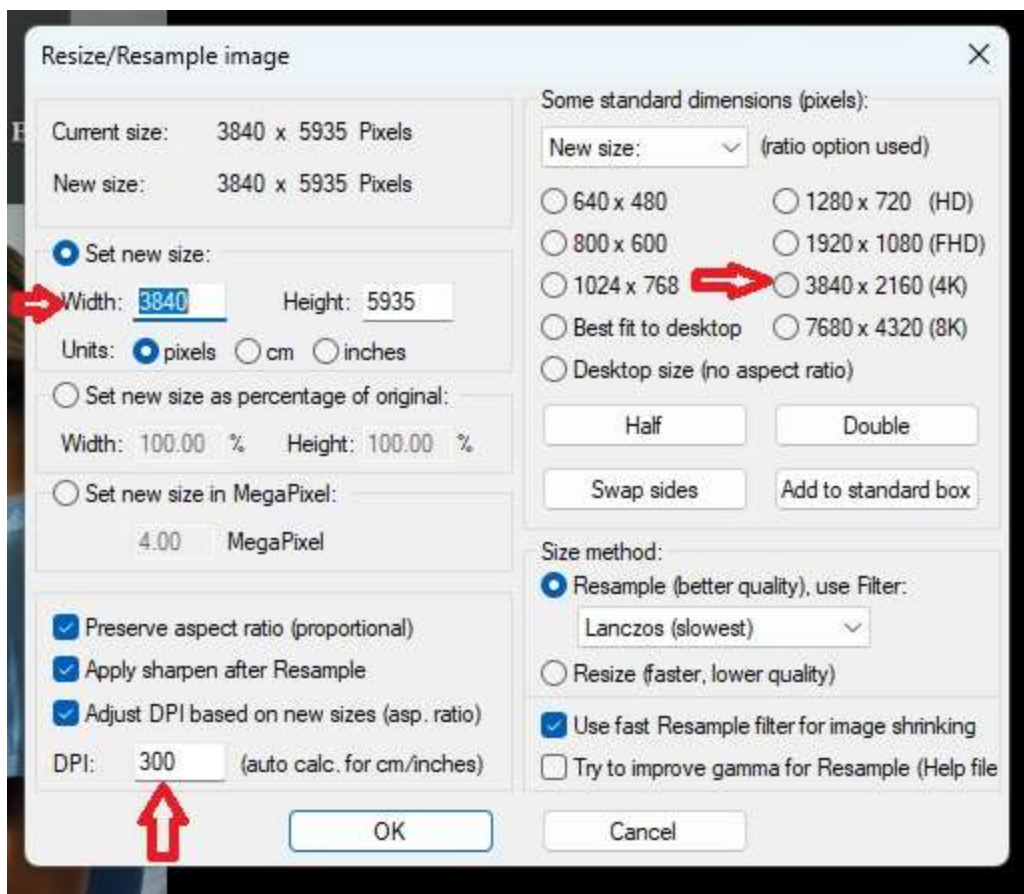
USEFUL PARTNER SITES

Stempelservice:
www.stempelservice.de

Lunacy, free design software:
icons8.com/lunacy

Top startup branding agency:
Ramotion

Using **Image → Resize/Resample**, you can resize your image to the proper print dimensions and save it at **300 dpi** for use in Amazon KDP.



Adjusting Your Cover Artwork

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Occasionally, your AI-generated artwork may not perfectly fit Amazon's Cover Creator. If your image doesn't extend completely to the edges of the cover or needs slight resizing, you don't necessarily have to recreate the artwork from scratch.

I've found AI tools such as **Manus** and **Gemini** work very well for making these adjustments. Simply upload your existing image and ask the AI to resize or extend the artwork to match your book dimensions:

- **6 × 9 inches**
- **5.5 × 8.5 inches**

These tools can often expand backgrounds or adjust proportions while preserving the overall appearance of your original design.

You can also use **Canva** or **Manus** to add your book title, subtitle, and author name to your cover design before importing it into Amazon KDP.

If IrfanView is unable to open your image, simply open the file in **Microsoft Paint** and save it as a JPG. You can then reopen it in IrfanView to resize for 300dpi and prepare it for printing.

Helpful Tip: Readers often decide whether to click on a book within just a few seconds. A clean, professional-looking cover can dramatically improve your book's credibility and increase the likelihood that potential readers will learn more about what you've written.

Step 8: Set Your Pricing & Royalties

Choose the selling price for your book and review Amazon's estimated royalty calculator. Paperback royalties are based on your list price minus printing costs and Amazon's royalty calculation. Kindle eBooks (which you can easily create from your paperback manuscript using [Kindle Create](#) free software easily downloaded from a google "Kindle Create" search), allow you to choose either the 35% or 70% royalty option if your book qualifies under Amazon's requirements.

Choose the 70% Royalty If:

- Your eBook is priced within Amazon's eligible price range (currently **\$2.99–\$9.99** in most supported marketplaces).
- You want to maximize your royalty earnings on each sale.
- Your book meets Amazon's eligibility requirements for the 70% plan.
- Your eBook file size is relatively small, since Amazon deducts a delivery fee from 70% royalty payments based on file size.

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Choose the 35% Royalty If:

- You want to price your eBook below **\$2.99** (such as a \$0.99 promotional book) or above the 70% pricing limit.
- Your book doesn't qualify for the 70% royalty in all the territories where you want to sell.
- Your eBook contains many high-resolution images or graphics, resulting in a large file size. Since Amazon charges a delivery fee on 70% royalties based on file size, some image-heavy books may earn nearly the same—or occasionally more—under the 35% option.
- You prefer greater flexibility with pricing and distribution without meeting all of the 70% program requirements.

Which Option Is Best?

For most nonfiction and fiction books with standard text and a few images, the **70% royalty option is usually the better financial choice** because it pays significantly more per sale.

However, if you're publishing a short promotional eBook priced at \$0.99, a highly illustrated book with a large file size, or a book that doesn't meet Amazon's 70% eligibility requirements, the **35% royalty option** may be the better—or only—choice.

Take a few moments to compare your pricing with similar books in your niche before making your final decision.

One additional note worth mentioning is that **these royalty options apply only to Kindle eBooks. Paperback and hardcover books use a different royalty calculation** based on the list price minus printing costs, so authors don't choose between 35% and 70% for print editions. Including that clarification can help prevent confusion for first-time KDP users.

Helpful Tip: Pricing can be changed at any time after publication, so don't worry about getting it perfect on your first attempt.

Step 9: Add a Lead Magnet "Complementary Guide" to Grow Your Email List

Congratulations! Your book is almost ready to publish. Before you click the **Publish** button, there's one final step that can dramatically increase the long-term value of every book you write.

Instead of simply selling a book and hoping readers return someday, invite them to join your email list by offering a **free Complementary Guide** related to your book's topic.

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The **Clarity Compass Book Creator** makes this easy by allowing you to create a short **3–5 page Complementary Guide** that expands on your book with bonus tips, worksheets, checklists, templates, or additional resources your readers will find valuable.

Inside your book, simply include a short invitation such as:

Free Bonus Guide

Thank you for purchasing this book! I'd love to send you a free companion guide filled with additional resources to help you put these ideas into practice. Simply visit the link below to download your free guide and receive future tips, updates, and new book releases.

Readers can then enter their name and email address through a free email opt-in form using platforms such as **ConvertKit** or another email marketing service. Once they subscribe, your email platform automatically delivers the Complementary Guide to their inbox.

Why Build an Email List?

When someone purchases your book through Amazon, Amazon does **not** share the buyer's contact information with you. Without an email list, you have no way to notify your readers when you release a new book, launch a course, announce a webinar, or share additional resources.

An email list changes that.

Every new subscriber becomes someone who has already shown interest in your work and has given you permission to stay in touch.

Over time, this allows you to build an audience that you own—not one that depends entirely on Amazon's marketplace or search algorithm.

Your Email List Can Help You:

- Announce future book releases.
- Share exclusive tips and helpful resources.
- Offer companion workbooks, journals, or checklists.
- Promote online courses or coaching programs.
- Invite readers to webinars, workshops, or live events.
- Build a community of loyal readers who return for your future content.

Each new book you publish becomes another opportunity to grow your audience. As your library of books expands, so does your email list—creating a valuable long-term business asset that can support future books, products, and services for years to come.

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Helpful Tip: Every book should answer one important question: **"What do I want my reader to do next?"** A free Complementary Guide is one of the simplest and most effective ways to continue the relationship after they finish reading your book. Remember **Amazon may be where readers discover you, but your email list is where relationships are built.**

Step 10: Note Your Use of AI and Publish Your Book

It's very important before you publish your book, if you used ChatGPT or our Clarity Compass Book App to write or design any of the content in the interior of your book, make sure that you note that in the AI Generated section of KDP.

AI-Generated Content

Amazon is collecting information about the use of Artificial Intelligence (AI) tools in creating content.

[What is AI-generated content?](#) v

Did you use AI tools in creating texts, images, and/or translations in your book?

☒ **Yes**

Texts

Entire work, with minimal or no editing

Which tool(s) did you use to create the AI-generated texts in your work?

ChatGPT

Images

None

Translations

Select

☐ **No**

If you used our app or some other AI writing program like ChatGPT to create the majority of your book content, mark that you used AI for the "Entire work, with minimal or no editing" then enter the name of our app or ChatGPT for the name of the tool you used. If you added AI photos to your easy-to-edit Word document template our app provides, note your use of AI in the Images section as well. Don't forget to "Launch Previewer" to give it one last review before you publish your book. If you prefer a hard copy, you can also order and pay for a printed proof to be mailed to you for review prior to publishing.

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Book Preview

Preview your file to check for formatting and print quality issues. [Learn more about formatting and print quality on KDP.](#)

Launch Previewer



You've made updates to your manuscript, cover, or print options. Please preview and approve these changes before continuing.

Request a book proof

Get a printed preview of your book before it goes live. Check for printing errors and if everything looks correct. You can order author copies once your book is available on Amazon. [Learn more about proof and author copies.](#)

Request proof

Once you've reviewed every section, hit “Save and Continue” to select the proper pricing for your book and click the Publish button. This will lock your book file while Amazon begins its own review of your submission. Most books are reviewed within 24 hours, although review times can vary.

While your paperback book is in review, this is a good time to create your Kindle version and walk through the same steps setting up your book. You can format and create a Kindle version of your Word document book interior easily by downloading and using the Kindle Create software on your PC. Just google Kindle Create to download it directly from Amazon.

After your book is approved, it will appear for sale on Amazon, making it available to readers around the world. Congratulations—you are now a published author!

Helpful Tip: Before you spend a lot of time or money promoting your book, it's a good idea to order an author copy to review the printed version. If you find things to be changed, even after publication, you can easily edit and resubmit your published book through the KDP “Bookshelf” platform at: kdp.amazon.com.

Final Thoughts

Publishing your first book may feel intimidating at first, but after you've completed the process once, each additional book becomes much easier. Every published book builds your credibility, expands your reach, and creates another opportunity to share your knowledge with readers worldwide.

The hardest part—writing and formatting your manuscript—easily done through the Clarity Compass Book Creator at ClarityCompassBook.com. Now all that's left is to continue creating books to build your influence online.

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